



Niles Public Library District

Regular Board Meeting

Wednesday, November 16, 2016 7:00 PM

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

November 16, 2016

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Library President for the Day Presentation of Key to the Library
4. Library Audit - Judy Walther, McClure, Inserra & Company
5. Approval of Minutes
 - A. Approve the Regular Board Meeting Minutes of October 19, 2016 4
6. Public Comment
7. Treasurer's Report
 - A. Review Financial Reports 7
 - B. Approve the payment of the bills for operating expenses of \$196,980.79, payroll expenses of \$254,616.47, Special Reserve expenses of \$0.00 for a total monthly expense of \$451,597.26 14
8. Director's Report
 - A. Highlights 18
 - B. Monthly Statistics 23
9. Communications 28
10. Committee Reports
 - A. Building & Grounds
 - B. Technology
11. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
12. Secretary's Report
13. New Business
 - A. Adopt Ordinance 16-07, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2016 and 29

Board Meeting Agenda - November 16, 2016

Ending June 30, 2017

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| B. Adopt Resolution 16-02, a Resolution to Cast a Ballot in the 2016 IMRF Executive Trustee Election in favor of David C Miller. | 35 |
| C. Transfer \$2.0 million to the Illinois Municipal Retirement Fund (IMRF) | 39 |
| D. Adopt Ordinance 16-08, An Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing its Conveyance or Sale | 40 |
14. Unfinished Business
 15. Other
 16. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
October 19, 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

Rob Breit, Carolyn Drblik, Barbara Nakanishi, Patti Rozanski, Linda Ryan. Tim Spadoni gave previous notice. Karen Dimond arrived at 7:20 PM.

Library Staff Present

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

Call to Order

The Regular Board Meeting of the Niles Public Library District Board of Trustees was called to order by President Linda Ryan 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 September 21, 2016

Trustee Nakanishi MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of September 21, 2016. Trustee Rozanski seconded.

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

Public Comment

There were none.

Treasurer's Report

The Library Board reviewed the September 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 \$229,830.24, payroll expenses of \$273,979.84, Special Reserve expenses of \$0.00, for a total monthly expense of \$503,810.08. Trustee Rozanski seconded.

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

Director's Report

- Highlights
- Strategic Planning Process Timeline
- RAILS handout on Keys to being a Better Library Trustee
- Library President for the Day
- Discussion of Passport Agency Desk with Product Architecture

Communications

They were included in the Board packet.

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

Trustee Nakanishi provided the Trustees with a draft of the Minutes from the Committee Meeting on October 11, 2016. The Committee reviewed and discussed proposals submitted for the design of exterior signage from The Lakota Group and Product Architecture. It is the Committee's recommendation to hire Product Architecture. Discussion was held on the renovation of bathrooms in KidSpace and the public bathrooms on the third floor.

Liaison Reports**Friends of the Library**

Trustee Drblik reported that no meeting was held in September.

Legislative

There was no report.

RAILS

There was no report.

Secretary's Report

There was no report.

New Business**Product Architecture**

The Building and Grounds Committee MOVED the Library Board of Trustees approve the proposal for designing exterior signage from Product Architecture.

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

Upgrade of Wireless Access Points

Trustee Dimond MOVED the Library Board of Trustees approve the expenditure not to exceed \$7,747.68 from the Special Reserve Fund to upgrade the Library District's wireless access points to provide more robust and reliable wireless connections for patrons and staff. Trustee Nakanishi seconded.

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

Discussion on IMRF Liability Status

Mr. Pritz gave a presentation to the Board suggesting that they consider moving funds from some of the Library's investments (currently earning 1.5%) to pay some of the money the Library will owe IMRF for its share which includes the money for any years that staff may buy back. The Board will vote at next month's meeting on making a significant payment to IMRF which would reduce the unfunded liability.

Discussion and determination of the 2016/17 levy

A discussion was held and it was the consensus of the Board to leave the tax rate the same as last year's. Mr. Pritz will draft the Levy Ordinance for the November meeting.

Unfinished Business**Discussion of Voting Order**

A discussion was held by the Board on the current voting order which is alphabetical and the suggested voting order which is the person who makes the motion, votes first and the voting continues clockwise. President Ryan went around the table asking for the Trustees' preference. It was decided to try the new voting order in November.

Other

President Ryan suggested that all of the Trustees obtain ALA memberships. The Trustees asked Ms. Lempke to obtain costs for memberships of various associations and what the memberships would include.

Adjournment

Trustee Rozanski MOVED to adjourn. Trustee Drblik seconded.

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

The meeting adjourned at 8:44 PM.

President

Secretary

DRAFT

Financial Statement Narrative

For the month of October 2016 and the year then ended

Revenue

Revenue was short of budget expectations by \$79,219 for the month and exceeded expectations by \$243,172 for the year. The variances are due primarily to real estate tax collection rates.

Expenditures

Salaries

Salaries for the month are \$5,479 short or 2.0% and short of budget estimates by \$70,268 or 6.6% on the year.

Library Materials

Library Materials for the month is \$19,185 under budget or 31.1% and \$31,712 over budget or 12.9%. This is due primarily to the payment of annual subscription for some of the Library's database product offerings earlier in the calendar and advance buying of Adult DVDs and Adult Books.

Library Operating Expenses

Library Operating Expenses is \$8,309 under budget or 26.1% for the month and \$34,534 or 27.1% year to date. This is due primarily to slow spending in software and per capita line items.

General and Administrative

General and Administrative expenses is \$2,226 under budget estimates or 9.1% for the month and \$29,481 or 30.1% year to date. This is due primarily to slow spending in the consultant line item.

Employee Fringe Benefits

Employee Fringe Benefits is \$13,014 under budget or approximately 17.7% for the month and \$27,759 or 9.4% year to date. These numbers reflect charges from IMRF for the month of October totaling \$18,840.

Utilities

Utilities is within \$2,000 of budgeted expense both monthly and year to date.

Net Surplus/(Deficit)

For the month, the Net Deficit is \$432,151 which is \$7,279 favorable to the budgeted net deficit of \$439,430 and \$490,875 favorable year to date.

Niles Public Library District

Balance Sheet

October 31, 2016

	GENERAL FUND 10/31/2016	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,772,281)	\$324,432	\$1,576,227	\$128,379
Investments	\$10,574,385			\$10,574,385
Total Cash and Investments	\$8,802,105	\$324,432	\$1,576,227	\$10,702,764
Receivables				
Property Tax Receivable, net	\$3,244,733	\$136,711		\$3,381,444
Replacement Tax Receivable	\$24,226			\$24,226
Total Receivables	\$3,268,959	\$136,711	\$0	\$3,405,670
Prepaid Items				
Prepaid Expense	\$96,555			\$96,555
Total Prepaid Items	\$96,555	\$0	\$0	\$96,555
Total Assets	\$12,167,619	\$461,143	\$1,576,227	\$14,204,989
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$143,470	\$10,311	\$0	\$153,781
Accounts Payable-Friends of the Library	\$21,178			\$21,178
Other Liabilities	\$33,125			\$33,125
Deferred Revenues	\$2,892,223	\$121,858		\$3,014,081
Total Liabilities	\$3,089,996	\$132,169	\$0	\$3,222,165
Fund Balance				
Fund Balance	\$9,077,623	\$328,973	\$1,576,227	\$10,982,824
Total Fund Balance	\$9,077,623	\$328,973	\$1,576,227	\$10,982,824
Total Liabilities and Fund Balance	\$12,167,619	\$461,143	\$1,576,227	\$14,204,989

Niles Public Library District Income Statement-Consolidated

October 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes		\$68,000	(\$68,000)	\$3,450,275	\$3,196,000	\$254,275	\$6,800,000	51%
Replacement Taxes		\$12,083	(\$12,083)	\$49,081	\$48,333	\$748	\$145,000	34%
Per Capita Grant							\$44,157	
Grants-Other		\$83	(\$83)		\$333	(\$333)	\$1,000	
Investment Income	\$7,245	\$5,000	\$2,245	\$14,138	\$20,000	(\$5,862)	\$60,000	24%
Fines	\$2,037	\$4,167	(\$2,130)	\$8,362	\$16,667	(\$8,305)	\$50,000	17%
Lost Books	\$940	\$625	\$315	\$3,258	\$2,500	\$758	\$7,500	43%
Pay For Print	\$2,331	\$1,667	\$664	\$8,776	\$6,667	\$2,110	\$20,000	44%
Non-Resident Fees				\$333		\$333		
Flash Drive & Ear Bud Sales	\$4		\$4	\$27		\$27		
Commissions & Fees	\$13		\$13	\$24		\$24		
Donations-Friends of the Library		\$117	(\$117)		\$467	(\$467)	\$1,400	
Donations				\$5		\$5		
Miscellaneous	\$66	\$113	(\$47)	\$309	\$450	(\$141)	\$1,350	23%
Total Revenues	\$12,636	\$91,854	(\$79,219)	\$3,534,589	\$3,291,417	\$243,172	\$7,130,407	50%
Expenditures								
Salaries								
Library Director	\$10,472	\$10,508	\$36	\$42,294	\$42,031	(\$263)	\$126,094	34%
Payroll-Department Managers	\$14,735	\$14,361	(\$374)	\$56,626	\$57,443	\$817	\$172,329	33%
Payroll-Division Supervisors	\$36,962	\$36,481	(\$481)	\$144,623	\$145,925	\$1,302	\$437,775	33%
Payroll-Librarian I	\$99,377	\$101,000	\$1,623	\$389,255	\$403,998	\$14,743	\$1,211,994	32%
Payroll-Library Grade V	\$58,436	\$59,874	\$1,438	\$213,905	\$239,494	\$25,589	\$718,482	30%
Payroll-Library Grade VI	\$27,218	\$25,476	(\$1,742)	\$89,584	\$101,904	\$12,320	\$305,712	29%
Payroll-Library Pages	\$7,281	\$10,240	\$2,959	\$29,886	\$40,958	\$11,072	\$122,874	24%
Payroll-Sundays	\$5,751	\$7,167	\$1,416	\$26,608	\$28,667	\$2,058	\$86,000	31%
Adjustments		\$833	\$833		\$3,333	\$3,333	\$10,000	
Substitutes	\$1,145	\$917	(\$229)	\$4,371	\$3,667	(\$704)	\$11,000	40%
Total Salaries	\$261,376	\$266,855	\$5,479	\$997,152	\$1,067,420	\$70,268	\$3,202,260	31%

