



**Niles Public Library District**

**Regular Meeting**

**Wednesday, October 19, 2016 7:00 PM**

**NILES PUBLIC LIBRARY DISTRICT  
REGULAR MEETING AGENDA**

**October 19, 2016**

**7:00 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - A. Approve the Regular Board Meeting Minutes of September 21, 2016 4
4. Public Comment
5. Treasurer's Report
  - A. Review Financial Reports 7
  - B. Approve payment of the bills for operating expenses of \$229,830.24, payroll expenses of \$273,979.84, and special reserve expenses of \$0.00 for a total of \$503,810.08 14
6. Director's Report
  - A. Highlights 18
  - B. Monthly Statistics 23
7. Communications 28
8. Committee Reports
  - A. Building & Grounds
  - B. Technology
9. Liaison Reports
  - A. Friends of the Library
  - B. Legislative
  - C. RAILS
10. Secretary's Report
11. New Business
  - A. (from the Building & Grounds Committee) Approve the proposal for designing exterior signage from Product Architecture 31
  - B. Approve the expenditure not to exceed \$7,747.68 from the Special Reserve Fund to upgrade the Library District's wireless access points to provide more robust and reliable wireless connections for patrons and staff 33

## **Board Meeting Agenda - October 19, 2016**

- C. Discussion of IMRF Liability Status
- D. Discussion and determination of the 2016-17 levy
- 12. Unfinished Business
  - A. Discussion of voting order
- 13. Other
- 14. Adjournment

**NILES PUBLIC LIBRARY DISTRICT**  
**Regular Board Meeting Minutes**  
**September 21, 2016**  
**7:00 PM**  
**Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

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

**Trustees Present**

Rob Breit, Karen Dimond, Carolyn Drblik, Barbara Nakanishi, Tim Spadoni. Linda Ryan gave previous notice. Patti Rozanski arrived at 7:06 PM.

**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; Suzanne Wulf-Digital Services Supervisor

**Call to Order**

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

**Roll Call**

The roll was taken by Ms. Winberg.

**Pledge of Allegiance**

Vice President Dimond led the Pledge of Allegiance.

**Discussion: Voting Order**

Trustee Nakanishi asked the Board to consider a change in the voting order currently used by the Board. She recommended using the same voting order which is used by the Village's zoning board which is the voting starts to the left of the person who makes the motion. Ms. Lempke noted that there is no specific rule in Robert's Rules of Order on voting order. The Trustees agreed that Ms. Lempke prepare a motion on the voting order for the October Board Meeting.

**Minutes of the Regular Board Meeting of August 17, 2016**

Trustee Nakanishi MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of August 17, 2016. Trustee Rozanski seconded.

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

**Public Comment**

There were none.

**Treasurer's Report**

The Library Board reviewed the August 2016 Treasurer's Report and narrative as prepared by Mr. Pritz. Mr. Pritz noted that the Library's audit will be presented at the November Board meeting.

**Payment of the Bills**

Trustee Nakanishi MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$233,934.72, payroll expenses of \$256,131.46,, Special Reserve expenses of \$8,439.00, for a total monthly expense of \$498,505.18. Trustee Rozanski seconded.

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

**Director's Report**

- Highlights
- Request for Trustee feedback on the format of the Director's Report
- Trustee calendar/timeline
- Strategic Planning Process
- Passport Agency
- Monthly Statistics

**Communications**

They were included in the Board packet.

**Committee Reports**

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

Trustee Nakanishi reported that estimates have been received for exterior signage. A Committee meeting will be scheduled to review them.

**Liaison Reports**

Friends of the Library

Trustee Drblik reported that the Friends will make a contribution of \$500 towards the Veterans' Honor Flight. They will also contribute to "Coming Together in Skokie."

Legislative

There was no report.

RAILS

Ms. Lempke reported the RAILS System has been working on developing membership standards for all types of libraries.

**Secretary's Report**

Trustee Nakanishi reported that 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.

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 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.

**New Business**

Policy 3.31

Trustee Nakanishi MOVED the Library Board of Trustees approve new Policy 3.31, Alcoholic Liquor Policy. Trustee Rozanski seconded.

It was noted that the Board will have to approve the serving of alcohol at any given event.

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

Visopgraphic

Trustee Nakanishi MOVED the Library Board of Trustees approve the payment to Visographic for the printing of the fall issue of Chapter One in the amount of \$5,891.36. Trustee Spadoni seconded.

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

**Unfinished Business**

There was none.

**Other**

The Village of Niles is looking for volunteers from various organizations within the Village to help out at their annual Holly Jolly Market. Trustee Spadoni provided all those present with a flyer and contact information.

**Adjournment**

Trustee Rozanski MOVED to adjourn. Trustee Nakanishi seconded.

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

The meeting adjourned at 7:59 PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## **Financial Statement Narrative**

### **For the month of September 2016 and the year then ended**

#### **Revenue**

Revenue was short of budget expectations by \$62,207 for the month and exceeded expectations by \$324,028 for the year. The variances are due primarily to real estate tax collection rates.

#### **Expenditures**

##### *Salaries*

Salaries for the month are \$10,052 in excess of budget estimates or 3.7% and short of budget estimates by \$62,837 or 7.8% on the year.

##### *Library Materials*

Library Materials for the month is \$8,018 over budget or 13% and \$31,853 over budget or 17.2%. 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 \$11,003 under budget or 34.5% for the month and \$29,435 or 30.8% 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 \$13,351 under budget estimates or 54.6% for the month and \$25,253 or 34.4% year to date. This is due primarily to slow spending in the consultant line item.

##### *Employee Fringe Benefits*

Employee Fringe Benefits is \$7,317 under budget or approximately 10% for the month and \$16,316 or 7.4% year to date. These numbers reflect charges from IMRF for the month of August totaling \$19,363.

##### *Utilities*

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

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

For the month, the Net Deficit is \$465,962 which is \$26,531 unfavorable to the budgeted net deficit of \$439,430 and \$522,485 favorable year to date.

# Niles Public Library District

## Balance Sheet

September 30, 2016

	GENERAL FUND 9/30/2016	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash	(\$1,820,067)	\$367,257	\$1,576,227	\$123,417
Investments	\$11,021,083			\$11,021,083
<b>Total Cash and Investments</b>	<b>\$9,201,016</b>	<b>\$367,257</b>	<b>\$1,576,227</b>	<b>\$11,144,500</b>
<b>Receivables</b>				
Property Tax Receivable, net	\$3,244,733	\$136,711		\$3,381,444
Replacement Tax Receivable	\$24,226			\$24,226
<b>Total Receivables</b>	<b>\$3,268,959</b>	<b>\$136,711</b>	<b>\$0</b>	<b>\$3,405,670</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>\$12,566,530</b>	<b>\$503,968</b>	<b>\$1,576,227</b>	<b>\$14,646,725</b>
 <b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$160,255	\$26,389	\$0	\$186,645
Accounts Payable-Friends of the Library	\$19,582			\$19,582
Other Liabilities	\$34,570			\$34,570
Deferred Revenues	\$3,244,733	\$136,711		\$3,381,444
<b>Total Liabilities</b>	<b>\$3,459,141</b>	<b>\$163,100</b>	<b>\$0</b>	<b>\$3,622,242</b>
<b>Fund Balance</b>				
Fund Balance	\$9,107,389	\$340,867	\$1,576,227	\$11,024,483
<b>Total Fund Balance</b>	<b>\$9,107,389</b>	<b>\$340,867</b>	<b>\$1,576,227</b>	<b>\$11,024,483</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$12,566,530</b>	<b>\$503,968</b>	<b>\$1,576,227</b>	<b>\$14,646,725</b>

