



Niles Public Library District

Regular Meeting

Wednesday, November 18, 2015 7:00 PM

**NILES PUBLIC LIBRARY DISTRICT
REGULAR MEETING AGENDA**

November 18, 2015

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Library Audit - Judy Walthers, McClure Inserra & Co., Chartered
3. Consent Agenda
 - A. Approve the Minutes of the Regular Board Meeting of October 21, 2015 4
 - B. Approve the Minutes of the Special Board Meeting of November 5, 2015 7
 - C. Approve the payment of the bills for operating expenses of \$192,224.48; payroll expenses of \$269,825.31; Special Reserve expenses of \$0; for a total monthly expense of \$462,049.79 10
4. Treasurer's Report 14
5. Director's Report
 - A. Highlights 31
 - B. Monthly Statistics 36
6. Communications 41
7. Committee Reports
8. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
9. Secretary's Report
10. New Business
 - A. Proposed closing for Staff in Service on Friday, January 22, 2016 42
11. Unfinished Business
12. Approve changes to:
 - Bylaws**
 - Section III Administrative and Services Policies:**
 - 3.02 Library Rules
 - 3.03 Services of the Library

Board Meeting Agenda - November 18, 2015

- 3.04 Borrowers and Borrowers' Cards
- 3.10 Bulletin Boards, Posters and Handouts
- 3.11 Unattended Children
- 3.14 Meeting and Study Rooms
- 3.16 Gifts and Special Donations
- 3.29 Gift, Donation, Sponsorship and Naming Rights Policy
- 3.30 Freedom of Information Act Practices and Procedures Policy

Section IV Personnel Policies:

- 4.02 Appointment
 - 4.06 Sick Leave
 - 4.08 Vacation Allowances
 - 4.10 Leaves of Absence without Pay
 - 4.13 Attendance at Professional Meetings
 - 4.14 Travel Expenses
 - 4.15 Electronic Communications Use Policy
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- 13. Executive Session - To discuss the appointment, employment, compensation, disciplines, performance or dismissal of specific employees of the Niles Public Library District; to discuss minutes of closed session meetings
 - 14. Executive Session Action - if any, on closed session subjects
 - 15. Public Comment
 - 16. Other
 - 17. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
October 21, 2015
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

A video recording of this meeting can be viewed on the Library's website www.nileslibrary.org.

Trustees Present

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

Trustees Absent

Mr. Tim Spadoni gave previous notice.

Library Staff Present

Susan Lempke, Greg Pritz, Diane Winberg, Dodie Frisbie, David Dabrowski, Sasha Vasilic, Victoria Luz, Suzanne Wulf

Guests Present

Igor Studenkov, *Niles Bugle*; Dennis Walsh, Attorney, Klein Thorpe and Jenkins; Carol Jung, Niles Resident; Tom Robb, *Journal*; Jerry Szczepanski, Niles Resident; Sam Zumpano, Niles Resident; Bob Zalesny, Niles Resident; Cathe Martin, Niles Resident; Dennis Martin, Niles Resident; Myrna Zalesny; Niles Resident; and George Pantazis, ICMA-RC

Call to Order

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 7:01 PM.

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance

Comments from Board President Linda Ryan

In response to a letter written to the Editor of the Journal by Trustee Drblik, President Ryan read a statement clarifying misconceptions regarding the process of passing this year's budget; the decision made by a past Board regarding the staffs' holiday party and gifts; the change in the Bylaws regarding IMRF; and the process of reviewing and signing checks for the payment of the bills prior to the Board Meeting. Ms. Ryan asked that in the future, the Trustees always bring any questions and comments they may have to the table and to stop public attacks in the newspaper.

Consent Agenda

Trustee Dimond MOVED the Library Board of Trustees approve:

- A. Revised Minutes of the Regular Board Meeting of August 19, 2015;
- B. Minutes of the Regular Board Meeting of September 16, 2015;
- C. Payment of the bills for operating expenses of \$220,115.51, payroll expenses of \$278,425.28, Special Reserve expenses of \$6,651.00, for a total monthly expense of \$505,191.79

Trustee Nakanishi seconded.

A discussion on the format and detail of the minutes was held and it was decided that the minutes are sufficient as written and that they would follow the format of the Village Minutes.

Mr. Walsh explained that the original motion could be amended to approve the minutes to include any amendments. Trustee Dimond stated that she would like to keep her motion as is. Trustee Nakanshi agreed.

At the request of Trustee Drblik, Trustee Dimond then agreed to change her motion to read that Items A. and B., the Minutes as they stand, be voted on separately from Item C. Payment of the Bills of the Consent Agenda. Trustee Nakanishi seconded.

Roll Call Vote: Ayes: Dimond, Nakanishi, Rozanski, Ryan. Nays: Drblik, Matyas. Motion passed.

Trustee Dimond MOVED to approve Item C., the payment of the bills. Trustee Nakanishi seconded.

Roll Call Vote: Dimond, Matyas, Nakanishi, Rozanski, Ryan. Nays: Drblik. Motion Passed.

Public Comments

President Ryan invited members of the public who wish to speak to please come to the table so that they can be videotaped by the camera. She informed the public that there is a limit of five minutes to speak as stated in the Library policy on Public Participation and Comment at Board Meetings. The Board will not respond to any comments made during this time but will respond appropriately at another time.

At this time a recess was taken to replace the video camera's media card.

The meeting resumed at 7:50. Roll was taken and all of the Board was present.

Mr. Jerry Szczepanski addressed the Board regarding the Library's Minutes; the way the meetings were conducted regarding the budget; and a possible tax increase due to an increase in the tax levy.

Mr. Bob Zalesny addressed the Board regarding the possible change to the Library's current pension and how the change will cost the taxpayers of Niles.

Mr. Dennis Martin addressed the Board regarding his concern over the possible change in the Library's pension to IMRF. He addressed the cost of the Library's newsletter.

Ms. Myrna Zalesny addressed the Board regarding the reaction to the comments made by the residents regarding the Bylaws and IMRF at the Public Hearing in August; the possible change in the Library's pension plan; and the approval of an increase for salaries in the budget for the new programs in the Library not knowing whether it will be needed.

President Ryan thanked all those who spoke.

Treasurer's Report

Review of Financial Report

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

Director's Report

Ms. Lempke presented highlights of her report.

Communications

They were included in the Board packet.

Committee Reports

Building & Grounds Committee (Trustees Dimond, Nakanishi, Rozanski)

A meeting was scheduled for Thursday, November 5, at 7:05 PM.

Liaison Reports

Friends of the Library

The monthly meeting was cancelled.

Legislative

No report.

RAILS

No report.

Secretary's Report - No report.

New Business

Ordinance 15-06

Trustee Rozanski MOVED the Library Board of Trustees adopt Ordinance 15-06, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing Its Conveyance or Sale. Trustee Matyas seconded.

Roll call vote: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan. Nays: None. Motion passed.

Library Retirement Plan Investigation

Mr. George Pantazis, Retirement Plan Specialist-Midwest Territory, International City Management Association Retirement Corporation (ICMA) gave an overview of the library's current benefits and answered questions from trustees and members of the public.

Discussion on the Tax Levy of the Niles Public Library for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016

Mr. Pritz presented the Board with a PowerPoint presentation which laid out four options regarding the annual property tax levy. A discussion was held and the Board agreed to determine on the tax levy amount at a Special Board Meeting on November 5, at 7:00 PM.

Unfinished Business

Trustee Dimond MOVED the Library Board of Trustees table Agenda Items 13.A through Item 16 until the next Regular Board Meeting on November 18, 2015. Trustee Rozanski seconded.

Roll call vote: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan. Nays: None. Motion passed.

Other

There was none.

Adjournment

Trustee Dimond MOVED to adjourn. Trustee Rozanski seconded.

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

The meeting adjourned at 9:40 PM.

President

Secretary

**NILES PUBLIC LIBRARY DISTRICT
Special Board Meeting
November 5, 2015
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois**

A video recording of this meeting can be viewed on the Library's website www.nileslibrary.org.

Trustees Present

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

Library Staff Present

Susan Lempke, Greg Pritz, Cyndi Rademacher, Dave Dabrowski, Sasha Vasilic

Others Present

Dennis Walsh, Klein, Thorpe & Jenkins; Tom Robb, *Journal News & Topics*; Niles Residents: Diane & Sam Zumpano, Jerry Szczepanski, Bob & Myrna Zalesny, Dennis Martin, Mark & Elizabeth Gittings, Carol Jung, Susan Anderson, Dale Zilligen, Bella and Greg Klebaul; Chris Hanusiak; Joe LoVerde; David Carrobotta; John Murphy; Brian Fischer; Marian Namoise; Margaret M. Beierwaltes; Marian Namovic; Bella & Greg Klebaner

Call to Order

The Special Board Meeting of the Niles Public Library Board of Trustees was called to order at 7:01 PM.

Roll Call

Roll call was taken by Ms. Rademacher.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

Public Comment

President Ryan invited those from the public who signed in to speak. With seven members from the public signed in, Ms. Ryan informed them that they have a limit of 5 minutes each to speak with an overall total of 30 minutes for public comments as stated in the Library's policy. She did say that at her discretion she may terminate a speaker's comment if they do not adhere to the Library's policy 3.28.

Members of the public, Bob Zalesny, Jerry Szczepanski, Sam Zumpano, Dennis Martin, Chris Hanusiak, Joe LaVerde, David Carrobotta, John Murphy, and Brian Fischer addressed the Board with opposition to an increase in the tax levy for the Library. Mr. Zalesny presented the Board with a signed petition stating that "We the people of the Niles Library District ask the Niles Library District Board of Trustees not to raise the tax levy, to keep spending low, and not to add new pensions. We are taxed enough already and cannot afford to pay more." Trustee Matyas read an email regarding the tax levy from Mayor Przybylo who was not able to attend meeting. He encourages that everyone compromise and spend wisely.

Discussion on the Tax Levy of the Niles Public Library for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016

Discussion was held on the four possible strategies for the 2015 levy as laid out by Mr. Pritz in a PowerPoint presentation. Trustees Matyas and Drblik indicated that they are in favor of a reduction in the levy. President Ryan, Vice President Dimond, Secretary Nakanishi, Treasurer Spadoni and Trustee Rozanski indicated that they are in favor of increasing the tax levy by \$800,000.

President Ryan instructed the Library Director to schedule a Truth in Taxation Hearing prior to the Regular Board Meeting on November 18, 2015. A notice of the public hearing will be published in a local newspaper one week prior to the hearing.

Adjournment

Trustee Nakanishi motioned to adjourn. Trustee Matyas seconded.

Roll call vote: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. No nays. Motion carried.