Niles Public Library District
Income Statement-Consolidated

October 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$13,157	\$14,458	\$1,302	\$57,875	\$57,833	(\$41)	\$173,500	33%
Books-Youth Services	\$3,233	\$6,250	\$3,017	\$19,897	\$25,000	\$5,103	\$75,000	27%
Books-Teen	\$937	\$1,250	\$313	\$4,416	\$5,000	\$584	\$15,000	29%
Downloadables	\$2,670	\$6,667	\$3,996	\$21,662	\$26,667	\$5,004	\$80,000	27%
Periodicals		\$3,000	\$3,000	\$11,551	\$12,000	\$449	\$36,000	32%
AV-Adult	\$9,196	\$10,083	\$888	\$58,697	\$40,333	(\$18,364)	\$121,000	49%
AV-Youth Services	\$2,021	\$3,500	\$1,479	\$7,882	\$14,000	\$6,118	\$42,000	19%
AV-Teen	\$1,012	\$1,000	(\$12)	\$3,260	\$4,000	\$740	\$12,000	27%
Online Databases	\$10,215	\$15,417	\$5,202	\$92,973	\$61,667	(\$31,306)	\$185,000	50%
Total Library Materials	\$42,440	\$61,625	\$19,185	\$278,212	\$246,500	(\$31,712)	\$739,500	38%
Library Operating Expenditures								
CCS Charges	\$6,471	\$6,471	\$0	\$25,884	\$25,885	\$1	\$77,654	33%
Processing & Supplies	\$1,982	\$1,333	(\$648)	\$11,389	\$5,333	(\$6,056)	\$16,000	71%
Internet Charges	\$1,179	\$1,408	\$229	\$4,523	\$5,633	\$1,111	\$16,900	27%
Software, Licenses	\$7,794	\$6,759	(\$1,034)	\$12,713	\$27,038	\$14,325	\$81,113	16%
Printing	\$127	\$3,729	\$3,603	\$6,082	\$14,917	\$8,835	\$44,750	14%
Library Supplies	\$406	\$675	\$269	\$1,064	\$2,700	\$1,636	\$8,100	13%
Programming & Support-Adult	\$1,198	\$1,913	\$715	\$6,997	\$7,652	\$655	\$22,955	30%
Programming & Support-Juvenile	\$1,160	\$3,404	\$2,244	\$8,597	\$13,617	\$5,020	\$40,850	21%
Programming & Support-Events	\$825	\$492	(\$333)	\$1,681	\$1,967	\$286	\$5,900	28%
Programming & Support-Teen	\$624	\$608	(\$16)	\$2,172	\$2,433	\$262	\$7,300	30%
Public Performing Rights		\$117	\$117		\$467	\$467	\$1,400	
Computer Charges OCLC	\$927	\$927	\$0	\$3,708	\$3,709	\$1	\$11,126	33%
Miscellaneous		\$83	\$83	\$501	\$333	(\$167)	\$1,000	50%
Per Capita Grant Expenditures	\$500	\$3,680	\$3,180	\$6,761	\$14,719	\$7,958	\$44,157	15%
Grant - Other Expenditures		\$83	\$83		\$333	\$333	\$1,000	
Volunteers	\$307	\$125	(\$182)	\$631	\$500	(\$131)	\$1,500	42%
Total Library Operating Expenditures	\$23,499	\$31,809	\$8,309	\$92,700	\$127,235	\$34,534	\$381,705	24%

Niles Public Library District
Income Statement-Consolidated

October 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	\$3,567	\$2,667	(\$901)	\$10,781	\$10,667	(\$114)	\$32,000	34%
Copiers		\$983	\$983	\$2,268	\$3,933	\$1,665	\$11,800	19%
Professional Development	\$647	\$2,368	\$1,721	\$4,581	\$9,472	\$4,891	\$28,415	16%
Mileage	\$530	\$213	(\$317)	\$1,221	\$850	(\$371)	\$2,550	48%
Professional Collection	\$36	\$83	\$47	\$180	\$333	\$153	\$1,000	18%
Legal Fees	\$483	\$2,083	\$1,600	\$5,817	\$8,333	\$2,516	\$25,000	23%
Consultants	\$8,520	\$5,417	(\$3,103)	\$8,838	\$21,667	\$12,829	\$65,000	14%
Kitchen Supplies	\$40	\$125	\$85	\$191	\$500	\$309	\$1,500	13%
Promotional Expense	\$175	\$1,913	\$1,737	\$3,323	\$7,650	\$4,327	\$22,950	14%
Office Supplies	\$1,213	\$2,083	\$871	\$6,247	\$8,333	\$2,086	\$25,000	25%
Postage & Freight	\$3,213	\$1,500	(\$1,713)	\$7,048	\$6,000	(\$1,048)	\$18,000	39%
Publication of Notices-Advertisements		\$100	\$100	\$941	\$400	(\$541)	\$1,200	78%
Subscriptions & Dues	\$297	\$990	\$693	\$2,874	\$3,962	\$1,088	\$11,885	24%
Collection Services	(\$28)	\$83	\$111	(\$9)	\$333	\$342	\$1,000	(1)%
Telephone	\$1,231	\$1,083	(\$148)	\$5,234	\$4,333	(\$901)	\$13,000	40%
Trustee Expense		\$333	\$333		\$1,333	\$1,333	\$4,000	
Payroll Service	\$1,178	\$1,250	\$72	\$4,724	\$5,000	\$276	\$15,000	31%
Bank Fees	\$221	\$275	\$54	\$458	\$1,100	\$642	\$3,300	14%
Parking Lease	\$881	\$881		\$3,524	\$3,524		\$10,572	33%
Total General and Administration	\$22,205	\$24,431	\$2,226	\$68,242	\$97,724	\$29,481	\$293,172	23%
Vehicle Operation								
Gas, Oil, Grease	\$37	\$83	\$47	\$232	\$333	\$102	\$1,000	23%
Repairs & Maintenance		\$150	\$150	\$65	\$600	\$535	\$1,800	4%
Miscellaneous		\$8	\$8		\$33	\$33	\$100	
Auto Insurance					\$1,435	\$1,435	\$1,435	
Total Vehicle Operation	\$37	\$242	\$205	\$297	\$2,402	\$2,105	\$4,335	7%

Niles Public Library District
Income Statement-Consolidated

October 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	\$19,315	\$20,833	\$1,518	\$72,509	\$83,333	\$10,824	\$250,000	29%
Group Health	\$36,803	\$43,347	\$6,543	\$165,707	\$173,386	\$7,679	\$520,158	32%
Health Reimbursement Account	\$379	\$5,500	\$5,121	\$13,304	\$22,000	\$8,696	\$66,000	20%
Dental	\$1,907	\$1,667	(\$241)	\$6,212	\$6,667	\$455	\$20,000	31%
Vision	\$530	\$583	\$54	\$2,180	\$2,333	\$153	\$7,000	31%
FSA fee	\$60	\$100	\$40	\$240	\$400	\$160	\$1,200	20%
Life, LTD, AD&D, STD	\$1,522	\$1,500	(\$22)	\$6,208	\$6,000	(\$208)	\$18,000	34%
Total Employee Fringe Benefits	\$60,516	\$73,530	\$13,014	\$266,360	\$294,119	\$27,759	\$882,358	30%
Utilities								
Gas	\$275	\$1,250	\$975	\$975	\$5,000	\$4,025	\$15,000	6%
Electric	\$7,054	\$8,333	\$1,279	\$34,287	\$33,333	(\$954)	\$100,000	34%
Water	\$639	\$667	\$28	\$3,443	\$2,667	(\$776)	\$8,000	43%
Total Utilities	\$7,968	\$10,250	\$2,282	\$38,705	\$41,000	\$2,295	\$123,000	31%
Capital Expenditures								
Special Reserve - Building		\$8,550	\$8,550	\$14,916	\$34,200	\$19,284	\$102,600	15%
Special Reserve - Equipment		\$12,333	\$12,333	\$25,819	\$49,333	\$23,514	\$148,000	17%
Total Capital Expenditures	\$0	\$20,883	\$20,883	\$40,735	\$83,533	\$42,798	\$250,600	16%
Audit								
Audit Expense				\$8,700		(\$8,700)	\$15,000	58%
Total Audit Expenditures	\$0	\$0	\$0	\$8,700	\$0	(\$8,700)	\$15,000	58%
Liability Insurance								
Liability Insurance					\$29,160	\$29,160	\$29,160	
Total Liability Expenditures	\$0	\$0	\$0	\$0	\$29,160	\$29,160	\$29,160	0%

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

October 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$18,489	\$20,631	\$2,142	\$76,966	\$82,524	\$5,558	\$247,573	31%
Total Social Security Expenditures	\$18,489	\$20,631	\$2,142	\$76,966	\$82,524	\$5,558	\$247,573	31%
Workers' Compensation								
Workers' Compensation				\$599	\$22,168	\$21,569	\$22,168	3%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$599	\$22,168	\$21,569	\$22,168	3%
Unemployment Compensation								
Unemployment Compensation	\$443	\$1,458	\$1,015	\$2,779	\$5,833	\$3,055	\$17,500	16%
Total Unemployment Compensation Expenditures	\$443	\$1,458	\$1,015	\$2,779	\$5,833	\$3,055	\$17,500	16%
Building & Equipment Maintenance								
Repairs & Improvements	\$5,263	\$3,833	(\$1,430)	\$29,269	\$15,333	(\$13,936)	\$46,000	64%
Contractual Maintenance	\$384	\$3,333	\$2,949	\$7,263	\$13,333	\$6,071	\$40,000	18%
Non-Contractual Maintenance	\$214	\$1,250	\$1,036	\$8,880	\$5,000	(\$3,880)	\$15,000	59%
Equipment Maintenance	\$294	\$5,250	\$4,956	\$2,516	\$21,000	\$18,484	\$63,000	4%
Non Capital Expenses		\$833	\$833	\$2,994	\$3,333	\$340	\$10,000	30%
Furniture & Fixtures	\$1,659	\$5,071	\$3,412	\$7,830	\$20,283	\$12,454	\$60,850	13%
Total Building & Equipment Maintenance Expenditures	\$7,814	\$19,571	\$11,757	\$58,751	\$78,283	\$19,532	\$234,850	25%
Total Expenditures	\$444,787	\$531,285	\$86,498	\$1,930,199	\$2,177,901	\$247,703	\$6,443,181	30%
NET SURPLUS/(DEFICIT)	(\$432,151)	(\$439,430)	\$7,279	\$1,604,390	\$1,113,515	\$490,875	\$687,226	233%