# Niles Public Library District Income Statement-Consolidated

September 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$13,552	\$68,000	(\$54,448)	\$3,450,275	\$3,128,000	\$322,275	\$6,800,000	51%
Replacement Taxes		\$12,083	(\$12,083)	\$27,046	\$36,250	(\$9,204)	\$145,000	19%
Per Capita Grant							\$44,157	
Grants-Other		\$83	(\$83)		\$250	(\$250)	\$1,000	
Investment Income	\$6,565	\$5,000	\$1,565	\$30,565	\$15,000	\$15,565	\$60,000	51%
Fines	\$2,077	\$4,167	(\$2,090)	\$6,325	\$12,500	(\$6,175)	\$50,000	13%
Lost Books	\$1,205	\$625	\$580	\$2,317	\$1,875	\$442	\$7,500	31%
Pay For Print	\$5,805	\$1,667	\$4,139	\$6,446	\$5,000	\$1,446	\$20,000	32%
Non-Resident Fees	\$333		\$333	\$333		\$333		
Flash Drive & Ear Bud Sales	\$21		\$21	\$23		\$23		
Commissions & Fees	(\$14)		(\$14)	\$11		\$11		
Donations-Friends of the Library		\$117	(\$117)		\$350	(\$350)	\$1,400	
Donations				\$5		\$5		
Miscellaneous	\$102	\$113	(\$10)	\$244	\$338	(\$94)	\$1,350	18%
<b>Total Revenues</b>	<b>\$29,647</b>	<b>\$91,854</b>	<b>(\$62,207)</b>	<b>\$3,523,590</b>	<b>\$3,199,562</b>	<b>\$324,028</b>	<b>\$7,130,407</b>	<b>49%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$10,472	\$10,508	\$36	\$31,822	\$31,523	(\$299)	\$126,094	25%
Payroll-Department Managers	\$13,963	\$14,361	\$397	\$41,890	\$43,082	\$1,192	\$172,329	24%
Payroll-Division Supervisors	\$36,259	\$36,481	\$223	\$107,661	\$109,444	\$1,782	\$437,775	25%
Payroll-Librarian I	\$100,816	\$101,000	\$184	\$289,879	\$302,999	\$13,120	\$1,211,994	24%
Payroll-Library Grade V	\$63,628	\$59,874	(\$3,755)	\$156,359	\$179,621	\$23,262	\$718,482	22%
Payroll-Library Grade VI	\$30,089	\$25,476	(\$4,613)	\$63,428	\$76,428	\$13,000	\$305,712	21%
Payroll-Library Pages	\$11,841	\$10,240	(\$1,601)	\$22,605	\$30,719	\$8,113	\$122,874	18%
Payroll-Sundays	\$8,227	\$7,167	(\$1,061)	\$20,858	\$21,500	\$642	\$86,000	24%
Adjustments		\$833	\$833		\$2,500	\$2,500	\$10,000	
Substitutes	\$1,612	\$917	(\$695)	\$3,225	\$2,750	(\$475)	\$11,000	29%
<b>Total Salaries</b>	<b>\$276,907</b>	<b>\$266,855</b>	<b>(\$10,052)</b>	<b>\$737,728</b>	<b>\$800,565</b>	<b>\$62,837</b>	<b>\$3,202,260</b>	<b>23%</b>

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

September 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Library Materials</b>								
Books-Adult	\$10,881	\$14,458	\$3,577	\$44,718	\$43,375	(\$1,343)	\$173,500	26%
Books-Youth Services	\$5,889	\$6,250	\$361	\$16,664	\$18,750	\$2,086	\$75,000	22%
Books-Teen	\$1,385	\$1,250	(\$135)	\$3,479	\$3,750	\$271	\$15,000	23%
Downloadables	\$4,121	\$6,667	\$2,545	\$18,992	\$20,000	\$1,008	\$80,000	24%
Periodicals		\$3,000	\$3,000	\$3,506	\$9,000	\$5,494	\$36,000	10%
AV-Adult	\$17,122	\$10,083	(\$7,039)	\$49,501	\$30,250	(\$19,251)	\$121,000	41%
AV-Youth Services	\$785	\$3,500	\$2,715	\$5,861	\$10,500	\$4,639	\$42,000	14%
AV-Teen	\$1,204	\$1,000	(\$204)	\$2,248	\$3,000	\$752	\$12,000	19%
Online Databases	\$28,256	\$15,417	(\$12,839)	\$71,758	\$46,250	(\$25,508)	\$185,000	39%
<b>Total Library Materials</b>	<b>\$69,643</b>	<b>\$61,625</b>	<b>(\$8,018)</b>	<b>\$216,728</b>	<b>\$184,875</b>	<b>(\$31,853)</b>	<b>\$739,500</b>	<b>29%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$6,471	\$6,471	\$0	\$19,413	\$19,413	\$0	\$77,654	25%
Processing & Supplies	\$5,279	\$1,333	(\$3,945)	\$9,408	\$4,000	(\$5,408)	\$16,000	59%
Internet Charges	\$1,164	\$1,408	\$245	\$3,343	\$4,225	\$882	\$16,900	20%
Software, Licenses	\$1,833	\$6,759	\$4,926	\$4,919	\$20,278	\$15,359	\$81,113	6%
Printing	\$51	\$3,729	\$3,679	\$5,955	\$11,187	\$5,233	\$44,750	13%
Library Supplies	\$92	\$675	\$583	\$658	\$2,025	\$1,367	\$8,100	8%
Programming & Support-Adult	\$1,578	\$1,913	\$335	\$5,799	\$5,739	(\$60)	\$22,955	25%
Programming & Support-Juvenile	\$1,930	\$3,404	\$1,474	\$7,436	\$10,212	\$2,776	\$40,850	18%
Programming & Support-Events	\$818	\$492	(\$326)	\$856	\$1,475	\$619	\$5,900	15%
Programming & Support-Teen	\$181	\$608	\$427	\$1,548	\$1,825	\$277	\$7,300	21%
Public Performing Rights		\$117	\$117		\$350	\$350	\$1,400	
Computer Charges OCLC	\$927	\$927	\$0	\$2,781	\$2,781	\$0	\$11,126	25%
Miscellaneous	\$257	\$83	(\$173)	\$501	\$250	(\$251)	\$1,000	50%
Per Capita Grant Expenditures	\$227	\$3,680	\$3,453	\$3,051	\$11,039	\$7,988	\$44,157	7%
Grant - Other Expenditures		\$83	\$83		\$250	\$250	\$1,000	
Volunteers		\$125	\$125	\$324	\$375	\$51	\$1,500	22%
<b>Total Library Operating Expenditures</b>	<b>\$20,806</b>	<b>\$31,809</b>	<b>\$11,003</b>	<b>\$65,991</b>	<b>\$95,426</b>	<b>\$29,435</b>	<b>\$381,705</b>	<b>17%</b>

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

September 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>General and Administration</b>								
Janitorial Supplies	\$1,405	\$2,667	\$1,262	\$7,214	\$8,000	\$786	\$32,000	23%
Copiers	\$684	\$983	\$300	\$2,268	\$2,950	\$682	\$11,800	19%
Professional Development	\$2,204	\$2,368	\$164	\$3,934	\$7,104	\$3,170	\$28,415	14%
Mileage	\$295	\$213	(\$82)	\$691	\$638	(\$54)	\$2,550	27%
Professional Collection	\$144	\$83	(\$61)	\$144	\$250	\$106	\$1,000	14%
Legal Fees	\$1,150	\$2,083	\$933	\$7,197	\$6,250	(\$947)	\$25,000	29%
Consultants	\$230	\$5,417	\$5,187	\$318	\$16,250	\$15,932	\$65,000	0%
Kitchen Supplies	\$151	\$125	(\$26)	\$151	\$375	\$224	\$1,500	10%
Promotional Expense	\$155	\$1,913	\$1,758	\$3,147	\$5,738	\$2,590	\$22,950	14%
Office Supplies	\$582	\$2,083	\$1,501	\$5,035	\$6,250	\$1,215	\$25,000	20%
Postage & Freight	\$100	\$1,500	\$1,400	\$3,835	\$4,500	\$665	\$18,000	21%
Publication of Notices-Advertisements	\$470	\$100	(\$370)	\$941	\$300	(\$641)	\$1,200	78%
Subscriptions & Dues	(\$115)	\$990	\$1,105	\$2,577	\$2,971	\$394	\$11,885	22%
Collection Services	\$91	\$83	(\$8)	\$19	\$250	\$231	\$1,000	2%
Telephone	\$1,336	\$1,083	(\$253)	\$4,003	\$3,250	(\$753)	\$13,000	31%
Trustee Expense		\$333	\$333		\$1,000	\$1,000	\$4,000	
Payroll Service	\$1,203	\$1,250	\$47	\$3,546	\$3,750	\$204	\$15,000	24%
Bank Fees	\$113	\$275	\$162	\$376	\$825	\$449	\$3,300	11%
Parking Lease	\$881	\$881		\$2,643	\$2,643		\$10,572	25%
<b>Total General and Administration</b>	<b>\$11,079</b>	<b>\$24,431</b>	<b>\$13,351</b>	<b>\$48,039</b>	<b>\$73,293</b>	<b>\$25,253</b>	<b>\$293,172</b>	<b>16%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$75	\$83	\$9	\$195	\$250	\$55	\$1,000	20%
Repairs & Maintenance		\$150	\$150	\$65	\$450	\$385	\$1,800	4%
Miscellaneous		\$8	\$8		\$25	\$25	\$100	
Auto Insurance					\$1,435	\$1,435	\$1,435	
<b>Total Vehicle Operation</b>	<b>\$75</b>	<b>\$242</b>	<b>\$167</b>	<b>\$260</b>	<b>\$2,160</b>	<b>\$1,900</b>	<b>\$4,335</b>	<b>6%</b>