The meeting ended at 8:45 PM

President

Secretary

DRAFT

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72904	Accounts Payable	Computer Check	11/18/2015	3M	\$0.00	\$1,017.16	(\$1,017.16)	Outstanding	11/30/2015
72905	Accounts Payable	Computer Check	11/18/2015	AFLAC	\$0.00	\$324.74	(\$1,341.90)	Outstanding	11/30/2015
72906	Accounts Payable	Computer Check	11/18/2015	ALLIANCE ENTERTAINMENT	\$0.00	\$62.26	(\$1,404.16)	Outstanding	11/30/2015
72907	Accounts Payable	Computer Check	11/18/2015	AMARK INDUSTRIES	\$0.00	\$3,984.80	(\$5,388.96)	Outstanding	11/30/2015
72908	Accounts Payable	Computer Check	11/18/2015	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$382.00	(\$5,770.96)	Outstanding	11/30/2015
72909	Accounts Payable	Computer Check	11/18/2015	AT&T	\$0.00	\$43.47	(\$5,814.43)	Outstanding	11/30/2015
72910	Accounts Payable	Computer Check	11/18/2015	AT&T	\$0.00	\$375.65	(\$6,190.08)	Outstanding	11/30/2015
72911	Accounts Payable	Computer Check	11/18/2015	AVCAFE	\$0.00	\$81.86	(\$6,271.94)	Outstanding	11/30/2015
72912	Accounts Payable	Computer Check	11/18/2015	BAKER & TAYLOR	\$0.00	\$108.66	(\$6,380.60)	Outstanding	11/30/2015
72913	Accounts Payable	Computer Check	11/18/2015	DONNA BLOCK	\$0.00	\$127.90	(\$6,508.50)	Outstanding	11/30/2015
72914	Accounts Payable	Computer Check	11/18/2015	BUCK BROS. INC.	\$0.00	\$199.59	(\$6,708.09)	Outstanding	11/30/2015
72915	Accounts Payable	Computer Check	11/18/2015	CALL ONE	\$0.00	\$968.73	(\$7,676.82)	Outstanding	11/30/2015
72916	Accounts Payable	Computer Check	11/18/2015	ARIANNE CAREY	\$0.00	\$107.03	(\$7,783.85)	Outstanding	11/30/2015
72917	Accounts Payable	Computer Check	11/18/2015	CENGAGE LEARNING, INC.	\$0.00	\$944.44	(\$8,728.29)	Outstanding	11/30/2015
72918	Accounts Payable	Computer Check	11/18/2015	CENTER POINT LARGE PRINT	\$0.00	\$302.58	(\$9,030.87)	Outstanding	11/30/2015
72919	Accounts Payable	Computer Check	11/18/2015	CHICAGO TRIBUNE	\$0.00	\$970.80	(\$10,001.67)	Outstanding	11/30/2015
72920	Accounts Payable	Computer Check	11/18/2015	CHRIS' LANDSCAPE, INC.	\$0.00	\$430.00	(\$10,431.67)	Outstanding	11/30/2015
72921	Accounts Payable	Computer Check	11/18/2015	CHRIS CHRISTMAS	\$0.00	\$400.00	(\$10,831.67)	Outstanding	11/30/2015
72922	Accounts Payable	Computer Check	11/18/2015	CINTAS CORPORATION LOC. 769	\$0.00	\$495.12	(\$11,326.79)	Outstanding	11/30/2015
72923	Accounts Payable	Computer Check	11/18/2015	COMED	\$0.00	\$8,647.05	(\$19,973.84)	Outstanding	11/30/2015
72924	Accounts Payable	Computer Check	11/18/2015	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$20,473.84)	Outstanding	11/30/2015
72925	Accounts Payable	Computer Check	11/18/2015	COOPERATIVE COMPUTER SERV	\$0.00	\$5,590.13	(\$26,063.97)	Outstanding	11/30/2015
72926	Accounts Payable	Computer Check	11/18/2015	COUSIN'S VIDEO, INC.	\$0.00	\$127.60	(\$26,191.57)	Outstanding	11/30/2015
72927	Accounts Payable	Computer Check	11/18/2015	CREATIVE PROMOTIONAL PROD	\$0.00	\$684.61	(\$26,876.18)	Outstanding	11/30/2015
72928	Accounts Payable	Computer Check	11/18/2015	DANCING WITH CLASS	\$0.00	\$325.00	(\$27,201.18)	Outstanding	11/30/2015
72929	Accounts Payable	Computer Check	11/18/2015	DEMCO	\$0.00	\$56.34	(\$27,257.52)	Outstanding	11/30/2015
72930	Accounts Payable	Computer Check	11/18/2015	RISHABH DWIVEDI	\$0.00	\$99.00	(\$27,356.52)	Outstanding	11/30/2015
72931	Accounts Payable	Computer Check	11/18/2015	EASYPERMIT POSTAGE	\$0.00	\$1,000.00	(\$28,356.52)	Outstanding	11/30/2015
72932	Accounts Payable	Computer Check	11/18/2015	EBSCO INFORMATION SERVICES	\$0.00	\$149.60	(\$28,506.12)	Outstanding	11/30/2015
72933	Accounts Payable	Computer Check	11/18/2015	EPSON ACCESSORIES, INC.	\$0.00	\$690.25	(\$29,196.37)	Outstanding	11/30/2015
72934	Accounts Payable	Computer Check	11/18/2015	MARYELLEN ESSIG	\$0.00	\$121.69	(\$29,318.06)	Outstanding	11/30/2015
72935	Accounts Payable	Computer Check	11/18/2015	FIFTH THIRD BANK	\$0.00	\$243.89	(\$29,561.95)	Outstanding	11/30/2015
72936	Accounts Payable	Computer Check	11/18/2015	FIFTH THIRD BANK	\$0.00	\$2,068.24	(\$31,630.19)	Outstanding	11/30/2015
72937	Accounts Payable	Computer Check	11/18/2015	FINDAWAY WORLD, LLC	\$0.00	\$1,019.80	(\$32,649.99)	Outstanding	11/30/2015
72938	Accounts Payable	Computer Check	11/18/2015	BURTON L. FISCHMAN	\$0.00	\$200.00	(\$32,849.99)	Outstanding	11/30/2015
72939	Accounts Payable	Computer Check	11/18/2015	FLEXSOURCE, LLC	\$0.00	\$859.00	(\$33,708.99)	Outstanding	11/30/2015
72940	Accounts Payable	Computer Check	11/18/2015	DOROTHEA FRISBIE	\$0.00	\$74.78	(\$33,783.77)	Outstanding	11/30/2015
72941	Accounts Payable	Computer Check	11/18/2015	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,637.29	(\$35,421.06)	Outstanding	11/30/2015
72942	Accounts Payable	Computer Check	11/18/2015	GAYLORD BROS.	\$0.00	\$300.74	(\$35,721.80)	Outstanding	11/30/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72943	Accounts Payable	Computer Check	11/18/2015	DEBORAH GRAHAM	\$0.00	\$53.98	(\$35,775.78)	Outstanding	11/30/2015
72944	Accounts Payable	Computer Check	11/18/2015	GROOT INDUSTRIES, INC.	\$0.00	\$233.47	(\$36,009.25)	Outstanding	11/30/2015
72945	Accounts Payable	Computer Check	11/18/2015	DINA GULEVSKY	\$0.00	\$34.98	(\$36,044.23)	Outstanding	11/30/2015
72946	Accounts Payable	Computer Check	11/18/2015	THE H.W. WILSON COMPANY	\$0.00	\$252.50	(\$36,296.73)	Outstanding	11/30/2015
72947	Accounts Payable	Computer Check	11/18/2015	HALL PASS	\$0.00	\$33.00	(\$36,329.73)	Outstanding	11/30/2015
72948	Accounts Payable	Computer Check	11/18/2015	HEALTHCARE SERVICE CORPOR	\$0.00	\$39,169.85	(\$75,499.58)	Outstanding	11/30/2015
72949	Accounts Payable	Computer Check	11/18/2015	ELEANOR HOLDEN	\$0.00	\$6.99	(\$75,506.57)	Outstanding	11/30/2015
72950	Accounts Payable	Computer Check	11/18/2015	HOOPLA	\$0.00	\$15,000.00	(\$90,506.57)	Outstanding	11/30/2015
72951	Accounts Payable	Computer Check	11/18/2015	HOUCHEM BINDERY, LTD.	\$0.00	\$422.30	(\$90,928.87)	Outstanding	11/30/2015
72952	Accounts Payable	Computer Check	11/18/2015	HUNTLEY AREA PUBLIC LIBRAR	\$0.00	\$16.00	(\$90,944.87)	Outstanding	11/30/2015
72953	Accounts Payable	Computer Check	11/18/2015	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$115.00	(\$91,059.87)	Outstanding	11/30/2015
72954	Accounts Payable	Computer Check	11/18/2015	IMPERIAL SERVICE SYSTEMS, IN	\$0.00	\$270.00	(\$91,329.87)	Outstanding	11/30/2015
72955	Accounts Payable	Computer Check	11/18/2015	INFOGROUP	\$0.00	\$11,215.00	(\$102,544.87)	Outstanding	11/30/2015
72956	Accounts Payable	Computer Check	11/18/2015	INGRAM LIBRARY SERVICES	\$0.00	\$16,793.30	(\$119,338.17)	Outstanding	11/30/2015
72957	Accounts Payable	Computer Check	11/18/2015	IRON MOUNTAIN	\$0.00	\$249.41	(\$119,587.58)	Outstanding	11/30/2015
72958	Accounts Payable	Computer Check	11/18/2015	JANWAY COMPANY USA, INC.	\$0.00	\$184.34	(\$119,771.92)	Outstanding	11/30/2015
72959	Accounts Payable	Computer Check	11/18/2015	JAMIE KING	\$0.00	\$73.26	(\$119,845.18)	Outstanding	11/30/2015
72960	Accounts Payable	Computer Check	11/18/2015	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$1,520.08	(\$121,365.26)	Outstanding	11/30/2015
72961	Accounts Payable	Computer Check	11/18/2015	KONE INC.	\$0.00	\$487.62	(\$121,852.88)	Outstanding	11/30/2015
72962	Accounts Payable	Computer Check	11/18/2015	KONICA MINOLTA BUSINESS SO	\$0.00	\$311.70	(\$122,164.58)	Outstanding	11/30/2015
72963	Accounts Payable	Computer Check	11/18/2015	KOREAN BOOKS	\$0.00	\$791.01	(\$122,955.59)	Outstanding	11/30/2015
72964	Accounts Payable	Computer Check	11/18/2015	SANDRA LAASE	\$0.00	\$14.99	(\$122,970.58)	Outstanding	11/30/2015
72965	Accounts Payable	Computer Check	11/18/2015	LOW VOLTAGE SOLUTIONS INC.	\$0.00	\$2,700.00	(\$125,670.58)	Outstanding	11/30/2015
72966	Accounts Payable	Computer Check	11/18/2015	LYNDA.COM, INC.	\$0.00	\$13,125.00	(\$138,795.58)	Outstanding	11/30/2015
72967	Accounts Payable	Computer Check	11/18/2015	MARQUEE MOVIE PRESENTATI	\$0.00	\$175.00	(\$138,970.58)	Outstanding	11/30/2015
72968	Accounts Payable	Computer Check	11/18/2015	MATRIX CONSULTING GROUP	\$0.00	\$3,051.00	(\$142,021.58)	Outstanding	11/30/2015
72969	Accounts Payable	Computer Check	11/18/2015	MATTHEW BENDER & CO., INC.	\$0.00	\$174.51	(\$142,196.09)	Outstanding	11/30/2015
72970	Accounts Payable	Computer Check	11/18/2015	MENARDS	\$0.00	\$1,001.82	(\$143,197.91)	Outstanding	11/30/2015
72971	Accounts Payable	Computer Check	11/18/2015	MICROSYSTEMS, INC.	\$0.00	\$627.90	(\$143,825.81)	Outstanding	11/30/2015
72972	Accounts Payable	Computer Check	11/18/2015	MIDCO INC.	\$0.00	\$1,194.51	(\$145,020.32)	Outstanding	11/30/2015
72973	Accounts Payable	Computer Check	11/18/2015	MIDWEST TAPE	\$0.00	\$7,080.51	(\$152,100.83)	Outstanding	11/30/2015
72974	Accounts Payable	Computer Check	11/18/2015	MARY MILLER	\$0.00	\$877.60	(\$152,978.43)	Outstanding	11/30/2015
72975	Accounts Payable	Computer Check	11/18/2015	DIVA MONTALTO	\$0.00	\$300.00	(\$153,278.43)	Outstanding	11/30/2015
72976	Accounts Payable	Computer Check	11/18/2015	MULTICULTURAL BOOKS & VID	\$0.00	\$487.83	(\$153,766.26)	Outstanding	11/30/2015
72977	Accounts Payable	Computer Check	11/18/2015	SARAH MUSKIVITCH	\$0.00	\$69.16	(\$153,835.42)	Outstanding	11/30/2015
72978	Accounts Payable	Computer Check	11/18/2015	NICOR GAS	\$0.00	\$260.50	(\$154,095.92)	Outstanding	11/30/2015
72979	Accounts Payable	Computer Check	11/18/2015	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$154,976.92)	Outstanding	11/30/2015
72980	Accounts Payable	Computer Check	11/18/2015	OMNIGRAPHICS, INC.	\$0.00	\$81.85	(\$155,058.77)	Outstanding	11/30/2015
72981	Accounts Payable	Computer Check	11/18/2015	ORIENTAL TRADING COMPANY, I	\$0.00	\$211.32	(\$155,270.09)	Outstanding	11/30/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72982	Accounts Payable	Computer Check	11/18/2015	PEAPOD	\$0.00	\$415.91	(\$155,686.00)	Outstanding	11/30/2015
72983	Accounts Payable	Computer Check	11/18/2015	PENGUIN RANDOM HOUSE LLC	\$0.00	\$461.25	(\$156,147.25)	Outstanding	11/30/2015
72984	Accounts Payable	Computer Check	11/18/2015	THE PENWORTHY COMPANY	\$0.00	\$619.62	(\$156,766.87)	Outstanding	11/30/2015
72985	Accounts Payable	Computer Check	11/18/2015	GIANNA PETERS	\$0.00	\$19.99	(\$156,786.86)	Outstanding	11/30/2015
72986	Accounts Payable	Computer Check	11/18/2015	PLIC - SBD GRAND ISLAND	\$0.00	\$1,484.76	(\$158,271.62)	Outstanding	11/30/2015
72987	Accounts Payable	Computer Check	11/18/2015	POLONIA BOOKSTORE, INC.	\$0.00	\$251.26	(\$158,522.88)	Outstanding	11/30/2015
72988	Accounts Payable	Computer Check	11/18/2015	RESERVE ACCOUNT	\$0.00	\$2,050.00	(\$160,572.88)	Outstanding	11/30/2015
72989	Accounts Payable	Computer Check	11/18/2015	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$161,242.88)	Outstanding	11/30/2015
72990	Accounts Payable	Computer Check	11/18/2015	SAGE PUBLICATIONS INC.	\$0.00	\$2,795.00	(\$164,037.88)	Outstanding	11/30/2015
72991	Accounts Payable	Computer Check	11/18/2015	NICOLE SANKOWSKI	\$0.00	\$23.69	(\$164,061.57)	Outstanding	11/30/2015
72992	Accounts Payable	Computer Check	11/18/2015	ELIZABETH A. SAVAGE	\$0.00	\$82.50	(\$164,144.07)	Outstanding	11/30/2015
72993	Accounts Payable	Computer Check	11/18/2015	RUTH SCHUSTER	\$0.00	\$19.99	(\$164,164.06)	Outstanding	11/30/2015
72994	Accounts Payable	Computer Check	11/18/2015	SHELL	\$0.00	\$37.11	(\$164,201.17)	Outstanding	11/30/2015
72995	Accounts Payable	Computer Check	11/18/2015	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$164,315.17)	Outstanding	11/30/2015
72996	Accounts Payable	Computer Check	11/18/2015	SUPERIOR COPIES INC.	\$0.00	\$818.00	(\$165,133.17)	Outstanding	11/30/2015
72997	Accounts Payable	Computer Check	11/18/2015	TSAI FONG BOOKS, INC.	\$0.00	\$210.00	(\$165,343.17)	Outstanding	11/30/2015
72998	Accounts Payable	Computer Check	11/18/2015	ULINE	\$0.00	\$25.20	(\$165,368.37)	Outstanding	11/30/2015
72999	Accounts Payable	Computer Check	11/18/2015	GRETA ULRICH	\$0.00	\$12.31	(\$165,380.68)	Outstanding	11/30/2015
73000	Accounts Payable	Computer Check	11/18/2015	UNIQUE MANAGEMENT SERVICE	\$0.00	\$189.05	(\$165,569.73)	Outstanding	11/30/2015
73001	Accounts Payable	Computer Check	11/18/2015	UPSTART	\$0.00	\$20.95	(\$165,590.68)	Outstanding	11/30/2015
73002	Accounts Payable	Computer Check	11/18/2015	SASHA VASILIC	\$0.00	\$74.95	(\$165,665.63)	Outstanding	11/30/2015
73003	Accounts Payable	Computer Check	11/18/2015	THE VIKING PRINTING GROUP, L	\$0.00	\$136.77	(\$165,802.40)	Outstanding	11/30/2015
73004	Accounts Payable	Computer Check	11/18/2015	VILLAGE OF NILES	\$0.00	\$871.67	(\$166,674.07)	Outstanding	11/30/2015
73005	Accounts Payable	Computer Check	11/18/2015	VILLAGE PLUMBING & SEWER SE	\$0.00	\$1,455.50	(\$168,129.57)	Outstanding	11/30/2015
73006	Accounts Payable	Computer Check	11/18/2015	VISA	\$0.00	\$5,960.34	(\$174,089.91)	Outstanding	11/30/2015
73007	Accounts Payable	Computer Check	11/18/2015	VISION SERVICE PLAN OF ILLINO	\$0.00	\$578.66	(\$174,668.57)	Outstanding	11/30/2015
73008	Accounts Payable	Computer Check	11/18/2015	JESSICA WEBER	\$0.00	\$15.93	(\$174,684.50)	Outstanding	11/30/2015
73009	Accounts Payable	Computer Check	11/18/2015	WESTERN IRRIGATION, INC.	\$0.00	\$375.00	(\$175,059.50)	Outstanding	11/30/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$175,059.50)
Total Payments:	(\$175,059.50)
Total Change in Register Balance:	(\$175,059.50)

