



## **Niles Public Library District**

### **Regular Meeting**

**Wednesday, September 21, 2016 7:00 PM**

**NILES PUBLIC LIBRARY DISTRICT  
REGULAR MEETING AGENDA**

**September 21, 2016**

**7:00 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Discussion: Voting Order
4. Approval of Minutes
  - A. Approve the Regular Board Meeting Minutes of August 17, 2016 4
5. Public Comment
6. Treasurer's Report
  - A. Review Financial Reports 8
  - B. Approve the payment of the bills for operating expenses of \$233,934.72, payroll expenses of \$256,131.46, and special reserve expenses of \$8,439.00 for a total of \$498,505.18 15
7. Director's Report 22
8. Communications 33
9. Committee Reports
  - A. Building & Grounds
  - B. Technology
10. Liaison Reports
  - A. Friends of the Library
  - B. Legislative
  - C. RAILS
11. Secretary's Report
  - A. A certified copy of the Report of Receipts and Expenditures for the Niles Public Library District for the six months ending June 30, 2016, was filed with the Cook County Clerk on September 7, 2016.
  - B. A certified copy of the Report of the Statement of Operations for the Niles Public Library District for the twelve months ending June 30, 2016 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 15, 2016.

## Board Meeting Agenda - September 21, 2016

- 12. New Business
  - A. Approve New Policy 3.31, Alcoholic Liquor Policy 35
  - B. Approve the payment to Visographic for the printing of the fall issue of Chapter One 38
- 13. Unfinished Business
- 14. Other
- 15. Adjournment

**NILES PUBLIC LIBRARY DISTRICT**  
**Regular Board Meeting Minutes**  
**August 17, 2016**  
**6:45 PM**  
**Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

*A video recording of this meeting can be viewed on the Library's website [www.nileslibrary.org](http://www.nileslibrary.org).*

**Trustees Present**

Rob Breit, Karen Dimond, Carolyn Drblik, Barbara Nakanishi, Patti Rozanski, Linda Ryan, Tim Spadoni

**Library Staff Present**

Susan Lempke-Library Director; Greg Pritz-Assistant Director/Business & Operations Manager; Cyndi Rademacher-Assistant Director; Diane Winberg-Administrative Assistant; Sasha Vasilic, Public Relations and Marketing Supervisor; Dave Dabrowski-Maintenance Services Supervisor; Arianne Carey, KidSpace Supervisor; Victoria Luz, Technical Services Supervisor

**Others Present**

Tom Robb, Reporter, *Niles Journal*; Igor Studenkov, *Niles Bugle*; Kimberly Bolan Cullin and Robert Cullin, Kimberly Bolan and Associates

**Call to Order**

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

**Roll Call**

The roll was taken by Ms. Winberg.

**Pledge of Allegiance**

President Ryan led the Pledge of Allegiance.

**Swearing in of Library Trustee**

Trustee Nakanishi gave the Oath of Office to newly appointed Library Trustee, Mr. Rob Breit. Mr. Breit was welcomed by the Board and staff.

**Kimberly Bolan & Associates**

Kimberly Bolan Cullin and Robert Cullin presented the Board with their proposal to assist the Niles Public Library District in the development of their strategic Plan.

**Minutes of the Regular Board Meeting of July 20, 2016**

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

Trustee Drblik asked that the wording in the minutes under Ordinance 16-05 on Page 8 be clarified and include: "We need to raise the amount of the appropriation to \$2.5 Million should employees buy back their years and retire. However, our budget expectation will still fit within the \$250,000 line item." The change was noted and made to the original Minutes.

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

**Public Comment**

There were none.

### **Treasurer's Report**

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

### **Payment of the Bills**

Trustee Nakanishi MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$233,030.99, payroll expenses of \$273,545.85, Special Reserve expenses of \$14,916.00, for a total monthly expense of \$521,492.84. Trustee Rozanski seconded.

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

### **Director's Report**

Ms. Lempke presented highlights of her report. Ms. Lempke was very happy to share a 5-star review which the Library received on its Facebook page.

Ms. Lempke reported on the continuing process of handling material donations received by the Library and the time spent by staff and by volunteers which are overseen by Cyndi Rademacher. Sales from the donations average \$1,200/month. This money goes directly to the Friends of the Library and the use of this money is directed by them. The Board asked Ms. Lempke to find out exactly how many hours are being spent by staff to process the donations. The possibility of being reimbursed by the Friends for staff time will be considered.

Ms. Lempke informed the Board of Trustee about two education opportunities: RAILS Trustee Workshop: Keys to Running a More Successful Board Meeting on September 17 at the ELA Public Library and the ILA Conference in Rosemont—Trustee Day on October 20<sup>th</sup>.

Ms. Lempke announced that a plaque in memory of Helen Sparkes, who was a very dedicated volunteer of the Niles Library, will be presented by her friends and mounted in the Library on Saturday, August 20<sup>th</sup>.

Lastly, the Library will be hosting a guided tour of our Library to the Prospect Heights Library on their in-service staff day. To prepare their staff of their upcoming renovation, they will visit several libraries in the area who have gone through a recent renovation. They have asked us what we have changed since the completion of our renovation.

Trustee Rozanski thanked the staff in KidSpace for their great work with the summer reading program.

### **Communications**

They were included in the Board packet. Ms. Lempke reported that she with supervisors have been working on patron behavior signage and the implementation of "sound zones" is in its final stages.

### **Committee Reports**

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

Trustee Nakanishi reported that she met with Susan Lempke and Greg Pritz to review the proposals for exterior signage. A Committee meeting will be scheduled.

### **Liaison Reports**

#### **Friends of the Library**

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

#### **Legislative**

There was no report.

#### **RAILS**

There was no report.

**Secretary's Report**

Trustee Nakanishi reported that a certified copy of Ordinance 16-05, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year beginning July 1, 2016 and Ending June 30, 2017, was filed with the Cook County Clerk on July 7, 2016. The Ordinance as published in the Niles Herald-Spectator on Thursday, July 28, 2016. A Certificate of Publication was filed with the Cook County Clerk on August 4, 2016.

**New Business****Resolution 16-01**

Trustee Nakanishi MOVED the Library Board of Trustees approve Resolution 16-01 a "resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings." Trustee Rozanski seconded.

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

**Food for Fines**

Trustee Nakanishi MOVED the Library Board of Trustees approve a "Food for Fines Drive" from September 1-15, 2016. Trustee Dimond seconded.

September is National Library Card Sign-up Month and from September 1-15, the Library would like to allow patrons to clear their cards of fines. Library cardholders will get \$1 in fines waived for each can or package of food donated during the drive. All food donations will be divided equally to the Maine Township, Niles Township, and Niles Family Services food pantries.

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

**Strategic Planning Consultant**

Trustee Dimond MOVED the Library Board of Trustees approve the proposal from Kimberly Bolan & Associates for Strategic Planning for a total cost not to exceed \$25,000. Trustee Rozanski seconded.

President Ryan went around the table and asked the Trustees to voice their thoughts on the hiring of the strategic planning consultant and their proposal.

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

**Unfinished Business**

There was none.

**Executive Session**

Trustee Nakanishi MOVED the Library Board of Trustees enter into Executive Session for the discussion of minutes of closed session minutes. Trustee Rozanski seconded.

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

Executive session started at 8:35 PM.

Executive session ended at 9:00 PM.

The Regular Board Meeting resumed at 9:01 PM. Roll call was taken.

**Final Action** – if any, on closed session subjects**Approval of Executive Session Minutes**

President Ryan MOVED the Library Board of Trustees approve the minutes for executive sessions of 11/18/15; 12/16/15; 1/20/16; 3/16/16; 4/20/16; 6/15/16; 7/20/16 (1<sup>st</sup> session) and 7/20/16 (2<sup>nd</sup> session). Trustee Nakanishi seconded.

On a voice vote, all Trustees voted “aye.” Motion passed.

Approval of Executive Session Minutes to be Released for Public Inspection

President Ryan MOVED the Library Board of Trustees approve the minutes for executive sessions of 2/19/14, 3/19/14, 11/18/15, 12/16/15, 4/20/16, 6/15/16, 7/20/16 (1<sup>st</sup> session) and 7/20/16 (2<sup>nd</sup> session) to be released for public inspection. Trustee Rozanski seconded.

On a voice vote, all Trustees voted “aye.” Motion passed.

**Other**

Mr. Pritz reported that the new chip credit card processors recently installed require a new bank account to be set up in order to receive payments from the processors. He suggested opening an account with the Library’s main bank, Fifth Third.

Trustee Spadoni MOVED the Library Board of Trustees open a new account at Fifth Third Bank to receive electronic and other payments from the new chip credit card processors. Trustee Dimond seconded.

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

**Adjournment**

Trustee Nakanishii MOVED to adjourn. Trustee Rozanski seconded.

On a voice vote, all Trustees voted “aye.” Motion passed.

The meeting adjourned at 9:10 PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## **Financial statement narrative For the month of August 2016 and the year then ended**

### **Revenue**

Revenue exceeded budget expectations by \$527,302 for the month and \$386,235 for the year. The variances are due primarily to real estate tax collection rates.

### **Expenditures**

#### *Salaries*

Salaries for the month are \$6,980 short of budget estimates or 2.6% and \$13,755 or 2.6% on the year.

#### *Library Materials*

Library Materials for the month is \$5,593 under budget or 9.1% and \$23,835 over budget or 19.3%. This is due primarily to the payment of annual subscription for some of the Library's database product offerings earlier in the calendar and advance buying of Adult DVDs and Adult Books.

#### *Library Operating Expenses*

Library Operating Expenses is \$4,050 under budget or 12.7% for the month and \$18,433 or 28.9% year to date. This is due primarily to slow spending in software and per capita line items.

#### *General and Administrative*

General and Administrative expenses is \$3,523 under budget estimates or 14.4% for the month and \$11,902 or 24.3% year to date. This is due primarily to slow spending in the consultant line item.

#### *Employee Fringe Benefits*

Employee Fringe Benefits is \$6,123 under budget or approximately 8.3% for the month and \$8,999 or 6.1% year to date. These numbers reflect charges from IMRF for the month of August totaling \$18,645.

#### *Utilities*

Utilities is within \$1,000 of budgeted expense both monthly and year to date.

#### *Net Surplus/(Deficit)*

For the month, the Net Surplus is \$1,620,045 which is \$563,476 favorable to the budgeted net surplus of \$1,056,570 and \$489,882 favorable or 24.5% year to date.

# Niles Public Library District

## Balance Sheet

August 31, 2016

|   | GENERAL<br>FUND 8/31/2016 | SPECIAL<br>REVENUE<br>FUNDS | SPECIAL<br>RESERVE<br>FUND | TOTAL               |
|---|---------------------------|-----------------------------|----------------------------|---------------------|
| <b>Assets</b>                             |                           |                             |                            |                     |
| <b>Cash and Investments</b>               |                           |                             |                            |                     |
| Cash                                      | (\$1,914,698)             | \$429,926                   | \$1,584,706                | \$99,934            |
| Investments                               | \$11,523,531              |                             |                            | \$11,523,531        |
| <b>Total Cash and Investments</b>         | <b>\$9,608,833</b>        | <b>\$429,926</b>            | <b>\$1,584,706</b>         | <b>\$11,623,465</b> |
| <b>Receivables</b>                        |                           |                             |                            |                     |
| Property Tax Receivable, net              | \$2,581,494               | \$97,345                    |                            | \$2,678,839         |
| Replacement Tax Receivable                | \$24,126                  |                             |                            | \$24,126            |
| <b>Total Receivables</b>                  | <b>\$2,605,620</b>        | <b>\$97,345</b>             | <b>\$0</b>                 | <b>\$2,702,965</b>  |
| <b>Prepaid Items</b>                      |                           |                             |                            |                     |
| Prepaid Expense                           | \$96,555                  |                             |                            | \$96,555            |
| <b>Total Prepaid Items</b>                | <b>\$96,555</b>           | <b>\$0</b>                  | <b>\$0</b>                 | <b>\$96,555</b>     |
| <b>Total Assets</b>                       | <b>\$12,311,008</b>       | <b>\$527,271</b>            | <b>\$1,584,706</b>         | <b>\$14,422,985</b> |
| <br><b>Liabilities and Fund Balance</b>   |                           |                             |                            |                     |
| <b>Liabilities</b>                        |                           |                             |                            |                     |
| Accounts Payable                          | \$165,994                 | \$24,680                    | \$8,439                    | \$199,113           |
| Accounts Payable-Friends of the Library   | \$17,836                  |                             |                            | \$17,836            |
| Other Liabilities                         | \$38,939                  |                             |                            | \$38,939            |
| Deferred Revenues                         | \$2,581,464               | \$97,375                    |                            | \$2,678,839         |
| <b>Total Liabilities</b>                  | <b>\$2,804,232</b>        | <b>\$122,055</b>            | <b>\$8,439</b>             | <b>\$2,934,726</b>  |
| <b>Fund Balance</b>                       |                           |                             |                            |                     |
| Fund Balance                              | \$9,506,776               | \$405,216                   | \$1,576,267                | \$11,488,259        |
| <b>Total Fund Balance</b>                 | <b>\$9,506,776</b>        | <b>\$405,216</b>            | <b>\$1,576,267</b>         | <b>\$11,488,259</b> |
| <b>Total Liabilities and Fund Balance</b> | <b>\$12,311,008</b>       | <b>\$527,271</b>            | <b>\$1,584,706</b>         | <b>\$14,422,985</b> |

