



Niles Public Library District

Regular Board Meeting

Wednesday, August 17, 2016 7:00 PM

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

August 17, 2016

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Swearing in of Library Trustee
4. Presentation from Kimberly Bolan & Associates (KBA) on their proposal for strategic planning
5. Approval of Minutes
 - A. Approve the Regular Board Meeting Minutes of July 20, 2016 4
6. Public Comment
7. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve the payment of the bills for operating expenses of \$233,030.99, payroll expenses of \$273,545.85, Special reserve expenses of \$14,916, for a total monthly expense of \$521,492.84 15
8. Director's Report 22
9. Communications 33
10. Committee Reports
 - A. Building & Grounds
 - B. Technology
11. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
12. Secretary's Report- A certified copy of 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, was filed with the Cook County Clerk on July 7, 2016. The Ordinance was published in the Niles Herald-Specator on Thursday, July 28, 2016. A Certificate of Publication was filed with the Cook County Clerk on August 4, 2016.

Board Meeting Agenda - August 17, 2016

13. New Business
 - A. Approve Resolution 16-01 “resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings” 36
 - B. Approve a Food for Fines Drive from September 1-15, 2016 38
 - C. Approve the proposal from Kimberly Bolan & Associates for Strategic Planning for a total cost not to exceed \$25,000 39
14. Unfinished Business
15. Executive Session-for the discussion of minutes of closed session meetings
16. Other
17. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
July 20, 2016
6:45 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, Barbara Nakanishi, Patti Rozanski, Linda Ryan, Tim Spadoni

Library Staff Present

Susan Lempke-Library Director; Greg Pritz-Assistant Director/Business & Operations Manager; Cyndi Rademacher-Assistant Director; Diane Winberg-Administrative Assistant; Suzy Wulf-Digital Services Supervisor; Dave Dabrowski-Maintenance Services Supervisor, Dodie Frisbie-Adult Services Supervisor; Arianne Carey, KidSpace Supervisor

Others Present

Dennis Walsh, Attorney, Klein Thorpe and Jenkins; Carol Jung, Niles Resident; Tom Robb, Reporter, *Niles Journal*

Call to Order

The Regular Board Meeting of the Niles Public Library District Board of Trustees was called to order at 6:45 PM.

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

Executive Session

Trustee Nakanishi MOVED the Library Board of Trustees enter into Executive Session for the purpose of interviewing candidates to fill a public office. Trustee Rozanski seconded.

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

Executive Session started at 6:47 PM. Executive Session ended 8:12 PM.

A short break was taken and the Regular Board Meeting reconvened at 8:16 PM.

Roll call was taken and all were present.

Minutes of the Tentative Budget and Appropriations Public Hearing of June 15, 2016

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Tentative Budget and Appropriations Public Hearing of June 15, 2016. Trustee Rozanski seconded.

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

Minutes of the Regular Board Meeting of June 15, 2016

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of June 15, 2016. Trustee Nakanishi seconded.

Trustee Drblik asked that the wording in the minutes under Ordinance 16-05 on Page 8 be changed from the appropriations for employee fringe benefits to the appropriations for the pension plan so that it reflects the wording in the actual Ordinance. The change was noted and made to the original Minutes.

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

Public Comment

There were none.

Treasurer's Report

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

Payment of the Bills

Trustee Nakanishi MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$377,192.25, payroll expenses of \$288,314.63, Special Reserve expenses of \$66,486.30, for a total monthly expense of \$731,993.19. Trustee Dimond seconded.

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

Director's Report

Ms. Lempke presented highlights of her report. Ms. Lempke reported that the Director of CCS who was appointed one year ago is leaving. Ms. Lempke will be attending the next Governing Board Meeting where she will learn what the plans will be to replace him.

Ms. Lempke reported that the Library received its Per Capita Grant in the amount of \$44,157. The grant money will be used to replenish technology supplies such as filament for the 3D printers, materials to build-up certain collections, and the ability to hire temporary help or interns to help out with certain projects.

Through our membership with the Management Association, we are able to receive an annual check-up on policies and procedures which we did recently. Our employment application was reviewed and will need some tweaking. They also are reviewing our personnel policies so that they are in compliance with the current laws.

Ms. Lempke reported that the strategic planning consultants from Indianapolis will be presenting at the August Board Meeting.

Mr. Spadoni thanked Ms. Lempke and everyone who participated for an outstanding job at the 4th of July parade.

Ms. Lempke encouraged the Board to take the time to check out the Library's Facebook page—it's a great way to see what the Library has to offer such as digitizing your VHS tapes, and a way to support the Library.

Communications

They were included in the Board packet. Ms. Lempke referred to the new format for reporting on Patron Suggestions which are now grouped as "Frustrations," "Comments," and "Suggestions."

Committee Reports

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

Ms. Lempke reported that she met with a representative from The Lakota Group. As soon as she hears back from them, the Building and Grounds Committee should meet to consider our options.

Liaison Reports

Friends of the Library

The Friends are not meeting during the summer season. Their meetings will resume in September.

Legislative

Ms. Lempke reported that the Senate passed Bill 0399 which amends the Liquor Control Act of 1934 which prohibited District libraries from serving alcohol. The Bill provides that alcoholic liquors may be delivered to and sold at retail in any building owned by a public library district, provided that there is a policy in place and that the delivery and sale is approved by the board of trustees of that public library district and is limited to library fundraising events or programs of a cultural or educational nature.

RAILS

There was no report.

Secretary's Report

Trustee Nakanishi reported that a certified copy of Ordinance 16-03, an Ordinance Adopting the Prevailing Wage Rate for Laborers, Workers, and Mechanics Employed by the Niles Public Library District was sent to the Director of the Illinois Department of Labor the Secretary of State Index Division on June 27, 2016. The Notice of Determination of the Prevailing Rate of Wages was published in the *Niles Herald-Spectator* on June 23, 2016.

New BusinessNon-Resident Library Card

Trustee Dimond MOVED the Library Board of Trustees continue to participate in the Non-Resident Library Card Illinois Program and charge an annual fee of \$266.39 based on the formula established by the Illinois State Library. Trustee Rozanski seconded.

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

Lending Regulations

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

The recommended changes are for a new format, Playaway Launchpad, which for now is a small collection, so the limit would be one per NPLD card with one renewal. When the size of collection increases, the restrictions will be adjusted accordingly. The limit on Hot Picks DVDs and Blue-rays would be increased to 3 at a time to match the limits on the Hot Picks books.

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

PTAB Settlement—Sidcor Dempster Plaza Associates

Trustee Nakanishi MOVED the Library Board of Trustees approve the 2010 Sidcor Dempster Plaza Associates PTAB settlement offer recommend by Klein, Thorpe & Jenkins. Trustee Rozanski seconded.

The proposed settlement amount would be \$5,147.96 which would be deducted from future tax installments.

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

PTAB Settlement—Horizon Bay Senior Communities

Trustee Rozanski MOVED the Library Board of Trustees approve the 2010-2012 Horizon Bay Senior Communities PTAB settlement offer recommended by Klein, Thorpe & Jenkins. Trustee Spadoni seconded.

The proposed settlement amount would be \$9,842.51 which would be deducted from future tax installments.

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

Unfinished Business

There was none.

Executive Session

Trustee Dimond MOVED the Library Board of Trustees enter into Executive Session for the purpose of selecting a person to fill a public office. Trustee Drblik seconded.

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

Executive session started at 9:03 PM.

Executive session ended at 9:31 PM.

The Regular Board Meeting resumed at 9:31 PM. Roll call was taken.

Final Action – if any, on closed session subjects

Appointment of Trustee

Trustee Drblik MOVED the Library Board of Trustees to appoint Robert Breit to fill the current vacancy on the Niles Public Library District Library Board of Trustees effective immediately. Trustee Spadoni seconded.

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

President Ryan asked Ms. Lempke to contact the other candidates and to thank them for their willingness to serve on the Library Board.

Other

There was no other.

Adjournment

Trustee Rozanski MOVED to adjourn. Trustee Spadoni seconded.

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

The meeting adjourned at 9:35 PM.

President

Secretary

Financial statement narrative

For the month of July 2016 and the year then ended

Revenue

Revenue for the month ended short of budget estimates by 9.4% (\$143,951). This is due to primarily to real estate tax collection rates.

Expenditures

Salaries

Salaries for the month are \$6,775 short of budget estimates or 2.5%.

Library Materials

Library Materials for the month is \$29,428 over budget or 47.7%. This is due primarily to early renewals of some of the Library's database product offerings.

Library Operating Expenses

Library Operating Expenses is \$14,360 under budget or 45.1%. This is due primarily to slow spending at the beginning of the year.

General and Administrative

General and Administrative expenses is \$8,343 under budget estimates or 34.1%. This is due primarily to slow spending at the beginning of the year.

Employee Fringe Benefits

Employee Fringe Benefits is \$2,506 under budget or approximately 3.4%. Health insurance costs are higher than budget due to catch up billings related to the new contract with Blue Cross Blue Shield.

Utilities

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

Net Surplus/(Deficit)

For the month of July, the Net Surplus is \$858,395 which is \$77,412 unfavorable to the budgeted net surplus of the month of \$935,807. This is being driven by slower than planned collection of property taxes.