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

September 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$19,700	\$20,833	\$1,133	\$53,195	\$62,500	\$9,305	\$250,000	21%
Group Health	\$37,308	\$43,347	\$6,039	\$127,333	\$130,040	\$2,707	\$520,158	24%
Health Reimbursement Account	\$5,891	\$5,500	(\$391)	\$12,925	\$16,500	\$3,575	\$66,000	20%
Dental	\$1,164	\$1,667	\$503	\$4,305	\$5,000	\$695	\$20,000	22%
Vision	\$542	\$583	\$41	\$1,651	\$1,750	\$99	\$7,000	24%
FSA fee	\$60	\$100	\$40	\$180	\$300	\$120	\$1,200	15%
Life, LTD, AD&D, STD	\$1,548	\$1,500	(\$48)	\$4,686	\$4,500	(\$186)	\$18,000	26%
<b>Total Employee Fringe Benefits</b>	<b>\$66,213</b>	<b>\$73,530</b>	<b>\$7,317</b>	<b>\$204,273</b>	<b>\$220,589</b>	<b>\$16,316</b>	<b>\$882,358</b>	<b>23%</b>
<b>Utilities</b>								
Gas	\$220	\$1,250	\$1,030	\$700	\$3,750	\$3,050	\$15,000	5%
Electric	\$9,650	\$8,333	(\$1,317)	\$27,233	\$25,000	(\$2,233)	\$100,000	27%
Water	\$865	\$667	(\$198)	\$2,804	\$2,000	(\$804)	\$8,000	35%
<b>Total Utilities</b>	<b>\$10,735</b>	<b>\$10,250</b>	<b>(\$485)</b>	<b>\$30,737</b>	<b>\$30,750</b>	<b>\$13</b>	<b>\$123,000</b>	<b>25%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building		\$8,550	\$8,550	\$14,916	\$25,650	\$10,734	\$102,600	15%
Special Reserve - Equipment		\$12,333	\$12,333	\$8,439	\$37,000	\$28,561	\$148,000	6%
<b>Total Capital Expenditures</b>	<b>\$0</b>	<b>\$20,883</b>	<b>\$20,883</b>	<b>\$23,355</b>	<b>\$62,650</b>	<b>\$39,295</b>	<b>\$250,600</b>	<b>9%</b>
<b>Audit</b>								
Audit Expense	\$6,700		(\$6,700)	\$8,700		(\$8,700)	\$15,000	58%
<b>Total Audit Expenditures</b>	<b>\$6,700</b>	<b>\$0</b>	<b>(\$6,700)</b>	<b>\$8,700</b>	<b>\$0</b>	<b>(\$8,700)</b>	<b>\$15,000</b>	<b>58%</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**

September 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Social Security</b>								
Social Security	\$19,716	\$20,631	\$915	\$58,477	\$61,893	\$3,416	\$247,573	24%
<b>Total Social Security Expenditures</b>	<b>\$19,716</b>	<b>\$20,631</b>	<b>\$915</b>	<b>\$58,477</b>	<b>\$61,893</b>	<b>\$3,416</b>	<b>\$247,573</b>	<b>24%</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	\$718	\$1,458	\$740	\$2,335	\$4,375	\$2,040	\$17,500	13%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$718</b>	<b>\$1,458</b>	<b>\$740</b>	<b>\$2,335</b>	<b>\$4,375</b>	<b>\$2,040</b>	<b>\$17,500</b>	<b>13%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$5,982	\$3,833	(\$2,149)	\$24,006	\$11,500	(\$12,506)	\$46,000	52%
Contractual Maintenance	\$2,221	\$3,333	\$1,113	\$6,879	\$10,000	\$3,121	\$40,000	17%
Non-Contractual Maintenance	\$3,014	\$1,250	(\$1,764)	\$8,666	\$3,750	(\$4,916)	\$15,000	58%
Equipment Maintenance	\$12	\$5,250	\$5,238	\$2,222	\$15,750	\$13,528	\$63,000	4%
Non Capital Expenses		\$833	\$833	\$2,994	\$2,500	(\$494)	\$10,000	30%
Furniture & Fixtures	\$1,789	\$5,071	\$3,282	\$6,171	\$15,212	\$9,041	\$60,850	10%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$13,018</b>	<b>\$19,571</b>	<b>\$6,553</b>	<b>\$50,937</b>	<b>\$58,712</b>	<b>\$7,775</b>	<b>\$234,850</b>	<b>22%</b>
<b>Total Expenditures</b>	<b>\$495,609</b>	<b>\$531,285</b>	<b>\$35,676</b>	<b>\$1,448,160</b>	<b>\$1,646,617</b>	<b>\$198,457</b>	<b>\$6,443,181</b>	<b>22%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$465,962)</b>	<b>(\$439,430)</b>	<b>(\$26,531)</b>	<b>\$2,075,431</b>	<b>\$1,552,946</b>	<b>\$522,485</b>	<b>\$687,226</b>	<b>302%</b>