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

August 31, 2016

|                                  | <b>Month<br/>Actual</b> | <b>Month<br/>Budget</b> | <b>Month<br/>Variance</b> | <b>YTD<br/>Actual</b> | <b>YTD<br/>Budget</b> | <b>YTD<br/>Variance</b> | <b>Annual<br/>Budget</b> | <b>Actual % of<br/>Annual<br/>Budget</b> |
|----------------------------------|-------------------------|-------------------------|---------------------------|-----------------------|-----------------------|-------------------------|--------------------------|--|
| <b>Revenues</b>                  |                         |                         |                           |                       |                       |                         |                          |  |
| Property Taxes                   | \$2,098,221             | \$1,564,000             | \$534,221                 | \$3,436,723           | \$3,060,000           | \$376,723               | \$6,800,000              | 51%                                      |
| Replacement Taxes                | \$2,820                 | \$12,083                | (\$9,263)                 | \$27,046              | \$24,167              | \$2,879                 | \$145,000                | 19%                                      |
| Per Capita Grant                 |                         |                         |                           |                       |                       |                         | \$44,157                 |  |
| Grants-Other                     |                         | \$83                    | (\$83)                    |                       | \$167                 | (\$167)                 | \$1,000                  |  |
| Investment Income                | \$14,313                | \$5,000                 | \$9,313                   | \$24,000              | \$10,000              | \$14,000                | \$60,000                 | 40%                                      |
| Fines                            |                         | \$4,167                 | (\$4,167)                 | \$4,248               | \$8,333               | (\$4,085)               | \$50,000                 | 8%                                       |
| Lost Books                       | (\$198)                 | \$625                   | (\$823)                   | \$1,112               | \$1,250               | (\$138)                 | \$7,500                  | 15%                                      |
| Pay For Print                    |                         | \$1,667                 | (\$1,667)                 | \$640                 | \$3,333               | (\$2,693)               | \$20,000                 | 3%                                       |
| Flash Drive & Ear Bud Sales      |                         |                         |                           | \$2                   |                       | \$2                     |                          |  |
| Commissions & Fees               |                         |                         |                           | \$25                  |                       | \$25                    |                          |  |
| Donations-Friends of the Library |                         | \$117                   | (\$117)                   |                       | \$233                 | (\$233)                 | \$1,400                  |  |
| Donations                        |                         |                         |                           | \$5                   |                       | \$5                     |                          |  |
| Miscellaneous                    |                         | \$113                   | (\$113)                   | \$141                 | \$225                 | (\$84)                  | \$1,350                  | 10%                                      |
| <b>Total Revenues</b>            | <b>\$2,115,156</b>      | <b>\$1,587,854</b>      | <b>\$527,302</b>          | <b>\$3,493,943</b>    | <b>\$3,107,708</b>    | <b>\$386,235</b>        | <b>\$7,130,407</b>       | <b>49%</b>                               |
| <b>Expenditures</b>              |                         |                         |                           |                       |                       |                         |                          |  |
| <b>Salaries</b>                  |                         |                         |                           |                       |                       |                         |                          |  |
| Library Director                 | \$10,472                | \$10,508                | \$36                      | \$21,351              | \$21,016              | (\$335)                 | \$126,094                | 17%                                      |
| Payroll-Department Managers      | \$13,963                | \$14,361                | \$397                     | \$27,927              | \$28,721              | \$795                   | \$172,329                | 16%                                      |
| Payroll-Division Supervisors     | \$35,701                | \$36,481                | \$780                     | \$71,403              | \$72,963              | \$1,560                 | \$437,775                | 16%                                      |
| Payroll-Librarian I              | \$97,476                | \$101,000               | \$3,523                   | \$195,610             | \$201,999             | \$6,389                 | \$1,211,994              | 16%                                      |
| Payroll-Library Grade V          | \$58,174                | \$59,874                | \$1,699                   | \$115,211             | \$119,747             | \$4,536                 | \$718,482                | 16%                                      |
| Payroll-Library Grade VI         | \$26,322                | \$25,476                | (\$846)                   | \$52,600              | \$50,952              | (\$1,648)               | \$305,712                | 17%                                      |
| Payroll-Library Pages            | \$10,832                | \$10,240                | (\$592)                   | \$21,609              | \$20,479              | (\$1,130)               | \$122,874                | 18%                                      |
| Payroll-Sundays                  | \$5,589                 | \$7,167                 | \$1,578                   | \$12,630              | \$14,333              | \$1,703                 | \$86,000                 | 15%                                      |
| Adjustments                      |                         | \$833                   | \$833                     |                       | \$1,667               | \$1,667                 | \$10,000                 |  |
| Substitutes                      | \$1,346                 | \$917                   | (\$430)                   | \$1,613               | \$1,833               | \$220                   | \$11,000                 | 15%                                      |
| <b>Total Salaries</b>            | <b>\$259,875</b>        | <b>\$266,855</b>        | <b>\$6,980</b>            | <b>\$519,955</b>      | <b>\$533,710</b>      | <b>\$13,755</b>         | <b>\$3,202,260</b>       | <b>16%</b>                               |

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

August 31, 2016

|   | Month<br>Actual | Month<br>Budget | Month<br>Variance | YTD<br>Actual    | YTD<br>Budget    | YTD<br>Variance   | Annual<br>Budget | Actual % of<br>Annual<br>Budget |
|---|-----------------|-----------------|-------------------|------------------|------------------|-------------------|------------------|---------------------------------|
| <b>Library Materials</b>                    |                 |                 |                   |                  |                  |                   |                  |                                 |
| Books-Adult                                 | \$16,915        | \$14,458        | (\$2,457)         | \$33,837         | \$28,917         | (\$4,920)         | \$173,500        | 20%                             |
| Books-Youth Services                        | \$7,773         | \$6,250         | (\$1,523)         | \$10,775         | \$12,500         | \$1,725           | \$75,000         | 14%                             |
| Books-Teen                                  | \$1,225         | \$1,250         | \$25              | \$2,095          | \$2,500          | \$405             | \$15,000         | 14%                             |
| Downloadables                               | \$3,571         | \$6,667         | \$3,096           | \$14,871         | \$13,333         | (\$1,537)         | \$80,000         | 19%                             |
| Periodicals                                 | \$99            | \$3,000         | \$2,901           | \$3,506          | \$6,000          | \$2,494           | \$36,000         | 10%                             |
| AV-Adult                                    | \$12,322        | \$10,083        | (\$2,239)         | \$32,379         | \$20,167         | (\$12,212)        | \$121,000        | 27%                             |
| AV-Youth Services                           | \$3,256         | \$3,500         | \$244             | \$5,076          | \$7,000          | \$1,924           | \$42,000         | 12%                             |
| AV-Teen                                     | \$1,000         | \$1,000         | \$0               | \$1,044          | \$2,000          | \$956             | \$12,000         | 9%                              |
| Online Databases                            | \$9,871         | \$15,417        | \$5,546           | \$43,502         | \$30,833         | (\$12,668)        | \$185,000        | 24%                             |
| <b>Total Library Materials</b>              | <b>\$56,032</b> | <b>\$61,625</b> | <b>\$5,593</b>    | <b>\$147,085</b> | <b>\$123,250</b> | <b>(\$23,835)</b> | <b>\$739,500</b> | <b>20%</b>                      |
| <b>Library Operating Expenditures</b>       |                 |                 |                   |                  |                  |                   |                  |                                 |
| CCS Charges                                 | \$6,471         | \$6,471         | \$0               | \$12,942         | \$12,942         | \$0               | \$77,654         | 17%                             |
| Processing & Supplies                       | \$3,580         | \$1,333         | (\$2,246)         | \$4,129          | \$2,667          | (\$1,462)         | \$16,000         | 26%                             |
| Internet Charges                            | \$928           | \$1,408         | \$480             | \$2,180          | \$2,817          | \$637             | \$16,900         | 13%                             |
| Software, Licenses                          | \$2,881         | \$6,759         | \$3,879           | \$3,086          | \$13,519         | \$10,433          | \$81,113         | 4%                              |
| Printing                                    | \$5,891         | \$3,729         | (\$2,162)         | \$5,904          | \$7,458          | \$1,554           | \$44,750         | 13%                             |
| Library Supplies                            | \$520           | \$675           | \$155             | \$566            | \$1,350          | \$784             | \$8,100          | 7%                              |
| Programming & Support-Adult                 | \$2,100         | \$1,913         | (\$187)           | \$4,221          | \$3,826          | (\$396)           | \$22,955         | 18%                             |
| Programming & Support-Juvenile              | \$2,495         | \$3,404         | \$909             | \$5,506          | \$6,808          | \$1,302           | \$40,850         | 13%                             |
| Programming & Support-Events                |                 | \$492           | \$492             | \$38             | \$983            | \$945             | \$5,900          | 1%                              |
| Programming & Support-Teen                  | \$745           | \$608           | (\$137)           | \$1,366          | \$1,217          | (\$149)           | \$7,300          | 19%                             |
| Public Performing Rights                    |                 | \$117           | \$117             |                  | \$233            | \$233             | \$1,400          |                                 |
| Computer Charges OCLC                       | \$927           | \$927           | \$0               | \$1,854          | \$1,854          | \$0               | \$11,126         | 17%                             |
| Miscellaneous                               | \$122           | \$83            | (\$39)            | \$244            | \$167            | (\$77)            | \$1,000          | 24%                             |
| Per Capita Grant Expenditures               | \$1,098         | \$3,680         | \$2,582           | \$2,825          | \$7,360          | \$4,535           | \$44,157         | 6%                              |
| Grant - Other Expenditures                  |                 | \$83            | \$83              |                  | \$167            | \$167             | \$1,000          |                                 |
| Volunteers                                  |                 | \$125           | \$125             | \$324            | \$250            | (\$74)            | \$1,500          | 22%                             |
| <b>Total Library Operating Expenditures</b> | <b>\$27,758</b> | <b>\$31,809</b> | <b>\$4,050</b>    | <b>\$45,185</b>  | <b>\$63,617</b>  | <b>\$18,433</b>   | <b>\$381,705</b> | <b>12%</b>                      |

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

August 31, 2016

|   | Month<br>Actual | Month<br>Budget | Month<br>Variance | YTD<br>Actual   | YTD<br>Budget   | YTD<br>Variance | Annual<br>Budget | Actual % of<br>Annual<br>Budget |
|---|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|------------------|---------------------------------|
| <b>General and Administration</b>       |                 |                 |                   |                 |                 |                 |                  |                                 |
| Janitorial Supplies                     | \$4,174         | \$2,667         | (\$1,508)         | \$5,809         | \$5,333         | (\$476)         | \$32,000         | 18%                             |
| Copiers                                 | \$1,417         | \$983           | (\$434)           | \$1,585         | \$1,967         | \$382           | \$11,800         | 13%                             |
| Professional Development                | \$1,692         | \$2,368         | \$676             | \$1,730         | \$4,736         | \$3,006         | \$28,415         | 6%                              |
| Mileage                                 | \$105           | \$213           | \$108             | \$397           | \$425           | \$28            | \$2,550          | 16%                             |
| Professional Collection                 |                 | \$83            | \$83              |                 | \$167           | \$167           | \$1,000          |                                 |
| Legal Fees                              | \$4,184         | \$2,083         | (\$2,101)         | \$6,047         | \$4,167         | (\$1,881)       | \$25,000         | 24%                             |
| Consultants                             | \$88            | \$5,417         | \$5,329           | \$88            | \$10,833        | \$10,746        | \$65,000         | 0%                              |
| Kitchen Supplies                        |                 | \$125           | \$125             |                 | \$250           | \$250           | \$1,500          |                                 |
| Promotional Expense                     | \$2,877         | \$1,913         | (\$964)           | \$2,992         | \$3,825         | \$833           | \$22,950         | 13%                             |
| Office Supplies                         | \$1,405         | \$2,083         | \$678             | \$4,453         | \$4,167         | (\$286)         | \$25,000         | 18%                             |
| Postage & Freight                       | \$719           | \$1,500         | \$781             | \$3,735         | \$3,000         | (\$735)         | \$18,000         | 21%                             |
| Publication of Notices-Advertisements   |                 | \$100           | \$100             | \$470           | \$200           | (\$270)         | \$1,200          | 39%                             |
| Subscriptions & Dues                    | \$588           | \$990           | \$402             | \$2,692         | \$1,981         | (\$711)         | \$11,885         | 23%                             |
| Collection Services                     |                 | \$83            | \$83              | (\$72)          | \$167           | \$239           | \$1,000          | (7)%                            |
| Telephone                               | \$1,440         | \$1,083         | (\$357)           | \$2,667         | \$2,167         | (\$501)         | \$13,000         | 21%                             |
| Trustee Expense                         |                 | \$333           | \$333             |                 | \$667           | \$667           | \$4,000          |                                 |
| Payroll Service                         | \$1,177         | \$1,250         | \$73              | \$2,342         | \$2,500         | \$158           | \$15,000         | 16%                             |
| Bank Fees                               | \$160           | \$275           | \$115             | \$262           | \$550           | \$288           | \$3,300          | 8%                              |
| Parking Lease                           | \$881           | \$881           |                   | \$1,762         | \$1,762         |                 | \$10,572         | 17%                             |
| <b>Total General and Administration</b> | <b>\$20,908</b> | <b>\$24,431</b> | <b>\$3,523</b>    | <b>\$36,960</b> | <b>\$48,862</b> | <b>\$11,902</b> | <b>\$293,172</b> | <b>13%</b>                      |
| <b>Vehicle Operation</b>                |                 |                 |                   |                 |                 |                 |                  |                                 |
| Gas, Oil, Grease                        | \$39            | \$83            | \$45              | \$120           | \$167           | \$46            | \$1,000          | 12%                             |
| Repairs & Maintenance                   | \$65            | \$150           | \$85              | \$65            | \$300           | \$235           | \$1,800          | 4%                              |
| Miscellaneous                           |                 | \$8             | \$8               |                 | \$17            | \$17            | \$100            |                                 |
| Auto Insurance                          |                 |                 |                   |                 | \$1,435         | \$1,435         | \$1,435          |                                 |
| <b>Total Vehicle Operation</b>          | <b>\$104</b>    | <b>\$242</b>    | <b>\$138</b>      | <b>\$185</b>    | <b>\$1,918</b>  | <b>\$1,733</b>  | <b>\$4,335</b>   | <b>4%</b>                       |