Niles Public Library District

Balance Sheet

July 31, 2016

	GENERAL FUND 7/31/2016	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,406,242)	\$381,654	\$1,599,622	\$575,034
Investments	\$9,467,046			\$9,467,046
Total Cash and Investments	\$8,060,804	\$381,654	\$1,599,622	\$10,042,080
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	\$96,555			\$96,555
Total Prepaid Items	\$96,555	\$0	\$0	\$96,555
Total Assets	\$10,762,979	\$478,999	\$1,599,622	\$12,841,600
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$193,502	\$16,345	\$14,916	\$224,763
Accounts Payable-Friends of the Library	\$16,663			\$16,663
Other Liabilities	\$54,743	\$1,368		\$56,112
Deferred Revenues	\$2,581,464	\$97,375		\$2,678,839
Total Liabilities	\$2,846,372	\$115,088	\$14,916	\$2,976,376
Fund Balance				
Fund Balance	\$7,916,607	\$363,910	\$1,584,706	\$9,865,224
Total Fund Balance	\$7,916,607	\$363,910	\$1,584,706	\$9,865,224
Total Liabilities and Fund Balance	\$10,762,979	\$478,999	\$1,599,622	\$12,841,600

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

July 31, 2016

	Month Actual	Month Budget	Month Variance	Annual Budget	Actual % of Annual Budget
Revenues					
Property Taxes	\$1,338,502	\$1,496,000	(\$157,498)	\$6,800,000	20%
Replacement Taxes	\$24,226	\$12,083	\$12,143	\$145,000	17%
Per Capita Grant				\$44,157	
Grants-Other		\$83	(\$83)	\$1,000	
Investment Income	\$9,686	\$5,000	\$4,686	\$60,000	16%
Fines	\$2,160	\$4,167	(\$2,007)	\$50,000	4%
Lost Books	\$590	\$625	(\$35)	\$7,500	8%
Pay For Print	\$604	\$1,667	(\$1,063)	\$20,000	3%
Flash Drive & Ear Bud Sales	\$2		\$2		
Commissions & Fees	\$8		\$8		
Donations-Friends of the Library		\$117	(\$117)	\$1,400	
Donations	\$5		\$5		
Miscellaneous	\$120	\$113	\$7	\$1,350	9%
Total Revenues	\$1,375,903	\$1,519,854	(\$143,951)	\$7,130,407	19%

Expenditures

Salaries

Library Director	\$10,879	\$10,508	(\$371)	\$126,094	9%
Payroll-Department Managers	\$13,963	\$14,361	\$397	\$172,329	8%
Payroll-Division Supervisors	\$35,701	\$36,481	\$780	\$437,775	8%
Payroll-Librarian I	\$98,134	\$101,000	\$2,866	\$1,211,994	8%
Payroll-Library Grade V	\$57,037	\$59,874	\$2,836	\$718,482	8%
Payroll-Library Grade VI	\$26,278	\$25,476	(\$802)	\$305,712	9%
Payroll-Library Pages	\$10,777	\$10,240	(\$538)	\$122,874	9%
Payroll-Sundays	\$7,042	\$7,167	\$125	\$86,000	8%
Adjustments		\$833	\$833	\$10,000	
Substitutes	\$267	\$917	\$650	\$11,000	2%
Total Salaries	\$260,080	\$266,855	\$6,775	\$3,202,260	8%

Library Materials

Niles Public Library District
Income Statement-Consolidated

July 31, 2016

	Month Actual	Month Budget	Month Variance	Annual Budget	Actual % of Annual Budget
Books-Adult	\$16,921	\$14,458	(\$2,463)	\$173,500	10%
Books-Youth Services	\$3,002	\$6,250	\$3,248	\$75,000	4%
Books-Teen	\$869	\$1,250	\$381	\$15,000	6%
Downloadables	\$11,300	\$6,667	(\$4,634)	\$80,000	14%
Periodicals	\$3,407	\$3,000	(\$407)	\$36,000	9%
AV-Adult	\$20,057	\$10,083	(\$9,974)	\$121,000	17%
AV-Youth Services	\$1,821	\$3,500	\$1,679	\$42,000	4%
AV-Teen	\$44	\$1,000	\$956	\$12,000	0%
Online Databases	\$33,631	\$15,417	(\$18,214)	\$185,000	18%
Total Library Materials	\$91,053	\$61,625	(\$29,428)	\$739,500	12%
Library Operating Expenditures					
CCS Charges	\$6,471	\$6,471	\$0	\$77,654	8%
Processing & Supplies	\$550	\$1,333	\$784	\$16,000	3%
Internet Charges	\$1,251	\$1,408	\$157	\$16,900	7%
Software, Licenses	\$205	\$6,759	\$6,554	\$81,113	0%
Printing	\$13	\$3,729	\$3,716	\$44,750	0%
Library Supplies	\$46	\$675	\$629	\$8,100	1%
Programming & Support-Adult	\$2,121	\$1,913	(\$208)	\$22,955	9%
Programming & Support-Juvenile	\$3,033	\$3,404	\$371	\$40,850	7%
Programming & Support-Joint	\$38	\$492	\$454	\$5,900	1%
Programming & Support-Teen	\$621	\$608	(\$13)	\$7,300	9%
Public Performing Rights		\$117	\$117	\$1,400	
Computer Charges OCLC	\$927	\$927	\$0	\$11,126	8%
Miscellaneous	\$122	\$83	(\$39)	\$1,000	12%
Per Capita Grant Expenditures	\$1,727	\$3,680	\$1,953	\$44,157	4%
Grant - Other Expenditures		\$83	\$83	\$1,000	
Volunteers	\$324	\$125	(\$199)	\$1,500	22%
Total Library Operating Expenditures	\$17,449	\$31,809	\$14,360	\$381,705	5%

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

July 31, 2016

	Month Actual	Month Budget	Month Variance	Annual Budget	Actual % of Annual Budget
General and Administration					
Janitorial Supplies	\$1,635	\$2,667	\$1,032	\$32,000	5%
Copiers	\$168	\$983	\$816	\$11,800	1%
Professional Development	\$38	\$2,368	\$2,330	\$28,415	0%
Mileage	\$292	\$213	(\$79)	\$2,550	11%
Professional Collection		\$83	\$83	\$1,000	
Legal Fees	\$1,863	\$2,083	\$220	\$25,000	7%
Consultants		\$5,417	\$5,417	\$65,000	
Kitchen Supplies		\$125	\$125	\$1,500	
Promotional Expense	\$115	\$1,913	\$1,797	\$22,950	1%
Office Supplies	\$3,047	\$2,083	(\$964)	\$25,000	12%
Postage & Freight	\$3,016	\$1,500	(\$1,516)	\$18,000	17%
Publication of Notices-Advertisements	\$470	\$100	(\$370)	\$1,200	39%
Subscriptions & Dues	\$2,104	\$990	(\$1,114)	\$11,885	18%
Collection Services	(\$36)	\$83	\$119	\$1,000	(4)%
Telephone	\$1,227	\$1,083	(\$144)	\$13,000	9%
Trustee Expense		\$333	\$333	\$4,000	
Payroll Service	\$1,165	\$1,250	\$85	\$15,000	8%
Bank Fees	\$102	\$275	\$173	\$3,300	3%
Parking Lease	\$881	\$881		\$10,572	8%
Total General and Administration	\$16,088	\$24,431	\$8,343	\$293,172	5%
Vehicle Operation					
Gas, Oil, Grease	\$82	\$83	\$1	\$1,000	8%
Repairs & Maintenance		\$150	\$150	\$1,800	
Miscellaneous		\$8	\$8	\$100	
Auto Insurance		\$1,435	\$1,435	\$1,435	
Total Vehicle Operation	\$82	\$1,677	\$1,595	\$4,335	2%

Niles Public Library District
Income Statement-Consolidated

July 31, 2016

	Month Actual	Month Budget	Month Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits					
Deferred Compensation	\$14,501	\$20,833	\$6,332	\$250,000	6%
Group Health	\$49,327	\$43,347	(\$5,981)	\$520,158	9%
Health Reimbursement Account	\$3,209	\$5,500	\$2,291	\$66,000	5%
Dental	\$1,803	\$1,667	(\$136)	\$20,000	9%
Vision	\$554	\$583	\$29	\$7,000	8%
FSA fee	\$60	\$100	\$40	\$1,200	5%
Life, LTD, AD&D, STD	\$1,569	\$1,500	(\$69)	\$18,000	9%
Total Employee Fringe Benefits	\$71,024	\$73,530	\$2,506	\$882,358	8%
Utilities					
Gas	\$295	\$1,250	\$955	\$15,000	2%
Electric	\$8,002	\$8,333	\$331	\$100,000	8%
Water	\$953	\$667	(\$287)	\$8,000	12%
Total Utilities	\$9,250	\$10,250	\$1,000	\$123,000	8%
Capital Expenditures					
Special Reserve - Building	\$14,916	\$8,550	(\$6,366)	\$102,600	15%
Special Reserve - Equipment		\$12,333	\$12,333	\$148,000	
Total Capital Expenditures	\$14,916	\$20,883	\$5,967	\$250,600	6%
Audit					
Audit Expense				\$15,000	
Total Audit Expenditures	\$0	\$0	\$0	\$15,000	0%
Liability Insurance					
Liability Insurance		\$29,160	\$29,160	\$29,160	
Total Liability Expenditures	\$0	\$29,160	\$29,160	\$29,160	0%
Social Security					
Social Security	\$20,310	\$20,631	\$321	\$247,573	8%

