



**NILES-MAINE DISTRICT LIBRARY  
SPECIAL BOARD MEETING AGENDA**

**May 20, 2019**

**7:00 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

**ORDER OF BUSINESS**

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. New Business
  - A. Review and discussion of the Draft 2019/2020 Budget 2
  - B. Adopt Ordinance 19-01, Tentative Ordinance Providing for Budget and Appropriations of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal year Beginning July 1, 2019 and Ending June 30, 2020 47
5. Other
6. Adjournment

# **Niles-Maine District Library**

## **2019-2020 Budget**

### **Library District Board of Trustees**

Karen Dimond, President

Linda Ryan, Vice President

Tim Spadoni, Treasurer

Dianne Olson, Secretary

Carolyn Drblik

Dennis Martin

Patti Rozanski

### **Executive Director**

Susan Dove Lempke

### **Assistant Director-Business & Operations Manager**

Gregory J Pritz



May 20, 2019

Dear Board of Trustees:

The Assistant Director-Business & Operations Manager and I present the 2019-2020 budget for your approval. Here are some highlights.

**Priorities for the 2019-20 Budget Year**

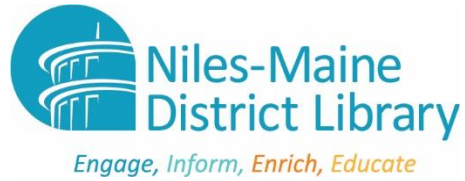
The Board of Trustees approved an updated work plan for the Library District's strategic plan in February. The planned tasks include improving our customer service by increasing our interior signage, testing the workflow at the desks as people enter the Library, and introducing new patrons to our library and its services by offering written information and tours. We will update our staff intranet to improve internal communication. We will continue working on increasing our community engagement by sending staff members out into the community, building relationships with different groups, and partnering with other agencies. We will focus on improving our service to non-English speakers for our diverse community, training staff on existing tools and adding a new e-resource with books in languages other than English. However, most of these items do not have a significant budget impact—the staffing level should remain stable, with responsibilities being reorganized to accomplish these goals.

The Board also approved a trial of one year to take our quarterly newsletter and make it bimonthly to make the amount of information covered in each newsletter less overwhelming and to promote our programs and services closer to the dates they will occur. The print line was increased by \$10,000 to accommodate this shift, and the postage line was also increased to cover mailing costs for two additional issues. The first issue is the June/July 2019 issue.

**Significant Budgetary Items**

The professional development budget line is increased by almost \$20,000 to allow staff to attend the biannual Public Library Association Conference, which will be held in Nashville, Tennessee. We will also have more staff members attending the American Library Association Conference because it is being held in Chicago—travel costs will be reduced, but we will need to pay additional conference registration fees.

The software licenses line is much larger this year because of multi-year contracts which need to be renewed.



The cost of programs is increasing this year in part because the Friends of the Niles Public Library have stopped paying for some of the more expensive programs such as the Shakespeare Project and Battle of the Books. However, the Library now gets additional revenue from the Book Sale which previously went to the Friends to offset this additional cost. We also plan to host our second Fandom Fest event in Summer 2019.

The salary line includes an overall 3% increase; this is offset by retirements, and related reduced costs for the pension plan (IMRF) and health insurance.

The Capital Spending Plan reflects some significant costs, such as a roof replacement, changing to an electronic entry system to improve door security, and replacement of the phone system. We also anticipate having to replace at least some of the 6-year-old automatic materials handling system.

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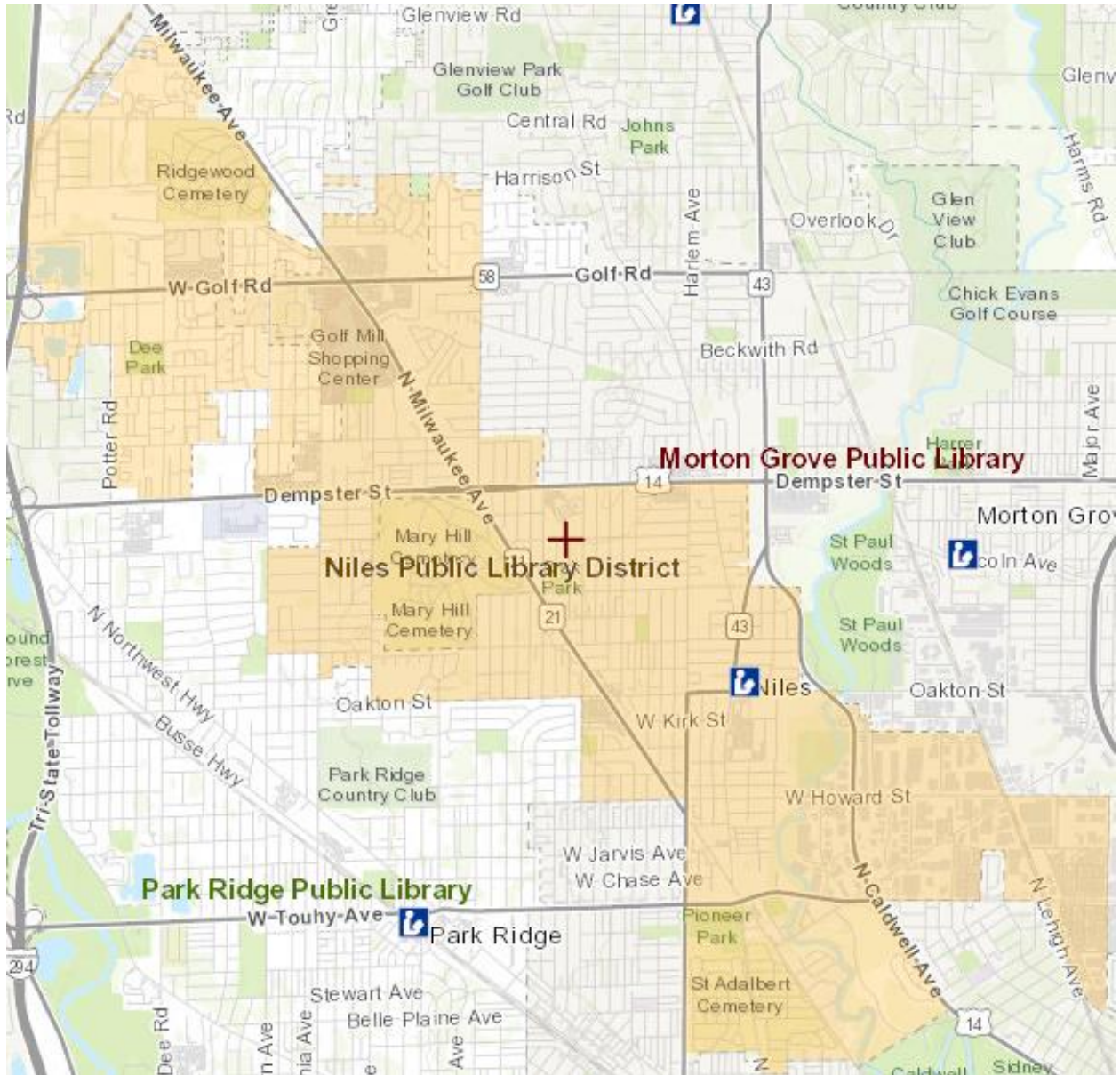
Susan Dove Lempke  
Executive Director

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Gregory J Pritz  
Assistant Director  
Business & Operations Manager

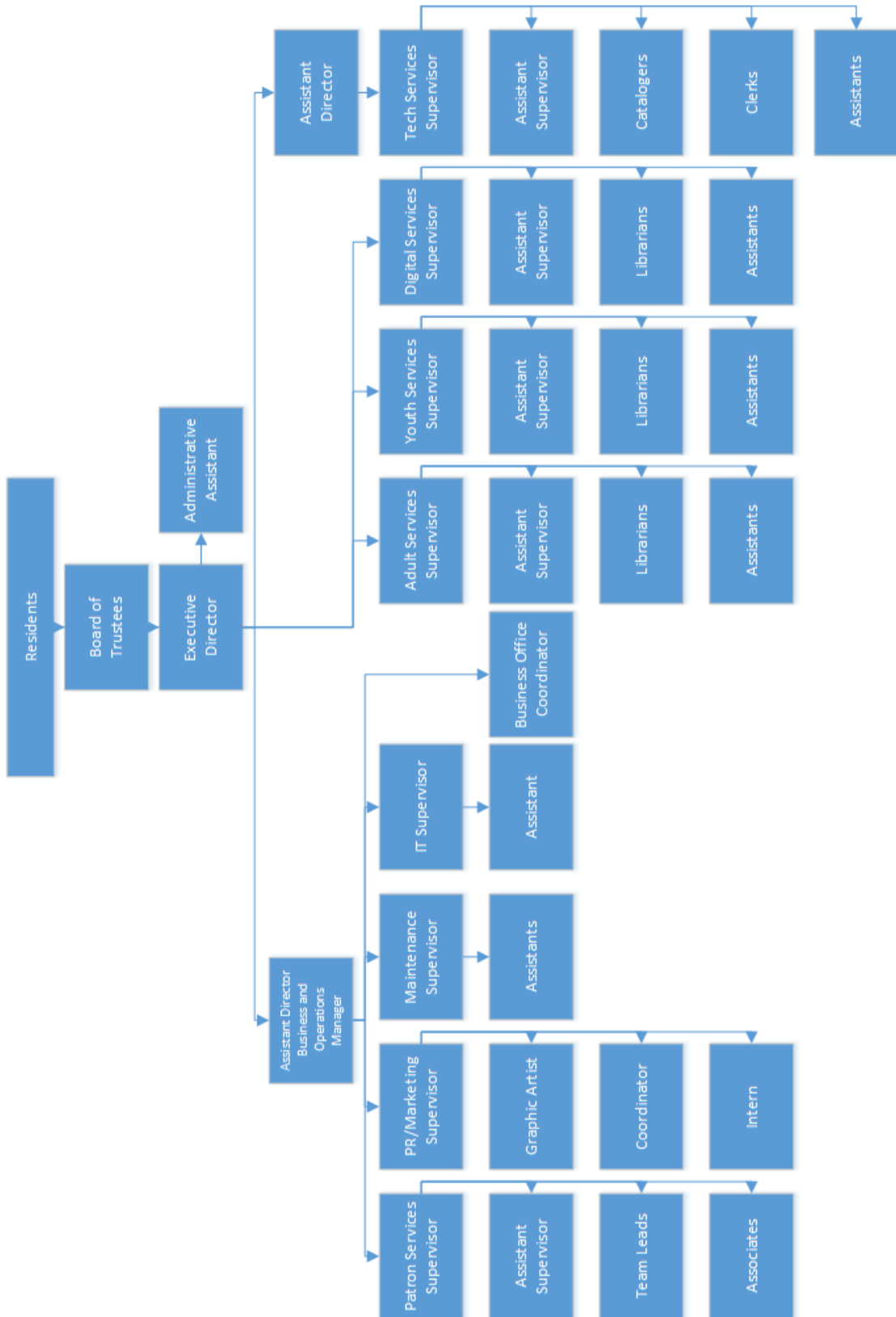
## ***Niles-Maine District Library Map***

The Niles-Maine District Library (formerly the Niles Public Library District) comprises the Village of Niles, Ill, and parts of unincorporated Glenview and Des Plaines, Ill. The following is a map of the Library District.