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

August 31, 2016

|                                       | <b>Month<br/>Actual</b> | <b>Month<br/>Budget</b> | <b>Month<br/>Variance</b> | <b>YTD<br/>Actual</b> | <b>YTD<br/>Budget</b> | <b>YTD<br/>Variance</b> | <b>Annual<br/>Budget</b> | <b>Actual % of<br/>Annual<br/>Budget</b> |
|---------------------------------------|-------------------------|-------------------------|---------------------------|-----------------------|-----------------------|-------------------------|--------------------------|--|
| <b>Employee Fringe Benefits</b>       |                         |                         |                           |                       |                       |                         |                          |  |
| Deferred Compensation                 | \$18,993                | \$20,833                | \$1,840                   | \$33,494              | \$41,667              | \$8,172                 | \$250,000                | 13%                                      |
| Group Health                          | \$41,068                | \$43,347                | \$2,278                   | \$90,025              | \$86,693              | (\$3,332)               | \$520,158                | 17%                                      |
| Health Reimbursement Account          | \$3,824                 | \$5,500                 | \$1,676                   | \$7,034               | \$11,000              | \$3,966                 | \$66,000                 | 11%                                      |
| Dental                                | \$1,338                 | \$1,667                 | \$329                     | \$3,141               | \$3,333               | \$193                   | \$20,000                 | 16%                                      |
| Vision                                | \$554                   | \$583                   | \$29                      | \$1,109               | \$1,167               | \$58                    | \$7,000                  | 16%                                      |
| FSA fee                               | \$60                    | \$100                   | \$40                      | \$120                 | \$200                 | \$80                    | \$1,200                  | 10%                                      |
| Life, LTD, AD&D, STD                  | \$1,569                 | \$1,500                 | (\$69)                    | \$3,138               | \$3,000               | (\$138)                 | \$18,000                 | 17%                                      |
| <b>Total Employee Fringe Benefits</b> | <b>\$67,407</b>         | <b>\$73,530</b>         | <b>\$6,123</b>            | <b>\$138,061</b>      | <b>\$147,060</b>      | <b>\$8,999</b>          | <b>\$882,358</b>         | <b>16%</b>                               |
| <b>Utilities</b>                      |                         |                         |                           |                       |                       |                         |                          |  |
| Gas                                   | \$185                   | \$1,250                 | \$1,065                   | \$480                 | \$2,500               | \$2,020                 | \$15,000                 | 3%                                       |
| Electric                              | \$9,581                 | \$8,333                 | (\$1,248)                 | \$17,583              | \$16,667              | (\$917)                 | \$100,000                | 18%                                      |
| Water                                 | \$986                   | \$667                   | (\$319)                   | \$1,939               | \$1,333               | (\$606)                 | \$8,000                  | 24%                                      |
| <b>Total Utilities</b>                | <b>\$10,752</b>         | <b>\$10,250</b>         | <b>(\$502)</b>            | <b>\$20,002</b>       | <b>\$20,500</b>       | <b>\$498</b>            | <b>\$123,000</b>         | <b>16%</b>                               |
| <b>Capital Expenditures</b>           |                         |                         |                           |                       |                       |                         |                          |  |
| Special Reserve - Building            |                         | \$8,550                 | \$8,550                   | \$14,916              | \$17,100              | \$2,184                 | \$102,600                | 15%                                      |
| Special Reserve - Equipment           | \$8,439                 | \$12,333                | \$3,894                   | \$8,439               | \$24,667              | \$16,228                | \$148,000                | 6%                                       |
| <b>Total Capital Expenditures</b>     | <b>\$8,439</b>          | <b>\$20,883</b>         | <b>\$12,444</b>           | <b>\$23,355</b>       | <b>\$41,767</b>       | <b>\$18,412</b>         | <b>\$250,600</b>         | <b>9%</b>                                |
| <b>Audit</b>                          |                         |                         |                           |                       |                       |                         |                          |  |
| Audit Expense                         | \$2,000                 |                         | (\$2,000)                 | \$2,000               |                       | (\$2,000)               | \$15,000                 | 13%                                      |
| <b>Total Audit Expenditures</b>       | <b>\$2,000</b>          | <b>\$0</b>              | <b>(\$2,000)</b>          | <b>\$2,000</b>        | <b>\$0</b>            | <b>(\$2,000)</b>        | <b>\$15,000</b>          | <b>13%</b>                               |
| <b>Liability Insurance</b>            |                         |                         |                           |                       |                       |                         |                          |  |
| Liability Insurance                   |                         |                         |                           |                       | \$29,160              | \$29,160                | \$29,160                 |  |
| <b>Total Liability Expenditures</b>   | <b>\$0</b>              | <b>\$0</b>              | <b>\$0</b>                | <b>\$0</b>            | <b>\$29,160</b>       | <b>\$29,160</b>         | <b>\$29,160</b>          | <b>0%</b>                                |

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

August 31, 2016

|  | Month<br>Actual    | Month<br>Budget    | Month<br>Variance | YTD<br>Actual      | YTD<br>Budget      | YTD<br>Variance  | Annual<br>Budget   | Actual % of<br>Annual<br>Budget |
|--|--------------------|--------------------|-------------------|--------------------|--------------------|------------------|--------------------|---------------------------------|
| <b>Social Security</b>   |                    |                    |                   |                    |                    |                  |                    |                                 |
| Social Security  | \$18,451           | \$20,631           | \$2,180           | \$38,761           | \$41,262           | \$2,501          | \$247,573          | 16%                             |
| <b>Total Social Security Expenditures</b>                      | <b>\$18,451</b>    | <b>\$20,631</b>    | <b>\$2,180</b>    | <b>\$38,761</b>    | <b>\$41,262</b>    | <b>\$2,501</b>   | <b>\$247,573</b>   | <b>16%</b>                      |
| <b>Workers' Compensation</b>                                   |                    |                    |                   |                    |                    |                  |                    |                                 |
| Workers' Compensation  |                    |                    |                   | \$599              | \$22,168           | \$21,569         | \$22,168           | 3%                              |
| <b>Total Workers' Compensation Expenditures</b>                | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>        | <b>\$599</b>       | <b>\$22,168</b>    | <b>\$21,569</b>  | <b>\$22,168</b>    | <b>3%</b>                       |
| <b>Unemployment Compensation</b>                               |                    |                    |                   |                    |                    |                  |                    |                                 |
| Unemployment Compensation                                      | \$705              | \$1,458            | \$753             | \$1,617            | \$2,917            | \$1,299          | \$17,500           | 9%                              |
| <b>Total Unemployment Compensation Expenditures</b>            | <b>\$705</b>       | <b>\$1,458</b>     | <b>\$753</b>      | <b>\$1,617</b>     | <b>\$2,917</b>     | <b>\$1,299</b>   | <b>\$17,500</b>    | <b>9%</b>                       |
| <b>Building &amp; Equipment Maintenance</b>                    |                    |                    |                   |                    |                    |                  |                    |                                 |
| Repairs & Improvements   | \$10,042           | \$3,833            | (\$6,208)         | \$18,024           | \$7,667            | (\$10,357)       | \$46,000           | 39%                             |
| Contractual Maintenance  | \$3,089            | \$3,333            | \$245             | \$4,658            | \$6,667            | \$2,009          | \$40,000           | 12%                             |
| Non-Contractual Maintenance                                    | \$2,839            | \$1,250            | (\$1,589)         | \$5,652            | \$2,500            | (\$3,152)        | \$15,000           | 38%                             |
| Equipment Maintenance  | \$730              | \$5,250            | \$4,520           | \$2,210            | \$10,500           | \$8,290          | \$63,000           | 4%                              |
| Non Capital Expenses   | \$2,627            | \$833              | (\$1,794)         | \$2,994            | \$1,667            | (\$1,327)        | \$10,000           | 30%                             |
| Furniture & Fixtures   | \$3,354            | \$5,071            | \$1,717           | \$4,382            | \$10,142           | \$5,760          | \$60,850           | 7%                              |
| <b>Total Building &amp; Equipment Maintenance Expenditures</b> | <b>\$22,680</b>    | <b>\$19,571</b>    | <b>(\$3,109)</b>  | <b>\$37,919</b>    | <b>\$39,142</b>    | <b>\$1,223</b>   | <b>\$234,850</b>   | <b>16%</b>                      |
| <b>Total Expenditures</b>                                      | <b>\$495,111</b>   | <b>\$531,285</b>   | <b>\$36,173</b>   | <b>\$1,011,685</b> | <b>\$1,115,332</b> | <b>\$103,648</b> | <b>\$6,443,181</b> | <b>16%</b>                      |
| <b>NET SURPLUS/(DEFICIT)</b>                                   | <b>\$1,620,045</b> | <b>\$1,056,570</b> | <b>\$563,476</b>  | <b>\$2,482,258</b> | <b>\$1,992,376</b> | <b>\$489,882</b> | <b>\$687,226</b>   | <b>361%</b>                     |

## Niles Public Library District Bank Register Report - Checking

| Transaction<br>Number | Source           | Transaction<br>Type | Transaction<br>Date | Reference                   | Deposits | Payments   | Running       |           | Status      |
|-----------------------|------------------|---------------------|---------------------|-----------------------------|----------|------------|---------------|-----------|-------------|
|                       |                  |                     |                     |                             |          |            | Total         | Post Date |             |
| 73990                 | Accounts Payable | Computer Check      | 9/21/2016           | NESANEL ADLER               | \$0.00   | \$35.00    | (\$35.00)     | 9/30/2016 | Outstanding |
| 73991                 | Accounts Payable | Computer Check      | 9/21/2016           | AFLAC                       | \$0.00   | \$339.04   | (\$374.04)    | 9/30/2016 | Outstanding |
| 73992                 | Accounts Payable | Computer Check      | 9/21/2016           | ALLIANCE ENTERTAINMENT      | \$0.00   | \$681.94   | (\$1,055.98)  | 9/30/2016 | Outstanding |
| 73993                 | Accounts Payable | Computer Check      | 9/21/2016           | AMARK INDUSTRIES            | \$0.00   | \$2,218.80 | (\$3,274.78)  | 9/30/2016 | Outstanding |
| 73994                 | Accounts Payable | Computer Check      | 9/21/2016           | SYNCB/ AMAZON               | \$0.00   | \$1,313.31 | (\$4,588.09)  | 9/30/2016 | Outstanding |
| 73995                 | Accounts Payable | Computer Check      | 9/21/2016           | AMERICAN LIBRARY ASSOCIATI  | \$0.00   | \$396.00   | (\$4,984.09)  | 9/30/2016 | Outstanding |
| 73996                 | Accounts Payable | Computer Check      | 9/21/2016           | ANDERSON LOCK               | \$0.00   | \$2,376.00 | (\$7,360.09)  | 9/30/2016 | Outstanding |
| 73997                 | Accounts Payable | Computer Check      | 9/21/2016           | ANIMAL QUEST ENTERTAINMEN   | \$0.00   | \$331.00   | (\$7,691.09)  | 9/30/2016 | Outstanding |
| 73998                 | Accounts Payable | Computer Check      | 9/21/2016           | ARX COMPUTERS               | \$0.00   | \$140.00   | (\$7,831.09)  | 9/30/2016 | Outstanding |
| 73999                 | Accounts Payable | Computer Check      | 9/21/2016           | AT&T                        | \$0.00   | \$43.47    | (\$7,874.56)  | 9/30/2016 | Outstanding |
| 74000                 | Accounts Payable | Computer Check      | 9/21/2016           | AT&T                        | \$0.00   | \$428.49   | (\$8,303.05)  | 9/30/2016 | Outstanding |
| 74001                 | Accounts Payable | Computer Check      | 9/21/2016           | AUTOMATIC BUILDING CONTRO   | \$0.00   | \$1,071.00 | (\$9,374.05)  | 9/30/2016 | Outstanding |
| 74002                 | Accounts Payable | Computer Check      | 9/21/2016           | B&H PHOTO-VIDEO             | \$0.00   | \$234.22   | (\$9,608.27)  | 9/30/2016 | Outstanding |
| 74003                 | Accounts Payable | Computer Check      | 9/21/2016           | BAKER & TAYLOR              | \$0.00   | \$220.58   | (\$9,828.85)  | 9/30/2016 | Outstanding |
| 74004                 | Accounts Payable | Computer Check      | 9/21/2016           | ANNA BAKOWSKA               | \$0.00   | \$28.99    | (\$9,857.84)  | 9/30/2016 | Outstanding |
| 74005                 | Accounts Payable | Computer Check      | 9/21/2016           | BARNES & NOBLE, INC.        | \$0.00   | \$140.00   | (\$9,997.84)  | 9/30/2016 | Outstanding |
| 74006                 | Accounts Payable | Computer Check      | 9/21/2016           | BIBLIOTHECA, LLC            | \$0.00   | \$8,439.00 | (\$18,436.84) | 9/30/2016 | Outstanding |
| 74007                 | Accounts Payable | Computer Check      | 9/21/2016           | BLICK ART MATERIALS         | \$0.00   | \$31.85    | (\$18,468.69) | 9/30/2016 | Outstanding |
| 74008                 | Accounts Payable | Computer Check      | 9/21/2016           | DONNA BLOCK                 | \$0.00   | \$421.34   | (\$18,890.03) | 9/30/2016 | Outstanding |
| 74009                 | Accounts Payable | Computer Check      | 9/21/2016           | BRODART CO.                 | \$0.00   | \$1,194.28 | (\$20,084.31) | 9/30/2016 | Outstanding |
| 74010                 | Accounts Payable | Computer Check      | 9/21/2016           | CALL ONE                    | \$0.00   | \$1,178.91 | (\$21,263.22) | 9/30/2016 | Outstanding |
| 74011                 | Accounts Payable | Computer Check      | 9/21/2016           | MIRIAM R. CASTILLO          | \$0.00   | \$15.99    | (\$21,279.21) | 9/30/2016 | Outstanding |
| 74012                 | Accounts Payable | Computer Check      | 9/21/2016           | CENGAGE LEARNING, INC.      | \$0.00   | \$8,285.20 | (\$29,564.41) | 9/30/2016 | Outstanding |
| 74013                 | Accounts Payable | Computer Check      | 9/21/2016           | CHRIS' LANDSCAPE, INC.      | \$0.00   | \$450.00   | (\$30,014.41) | 9/30/2016 | Outstanding |
| 74014                 | Accounts Payable | Computer Check      | 9/21/2016           | CINTAS CORPORATION LOC. 769 | \$0.00   | \$512.00   | (\$30,526.41) | 9/30/2016 | Outstanding |
| 74015                 | Accounts Payable | Computer Check      | 9/21/2016           | M. ELEANOR CLAYBAKER        | \$0.00   | \$300.00   | (\$30,826.41) | 9/30/2016 | Outstanding |
| 74016                 | Accounts Payable | Computer Check      | 9/21/2016           | COMED                       | \$0.00   | \$9,581.29 | (\$40,407.70) | 9/30/2016 | Outstanding |
| 74017                 | Accounts Payable | Computer Check      | 9/21/2016           | COMMUNICATION REVOLVING F   | \$0.00   | \$500.00   | (\$40,907.70) | 9/30/2016 | Outstanding |
| 74018                 | Accounts Payable | Computer Check      | 9/21/2016           | COOPERATIVE COMPUTER SERV   | \$0.00   | \$7,398.00 | (\$48,305.70) | 9/30/2016 | Outstanding |
| 74019                 | Accounts Payable | Computer Check      | 9/21/2016           | COVERALL NORTH AMERICA, IN  | \$0.00   | \$2,625.00 | (\$50,930.70) | 9/30/2016 | Outstanding |
| 74020                 | Accounts Payable | Computer Check      | 9/21/2016           | CREATIVE PROMOTIONAL PROD   | \$0.00   | \$3,434.66 | (\$54,365.36) | 9/30/2016 | Outstanding |
| 74021                 | Accounts Payable | Computer Check      | 9/21/2016           | CECILIA CYGNAR              | \$0.00   | \$39.91    | (\$54,405.27) | 9/30/2016 | Outstanding |
| 74022                 | Accounts Payable | Computer Check      | 9/21/2016           | DAVID DABROWSKI             | \$0.00   | \$29.16    | (\$54,434.43) | 9/30/2016 | Outstanding |
| 74023                 | Accounts Payable | Computer Check      | 9/21/2016           | DELL MARKETING L.P.         | \$0.00   | \$2,246.26 | (\$56,680.69) | 9/30/2016 | Outstanding |
| 74024                 | Accounts Payable | Computer Check      | 9/21/2016           | DELTA PUBLISHING COMPANY    | \$0.00   | \$56.85    | (\$56,737.54) | 9/30/2016 | Outstanding |
| 74025                 | Accounts Payable | Computer Check      | 9/21/2016           | DEMCO, INC.                 | \$0.00   | \$21.40    | (\$56,758.94) | 9/30/2016 | Outstanding |
| 74026                 | Accounts Payable | Computer Check      | 9/21/2016           | DISPLAYS2GO                 | \$0.00   | \$99.44    | (\$56,858.38) | 9/30/2016 | Outstanding |
| 74027                 | Accounts Payable | Computer Check      | 9/21/2016           | EASYPERMIT POSTAGE          | \$0.00   | \$500.00   | (\$57,358.38) | 9/30/2016 | Outstanding |
| 74028                 | Accounts Payable | Computer Check      | 9/21/2016           | CLARK D. ELLIOTT            | \$0.00   | \$150.00   | (\$57,508.38) | 9/30/2016 | Outstanding |

