



Niles Public Library District

Regular Meeting

Wednesday, October 21, 2015 7:00 PM

**NILES PUBLIC LIBRARY DISTRICT
REGULAR MEETING AGENDA**

October 21, 2015

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Comments from Board President Linda Ryan
4. Consent Agenda
 - A. Approve the revised Minutes of the Regular Board Meeting of August 19, 2015 4
 - B. Approve the Minutes of the Regular Board Meeting of September 16, 2015 9
 - C. Approve the payment of the bills for operating expenses of \$220,115.51, payroll expenses of \$278,425.28, Special Reserve Expenses of \$6,651.00 for a total monthly expenses of \$505,191.79 12
5. Public Comment
6. Treasurer's Report 18
7. Director's Report
 - A. Highlights 35
 - B. Monthly Statistics 44
8. Communications 49
9. Committee Reports
 - A. Building and Grounds
10. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
11. Secretary's Report
12. New Business
 - A. Adopt Ordinance 15-06, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing its Conveyance or Sale 53
 - B. Library Retirement Plan Investigation

Board Meeting Agenda - October 21, 2015

- 1) Description and Discussion of Current Retirement Plan--George Pantazis, ICMA
- C. Discuss Tax Levy of the Niles Public Library for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016
13. Unfinished Business
 - A. Approve changes to:
 - Bylaws**
 - Section III Administrative and Services Policies:**
 - 3.02 Library Rules
 - 3.03 Services of the Library
 - 3.04 Borrowers and Borrowers' Cards
 - 3.10 Bulletin Boards, Posters and Handouts
 - 3.11 Unattended Children
 - 3.14 Meeting and Study Rooms
 - 3.16 Gifts and Special Donations
 - 3.29 Gift, Donation, Sponsorship and Naming Rights Policy
 - 3.30 Freedom of Information Act Practices and Procedures Policy
 - Section IV Personnel Policies:**
 - 4.02 Appointment
 - 4.06 Sick Leave
 - 4.08 Vacation Allowances
 - 4.10 Leaves of Absence Without Pay
 - 4.13 Attendance at Professional Meetings
 - 4.14 Travel Expenses
 - 4.15 Electronic Communications Use Policy
14. Executive Session - To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Niles Public Library District; to discuss minutes of closed session meetings
15. Executive Session Action - if any, on closed session subjects
16. Other
 - A. Viewing of Short Takes for Trustees, *Board Meetings*
17. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
August 19, 2015
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

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

Library Staff Present

Susan Lempke, Greg Pritz, Diane Winberg, Dodie Frisbie, Judy McNulty, Cyndi Rademacher, Victoria Luz, David Dabrowski, Arianne Carey, Sasha Vasilic, Richard Wozniczka

Guests Present

Igor Studenkov, *Niles Bugle*; Dennis Walsh, Attorney, Klein Thorpe and Jenkins; Carol Jung, Niles Resident; Jerry Szczepanski, Niles Resident; Myrna and Robert Zalesny; Niles Residents; Sam Zumpano, Niles Resident; Norbert Johnson, Niles Resident; and David Carrabotta, Niles Resident

Call to Order

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 7:17 PM.

Roll Call

The roll was taken by Ms. Winberg.

Consent Agenda

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of July 15, 2015. Trustee Drblik seconded.

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

Trustee Matyas MOVED the Library Board of Trustees approve the payment of the payment of the bills for operating expenses of \$228,818.82; payroll expenses of \$262,776.07; and Special Reserve Expenses of \$0.00, for a total monthly expense of \$491,594.89. Trustee Dimond seconded.

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

Public Comments

Mr. Szczepanski asked the Board whether they knew the number of non-residents using the Niles Library. The library seems to serve as a watch dog for many of the children who come here from out-of-the district schools. He asked if this issue has come up. Ms. Ryan informed the public that the Board does not reply to any comments during this time. Ms. Lempke said she would be happy to discuss this with him afterwards. He inquired about the free lunch program which was offered at the Library during the summer. He asked the Board to be careful as to the services offered at the Library. He feels that there are fees that can be earned by Niles from those living out-of-district and are not being taxed on services offered in Niles. Mr. Szczepanski thanked the Board for their time.

Ms. Zalesny asked whether the savings in purchasing ebooks versus books is reflected in the library's budget.

Treasurer's Report

Review of Financial Report

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

Director's Report

Ms. Lempke presented highlights of her report.

Ms. Lempke gave the Board an update on the no-fines program which has been initiated at various libraries. The Algonquin library is very happy with the program and their patrons are very happy with this change. They have not had a problem with the return of materials. ELA and the Vernon libraries have now also stopped charging fines. Ms. Lempke said that we may start getting some pressure from our patrons about this no-fines program, but it is still in its experimental stages and that she is not advocating it. The library does earn a good amount of money from its fines. Board members indicated they do not want to eliminate fines.

As a follow-up to Mr. Spadoni's inquiry about the showing of closed-caption movies Ms. Lempke reported that since the library's AV equipment has been upgraded, more of these movies have been added to our schedule.

Ms. Lempke reported that the Library is pursuing a credit card offering reward points as suggested by Ms. Matyas at last month's meeting. She thanked Ms. Matyas for this tip which is a great idea.

Ms. Lempke asked Trustee Drblik to report on the Justice Project which she attended. Trustee Drblik said that the purpose of this group is to promote fair housing within our communities. On behalf of the library, she brought to the table the free lunch program which was offered during the summer, the low vision equipment which is now available at the library, and the success of our summer reading club volunteer program. She thanked Mr. Pritz for helping out with a last minute display for the Library. Ms. Drblik thought that we really stood out because of everything the library has to offer.

Trustee Dimond asked for a clarification that the lunch program is of no cost to the library. Ms. Lempke said that it is completely covered by the State and Archdiocese.

Ms. Lempke referred to the Patron Suggestions which were included in the packet. She mentioned a suggestion from a patron who inquired whether it would be feasible to alert patrons when their library cards are ready to expire. Checking with the head of Patron Services, there was a way and she was able to turn it on immediately. Our patrons will appreciate this notification. She asked Board members to review the comments and suggestions each month and add follow-up items to the agenda if needed.

Ms. Lempke mentioned that the database Tutor.com will be substituted by BrainFuse which offers help to students from Kindergarten through college along with help for job seekers.

Ms. Ryan commented that she thought it a great idea to hold a boot camp for managers and supervisors in the Library through the Management Association. The 3-day session will be held in September.

Ms. Lempke invited the Trustees to attend the grand opening of the Library's new spaces—Wonder Ground and the Creative Studio on September 19 and 20.

Communications

They were included in the Board packet.

Committee Reports

Building & Grounds Committee

No report.

Technology Committee

No report.

The Employee Benefits and Strategic Plan Committees

No report.

Liaison Reports

Friends of the Library

No report.

Legislative

No report.

RAILS

No report.

New Business

Ordinance 15-05

Trustee Dimond MOVED the Library Board of Trustees adopt Ordinance 15-05, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016. Trustee Nakanishi seconded.

Ms. Lempke asked that the Budget for salary expenditures be raised \$150,000 to cover any anticipated staff that may be needed in the new Creative Studio and the Digital Services Department. After some discussion, the Board agreed to raise salary expenditures \$75,000. Trustee Dimond asked that discussion be held on the positions and their job descriptions before they are posted.

The Budget was reviewed in detail by Mr. Pritz with continued discussion by the Board.

Trustee Dimond amend the current motion to adopt Ordinance 15-05 by raising the salary expenditure for Library Grade V by \$75,000. Trustee Nakanishi seconded.

Roll call vote: Ayes: Dimond, Drblik, Nakanishi, Rozanski, Ryan, Spadoni. Nays: Matyas. Motion carried.

Purchase of Copiers and CPads

Trustee Nakanishi MOVED the Library Board of Trustees approve the recommended purchase of 5 Konica Minolta copiers and 5 CPads with one additional release station from Today's Business Solutions for a total of \$30,079.70 (\$23,428.70 and \$6,651.00 respectively). Trustee Drblik seconded.

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

Discussion of new policy 3.30 Rules for Patron use of the Creative Studio

Ms. Lempke presented the suggested policy for the basic use of the Creative Studio. Patrons will be required to sign a waiver form for the use of some of the equipment. Changes to the policy will be determined once the Creative Studio is opened. Patrons will be charged for various materials used on some of the equipment. Use of the equipment will be restricted to Niles cardholders. Further review of the policy will be made by Mr. Walsh. A motion will be prepared for the Board's approval of the policy at the September meeting.

Lending Regulations

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

The changes made to the Lending Regulations add a line for the new technology equipment. Fines are a little steeper on the equipment so that patrons do not keep them for a longer time. Replacement costs are separate from the fines.

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

Ms. Ryan MOVED that a 5 minute break be taken. Trustee Spadoni seconded.

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

The meeting resumed at 8:41 PM with Board members present.

Unfinished Business

Third Reading - Discussion on the Consideration of the adoption of "A Resolution of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois, Amending the Bylaws of the Niles Public Library District" which would delete the language located at the end of the first paragraph in Section XI of the Bylaws.

This discussion was the third of three discussions on revoking the bylaw changes that were made at a Special Board Meeting by the previous board regarding the implementation of IMRF. The third reading of this discussion was posted on the Library's website with full text.

Trustee Dimond said this change to the bylaws will bring the bylaws back to where they were. There will be no any special treatment given to any provision in the bylaws. Any future discussions on a pension plan will be held by the Employee Benefits Committee which will meet as a committee of the whole.

Resolution Amending the Bylaws

Trustee Nakanishi MOVED the Library Board of Trustees adopt Resolution 14-01, "A Resolution of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois, Amending the Bylaws of the Niles Public Library District" which deletes the language:

'Furthermore, any resolution or ordinance that addresses the topic of the Niles Public Library District considering or electing to participate in the Illinois Municipal Retirement Fund shall first be published on the Library's website and submitted in writing to the Board of Trustees for three readings before formal action is taken on the item. The Board of Trustees shall consider the proposed item at three separate regular Board of Trustees meetings and a final consideration for approval shall occur only after the item has been discussed at three previous regular meetings. At the first three meetings at which the item appears on the agenda, it should be only to 'discuss the item'. At the meeting at which the item appears on the agenda for a fourth time, the agenda should say 'to discuss and possibly take final action' on the item.

Any additional amendments or changes to the Bylaws of the Niles Public Library District that address the topic of the Niles Public Library District considering or electing to participate in the Illinois Municipal Retirement Fund shall first be published on the Library's website and submitted in writing to the Board of Trustees for three readings. The Board of Trustees shall consider the proposed item at three separate regular Board of Trustees meetings and a final consideration for approval shall occur only after the item has been discussed at two previous regular meetings. At the first two meetings at which the item appears on the agenda, it should be only to 'discuss the item'. At the meeting at which the item appears on the agenda for a third reading, the agenda should say 'to discuss and possibly take final action' on the item.'

Trustee Drblik seconded.

Roll call vote: Ayes: Dimond, Drblik Nakanishi, Rozanski, Ryan, Spadoni. Nays: Matyas. Motion carried.

Executive Session

Trustee Matyas MOVED the Library Board of Trustees enter into Executive Session to discuss the minutes of closed session meetings. Trustee Drblik seconded.

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

Executive Session started at 8:48 PM. Executive Session ended at 9:22 PM.

Open session began at 9:23 PM with all members of the Board present.

Final Action—if any, on closed session subjects

Trustee Drblik MOVED the Library Board of Trustees approve that the Executive Session Minutes from January 15, February 12, April 16, April 24, May 21, May 29, June 18, July 15, August 20, and November 19, 2014 be released and made available for public inspection and that the Executive Session Minutes from January 13, February 19, and March 19, 2014 remain confidential. Trustee Matyas seconded.

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

Other

There was none.

Adjournment

Trustee Drblik MOVED to adjourn. Trustee Nakanishi seconded.

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

The meeting adjourned at 9:25 PM.

President

Secretary

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
September 16, 2015
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

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

Trustees Present

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

Library Staff Present

Susan Lempke, Greg Pritz, Diane Winberg, Dodie Frisbie, Cyndi Rademacher, David Dabrowski, Arianne Carey, Sasha Vasilic, Donna Block,

Guests Present

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

Call to Order

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

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance

Consent Agenda

Trustee Nakanishi MOVED the Library Board of Trustees approve:

- A. Minutes of the Budget and Appropriations Public Hearing of August 19, 2015;
- B. Minutes of the Regular Board Meeting of August 19, 2015;
- C. Payment of the bills for operating expenses of \$167,930.21, payroll expenses of \$260,947.15, Special Reserve expenses of \$23,518.73, for a total monthly expense of \$452,396.09;
- D. Payment to Visographic for the printing of the fall issue of Chapter One;
- E. Travel requests for:
 - 1) Cyndi Rademacher, Mary Miller and Donna Block to attend the Illinois Library Association Conference in Peoria, Illinois from October 21-24, 2015 for \$2,500;
 - 2) Susan Lempke to attend the American Association Midwinter Conference in Boston, Massachusetts from January 7-11, 2016 for \$1,800;
 - 3) Susan Lempke to attend the ILEAD Project presentations in Springfield, Illinois from October 28-29, 2015 for \$300.

Trustee Rozanski seconded.

Trustee Drblik asked that the Minutes of the August Board Meeting be withdrawn from the consent agenda.

Corrections to the Minutes were noted.

Trustee Nakanishi accepted to amend the motion to approve all of the items of the consent agenda with the exception of Item B. Trustee Rozanski seconded.

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

Trustee Dimond MOVED that Item B., Minutes of the Regular Board Meeting of August 19, 2015, be amended and added to the Consent Agenda at the Regular Board Meeting on October 14, 2015. Trustee Matyas seconded. Trustee Drblik said she would send additional comments to be added to the minutes.