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>
2939	Accounts Payable	Manual Check	10/29/2015	COSTCO	\$0.00	\$243.89	(\$243.89)	Outstanding	10/31/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$243.89)
Total Payments:	(\$243.89)
Total Change in Register Balance:	(\$243.89)

Niles Public Library District

Balance Sheet

October 31, 2015

	GENERAL FUND 10/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$2,228,098)	\$509,485	\$1,777,844	\$59,231
Cash-Imprest	\$630			\$630
Cash-Flexible Spending Account	\$6,758			\$6,758
MaxSafe CD	\$1,022,309			\$1,022,309
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$2,048,283			\$2,048,283
Illinois Funds E pay fines	\$112,305			\$112,305
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$6,120,000			\$6,120,000
Investments Money Market-Fifth Third Bank	\$313,831			\$313,831
Total Cash and Investments	\$7,396,444	\$509,485	\$1,777,844	\$9,683,773
Receivables				
Property Tax Receivable, net	\$2,581,494	\$97,345		\$2,678,839
Replacement Tax Receivable	\$24,126			\$24,126
Total Receivables	\$2,605,620	\$97,345	\$0	\$2,702,965
Total Assets	\$10,002,064	\$606,830	\$1,777,844	\$12,386,739

Niles Public Library District

Balance Sheet

October 31, 2015

	GENERAL FUND 10/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$162,076	\$10,591	\$0	\$172,667
Accounts Payable-Friends of the Library	\$5,106			\$5,106
Payroll Clearing	\$12,210			\$12,210
Accrued Expenses	\$42,936			\$42,936
Deferred Revenues	\$2,581,464	\$97,375		\$2,678,839
Total Liabilities	\$2,803,792	\$107,966	\$0	\$2,911,759
 Fund Balance				
Fund Balance	\$7,198,272	\$498,864	\$1,777,844	\$9,474,980
Total Fund Balance	\$7,198,272	\$498,864	\$1,777,844	\$9,474,980
Total Liabilities and Fund Balance	\$10,002,064	\$606,830	\$1,777,844	\$12,386,739

Niles Public Library District
Income Statement-Consolidated

October 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes		\$59,227	(\$59,227)	\$2,734,534	\$2,783,691	(\$49,157)	\$5,922,747	46%
Replacement Taxes	\$24,253	\$1,400	\$22,853	\$51,631	\$65,800	(\$14,169)	\$140,000	37%
Per Capita Grant							\$71,605	
Grants-Other							\$1,000	
Investment Income	\$4,506	\$5,000	(\$494)	\$12,938	\$20,000	(\$7,062)	\$60,000	22%
Fines	\$3,573	\$4,167	(\$594)	\$16,460	\$16,667	(\$207)	\$50,000	33%
Lost Books	\$579	\$625	(\$46)	\$3,530	\$2,500	\$1,030	\$7,500	47%
Pay For Print	\$4,014	\$1,667	\$2,347	\$6,229	\$6,667	(\$437)	\$20,000	31%
Flash Drive & Ear Bud Sales	\$3		\$3	\$38		\$38		
Commissions & Fees	(\$8)		(\$8)	\$13		\$13		
Donations-Friends of the Library					\$1,400	(\$1,400)	\$1,400	
Donations				\$0		\$0		
Miscellaneous		\$113	(\$113)	\$125	\$450	(\$325)	\$1,350	9%
Total Revenues	\$36,920	\$72,198	(\$35,279)	\$2,825,499	\$2,897,174	(\$71,675)	\$6,275,602	45%
Expenditures								
Salaries								
Library Director	\$10,167	\$10,201	\$34	\$40,667	\$40,804	\$137	\$122,411	33%
Payroll-Department Managers	\$13,727	\$14,770	\$1,043	\$55,724	\$59,078	\$3,355	\$177,235	31%
Payroll-Division Supervisors	\$35,252	\$36,155	\$903	\$125,286	\$144,619	\$19,333	\$433,857	29%
Payroll-Librarian I	\$95,932	\$97,093	\$1,161	\$377,071	\$388,370	\$11,299	\$1,165,110	32%
Payroll-Library Grade V	\$58,374	\$61,118	\$2,744	\$217,364	\$244,471	\$27,107	\$733,412	30%
Payroll-Library Grade VI	\$25,097	\$27,709	\$2,612	\$82,917	\$110,837	\$27,919	\$332,510	25%
Payroll-Library Pages	\$8,223	\$10,194	\$1,971	\$28,465	\$40,775	\$12,310	\$122,326	23%
Payroll-Sundays	\$5,760	\$6,833	\$1,074	\$28,130	\$27,333	(\$797)	\$82,000	34%
Adjustments		\$833	\$833		\$3,333	\$3,333	\$10,000	
Substitutes	\$4,467	\$667	(\$3,801)	\$7,439	\$2,667	(\$4,772)	\$8,000	93%
Total Salaries	\$256,998	\$265,572	\$8,574	\$963,062	\$1,062,287	\$99,224	\$3,186,861	30%