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

July 31, 2016

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Total Social Security Expenditures	\$20,310	\$20,631	\$321	\$247,573	8%
Workers' Compensation					
Workers' Compensation	\$599	\$22,168	\$21,569	\$22,168	3%
Total Workers' Compensation Expenditures	\$599	\$22,168	\$21,569	\$22,168	3%
Unemployment Compensation					
Unemployment Compensation	\$912	\$1,458	\$546	\$17,500	5%
Total Unemployment Compensation Expenditures	\$912	\$1,458	\$546	\$17,500	5%
Building & Equipment Maintenance					
Repairs & Improvements	\$8,489	\$3,833	(\$4,656)	\$46,000	18%
Contractual Maintenance	\$1,569	\$3,333	\$1,764	\$40,000	4%
Non-Contractual Maintenance	\$2,814	\$1,250	(\$1,564)	\$15,000	19%
Equipment Maintenance	\$1,480	\$5,250	\$3,771	\$63,000	2%
Non Capital Expenses	\$367	\$833	\$467	\$10,000	4%
Furniture & Fixtures	\$1,028	\$5,071	\$4,043	\$60,850	2%
Total Building & Equipment Maintenance Expenditures	\$15,746	\$19,571	\$3,825	\$234,850	7%
Total Expenditures	\$517,509	\$584,048	\$66,539	\$6,443,181	8%
NET SURPLUS/(DEFICIT)	\$858,395	\$935,807	(\$77,412)	\$687,226	125%

