



Niles Public Library District

Regular Board Meeting

Wednesday, June 15, 2016 7:00 PM

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

June 15, 2016

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1. Call to Order | |
| 2. Approval of Minutes | |
| A. Approve Minutes of the Regular Board Meeting of May 18, 2016 | 4 |
| 3. Public Comment | |
| 4. Treasurer's Report | |
| A. Review Financial Reports | 10 |
| B. Approve the payment of the bills for operating expenses of \$199,454.16; payroll expenses of \$268,130.10; Special Reserve expenses of \$0.00; for a total monthly expense of \$467,584.26 | 17 |
| 5. Director's Report | |
| A. Highlights | 21 |
| B. Monthly Statistics | 27 |
| 6. Communications | 32 |
| 7. Committee Reports | |
| A. Building and Grounds | |
| 8. Liaison Reports | |
| A. Friends of the Library | |
| B. Legislative | |
| C. RAILS | |
| 9. Secretary's Report | |
| 10. New Business | |
| A. Adopt Ordinance 16-03, an Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Niles Public Library District | 35 |
| B. Adopt Ordinance 16-04, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing its Conveyance or Sale | 40 |
| C. Approve the expenditure not to exceed \$19,000 from the Special Reserve Fund for the replacement of the lead compressor in the Carrier chiller Mod# 30GT-245-510A by | 46 |

Board Meeting Agenda - June 15, 2016

Oak Brook Mechanical Services

- D. Approve the expenditure not to exceed \$8,439.00 from the Special Reserve Fund with 53
Bibliotheca (formerly 3M) for the replacement purchase of 6 credit card readers to be
installed in the Library District's self-checks
 - E. Approve the expenditure not to exceed \$7,511.00 from the Per Capita Grant with 55
B&H Photo for the replacement of the wide format printer in Marketing and Public
Relations with a new Epson SureColor T7270D 44" Dual Roll Printer
11. Unfinished Business
- A. Presentation and discussion of three employee retirement benefit plans (ICMA Hybrid
457/401a; ICMA Alternative 401a; IMRF) with possible final action to be taken by the
Board of Trustees to select and adopt one of the three employee retirement benefit
plans
 - B. Adopt Ordinance 16-05, an Ordinance Providing for Budget and Appropriations of The 61
Niles Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1,
2016 and Ending June 30, 2017
12. Executive Session-To discuss the selection of a person to fill a public office
13. Final Action, if any, on closed session subjects
14. Other
15. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
May 18, 2016
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, Patti Rozanski, Linda Ryan, and Tim Spadoni. Barbara Nakanishi gave previous notice.

Library Staff Present

Susan Lempke-Library Director, Greg Pritz-Assistant Director/Business & Operations Manager, Diane Winberg, Administrative Assistant; Sasha Vasilic, Public Relations & Marketing Supervisor, Cyndi Rademacher, Assistant Director; Arianne Carey, Youth/Teen Services Supervisor; Dodie Frisbie, Adult & Outreach Services Supervisor; Dave Dabrowski, Maintenance Services Supervisor; Rich Wozniczka, Head of IT

Others Present

Carol Jung, Niles Resident; Igor Studenkov, *Niles Bugle*; Lee V. Gaines, *Pioneer Press*

Call to Order

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

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

Minutes of the Regular Board Meeting of April 20, 2016

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of April 20, 2016. Trustee Rozanski seconded.

Corrections to the Minutes were noted and made to the original Minutes.

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

Minutes of the Special Board Meeting of April 28, 2016

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Special Board Meeting of April 28, 2016. Trustee Rozanski seconded.

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

The trustees were all in favor that under Unfinished Business—Presentation by Donna Fletcher on Strategic Planning Services Proposal, the Minutes should read that the motion passed to table the hiring of Donna E. Fletcher, Inc. The change was noted and made to the original Minutes.

Public Comment

There was none.

Treasurer's Report

The Library Board reviewed the April 2016 Treasurer's Report and narrative as prepared by Mr. Pritz.

Payment of the Bills

Trustee Dimond MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$219,599.00, payroll expenses of \$281,974.07, Special Reserve expenses of \$0, for a total monthly expense of \$501,573.07. Trustee Rozanski seconded.

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

Director's Report

Ms. Lempke presented highlights of her report. Ms. Lempke reported on some good news that the Library received a very generous donation from The Private Bank in the amount of \$1,000. Mr. Spadoni said that he would on behalf of the Board send a letter to The Private Bank thanking them for their generous gift. Ms. Lempke then reported on some bad news that the State miscalculated personal property replacement tax money which means that we will have to return \$17,411 in tax money received. The money which we were overpaid will be withheld from future tax payments starting in January 2017.

Ms. Lempke reported that Dave Dabrowski has been working on ways to cut back on our electric bill charges and that they have gone down. In response to Trustee Drblik's inquiry on the daily cost of running the 3D printer, Ms. Lempke stated that it is actually only 14¢/day.

Also, Arianne Carey has been working with District 63 to allow the children to automatically sign up in all the schools for the Summer Reading Program without having to make the special trip to the library with the parents to register.

Lastly, as mentioned in her report, the Library is researching the possibility of becoming a passport agency, but it will be a very big decision. Being an agency would generate a fair amount of income for the library, but there's also the downside of staffing, space and dealing with possible negative interactions with the public. Ms. Lempke along with Mr. Pritz and Ms. Rademacher will be visiting a library which generates 3,000 passports annually.

Mr. Spadoni took this time to acknowledge and thank Neil O'Shea on the outstanding work he does interviewing our veterans in our community and documenting their stories.

Communications

They were included in the Board packet. A lovely thank note from a library patron suggested that the Library donate a portion of its fine money to the Niles Food Pantry or to the community garden. A nice note from the Niles Township was received by Sasha Vasilić thanking him for his involvement in their spring book drive.

Committee Reports

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

Ms. Lempke would like the Committee to meet because some decisions need to be made on the exterior signage. She reported that Dan Porte from Product Architecture has met with the Village regarding the legalities of sign placement. Dave Dabrowski along with Cyndi Rademacher will be working on ideas for the Library's landscaping.

Liaison Reports

Friends of the Library

Ms. Lempke reported that attendance was low at the May meeting. The Friends did agree, once again, to give the schools with at least 20 kids participating in the Battle of the Books a gift of \$500 to be used for Battle incentives.

Legislative

There was no report.

RAILS

Ms. Lempke reported that a membership meeting will be held in June.

Secretary's Report

In Secretary Nakanishi's absence, Trustee Dimond gave the Secretary's Report—A Notice of Public Hearing on June 15, 2016, at the hour of 6:55 p.m., at the Niles Public Library District, Board Room, 6960 Oakton Street, Niles, Illinois, concerning Ordinance 16-01, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017 was published in the Niles Herald Spectator on May 5, 2016. Copies of the aforementioned Tentative Ordinance are available in the administrative office of the Niles Public Library District, from 9:00 AM to 5:00 PM, Monday through Friday.

New BusinessMcClure Inserra & Company Chartered

Trustee Dimond MOVED the Library Board of Trustees approve the appointment of and payment to McClure Inserra & Company Chartered in the estimated amount of \$14,500 to perform the audit of the Niles Public Library District as of and for the year ending June 30, 2016. Trustee Drblik seconded.

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Schedule of Board Meetings for FY 2016/2017

Trustee Dimond MOVED the Library Board of Trustees adopt Ordinance 16-02, an Ordinance Setting the Schedule of Meetings of the Board of Trustees of the Niles Public Library District for the Fiscal Year Commencing July 1, 2016 and Ending June 30, 2017. Trustee Rozanski seconded.

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Amendment to the Agenda

Trustee Spadoni MOVED the Library Board of Trustees amend the agenda to move Items 12.A and 12.B under Unfinished Business to include them with the rest of the benefits discussion following Item 11.E under New Business. Trustee Drblik seconded.

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Health Insurance Price Tags

Trustee Rozanski MOVED the Library Board of Trustees approve the recommended price tags to be charged for health insurance beginning on July 1, 2016 and ending on June 30, 2017. Trustee Drblik seconded.

Mr. Pritz gave a presentation explaining the current employee benefits and expenditures excluding retirement benefits.

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Renewal of Healthcare Insurance Plan

Trustee Dimond MOVED the Library Board of Trustees approve the recommended renewal of the healthcare insurance plan with Blue Cross Blue Shield (E2EC1705) beginning on July 1, 2016 and ending on June 30, 2017. Trustee Rozanski seconded.

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Dental Plan

Trustee Spadoni MOVED the Library Board of Trustees take from the table the motion from the March 16, 2016 meeting to approve the recommended changes to the Library's dental plan to include family member charges as eligible for reimbursement beginning on July 1, 2016. Trustee Rozanski seconded.

President Ryan informed the Board that there is no discussion on a motion to take from the table.

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

President Ryan read the original motion as made by Trustee Dimond to approve the recommended changes to the Library's Dental Plan to include family member charges as eligible for reimbursement beginning on July 1, 2016 and seconded by Trustee Spadoni.

Mr. Pritz gave a brief explanation on the dental reimbursement process through the HRA plan. The cost of the dental benefit would not change. Family members would be those listed as a spouse and dependents.

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Liability and Workers' Compensation Insurance

Trustee Dimond MOVED the Library Board of Trustees approve the recommended purchase of Liability and Workmen's Compensation insurance in the total amount of \$53,935 for the 2016-2017 fiscal year. Trustee Rozanski seconded.

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Discussion of Retirement Benefit

Mr. Pritz gave a presentation on additional retirement plan alternatives for the Niles Library. He prepared a summary sheet for the Board featuring the library's current plan (457b), a Hybrid Plan, an Alternative Plan 401(a) and IMRF, a defined benefit plan.

Purchase of Staff Computers

Trustee Dimond MOVED the Library Board of Trustees approve the expenditure of Special Reserve Funds in the amount of (not to exceed) \$74,324.74 for the purchase of 70 staff computer desktops. Trustee Rozanski seconded.

Mr. Prtiz provided the Board with an explanation on the upgrades for staff computers, renewal of subscription licenses and the replacement of the Library's firewall appliance and support.

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Renewal of Subscription Licenses

Trustee Spadoni MOVED the Library Board of Trustees approve the expenditure not to exceed \$19,260.36 for the purchase of 12 Adobe Creative Cloud Desktop apps 2 year subscription licenses renewal from CDW-G. Trustee Drblik seconded.

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Firewall Appliance and Support

Trustee Dimond MOVED the Library Board of Trustees approve the expenditure not to exceed \$15,367.80 from the Special Reserve Fund for the replacement of the current Dell Firewall appliance with a Dell SonicWALL Network Security Firewall solution. Trustee Drblik seconded.

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Policy 3.03—Services of the Library

Trustee Dimond MOVED the Library Board of Trustees amend Administrative and Services Policy 3.03—Services of the Library to add "patrons from all areas may participate in Library programs after Library staff determine that the Niles Public District cardholders have been accommodated." Trustee Rozanski seconded.

Roll call vote: Ayes: Dimond, Rozanski, Ryan, Spadoni. Nays: Drblik. Motion passed.

Unfinished Business**Discussion of Process for Filling Vacant Board Seat**

President Ryan stated that it is the recommendation of the Library's attorney that tonight's discussion on the process for filling the vacant board seat be done in executive session.

Trustee Rozanski MOVED that the discussion on the process for filling the vacant board seat be moved into Executive Session. Trustee Drblik seconded.

The Trustees agreed that the motion be removed from the table and that the discussion be open.

After a discussion was held, the Trustees agreed to invite potential trustees to apply by writing a letter of intent stating why they want to be a trustee, what their qualifications are, and whether they are a library user. The letter should be sent to the Library Director or emailed to the trustees' email account. Ms. Lempke suggested that it would be good to try to get some diversity onto the Board that reflects the community of Niles. A notice of the vacancy will be published in the newspapers as well as being posted in the Library and on the Library's website. The timeline agreed to by the Board is that in June, the Board as a whole will review the letters and determine who the top candidates are. In July, the Board will interview those candidates. In August, the Board will make a decision on who will fill the vacancy.

Executive Session

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

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Executive session started at 9:20 PM.

Executive session ended at 9:55 PM.

The Regular Board Meeting resumed at 9:58 PM. Roll call was taken.

Unfinished Business (con'td)**Discussion of Strategic Planning Process**

Ms. Lempke gave a quick update on the search for other strategic planning consultants. Ms. Lempke reported that she did receive a revised proposal from Donna Fletcher who met with the Board in April. Ms. Lempke attended the Village's survey presentation on the Capstone Project which was very interesting since they addressed the survey process. She will be meeting with the Deputy Director of the Skokie Library to discuss their strategic process which they ran on their own.

Final Action – if any, on closed session subjects

Trustee Dimond MOVED the Library Board of Trustees approve a 3% salary increase for Library Director, Susan Lempke, effective May 2016 through May 2017. Trustee Drblik seconded.

Roll call vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Other

There was no other.

Adjournment

Trustee Dimond MOVED to adjourn. Trustee Rozanski seconded.

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

The meeting adjourned at 10:02 PM.

President

Secretary

DRAFT

Financial statement narrative For the month of May 2016 and the year then ended

Revenue

Revenue for the month was short of budget expectations by \$23,553 and more than year to date expectations by \$63,432 or 1%.

Expenditures

Salaries

Salaries for the month are \$9,350 less than budget estimates or 3.5% and under budget \$129,572 or 4.4% on the year.

Library Materials

Library Materials for the month is \$496 under budget and \$43,116 under budget or 6.3% for the year.

Library Operating Expenses

Library Operating Expenses is \$65,052 under budget or 64.7% for the month and \$89,336 under budget or 22.8% year to date. This is due primarily to the expectation that all per capita funds would be spent in this month.