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

Public Comments

There were none.

At this time, the Library Board was given a tour of the Library's new facilities, Creative Studio and Wonder Ground.

Treasurer's Report

Review of Financial Report

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

Director's Report

Ms. Lempke presented highlights of her report.

Communications

They were included in the Board packet.

Committee Reports

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

A meeting will be scheduled with Susan Lempke, Greg Pritz, and Dave Dabrowski to discuss the current state of the building and future projects.

Technology Committee (Trustees Drblik, Spadoni)

President Ryan disbanded the committee.

Liaison Reports

Friends of the Library

Trustee Drblik gave her report.

Legislative

No report.

RAILS

A meeting will be held on September 17.

Secretary's Report

- A. A certified copy of Ordinance 15-05, an Ordinance providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016, was filed with the Cook County Clerk on August 20, 2015. The Ordinance was published in the Niles Herald Spectator on Thursday, September 3, 2015.
- B. A certified copy of the Report of Receipts and Expenditures for the Niles Public Library District for the six months ending June 30, 2015, was filed with the Cook County Clerk on August 28, 2015. A certified copy of the Report of the Statement of Operations for the Niles Public Library.
- C. District for the twelve months ending June 30, 2015 will be filed with the Cook County Clerk upon receipt of the Certificate of Publication. The Statement of Operations was published in the Niles Herald Spectator on September 3, 2015.

New Business

Introduction of Library Director’s Recommended Policy Manual Changes: Discussion of the use of the Library for Conducting Business

The Board was provided with a packet of recommended changes to various policies for review and discussion with possible action to be taken on the recommended changes at the October Board Meeting.

Unfinished Business

New Policy for Creative Studio

Trustee Dimond MOVED the Library Board of Trustees approve Policy 3.30, Rules for Patron use of the Creative Studio. Trustee Matyas seconded.

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

Simplex Grinnell

Trustee Matyas MOVED the Library Board of Trustees approve the recommended expenditure of \$13,500 with Simplex Grinnell for the installation of the ADA Compliant Synch Notification Appliances (the “strobes”) and related equipment throughout the Library building. Trustee Nakanishi seconded.

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

Discussion of 2015-2016 Budget (Trustee Matyas)

Trustee Matyas read a statement addressing her fiduciary responsibility to the community as a Trustee of the Library.

Discussion of Board Meeting Procedures (Trustee Drblik)

Trustee Drblik led a discussion on the procedure for writing the Minutes and the video recordings of the meetings. Ms. Drblik asked that the Board receive a draft of the Board Minutes via email one week prior to the actual Board meeting date.

Discussion of Media Lab Staffing (Trustee Drblik)

Ms. Lempke presented the Board with copies of organization charts since 2013 ending with the most current showing a reduction in Upper Management from 13 to 10. She reviewed job descriptions and the reorganization of certain staff into the Digital Services Department.

Other

There was none.

Adjournment

Trustee Dimond MOVED to adjourn. Trustee Rozanski seconded.

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

The meeting adjourned at 10:05 PM.

President

Secretary

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72803	Accounts Payable	Computer Check	10/21/2015	AFLAC	\$0.00	\$324.74	(\$324.74)	Outstanding	10/31/2015
72804	Accounts Payable	Computer Check	10/21/2015	ALLIANCE ENTERTAINMENT	\$0.00	\$533.66	(\$858.40)	Outstanding	10/31/2015
72805	Accounts Payable	Computer Check	10/21/2015	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$187.00	(\$1,045.40)	Outstanding	10/31/2015
72806	Accounts Payable	Computer Check	10/21/2015	AT&T	\$0.00	\$43.44	(\$1,088.84)	Outstanding	10/31/2015
72807	Accounts Payable	Computer Check	10/21/2015	AT&T	\$0.00	\$428.49	(\$1,517.33)	Outstanding	10/31/2015
72808	Accounts Payable	Computer Check	10/21/2015	BAKER & TAYLOR	\$0.00	\$136.30	(\$1,653.63)	Outstanding	10/31/2015
72809	Accounts Payable	Computer Check	10/21/2015	BLICK ART MATERIALS	\$0.00	\$14.39	(\$1,668.02)	Outstanding	10/31/2015
72810	Accounts Payable	Computer Check	10/21/2015	BROOKDALE PLAZA	\$0.00	\$14.99	(\$1,683.01)	Outstanding	10/31/2015
72811	Accounts Payable	Computer Check	10/21/2015	C. ACITELLI HEATING & PIPING	\$0.00	\$4,824.96	(\$6,507.97)	Outstanding	10/31/2015
72812	Accounts Payable	Computer Check	10/21/2015	CALL ONE	\$0.00	\$927.89	(\$7,435.86)	Outstanding	10/31/2015
72813	Accounts Payable	Computer Check	10/21/2015	ARIANNE CAREY	\$0.00	\$135.89	(\$7,571.75)	Outstanding	10/31/2015
72814	Accounts Payable	Computer Check	10/21/2015	CAROLINA BIOLOGICAL SUPPLY C	\$0.00	\$45.00	(\$7,616.75)	Outstanding	10/31/2015
72815	Accounts Payable	Computer Check	10/21/2015	CDW GOVERNMENT, INC.	\$0.00	\$1,390.92	(\$9,007.67)	Outstanding	10/31/2015
72816	Accounts Payable	Computer Check	10/21/2015	CENGAGE LEARNING, INC.	\$0.00	\$2,828.50	(\$11,836.17)	Outstanding	10/31/2015
72817	Accounts Payable	Computer Check	10/21/2015	CENTER POINT LARGE PRINT	\$0.00	\$302.58	(\$12,138.75)	Outstanding	10/31/2015
72818	Accounts Payable	Computer Check	10/21/2015	CHAMPION DRYWALL, INC.	\$0.00	\$3,000.00	(\$15,138.75)	Outstanding	10/31/2015
72819	Accounts Payable	Computer Check	10/21/2015	CHRIS' LANDSCAPE, INC.	\$0.00	\$1,180.00	(\$16,318.75)	Outstanding	10/31/2015
72820	Accounts Payable	Computer Check	10/21/2015	CINTAS CORPORATION LOC. 769	\$0.00	\$618.90	(\$16,937.65)	Outstanding	10/31/2015
72821	Accounts Payable	Computer Check	10/21/2015	COMED	\$0.00	\$10,483.35	(\$27,421.00)	Outstanding	10/31/2015
72822	Accounts Payable	Computer Check	10/21/2015	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$27,921.00)	Outstanding	10/31/2015
72823	Accounts Payable	Computer Check	10/21/2015	COOPERATIVE COMPUTER SERV	\$0.00	\$22,511.96	(\$50,432.96)	Outstanding	10/31/2015
72824	Accounts Payable	Computer Check	10/21/2015	COUSIN'S VIDEO, INC.	\$0.00	\$373.50	(\$50,806.46)	Outstanding	10/31/2015
72825	Accounts Payable	Computer Check	10/21/2015	CREATIVE PROMOTIONAL PROD	\$0.00	\$567.24	(\$51,373.70)	Outstanding	10/31/2015
72826	Accounts Payable	Computer Check	10/21/2015	CECILIA CYGNAR	\$0.00	\$92.77	(\$51,466.47)	Outstanding	10/31/2015
72827	Accounts Payable	Computer Check	10/21/2015	DISPLAYS2GO	\$0.00	\$95.50	(\$51,561.97)	Outstanding	10/31/2015
72828	Accounts Payable	Computer Check	10/21/2015	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$52,061.97)	Outstanding	10/31/2015
72829	Accounts Payable	Computer Check	10/21/2015	EBSCO INFORMATION SERVICES	\$0.00	\$3.30	(\$52,065.27)	Outstanding	10/31/2015
72830	Accounts Payable	Computer Check	10/21/2015	EDC EDUCATIONAL SERVICES	\$0.00	\$635.55	(\$52,700.82)	Outstanding	10/31/2015
72831	Accounts Payable	Computer Check	10/21/2015	F.J. KERRIGAN	\$0.00	\$3,183.72	(\$55,884.54)	Outstanding	10/31/2015
72832	Accounts Payable	Computer Check	10/21/2015	FIFTH THIRD BANK	\$0.00	\$127.13	(\$56,011.67)	Outstanding	10/31/2015
72833	Accounts Payable	Computer Check	10/21/2015	FIFTH THIRD BANK	\$0.00	\$2,068.24	(\$58,079.91)	Outstanding	10/31/2015
72834	Accounts Payable	Computer Check	10/21/2015	FINDAWAY WORLD, LLC	\$0.00	\$547.38	(\$58,627.29)	Outstanding	10/31/2015
72835	Accounts Payable	Computer Check	10/21/2015	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$243.00	(\$58,870.29)	Outstanding	10/31/2015
72836	Accounts Payable	Computer Check	10/21/2015	FLEXSOURCE, LLC	\$0.00	\$459.00	(\$59,329.29)	Outstanding	10/31/2015
72837	Accounts Payable	Computer Check	10/21/2015	Paul Foxworth	\$0.00	\$24.02	(\$59,353.31)	Outstanding	10/31/2015
72838	Accounts Payable	Computer Check	10/21/2015	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,456.58	(\$61,809.89)	Outstanding	10/31/2015
72839	Accounts Payable	Computer Check	10/21/2015	LESLIE GODDARD	\$0.00	\$275.00	(\$62,084.89)	Outstanding	10/31/2015
72840	Accounts Payable	Computer Check	10/21/2015	GRAINGER	\$0.00	\$1,278.57	(\$63,363.46)	Outstanding	10/31/2015
72841	Accounts Payable	Computer Check	10/21/2015	GROOT INDUSTRIES, INC.	\$0.00	\$233.47	(\$63,596.93)	Outstanding	10/31/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72842	Accounts Payable	Computer Check	10/21/2015	GUJARAT SAMACHAR INC.	\$0.00	\$45.00	(\$63,641.93)	Outstanding	10/31/2015
72843	Accounts Payable	Computer Check	10/21/2015	HAINES & COMPANY, INC.	\$0.00	\$415.50	(\$64,057.43)	Outstanding	10/31/2015
72844	Accounts Payable	Computer Check	10/21/2015	HALL PASS	\$0.00	\$42.00	(\$64,099.43)	Outstanding	10/31/2015
72845	Accounts Payable	Computer Check	10/21/2015	HEALTHCARE SERVICE CORPOR	\$0.00	\$41,249.33	(\$105,348.76)	Outstanding	10/31/2015
72846	Accounts Payable	Computer Check	10/21/2015	RENEE C. HEIN	\$0.00	\$650.00	(\$105,998.76)	Outstanding	10/31/2015
72847	Accounts Payable	Computer Check	10/21/2015	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$265.00	(\$106,263.76)	Outstanding	10/31/2015
72848	Accounts Payable	Computer Check	10/21/2015	INGRAM LIBRARY SERVICES	\$0.00	\$14,005.03	(\$120,268.79)	Outstanding	10/31/2015
72849	Accounts Payable	Computer Check	10/21/2015	IRON MOUNTAIN	\$0.00	\$182.09	(\$120,450.88)	Outstanding	10/31/2015
72850	Accounts Payable	Computer Check	10/21/2015	JIGGLEJAM PRODUCTIONS	\$0.00	\$300.00	(\$120,750.88)	Outstanding	10/31/2015
72851	Accounts Payable	Computer Check	10/21/2015	TRISTAN JUDI	\$0.00	\$11.99	(\$120,762.87)	Outstanding	10/31/2015
72852	Accounts Payable	Computer Check	10/21/2015	KAPCO	\$0.00	\$288.02	(\$121,050.89)	Outstanding	10/31/2015
72853	Accounts Payable	Computer Check	10/21/2015	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$2,962.84	(\$124,013.73)	Outstanding	10/31/2015
72854	Accounts Payable	Computer Check	10/21/2015	KONE INC.	\$0.00	\$243.81	(\$124,257.54)	Outstanding	10/31/2015
72855	Accounts Payable	Computer Check	10/21/2015	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,469.00	(\$125,726.54)	Outstanding	10/31/2015
72856	Accounts Payable	Computer Check	10/21/2015	KOREAN BOOKS	\$0.00	\$1,082.49	(\$126,809.03)	Outstanding	10/31/2015
72857	Accounts Payable	Computer Check	10/21/2015	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$126,959.03)	Outstanding	10/31/2015
72858	Accounts Payable	Computer Check	10/21/2015	ZOE KOUZOUKAS	\$0.00	\$8.95	(\$126,967.98)	Outstanding	10/31/2015
72859	Accounts Payable	Computer Check	10/21/2015	LAUBE IMAGING PRODUCTS	\$0.00	\$346.46	(\$127,314.44)	Outstanding	10/31/2015
72860	Accounts Payable	Computer Check	10/21/2015	LAW BULLETIN	\$0.00	\$86.11	(\$127,400.55)	Outstanding	10/31/2015
72861	Accounts Payable	Computer Check	10/21/2015	VICTORIA LUZ	\$0.00	\$138.63	(\$127,539.18)	Outstanding	10/31/2015
72862	Accounts Payable	Computer Check	10/21/2015	HELGI MARROQUIN-GARCIA	\$0.00	\$150.00	(\$127,689.18)	Outstanding	10/31/2015
72863	Accounts Payable	Computer Check	10/21/2015	MCCLURE INSERRA & COMPANY	\$0.00	\$9,500.00	(\$137,189.18)	Outstanding	10/31/2015
72864	Accounts Payable	Computer Check	10/21/2015	JOAN MCGEE	\$0.00	\$225.00	(\$137,414.18)	Outstanding	10/31/2015
72865	Accounts Payable	Computer Check	10/21/2015	SHAUNA MCNAUGHTON	\$0.00	\$7.99	(\$137,422.17)	Outstanding	10/31/2015
72866	Accounts Payable	Computer Check	10/21/2015	MENARDS	\$0.00	\$210.46	(\$137,632.63)	Outstanding	10/31/2015
72867	Accounts Payable	Computer Check	10/21/2015	MIDWEST TAPE	\$0.00	\$13,781.78	(\$151,414.41)	Outstanding	10/31/2015
72868	Accounts Payable	Computer Check	10/21/2015	MIGHTYBYTES, INC.	\$0.00	\$1,261.50	(\$152,675.91)	Outstanding	10/31/2015
72869	Accounts Payable	Computer Check	10/21/2015	MARY MILLER	\$0.00	\$184.25	(\$152,860.16)	Outstanding	10/31/2015
72870	Accounts Payable	Computer Check	10/21/2015	MILLCARE	\$0.00	\$1,854.50	(\$154,714.66)	Outstanding	10/31/2015
72871	Accounts Payable	Computer Check	10/21/2015	MULTICULTURAL BOOKS & VID	\$0.00	\$649.25	(\$155,363.91)	Outstanding	10/31/2015
72872	Accounts Payable	Computer Check	10/21/2015	NICOR GAS	\$0.00	\$177.41	(\$155,541.32)	Outstanding	10/31/2015
72873	Accounts Payable	Computer Check	10/21/2015	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$156,422.32)	Outstanding	10/31/2015
72874	Accounts Payable	Computer Check	10/21/2015	DONELLA M. O'DONNELL	\$0.00	\$16.99	(\$156,439.31)	Outstanding	10/31/2015
72875	Accounts Payable	Computer Check	10/21/2015	OAK BROOK MECHANICAL SERV	\$0.00	\$2,196.00	(\$158,635.31)	Outstanding	10/31/2015
72876	Accounts Payable	Computer Check	10/21/2015	OMNIGRAPHICS, INC.	\$0.00	\$163.70	(\$158,799.01)	Outstanding	10/31/2015
72877	Accounts Payable	Computer Check	10/21/2015	ORIENTAL TRADING COMPANY, I	\$0.00	\$79.24	(\$158,878.25)	Outstanding	10/31/2015
72878	Accounts Payable	Computer Check	10/21/2015	OVERDRIVE, INC.	\$0.00	\$761.27	(\$159,639.52)	Outstanding	10/31/2015
72879	Accounts Payable	Computer Check	10/21/2015	PENGUIN RANDOM HOUSE LLC	\$0.00	\$56.25	(\$159,695.77)	Outstanding	10/31/2015
72880	Accounts Payable	Computer Check	10/21/2015	THE PENWORTHY COMPANY	\$0.00	\$366.09	(\$160,061.86)	Outstanding	10/31/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72881	Accounts Payable	Computer Check	10/21/2015	PETTY CASH	\$0.00	\$63.36	(\$160,125.22)	Outstanding	10/31/2015
72882	Accounts Payable	Computer Check	10/21/2015	PLIC - SBD GRAND ISLAND	\$0.00	\$1,612.14	(\$161,737.36)	Outstanding	10/31/2015
72883	Accounts Payable	Computer Check	10/21/2015	SCOTT POINTON	\$0.00	\$180.00	(\$161,917.36)	Outstanding	10/31/2015
72884	Accounts Payable	Computer Check	10/21/2015	POLONIA BOOKSTORE, INC.	\$0.00	\$681.29	(\$162,598.65)	Outstanding	10/31/2015
72885	Accounts Payable	Computer Check	10/21/2015	PROQUEST LLC	\$0.00	\$24,240.00	(\$186,838.65)	Outstanding	10/31/2015
72886	Accounts Payable	Computer Check	10/21/2015	CYNTHIA RADEMACHER	\$0.00	\$133.41	(\$186,972.06)	Outstanding	10/31/2015
72887	Accounts Payable	Computer Check	10/21/2015	RAINBOW AAT	\$0.00	\$160.00	(\$187,132.06)	Outstanding	10/31/2015
72888	Accounts Payable	Computer Check	10/21/2015	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$187,682.06)	Outstanding	10/31/2015
72889	Accounts Payable	Computer Check	10/21/2015	SHELL	\$0.00	\$49.09	(\$187,731.15)	Outstanding	10/31/2015
72890	Accounts Payable	Computer Check	10/21/2015	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$187,845.15)	Outstanding	10/31/2015
72891	Accounts Payable	Computer Check	10/21/2015	SPOTLIGHT INC.	\$0.00	\$1,190.00	(\$189,035.15)	Outstanding	10/31/2015
72892	Accounts Payable	Computer Check	10/21/2015	SUPERINTENDENT OF DOCUMENT	\$0.00	\$14.00	(\$189,049.15)	Outstanding	10/31/2015
72893	Accounts Payable	Computer Check	10/21/2015	SUPERIOR COPIES INC.	\$0.00	\$329.17	(\$189,378.32)	Outstanding	10/31/2015
72894	Accounts Payable	Computer Check	10/21/2015	THE PRINTER PROS	\$0.00	\$760.12	(\$190,138.44)	Outstanding	10/31/2015
72895	Accounts Payable	Computer Check	10/21/2015	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$6,651.00	(\$196,789.44)	Outstanding	10/31/2015
72896	Accounts Payable	Computer Check	10/21/2015	TSAI FONG BOOKS, INC.	\$0.00	\$360.00	(\$197,149.44)	Outstanding	10/31/2015
72897	Accounts Payable	Computer Check	10/21/2015	UNIQUE MANAGEMENT SERVICE	\$0.00	\$248.75	(\$197,398.19)	Outstanding	10/31/2015
72898	Accounts Payable	Computer Check	10/21/2015	VERIZON WIRELESS	\$0.00	\$200.90	(\$197,599.09)	Outstanding	10/31/2015
72899	Accounts Payable	Computer Check	10/21/2015	VILLAGE OF NILES	\$0.00	\$804.58	(\$198,403.67)	Outstanding	10/31/2015
72900	Accounts Payable	Computer Check	10/21/2015	VISA	\$0.00	\$10,303.32	(\$208,706.99)	Outstanding	10/31/2015
72901	Accounts Payable	Computer Check	10/21/2015	VISION SERVICE PLAN OF ILLINO	\$0.00	\$567.10	(\$209,274.09)	Outstanding	10/31/2015
72902	Accounts Payable	Computer Check	10/21/2015	BRAD WESTON	\$0.00	\$395.00	(\$209,669.09)	Outstanding	10/31/2015
72903	Accounts Payable	Computer Check	10/21/2015	DEIDRE K. WINTERHALTER	\$0.00	\$103.82	(\$209,772.91)	Outstanding	10/31/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$209,772.91)
Total Payments:	(\$209,772.91)
Total Change in Register Balance:	(\$209,772.91)

