



Niles Public Library District

Special Board Meeting

Thursday, April 28, 2016 7:00 PM

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

April 28, 2016

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Unfinished Business
 - A. Presentation by Donna Fletcher on strategic planning services proposal
 - 1) MOVE to approve the hiring of Donna E. Fletcher, Inc. for strategic planning consultation, not to exceed \$34,500 3
 - B. Discussion on 2016/2017 Budget
 - 1) MOVE to approve the 2016/2017 Tentative Budget Ordinance 16-01 18
4. New Business
 - A. MOVE to formally declare a vacancy in the Office of Library Trustee effective April 21, 2016 23
5. Public Comments
6. Other
7. Adjournment

April 28, 2016

Unfinished Business—Recommended Actions

A. Recommended Action on Strategic Planning Consultant

MOVE the Library Board of Trustees approve the hiring of Donna E. Fletcher, Inc., for strategic planning consultation, not to exceed \$34,500.

Memorandum A of Recommended Board Action

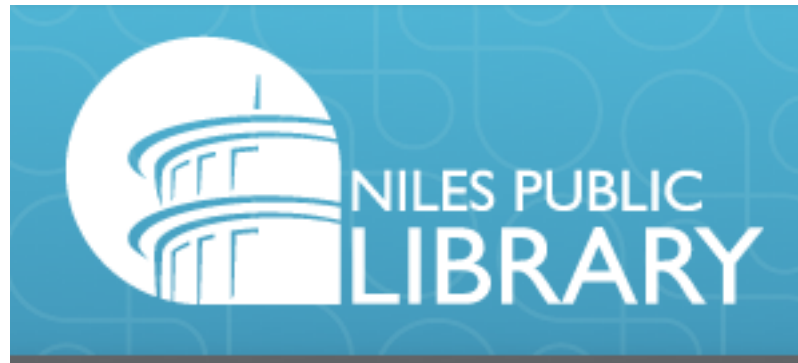
The proposal for strategic planning services for the Niles Public Library is attached.



DONNA E. FLETCHER CONSULTING, INC.

RESEARCH FOR PRACTICAL SOLUTIONS FOR MARKETING PROBLEMS

**A PROPOSAL FOR
STRATEGIC PLANNING SERVICES**



March 1, 2016

www.librarysurveys.org

847-432-1972 – defconsult@att.net

426 Park Avenue

Highland Park, IL 60035



March 1, 2016

Susan Lempke, Director
Niles Public Library
6960 West Oakton Street
Niles, IL 60714

RE: Strategic Planning Proposal

Dear Susan:

Donna E. Fletcher Consulting, Inc. (DEFCI) is pleased to submit a proposal for strategic planning services to the Niles Public Library.

We provide a customized approach and techniques to understand the library, the community and the needs for both the library and community. We use professional research skills to develop and analyze community needs and interests for public libraries that result in concrete direction for strategic planning. We offer extensive experience in surveys, focus groups and individual interviews, which is very important when designing questionnaires and facilitating sessions with patrons, staff, library boards and community stakeholders.

We have completed more than 50 public library projects, many of which were for strategic plans. All of our projects include market research as well as strategic plan recommendations and development. With this experience, we would very much enjoy working with the library on this important project.

If you have questions about this proposal or need further information, please contact me at 847-432-1972 or defconsult@att.net. Thank you for considering our proposal.

Best regards,

Donna E. Fletcher
President, Donna E. Fletcher Consulting, Inc.

Niles Public Library
Proposal for Strategic Planning Services
March 1, 2016

A. Project Summary

The purpose of this project is to develop a strategic plan to guide the Niles Public Library to the next three years. It will guide discussions and decisions for budget allocation, services, collections, technology and staffing.

Our planning process includes:

- How we will prepare to plan
- An assessment of external factors affecting the Library through a community survey, stakeholder interviews and review of best library practices
- An assessment of internal factors using creative techniques for staff input and an analysis of Library services and programs
- Developing the overall strategic direction
- Constructing a strategic plan document that includes a community assessment, service goals, potential activities and evaluative measures

B. Project Approach

This section provides the specific details and steps for the strategic planning process.

1. Preparing to Plan

This activity ensures the library and consultant agree on the approach to planning and preparation for the strategic planning process.