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73876	Accounts Payable	Computer Check	8/17/2016	AFLAC	\$0.00	\$339.04	(\$339.04)	Outstanding	8/31/2013
73877	Accounts Payable	Computer Check	8/17/2016	ALEPH OBJECTS, INC.	\$0.00	\$94.80	(\$433.84)	Outstanding	8/31/2013
73878	Accounts Payable	Computer Check	8/17/2016	ALLDATA	\$0.00	\$1,500.00	(\$1,933.84)	Outstanding	8/31/2013
73879	Accounts Payable	Computer Check	8/17/2016	ALLIANCE PRINTERS AND PUBLI	\$0.00	\$90.00	(\$2,023.84)	Outstanding	8/31/2013
73880	Accounts Payable	Computer Check	8/17/2016	SYNCB/ AMAZON	\$0.00	\$1,727.37	(\$3,751.21)	Outstanding	8/31/2013
73881	Accounts Payable	Computer Check	8/17/2016	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$209.00	(\$3,960.21)	Outstanding	8/31/2013
73882	Accounts Payable	Computer Check	8/17/2016	AT&T	\$0.00	\$43.47	(\$4,003.68)	Outstanding	8/31/2013
73883	Accounts Payable	Computer Check	8/17/2016	AT&T	\$0.00	\$427.59	(\$4,431.27)	Outstanding	8/31/2013
73884	Accounts Payable	Computer Check	8/17/2016	AURORA SIGN COMPANY	\$0.00	\$2,233.58	(\$6,664.85)	Outstanding	8/31/2013
73885	Accounts Payable	Computer Check	8/17/2016	AUTOMATIC BUILDING CONTRO	\$0.00	\$362.50	(\$7,027.35)	Outstanding	8/31/2013
73886	Accounts Payable	Computer Check	8/17/2016	AVCAFE	\$0.00	\$25.80	(\$7,053.15)	Outstanding	8/31/2013
73887	Accounts Payable	Computer Check	8/17/2016	CHRISTINE BANERJEE	\$0.00	\$150.00	(\$7,203.15)	Outstanding	8/31/2013
73888	Accounts Payable	Computer Check	8/17/2016	BLACKSTONE AUDIO, INC.	\$0.00	\$3,780.00	(\$10,983.15)	Outstanding	8/31/2013
73889	Accounts Payable	Computer Check	8/17/2016	BLICK ART MATERIALS	\$0.00	\$125.95	(\$11,109.10)	Outstanding	8/31/2013
73890	Accounts Payable	Computer Check	8/17/2016	DONNA BLOCK	\$0.00	\$32.98	(\$11,142.08)	Outstanding	8/31/2013
73891	Accounts Payable	Computer Check	8/17/2016	BARRY BRADFORD	\$0.00	\$300.00	(\$11,442.08)	Outstanding	8/31/2013
73892	Accounts Payable	Computer Check	8/17/2016	BRILLIANCE PUBLISHING	\$0.00	\$1,500.00	(\$12,942.08)	Outstanding	8/31/2013
73893	Accounts Payable	Computer Check	8/17/2016	CALL ONE	\$0.00	\$1,183.41	(\$14,125.49)	Outstanding	8/31/2013
73894	Accounts Payable	Computer Check	8/17/2016	ARIANNE CAREY	\$0.00	\$52.91	(\$14,178.40)	Outstanding	8/31/2013
73895	Accounts Payable	Computer Check	8/17/2016	CENGAGE LEARNING, INC.	\$0.00	\$575.01	(\$14,753.41)	Outstanding	8/31/2013
73896	Accounts Payable	Computer Check	8/17/2016	CENTER POINT LARGE PRINT	\$0.00	\$311.58	(\$15,064.99)	Outstanding	8/31/2013
73897	Accounts Payable	Computer Check	8/17/2016	CHICAGO DISTRIBUTION CENTE	\$0.00	\$35.95	(\$15,100.94)	Outstanding	8/31/2013
73898	Accounts Payable	Computer Check	8/17/2016	CHICAGO TRIBUNE	\$0.00	\$470.40	(\$15,571.34)	Outstanding	8/31/2013
73899	Accounts Payable	Computer Check	8/17/2016	CHRIS' LANDSCAPE, INC.	\$0.00	\$450.00	(\$16,021.34)	Outstanding	8/31/2013
73900	Accounts Payable	Computer Check	8/17/2016	CINTAS CORPORATION LOC. 769	\$0.00	\$512.00	(\$16,533.34)	Outstanding	8/31/2013
73901	Accounts Payable	Computer Check	8/17/2016	COMED	\$0.00	\$8,002.13	(\$24,535.47)	Outstanding	8/31/2013
73902	Accounts Payable	Computer Check	8/17/2016	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$25,035.47)	Outstanding	8/31/2013
73903	Accounts Payable	Computer Check	8/17/2016	COOPERATIVE COMPUTER SERV	\$0.00	\$7,398.00	(\$32,433.47)	Outstanding	8/31/2013
73904	Accounts Payable	Computer Check	8/17/2016	COVERALL NORTH AMERICA, IN	\$0.00	\$2,600.00	(\$35,033.47)	Outstanding	8/31/2013
73905	Accounts Payable	Computer Check	8/17/2016	CREATIVE PROMOTIONAL PROD	\$0.00	\$1,623.66	(\$36,657.13)	Outstanding	8/31/2013
73906	Accounts Payable	Computer Check	8/17/2016	DAILY HERALD	\$0.00	\$430.00	(\$37,087.13)	Outstanding	8/31/2013
73907	Accounts Payable	Computer Check	8/17/2016	RALPH N. DANELSEN	\$0.00	\$125.00	(\$37,212.13)	Outstanding	8/31/2013
73908	Accounts Payable	Computer Check	8/17/2016	DEMCO, INC.	\$0.00	\$286.67	(\$37,498.80)	Outstanding	8/31/2013
73909	Accounts Payable	Computer Check	8/17/2016	EASYPERMIT POSTAGE	\$0.00	\$400.00	(\$37,898.80)	Outstanding	8/31/2013
73910	Accounts Payable	Computer Check	8/17/2016	EBSCO INFORMATION SERVICES	\$0.00	\$1,319.53	(\$39,218.33)	Outstanding	8/31/2013
73911	Accounts Payable	Computer Check	8/17/2016	VIGUAR FATIMA	\$0.00	\$13.95	(\$39,232.28)	Outstanding	8/31/2013
73912	Accounts Payable	Computer Check	8/17/2016	FEDEX	\$0.00	\$22.21	(\$39,254.49)	Outstanding	8/31/2013
73913	Accounts Payable	Computer Check	8/17/2016	FIFTH THIRD BANK	\$0.00	\$67.01	(\$39,321.50)	Outstanding	8/31/2013
73914	Accounts Payable	Computer Check	8/17/2016	FIFTH THIRD BANK	\$0.00	\$2,224.10	(\$41,545.60)	Outstanding	8/31/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73915	Accounts Payable	Computer Check	8/17/2016	FINDAWAY WORLD, LLC	\$0.00	\$412.43	(\$41,958.03)	Outstanding	8/31/2013
73916	Accounts Payable	Computer Check	8/17/2016	FLEXSOURCE, LLC	\$0.00	\$368.00	(\$42,326.03)	Outstanding	8/31/2013
73917	Accounts Payable	Computer Check	8/17/2016	FLOOR INNOVATIONS	\$0.00	\$1,775.00	(\$44,101.03)	Outstanding	8/31/2013
73918	Accounts Payable	Computer Check	8/17/2016	DOROTHEA FRISBIE	\$0.00	\$70.53	(\$44,171.56)	Outstanding	8/31/2013
73919	Accounts Payable	Computer Check	8/17/2016	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,919.51	(\$46,091.07)	Outstanding	8/31/2013
73920	Accounts Payable	Computer Check	8/17/2016	GENESIS TECHNOLOGIES, INC.	\$0.00	\$2,599.09	(\$48,690.16)	Outstanding	8/31/2013
73921	Accounts Payable	Computer Check	8/17/2016	GRAINGER	\$0.00	\$451.76	(\$49,141.92)	Outstanding	8/31/2013
73922	Accounts Payable	Computer Check	8/17/2016	GROOT INDUSTRIES, INC.	\$0.00	\$213.63	(\$49,355.55)	Outstanding	8/31/2013
73923	Accounts Payable	Computer Check	8/17/2016	JOSEPH GUSTAITIS	\$0.00	\$225.00	(\$49,580.55)	Outstanding	8/31/2013
73924	Accounts Payable	Computer Check	8/17/2016	HEALTHCARE SERVICE CORPOR	\$0.00	\$57,788.49	(\$107,369.04)	Outstanding	8/31/2013
73925	Accounts Payable	Computer Check	8/17/2016	ILLINOIS CPA SOCIETY	\$0.00	\$315.00	(\$107,684.04)	Outstanding	8/31/2013
73926	Accounts Payable	Computer Check	8/17/2016	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$1,045.00	(\$108,729.04)	Outstanding	8/31/2013
73927	Accounts Payable	Computer Check	8/17/2016	INDIA TRIBUNE	\$0.00	\$25.00	(\$108,754.04)	Outstanding	8/31/2013
73928	Accounts Payable	Computer Check	8/17/2016	INFOBASE LEARNING	\$0.00	\$2,254.01	(\$111,008.05)	Outstanding	8/31/2013
73929	Accounts Payable	Computer Check	8/17/2016	INFORMATION DIGGERS	\$0.00	\$200.00	(\$111,208.05)	Outstanding	8/31/2013
73930	Accounts Payable	Computer Check	8/17/2016	INGRAM LIBRARY SERVICES	\$0.00	\$18,353.14	(\$129,561.19)	Outstanding	8/31/2013
73931	Accounts Payable	Computer Check	8/17/2016	IRON MOUNTAIN	\$0.00	\$121.99	(\$129,683.18)	Outstanding	8/31/2013
73932	Accounts Payable	Computer Check	8/17/2016	ANDREA JOHNSON	\$0.00	\$6.99	(\$129,690.17)	Outstanding	8/31/2013
73933	Accounts Payable	Computer Check	8/17/2016	MARY ANN KILB	\$0.00	\$16.99	(\$129,707.16)	Outstanding	8/31/2013
73934	Accounts Payable	Computer Check	8/17/2016	JAMIE KING	\$0.00	\$114.16	(\$129,821.32)	Outstanding	8/31/2013
73935	Accounts Payable	Computer Check	8/17/2016	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$1,863.40	(\$131,684.72)	Outstanding	8/31/2013
73936	Accounts Payable	Computer Check	8/17/2016	KONE INC.	\$0.00	\$493.32	(\$132,178.04)	Outstanding	8/31/2013
73937	Accounts Payable	Computer Check	8/17/2016	KONICA MINOLTA BUSINESS SO	\$0.00	\$167.58	(\$132,345.62)	Outstanding	8/31/2013
73938	Accounts Payable	Computer Check	8/17/2016	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$132,495.62)	Outstanding	8/31/2013
73939	Accounts Payable	Computer Check	8/17/2016	LIBRARIES FIRST	\$0.00	\$14,000.00	(\$146,495.62)	Outstanding	8/31/2013
73940	Accounts Payable	Computer Check	8/17/2016	MAKERBOT INDUSTRIES LLC	\$0.00	\$238.10	(\$146,733.72)	Outstanding	8/31/2013
73941	Accounts Payable	Computer Check	8/17/2016	JOHN MARUSEK	\$0.00	\$6.99	(\$146,740.71)	Outstanding	8/31/2013
73942	Accounts Payable	Computer Check	8/17/2016	BETSEY MEANS	\$0.00	\$300.00	(\$147,040.71)	Outstanding	8/31/2013
73943	Accounts Payable	Computer Check	8/17/2016	LAUREL A. MELLIEN	\$0.00	\$150.00	(\$147,190.71)	Outstanding	8/31/2013
73944	Accounts Payable	Computer Check	8/17/2016	MENARDS	\$0.00	\$358.10	(\$147,548.81)	Outstanding	8/31/2013
73945	Accounts Payable	Computer Check	8/17/2016	MIDWEST TAPE	\$0.00	\$6,605.60	(\$154,154.41)	Outstanding	8/31/2013
73946	Accounts Payable	Computer Check	8/17/2016	MARY MILLER	\$0.00	\$10.91	(\$154,165.32)	Outstanding	8/31/2013
73947	Accounts Payable	Computer Check	8/17/2016	SHABANA MIR	\$0.00	\$9.99	(\$154,175.31)	Outstanding	8/31/2013
73948	Accounts Payable	Computer Check	8/17/2016	MORNINGSTAR INC.	\$0.00	\$3,743.00	(\$157,918.31)	Outstanding	8/31/2013
73949	Accounts Payable	Computer Check	8/17/2016	MULTICULTURAL BOOKS & VID	\$0.00	\$491.02	(\$158,409.33)	Outstanding	8/31/2013
73950	Accounts Payable	Computer Check	8/17/2016	NICOR GAS	\$0.00	\$294.57	(\$158,703.90)	Outstanding	8/31/2013
73951	Accounts Payable	Computer Check	8/17/2016	NILES CHAMBER OF COMMERCE	\$0.00	\$215.00	(\$158,918.90)	Outstanding	8/31/2013
73952	Accounts Payable	Computer Check	8/17/2016	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$159,799.90)	Outstanding	8/31/2013
73953	Accounts Payable	Computer Check	8/17/2016	OAK BROOK MECHANICAL SERV	\$0.00	\$16,346.00	(\$176,145.90)	Outstanding	8/31/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73954	Accounts Payable	Computer Check	8/17/2016	OMNIGRAPHICS, INC.	\$0.00	\$163.70	(\$176,309.60)	Outstanding	8/31/2013
73955	Accounts Payable	Computer Check	8/17/2016	OVERDRIVE, INC.	\$0.00	\$7,386.08	(\$183,695.68)	Outstanding	8/31/2013
73956	Accounts Payable	Computer Check	8/17/2016	MIROSLAVA PANOVA	\$0.00	\$19.99	(\$183,715.67)	Outstanding	8/31/2013
73957	Accounts Payable	Computer Check	8/17/2016	PARTY CENTRAL	\$0.00	\$325.00	(\$184,040.67)	Outstanding	8/31/2013
73958	Accounts Payable	Computer Check	8/17/2016	PENGUIN RANDOM HOUSE LLC	\$0.00	\$3,284.99	(\$187,325.66)	Outstanding	8/31/2013
73959	Accounts Payable	Computer Check	8/17/2016	PETTY CASH	\$0.00	\$37.98	(\$187,363.64)	Outstanding	8/31/2013
73960	Accounts Payable	Computer Check	8/17/2016	ALYSSA PIERCE	\$0.00	\$975.00	(\$188,338.64)	Outstanding	8/31/2013
73961	Accounts Payable	Computer Check	8/17/2016	TOMASZ PIK	\$0.00	\$150.00	(\$188,488.64)	Outstanding	8/31/2013
73962	Accounts Payable	Computer Check	8/17/2016	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$543.90	(\$189,032.54)	Outstanding	8/31/2013
73963	Accounts Payable	Computer Check	8/17/2016	PLIC - SBD GRAND ISLAND	\$0.00	\$1,569.13	(\$190,601.67)	Outstanding	8/31/2013
73964	Accounts Payable	Computer Check	8/17/2016	POLONIA BOOKSTORE, INC.	\$0.00	\$560.95	(\$191,162.62)	Outstanding	8/31/2013
73965	Accounts Payable	Computer Check	8/17/2016	PROQUEST LLC	\$0.00	\$8,236.00	(\$199,398.62)	Outstanding	8/31/2013
73966	Accounts Payable	Computer Check	8/17/2016	RAILS	\$0.00	\$3,890.19	(\$203,288.81)	Outstanding	8/31/2013
73967	Accounts Payable	Computer Check	8/17/2016	RECORD INFORMATION SERVIC	\$0.00	\$1,368.00	(\$204,656.81)	Outstanding	8/31/2013
73968	Accounts Payable	Computer Check	8/17/2016	RECORDED BOOKS, LLC	\$0.00	\$6,241.69	(\$210,898.50)	Outstanding	8/31/2013
73969	Accounts Payable	Computer Check	8/17/2016	RESERVE ACCOUNT	\$0.00	\$2,050.00	(\$212,948.50)	Outstanding	8/31/2013
73970	Accounts Payable	Computer Check	8/17/2016	DEBORAH ROSENBERG	\$0.00	\$15.00	(\$212,963.50)	Outstanding	8/31/2013
73971	Accounts Payable	Computer Check	8/17/2016	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$213,633.50)	Outstanding	8/31/2013
73972	Accounts Payable	Computer Check	8/17/2016	ELIZABETH A. SAVAGE	\$0.00	\$37.50	(\$213,671.00)	Outstanding	8/31/2013
73973	Accounts Payable	Computer Check	8/17/2016	SCHMAUS CASH REGISTER COM	\$0.00	\$295.00	(\$213,966.00)	Outstanding	8/31/2013
73974	Accounts Payable	Computer Check	8/17/2016	SHELL	\$0.00	\$81.85	(\$214,047.85)	Outstanding	8/31/2013
73975	Accounts Payable	Computer Check	8/17/2016	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$214,161.85)	Outstanding	8/31/2013
73976	Accounts Payable	Computer Check	8/17/2016	SOUTH SIDE CONTROL SUPPLY C	\$0.00	\$1,288.39	(\$215,450.24)	Outstanding	8/31/2013
73977	Accounts Payable	Computer Check	8/17/2016	SUPERINTENDENT OF DOCUMENT	\$0.00	\$14.00	(\$215,464.24)	Outstanding	8/31/2013
73978	Accounts Payable	Computer Check	8/17/2016	THE HARTFORD	\$0.00	\$599.00	(\$216,063.24)	Outstanding	8/31/2013
73979	Accounts Payable	Computer Check	8/17/2016	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$608.50	(\$216,671.74)	Outstanding	8/31/2013
73980	Accounts Payable	Computer Check	8/17/2016	KATHY TOY	\$0.00	\$17.82	(\$216,689.56)	Outstanding	8/31/2013
73981	Accounts Payable	Computer Check	8/17/2016	TSAI FONG BOOKS, INC.	\$0.00	\$150.00	(\$216,839.56)	Outstanding	8/31/2013
73982	Accounts Payable	Computer Check	8/17/2016	VERY SMART PEOPLE	\$0.00	\$200.00	(\$217,039.56)	Outstanding	8/31/2013
73983	Accounts Payable	Computer Check	8/17/2016	VILLAGE OF NILES	\$0.00	\$953.46	(\$217,993.02)	Outstanding	8/31/2013
73984	Accounts Payable	Computer Check	8/17/2016	VILLAGE PLUMBING & SEWER SE	\$0.00	\$1,399.50	(\$219,392.52)	Outstanding	8/31/2013
73985	Accounts Payable	Computer Check	8/17/2016	VISA	\$0.00	\$4,325.67	(\$223,718.19)	Outstanding	8/31/2013
73986	Accounts Payable	Computer Check	8/17/2016	VISION SERVICE PLAN OF ILLINO	\$0.00	\$646.86	(\$224,365.05)	Outstanding	8/31/2013
73987	Accounts Payable	Computer Check	8/17/2016	JENNIFER WOJNICKA	\$0.00	\$9.99	(\$224,375.04)	Outstanding	8/31/2013
73988	Accounts Payable	Computer Check	8/17/2016	WORLD BOOK, INC.	\$0.00	\$2,530.00	(\$226,905.04)	Outstanding	8/31/2013
73989	Accounts Payable	Computer Check	8/17/2016	SUZANNE WULF	\$0.00	\$149.04	(\$227,054.08)	Outstanding	8/31/2013