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2937	Accounts Payable	Manual Check	9/16/2015	INDEPENDENT SIGNS & GRAPHIC	\$0.00	\$1,950.00	(\$1,950.00)	Outstanding	9/30/2015
2938	Accounts Payable	Manual Check	9/17/2015	COSTCO	\$0.00	\$127.13	(\$2,077.13)	Outstanding	9/30/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$2,077.13)
Total Payments:	(\$2,077.13)
Total Change in Register Balance:	(\$2,077.13)

Niles Public Library District Special Reserve

40-5815-58-00 & 40-5810-58-00 & 40-5820-58-00

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5810-58-00, Special Reserve - Equipment									
9/15/2015	3095	Invoice	2092-752	TODAY'S BUSINESS SOLUT	TODAY'S BUSINESS S	Posted	9/30/2015	\$6,651.00	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								<u>\$6,651.00</u>	<u>\$0.00</u>
Grand Totals:								\$6,651.00	\$0.00

Niles Public Library District Special Reserve

40-5815-58-00 & 40-5810-58-00 & 40-5820-58-00

Report name: _Special Reserve

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (9/1/2015 to 9/30/2015)

Include all Post Statuses

Do not include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Niles Public Library District

Balance Sheet

September 30, 2015

	GENERAL FUND 9/30/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$2,298,091)	\$566,402	\$1,784,495	\$52,807
Cash-Imprest	\$746			\$746
Cash-Flexible Spending Account	\$6,011			\$6,011
MaxSafe CD	\$1,021,973			\$1,021,973
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$2,517,667			\$2,517,667
Illinois Funds E pay fines	\$109,773			\$109,773
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$6,120,000			\$6,120,000
Investments Money Market-Fifth Third Bank	\$309,753			\$309,753
Total Cash and Investments	\$7,788,259	\$566,402	\$1,784,495	\$10,139,156
Receivables				
Property Tax Receivable, net	\$2,581,494	\$97,345		\$2,678,839
Replacement Tax Receivable	\$24,126			\$24,126
Total Receivables	\$2,605,620	\$97,345	\$0	\$2,702,965
Total Assets	\$10,393,879	\$663,748	\$1,784,495	\$12,842,122

Niles Public Library District
Balance Sheet
September 30, 2015

	GENERAL FUND 9/30/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$159,944	\$36,328	\$6,651	\$202,923
Accounts Payable-Friends of the Library	\$3,876			\$3,876
Withholding-Social Security	\$60			\$60
Withholding-Federal Income Tax	\$1			\$1
Withholding-State Income Tax	\$38			\$38
Payroll Clearing	\$12,193			\$12,193
Accrued Expenses	\$44,506			\$44,506
Payroll Clearing		\$60		\$60
Payroll Clearing		(\$51)		(\$51)
Deferred Revenues	\$2,581,464	\$97,375		\$2,678,839
Total Liabilities	\$2,802,082	\$133,711	\$6,651	\$2,942,445
Fund Balance				
Fund Balance	\$7,591,797	\$530,036	\$1,777,844	\$9,899,677
Total Fund Balance	\$7,591,797	\$530,036	\$1,777,844	\$9,899,677
Total Liabilities and Fund Balance	\$10,393,879	\$663,748	\$1,784,495	\$12,842,122

Niles Public Library District
Income Statement-Consolidated
September 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$231,056	\$59,227	\$171,829	\$2,734,534	\$2,724,464	\$10,070	\$5,922,747	46%
Replacement Taxes		\$1,400	(\$1,400)	\$27,378	\$64,400	(\$37,022)	\$140,000	20%
Per Capita Grant							\$71,605	
Grants-Other							\$1,000	
Investment Income	\$3,581	\$5,000	(\$1,419)	\$8,432	\$15,000	(\$6,568)	\$60,000	14%
Fines	\$3,986	\$4,167	(\$180)	\$12,887	\$12,500	\$387	\$50,000	26%
Lost Books	\$657	\$625	\$32	\$2,951	\$1,875	\$1,076	\$7,500	39%
Pay For Print	\$606	\$1,667	(\$1,061)	\$2,216	\$5,000	(\$2,784)	\$20,000	11%
Flash Drive & Ear Bud Sales	\$3		\$3	\$35		\$35		
Commissions & Fees	\$13		\$13	\$21		\$21		
Donations-Friends of the Library					\$1,400	(\$1,400)	\$1,400	
Donations				\$0		\$0		
Miscellaneous		\$113	(\$113)	\$125	\$338	(\$213)	\$1,350	9%
Total Revenues	\$239,901	\$72,198	\$167,703	\$2,788,579	\$2,824,976	(\$36,397)	\$6,275,602	44%
Expenditures								
Salaries								
Library Director	\$10,167	\$10,201	\$34	\$30,500	\$30,603	\$103	\$122,411	25%
Payroll-Department Managers	\$13,727	\$14,770	\$1,043	\$41,997	\$44,309	\$2,312	\$177,235	24%
Payroll-Division Supervisors	\$29,981	\$36,155	\$6,174	\$90,035	\$108,464	\$18,430	\$433,857	21%
Payroll-Librarian I	\$96,446	\$97,093	\$646	\$281,139	\$291,278	\$10,138	\$1,165,110	24%
Payroll-Library Grade V	\$62,667	\$61,118	(\$1,549)	\$158,990	\$183,353	\$24,363	\$733,412	22%
Payroll-Library Grade VI	\$29,057	\$27,709	(\$1,348)	\$57,820	\$83,127	\$25,307	\$332,510	17%
Payroll-Library Pages	\$10,740	\$10,194	(\$546)	\$20,242	\$30,581	\$10,339	\$122,326	17%
Payroll-Sundays	\$8,126	\$6,833	(\$1,293)	\$22,371	\$20,500	(\$1,871)	\$82,000	27%
Adjustments		\$833	\$833		\$2,500	\$2,500	\$10,000	
Substitutes	\$2,420	\$667	(\$1,754)	\$2,971	\$2,000	(\$971)	\$8,000	37%
Total Salaries	\$263,330	\$265,572	\$2,241	\$706,065	\$796,715	\$90,650	\$3,186,861	22%