## Niles Public Library District Bank Register Report - Checking

| Transaction<br>Number | Source           | Transaction<br>Type | Transaction<br>Date | Reference                     | Deposits | Payments    | Running        |           | Status      |
|-----------------------|------------------|---------------------|---------------------|-------------------------------|----------|-------------|----------------|-----------|-------------|
|                       |                  |                     |                     |                               |          |             | Total          | Post Date |             |
| 74029                 | Accounts Payable | Computer Check      | 9/21/2016           | JEAN ENGBRETSON               | \$0.00   | \$14.99     | (\$57,523.37)  | 9/30/2016 | Outstanding |
| 74030                 | Accounts Payable | Computer Check      | 9/21/2016           | FIFTH THIRD BANK              | \$0.00   | \$396.20    | (\$57,919.57)  | 9/30/2016 | Outstanding |
| 74031                 | Accounts Payable | Computer Check      | 9/21/2016           | FIFTH THIRD BANK              | \$0.00   | \$2,224.10  | (\$60,143.67)  | 9/30/2016 | Outstanding |
| 74032                 | Accounts Payable | Computer Check      | 9/21/2016           | FINDAWAY WORLD, LLC           | \$0.00   | \$374.91    | (\$60,518.58)  | 9/30/2016 | Outstanding |
| 74033                 | Accounts Payable | Computer Check      | 9/21/2016           | FLEXSOURCE, LLC               | \$0.00   | \$368.00    | (\$60,886.58)  | 9/30/2016 | Outstanding |
| 74034                 | Accounts Payable | Computer Check      | 9/21/2016           | FLUORECYCLE, INC.             | \$0.00   | \$385.44    | (\$61,272.02)  | 9/30/2016 | Outstanding |
| 74035                 | Accounts Payable | Computer Check      | 9/21/2016           | GARVEY'S OFFICE PRODUCTS      | \$0.00   | \$2,225.76  | (\$63,497.78)  | 9/30/2016 | Outstanding |
| 74036                 | Accounts Payable | Computer Check      | 9/21/2016           | GLOBAL EQUIPMENT COMPANY      | \$0.00   | \$998.23    | (\$64,496.01)  | 9/30/2016 | Outstanding |
| 74037                 | Accounts Payable | Computer Check      | 9/21/2016           | DEBORAH GRAHAM                | \$0.00   | \$311.75    | (\$64,807.76)  | 9/30/2016 | Outstanding |
| 74038                 | Accounts Payable | Computer Check      | 9/21/2016           | GRAINGER                      | \$0.00   | \$671.14    | (\$65,478.90)  | 9/30/2016 | Outstanding |
| 74039                 | Accounts Payable | Computer Check      | 9/21/2016           | FRANCES D. GRILLO             | \$0.00   | \$11.98     | (\$65,490.88)  | 9/30/2016 | Outstanding |
| 74040                 | Accounts Payable | Computer Check      | 9/21/2016           | GROOT INDUSTRIES, INC.        | \$0.00   | \$213.63    | (\$65,704.51)  | 9/30/2016 | Outstanding |
| 74041                 | Accounts Payable | Computer Check      | 9/21/2016           | RAJESH GUPTA                  | \$0.00   | \$18.99     | (\$65,723.50)  | 9/30/2016 | Outstanding |
| 74042                 | Accounts Payable | Computer Check      | 9/21/2016           | HEALTHCARE SERVICE CORPOR     | \$0.00   | \$48,682.65 | (\$114,406.15) | 9/30/2016 | Outstanding |
| 74043                 | Accounts Payable | Computer Check      | 9/21/2016           | HOUCHEN BINDERY, LTD.         | \$0.00   | \$951.35    | (\$115,357.50) | 9/30/2016 | Outstanding |
| 74044                 | Accounts Payable | Computer Check      | 9/21/2016           | INGRAM LIBRARY SERVICES       | \$0.00   | \$21,116.20 | (\$136,473.70) | 9/30/2016 | Outstanding |
| 74045                 | Accounts Payable | Computer Check      | 9/21/2016           | IRON MOUNTAIN                 | \$0.00   | \$121.99    | (\$136,595.69) | 9/30/2016 | Outstanding |
| 74046                 | Accounts Payable | Computer Check      | 9/21/2016           | KLEIN, THORPE & JENKINS, LTD. | \$0.00   | \$4,143.05  | (\$140,738.74) | 9/30/2016 | Outstanding |
| 74047                 | Accounts Payable | Computer Check      | 9/21/2016           | JAMES T. KLISE                | \$0.00   | \$300.00    | (\$141,038.74) | 9/30/2016 | Outstanding |
| 74048                 | Accounts Payable | Computer Check      | 9/21/2016           | KATARZYNA KOCHOWICZ           | \$0.00   | \$14.00     | (\$141,052.74) | 9/30/2016 | Outstanding |
| 74049                 | Accounts Payable | Computer Check      | 9/21/2016           | KONE INC.                     | \$0.00   | \$246.66    | (\$141,299.40) | 9/30/2016 | Outstanding |
| 74050                 | Accounts Payable | Computer Check      | 9/21/2016           | KONICA MINOLTA BUSINESS SO    | \$0.00   | \$1,417.00  | (\$142,716.40) | 9/30/2016 | Outstanding |
| 74051                 | Accounts Payable | Computer Check      | 9/21/2016           | KOREAN BOOKS                  | \$0.00   | \$1,326.41  | (\$144,042.81) | 9/30/2016 | Outstanding |
| 74052                 | Accounts Payable | Computer Check      | 9/21/2016           | BERNADETTA KORYCIARZ          | \$0.00   | \$150.00    | (\$144,192.81) | 9/30/2016 | Outstanding |
| 74053                 | Accounts Payable | Computer Check      | 9/21/2016           | LAFORCE                       | \$0.00   | \$1,815.00  | (\$146,007.81) | 9/30/2016 | Outstanding |
| 74054                 | Accounts Payable | Computer Check      | 9/21/2016           | SHARON LARSON                 | \$0.00   | \$22.99     | (\$146,030.80) | 9/30/2016 | Outstanding |
| 74055                 | Accounts Payable | Computer Check      | 9/21/2016           | LIBRARY FURNITURE INTERNATI   | \$0.00   | \$2,497.00  | (\$148,527.80) | 9/30/2016 | Outstanding |
| 74056                 | Accounts Payable | Computer Check      | 9/21/2016           | KANEKO LIGHT                  | \$0.00   | \$13.95     | (\$148,541.75) | 9/30/2016 | Outstanding |
| 74057                 | Accounts Payable | Computer Check      | 9/21/2016           | DENISE H. LISS                | \$0.00   | \$250.00    | (\$148,791.75) | 9/30/2016 | Outstanding |
| 74058                 | Accounts Payable | Computer Check      | 9/21/2016           | MANAGEMENT ASSOCIATION        | \$0.00   | \$40.94     | (\$148,832.69) | 9/30/2016 | Outstanding |
| 74059                 | Accounts Payable | Computer Check      | 9/21/2016           | MELISSA MAYBERRY              | \$0.00   | \$400.00    | (\$149,232.69) | 9/30/2016 | Outstanding |
| 74060                 | Accounts Payable | Computer Check      | 9/21/2016           | MCCLURE INSERRA & COMPANY     | \$0.00   | \$2,000.00  | (\$151,232.69) | 9/30/2016 | Outstanding |
| 74061                 | Accounts Payable | Computer Check      | 9/21/2016           | JUDITH MCNULTY                | \$0.00   | \$17.71     | (\$151,250.40) | 9/30/2016 | Outstanding |
| 74062                 | Accounts Payable | Computer Check      | 9/21/2016           | MENARDS                       | \$0.00   | \$444.13    | (\$151,694.53) | 9/30/2016 | Outstanding |
| 74063                 | Accounts Payable | Computer Check      | 9/21/2016           | MERGENT, INC.                 | \$0.00   | \$3,404.00  | (\$155,098.53) | 9/30/2016 | Outstanding |
| 74064                 | Accounts Payable | Computer Check      | 9/21/2016           | MIDWEST TAPE                  | \$0.00   | \$14,379.39 | (\$169,477.92) | 9/30/2016 | Outstanding |
| 74065                 | Accounts Payable | Computer Check      | 9/21/2016           | MARY MILLER                   | \$0.00   | \$169.54    | (\$169,647.46) | 9/30/2016 | Outstanding |
| 74066                 | Accounts Payable | Computer Check      | 9/21/2016           | MULTICULTURAL BOOKS & VID     | \$0.00   | \$651.25    | (\$170,298.71) | 9/30/2016 | Outstanding |
| 74067                 | Accounts Payable | Computer Check      | 9/21/2016           | SARAH MUSKIVITCH              | \$0.00   | \$13.50     | (\$170,312.21) | 9/30/2016 | Outstanding |