Project Manager

A Project Manager should be designated to serve as the day-to-day contact for planning activities. Typically, it is the Library Director, but it could also be a designee. Key activities for the manager include:

- Providing information and data on the library's strategic plan, organizational charts, budget, staffing and service plans
- Scheduling all meetings and interviews
- Reviewing preliminary findings

Planning Committee

This group will work with the consultant on planning and implementing all the activities needed for the strategic planning project. Typically, the committee includes the Library Director, assistant director(s) and selected managers. A Board member may also be appointed, if desired.

Meeting with the Board of Trustees

We like to meet with the Board early in the planning process to understand how they view the community and its needs, how the library can help meet community needs, future directions for the library and any challenges or threats that the library might be facing.

Project Planning

In our first meeting with the Planning Committee we will:

- Discuss the library's expectations for a successful plan
- Refine the project approach and research methodologies
- Develop a timetable for the project
- Review the current strategic plan, and understand the committee's perspective on it
- Determine what type/categories of data the Library has collected and can share with the consultants
- Identify the areas of inquiry for the community survey

Communications

Often library staff is confused or uncomfortable when a library undertakes strategic planning. If desired, we will draft a letter for the Library Director that will describe the purpose of the project and the key activities that will be part of the process.

2. External Assessment

The external assessment includes a community survey as well as input from community stakeholders.

Community Survey

The Library seeks input from both users and non-users of the library. The survey will provide data on:

- Usage/non-usage of the library
- Frequency of visiting the library
- Library visited most often
- Reasons for not using the library
- Overall satisfaction with the library
- Usage of various library services
- Awareness and evaluation of 20 current library services

- Interest in new and enhanced services
- Languages spoken
- Demographics of survey respondents (e.g., gender, age, race, presence of children in household)

Library staff (and possibly volunteers) will distribute questionnaires at the library and at off-site locations where non-users can be found (e.g., community centers, teen center, senior center, Head Start, preschools, day care centers, citizenship classes, GED classes, food banks).

The questionnaire in the library will be no more than 6 pages and can be completed in ten (10) minutes or less. For the offsite interviews, we will create a shorter questionnaire that will mainly focus on why residents do not visit the library and what services would help bring them to the library. We recommend having 500 questionnaires completed in the library and 500 questionnaires offsite. We have found that people are very willing to participate when they are approached by a friendly library staff member and told that it will only take a few minutes of their time. The cooperation rate is far higher than is possible with an online, mail or phone survey.

The library will receive a detailed written report and presentation on the findings of the survey, as well as specific implications and recommendations for the strategic plan. Unfortunately, many library survey projects provide the findings, but do not analyze the data. This results in the Library Board and staff having no or limited direction to develop a strategic plan. Our survey will ensure that the Planning Committee can readily contribute to the strategic plan that will reflect practical, fact-based information.

Individual Interviews

Telephone interviews are an excellent tool to learn more about issues that have been discovered from the survey. At the end of the survey questionnaire, we can ask people if they would be willing to participate in a 10-15 minute phone interview. Typically, residents are much more likely to take the time for a 10-15 minute phone interview than to come to a 60-90 minute focus group.

Based on their responses to the survey, library staff will work with the consultant to recruit people for the phone interviews. The consultant, Donna Fletcher, will conduct all of the interviews. The goal would be to interview 20 people by phone. The findings from the interviews will be in the report and presentation of the survey.

Stakeholder Interviews

We recommend conducting at least 15 individual telephone interviews among community stakeholders. Using phone interviews improves the participation rate because it allows the stakeholder to choose a convenient time and location for the interview. We will work with the Planning Committee to identify key stakeholders.

Areas to explore in the interview may include:

- Needs of the community
- Changes in the community in recent years
- Strengths and weaknesses of the library
- Threats facing the library
- What trends might affect the library
- How current library services can be improved
- How the library can better reach/appeal to underserved residents
- Other opportunities for new services the library can provide
- Ideas for partnerships in the community
- Ideas for additional library funding

A written report of learning and implications from these interviews will be provided.