Niles Public Library District Bank Register Report - Checking

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

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$227,054.08)
Total Payments:	(\$227,054.08)
Total Change in Register Balance:	(\$227,054.08)

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>
2952	Accounts Payable	Manual Check	7/14/2016	PRINCIPAL LIFE INSURANCE COM	\$0.00	\$67.01	(\$67.01)	Outstanding	7/31/2016

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$67.01)
Total Payments:	(\$67.01)
Total Change in Register Balance:	(\$67.01)

Niles Public Library District _SPECIAL RESERVE

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5805-58-00, Special Reserve - Building									
7/20/2016	2494	Invoice	2176-1	OAK BROOK MECHANICAL S	OAK BROOK MECHA	Posted	7/31/2016	\$14,916.00	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								\$14,916.00	\$0.00
Grand Totals:								\$14,916.00	\$0.00

Niles Public Library District _SPECIAL RESERVE

Report name: _SPECIAL RESERVE REPORT

Output query name: _SPECIAL RESERVE5 (Type: Invoice)

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (7/1/2016 to 7/31/2016)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)



[Inm Lah reviewed Niles Public Library District — 5 star](#)

[August 4 at 11:19am](#)

We just moved to Niles, and we moved because of this library. I use to come from Evanston to Niles library. My kids really love it and they always attend the kids' activities and story time and like to play in the play area, thank you guys for all the hard work you do to make the community happy.

July/August activity

July 1 marked the beginning of the new fiscal year, so our Technical Services Department began the big task of ordering all of the materials that had been waiting to be placed by selectors who had used all of their money, while also receiving, cataloging and processing the new materials ordered in a last-minute purchasing rush by the selectors who had postponed that task till the end of the year. In other words, they have had a great deal of work to do! I appreciate the diligence and patience of Victoria Luz and her team as they have worked their way through the mountain. In an ideal world, selectors would purchase the same amount of materials every month of the year, but of course that is not how the real world works. We are working on improving the flow, though.

Donations of materials

The Library receives varying numbers of material donations each week, thousands of items a year. We appreciate the donations, but they add up to a lot of work. Here is how the donated materials are handled:

They are usually received by Patron Services staff in the lobby, though some donations are so large that the Maintenance staff has to handle them.

After the donations are moved to the hallway by Tech Services, the materials are unpacked and evaluated by staff. They are separated between items that should be looked at by selectors for possible addition to the collection (very few fall in this category); items that would be good possibilities for the Continuous Book Sale in the Commons; items that are not sellable but can be recycled by our book reselling company; items in very poor condition which go in our recycling. This work is mostly done by Tech Services staff members, especially Debbie Kieres. Materials for the sale go on carts in the Tech hallway.

Volunteers take over at this point, overseen by Assistant Director Cyndi Rademacher. We currently have five volunteers on this, who volunteered 34 hours on this last month. They move the items from the hallway into the volunteer room where they wipe them off, inspect for soundness, and mark the inside back cover (or sticker AV items) with the current month. The volunteers fill the Continuous Book Sale shelves and keep them orderly. Under Cyndi's guidance and depending on the flow of materials in, they pull older items off of the shelf.

Items that haven't sold are moved to the reseller bins (monitored by Tech Services staff member LaFerne Duckworth) and AV items are boxed up by Debbie K. and delivered to Goodwill.

As you can see, handling donations is a significant effort handled by staff and volunteers.

Staff changes

Maintenance/Security Assistant Mark Andrey has resigned; his hours have been picked up by a returning employee, Ken Schwuchow. We have had one page leave and two Patron Services Clerks have cut their hours to under the level for IMRF participation. Patron Services Supervisor Athena Crouse is keeping the same number of hours for both clerk and page positions but is hiring additional people with shorter hours to allow for more flexible scheduling. We have a long-time excellent page departing this month, too—Ghislaine (Gigi) Jerome. We will miss her hard work and sunny disposition.

Programs

From Arianne: The summer reading club was in high gear throughout July. We had little ones lined up at 9 a.m. to play the game and families racing in at 9 p.m. to record their visit. KidSpace was hopping busy!

The bulk of 'playing' the game takes place with our teen volunteers. This month 80 teens worked 860 hours to keep up the flow of happy faces and excited readers. Debbie Graham, our resident volunteer guru, managed the schedules of these 80 teens and worked to ensure coverage for our busy days. Young patrons interacted with these teens at the check-in table and librarians filled in the gaps. We jumped in at the volunteer desk, worked the prize station, oversaw the weekly library challenge, and awarded the finishing prizes. KidSpace staff alone would have been in a bind without the help of these teens.

Helping in the background were 16 volunteers doing 98 hours of service, including hours of coupon packet compiling. We also had two teen interns, Danny Connolly and Anna Koziol, each putting in time entering registrants, tracking finishers, and helping with the lunch program. These two positions were funded by the Dollar General Grant.

In the month of July, we had 4,611 individual visits. Of those, 593 were visiting for the sixth time and are considered finishers: They collected their prize pack which consisted of a paperback book, a Niles Public Library District pencil case, a stack of coupons donated by local businesses for fun things to do and sweet treats to eat in the area, and a drawing ticket for a chance at the grand prizes.

The SRC game came to a close on July 31, although patrons can continue to check in at the KidSpace desk though August 20 and collect the finishing prizes, should they have gotten a late start on their summer reading plans, or have been on vacation for the bulk of June or July. 2016 visits registered 9,124 which is up from 8,574 in 2015. Summer Reading in the Teen Underground had 229 teens read 1,251 books July. The teen program lasts through the end of August so that teens who are squeezing in their summer reading in the last moments of summer break can participate.

This summer we offered drawing classes, sewing classes, book clubs, theatrical and musical performances, storytimes, writing workshops, robotics, book buddies, magic shows, trivia, yoga, family movies, and Minecraft.

Ten teens wrote and performed twists on fairy tales for the community in Playbill. They took 3 classic tales, including the Princess and Pea, and rewrote them adding humor and references to current events. Two teens, moving on to college in the fall, commented they had enjoyed Playbill for the past 5 years and would sincerely miss it.