## Niles Public Library District Bank Register Report - Checking

| Transaction<br>Number | Source           | Transaction<br>Type | Transaction<br>Date | Reference                     | Deposits | Payments   | Running        |           | Status      |
|-----------------------|------------------|---------------------|---------------------|-------------------------------|----------|------------|----------------|-----------|-------------|
|                       |                  |                     |                     |                               |          |            | Total          | Post Date |             |
| 74068                 | Accounts Payable | Computer Check      | 9/21/2016           | NICOR GAS                     | \$0.00   | \$185.14   | (\$170,497.35) | 9/30/2016 | Outstanding |
| 74069                 | Accounts Payable | Computer Check      | 9/21/2016           | NILES ELEMENTARY SCHOOL DI    | \$0.00   | \$881.00   | (\$171,378.35) | 9/30/2016 | Outstanding |
| 74070                 | Accounts Payable | Computer Check      | 9/21/2016           | JOHN NYGRO                    | \$0.00   | \$300.00   | (\$171,678.35) | 9/30/2016 | Outstanding |
| 74071                 | Accounts Payable | Computer Check      | 9/21/2016           | PATRICIA A. O'BRIEN           | \$0.00   | \$275.00   | (\$171,953.35) | 9/30/2016 | Outstanding |
| 74072                 | Accounts Payable | Computer Check      | 9/21/2016           | OAK BROOK MECHANICAL SERV     | \$0.00   | \$4,041.77 | (\$175,995.12) | 9/30/2016 | Outstanding |
| 74073                 | Accounts Payable | Computer Check      | 9/21/2016           | OMNIGRAPHICS, INC.            | \$0.00   | \$245.55   | (\$176,240.67) | 9/30/2016 | Outstanding |
| 74074                 | Accounts Payable | Computer Check      | 9/21/2016           | ORIENTAL TRADING COMPANY, I   | \$0.00   | \$113.89   | (\$176,354.56) | 9/30/2016 | Outstanding |
| 74075                 | Accounts Payable | Computer Check      | 9/21/2016           | OVERDRIVE, INC.               | \$0.00   | \$3,546.54 | (\$179,901.10) | 9/30/2016 | Outstanding |
| 74076                 | Accounts Payable | Computer Check      | 9/21/2016           | PEAPOD                        | \$0.00   | \$256.02   | (\$180,157.12) | 9/30/2016 | Outstanding |
| 74077                 | Accounts Payable | Computer Check      | 9/21/2016           | PENGUIN RANDOM HOUSE LLC      | \$0.00   | \$175.50   | (\$180,332.62) | 9/30/2016 | Outstanding |
| 74078                 | Accounts Payable | Computer Check      | 9/21/2016           | PETERS & ASSOCIATES, INC.     | \$0.00   | \$87.50    | (\$180,420.12) | 9/30/2016 | Outstanding |
| 74079                 | Accounts Payable | Computer Check      | 9/21/2016           | PLIC - SBD GRAND ISLAND       | \$0.00   | \$1,569.13 | (\$181,989.25) | 9/30/2016 | Outstanding |
| 74080                 | Accounts Payable | Computer Check      | 9/21/2016           | POLONIA BOOKSTORE, INC.       | \$0.00   | \$551.05   | (\$182,540.30) | 9/30/2016 | Outstanding |
| 74081                 | Accounts Payable | Computer Check      | 9/21/2016           | PROSPECT HEIGHTS PUBLIC LIB   | \$0.00   | \$21.00    | (\$182,561.30) | 9/30/2016 | Outstanding |
| 74082                 | Accounts Payable | Computer Check      | 9/21/2016           | QUO VADIS                     | \$0.00   | \$83.88    | (\$182,645.18) | 9/30/2016 | Outstanding |
| 74083                 | Accounts Payable | Computer Check      | 9/21/2016           | RECORDED BOOKS, LLC           | \$0.00   | \$203.00   | (\$182,848.18) | 9/30/2016 | Outstanding |
| 74084                 | Accounts Payable | Computer Check      | 9/21/2016           | RUSSIAN PUBLISHING HOUSE, L   | \$0.00   | \$550.00   | (\$183,398.18) | 9/30/2016 | Outstanding |
| 74085                 | Accounts Payable | Computer Check      | 9/21/2016           | SHELL                         | \$0.00   | \$38.64    | (\$183,436.82) | 9/30/2016 | Outstanding |
| 74086                 | Accounts Payable | Computer Check      | 9/21/2016           | SMITHEREEN PEST MANAGEMEN     | \$0.00   | \$114.00   | (\$183,550.82) | 9/30/2016 | Outstanding |
| 74087                 | Accounts Payable | Computer Check      | 9/21/2016           | SPRINGSHARE, LLC.             | \$0.00   | \$1,750.00 | (\$185,300.82) | 9/30/2016 | Outstanding |
| 74088                 | Accounts Payable | Computer Check      | 9/21/2016           | STEINER ELECTRIC COMPANY      | \$0.00   | \$249.06   | (\$185,549.88) | 9/30/2016 | Outstanding |
| 74089                 | Accounts Payable | Computer Check      | 9/21/2016           | TJM PROMOS INC.               | \$0.00   | \$152.00   | (\$185,701.88) | 9/30/2016 | Outstanding |
| 74090                 | Accounts Payable | Computer Check      | 9/21/2016           | TODAY'S BUSINESS SOLUTIONS, I | \$0.00   | \$634.72   | (\$186,336.60) | 9/30/2016 | Outstanding |
| 74091                 | Accounts Payable | Computer Check      | 9/21/2016           | KATHY TOY                     | \$0.00   | \$17.82    | (\$186,354.42) | 9/30/2016 | Outstanding |
| 74092                 | Accounts Payable | Computer Check      | 9/21/2016           | TYCO INTEGRATED SECURITY L    | \$0.00   | \$309.55   | (\$186,663.97) | 9/30/2016 | Outstanding |
| 74093                 | Accounts Payable | Computer Check      | 9/21/2016           | UAL                           | \$0.00   | \$278.94   | (\$186,942.91) | 9/30/2016 | Outstanding |
| 74094                 | Accounts Payable | Computer Check      | 9/21/2016           | BRUCE UNDERWOOD               | \$0.00   | \$100.00   | (\$187,042.91) | 9/30/2016 | Outstanding |
| 74095                 | Accounts Payable | Computer Check      | 9/21/2016           | VERIZON WIRELESS              | \$0.00   | \$217.94   | (\$187,260.85) | 9/30/2016 | Outstanding |
| 74096                 | Accounts Payable | Computer Check      | 9/21/2016           | VILLAGE OF NILES              | \$0.00   | \$985.63   | (\$188,246.48) | 9/30/2016 | Outstanding |
| 74097                 | Accounts Payable | Computer Check      | 9/21/2016           | VISA                          | \$0.00   | \$5,027.61 | (\$193,274.09) | 9/30/2016 | Outstanding |
| 74098                 | Accounts Payable | Computer Check      | 9/21/2016           | VISION SERVICE PLAN OF ILLINO | \$0.00   | \$646.86   | (\$193,920.95) | 9/30/2016 | Outstanding |
| 74099                 | Accounts Payable | Computer Check      | 9/21/2016           | VISOGRAPHIC                   | \$0.00   | \$6,709.80 | (\$200,630.75) | 9/30/2016 | Outstanding |
| 74100                 | Accounts Payable | Computer Check      | 9/21/2016           | WESTON WOODS STUDIOS          | \$0.00   | \$529.30   | (\$201,160.05) | 9/30/2016 | Outstanding |
| 74101                 | Accounts Payable | Computer Check      | 9/21/2016           | SUZANNE WULF                  | \$0.00   | \$573.00   | (\$201,733.05) | 9/30/2016 | Outstanding |

## Niles Public Library District Bank Register Report - Checking

| Transaction<br>Number | Source | Transaction<br>Type | Transaction<br>Date | Reference | Deposits | Payments | Running<br>Total | Post Date | Status |
|-----------------------|--------|---------------------|---------------------|-----------|----------|----------|------------------|-----------|--------|
|-----------------------|--------|---------------------|---------------------|-----------|----------|----------|------------------|-----------|--------|

**Summary by Transaction Type**

|  |                       |
|--|-----------------------|
| Total Deposits                           | \$0.00                |
| Less Payments by Transaction Type:       |                       |
| Computer Check                           | (\$201,733.05)        |
| <b>Total Payments:</b>                   | <b>(\$201,733.05)</b> |
| <b>Total Change in Register Balance:</b> | <b>(\$201,733.05)</b> |

## Niles Public Library District \_SPECIAL RESERVE

| <u>Transaction Date</u>                                     | <u>AP Transaction Number</u> | <u>Transaction Type</u> | <u>GL Transaction Number</u> | <u>Vendor/Payee</u> | <u>Journal Reference</u> | <u>Post Status</u> | <u>Post Date</u> | <u>Debit Amount</u> | <u>Credit Amount</u> |
|---|------------------------------|-------------------------|------------------------------|---------------------|--------------------------|--------------------|------------------|---------------------|----------------------|
| <b>40-5810-58-00, Special Reserve - Equipment</b>           |                              |                         |                              |                     |                          |                    |                  |                     |                      |
| 8/18/2016   | SI0016575-US                 | Invoice                 | 2195-0843                    | BIBLIOTHECA, LLC    | BIBLIOTHECA, LLC-        | Posted             | 8/31/2016        | \$8,439.00          | \$0.00               |
| <i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i> |                              |                         |                              |                     |                          |                    |                  | <b>\$8,439.00</b>   | <b>\$0.00</b>        |
| <b>Grand Totals:</b>  |                              |                         |                              |                     |                          |                    |                  | <b>\$8,439.00</b>   | <b>\$0.00</b>        |

# Niles Public Library District \_SPECIAL RESERVE

Report name: \_SPECIAL RESERVE REPORT

Output query name: \_SPECIAL RESERVE6 (Type: Invoice)

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (8/1/2016 to 8/31/2016)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

## Niles Public Library District Bank Register Report - Imprest

| Transaction Number | Source           | Transaction Type | Transaction Date | Reference                | Deposits | Payments | Running Total | Post Date | Status      |
|--------------------|------------------|------------------|------------------|--------------------------|----------|----------|---------------|-----------|-------------|
| 2953               | Accounts Payable | Manual Check     | 8/11/2016        | LAUBE IMAGING PRODUCTS   | \$0.00   | \$370.20 | (\$370.20)    | 8/1/2016  | Outstanding |
| 2954               | Accounts Payable | Manual Check     | 8/29/2016        | SCHAUMBURG TOWNSHIP PUBL | \$0.00   | \$26.00  | (\$396.20)    | 8/31/2016 | Outstanding |

**Summary by Transaction Type**

|  |                   |
|--|-------------------|
| <b>Total Deposits</b>                    | <b>\$0.00</b>     |
| Less Payments by Transaction Type:       |                   |
| Manual Check                             | (\$396.20)        |
| <b>Total Payments:</b>                   | <b>(\$396.20)</b> |
| <b>Total Change in Register Balance:</b> | <b>(\$396.20)</b> |

**Director's Report  
August/September 2016**

**Illinois Public Library Annual Report (IPLAR)**

There are many legal deadlines the administrative office has to meet in a year, and the Illinois Public Library Annual Report is surely the most time-consuming. It is 13 pages in tiny type, and includes all kinds of basics like the square footage of the building, the members of the Board of Trustees, the Library's assets and liabilities, and lots of information about the past year's staffing and statistics. Here are some highlights from the 2016 IPLAR.

*Total FTE (Full Time Equivalents):* **64.86**  
*Total hours we were open:* **3,550**  
*Total visits to the Library:* **380,080**  
*Total programs:* **2,303**  
*Total program attendance:* **86,933**  
*Total reference questions:* **139,626**  
*Total WiFi sessions:* **142,412**  
*Total public Internet computer sessions:* **92,393**  
*Total print materials:* **206,188**  
*Total AV materials:* **52,331**  
*Total electronic materials:* **73,322**  
*Total annual circulation:* **1,045,027**  
*Total adult circulation:* **510,950**  
*Total children's circulation:* **534,077**

A lot of the work of the IPLAR is figuring out how to wrestle the data into the right categories—for instance, under programs they consider teen programming to be age 12 and up, but under teen circulation, they consider the age to be 15 and up. Obviously we aren't collecting the ages of patrons for most programs or for any circulation, so there is a lot of calculating that has to go on. This information is what the organization who assigns "stars" looks at each year.

The other huge project has been getting everyone properly enrolled in IMRF. Greg Pritz and Kathy Toy have put in many hours calculating and recalculating hours to make sure everyone gets credited with their correct previous service. Their patience and professionalism has been admirable, especially as this is on top of preparing for the audit in September.

**August/September activity**

The Village's work on Oakton Court (which runs behind the Library) is moving rapidly. Knowing that our neighbors were going to be inconvenienced by having their driveways closed, we sent them a letter spelling out the times they were welcome to use the Library's parking. We also offered them the opportunity to come get a parking pass, one per household, to use during open hours, and six households took us up on that. Dave and Greg have worked with the Village on making sure we always have a driveway clear, and in making sure that damage to the irrigation system is paid for. As of right now, we have new curbs and sidewalks and are awaiting this week's planned "grinding and repaving". We appreciate the way the Village has kept us up-to-date on the project.

## Community engagement

*From Dodie: First Ever Pop Up Event at Golf Mill:* Judy and I went to Golf Mill to advertise the library to this northern edge of the Library District. The management put up a table in Entrance #2 – right down from the Food Court. We gave away books (Advance Reading Copies and some that were donated), giant pens, and chip clips. We also had flyers advertising our programs and the technology available in the Digital Studio Labs. We had 55 points of contact. Response was lukewarm but next time we'll try a later time as the senior walkers were not interested in stopping. (We were there from 9:30-11:30 am).



Neil has a new volunteer, a professional journalist, who transcribed the interview of Ira Graham, the latest veteran to be interviewed at the Niles Library. Neil visited the Pritzker Military Library to deliver 11 years of the periodical *Vietnam* that was donated by now deceased Vietnam Veteran Mr. Gordon.



*Our volunteer Marilyn Dunham, with her plaque as Local Hero from Brookdale Plaza for her work with the seniors of the community, nominated by Dodie Frisbie at NPLD*

*From Arianne:* Between KidSpace and Teen Services staff, we visited 11 back to school nights at our area schools. This effort resulted in face time with 395 people. We had 16 library card applications, and passed out branded erasers to the elementary kids and post-it-pads to the teens. Taking the time to be a smiling face at those events is a powerful message that we are on the same team as the schools, and want to share our resources with the students in the District.

We were also recognized by East Maine 63 for the work we did to register the entire district in the Summer Reading Game. We presented the School Board with one of the school banners listing the children who made their way to the library to participate. The partnership was a fantastic way to beat the summer slide, and share the array of programming we offer to our patrons across the District. We hope to take on this endeavor again next year.



*School Liaison Sarah Muskivitch  
At EMSD63 School Board meeting*

### **Staff changes**

Srdjan Vasilic decided to focus his attention on his Patron Services Team Leader duties, so he has resigned from his Digital Services position (making his position now part time). Suzy is rehiring this position, which is an assistant position to assist patrons at the desk, and may involve some work in program planning and other activities.

### **Programs**

*From Arianne:* Although the KidSpace Summer Reading Club closed for business at the end of July, children could still collect their finishing prizes through August 20. This is a handy feature for families that were traveling over the summer, or joined late in the calendar. We had a fun filled finish to the program with Noodles the Wonder Dog. This rescue canine entertained with an afternoon of tricks and took time for pictures with his adoring fans afterward.

The Summer Spa program was a fun event with teens learning to sew by crafting lavender eye pillows and making scented sugar scrubs. Two volunteers were of great assistance since the lavender eye pillows involved hands on sewing assistance with nine teens.