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74102	Accounts Payable	Computer Check	10/19/2016	AFLAC	\$0.00	\$339.04	(\$339.04)	10/31/2016	Outstanding
74103	Accounts Payable	Computer Check	10/19/2016	ALLIANCE ENTERTAINMENT	\$0.00	\$478.19	(\$817.23)	10/31/2016	Outstanding
74104	Accounts Payable	Computer Check	10/19/2016	SYNCB/ AMAZON	\$0.00	\$965.48	(\$1,782.71)	10/31/2016	Outstanding
74105	Accounts Payable	Computer Check	10/19/2016	ANDERSON LOCK	\$0.00	\$771.80	(\$2,554.51)	10/31/2016	Outstanding
74106	Accounts Payable	Computer Check	10/19/2016	APPLE BOOKS	\$0.00	\$255.50	(\$2,810.01)	10/31/2016	Outstanding
74107	Accounts Payable	Computer Check	10/19/2016	ASSA ABLOY ENTRANCE SYSTEM	\$0.00	\$55.10	(\$2,865.11)	10/31/2016	Outstanding
74108	Accounts Payable	Computer Check	10/19/2016	AT&T	\$0.00	\$43.47	(\$2,908.58)	10/31/2016	Outstanding
74109	Accounts Payable	Computer Check	10/19/2016	AT&T	\$0.00	\$427.59	(\$3,336.17)	10/31/2016	Outstanding
74110	Accounts Payable	Computer Check	10/19/2016	AUTOMATIC BUILDING CONTRO	\$0.00	\$290.00	(\$3,626.17)	10/31/2016	Outstanding
74111	Accounts Payable	Computer Check	10/19/2016	AVCAFE	\$0.00	\$29.39	(\$3,655.56)	10/31/2016	Outstanding
74112	Accounts Payable	Computer Check	10/19/2016	BAKER & TAYLOR	\$0.00	\$86.42	(\$3,741.98)	10/31/2016	Outstanding
74113	Accounts Payable	Computer Check	10/19/2016	BIBLIOTHECA, LLC	\$0.00	\$3,112.00	(\$6,853.98)	10/31/2016	Outstanding
74114	Accounts Payable	Computer Check	10/19/2016	ADRIAN BRIGHAM	\$0.00	\$150.00	(\$7,003.98)	10/31/2016	Outstanding
74115	Accounts Payable	Computer Check	10/19/2016	CALL ONE	\$0.00	\$1,183.95	(\$8,187.93)	10/31/2016	Outstanding
74116	Accounts Payable	Computer Check	10/19/2016	ARIANNE CAREY	\$0.00	\$295.00	(\$8,482.93)	10/31/2016	Outstanding
74117	Accounts Payable	Computer Check	10/19/2016	CAVENDISH SQUARE	\$0.00	\$253.60	(\$8,736.53)	10/31/2016	Outstanding
74118	Accounts Payable	Computer Check	10/19/2016	CENGAGE LEARNING, INC.	\$0.00	\$4,153.78	(\$12,890.31)	10/31/2016	Outstanding
74119	Accounts Payable	Computer Check	10/19/2016	CHICAGO TRIBUNE	\$0.00	\$470.40	(\$13,360.71)	10/31/2016	Outstanding
74120	Accounts Payable	Computer Check	10/19/2016	CHRIS' LANDSCAPE, INC.	\$0.00	\$450.00	(\$13,810.71)	10/31/2016	Outstanding
74121	Accounts Payable	Computer Check	10/19/2016	CHRIS CHRISTMAS	\$0.00	\$440.00	(\$14,250.71)	10/31/2016	Outstanding
74122	Accounts Payable	Computer Check	10/19/2016	CINTAS CORPORATION LOC. 769	\$0.00	\$512.00	(\$14,762.71)	10/31/2016	Outstanding
74123	Accounts Payable	Computer Check	10/19/2016	VALERIE CLARK	\$0.00	\$39.39	(\$14,802.10)	10/31/2016	Outstanding
74124	Accounts Payable	Computer Check	10/19/2016	COMED	\$0.00	\$9,649.93	(\$24,452.03)	10/31/2016	Outstanding
74125	Accounts Payable	Computer Check	10/19/2016	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$24,952.03)	10/31/2016	Outstanding
74126	Accounts Payable	Computer Check	10/19/2016	COMPUTYPE, INC.	\$0.00	\$713.31	(\$25,665.34)	10/31/2016	Outstanding
74127	Accounts Payable	Computer Check	10/19/2016	COOPERATIVE COMPUTER SERV	\$0.00	\$7,398.00	(\$33,063.34)	10/31/2016	Outstanding
74128	Accounts Payable	Computer Check	10/19/2016	COVERALL NORTH AMERICA, IN	\$0.00	\$2,800.00	(\$35,863.34)	10/31/2016	Outstanding
74129	Accounts Payable	Computer Check	10/19/2016	CECILIA CYGNAR	\$0.00	\$14.27	(\$35,877.61)	10/31/2016	Outstanding
74130	Accounts Payable	Computer Check	10/19/2016	DEMCO, INC.	\$0.00	\$2,329.43	(\$38,207.04)	10/31/2016	Outstanding
74131	Accounts Payable	Computer Check	10/19/2016	EASYPERMIT POSTAGE	\$0.00	\$100.00	(\$38,307.04)	10/31/2016	Outstanding
74132	Accounts Payable	Computer Check	10/19/2016	EBSCO INFORMATION SERVICES	\$0.00	\$144.00	(\$38,451.04)	10/31/2016	Outstanding
74133	Accounts Payable	Computer Check	10/19/2016	FIFTH THIRD BANK	\$0.00	\$150.00	(\$38,601.04)	10/31/2016	Outstanding
74134	Accounts Payable	Computer Check	10/19/2016	FIFTH THIRD BANK	\$0.00	\$2,224.10	(\$40,825.14)	10/31/2016	Outstanding
74135	Accounts Payable	Computer Check	10/19/2016	FINDAWAY WORLD, LLC	\$0.00	\$258.69	(\$41,083.83)	10/31/2016	Outstanding
74136	Accounts Payable	Computer Check	10/19/2016	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$150.00	(\$41,233.83)	10/31/2016	Outstanding
74137	Accounts Payable	Computer Check	10/19/2016	FLEXSOURCE, LLC	\$0.00	\$368.00	(\$41,601.83)	10/31/2016	Outstanding
74138	Accounts Payable	Computer Check	10/19/2016	DOROTHEA FRISBIE	\$0.00	\$23.36	(\$41,625.19)	10/31/2016	Outstanding
74139	Accounts Payable	Computer Check	10/19/2016	FUNNY VALENTINE PRESS	\$0.00	\$200.00	(\$41,825.19)	10/31/2016	Outstanding
74140	Accounts Payable	Computer Check	10/19/2016	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,612.07	(\$43,437.26)	10/31/2016	Outstanding

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
74141	Accounts Payable	Computer Check	10/19/2016	GLOBAL EQUIPMENT COMPANY	\$0.00	\$1,535.30	(\$44,972.56)	10/31/2016	Outstanding
74142	Accounts Payable	Computer Check	10/19/2016	DEBORAH GRAHAM	\$0.00	\$9.48	(\$44,982.04)	10/31/2016	Outstanding
74143	Accounts Payable	Computer Check	10/19/2016	GRAINGER	\$0.00	\$320.44	(\$45,302.48)	10/31/2016	Outstanding
74144	Accounts Payable	Computer Check	10/19/2016	GROOT INDUSTRIES, INC.	\$0.00	\$213.63	(\$45,516.11)	10/31/2016	Outstanding
74145	Accounts Payable	Computer Check	10/19/2016	HAINES & COMPANY, INC.	\$0.00	\$415.50	(\$45,931.61)	10/31/2016	Outstanding
74146	Accounts Payable	Computer Check	10/19/2016	HALL PASS	\$0.00	\$12.00	(\$45,943.61)	10/31/2016	Outstanding
74147	Accounts Payable	Computer Check	10/19/2016	HEALTHCARE SERVICE CORPOR	\$0.00	\$45,359.97	(\$91,303.58)	10/31/2016	Outstanding
74148	Accounts Payable	Computer Check	10/19/2016	HOMEWOODPUBLIC LIBRARY	\$0.00	\$62.00	(\$91,365.58)	10/31/2016	Outstanding
74149	Accounts Payable	Computer Check	10/19/2016	INGRAM LIBRARY SERVICES	\$0.00	\$15,013.89	(\$106,379.47)	10/31/2016	Outstanding
74150	Accounts Payable	Computer Check	10/19/2016	IRON MOUNTAIN	\$0.00	\$256.61	(\$106,636.08)	10/31/2016	Outstanding
74151	Accounts Payable	Computer Check	10/19/2016	JAMIE KING	\$0.00	\$11.75	(\$106,647.83)	10/31/2016	Outstanding
74152	Accounts Payable	Computer Check	10/19/2016	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$1,138.00	(\$107,785.83)	10/31/2016	Outstanding
74153	Accounts Payable	Computer Check	10/19/2016	ALAN KOH	\$0.00	\$11.95	(\$107,797.78)	10/31/2016	Outstanding
74154	Accounts Payable	Computer Check	10/19/2016	KONE INC.	\$0.00	\$246.66	(\$108,044.44)	10/31/2016	Outstanding
74155	Accounts Payable	Computer Check	10/19/2016	KONICA MINOLTA BUSINESS SO	\$0.00	\$683.74	(\$108,728.18)	10/31/2016	Outstanding
74156	Accounts Payable	Computer Check	10/19/2016	KOREAN BOOKS	\$0.00	\$542.73	(\$109,270.91)	10/31/2016	Outstanding
74157	Accounts Payable	Computer Check	10/19/2016	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$109,420.91)	10/31/2016	Outstanding
74158	Accounts Payable	Computer Check	10/19/2016	LEGACY GIRLS	\$0.00	\$650.00	(\$110,070.91)	10/31/2016	Outstanding
74159	Accounts Payable	Computer Check	10/19/2016	EDYTA LEGIEC	\$0.00	\$350.00	(\$110,420.91)	10/31/2016	Outstanding
74160	Accounts Payable	Computer Check	10/19/2016	CATHERINE LEVINSON	\$0.00	\$277.63	(\$110,698.54)	10/31/2016	Outstanding
74161	Accounts Payable	Computer Check	10/19/2016	LINDA M. SMITH, LTD.	\$0.00	\$450.00	(\$111,148.54)	10/31/2016	Outstanding
74162	Accounts Payable	Computer Check	10/19/2016	VICTORIA LUZ	\$0.00	\$124.99	(\$111,273.53)	10/31/2016	Outstanding
74163	Accounts Payable	Computer Check	10/19/2016	HELGI MARROQUIN-GARCIA	\$0.00	\$150.00	(\$111,423.53)	10/31/2016	Outstanding
74164	Accounts Payable	Computer Check	10/19/2016	BARBARA MCBLAIN	\$0.00	\$6.95	(\$111,430.48)	10/31/2016	Outstanding
74165	Accounts Payable	Computer Check	10/19/2016	MCCLURE INSERRA & COMPANY	\$0.00	\$6,700.00	(\$118,130.48)	10/31/2016	Outstanding
74166	Accounts Payable	Computer Check	10/19/2016	MENARDS	\$0.00	\$466.32	(\$118,596.80)	10/31/2016	Outstanding
74167	Accounts Payable	Computer Check	10/19/2016	MICROSYSTEMS, INC.	\$0.00	\$405.22	(\$119,002.02)	10/31/2016	Outstanding
74168	Accounts Payable	Computer Check	10/19/2016	MIDWEST TAPE	\$0.00	\$16,905.45	(\$135,907.47)	10/31/2016	Outstanding
74169	Accounts Payable	Computer Check	10/19/2016	MARY MILLER	\$0.00	\$44.10	(\$135,951.57)	10/31/2016	Outstanding
74170	Accounts Payable	Computer Check	10/19/2016	MORE THAN SCORES THAN TES	\$0.00	\$50.00	(\$136,001.57)	10/31/2016	Outstanding
74171	Accounts Payable	Computer Check	10/19/2016	MULTICULTURAL BOOKS & VID	\$0.00	\$678.25	(\$136,679.82)	10/31/2016	Outstanding
74172	Accounts Payable	Computer Check	10/19/2016	SARAH MUSKIVITCH	\$0.00	\$193.28	(\$136,873.10)	10/31/2016	Outstanding
74173	Accounts Payable	Computer Check	10/19/2016	NICOR GAS	\$0.00	\$220.16	(\$137,093.26)	10/31/2016	Outstanding
74174	Accounts Payable	Computer Check	10/19/2016	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$137,974.26)	10/31/2016	Outstanding
74175	Accounts Payable	Computer Check	10/19/2016	OAK BROOK MECHANICAL SERV	\$0.00	\$6,418.00	(\$144,392.26)	10/31/2016	Outstanding
74176	Accounts Payable	Computer Check	10/19/2016	OMNIGRAPHICS, INC.	\$0.00	\$81.85	(\$144,474.11)	10/31/2016	Outstanding
74177	Accounts Payable	Computer Check	10/19/2016	ORIENTAL TRADING COMPANY, I	\$0.00	\$162.94	(\$144,637.05)	10/31/2016	Outstanding
74178	Accounts Payable	Computer Check	10/19/2016	BARBARA OTTOLINO	\$0.00	\$200.00	(\$144,837.05)	10/31/2016	Outstanding
74179	Accounts Payable	Computer Check	10/19/2016	OVERDRIVE, INC.	\$0.00	\$4,121.33	(\$148,958.38)	10/31/2016	Outstanding