Best Practices Research

We will partner with the Planning Committee to conduct best practice research through internet searches and literature reviews of innovative libraries. This will help identify new creative approaches to programs, services, customer service, funding, partnerships and other topics of interest. We will discuss potential staff involvement in conducting the research when we meet with the Library Director at the initial meeting. The learning will be compiled in a presentation for the Planning Committee (meeting #2) and any other pertinent groups.

3. Internal Assessment

The internal assessment includes input from the staff and Board as well as a review of data the library collects on its services and programs.

For staff and Board input, we suggest two ideation sessions and possibly staff white boards. These methods are very successful in the corporate world, but typically not used in library planning. (Please note: if these are considered too “out there,” we are familiar and proficient with traditional techniques such as SWOT analyses and Appreciative Inquiry, and can provide them if desired.)

Ideation Sessions

To include as many employees as possible, we will conduct two half-day ideation sessions. At the start of the session, the consultant and Project Manager will provide an overview of the planning process, the role of staff in the project, and will answer any questions.

Then the staff will participate in several activities to generate ideas for the library using techniques such as:

Brainwalking: This is a technique that engages and results in everyone in the meeting contributing ideas. The facilitator sets up an issue or problem (e.g., How can the library be innovative? How can the library better engage the community?). Participants work in teams of two people and write down their ideas. After a few minutes, the teams rotate to their neighbor's paper and add an idea. This continues for about five or six rotations. They then return to their original sheet and circle one or two of their favorite ideas.

Questioning assumptions: This is typically a three-step exercise with teams of five or six people. A prompt is given to the teams such as, "My assumption about the Niles Library is that it _____." The teams list fifteen to twenty assumptions such as has a tight budget, attracts many visitors speaking foreign languages, provides an array of programs etc. The teams then work through the assumptions and uses them to stimulate new ideas.

Worst idea: Participants generate bad ideas that can be awful, stupid, illegal or logistically impossible. Using the ideas, the task is to turn them into good ideas. For example, ask what's the worst idea for a library trying to attract non-users? A bad idea might be to say to the library card applicant that "it's about time you got a library card." A good idea would be to enthusiastically welcome the new cardholder and show him around the library.

The consultant will summarize the ideas, and discuss them further with the Planning Committee.

Staff White Boards (optional)

As a follow-up to the external assessment, questions can be placed on white boards (or kraft paper) in the library for more staff feedback. The topic could relate to an issue that's been raised by the community survey or stakeholder input (e.g., How can the library meet the demand for popular materials?). A white board would be placed in the library in an area easy for staff to access. A staff member will be designated the manager of the project. He/she will write the challenge on the board (e.g., How can the library better support the schools? How can the library find funding to be open longer hours?), and write a few idea starters. She/he will encourage staff to participate as well as adding a thought or a few words every day or so to the board. At the end of the week, the manager will take a photo of the board and send it the consultant for analysis.

Analysis of library Programs and Services

We will review data provided by the library to help assess current services. These may include circulation, traffic in each building, usage of computers, traffic to the library's website, database usage, types of programs, attendance at programs, usage of meeting space by the community and any other relevant data collected by the library. This information in conjunction with the findings from the community survey will help inform the strategic plan.

4. Developing the Strategic Plan

Using the learning from the external and internal assessments, we will work with the Planning Committee to develop or update the library's mission and vision statements. We will also identify priority service initiatives for the library to focus on in the next three to five years. In our experience, it's best to include no more than three to five service initiatives in the plan. If desired we can also develop internal initiatives, which address the library's infrastructure and operations. These are actions the library needs to pursue in order to provide effective and efficient services.

The strategic plan document will include:

- An up-to-date community profile, including key findings from the community survey and other information gathering
- Three to five broad service initiatives
- One or two goals for each initiative
- Several potential activities for each goal
- One to three evaluative measures for each goal
- A built-in process for regular review, evaluation and adjustment to the plan that may be needed to address economic, demographic, political, technology or other major changes

Presentation of Strategic Plan

If desired, we can present the final plan to the appropriate library constituencies such as the Board and staff.

C. Project Timetable

Below is a tentative timetable for the project that we will discuss with the Library Director at the start of the project and modify as needed.