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74208	Accounts Payable	Computer Check	11/16/2016	AFLAC	\$0.00	\$339.04	(\$339.04)	11/30/2016	Outstanding
74209	Accounts Payable	Computer Check	11/16/2016	ALLIANCE ENTERTAINMENT	\$0.00	\$405.73	(\$744.77)	11/30/2016	Outstanding
74210	Accounts Payable	Computer Check	11/16/2016	AMARK INDUSTRIES	\$0.00	\$680.80	(\$1,425.57)	11/30/2016	Outstanding
74211	Accounts Payable	Computer Check	11/16/2016	SYNCB/ AMAZON	\$0.00	\$714.21	(\$2,139.78)	11/30/2016	Outstanding
74212	Accounts Payable	Computer Check	11/16/2016	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$197.00	(\$2,336.78)	11/30/2016	Outstanding
74213	Accounts Payable	Computer Check	11/16/2016	ANDERSON LOCK	\$0.00	\$36.00	(\$2,372.78)	11/30/2016	Outstanding
74214	Accounts Payable	Computer Check	11/16/2016	ASI	\$0.00	\$316.00	(\$2,688.78)	11/30/2016	Outstanding
74215	Accounts Payable	Computer Check	11/16/2016	AT&T	\$0.00	\$43.55	(\$2,732.33)	11/30/2016	Outstanding
74216	Accounts Payable	Computer Check	11/16/2016	AT&T	\$0.00	\$428.49	(\$3,160.82)	11/30/2016	Outstanding
74217	Accounts Payable	Computer Check	11/16/2016	AUTOMATIC BUILDING CONTRO	\$0.00	\$2,854.99	(\$6,015.81)	11/30/2016	Outstanding
74218	Accounts Payable	Computer Check	11/16/2016	BAKER & TAYLOR	\$0.00	\$177.64	(\$6,193.45)	11/30/2016	Outstanding
74219	Accounts Payable	Computer Check	11/16/2016	DONNA BLOCK	\$0.00	\$156.29	(\$6,349.74)	11/30/2016	Outstanding
74220	Accounts Payable	Computer Check	11/16/2016	IVANA BRKIJACIC	\$0.00	\$25.00	(\$6,374.74)	11/30/2016	Outstanding
74221	Accounts Payable	Computer Check	11/16/2016	BRODART CO.	\$0.00	\$880.00	(\$7,254.74)	11/30/2016	Outstanding
74222	Accounts Payable	Computer Check	11/16/2016	CALL ONE	\$0.00	\$1,187.28	(\$8,442.02)	11/30/2016	Outstanding
74223	Accounts Payable	Computer Check	11/16/2016	ARIANNE CAREY	\$0.00	\$65.74	(\$8,507.76)	11/30/2016	Outstanding
74224	Accounts Payable	Computer Check	11/16/2016	CENGAGE LEARNING, INC.	\$0.00	\$940.19	(\$9,447.95)	11/30/2016	Outstanding
74225	Accounts Payable	Computer Check	11/16/2016	CHILD CARE CENTER ASSN.	\$0.00	\$12.95	(\$9,460.90)	11/30/2016	Outstanding
74226	Accounts Payable	Computer Check	11/16/2016	CINTAS CORPORATION LOC. 769	\$0.00	\$752.11	(\$10,213.01)	11/30/2016	Outstanding
74227	Accounts Payable	Computer Check	11/16/2016	VALERIE CLARK	\$0.00	\$23.44	(\$10,236.45)	11/30/2016	Outstanding
74228	Accounts Payable	Computer Check	11/16/2016	COMED	\$0.00	\$7,054.02	(\$17,290.47)	11/30/2016	Outstanding
74229	Accounts Payable	Computer Check	11/16/2016	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$17,790.47)	11/30/2016	Outstanding
74230	Accounts Payable	Computer Check	11/16/2016	COOPERATIVE COMPUTER SERV	\$0.00	\$7,398.00	(\$25,188.47)	11/30/2016	Outstanding
74231	Accounts Payable	Computer Check	11/16/2016	CECILIA CYGNAR	\$0.00	\$12.64	(\$25,201.11)	11/30/2016	Outstanding
74232	Accounts Payable	Computer Check	11/16/2016	DAMEN AVE. PUPPETEERS/SUSA	\$0.00	\$215.00	(\$25,416.11)	11/30/2016	Outstanding
74233	Accounts Payable	Computer Check	11/16/2016	CAROLYN DRISCOLL	\$0.00	\$16.00	(\$25,432.11)	11/30/2016	Outstanding
74234	Accounts Payable	Computer Check	11/16/2016	MARK DVORAK	\$0.00	\$250.00	(\$25,682.11)	11/30/2016	Outstanding
74235	Accounts Payable	Computer Check	11/16/2016	EAST MAINE SCHOOL DISTRICT 6	\$0.00	\$500.00	(\$26,182.11)	11/30/2016	Outstanding
74236	Accounts Payable	Computer Check	11/16/2016	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$26,682.11)	11/30/2016	Outstanding
74237	Accounts Payable	Computer Check	11/16/2016	EBSCO INFORMATION SERVICES	\$0.00	\$24.99	(\$26,707.10)	11/30/2016	Outstanding
74238	Accounts Payable	Computer Check	11/16/2016	MARYELLEN ESSIG	\$0.00	\$38.88	(\$26,745.98)	11/30/2016	Outstanding
74239	Accounts Payable	Computer Check	11/16/2016	FIFTH THIRD BANK	\$0.00	\$1,062.04	(\$27,808.02)	11/30/2016	Outstanding
74240	Accounts Payable	Computer Check	11/16/2016	FIFTH THIRD BANK	\$0.00	\$2,224.10	(\$30,032.12)	11/30/2016	Outstanding
74241	Accounts Payable	Computer Check	11/16/2016	FINDAWAY WORLD, LLC	\$0.00	\$352.43	(\$30,384.55)	11/30/2016	Outstanding
74242	Accounts Payable	Computer Check	11/16/2016	FLEXSOURCE, LLC	\$0.00	\$368.00	(\$30,752.55)	11/30/2016	Outstanding
74243	Accounts Payable	Computer Check	11/16/2016	GARVEY'S OFFICE PRODUCTS	\$0.00	\$3,197.15	(\$33,949.70)	11/30/2016	Outstanding
74244	Accounts Payable	Computer Check	11/16/2016	LOUIS GONZALEZ	\$0.00	\$400.00	(\$34,349.70)	11/30/2016	Outstanding
74245	Accounts Payable	Computer Check	11/16/2016	DEBORAH GRAHAM	\$0.00	\$57.29	(\$34,406.99)	11/30/2016	Outstanding
74246	Accounts Payable	Computer Check	11/16/2016	GRAINGER	\$0.00	\$1,964.24	(\$36,371.23)	11/30/2016	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74247	Accounts Payable	Computer Check	11/16/2016	IRA GROBART	\$0.00	\$69.95	(\$36,441.18)	11/30/2016	Outstanding
74248	Accounts Payable	Computer Check	11/16/2016	GROOT INDUSTRIES, INC.	\$0.00	\$213.63	(\$36,654.81)	11/30/2016	Outstanding
74249	Accounts Payable	Computer Check	11/16/2016	KATHLEEN GUNIA	\$0.00	\$18.95	(\$36,673.76)	11/30/2016	Outstanding
74250	Accounts Payable	Computer Check	11/16/2016	HEALTHCARE SERVICE CORPOR	\$0.00	\$44,811.88	(\$81,485.64)	11/30/2016	Outstanding
74251	Accounts Payable	Computer Check	11/16/2016	INFOGROUP	\$0.00	\$10,215.00	(\$91,700.64)	11/30/2016	Outstanding
74252	Accounts Payable	Computer Check	11/16/2016	INFORMATION DIGGERS	\$0.00	\$200.00	(\$91,900.64)	11/30/2016	Outstanding
74253	Accounts Payable	Computer Check	11/16/2016	INGRAM LIBRARY SERVICES	\$0.00	\$14,488.15	(\$106,388.79)	11/30/2016	Outstanding
74254	Accounts Payable	Computer Check	11/16/2016	ISLMA	\$0.00	\$20.00	(\$106,408.79)	11/30/2016	Outstanding
74255	Accounts Payable	Computer Check	11/16/2016	ELIZABETH M. KENNEDY	\$0.00	\$4.99	(\$106,413.78)	11/30/2016	Outstanding
74256	Accounts Payable	Computer Check	11/16/2016	KIMBERLY BOLAN & ASSOCIATE	\$0.00	\$5,750.00	(\$112,163.78)	11/30/2016	Outstanding
74257	Accounts Payable	Computer Check	11/16/2016	JAMIE KING	\$0.00	\$132.19	(\$112,295.97)	11/30/2016	Outstanding
74258	Accounts Payable	Computer Check	11/16/2016	KINOKUNIYA BOOKSTORES	\$0.00	\$210.00	(\$112,505.97)	11/30/2016	Outstanding
74259	Accounts Payable	Computer Check	11/16/2016	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$483.20	(\$112,989.17)	11/30/2016	Outstanding
74260	Accounts Payable	Computer Check	11/16/2016	KONE INC.	\$0.00	\$551.07	(\$113,540.24)	11/30/2016	Outstanding
74261	Accounts Payable	Computer Check	11/16/2016	BERNADETTA KORYCIARZ	\$0.00	\$193.82	(\$113,734.06)	11/30/2016	Outstanding
74262	Accounts Payable	Computer Check	11/16/2016	LACONI, INC.	\$0.00	\$100.00	(\$113,834.06)	11/30/2016	Outstanding
74263	Accounts Payable	Computer Check	11/16/2016	LAW BULLETIN	\$0.00	\$86.11	(\$113,920.17)	11/30/2016	Outstanding
74264	Accounts Payable	Computer Check	11/16/2016	EDYTA LEGIEC	\$0.00	\$300.00	(\$114,220.17)	11/30/2016	Outstanding
74265	Accounts Payable	Computer Check	11/16/2016	VICTORIA LUZ	\$0.00	\$119.92	(\$114,340.09)	11/30/2016	Outstanding
74266	Accounts Payable	Computer Check	11/16/2016	MANAGEMENT ASSOCIATION	\$0.00	\$2,800.00	(\$117,140.09)	11/30/2016	Outstanding
74267	Accounts Payable	Computer Check	11/16/2016	JUDITH MCNULTY	\$0.00	\$67.68	(\$117,207.77)	11/30/2016	Outstanding
74268	Accounts Payable	Computer Check	11/16/2016	MENARDS	\$0.00	\$368.23	(\$117,576.00)	11/30/2016	Outstanding
74269	Accounts Payable	Computer Check	11/16/2016	MIDWEST TAPE	\$0.00	\$10,725.24	(\$128,301.24)	11/30/2016	Outstanding
74270	Accounts Payable	Computer Check	11/16/2016	MARY MILLER	\$0.00	\$53.63	(\$128,354.87)	11/30/2016	Outstanding
74271	Accounts Payable	Computer Check	11/16/2016	FRANCO MORETTI	\$0.00	\$14.95	(\$128,369.82)	11/30/2016	Outstanding
74272	Accounts Payable	Computer Check	11/16/2016	MULTICULTURAL BOOKS & VID	\$0.00	\$812.60	(\$129,182.42)	11/30/2016	Outstanding
74273	Accounts Payable	Computer Check	11/16/2016	SARAH MUSKIVITCH	\$0.00	\$65.74	(\$129,248.16)	11/30/2016	Outstanding
74274	Accounts Payable	Computer Check	11/16/2016	NICOR GAS	\$0.00	\$274.82	(\$129,522.98)	11/30/2016	Outstanding
74275	Accounts Payable	Computer Check	11/16/2016	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$130,403.98)	11/30/2016	Outstanding
74276	Accounts Payable	Computer Check	11/16/2016	OMNIGRAPHICS, INC.	\$0.00	\$669.27	(\$131,073.25)	11/30/2016	Outstanding
74277	Accounts Payable	Computer Check	11/16/2016	ORIENTAL TRADING COMPANY, I	\$0.00	\$39.94	(\$131,113.19)	11/30/2016	Outstanding
74278	Accounts Payable	Computer Check	11/16/2016	OVERDRIVE, INC.	\$0.00	\$2,646.34	(\$133,759.53)	11/30/2016	Outstanding
74279	Accounts Payable	Computer Check	11/16/2016	PENGUIN RANDOM HOUSE LLC	\$0.00	\$82.50	(\$133,842.03)	11/30/2016	Outstanding
74280	Accounts Payable	Computer Check	11/16/2016	PETERS & ASSOCIATES, INC.	\$0.00	\$7,524.50	(\$141,366.53)	11/30/2016	Outstanding
74281	Accounts Payable	Computer Check	11/16/2016	PETTY CASH	\$0.00	\$13.00	(\$141,379.53)	11/30/2016	Outstanding
74282	Accounts Payable	Computer Check	11/16/2016	TOMASZ PIK	\$0.00	\$150.00	(\$141,529.53)	11/30/2016	Outstanding
74283	Accounts Payable	Computer Check	11/16/2016	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$543.90	(\$142,073.43)	11/30/2016	Outstanding
74284	Accounts Payable	Computer Check	11/16/2016	PLIC - SBD GRAND ISLAND	\$0.00	\$1,521.98	(\$143,595.41)	11/30/2016	Outstanding
74285	Accounts Payable	Computer Check	11/16/2016	NATALIE PLYS	\$0.00	\$200.00	(\$143,795.41)	11/30/2016	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
74286	Accounts Payable	Computer Check	11/16/2016	POLONIA BOOKSTORE, INC.	\$0.00	\$564.55	(\$144,359.96)	11/30/2016	Outstanding
74287	Accounts Payable	Computer Check	11/16/2016	CYNTHIA RADEMACHER	\$0.00	\$661.54	(\$145,021.50)	11/30/2016	Outstanding
74288	Accounts Payable	Computer Check	11/16/2016	SIMCHA RECHNITZ	\$0.00	\$18.00	(\$145,039.50)	11/30/2016	Outstanding
74289	Accounts Payable	Computer Check	11/16/2016	RECORDED BOOKS, LLC	\$0.00	\$157.82	(\$145,197.32)	11/30/2016	Outstanding
74290	Accounts Payable	Computer Check	11/16/2016	RESERVE ACCOUNT	\$0.00	\$2,050.00	(\$147,247.32)	11/30/2016	Outstanding
74291	Accounts Payable	Computer Check	11/16/2016	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$147,917.32)	11/30/2016	Outstanding
74292	Accounts Payable	Computer Check	11/16/2016	SHELL	\$0.00	\$36.64	(\$147,953.96)	11/30/2016	Outstanding
74293	Accounts Payable	Computer Check	11/16/2016	ANNA SIBLE	\$0.00	\$29.99	(\$147,983.95)	11/30/2016	Outstanding
74294	Accounts Payable	Computer Check	11/16/2016	SIMPLEXGRINNELL	\$0.00	\$465.62	(\$148,449.57)	11/30/2016	Outstanding
74295	Accounts Payable	Computer Check	11/16/2016	SUPERIOR COPIES	\$0.00	\$78.63	(\$148,528.20)	11/30/2016	Outstanding
74296	Accounts Payable	Computer Check	11/16/2016	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$660.96	(\$149,189.16)	11/30/2016	Outstanding
74297	Accounts Payable	Computer Check	11/16/2016	UNIQUE MANAGEMENT SERVICE	\$0.00	\$19.90	(\$149,209.06)	11/30/2016	Outstanding
74298	Accounts Payable	Computer Check	11/16/2016	SASHA VASILIC	\$0.00	\$87.33	(\$149,296.39)	11/30/2016	Outstanding
74299	Accounts Payable	Computer Check	11/16/2016	VILLAGE OF NILES	\$0.00	\$639.16	(\$149,935.55)	11/30/2016	Outstanding
74300	Accounts Payable	Computer Check	11/16/2016	VISA	\$0.00	\$3,706.08	(\$153,641.63)	11/30/2016	Outstanding
74301	Accounts Payable	Computer Check	11/16/2016	VISION SERVICE PLAN OF ILLINO	\$0.00	\$622.22	(\$154,263.85)	11/30/2016	Outstanding
74302	Accounts Payable	Computer Check	11/16/2016	DEIDRE K. WINTERHALTER	\$0.00	\$200.70	(\$154,464.55)	11/30/2016	Outstanding
74303	Accounts Payable	Computer Check	11/16/2016	SUZANNE WULF	\$0.00	\$106.04	(\$154,570.59)	11/30/2016	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$154,570.59)
Total Payments:	(\$154,570.59)
Total Change in Register Balance:	(\$154,570.59)