# Niles-Maine District Library Organization Chart

The Niles-Maine District Library Organization Chart



## ***Budget Process***

### ***Basis for the Budget***

The basis for the budget includes background material from the Library District's Strategic Plan 2017-2021 completed in 2017 and adopted by the Board of Trustees on April 19, 2017. The Strategic Plan and the Library District's Capital Plan are integral parts of the budget planning process. As projects to implement portions of these plans are approved during the budgeting process and individually during the year and subsequently implemented, the effects of those projects are included in the operating budget.

The budgeting process at the Library District begins a full six months before the end of the fiscal year in June. The department leaders are provided with detailed reports to review against their goals and objectives for the current year to determine whether or not adjustments need to be made to their plans for the balance of the year. The reports also inform their budgeting activities for the upcoming planning cycle. During March, several review meetings are held with the executive management of the Library District to aid in drafting the budget request for the new year.

The Maintenance and IT departments also begin their capital planning process by reviewing the work plan from the last budget cycle looking forward to the new year and the various maintenance and replacement life cycles of the Library District's major physical and data storage assets. On a quadrennial basis, the Library District engages consultants who review the physical plant to ensure that all maintenance is thorough and up to date and make recommendations and assessments related to the remaining lives of major components. The Library District's Capital Plan is funded from its Special Reserve Fund and is fully updated every four years and presented to the Board of Trustees for approval.

The proposed budget is presented to the Board of Trustees at its regular April meeting at which time the management team describes major initiatives and changes from the previous year. The Board then holds a budget meeting to do a full review, ask questions and/or make suggestions for alterations to the document. At that meeting or the following Regular Board Meeting, the Board votes on the Tentative Budget and Appropriation Ordinance which is then made available to the public for their review and comment. A public hearing is scheduled to give the public a chance to comment on the budget. The hearing is typically scheduled to coincide with the Board's June meeting and notice of the meeting is published in a local paper no less than 30 days prior. Copies of the Tentative Budget and Appropriation Ordinance are available to the public at the same time. On the day of the Board's June meeting, the Board first holds a public hearing on the budget. After all members of the public have had a chance to be heard by the Board, the public hearing is adjourned and the regular meeting of Board is opened. At the regular meeting of the Board, the Final Budget and Appropriation Ordinance is approved.

State law prohibits further appropriation at any time within the same fiscal year. The Board of Trustees has the authority to make transfers between various items in any fund in the appropriation ordinance with a two-thirds vote. Transfers cannot exceed 10%, in the aggregate, of the total amount appropriated for the fund or item that is having funds reallocated.

### ***Budget Implementation and Monitoring***

During the fiscal year, the Board receives financial statements each month. The financial statements are compared with the budget passed in June on a monthly, year to date, and full year budgetary basis. The Treasurer of the Board works in conjunction with the Assistant Director/Business & Operations Manager to review the Library District's progress against the budget and to highlight any large or unusual transactions at each monthly meeting.

Finally, a list of all vendor transactions along with the supporting purchase orders, invoices, packing lists, and contracts are presented to the board each month for approval. The vendor checks are held until the Board has had a chance to review the transactions and approve them by roll call vote.

The oversight of the Board is in addition to the management's and staff's monitoring of their activities against the budget.

### ***Budget Amendment***

The Board monitors the budget very closely. In the latter half of the fiscal year as the budgets of line items wane, the board considers whether or not action needs to be taken on individual line items. This is generally done near the end of the fiscal year as a housekeeping item.

### ***Budget Calendar***

The following budget calendar includes planning and analysis time for the budget. This includes meetings with the Board, staff, and residents of the Library District.

Timeframe	Activity
January/February	Review of the current year to date and discussion of goals and objectives for the upcoming budget year.
March (Entire Month)	Budget meetings between the department supervisors, the Executive Director, and the Assistant Director/Business and Operations Manager
April Board Meeting (April 17, 2019)	Delivery of the budget and capital plan for the next fiscal year
May (First Week)	Filing of notice of Public Hearing Tentative Budget and Appropriation Ordinance to be held on June 19, 2019
May Budget Review (May 20, 2019)	Meeting of the Board of Trustees to examine the budget for the next fiscal year
May Budget Review (May 20, 2019)	Adoption of the Tentative Budget and Appropriation Ordinance
June Public Hearing (June 19, 2019)	Public hearing to gather taxpayer comments on the Tentative Budget and Appropriation Ordinance
June Board Meeting (June 19, 2019)	Adoption of the Final Budget and Appropriation Ordinance

## Summary Budget Presentation by Major Types of Revenue and Expenditures

The following is a presentation of consolidated revenue and consolidate expenditures by major type for all appropriated funds for 2019-2020 Budget, 2018-2019 Budget, and 2017-2018 Actual.

Revenues for all funds for 2019-2020 Budget, 2018-2019 Budget, and 2017-2018 Actual are summarized below:

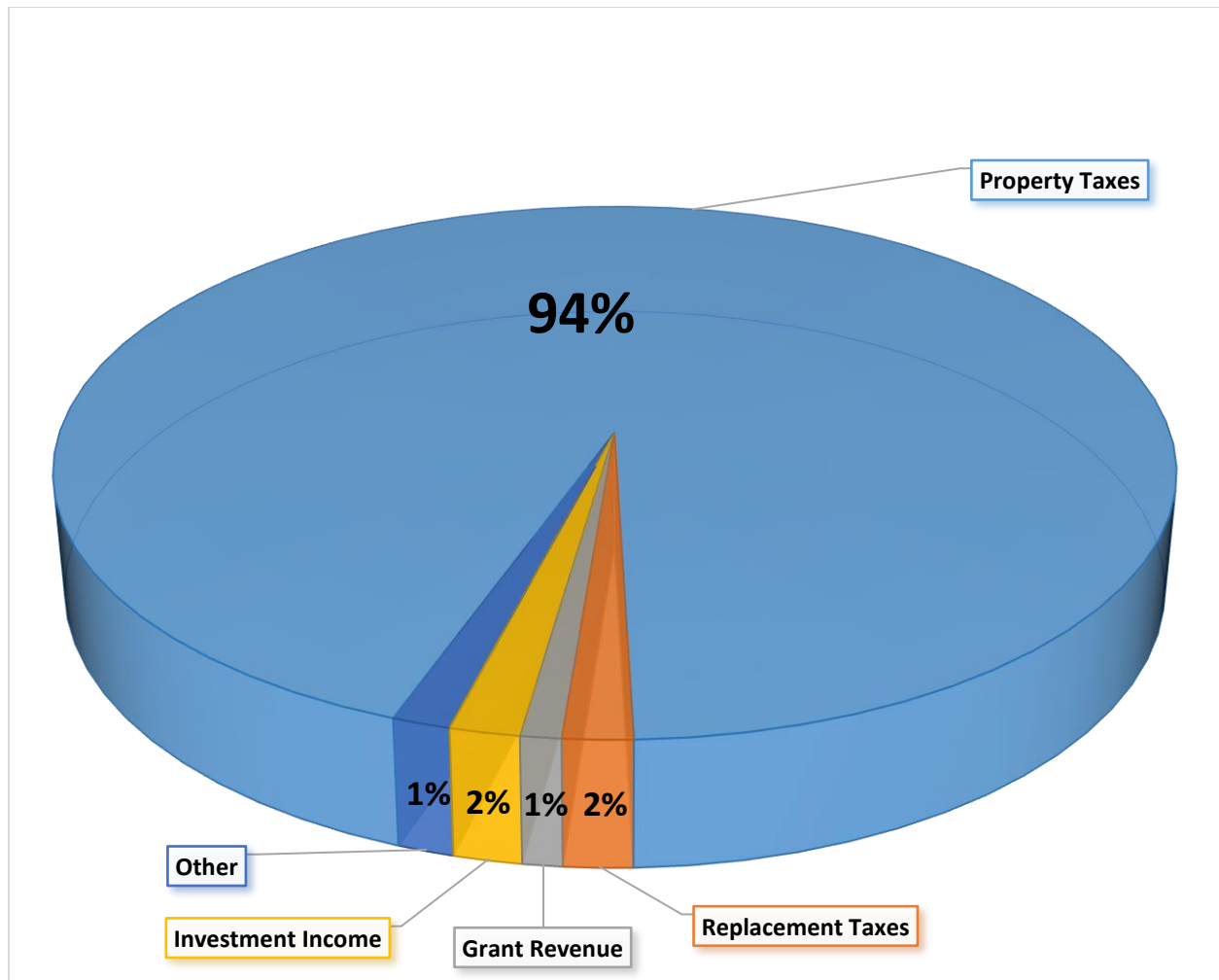
Revenue Types	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Property Taxes	\$6,659,562	\$6,659,562	\$6,754,715
Replacement Taxes	125,000	145,000	122,331
Grant Revenue	72,605	72,605	119,583
Investment Income	125,000	100,000	144,510
Fines	25,000	25,000	28,861
Lost Books	8,000	10,500	11,114
Pay for Print	20,500	20,500	22,640
Passport Revenue	40,000	35,000	24,316
Book Sale	10,000	10,000	11,651
Miscellaneous	1,350	1,350	15,890
<b>Total Revenues</b>	<b>\$7,087,017</b>	<b>\$7,079,517</b>	<b>\$7,255,611</b>

Expenditures for all funds for 2019-2020 Budget, 2018-2019 Budget, and 2017-2018 Actual are summarized below:

Expenditure Types	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Salaries	\$3,505,591	\$3,500,702	\$3,349,216
Library Materials	784,473	772,700	759,409
Library Operating Expenditures	477,970	427,978	360,152
General and Administrative	260,676	245,621	227,506
Vehicle Operations	3,082	4,632	2,139
Employee Fringe Benefits	724,618	767,381	1,330,217
Utilities	103,750	111,700	107,116
Audit Expense	9,000	21,200	19,900
Liability Insurance	35,000	33,720	29,868
Social Security Taxes	265,271	259,327	250,426
Workers' Compensation Insurance	27,000	26,219	26,011
Unemployment Compensation Insurance	20,000	20,000	19,324
Building and Equipment Maintenance	228,593	206,140	184,985
<b>Subtotal</b>	<b>\$6,445,024</b>	<b>\$6,397,320</b>	<b>\$6,662,269</b>
Capital Expenditures	1,971,648	903,600	52,732
<b>Total Expenditures</b>	<b>\$8,416,672</b>	<b>\$7,300,920</b>	<b>\$6,719,001</b>

## ***Budgeted Revenue Descriptions***

The chart below summarizes 2019-2020 revenues by type:



### *Property Taxes*

Property taxes represent 94% of the 2019-2020 budgeted revenue. The Library District levies property taxes for the purposes of the following funds - Corporate, Social Security, Auditing, Liability Insurance, Workers' Compensation., Library Building and Site, and Unemployment Insurance. The amount of the property tax levy is determined by the Board of Trustees annually and filed with Cook County. The County increases the property tax levy by 3% to account for property owners who don't pay or file a protest and get a refund. There is no dependence on economic trends or other factors which affect the amount of the levy. Over the past few years, the levy has not changed much.