General and Administrative

General and Administrative expenses is \$13,175 under budget estimates or 49.2% for the month and \$82,999 or 28.2% year to date. This is due primarily to slow spending in the consultant line item.

Employee Fringe Benefits

Employee Fringe Benefits is \$2,358 under budget or approximately 4.7% for the month and \$28,653 under budget or 4.6% year to date.

Utilities

Utilities is approximately \$2,000 under budget for the month and \$11,718 year to date.

Net Surplus/(Deficit)

For the month, the Net Deficit is \$411,587 which is \$117,742 favorable to the budgeted Net Deficit of \$529,329 and \$797,763 favorable year to date.

Niles Public Library District

Balance Sheet

May 31, 2016

	GENERAL FUND 5/31/2016	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$2,020,297)	\$378,123	\$1,687,270	\$45,095
Investments	\$9,743,360			\$9,743,360
Total Cash and Investments	\$7,723,062	\$378,123	\$1,687,270	\$9,788,455
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
Prepaid Items				
Prepaid Expense	\$3,414			\$3,414
Total Prepaid Items	\$3,414	\$0	\$0	\$3,414
Total Assets	\$10,332,097	\$475,468	\$1,687,270	\$12,494,835
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$164,903	\$11,035	\$0	\$175,938
Accounts Payable-Friends of the Library	\$14,323			\$14,323
Other Liabilities	\$40,488			\$40,488
Deferred Revenues	\$2,581,464	\$97,375		\$2,678,839
Total Liabilities	\$2,801,178	\$108,410	\$0	\$2,909,588
Fund Balance				
Fund Balance	\$7,530,919	\$367,058	\$1,687,270	\$9,585,247
Total Fund Balance	\$7,530,919	\$367,058	\$1,687,270	\$9,585,247
Total Liabilities and Fund Balance	\$10,332,097	\$475,468	\$1,687,270	\$12,494,835

Niles Public Library District
Income Statement-Consolidated

May 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$4,383	\$59,227	(\$54,844)	\$5,970,076	\$5,922,747	\$47,329	\$5,922,747	101%
Replacement Taxes	\$22,285	\$1,400	\$20,885	\$134,452	\$140,000	(\$5,548)	\$140,000	96%
Per Capita Grant							\$71,605	
Grants-Other				\$1,000	\$1,000		\$1,000	100%
Investment Income	\$16,213	\$5,000	\$11,213	\$70,660	\$55,000	\$15,660	\$60,000	118%
Fines	\$3,461	\$4,167	(\$706)	\$47,050	\$45,833	\$1,217	\$50,000	94%
Lost Books	\$951	\$625	\$326	\$9,450	\$6,875	\$2,575	\$7,500	126%
Pay For Print	\$2	\$1,667	(\$1,665)	\$17,073	\$18,333	(\$1,261)	\$20,000	85%
Non-Resident Fees				\$580		\$580		
Flash Drive & Ear Bud Sales	\$9		\$9	\$122		\$122		
Commissions & Fees	(\$4)		(\$4)	(\$21)		(\$21)		
Donations-Friends of the Library					\$1,400	(\$1,400)	\$1,400	
Donations	\$1,155		\$1,155	\$4,471		\$4,471		
Miscellaneous	\$192	\$113	\$79	\$945	\$1,238	(\$293)	\$1,350	70%
Total Revenues	\$48,645	\$72,198	(\$23,553)	\$6,255,858	\$6,192,426	\$63,432	\$6,275,602	100%
Expenditures								
Salaries								
Library Director	\$10,167	\$10,201	\$34	\$111,833	\$112,210	\$377	\$122,411	91%
Payroll-Department Managers	\$13,963	\$14,770	\$806	\$154,095	\$162,465	\$8,370	\$177,235	87%
Payroll-Division Supervisors	\$36,080	\$36,155	\$75	\$374,430	\$397,702	\$23,272	\$433,857	86%
Payroll-Librarian I	\$98,023	\$97,093	(\$931)	\$1,064,185	\$1,068,018	\$3,832	\$1,165,110	91%
Payroll-Library Grade V	\$55,113	\$61,118	\$6,004	\$621,757	\$672,294	\$50,537	\$733,412	85%
Payroll-Library Grade VI	\$25,856	\$27,709	\$1,853	\$270,483	\$304,801	\$34,318	\$332,510	81%
Payroll-Library Pages	\$10,318	\$10,194	(\$124)	\$100,983	\$112,132	\$11,149	\$122,326	83%
Payroll-Sundays	\$6,702	\$6,833	\$132	\$77,703	\$75,167	(\$2,536)	\$82,000	95%
Adjustments		\$833	\$833	\$3,500	\$9,167	\$5,667	\$10,000	35%
Substitutes		\$667	\$667	\$12,748	\$7,333	(\$5,414)	\$8,000	159%
Total Salaries	\$256,222	\$265,572	\$9,350	\$2,791,717	\$2,921,289	\$129,572	\$3,186,861	88%

Niles Public Library District
Income Statement-Consolidated

May 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$19,219	\$13,417	(\$5,802)	\$153,591	\$147,583	(\$6,008)	\$161,000	95%
Books-Youth Services	\$3,825	\$6,250	\$2,425	\$57,988	\$68,750	\$10,762	\$75,000	77%
Books-Teen	\$1,169	\$1,250	\$81	\$14,233	\$13,750	(\$483)	\$15,000	95%
Downloadables	\$14,678	\$6,667	(\$8,011)	\$78,001	\$73,333	(\$4,668)	\$80,000	98%
Periodicals	\$12,068	\$2,667	(\$9,401)	\$24,202	\$29,333	\$5,131	\$32,000	76%
AV-Adult	\$5,014	\$10,000	\$4,986	\$85,644	\$110,000	\$24,356	\$120,000	71%
AV-Youth Services	\$3,751	\$3,542	(\$209)	\$34,173	\$38,958	\$4,786	\$42,500	80%
AV-Teen	\$1,240	\$1,000	(\$240)	\$10,433	\$11,000	\$567	\$12,000	87%
Online Databases		\$16,667	\$16,667	\$174,661	\$183,333	\$8,673	\$200,000	87%
Total Library Materials	\$60,962	\$61,458	\$496	\$632,926	\$676,042	\$43,116	\$737,500	86%
Library Operating Expenditures								
CCS Charges	\$5,963	\$6,667	\$704	\$69,069	\$73,333	\$4,264	\$80,000	86%
Processing & Supplies	\$1,028	\$1,667	\$638	\$16,828	\$18,333	\$1,506	\$20,000	84%
Internet Charges	\$1,252	\$1,375	\$123	\$13,417	\$15,125	\$1,708	\$16,500	81%
Software, Licenses	\$1,585	\$5,819	\$4,233	\$40,249	\$64,004	\$23,756	\$69,823	58%
Printing	\$5,211	\$3,971	(\$1,241)	\$31,505	\$43,679	\$12,175	\$47,650	66%
Library Supplies	\$463	\$1,067	\$604	\$10,341	\$11,733	\$1,392	\$12,800	81%
Programming & Support-Adult	\$2,426	\$2,417	(\$9)	\$26,981	\$26,583	(\$397)	\$29,000	93%
Programming & Support-Juvenile	\$1,609	\$3,167	\$1,558	\$32,384	\$34,833	\$2,449	\$38,000	85%
Programming & Support-Joint	\$1,000	\$933	(\$67)	\$5,167	\$10,267	\$5,100	\$11,200	46%
Programming & Support-Teen	\$814	\$667	(\$147)	\$9,044	\$7,333	(\$1,711)	\$8,000	113%
Public Performing Rights				\$1,407	\$1,400	(\$7)	\$1,400	101%
Computer Charges OCLC	\$979	\$958	(\$21)	\$10,773	\$10,542	(\$232)	\$11,500	94%
Miscellaneous		\$83	\$83	\$1,936	\$917	(\$1,019)	\$1,000	194%
Per Capita Grant Expenditures	\$13,220	\$71,605	\$58,385	\$33,142	\$71,605	\$38,463	\$71,605	46%
Grant - Other Expenditures		\$83	\$83		\$917	\$917	\$1,000	
Volunteers		\$125	\$125	\$401	\$1,375	\$974	\$1,500	27%
Total Library Operating Expenditures	\$35,551	\$100,603	\$65,052	\$302,644	\$391,980	\$89,336	\$420,978	72%

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

May 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$769	\$2,804	\$2,035	\$26,196	\$30,846	\$4,649	\$33,650	78%
Copiers	\$732	\$833	\$101	\$8,141	\$9,167	\$1,025	\$10,000	81%
Professional Development	\$1,059	\$3,272	\$2,212	\$36,537	\$35,987	(\$549)	\$39,259	93%
Mileage	\$92	\$317	\$225	\$3,736	\$3,483	(\$253)	\$3,800	98%
Professional Collection		\$63	\$63	\$494	\$688	\$194	\$750	66%
Legal Fees	\$2,226	\$2,500	\$274	\$24,946	\$27,500	\$2,554	\$30,000	83%
Consultants	\$777	\$5,792	\$5,014	\$6,522	\$63,708	\$57,187	\$69,500	9%
Kitchen Supplies		\$125	\$125	\$455	\$1,375	\$920	\$1,500	30%
Promotional Expense	\$2,919	\$2,142	(\$777)	\$15,670	\$23,561	\$7,892	\$25,703	61%
Office Supplies	\$776	\$2,083	\$1,307	\$23,724	\$22,917	(\$808)	\$25,000	95%
Postage & Freight	\$947	\$1,500	\$553	\$17,001	\$16,500	(\$501)	\$18,000	94%
Publication of Notices-Advertisements		\$100	\$100	\$1,432	\$1,100	(\$332)	\$1,200	119%
Subscriptions & Dues		\$714	\$714	\$7,418	\$7,851	\$433	\$8,565	87%
Collection Services	(\$36)	\$83	\$119	\$403	\$917	\$513	\$1,000	40%
Telephone	\$1,012	\$1,375	\$363	\$11,802	\$15,125	\$3,323	\$16,500	72%
Trustee Expense	\$130	\$833	\$704	\$1,222	\$9,167	\$7,945	\$10,000	12%
Payroll Service	\$1,144	\$1,083	(\$60)	\$13,520	\$11,917	(\$1,604)	\$13,000	104%
Bank Fees	\$172	\$275	\$103	\$2,615	\$3,025	\$410	\$3,300	79%
Parking Lease	\$881	\$881		\$9,691	\$9,691		\$10,572	92%
Total General and Administration	\$13,600	\$26,775	\$13,175	\$211,525	\$294,524	\$82,999	\$321,299	66%
Vehicle Operation								
Gas, Oil, Grease	\$29	\$83	\$55	\$300	\$917	\$616	\$1,000	30%
Repairs & Maintenance		\$150	\$150	\$2,201	\$1,650	(\$551)	\$1,800	122%
Miscellaneous		\$8	\$8		\$92	\$92	\$100	
Auto Insurance				\$1,709	\$1,435	(\$274)	\$1,435	119%
Total Vehicle Operation	\$29	\$242	\$213	\$4,211	\$4,093	(\$117)	\$4,335	97%

Niles Public Library District
Income Statement-Consolidated

May 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$13,555	\$14,583	\$1,028	\$149,872	\$160,417	\$10,545	\$175,000	86%
Group Health	\$33,718	\$32,500	(\$1,218)	\$370,455	\$357,500	(\$12,955)	\$390,000	95%
Health Reimbursement Account	\$3,720	\$5,500	\$1,780	\$36,647	\$60,500	\$23,853	\$66,000	56%
Dental	\$608	\$1,667	\$1,058	\$11,852	\$18,333	\$6,481	\$20,000	59%
Vision	\$542	\$583	\$41	\$5,663	\$6,417	\$754	\$7,000	81%
FSA fee	\$60	\$100	\$40	\$930	\$1,100	\$170	\$1,200	78%
Life, LTD, AD&D, STD	\$1,548	\$1,500	(\$48)	\$16,695	\$16,500	(\$195)	\$18,000	93%
Total Employee Fringe Benefits	\$53,752	\$56,433	\$2,682	\$592,114	\$620,767	\$28,653	\$677,200	87%
Utilities								
Gas	\$785	\$1,250	\$465	\$8,530	\$13,750	\$5,220	\$15,000	57%
Electric	\$7,107	\$8,333	\$1,226	\$86,665	\$91,667	\$5,001	\$100,000	87%
Water		\$667	\$667	\$5,837	\$7,333	\$1,496	\$8,000	73%
Total Utilities	\$7,892	\$10,250	\$2,358	\$101,032	\$112,750	\$11,718	\$123,000	82%
Capital Expenditures								
Special Reserve - Equipment		\$41,417	\$41,417	\$120,744	\$455,583	\$334,839	\$497,000	24%
Total Capital Expenditures	\$0	\$41,417	\$41,417	\$120,744	\$455,583	\$334,839	\$497,000	24%
Audit								
Audit Expense				\$14,500	\$14,500		\$14,500	100%
Total Audit Expenditures	\$0	\$0	\$0	\$14,500	\$14,500	\$0	\$14,500	100%
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	\$19,967	\$20,000	\$33	\$222,542	\$220,000	(\$2,542)	\$240,000	93%
Total Social Security Expenditures	\$19,967	\$20,000	\$33	\$222,542	\$220,000	(\$2,542)	\$240,000	93%