With the college application season looming, we also held a couple of great programs at no charge to the library in conjunction with community partners. The local Schuler Scholar Program presented a College 101 night for teens and families. Current college students shared their experiences with both applying to and attending college. Recent college graduates working with the Illinois Student Assistance Commission (ISAC) presented a college essay writing workshop for high school seniors, where they provided one-on-one help with their college application essays. We have several more college preparedness programs on the calendar.

*From Dodie:* Advocating for Our Families in a Changing Healthcare Environment – Maryellen hosted this program by a former Emergency Room nurse with 30 years of experience. Her message was you need to bring someone with you to your doctor appointments and hospital visits to act as an advocate for you. The Senior Coffee Hour – was a huge hit with Steven Frenzel of Marquee Productions presenting *Here's Johnny: Carson the Magnificent*. The crowd of 57 watched movie clips and heard hilarious anecdotes celebrating the king of late night comedy.

**Auto Insurance Basics:** This program presented information about limits and coverages for both adults and teens, why high deductibles could mean lower rates, and review discounts such as defensive driving courses.

**The Oakton English as a Second Language Classes** have become extremely popular. There are often 45 to 55 attendees.



*From Suzy:* We finished up on summer programming with a successful program engraving leather bracelets with custom designs. Participants learned the basics of the Inkscape software, laser cutter, Scalable Vector Graphics (SVG), and a process of engraving and cutting. The class was fun and educational.

Ruth gave a “show and tell” lecture on digitizing and preserving videos. She discussed how to digitize old videos and the general importance of digital personal archiving. She talked about various methods of digitizing video with Library equipment and personal equipment. It was an excellent way to promote the using of the VHS conversion machine.

### **Creative Studio**

*From Suzy:* This month there were 28 successful 3D prints, 17 conversions at the VHS to DVD station, and 7 poster prints.

In the beginning of the month we hosted an Olympics-themed green screen photo promotion featuring Olympics 2016 backgrounds. This two-day event coincided with the opening ceremony and we had 72 people come in and have their photo taken in Studio A. The feedback was great and we were able to effectively manage the crowds. We even had a teen volunteer help out with the photos and that worked out very well.



### **Marketing the Library**

*From Sasha:* The Food for Fines Drive is off to a great start! At the time of this write-up, patrons filled 2-44 gallon bins with non-perishable food items for the Niles Family Services, Niles Township, and Maine Township food pantries. By the board meeting we will be able to announce exactly how many non-perishable foods were donated. Our local food pantries will be very happy.

In honor of Library Card Sign-Up Month, we’re running a special campaign with the headline, “What’s Cooler Than Being Cool? Having a Niles Public Library District Card!” Patrons who sign up for a new library card or renew their expired card may enter a weekly drawing for a Target, Starbucks, Portillo’s, or AMC Theatre gift card. At the time of this write-up, more than 160 patrons entered the weekly drawing both in-person and online.

You may have read about our first-ever Library President for a Day Contest in *Chapter One* or the recently published article in *The Bugle*. It’s a unique opportunity for a student in grades K-8 to hold the pretend-top

position at the Niles Public Library District of Library President. Interested applicants must let us know in 5-10 sentences why they should be Library President for a Day. The winner of the contest will be recognized at the November board meeting, receive a Key to the Library, and much more. We've reached out to the schools in order to promote the contest to the students. Submissions are due Sunday, October 23.

### Interesting questions

*From Dodie:* How many H1B Visas are there in the U.S.? Are Americans being displaced by these foreign workers?

What percentage of American precincts rely only computerized machines and thereby raise the possibility of the election being hijacked?

An eighth grader requested information on "pareidolia". This is described as a psychological phenomenon involving a stimulus where the mind perceives a familiar pattern of something where none actually exists. Common examples are perceived images of animals, faces, or objects in cloud formations, the man in the



moon, etc.

### E-Resources

*From Suzy:* Circulation of ebook and eaudiobooks continues to grow and we saw our highest numbers yet with 1642 checkouts this month. The increased growth in circulation can be contributed in part to consistent ordering and management of holds.

Standard and Poors NetAdvantage had its highest usage ever with 622 searches. S&P Capital IQ NetAdvantage is a comprehensive source of business and investment information, offering on-line access to S&P Capital IQ independent research, data and commentary on stocks, bonds, funds, and industries.

### Building and technology notes

Each month, I get an email from Com Ed notifying me that our electricity use has declined. Dave Dabrowski has incrementally been replacing high energy light bulbs with lower energy bulbs, and has made some changes to the timing on the heating and cooling to save our overall energy use. I'm sure the Board and taxpayers appreciate Dave's efforts.

Rich and Greg McGowen have been working to install the new staff computers now that the patron ones are all out. A number of them require unique configurations, so it has been a large task.

*From Suzy:* Dave installed dry erase boards in all of the study rooms. This simple addition has been a huge hit with the patrons. A patron had a Skype interview and he placed points on the board to remind him during the interview. He said it's great that the library has these.

### Tech Services project

Victoria has been working with her team to closely examine their processes, which involve all of the Library's purchasing, processing, and cataloging of material. They are looking for ways to improve their efficiency. Victoria, Lead Cataloger Jamie King, and Acquisitions Clerk Amelia Karns have been visiting other libraries and attending key CCS meetings in search of innovative ways to handle materials.

## Committees

The Sunshine Committee hosted a Salad and Fruit Bar Day for staff, which we all enjoyed very much.

Display and Art Gallery Committee, Frank Dina's amazing photograph collection titled "Rediscovering Chicago Parks" continues during September.

PIC (Person in Charge) Cyndi did four PIC trainings in August, and is continuing to develop our safety manual.

Emerging Technology This group is planning for the November Maker Fest. They have put together a great lineup of demonstrations and activities for the day.

### Trustee Calendar

#### September

9/20—First day election petitions may be circulated

9/21—Regular Meeting of the Board of Trustees

#### October

10/10—Friends of the Library Meeting

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

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

#### November

11/12—Maker Fest at the Niles Library

11/14--Friends of the Library Meeting

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

#### December

12/12—First day to file trustee election petitions

12/12—Friends of the Library Meeting

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

12/19—Last day to file trustee election petitions

#### January

1/9—Friends of the Library Meeting

1/18—Regular Meeting of the Board of Trustees

#### February

2/13—Friends of the Library Meeting

2/15—Regular Meeting of the Board of Trustees

## Monthly Statistical Report --August 2016

| PATRONS  |               |                       |                  |                |                |               |
|--|---------------|-----------------------|------------------|----------------|----------------|---------------|
|  | Current Month | Prior Year Same Month | % Change         |                |                |               |
| New District Card Registrations                              | 437           | 392                   | 11.48%           |                |                |               |
| Total District Cardholders                                   | 25,609        | 25,401                | 0.82%            |                |                |               |
| Patron Visits  | 33,902        | 34,133                | -0.68%           |                |                |               |
| Unique Library Cards Used                                    | 5,200         | 5,475                 | -5.02%           |                |                |               |
|  |               |                       |                  |                |                |               |
| LOAN OF LIBRARY MATERIALS                                    |               |                       |                  |                |                |               |
|  | Current Month | Prior Year Same Month | % Change         | Current YTD    | Prior YTD      | % Change      |
| Adult  | 48,010        | 40,802                | 17.67%           | 95,084         | 83,870         | 13.37%        |
| Teens  | 4,530         | 3,739                 | 21.16%           | 9,217          | 7,760          | 18.78%        |
| Juvenile   | 41,986        | 39,153                | 7.24%            | 91,797         | 81,953         | 12.01%        |
| Digital  | 1,642         | 2,400                 | -31.58%          | 195            | -              |               |
| Equipment  | 107           | -                     |                  | 4,594          | 3,888          | 18.16%        |
| <b>TOTAL Loan of Library Materials</b>                       | <b>96,275</b> | <b>86,094</b>         | <b>11.83%</b>    | <b>196,293</b> | <b>173,583</b> | <b>13.08%</b> |
|  |               |                       |                  |                |                |               |
| LOAN OF MATERIAL BY TYPE                                     |               |                       |                  |                |                |               |
|  | Current Month | Prior Year Same Month | % Change         | Current YTD    | Prior YTD      | % Change      |
| <b>Adult</b>   |               |                       |                  |                |                |               |
| Print  | 22,540        | 19,490                | 15.65%           | 44,277         | 39,718         | 11.48%        |
| Periodical   | 1,140         | 689                   | 65.46%           | 2,316          | 1,795          | 29.03%        |
| Audio  | 4,740         | 4,629                 | 2.40%            | 9,515          | 9,506          | 0.09%         |
| DVD  | 19,590        | 15,994                | 22.48%           | 38,976         | 32,851         | 18.64%        |
| <b>TOTAL Adult Loans</b>                                     | <b>48,010</b> | <b>40,802</b>         | <b>17.67%</b>    | <b>95,084</b>  | <b>83,870</b>  | <b>13.37%</b> |
| <b>Teens</b>   |               |                       |                  |                |                |               |
| Print  | 3,519         | 2,804                 | 25.50%           | 7,058          | 5,777          | 22.17%        |
| Periodical   | 11            | 10                    | 10.00%           | 36             | 40             | -10.00%       |
| Audio  | 607           | 581                   | 4.48%            | 1,324          | 1,203          | 10.06%        |
| DVD  | 393           | 344                   | 14.24%           | 799            | 740            | 7.97%         |
| <b>TOTAL Teen Loans</b>                                      | <b>4,530</b>  | <b>3,739</b>          | <b>21.16%</b>    | <b>9,217</b>   | <b>7,760</b>   | <b>18.78%</b> |
| <b>Juvenile</b>  |               |                       |                  |                |                |               |
| Print  | 30,260        | 26,996                | 12.09%           | 65,965         | 56,020         | 17.75%        |
| Periodical   | 203           | 85                    | 138.82%          | 650            | 254            | 155.91%       |
| Audio  | 3,288         | 2,781                 | 18.23%           | 6,769          | 6,027          | 12.31%        |
| DVD  | 8,235         | 9,291                 | -11.37%          | 18,413         | 19,652         | -6.30%        |
| <b>TOTAL Juvenile Loans</b>                                  | <b>41,986</b> | <b>39,153</b>         | <b>7.24%</b>     | <b>91,797</b>  | <b>81,953</b>  | <b>12.01%</b> |
| <b>Equipment Loan</b>  |               |                       |                  |                |                |               |
|  | 107           | -                     |                  | 195            | -              |               |
| <b>Digital Loan (ebooks, audiobooks)</b>                     |               |                       |                  |                |                |               |
|  | 1,642         | 2,400                 | -31.58%          | 4,594          | 3,888          | 18.16%        |
|  |               |                       |                  |                |                |               |
| ONLINE DATABASE  |               |                       |                  |                |                |               |
|  | Current Month | Prior Year Same Month | % Change         | Current YTD    | Prior YTD      | % Change      |
| Online Database Uses (includes streaming services)           | 8,811         | 9,700                 | -9.16%           | 14,822         | 18,595         | -20.29%       |
|  |               |                       |                  |                |                |               |
| HOLDS  |               |                       |                  |                |                |               |
|  | Current Month | Prior Year Same Month | % Change         |                |                |               |
| Holds Placed   | 7,946         | 7,907                 | 0.49%            |                |                |               |
| Holds Made Available   | 11,095        | 11,788                | -5.88%           |                |                |               |
|  |               |                       |                  |                |                |               |
| IN-HOUSE USE   |               |                       |                  |                |                |               |
| MATERIALS  |               |                       |                  |                |                |               |
|  | Current Month | Prior Year Same Month | % Change         | Current YTD    | Prior YTD      | % Change      |
| Reference--All   | 21            | -                     |                  | 76             | 18             | 322.22%       |
| Circulating--Juvenile  | 2,934         | -                     |                  | 8,845          | 6,841          | 29.29%        |
| Commons  | 0             | -                     |                  | 0              | 2,128          | -100.00%      |
| Circulating--Teen  | 231           | 1                     | 23000.00%        | 551            | 162            | 240.12%       |
| Circulating--Adult   | 1,165         | 41                    | 2741.46%         | 2,895          | 3,549          | -18.43%       |
| <b>TOTAL In-House Use of Materials</b>                       | <b>4,351</b>  | <b>42</b>             | <b>10259.52%</b> | <b>12,367</b>  | <b>12,698</b>  | <b>-2.61%</b> |
| Items moved on Shelf   | 5,944         | -                     |                  | -              | -              |               |
| [Note: Automated In-House Use count project began Aug. 2015] |               |                       |                  |                |                |               |