The Library District's property tax levies are subject to the Property Tax Extension Limitation Law (PTELL), commonly known as property tax caps. In general, the annual growth in property tax revenue permitted under PTELL is the lesser of 5% or the percentage increase in the Consumer Price Index (CPI) during the calendar year preceding the levy year. The CPI for property taxes for Tax Year 2018, for taxes

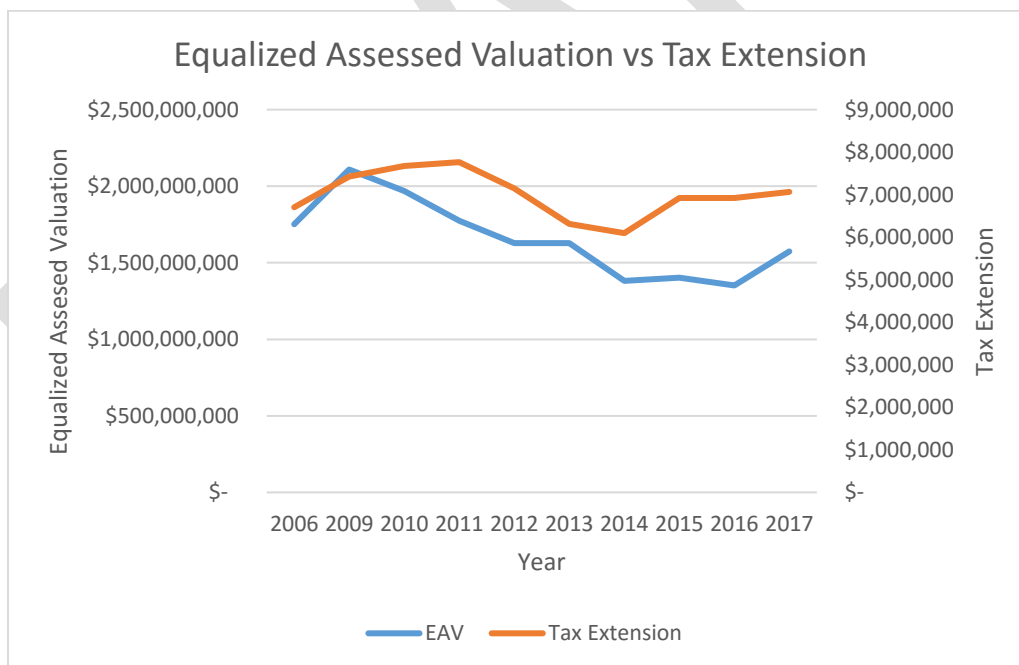
paid in Calendar year 2019, is 2.1%. The CPI used for PTELL for the past several years as determined by the Illinois Department of Revenue is summarized below.

Tax Year	CPI
2018	2.1%
2017	2.1%
2016	0.7%
2015	0.8%
2014	1.5%
2013	1.7%

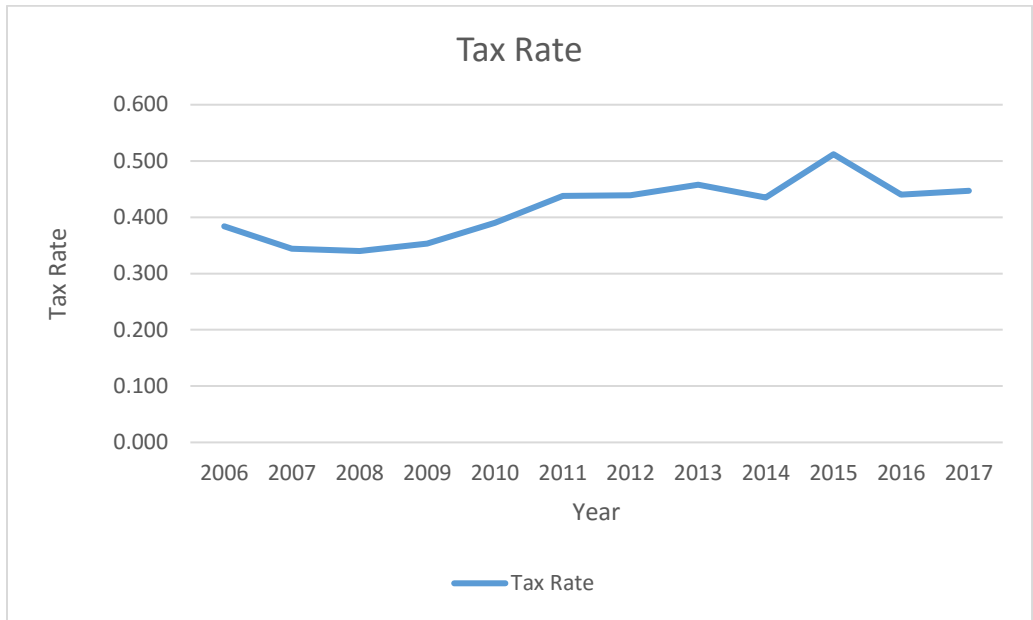
The property tax levies are filed with the Cook County Clerk in November of the year to which the levies apply to be collected in the following year.

The Cook County Assessor is charged with ensuring that all real property in the Library District is appropriately assessed and tabulated each tax year. Once this process is completed, the Cook County Clerk generates a tax rate for the Library District and issues final property tax bills to all of the real property holders.

The following chart shows the relationship between the Equalized Assessed Valuation of all real property in the Library District to the Library District tax extension over the last 11 years.



The following chart shows the resultant tax rate over the same period of time.



The Library District's Agency Tax Rate Report published by the Cook County Clerk summarizes the final property tax information for the District. The Library District's Tax Extension represents the amount of property taxes the Library District would collect if the collection rate was 100%. The collection rate is reduced by refunds paid to taxpayers due to overpayments, successful property tax appeals, and unpaid property taxes. Historical tax extensions and collection rates are summarized below.

Tax Year	Tax Extension	Collection Rate
2018	\$7,065,349*	TBD
2017	7,067,103	98.86%
2016	6,923,500	98.41%
2015	6,920,655	97.52%
2014	6,096,309	96.59%
2013	6,312,609	96.92%

\*-Final Extension not yet determined-estimate

TBD-To be determined

*Property Personal Replacement Tax*

Property Personal Replacement taxes are collected from businesses by the State of Illinois to replace revenue that was lost by local governments when they lost their power to impose personal property taxes on businesses in the 1970's. The State of Illinois distributes these taxes eight times during the year and amounts vary depending largely on the rate of collection and the amounts collected.

### Grant Revenue

Grant Revenue consists of the annual Per Capita Grant from the State of Illinois and smaller grants the Library District collects from time to time. The Per Capita Grant is awarded annually based on a rate per resident in the Library District's service area. Most recently, the per capita award has been \$1.25 or \$71,605 in total. This revenue depends on the assessment by the State of Illinois and the State Librarian regarding the amount awarded for each resident in the service area. The number of residents in the Library District's service area is established by the US census. The Library District does not anticipate any significant changes in this item.

### Investment Income

Investment Income consists of the earnings from the Library District's investment program. By state law, the Library District is allowed to invest funds in US Treasuries, US Agency Bonds, Certificates of Deposit (up to the FDIC maximum of \$250,000 per institution), and other high quality bonds with a maturity of five years or less. The amount of investment income has been increasing in recent years due to the implementation of a regimented investment plan. We expect this item to level off at its current level.

### Other

#### **Fines**

Fines consist of charges for late returns of Library District materials collected by the Library District.

#### **Lost Books**

Lost Books consist of charges for lost materials collected from patrons.

#### **Pay for Print**

Pay for Print consists of amounts paid by patrons to make copies.

#### **Passport Revenue**

Passport Revenue consists of execution fees collected from passport applicants during the passport application process at the Library District.

#### **Book Sale**

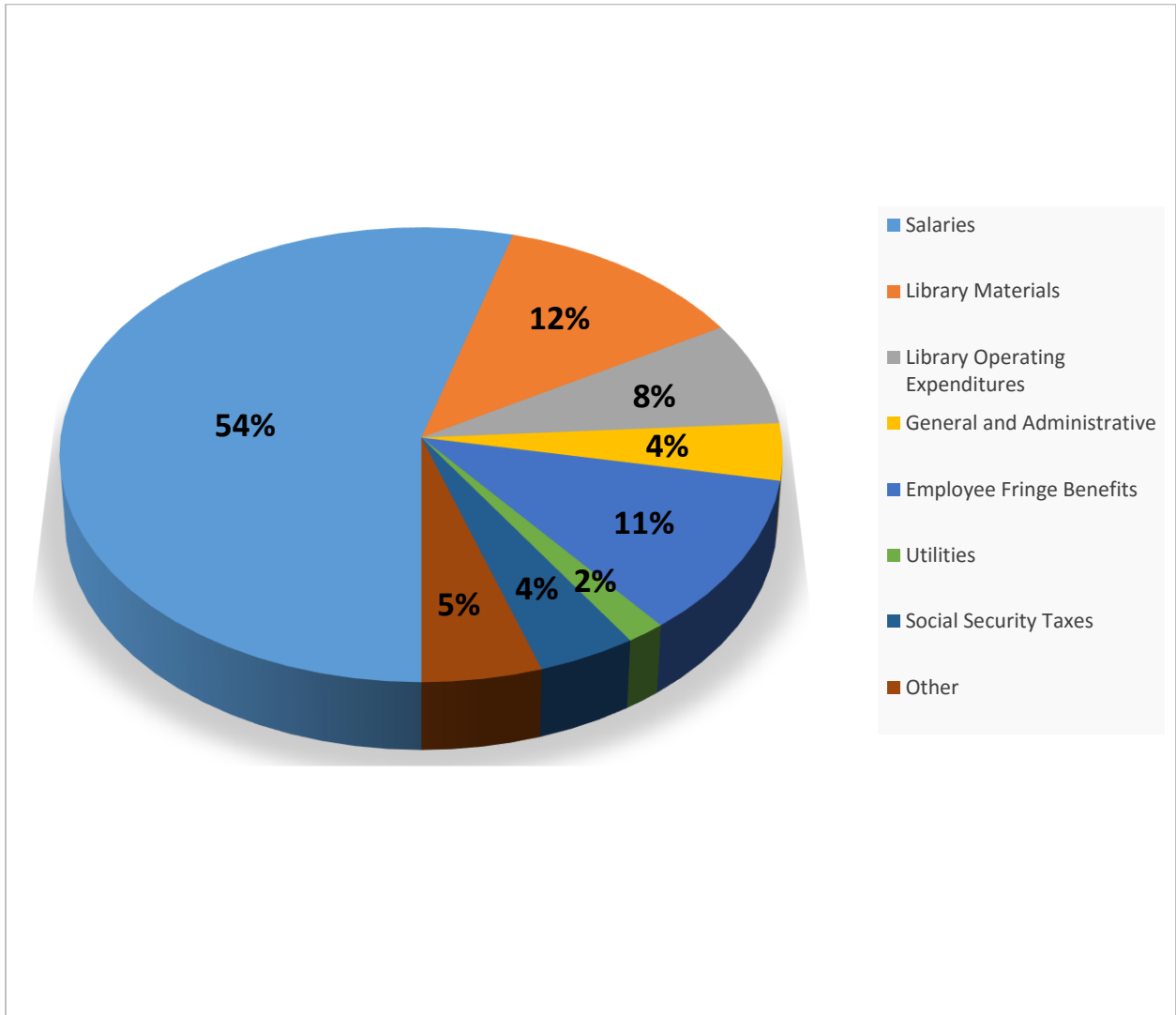
Book Sale consists of amounts collected from patrons related to the purchase of decommissioned and donated materials. It includes books, CDs, DVDs, Blu-Rays and any other materials the Library District holds for sale.