Niles Public Library District
Income Statement-Consolidated

October 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$13,359	\$13,417	\$57	\$53,203	\$53,667	\$464	\$161,000	33%
Books-Youth Services	\$7,417	\$6,250	(\$1,167)	\$19,485	\$25,000	\$5,515	\$75,000	26%
Books-Teen	\$1,838	\$1,250	(\$588)	\$5,036	\$5,000	(\$36)	\$15,000	34%
Downloadables	\$16,041	\$6,667	(\$9,374)	\$33,098	\$26,667	(\$6,432)	\$80,000	41%
Periodicals	\$150	\$2,667	\$2,517	\$10,246	\$10,667	\$421	\$32,000	32%
AV-Adult	\$8,068	\$10,000	\$1,932	\$34,283	\$40,000	\$5,717	\$120,000	29%
AV-Youth Services	\$2,343	\$3,542	\$1,199	\$9,050	\$14,167	\$5,117	\$42,500	21%
AV-Teen	\$1,426	\$1,000	(\$426)	\$3,158	\$4,000	\$842	\$12,000	26%
Online Databases	\$27,763	\$16,667	(\$11,096)	\$124,048	\$66,667	(\$57,382)	\$200,000	62%
Total Library Materials	\$78,405	\$61,458	(\$16,947)	\$291,606	\$245,833	(\$45,773)	\$737,500	40%
Library Operating Expenditures								
CCS Charges	\$4,611	\$6,667	\$2,056	\$26,143	\$26,667	\$523	\$80,000	33%
Processing & Supplies	\$863	\$1,667	\$803	\$2,986	\$6,667	\$3,681	\$20,000	15%
Internet Charges	\$1,195	\$1,375	\$180	\$4,671	\$5,500	\$829	\$16,500	28%
Software, Licenses	\$179	\$5,819	\$5,640	\$5,295	\$23,274	\$17,980	\$69,823	8%
Printing	\$891	\$3,971	\$3,080	\$8,430	\$15,883	\$7,453	\$47,650	18%
Library Supplies	\$96	\$1,067	\$971	\$6,598	\$4,267	(\$2,331)	\$12,800	52%
Programming & Support-Adult	\$1,091	\$2,417	\$1,326	\$4,365	\$9,667	\$5,301	\$29,000	15%
Programming & Support-Juvenile	\$1,874	\$3,167	\$1,293	\$14,314	\$12,667	(\$1,647)	\$38,000	38%
Programming & Support-Joint		\$933	\$933	\$178	\$3,733	\$3,555	\$11,200	2%
Programming & Support-Teen	\$1,222	\$667	(\$555)	\$3,175	\$2,667	(\$508)	\$8,000	40%
Public Performing Rights				\$1,407	\$1,400	(\$7)	\$1,400	101%
Computer Charges OCLC	\$979	\$958	(\$21)	\$3,918	\$3,833	(\$84)	\$11,500	34%
Miscellaneous	\$249	\$83	(\$166)	\$1,195	\$333	(\$861)	\$1,000	119%
Per Capita Grant Expenditures	\$2,195		(\$2,195)	\$4,725		(\$4,725)	\$71,605	7%
Grant - Other Expenditures		\$83	\$83		\$333	\$333	\$1,000	
Volunteers		\$125	\$125	\$240	\$500	\$260	\$1,500	16%
Total Library Operating Expenditures	\$15,445	\$28,998	\$13,553	\$87,639	\$117,391	\$29,752	\$420,978	21%

General and Administration

Niles Public Library District
Income Statement-Consolidated

October 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Janitorial Supplies	\$5,394	\$2,804	(\$2,590)	\$13,319	\$11,217	(\$2,103)	\$33,650	40%
Copiers	\$312	\$833	\$522	\$3,161	\$3,333	\$172	\$10,000	32%
Professional Development	\$1,372	\$3,272	\$1,900	\$16,553	\$13,086	(\$3,467)	\$39,259	42%
Mileage	\$202	\$317	\$115	\$761	\$1,267	\$506	\$3,800	20%
Professional Collection	\$155	\$63	(\$93)	\$209	\$250	\$41	\$750	28%
Legal Fees	\$1,553	\$2,500	\$947	\$5,490	\$10,000	\$4,510	\$30,000	18%
Consultants	\$3,051	\$5,792	\$2,741	\$4,343	\$23,167	\$18,824	\$69,500	6%
Kitchen Supplies	\$261	\$125	(\$136)	\$261	\$500	\$239	\$1,500	17%
Promotional Expense	\$52	\$2,142	\$2,090	\$3,402	\$8,568	\$5,165	\$25,703	13%
Office Supplies	\$1,334	\$2,083	\$749	\$8,846	\$8,333	(\$513)	\$25,000	35%
Postage & Freight	\$3,055	\$1,500	(\$1,555)	\$7,221	\$6,000	(\$1,221)	\$18,000	40%
Publication of Notices-Advertisements	\$1,016	\$100	(\$916)	\$1,037	\$400	(\$637)	\$1,200	86%
Subscriptions & Dues	\$497	\$714	\$217	\$3,249	\$2,855	(\$394)	\$8,565	38%
Collection Services	\$117	\$83	(\$34)	\$222	\$333	\$112	\$1,000	22%
Telephone	\$1,012	\$1,375	\$363	\$4,421	\$5,500	\$1,079	\$16,500	27%
Trustee Expense		\$833	\$833	(\$387)	\$3,333	\$3,720	\$10,000	(4)%
Payroll Service	\$175	\$1,083	\$908	\$4,067	\$4,333	\$266	\$13,000	31%
Bank Fees	\$255	\$275	\$20	\$1,094	\$1,100	\$6	\$3,300	33%
Parking Lease	\$881	\$881		\$3,524	\$3,524		\$10,572	33%
Total General and Administration	\$20,694	\$26,775	\$6,081	\$80,793	\$107,099	\$26,306	\$321,299	25%
Vehicle Operation								
Gas, Oil, Grease	\$37	\$83	\$46	\$167	\$333	\$166	\$1,000	17%
Repairs & Maintenance		\$150	\$150	\$1,175	\$600	(\$575)	\$1,800	65%
Miscellaneous		\$8	\$8		\$33	\$33	\$100	
Auto Insurance				\$1,435	\$1,435		\$1,435	100%
Total Vehicle Operation	\$37	\$242	\$205	\$2,777	\$2,402	(\$375)	\$4,335	64%
Employee Fringe Benefits								
Deferred Compensation	\$13,582	\$14,583	\$1,001	\$54,265	\$58,333	\$4,068	\$175,000	31%
Group Health	\$31,194	\$32,500	\$1,306	\$133,157	\$130,000	(\$3,157)	\$390,000	34%
Health Reimbursement Account	\$1,576	\$5,500	\$3,924	\$7,304	\$22,000	\$14,696	\$66,000	11%

Niles Public Library District
Income Statement-Consolidated

October 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Dental	\$397	\$1,667	\$1,270	\$2,182	\$6,667	\$4,485	\$20,000	11%
Vision	\$497	\$583	\$86	\$1,930	\$2,333	\$403	\$7,000	28%
FSA fee	\$355	\$100	(\$255)	\$520	\$400	(\$120)	\$1,200	43%
Life, LTD, AD&D, STD	\$1,485	\$1,500	\$15	\$5,811	\$6,000	\$189	\$18,000	32%
Total Employee Fringe Benefits	\$49,086	\$56,433	\$7,347	\$205,168	\$225,733	\$20,565	\$677,200	30%
Utilities								
Gas	\$261	\$1,250	\$990	\$815	\$5,000	\$4,185	\$15,000	5%
Electric	\$8,647	\$8,333	(\$314)	\$38,076	\$33,333	(\$4,743)	\$100,000	38%
Water	\$872	\$667	(\$205)	\$3,217	\$2,667	(\$551)	\$8,000	40%
Total Utilities	\$9,779	\$10,250	\$471	\$42,109	\$41,000	(\$1,109)	\$123,000	34%
Capital Expenditures								
Special Reserve - Equipment		\$41,417	\$41,417	\$30,170	\$165,667	\$135,497	\$497,000	6%
Total Capital Expenditures	\$0	\$41,417	\$41,417	\$30,170	\$165,667	\$135,497	\$497,000	6%
Audit								
Audit Expense				\$9,500		(\$9,500)	\$14,500	66%
Total Audit Expenditures	\$0	\$0	\$0	\$9,500	\$0	(\$9,500)	\$14,500	66%
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	\$20,071	\$20,000	(\$71)	\$79,566	\$80,000	\$434	\$240,000	33%
Total Social Security Expenditures	\$20,071	\$20,000	(\$71)	\$79,566	\$80,000	\$434	\$240,000	33%
Workers' Compensation								
Workers' Compensation				\$21,303	\$21,524	\$221	\$21,524	99%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$21,303	\$21,524	\$221	\$21,524	99%

Niles Public Library District
Income Statement-Consolidated

October 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Unemployment Compensation								
Unemployment Compensation	\$510	\$1,250	\$740	\$2,605	\$5,000	\$2,395	\$15,000	17%
Total Unemployment Compensation Expenditures	\$510	\$1,250	\$740	\$2,605	\$5,000	\$2,395	\$15,000	17%
Building & Equipment Maintenance								
Repairs & Improvements	\$4,417	\$3,975	(\$442)	\$25,007	\$15,900	(\$9,107)	\$47,700	52%
Contractual Maintenance	\$1,902	\$3,524	\$1,622	\$14,459	\$14,095	(\$364)	\$42,285	34%
Non-Contractual Maintenance	\$503	\$1,283	\$780	\$4,658	\$5,133	\$475	\$15,400	30%
Equipment Maintenance	\$3,340	\$3,013	(\$328)	\$11,421	\$12,050	\$629	\$36,150	32%
Non Capital Expenses	\$128	\$2,417	\$2,289	\$6,297	\$9,667	\$3,370	\$29,000	22%
Furniture & Fixtures	\$301	\$3,317	\$3,016	\$7,045	\$13,267	\$6,221	\$39,800	18%
Total Building & Equipment Maintenance Expenditures	\$10,591	\$17,528	\$6,937	\$68,888	\$70,112	\$1,224	\$210,335	33%
Total Expenditures	\$461,617	\$529,922	\$68,305	\$1,913,730	\$2,172,591	\$258,861	\$6,498,076	29%
NET SURPLUS/(DEFICIT)	(\$424,697)	(\$457,724)	\$33,027	\$911,769	\$724,583	\$187,186	(\$222,474)	(410)%

Niles Public Library District
Income Statement-General Fund

October 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes		\$57,047	(\$57,047)	\$2,635,737	\$2,681,231	(\$45,494)	\$5,704,747	46%
Replacement Taxes	\$24,253	\$1,400	\$22,853	\$51,631	\$65,800	(\$14,169)	\$140,000	37%
Per Capita Grant							\$71,605	
Grants-Other							\$1,000	
Investment Income	\$4,506	\$5,000	(\$494)	\$12,938	\$20,000	(\$7,062)	\$60,000	22%
Fines	\$3,573	\$4,167	(\$594)	\$16,460	\$16,667	(\$207)	\$50,000	33%
Lost Books	\$579	\$625	(\$46)	\$3,530	\$2,500	\$1,030	\$7,500	47%
Pay For Print	\$4,014	\$1,667	\$2,347	\$6,229	\$6,667	(\$437)	\$20,000	31%
Flash Drive & Ear Bud Sales	\$3		\$3	\$38		\$38		
Commissions & Fees	(\$8)		(\$8)	\$13		\$13		
Donations-Friends of the Library					\$1,400	(\$1,400)	\$1,400	
Donations				\$0		\$0		
Miscellaneous		\$113	(\$113)	\$125	\$450	(\$325)	\$1,350	9%
Total Revenues	\$36,920	\$70,018	(\$33,099)	\$2,726,702	\$2,794,714	(\$68,013)	\$6,057,602	45%
Expenditures								
Salaries								
Library Director	\$10,167	\$10,201	\$34	\$40,667	\$40,804	\$137	\$122,411	33%
Payroll-Department Managers	\$13,727	\$14,770	\$1,043	\$55,724	\$59,078	\$3,355	\$177,235	31%
Payroll-Division Supervisors	\$35,252	\$36,155	\$903	\$125,286	\$144,619	\$19,333	\$433,857	29%
Payroll-Librarian I	\$95,932	\$97,093	\$1,161	\$377,071	\$388,370	\$11,299	\$1,165,110	32%
Payroll-Library Grade V	\$58,374	\$61,118	\$2,744	\$217,364	\$244,471	\$27,107	\$733,412	30%
Payroll-Library Grade VI	\$25,097	\$27,709	\$2,612	\$82,917	\$110,837	\$27,919	\$332,510	25%
Payroll-Library Pages	\$8,223	\$10,194	\$1,971	\$28,465	\$40,775	\$12,310	\$122,326	23%
Payroll-Sundays	\$5,760	\$6,833	\$1,074	\$28,130	\$27,333	(\$797)	\$82,000	34%
Adjustments		\$833	\$833		\$3,333	\$3,333	\$10,000	
Substitutes	\$4,467	\$667	(\$3,801)	\$7,439	\$2,667	(\$4,772)	\$8,000	93%
Total Salaries	\$256,998	\$265,572	\$8,574	\$963,062	\$1,062,287	\$99,224	\$3,186,861	30%