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>Post Date</u>	<u>Status</u>
2956	Accounts Payable	Manual Check	10/4/2016	MAUREEN BARNSTEIN	\$0.00	\$1,062.04	(\$1,062.04)	10/31/2016	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$1,062.04)
Total Payments:	(\$1,062.04)
Total Change in Register Balance:	(\$1,062.04)



Star Libraries

I am very happy to announce that for the third year in a row, the Nilus Public Library District is one of America's Star Libraries. In our category (Budget of \$5,000,000-\$10,000), there were 30 libraries nationally--the Illinois libraries were Oak Park, Vernon Area in Lincolnshire and Northbrook with four stars, and Nilus, Cook Memorial in Libertyville, Elmhurst Area in Lake Zurich, Champaign Public Library and Fountaindale in Bolingbroke with three stars. Arlington Heights, Schaumburg, Skokie, and Naperville also earned stars, but in a higher spending category. Statistics used to determine the stars are per capita spending, circulation, e-circulation, program attendance, visits, and public computer use. Having a star library is an asset to the community and one we can be very proud of.

October activity

One of the main focuses of the 2013 renovation was adding meeting rooms, and the rooms are being used frequently by all kinds of outside groups. One of them, the Michael Todd Homeowners Association, recently made a \$50 donation to the Library in appreciation. The rooms are used by everyone from business owners, to lawyers needing to take a deposition, to Toastmasters groups and a film discussion group who seem to have very animated discussions. Diane Winberg does a lot of work making sure the rooms are booked properly and that each group has what they need.

The 2016-17 Strategic Planning is under way, with 11 focus groups planned for November 9 and 10. A public forum will be held off-site to make it easier for patrons who live further away, and we very much appreciate John Jekot and the Golf Maine Park District for working with us on this. Patrons who couldn't attend in person will be asked to fill out an online survey beginning on Election Day. The next steps of the project will not take place until after the holidays, when we have a retreat for key members of the strategic planning team, including the Board of Trustees.

Policy changes coming soon

We have had our Personnel policies reviewed by the Management Association, and will have a full set of revisions ready for the December Board meeting. Most of the changes tweak wording to clarify the current policies. The policy for sick time will have more significant revisions to be in accord with the new laws passed in Cook County which expand sick time to other family members.

We also will be bringing a new Travel Policy, which according to a revision in the state law requires that conference spending for elected officials only be reimbursed if the body votes on it. It will clarify the spending limits and the procedure for registering for conferences. We will need to revise the personnel policy on reimbursing staff travel expenses as well, setting the spending limits (identical to the trustee limits) and requiring that the Board vote on reimbursing expenses which exceed the limit. In my time this has never happened, but we still need to ensure that the requirement is on our books.

We will get these changes to you at least a week before the December Board meeting.