#### **Miscellaneous**

Miscellaneous consists of amounts collected for non-resident fees, small donations, and other miscellaneous sources of revenue.

**Budgeted Expenditure Descriptions**

The chart below summarizes 2019-2020 expenditures by type:



Salaries

Salaries are based on the current staffing model of the District Library. The 2019-2020 salaries budget was calculated using the 3% raise program approved by the Board of Trustees wherein each employee is eligible to receive a 1.9% cost of living adjustment on their anniversary date and is further eligible to receive additional amounts linked to merit assessments. The merit assessments cannot exceed 1.1% overall.

The table below shows the employee headcount and related full-time equivalents (FTEs) for this budget year and the two previous years:

Salary Grade	Position	2019-2020 Budget		2018-2019 Budget		2017-2018 Actual	
		Employees	FTEs	Employees	FTEs	Employees	FTEs
1	Director	1	1.00	1	1.00	1	1.00
2	Assistant Director	2	2.00	2	2.00	2	2.00
3	Supervisor	8	8.00	8	8.00	7	7.00
3.5	Assistant Supervisor	5	5.00	-	-	-	-
4	Librarian	24	18.55	26	21.53	35	21.55
5	Assistant/Paraprofessional	33	21.23	34	23.07	37	23.11
5.5	Associate 1	13	5.51	-	-	-	-
6	Associate 2/Clerk	20	11.01	25	13.39	34	14.39
7	Associate 3/Page	3	1.67	16	6.85	11	5.54
Total		109	73.97	112	75.84	127	74.59

The Library District overall staffing is consistent at approximately 75 FTEs each year. In the 2019-2020 Budget Year the Library District added two new salary grades to recognize the growth in responsibilities of two groups of employees, Assistant Supervisors and Associate 1s. These employees have absorbed new responsibilities in their respective departments and have been recognized through a title change and their placement into a salary grades which are above their previous salary grades.

The total number of employees is increasing slightly over the last budget year in recognition of the associated benefits costs that accompany hiring full time employees. Overall, the number of full time employees is expected to remain at 44 while the balance of employees at the Library District (66) are part time employees. The actual number of employees in 2017-2018 is higher than the budget amounts because certain positions tend to be transient where high turnover occurs.

The Library District is a service organization and as such, the major portion of its expenditures is related to salaries, benefits, taxes, and insurance. For the 2019-2020 budget the total of all personnel costs is \$4,542,480. This represents 70.5% of the Library District's total operating expenditures.

Library Materials

Library Materials consist of the books, magazines, DVDs, databases, etc. which are available for the public to use or borrow. The 2019-2020 Library Materials budget is equal to 12.2% of the Library

District's total operating expenditures which is within the guidelines published by the Illinois Library Association and supported by the State of Illinois State Librarian.

### Library Operating Expenditures

Library Operating Expenditures consist of items which are needed for the day to day operations of the Library District. Costs related to the Library District's integrated library system, software licenses, Internet charges, printing, supplies, grant expenditures, and programming are included here.

### General and Administrative

General and Administrative expenditures consist of the administrative costs of day to day operations. These costs include various types of supplies to keep the library building clean and stocked with office supplies, professional development costs, legal fees, consultants, postage and freight, telephone, service fees from bank and payroll vendors, and the Library District's parking lease.

### Employee Fringe Benefits

Employee Fringe Benefits expenditures include pension payments to the Illinois Municipal Retirement Fund, healthcare insurance, and life and disability insurance.

### Utilities

Utilities expenditures include amounts paid for natural gas, electricity and water.

### Social Security Taxes

Social Security Taxes is the employer's share of FICA and Medicare on qualifying salaries.

### Other

#### **Vehicle Operations**

Vehicle Operations include gas, insurance, and repairs on the Library District's van.

#### **Audit Expense**

Audit expense is paid for the Library District's annual audit.

#### **Liability Insurance**

Liability Insurance is the cost of the Library District's property and casualty insurance policies.

#### **Workers Compensation Insurance**

Workers Compensation Insurance Expenditures are to pay for the Library District's workers compensation insurance which covers employees if they get injured on the job.

**Unemployment Compensation Insurance**

Unemployment Compensation Insurance consist of payments to the State of Illinois to cover terminated employees who have a valid claim for unemployment compensation.

**Building and Equipment Maintenance**

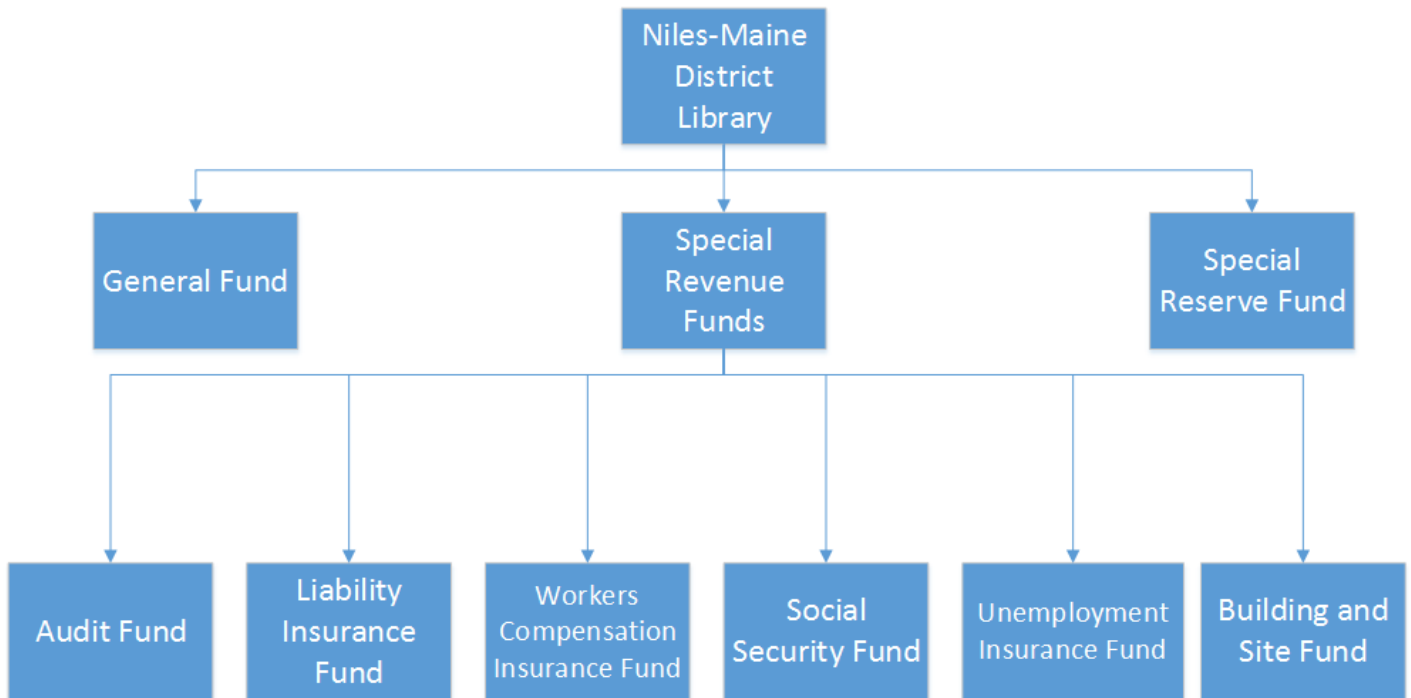
Building and Equipment Maintenance consists of Cleaning, various repairs and maintenance, and minor acquisitions of equipment and furniture and fixtures which don't rise to the level of a capital improvement.

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## Fund Structure

The Library District is organized into eight funds as shown below:

The Nilis-Maine District Library Fund Structure Chart



### General Fund

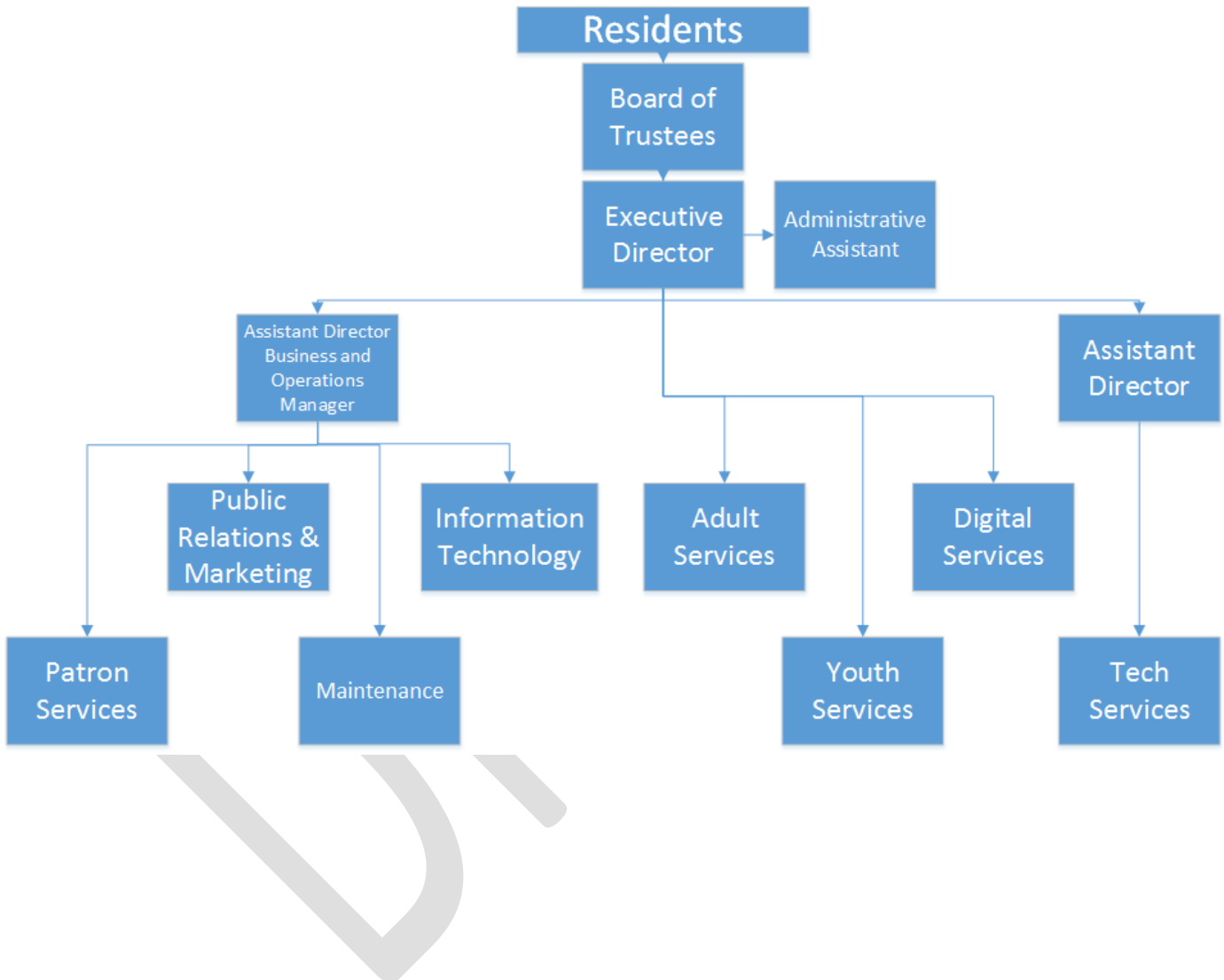
The General Fund is where the day to day activities of the Library District are accounted for. The following expenditure types are charged to the General Fund:

Expenditure Types-General Fund	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Salaries	\$3,505,591	\$3,500,702	\$3,349,216
Library Materials	784,473	772,700	759,409
Library Operating Expenditures	477,970	427,978	360,152
General and Administrative	260,676	245,621	227,506
Vehicle Operations	3,082	4,632	2,139
Employee Fringe Benefits	724,618	767,381	1,330,217
Utilities	103,750	111,700	107,116
<b>Total Expenditures-General Fund</b>	<b>\$5,860,160</b>	<b>\$5,830,714</b>	<b>\$6,135,755</b>

The General Fund is organized into nine departments to accomplish its goals. The departments are not budgetary units but rather an organization around similar goals and objectives. Personnel assigned to the various home departments where the bulk of their responsibilities reside tend to work across department lines from time to time as circumstances require.