Niles Public Library District
Income Statement-General Fund

October 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$13,359	\$13,417	\$57	\$53,203	\$53,667	\$464	\$161,000	33%
Books-Youth Services	\$7,417	\$6,250	(\$1,167)	\$19,485	\$25,000	\$5,515	\$75,000	26%
Books-Teen	\$1,838	\$1,250	(\$588)	\$5,036	\$5,000	(\$36)	\$15,000	34%
Downloadables	\$16,041	\$6,667	(\$9,374)	\$33,098	\$26,667	(\$6,432)	\$80,000	41%
Periodicals	\$150	\$2,667	\$2,517	\$10,246	\$10,667	\$421	\$32,000	32%
AV-Adult	\$8,068	\$10,000	\$1,932	\$34,283	\$40,000	\$5,717	\$120,000	29%
AV-Youth Services	\$2,343	\$3,542	\$1,199	\$9,050	\$14,167	\$5,117	\$42,500	21%
AV-Teen	\$1,426	\$1,000	(\$426)	\$3,158	\$4,000	\$842	\$12,000	26%
Online Databases	\$27,763	\$16,667	(\$11,096)	\$124,048	\$66,667	(\$57,382)	\$200,000	62%
Total Library Materials	\$78,405	\$61,458	(\$16,947)	\$291,606	\$245,833	(\$45,773)	\$737,500	40%
Library Operating Expenditures								
CCS Charges	\$4,611	\$6,667	\$2,056	\$26,143	\$26,667	\$523	\$80,000	33%
Processing & Supplies	\$863	\$1,667	\$803	\$2,986	\$6,667	\$3,681	\$20,000	15%
Internet Charges	\$1,195	\$1,375	\$180	\$4,671	\$5,500	\$829	\$16,500	28%
Software, Licenses	\$179	\$5,819	\$5,640	\$5,295	\$23,274	\$17,980	\$69,823	8%
Printing	\$891	\$3,971	\$3,080	\$8,430	\$15,883	\$7,453	\$47,650	18%
Library Supplies	\$96	\$1,067	\$971	\$6,598	\$4,267	(\$2,331)	\$12,800	52%
Programming & Support-Adult	\$1,091	\$2,417	\$1,326	\$4,365	\$9,667	\$5,301	\$29,000	15%
Programming & Support-Juvenile	\$1,874	\$3,167	\$1,293	\$14,314	\$12,667	(\$1,647)	\$38,000	38%
Programming & Support-Joint		\$933	\$933	\$178	\$3,733	\$3,555	\$11,200	2%
Programming & Support-Teen	\$1,222	\$667	(\$555)	\$3,175	\$2,667	(\$508)	\$8,000	40%
Public Performing Rights				\$1,407	\$1,400	(\$7)	\$1,400	101%
Computer Charges OCLC	\$979	\$958	(\$21)	\$3,918	\$3,833	(\$84)	\$11,500	34%
Miscellaneous	\$249	\$83	(\$166)	\$1,195	\$333	(\$861)	\$1,000	119%
Per Capita Grant Expenditures	\$2,195		(\$2,195)	\$4,725		(\$4,725)	\$71,605	7%
Grant - Other Expenditures		\$83	\$83		\$333	\$333	\$1,000	
Volunteers		\$125	\$125	\$240	\$500	\$260	\$1,500	16%
Total Library Operating Expenditures	\$15,445	\$28,998	\$13,553	\$87,639	\$117,391	\$29,752	\$420,978	21%

General and Administration

Niles Public Library District
Income Statement-General Fund

October 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Janitorial Supplies	\$5,394	\$2,804	(\$2,590)	\$13,319	\$11,217	(\$2,103)	\$33,650	40%
Copiers	\$312	\$833	\$522	\$3,161	\$3,333	\$172	\$10,000	32%
Professional Development	\$1,372	\$3,272	\$1,900	\$16,553	\$13,086	(\$3,467)	\$39,259	42%
Mileage	\$202	\$317	\$115	\$761	\$1,267	\$506	\$3,800	20%
Professional Collection	\$155	\$63	(\$93)	\$209	\$250	\$41	\$750	28%
Legal Fees	\$1,553	\$2,500	\$947	\$5,490	\$10,000	\$4,510	\$30,000	18%
Consultants	\$3,051	\$5,792	\$2,741	\$4,343	\$23,167	\$18,824	\$69,500	6%
Kitchen Supplies	\$261	\$125	(\$136)	\$261	\$500	\$239	\$1,500	17%
Promotional Expense	\$52	\$2,142	\$2,090	\$3,402	\$8,568	\$5,165	\$25,703	13%
Office Supplies	\$1,334	\$2,083	\$749	\$8,846	\$8,333	(\$513)	\$25,000	35%
Postage & Freight	\$3,055	\$1,500	(\$1,555)	\$7,221	\$6,000	(\$1,221)	\$18,000	40%
Publication of Notices-Advertisements	\$1,016	\$100	(\$916)	\$1,037	\$400	(\$637)	\$1,200	86%
Subscriptions & Dues	\$497	\$714	\$217	\$3,249	\$2,855	(\$394)	\$8,565	38%
Collection Services	\$117	\$83	(\$34)	\$222	\$333	\$112	\$1,000	22%
Telephone	\$1,012	\$1,375	\$363	\$4,421	\$5,500	\$1,079	\$16,500	27%
Trustee Expense		\$833	\$833	(\$387)	\$3,333	\$3,720	\$10,000	(4)%
Payroll Service	\$175	\$1,083	\$908	\$4,067	\$4,333	\$266	\$13,000	31%
Bank Fees	\$255	\$275	\$20	\$1,094	\$1,100	\$6	\$3,300	33%
Parking Lease	\$881	\$881		\$3,524	\$3,524		\$10,572	33%
Total General and Administration	\$20,694	\$26,775	\$6,081	\$80,793	\$107,099	\$26,306	\$321,299	25%
Vehicle Operation								
Gas, Oil, Grease	\$37	\$83	\$46	\$167	\$333	\$166	\$1,000	17%
Repairs & Maintenance		\$150	\$150	\$1,175	\$600	(\$575)	\$1,800	65%
Miscellaneous		\$8	\$8		\$33	\$33	\$100	
Auto Insurance				\$1,435	\$1,435		\$1,435	100%
Total Vehicle Operation	\$37	\$242	\$205	\$2,777	\$2,402	(\$375)	\$4,335	64%
Employee Fringe Benefits								
Deferred Compensation	\$13,582	\$14,583	\$1,001	\$54,265	\$58,333	\$4,068	\$175,000	31%
Group Health	\$31,194	\$32,500	\$1,306	\$133,157	\$130,000	(\$3,157)	\$390,000	34%
Health Reimbursement Account	\$1,576	\$5,500	\$3,924	\$7,304	\$22,000	\$14,696	\$66,000	11%

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

October 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Dental	\$397	\$1,667	\$1,270	\$2,182	\$6,667	\$4,485	\$20,000	11%
Vision	\$497	\$583	\$86	\$1,930	\$2,333	\$403	\$7,000	28%
FSA fee	\$355	\$100	(\$255)	\$520	\$400	(\$120)	\$1,200	43%
Life, LTD, AD&D, STD	\$1,485	\$1,500	\$15	\$5,811	\$6,000	\$189	\$18,000	32%
Total Employee Fringe Benefits	\$49,086	\$56,433	\$7,347	\$205,168	\$225,733	\$20,565	\$677,200	30%
Utilities								
Gas	\$261	\$1,250	\$990	\$815	\$5,000	\$4,185	\$15,000	5%
Electric	\$8,647	\$8,333	(\$314)	\$38,076	\$33,333	(\$4,743)	\$100,000	38%
Water	\$872	\$667	(\$205)	\$3,217	\$2,667	(\$551)	\$8,000	40%
Total Utilities	\$9,779	\$10,250	\$471	\$42,109	\$41,000	(\$1,109)	\$123,000	34%
Total Expenditures	\$430,445	\$449,728	\$19,283	\$1,673,154	\$1,801,745	\$128,591	\$5,471,173	31%
NET SURPLUS/(DEFICIT)	(\$393,525)	(\$379,709)	(\$13,816)	\$1,053,547	\$992,969	\$60,578	\$586,429	180%

Niles Public Library District
Income Statement- YTD By Fund

October 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	\$2,783,691	\$2,635,737	\$98,797		\$2,734,534	(\$49,157)	46%
Replacement Taxes	\$140,000	\$65,800	\$51,631			\$51,631	(\$14,169)	37%
Per Capita Grant	\$71,605							
Grants-Other	\$1,000							
Investment Income	\$60,000	\$20,000	\$12,938			\$12,938	(\$7,062)	22%
Fines	\$50,000	\$16,667	\$16,460			\$16,460	(\$207)	33%
Lost Books	\$7,500	\$2,500	\$3,530			\$3,530	\$1,030	47%
Pay For Print	\$20,000	\$6,667	\$6,229			\$6,229	(\$437)	31%
Flash Drive & Ear Bud Sales			\$38			\$38	\$38	
Commissions & Fees			\$13			\$13	\$13	
Donations-Friends of the Library	\$1,400	\$1,400					(\$1,400)	
Donations			\$0			\$0	\$0	
Miscellaneous	\$1,350	\$450	\$125			\$125	(\$325)	9%
Total Revenues	\$6,275,602	\$2,897,174	\$2,726,702	\$98,797	\$0	\$2,825,499	(\$71,675)	45%
Expenditures								
Salaries								
Library Director	\$122,411	\$40,804	\$40,667			\$40,667	\$137	33%
Payroll-Department Managers	\$177,235	\$59,078	\$55,724			\$55,724	\$3,355	31%
Payroll-Division Supervisors	\$433,857	\$144,619	\$125,286			\$125,286	\$19,333	29%
Payroll-Librarian I	\$1,165,110	\$388,370	\$377,071			\$377,071	\$11,299	32%
Payroll-Library Grade V	\$733,412	\$244,471	\$217,364			\$217,364	\$27,107	30%
Payroll-Library Grade VI	\$332,510	\$110,837	\$82,917			\$82,917	\$27,919	25%
Payroll-Library Pages	\$122,326	\$40,775	\$28,465			\$28,465	\$12,310	23%
Payroll-Sundays	\$82,000	\$27,333	\$28,130			\$28,130	(\$797)	34%
Adjustments	\$10,000	\$3,333					\$3,333	
Substitutes	\$8,000	\$2,667	\$7,439			\$7,439	(\$4,772)	93%
Total Salaries	\$3,186,861	\$1,062,287	\$963,062	\$0	\$0	\$963,062	\$99,224	30%