CCS

The Executive Committee of CCS voted to hire Rebecca Malinowski as our new Executive Director. Rebecca was the membership librarian and had already proven her intelligence, organization, and deep understanding of how an Integrated Library System works. Since our contract with Sirsi-Dynix expires in September 2018, the next big decision will be choosing between the three vendors who have submitted proposals in response to an RFP. Cyndi has been part of the group working intensively on this. Cyndi and Lead Cataloger Jamie King are also members of the Database Management Task Force, which is trying to get our 24 libraries worth of data in good shape before moving it if we go with a new vendor.

Programs

From Arianne: October is traditionally a bustling month in KidSpace. We kicked off a 6-week series of Chess, hosted a suite of Halloween storytimes, sent four staff members to three days of ILA, started Reading with Rover, spent an afternoon of hands-on robotics with our first Robot Expo, planted rain garden seeds with the Village Farm on Franks, and threw a birthday party for Curious George. We did a practice round of Battle of the Books, too. Phew!

Teen Read Month was celebrated with an author visit by James Klise, the author of *The Art of Secrets*. On a global note, the Teen Around the World Tasting was a fun, multinational event with teens bringing food significant to their family ethnicity. The diversity at the table and in the dishes was a global celebration. The teens also decorated a world language globe with many languages for the Adult Department's World Languages section.

From Dodie: Our program with the highest attendance this month was the Shakespeare Project's performance of *Henry V*. We had 99 attendees! The after-performance discussion garnered 38 people. The Shakespeare programs continue to be one of our most successful programs. People are nuts about that bard!

The Senior Coffee Hour was *How to Keep Your Mouth Healthy as You Age*. One of the most important things you can do to keep your brain free from dementia is to brush your teeth three times/day – the most important time is right when you get up before you even have your first sip of water or coffee.

With open enrollment for Medicare from October 15 to December 7, Judy had a *Medicare Made Easy Program*. Kathy Gaeding, a CJE Resource Specialist, provided tips for making good choices and getting through the Medicare maze.

Patrons learned how to make their own natural spa products at the "Green Spa" Program organized by Maryellen.

As a follow-up to last month's author (Clark Elliott) talk on recovery from a severe concussion, one of Greta's book discussions was on the book *Concussion* by Jeanne Marie Laskas. (This book was the inspiration for the recent film with Will Smith.) Her group enjoyed this non-fiction selection and it led to a great discussion about the influence of major sports on American life. This book was an example of a book that several participants claimed they never would have picked up to read on their own but thoroughly enjoyed reading it with Greta's book discussion group.

Creative Studio

From Suzy: This month there were 34 successful 3D prints, 2 poster prints and 6 conversions at the VHS to DVD station.

Here are some comments from patrons about the 3D printer:

"Thank you for getting a 3D printer for the library. It makes it easy for me to print things when I want."

"This is my second time printing here and it's super fun! It's nice that it is so convenient!
I'll definitely continue to send in designs."

Creative Studio Classes & Programs

From Suzy: Even though many of our programs were competing against the Cubs games, we still had a good turnout for programs this month. Most of the DS staff were busy teaching classes including Jabez who offered his first class on Prezi, a web-based presentation service similar to PowerPoint.

Bernadetta led a very successful class on designing and sewing a pillow using both the sewing machines and the vinyl cutter. Attendees learned basic sewing skills and how to cut designs with a vinyl cutter and apply them. Patrons were very happy that the library is bringing sewing classes back.



Darlene and Bernadetta taught a class on wearable technology, which was a fun class for all generations. We had a grandmother who wanted to impress her granddaughter with the LED bracelet. A father and son worked together and experimented with the project. Attendees learned about basic elements of the circuits. They built a simple circuit by connecting LED lights with the battery and using a copper tape as the conductor of electricity.



Ruth worked to create a home monitoring system with the Raspberry Pi for a program that demonstrated how to make your home smart.

Staff changes

Athena has almost finished hiring her open positions in Patron Services. This month we welcomed Nicole Hembree and Lily Harig as Pages, and Justin Nicholson as a Clerk, but unfortunately lost a newly hired clerk who landed another job that suited her better the same week she started. Keeping Patron Services fully staffed is a big challenge.

From Arianne: Youth and Teen Services is saying goodbye to Ms. Deidre Winterhalter. She is moving on to the Oak Park Public Library. We will miss her can-do attitude. Ms. Sarah Muskivitch is moving into the vacant Program Coordinator seat, and we will be hiring to fill the Elementary School Liaison position. Sarah will be finishing her already scheduled school visits and Battle of the Books while getting Winter Reading ready to go. Sarah is also being promoted to Youth & Teen Services Assistant Supervisor—congratulations, Sarah!

Community engagement

From Arianne: Outreach to the schools is a great way to support our community. Ms. Block hosts school groups throughout the year, and visits the schools promoting library services. This past month she did a science fair resource program for St. John Brebeuf, hosted Famished for Fiction at Gemini, toured the Library with a group from Maine South, worked the Volunteer Fair at Niles West, and completed a series of book talks to Emerson. (She also represented NPLD at the IRead booth at ILA.) A teen who sees value and feels engaged in his or her community is a potentially strong future partner in maintaining the quality of life in the Village.

From Dodie/Neil: In cooperation with the Evanston Vet Center and its Outreach Officer, James Harkins, hosted the **Veterans Resource Fair and Viet Nam Veteran Recognition Ceremony** on Saturday morning, October 22 when I gave short welcoming remarks as 12 veterans received certificates and commemorative medallions from American Legion Commander, Robert Fuggiti, and Village Manager and Veteran, Steve Vinezeano, as 32 patrons applauded. Rev. Bunny Hughes of Morton Grove Community Church gave the opening benediction and then a closing prayer.

Marketing the Library

From Sasha: Have you browsed through the Library Buzz Blog recently? It's a great place to read blog posts written by library staff members. Recently I worked with Gabby (Webmaster) on putting together a Halloween Movie Favorites blog series for staff members to participate in. Five bloggers stepped up to the challenge and participated in the blog series. It was a great success, which resulted in a more than 50% increase from last month. Go Library Staff Bloggers!

Upcoming Exhibit

From Sasha: We're happy to officially announce our partnership with the U.S. Pizza Museum for an exhibit devoted to PIZZA starting early next year. The U.S. Pizza Museum's mission is to inspire curiosity and new ways of thinking about the rich history and recent developments in the world of pizza by collecting, preserving, interpreting, and exhibiting pizza-related items. Emily (Marketing Assistant) and I will be working closely with the curator and library staff in organizing programs and events to tie in with the pizza theme. Annette (Graphic Design Coordinator) is excited about the opportunity to create tasteful (get it?) graphics to accompany a unique exhibit. It's going to be a delicious couple of months! More details coming soon.

E-Resources

From Suzy: Consumer Reports had 772 uses this month, the highest it has been in over two years. EBSCO EDS: Stats for EBSCO were 379 this month. Last year we averaged 73 per month so EDS had certainly increased use for our EBSCO resources.

Patron questions

From Dodie: Neil and Judy filled a request from the Des Plaines History Center on the Des Plaines Impact Crater aka Des Plaines Disturbance. It's located beneath the eastern part of the city of Des Plaines. (Actually my husband and I have been to see it – it's not too far from the library.) It is 5.5 miles in diameter and the age is estimated to be less than 280 million years.



Here are some other topics that were covered by reference questions:

1. Cancer clinics in Mexico
2. How to start your own technology consulting business
3. Homeless people in Baltimore
4. Cubs World Series schedule so they can avoid being in Wrigleyville
5. Oncology nursing
6. Recipes for apple, blueberry, cherry streusel coffeecakes

Building and technology notes

We have met with Dan Pohrte and Tiffany Nash of Product Architecture to discuss places for exterior signage to go, and we will be getting our survey updated, which the Village requires. We have decided to split the bathroom project into two separate projects, so the KidSpace washrooms will be remodeled first, giving one child-sized fixtures. Because we want to change the upstairs bathrooms, that is a more complicated project requiring an architect to create drawings, so it will be handled separately.

Tech Services projects

From Victoria: Jamie and I are working on the details with AS, YA, Marketing, and PS, to begin implementing the changes for the CD reclass and repackaging. You should begin seeing the first of the changes this month to the YA CD collection.

Committees

The Sunshine Committee sponsored a Cider and Donuts event for staff in early November.

Art & Display Committee is getting ready to mount the first textile exhibit of quilts made by staff member Maryellen Essig, and beginning to plan with Marketing the upcoming Pizza Exhibit.

Emerging Technology The November 12 Maker Fest looks like it will be a wonderful event, with many stations to show people how to build, make, create and do things with help from local businesses like Ridgeway Gardens.

Trustee Calendar

November

- 11/9—Special Board Meeting Focus Group Session 7:15pm
- 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

February

- 2/13—Friends of the Library Meeting
- 2/15—Regular Meeting of the Board of Trustees

March

- 3/13—Friends of the Library Meeting
- 3/22—Regular Meeting of the Board of Trustees

April

- 4/4—Consolidated Election including two library trustees
- 4/10—Friends of the Library Meeting
- 4/19—Regular Meeting of the Board of Trustees