STEP	WEEK
<p>Project Planning and Kick-off (site visit #1) Meet with Director, Project Manager and designated others Meet with Planning Team to kick-off project, identify issues for community survey (meeting #1) Meet with Board of Trustees Letter to all employees, if desired</p>	<p>Pre 1 1 1 1 1</p>
<p>External Assessment Community survey: questionnaire, data gathering, analysis and report Phone interviews among patrons and non-users Stakeholder interviews Best practices research</p>	<p>1-8 6-7 TBD Ongoing</p>
<p>Internal Assessment Staff and Board ideation sessions with creative techniques White board ideation (optional) Analysis of current library services, programs Library data collection and analysis</p>	<p>TBD 11-12 Ongoing Ongoing</p>
<p>Strategic Plan Development Meet with Planning Committee to review learning and determine strategic initiatives (meeting #2) Draft strategic goals, potential activities and evaluation measures Meet with Planning Team (meeting #3) Develop strategic plan document Present strategic plan (optional)</p>	<p>10-12 14 16 17-18 TBD</p>

D. Consultants Credentials

Overview

Founded in 1991, Donna E. Fletcher Consulting, Inc. (DEFCI) provides market research and strategic planning for libraries as well as private sector clients. The firm offers deep experience in research and facilitation techniques that ground strategic planning.

- Community surveys
- Patron surveys
- Online surveys
- Focus groups
- Telephone and in-person interviews

All projects are designed to bring insight to specific questions and issues, and to develop actionable recommendations.

DEFCI partners with Research in Marketing, Inc. (RIM) a well-regarded quantitative research firm founded in 1970 and located in Winnetka, IL. RIM subcontracts with DEFCI and provides consultation on survey design, the sampling plan and the questionnaire.

Library Projects

We have worked for over 30 public libraries and completed over 50 studies. Many of these libraries retained to us to develop a fact-based approach for strategic planning.

*Algonquin Area Public Library District, Algonquin, IL
Arlington Heights Public Library, Arlington Heights, IL
*Cary Area Public Library, Cary, IL
*Cook Memorial Public Library District, Libertyville, IL
*Crown Point Community Library, Crown Point, IN
Crystal Lake Library, Crystal Lake, IL
*Eastern Oklahoma District Library System, Muskogee, OK
*Ela Public Library District, Lake Zurich, IL
*Elkhart Public Library, Elkhart, IN
Forest Park Public Library, Forest Park, IL
Fountaindale District Library, Bolingbrook, IL
Fox River Valley Public Library District, East Dundee, IL
*Fremont District Library, Mundelein, IL
Gold Coast Library, Glen Head, NY
Grayslake Public Library, Grayslake, IL
*Helen Matthes Library, Effingham, IL

*Highland Park Public Library, Highland Park, IL
*Huntley Area District Library, Huntley, IL
*Indian Trails Library, Wheeling, IL
*Lincolnwood Public Library, Lincolnwood, IL
LaGrange Park Library, LaGrange Park, IL
Mzenegen Tribal Library, Dorr, MI
Newburgh Free Library, Newburgh, NY
*Palos Park Public Library, Palos Park, IL
Reading Public Library, Reading, MA
*Richardson Public Library, Richardson, TX
Shepherdstown Library, Shepherdstown, WV
*Southwest Public Libraries, Grove City, OH
*St. Charles Public Library, St. Charles, IL
*Vernon Area Public Library, Lincolnshire, IL
Warren-Newport Library, Gurnee, IL
*Wilmette Public Library, Wilmette, IL
*Winnetka Public Library District, Winnetka, IL

*Engaged us for more than one study.

About Donna Fletcher

Donna launched her career at Leo Burnett Advertising (now part of Publicis) in 1977 guiding marketing strategy and advertising development for Fortune 100 clients such as Kellogg's, Pillsbury (now General Mills and Smuckers) and Procter and Gamble.

In 1991, she established Donna E. Fletcher Consulting, Inc. to provide market research and strategy consulting to for profit and not-for-profit entities. The goal for all projects is to uncover insights and provide actionable strategies to improve clients' positions in the marketplace.

As an independent consultant, Donna has facilitated and analyzed hundreds of research studies (focus groups, individual interviews, surveys) among a wide variety of consumers, professionals and community leaders.

Donna currently serves as a Highland Park (IL) Public Library trustee. She was also trustee from 2000-2006, including two years as board president.