The Super Smash Brothers tournament was very popular as 38 participants and parents filled the large meeting room. Pastimes Comics and Games, in Niles, moderated the tournament and volunteered gift certificates as prizes. We love partnering with area businesses.

From *Dodie*: **Summer Reading Club** has ended for this year. The winners have all been called to come to the library to pick up their prizes. We had some really fun prizes this year – thanks to Maryellen Essig, the Marketing staff, and a donation from the Niles Family Fitness Center. Prizes for the adults included a Huffly Good Vibrations Cruiser Bike, a goPro Camera, a FitBit Flex Fitness Tracker, a Niles Family Fitness Center 3-Month Membership, and various gift certificates. A grand total of 1,462 adults (including staff at 201) participated in the Summer Reading Club this year. July alone saw 759 patrons who participated. Here are some of our other popular programs from last month:

Commit to Get Fit - Improve in Every Aspect of Your Life: Author Laura Dion-Jones talked about strategies to help you get motivated to make desirable changes in your life.

The French Riviera: Art, Leisure and the Pursuit of Pleasure: Tish Robinson, scholar, teacher, and owner of The Wonders of France, presented a lovely travelog on the French Riviera. All attendees have now turned into bona fide Francophiles!

The Senior Coffee Hour – a Mark Dvorak Concert of “Just Something My Grandma Used to Sing” was a huge hit with attendees. Mark accompanied himself on the banjo and/or guitar as he sang folk songs and some original songs. Many, if not all (53), sang along in this concert.



The Eastland Disaster: An Unparalleled Tragedy: This July was the 101st Anniversary of this tragic event. Eastland Historical Society presenters gave a slide-lecture with contemporaneous film footage. It was very well received by the 34 attendees.



Marketing the Library

From Sasha: Emily and I represented the Library at National Night Out at Oak Park. **National Night Out** is an annual community building event that promotes police-community partnerships to make our neighborhoods safer. We spoke with many patrons and they kept mentioning how much they love the Library! The PR and Marketing Team is excited about future community events because we recently purchased a giant tent with the Library logo and website imprinted on it. It will definitely make a presence in the community!

We're continuing to use Facebook as a vehicle to reach our patrons to promote the Library and its services. Following the successful time-lapse video of the library delivery van, we posted two videos promoting digitizing services and the laser cutter. Collectively the videos reached more than 5,300 people and were viewed nearly 3,000 times! We hope that the success of these promotions brings in more patrons use the equipment and new spaces.

Creative Studio

From Suzy: In July Digital Services offered some very innovative, engaging and popular programs. First, Ruth offered a session for attendees to design and engrave a cutting board using the laser cutter. The designs that the participants created were creative and funny. This was also a good opportunity for Ruth to become more familiar with the laser cutter.



Bernadetta and I were able to master 3D scanning by using a Kinect sensor and the software program Skanect. The class covered the basics of 3D design and allowed each attendee to get a personal scan. Participants were amazed that during the scanning process Kinect could take up to 30 frames per second and that the final image consisted on average of 400,000 pictures. While waiting for a 3D mesh patrons learned the basics of the Skanect software: scaling and rotation, holes filling and water mesh generation, small parts removal, model simplification, and plane cropping for optimal 3D selfie.



Bernadetta developed a program that taught participants how to create custom t-shirt designs using the Silhouette studio software. Everyone learned how to change page settings, group and ungroup shapes, how to flip design into a mirror image and how to adjust vinyl cutter settings for different Heat Transfer Vinyl materials. Also, they could watch a heat press at work. Everyone left with a newly designed T-shirt.



I brought in Windy City Labs to teach a longer session (4.5 hrs) on the fundamentals of Arduinos using our Sparkfun kits. This class covered creating basic single component electrical circuits, analog and digital, input and output, basic programming concepts and basic Serial communication. One concept was built upon another and very clearly taught as we did each step.

The instructors, Kevin and Dave offer a longer version of this session at Northwestern and we were fortunate that they were willing to teach at the library. The response was great and we are working on processing the Sparkfun kits for circulation.

Building and technology notes

Rich and Greg M. from IT Services have finished installing all of the new patron computers, and are beginning the process of installing the staff computers. Rich also has been working on replacing the credit card readers on the self-checks. 3M/Biblioteca notified us at the beginning of the month that the old readers would stop working on August 4, so we were forced to send patrons back to the desk to pay their fines, hopefully for just a few days as we wait for the new readers to arrive.

The installation of the new air conditioning unit turned out to be more complicated than expected when they initially sent the wrong size unit, but after two visits from a crane and a crew, the new unit is installed. Dave has done a lot of work to even out the cooling in the building during these hot spells. He also is investigating having water bottle filling stations installed as part of the drinking fountain set-ups on the first and third floors after multiple patron requests.

We purchased new shelves for our new nonfiction books which have been installed at the top of the stairs on the third floor. This allows the reference desk staff to make recommendations more easily and relieves some congestion in the shelves in the Commons.

Trustee education opportunities

Opportunity 1: RAILS Trustee Workshop: Keys to Running a More Successful Board Meeting Saturday, September 17, 9:30am to 12:30 pm Ela Area Public Library

The first part of this program will cover important aspects of parliamentary procedure, including: quorum, agendas, steps in processing a motion, the concept of precedence of a motion, the script of a motion, the meaning of votes, and basic characteristics of a motion.

In order to have a successful board governance, each board member needs an understanding of the role of the board in relationship to the remainder of the organization. During the second part of this program, we will cover board basics, board governing documents, fiduciary duty, and board/staff relationship.

I will be attending this program and would be happy to attend with one or more of you. There is a limit of 40 so please let me know by the end of the week if you would like to go. The Ela Public Library is in Lake Zurich, which is a long trek, but they have some innovative features including an extremely active and well-organized Passport desk which may interest you.

Opportunity 2: Illinois Library Association Annual Conference, Rosemont, Oct. 18-20 <https://www.ila.org/events/annual-conference>

Trustee Day is Thursday, October 20th. Early bird registration is Sept 12, and the cost would be \$175. The program for that day looks excellent, with sessions on topics directly relevant to the tasks of a Library Board. This link allows you to search the trustee track and see what programs will be available:

http://s4.goeshow.com/ila/annual/2016/conference_program_sessions.cfm

If you want to attend, please let me know and I will have Diane register for you.

Committees

The Sunshine Committee served up Root Beer floats as a mini-fundraiser and is planning a potluck Salad and Fruit bar later in August.

Display and Art Gallery Committee, Carol Luc's beautiful rural painting exhibit came down at the end of July. There was a reception for her show on July 22nd. Frank Dina's amazing photograph collection titled "Rediscovering Chicago Parks" is up during August.

Materials Marketing Committee The shark display in honor of Shark Week was one of our most popular yet. New displays include Books with Unexpected Plot Twists, and Rio 2016 with a combination of materials on Olympic sports and Brazil.

Trustee Calendar

August

No Friends of the Library Meeting

8/17—Regular Meeting of the Board of Trustees—New Trustee sworn in

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

11/12—Maker Fest at the Niles Library

11/14--Friends of the Library Meeting

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

December

12/12—First day to file trustee election petitions

12/12—Friends of the Library Meeting

12/14—Regular Meeting of the Board of Trustees **early date**

12/19—Last day to file trustee election petitions

January

1/9—Friends of the Library Meeting

1/18—Regular Meeting of the Board of Trustees

Monthly Statistical Report --July 2016

PATRONS			
	Month	Same Month	% Change
New District Cards	399	392	1.79%
Total District Cardholders	25,606	25,546	0.23%
Patron Visits	37,607	38,500	-2.32%
Unique Library Cards Used	5,370	5,440	-1.29%
LOAN OF MATERIAL BY TYPE			
	Current Month	Prior Year Same Month	% Change
Adult	47,074	43,068	9.30%
Teens	4,691	4,021	16.66%
Juvenile	49,811	42,800	16.38%
Digital	2,952	1,488	98.39%
Equipment	88	0	
TOTAL Loan of Library Materials	104,528	91,377	14.39%
Adult			
Print	21,737	20,228	7.46%
Periodical	1,176	1,106	6.33%
Audio	4,775	4,877	-2.09%
DVD	19,386	16,857	15.00%
TOTAL Adult Loans	47,074	43,068	9.30%
Teens			
Print	3,539	2,973	19.04%
Periodical	25	30	-16.67%
Audio	717	622	15.27%
DVD	406	396	2.53%
Equipment	4		
TOTAL Teen Loans	4,691	4,021	16.66%
Juvenile			
Print	35,705	29,024	23.02%
Periodical	447	169	164.50%
Audio	3,481	3,246	7.24%
DVD	10,178	10,361	-1.77%
TOTAL Juvenile Loans	49,811	42,800	16.38%
Digital			
Digital Loan	2,952	1,488	98.39%
Equipment Loan	84	-	
DATABASES			
	Current Month	Prior Year Same Month	% Change
Online Database Uses	6,011	8,895	-32.42%
HOLDS			
	Current Month	Prior Year Same Month	% Change
Holds Placed	6,972	8,006	-12.92%
Holds Made Available	10,358	13,169	-21.35%
IN-HOUSE USE			
MATERIALS			
	Current Month	Prior Year Same Month	% Change
Reference--All	55	18	205.56%
Circulating--Juvenile	5,911	6,841	-13.59%
Circulating--Teen	320	2,127	-84.96%
Circulating--Commons		162	
Circulating--Adult	1,730	3,508	-50.68%
TOTAL In-House Use of Materials	8,016	12,656	-36.66%
Items moved on Shelf [combined with above until Sept. 2015]		-	