ALA Annual Conference: Chicago, June 22-27, 2017

PLA Conference: Philadelphia, March 20-24, 2018

Monthly Statistical Report --October 2016

PATRONS						
	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	313	369	-15.18%			
Total District Cardholders	25,409	25,450	-0.16%			
Patron Visits	30,766	31,217	-1.44%			
Unique Library Cards Used	4,752	5,011	-5.17%			
LOAN OF LIBRARY MATERIALS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	43,035	37,513	14.72%	181,538	159,114	14.09%
Teens	3,327	2,871	15.88%	15,494	13,550	14.35%
Juvenile	43,565	38,360	13.57%	174,855	155,548	12.41%
Digital	1,414	1,351	4.66%	7,572	4,324	75.12%
Equipment	97	38	155.26%	384	47	717.02%
TOTAL Loan of Library Materials	91,438	80,095	14.16%	379,459	332,536	14.11%
LOAN OF MATERIAL BY TYPE						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	20,251	17,559	15.33%	84,481	75,319	12.16%
Periodical	1,127	576	95.66%	4,684	3,038	54.18%
Audio	4,127	4,182	-1.32%	18,045	18,453	-2.21%
DVD	17,530	15,196	15.36%	74,328	62,304	19.30%
TOTAL Adult Loans	43,035	37,513	14.72%	181,538	159,114	14.09%
Teens						
Print	2,474	2,077	19.11%	11,786	10,063	17.12%
Periodical	16	11	45.45%	68	54	25.93%
Audio	560	490	14.29%	2,259	2,163	4.44%
DVD	277	293	-5.46%	1,381	1,270	8.74%
TOTAL Teen Loans	3,327	2,871	15.88%	15,494	13,550	14.35%
Juvenile						
Print	33,371	27,977	19.28%	129,341	109,519	18.10%
Periodical	229	71	222.54%	1,101	411	167.88%
Audio	2,421	2,150	12.60%	11,257	10,498	7.23%
DVD	7,544	8,162	-7.57%	33,156	35,120	-5.59%
TOTAL Juvenile Loans	43,565	38,360	13.57%	174,855	155,548	12.41%
Equipment Loan	97	38	155.26%	384	47	717.02%
Digital Loan (ebooks, eaudiobooks)	1,414	1,351	4.66%	7,572	4,324	75.12%
[Note: Prior year streaming downloads moved to Database Uses]						
ONLINE DATABASE						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	9,464	15,052	-37.12%	31,599	48,980	-35.49%
[Note: Incomplete data from vendors]						
HOLDS						
	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,023	7,100	-1.08%			
Holds Made Available	9,602	11,302	-15.04%			
IN-HOUSE USE						
MATERIALS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	102	6	1600.00%	255	32	696.88%
Circulating--Juvenile	4,581	4,750	-3.56%	17,279	13,590	27.14%
Commons	-	74	-100.00%	-	2,779	-100.00%
Circulating--Teen	385	257	49.81%	1,174	236	397.46%
Circulating--Adult	1,910	1,969	-3.00%	6,214	8,539	-27.23%
TOTAL In-House Use of Materials	6,978	7,056	-1.11%	24,922	25,176	-1.01%
Items moved on Shelf	3,900	5,990	-34.89%	14,078	16,713	-15.77%
[Note: Automated In-House Use count project began Aug. 2015]						

Monthly Statistical Report --October 2016

IN-HOUSE USE continued						
PC USERS BY LOCATION						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,405	-		5,771	0	
Digital Services	2,786	4,193	-0.05%	11,430	17,055	0.86%
Express Internet	31	175	-82.29%	303	794	-61.84%
Kidspac	1,460	1,199	21.77%	5,370	5,611	-4.30%
Teen Underground	276	373	-26.01%	2,406	2,244	7.22%
Total Users	5,958	5,940	0.30%	25,280	25,704	-1.65%
Patron Wi-Fi Uses	12,353	11,781	4.86%	37,097	44,112	-15.90%
Scanning & Fax Pages	4,358	5,394	-19.21%	14,569	20,630	-29.38%
Print & Copy Pages	16,661	15,414	8.09%	52,189	57,554	-9.32%
USE OF STAFF MEDIATED EQUIPMENT						
	Month	Same Month	% Change	Current YTD	Prior YTD	
3D Printer	34	-		126	-	
Large Scale Poster Printer	2	-		4	-	
VHS to DVD Conversion	6	-		65	-	
TOTAL Use of Staff Mediated Equipment	42	-		195	-	
[Note: Digital Studio opened Oct. 2015]						
USERS OF STAFF MEDIATED SPACES BY LOCATION						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	
KidSpace Study Room	43	135	-68.15%	236	337	-29.97%
Study Rooms 1-5	515	792	-34.97%	2,060	3,513	-41.35%
Creative Studio A	48	27	77.78%	118	37	218.92%
TOTAL Users of Staff Mediated Spaces	606	954	-36.48%	2,414	3,887	-37.89%
MARKETING & PR						
	Current Month	Prior Year Same Month	% Change			
Website Hits	28,334	32,948	-14.00%			
Facebook "Likes"	1,181	966	22.26%			
Buzz Blog views	789	765	3.14%			
Media Hits (includes print and online articles and listings)	36	82	-56.10%			
e-News Subscribers	13,932	11,792	18.15%			
New Resident Letters (September)	70	-				
[Note: Began tracking in Mar. 2016]						
LIBRARY HOLDINGS						
	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,796	2,384	272,519			
Non-shelved materials	-	270	34,576			
Equipment	12	-	84			
Total	2,808	2,654	307,179			
LIBRARY SERVICES						
	Current	Prior Year	% Change	Current YTD	Prior YTD	% Change
Notary Public	173	91	90.11%	859	389	120.82%
Test Proctoring	23	15	53.33%	54	53	1.89%
Voters' Registration	9	0		28	1	2700.00%
SERVICE INTERACTIONS PER SERVICE DESKS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	5,908	5,200	13.62%	34,202	17,635	93.94%
Ready Assistance	4,260	2,912	46.29%	18,833	3,027	522.17%
Reference/Research	5,609	5,053	11.00%	23,459	24,840	-5.56%
TOTAL All Service Desks	15,777	13,165	19.84%	76,494	45,502	68.11%
Adult Services (3rd floor)						
Directional	110	438	-74.89%	415	1,104	-62.41%
Reference/Research	683	476	43.49%	2,824	2,491	13.37%
Total Reference Desk	793	914	-13.24%	3,239	3,595	-9.90%
Commons Desk						
Directional	23	49	-53.06%	107	160	-33.13%
Ready Assistance	39	23	69.57%	131	138	-5.07%
Total Commons Desk	62	72	-13.89%	238	298	-20.13%

Monthly Statistical Report --October 2016

SERVICE INTERACTIONS Continued	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Fiction/Audiovisual Services (2nd floor)						
Directional	97	1,030	-90.58%	488	2,423	-79.86%
Reference/Research	1,291	441	192.74%	5,014	7,163	-30.00%
Total InfoDesk	1,388	1,471	-5.64%	5,502	9,586	-42.60%
Patron Services						
Directional	2,881	1,421	102.74%	20,733	1,421	1359.04%
Ready Assistance	4,221	2,889	46.11%	18,702	2,889	547.35%
Total Patron Services	7,102	4,310	64.78%	39,435	4,310	814.97%
<small>(Note: Began tracking Oct. 2015)</small>						
Technology Desk						
Directional	68	177	-61.58%	340	857	-60.33%
Reference/Research	1,060	1,412	-24.93%	4,374	4,900	-10.73%
Total Tech Desk	1,128	1,589	-29.01%	4,714	5,757	-18.12%
Teen Desk						
Directional	278	323	-13.93%	1,803	1,732	4.10%
Reference/Research	95	198	-52.02%	711	861	-17.42%
Total Teen Desk	373	521	-28.41%	2,514	2,593	-3.05%
Outreach Services						
Directional	-	-		1	-	
Reference/Research	1,124	518	116.99%	5,289	1,378	283.82%
Bulk Loan Items Delivered to Nursing Homes	485	545	-11.01%	2,125	2,070	2.66%
Materials pulled for Homebound Users	847	940	-9.89%	3,423	3,757	-8.89%
Total Outreach Services	2,456	2,003	22.62%	10,838	7,205	50.42%
Youth Services						
Directional	2,451	1,762	39.10%	10,315	9,938	3.79%
Reference/Research	1,356	2,008	-32.47%	5,247	8,047	-34.80%
School Loans pulled	20	20	0.00%	71	82	-13.41%
Museum Adventure passes distributed	19	14	35.71%	104	115	-9.57%
Total Youth Services	3,846	3,804	1.10%	15,737	18,182	-13.45%
GRAND Total	17,148	14,684	16.78%	74,802	51,526	45.17%
Interlibrary Loan						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,986	2,967	68.05%	19,985	11,724	70.46%
Items Received from CCS Libraries for Patrons	3,446	2,820	22.20%	14,540	12,089	20.27%
Items Lent to OCLC Libraries	398	289	37.72%	1,653	1,217	35.83%
Items Received from OCLC Libraries for Patrons	99	144	-31.25%	407	390	4.36%
Total Interlibrary Loan	8,929	6,220	43.55%	36,585	25,420	43.92%
Outreach Services						
Homebound						
Patrons	223	259	-13.90%			
Visits	179	234	-23.50%			
Institutions						
Institution Deposit Collections	10	12	-16.67%			
Visits	10	12	-16.67%			
Schools						
Items Delivered	351	659	-46.74%			
Trips	9	12	-25.00%			
VOLUNTEERS AND HOURS						
	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	17	82				
Adult & Outreach Services & Programs	6	38				
Digital Services & Programs	4	24				
Patron Services	5	31				
Teen Services & Programs	3	11				
Youth Services & Programs	29	82				
Total Volunteers and Hours This Month	64	268				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>79</i>	<i>377</i>				