Niles Public Library District
Income Statement-Consolidated

May 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
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%
Unemployment Compensation								
Unemployment Compensation	\$1,222	\$1,250	\$28	\$17,882	\$13,750	(\$4,132)	\$15,000	119%
Total Unemployment Compensation Expenditures	\$1,222	\$1,250	\$28	\$17,882	\$13,750	(\$4,132)	\$15,000	119%
Building & Equipment Maintenance								
Repairs & Improvements	\$5,465	\$3,975	(\$1,490)	\$68,040	\$43,725	(\$24,315)	\$47,700	143%
Contractual Maintenance	\$1,435	\$3,524	\$2,088	\$35,641	\$38,761	\$3,120	\$42,285	84%
Non-Contractual Maintenance	\$2,841	\$1,283	(\$1,558)	\$13,497	\$14,117	\$620	\$15,400	88%
Equipment Maintenance	\$528	\$3,013	\$2,485	\$19,582	\$33,138	\$13,556	\$36,150	54%
Non Capital Expenses	\$250	\$2,417	\$2,167	\$11,037	\$26,583	\$15,546	\$29,000	38%
Furniture & Fixtures	\$515	\$3,317	\$2,802	\$24,342	\$36,483	\$12,141	\$39,800	61%
Total Building & Equipment Maintenance Expenditures	\$11,035	\$17,528	\$6,493	\$172,139	\$192,807	\$20,668	\$210,335	82%
Total Expenditures	\$460,232	\$601,528	\$141,296	\$5,233,822	\$5,968,153	\$734,331	\$6,498,076	81%
NET SURPLUS/(DEFICIT)	(\$411,587)	(\$529,329)	\$117,742	\$1,022,035	\$224,273	\$797,763	(\$222,474)	(459)%

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73648	Accounts Payable	Computer Check	5/18/2016	DENISE H. LISS	\$0.00	\$150.00	(\$150.00)	Outstanding	5/31/2016
73649	Accounts Payable	Computer Check	5/18/2016	DAN MICEK	\$0.00	\$1,000.00	(\$1,150.00)	Outstanding	5/31/2016
73650	Accounts Payable	Computer Check	5/18/2016	TIM SPADONI	\$0.00	\$129.60	(\$1,279.60)	Outstanding	5/31/2016
73651	Accounts Payable	Computer Check	6/15/2016	AFLAC	\$0.00	\$324.74	(\$1,604.34)	Outstanding	6/30/2016
73652	Accounts Payable	Computer Check	6/15/2016	ANCA ALBU	\$0.00	\$7.95	(\$1,612.29)	Outstanding	6/30/2016
73653	Accounts Payable	Computer Check	6/15/2016	ALEPH OBJECTS, INC.	\$0.00	\$1,800.70	(\$3,412.99)	Outstanding	6/30/2016
73654	Accounts Payable	Computer Check	6/15/2016	ALLIANCE ENTERTAINMENT	\$0.00	\$942.44	(\$4,355.43)	Outstanding	6/30/2016
73655	Accounts Payable	Computer Check	6/15/2016	AMAZON	\$0.00	\$362.68	(\$4,718.11)	Outstanding	6/30/2016
73656	Accounts Payable	Computer Check	6/15/2016	ANDERSON LOCK	\$0.00	\$2,900.50	(\$7,618.61)	Outstanding	6/30/2016
73657	Accounts Payable	Computer Check	6/15/2016	ANDERSON-SAFFORD	\$0.00	\$67.50	(\$7,686.11)	Outstanding	6/30/2016
73658	Accounts Payable	Computer Check	6/15/2016	ANDERTOONS, LLC	\$0.00	\$300.00	(\$7,986.11)	Outstanding	6/30/2016
73659	Accounts Payable	Computer Check	6/15/2016	AT&T	\$0.00	\$43.47	(\$8,029.58)	Outstanding	6/30/2016
73660	Accounts Payable	Computer Check	6/15/2016	AT&T	\$0.00	\$428.27	(\$8,457.85)	Outstanding	6/30/2016
73661	Accounts Payable	Computer Check	6/15/2016	ATS ACOUSTICS	\$0.00	\$141.68	(\$8,599.53)	Outstanding	6/30/2016
73662	Accounts Payable	Computer Check	6/15/2016	AVCAFE	\$0.00	\$446.02	(\$9,045.55)	Outstanding	6/30/2016
73663	Accounts Payable	Computer Check	6/15/2016	BRODART CO.	\$0.00	\$787.85	(\$9,833.40)	Outstanding	6/30/2016
73664	Accounts Payable	Computer Check	6/15/2016	CALL ONE	\$0.00	\$968.13	(\$10,801.53)	Outstanding	6/30/2016
73665	Accounts Payable	Computer Check	6/15/2016	LAURA DION-JONES CASEY	\$0.00	\$300.00	(\$11,101.53)	Outstanding	6/30/2016
73666	Accounts Payable	Computer Check	6/15/2016	CENGAGE LEARNING, INC.	\$0.00	\$1,226.36	(\$12,327.89)	Outstanding	6/30/2016
73667	Accounts Payable	Computer Check	6/15/2016	CENTER POINT LARGE PRINT	\$0.00	\$311.58	(\$12,639.47)	Outstanding	6/30/2016
73668	Accounts Payable	Computer Check	6/15/2016	CHALK SPINNER LLC	\$0.00	\$56.68	(\$12,696.15)	Outstanding	6/30/2016
73669	Accounts Payable	Computer Check	6/15/2016	JUSTINE CHAVEZ	\$0.00	\$200.00	(\$12,896.15)	Outstanding	6/30/2016
73670	Accounts Payable	Computer Check	6/15/2016	CHRIS' LANDSCAPE, INC.	\$0.00	\$450.00	(\$13,346.15)	Outstanding	6/30/2016
73671	Accounts Payable	Computer Check	6/15/2016	CINTAS CORPORATION LOC. 769	\$0.00	\$371.34	(\$13,717.49)	Outstanding	6/30/2016
73672	Accounts Payable	Computer Check	6/15/2016	COMED	\$0.00	\$7,107.11	(\$20,824.60)	Outstanding	6/30/2016
73673	Accounts Payable	Computer Check	6/15/2016	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$21,324.60)	Outstanding	6/30/2016
73674	Accounts Payable	Computer Check	6/15/2016	COOPERATIVE COMPUTER SERV	\$0.00	\$6,942.34	(\$28,266.94)	Outstanding	6/30/2016
73675	Accounts Payable	Computer Check	6/15/2016	COVERALL NORTH AMERICA, IN	\$0.00	\$2,627.50	(\$30,894.44)	Outstanding	6/30/2016
73676	Accounts Payable	Computer Check	6/15/2016	CREATIVE PROMOTIONAL PROD	\$0.00	\$512.32	(\$31,406.76)	Outstanding	6/30/2016
73677	Accounts Payable	Computer Check	6/15/2016	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$144.87	(\$31,551.63)	Outstanding	6/30/2016
73678	Accounts Payable	Computer Check	6/15/2016	D&Z HOUSE OF BOOKS	\$0.00	\$1,667.78	(\$33,219.41)	Outstanding	6/30/2016
73679	Accounts Payable	Computer Check	6/15/2016	DOOR SYSTEMS, INC.	\$0.00	\$304.50	(\$33,523.91)	Outstanding	6/30/2016
73680	Accounts Payable	Computer Check	6/15/2016	MARK DVORAK	\$0.00	\$250.00	(\$33,773.91)	Outstanding	6/30/2016
73681	Accounts Payable	Computer Check	6/15/2016	EASTLAND DISASTER HISTORIC	\$0.00	\$395.00	(\$34,168.91)	Outstanding	6/30/2016
73682	Accounts Payable	Computer Check	6/15/2016	EASYPERMIT POSTAGE	\$0.00	\$400.00	(\$34,568.91)	Outstanding	6/30/2016
73683	Accounts Payable	Computer Check	6/15/2016	EBSCO INFORMATION SERVICES	\$0.00	\$16,697.00	(\$51,265.91)	Outstanding	6/30/2016
73684	Accounts Payable	Computer Check	6/15/2016	FIFTH THIRD BANK	\$0.00	\$2,224.10	(\$53,490.01)	Outstanding	6/30/2016
73685	Accounts Payable	Computer Check	6/15/2016	FINDAWAY WORLD, LLC	\$0.00	\$2,324.22	(\$55,814.23)	Outstanding	6/30/2016
73686	Accounts Payable	Computer Check	6/15/2016	JAMES FINN	\$0.00	\$75.00	(\$55,889.23)	Outstanding	6/30/2016

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73687	Accounts Payable	Computer Check	6/15/2016	FLEXSOURCE, LLC	\$0.00	\$368.00	(\$56,257.23)	Outstanding	6/30/2016
73688	Accounts Payable	Computer Check	6/15/2016	Paul Foxworth	\$0.00	\$31.72	(\$56,288.95)	Outstanding	6/30/2016
73689	Accounts Payable	Computer Check	6/15/2016	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,301.53	(\$57,590.48)	Outstanding	6/30/2016
73690	Accounts Payable	Computer Check	6/15/2016	GOLF MAINE PARK DISTRICT	\$0.00	\$1,750.00	(\$59,340.48)	Outstanding	6/30/2016
73691	Accounts Payable	Computer Check	6/15/2016	DEBORAH GRAHAM	\$0.00	\$39.63	(\$59,380.11)	Outstanding	6/30/2016
73692	Accounts Payable	Computer Check	6/15/2016	GRAINGER	\$0.00	\$548.53	(\$59,928.64)	Outstanding	6/30/2016
73693	Accounts Payable	Computer Check	6/15/2016	GROOT INDUSTRIES, INC.	\$0.00	\$213.63	(\$60,142.27)	Outstanding	6/30/2016
73694	Accounts Payable	Computer Check	6/15/2016	HALL PASS	\$0.00	\$36.00	(\$60,178.27)	Outstanding	6/30/2016
73695	Accounts Payable	Computer Check	6/15/2016	HEALTHCARE SERVICE CORPOR	\$0.00	\$40,863.89	(\$101,042.16)	Outstanding	6/30/2016
73696	Accounts Payable	Computer Check	6/15/2016	IMPROV PLAYHOUSE THEATER, I	\$0.00	\$500.00	(\$101,542.16)	Outstanding	6/30/2016
73697	Accounts Payable	Computer Check	6/15/2016	INGRAM LIBRARY SERVICES	\$0.00	\$21,912.78	(\$123,454.94)	Outstanding	6/30/2016
73698	Accounts Payable	Computer Check	6/15/2016	INSTITUTE FOR THERAPY THROUG	\$0.00	\$150.00	(\$123,604.94)	Outstanding	6/30/2016
73699	Accounts Payable	Computer Check	6/15/2016	ISLMA	\$0.00	\$10.00	(\$123,614.94)	Outstanding	6/30/2016
73700	Accounts Payable	Computer Check	6/15/2016	JANWAY COMPANY USA, INC.	\$0.00	\$976.35	(\$124,591.29)	Outstanding	6/30/2016
73701	Accounts Payable	Computer Check	6/15/2016	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$2,190.20	(\$126,781.49)	Outstanding	6/30/2016
73702	Accounts Payable	Computer Check	6/15/2016	KONICA MINOLTA BUSINESS SO	\$0.00	\$732.05	(\$127,513.54)	Outstanding	6/30/2016
73703	Accounts Payable	Computer Check	6/15/2016	KOREAN BOOKS	\$0.00	\$1,058.38	(\$128,571.92)	Outstanding	6/30/2016
73704	Accounts Payable	Computer Check	6/15/2016	DENISE H. LISS	\$0.00	\$125.00	(\$128,696.92)	Outstanding	6/30/2016
73705	Accounts Payable	Computer Check	6/15/2016	LOW VOLTAGE SOLUTIONS INC.	\$0.00	\$2,525.00	(\$131,221.92)	Outstanding	6/30/2016
73706	Accounts Payable	Computer Check	6/15/2016	VICTORIA LUZ	\$0.00	\$40.61	(\$131,262.53)	Outstanding	6/30/2016
73707	Accounts Payable	Computer Check	6/15/2016	MAINE TOWNSHIP MAINESTREA	\$0.00	\$250.00	(\$131,512.53)	Outstanding	6/30/2016
73708	Accounts Payable	Computer Check	6/15/2016	MENARDS	\$0.00	\$38.70	(\$131,551.23)	Outstanding	6/30/2016
73709	Accounts Payable	Computer Check	6/15/2016	MIDWEST COMPUTER PRODUCTS	\$0.00	\$777.30	(\$132,328.53)	Outstanding	6/30/2016
73710	Accounts Payable	Computer Check	6/15/2016	MIDWEST TAPE	\$0.00	\$4,508.22	(\$136,836.75)	Outstanding	6/30/2016
73711	Accounts Payable	Computer Check	6/15/2016	MARY MILLER	\$0.00	\$167.26	(\$137,004.01)	Outstanding	6/30/2016
73712	Accounts Payable	Computer Check	6/15/2016	MPLC	\$0.00	\$249.21	(\$137,253.22)	Outstanding	6/30/2016
73713	Accounts Payable	Computer Check	6/15/2016	MULTICULTURAL BOOKS & VID	\$0.00	\$696.05	(\$137,949.27)	Outstanding	6/30/2016
73714	Accounts Payable	Computer Check	6/15/2016	NICOR GAS	\$0.00	\$784.83	(\$138,734.10)	Outstanding	6/30/2016
73715	Accounts Payable	Computer Check	6/15/2016	NILES CHAMBER OF COMMERCE	\$0.00	\$30.00	(\$138,764.10)	Outstanding	6/30/2016
73716	Accounts Payable	Computer Check	6/15/2016	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$139,645.10)	Outstanding	6/30/2016
73717	Accounts Payable	Computer Check	6/15/2016	OMNIGRAPHICS, INC.	\$0.00	\$245.55	(\$139,890.65)	Outstanding	6/30/2016
73718	Accounts Payable	Computer Check	6/15/2016	OVERDRIVE, INC.	\$0.00	\$14,653.62	(\$154,544.27)	Outstanding	6/30/2016
73719	Accounts Payable	Computer Check	6/15/2016	PEAPOD	\$0.00	\$180.45	(\$154,724.72)	Outstanding	6/30/2016
73720	Accounts Payable	Computer Check	6/15/2016	PENGUIN RANDOM HOUSE LLC	\$0.00	\$37.50	(\$154,762.22)	Outstanding	6/30/2016
73721	Accounts Payable	Computer Check	6/15/2016	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$543.90	(\$155,306.12)	Outstanding	6/30/2016
73722	Accounts Payable	Computer Check	6/15/2016	PLIC - SBD GRAND ISLAND	\$0.00	\$1,547.97	(\$156,854.09)	Outstanding	6/30/2016
73723	Accounts Payable	Computer Check	6/15/2016	POLONIA BOOKSTORE, INC.	\$0.00	\$551.95	(\$157,406.04)	Outstanding	6/30/2016
73724	Accounts Payable	Computer Check	6/15/2016	SKARIAH PONNACHAN	\$0.00	\$20.00	(\$157,426.04)	Outstanding	6/30/2016
73725	Accounts Payable	Computer Check	6/15/2016	CYNTHIA RADEMACHER	\$0.00	\$284.05	(\$157,710.09)	Outstanding	6/30/2016