Niles Public Library District
Income Statement-Consolidated

September 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$9,927	\$13,417	\$3,490	\$39,843	\$40,250	\$407	\$161,000	25%
Books-Youth Services	\$4,975	\$6,250	\$1,275	\$12,068	\$18,750	\$6,682	\$75,000	16%
Books-Teen	\$871	\$1,250	\$379	\$3,197	\$3,750	\$553	\$15,000	21%
Downloadables	\$761	\$6,667	\$5,905	\$17,057	\$20,000	\$2,943	\$80,000	21%
Periodicals	\$81	\$2,667	\$2,586	\$10,096	\$8,000	(\$2,096)	\$32,000	32%
AV-Adult	\$9,403	\$10,000	\$597	\$26,215	\$30,000	\$3,785	\$120,000	22%
AV-Youth Services	\$3,086	\$3,542	\$456	\$6,707	\$10,625	\$3,918	\$42,500	16%
AV-Teen	\$1,330	\$1,000	(\$330)	\$1,732	\$3,000	\$1,268	\$12,000	14%
Online Databases	\$26,898	\$16,667	(\$10,231)	\$96,285	\$50,000	(\$46,285)	\$200,000	48%
Total Library Materials	\$57,333	\$61,458	\$4,126	\$213,201	\$184,375	(\$28,826)	\$737,500	29%
Library Operating Expenditures								
CCS Charges	\$21,533	\$6,667	(\$14,866)	\$21,533	\$20,000	(\$1,533)	\$80,000	27%
Processing & Supplies	\$567	\$1,667	\$1,100	\$2,123	\$5,000	\$2,877	\$20,000	11%
Internet Charges	\$1,472	\$1,375	(\$97)	\$3,476	\$4,125	\$649	\$16,500	21%
Software, Licenses	(\$219)	\$5,819	\$6,038	\$5,116	\$17,456	\$12,340	\$69,823	7%
Printing	\$676	\$3,971	\$3,295	\$7,539	\$11,912	\$4,373	\$47,650	16%
Library Supplies	\$693	\$1,067	\$374	\$6,502	\$3,200	(\$3,302)	\$12,800	51%
Programming & Support-Adult	\$1,003	\$2,417	\$1,414	\$3,275	\$7,250	\$3,975	\$29,000	11%
Programming & Support-Juvenile	\$2,299	\$3,167	\$868	\$12,440	\$9,500	(\$2,940)	\$38,000	33%
Programming & Support-Joint	\$129	\$933	\$804	\$178	\$2,800	\$2,622	\$11,200	2%
Programming & Support-Teen	\$361	\$667	\$305	\$1,953	\$2,000	\$47	\$8,000	24%
Public Performing Rights				\$1,407	\$1,400	(\$7)	\$1,400	101%
Computer Charges OCLC	\$979	\$958	(\$21)	\$2,938	\$2,875	(\$63)	\$11,500	26%
Miscellaneous	\$182	\$83	(\$99)	\$945	\$250	(\$695)	\$1,000	95%
Per Capita Grant Expenditures	\$1,543		(\$1,543)	\$2,529		(\$2,529)	\$71,605	4%
Grant - Other Expenditures		\$83	\$83		\$250	\$250	\$1,000	
Volunteers		\$125	\$125	\$240	\$375	\$135	\$1,500	16%
Total Library Operating Expenditures	\$31,218	\$28,998	(\$2,220)	\$72,193	\$88,393	\$16,200	\$420,978	17%

General and Administration

Niles Public Library District
Income Statement-Consolidated

September 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Janitorial Supplies	\$2,351	\$2,804	\$453	\$7,925	\$8,412	\$488	\$33,650	24%
Copiers	\$1,469	\$833	(\$636)	\$2,849	\$2,500	(\$349)	\$10,000	28%
Professional Development	\$1,786	\$3,272	\$1,486	\$15,182	\$9,815	(\$5,367)	\$39,259	39%
Mileage	\$204	\$317	\$113	\$559	\$950	\$391	\$3,800	15%
Professional Collection		\$63	\$63	\$54	\$188	\$134	\$750	7%
Legal Fees	\$3,005	\$2,500	(\$505)	\$3,937	\$7,500	\$3,563	\$30,000	13%
Consultants	\$1,262	\$5,792	\$4,530	\$1,292	\$17,375	\$16,083	\$69,500	2%
Kitchen Supplies		\$125	\$125		\$375	\$375	\$1,500	
Promotional Expense	\$822	\$2,142	\$1,320	\$3,351	\$6,426	\$3,075	\$25,703	13%
Office Supplies	\$1,429	\$2,083	\$654	\$7,511	\$6,250	(\$1,262)	\$25,000	30%
Postage & Freight	\$500	\$1,500	\$1,000	\$4,166	\$4,500	\$334	\$18,000	23%
Publication of Notices-Advertisements		\$100	\$100	\$21	\$300	\$279	\$1,200	2%
Subscriptions & Dues	\$452	\$714	\$262	\$2,752	\$2,141	(\$611)	\$8,565	32%
Collection Services	\$213	\$83	(\$129)	\$105	\$250	\$145	\$1,000	10%
Telephone	\$1,172	\$1,375	\$203	\$3,409	\$4,125	\$716	\$16,500	21%
Trustee Expense		\$833	\$833	(\$387)	\$2,500	\$2,887	\$10,000	(4)%
Payroll Service	\$1,034	\$1,083	\$50	\$3,892	\$3,250	(\$642)	\$13,000	30%
Bank Fees	\$296	\$275	(\$21)	\$839	\$825	(\$14)	\$3,300	25%
Parking Lease	\$881	\$881		\$2,643	\$2,643		\$10,572	25%
Total General and Administration	\$16,874	\$26,775	\$9,900	\$60,099	\$80,325	\$20,226	\$321,299	19%
Vehicle Operation								
Gas, Oil, Grease	\$49	\$83	\$34	\$130	\$250	\$120	\$1,000	13%
Repairs & Maintenance		\$150	\$150	\$1,175	\$450	(\$725)	\$1,800	65%
Miscellaneous		\$8	\$8		\$25	\$25	\$100	
Auto Insurance				\$1,435	\$1,435		\$1,435	100%
Total Vehicle Operation	\$49	\$242	\$193	\$2,740	\$2,160	(\$580)	\$4,335	63%
Employee Fringe Benefits								
Deferred Compensation	\$13,520	\$14,583	\$1,063	\$40,683	\$43,750	\$3,067	\$175,000	23%
Group Health	\$35,134	\$32,500	(\$2,634)	\$101,963	\$97,500	(\$4,463)	\$390,000	26%
Health Reimbursement Account	\$446	\$5,500	\$5,054	\$5,728	\$16,500	\$10,772	\$66,000	9%

Niles Public Library District Income Statement-Consolidated

September 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Dental	\$535	\$1,667	\$1,132	\$1,784	\$5,000	\$3,216	\$20,000	9%
Vision	\$485	\$583	\$98	\$1,433	\$1,750	\$317	\$7,000	20%
FSA fee	\$55	\$100	\$45	\$165	\$300	\$135	\$1,200	14%
Life, LTD, AD&D, STD	\$1,612	\$1,500	(\$112)	\$4,326	\$4,500	\$174	\$18,000	24%
Total Employee Fringe Benefits	\$51,787	\$56,433	\$4,646	\$156,082	\$169,300	\$13,218	\$677,200	23%
Utilities								
Gas	\$177	\$1,250	\$1,073	\$554	\$3,750	\$3,196	\$15,000	4%
Electric	\$10,483	\$8,333	(\$2,150)	\$29,429	\$25,000	(\$4,429)	\$100,000	29%
Water	\$805	\$667	(\$138)	\$2,346	\$2,000	(\$346)	\$8,000	29%
Total Utilities	\$11,465	\$10,250	(\$1,215)	\$32,330	\$30,750	(\$1,580)	\$123,000	26%
Capital Expenditures								
Special Reserve - Equipment	\$6,651	\$41,417	\$34,766	\$30,170	\$124,250	\$94,080	\$497,000	6%
Total Capital Expenditures	\$6,651	\$41,417	\$34,766	\$30,170	\$124,250	\$94,080	\$497,000	6%
Audit								
Audit Expense	\$9,500		(\$9,500)	\$9,500		(\$9,500)	\$14,500	66%
Total Audit Expenditures	\$9,500	\$0	(\$9,500)	\$9,500	\$0	(\$9,500)	\$14,500	66%
Liability Insurance								
Liability Insurance				\$28,544	\$28,544		\$28,544	100%
Total Liability Expenditures	\$0	\$0	\$0	\$28,544	\$28,544	\$0	\$28,544	100%
Social Security								
Social Security	\$20,634	\$20,000	(\$634)	\$59,495	\$60,000	\$505	\$240,000	25%
Total Social Security Expenditures	\$20,634	\$20,000	(\$634)	\$59,495	\$60,000	\$505	\$240,000	25%
Workers' Compensation								
Workers' Compensation				\$21,303	\$21,524	\$221	\$21,524	99%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$21,303	\$21,524	\$221	\$21,524	99%

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

September 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Unemployment Compensation								
Unemployment Compensation	\$681	\$1,250	\$569	\$2,095	\$3,750	\$1,655	\$15,000	14%
Total Unemployment Compensation Expenditures	\$681	\$1,250	\$569	\$2,095	\$3,750	\$1,655	\$15,000	14%
Building & Equipment Maintenance								
Repairs & Improvements	\$8,900	\$3,975	(\$4,925)	\$20,590	\$11,925	(\$8,665)	\$47,700	43%
Contractual Maintenance	\$7,971	\$3,524	(\$4,447)	\$12,557	\$10,571	(\$1,986)	\$42,285	30%
Non-Contractual Maintenance	\$2,088	\$1,283	(\$805)	\$4,155	\$3,850	(\$305)	\$15,400	27%
Equipment Maintenance	\$2,151	\$3,013	\$861	\$8,081	\$9,038	\$956	\$36,150	22%
Non Capital Expenses	\$5,719	\$2,417	(\$3,302)	\$6,169	\$7,250	\$1,081	\$29,000	21%
Furniture & Fixtures	\$1,950	\$3,317	\$1,367	\$6,745	\$9,950	\$3,205	\$39,800	17%
Total Building & Equipment Maintenance Expenditures	\$28,778	\$17,528	(\$11,250)	\$58,297	\$52,584	(\$5,713)	\$210,335	28%
Total Expenditures	\$498,302	\$529,922	\$31,620	\$1,452,113	\$1,642,669	\$190,556	\$6,498,076	22%
NET SURPLUS/(DEFICIT)	(\$258,400)	(\$457,724)	\$199,323	\$1,336,466	\$1,182,307	\$154,159	(\$222,474)	(601)%

Niles Public Library District
Income Statement-General Fund

September 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$222,708	\$57,047	\$165,661	\$2,635,737	\$2,624,184	\$11,553	\$5,704,747	46%
Replacement Taxes		\$1,400	(\$1,400)	\$27,378	\$64,400	(\$37,022)	\$140,000	20%
Per Capita Grant							\$71,605	
Grants-Other							\$1,000	
Investment Income	\$3,581	\$5,000	(\$1,419)	\$8,432	\$15,000	(\$6,568)	\$60,000	14%
Fines	\$3,986	\$4,167	(\$180)	\$12,887	\$12,500	\$387	\$50,000	26%
Lost Books	\$657	\$625	\$32	\$2,951	\$1,875	\$1,076	\$7,500	39%
Pay For Print	\$606	\$1,667	(\$1,061)	\$2,216	\$5,000	(\$2,784)	\$20,000	11%
Flash Drive & Ear Bud Sales	\$3		\$3	\$35		\$35		
Commissions & Fees	\$13		\$13	\$21		\$21		
Donations-Friends of the Library					\$1,400	(\$1,400)	\$1,400	
Donations				\$0		\$0		
Miscellaneous		\$113	(\$113)	\$125	\$338	(\$213)	\$1,350	9%
Total Revenues	\$231,553	\$70,018	\$161,535	\$2,689,782	\$2,724,696	(\$34,914)	\$6,057,602	44%
Expenditures								
Salaries								
Library Director	\$10,167	\$10,201	\$34	\$30,500	\$30,603	\$103	\$122,411	25%
Payroll-Department Managers	\$13,727	\$14,770	\$1,043	\$41,997	\$44,309	\$2,312	\$177,235	24%
Payroll-Division Supervisors	\$29,981	\$36,155	\$6,174	\$90,035	\$108,464	\$18,430	\$433,857	21%
Payroll-Librarian I	\$96,446	\$97,093	\$646	\$281,139	\$291,278	\$10,138	\$1,165,110	24%
Payroll-Library Grade V	\$62,667	\$61,118	(\$1,549)	\$158,990	\$183,353	\$24,363	\$733,412	22%
Payroll-Library Grade VI	\$29,057	\$27,709	(\$1,348)	\$57,820	\$83,127	\$25,307	\$332,510	17%
Payroll-Library Pages	\$10,740	\$10,194	(\$546)	\$20,242	\$30,581	\$10,339	\$122,326	17%
Payroll-Sundays	\$8,126	\$6,833	(\$1,293)	\$22,371	\$20,500	(\$1,871)	\$82,000	27%
Adjustments		\$833	\$833		\$2,500	\$2,500	\$10,000	
Substitutes	\$2,420	\$667	(\$1,754)	\$2,971	\$2,000	(\$971)	\$8,000	37%
Total Salaries	\$263,330	\$265,572	\$2,241	\$706,065	\$796,715	\$90,650	\$3,186,861	22%