A condensed version of the District Library's organization chart for activities in the General Fund follows:

The Niles-Maine District Library Condensed Organization Chart



Adult Services Department

The following table shows the staffing of the department for 2019-2020 Budget, 2018-2019 Budget, and 2017-2018 Actual.

Salary Grade	Adult Services Position	2019-2020 Budget		2018-2019 Budget		2017-2018 Actual	
		Employees	FTEs	Employees	FTEs	Employees	FTEs
1	Director						
2	Assistant Director						
3	Supervisor	1	1.00	1	1.00	1	1.00
3.5	Assistant Supervisor	1	1.00	-	-		
4	Librarian	10	6.73	9	6.75	12	6.62
5	Assistant/Paraprofessional	5	3.26	7	4.51	6	4.29
5.5	Associate 1						
6	Associate 2/Clerk						
7	Associate 3/Page						
<b>Total</b>		<b>17</b>	<b>11.99</b>	<b>17</b>	<b>12.26</b>	<b>19</b>	<b>11.91</b>

The main responsibilities of the Adult Services Department are:

- Create collections of print books, audiobooks, DVDs, and music by selection for older teens, emerging adults, seniors, and everyone in between
- Plan educational, cultural and recreational programs for the same age groups ranging from classical, jazz, and pop music to crafts, history, authors, health, personal finance and legal issues, and many other topics that either provide the information people need or give them an enriching experience
- Nurture book discussion groups that connect people and give them a chance to think collectively about books of our time
- Locate information for people who have questions and give information in a clear, complete, kind and confidential way
- Carefully choose books, audiobooks, DVDs and music for individual homebound residents as well as those in retirement communities and nursing homes, and deliver in person to make a human-to-human connection
- Deliver school loans selected by the Youth Services librarians to teachers in the schools, and work with activity directors at retirement communities to provide collections and programs
- Provide notary service and test proctoring
- Staff two service desks and assist on another for the 70 hours a week that the Library is open. Note that just this responsibility alone would take 4 full time staff members, without doing any of the other tasks listed here.

Youth Services Department

The following table shows the staffing of the department for 2019-2020 Budget, 2018-2019 Budget, and 2017-2018 Actual.

Youth Services		2019-2020 Budget		2018-2019 Budget		2017-2018 Actual	
Salary Grade	Position	Employees	FTEs	Employees	FTEs	Employees	FTEs
1	Director						
2	Assistant Director						
3	Supervisor	1	1.00	1	1.00	1	1.00
3.5	Assistant Supervisor	1	1.00	-	-		
4	Librarian	9	7.41	10	8.37	14	8.03
5	Assistant/Paraprofessional	4	2.23	5	2.71	5	2.39
5.5	Associate 1						
6	Associate 2/Clerk						
7	Associate 3/Page						
Total		15	11.64	16	12.08	20	11.42

The main responsibilities of the Youth Services Department are:

- Select books, audiobooks, DVDs and music for children from birth through high school
- Visit daycares, preschools, elementary schools, middle schools, and high schools to promote reading and inform students and teachers about Library services and programs
- Create and execute educational and recreational programs for children and teens and their parents and caregivers beginning with Babytime and progressing through the ages and levels of interest and skill
- Create enticing reading incentive programs such as Summer Reading and 1000 Books Before Kindergarten
- Create STEAM-related activities that promote understanding of scientific principles, promote positive attitudes toward science and math, and provide hands-on learning and art experiences in the Wonder Ground for grades K-4
- Create research-based hands-on early literacy experiences in the department
- Work with the Digital Services Department to select e-resources for children and teens
- Monitor Middle Ground activities to foster the positive transition of tweens to teens
- Monitor Teen Underground activities to make the Library a welcoming, safe and inclusive space for teenagers as they transition to becoming emerging adults
- Pull materials for teachers in preschools, daycares and elementary schools for library pick up and school delivery

- Staff two service desks for the 70 hours a week that the Library is open. Note that in addition to the Teen Underground Desk, the KidSpace desk is double or even triple-staffed at times to accommodate the room’s activity, which would require 6 full time staff without doing any of the other tasks listed here.

Digital Services Department

The following table shows the staffing of the department for 2019-2020 Budget, 2018-2019 Budget, and 2017-2018 Actual.

Salary Grade	Digital Services Position	2019-2020 Budget		2018-2019 Budget		2017-2018 Actual	
		Employees	FTEs	Employees	FTEs	Employees	FTEs
1	Director						
2	Assistant Director						
3	Supervisor	1	1.00	1	1.00	1	1.00
3.5	Assistant Supervisor	1	1.00	-	-		
4	Librarian	2	1.41	3	2.41	4	1.90
5	Assistant/Paraprofessional	8	4.61	6	4.22	8	4.16
5.5	Associate 1						
6	Associate 2/Clerk						
7	Associate 3/Page						
	<b>Total</b>	<b>12</b>	<b>8.02</b>	<b>10</b>	<b>7.63</b>	<b>13</b>	<b>7.06</b>

The main responsibilities of the Digital Services Department are:

- Select electronic or downloadable platforms (like Overdrive or Hoopla) and in consultation with selectors purchase fiction and nonfiction books in electronic form
- Select and track statistics for the online databases such as Consumer Reports Online
- Responsible for selecting, monitoring use, and maintaining the functionality of the technology equipment in Creative Studio A (sound, video recording and editing), Creative Studio B (training lab and maker space) as well as the circulating equipment, and all of the supplies
- Research and development of new equipment, assessing its potential use for our community
- Train patrons on equipment and facilitate the 3D and the poster plotter printing jobs as they come in
- Trouble-shoot equipment and software issues for both staff and patrons including computers, printers, sound equipment, scan stations, etc.; train staff to use technology tools effectively
- Create innovative programs for all ages encouraging hands-on creativity as well as technology training for patrons wanting to learn about the newest apps, social media platforms, or new equipment and software they may have at home

- Staff the “Tech Desk” located on the lower level and provide assistance to patrons in working with the software and hardware located in that area. Note that this desk usually requires two people during the 70 hours the Library is open, which is another 4 full time staff members in addition to programs and other tasks

Tech Services Department

The following table shows the staffing of the department for 2019-2020 Budget, 2018-2019 Budget, and 2017-2018.

Tech Services		2019-2020 Budget		2018-2019 Budget		2017-2018 Actual	
Salary Grade	Position	Employees	FTEs	Employees	FTEs	Employees	FTEs
1	Director						
2	Assistant Director						
3	Supervisor	1	1.00	1	1.00	1	1.00
3.5	Assistant Supervisor	1	1.00	-	-		
4	Librarian	2	2.00	3	3.00	3	3.00
5	Assistant/Paraprofessional	3	2.67	3	2.67	5	3.33
5.5	Associate 1						
6	Associate 2/Clerk	5	4.00	5	4.00	4	3.56
7	Associate 3/Page						
Total		12	10.67	12	10.67	13	10.89

The main responsibilities of the Tech Services Department are:

- Order the books, DVDs and other materials selected by librarians, using the acquisitions module of CCS which includes a purchase order system
- Set up standing orders for selectors when it is quicker and easier to receive materials automatically (for instance on paperback series books)
- Invoice and receive the materials with appropriate fund codes and purchase order numbers
- Process the materials by adding genre labels, barcodes, etc. as needed for the materials to be shelved in the right areas and easily located by patrons
- Catalog and classify materials so that the record includes the right kind of information in the right fields that the staff and patrons can quickly and easily locate the materials they are looking for. Note that one of the catalogers is devoted to cataloging materials in Spanish, Korean, Chinese, Japanese, Polish, Russian, Gujarati, Hindi, Greek, Serbian, and other languages as required.
- Receive and distribute serials such as newspapers and magazines; work with vendors to track down missing copies
- Remove withdrawn items from the database
- Repair books, AV disks and other items when damaged

- Clean AV disks
- Work with CCS to create cataloging rules and practices for the consortium

Patron Services Department

The following table shows the staffing of the department for 2019-2020 Budget, 2018-2019 Budget, and 2017-2018.

Salary Grade	Patron Services Position	2019-2020 Budget		2018-2019 Budget		2017-2018 Actual	
		Employees	FTEs	Employees	FTEs	Employees	FTEs
1	Director						
2	Assistant Director						
3	Supervisor	1	1.00	1	1.00	1	1.00
3.5	Assistant Supervisor	1	1.00	-	-		
4	Librarian						
5	Assistant/Paraprofessional	2	1.53	3	2.17	4	2.24
5.5	Associate 1	13	5.51	-	-		
6	Associate 2/Clerk	15	7.01	20	9.39	29	10.48
7	Associate 3/Page	3	1.67	16	6.85	11	5.54
	Total	35	17.72	40	19.41	45	19.26

The main responsibilities of the Patron Services Department are:

- Welcome and greet visitors
- Provide library cards to residents and registers non-resident Library cards
- Assist patrons with checking out and renewing materials and hold pick-ups
- Pull books, DVDs and other materials to satisfy holds; trap the holds and label the items for pick-up
- Receive materials sent by other libraries to our patrons and send materials to other libraries
- Provide fully trained passport agents and execute all steps of the process as perfectly as possible
- Provide notary service
- Voter registration
- Maintain patron information database
- Reshelve returned materials after checking to make sure they are complete
- Maintain the collections on the shelves throughout the Library
- Assist librarians with pulling materials facilitating Library-wide collection development processes
- Answer calls coming to the switchboard and direct them correctly
- Answer directional questions and help patrons find their way in the Library
- Staff two-three desks during the 70 hours a week that the Library is open. Note that this responsibility would take 4 or more full time staff members without doing most of the other tasks listed here.
- Cash receipts

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Maintenance Department

The following table shows the staffing of the department for 2019-2020 Budget, 2018-2019 Budget, and 2017-2018.