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
74180	Accounts Payable	Computer Check	10/19/2016	PENGUIN RANDOM HOUSE LLC	\$0.00	\$127.50	(\$149,085.88)	10/31/2016	Outstanding
74181	Accounts Payable	Computer Check	10/19/2016	PLIC - SBD GRAND ISLAND	\$0.00	\$1,547.78	(\$150,633.66)	10/31/2016	Outstanding
74182	Accounts Payable	Computer Check	10/19/2016	POLONIA BOOKSTORE, INC.	\$0.00	\$674.46	(\$151,308.12)	10/31/2016	Outstanding
74183	Accounts Payable	Computer Check	10/19/2016	PROQUEST LLC	\$0.00	\$25,060.00	(\$176,368.12)	10/31/2016	Outstanding
74184	Accounts Payable	Computer Check	10/19/2016	CYNTHIA RADEMACHER	\$0.00	\$514.66	(\$176,882.78)	10/31/2016	Outstanding
74185	Accounts Payable	Computer Check	10/19/2016	RAINBOW AAT	\$0.00	\$160.00	(\$177,042.78)	10/31/2016	Outstanding
74186	Accounts Payable	Computer Check	10/19/2016	JANET RIEHECKY	\$0.00	\$300.00	(\$177,342.78)	10/31/2016	Outstanding
74187	Accounts Payable	Computer Check	10/19/2016	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$177,892.78)	10/31/2016	Outstanding
74188	Accounts Payable	Computer Check	10/19/2016	RUTH SCHUSTER	\$0.00	\$7.40	(\$177,900.18)	10/31/2016	Outstanding
74189	Accounts Payable	Computer Check	10/19/2016	CLARA SHEFFER	\$0.00	\$25.25	(\$177,925.43)	10/31/2016	Outstanding
74190	Accounts Payable	Computer Check	10/19/2016	SHELL	\$0.00	\$74.55	(\$177,999.98)	10/31/2016	Outstanding
74191	Accounts Payable	Computer Check	10/19/2016	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$178,113.98)	10/31/2016	Outstanding
74192	Accounts Payable	Computer Check	10/19/2016	SPOTLIGHT INC.	\$0.00	\$195.00	(\$178,308.98)	10/31/2016	Outstanding
74193	Accounts Payable	Computer Check	10/19/2016	SUPERIOR COPIES INC.	\$0.00	\$50.53	(\$178,359.51)	10/31/2016	Outstanding
74194	Accounts Payable	Computer Check	10/19/2016	SHELLEY SUTHERLAND	\$0.00	\$104.47	(\$178,463.98)	10/31/2016	Outstanding
74195	Accounts Payable	Computer Check	10/19/2016	ADRIENNE SZULCZYNSKI	\$0.00	\$37.52	(\$178,501.50)	10/31/2016	Outstanding
74196	Accounts Payable	Computer Check	10/19/2016	THE SCRIBBLEBOOKS COMPANY	\$0.00	\$450.00	(\$178,951.50)	10/31/2016	Outstanding
74197	Accounts Payable	Computer Check	10/19/2016	DANIEL TOY	\$0.00	\$30.00	(\$178,981.50)	10/31/2016	Outstanding
74198	Accounts Payable	Computer Check	10/19/2016	GRETA ULRICH	\$0.00	\$19.87	(\$179,001.37)	10/31/2016	Outstanding
74199	Accounts Payable	Computer Check	10/19/2016	UNIQUE MANAGEMENT SERVICE	\$0.00	\$139.30	(\$179,140.67)	10/31/2016	Outstanding
74200	Accounts Payable	Computer Check	10/19/2016	SASHA VASILIC	\$0.00	\$4.00	(\$179,144.67)	10/31/2016	Outstanding
74201	Accounts Payable	Computer Check	10/19/2016	VERIZON WIRELESS	\$0.00	\$108.78	(\$179,253.45)	10/31/2016	Outstanding
74202	Accounts Payable	Computer Check	10/19/2016	VERNON AREA PUBLIC LIBRARY D	\$0.00	\$320.00	(\$179,573.45)	10/31/2016	Outstanding
74203	Accounts Payable	Computer Check	10/19/2016	VILLAGE OF NILES	\$0.00	\$864.78	(\$180,438.23)	10/31/2016	Outstanding
74204	Accounts Payable	Computer Check	10/19/2016	VISA	\$0.00	\$4,139.12	(\$184,577.35)	10/31/2016	Outstanding
74205	Accounts Payable	Computer Check	10/19/2016	VISION SERVICE PLAN OF ILLINO	\$0.00	\$634.54	(\$185,211.89)	10/31/2016	Outstanding
74206	Accounts Payable	Computer Check	10/19/2016	WESTERN IRRIGATION, INC.	\$0.00	\$1,237.50	(\$186,449.39)	10/31/2016	Outstanding
74207	Accounts Payable	Computer Check	10/19/2016	SUZANNE WULF	\$0.00	\$72.59	(\$186,521.98)	10/31/2016	Outstanding

**Summary by Transaction Type**

<b>Total Deposits</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	<b>(\$186,521.98)</b>
<b>Total Payments:</b>	<b>(\$186,521.98)</b>
<b>Total Change in Register Balance:</b>	<b>(\$186,521.98)</b>

## Niles Public Library District Bank Register Report - Imprest

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Post Date</u>	<u>Status</u>
2955	Accounts Payable	Manual Check	9/19/2016	HELGI MARROQUIN-GARCIA	\$0.00	\$150.00	(\$150.00)	9/30/2016	Outstanding

**Summary by Transaction Type**

<b>Total Deposits</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	(\$150.00)
<b>Total Payments:</b>	<b>(\$150.00)</b>
<b>Total Change in Register Balance:</b>	<b>(\$150.00)</b>

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



**Trustee Spadoni and Youth Services Supervisor Arianne at the Niles Block Party, posing with the new van**

**August/September activity**

The Strategic Planning team has been working on getting ready for two days of focus groups and public forums November 9-10. Assistant Director Cyndi Rademacher has been working with a product we have that combines library card information with the Experian database, so that using information we have from KBA on the biggest population segments in the district we can find actual addresses that fall into those groups. This will be useful for sending invitations to the focus groups and links to the online survey.