Niles Public Library District
Income Statement-General Fund

September 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$9,927	\$13,417	\$3,490	\$39,843	\$40,250	\$407	\$161,000	25%
Books-Youth Services	\$4,975	\$6,250	\$1,275	\$12,068	\$18,750	\$6,682	\$75,000	16%
Books-Teen	\$871	\$1,250	\$379	\$3,197	\$3,750	\$553	\$15,000	21%
Downloadables	\$761	\$6,667	\$5,905	\$17,057	\$20,000	\$2,943	\$80,000	21%
Periodicals	\$81	\$2,667	\$2,586	\$10,096	\$8,000	(\$2,096)	\$32,000	32%
AV-Adult	\$9,403	\$10,000	\$597	\$26,215	\$30,000	\$3,785	\$120,000	22%
AV-Youth Services	\$3,086	\$3,542	\$456	\$6,707	\$10,625	\$3,918	\$42,500	16%
AV-Teen	\$1,330	\$1,000	(\$330)	\$1,732	\$3,000	\$1,268	\$12,000	14%
Online Databases	\$26,898	\$16,667	(\$10,231)	\$96,285	\$50,000	(\$46,285)	\$200,000	48%
Total Library Materials	\$57,333	\$61,458	\$4,126	\$213,201	\$184,375	(\$28,826)	\$737,500	29%
Library Operating Expenditures								
CCS Charges	\$21,533	\$6,667	(\$14,866)	\$21,533	\$20,000	(\$1,533)	\$80,000	27%
Processing & Supplies	\$567	\$1,667	\$1,100	\$2,123	\$5,000	\$2,877	\$20,000	11%
Internet Charges	\$1,472	\$1,375	(\$97)	\$3,476	\$4,125	\$649	\$16,500	21%
Software, Licenses	(\$219)	\$5,819	\$6,038	\$5,116	\$17,456	\$12,340	\$69,823	7%
Printing	\$676	\$3,971	\$3,295	\$7,539	\$11,912	\$4,373	\$47,650	16%
Library Supplies	\$693	\$1,067	\$374	\$6,502	\$3,200	(\$3,302)	\$12,800	51%
Programming & Support-Adult	\$1,003	\$2,417	\$1,414	\$3,275	\$7,250	\$3,975	\$29,000	11%
Programming & Support-Juvenile	\$2,299	\$3,167	\$868	\$12,440	\$9,500	(\$2,940)	\$38,000	33%
Programming & Support-Joint	\$129	\$933	\$804	\$178	\$2,800	\$2,622	\$11,200	2%
Programming & Support-Teen	\$361	\$667	\$305	\$1,953	\$2,000	\$47	\$8,000	24%
Public Performing Rights				\$1,407	\$1,400	(\$7)	\$1,400	101%
Computer Charges OCLC	\$979	\$958	(\$21)	\$2,938	\$2,875	(\$63)	\$11,500	26%
Miscellaneous	\$182	\$83	(\$99)	\$945	\$250	(\$695)	\$1,000	95%
Per Capita Grant Expenditures	\$1,543		(\$1,543)	\$2,529		(\$2,529)	\$71,605	4%
Grant - Other Expenditures		\$83	\$83		\$250	\$250	\$1,000	
Volunteers		\$125	\$125	\$240	\$375	\$135	\$1,500	16%
Total Library Operating Expenditures	\$31,218	\$28,998	(\$2,220)	\$72,193	\$88,393	\$16,200	\$420,978	17%

General and Administration

Niles Public Library District
Income Statement-General Fund

September 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Janitorial Supplies	\$2,351	\$2,804	\$453	\$7,925	\$8,412	\$488	\$33,650	24%
Copiers	\$1,469	\$833	(\$636)	\$2,849	\$2,500	(\$349)	\$10,000	28%
Professional Development	\$1,786	\$3,272	\$1,486	\$15,182	\$9,815	(\$5,367)	\$39,259	39%
Mileage	\$204	\$317	\$113	\$559	\$950	\$391	\$3,800	15%
Professional Collection		\$63	\$63	\$54	\$188	\$134	\$750	7%
Legal Fees	\$3,005	\$2,500	(\$505)	\$3,937	\$7,500	\$3,563	\$30,000	13%
Consultants	\$1,262	\$5,792	\$4,530	\$1,292	\$17,375	\$16,083	\$69,500	2%
Kitchen Supplies		\$125	\$125		\$375	\$375	\$1,500	
Promotional Expense	\$822	\$2,142	\$1,320	\$3,351	\$6,426	\$3,075	\$25,703	13%
Office Supplies	\$1,429	\$2,083	\$654	\$7,511	\$6,250	(\$1,262)	\$25,000	30%
Postage & Freight	\$500	\$1,500	\$1,000	\$4,166	\$4,500	\$334	\$18,000	23%
Publication of Notices-Advertisements		\$100	\$100	\$21	\$300	\$279	\$1,200	2%
Subscriptions & Dues	\$452	\$714	\$262	\$2,752	\$2,141	(\$611)	\$8,565	32%
Collection Services	\$213	\$83	(\$129)	\$105	\$250	\$145	\$1,000	10%
Telephone	\$1,172	\$1,375	\$203	\$3,409	\$4,125	\$716	\$16,500	21%
Trustee Expense		\$833	\$833	(\$387)	\$2,500	\$2,887	\$10,000	(4)%
Payroll Service	\$1,034	\$1,083	\$50	\$3,892	\$3,250	(\$642)	\$13,000	30%
Bank Fees	\$296	\$275	(\$21)	\$839	\$825	(\$14)	\$3,300	25%
Parking Lease	\$881	\$881		\$2,643	\$2,643		\$10,572	25%
Total General and Administration	\$16,874	\$26,775	\$9,900	\$60,099	\$80,325	\$20,226	\$321,299	19%
Vehicle Operation								
Gas, Oil, Grease	\$49	\$83	\$34	\$130	\$250	\$120	\$1,000	13%
Repairs & Maintenance		\$150	\$150	\$1,175	\$450	(\$725)	\$1,800	65%
Miscellaneous		\$8	\$8		\$25	\$25	\$100	
Auto Insurance				\$1,435	\$1,435		\$1,435	100%
Total Vehicle Operation	\$49	\$242	\$193	\$2,740	\$2,160	(\$580)	\$4,335	63%
Employee Fringe Benefits								
Deferred Compensation	\$13,520	\$14,583	\$1,063	\$40,683	\$43,750	\$3,067	\$175,000	23%
Group Health	\$35,134	\$32,500	(\$2,634)	\$101,963	\$97,500	(\$4,463)	\$390,000	26%
Health Reimbursement Account	\$446	\$5,500	\$5,054	\$5,728	\$16,500	\$10,772	\$66,000	9%

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

September 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Dental	\$535	\$1,667	\$1,132	\$1,784	\$5,000	\$3,216	\$20,000	9%
Vision	\$485	\$583	\$98	\$1,433	\$1,750	\$317	\$7,000	20%
FSA fee	\$55	\$100	\$45	\$165	\$300	\$135	\$1,200	14%
Life, LTD, AD&D, STD	\$1,612	\$1,500	(\$112)	\$4,326	\$4,500	\$174	\$18,000	24%
Total Employee Fringe Benefits	\$51,787	\$56,433	\$4,646	\$156,082	\$169,300	\$13,218	\$677,200	23%
Utilities								
Gas	\$177	\$1,250	\$1,073	\$554	\$3,750	\$3,196	\$15,000	4%
Electric	\$10,483	\$8,333	(\$2,150)	\$29,429	\$25,000	(\$4,429)	\$100,000	29%
Water	\$805	\$667	(\$138)	\$2,346	\$2,000	(\$346)	\$8,000	29%
Total Utilities	\$11,465	\$10,250	(\$1,215)	\$32,330	\$30,750	(\$1,580)	\$123,000	26%
Total Expenditures	\$432,057	\$449,728	\$17,670	\$1,242,710	\$1,352,018	\$109,308	\$5,471,173	23%
NET SURPLUS/(DEFICIT)	(\$200,504)	(\$379,709)	\$179,206	\$1,447,072	\$1,372,678	\$74,394	\$586,429	247%

Niles Public Library District
Income Statement- YTD By Fund
September 30, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues								
Property Taxes	\$5,922,747	\$2,724,464	\$2,635,737	\$98,797		\$2,734,534	\$10,070	46%
Replacement Taxes	\$140,000	\$64,400	\$27,378			\$27,378	(\$37,022)	20%
Per Capita Grant	\$71,605							
Grants-Other	\$1,000							
Investment Income	\$60,000	\$15,000	\$8,432			\$8,432	(\$6,568)	14%
Fines	\$50,000	\$12,500	\$12,887			\$12,887	\$387	26%
Lost Books	\$7,500	\$1,875	\$2,951			\$2,951	\$1,076	39%
Pay For Print	\$20,000	\$5,000	\$2,216			\$2,216	(\$2,784)	11%
Flash Drive & Ear Bud Sales			\$35			\$35	\$35	
Commissions & Fees			\$21			\$21	\$21	
Donations-Friends of the Library	\$1,400	\$1,400					(\$1,400)	
Donations			\$0			\$0	\$0	
Miscellaneous	\$1,350	\$338	\$125			\$125	(\$213)	9%
Total Revenues	\$6,275,602	\$2,824,976	\$2,689,782	\$98,797	\$0	\$2,788,579	(\$36,397)	44%
Expenditures								
Salaries								
Library Director	\$122,411	\$30,603	\$30,500			\$30,500	\$103	25%
Payroll-Department Managers	\$177,235	\$44,309	\$41,997			\$41,997	\$2,312	24%
Payroll-Division Supervisors	\$433,857	\$108,464	\$90,035			\$90,035	\$18,430	21%
Payroll-Librarian I	\$1,165,110	\$291,278	\$281,139			\$281,139	\$10,138	24%
Payroll-Library Grade V	\$733,412	\$183,353	\$158,990			\$158,990	\$24,363	22%
Payroll-Library Grade VI	\$332,510	\$83,127	\$57,820			\$57,820	\$25,307	17%
Payroll-Library Pages	\$122,326	\$30,581	\$20,242			\$20,242	\$10,339	17%
Payroll-Sundays	\$82,000	\$20,500	\$22,371			\$22,371	(\$1,871)	27%
Adjustments	\$10,000	\$2,500					\$2,500	
Substitutes	\$8,000	\$2,000	\$2,971			\$2,971	(\$971)	37%
Total Salaries	\$3,186,861	\$796,715	\$706,065	\$0	\$0	\$706,065	\$90,650	22%

Niles Public Library District
Income Statement- YTD By Fund

September 30, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Library Materials								
Books-Adult	\$161,000	\$40,250	\$39,843			\$39,843	\$407	25%
Books-Youth Services	\$75,000	\$18,750	\$12,068			\$12,068	\$6,682	16%
Books-Teen	\$15,000	\$3,750	\$3,197			\$3,197	\$553	21%
Downloadables	\$80,000	\$20,000	\$17,057			\$17,057	\$2,943	21%
Periodicals	\$32,000	\$8,000	\$10,096			\$10,096	(\$2,096)	32%
AV-Adult	\$120,000	\$30,000	\$26,215			\$26,215	\$3,785	22%
AV-Youth Services	\$42,500	\$10,625	\$6,707			\$6,707	\$3,918	16%
AV-Teen	\$12,000	\$3,000	\$1,732			\$1,732	\$1,268	14%
Online Databases	\$200,000	\$50,000	\$96,285			\$96,285	(\$46,285)	48%
Total Library Materials	\$737,500	\$184,375	\$213,201	\$0	\$0	\$213,201	(\$28,826)	29%
Library Operating Expenditures								
CCS Charges	\$80,000	\$20,000	\$21,533			\$21,533	(\$1,533)	27%
Processing & Supplies	\$20,000	\$5,000	\$2,123			\$2,123	\$2,877	11%
Internet Charges	\$16,500	\$4,125	\$3,476			\$3,476	\$649	21%
Software, Licenses	\$69,823	\$17,456	\$5,116			\$5,116	\$12,340	7%
Printing	\$47,650	\$11,912	\$7,539			\$7,539	\$4,373	16%
Library Supplies	\$12,800	\$3,200	\$6,502			\$6,502	(\$3,302)	51%
Programming & Support-Adult	\$29,000	\$7,250	\$3,275			\$3,275	\$3,975	11%
Programming & Support-Juvenile	\$38,000	\$9,500	\$12,440			\$12,440	(\$2,940)	33%
Programming & Support-Joint	\$11,200	\$2,800	\$178			\$178	\$2,622	2%
Programming & Support-Teen	\$8,000	\$2,000	\$1,953			\$1,953	\$47	24%
Public Performing Rights	\$1,400	\$1,400	\$1,407			\$1,407	(\$7)	101%
Computer Charges OCLC	\$11,500	\$2,875	\$2,938			\$2,938	(\$63)	26%
Miscellaneous	\$1,000	\$250	\$945			\$945	(\$695)	95%
Per Capita Grant Expenditures	\$71,605		\$2,529			\$2,529	(\$2,529)	4%
Grant - Other Expenditures	\$1,000	\$250					\$250	
Volunteers	\$1,500	\$375	\$240			\$240	\$135	16%
Total Library Operating Expenditures	\$420,978	\$88,393	\$72,193	\$0	\$0	\$72,193	\$16,200	17%

General and Administration

Niles Public Library District
Income Statement- YTD By Fund

September 30, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Janitorial Supplies	\$33,650	\$8,412	\$7,925			\$7,925	\$488	24%
Copiers	\$10,000	\$2,500	\$2,849			\$2,849	(\$349)	28%
Professional Development	\$39,259	\$9,815	\$15,182			\$15,182	(\$5,367)	39%
Mileage	\$3,800	\$950	\$559			\$559	\$391	15%
Professional Collection	\$750	\$188	\$54			\$54	\$134	7%
Legal Fees	\$30,000	\$7,500	\$3,937			\$3,937	\$3,563	13%
Consultants	\$69,500	\$17,375	\$1,292			\$1,292	\$16,083	2%
Kitchen Supplies	\$1,500	\$375					\$375	
Promotional Expense	\$25,703	\$6,426	\$3,351			\$3,351	\$3,075	13%
Office Supplies	\$25,000	\$6,250	\$7,511			\$7,511	(\$1,262)	30%
Postage & Freight	\$18,000	\$4,500	\$4,166			\$4,166	\$334	23%
Publication of Notices-Advertisements	\$1,200	\$300	\$21			\$21	\$279	2%
Subscriptions & Dues	\$8,565	\$2,141	\$2,752			\$2,752	(\$611)	32%
Collection Services	\$1,000	\$250	\$105			\$105	\$145	10%
Telephone	\$16,500	\$4,125	\$3,409			\$3,409	\$716	21%
Trustee Expense	\$10,000	\$2,500	(\$387)			(\$387)	\$2,887	(4)%
Payroll Service	\$13,000	\$3,250	\$3,892			\$3,892	(\$642)	30%
Bank Fees	\$3,300	\$825	\$839			\$839	(\$14)	25%
Parking Lease	\$10,572	\$2,643	\$2,643			\$2,643		25%
Total General and Administration	\$321,299	\$80,325	\$60,099	\$0	\$0	\$60,099	\$20,226	19%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$250	\$130			\$130	\$120	13%
Repairs & Maintenance	\$1,800	\$450	\$1,175			\$1,175	(\$725)	65%
Miscellaneous	\$100	\$25					\$25	
Auto Insurance	\$1,435	\$1,435	\$1,435			\$1,435		100%
Total Vehicle Operation	\$4,335	\$2,160	\$2,740	\$0	\$0	\$2,740	(\$580)	63%
Employee Fringe Benefits								
Deferred Compensation	\$175,000	\$43,750	\$40,683			\$40,683	\$3,067	23%
Group Health	\$390,000	\$97,500	\$101,963			\$101,963	(\$4,463)	26%
Health Reimbursement Account	\$66,000	\$16,500	\$5,728			\$5,728	\$10,772	9%