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73726	Accounts Payable	Computer Check	6/15/2016	RECORDED BOOKS, LLC	\$0.00	\$254.29	(\$157,964.38)	Outstanding	6/30/2016
73727	Accounts Payable	Computer Check	6/15/2016	RHODE ISLAND NOVELTY	\$0.00	\$411.12	(\$158,375.50)	Outstanding	6/30/2016
73728	Accounts Payable	Computer Check	6/15/2016	TISH ROBINSON	\$0.00	\$200.00	(\$158,575.50)	Outstanding	6/30/2016
73729	Accounts Payable	Computer Check	6/15/2016	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$159,125.50)	Outstanding	6/30/2016
73730	Accounts Payable	Computer Check	6/15/2016	SAGE PUBLICATIONS INC.	\$0.00	\$121.59	(\$159,247.09)	Outstanding	6/30/2016
73731	Accounts Payable	Computer Check	6/15/2016	TATIANA SALOP	\$0.00	\$19.99	(\$159,267.08)	Outstanding	6/30/2016
73732	Accounts Payable	Computer Check	6/15/2016	CLARA SHEFFER	\$0.00	\$57.01	(\$159,324.09)	Outstanding	6/30/2016
73733	Accounts Payable	Computer Check	6/15/2016	SHELL	\$0.00	\$28.57	(\$159,352.66)	Outstanding	6/30/2016
73734	Accounts Payable	Computer Check	6/15/2016	SHINDIGZ	\$0.00	\$60.95	(\$159,413.61)	Outstanding	6/30/2016
73735	Accounts Payable	Computer Check	6/15/2016	THE GREAT SCOTT	\$0.00	\$395.00	(\$159,808.61)	Outstanding	6/30/2016
73736	Accounts Payable	Computer Check	6/15/2016	TSAI FONG BOOKS, INC.	\$0.00	\$210.00	(\$160,018.61)	Outstanding	6/30/2016
73737	Accounts Payable	Computer Check	6/15/2016	TYCO INTEGRATED SECURITY L	\$0.00	\$309.55	(\$160,328.16)	Outstanding	6/30/2016
73738	Accounts Payable	Computer Check	6/15/2016	VISA	\$0.00	\$11,910.06	(\$172,238.22)	Outstanding	6/30/2016
73739	Accounts Payable	Computer Check	6/15/2016	VISION SERVICE PLAN OF ILLINO	\$0.00	\$628.99	(\$172,867.21)	Outstanding	6/30/2016
73740	Accounts Payable	Computer Check	6/15/2016	VISOGRAPHIC	\$0.00	\$3,749.55	(\$176,616.76)	Outstanding	6/30/2016
73741	Accounts Payable	Computer Check	6/15/2016	WINDY CITY LAB	\$0.00	\$500.00	(\$177,116.76)	Outstanding	6/30/2016
73742	Accounts Payable	Computer Check	6/15/2016	DEIDRE K. WINTERHALTER	\$0.00	\$83.28	(\$177,200.04)	Outstanding	6/30/2016
73743	Accounts Payable	Computer Check	6/15/2016	BETTY ZHAN	\$0.00	\$17.39	(\$177,217.43)	Outstanding	6/30/2016

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$177,217.43)
Total Payments:	(\$177,217.43)
Total Change in Register Balance:	(\$177,217.43)

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>
2947	Accounts Payable	Manual Check	5/18/2016	BERNADETTA KORYCIARZ	\$0.00	\$889.51	(\$889.51)	Outstanding	5/1/2016

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$889.51)
Total Payments:	(\$889.51)
Total Change in Register Balance:	(\$889.51)



One of the striking things about summer in the Library is how crazy it can be in one area while still being calm and quiet in another. KidSpace and Teen Underground are hubs of activity with the accompanying buzz that, depending on your mood, is loud and chaotic, or energizing and exciting. Please stop by and see this year's terrific Summer Reading games. One is for the little guys, where they get to choose an activity and get a little prize, and the other is for the readers, who earn turns on a giant board game by reading. It features our summer reading mascot, Glummy, who made his first appearance in 2001—the kids know that when Glummy comes out, it's time for Summer Reading! This year's theme is Read for the Win.

Some of the best patron comments we get are delivered in person. We had one mother tell us that her daughters' MAP testing results in reading were off the charts, and she thought this was definitely in part due to Battle and Reading Challenge. Another patron stopped by Patron Services to say "that she would move to Niles just because of the library. She said that we are a community resource with nice staff that goes above and beyond. 'I love you guys.'" Another said, "I love coming here...everyone is so wonderful!" On days when it has been loud, and the questions just keep coming, the patience of our Patron Services and Youth Services staff can be strained, but they just keep on delivering service with a friendly and generous spirit that I really appreciate. I hope the trustees do too.

May/June activity

I attended the Laconi Trustee Banquet with Board President Linda Ryan and Board Vice President Karen Dimond. We sat with trustees from the Berwyn Public Library. We also enjoyed the presentation by Gene Anbaum, author of the long-running (and very funny) library cartoon, *Unshelved*.

I met with Skokie Public Library Deputy Director Richard Kong, who generously shared the details of their strategic planning process. He also passed along information about the Aspen Institute's *Action Guide for Re-Envisioning Public Libraries*, which looks like it may be a very useful tool to us in our strategic planning work ahead.

At the District 63 Education Foundation Board meeting, I learned that the after school program we have worked with for many years, TLC, is becoming "Expanded Learning". Its focus will be less on after-school care and more on offering educational opportunities to the D63 students, and the District will be paying for it rather than relying on grant funds. The Foundation will continue to raise money for this and other community efforts that benefit kids and their families.

Assistant Director Cyndi Rademacher and I attended the annual Powerful Partnerships Breakfast at D219, Niles North. It was a great opportunity for networking, and for learning more about the many impressive initiatives the community partners and students are working on together. NPLD is of course one of their partners.

Printing Quotes

Sasha got this information as requested by Trustee Drblik: "I requested multiple price quotes for the printing of our 16-page Chapter One quarterly newsletter. Out of five quotes, our current printer Viso Graphic came in with the least expensive cost of \$5,891.36 per issue. The other four quotes were \$6,740 (Vogue Printers), \$6,545 (Creekside Printing), \$6,990 (Vision Integrated Graphics Group), and \$7,950 (DreamWorks Graphic Communications, LLC). We've worked with Viso for many years and their customer service is excellent." Greg and I appreciate Sasha's efforts in making sure we are getting a good price, and it is reassuring to see that our current printer continues to be the best choice.

Programs

From Sasha: May is the busiest month for the Marketing department. Besides finishing up the 16-page Chapter One quarterly newsletter and creating promotional materials for the Summer programs, we're also in the home stretch of Summer Reading preparation. We're completing the three different reading folders for pre-readers, readers, and District 63 students for the KidSpace Summer Reading Club. Besides the folders, we're also creating the giant game board (take a peek in KidSpace!) for the Summer Reading Game. The giant game board consists of four pieces, each about 48 wide by 70 inches tall. For adults and teens, we created reading logs and promotional materials to pass out to patrons to promote the Summer Reading Club. On your way to the June board meeting, be sure to check out the adult grand prize hanging behind the Information desk Patron Services!

From Arianne: School visits highlighting the 2016 Summer Reading Club were the focus of May outreach. Nearly every member of the KidSpace staff made their way into the schools to encourage students to participate in our exciting SRC game. All told, we had face time with 3,295ish students K-8.

Through our partnership with East Maine 63, we were able to directly sign up around 2,000 students. We look forward to getting them into the building this summer. As part of EM63's effort, we will attend the Author Visit Kick Off event at the Golf Mill Mall on June 6. Students who attend that event or check in at the library will earn a bronze medal, students who do both will earn a silver medal, and students who complete the SRC, will earn a gold medal. We will keep track of their progress and recognize those who 'medal' with large banners in the schools for the start of the 2016/2017 school year.

The Teen staff also was busy promoting their Summer Reading Club. They were also called upon to visit the high schools to book talk the varied summer reading assignments for each grade level. We had face time with 777 students. Teen Librarian, Mary Miller, jumped in and covered the ground normally covered by our High School Liaison who is on maternity leave. Way to go Mary!

Free Comic Book Day was a great success with 225 comics distributed by the Niles Teen Advisory Board to Niles Patrons in the Commons area. This is a fun partnership with area comic book store, Pastimes Comics. Participation in the Poetry contest was fantastic with 64 teen poets submitting 168 poems. There is some great talent out there.

From Suzy: It was another busy month of classes and programs in Digital Services. We started off with a wonderful presentation by Michael Gershbein on online safety. This is a very relevant topic and he provided the attendees with great information on protecting their online identities.

Bernadetta's class on Skype was very popular and well attended. Attendees were able to setup an account and connect with their friends and family.

I taught a class designing signs in Inkscape and we printed them off in class using the bamboo wood in laser cutter. It was an excellent class with everyone working together to create and design signs.



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Out in the community

From Dodie: Neil attended the annual Niles VFW 7712 Memorial Day observance at the Niles Waterfall. He worked with VHP participant Gary Warner to install the May exhibit in the Commons – “Remembering the Korean War: The Forgotten Victory”. He also met with VHP Participant Ray Marchetta – who approved the final draft of his interview. Neil also posted to the Niles VHP Blog after receiving approval from veteran Rolf Hellman to “publish” his booklet.

From Arianne: KidSpace Librarian, Clara Sheffer, and KidSpace Assistant, Mary Ann Rohn, went to EM63's Early Childhood Literacy Expo in May. They provided workshop activities to model ways for parents to combine play and literacy for 82 parents. The spring themed stories and activities were well received, and we are always excited to get face time with parents in a school setting.

Creative Studio

From Suzy: This month there were 42 successful 3D prints and 9 conversions at the VHS to DVD station in the lower level. I created a excel spreadsheet for the DS staff to manage the 3D prints. In addition to handling the 3D printing queue, it also provides us with insights on the costs, turnaround time, and filament used.

A kindergarten teacher from Niles Park District used the Silhouette Cameo to make graduation gifts for her preschoolers and their parents. She learned how to turn pictures into silhouettes of her students and cut them out using a vinyl cutter.



We purchased a display case for the department and we are now able to display some of the creative and innovative objects created with the Creative Studio equipment.

Srdjan filmed a commercial to highlight the conversion equipment and we passed it off to the marketing department to promote the Studio.

New materials

From Suzy: To further enhance our genealogy offerings, we have subscribed to **Fold3**. Fold3 features US military records including original historical documents, newspapers, images, city directories, naturalization documents, personal histories, and more. In just over one week of making the resource available to patrons, there were over 80 searches done.

PressReader offers digital newspapers and magazines from around the world. PressReader has all-you-can-read news with full access to more than 5,000 newspapers and magazines. PressReader partners with thousands of publishers in over 100 countries to help them distribute their content globally. All of the publications we offer can be read online or downloaded via the PressReader app. We expect this to be a very popular resource with our patrons.

From Victoria: As this fiscal year is winding down Tech is completely inundated with orders and materials that have come in. Our patrons should be happy with the continuous onslaught of materials that have arrived and are coming soon to a shelf near you!

From Cyndi: The patron opt-in form for text notification was added to the website completing the project to offer text notification to patrons to keep pace with the way many patrons communicate and reduce the time it takes for patrons to receive notice of their holds and get the materials to them as quickly as possible.

Working with patrons



From Dodie: One patron requested an image of Galileo's mummified finger which is on display in an Italian museum. Other questions included someone looking for forms for a Durable Power of Attorney for Property, Last Will and Testament, Living Will and Attorney Healthcare forms. Another patron was looking for genealogy information on the children of a C_____ N_____ who was born in Chicago in 1925.

From Ariane: The end of the school year brings final exams. The weeks leading up to finals were busy in the Teen Underground. We provide study snacks for those hard at work, and encourage a quieter space in general. The study rooms were full, and the tables were covered in note cards and dog eared text books.

Building notes

From Cyndi: The planning of a Library cutting garden with Barb Ottolino of The Cultivated Choice and the Niles Garden Club got underway at the invitation of the Director. The goal is to have seasonal color and seasonal appeal in the gardens and to be able to create the Library's containers at the entrance and in the window well through cutting, trimming or transplanting instead of continually buying materials. The available garden beds are on the west side of the building, just south of the entrance along the wall, the two raised beds on the south side of the building on either side of the window well, and also the area in front of the raised beds. The cutting garden will also serve as a discovery aid, learning resource and laboratory for gardening programs for all ages.