Monthly Statistical Report --July 2016

IN-HOUSE Continued						
PC USERS BY AREA				Current Month	Prior Year Same Month	% Change
Adult Guest Pass		1,427	-			
Adult Services		2,938	4,356	0.21%		
Youth Services		2,172	1,716	26.57%		
Teen Services		611	808	-24.38%		
Express Internet		43	202	-78.71%		
Patron Wi-Fi Uses		13,043	10,572	23.37%		
Total Users		20,234	17,654	14.61%		
Scanning & Fax Pages		4,569	3,594	27.13%		
Print & Copy Pages		16,270	13,137	23.85%		
USE OF STAFF MEDIATED EQUIPMENT				Current Month	Prior Year Same Month	% Change
3-D Printer		38	-			
Large Scale Poster Printer		2	-			
VHS to DVD Conversion		21	-			
TOTAL Use of Staff Mediated Equipment		61	-			
USERS OF STAFF MEDIATED SPACES BY LOCATION				Current Month	Prior Year Same Month	% Change
KidSpace Study Room		45	102	-55.88%		
Study Rooms 1-5		473	766	-38.22%		
Creative Studio A		20	0			
TOTAL Users of Staff Mediated Spaces		538	868	-37.99%		
MARKETING & PR				Current Month	Prior Year Same Month	% Change
Website Hits		31,346	36,649	-14.47%		
Facebook "Likes"		1,149	903	27.24%		
Buzz Blog views		366	688	-46.80%		
Media Hits (includes print and online articles and listings)		18	24	-25.00%		
e-News Subscribers		13,462	11,192	20.28%		
New Resident Letters (June) [Began tracking in March 2016]		66	-			
LIBRARY HOLDINGS				Items Added	Items Withdrawn	Library Holdings
Shelved materials		2,137	1,824	270,493		
Non-shelved materials		397	-	34,578		
Equipment		-	-	65		
Total		2,534	1,824	305,136		
LIBRARY SERVICES				Current Month	Prior Year Same month	% Change
Notary Public		255	138	84.78%		
Test Proctoring		12	17	-29.41%		
Voters' Registration		5	-			
SERVICE DESKS				Current Month	Prior Year Same Month	% Change
Quick Questions		9,897	4,637	113.44%		
Ready Assistance		5031	-			
Reference/Research		5,645	7,243	-22.06%		
TOTAL All Service Desks		20,573	6,198	231.93%		
Adult Services (3rd floor)						
Quick Questions		115	137	-16.06%		
Reference/Research		748	808	-7.43%		
Total Reference Desk		863	945	-8.68%		
Commons Desk						
Quick Questions			-			
Ready Assistance			-			
Total Commons Desk		0	-			

Monthly Statistical Report --July 2016

SERVICE DESKS Continued	Current Month	Prior Year Same Month	% Change			
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	108	149	-27.52%			
Reference/Research	999	2,071	-51.76%			
Total InfoDesk	1,107	2,220	-50.14%			
Patron Services [Began Tracking in Oct 2015]						
Quick Questions	5,665	-				
Ready Assistance	5,031					
Total Patron Services	10,696	-				
Technology Desk						
Quick Questions	105	258	-59.30%			
Reference/Research	961	1,211	-20.64%			
Total Tech Desk	1,066	1,469	-27.43%			
Teen Desk						
Quick Questions	743	680	9.26%			
Reference/Research	354	292	21.23%			
Total Teen Desk	1,097	972	12.86%			
Outreach Services						
Quick Questions	0	-				
Reference/Research	1,264	397	218.39%			
Bulk Loan Items Delivered to Nursing Homes	565	585	-3.42%			
Materials pulled for Homebound Users	801	1,081	-25.90%			
Total Outreach Services	2,630	2,063	27.48%			
Youth Services						
Quick Questions	3,161	3,413	-7.38%			
Reference/Research	1,319	2,464	-46.47%			
School Loans pulled	5	7	-28.57%			
Museum Adventure passes distributed	33	47	-29.79%			
Total Youth Services	4,518	5,931	-23.82%			
GRAND Total	21,977	13,600	61.60%			
Interlibrary Loan						
	Current Month	Prior Year Same Month	% Change			
Items Lent to CCS Libraries	5,026	3,036	65.55%			
Items Received from CCS Libraries for Patrons	3,783	3,252	16.33%			
Items Lent to OCLC Libraries	399	309	29.13%			
Items Received from OCLC Libraries for Patrons	80	42	90.48%			
Total	9,288	6,639	39.90%			
Outreach Services						
	Current Month	Prior Year Same Month	% Change			
Homebound						
Patrons	242	256	-5.47%			
Visits	167	250	-33.20%			
Institutions						
Institution Deposit Collections	12	13	-7.69%			
Visits	12	13	-7.69%			
Schools						
Items Delivered	105	219	-52.05%			
Trips	3	8	-62.50%			
VOLUNTEERS AND HOURS						
	Number of Volunteers	Hours This Month				
Admin/Tech Serv/Maint/PR & Library Events	98	371				
Adult & Outreach Services & Programs	8	32				
Digital Services & Programs	7	42				
Patron Services	6	17				
Teen Services & Programs	9	50				
KidSpace Services & Summer Reading Program	111	1,025				
Total Volunteers and Hours This Month	239	1,537				
Last Year's Volunteers/Hours Same Month	215	1,535				

Monthly Statistical Report --July 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	227	9,864	167	10,917	-9.65%
Teens Programs	12	996	22	679	46.69%
Adults Programs	42	1,527	32	932	63.84%
Outside Meetings	9	93	17	313	-70.29%
Exhibit	0				
TOTAL PROGRAMS AND EXHIBITS	290	12,480	238	12,841	-2.81%
Programs--Youth					
Babytime (parent & child)	3	155			
Evening Family Storytime	4	71			
Rise & Shine Storytime (parent & child)	4	104			
Mega Mondays: Minecraft, Yoga for Kids, Lego Club	3	73			
Bibliobop Dance Party	1	55			
Family Movie: <i>Norm of the North</i>	1	40			
Second Saturday Breakfast Bingo	1	95			
Second Sunday: The Great Scott's Magic	1	95			
Preschool Visits	1	16			
Outreach to Schools or Organizations: Librarians at programs	1	18			
Kid's Free Lunch	12	711			
Book Buddies	85	170			
Qudditch of the Mind	1	16			
The Three Billy Goats Gruff	1	50			
Summer Reading Club Registrations	ongoing	278			
Summer Reading Club added visits	ongoing	4,611			
Summer Reading Club finishers	ongoing	593			
YS Summer Reading Club Volunteer Sessions	80	860			
Kindle Book Club	2	14			
1000 Books Before Kindergarden (1KBK) registrations	1	7			
1000 Books Before Kindergarden (1KBK) added visits	ongoing	20			
Lego WeDo	2	14			
Pokemon Free Play with Pastimes	1	16			
Butterfly House	1	73			
Writing for Real	8	82			
Creative Cartooning Workshop	1	12			
Wonder Ground: Backyard Science	8	152			
Ipad Usage	1	465			
4th of July After Party at Grennen Park	1	175			
Toys and Games Use	1	594			
Video Games	1	229			
Total Youth Services Programs	227	9,864	167	10,917	-9.65%
Programs--Teen Audience					
Movie in the Underground: <i>Ghostbusters</i>	1	2			
Summer Reading Club Challenge	1	44			
Summer Reading Club Participants	1	229			
Summer Reading Club logs turned in	1	417			
Super Smash Bros Wii U Tournament	1	38			
Visits to School in Service Area	1	24			
SRC Promotion at Niles Teen Center	1	32			
Project Playbill Summer Theatre	3	31			
project Playbill Summer Theatre Performance	1	42			
Underground Videogames	1	137			
Total Teen Programs	12	996	22	679	46.69%

Monthly Statistical Report --July 2016

Programs--Adult Audience					
4th of July Parade	1	65			
Book Discussions- Literary Fiction	2	18			
Book Bites- Popular Fiction Discussion (w/Glenview Library)	1	20			
Commit to Get Fit: Improving Every Aspect of Your Life	1	16			
Conversation with Local Author: James Finn	1	5			
DS 3D Printed Selfie	1	13			
DS Creating a Green Screen Video	1	4			
DS Design Your Own T-Shirt	1	16			
DS Getting Started with Arduino	1	10			
DS Facebook 101	1	13			
DS Making a Laser Cutting Board	1	16			
DS Open Lab	1	10			
DS Tablet Tuesday	1	3			
DS Using Your iPad Part 1	1	13			
DS Using Your iPad Part 2	1	11			
DS 1-2-1	6	6			
Eastland Disaster: An Unparalleled Tragedy	1	34			
French Riviera: Art, Leisure and the Pursuit of Pleasure	1	27			
Job Counseling	1	1			
Keep Riding: Best Bicycle Maintenance	1	23			
New Release Movie: <i>Brooklyn</i>	1	25			
Niles Songwriters	1	6			
Oakton ESL English as a Second Language Classes	8	345			
Power Employment Workshop (Job Seekers)	1	12			
SCORE: Small Business Counseling	4	3			
Senior Coffee Hour: Mark Dvorak Concert	1	53			
Summer Reading Participation	1	759			
Total Adult Programs	42	1,527	32	932	63.84%
Outside Meetings					
Niles Communicators' Group	1	10			
Veterans' Information Table	1	7			
Niles Township Toastmasters	2	20			
Niles All American Toastmasters	2	15			
Jewish Genealogical Society of Illinois	1	10			
Niles Historical Society	1	11			
Niles Chamber of Commerce & Industry	1	20			
Total Outside Meetings	9	93	17	313	-70.29%
GRAND Total Programs	290	12,480	238	12,841	-2.81%

Patron Suggestions and Comments for August 2016

Responses to Patron Suggestions and Comments

Suggestions

It would be good to have a place for clothes and jackets for the cold season because it is hot to be here in jackets in the winter and all the chairs and tables are full of clothes, we cannot sit or use a table. L. A.
We will look into the possibilities for this. Thank you for the suggestion with plenty of time to act on it.