Niles Public Library District
Income Statement- YTD By Fund

September 30, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Dental	\$20,000	\$5,000	\$1,784			\$1,784	\$3,216	9%
Vision	\$7,000	\$1,750	\$1,433			\$1,433	\$317	20%
FSA fee	\$1,200	\$300	\$165			\$165	\$135	14%
Life, LTD, AD&D, STD	\$18,000	\$4,500	\$4,326			\$4,326	\$174	24%
Total Employee Fringe Benefits	\$677,200	\$169,300	\$156,082	\$0	\$0	\$156,082	\$13,218	23%
Utilities								
Gas	\$15,000	\$3,750	\$554			\$554	\$3,196	4%
Electric	\$100,000	\$25,000	\$29,429			\$29,429	(\$4,429)	29%
Water	\$8,000	\$2,000	\$2,346			\$2,346	(\$346)	29%
Total Utilities	\$123,000	\$30,750	\$32,330	\$0	\$0	\$32,330	(\$1,580)	26%
Capital Expenditures								
Special Reserve - Equipment	\$497,000	\$124,250			\$30,170	\$30,170	\$94,080	6%
Total Capital Expenditures	\$497,000	\$124,250	\$0	\$0	\$30,170	\$30,170	\$94,080	6%
Audit								
Audit Expense	\$14,500			\$9,500		\$9,500	(\$9,500)	66%
Total Audit Expenditures	\$14,500	\$0	\$0	\$9,500	\$0	\$9,500	(\$9,500)	66%
Liability Insurance								
Liability Insurance	\$28,544	\$28,544		\$28,544		\$28,544		100%
Total Liability Expenditures	\$28,544	\$28,544	\$0	\$28,544	\$0	\$28,544	\$0	100%
Social Security								
Social Security	\$240,000	\$60,000		\$59,495		\$59,495	\$505	25%
Total Social Security Expenditures	\$240,000	\$60,000	\$0	\$59,495	\$0	\$59,495	\$505	25%
Workers' Compensation								
Workers' Compensation	\$21,524	\$21,524		\$21,303		\$21,303	\$221	99%
Total Workers' Compensation Expenditures	\$21,524	\$21,524	\$0	\$21,303	\$0	\$21,303	\$221	99%

Niles Public Library District
Income Statement- YTD By Fund

September 30, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Unemployment Compensation								
Unemployment Compensation	\$15,000	\$3,750		\$2,095		\$2,095	\$1,655	14%
Total Unemployment Compensation Expenditures	\$15,000	\$3,750	\$0	\$2,095	\$0	\$2,095	\$1,655	14%
Building & Equipment Maintenance								
Repairs & Improvements	\$47,700	\$11,925		\$20,590		\$20,590	(\$8,665)	43%
Contractual Maintenance	\$42,285	\$10,571		\$12,557		\$12,557	(\$1,986)	30%
Non-Contractual Maintenance	\$15,400	\$3,850		\$4,155		\$4,155	(\$305)	27%
Equipment Maintenance	\$36,150	\$9,038		\$8,081		\$8,081	\$956	22%
Non Capital Expenses	\$29,000	\$7,250		\$6,169		\$6,169	\$1,081	21%
Furniture & Fixtures	\$39,800	\$9,950		\$6,745		\$6,745	\$3,205	17%
Total Building & Equipment Maintenance Expenditures	\$210,335	\$52,584	\$0	\$58,297	\$0	\$58,297	(\$5,713)	28%
Total Expenditures	\$6,498,076	\$1,642,669	\$1,242,710	\$179,234	\$30,170	\$1,452,113	\$190,556	22%
NET SURPLUS/(DEFICIT)	(\$222,474)	\$1,182,307	\$1,447,072	(\$80,437)	(\$30,170)	\$1,336,466	\$154,159	(601)%

Financial statement narrative

For the month of September 2015 and the year then ended

Revenue

Revenue for the month exceeded budget expectations by \$167,703 but is short of year to date expectations by \$36,397 or 1.3%. We expect to catch up to budget expectations throughout the year as the short fall is due to primarily to real estate tax collection rates.

Expenditures

Salaries

Salaries for the month are \$2,241 short of budget estimates or 0.8% and \$90,650 or 11.4% on the year.

Library Materials

Library Materials for the month is \$4,126 under budget or 6.7% and \$28,826 over budget or 15.6% for the year. This is due primarily to the payment of annual subscription fees for some of the Library's database product offerings earlier in the calendar offset by slower purchasing patterns in the several of the other materials categories.

Library Operating Expenses

Library Operating Expenses is \$2,220 over budget or 7.6% for the month and \$16,200 under budget or 18.3% year to date. This is due primarily to slower than anticipated spending in the software and printing lines.

General and Administrative

General and Administrative expenses is \$9,900 under budget estimates or 37% for the month and \$20,226 or 25.1% year to date. This is due primarily to slow spending in the legal and consultant line items.

Employee Fringe Benefits

Employee Fringe Benefits is \$4,646 under budget or approximately 8.2% for the month and \$13,218 or 7.8% year to date.

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 \$258,400 which is \$199,323 favorable to the budgeted net deficit of \$457,724 and \$154,159 favorable or 13% year to date.



Our new parking lot banners

Smash Box Weekend

Our introduction to the public of our new technology spaces, Smash Box Weekend, was a great success. On Saturday, the Large Meeting Room was set up with stations featuring some of the children's science activities from Wonder Ground. There was a green screen set up on the stage where people could have their picture taken looking like they were traveling around the world—you can see those pictures and more on our Facebook page. Then on the right side, they were demo'ing the new 3D printer and the laser cutter, and there was a surprisingly popular hands-on sewing machine project.

Saturday afternoon the stations in the LMR continued while downstairs in Creative Studio A, Srdjan did fun and engaging demonstrations of some of our recording equipment, and there were additional demos on Sunday. I am including the patron comments gathered from exit surveys, which said things like, "Excellent addition to this amazing library." I am very proud of the staff effort in putting all of this together—the Task Force was made up of people from different departments headed up by Darlene Fox and Donna Block, with project oversight by Cyndi Rademacher, and it took a great deal of communication and coordination. By the way, I hope you will also notice the spectacular new neon sign outside of Wonder Ground, designed by our amazing graphic designer, Annette McQuade, as well as the eye-catching branding of each area, featured on our new parking lot banners and bus shelter signs in the community.

Management Boot Camp

Immediately following Smash Box Weekend, the supervisors began Management Boot Camp here at the Library. The two facilitators from the Management Association first reviewed the general principles of employment law, including Title VII Civil Rights Act, the Age Discrimination in Employment Act, the Pregnancy Discrimination Act, the Family Medical Leave Act, the Americans with Disabilities Act, and the Fair Labor Standards Act. Everyone learned something, and our newer supervisors learned a great deal from this legal issues part of the training. The remaining 2 ½ days of training followed a pattern where we learned about a topic such as strategic interviewing, then broke into groups and put the training into action. The two facilitators were not only very knowledgeable but were also good actresses, and both groups had very uncomfortable moments with their two pretend employees. Each person ended up with a binder of information to use in the future, and now we have a solid foundation for all of our hiring, training and evaluation, as well as the tools for what to do if things start to go badly with an employee. It was a great investment in the future of the Library, and everyone involved is grateful to the Board for approving this training.

Management staff is not the only group who needs training, though, and we have tentatively set a date of January 22, 2016 for our annual staff in-service day. I will be bringing this to the Board as a motion next month to close the Library on this date.

Working with Schools

The District 63 Education Foundation Board met in September. It's a good opportunity for me to network, and one thing I hear repeatedly from the D63 principals is the problem with children in the unincorporated areas of Glenview who aren't members of any library. Some libraries in the state have begun trying to work with the children in these areas by making intergovernmental agreements with the schools to try to get library cards into the hands of the kids. If this is something the Board is interested in pursuing, I will investigate further. The new director of the TLC program mentioned that he was considering starting a library for those kids at Apollo School, and to me it seems like we have an opportunity to carry out one of the three strategic goals the previous board set of working more with the northern end of the district.

Strategic Planning

Cyndi Rademacher and I attended an excellent workshop conducted by George Needham through RAILS on strategic planning. He prefers a technique using appreciative inquiry to assess the organization's strengths, and settling on a strategic framework of 3-4 major goals that is updated frequently rather than a long plan with many points. Both Cyndi and I thought this seemed to make a lot of sense, so we are going to look into it in more detail. Of course, the main feature of any strategic planning process involves getting input from the community, so we will need to work with the Board on figuring out the best way to tackle that. More on this to come.

Business & Operations

Building and Grounds

- Still managing the clean up portion of the water main project
- Created team space for the Digital Service Department
- Relocated Adult Services members assigned to Digital Services
- Removed linden tree on Oakton Street near the east parking lot entrance to reduce foundation and drainage issues and improve visibility

Finance/Accounting

- Beginning analysis for retirement plan discussion

- Data analysis for Tax Levy presentation
- Completed audit activities with McClure Inserra.
 - Clean opinion will be issued (2nd consecutive year)
 - No management letter control issues (2nd consecutive year)

Other

- Smash Box Weekend
- Banners in Parking Lot
- Bus Shelter signage
- Green Screen Wrigley Photos



Our new bus shelter signs

Staff Holiday Party History

The subject of the 2013 staff holiday party keeps coming up, so I thought it might be helpful to review the history so that newer board members have the benefit of knowing the background. At one time, it was the custom to have a large holiday event at a banquet hall which included Board members and staff, with each person allowed to bring a guest. It was a very nice event with music and with each staff member also receiving a small gift—one year, it was a cookie jar with a music box inside. This event was the main expenditure on the trustee line of the budget.

Obviously, this was very expensive, so Linda Weiss suggested that it be scaled back, saving the cost of the banquet hall and additional guests. It became an in-house event with inexpensive catering (think Italian beef) and some of the food provided as a potluck by staff for staff. The main expense then became a gift card for staff members of \$50 for full timers and \$25 for part timers. Each year, Linda confirmed with the Board that they wanted to fund the event, and they agreed.

At the regular Board meeting of October 16, 2013, Linda Weiss asked the Board during her director's report if they were willing again to fund the customary staff holiday event. I have listened to the recording of this

meeting to be certain that the minutes reflect the exchange properly, and they do. Ms. Weiss described it as a “small gathering for staff with gift cards.” Board President Morgan Dubiel said it sounded fine to him, and asked the Board what they thought. He singled out Trustee Chris Ball in particular, who confirmed that it was okay with him, and on the recording you can hear murmured assent from the other trustees. Mr. Dubiel then moved on.

Subsequently, Board members such as Karen Dimond expressed the opinion that tax dollars should not be spent on staff events, so the 2014 holiday party was strictly a staff potluck with no Board or other taxpayer funding. Our attorney has written a memo saying that spending money on staff “morale-boosting” events is appropriate so long as it is for the group and not for individuals. Any further action is up to the current Board.

I hope this puts firmly to rest the perception that any member of the staff past or present behaved unethically.

Programs

From Dodie: Senior Coffee Hour: This month’s topic was “How to Keep Your Mouth Healthy as You Age”. Each attendee received a goodie bag with \$10 worth of dental items. Seniors were eager to hear about pertinent preventative dental tips. Here’s one tip that all of us should know. People who brushed their teeth at least 3 times a day were 65% less likely to develop dementia. Brain tissue of Alzheimer patients show oral bacteria.

From Arianne: Preparations for Winter Reading Club are underway. The Winter Reading Club theme for 2015/2016 is Bebob ‘n’ Books! The program dates are Dec. 1 through Jan. 31. We are also participating in the Chicago Wolves Read to Succeed program, partnering with our local semi-pro team. This winter looks to be filled with music, books, and hockey!

A super lineup of programming is in place and our Winter Chapter One copy has been submitted. We have added a number of programs for winter break, offering families a chance to get out of the house and enjoy our resources.

The library’s Smash Box weekend was a roaring success. KidSpace was introducing the Wonder Ground, and boy, did we have a good time! Saturday’s offerings in the LMR included activities in geology, electronic circuitry, and photons (all right, they were mirrors, but that’s the science behind them, right?). We rounded out the weekend with Steve Belliveau’s Getting Excited about Science, presenting scientific theory wrapped in comedy and special effects explained at an age appropriate level. The Wonder Ground Open labs have been the offered 2X’s weekly and promise to deliver a personal and playful scientific experience for grades K-4. Stay tuned for the official name of the skeleton – the announcement on Halloween is much anticipated.