Donna is the Author Coordinator for the Soon to Be Famous Illinois Author Project sponsored by the Illinois Library Association and Reaching Across Illinois Library System. The project won an ALA 2015 John Cotton Dana Award. She also co-chaired the Illinois Library Association Marketing Committee from 2012-2014.

Donna has presented marketing research workshops for the American Library Association, Public Library Association, Illinois Library Association, Ohio Library Council, and several Library systems in Illinois and New York. She delivered the "Elusive Library Non-User" program to standing room only crowds at the 2013 American Library Association and Illinois library Association conferences.

Donna graduated cum laude from Dartmouth College, majoring in art history.

E. References

We have worked with more than 20 public libraries in the last five years on strategic planning issues. In all cases we designed and executed professional marketing research to inform the plans. The majority of these projects also included developing the strategic plan. References are below.

Lincolnwood Public Library District, Lincolnwood, IL - Strategic Plan Development, Community Engagement Focus Groups, Patron Interviews, Board Input Session, Community Survey, Planning Committee Facilitation, Preparing the Plan Document

Contact: Su Bochenski, Director
Telephone: 847-677-5277

Wilmette Public Library, Wilmette, IL - Strategic Plan Development, Community Survey, Stakeholder Focus Groups, Planning Committee Facilitation, Preparing the Plan Document

Contact: Ellen Clark, Director
Telephone: 847-256-6924

Vernon Area Public Library District, Lincolnshire, IL - Community Survey, Stakeholders and Board Focus Groups, Planning Committee Facilitation, Preparing the Plan Document

Contact: Cynthia Fuerst, Director
Telephone: 224-543-1448

Cook Memorial Public Library District, Libertyville, IL - Community Survey, Survey of Bookmobile Users, Stakeholder Interviews, Teen Focus Groups, Planning Committee Facilitation, Preparing the Plan Document

Contact: David Archer, Director
Telephone: 224-513-7402

Eastern Oklahoma District Library System, Muskogee, OK – Worked with 15 branches within the Library System: Community Survey (in-Library and off-site), Stakeholder Interviews, Planning Committee Facilitation, Preparing the Plan Document that included initiatives for all 15 libraries and initiatives specific to each branch.

Contact: Mary Moroney, Director
Telephone: 918-683-2846 x239

F. Fees

These fees cover all the professional services desired by the library and described in the proposal. We are very willing to work with the library to modify the scope of the project and the resulting fees.

Project Planning	\$2,000
Refine project approach, meet with Director, meet with the Library Board, lead kick-off meeting with Planning Committee (meeting #1)	
External Assessment	
Survey development, analysis and report	\$16,000
Telephone interviews among patrons and non-patrons (20)	\$ 3,500
Stakeholder interviews (15)	\$ 3,000
Best practices research	\$ 500
Internal Assessment	
Staff/Board ideation sessions (2)	\$3,000
Analysis of current library services, programs	\$ 500
Library data collection and analysis	\$ 500
Plan Development	\$5,000
Meet with Planning Committee to review learning, determine strategic initiatives (meeting #2)	
Draft strategic goals, potential activities and evaluation measures	
Meet with Planning Team (meeting #3)	
Complete strategic plan document	
Total	\$34,000

Not included are travel to Niles or printing of the survey questionnaires. Reimbursement for mileage will use the IRS rate, which is currently \$0.54.

Optional Services

White board ideation	\$1,500
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We will invoice you for one-third (33%) of the total amount (exclusive of options and expenses) upon your acceptance of this proposal. The remainder will be invoiced monthly. Payment is expected within 30 days.

Assumptions

In addition, in establishing the fees for this proposal, we assume that library staff will complete the following activities:

- Meeting scheduling in suitable space(s).
- Timely response to our requests for input, review, and decisions throughout the project.
- Providing us with up-to-date strategic plan, organization charts, etc. in electronic format where possible.

Next Steps

We welcome the opportunity to work with the Niles Public library, and are open to modifying the proposal as necessary.

Read and accepted this ____ day of _____ 2016.