Staff changes

From Victoria: I am pleased to report that Jamie King was appointed Lead Cataloger, the position once held by Joel Hahn. It will be very helpful to have someone to also be assessing the processes in Tech, fielding cataloging questions from within CCS and NPLD. It will also be helpful in getting more staff cross-trained for various duties. Jamie has great insights and ideas that put our patrons at the forefront. I am glad to have him on the Tech Services team and in his new position. Congratulations to Jamie!

From Sasha: Our new Webmaster is off to a great start! Since we're in Summer Reading mode, she updated the Summer Reading webpages and created web graphics to accompany the pages. She's also been working diligently at updating the way we format our webpages to make it easier to update in the future. In a pinch, she's been able to create print materials for the book displays throughout the Library. We're really happy to have Gabby on board!

Human resources

Greg delivered two sessions to all full time employees and part time employees (1,000 hours or more annually) about the various retirement options under consideration by the Board of Trustees. For the most part, these sessions were a summary of the information already presented to the board. The sessions were well attended and there was a lot of interest on the part of the employees. Several employees asked excellent questions including how each plan would work, what the transition to the new plan would be, and how soon the board would be making their decision. Overall, we felt that the sessions were successful and informative.

Subsequent to these sessions, we generated a survey for all eligible and potentially eligible employees. The results of the survey have been provided to you separately.

Our insurance broker for health insurance made a presentation to all eligible employees on the health insurance programs for the year as approved by the board. Immediately after the presentation we began open enrollment where all eligible employees make decisions on whether or not to accept the health insurance offered by the Library District.

Committees

The Sunshine Committee held a delicious Cake Baking Day in May, and is planning a Hot Dog Day for June. It's especially important for the staff to take little breaks during the hectic summer months.

Display and Art Gallery Committee is continuing to take entries for the Album Art display until June 15.

Materials Marketing Committee had a very popular display on pet books in the lobby in May, and have many summer-themed displays up throughout the Library now, including *S'more You Read* and an audiobook display aimed at traveling families.

Susan Dove Lempke
Library Director

Trustee Calendar

June

6/11-12—Summer Reading Kickoff Weekend

6/13—Friends of the Library Meeting

6/15—Public Hearing on Budget & Appropriations Ordinance 6:55

6/15—Regular Meeting of the Board of Trustees following hearing

6/23-28—American Library Association Annual Conference, Orlando

July

7/1**Beginning of FY2016-17**

7/4—Niles Independence Day Parade

No Friends of the Library Meeting

7/19—Chamber of Commerce Golf Outing, Wheeling

7/20—Regular Meeting of the Board of Trustees

August

No Friends of the Library Meeting

8/17—Regular Meeting of the Board of Trustees

September

9/12—Friends of the Library Meeting

9/21—Regular Meeting of the Board of Trustees

October

10/10—Friends of the Library Meeting

10/18-20—Illinois Library Association Conference, Rosemont

10/19—Regular Meeting of the Board of Trustees—Determine levy

November

11/14--Friends of the Library Meeting

11/16—Regular Meeting of the Board of Trustees—Pass levy

12/12—First day to file trustee election petitions

12/12—Friends of the Library Meeting

12/19—Last day to file trustee election petitions

Monthly Statistical Report --May 2016

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	45,766	39,697	15.29%	443,303	464,324	-4.53%
Teens	3,921	3,031	29.36%	35,063	36,568	-4.12%
Juvenile	40,245	36,343	10.74%	423,257	429,511	-1.46%
Digital	5,535	4,698	17.82%	68,105	47,773	42.56%
TOTAL Loan of Library Materials	95,467	83,769	13.96%	969,728	978,176	-0.86%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	20,742	18,455	12.39%	202,973	202,690	0.14%
Periodical	1,266	1,032	22.67%	9,252	11,751	-21.27%
Audio	4,901	4,345	12.80%	50,395	51,831	-2.77%
DVD	18,857	15,865	18.86%	180,683	198,052	-8.77%
TOTAL Adult Loans	45,766	39,697	15.29%	443,303	464,324	-4.53%
Teens						
Print	2,873	2,319	23.89%	25,642	27,092	-5.35%
Periodical	20	12	66.67%	133	153	-13.07%
Audio	657	378	73.81%	5,548	5,632	-1.49%
DVD	371	322	15.22%	3,721	3,691	0.81%
Equipment				19		
TOTAL Teen Loans	3,921	3,031	29.36%	35,063	36,568	-4.12%
Juvenile						
Print	29,319	25,760	13.82%	306,481	300,878	1.86%
Periodical	190	105	80.95%	1,100	1,106	-0.54%
Audio	2,742	2,482	10.48%	25,883	28,333	-8.65%
DVD	7,994	7,996	-0.03%	89,793	99,194	-9.48%
TOTAL Juvenile Loans	40,245	36,343	10.74%	423,257	429,511	-1.46%
DIGITAL SERVICES	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Loan	5,535	4,698	17.82%	68,105	47,773	42.56%
Equipment Loan	105	-		617	-	
Online Database Use	6,004	6280	-4.39%	92,845	72,074	28.82%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holdings Placed	7,023	7,264	-3.32%	82,227	97,090	
Holdings Made Available	10,714	12,120	-11.60%	130,239	145,315	
PATRONS	Current Month	Prior Year Same Month	% Change			
New District Cards	234	305	-23.28%			
Total District Cardholders	25,480	25,472	0.03%			
Patron Visits	27,676	29,705	-6.83%			
Unique Library Cards Used	4,731	4,962	-4.66%			
IN-HOUSE USE						
MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	64	8	700.00%	424	300	41.33%
Circulating--Juvenile	3,305	5,867	-43.67%	47,835	82,048	-41.70%
Circulating--Teen	313	358	-12.57%	4,829	6,495	-25.65%
Circulating--Commons	148	148	0.00%	1,205	1,640	-26.52%
Circulating--Adult	1,846	2,982	-38.10%	20,545	47,530	-56.77%
TOTAL In-House Use of Materials	5,676	9,363	-8.45%	74,838	138,013	-15.31%
Items moved on Shelf	2,896	-		42,046	-	

Monthly Statistical Report --May 2016

IN-HOUSE Continued						
PC USERS BY AREA	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Guest Pass	1,324	-		6,986	-	
Adult Services	2,640	4236	-6.42%	37,756	54,074	-17.26%
Youth Services	842	964	-12.66%	13,286	13,479	-1.43%
Teen Services	76	430	-82.33%	3,896	3,712	4.96%
Express Internet	182	213	-14.55%	1,976	2,993	-33.98%
Patron Wi-Fi Uses	12,273	9,716	26.32%	128,535	108,692	18.26%
Total Users	17,337	15,559	11.43%	192,435	182,950	5.18%
Scanning & Fax Pages	3,430	2,210	55.20%	47,026	42,833	9.79%
Print & Copy Pages	22,596	16,115	40.22%	175,310	173,379	1.11%
USE OF STAFF MEDIATED EQUIPMENT						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	
3-D Printer	42	-		171	-	
Large Scale Poster Printer	-	-		4	-	
VHS to DVD Conversion	9	-		68	-	
TOTAL Use of Staff Mediated Equipment	51			243		
USERS OF STAFF MEDIATED SPACES BY LOCATION						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	
KidSpace Study Room	64	15	326.67%	781	189	-76.34%
Study Rooms 1-5	577	300	92.33%	6,852	3,301	107.56%
Creative Studio A	47	-		251	-	
TOTAL Users of Staff Mediated Spaces	688	315	118.41%	7,884	3,301	138.82%
MARKETING & PR						
	Current Month	Prior Year Same Month	% Change			
Website Hits	30,707	32,942	-6.78%			
Facebook "Likes"	1,110	871	27.44%			
Buzz Blog views	633	611	3.60%			
Media Hits (includes print and online articles and listings)	59	14	321.43%			
e-News Subscribers	12,944	10,774	20.14%			
New Resident Letters (April)	62	-				
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,869	2,801	268,553			
Non-shelved materials	0	1,428	34,206			
Equipment	1	1	65			
Total	2,870	4,230	302,824			
LIBRARY SERVICES						
	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	162	61	165.57%	1,315	806	63.15%
Test Proctoring	17	13	30.77%	126	99	27.27%
Voters' Registration	0	0		8	8	0.00%
SERVICE DESKS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	8,609	2,040	322.01%	83,073	49,688	67.19%
Ready Assistance	5171	-		47,447	-	
Reference/Research	6,008	6,371	-5.70%	66,301	66,714	-0.62%
TOTAL All Service Desks	19,788	5,557	256.09%	196,821	116,402	69.09%
Adult Services (3rd floor)						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	90	163	-44.79%	2,646	4,544	-41.77%
Reference/Research	632	891	-29.07%	8,357	10,018	-16.58%
Total Reference Desk	722	1,054	-31.50%	11,003	14,562	-24.44%
Commons Desk						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	4	-		385	-	
Ready Assistance	9	-		253	-	
Total Commons Desk	13			638		

Monthly Statistical Report --May 2016

SERVICE DESKS Continued	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	146	170	-14.12%	5,468	9,705	-43.66%
Reference/Research	1,482	1,712	-13.43%	14,165	15,290	-7.36%
Total InfoDesk	1,628	1,882	-13.50%	19,633	24,995	-21.45%
Patron Services						
Quick Questions	6,328	-		42,054	-	
Ready Assistance	5,162	-		47,194	-	
Total Patron Services	11,490	-		89,248	-	
Technology Desk						
Quick Questions	56	276	-79.71%	2,281	8,421	-72.91%
Reference/Research	1,022	1,340	-23.73%	11,838	12,063	-1.87%
Total Tech Desk	1,078	1,616	-33.29%	14,119	20,484	-31.07%
Teen Desk						
Quick Questions	211	121	74.38%	3,561	3,523	1.08%
Reference/Research	174	296	-41.22%	1,789	2,254	-20.63%
Total Teen Desk	385	417	-7.67%	5,350	5,777	-7.39%
Outreach Services						
Quick Questions	4	-		155	-	-97.26%
Reference/Research	1,338	345	287.83%	9,811	5,649	101.66%
Bulk Loan Items Delivered to Nursing Homes	485	570	-14.91%	5,150	4,865	-54.81%
Materials pulled for Homebound Users	936	911	2.74%	10,201	11,396	-53.44%
Total Outreach Services	2,763	1,826	51.31%	25,317	21,910	15.55%
Youth Services						
Quick Questions	1770	1,310	35.11%	26,523	23,495	12.89%
Reference/Research	1360	1787	-23.89%	20,341	21,440	-5.13%
School Loans pulled	9	18	-50.00%	234	254	-7.87%
Museum Adventure passes distributed	20	28	-28.57%	186	210	-11.43%
Total Youth Services	3,159	3,143	0.51%	47,284	45,399	4.15%
GRAND Total	21,238	9,938	113.70%	197,476	133,127	48.34%
Interlibrary Loan Lending						
Items Lent to CCS Libraries	4,677	2,584	81.00%	37,623	31,047	21.18%
Items Received from CCS Libraries for Patrons	3,594	2,751	30.64%	34,828	31,330	11.17%
Items Lent to OCLC Libraries	381	267	42.70%	3,364	2,930	14.81%
Items Received from OCLC Libraries for Patrons	52	78	-33.33%	1,228	1,130	8.67%
Total	8,704	5,680	53.24%	77,043	66,437	15.96%
Outreach Services						
Homebound						
Patrons	261	239	9.21%			
Visits	197	204	-3.43%			
Institutions						
Institution Deposit Collections	10	12	-16.67%			
Visits	10	12	-16.67%			
Schools						
Items Delivered	85	284	-70.07%			
Trips	14	17	-17.65%			
VOLUNTEERS AND HOURS						
Admin/Tech Serv/Maint/PR & Library Events	24	119				
Adult & Outreach Services & Programs/Patron Services	11	39				
Digital Services & Programs	0	0				
Teen Services & Programs	10	24				
Youth Services Department & Programs	20	108				
Total Volunteers and Hours This Month	65	328				
<i>NOTE: Last Year's Volunteers/Hours Same Month</i>	54	263				

Monthly Statistical Report --May 2016

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Number of Programs Prior Year Same Month	Attendance Prior Year Same Month	Attendance % Change
Youth Programs	76	5,711	96	4,247	34.47%
Teens Programs	13	1,173	18	552	112.50%
Adults Programs	61	1,659	42	540	207.22%
Outside Meetings	18	298	14	303	-1.65%
Library Exhibit	1	375	-	-	
TOTAL PROGRAMS AND EXHIBITS	169	9,216	170	5,642	63.35%
Programs--Youth					
Babytime (parent & child)	4	181			
Evening Family Storytime	5	68			
Rise & Shine Storytime (parent & child)	3	54			
Mega Mondays: Drama, Minecraft, Yoga for Kids, Lego Club	4	71			
Live Bibliobop with Miss Aimee Leigh	1	62			
Family Movie: <i>The Peanuts Movie</i>	1	38			
Second Saturday Bingo Breakfast	1	26			
Second Sunday: Mom's Day Tea	1	36			
Elementary School Visits	3	241			
Summer Reading Club Visits	10	3295			
Preschool Visits	1	40			
Outreach to Schools or Organizations: Librarians at programs	4	243			
Washington School Lunch Hour: Famished for Fiction Booktalk	1	9			
Reading Patch Club registrations	1	7			
Reading Patch Club added visits	ongoing	13			
Teacher Use of Die Cut Machine	1	1			
1000 Books Before Kindergarten (1KBK) registrations	1	5			
1000 Books Before Kindergarten (1KBK) added visits	ongoing	21			
Spring Block Party	1	40			
Book Buddies	14	28			
Book Buddies Orientation	1	6			
World Language Storytimes: In Polish, Russian, and Spanish	3	58			
Wonder Ground: Magnetism	8	97			
Reading Challenge Winners Lunch	1	6			
Knights of Niles Chess Club	2	46			
I Spy Tank	1	130			
Ipad Usage	1	310			
Toys and Games Use	1	509			
Video Games	1	70			
Total Youth Services Programs	76	5711	96	4,247	34.47%
Programs--Teen Audience					
Free Comic Book Day	1	125			
Hour of Code: May the 4th Be With You!	1	6			
Movie in the Underground: <i>Alice in Wonderland</i>	1	3			
Poetry Lounge	1	15			
Read For a Lifetime	1	19			
Summer Reading Club School Visits	3	777			
Teen Advisory Board (TAB)	1	8			
Teen Study Hall	3	133			
Videogames	1	87			
Total Teen Programs	13	1173	18	552	112.50%
Programs--Adult Audience					
Author Visit: <i>Slaughterhouse: Chicago's Union Stockyard & World It Made</i>	1	21			
Book Discussions- Literary Fiction	2	20			
Book Bites- Popular Fiction Discussion (w/Glenview Library)	1	17			
Butterflies of the American Prairie	1	16			
Chocolates from Around the World	1	51			
Citizenship	2	4			
CJE Seniorlife Resource Counseling	1	2			
DS Be Safe Online	1	9			
DS Digitize Slides and Photos	1	5			
DS Exploring Instagram	1	3			
DS Free Downloadables	1	3			