We are providing a more regular structure for our World Language Storytimes, offering them every other month, up from once a quarter. The Spanish storytime, placed in the Friday evening timeslot, is in response to patron comments specifically asking for that time. There were several people in attendance who had never been to our library before. We are excited to expose these families to our services. Luckily, Clara Sheffer is fluent in Spanish, and is a great resource for these new families.

Homework Help is launching its second year. We have a strong cadre of high school students who have gone through a training and are reporting for volunteer duty Monday nights to help students in grades K-5 with their homework.

Cate Levinson headed out to help celebrate the Cook County Forest Preserve’s 100th Birthday. She was at the Caldwell Woods Celebration of Trees where she presented a Magnetic PoeTree and crafts to attendees.

CCS report

The new Executive Director of CCS, Christopher Holly, has carried out a significant reorganization by eliminating seven positions and outsourcing them to an outside call center. He is adding a position to work with training people out in the libraries but has otherwise reduced the size of the staff considerably. Unfortunately, I was forced to write to express some frustration at the repeated power outages in Arlington Heights that take out not only our catalog but also our access to e-books and databases, and told Chris that I would strongly support moving their servers somewhere with better back-ups. This is something he is already working on, and in the meantime he apologized profusely for the inconvenience to our patrons.

Staff news

Maryellen Essig has been named Adult & Outreach Supervisors Assistant Supervisor, so there is a clear second-in-command in Dodie Frisbie's absence. Congratulations to Maryellen!

Darlene Fox has been named Digital Services Assistant Supervisor, so that there is a clear second-in-command in Suzanne's absence. Congratulations to Darlene!

The Patron Services Department welcomed three new pages at the beginning of October: Kathryn Dandur, Jyotsna Desai, and Traci Lodding. These are all replacements for pages who left. Samantha Menard has been promoted to Patron Services Team Leader so we have coverage during all of the hours that the Library is open—the Team Leaders help assign work to clerks and pages, keep the materials flowing, and are empowered to make decisions regarding patron fines and any other situations that may arise during a shift. Srdjan Vasilic's hours as Patron Services Team Leader were reduced to give him more time in Digital Services.

Staff changes

Digital Services Supervisor Suzanne Wulf joined us for Management Boot Camp, and has officially come on board as of Oct. 1. The department now includes:

- Darlene Fox (from Adult Services) as Assistant Supervisor/Digital Services Librarian. Darlene's responsibilities include chairing the e-Book Committee and working with vendors and staff to select online resources such as Lynda.com.
- Ruth Schuster (from Adult Services) is Digital Services Training Librarian. Ruth will continue to offer technology training to our patrons as well as to our staff. Ruth's clear and gentle touch with training has always been greatly appreciated by all concerned.
- Bernadetta Koryciarz (from Adult Services), Jason Wacławik (from Adult Services), and Srdjan Vasilic (from Patron Services, where he still works some hours) are all Digital Services Assistants. They will provide assistants to patrons at the desk and will also have a variety of jobs related to overseeing the Creative Studio equipment and use. They may also do some programs.

We are awaiting the results of the IT audit performed by Peters & Associates before officially moving any IT staff, but they will begin being scheduled at the Tech Desk to help cover the desk and to assist with equipment issues throughout the building. If you recall, the Board's staffing consultant Matrix recommended that we expand our IT staff, but we are holding off on final decisions until we get the more detailed assessment from Peters. It is an uncomfortable situation for our IT guys, and we appreciate their patience while we get this piece figured out.

To review, the Digital Services Department is in charge of the Lower Level with its patron computers, study rooms, and Creative Studio A & B, as well as all of the circulating technology equipment. In addition, they are in charge of technology programming, training for staff and patrons on new software and hardware, and for all of our online resources from e-books to World Book Online.

Dave Dabrowski and his crew reconfigured the Outreach Department workroom to fit in the Digital Services Staff, so they have a home base now. Dave is so responsive to requests that he is practically finished with a task before you're done asking, and Rich worked closely with Dave to run in some new data lines and to get each station equipped with phone and computer. Now the Adult Services workroom has some open space, which I am sure they will put to good use.

Service to patrons

Staff has been helping out with the homebound deliveries while one of the Outreach Assistants recovers. Here are Pat's comments about her experience: "Assisting with Outreach deliveries has been a most gratifying and humbling experience. Serving the homebound within their apartments and condos along with those frail elderly who are in nursing and assisted living housing has filled me with admiration for their courage and fortitude. Their grateful thanks and cheer in the face of loneliness, chronic illness and vulnerability along with a lack of any modicum of privacy for those in nursing facilities is humbling and touching.....It has been a great privilege to serve them."

Here is another story from Ruth about her experiences in the Lower Level Computer Section. "The Niles Public Library District often plays a very important role in our patrons' lives. Offering computer access to individuals can make an amazing difference in what our patrons can accomplish. Several of us have worked with a man who is appealing to the Illinois Supreme Court on his own. He is what is called a *pro se pleader*. He has no attorney and is attempting to appear before the Court on his own. He has no computer of his own and must come here to type his documents. Without the library computer and staff assistance, this man would have no access to resources to help him offer his arguments. As some said, "We do important work here."

Committees

The Sunshine Committee has events planned for staff through 2015, including an in-house fund-raising holiday item garage sale, and a Sweets and Treats party in December.

Display and Art Gallery Committee currently has a display up by local artist, Debbie Gajewski from 9/15-10/22. We have a Korean War Display set for the month of Nov. We have a few artists and displays in the works for 2016, including a local Hispanic sculptor, a local photographer and The Chicago Candy Exhibit.

Susan Dove Lempke
Library Director

Trustee Calendar

October

10/21—Regular Meeting of the Board of Trustees

10/22-10/24—Illinois Library Association Annual Conference, Peoria

November

11/9—Friends of the Library Meeting

11/18—Regular Meeting of the Board of Trustees

December

Friends of the Library holiday party, date TBA

12/16—Regular Meeting of the Board of Trustees

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

Do you have any other comments of us? How can we improve our next event?

SATURDAY 9/19/15

I love this library.

The presentation was awesome!

Thank you for the program

Let us make music videos with the green screen.

Please sewing classes or creative work classes. Sewing classes held 11-3:30p because my kids come home at 4pm. Also do kids programs after 4pm [so] high school kids can attend.

Way cool! Welcome to the 2nd decade of the 21st century.

Add more projects that you think kids never seen before.

I love this stuff.

I like to coming to library event!

Liked the mirror.

Excellent

Yes

Excellent addition to this amazing library.

No. it was amazing.

Do an exhibit on magnetism.

Do not have some age limits.

More adult programs please!! :)

Thank you!

Thank you!

This was an awesome experience. In my opinion there is nothing to change.

Thank you.

Buy more games.

Liked the rocks.

Loved the event!

Keep doing a great job!

Just Awesome

No, dis is fine.

Outstanding!

Thank you for being here.

To help people learn how to experience jobs in the world.

More cool technology, otherwise keep doing a great job! :)

More info on supplies, materials used in 3D, etc.

Art... 3D doodle pen

SUNDAY 9/20/15 responses

Classes in a photo shop type program for altering photos.

No

Awesome library

This is great! Keep on growing.

This is great- the library is our community center and the investments her are well worth it!

Extremely likely to attend program on Photoshop. Have computer programming class.

I'm excited to use the recording equipment. Thank you.

Event suggestion: Stand-up comedy (family-friendly)

I liked about the nitrogen gas that was inside the balloon.

None

Nope, keep doing your job awesome!

Awesome new technology.

No, we love all the events.

Improving the hands-on activities to the next level.

You can put a program just for teens like the Wonder Ground, but just for teens.

Have a FINISHED project fair.

This is fabulous! I would love to bring my Cub Scout den. Nancy Kleiber 773-682-4899.

Good Library

Monthly Statistical Report --September 2015

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	37,740	41,845	-9.81%	121,610	130,339	-6.70%
Teens	2,919	3,197	-8.70%	10,679	11,249	-5.07%
Juvenile	35,235	37,987	-7.24%	117,188	125,313	-6.48%
Digital	4,880	5,897	-17.25%	23,475	9,514	146.74%
TOTAL Loan of Library Materials	80,774	88,926	-9.17%	272,952	276,415	-1.25%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	18,042	17,772	1.52%	57,760	55,625	3.84%
Periodical	667	1,100	-39.36%	2,462	2,559	-3.79%
Audio	4,765	4,693	1.53%	14,271	16,391	-12.93%
DVD	14,257	18,280	-22.01%	47,108	55,764	-15.52%
Equipment	9	0		9	0	
TOTAL Adult Loans	37,740	41,845	-9.81%	121,610	130,339	-6.70%
Teens						
Print	2,209	2,397	-7.84%	7,986	8,745	-8.68%
Periodical	3	4	-25.00%	43	45	-4.44%
Audio	470	523	-10.13%	1,673	1,365	22.56%
DVD	237	273	-13.19%	977	1,094	-10.69%
TOTAL Teen Loans	2,919	3,197	-8.70%	10,679	11,249	-5.07%
Juvenile						
Print	25,522	27,349	-6.68%	81,542	86,142	-5.34%
Periodical	86	56	53.57%	340	261	30.27%
Audio	2,321	2,244	3.43%	8,348	8,880	-5.99%
DVD	7,306	8,338	-12.38%	26,958	30,030	-10.23%
TOTAL Juvenile Loans	35,235	37,987	-7.24%	117,188	125,313	-6.48%
Digital	4,880	5,897	-17.25%	23,475	9,514	146.74%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	9,452	6,662	41.88%	18,595	18,127	2.58%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	6,570	9,339	-29.65%			
Holds Made Available	11,254	13,783	-18.35%			
PATRON REGISTRATION	Current Month	Total	Prior Year Same Month	% Change	Prior Year Total	
New District Cards	383	25,424	410	-6.59%	25,864	
PATRON COUNT	Current Month	Prior Year Same Month	% Change			
Patron Visits	29,506	32,822	-10.10%			
Unique Library Cards Used	4,864	5,321	-8.59%			
e-News Subscribers	11,638	9,243	25.91%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	8	30	9970.00%		66	-100.00%
Circulating--Juvenile	1,999	8,449	-76.34%		18,682	-100.00%
Circulating--Teen	394	1,000	-60.60%		2,010	-100.00%
Circulating--Commons	-	203	-100.00%		392	-100.00%
Circulating--Adult	3,021	5,171	-41.58%		13,674	-100.00%
TOTAL In-House Use of Materials	5,422	14,853	-63.50%	0	34,824	-100.00%
Items moved on Shelf	10,723					

PC USERS BY AREA	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,145	6,473	-35.96%	12,857	15,515	-17.13%
Youth Services	1,082	1,211	-10.65%	4,412	4,883	-9.65%
Teen Services	460	270	70.37%	1,871	794	135.64%
Express Internet	227	224	1.34%	619	1,326	-53.32%
Patron Wi-Fi Uses	11,154	9,613	16.03%	32,331	27,612	17.09%
Total PC Users	17,068	17,791	-4.06%	52,090	50,130	3.91%
Scanning & Fax Pages	8,600	4,052	112.24%	15,236	11,636	30.94%
Print & Copy Pages	13,313	14,199	-6.24%	42,140	45,985	-8.36%
USERS OF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	114	36	216.67%	270	123	119.51%
Study Rooms 1-5	960	775	23.87%	2,719	1,025	165.29%
Creative Studio A	10	-		10	-	
TOTAL Users of Mediated Spaces	1,084	811	33.66%	2,999	1,148	161.25%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	35,284	38,903	-9.30%			
Facebook "Likes"	933	810	15.19%			
Buzz Blog views	1,233	969	27.24%			
Media Hits (includes print and online articles and listings)	83	59	40.68%			
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	1,752	1,219	266,929			
Non-shelved materials	0	0	33,530			
Equipment	21	0	21			
	1,773	1,219	300,459			
LIBRARY SERVICES	Current Month	Prior Year Same month		Current YTD		
Notary Public	82	113	-27.43%	1,323		
Test Proctoring	11	4	175.00%	161		
Voters' Registration	0	2	-100.00%	1		
VOLUNTEER HOURS	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	15	70				
Digital Services & Programs	2	11				
Teen Services & Programs - Fic and Ref	13	25				
Youth Services Programs & General	37	100				
General Library & Library Events	9	55				
Total Volunteers/Hours this month	76	261				
<i>NOTE: Last year volunteers/hours same month</i>	88	290				
SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	4,944	6,843	-27.75%	8,364	16,650	-49.77%
Ready Assistance	115	0		128	0	
Reference/Research	3,761	3,754	0.19%	13,290	18,300	-27.38%
TOTAL All Service Desks	8,820	10,597	-16.77%	21,782	34,950	-37.68%
Adult Services (3rd floor)						
Quick Questions	405	835	-51.50%	261	1,252	-79.15%
Reference/Research	473	470	0.64%	1,542	2,777	-44.47%
Total Reference Desk	878	1,305	-32.72%	1,803	4,029	-55.25%
Commons Desk						