In mid-September, I attended a workshop on parliamentary procedures with Tim Spadoni titled “Robert’s Rules and Board Governance: Keys to Being a Better Library Trustee” led by Parliamentarian Nancy Sylvester. I will pass out the hand-out, which does things like define the role of the Board, names the governing documents, defines “fiduciary responsibilities,” has a diagram showing how the Board and staff relate to each other, and then detailed information on parliamentary issues on making motions. Two interesting points there were that whoever makes a motion cannot speak against it (though they can vote against it), and if a motion comes from committee, it doesn’t require a second. She talked in person about minutes, and said that they should be a record of the Board’s actions, not their discussions. The group was made up of trustees and directors, and the comments and questions made it a particularly valuable way to spend a Saturday morning.

**Programs**

*From Arianne:* Our Second Sunday family program series is a reliable source of family fun. This month we brought in Mr. Freeze, a representative from the Fermilab Education Office. The program highlighted the fascinating field of super-cooling. Patrons were treated to an educational afternoon of cool science fun!

Kids in grades 3-8 were invited to learn how to draw Harry Potter characters. The new book, *Harry Potter and the Cursed Child*, has renewed interest in the series, and we’ve picked up pencil and paper to celebrate. A full crowd attended the Draw Harry Potter program. We are fortunate to have several staff members on board who like to draw and share this passion with our patrons.

Students in grades 6-12 were invited to create a testing season roadmap. Parents were encouraged to attend as well to learn about registration dates, study techniques, useful resources, and laying down a useful plan to help prepare for a successful experience. This is the first in a 3-part series.

This month teens were invited to engineer marble runs and build catapults. They used recycled materials and could work as a team, or as an individual. Prizes were awarded for creativity and engineering ingenuity.

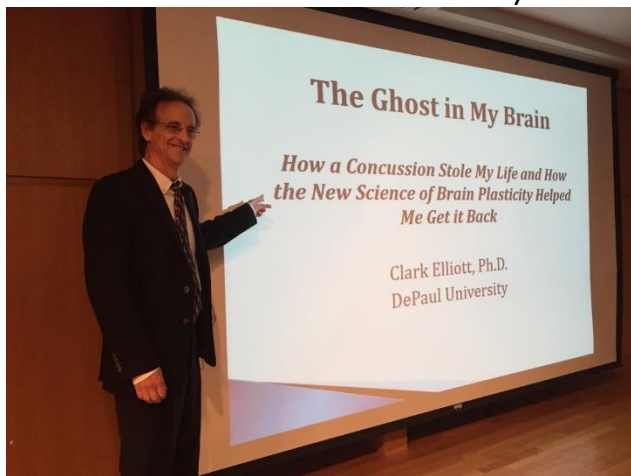
*From Dodie:* **The Oakton ESL classes** continue to draw large crowds. There were 403 attendees who attended the 8 sessions offered.

**The Senior Coffee Hour** – covered an unusual topic this month – Cemetery Art Symbolism. Our presenter talked about the hidden symbolism of headstone art and how it explains the history of the dearly departed and laid to rest with a primary focus on the Victorian Era.

**Hamilton: The Man, the Myth, The Musical:** This after hours event was a timely presentation with all the hype around the Hamilton musical that has come to town. The room was packed (83 strong) to hear Barry Bradford give his unique multimedia look at the true story of Alexander Hamilton. In addition there was a surprise concert of Hamilton songs sung by three lovely singers. The audience was enthralled!

**Polish Programming** – Krystyna had another session of the very popular Around the World in 80 Minutes Travelog. She also had her Polish book discussion.

**We had two author talks this month:** One was by local author Dr. Joseph Gustaitis who talked about his book *Chicago Transformed: World War I and the Windy City*. The second talk was by Dr. Elliott Clark – a professor of Artificial Intelligence at De Paul University who related the dramatic story of his recovery from a severe concussion when his car was rear-ended not too far from the library.



## **Creative Studio**

*From Suzy:* We jumped right in with our fall programming and our Laser Cutting project classes continue to be very popular with the community. Bernadetta's Polish technology class series is gaining traction and we are hoping to build an audience for it.

Mike Gershbein gave an excellent presentation on home automation that was well attended.

## **Staff changes**

A full-timer (Arthur Varilla) left Maintenance/Security, so Dave has now rearranged his staff and their hours, and added a part timer, Raman Betgavriel, as Maintenance/Security Assistant. Suzy hired two part timers, Matthew Yoon and Ethan Hoegler as Digital Services Assistants. Athena has hired Maryann Bandemer as Patron Services Page, and Janice Lewandowski as Patron Services Clerk. Welcome to our new staff members!

## **Community engagement**

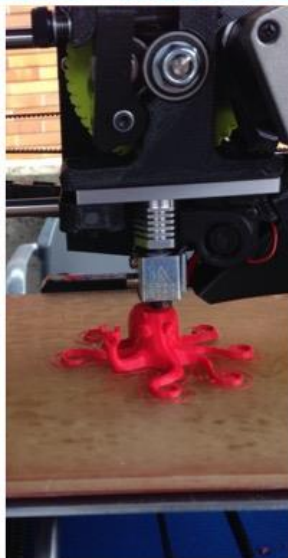
*From Arianne:* Staff member Debbie Graham has been attending the planning sessions for Coming Together in Skokie (CTIS), a multi-agency endeavor spearheaded by the Skokie Public Library that celebrates a given culture. This year they are focusing on China. We peruse the program offerings assembled by this planning committee and incorporate number of them into our January, February, and March calendars. The programs are then advertised in CTIS materials and area patrons can attend area free programs celebrating this fascinating culture.

## Community Engagement cont.

### *Niles First Annual Block Party*

Headed up by KidSpace supervisor Arianne Carey, staff from KidSpace, Adult Services, Digital Services and our teen volunteers all participated in the first Niles Block Party. Despite a rainy start and a performer who canceled at the last minute, we ended up with around 175 people making it to our side of the street. There was bingo for seniors, Plinko for all ages, and a big highlight was Bernadetta's aquarium filled with objects from the 3D printer, which gave patrons a chance to see the printer in action and take away a 3D printed object.

A special shout-out goes to KidSpace Librarian Paul Foxworth for attending many planning meetings with the Village.



## Marketing the Library

*From Sasha:* Emily and I attended the annual Fire Safety Event at The Home Depot on Dempster in early October. It was a great opportunity for us to showcase Library services and programs to our patrons who live closer to the north end of the District. We interacted with more than 30 people who only spoke positive words about their local library. We were fortunate enough to meet the Store Manager who is interested in collaborating with the Library in the future.

We partnered with the Rotary Club of Wilmette to collect preschool through high school books for needy Chicago schools. The book drive is similar to our successful partnership with Niles Township over the summer. Books can be dropped off in a donation bin in the Library's Vestibule through Tuesday, November 15.

We've received great coverage for the Kid Library President for a Day contest in the local newspapers as well as online in Library Journal. We've also been approached by the American Library Association to create a program model based on the contest for other libraries to use. In case you didn't read about the contest in last month's board packet, it's a unique opportunity for a student in grades K-8 to hold the (pretend) top government position at the Library. Applicants

must let us know in 5-10 sentences why they should be Kid Library President for a Day. The winner will be recognized at the November board meeting, receive a Key to the Library, and much more.