Salary Grade	Maintenance Position	2019-2020 Budget		2018-2019 Budget		2017-2018 Actual	
		Employees	FTEs	Employees	FTEs	Employees	FTEs
1	Director						
2	Assistant Director						
3	Supervisor	1	1.00	1	1.00	1	1.00
3.5	Assistant Supervisor						
4	Librarian						
5	Assistant/Paraprofessional	6	2.45	5	2.49	5	2.97
5.5	Associate 1						
6	Associate 2/Clerk						
7	Associate 3/Page						
	<b>Total</b>	<b>7</b>	<b>3.45</b>	<b>6</b>	<b>3.49</b>	<b>6</b>	<b>3.97</b>

The main responsibilities of the Maintenance Department are:

- Cleaning, repairing and maintaining the building and grounds, from day-to-day cleaning to major projects such as painting. Note that this one line is a very significant and time-consuming set of responsibilities.
- Work with vendors to maintain systems such as the HVAC, elevator, or fire alarm
- Remove snow and de-ice parking lot and sidewalks as needed between snowplow service
- Maintaining supplies such as toilet paper, cleaning products, etc.
- Get multiple bids from outside vendors to ensure best pricing; negotiate with current vendors to improve pricing
- Set up and take down rooms for meetings and programs
- Monitor the building during busy hours for safety issues or problems with patrons

Information Technology Department

The following table shows the staffing of the department for 2019-2020 Budget, 2018-2019 Budget, and 2017-2018.

Information Technology		2019-2020 Budget		2018-2019 Budget		2017-2018 Actual	
Salary Grade	Position	Employees	FTEs	Employees	FTEs	Employees	FTEs
1	Director						
2	Assistant Director						
3	Supervisor	1	1.00	1	1.00		
3.5	Assistant Supervisor						
4	Librarian					1	1.00
5	Assistant/Paraprofessional	1	1.00	1	0.80	1	0.84
5.5	Associate 1						
6	Associate 2/Clerk						
7	Associate 3/Page						
Total		2	2.00	2	1.80	2	1.84

The main responsibilities of the Information Technology Department are:

- Responsible for the design and operation of the Library's computer network and its security
- Responsible for integrating third party products into the network successfully
- Maintain Internet connections through WiFi and the network
- Select, install and support all of the Library's computers for patrons and staff
- Create and maintain a smoothly functioning environment where all of the staff and patron's computer needs are met

Public Relations & Marketing Staff

The following table shows the staffing of the department for 2019-2020 Budget, 2018-2019 Budget, and 2017-2018.

Public Relations & Marketing		2019-2020 Budget		2018-2019 Budget		2017-2018 Actual	
Salary Grade	Position	Employees	FTEs	Employees	FTEs	Employees	FTEs
1	Director						
2	Assistant Director						
3	Supervisor	1	1.00	1	1.00	1	1.00
3.5	Assistant Supervisor						
4	Librarian						
5	Assistant/Paraprofessional	3	2.48	3	2.50	2	1.89
5.5	Associate 1						
6	Associate 2/Clerk					1	0.35
7	Associate 3/Page						
Total		4	3.48	4	3.50	4	3.24

The main responsibilities of the Public Relations and Marketing Department are:

- Edit, design and distribute the bimonthly newsletter
- Maintain content on the Library's website, and continuously update social media outlets
- Serve as the Library's main contact with communication outlets such as newspaper reporters
- Design and produce promotional materials for major events such as the July 4 Parade, Winterpalooza, Makerfest, Fandom Fest, the Niles Block Party, etc.
- Design and produce posters, bookmarks, flyers and other collateral to promote programs
- Design and produce book logs, a game board, and many other pieces tied to the annual Summer Reading theme
- Assist Public Service staff with merchandising the Library's collections and promoting its services
- Design and produce signage for the Library's displays and for areas of the collection
- Notify news outlets of our programs and events
- Record and post the video recording of the Board meetings

Administration

The following table shows the staffing of the department for 2019-2020 Budget, 2018-2019 Budget, and 2017-2018.

Salary Grade	Administration Position	2019-2020 Budget		2018-2019 Budget		2017-2018 Actual	
		Employees	FTEs	Employees	FTEs	Employees	FTEs
1	Director	1	1.00	1	1.00	1	1.00
2	Assistant Director	2	2.00	2	2.00	2	2.00
3	Supervisor						
3.5	Assistant Supervisor						
4	Librarian	1	1.00	1	1.00	1	1.00
5	Assistant/Paraprofessional	1	1.00	1	1.00	1	1.00
5.5	Associate 1						
6	Associate 2/Clerk						
7	Associate 3/Page						
Total		5	5.00	5	5.00	5	5.00

In addition to the large responsibility of envisioning and implementing the Library’s plans, the responsibilities of the Administration Department are:

- Oversees the Library District’s spending and investments and ensures that bills and payroll are paid with appropriate documentation and in accordance with the Board approved budget
- Is responsible for maintaining compliance with laws and regulations at a local, state and Federal level in regards to Library law and human resources
- Oversees all staff hiring, reviews, discipline and compensation
- Investigates and administers the Library District benefits to employees
- Oversees the supervisors of each department
- Oversees all Library programming and community engagement to make sure there aren’t gaps and that funds are spent wisely and in accordance with the Board approved budget
- Prepares and communicates about the annual budget, researching employee benefits to ensure they are the best value
- Represents and advocate for the Library District in the community at a variety of outside events and groups
- Works with the Board of Trustees to make sure they are kept informed

### Special Revenue Funds

The Special Revenue Funds are a group of funds for which the Library District submits a tax levy separately. These funds have no activities but serve as a collection point for the property taxes and the related expenses. The Library District is required by law to account for this type of fund separately. Once taxes are levied for these funds, they may only be used for the specific purpose of each fund. Money cannot be transferred out to other funds.

The table below consists of the Special Revenue Funds of the Niles-Maine District Library for the 2019-2020 Budget, 2018-2019 Budget, and 2017-2018 Actual.

Special Revenue Funds	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
<b>Audit Fund</b>			
Audit Expense	\$9,000	\$21,200	\$19,900
<b>Liability Insurance Fund</b>			
Liability Insurance Expense	35,000	33,720	29,868
<b>Social Security Fund</b>			
Social Security Tax Expense	265,271	259,327	250,426
<b>Workers Compensation Insurance Fund</b>			
Workers' Compensation Insurance	27,000	26,219	26,011
<b>Unemployment Compensation Insurance Fund</b>			
Unemployment Compensation Insurance	20,000	20,000	19,324
<b>Building and Site Fund</b>			
Repairs & Improvements	60,000	65,000	57,269
Contractual Maintenance	40,000	35,000	45,819
Non-Contractual Maintenance	45,000	38,640	38,219
Equipment Maintenance	28,000	28,500	22,617
Non Capital Expenses	22,000	26,000	9,726
Furniture & Fixtures	33,593	13,000	11,335
Total Building and Site Fund	228,593	206,140	184,985
<b>Grand Total All Special Revenue Funds</b>	<b>\$584,864</b>	<b>\$566,606</b>	<b>\$530,514</b>

**Special Reserve Fund**

The Special Reserve Fund is the fund which is used to pay for significant repairs and replacement of building components and equipment. The fund does not receive its money via tax levy but rather receives its money via transfer from the General Fund. Once money is transferred into the Special Reserve Fund it can only be used for the specific purpose mentioned earlier.

Special Revenue Fund	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Capital Expenditures	\$1,971,648	\$903,600	\$52,732

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**Fund Balances**

The consolidated changes in Fund Balance are shown in the table below:

	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Beginning Consolidated Fund Balance	\$8,460,648	\$8,682,051	\$8,145,441
Revenues	7,087,017	7,079,517	7,255,611
Expenditures	(8,416,672)	(7,300,920)	(6,719,001)
Ending Consolidated Fund Balance	\$7,130,993	\$8,460,648	\$8,682,051

The changes in Fund Balance by major fund type are shown in the tables below:

**General Fund**

	<u>2019-2020</u> <u>Budget</u>	<u>2018-2019</u> <u>Budget</u>	<u>2017-2018</u> <u>Actual</u>
Beginning General Fund Balance	\$7,829,448	\$7,202,645	\$6,552,470
Revenues	6,457,517	6,457,517	6,785,930
Expenditures	(5,860,160)	(5,830,714)	(6,135,755)
Proposed Transfer to Special Reserve Fund	(1,414,606)		
Ending General Fund Balance	\$7,012,199	\$7,829,448	\$7,202,645

**Special Revenue Funds (Combined)**

	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Beginning Special Revenues Funds Combined Balance	\$74,158	\$18,764	\$79,597
Revenues	629,500	622,000	469,681
Expenditures	(584,864)	(566,606)	(530,514)
Ending Special Revenues Funds Combined Balance	\$118,794	\$74,158	\$18,764

<u>Audit Fund</u>	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Beginning Audit Fund Balance	(\$4,549)	\$4,651	\$11,033
Revenues	12,000	12,000	13,518
Expenditures	(9,000)	(21,200)	(19,900)
Ending Audit Fund Balance	(\$1,549)	(\$4,549)	\$4,651

<u>Liability Insurance Fund</u>	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Beginning Liability Insurance Fund Balance	\$89,847	\$123,083	\$151,435
Revenues	1,000	1,000	1,516
Expenditures	(35,000)	(33,720)	(29,868)
Ending Liability Insurance Fund Balance	\$55,847	\$90,363	\$123,083

<u>Workers Compensation Insurance Fund</u>	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Beginning Workers Compensation Insurance Fund Balance	\$6,735	\$9,954	\$13,231
Revenues	23000	23,000	22,734
Expenditures	(27,000)	(26,219)	(26,011)
Ending Workers Compensation Insurance Fund Balance	\$2,735	\$6,735	\$9,954

<u>Social Security Fund</u>	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Beginning Social Security Fund Balance	\$335	\$9,662	\$12,646
Revenues	250,000	250,000	247,442
Expenditures	(265,271)	(259,327)	(250,426)
Ending Social Security Fund Balance	(\$14,936)	\$335	\$9,662

<u>Unemployment Insurance Fund</u>	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Beginning Unemployment Insurance Fund Balance	\$8,703	\$3,703	\$2,345
Revenues	25,000	25,000	20,682
Expenditures	(20,000)	(20,000)	(19,324)
Ending Unemployment Insurance Fund Balance	\$13,703	\$8,703	\$3,703

<u>Building and Site Fund</u>	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Beginning Building and Site Fund Balance	(\$27,429)	(\$132,289)	(\$111,093)
Revenues	318,500	311,000	163,789
Expenditures	(228,593)	(206,140)	(184,985)
Ending Building and Site Fund Balance	\$62,478	(\$27,429)	(\$132,289)

**Special Reserve Fund**

	2019-2020 Budget	2018-2019 Budget	2017-2018 Actual
Beginning Special Reserve Fund Balance	\$557,042	\$1,460,642	\$1,513,374
Revenues			
Expenditures	(1,971,648)	(903,600)	(52,732)
Proposed Transfer From General Fund	1,414,606		
Ending Special Reserve Fund Balance	\$0	\$557,042	\$1,460,642

## ***Debt***

The Library District has one outstanding debt obligation in the form of an operating lease. Through an intergovernmental agreement with School District No. 71, the Library District leases parking space for its employees. The lease expires on June 30, 2037 and requires annual payments of \$10,572 which are paid out of the General Fund as part of regular operations. As of June 30, 2019, the future minimum lease payments equal \$190,296.

The Library District has no other outstanding debt obligations.

In accordance with the Illinois Compiled Statutes (50 ILCS 405/1.21), the legal debt limit for governmental units does not apply to the indebtedness of any library district incurred for acquiring or improving sites, constructing, extending or improving and equipping sites for public library purposes or for the establishment, support and maintenance of a public library under the provisions of "The Illinois Public Library Act."