A dedicated home school resource café such as at Johnsburg, IL library. I'll help. A. H., Niles.
Thank you for the suggestion and the kind offer to help. I will pass your contact information along to the Youth Services staff.

I would like to bring this suggestion to a topic for the community. I came from Orland, FL and I noticed they have water fountains for the public use in a variety of places that are made for and capable of refilling bottles and cups. I would like to bring the idea here to Illinois. If you want to look into it, contact the Lynx Public Transportation in Florida and the Orange County Library and Orlando Park District. M. V.
Thank you. We are looking into this now.

1. When viewing images in Windows Photo Viewer they have a yellowish cast. This is a well-known problem but you have to access the control panel to fix it which we are prevented from doing. Thank you.
2. The computers downstairs have an outdated video driver. I researched the info and the new update was released earlier this month. It is a small download that will allow the system and programs to run better and efficiently. Some programs I personal use do not work because of the outdated driver! Please update! 😊 Z.
3. Please update the video drivers on the computers in the lab. D.

I will pass your comments along to the IT staff and we will try to get these issues fixed soon.

We need 15 minute computers.

If we have requests from several multiple patrons, we will try to find room for an express computer once again. For now, we seem to have enough computers whether someone needs one for fifteen minutes or an hour. Thank you for letting us know what you would like.

Hello dear Librarians—I spend a lot of time on the third floor studying at the tables opposite the DVD collection. So often people are on their cell phones talking, talking, and talking. When I complain to the librarian in charge and she goes to tell the person to stop using their cell phone, they say well I can hear the people in here talking all the time! Also the cell phone people say there's no sign. There should be signs saying this is a QUIET ZONE. Please help! Please put in QUIET AREA signs. This drives me crazy! BTW this is a wonderful library. You just need some QUIET ZONE signs. Trying to study.

That floor was actually designed to be a less formal study area, with larger tables for group use, and conversational seating. However, we do ask that patrons be considerate, and we will be posting signs to that effect very soon. The top floor is our silent zone, and you might find it better for your needs. Thank you for taking the time to write.

We like and enjoy the services the library has to offer but would like to suggest that your patrons don't put their feet on the furniture.

People's bare feet on the library furniture? Really?!!! It's disgusting!! Not to mention unhealthy. I don't even see any signs asking people not to put their feet on the furniture. Can't anything be done?

Many people work long hours here in the Library and get uncomfortable, so they try some different ways to sit. We discourage putting feet on furniture and will continue to do so, and are working on signage regarding expected behavior in the Library. Thank you both for writing.

Frustrations

My son went to ask one of the librarians on the second floor in the movie section if you had *Eddie the Eagle* in and the lady and guy were just talking to each other ignoring him and when he spoke the lady told him to "be quiet." She then took a phone call and the guy continued to stand there staring at him and not helping. Extremely disappointed. M. W., Niles.

I am very sorry this happened to your son. I believe from talking with staff that the man was a member of our security staff who is no longer with us, and the people who work at that desk have been reminded to treat all patrons courteously.

The employee was wearing "Hawaii" on her shirt. She didn't hear, I had to spell out what I was looking for—repeat it several times—and then she said we don't have that...(a very popular new book) very frustrating—(you do have it).

I visited the library on 7/25 at 8 PM. I tried to order two books. The lady was not very helpful. She kept saying they're in Hot Picks—they were not. Then in the computer lab I asked for a regular chair and they would not give me one. I am disabled and was very unhappy with my treatment. G. R.

Thank you both for letting me know. I will check into this further, both the issues with the wrong information and with not getting a regular chair. I apologize.

I was in the quiet room and security came in the room to tell me to put my feet down. However, when I initially came into the room, the room was a mess. I had to use the napkin in my bag to wipe down the crumbs. Thank God I was taking a break when he came in because that would be so rude of him to come in the room while I was trying to study. B. C.

I am sorry the room was a mess when you came in, and will talk with staff about how to ensure the rooms remain clean throughout the day; however, security staff is permitted to enter the study rooms as needed.

Comments

1. This library is amazing.
2. I loved this library until this old librarian screamed at my child for accidentally bumping into her. That's what got me mad. Boo you!
3. The Kidspace staff is the absolute best. They have helped our children love to read. I have been here for 7 years and will miss this place. You have been a part of our family and lives. God bless you all. Never underestimate the power of books!!! G. R.
4. This place is very great. C. C.

5. I would like to share that Stacy has been most helpful in so many ways over time, but this is the first time I am writing a comment. She has style and information—she knows how to share. Great library and staff. Thank you! B. E.
6. Please continue with the continuous improvements, especially in technology, printing and scanning! Thank you!
7. Thank you so much for the DVD from VHS tape service. Niles Library is amazing. The staff is always helpful and friendly. My children love it here as well. Thanks for letting Chicago residents use your services. D. O'D.
8. Mark Dvorak was a big time Great!

Thank you so much for taking the time to give us your thoughts. It is helpful and we appreciate it very much.

New Business - Recommended Actions

A. Recommended Action on Resolution 16-01

MOVE the Library Board of Trustees approve Resolution 16-01 “resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings.”

Memorandum A of Recommended Board Action

The Library makes certain deductions from employees payable through a Section 125 Plan which result in tax free treatment to the employees. As a result, these deductions are removed from the employees’ taxable income on their W2. This resolution causes the Section 125 Plan deductions to be added back to taxable income for the purpose of calculating pension benefits.



Suggested resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings

IMRF Form 6.72 (Rev. 08/03)

PLEASE ENTER Employer IMRF I.D. Number

RESOLUTION

Number _____

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include compensation paid under an Internal Revenue Code section 125 plan or compensation directed into a premium conversion plan or flexible spending account; and

WHEREAS, an IMRF participating unit of government may elect to include in IMRF earnings compensation paid under an I.R.C. section 125 plan or compensation directed into a premium conversion plan or flexible spending account by action of the governing body; and

WHEREAS, the _____ of the
BOARD, COUNCIL, etc.

_____ is authorized to include
EMPLOYER NAME
section 125 plan and premium conversion and flexible spending account compensation as earnings reportable to IMRF and it is desirable that it do so.

NOW THEREFORE BE IT RESOLVED that the _____ of the
BOARD, COUNCIL, etc.

_____ does hereby elect to
EMPLOYER NAME
include as earnings reportable to IMRF compensation paid under an I.R.C. section 125 plan and/or compensation directed into a premium conversion plan or flexible spending account effective _____.
EFFECTIVE DATE

BE IT FURTHER RESOLVED that the _____ is authorized and directed
CLERK OR SECRETARY OF THE BOARD
to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

CERTIFICATION

I, _____, the _____
NAME CLERK OR SECRETARY
of the _____ of the County of _____,
EMPLOYER NAME COUNTY
State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of a resolution duly adopted by its _____ at a meeting duly convened
GOVERNING BODY
and held on the _____ day of _____, 20 _____.

SEAL

CLERK OR SECRETARY OF THE BOARD

Illinois Municipal Retirement Fund

Suite 500, 2211 York Road, Oak Brook Illinois 60523-2337 www.imrf.org
Member Services Representatives 800/ASK-IMRF (1-800-275-4673)

New Business—Recommended Actions

B. Recommended Action on Food for Fines Drive

MOVE the Library Board of approve a Food for Fines Drive from September 1-15, 2016.

Memorandum B of Recommended Board Action

In honor of National Library Card Sign-Up Month in September, we would like to have a Food for Fines Drive from September 1-15, 2016 to allow patrons to clear their cards. Library cardholders would get \$1 in current fines waived for each can or package of food donated during the drive for a maximum of \$50 per household. Fines would be waived only for materials borrowed from the Niles Public Library District, not from other libraries. All donations will be divided equally to the Maine Township, Niles Township, and Niles Family Services food pantries. The purpose of the drive is to help the local community, to encourage the return of overdue materials, and to allow patrons with fines on their accounts and/or with expired library cards to start using the Library's services again.

August 17, 2016

New Business—Recommended Actions

C. Recommended Action on Strategic Planning Consultant

MOVE to approve the proposal from Kimberly Bolan & Associates for Strategic Planning for a total cost not to exceed \$25,000.

Memorandum C of Recommended Board Action