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| IN-HOUSE USE continued                                       |                      |                              |                         |                    |                  |                 |
|--|----------------------|------------------------------|-------------------------|--------------------|------------------|-----------------|
| <b>PC USERS BY LOCATION</b>                                  | <b>Current Month</b> | <b>Prior Year Same Month</b> | <b>% Change</b>         | <b>Current YTD</b> | <b>Prior YTD</b> | <b>% Change</b> |
| Digital Services Guest                                       | 1,520                | -                            |                         | 2,947              | -                |                 |
| Digital Services   | 2,957                | 4,358                        | 2.73%                   | 5,895              | 8,714            | 1.47%           |
| Express Internet   | 28                   | 190                          | -85.26%                 | 71                 | 392              | -81.89%         |
| Kidspace   | 1,724                | 1,614                        | 6.82%                   | 3,896              | 3,330            | 17.00%          |
| Teen Underground   | 358                  | 603                          | -40.63%                 | 969                | 1,411            | -31.33%         |
| <b>Total Users</b>   | <b>6,587</b>         | <b>6,765</b>                 | <b>-2.63%</b>           | <b>13,778</b>      | <b>13,847</b>    | <b>-0.50%</b>   |
| Patron Wi-Fi Uses  | 12,664               | 10,605                       | 19.42%                  | 20,234             | 21,177           | -4.45%          |
| Scanning & Fax Pages   | 4,926                | 3,042                        | 61.93%                  | 4,569              | 6,636            | -31.15%         |
| Print & Copy Pages   | 18,623               | 15,690                       | 18.69%                  | 34,893             | 28,827           | 21.04%          |
| <b>USE OF STAFF MEDIATED EQUIPMENT</b>                       | <b>Month</b>         | <b>Same Month</b>            | <b>% Change</b>         | <b>Current YTD</b> | <b>Prior YTD</b> |                 |
| 3D Printer   | 28                   | -                            |                         | 66                 | -                |                 |
| Large Scale Poster Printer                                   | 7                    | -                            |                         | 9                  | -                |                 |
| VHS to DVD Conversion  | 17                   | -                            |                         | 38                 | -                |                 |
| <b>TOTAL Use of Staff Mediated Equipment</b>                 | <b>52</b>            | <b>-</b>                     |                         | <b>113</b>         | <b>-</b>         |                 |
| [Note: Digital Studio opened Oct. 2015]                      |                      |                              |                         |                    |                  |                 |
| <b>USERS OF STAFF MEDIATED SPACES BY LOCATION</b>            | <b>Current Month</b> | <b>Prior Year Same Month</b> | <b>% Change</b>         | <b>Current YTD</b> | <b>Prior YTD</b> |                 |
| KidSpace Study Room  | 54                   | 54                           | 0.00%                   | 99                 | 88               | 12.50%          |
| Study Rooms 1-5  | 610                  | 993                          | -38.57%                 | 1,083              | 1,759            | -38.42%         |
| Creative Studio A  | 24                   | -                            |                         | 44                 | -                |                 |
| <b>TOTAL Users of Staff Mediated Spaces</b>                  | <b>688</b>           | <b>1,047</b>                 | <b>-34.29%</b>          | <b>1,226</b>       | <b>1,847</b>     | <b>-33.61%</b>  |
| <b>MARKETING &amp; PR</b>                                    | <b>Current Month</b> | <b>Prior Year Same Month</b> | <b>% Change</b>         |                    |                  |                 |
| Website Hits   | 30,653               | 33,058                       | -7.28%                  |                    |                  |                 |
| Facebook "Likes"   | 1,171                | 917                          | 27.70%                  |                    |                  |                 |
| Buzz Blog views  | 497                  | 983                          | -49.44%                 |                    |                  |                 |
| Media Hits (includes print and online articles and listings) | 40                   | 64                           | -37.50%                 |                    |                  |                 |
| e-News Subscribers   | 13,599               | 11,404                       | 19.25%                  |                    |                  |                 |
| New Resident Letters (July)                                  | 127                  | -                            |                         |                    |                  |                 |
| [Note: Began tracking in Mar. 2016]                          |                      |                              |                         |                    |                  |                 |
| <b>LIBRARY HOLDINGS</b>                                      | <b>Items Added</b>   | <b>Items Withdrawn</b>       | <b>Library Holdings</b> |                    |                  |                 |
| Shelved materials  | 2,842                | 2,012                        | 271,663                 |                    |                  |                 |
| Non-shelved materials  | -                    | -                            | 34,578                  |                    |                  |                 |
| Equipment  | 3                    | -                            | 68                      |                    |                  |                 |
| <b>Total</b>   | <b>2,845</b>         | <b>2,012</b>                 | <b>306,309</b>          |                    |                  |                 |
| <b>LIBRARY SERVICES</b>                                      | <b>Current</b>       | <b>Prior Year</b>            | <b>% Change</b>         | <b>Current YTD</b> | <b>Prior YTD</b> | <b>% Change</b> |
| Notary Public  | 244                  | 78                           | 212.82%                 | 499                | 216              | 131.02%         |
| Test Proctoring  | 9                    | 10                           | -10.00%                 | 21                 | 27               | -22.22%         |
| Voters' Registration   | 4                    | 1                            | 300.00%                 | 9                  | 1                | 800.00%         |
| <b>SERVICE INTERACTIONS BY SERVICE DESKS</b>                 | <b>Current Month</b> | <b>Prior Year Same Month</b> | <b>% Change</b>         | <b>Current YTD</b> | <b>Prior YTD</b> | <b>% Change</b> |
| Directional  | 10,193               | 3,596                        | 183.45%                 | 20,090             | 8,233            | 144.02%         |
| Ready Assistance   | 5,125                | -                            |                         | 10,156             | -                |                 |
| Reference/Research   | 5,948                | 6,047                        | -1.64%                  | 11,593             | 13,290           | -12.77%         |
| <b>TOTAL All Service Desks</b>                               | <b>21,266</b>        | <b>9,643</b>                 | <b>120.53%</b>          | <b>41,839</b>      | <b>21,523</b>    | <b>94.39%</b>   |
| <b>Adult Services (3rd floor)</b>                            |                      |                              |                         |                    |                  |                 |
| Directional  | 102                  | 124                          | -17.74%                 | 217                | 261              | -16.86%         |
| Reference/Research   | 637                  | 734                          | -13.22%                 | 1,385              | 1,542            | -10.18%         |
| <b>Total Reference Desk</b>                                  | <b>739</b>           | <b>858</b>                   | <b>-13.87%</b>          | <b>1,602</b>       | <b>1,803</b>     | <b>-11.15%</b>  |
| <b>Commons Desk</b>  |                      |                              |                         |                    |                  |                 |
| Directional  | 28                   | -                            |                         | 28                 | -                |                 |
| Ready Assistance   | 39                   | -                            |                         | 39                 | -                |                 |
| <b>Total Commons Desk</b>                                    | <b>67</b>            | <b>-</b>                     |                         | <b>67</b>          | <b>-</b>         |                 |

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| SERVICE INTERACTIONS Continued                   | Current Month               | Prior Year Same Month        | % Change        | Current YTD        | Prior YTD        | % Change        |
|--|-----------------------------|------------------------------|-----------------|--------------------|------------------|-----------------|
| <b>Fiction/Audiovisual Services (2nd floor)</b>  |                             |                              |                 |                    |                  |                 |
| Directional                                      | 143                         | 202                          | -29.21%         | 251                | 351              | -28.49%         |
| Reference/Research                               | 1,407                       | 2,032                        | -30.76%         | 2,406              | 4,103            | -41.36%         |
| <b>Total InfoDesk</b>                            | <b>1,550</b>                | <b>2,234</b>                 | <b>-30.62%</b>  | <b>2,657</b>       | <b>4,454</b>     | <b>-40.35%</b>  |
| <b>Patron Services</b>                           |                             |                              |                 |                    |                  |                 |
| Directional                                      | 6,695                       | -                            |                 | 12,360             | -                |                 |
| Ready Assistance                                 | 5,086                       |                              |                 | 10,117             | -                |                 |
| <b>Total Patron Services</b>                     | <b>11,781</b>               | <b>-</b>                     |                 | <b>22,477</b>      | <b>-</b>         |                 |
| [Note: Began tracking Oct. 2015]                 |                             |                              |                 |                    |                  |                 |
| <b>Technology Desk</b>                           |                             |                              |                 |                    |                  |                 |
| Directional                                      | 93                          | 267                          | -65.17%         | 198                | 525              | -62.29%         |
| Reference/Research                               | 1,207                       | 1,131                        | 6.72%           | 2,168              | 2,342            | -7.43%          |
| <b>Total Tech Desk</b>                           | <b>1,300</b>                | <b>1,398</b>                 | <b>-7.01%</b>   | <b>2,366</b>       | <b>2,867</b>     | <b>-17.47%</b>  |
| <b>Teen Desk</b>                                 |                             |                              |                 |                    |                  |                 |
| Directional                                      | 512                         | 500                          | 2.40%           | 1,255              | 1,180            | 6.36%           |
| Reference/Research                               | 150                         | 216                          | -30.56%         | 504                | 508              | -0.79%          |
| <b>Total Teen Desk</b>                           | <b>662</b>                  | <b>716</b>                   | <b>-7.54%</b>   | <b>1,759</b>       | <b>1,688</b>     | <b>4.21%</b>    |
| <b>Outreach Services</b>                         |                             |                              |                 |                    |                  |                 |
| Directional                                      | 1                           | -                            |                 | 1                  | -                |                 |
| Reference/Research                               | 1,387                       | 87                           | 1494.25%        | 2,651              | 484              | 447.73%         |
| Bulk Loan Items Delivered to Nursing Homes       | 485                         | 470                          | 3.19%           | 1,050              | 1,055            | -0.47%          |
| Materials pulled for Homebound Users             | 898                         | 950                          | -5.47%          | 1,699              | 2,031            | -16.35%         |
| <b>Total Outreach Services</b>                   | <b>2,771</b>                | <b>1,507</b>                 | <b>83.88%</b>   | <b>5,401</b>       | <b>3,570</b>     | <b>51.29%</b>   |
| <b>Youth Services</b>                            |                             |                              |                 |                    |                  |                 |
| Directional                                      | 2,619                       | 2,503                        | 4.63%           | 5,780              | 5,916            | -2.30%          |
| Reference/Research                               | 1,160                       | 1,847                        | -37.20%         | 2,479              | 4,311            | -42.50%         |
| School Loans pulled                              | 13                          | 37                           | -64.86%         | 18                 | 44               | -59.09%         |
| Museum Adventure passes distributed              | 30                          | 36                           | -16.67%         | 63                 | 83               | -24.10%         |
| <b>Total Youth Services</b>                      | <b>3,822</b>                | <b>4,423</b>                 | <b>-13.59%</b>  | <b>8,340</b>       | <b>10,354</b>    | <b>-19.45%</b>  |
| <b>GRAND Total</b>                               | <b>22,692</b>               | <b>11,136</b>                | <b>103.77%</b>  | <b>40,967</b>      | <b>24,736</b>    | <b>65.62%</b>   |
| <b>Interlibrary Loan</b>                         |                             |                              |                 |                    |                  |                 |
|  | <b>Current Month</b>        | <b>Prior Year Same Month</b> | <b>% Change</b> | <b>Current YTD</b> | <b>Prior YTD</b> | <b>% Change</b> |
| Items Lent to CCS Libraries                      | 4,993                       | 2,877                        | 73.55%          | 10,019             | 5,913            | 69.44%          |
| Items Received from CCS Libraries for Patrons    | 3,760                       | 3,055                        | 23.08%          | 7,543              | 6,307            | 19.60%          |
| Items Lent to OCLC Libraries                     | 461                         | 322                          | 43.17%          | 860                | 631              | 36.29%          |
| Items Received from OCLC Libraries for Patrons * | 130                         | 100                          | 30.00%          | 210                | 186              | 12.90%          |
| <b>Total Interlibrary Loan</b>                   | <b>9,344</b>                | <b>6,354</b>                 | <b>47.06%</b>   | <b>18,632</b>      | <b>13,037</b>    | <b>42.92%</b>   |
| <b>Outreach Services</b>                         |                             |                              |                 |                    |                  |                 |
| <b>Homebound</b>                                 |                             |                              |                 |                    |                  |                 |
| Patrons  | 227                         | 256                          | -11.33%         |                    |                  |                 |
| Visits   | 192                         | 224                          | -14.29%         |                    |                  |                 |
| <b>Institutions</b>                              |                             |                              |                 |                    |                  |                 |
| Institution Deposit Collections                  | 10                          | 10                           | 0.00%           |                    |                  |                 |
| Visits   | 10                          | 10                           | 0.00%           |                    |                  |                 |
| <b>Schools</b>                                   |                             |                              |                 |                    |                  |                 |
| Items Delivered                                  | 158                         | 259                          | -39.00%         |                    |                  |                 |
| Trips  | 5                           | 4                            | 25.00%          |                    |                  |                 |
| <b>VOLUNTEERS AND HOURS</b>                      |                             |                              |                 |                    |                  |                 |
|  | <b>Number of Volunteers</b> | <b>Hours of Service</b>      |                 |                    |                  |                 |
| Admin/Tech Serv/Maint/PR & Library Events        | 16                          | 162                          |                 |                    |                  |                 |
| Adult & Outreach Services & Programs             | 5                           | 38                           |                 |                    |                  |                 |
| Digital Services & Programs                      | 8                           | 24                           |                 |                    |                  |                 |
| Patron Services                                  | 6                           | 26                           |                 |                    |                  |                 |
| Teen Services & Programs                         | 2                           | 4                            |                 |                    |                  |                 |
| Youth Services & Programs                        | 27                          | 110                          |                 |                    |                  |                 |
| <b>Total Volunteers and Hours This Month</b>     | <b>64</b>                   | <b>364</b>                   |                 |                    |                  |                 |
| <i>Last Year's Volunteers/Hours Same Month</i>   | <i>89</i>                   | <i>419</i>                   |                 |                    |                  |                 |