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

October 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	\$53,667	\$53,203			\$53,203	\$464	33%
Books-Youth Services	\$75,000	\$25,000	\$19,485			\$19,485	\$5,515	26%
Books-Teen	\$15,000	\$5,000	\$5,036			\$5,036	(\$36)	34%
Downloadables	\$80,000	\$26,667	\$33,098			\$33,098	(\$6,432)	41%
Periodicals	\$32,000	\$10,667	\$10,246			\$10,246	\$421	32%
AV-Adult	\$120,000	\$40,000	\$34,283			\$34,283	\$5,717	29%
AV-Youth Services	\$42,500	\$14,167	\$9,050			\$9,050	\$5,117	21%
AV-Teen	\$12,000	\$4,000	\$3,158			\$3,158	\$842	26%
Online Databases	\$200,000	\$66,667	\$124,048			\$124,048	(\$57,382)	62%
Total Library Materials	\$737,500	\$245,833	\$291,606	\$0	\$0	\$291,606	(\$45,773)	40%
Library Operating Expenditures								
CCS Charges	\$80,000	\$26,667	\$26,143			\$26,143	\$523	33%
Processing & Supplies	\$20,000	\$6,667	\$2,986			\$2,986	\$3,681	15%
Internet Charges	\$16,500	\$5,500	\$4,671			\$4,671	\$829	28%
Software, Licenses	\$69,823	\$23,274	\$5,295			\$5,295	\$17,980	8%
Printing	\$47,650	\$15,883	\$8,430			\$8,430	\$7,453	18%
Library Supplies	\$12,800	\$4,267	\$6,598			\$6,598	(\$2,331)	52%
Programming & Support-Adult	\$29,000	\$9,667	\$4,365			\$4,365	\$5,301	15%
Programming & Support-Juvenile	\$38,000	\$12,667	\$14,314			\$14,314	(\$1,647)	38%
Programming & Support-Joint	\$11,200	\$3,733	\$178			\$178	\$3,555	2%
Programming & Support-Teen	\$8,000	\$2,667	\$3,175			\$3,175	(\$508)	40%
Public Performing Rights	\$1,400	\$1,400	\$1,407			\$1,407	(\$7)	101%
Computer Charges OCLC	\$11,500	\$3,833	\$3,918			\$3,918	(\$84)	34%
Miscellaneous	\$1,000	\$333	\$1,195			\$1,195	(\$861)	119%
Per Capita Grant Expenditures	\$71,605		\$4,725			\$4,725	(\$4,725)	7%
Grant - Other Expenditures	\$1,000	\$333					\$333	
Volunteers	\$1,500	\$500	\$240			\$240	\$260	16%
Total Library Operating Expenditures	\$420,978	\$117,391	\$87,639	\$0	\$0	\$87,639	\$29,752	21%

General and Administration

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

October 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	\$11,217	\$13,319			\$13,319	(\$2,103)	40%
Copiers	\$10,000	\$3,333	\$3,161			\$3,161	\$172	32%
Professional Development	\$39,259	\$13,086	\$16,553			\$16,553	(\$3,467)	42%
Mileage	\$3,800	\$1,267	\$761			\$761	\$506	20%
Professional Collection	\$750	\$250	\$209			\$209	\$41	28%
Legal Fees	\$30,000	\$10,000	\$5,490			\$5,490	\$4,510	18%
Consultants	\$69,500	\$23,167	\$4,343			\$4,343	\$18,824	6%
Kitchen Supplies	\$1,500	\$500	\$261			\$261	\$239	17%
Promotional Expense	\$25,703	\$8,568	\$3,402			\$3,402	\$5,165	13%
Office Supplies	\$25,000	\$8,333	\$8,846			\$8,846	(\$513)	35%
Postage & Freight	\$18,000	\$6,000	\$7,221			\$7,221	(\$1,221)	40%
Publication of Notices-Advertisements	\$1,200	\$400	\$1,037			\$1,037	(\$637)	86%
Subscriptions & Dues	\$8,565	\$2,855	\$3,249			\$3,249	(\$394)	38%
Collection Services	\$1,000	\$333	\$222			\$222	\$112	22%
Telephone	\$16,500	\$5,500	\$4,421			\$4,421	\$1,079	27%
Trustee Expense	\$10,000	\$3,333	(\$387)			(\$387)	\$3,720	(4)%
Payroll Service	\$13,000	\$4,333	\$4,067			\$4,067	\$266	31%
Bank Fees	\$3,300	\$1,100	\$1,094			\$1,094	\$6	33%
Parking Lease	\$10,572	\$3,524	\$3,524			\$3,524		33%
Total General and Administration	\$321,299	\$107,099	\$80,793	\$0	\$0	\$80,793	\$26,306	25%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$333	\$167			\$167	\$166	17%
Repairs & Maintenance	\$1,800	\$600	\$1,175			\$1,175	(\$575)	65%
Miscellaneous	\$100	\$33					\$33	
Auto Insurance	\$1,435	\$1,435	\$1,435			\$1,435		100%
Total Vehicle Operation	\$4,335	\$2,402	\$2,777	\$0	\$0	\$2,777	(\$375)	64%
Employee Fringe Benefits								
Deferred Compensation	\$175,000	\$58,333	\$54,265			\$54,265	\$4,068	31%
Group Health	\$390,000	\$130,000	\$133,157			\$133,157	(\$3,157)	34%
Health Reimbursement Account	\$66,000	\$22,000	\$7,304			\$7,304	\$14,696	11%

Niles Public Library District
Income Statement- YTD By Fund

October 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	\$6,667	\$2,182			\$2,182	\$4,485	11%
Vision	\$7,000	\$2,333	\$1,930			\$1,930	\$403	28%
FSA fee	\$1,200	\$400	\$520			\$520	(\$120)	43%
Life, LTD, AD&D, STD	\$18,000	\$6,000	\$5,811			\$5,811	\$189	32%
Total Employee Fringe Benefits	\$677,200	\$225,733	\$205,168	\$0	\$0	\$205,168	\$20,565	30%
Utilities								
Gas	\$15,000	\$5,000	\$815			\$815	\$4,185	5%
Electric	\$100,000	\$33,333	\$38,076			\$38,076	(\$4,743)	38%
Water	\$8,000	\$2,667	\$3,217			\$3,217	(\$551)	40%
Total Utilities	\$123,000	\$41,000	\$42,109	\$0	\$0	\$42,109	(\$1,109)	34%
Capital Expenditures								
Special Reserve - Equipment	\$497,000	\$165,667			\$30,170	\$30,170	\$135,497	6%
Total Capital Expenditures	\$497,000	\$165,667	\$0	\$0	\$30,170	\$30,170	\$135,497	6%
Audit								
Audit Expense	\$14,500			\$9,500		\$9,500	(\$9,500)	66%
Total Audit Expenditures	\$14,500	\$0	\$0	\$9,500	\$0	\$9,500	(\$9,500)	66%
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	\$80,000		\$79,566		\$79,566	\$434	33%
Total Social Security Expenditures	\$240,000	\$80,000	\$0	\$79,566	\$0	\$79,566	\$434	33%
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**

October 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	\$5,000		\$2,605		\$2,605	\$2,395	17%
Total Unemployment Compensation Expenditures	\$15,000	\$5,000	\$0	\$2,605	\$0	\$2,605	\$2,395	17%
Building & Equipment Maintenance								
Repairs & Improvements	\$47,700	\$15,900		\$25,007		\$25,007	(\$9,107)	52%
Contractual Maintenance	\$42,285	\$14,095		\$14,459		\$14,459	(\$364)	34%
Non-Contractual Maintenance	\$15,400	\$5,133		\$4,658		\$4,658	\$475	30%
Equipment Maintenance	\$36,150	\$12,050		\$11,421		\$11,421	\$629	32%
Non Capital Expenses	\$29,000	\$9,667		\$6,297		\$6,297	\$3,370	22%
Furniture & Fixtures	\$39,800	\$13,267		\$7,045		\$7,045	\$6,221	18%
Total Building & Equipment Maintenance Expenditures	\$210,335	\$70,112	\$0	\$68,888	\$0	\$68,888	\$1,224	33%
Total Expenditures	\$6,498,076	\$2,172,591	\$1,673,154	\$210,406	\$30,170	\$1,913,730	\$258,861	29%
NET SURPLUS/(DEFICIT)	(\$222,474)	\$724,583	\$1,053,547	(\$111,609)	(\$30,170)	\$911,769	\$187,186	(410)%

Financial statement narrative

For the month of October 2015 and the year then ended

Revenue

Revenue for the month was less than budget expectations by \$35,279 and is short of year to date expectations by \$71,675 or 2.4%. 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 \$8,574 short of budget estimates or 3.2% and \$99,224 or 9.3% on the year.

Library Materials

Library Materials for the month is \$16,947 over budget or 27.6% and \$45,773 over budget or 18.6% for the year. This is due primarily to the payment of annual subscription fees 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 \$13,553 under budget or 46.7% for the month and \$29,752 under budget or 25.3% year to date. This is due primarily to slower than anticipated spending in the software and printing lines.

General and Administrative

General and Administrative expenses is \$6,081 under budget estimates or 22.7% for the month and \$26,306 or 24.5% year to date. This is due primarily to slow spending in the legal and consultant line items.

Employee Fringe Benefits

Employee Fringe Benefits is \$7,347 under budget or approximately 13.0% for the month and \$20,565 or 9.1% year to date.

Utilities

Utilities is within \$1,500 of budgeted expense both monthly and year to date.

Net Surplus/(Deficit)

For the month, the Net Deficit is \$424,697 which is \$33,027 favorable to the budgeted net deficit of \$457,724 and \$187,186 favorable or 25.8% year to date.

Director's Report October/November 2015

The Six Months

My first six months as Director has been interesting, to say the least. Though it has had its stressful moments, I always try to keep in mind that the work that we do here at the Library is greatly appreciated by the community, who named the Library as one of the top three things they value most about living in Niles in the Healthier Niles Project. Whether they are delivering to the homebound, taking families on tours of the Library for Literacy Night, answering hard questions (do you have information about the building of the American schooner ship, the Wyoming, in Bath, Maine?), or getting materials returned to the correct place on the shelf quickly, the wonderful staff of the Library is working hard on behalf of the District's 57,000+ residents. We have once again been named one of America's Star Libraries, which is a tribute to the Board and staff of the Library.

The advantage of hiring a Director in-house is that I was able to move forward quickly. Over the past six months I have:

- Increased the Library's interaction with District organizations. We have representation on the Niles Arts and Culture Advisory Council, the Niles Chamber of Commerce, Bike Niles, the Holly Jolly Committee, and the District 63 Educational Foundation Board. We have met with the Niles Senior Center about joint programming efforts, and are working more closely with the Niles Family Services to help out troubled patrons.
- Fulfilled many of the recommendations made in the Matrix Staffing report (in part because they were things I already wanted to do). I combined the Outreach and Adult Services Department for greater efficiency; I set up a Digital Services Department to handle the patron-facing technology needs; I worked with Greg on having an IT survey done by Peters and Associates that will give us guidance on meeting our network needs.
- Set up a Task Force that executed our Per Capita Grant project of creating a STEM lab and digital media/maker labs
- Successfully nominated Reference Librarian Neil O'Shea for the Excellence in Public Service Award from the Niles Chamber
- Reviewed the entire Policy Manual and made recommendations for changes and updates
- Reduced overall the number of upper management positions from 13 to 10.

None of these things were accomplished on my own, but I have provided the support and leadership needed to make them happen. I am proud of our achievements!

October/November Activity

Several staff and trustees attended the Chamber's Niles Night of Roses, to see Neil O'Shea receive his award for public service. Neil gave an excellent speech and we were all delighted to be able to share the special, and very well-deserved night.

The Veterans' History Project Breakfast was another huge success in its ninth year. The Vets passed the mic and introduced themselves, sharing memories and thoughts about their experiences. It is a huge privilege to be able to host them, honor them and give them a little treat of breakfast and Andrews Sisters-style entertainment from The Legacy Girls. As always, Neil and Cyndi organized this event beautifully, and several other staff helped out.