### E-Resources

When I attended PLA, I saw a demonstration of the Ebsco Discovery Service. Darlene and Suzy had already looked at it, and we decided to give it a try. Working with Marketing and with IT, we have it on our website now, and the staff have been experimenting with it. What it does is take a search term that the patron enters into the box, and looks through most of our databases for articles and entries on the subject. We think this will help patrons with our databases--which are a goldmine of information—making them much easier to find and use. Perhaps even Board members are not aware that you can look up a subject and get full PDFs of magazine articles right on your screen.



*From Suzy:* Database use for the school year was off to a good start with patrons using our homework help database Brainfuse 1590 times in September.

### Building and technology notes

The replacement project for our sadly out-of-date computers for patrons and staff is almost complete. Kudos to IT Services for their diligence in not only getting the new computers installed but continuing to trouble-shoot the way the new software interacts with the many other products we use in different areas of the Library as they roll the new hardware out. Their work is never quite finished but they do it all with a positive attitude that we all appreciate.

### Tech Services project

Victoria and her staff have been visiting other libraries and analyzing their processes to see what can be made more efficient. With the assistance of Diane Winberg, we now have data entered on a full month's worth of materials processing, which will help in the analysis. Victoria and Lead Cataloger Jamie King have also been working on a revised system of classifying our Adult and Teen CD collections, as they find the current system to be inconsistent and confusing. This will be a big project that will take some time to complete.

## Committees

The Sunshine Committee is sponsoring a staff Halloween door-decorating contest, and encouraging staff to wear costumes on Halloween.

Art & Display Committee is busy lining up new artists and ideas for displays for the coming months. Working with Annette in Marketing, we have completed book marks for the general public and a PDF for schools to promote the use of the Franklin Gallery.

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

#### October

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

#### November

11/9-11/10—Strategic Planning sessions

11/12—Maker Fest at the Niles Library

11/14--Friends of the Library Meeting

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

#### December

12/12—First day to file trustee election petitions

12/12—Friends of the Library Meeting

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

12/19—Last day to file trustee election petitions

#### January

1/9—Friends of the Library Meeting

1/18—Regular Meeting of the Board of Trustees

#### February

2/13—Friends of the Library Meeting

2/15—Regular Meeting of the Board of Trustees

#### March

3/13—Friends of the Library Meeting

3/22—Regular Meeting of the Board of Trustees

#### April

4/4—Consolidated Election including two library trustees

## Monthly Statistical Report --September 2016

PATRONS						
	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	349	383	-8.88%			
Total District Cardholders	25,438	25,424	0.06%			
Patron Visits	29,290	29,506	-0.73%			
Unique Library Cards Used	4,758	4,864	-2.18%			
LOAN OF LIBRARY MATERIALS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	43,419	37,731	15.08%	138,503	121,601	13.90%
Teens	2,950	2,919	1.06%	12,167	10,679	13.93%
Juvenile	39,493	35,235	12.08%	131,290	117,188	12.03%
Digital	1,564	1,169	33.79%	6,158	2,973	107.13%
Equipment	96	9	966.67%	287	9	3088.89%
<b>TOTAL Loan of Library Materials</b>	<b>87,522</b>	<b>77,054</b>	<b>13.59%</b>	<b>288,118</b>	<b>252,441</b>	<b>14.13%</b>
LOAN OF MATERIAL BY TYPE						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Adult</b>						
Print	19,953	18,042	10.59%	64,230	57,760	11.20%
Periodical	1,241	667	86.06%	3,557	2,462	44.48%
Audio	4,403	4,765	-7.60%	13,918	14,271	-2.47%
DVD	17,822	14,257	25.01%	56,798	47,108	20.57%
<b>TOTAL Adult Loans</b>	<b>43,419</b>	<b>37,731</b>	<b>15.08%</b>	<b>138,503</b>	<b>121,601</b>	<b>13.90%</b>
<b>Teens</b>						
Print	2,254	2,209	2.04%	9,312	7,986	16.60%
Periodical	16	3	433.33%	52	43	20.93%
Audio	375	470	-20.21%	1,699	1,673	1.55%
DVD	305	237	28.69%	1,104	977	13.00%
<b>TOTAL Teen Loans</b>	<b>2,950</b>	<b>2,919</b>	<b>1.06%</b>	<b>12,167</b>	<b>10,679</b>	<b>13.93%</b>
<b>Juvenile</b>						
Print	30,005	25,522	17.57%	95,970	81,542	17.69%
Periodical	222	86	158.14%	872	340	156.47%
Audio	2,067	2,321	-10.94%	8,836	8,348	5.85%
DVD	7,199	7,306	-1.46%	25,612	26,958	-4.99%
<b>TOTAL Juvenile Loans</b>	<b>39,493</b>	<b>35,235</b>	<b>12.08%</b>	<b>131,290</b>	<b>117,188</b>	<b>12.03%</b>
<b>Equipment Loan</b>	<b>96</b>	<b>9</b>	<b>17277.78%</b>	<b>287</b>	<b>9</b>	<b>3088.89%</b>
<b>Digital Loan (ebooks, audiobooks)</b>	<b>1,564</b>	<b>1,169</b>	<b>33.79%</b>	<b>6,158</b>	<b>2,973</b>	<b>107.13%</b>
[Note: Prior year streaming downloads moved to Database Uses]						
ONLINE DATABASE						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	9,415	13,163	-28.47%	24,237	33,928	-28.56%
HOLDS						
	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,020	6,570	6.85%			
Holds Made Available	9,747	11,254	-13.39%			
IN-HOUSE USE						
MATERIALS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	77	8	862.50%	153	26	488.46%
Circulating--Juvenile	3,853	1,999	92.75%	12,698	8,840	43.64%
Commons	-	-		-	162	-100.00%
Circulating--Teen	238	394	-39.59%	789	2,522	-68.72%
Circulating--Adult	1,409	3,021	-53.36%	4,304	6,570	-34.49%
<b>TOTAL In-House Use of Materials</b>	<b>5,577</b>	<b>5,422</b>	<b>2.86%</b>	<b>17,944</b>	<b>18,120</b>	<b>-0.97%</b>
<b>Items moved on Shelf</b>	<b>4,234</b>	<b>10,723</b>		<b>10,178</b>	<b>10,723</b>	
[Note: Automated In-House Use count project began Aug. 2015]						

## Monthly Statistical Report --September 2016

IN-HOUSE USE continued						
PC USERS BY LOCATION						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,419	-		4,366	-	
Digital Services	2,749	4,148	0.48%	8,644	12,862	1.15%
Express Internet	14	227	-93.83%	272	619	-56.06%
KidSpace	1,161	1,082	7.30%	3,910	4,412	-11.38%
Teen Underground	201	460	-56.30%	2,130	1,871	13.84%
<b>Total Users</b>	<b>5,544</b>	<b>5,917</b>	<b>-6.30%</b>	<b>19,322</b>	<b>19,764</b>	<b>-2.24%</b>
Patron Wi-Fi Uses	11,390	11,154	2.12%	44,288	32,331	36.98%
Scanning & Fax Pages	5,074	8,600	-41.00%	14,569	15,236	-4.38%
Print & Copy Pages	17,296	13,313	29.92%	52,189	42,140	23.85%
USE OF STAFF MEDIATED EQUIPMENT						
	Month	Same Month	% Change	Current YTD	Prior YTD	
3D Printer	26	-		92	-	
Large Scale Poster Printer	-	-		2	-	
VHS to DVD Conversion	21	-		59	-	
<b>TOTAL Use of Staff Mediated Equipment</b>	<b>47</b>	<b>-</b>		<b>153</b>	<b>-</b>	
[Note: Digital Studio opened Oct. 2015]						
USERS OF STAFF MEDIATED SPACES BY LOCATION						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	
KidSpace Study Room	94	114	-17.54%	193	202	-4.46%
Study Rooms 1-5	462	960	-51.88%	1,545	2,721	-43.22%
Creative Studio A	26	10	160.00%	70	10	600.00%
<b>TOTAL Users of Staff Mediated Spaces</b>	<b>582</b>	<b>1,084</b>	<b>-46.31%</b>	<b>1,808</b>	<b>2,933</b>	<b>-38.36%</b>
MARKETING & PR						
	Current Month	Prior Year Same Month	% Change			
Website Hits	29,497	35,284	-16.40%			
Facebook "Likes"	1,176	933	26.05%			
Buzz Blog views	461	933	-50.59%			
Media Hits (includes print and online articles and listings)	63	83	-24.10%			
e-News Subscribers	13,812	11,638	18.68%			
National Library Card Sign-up Promotion Entries	384	-				
New Resident Letters (August)	80	-				
[Note: Began tracking in Mar. 2016]						
LIBRARY HOLDINGS						
	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,193	2,910	271,540			
Non-shelved materials	665	-	34,846			
Equipment	7	-	72			
<b>Total</b>	<b>2,865</b>	<b>2,910</b>	<b>306,458</b>			
LIBRARY SERVICES						
	Current	Prior Year	% Change	Current YTD	Prior YTD	% Change
Notary Public	187	82	128.05%	686	298	130.20%
Test Proctoring	10	11	-9.09%	31	38	-18.42%
Voters' Registration	10	0		19	1	1800.00%
SERVICE INTERACTIONS PER SERVICE DESKS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	8,204	4,202	95.24%	28,294	12,435	127.54%
Ready Assistance	4,417	115	3740.87%	14,573	115	12572.17%
Reference/Research	6,257	4,502	38.98%	17,850	19,792	-9.81%
<b>TOTAL All Service Desks</b>	<b>18,878</b>	<b>8,819</b>	<b>114.06%</b>	<b>60,717</b>	<b>32,342</b>	<b>87.73%</b>
Adult Services (3rd floor)						
Directional	88	405	-78.27%	305	666	-54.20%
Reference/Research	756	473	59.83%	2,141	2,015	6.25%
<b>Total Reference Desk</b>	<b>844</b>	<b>878</b>	<b>-3.87%</b>	<b>2,446</b>	<b>2,681</b>	<b>-8.77%</b>
Commons Desk						
Directional	56	111	-49.55%	84	111	-24.32%
Ready Assistance	53	115	-53.91%	92	115	-20.00%
<b>Total Commons Desk</b>	<b>109</b>	<b>226</b>	<b>-51.77%</b>	<b>176</b>	<b>226</b>	<b>-22.12%</b>