Donna E. Fletcher Consulting, Inc

Niles Public library

By 
 Donna E. Fletcher
 Its President

By _____
 Susan Lempke
 Its _____

April 28, 2016

Unfinished Business—Recommended Actions

B. Recommended Action on 2016/2017 Tentative Budget Ordinance

MOVE the Library Board of Trustees approve Ordinance 16-01, a Tentative 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.

Memorandum B of Recommended Board Action

This is a motion to pass the tentative appropriation ordinance which follows this page. Passing the tentative appropriation ordinance will allow the Library District to schedule its public hearing of the budget and appropriation on June 15 and pass the final ordinance at the same meeting to ensure that the Library District completes the budget and appropriation process before the end of the fiscal year.

ORDINANCE 16-01
TENTATIVE 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

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

WHEREAS, a public hearing will be held as to such Budget on the 15th day of June, 2016, and notice of said hearing will be given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

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

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby budgeted and appropriated for general corporate purposes and to defray and for the payment of all expenses and liabilities of the Niles Public Library District for the fiscal year hereby adopted as beginning July 1, 2016 and ending June 30, 2017.

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

	APPROPRIATION	BUDGET
Salaries		
ADMINISTRATOR	\$ 252,188	\$ 126,094
MANAGERS	\$ 344,658	\$ 172,329
SUPERVISORS	\$ 875,549	\$ 437,775
LIBRARIAN	\$ 2,423,987	\$ 1,211,994
LIBRARY GRADE V	\$ 1,436,963	\$ 718,482
LIBRARY GRADE VI	\$ 611,423	\$ 305,712
LIBRARY PAGE	\$ 245,748	\$ 122,874
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$ 214,000	\$ 107,000
TOTAL SALARIES	\$ 6,404,516	\$ 3,202,258
LIBRARY MATERIALS		
BOOKS & PERIODICAL	\$ 598,700	\$ 299,350
DOWNLOADABLES	\$ 160,000	\$ 80,000
AV	\$ 350,000	\$ 175,000
ONLINE DATABASES	\$ 370,000	\$ 185,000
TOTAL MATERIALS	\$ 1,478,700	\$ 739,350
OPERATING EXPENSES		
Processing & Services		
CCS CHARGES	\$ 155,308	\$ 77,654
PROCESSING & SUPPLIES	\$ 32,000	\$ 16,000
INTERNET CHARGES	\$ 33,800	\$ 16,900
SOFTWARE, LICENSES	\$ 162,226	\$ 81,113

PRINTING	\$	89,500	\$	44,750
LIBRARY SUPPLIES	\$	16,200	\$	8,100
PROGRAMMING & SUPPORT	\$	154,010	\$	77,005
VOLUNTEERS	\$	3,000	\$	1,500
PUBLIC PERFORMANCE RIGHTS	\$	2,800	\$	1,400
COMPUTER CHARGES - OCLC	\$	22,252	\$	11,126
MISCELLANEOUS	\$	2,000	\$	1,000
TOTAL PROCESSING & SUPPLIES	\$	673,096	\$	336,548
Administration & General Office				
JANITORIAL SUPPLIES	\$	64,000	\$	32,000
COPIERS	\$	23,600	\$	11,800
PROFESSIONAL DEVELOPMENT	\$	58,830	\$	29,415
MILEAGE REIMBURSEMENT	\$	5,100	\$	2,550
LEGAL FEES	\$	50,000	\$	25,000
CONSULTING	\$	150,000	\$	75,000
SUPPLIES	\$	53,000	\$	26,500
PROMOTIONAL EXPENSE	\$	45,900	\$	22,950
POSTAGE & FREIGHT	\$	36,000	\$	18,000
PUBLICATION OF NOTICES - LEGAL	\$	2,400	\$	1,200
SUBSCRIPTIONS & DUES	\$	23,771	\$	11,885
COLLECTION SERVICES	\$	2,000	\$	1,000
TELEPHONE	\$	26,000	\$	13,000
TRUSTEE EXPENSE	\$	8,000	\$	4,000
PAYROLL SERVICE	\$	30,000	\$	15,000
BANK FEES	\$	6,600	\$	3,300
PARKING LEASE AGREEMENT	\$	21,144	\$	10,572
TOTAL ADMINISTRATION AND GENERAL OFFICE	\$	606,345	\$	303,172
VEHICLE EXPENSE TOTAL	\$	8,670	\$	4,335
EMPLOYEE FRINGE BENEFITS				
PENSION PLAN	\$	365,863	\$	182,931
GROUP HEALTH	\$	1,040,315	\$	520,158
HEALTH REIMBURSEMENT	\$	132,000	\$	66,000
DENTAL, VISION, DISABILITY	\$	92,400	\$	46,200
TOTAL FRINGE BENEFITS	\$	1,630,578	\$	815,289
TOTAL UTILITIES	\$	246,000	\$	123,000
TOTAL OPERATING	\$	11,047,905	\$	5,523,952
BUILDING & MAINTENANCE				
REPAIRS & IMPROVEMENTS	\$	92,000	\$	46,000
CONTRACTUAL MAINTENANCE	\$	80,000	\$	40,000
NON-CONTRACTUAL MAINTENANCE	\$	30,000	\$	15,000
EQUIPMENT MAINTENANCE	\$	126,000	\$	63,000
NON CAPITAL EXPENSES	\$	20,000	\$	10,000
FURNITURE & FIXTURES	\$	121,700	\$	60,850
TOTAL BUILDING & MAINTENANCE	\$	469,700	\$	234,850
SPECIAL RESERVE				
SPECIAL RESERVE - EQUIPMENT	\$	501,200	\$	250,600
TOTAL SPECIAL RESERVE	\$	501,200	\$	250,600
SPECIAL FUNDS				
AUDIT	\$	30,000	\$	15,000