Patron Suggestions and Comments for June 2016

Responses to Patron Suggestions and Comments

1. Increase the 2 on 1 computer assistance. Srdjan was a big help in helping resolve my computer problems. Fire logic person is good also. More problem training classes would be nice. H. R., Niles.
2. Jason in audio-visual was SUPER helpful with many of my needs—patient, resourceful, very informed about many different solutions making Niles Library great. Thank you. A. R.
3. Just want to give a great bi THANK YOU to Jason for helping me today. Also, for lending a sympathetic ear to my plight. I am an 84 year old senior and was not up to working the copiers. He couldn't have been nicer or more helpful. M. C.

Thank you each so much for the compliments for Jason and Srdjan of our great Digital Services team. We will look into having more trouble-shooting problems classes.

I had to leave the computer for a few minutes, I "locked" it as I thought. I returned and was shocked to see that it was displaying my library card number—that was my computer was locked screen. Why display my card #? Security issue? Fix issue or instruct to close session. J. B., Des Plaines.

I am very happy to say that the new patron computers will work better with the upgraded software, and your library card will no longer appear. Thank you for telling us about it. I agree that it is a serious security issue.

Why can't the computers be cleaned and updated—what is our tax money used for? N. D.

The computers are being updated now, and are kept clean by our great volunteers.

I come from the western part of India. My dialect is Marathi (spoken by people of Mumbai, Maharashtra in India). Kindly accept the request to bring Marathi books in library. Appreciate your consideration. R. P.

Thank you for the request—we will investigate the possibilities.

Need new Greek DVDs. They are the same DVDs for more than three years.

Thank you for the suggestion.

PLEASE! Stop auto-renewal! I lose my 1st day of grace on fines when you do that that. I'm grown and can renew if/when I want. At least make it optional. S. G., Des Plaines.

If you stop by the Patron Services desk, they will be able to turn this option off for you. We have had many compliments on this change.

The Wright Brothers by David McCullough—this is an important book for the Niles collection to put on its shelf. M. C., Niles.

You will be glad to hear that we have that book in our Nonfiction collection (two copies), our Hot Picks collection, our Large Print collection, our audiobook collection, and also as an e-audiobook and an e-book. We know it can be confusing to find materials in a library with four floors, so please be sure to ask if you don't see something.

You been had. Your photocopiers are impossible to use. What a foolish purchase. \$\$

I'm sorry you find the photocopiers frustrating. Because they act as a computer printer as well as a copier, it can be tricky to get the steps right. We are working on some improved instructions and hope you won't hesitate to ask for help if you need it.

1. Please teach the children's department staff to have that section quiet. Running and yelling disturbs others. I'd love a call or email about this. P. B., Niles.
2. To the Library Director—Saturday, June 4 at 2 PM in the Teenage Underground room the kids were playing beach ball and making a lot of noise and laughing and librarian in that room allowed this very inappropriate behavior. Beach ball should be played in the park or in a swimming pool—and not in a library especially since the adult computer room is located directly next door where patrons are trying to read and study and take notes on the computer. Please follow-up and ask this librarian why this very inappropriate behavior was actually allowed in a library!!!

I'm sorry each of these patrons was disturbed. We do not allow running or yelling. We also are finalizing our sound zones that will clarify the expectations for each area of the Library. As I said to the first patron, when children have been sitting in school all day, they sometimes are a little wound up when they come to the Library. We also want teens to be using Teen Underground, and the time of this was just after the Teen Advisory Board meeting where they worked hard developing summer reading challenges, which is probably where the beach ball came in. They are allowed to laugh in the Library. But in both cases, I will remind the staff that they need to make sure others outside of their spaces are not being disturbed.

Don't know what I would do without you. Extremely grateful for all of your fine services. A. V.
Thank you so much for taking the time to write!

1. The staff here in the Niles Public Library are very welcoming, friendly and helpful. The cheerfulness and very accommodating attitude of Ms. Gail, the patron services who helped us a lot, I would like her to be recognized as an excellent staff worker in this library. Thumbs up!!!
2. The Patron Services clerk by the name of Ms. Patti is very helpful and answered all of my questions with a friendly voice and a very big smile and has very excellent customer service skills. She is one of my favorites. M. D., Niles.
3. Gail is very pleasant and helpful. She made us feel at ease despite the concerns we had. Thank you Gail and God bless you more.

Thank you very much for telling us about the excellent service you got from Gail and from Patti in Patron Services. They do a great job.

1. I love the candy exhibit. So many details and interesting information about Chicago's candy companies. Loved the historical pictures and did you know? Thank you.
2. Enjoyed the Candy History/Chicago display. I used to work for a "candy broker" in Chicago—Burstein Assocs. They carried many popular brands—Peeps, Sour Patch Kids, Goetze, Just Born, etc., and sold to companies as large as Walgreen's. Bonomo Turkish Taffy was another brand they carried.
3. Arrived at this library a couple of months ago for a movie discussion. Upon exiting the Board Room I entered candy land! Today is the fourth time viewing the exhibit!!!! In between saw movies *Like Water for Chocolate*, Leslie Goddard's presentation, and the two films by Marvel via the History Channel. Also checked out Ms. Goddard's book—*Chicago's Sweet Candy History*. I licked it all very much. Sweet Dreams... F. S. K.

We're so glad you were all able to enjoy the candy exhibit. It was so successful that we plan to have other exhibits in the future.

Niles Library Staff

On Thursday May 19th I attended the class on Laser Cutter
Typography.

Suzan did such a wonderful job her presentation was exact
and her patience virtuous.

As they say in the fishing world she is a keeper.

Thank You
Redmond Ward

A handwritten signature in black ink that reads "Redmond Ward". The signature is written in a cursive style with a large, prominent "R" and "W".

June 15, 2016

New Business - Recommended Actions

A. Recommended Action on Prevailing Wage Rates

MOVE to adopt Ordinance 16-03, an Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Niles Public Library District.

Memorandum A of Recommended Board Action

The Ordinance is attached along with the Notice of Determination. State law requires us to adopt this Ordinance every June.

ORDINANCE NO. 16-03

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

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

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

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

Section I: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public work", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workmen engaged in the construction of public works coming under the jurisdiction of the Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County as determined by the Department of Labor of the State of Illinois as of June 1, 2016 a copy of that determination being incorporated herein by reference. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

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

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

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

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

Section 6: Within 30 days after filing a certified copy of this Ordinance with the Secretary of State, the Secretary shall cause a notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Such publication shall constitute notice that this is the determination of the Board of Library Trustees of the Niles Public Library District and is effective.

ADOPTED this 15th day of June, 2016, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Board of Trustees of the Niles Public Library District this
15th day of June, 2016.

**Linda Ryan, President
Board of Library Trustees
Niles Public Library District**

ATTEST:

**Barbara Nakanishi, Secretary
Board of Library Trustees
Niles Public Library District**

NOTICE OF DETERMINATION

NOTICE IS GIVEN by the Board of Library Trustees of the Niles Public Library District that by Ordinance adopted the 15th day of June, 2016, the Niles Public Library District has made a determination of the Prevailing Rate of Wages as required by Illinois Compiled Statutes, 820 ILCS 130/1-2.

**Barbara Nakanishi, Secretary
Board of the Library Trustees
Niles Public Library District**

June 15, 2016

New Business—Recommended Actions

B. Recommended Action on Disposal of 2006 Dodge Caravan

MOVE the Library Board of adopt Ordinance 16-03, an Ordinance Determining Personal Property no Longer Necessary or Useful to the Niles Public Library District and Authorizing its Conveyance or Sale.

Memorandum B of Recommended Board Action

This is a motion to adopt Ordinance 16-04 which allows the Library District to dispose of the 2006 Dodge Caravan which is no longer needed in the Library District and has been replaced by the new 2016 Dodge Caravan purchased earlier in the year.

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, BARBARA NAKANISHI, the duly qualified and acting Secretary of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

“AN ORDINANCE DETERMINING PERSONAL PROPERTY
NO LONGER NECESSARY OR USEFUL TO THE NILES PUBLIC
LIBRARY DISTRICT AND AUTHORIZING ITS CONVEYANCE OR SALE”

adopted at a meeting of the said Board of Library Trustees held on the 15th day of June, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand this 15th day of June, 2016.

Barbara Nakanishi, Secretary
Board of Trustees of the
Niles Public Library District

ORDINANCE NO. 16-04

**AN ORDINANCE DETERMINING PERSONAL PROPERTY
NO LONGER NECESSARY OR USEFUL TO THE NILES PUBLIC
LIBRARY DISTRICT AND AUTHORIZING ITS CONVEYANCE OR SALE**

WHEREAS, the Board of Trustees of the Niles Public Library District, Cook County, Illinois, is the owner of the personal property described on Exhibit A attached hereto and incorporated herein by reference; and

WHEREAS, it is the opinion and finding of the Board of Trustees of the Niles Public Library District that said personal property has a unit value of \$1,000.00 or less and is no longer necessary or useful for Library District purposes and should be sold or otherwise disposed of; and

WHEREAS, the Board of Trustees of the Niles Public Library District, Cook County, Illinois, has authority pursuant to Sections 30-55.30 and 30-55.32 of the Illinois Library District Act (75 ILCS 16/30-55.30; 16/30-55.32) to sell or dispose of personal property no longer needed for Library District purposes; and

WHEREAS, the Board of Trustees has determined that it is in the Library District's best interest to sell or dispose of the personal property identified on Exhibit A.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Niles Public Library District, Cook County, Illinois, as follows:

SECTION 1: The above recitals are hereby incorporated into this section as fully as if they were set forth herein in their entirety.

SECTION 2: Pursuant to Sections 30-55.30 and 30-55.32 of the Illinois Library District Act, it is the opinion of and finding of the Board of Trustees of the Niles Public Library District that the personal property identified on Exhibit A now owned by the Niles Public Library District is no longer necessary or useful to said Library District, and its best interests will be served by the sale or disposal of such personal property.

SECTION 3: The Library Director or her designee is authorized and directed to dispose of the personal property listed in Exhibit A by sale or otherwise if no offers are received. The Library Director is authorized to execute a bill of sale and any other documents necessary to dispose of the personal property.

SECTION 4: The property is to be sold and/or disposed of "as is" and without warranties. In

particular, the Niles Public Library District makes no warranties or representations expressed or implied about the performance ability of the subject property, about its present state of repair, about its condition or maintenance, or its merchantability or fitness for a particular purpose. The Interim Library Director may require that the Buyer or transferee take ownership of the property upon execution of an "indemnification and hold harmless agreement" in substantially the same form as that attached as Exhibit B and if sold, upon payment of the full price of the personal property.

SECTION 5: This Ordinance shall be in full force and effect upon its adoption and publication as provided by law and shall supersede any ordinance or parts of ordinances in conflict with any part herein and any such ordinance or parts of ordinances are hereby repealed to the extent of the conflict.

SECTION 6: If any section, paragraph or provision of this Ordinance shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this Ordinance.

ADOPTED this 15th day of June, 2016, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Linda Ryan, President
Board of Trustees of the
Niles Public Library District

ATTEST:

Barbara Nakanishi, Secretary
Board of Trustees of the
Niles Public Library District

Exhibit A – The property to be disposed of:

2006 Dodge Caravan SE

VIN: 1D4-GP24R36B-660760

Originally purchased on November 17, 2006 for \$17,161.33 including license and fees.

Exhibit B

**BILL OF SALE AND INDEMNIFICATION
AND HOLD HARMLESS AGREEMENT**

_____ (the "Buyer") agrees to the following condition in consideration of the Niles Public Library District's sale of property described as follows:

Description:

The Buyer agrees that all understandings and agreements heretofore had between the parties to this agreement are merged in this agreement, which alone fully and completely express this agreement.

The Buyer acknowledges and agrees that the property is being sold or otherwise transferred and that the Buyer receives the property "AS IS" with no express or implied representations or warranties of any kind being made with regard to the property or the matters relating thereto. All warranties with respect to the property are hereby disclaimed. In particular THE NILES PUBLIC LIBRARY DISTRICT MAKES NO WARRANTIES OR REPRESENTATION EXPRESSED OR IMPLIED ABOUT THE PERFORMANCE ABILITY OF THE SUBJECT ITEM OR ITEMS, ABOUT ITS PRESENT STATE OF REPAIR, ABOUT ITS CONDITION OR MAINTENANCE, OR ITS MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Any risks and responsibility relating to the Property are assumed by the Buyer and disclaimed by the Seller. The Buyer shall take all necessary actions and bear all expenses and liability associated with making the Property suitable for Buyer's intended use(s).