Monthly Statistical Report --October 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	85	2,755	102	4,424	-37.73%
Teens Programs	16	588	13	385	52.73%
Adults Programs	63	968	29	455	112.75%
Outside Meetings	21	408	20	390	4.62%
Exhibit	-	-	-	-	
TOTAL PROGRAMS AND EXHIBITS	185	4,719	164	5,654	-16.54%
Programs--Youth					
Babytime (parent & child)	5	67			
Evening Family Storytime	4	86			
Rise & Shine Storytime (parent & child)	3	79			
Mega Mondays: Minecraft, Yoga for Kids, Lego Club	5	94			
Bibliobop Dance Party	1	52			
Family Movie: <i>The Angry Birds Movie</i>	1	60			
Second Saturday Breakfast Bingo	1	35			
Second Sunday: Animal Quest	1	92			
Preschool Liaison Visits to Schools	3	60			
Elementary Liaison Visits to Schools	6	126			
At School Program: Famished for Fiction	2	27			
Book Buddies	17	34			
1000 Books Before Kindergarden (1KBK) registrations	1	8			
1000 Books Before Kindergarden (1KBK) added visits	ongoing	17			
Reading Patch Club registrations	1	28			
Reading Patch Club added visits	ongoing	63			
Neighbor Time	2	36			
Preschool Storytime	2	25			
Big Kid Storytime	2	15			
Toddler Time	2	41			
World Language Storytime	1	28			
Wonder Ground	8	110			
Knights of Niles Chess Club	4	150			
Homework Help	3	68			
I Spy Tank	1	76			
Ipad Usage	1	360			
Toys and Games Use	1	434			
Teacher use of die-cut machine	1	1			
Video Games	1	253			
Happy Birthday Curious George	1	55			
Pairie Plant-a-thon	1	25			
Reading with Rover	2	26			
Battle of the Books	1	124			
Robot Expo	1	18			
Bootime	2	100			
Spooky Saturday	1	24			
Manners Please!	1	12			
Library President for a Day	1	104			
Total Youth Services Programs	85	2,755	102	4,424	-37.73%
Programs--Teen Audience					
Movie in the Underground: <i>Black Sheep</i>	1	4			
Inktober	1	10			
Teen Advisory Board	1	7			
Video Games	1	65			
90 Second Newbery	2	4			
Author Visit: James Klise	1	9			
Around the World Teen Tasting	1	25			
Jr/High School Visits to NPLD	1	14			
Jr/High School Famished for Fiction	1	10			
Jr/High School Classroom Visits	5	395			
Outreach to Schools or Organizations: Librarians at programs	1	45			
Total Teen Programs	16	588	13	385	52.73%
Programs--Adult Audience					
Book Discussions- Literary Fiction	2	19			
Book Bites- Popular Fiction Discussion (w/Glenview Library)	1	19			
Citizenship Classes	5	15			
DS 1-2-1	1	1			
DS Adult Computer Boot Camp	3	22			
DS Backing up Your Computer	1	14			

Monthly Statistical Report --October 2016

LIBRARY PROGRAMS- Adult Audience Continued	This Month	Attendance	TL Programs Prior Year	Attendance Prior Year	Attendance % Change
DS Creating a Free Website	1	9			
DS Design and Sew a Pillow	1	5			
DS Google It	1	7			
DS Halloween Masks	1	6			
DS Microsoft Excel 2016: The Basics	1	14			
DS Microsoft Excel 2016: Beyond the Basics	1	14			
DS Microsoft Word 2016	1	14			
DS Open Lab	2	7			
DS Presenting with Prezi	1	7			
DS Raspberry Pi- Home Security	1	2			
DS Skype Essential	1	7			
DS Tablet Tuesday	1	3			
DS Wearable Technology	1	8			
DS Website Design with Weebly	1	4			
DS Windows 10	1	14			
DS Windows Movie Maker	1	4			
English Conversation 1-2-1	5	10			
Green Spa	1	20			
Halloween Movie Talk on <i>Nosferatu</i>	1	13			
Job Counseling	1	3			
Library Volunteer Appreciation Celebration	1	22			
New Release Movie: <i>My Big Fat Greek Wedding 2</i>	1	31			
Niles Genealogy Interest Group	1	9			
Oakton ESL English as a Second Language Classes	8	364			
Personal Finance: Bring Balance to Your Budget	1	4			
Personal Finance: Preparing for the Unexpected	1	8			
Polish Language Book Discussion	1	8			
SCORE: Focus on Financials Cash Management	4	4			
Senior Coffee Hour: How to Keep Your Mouth Health As You Age	1	16			
Shakespeare Project of Chicago: Henry V	1	99			
Shakespeare Project After Performance Discussion	1	38			
Understanding Medicare	1	23			
Veterans Resource Fair and Vietnam Observance	1	32			
Wills & Trusts	1	44			
Keep Riding: Winter Bike Riding Basics	1	5			
Total Adult Programs	63	968	29	455	112.75%
Outside Meetings					
Korean American Professional Women's Association	1	40			
Karol Verson Film Discussion Group	4	96			
Karol Verson Play Discussion Group	4	80			
National Federation of Filipino American Assoc., IL Chapter	1	47			
Niles Communicators' Group	1	4			
Nonna Tsatskin - Book Discussion Group	1	25			
Matylda Sojko - Best Dance	2	24			
Veteran's Information Table-Commons Area	1	11			
Tam Oshanter Townhouse Association	1	8			
Burning Bush Condo Association	1	15			
Niles All American Toastmasters Club	2	12			
Murad Shah - Niles Toastmaster/Speech Practice	1	1			
MNG Meeting	1	45			
Total Outside Meetings	21	408	20	390	4.62%
GRAND TOTAL PROGRAM AND ATTENDANCE	185	4,719	164	5,654	-16.54%

Patron Suggestions and Comments for November 2016

Responses to Patron Suggestions and Comments

Suggestions

Please get the Book “Flashback” by Bob Schwartz, ISBN 978 1 5246 0907 8. Thank you.

Thank you for the suggestion—I will pass it along to the librarians.

My 10-year-old son loved the Kindle book club over the summer. He especially enjoyed the activities with Mr. Paul. Could the youth department ever do a book club (monthly?) during the school year? L. P., Niles.

Thank you for letting us know that the program was a hit. We have a new Youth Program Coordinator, and we will let her know about this suggestion.

For “Kid Area,” how about a volunteer to help supervise kiddoes’ general behavior (i.e., running) so staff can help people. M. H., Niles.

That is an interesting suggestion—thanks! We will consider it.

Frustrations

I decided to get a study room to finish work online and asked if I can borrow headphones. She informed me to take a pair from the basket. I did not get a Clorox wipe. It was nasty. Dirty, filthy I informed the lady at the front desk. Should wipe all! She replied “Oh well what can I do?” Wow! 10/17/16, 5:59 PM.

We have volunteers who regularly clean the computers—I will suggest that they also give the headphones a wipe down. However, using shared headphones is at your own risk, and we are always happy to give you a wipe so that you can clean them before using them. I’ll make sure all of the staff realize this.

Comments

1. The program Green Spa was fantastic. What a super helpful informative presenter. C. S., Glenview.
2. Helene is a super helpful competent employee. She makes it a pleasure to come to the Niles Library. I prefer it better than the Glenview Library. C. S., Glenview.
3. Totally enjoyed Eleanor Rily’s wonderful ideas—Green Spa program. Helene at the front desk is wonderful. W. F., Wheeling.
4. Ethan was so patient and helpful. You are fortunate to have such a competent and kind employee. P. R.

Thank you so much for taking the time to write these nice words! I will be sure that Helene’s and Ethan’s supervisors hear about their good work.

New Business - Recommended Actions

A. Recommended Action on Ordinance 16-07

MOVE the Library Board of Trustees adopt Ordinance 16-07, an Ordinance Levying and Assessing Taxes 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

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:

**ORDINANCE LEVYING AND ASSESSING TAXES OF
THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS,
FOR THE FISCAL YEAR BEGINNING, JULY 1, 2016,
AND ENDING JUNE 30, 2017**

adopted at a meeting of the said Board of Library Trustees held on the 16th day of November, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of November, 2016.

Barbara Nakanishi, Secretary

ORDINANCE 16-07

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE NILES
PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE
FISCAL YEAR BEGINNING JULY 1, 2016, AND ENDING JUNE 30, 2017**

BE IT ORDAINED by the Board of Library Trustees of the Niles Public Library District as follows:

Section 1: That the sum of six million, seven hundred eighteen thousand, four hundred seventy four dollars be and the same is assessed and levied from and against all taxable property within the limits of the said Niles Public Library District as the same is assessed and equalized for State and County purposes for the current year, 2016, and are to be applied in liquidation of the appropriations heretofore made by Ordinance 16-07 adopted by the Board of Library Trustees of the Niles Public Library District at a meeting thereof convened and held on November 16, 2016, and duly published as provided by law; the various objects and purposes for which said appropriations were made and are set forth under the column entitled "Appropriation" and the specific amount hereby levied for each object and purpose is set forth under the column entitled "Amount To Be Raised By Tax Levy," as follows:

	<u>CORPORATE FUND</u>	
	Appropriation	Amount to be Raised by Tax Levy
Total Salaries	\$6,404,516	\$3,364,223
Total Materials	\$1,478,700	\$1,176,747
Operating Expense		
Processing and Services	\$673,096	\$336,548
Administration & General Office	\$586,345	\$293,172
Total Vehicle Operations	\$8,670	\$4,335
Utilities	\$246,000	\$123,000
Total Operating Expense	\$1,514,111	\$757,055
Employee Fringe Benefits		
Retirement Benefit	\$2,500,001	\$250,000
Group Health	\$1,172,315	\$586,158
Other Staff Expenses	\$92,400	\$46,200
Total Fringe Benefits	\$3,764,716	\$882,358
Building Maintenance & Equipment		
Repairs and Replacements	\$112,000	\$56,000
Equipment Maintenance	\$236,000	\$118,000
Furniture and Fixtures	\$121,700	\$60,850
Capital Expenses	\$0	\$0
Total Building Maintenance & Equipment	\$469,700	\$234,850
Grand Total--Corporate Fund	\$13,631,743	\$6,415,233

The foregoing appropriations are appropriated from the proceeds of a special tax for corporate purposes. Said appropriations, less estimated amounts receivable from other sources, are hereby levied from the tax for general corporate purposes.

AUDIT FUND

Audit Fund	\$30,000	\$15,000
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax for audit expense purposes and are in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for audit expense purposes in addition to all other library district taxes.

SOCIAL SECURITY FUND

Social Security Fund	\$495,146	\$247,573
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax to pay the Library District's contribution to Social Security and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special law for Social Security contributions in addition to all other library district taxes as provided by law.

PUBLIC LIABILITY INSURANCE

Public Liability Insurance	\$58,320	\$1,000
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax for public liability insurance purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for public liability insurance purposes in addition to all other library district taxes.

WORKERS' COMPENSATION INSURANCE

Workers' Compensation Insurance	\$44,336	\$22,168
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The foregoing appropriations are hereby appropriated from the proceeds of special tax for Workers' Compensation insurance purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for Workers' Compensation insurance purposes in addition to all other library district taxes.

UNEMPLOYMENT COMPENSATION INSURANCE

Unemployment Compensation Insurance	\$35,000	\$17,500
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The foregoing appropriations is hereby appropriated from the proceeds of a special tax for unemployment compensation insurance purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for unemployment compensation insurance purposes in addition to all other library district taxes.