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| LIBRARY PROGRAMS AND EXHIBITS                                | Number of Programs | Attendance   | Number of Programs Prior Year Same Month | Attendance Prior Year Same Month | Attendance % Change |
|--|--------------------|--------------|--|----------------------------------|---------------------|
| Youth Programs   | 91                 | 3,164        | 131                                      | 6,927                            | -54.32%             |
| Teens Programs   | 14                 | 271          | 12                                       | 1,937                            | -86.01%             |
| Adults Programs  | 41                 | 657          | 24                                       | 2,049                            | -67.94%             |
| Outside Meetings   | 14                 | 216          | 13                                       | 238                              | -9.24%              |
| Exhibit  | -                  | -            | -  | -                                |                     |
| <b>TOTAL PROGRAMS AND EXHIBITS</b>                           | <b>160</b>         | <b>4,308</b> | <b>180</b>                               | <b>11,151</b>                    | <b>-61.37%</b>      |
| <b>Programs--Youth</b>                                       |                    |              |  |                                  |                     |
| Babytime (parent & child)                                    | 5                  | 219          |  |                                  |                     |
| Evening Family Storytime                                     | 5                  | 97           |  |                                  |                     |
| Rise & Shine Storytime (parent & child)                      | 3                  | 110          |  |                                  |                     |
| Mega Mondays: Minecraft, Yoga for Kids, Lego Club            | 5                  | 104          |  |                                  |                     |
| Bibliobop Dance Party  | 1                  | 92           |  |                                  |                     |
| Family Movie: <i>Kung Fu Panda 3</i>                         | 1                  | 30           |  |                                  |                     |
| Second Saturday Breakfast Bingo                              | 1                  | 14           |  |                                  |                     |
| Second Sunday: Noodles the Wonder Dog                        | 2                  | 185          |  |                                  |                     |
| Sew Ugly   | 1                  | 4            |  |                                  |                     |
| Outreach to Schools or Organizations: Librarians at programs | 9                  | 340          |  |                                  |                     |
| Kid's Free Lunch   | 3                  | 323          |  |                                  |                     |
| Book Buddies   | 30                 | 46           |  |                                  |                     |
| 1KBK Graduation Party  | 1                  | 12           |  |                                  |                     |
| Summer Reading Club added visits                             | 1                  | 46           |  |                                  |                     |
| Summer Reading Club finishers                                | 1                  | 94           |  |                                  |                     |
| YS Summer Reading Club Volunteer Party                       | 1                  | 32           |  |                                  |                     |
| Kindle Book Club   | 1                  | 7            |  |                                  |                     |
| 1000 Books Before Kindergarten (1KBK) registrations          | 1                  | 6            |  |                                  |                     |
| 1000 Books Before Kindergarten (1KBK) added visits           | ongoing            | 17           |  |                                  |                     |
| National Night Out   | 1                  | 50           |  |                                  |                     |
| Teacher Tour   | 1                  | 7            |  |                                  |                     |
| Block Parties (Neighborhood)                                 | 3                  | 53           |  |                                  |                     |
| Butterfly House  | 1                  | 111          |  |                                  |                     |
| Wonder Ground: Backyard Science                              | 9                  | 44           |  |                                  |                     |
| Ipad Usage   | 1                  | 402          |  |                                  |                     |
| Toys and Games Use   | 1                  | 532          |  |                                  |                     |
| Teacher use of die-cut machine                               | 1                  | 3            |  |                                  |                     |
| Video Games  | 1                  | 184          |  |                                  |                     |
| <b>Total Youth Services Programs</b>                         | <b>91</b>          | <b>3,164</b> | <b>131</b>                               | <b>6,927</b>                     | <b>-54.32%</b>      |
| <b>Programs--Teen Audience</b>                               |                    |              |  |                                  |                     |
| Movie in the Underground: <i>San Andreas</i>                 | 1                  | 5            |  |                                  |                     |
| Summer Reading Club Challenge                                | 1                  | 20           |  |                                  |                     |
| Summer Reading Club Participants                             | 1                  | 16           |  |                                  |                     |
| Summer Reading Club logs turned in                           | 1                  | 25           |  |                                  |                     |
| Fandom Maker Labs  | 1                  | 3            |  |                                  |                     |
| Visits to School in Service Area                             | 2                  | 70           |  |                                  |                     |
| Teen Summer Spa  | 1                  | 9            |  |                                  |                     |
| College Essay Writing Workshop                               | 1                  | 6            |  |                                  |                     |
| 90 Second Newbery  | 2                  | 4            |  |                                  |                     |
| Ozobot Olympics  | 1                  | 9            |  |                                  |                     |
| College 101: What to Expect                                  | 1                  | 14           |  |                                  |                     |
| Underground Videogames                                       | 1                  | 90           |  |                                  |                     |
| <b>Total Teen Programs</b>                                   | <b>14</b>          | <b>271</b>   | <b>12</b>                                | <b>1,937</b>                     | <b>-86.01%</b>      |
| <b>Programs--Adult Audience</b>                              |                    |              |  |                                  |                     |
| Advocating for Our Families in a Changing Healthcare Env't.  | 1                  | 12           |  |                                  |                     |
| Auto Insurance Basics  | 1                  | 8            |  |                                  |                     |
| Book Discussions- Literary Fiction                           | 2                  | 17           |  |                                  |                     |
| Book Bites- Popular Fiction Discussion (w/Glenview Library)  | 1                  | 19           |  |                                  |                     |
| DS 3D Printer Projects with Tinkercad                        | 1                  | 17           |  |                                  |                     |
| DS Cutting the Cable Cord                                    | 1                  | 18           |  |                                  |                     |
| DS Engrave a Leather Bracelet                                | 1                  | 15           |  |                                  |                     |
| DS How to Use Your Samsung Galaxy                            | 1                  | 11           |  |                                  |                     |

### Monthly Statistical Report --August 2016

| LIBRARY PROGRAMS- Adult Audience Continued                | This Month | Attendance   | TL. Programs<br>Prior Year | Attendance<br>Prior Year | Attendance<br>% Change |
|---|------------|--------------|----------------------------|--------------------------|------------------------|
| DS Memory Lab: Digitize Your Videos                       | 1          | 11           |                            |                          |                        |
| DS Open Lab   | 1          | 7            |                            |                          |                        |
| DS Olm-Pics Green Screen                                  | 2          | 72           |                            |                          |                        |
| DS Scrapbooking with the Silhouette Cutter                | 1          | 9            |                            |                          |                        |
| DS Tablet Tuesday   | 1          | 3            |                            |                          |                        |
| DS 1-2-1  | 8          | 8            |                            |                          |                        |
| Job Counseling  | 1          | 2            |                            |                          |                        |
| New Release Movie: Joy                                    | 1          | 23           |                            |                          |                        |
| Niles Genealogy Interest Group                            | 1          | 8            |                            |                          |                        |
| Niles Songwriters   | 1          | 4            |                            |                          |                        |
| Oakton ESL English as a Second Language Classes           | 7          | 288          |                            |                          |                        |
| Polish Language Book Discussion                           | 1          | 8            |                            |                          |                        |
| Prospect Heights Library Staff Day Tour                   | 1          | 30           |                            |                          |                        |
| SCORE: Small Business Counseling                          | 4          | 10           |                            |                          |                        |
| Senior Coffee Hour: Here's Johnny: Carson the Magnificent | 1          | 57           |                            |                          |                        |
| <b>Total Adult Programs</b>                               | <b>41</b>  | <b>657</b>   | <b>24</b>                  | <b>2,049</b>             | <b>-67.94%</b>         |
| <b>Outside Meetings</b>                                   |            |              |                            |                          |                        |
| OCC New Yorker Discussion Group                           | 3          | 28           |                            |                          |                        |
| School District 63 Girl Scout Troops                      | 1          | 11           |                            |                          |                        |
| Niles Township Toastmasters                               | 3          | 75           |                            |                          |                        |
| Niles All American Toastmasters                           | 3          | 28           |                            |                          |                        |
| Jewish Genealogical Society of Illinois                   | 1          | 10           |                            |                          |                        |
| CCS ILL Meeting   | 1          | 23           |                            |                          |                        |
| IL Center Right Coalition                                 | 1          | 20           |                            |                          |                        |
| Veteran's Information Table-Commons Area                  | 1          | 21           |                            |                          |                        |
| <b>Total Outside Meetings</b>                             | <b>14</b>  | <b>216</b>   | <b>13</b>                  | <b>238</b>               | <b>-9.24%</b>          |
| <b>GRAND TOTAL PROGRAM AND ATTENDANCE</b>                 | <b>160</b> | <b>4,308</b> | <b>180</b>                 | <b>11,151</b>            | <b>-61.37%</b>         |

## Patron Suggestions and Comments for September 2016

### Responses to Patron Suggestions and Comments

#### Suggestions

Bookpage.com—free magazine!

As a matter of fact, we have recently been looking into adding Book Page for our patrons. Unfortunately, it is not free for us to distribute it, but it looks like it might be valuable to our patrons, so we are considering it. Thanks for writing.

I'd love to see the library offer a class in teaching children cursive handwriting. Our school district does not offer it. I, and other parents would like our kids to learn it. E. K., Des Plaines

This is something we have been discussing, as our Friends of the Library group is also interested in pursuing this. Thank you for the suggestion.

Regarding new checkout system, put ENGLISH where people can find it—it should be visible on the screen before the book is placed on the “pad.” When it is I'll use the machine again. D. M., Niles

I wonder if you may not completely understand. The checkout system is in English, so there is no need for a button saying English. The buttons for other languages are so you can switch away from English. Our only goal is to be able to communicate with the maximum number of people, but our default language remains English.

Saw an article in the *Bugle* that Niles had considered a bookmobile in the past. You may want to speak with the Skokie Library as they recently bought a new one and have probably not disposed of their old one. E. O., Des Plaines

Thank you for the tip. We actually had a bookmobile for many years but did not replace it when it wore out. Right now, we aren't sure what the best way is to serve the more distant parts of the district, but a bookmobile remains a possibility.

#### Comments

1. I love the color and fresh look and feel of your library. Wisconsin
2. Bernadetta and Gail—These two people were so kind and helpful to my grandson, Keith, who is 10 years old. Earlier in the day here, Keith said to me, “I feel like this is my home.” Also, today he shared with Denise that his Grandma is getting custody of him. She was so happy for him & I. M. C., Chicago.
3. The new checkout system is lightning fast! The old system did its job, but I'm impressed that you upgraded it even if it wasn't broken. Good job, NPLD!! Glad to have you as our home library!
4. I've been impressed by how exceedingly helpful all the staff has been here. I drive from the north side of Chicago to use the computers.
5. We LOVE the Niles Library. Such a wonderful selection of children's books. Such wonderful librarians. Thank you!
6. The Tech Desk staff is the absolute BEST!!! Thank you. A. R. Niles

7. The Creative Studio Rocks! I so appreciate the kind and knowledgeable staff AND the access to so many amazing resources. Also, the prices are a bargain. And the workshops are great. More please! 😊 L. B. Des Plaines
8. The Niles Public Library is a wonderful environment. I come here very often and I've never had a bad experience. I love the staff. They are very helpful. I also love the large selection of books. Keep up the good work. C. B.

Thank you all for the lovely compliments. It is very heartening to see how much our staff is valued for their work and the difference they make in the lives of our patrons.

### **Frustrations**

I think it is abhorrent that you are spending \$25,000 for a survey that is not needed. This is taxpayer money. If you don't know or can't run a library without asking/spending money you should be fired! How do you sleep at night? This is America—stop spending money just because you can. If this was coming out of your paycheck would you spend it? Stupid library board.

I as the Director cannot speak for the Board, but I can say that I requested they hire consultants to help us with the strategic plan so that we spend taxpayer dollars wisely for the next few years. Our last strategic plan was developed in 2011, and it is time for a new one. Our consultants will help us get an outside perspective, and in the end it will be money very well spent. By the way, the money is coming out of the Board members' paychecks the same as everyone else.

Where the heck is Oakton Court?

Oakton Court runs behind the Library parallel to Oakton. If your question concerns the Oakton Court construction, it appears to be moving very quickly and everything should be back to normal soon.

Please fix the water fountain at 1<sup>st</sup> floor meeting rooms—between Rooms A & B. One has to nearly put his/her lips on the spigot in order to get some water. P. R.

You will be glad to hear that we are replacing this fountain very soon.

## **New Business - Recommended Actions**

### **A. Recommended Action on Policy 3.31**

MOVE the Library Board of Trustees approve new policy 3.31, Alcoholic Liquor Policy.

### **Memorandum A of Recommended Board Action**

The recent revision to the Illinois Liquor Control Act of 1934 allows Library Districts to sell or distribute alcohol under limited circumstances. This policy, drafted by Klein Thorpe & Jenkins, includes the necessary elements including the types of programs where alcohol could be served and the requirements that the Board approve each case. It also includes the need for getting approval from the Village if required, and for having the necessary insurance. We anticipate serving alcohol only at very special occasions, and would always make sure that a member of the Library Management staff would be in charge of ensuring that the restrictions on serving in the policy were adhered to.

### 3.31 Alcoholic Liquor Policy

The sale and/or delivery of Alcoholic liquor in buildings owned by the Niles Public Library District shall be in compliance with the Illinois Liquor Control Act of 1934, as amended from time to time hereafter (the "Act"), and pursuant to the requirements set forth in this Policy.

#### *Alcoholic Liquor*

"Alcoholic liquor" includes alcohol, spirits, wine and beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer, and capable of being consumed as a beverage by a human being, or as otherwise defined under the Act.

#### *Special Event*

"Special Event" means a Niles Public Library District fundraiser or programs of a cultural or educational nature occurring in a building owned or leased by the Niles Public Library District, at which alcoholic liquor is sold and/or delivered.

#### *Sales of Alcoholic Liquor Limited*

Alcoholic liquor may only be sold at retail or delivered in a building owned the Niles Public Library District during a Special Event as follows:

1. The sale and/or delivery of alcoholic liquor shall only be permitted during and as part of a Special Event; and
2. No alcoholic liquor may be sold, distributed, or consumed in any area of the Library District's property accessible to the general public during a Special Event; and
3. No alcoholic liquor may be removed from the portion of the Library District building during a Special Event; and
4. No alcoholic liquor may be sold, distributed, or in the possession of any person under the age of 21 at any time on the Library District's property; and
5. A local liquor license shall first be obtained, if required.

#### *Approval Required before Sales of Alcoholic Liquor*

Alcoholic liquor shall not be sold or delivered at a Special Event in any building owned or leased by the Niles Public Library District unless the Library District's Board of Trustees has first approved the sale and/or delivery of Alcoholic Liquor at the Special Event.

*Dram Shop Liability Insurance*

Alcoholic liquor shall not be sold and/or delivered at a Special Event in any building owned or leased by the Niles Public Library District unless dram shop insurance coverage for liability arising from the sale and/or delivery of Alcoholic liquor in the maximum coverage limits required under the Act, has first been obtained to save harmless the Niles Public Library District from all financial loss, damage or harm.

Reference: Public Act 99-0559; 235 ILCS 5/6-15

September 21, 2016

**New Business—Recommended Actions**

**B. Recommended Action on Fall Issue of Chapter One**

MOVE the Library Board of approve payment to Visographic in the amount of \$5,891.36.

**Memorandum B of Recommended Board Action**

This payment is for the printing of the fall issue of our Library's newsletter, Chapter One.