Further, the Buyer agrees to indemnify and hold harmless the Niles Public Library District against any and all judgments, decrees, costs, expenses (including reasonable attorney's fees) or any loss the Niles Public Library District might sustain by reason of the transfer or sale of the subject property by the Buyer to any other.

Agreed to this 15th day of June, 2016.

Susan Lempke
Library Director
Niles Public Library District

Buyer

Attest: _____

New Business—Recommended Actions

C. Recommended Action on Replacement of Compressor

MOVE the Library Board of Trustees approve the expenditure not to exceed \$19,000 from the Special Reserve Fund for the replacement of the lead compressor in the Carrier chiller Mod# 30GT-245-510A by Oak Brook Mechanical Services.

Memorandum C of Recommended Board Action

During the spring startup of the chiller equipment, we noted that the compressor in the chiller needed to be replaced. We solicited three bids (attached) and Oak Brook Mechanical is the lowest cost provider at \$14,916. We are asking for this amount plus a contingency of \$4,084 to cover the possibility of replacing and disposing of all of the oil and refrigerant in the compressors should that need to be done. Unfortunately, we could not determine whether the oil and refrigerant needed to be replaced in advance of the work.



To: Niles Public Library From: Jack
 Attn: Dave Dabrowski Pages: 1
 Phone: 847-663-6640 Date: 5-20-16
 Re: Compressor change Fax: 847/663-1350

Comments:

During our spring startup of the chiller equipment it was observed that the lead compressor is shorted in Carrier chiller Mod# 30GT-245—510KA and in need of replacement.

Oak Brook Mechanical Services proposes to furnish labor and material necessary to disconnect and remove the bad compressor and install a new compressor. In addition to the new compressor it is necessary to replace the two compressor contactors, oil-safety switch, time delay relay between the contactors and liquid line drier cores. In the process of changing the compressor it will be necessary to add new oil to the system. After compressor is installed a vacuum will be pulled on all three compressors (they are piped together) valves to the system opened, chiller started and run. After a minimum of one hour running time the oil be checked for acid content. Crane lift to get compressor onto the roof is also part of this quote. Cost for this work is \$14,916.00 based on all work being performed during OMS' normal working hours. Please contact me if you have any questions,

Thank you,

Jack Sullivan

Accepted by: _____

Oak Brook Mechanical Services Inc.

Note: Do to the fact that permits and fees are often waived on public buildings they are not part of this quote.

16,899

Illinois License – 1079-1329
Chicago License – 1797963
Contractor License – C-012177
Business License – B-000203
Capital Development Board Firm Number – 30826
Illinois Good Standing File Number – 5027-823-8
Chicago HVAC Vendor ID – 12740
CFC License – 1797963
Small Business Certification – 025283482
IDHR Number – 131367-00

This proposal may be withdrawn if not accepted within (30) thirty days from date listed at the top of this proposal.

The purchaser agrees to pay Roberts Environmental Control Corp. the Sum of:

Ten Thousand One Hundred Ninety Eight Dollars and 00/100..... \$10,198.00

By accepting this Proposal, the Purchaser understands its contents.

Accepted By _____

Date _____

Approved By _____

Glenn N. Cooper – Service Sales

ALTERNATES:

Alternate Number:	1
Description of Work:	Second through fourth year compressor only warranty, does not include freight, local trucking, labor, hoisting, refrigerant or any other parts other than the compressor.
Additional Exclusions:	
Add:	\$ 1,290.00

Accepted By _____

Date _____

ALTERNATES:

Alternate Number:	2
Description of Work:	Additional drier core replacements if required. Per drier core replacement per refrigerant circuit.
Additional Exclusions:	
Add:	\$1,072.00

Accepted By _____

Date _____

ALTERNATES:

Alternate Number:	3
Description of Work:	Replacement of one electronic expansion valve
Additional Exclusions:	
Add:	\$3,453.00

Accepted By _____

Date _____

ALTERNATES:

Alternate Number:	4
Description of Work:	Replacement of one compressor crankcase heater
Additional Exclusions:	
Add:	\$265.00

Accepted By _____

Date _____

ALTERNATES:

Alternate Number:	5
Description of Work:	New compressor oil changes if required / per oil change
Additional Exclusions:	
Add:	\$621.00

Accepted By _____

Date _____

Contract and Proposal

This Contract and Proposal created this **5/27/2016** between Niles Public Library (Hereafter called Purchaser) Attention: **Dave Dabrowski** and **Roberts Environmental Control Corp.** located at **8500 W 185th St. Suite B, Tinley Park, IL.** For the consideration hereinafter named, the purchaser covenants and agrees with Roberts Environmental Control Corporation as follows:

Estimate Number:	2016-05-060-02	Revision:	-
Project Reference:	Niles Public Library – Chiller Compressor Replacement		
Project Address:	6960 West Oakton Street Niles, IL 60714		
Description of Work:	One Defective Compressor Replacement Change out		

Revisions	Description of Changes	Date
-	Initial Release	5/27/2016

Roberts shall provide the following Heating, Ventilation, Air Conditioning, Refrigeration and or Controls Equipment and Services:

REPLACE DEFECTIVE COMPRESSOR IN CARRIER UNIT

- Shut off power to unit, lockout, tag-out disconnect switch
- Disconnect electrical from compressor
- Reclaim refrigerant by a certified technician
- Remove defective compressor and dispose of
- Furnish and install refrigerant liquid line drier cores
- Perform acid test
- Replace (2) contactors
- Leak check new refrigerant piping connections
- Evacuate system
- Recharge system with customer supplied R-22
- Start up and test operation
- Clean up of job site

First year warranty on new equipment, new components, parts and workmanship furnished by Roberts.

Exclusions:

Overtime or Premium Time Labor, Permit Costs and Fees; Repair or Guarantee of Existing Equipment or Components or Equipment or Components Furnished by Others; All Warrantee and Guarantees Exclude Normal Maintenance, Abuse or Act of God.

19, 230



5959 SOUTH HARLEM AVE., CHICAGO, IL 60638-3131

May 17, 2016

Quote: 1601407

David Dabrowski
Niles Library
6960 W. Oakton
Niles, IL 60714

Site: 6960 W. Oakton
Niles, IL

Dear Mr. Dabrowski

Thank you for allowing us to submit the following estimate for the above-captioned location.

Scope of Work

#3 Compressor Replacement on the #1 Circuit

- Lock out and Tag out any Circuit Breakers, Disconnects or other potential sources of electrical power.
- Reclaim refrigerant in accordance with EPA guidelines and remove existing compressor
- Provide crane for compressor lift.
- Furnish and install one (1) new Semi-Hermetic 25 HP Carlyle compressor, model # 6E265TL360T
- Pipe in necessary driers, and install isolation valve on liquid line.
- Change Expansion Valve (EXV), contactors, new oil safety switch, crank case heater and time delay relay.
- Change oil in all 3 compressors on the #1 circuit.
- Leak check, evacuate and charge system to manufacturer's specifications with customer supplied refrigerant.
- Remove locks and tags and return system to normal operation

For the above work, we respectfully quote the sum of \$19,230

All work to be done on a straight time basis unless otherwise specified, and will be performed in a first class workmanlike manner and guaranteed to pass State Code and Insurance inspection. We are covered by Workmen's Compensation and Public Liability insurance.

Note: Specifically excluded from proposal is any/all work associated with hazardous, toxic, or contaminated materials. This shall include but not be limited to lead, inorganic arsenic, and asbestos. The cost to submit and obtain permits are not included unless otherwise stated.

Note: We reserve the right to review this quotation thirty (30) days from date appearing on this letter.

We await the opportunity to discuss our proposal or your valued order to proceed as outlined.

Very truly yours,

Daniel A. Philbin

24-HOUR SERVICE * PHONE # 773-784-0000 * FAX 773-784-0010
A FULL SERVICE CONTRACTOR * AN EQUAL OPPORTUNITY EMPLOYER

HAYES MECHANICAL
ESTABLISHED 1918

5959 SOUTH HARLEM AVE., CHICAGO, IL 60638-3131

QUOTE:

ACCEPTED THIS _____ DAY

OF _____ 20__

BY _____

24-HOUR SERVICE * PHONE # 773-784-0000 * FAX 773-784-0010
A FULL SERVICE CONTRACTOR * AN EQUAL OPPORTUNITY EMPLOYER

June 15, 2016

New Business—Recommended Actions

D. Recommended Action on Credit Card Readers

MOVE the Library Board of Trustees approve the expenditure not to exceed \$8,439.00 from the Special Reserve Fund with Bibliotheca (formerly 3M) for the replacement purchase of 6 credit card readers to be installed in the Library District's self-checks.

Memorandum D of Recommended Board Action

The Library District's self-check credit card readers need to be updated to comply with the new standards for credit card transactions which go into effect on July 1, 2016. Since the Bibliotheca (formerly 3M) system is a closed system, we are dependent upon them for this upgrade on a sole source basis.

Customer Official System Quote



Quote Number: QUO-38578-P0Y6, Rev: 2
Quote Date: June 09, 2016
Name: Dustin Lamm
Email: d.lamm@bibliotheca.com
Telephone: 678-336-7980 Ext. 154

Quote To

Niles Public Library
Richard Wozniczka
6960 W Oakton St,
Niles, IL 60714
United States of America
rwoz@nileslibrary.org
(847) 663-1234

Quote Details:

Niles Heartland Payment

Quote expires sixty (60) days from Quote Date above.

If applicable, the hardware and software includes 12-month warranty, set-up and configuration

Table with 5 columns: Item ID, Item Type, Quantity, Sale Price, Sub Total. Rows include Shipping, Heartland Terminal S300, and Heartland Terminal Installation. Total (Less Sales Tax): \$8,439.00

Grand Total: \$8,439.00

Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, please provide Tax Exempt Certificate.
Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.
A copy of Tax Exemption Certificate is required with purchase order for all tax exempt customers.
Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60 day window.
After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

Manager Approval: _____

Submit Purchase Order by fax to 1-877-689-2269 or by email to orders-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

Bibliotheca, LLC
3169 Holcomb Bridge Road, NW, Suite 200,
Norcross, GA 30071, USA

Phone No - 1-800 328 0067
Fax No - 1-877 689 2269
www.bibliotheca.com

New Business—Recommended Actions

E. Recommended Action on Replacement of Wide Format Printer

MOVE the Library Board of Trustees approve the expenditure not to exceed \$7,511.00 from the Per Capita Grant with B&H Photo for the replacement of the wide format printer in Marketing and Public Relations with a new Epson SureColor T7270D 44” Dual Roll Printer.

Memorandum E of Recommended Board Action

The existing wide format printer in Marketing and Public Relations (Epson Stylus 9800 Pro Color Burst Edition 44”) is over ten years old and can no longer maintain the pace of production required in the Library District. With frequent service outages and difficulty in obtaining crisp output there have been production lags and rework which have caused the Marketing and Public Relations Department to fall behind on their schedule. The upgrade of the equipment is essential to keep pace with the Library District’s growth in programs and events. We solicited bids from three vendors and B&H Photo was the lowest at \$7,511.00. The other bids for the same equipment were \$7,706.71 from CDWG and \$7,899.85 from IT Supplies.



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Federal Government: gsa@bhphoto.com State and Local: biddept@bhphoto.com
--------------------------------------------	------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Prices Are Valid Until: 06/23/16 Bid No.: 610157460

Sold To:
Niles Public Library
6960 Oakton Street
Attn: Accounts Payable
NILES, IL 60714

Ship To:
Niles Public Library
6960 Oakton Street
Attn: Receiving Dept
NILES, IL 60714

Bill Phone: (847)663-1234

(847)663-1234

Date	Customer Code	Terms	Salesperson	Ship Via
06/09/16	61578213	N/A	154	MULTIPLE

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	EPSON SURECLR T7270D 44" CAD PRNTR DUAL ROLL/REG	EPSC7270DR (SCT7270DR)	5,149.00	5,149.00
1	EPSON SURECOLOR T-SERIES 2 YR SVCE AGREEMENT/REG	EPEPPT753B2 (EPPT753B2)	879.00	879.00
1	EPSON AUTO CUTTER SPARE BLADE T-SERIES/REG	EPS902006 (S902006)	105.00	105.00
2	EPSON T-SERIES REPLACEMENT MAINTENANCE TANK/REG	EPT619300 (T619300)	59.00	118.00
1	EPSON ULTRCHRM XD CYAN 700ML f/SURECOLOR/REG	EPUCXD700C (T694200)	252.00	252.00
1	EPSON ULTRCHRM XD MAGENTA 700ML f/SURECOLOR/REG	EPUCXD700M (T694300)	252.00	252.00
1	EPSON ULTRCHRM XD YLW 700ML f/SURECOLOR/REG	EPUCXD700Y (T694400)	252.00	252.00
1	EPSON ULTRCHRM XD MTTE BLK 700ML f/SURECOLOR/REG	EPUCXD700MB (T694500)	252.00	252.00
1	EPSON ULTRCHRM XD PHTO BLK 700ML f/SURECOLOR/REG	EPUCXD700PB (T694100)	252.00	252.00

Continued on Next Page ...