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**Niles-Maine District Library  
Proposed Consolidated Budget  
2019-2020**

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# Niles-Maine District Library

## 2019-2020 Consolidated Budget

### 2019-2020

	2017-2018	2018-2019	Proposed 2019-2020	Favorable (Unfavorable)
	Actual	Budget	Budget	Budget vs Budget
<b>Revenues</b>				
Property Taxes	\$ 6,754,715	\$ 6,659,562	\$ 6,659,562	\$ -
Replacement Taxes	\$ 122,331	\$ 145,000	\$ 125,000	\$ (20,000)
Per Capita Grant	\$ 116,083	\$ 71,605	\$ 71,605	\$ -
Grants-Other	\$ 3,500	\$ 1,000	\$ 1,000	\$ -
Investment Income	\$ 144,510	\$ 100,000	\$ 125,000	\$ 25,000
Fines	\$ 28,861	\$ 25,000	\$ 25,000	\$ -
Lost Books	\$ 11,114	\$ 10,500	\$ 8,000	\$ (2,500)
Pay For Print	\$ 22,640	\$ 20,500	\$ 20,500	\$ -
Flash Drive & Ear Bud Sales	\$ 65	\$ -	\$ -	\$ -
Commissions & Fees	\$ -	\$ -	\$ -	\$ -
Donations	\$ 3,173	\$ -	\$ -	\$ -
Miscellaneous	\$ 12,187	\$ 1,350	\$ 1,350	\$ -
Passport Revenue	\$ 24,316	\$ 35,000	\$ 40,000	\$ 5,000
Non-Resident Fees	\$ 464	\$ -	\$ -	\$ -
Book Sale	\$ 11,651	\$ 10,000	\$ 10,000	\$ -
<b>Total Revenues</b>	<b>\$ 7,255,611</b>	<b>\$ 7,079,517</b>	<b>\$ 7,087,017</b>	<b>\$ 7,500</b>

#### Expenditures

##### Salaries

Library Director	\$ 129,380	\$ 133,124	\$ 136,452	\$ (3,328)
Payroll-Department Managers	\$ 178,240	\$ 184,083	\$ 190,526	\$ (6,443)
Payroll-Division Supervisors	\$ 455,121	\$ 540,962	\$ 556,023	\$ (15,061)
Payroll-Division Assistant Supervisors	\$ -	\$ -	\$ 278,033	\$ (278,033)
Payroll-Librarian IV	\$ 1,221,930	\$ 1,185,809	\$ 992,808	\$ 193,001
Payroll-Library Grade V	\$ 790,344	\$ 817,796	\$ 751,316	\$ 66,480

Payroll-Associate I		\$ -	\$ 117,453	\$ (117,453)
Payroll-Library Grade VI	\$ 383,349	\$ 372,353	\$ 320,784	\$ 51,569
Payroll-Library Pages	\$ 88,581	\$ 138,575	\$ 42,222	\$ 96,353
Payroll-Sundays	\$ 86,144	\$ 90,000	\$ 81,975	\$ 8,025
Adjustments	\$ 7,521	\$ 10,000	\$ 10,000	\$ -
Substitutes	\$ 8,606	\$ 28,000	\$ 28,000	\$ -
<b>Total Salaries</b>	<b>\$ 3,349,216</b>	<b>\$ 3,500,702</b>	<b>\$ 3,505,591</b>	<b>\$ (4,889)</b>

#### Library Materials

Books-Adult	\$ 186,866	\$ 181,000	\$ 181,000	\$ -
Books-Youth Services	\$ 81,691	\$ 80,000	\$ 80,000	\$ -
Books-Teen	\$ 15,748	\$ 15,250	\$ 15,250	\$ -
Downloadables	\$ 60,234	\$ 80,000	\$ 80,000	\$ -
Periodicals	\$ 32,430	\$ 32,900	\$ 25,673	\$ 7,227
AV-Adult	\$ 117,069	\$ 122,000	\$ 122,000	\$ -
AV-Youth Services	\$ 39,756	\$ 39,800	\$ 38,800	\$ 1,000
AV-Teen	\$ 10,615	\$ 11,750	\$ 11,750	\$ -
Online Databases	\$ 215,000	\$ 210,000	\$ 230,000	\$ (20,000)
<b>Total Library Materials</b>	<b>\$ 759,409</b>	<b>\$ 772,700</b>	<b>\$ 784,473</b>	<b>\$ (11,773)</b>

#### Library Operating Expenditures

CCS Charges	\$ 78,188	\$ 90,920	\$ 93,154	\$ (2,234)
Processing & Supplies	\$ 39,347	\$ 33,500	\$ 25,500	\$ 8,000
Internet Charges	\$ (1,044)	\$ 18,400	\$ 18,400	\$ -
Software, Licenses	\$ 39,725	\$ 75,668	\$ 120,426	\$ (44,758)
Printing	\$ 38,722	\$ 42,900	\$ 53,100	\$ (10,200)
Library Supplies	\$ 5,328	\$ 6,900	\$ 1,500	\$ 5,400
Programming & Support-Adult	\$ 32,935	\$ 30,235	\$ 31,500	\$ (1,265)
Programming & Support-Juvenile	\$ 43,801	\$ 34,725	\$ 41,585	\$ (6,860)
Programming & Support-Events	\$ 5,729	\$ 6,100	\$ 3,300	\$ 2,800
Programming & Support-Teen	\$ 6,292	\$ 6,925	\$ 7,900	\$ (975)
Public Performing Rights	\$ 2,140	\$ 2,000	\$ 1,500	\$ 500
Computer Charges OCLC	\$ 12,419	\$ -	\$ -	\$ -
Miscellaneous--	\$ 2,558	\$ 2,500	\$ 2,500	\$ -
Per Capita Grant Expenditures	\$ 48,770	\$ 71,605	\$ 71,605	\$ -
Grant - Other Expenditures	\$ 4,419	\$ 2,750	\$ 2,000	\$ 750
Volunteers	\$ 823	\$ 2,850	\$ 4,000	\$ (1,150)
<b>Total Library Operating Expenditures</b>	<b>\$ 360,152</b>	<b>\$ 427,978</b>	<b>\$ 477,970</b>	<b>\$ (49,992)</b>

**General and Administration**

Janitorial Supplies	\$	28,200	\$	32,000	\$	32,000	\$	-
Copiers	\$	8,822	\$	10,000	\$	10,500	\$	(500)
Professional Development	\$	47,884	\$	35,894	\$	54,046	\$	(18,152)
Mileage	\$	3,512	\$	3,650	\$	3,650	\$	-
Professional Collection	\$	7,777	\$	8,250	\$	3,500	\$	4,750
Legal Fees	\$	5,740	\$	7,250	\$	7,015	\$	235
Consultants	\$	14,610	\$	15,000	\$	18,600	\$	(3,600)
Kitchen Supplies	\$	753	\$	1,000	\$	1,400	\$	(400)
Promotional Expense	\$	18,715	\$	21,000	\$	20,800	\$	200
Office Supplies	\$	14,068	\$	27,350	\$	22,450	\$	4,900
Postage & Freight	\$	18,788	\$	22,760	\$	23,950	\$	(1,190)
Publication of Notices-Legal	\$	1,475	\$	1,200	\$	1,200	\$	-
Subscriptions & Dues	\$	6,609	\$	8,495	\$	8,943	\$	(448)
Collection Services	\$	1,502	\$	1,000	\$	1,750	\$	(750)
Telephone	\$	17,588	\$	16,500	\$	17,000	\$	(500)
Trustee Expense	\$	3,967	\$	5,000	\$	5,000	\$	-
Payroll Service	\$	18,577	\$	17,500	\$	17,000	\$	500
Bank Fees	\$	(1,651)	\$	1,200	\$	1,300	\$	(100)
Parking Lease	\$	10,572	\$	10,572	\$	10,572	\$	-
<b>Total General and Administration</b>	<b>\$</b>	<b>227,506</b>	<b>\$</b>	<b>245,621</b>	<b>\$</b>	<b>260,676</b>	<b>\$</b>	<b>(15,055)</b>

**Vehicle Operation**

Gas, Oil, Grease	\$	553	\$	1,000	\$	750	\$	250
Repairs & Maintenance			\$	1,800	\$	500	\$	1,300
Miscellaneous-			\$	100	\$	100	\$	-
Auto Insurance	\$	1,586	\$	1,732	\$	1,732	\$	-
<b>Total Vehicle Operation</b>	<b>\$</b>	<b>2,139</b>	<b>\$</b>	<b>4,632</b>	<b>\$</b>	<b>3,082</b>	<b>\$</b>	<b>1,550</b>

**Employee Fringe Benefits**

IMRF	\$	758,197	\$	180,706	\$	165,362	\$	15,344
Group Health	\$	484,572	\$	480,675	\$	452,256	\$	28,419
Health Reimbursement Account	\$	49,617	\$	66,000	\$	66,000	\$	-
Dental	\$	18,175	\$	20,000	\$	20,000	\$	-
Vision	\$	6,267	\$	7,000	\$	7,000	\$	-
FSA fee	\$	1,096			\$	-	\$	-
Life, LTD, AD&D, STD	\$	12,292	\$	13,000	\$	14,000	\$	(1,000)

<b>Total Employee Fringe Benefits</b>	\$	<b>1,330,217</b>	\$	<b>767,381</b>	\$	<b>724,618</b>	\$	<b>42,763</b>
<b>Utilities</b>								
Gas	\$	14,910	\$	12,000	\$	11,250	\$	750
Electric	\$	83,940	\$	90,000	\$	85,000	\$	5,000
Water	\$	8,266	\$	9,700	\$	7,500	\$	2,200
<b>Total Utilities</b>	\$	<b>107,116</b>	\$	<b>111,700</b>	\$	<b>103,750</b>	\$	<b>7,950</b>
<b>Total Operating Expenses</b>	\$	<b>6,135,755</b>	\$	<b>5,830,714</b>	\$	<b>5,860,160</b>	\$	<b>(29,446)</b>
<b>Operating Surplus/(Deficit)</b>	\$	<b>1,119,856</b>	\$	<b>1,248,803</b>	\$	<b>1,226,857</b>	\$	<b>(21,946)</b>
<b>Capital Expenditures</b>								
Special Reserve - Building	\$	46,923	\$	733,000	\$	1,504,600	\$	(771,600)
Special Reserve - Equipment	\$	5,809	\$	170,600	\$	467,048	\$	(296,448)
<b>Total Capital Expenditures</b>	\$	<b>52,732</b>	\$	<b>903,600</b>	\$	<b>1,971,648</b>	\$	<b>(1,068,048)</b>
<b>Audit</b>								
Audit Expense	\$	19,900	\$	21,200	\$	9,000	\$	12,200
<b>Total Audit Expenditures</b>	\$	<b>19,900</b>	\$	<b>21,200</b>	\$	<b>9,000</b>	\$	<b>12,200</b>
<b>Liability Insurance</b>								
Liability Insurance	\$	29,868	\$	33,720	\$	35,000	\$	(1,280)
<b>Total Liability Expenditures</b>	\$	<b>29,868</b>	\$	<b>33,720</b>	\$	<b>35,000</b>	\$	<b>(1,280)</b>
<b>Social Security</b>								
Social Security	\$	250,426	\$	259,327	\$	265,271	\$	(5,944)
<b>Total Social Security Expenditures</b>	\$	<b>250,426</b>	\$	<b>259,327</b>	\$	<b>265,271</b>	\$	<b>(5,944)</b>
<b>Workers' Compensation</b>								
Workers' Compensation	\$	26,011	\$	26,219	\$	27,000	\$	(781)
<b>Total Workers' Compensation Expenditures</b>	\$	<b>26,011</b>	\$	<b>26,219</b>	\$	<b>27,000</b>	\$	<b>(781)</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$	19,324	\$	20,000	\$	20,000	\$	-
<b>Total Unemployment Compensation Expenditures</b>	\$	<b>19,324</b>	\$	<b>20,000</b>	\$	<b>20,000</b>	\$	<b>-</b>