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, **Linda Ryan**, hereby certify that I am the presiding officer of **THE NILES PUBLIC LIBRARY DISTRICT**, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code-Truth in Taxation Law

(35 ILCS 200/18-60 through 18-85(2002))

This certificate applies to the 2016 tax levy.

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

Date

DRAFT

November 16, 2016

New Business—Recommended Actions

B. Recommended Action on IMRF Election of Executive Trustee

MOVE the Library Board of Trustees adopt Resolution 16-02, a Resolution to Cast a Ballot in the 2016 IMRF Executive Trustee Election in favor of David C Miller.

Memorandum B of Recommended Board Action

Staff recommends that the Board of Trustees support the re-election of David C Miller to the position of Executive Trustee for a five-year term. Upon review of the backgrounds of the candidates for this opening, staff feels that Mr. Miller is the most qualified candidate on the ballot due to his training in finance, his dedication to maintaining the solvency and independence of the IMRF, and his prior service on the IMRF board. Please review the attached materials.

Balloting Instructions

The ballot envelope indicates who has the authority to cast a ballot in IMRF's Executive Trustee election.

Your governing body has retained exclusive authority to cast a ballot

- This ballot packet is addressed to the governing body instead of to the Authorized Agent.
- The Clerk or Secretary of the Board must certify the ballot resolution and return it to IMRF. The signature certifies that the ballot resolutions were voted properly.
- If the ballot resolution is not certified, it will not be counted as a valid ballot.

If your governing body wishes to grant its Authorized Agent the authority to cast a ballot

- The only Authorized Agents eligible to vote are those whose Notice of Appointment (IMRF Form 2.20, 2.30 for Townships) on file with IMRF indicates they have been given such power.
- To grant voting authority to its Authorized Agent, the governing body would complete a new IMRF Form 2.20 (Form 2.30 for townships).

Casting a vote

- On the ballot resolution, mark the box in front of the name of the candidate the governing body wishes to vote for.
- A governing body may vote for a participating employee who is not shown if the employee has or will have at least eight years of IMRF service credit by December 31, 2016, and is employed as a chief executive officer, chief finance officer, or other officer, executive or department head. Print his or her name in the space provided and place an "X" in the box in front of that line.
- The Clerk or Secretary of the Board would certify the completed ballot resolution. For the vote to count, the certification on the ballot resolution must be completed.
- Insert the certified ballot resolution into the ballot envelope. Then insert the sealed ballot envelope into the self-addressed return envelope.
- The self-addressed return envelope **must be received by IMRF no later than 4:30 PM, Thursday, December 8, 2016.** Envelopes received after that time and date will not be opened and the enclosed ballot resolution will not be counted.



Notice to IMRF Governing Bodies

2016 Election of Executive Trustee

Five-Year Term

IMRF
2016 Election of
Executive Trustee
Election Packet

This package includes:

1. Candidates' biography
2. One official ballot
3. One ballot envelope
4. One return addressed envelope

IMRF must receive the signed and sealed ballot envelope in the enclosed return addressed envelope no later than 4:30 PM, Thursday, December 8, 2016.

Envelopes received after that time and date will not be opened and the enclosed ballot will not be counted.

David C. Miller

- Executive Trustee 2015-2016
- Legislative Committee Chair

Present Position—Deputy Executive Director & Treasurer for the North Shore Water Reclamation District.

Length of Service—Chief financial and administrative officer for past 14 years; 21 years total with this employer.

Duties—Direct all financial and administrative functions for the second largest sanitary district in Illinois. Responsible for finance, accounting, budgeting, HR, employee benefits, insurance, customer billing, purchasing, and inventory.

Other Pertinent Information—IMRF is a pension program that works, with both employers and employees honoring their respective funding obligations. As a result, IMRF is almost 90% funded while the State's plans are broken and only 40% funded. My primary objective as Trustee has been, and will continue to be, to protect the significant investments made in IMRF by local governments, participants, and taxpayers by ensuring that those investments are not compromised during negotiations in Springfield to address the failure of the State's pension systems after many years of mismanagement and funding abuse.

Education: University of Wisconsin, BBA (Finance, Investment & Banking) and MBA (Risk Management).

Brad Trent

Present Position—Deputy Highway Commissioner for Rockford Township.

Length of Service—Deputy Highway Commissioner since 1997, with Rockford Township since 1981.

Duties—As Deputy Highway Commissioner, my responsibilities include supervising public work employees, fleet maintenance of over 50 trucks and heavy equipment, budget and financial forecasting, purchasing, hiring, collective bargaining, risk management, employee benefit plan and health insurance administration, the maintenance of 150 miles of roads including snow plowing operations, responding to resident calls for service, and working with state legislators on highway issues.

Other Pertinent Information—I am a past state board member and president of the ILME (Illinois League of Municipal Employees). I have an associate's degree in accounting. My job duties will help me as a Trustee with IMRF budgets and also my experience working with state legislators while on the ILME board. Lately, public pensions have been shown in a negative light with all of the problems the state of Illinois has had. Communication is key to solving this misconception that all public pensions are not trustworthy of the taxpayer's dollar.



**SUGGESTED RESOLUTION TO CAST A BALLOT IN THE
2016 IMRF EXECUTIVE TRUSTEE ELECTION**

IMRF Form 6.89 (Rev 9/2016)

PLEASE ENTER Employer IMRF I.D. Number

06854

RESOLUTION

Number 16-02

WHEREAS, section 7-174 of the Illinois Pension Code provides for an eight-member Board of Trustees of the Illinois Municipal Retirement Fund, four of whom are to be elected by the IMRF participating units of government; and
WHEREAS, section 7-175 of the Pension Code provides rules for the election of the IMRF Board of Trustees; and
WHEREAS, the governing body of each participating unit of government shall have one vote at any election in which an Executive Trustee is to be elected; and

WHEREAS, it is appropriate that the Board of Trustees of Niles Public Library District
BOARD, COUNCIL, ETC. EMPLOYER NAME

exercise its right to vote in the 2016 IMRF Executive Trustee election.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of
BOARD, COUNCIL, ETC.
Niles Public Library District gives its vote in the 2016 IMRF Executive Trustee election
EMPLOYER NAME

for a five-year term of office to

(vote for one)

David C. Miller

Brad Trent

LINE FOR WRITE-IN CANDIDATE

CERTIFICATION

I, Barbara Nekanishi, the Secretary of the
(NAME) (CLERK OR SECRETARY)
Niles Public Library District of the County of Cook, State of Illinois,
(EMPLOYER NAME) (COUNTY)

do hereby certify that I am the keeper of the books and records of the Niles Public Library District and
(EMPLOYER NAME)

that the foregoing is a true and correct copy of a resolution (ordinance) duly adopted by the Board of Trustees
(BOARD, COUNCIL, ETC.)

at a meeting duly convened and held on the 16th day of November, 20 16.

SEAL

(CLERK OR SECRETARY)

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

New Business—Recommended Actions

C. Recommended Action on Transfer of Funds to IMRF

MOVE the Library Board of Trustees transfer \$2.0 million to the Illinois Municipal Retirement Fund (IMRF).

Memorandum C of Recommended Board Action

I would like to recommend transferring \$2.0 million to IMRF to reduce the Library District's unfunded liability.

Up to this date, we have had a number of employees either execute or commit to purchasing all or a portion of their past service. Their total commitment and actual transfers amount to \$1,076,952.08. The total of all past service is equal to \$2,497,562.89 which means that approximately 43% of the past service is being purchased. Additionally, our starting unfunded liability is \$858,993 which includes the noncontributory 20% only. This number increases to \$3,661,151 (a difference of \$2,802,158) if all past service is purchased. If we take 43% of the difference in unfunded liability and add it to the noncontributory unfunded liability to size our contribution, the resulting number would be \$2,067,226.85. So, if we made a contribution of \$2.0 million (roughly) the Niles Public Library District would be pretty close to fully funded.

I reviewed this line of logic with IMRF and they agreed with the approach but also recognized that this would be done without the benefit of an actuarial study at the library's expense so the results will not be exact but will definitely be positive for the Library District.

The impact of the funds transfer would be to reduce the interest charges (7.5%) on the unfunded liability resulting in a lower contribution rate than the Library District would get otherwise. The total interest which the Library District would avoid paying is approximately \$150,000 per year.

November 16, 2016

New Business—Recommended Actions

D. Recommended Action on Ordinance 16-08

MOVE the Library Board of Trustees adopt Ordinance 16-08, AN ORDINANCE DETERMINING PERSONAL PROPERTY NO LONGER NECESSARY OR USEFUL TO THE NILES PUBLIC LIBRARY DISTRICT AND AUTHORIZING ITS CONVEYANCE OR SALE.

Memorandum D to Recommended Action

This is a motion to adopt Ordinance 16-08 which allows the Library District to dispose of the retired patron and staff computers and a large format Epson printer which are no longer needed in the Library District and have been replaced by updated similar equipment.

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 16th day of November, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of November, 2016.

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

ORDINANCE NO. 16-08

**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 Exhibits A and B 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 described on Exhibit A 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, it is the opinion and finding of the Board of Trustees of the Niles Public Library District that said personal property described on Exhibit B has a unit value between \$1,000 and \$2,500 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 Exhibits A and B.

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 Exhibits A and B 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 Exhibits A and B 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 C 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 16th day of November, 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 (valued at \$1,000 or Less) to be disposed of:

70 Staff Computers from Dell, originally purchased 12/4/2008 for \$101,540.00.

14 Training Computers from Dell, originally purchased 12/4/2008 for \$20,188.00.

1 Staff Computer from Dell, originally purchased 6/17/2009 for \$1,343.00.

48 Patron Computers from Dell, originally purchased 4/1/2010 for \$51,939.36.

24 Patron Computers from Dell, originally purchased 3/31/2010 for \$25,969.68.

Exhibit B – The property (valued between \$1,000 and \$2,500) to be disposed of:

| 1 Epson Stylus 9800 Pro, originally purchased 12/26/2005 for \$10,968.00.

Exhibit C

**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 16th day of November, 2016.

Susan Lempke
Library Director
Niles Public Library District

Buyer

Attest: _____