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Federal Government: gsa@bhphoto.com State and Local: biddept@bhphoto.com
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The Professional's Source

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Federal ID#: 13-2768071

Bid No.: 610157460

Date	Customer Code	Terms	Salesperson	Ship Via
06/09/16	61578213	N/A	Sism	MULTIPLE

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
<p>PLEASE NOTE: -----</p> <p>*****UPCOMING SCHEDULE CHANGE *****</p> <p>We will be closed from Saturday June 11 through Monday June 13 We will reopen on Tuesday June 14 at 9:00am **** Please reference your BID number on all PO@s ****</p> <p>Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.</p>				

Payment Type - NO PAYMENT TYPE SELECTED	- Amount	Sub-Total: 7,511.00 Shipping: Free STND Total: 7,511.00
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BNH_quote

https://downloads.cdw.com/pdf_email/3321145f159e4f298b5737d034f7f857.pdf

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QUOTE CONFIRMATION










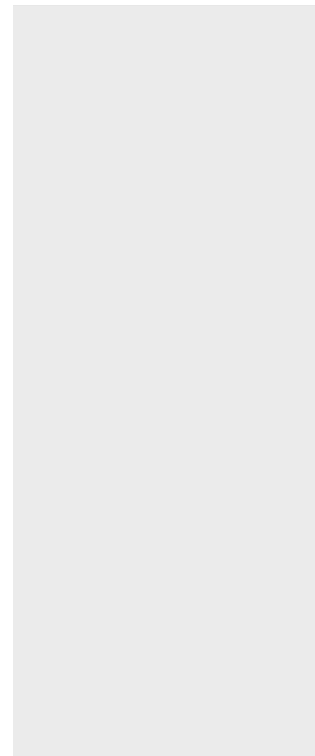
DEAR RICHARD WOZNICZKA,




Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

CONVERT QUOTE TO ORDER

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HDCZ332	6/8/2016	EPSON	259487	\$7,706.71

QUOTE DETAILS					
ITEM		QTY	CDW#	UNIT PRICE	EXT. PRICE
	Epson SureColor T7270D Mfg. Part#: SCT7270DR UNSPSC: 43212104 Contract: MARKET	1	3515826	\$5,325.67	\$5,325.67
	Epson Preferred Plus - extended service agreement - 2 years - on-site Mfg. Part#: EPPT753B2 UNSPSC: 81111812 Contract: MARKET	1	2933115	\$899.00	\$899.00
	Epson Replacement Ink Maintenance Tank - ink maintenance box Mfg. Part#: T619300 UNSPSC: 44103116 Contract: MARKET	2	2933075	\$59.00	\$118.00
	Epson printer cutter blade Mfg. Part#: S902006 UNSPSC: 45101704 Contract: MARKET	1	2933073	\$104.04	\$104.04
	Epson T6941 - photo black - original - ink cartridge Mfg. Part#: T694100 UNSPSC: 44103116 Contract: MARKET	1	2933062	\$252.00	\$252.00
	Epson T6942 - cyan - original - ink cartridge Mfg. Part#: T694200 UNSPSC: 44103116 Contract: MARKET	1	2933065	\$252.00	\$252.00
	Epson T6942 - magenta - original - ink cartridge Mfg. Part#: T694200 UNSPSC: 44103116 Contract: MARKET	1	2933066	\$252.00	\$252.00



	<p>Epson T6943 - magenta - original - ink cartridge</p>	1	2933070	\$252.00	\$252.00
<p>Mfg. Part#: T694300 UNSPSC: 44103116 Contract: MARKET</p>					
	<p>Epson T6945 - matte black - original - ink cartridge</p>	1	2933070	\$252.00	\$252.00
<p>Mfg. Part#: T694500 UNSPSC: 44103116 Contract: MARKET</p>					
	<p>Epson T6944 - yellow - original - ink cartridge</p>	1	2933069	\$252.00	\$252.00
<p>Mfg. Part#: T694400 UNSPSC: 44103116 Contract: MARKET</p>					
<p>SHIPPING DETAILS</p>			<p>SUBTOTAL</p>		<p>\$7,706.71</p>
<p>Shipping Address: NILES PUBLIC LIBRARY RICHARD WOZNICZKA 6960 W OAKTON ST NILES, IL 60714-3098 Phone: (847) 967-8554 Shipping Method: CEVA Deferred, 3-5 Days Payment Terms: Net 30 Days-Govt State/Local</p>			<p>SHIPPING</p>		<p>\$0.00</p>
			<p>GRAND TOTAL</p>		<p>\$7,706.71</p>
			<p>CONVERT QUOTE TO ORDER</p>		

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This email was sent to rwoz@nileslibrary.org.
Please add cdwsales@cdwemail.com to your address book.

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ITSUPPLIES
 5100 Newport Drive
 Suite 6
 Rolling Meadows, IL 60008
 (800)238-6050

QUOTE	
QUOTE #	ITS0010011422
	6

BILL TO:
Niles Public Library District
Richard Wozniczka P: (847) 663-6480

SHIP TO:
Niles Public Library District
Richard Wozniczka P: (847) 663-6480

Customer ID	Ship Via	Sales Rep	Terms	Date
ITS256533	UPS GROUND		CREDIT CARD	06/09/2016

Quantity	UOM	Item #	Description	Unit Price	Extended Price
1	EACH	SCT7270DR	DROPSHIP: Epson SureColor T7270D - 44" Dual Roll Printer	5,295.00	5,295.00
1	EACH	EPPT753B2	DROPSHIP: Epson 2 Year Service Agreement for Surecolor T-Series	1,025.00	1,025.00
2	EACH	T619300	DROPSHIP: Epson Replacement Maintenance Tank for SureColor T-Series and F6070	74.95	149.90
1	EACH	S902006	DROPSHIP: Epson Auto Cutter Spare Blade for SureColor T-Series	119.95	119.95
1	EACH	T694100	DROPSHIP: Epson Ultrachrome XD Photo Black 700 ML for SureColor T-Series	252.00	252.00
1	EACH	T694200	DROPSHIP: Epson Ultrachrome XD Cyan 700 ML for SureColor T-Series	252.00	252.00
1	EACH	T694300	DROPSHIP: Epson Ultrachrome XD Magenta 700 ML for SureColor T-Series	252.00	252.00
1	EACH	T694400	DROPSHIP: Epson Ultrachrome XD Yellow 700 ML for SureColor T-Series	252.00	252.00
1	EACH	T694500	DROPSHIP: Epson Ultrachrome XD Matte Black 700 ML for SureColor T-Series	252.00	252.00
1	EACH	LIFT GATE REQUIRED	DROPSHIP: Lift Gate	50.00	50.00

Subtotal	7,899.85
Misc	0.00
Tax	789.99
Freight	0.00
Trade Discount	0.00
Total	\$8,689.84

June 15, 2016

Unfinished Business—Recommended Actions

A. Recommended Action on Ordinance 16-05

MOVE the Library Board of Trustees adopt Ordinance 16-05, an Ordinance Providing for Budget and Appropriations of The Niles Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017.

Memorandum A of Recommended Board Action

Ordinance 16-05 reflects the budget and appropriations reflected in the tentative budget and appropriations Ordinance 16-01.

ORDINANCE 16-05
ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS
OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR
THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017

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

WHEREAS, a public hearing was held as to such Budget on the 15th day of June, 2016, and notice of said hearing was given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

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

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby budgeted and appropriated for general corporate purposes and to defray and for the payment of all expenses and liabilities of the Niles Public Library District for the fiscal year hereby adopted as beginning July 1, 2016 and ending June 30, 2017.

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

	APPROPRIATION	BUDGET
Salaries		
ADMINISTRATOR	\$ 252,188	\$ 126,094
MANAGERS	\$ 344,658	\$ 172,329
SUPERVISORS	\$ 875,549	\$ 437,775
LIBRARIAN	\$ 2,423,987	\$ 1,211,994
LIBRARY GRADE V	\$ 1,436,963	\$ 718,482
LIBRARY GRADE VI	\$ 611,423	\$ 305,712
LIBRARY PAGE	\$ 245,748	\$ 122,874
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$ 214,000	\$ 107,000
TOTAL SALARIES	\$ 6,404,516	\$ 3,202,258
LIBRARY MATERIALS		
BOOKS & PERIODICAL	\$ 598,700	\$ 299,350
DOWNLOADABLES	\$ 160,000	\$ 80,000
AV	\$ 350,000	\$ 175,000
ONLINE DATABASES	\$ 370,000	\$ 185,000
TOTAL MATERIALS	\$ 1,478,700	\$ 739,350
OPERATING EXPENSES		
Processing & Services		
CCS CHARGES	\$ 155,308	\$ 77,654
PROCESSING & SUPPLIES	\$ 32,000	\$ 16,000
INTERNET CHARGES	\$ 33,800	\$ 16,900
SOFTWARE, LICENSES	\$ 162,226	\$ 81,113
PRINTING	\$ 89,500	\$ 44,750
LIBRARY SUPPLIES	\$ 16,200	\$ 8,100

PROGRAMMING & SUPPORT	\$	154,010	\$	77,005
VOLUNTEERS	\$	3,000	\$	1,500
PUBLIC PERFORMANCE RIGHTS	\$	2,800	\$	1,400
COMPUTER CHARGES - OCLC	\$	22,252	\$	11,126
MISCELLANEOUS	\$	2,000	\$	1,000
TOTAL PROCESSING & SUPPLIES	\$	673,096	\$	336,548
Administration & General Office				
JANITORIAL SUPPLIES	\$	64,000	\$	32,000
COPIERS	\$	23,600	\$	11,800
PROFESSIONAL DEVELOPMENT	\$	58,830	\$	29,415
MILEAGE REIMBURSEMENT	\$	5,100	\$	2,550
LEGAL FEES	\$	50,000	\$	25,000
CONSULTING	\$	130,000	\$	65,000
SUPPLIES	\$	53,000	\$	26,500
PROMOTIONAL EXPENSE	\$	45,900	\$	22,950
POSTAGE & FREIGHT	\$	36,000	\$	18,000
PUBLICATION OF NOTICES - LEGAL	\$	2,400	\$	1,200
SUBSCRIPTIONS & DUES	\$	23,771	\$	11,885
COLLECTION SERVICES	\$	2,000	\$	1,000
TELEPHONE	\$	26,000	\$	13,000
TRUSTEE EXPENSE	\$	8,000	\$	4,000
PAYROLL SERVICE	\$	30,000	\$	15,000
BANK FEES	\$	6,600	\$	3,300
PARKING LEASE AGREEMENT	\$	21,144	\$	10,572
TOTAL ADMINISTRATION AND GENERAL OFFICE	\$	586,345	\$	293,172
VEHICLE EXPENSE TOTAL	\$	8,670	\$	4,335
EMPLOYEE FRINGE BENEFITS				
PENSION PLAN	\$	500,001	\$	250,000
GROUP HEALTH	\$	1,040,315	\$	520,158
HEALTH REIMBURSEMENT	\$	132,000	\$	66,000
DENTAL, VISION, DISABILITY	\$	92,400	\$	46,200
TOTAL FRINGE BENEFITS	\$	1,764,716	\$	882,358
TOTAL UTILITIES	\$	246,000	\$	123,000
TOTAL OPERATING	\$	11,162,043	\$	5,581,021
BUILDING & MAINTENANCE				
REPAIRS & IMPROVEMENTS	\$	92,000	\$	46,000
CONTRACTUAL MAINTENANCE	\$	80,000	\$	40,000
NON-CONTRACTUAL MAINTENANCE	\$	30,000	\$	15,000
EQUIPMENT MAINTENANCE	\$	126,000	\$	63,000
NON CAPITAL EXPENSES	\$	20,000	\$	10,000
FURNITURE & FIXTURES	\$	121,700	\$	60,850
TOTAL BUILDING & MAINTENANCE	\$	469,700	\$	234,850
SPECIAL RESERVE				
SPECIAL RESERVE - EQUIPMENT	\$	501,200	\$	250,600
TOTAL SPECIAL RESERVE	\$	501,200	\$	250,600
SPECIAL FUNDS				
AUDIT	\$	30,000	\$	15,000
LIABILITY INSURANCE	\$	58,320	\$	29,160
SOCIAL SECURITY	\$	495,146	\$	247,573

ILLINOIS UNEMPLOYMENT TAXES	\$	35,000	\$	17,500
WORKERS' COMPENSATION INSURANCE	\$	44,336	\$	22,168
TOTAL SPECIAL FUND ITEMS	\$	662,802	\$	331,401
SUPPLEMENTARY GRANTS	\$	90,314	\$	45,157
GRAND TOTAL	\$	12,886,059	\$	6,443,029

SECTION 3: The several sums above mentioned and designed as appropriation, which is TWELVE MILLION EIGHT HUNDRED EIGHTY SIX THOUSAND FIFTY NINE AND NO/100 (\$12,886,059) be and are hereby appropriated as proprite fractional parts of the said amount TWELVE MILLION EIGHT HUNDRED EIGHTY SIX THOUSAND FIFTY NINE AND NO/100 (\$12,886,059) from the proceeds of the general property tax for corporate purposes and special taxes in addition to all other library taxes as provided by law.

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

SECTION 4: The cash on hand deemed by law as current assets available for library purposes as of June 30, 2016, is estimated to be \$9,788,455; the estimate of cash to be received during the 2016-2017 fiscal year from all sources is \$7,130,407; the estimate of expenditures appropriated for such fiscal year is \$12,886,059; and the estimated operating budget for such fiscal year is \$5,581,021. The estimated cash to be expected on hand deemed by law as current assets available for library purposes at the end of such year is \$4,032,803.

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

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

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

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

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

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Linda Ryan
President of the Board of Trustees of the
NILES PUBLIC LIBRARY DISTRICT
ATTESTED and SIGNED in my office,
according to law, this 15th day of June 2016, at the
said NILES PUBLIC LIBRARY DISTRICT

Barbara Nakanishi
Secretary, Board of Trustees
NILES PUBLIC LIBRARY DISTRICT