Quick Questions	111	0		131	0	
Ready Assistance	115	0		128	0	
Total Commons Desk	226	0		259	0	
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	1,042	1,838	-43.31%	351	2,523	-86.09%
Reference/Research	619	210	194.76%	4,103	4,568	-10.18%
Total InfoDesk	1661	2,048	-18.90%	4,454	7,091	-37.19%
Technology Desk						
Quick Questions	897	1,766	-49.21%	525	3,018	-82.60%
Reference/Research	405	287	41.11%	2,342	3,370	-30.50%
Total Tech Desk	1302	2,053	-36.58%	2,867	6,388	-55.12%
Teen Desk						
Quick Questions	229	305	-24.92%	1,180	1,399	-15.65%
Reference/Research	160	227	-29.52%	508	653	-22.21%
Total Teen Desk	389	532	-26.88%	1,688	2,052	-17.74%
Outreach Services						
Reference/Research	376	596	-36.91%	484	1,577	-69.31%
Bulk Loan Items Delivered to Nursing Homes	470	440	6.82%	1,055	1,320	-20.08%
Materials pulled for Homebound Users	786	1,093	-28.09%	2,031	3,219	-36.91%
Total Outreach Services	1632	2129	-23.34%	3,570	6,116	-41.63%
Youth Services						
Quick Questions	2,260	2,099	7.67%	5,916	8,458	-30.05%
Reference/Research	1728	1,964	-12.02%	4,311	5,355	-19.50%
School Loans pulled	18.0	26	-30.77%	44	52	-15.38%
Museum Adventure passes distributed	18	23	-21.74%	83	104	-20.19%
Total Youth Services	4,024	4,112	-2.14%	10,354	13,969	-25.88%
GRAND Total	10,112	12,179	-16.97%	24,995	39,645	-36.95%
Interlibrary Loan						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Books, A-V						
Items lent to offline libraries	297	218	36.24%	631	715	-11.75%
Items received from offline libraries for patrons	68	102	-33.33%	193	325	-40.62%
Total	365	320	14.06%	824	1,040	-20.77%
Outreach Services						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Homebound						
Patrons	258	236	9.32%	512	701	-26.96%
Visits	210	234	-10.26%	474	713	-33.52%
Institutions						
Institution Deposit Collections	10	9	11.11%	23	27	-14.81%
Visits	10	9	11.11%	23	27	-14.81%
Schools						
Items	493	736	-33.02%	478	1,428	-66.53%
Visits	12	21	-42.86%	12	37	-67.57%
LIBRARY PROGRAMS						
	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Rise & Shine Storytime (parent & child)	4	81				
Babytime (parent & child)	3	144				
Family Storytime	5	56				
Preschool	4	59				
Toddler Time	4	127				
Big Kids Storytime	4	51				
Neighbor Time	3	47				
Reading Patch Club	14	14				
Teacher Use of Die Cut Machine	4	4				
1KBK	9	15				

Bibliobop	1	62			
Book Buddies	22	44			
Mega Mondays	3	53			
Movie	1	40			
Second Sunday	1	95			
Smash Box Wonderground Tours	2	153			
Getting Excited About Science	1	68			
Homework Help	2	36			
Caldwell Woods Poetree	1	100			
World Language Storytimes	3	57			
Ipad Usage	1	450			
Wonder Ground	3	52			
Sew Simple	1	7			
My Gym Playdate	1	19			
Skeleton Naming	1	223			
National Playdoh Day	1	90			
Second Saturday Bingo Breakfast	1	48			
Preschool Outreach Storytimes	4	75			
In-house toys and games	30	663			
In-house videogames	30	137			
Total Youth Services Programs	164	3070	1,534	100.13%	
Programs--Teen Audience					
Teen Advisory Board (TAB)	1	13			
Anime and Manga Club	1	3			
Movies	1	9			
In-house Videogames	1	116			
Practice ACT	1	29			
90 Second Newbery	1	5			
College Essay Writing	1	1			
Favorite Fandom Voting	1	35			
School Visits	5	378			
Banned Books	1	33			
Total Teen Programs	14	622	920	-32.39%	
Programs--Joint Audience					
Smash Box Weekend Saturday	1	306			
Smash Box Weekend Sunday	1	227			
Total Joint Programs	2	533	0		
Programs--Adult Audience					
Score: Business Program	2	12			
Songwriters Group	1	4			
Volunteer Information Session	1	1			
Email Doctor Is In	1	2			
Citizenship Class	1	1			
Senior Coffee Hour: Healthy Mouth As You Age	1	42			
VIM Meeting	1	6			
Book Discussions	2	22			
Tech Time for Adult Learners	1	5			
Internet Made Easy	1	12			
Tablet Tuesday	1	2			
Internet TV for Beginners	1	19			
Computer Boot Camp	3	37			
Dating Photographs from Clothing	1	6			
Job Seekers: Power Employment Workshop	1	5			
Niles Garden Club: Composting	1	13			
Book Bites Joint Book Discussion	1	10			
Power Employment Workshops	1	5			
CJE Seniorlife Resources Counseling	1	1			
New Release Movie: The Best of Me	1	20			
Total Adult Programs	24	225	645	-65.12%	
Outside Meetings					
The Shakespeare Project Rehearsals	8	108			

Niles Township Toastmasters	3	44				
Jewish Genealogical Society	1	10				
Niles All American Toastmasters	2	11				
Friends of the Library	1	9				
Cub Scout Pack 175-Den Leaders' Meeting-SJB	1	8				
Karol Verson Play Discussion Group	1	20				
Karol Verson Film Discussion Group	1	20				
Liz Marfia-Ash (playgroup/Special Needs)	1	30				
Pat's Knitting Group	1	10				
Niles Communicators' Group	1	6				
Total Outside Meetings	21	276	86	220.93%		
Total Meeting and Program Attendance	225	4,726	3,185	48.38%		

Patron Suggestions and Comments for October 2015

Responses to Patron Suggestions and Comments

To whomever handles the Hoopla account—would it be possible to lean on the folks at Hoopla to develop a ROKU Channel/APP? Watching a movie on a regular television would be a great improvement over viewing it on an 8” tablet. Thanks. B. C.

We agree, and have forwarded your comment to our contacts at Hoopla. We’re glad you have found this great resource and hope to have it become even more useful.

Request—I was unable to sign-up for the presentation (Technology) “Cutting Cable TV’s Cord” on Saturday, September 26. Please schedule this again soon. C. J., Niles.

We may run this program again eventually, but in the meantime, our librarian has sent you a link so you can watch the presentation online.

As of today, 9/17/15, the tree on the NE corner of the Library (on Oakton) has been chopped down. It was healthy and at least 25 years old. Presumably this was a function of the street drainage construction. I trust that you will require the contractor to plant a new tree, upon project completion.

T. F.

The tree was beautiful but unfortunately had overgrown the space it was in and was interfering with the traffic signal. We first attempted to cut it back, but then found it was necessary to completely cut it down. We will be replacing it with lower-growing shrubbery in the spring.

I was not aware that the Library had initiated a new policy allowing people to bring their deli purchases to the 3rd floor and proceed to make a sandwich for lunch. Do you not know that the Des Plaines Library had to close down because of infestation?

I do not think that people should eat in the computer room. Can’t they use the area by the canteen where the tables are? They leave messes and wrappers and get the keys dirty. Plus the rest of us have to listen to their crunching. What if they spill their drinks?

Our rule is that food needs to be eaten in the café area in the Commons. Only covered drinks are allowed in the rest of the Library. I have clarified this with the staff so if you notice this again, please let a staff member know.

I would like a “Based on a True Story” section, A-Z, Comedy, Drama, etc. How about it? P. S.

If you are thinking here of DVDs, we have opted instead to put on stickers but keep them all together. Otherwise it becomes tricky when you have a mystery/comedy, or something else that could be shelved in two different places. Thank you for the suggestion.

This place is one of the coolest libraries I have ever been in. The vibe is great and the people here are very helpful and nice. The private rooms rock. The open spaces and the layout is very accessible and easy to get around. D. F.

Thank you so much! What a great compliment.

When are you going to stop the 2nd floor from being a flop house for street bums plus a lunch room—when you have one on the 1st floor? Man/woman up! This is a library. A disgusted patron.

While we do not allow eating food outside of the café, as you mention, we do have to allow patrons of all kinds of use the Library. However, when we hear or notice that a patron is creating a disturbance in some way, we try to get them information about local social services. We do ask them to leave if they are bothering others. It is a delicate balance between being open to the public and maintaining the Library as a clear and comfortable place for everyone.

Have we been helpful to you today?

It would be helpful to have others sets of textbooks that could be checked out. It would also be helpful to have online access to these textbooks for those who may want to get a head start prior to school starting. I wish we could do this. The problem for us as a public library is we have a great many students using a great many textbooks, and it would be difficult or impossible to get everything that might be needed. We rely on the local schools to give us copies of their yearly textbook, with nearby copiers so patrons can work from them at home.

Thank you for the display of books on the shelves. It helped me to find some real treasures. Great idea! We are very glad to hear it was useful! Our staff work hard on creating displays.

I think that the addition to your resources, Gale is the most useful tool that has been offered. It is extremely thorough and allows you to advance and study at your own pace. R. B.
I'm glad to hear it is useful to you!

Can we have another set of Thomas Train Toy and Track or the imitation trains, as all the toddlers and kids are excited about trains? A better arrangement to get the toy so that others can share and play at the same time so that we can avoid fights and grinning among kids.

We can definitely get more trains. We have found that trains that are put out to share tend to walk away, tucked in a little one's pocket or thrown accidentally into a diaper bag, so we prefer to hand them out at the desk.

To whom it may concern: I would like to especially thank Bernadette for her gentle approach and kind way of helping me submit my resume. I would like to stress that she went the extra mile to help me with my cover letter (I did the meat of it—she got me started!) without my asking her. I think she is an asset to the Niles Library and others could benefit from learning to be kind and gentle in helping those of us that need help getting started on the computer! Sincerely, M. M.

That is wonderful to hear—thank you so much for taking the time to write.


DISTRICT OFFICE
4404 W. Lawrence Avenue
Chicago, IL 60630
773-736-0218
Facebook.com/repdamico



SPRINGFIELD OFFICE
279-S Stratton Office Building
Springfield, IL 62706
217-782-8198

JOHN D'AMICO
STATE REPRESENTATIVE • 15TH DISTRICT

October 5, 2015

Sasha Vasilic


Dear Sasha,

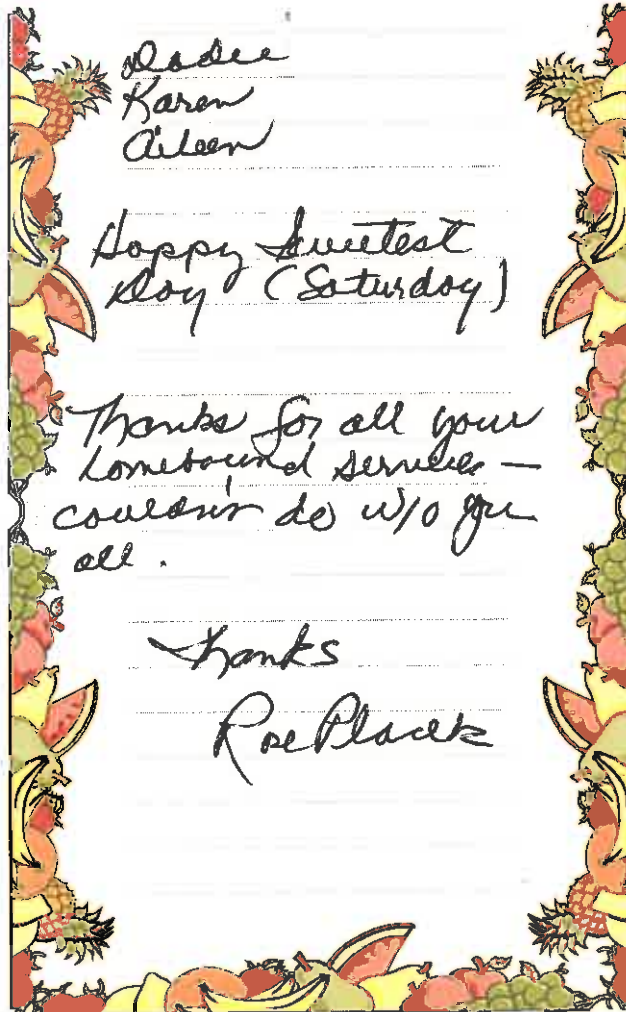
While reading the *Bugle* I came across an article highlighting the new creative studios that the Niles Public Library is now offering and wanted to thank you and everyone else at the library for all the hard work you have put into acquiring such a vast array of cutting-edge technology.

Having access to such advanced and exciting technology is a great opportunity for everyone in our community. Working in the Creative Studios and the Wonder Ground will be a fun and very informative experience for everyone who visits. The technology that you have made available is becoming more important, and our community certainly now has a leg up thanks to you.

If you ever have any thoughts you would like to share with me, or if I can be of any assistance, please do not hesitate to contact my full-time constituent service office at 773-736-0218 or email johnd@ilga.gov.

Sincerely,

John D'Amico
State Representative, 15th District



Radee
Karen
Aileen

Happy Sweetest
Day (Saturday)

Thanks for all your
love and service -
couldn't do w/o you
all.

Thanks
Rae Black

New Business—Recommended Actions

A. Recommended Action on Ordinance 15-06

MOVE the Library Board of Trustees adopt Ordinance 15-06 an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing its Conveyance or Sale.

Memorandum A of Recommended Board Action

A copy of the Ordinance is attached. It is a requirement that an Ordinance be adopted for the disposal of any library equipment with a unit value of \$1,000 or less.

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 21st day of October, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand this 21st day of October, 2015.

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

ORDINANCE NO. 15-06

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

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

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

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

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

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

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

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

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

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

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

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

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

ADOPTED this 21st day of October, 2015, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

Exhibit A – The property to be disposed of:

Konica Minolta	Bizhub 200	4042311-31126279
Konica Minolta	Bizhub 200	4042311-31126280
Konica Minolta	Bizhub 200	4042311-31126139
Konica Minolta	Bizhub C252	4038321-321806933
Cal Comp	Tech Jet 5536	9809722537
Hewlett Packard	HP LJ2450DTN	CNGKJ67044
Hewlett Packard	HP LJ2450DTN	CNGKJ67741
Hewlett Packard	HP LJ2450DTN	CNGKK67556

Exhibit B

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

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

Description:

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

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

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

Agreed to this 21st day of October, 2015.

Susan Lempke
Library Director
Niles Public Library District

Buyer

Attest: _____