LIABILITY INSURANCE	\$	58,320	\$	29,160
SOCIAL SECURITY	\$	495,146	\$	247,573
ILLINOIS UNEMPLOYMENT TAXES	\$	35,000	\$	17,500
WORKERS' COMPENSATION INSURANCE	\$	44,336	\$	22,168
TOTAL SPECIAL FUND ITEMS	\$	662,802	\$	331,401
SUPPLEMENTARY GRANTS	\$	90,314	\$	45,157
GRAND TOTAL	\$	12,771,921	\$	6,385,960

SECTION 3: The several sums above mentioned and designed as appropriation, which is TWELVE MILLION SEVEN HUNDRED SEVENTY ONE THOUSAND NINE HUNDRED TWENTY ONE AND NO/100 (\$12,771,921) be and are hereby appropriated as propriate fractional parts of the said amount TWELVE MILLION SEVEN HUNDRED SEVENTY ONE THOUSAND NINE HUNDRED TWENTY ONE AND NO/100 (\$12,771,921) from the proceeds of the general property tax for corporate purposes and special taxes in addition to all other library taxes as provided by law.

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

SECTION 4: The cash on hand deemed by law as current assets available for library purposes as of June 30, 2016, is estimated to be \$9,500,000; the estimate of cash to be received during the 2016-2017 fiscal year from all sources is \$7,130,407; the estimate of expenditures appropriated for such fiscal year is \$12,771,921; and the estimated operating budget for such fiscal year is \$5,523,923. The estimated cash to be expected on hand deemed by law as current assets available for library purposes at the end of such year is \$3,858,486.

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

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

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

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

ADOPTED this 28th day of April, 2016, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Linda Ryan
President of the Board of Trustees of the
NILES PUBLIC LIBRARY DISTRICT
ATTESTED and SIGNED in my office,
according to law, this 28th day of April 2016, at the
said
NILES PUBLIC LIBRARY DISTRICT

Barbara Nakanishi
Secretary, Board of Trustees
NILES PUBLIC LIBRARY DISTRICT

New Business - Recommended Actions

A. Recommended Action on Vacancy of Library Trustee

MOVE the Library Board of Trustees formally declare a vacancy in the Office of Library Trustee effective April 21, 2016.

Memorandum A of Recommended Board Action

The Board of Trustees of the Niles Public Library District has a vacancy in the office of Library Trustee due to the resignation of Trustee Danette Matyas, effective April 21, 2016. Under Illinois Library law, this vacancy in the office of Library Trustee will be filled by appointment by the remaining trustees until the next regular library election which is the balance of Trustee Matyas's term. The Board will be discussing how it intends to fill the vacancy at its next regular Board Meeting.