The following weekend marked the Grand Opening of the commemorative Korean War Exhibit. The opening of the exhibit was attended by approximately 70 people and included remarks by the Honorable Sang Kim, the Republic of Korea Consul General, Mr. Jin Lee, Mayor Andrew Przybylo, State Representative Laura Fine, State

Representative John D’Amico, and Village Trustee George Alpogianis. After speeches and a ribbon-cutting, a troupe of Korean dancers performed. It was a wonderful event, and the exhibit in the third floor gallery as well as the display case in the Commons continues through November.



Programs

From Arianne: The month of October always brings with it little readers dressed as super heroes, fire fighters, mummies, and a rainbow of characters. While we have yet to see a super librarian costume, we continue to be on the lookout each year. Little ones came out in force for 3 different Halloween themed storytimes. They trick-or-treated at the service desks, and delighted the staff with their joy of imaginative play.

The I Spy with My Little Eye tank was introduced this month. KidSpace visitors are welcome to study the display, and challenge themselves to find hidden details. The themes are loosely tied to the WonderGround theme. For example, November’s theme is Plant Life, and the tank is filled with dinosaurs, twigs, acorns, and leaves. We have also tied a book display to the items displayed in the tank.

The teens celebrated Teen Read Week in Teen Underground with a large map of the world highlighting cities they had visited. Our district residents are from a wide array of the globe’s regions. The week was capped with an after-hours event filled with foods from around the world and fun crafts. They made the food themselves, learning how to make various regional appetizers.

From Suzy: Tablet Tuesday continues to be one of our more popular classes and we will continue to offer this class on a regular basis. The computer bootcamp also has consistent and regular attendance. We plan to offer additional classes on social media, Microsoft Office and more.

Darlene and Maryellen led our first sewing program with the new sewing machines, making cat teepees for National Cat Day. The patrons that attended were enthusiastic about their projects. Attendance could have been higher with more promotion.

Srdjan created a wonderful video advertisement for our fall open creative studio program on creating 3D printed turkey napkin rings.

From Dodie: The Shakespeare Project – Julius Caesar: This theatrical reading performance by members of the Shakespeare Project of Chicago (followed by a discussion of the play) continues to be one of our most popular programs. This month we packed in 107 attendees.

Senior Coffee Hour: 36 people attended this session about “Medicare Made Easy”. We had a trained Illinois Senior Health Insurance Counselor from CJE Senior Life who gave tips about making good choices when enrolling in various Medicare Plans.

Neil O’Shea continues to host programs showcasing local authors with his program *Street Gangs of Chicago* featuring Rich Lindberg. He also continues to spotlight local history with a lecture by Professor James Meierhoff on *Finding Illinois’s Last Battlefield*.

Astronomy for Everyone: Size and Scale of the Universe drew 30 patrons who learned about stars and other celestial wonders with hands-on activities and awesome visuals.

Creative Studio

From Suzy: When the Chicago Cubs advanced to the National League Division Series Greg Pritz came up with the idea to take patron photos in front of a green screen photo of Wrigley Field. Srdjan created detailed instructions for using the iPad and printer and the staff took the photos in Studio A while staffing the tech desk. It was a great way to capitalize on Cubs fever while simultaneously promoting the Creative Studio. Staff learned to work together on the fly to take and print photos. The public response was fantastic with 205 photos taken during 12 days. While the Tech Desk did an amazing job taking the photos during their desk shift, it could get overwhelming when the lower level got busy.

This month Studio A was reserved 27 different times. We had patrons digitizing VHS tapes, recording music and videos, and creating illustrations. One of the most memorable patrons to use the Creative Studio was a local high school student who would spend hours most afternoons creating detailed graphics using the Wacom tablet for his digital media class. There was also a couple who converted a VHS recording of their wedding engagement to a DVD. There were excited to be able to watch and record the video because they were unable to view it.

Out in the Community

Our school liaison, Sarah Muskivitch, and PR & Marketing Supervisor Sasha Vasilic attended the East Maine 63 school district event Lights on After School. This nationwide event calls attention to the importance of afterschool programs and the resources required to keep the lights on and the doors open for children and teens. Additional partners in the endeavor are the Niles Teen Center, TLC: Total Learning Community, the Niles Optimist Club and Golf Mill Shopping Center. We are proud to be Lights On Afterschool Partners.

The library is partnering with the Village of Niles for the Holly Jolly Market on Saturday, November 28th. Librarian Vlada Bernhardtz will be reading holiday stories, and we will set up a craft table for make and takes from 4-6pm.

Deliveries to homebound seniors and nursing home facilities continue to increase. School deliveries are strong – we delivered 659 items to 20 schools this month.

Volunteers

Cyndi Rademacher has been coordinating the Library's adult volunteers for several years. She says: The Volunteer Appreciation Ice Cream Social was great fun and a special time to thank volunteers and share library news about the Creative Studio and Neil's award from the Chamber.

Teen Librarian Donna Block represented NPLD at the Niles West High School Volunteer Fair. Teens that would like to volunteer their time are an integral part of our services. It is a perfect pairing of their desire to put in service hours, and our opportunity to help young patrons with their homework, practice reading, and shelf-read the collection. We hope, eventually, to gather a group of teens to help support the Wonder Ground open labs and the Creative Studio.

World Languages

One of the three areas singled out in last year's Per Capita Grant is working with the members of the District who speak languages other than English. Toward that end, we hosted the World Languages Networking Group, which was set up to share information and advice on collecting other languages and working with those patrons. Staff who attended came away with good ideas and renewed energy for this challenging work.

Cyndi attended Oakton Community College Literacy Advisory Committee meeting. Niles will be hosting Lincolnwood Library's ESL classes on Tuesday and Thursday nights for the Spring semester starting Jan.5, 2016. Classes should go through the Fall semester and hopefully we will have enough students to maintain an ESL program at the Niles Library after Lincolnwood Library's construction is complete. She also met with Diana Juarez of the ELL (English Language Learners) Parent Center in Skokie, and they are working on developing an ELL conversation group here at the Library. Diana will work with us on training volunteers for this. We have worked with the ELL Center since its inception, but mostly at their facility.

Behind the Scenes

From Victoria: The ordering continues to be caught up in Tech Services and there has been a lot of it! That generates into a lot of materials to go through our department. That continues at consistent pace. We have also continued to make as special effort to get requested items out of our department as quickly as possible. Our Library Director has ordered extra copies of hot items to serve our patrons. Once these items arrive in our building, they have been hitting the shelves in a matter of hours. Thanks to my staff for making that happen.

Cataloger's met on October 14th @ Ela Area Library. Jamie attended. Some of the main topics discussed were Science Kits and Realia. (This would include the type of things we are doing for Creative Studio & Wonder Ground.) While Ela is pioneering STEAM kits, Niles is in the forefront with much of the electronic equipment for Creative Studio. I shared the information on Ela's kits at the last Superman meeting.

Staff changes

Webmaster Nicole Sankowski will be leaving at the end of November—she got a full-time position nearer to home. The website needs constant updating, so we will be rehiring this position. Sasha hired Emily Mendoza to the part time position of Marketing Assistant. Youth Services Librarian Colleen Luxem has resigned her position, and with the activity level in KidSpace, this position will be rehired.

Service to patrons

Here are two memorable moments from Bernadetta in Digital Services:

A senior took his picture and asked if we are going to be open for one more hour. He wanted to surprise his wife. Ever since she was a little girl she rooted for Cubs to win championship. Since they are older they don't make trips to Wrigley Field anymore. He came back with her. It was amazing to see her joy and the excitement. They said this event brought many wonderful and amazing memories back.

Another unforgettable patron was a boy scout. They had a meeting at the library on the day when Cubs had to win the game to stay alive. Unfortunately, that was not a case. The boy was devastated when they lost. He threw himself on the floor and couldn't stop crying. Finally when he composed himself, through his tears he said: at least I have a picture to celebrate their great achievements and there is always a next year. It was great to see such an effective library program that brought all generations together.

Committees

The Sunshine Committee The Committee did a Cider and Donuts Day, and are planning a Sweet Treats Day in December for Staff.

Display and Art Gallery Committee Victoria helped artist Debi Gajewski take her exhibit down—the artist was very happy with the opportunity to show her work here at the Library. Victoria also helped with the hanging of the Korean War Exhibit.

Susan Dove Lempke
Library Director

Trustee Calendar

November

11/18—Regular Meeting of the Board of Trustees

December

12/3—Niles Chamber Christmas Party

12/12--Friends of the Library holiday party/meeting

12/16—Regular Meeting of the Board of Trustees

January 2016

1/11—Friends of the Library

1/20—Regular Meeting of the Board of Trustees

Upcoming: Public Library Association Conference, Denver, April 5-9, 2016

Monthly Statistical Report --October 2015

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	37,551	43,702	-14.07%	159,161	174,011	-8.53%
Teen	2,871	3,262	-11.99%	13,550	14,982	-9.56%
Juvenile	38,360	39,028	-1.71%	155,548	164,341	-5.35%
Digital	4,773	5,133	-7.01%	13,541	9,514	42.33%
TOTAL Loan of Library Materials	83,555	91,125	-8.31%	341,800	362,848	-5.80%

LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	17,559	18,739	-6.30%	75,319	74,274	1.41%
Periodical	576	1,097	-47.49%	3,038	3,716	-18.25%
Audio	4,182	4,919	-14.98%	18,453	21,310	-13.41%
DVD	15,196	18,947	-19.80%	62,304	74,711	-16.61%
Equipment	38	0		47	0	
TOTAL Adult Loans	37,551	43,702	-14.07%	159,161	174,011	-8.53%
Teens						
Print	2,077	2,480	-16.25%	10,063	11,225	-10.35%
Periodical	11	3	266.67%	54	48	12.50%
Audio	490	447	9.62%	2,163	2,283	-5.26%
DVD	293	332	-11.75%	1,270	1,426	-10.94%
TOTAL Teen Loans	2,871	3,262	-11.99%	13,550	14,982	-9.56%
Juvenile						
Print	27,977	28,326	-1.23%	109,519	114,468	-4.32%
Periodical	71	114	-37.72%	411	375	9.60%
Audio	2,150	1,911	12.51%	10,498	10,791	-2.72%
DVD	8,162	8,677	-5.94%	35,120	38,707	-9.27%
TOTAL Juvenile Loans	38,360	39,028	-1.71%	155,548	164,341	-5.35%
Digital	4,773	5,133	-7.01%	13,541	9,514	42.33%

ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	10,909	6,468	68.66%	38,956	24,595	58.39%

HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,100	8,318	-14.64%			
Holds Made Available	11,302	13,077	-13.57%			

PATRON REGISTRATION	Current Month	Total	Prior Year Same Month	% Change	Prior Year Total	
New District Cards	369	25,450	250	47.60%	25,872	

PATRON COUNT	Current Month	Prior Year Same Month	% Change			
Patron Visits	31,217	34,548	-9.64%			
Unique Library Cards Used	5,011	5,402	-7.24%			
e-News Subscribers	11,792	9,478	24.41%			

IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	6	53	3615.09%	8	119	-93.28%
Circulating--Juvenile	4,750	9,268	-48.75%	6,749	27,950	-75.85%
Circulating--Teen	257	856	-69.98%	651	2,866	-77.29%
Circulating--Commons	74	124	-40.32%	74	516	-85.66%
Circulating--Adult	1,969	5,748	-65.74%	4,990	19,422	-74.31%
TOTAL In-House Use of Materials	7,056	16,049	-56.03%	12,472	50,873	-75.48%
Items moved on Shelf	5,990			16,713		