**Building & Equipment Maintenance**

Repairs & Improvements	\$57,269	\$ 65,000	\$ 60,000	\$ 5,000
Contractual Maintenance	\$45,819	\$ 35,000	\$ 40,000	\$ (5,000)
Non-Contractual Maintenance	\$38,219	\$ 38,640	\$ 45,000	\$ (6,360)
Equipment Maintenance	\$22,617	\$ 28,500	\$ 28,000	\$ 500
Non Capital Expenses	\$9,726	\$ 26,000	\$ 22,000	\$ 4,000
Furniture & Fixtures	\$11,336	\$ 13,000	\$ 33,593	\$ (20,593)
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$ 184,985</b>	<b>\$ 206,140</b>	<b>\$ 228,593</b>	<b>\$ (22,453)</b>
<b>Total Expenditures</b>	<b>\$ 6,719,001</b>	<b>\$ 7,300,920</b>	<b>\$ 8,416,671</b>	<b>\$ (1,115,751)</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ 536,611</b>	<b>\$ (221,403)</b>	<b>\$ (1,329,654)</b>	<b>\$ 1,123,251</b>

**TENTATIVE ORDINANCE PROVIDING FOR BUDGET AND  
APPROPRIATIONS OF THE NILES-MAINE DISTRICT LIBRARY,  
COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING  
JULY 1, 2019 AND ENDING JUNE 30, 2020**

**ORDINANCE 19-01  
TENTATIVE ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF THE NILES-MAINE DISTRICT LIBRARY, COOK COUNTY, ILLINOIS, FOR  
THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020**

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

WHEREAS, a public hearing will be held as to such Budget on the 19<sup>th</sup> day of June, 2019, and notice of said hearing will be given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

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

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby budgeted and appropriated for general corporate purposes and to defray and for the payment of all expenses and liabilities of the Niles-Maine District Library for the fiscal year hereby adopted as beginning July 1, 2019 and ending June 30, 2020.

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

	<b>APPROPRIA- TION</b>	<b>BUDGET</b>
<b>Salaries</b>		
ADMINISTRATOR	\$ 272,903	\$ 136,452
MANAGERS	\$ 381,051	\$ 190,526
SUPERVISORS	\$ 1,112,046	\$ 556,023
ASSISTANT SUPERVISORS	\$ 556,066	\$ 278,033
LIBRARIAN	\$ 1,985,616	\$ 992,808
LIBRARY GRADE V	\$ 1,502,631	\$ 751,316
ASSOCIATES	\$ 234,906	\$ 117,453
LIBRARY GRADE VI	\$ 641,569	\$ 320,784
LIBRARY PAGE	\$ 84,444	\$ 42,222
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$ 239,949	\$ 119,975
<b>TOTAL SALARIES</b>	<b>\$ 7,011,183</b>	<b>\$ 3,505,591</b>
 <b>LIBRARY MATERIALS</b>		
BOOKS & PERIODICAL	\$ 610,846	\$ 305,423
DOWNLOADABLES	\$ 160,000	\$ 80,000

AV	\$ 345,100	\$ 172,550
ONLINE DATABASES	\$ 460,000	\$ 230,000
<b>TOTAL MATERIALS</b>	<b>\$ 1,575,946</b>	<b>\$ 787,973</b>

### **OPERATING EXPENSES**

#### **Processing & Supplies**

CCS CHARGES	\$ 186,307	\$ 93,154
PROCESSING & SUPPLIES	\$ 54,000	\$ 27,000
INTERNET CHARGES	\$ 36,800	\$ 18,400
SOFTWARE, LICENSES	\$ 240,852	\$ 120,426
PRINTING	\$ 106,200	\$ 53,100
PROGRAMMING & SUPPORT	\$ 171,570	\$ 85,785
VOLUNTEERS	\$ 8,000	\$ 4,000
MISCELLANEOUS	\$ 5,000	\$ 2,500
<b>TOTAL PROCESSING &amp; SUPPLIES</b>	<b>\$ 808,729</b>	<b>\$ 404,365</b>

#### **Administration & General Office**

COPIERS	\$ 21,000	\$ 10,500
PROFESSIONAL DEVELOPMENT	\$ 108,092	\$ 54,046
MILEAGE REIMBURSEMENT	\$ 7,300	\$ 3,650
LEGAL FEES	\$ 14,030	\$ 7,015
CONSULTING	\$ 37,200	\$ 18,600
SUPPLIES	\$ 111,700	\$ 55,850
PROMOTIONAL EXPENSE	\$ 41,600	\$ 20,800
POSTAGE & FREIGHT	\$ 47,900	\$ 23,950
PUBLICATION OF NOTICES - LEGAL	\$ 2,400	\$ 1,200
SUBSCRIPTIONS & DUES	\$ 17,886	\$ 8,943
SERVICE FEES	\$ 40,100	\$ 20,050
TELEPHONE	\$ 34,000	\$ 17,000
TRUSTEE EXPENSE	\$ 10,000	\$ 5,000
PARKING LEASE AGREEMENT	\$ 21,144	\$ 10,572
<b>TOTAL ADMINISTRATION AND GENERAL OFFICE</b>	<b>\$474,742</b>	<b>\$ 257,176</b>

<b>VEHICLE EXPENSE TOTAL</b>	<b>\$ 6,164</b>	<b>\$ 3,082</b>
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#### **EMPLOYEE FRINGE BENEFITS**

PENSION PLAN	\$ 330,724	\$ 165,362
GROUP HEALTH	\$ 904,512	\$ 452,256
HEALTH REIMBURSEMENT	\$ 132,000	\$ 66,000

DENTAL, VISION, DISABILITY	\$ 82,000	\$ 41,000
<b>TOTAL FRINGE BENEFITS</b>	<b>\$ 1,449,236</b>	<b>\$ 724,618</b>

<b>TOTAL UTILITIES</b>	<b>\$ 207,500</b>	<b>\$ 103,750</b>
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<b>TOTAL OPERATING</b>	<b>\$11,533,500</b>	<b>\$ 5,786,555</b>
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**BUILDING & MAINTENANCE**

REPAIRS & IMPROVEMENTS	\$ 120,000	\$ 60,000
CONTRACTUAL MAINTENANCE	\$ 80,000	\$ 40,000
NON-CONTRACTUAL MAINTENANCE	\$ 90,000	\$ 45,000
EQUIPMENT MAINTENANCE	\$ 56,000	\$ 28,000
NON CAPITAL EXPENSES	\$ 44,000	\$ 22,000
FURNITURE & FIXTURES	\$ 67,185	\$ 33,593
<b>TOTAL BUILDING &amp; MAINTENANCE</b>	<b>\$ 457,185</b>	<b>\$ 228,593</b>

**SPECIAL RESERVE**

SPECIAL RESERVE - BUILDING	\$ 3,009,200	\$ 1,504,600
SPECIAL RESERVE - EQUIPMENT	\$ 934,096	\$ 467,048
<b>TOTAL SPECIAL RESERVE</b>	<b>\$ 3,943,296</b>	<b>\$ 1,971,648</b>

**SPECIAL FUNDS**

AUDIT	\$ 18,000	\$ 9,000
LIABILITY INSURANCE	\$ 70,000	\$ 35,000
SOCIAL SECURITY	\$ 530,541	\$ 265,271
ILLINOIS UNEMPLOYMENT TAXES	\$ 40,000	\$ 20,000
WORKERS' COMPENSATION INSURANCE	\$ 54,000	\$ 27,000
<b>TOTAL SPECIAL FUND ITEMS</b>	<b>\$ 712,541</b>	<b>\$ 356,271</b>

<b>SUPPLEMENTARY GRANTS</b>	<b>\$ 147,210</b>	<b>\$ 73,605</b>
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<b>GRAND TOTAL</b>	<b>\$16,793,733</b>	<b>\$ 8,416,671</b>
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SECTION 3: The several sums above mentioned and designed as appropriation, which is SIXTEEN MILLION SEVEN HUNDRED NINETY-THREE THOUSAND SEVEN HUNDRED THIRTY-THREE AND NO/100 DOLLARS (\$16,793,733) be and are hereby appropriated as propriate fractional parts of the said amount SIXTEEN MILLION SEVEN HUNDRED NINETY-THREE THOUSAND SEVEN HUNDRED THIRTY-THREE AND NO/100 DOLLARS (\$16,793,733) from the proceeds of the general property tax for corporate purposes and special taxes in addition to all other library taxes as provided by law.

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

SECTION 4: The cash on hand deemed by law as current assets available for library purposes as of June 30, 2018, is estimated to be \$9,300,000; the estimate of cash to be received during the 2018-2019 fiscal year from all sources is \$7,087,017; the estimate of expenditures appropriated for such fiscal year is \$16,793,733; and the estimated operating budget for such fiscal year is \$5,786,555. The estimated cash to be expected on hand deemed by law as current assets available for library purposes at the end of such year is \$10,600,462.

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

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

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

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

ADOPTED this 20th day of May, 2019, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Karen Dimond  
President of the Board of Trustees of the  
NILES-MAINE DISTRICT LIBRARY  
ATTESTED and SIGNED in my office,  
according to law, this 16th day of May 2018, at  
the said NILES-MAINE DISTRICT LIBRARY

\_\_\_\_\_  
Dianne Olson  
Secretary, Board of Trustees  
NILES-MAINE DISTRICT LIBRARY

DRAFT

**New Business - Recommended Actions**

**A. Recommended Action to Ordinance 19-01**

MOVE the Library Board of Trustees adopt Ordinance 19-01, Tentative Ordinance Providing for Budget and Appropriations of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020.

**Memorandum A of Recommended Board Action**

Ordinance 19-01 reflect the budget and appropriations reflected in the annual budget documents distributed to the Board.

**ORDINANCE 19-01  
TENTATIVE ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF THE NILES-MAINE DISTRICT LIBRARY, COOK COUNTY, ILLINOIS, FOR  
THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020**

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

WHEREAS, a public hearing will be held as to such Budget on the 19<sup>th</sup> day of June, 2019, and notice of said hearing will be given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

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<b>Processing &amp; Supplies</b>		
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<b>SUPPLEMENTARY GRANTS</b>	<b>\$ 147,210</b>	<b>\$ 73,605</b>
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**GRAND TOTAL** **\$16,793,733** **\$ 8,416,671**

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AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Karen Dimond  
President of the Board of Trustees of the  
NILES-MAINE DISTRICT LIBRARY  
ATTESTED and SIGNED in my office,  
according to law, this 16th day of May 2018, at  
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\_\_\_\_\_  
Dianne Olson  
Secretary, Board of Trustees  
NILES-MAINE DISTRICT LIBRARY