PC USERS BY AREA	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,193	5,138	-18.39%	17,055	22,817	-25.25%
Youth Services	1,199	1,365	-12.16%	5,611	6,248	-10.20%
Teen Services	373	364	2.47%	2,244	1,158	93.78%
Express Internet	175	253	-30.83%	794	1,579	-49.72%
Patron Wi-Fi Uses	11,781	10,537	11.81%	44,112	38,149	15.63%
Total PC Users	17,721	17,657	0.36%	69,816	69,951	-0.19%
Scanning & Fax Pages	5,394	4,275	26.18%	15,236	15,911	-4.24%
Print & Copy Pages	15,414	18,412	-16.28%	42,140	64,397	-34.56%
USERS OF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	135	48	181.25%	405	171	136.84%
Study Rooms 1-5	792	938	-15.57%	3,513	2,947	19.20%
Creative Studio A	27	-		37	-	
TOTAL Users of Mediated Spaces	954	986	-3.25%	3,955	3,118	26.84%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	32,948	36,703	-10.23%			
Facebook "Likes"	966	825	17.09%			
Buzz Blog views	765	669	14.35%			
Media Hits (print and online articles and listings)	82	88	-6.82%			
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	1,760	2,802	266,534			
Non-shelved materials	0	2	33,690			
Equipment	5	5	26			
Total	1,755	2,809	300,250			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	
Notary Public	91	34	167.65%	1,414	280	
Test Proctoring	15	7	114.29%	176	20	
Voters' Registration	0	0		1	3	
VOLUNTEER HOURS	Number of Volunteers	Total Hours				
Adult Services & Programs - Fic, AV, Ref	14	79				
Digital Services & Programs	1	5				
Teen Services & Programs - Fic and Ref	18	37				
Youth Services Programs & General	32	114				
General Library & Library Events	14	142				
Total Volunteers/Hours this month	79	377				
<i>NOTE: Last year volunteers/hours same month</i>	91	411				
SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	3,779	2,627	43.85%	16,956	19,277	-12.04%
Ready Assistance	23	0		138	0	
Reference/Research	5,048	8,081	-37.53%	22,099	26,381	-16.23%
TOTAL All Service Desks	8,850	10,708	-17.35%	39,193	45,658	-14.16%
Adult Services (3rd floor)						
Quick Questions	438	251	74.50%	1,104	1,503	-26.55%
Reference/Research	476	1,198	-60.27%	2,491	3,975	-37.33%
Total Reference Desk	914	1,449	-36.92%	3,595	5,478	-34.37%
Commons Desk						

Quick Questions	49	0		160	0	
Ready Assistance	23	0		138	0	
Total Commons Desk	72	0		298	0	
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	1,030	288	257.64%	2,423	2,811	-13.80%
Reference/Research	441	1,942	-77.29%	5,163	6,510	-20.69%
Total InfoDesk	1471	2,230	-34.04%	7,586	9,321	-18.61%
Technology Desk						
Quick Questions	177	552	-67.93%	1,599	3,570	-55.21%
Reference/Research	1,412	1,790	-21.12%	4,159	5,160	-19.40%
Total Tech Desk	1589	2,342	-32.15%	5,758	8,730	-34.04%
Teen Desk						
Quick Questions	323	242	33.47%	1,732	1,641	5.55%
Reference/Research	193	201	-3.98%	861	854	0.82%
Total Teen Desk	516	443	16.48%	2,593	2,495	3.93%
Outreach Services						
Reference/Research	518	683	-24.16%	1,378	2,260	-39.03%
Bulk Loan Items Delivered to Nursing Homes	545	495	10.10%	2,070	1,815	14.05%
Materials pulled for Homebound Users	940	1,119	-16.00%	3,757	4,338	-13.39%
Total Outreach Services	2003	2297	-12.80%	7,205	8,413	-14.36%
Youth Services						
Quick Questions	1,762	1,294	36.17%	9,938	9,752	1.91%
Reference/Research	2008	2,267	-11.42%	8,047	7,622	5.58%
School Loans pulled	20	23	-13.04%	82	75	9.33%
Museum Adventure passes distributed	14	23	-39.13%	115	127	-9.45%
Total Youth Services	3,804	3,607	5.46%	18,182	17,576	3.45%
GRAND Total	10,369	12,368	-16.16%	45,217	52,013	-13.07%
Interlibrary Loan Lending						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items lent to CCS libraries	2,967	2,711	9.44%	11,724	11,930	-1.73%
Items received from CCS libraries for patrons	2,820	2,847	-0.95%	12,089		
Items lent to OCLC libraries	289	277	4.33%	1,217	992	22.68%
Items received from OCLC libraries for patrons	144	101	42.57%	405	426	-4.93%
Total	6,220	5,936	4.78%	1,622	1,418	14.39%
Outreach Services						
	Current Month	Prior Year Same Month	% Change			
Homebound						
Patrons	259	242	7.02%			
Visits	234	246	-4.88%			
Institutions						
Institution Deposit Collections	545	440	23.86%			
Visits	12	10	20.00%			
Schools						
Items	659	747	-11.78%			
Visits	12	14	-14.29%			
LIBRARY PROGRAMS						
	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Rise & Shine Storytime (parent & child)	4	105				
Babytime (parent & child)	4	150				
Family Storytime	3	31				
Preschool Storytime	2	28				
Toddler Time	2	58				
Big Kids Storytime	2	24				
Neighbor Time	3	43				
Reading Patch Club	30	39				
Teacher Use of Die Cut Machine	1	1				

1KBK (1000 Books Before Kindergarten)	17	28			
Bibliobop	1	55			
Book Buddies	13	22			
Mega Mondays	4	65			
Family Movie	1	45			
Second Sunday	1	130			
Battle of the Books	1	110			
Chess Instruction	5	152			
Homework Help	3	68			
Reading with Rover	2	28			
Breakfast Bingo	1	27			
World Language Storytimes	1	22			
Ipad Usage	31	365			
Wonder Ground	8	156			
I Spy	31	172			
Boo Time	2	162			
Skeleton Naming	31	268			
Spooky Saturday	1	43			
Culver Curriculum Night	1	20			
Preschool Outreach Storytimes	4	74			
Elementary School Visits	5	116			
Washington Literacy Night	1	60			
Grove School Literacy Night	1	20			
ELL Parent Center Program	1	35			
Lights on After School at Golf Mill Mall	1	60			
In-house toys and games	31	1430			
In-house videogames	31	212			
Total Youth Services Programs	281	4424	3,220	37.39%	
Programs--Teen Audience					
Teen Advisory Board (TAB)	1	13			
Anime and Manga Club	1	3			
Movies	1	8			
In-house Videogames	31	140			
Volunteer Fair at Niles West	1	60			
Brush up on your Shakespeare	1	1			
Halloween Happening	1	10			
90 Second Newbery	1	5			
Minecraft for Teens	1	7			
College Essay Writing	1	1			
After Hours Getaway Gala	1	10			
School Visits SJB	1	70			
Passive Program Teen Read Week	1	57			
Total Teen Programs	43	385	536	-28.17%	
Programs--Joint Audience					
Creative Studio: Cubs Photos	12	205			
Creative Studio: Cubs Video	5	6			
Total Joint Programs	17	211	0		
Programs--Adult Audience					
Wills and Trusts	1	33			
Make A Cat Teepee	1	3			
Bubble and Squawk Cookbook Discussion	1	8			
Book Bites Joint Book Discussion	1	16			
Volunteer Appreciation Ice Cream Social	2	38			
The Shakespeare Project - Julius Caesar	1	107			
Senior Coffee Hour: Medicare Made Easy	1	36			
Finding Illinois Last Battlefields	1	16			
The Enigma That Is Turkey Travel Program	1	18			
Street Gangs of Chicago	1	17			
Visually Impaired Motivators (Vim) Group	1	7			
Polish Book Discussion	1	9			
Book Discussions	3	21			
Power Employment Workshops	1	7			

New Release Movie: Foxcatcher	1	21			
Five Money Questions for Women	1	6			
Time Matters: A Woman's Retirement Outlook	1	9			
Score Business Counseling	1	6			
Small Business: Content Marketing	1	13			
Niles Garden Club: Canning Part Two	1	4			
Astronomy For Everyone	1	30			
Tech Time for Adult Learners	1	2			
Tablet Tuesday	1	10			
Small Business: Using Videos for Marketing	1	9			
Job Seekers: Power Employment Workshop	1	7			
Email Doctor Is In	1	2			
Genealogy Interest Group	1	7			
Songwriters' Group	1	2			
Computer Boot Camp	3	28			
Total Adult Programs	29	455	507	-10.26%	
Outside Meetings					
Olivet Study Group	1	6			
Jewish Genealogical Society	1	10			
Niles All American Toastmasters	2	21			
Veterans Information Table	1	17			
Public Retirement Planners, LLC	2	70			
Karol Verson Play Discussion Group	5	100			
Karol Verson Film Discussion Group	5	100			
Niles Township Toastmasters	2	40			
Cub Scout Pack 175-Den leaders' Meeting-SJB	1	8			
Total Outside Meetings	20	372	66	463.64%	
Total Meeting and Program Attendance	390	5,847	4,329	35.07%	

Patron Suggestions and Comments for November 2015

Responses to Patron Suggestions and Comments

We tried for hours and hours going to every store we could find to locate a newspaper article for a court date we have and guess who finally found the newspaper?? 3rd floor—JUDY!!! Thank you!! T. S.

Judy and our reference librarians are amazing in what they can find—thanks for taking the time to write!

At the main entrance—please put the sign above 2 return boxes. The sign should say “Return Library Materials Here.” M. K.

Thank you for the suggestion. We will follow up on this.

I would like to see an ADA wheelchair accessible catalog terminal on the 1st floor by the new arrivals. The current terminal is for standing only. A regular table with a terminal would be wonderful for those of us that can't stand long periods or can't get up on one of the barstools. Not being able to sit means I can't spend a lot of time browsing the catalog terminal. G. K.

We have two ADA wheelchair-accessible catalogs in KidSpace on the 1st floor, but we will look for appropriate furniture to change the stand-up catalog to a seated catalog in the Commons. Thanks for taking the time to make the suggestion.

- My kids love Polish story time with Ms. Joanna. Thank you so much to make this happen.
- The Polish story time was very helpful and well organized. I would like to ask for more opportunity given to the Polish community living in Niles. Polish story time given once or more is not enough. I am hoping to have at least once a week. Thank you. K.S.

We are very glad you appreciate the Polish story times. We have increased the number we are offering.

Loved the Picture Story display! I checked out and enjoyed several! Now that my kids are grown, I miss seeing the new books coming out. Thanks!

We are so glad you liked our celebration of Picture Book Month in the lobby. They are wonderful books.

Can you consider a faster/more powerful hand dryer in the restrooms? There are no paper towels and the current dryers suck.

We're sorry you don't like our current dryers.

Can you please offer sewing classes for adults? Thanks.

If we get enough requests, this is something we could consider, especially if we could find a volunteer to run the classes. Thank you for making the suggestion.

Astronomy for Everyone very informative and enjoyable. J. J.

Thank you for letting us know—we're so glad you liked it.

Thank you for having a working electric typewriter. I use it quite often for business matters. Your worker, Mr. Neil in Reference, was very helpful in setting it up for me. C. V.

We're glad it is useful to you, and that you got excellent service. Thanks so much for writing.

New Business—Recommended Actions

A. Proposed Closing for Staff in Service

MOVE the Library Board of Trustees approve that the Library be closed on Friday, January 22, 2016, for a Staff in Service Day.

Memorandum A of Recommended Board Action

The annual Staff in Service provides an opportunity for staff training and activities.