## Monthly Statistical Report --September 2016

SERVICE INTERACTIONS Continued	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Fiction/Audiovisual Services (2nd floor)</b>						
Directional	140	1,042	-86.56%	391	1,393	-71.93%
Reference/Research	1,317	619	112.76%	3,723	6,722	-44.61%
<b>Total InfoDesk</b>	<b>1,457</b>	<b>1,661</b>	<b>-12.28%</b>	<b>4,114</b>	<b>8,115</b>	<b>-49.30%</b>
<b>Patron Services</b>						
Directional	5,492	-		17,852	-	
Ready Assistance	4,364	-		14,481	-	
<b>Total Patron Services</b>	<b>9,856</b>	<b>-</b>		<b>32,333</b>	<b>-</b>	
[Note: Began tracking Oct. 2015]						
<b>Technology Desk</b>						
Directional	74	155	-52.26%	272	680	-60.00%
Reference/Research	1,146	1,146	0.00%	3,314	3,488	-4.99%
<b>Total Tech Desk</b>	<b>1,220</b>	<b>1,301</b>	<b>-6.23%</b>	<b>3,586</b>	<b>4,168</b>	<b>-13.96%</b>
<b>Teen Desk</b>						
Directional	270	229	17.90%	1,525	1,409	8.23%
Reference/Research	112	160	-30.00%	616	668	-7.78%
<b>Total Teen Desk</b>	<b>382</b>	<b>389</b>	<b>-1.80%</b>	<b>2,141</b>	<b>2,077</b>	<b>3.08%</b>
<b>Outreach Services</b>						
Directional	0	-		1		
Reference/Research	1,514	376	302.66%	4,165	860	384.30%
Bulk Loan Items Delivered to Nursing Homes	590	470	25.53%	1,640	1,525	7.54%
Materials pulled for Homebound Users	877	786	11.58%	2,576	2,817	-8.56%
<b>Total Outreach Services</b>	<b>2,981</b>	<b>1,632</b>	<b>82.66%</b>	<b>8,382</b>	<b>5,202</b>	<b>61.13%</b>
<b>Youth Services</b>						
Directional	2,084	2,260	-7.79%	7,864	8,176	-3.82%
Reference/Research	1,412	1,728	-18.29%	3,891	6,039	-35.57%
School Loans pulled	33	18	83.33%	51	62	-17.74%
Museum Adventure passes distributed	22	18	22.22%	85	101	-15.84%
<b>Total Youth Services</b>	<b>3,551</b>	<b>4,024</b>	<b>-11.75%</b>	<b>11,891</b>	<b>14,378</b>	<b>-17.30%</b>
<b>GRAND Total</b>	<b>20,400</b>	<b>10,111</b>	<b>101.76%</b>	<b>59,263</b>	<b>36,847</b>	<b>60.84%</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	4,980	2,844	75.11%	14,999	8,757	71.28%
Items Received from CCS Libraries for Patrons	3,551	2,962	19.89%	11,094	9,269	19.69%
Items Lent to OCLC Libraries	395	297	33.00%	1,255	928	35.24%
Items Received from OCLC Libraries for Patrons	98	68	44.12%	308	254	21.26%
<b>Total Interlibrary Loan</b>	<b>9,024</b>	<b>6,171</b>	<b>46.23%</b>	<b>27,656</b>	<b>19,208</b>	<b>43.98%</b>
<b>Outreach Services</b>						
<b>Homebound</b>						
Patrons	225	258	-12.79%			
Visits	187	210	-10.95%			
<b>Institutions</b>						
Institution Deposit Collections	12	10	20.00%			
Visits	12	10	20.00%			
<b>Schools</b>						
Items Delivered	626	493	26.98%			
Trips	18	12	50.00%			
<b>VOLUNTEERS AND HOURS</b>						
	<b>Number of Volunteers</b>	<b>Hours of Service</b>				
Admin/Tech Serv/Maint/PR & Library Events	21	126				
Adult & Outreach Services & Programs	7	42				
Digital Services & Programs	1	12				
Patron Services	5	17				
Teen Services & Programs	10	43				
Youth Services & Programs	25	74				
<b>Total Volunteers and Hours This Month</b>	<b>69</b>	<b>314</b>				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>76</i>	<i>261</i>				

## Monthly Statistical Report --September 2016

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Number of Programs Prior Year Same Month	Attendance Prior Year Same Month	Attendance % Change
Youth Programs	71	2,483	106	3,336	-25.57%
Teens Programs	12	218	14	622	-64.95%
Adults Programs	61	1,021	24	491	107.94%
Outside Meetings	16	240	21	276	-13.04%
Exhibit	-	-	-	-	
<b>TOTAL PROGRAMS AND EXHIBITS</b>	<b>160</b>	<b>3,962</b>	<b>165</b>	<b>4,725</b>	<b>-16.15%</b>
<b>Programs--Youth</b>					
Babytime (parent & child)	3	143			
Evening Family Storytime	1	47			
Rise & Shine Storytime (parent & child)	3	102			
Mega Mondays: Minecraft, Yoga for Kids, Lego Club	3	74			
Bibliobop Dance Party	1	52			
Family Movie: <i>Zootopia</i>	1	70			
Second Saturday Breakfast Bingo	1	25			
Second Sunday: Mr. Freeze's Cryogenics Show	1	91			
Outreach to Schools or Organizations: Librarians at programs	2	87			
Preschool Liaison Visits to Schools	3	60			
Elementary Liaison Visits to Schools	1	19			
At School Program: Famished for Fiction	1	7			
Book Buddies	8	38			
1000 Books Before Kindergarten (1KBK) registrations	1	13			
1000 Books Before Kindergarten (1KBK) added visits	ongoing	13			
Reading Patch Club registrations	1	25			
Reading Patch Club added visits	ongoing	34			
Neighbor Time	4	56			
Preschool Storytime	4	66			
Big Kid Storytime	4	24			
Toddler Time	4	27			
World Language Storytime	3	55			
Wonder Ground	9	93			
Block Party Scavenger Hunt	1	32			
Homework Help	2	28			
I Spy Tank	1	76			
Ipad Usage	1	306			
Toys and Games Use	1	413			
Teacher use of die-cut machine	1	1			
Video Games	1	128			
Drawing Harry Potter	1	14			
National PlayDoh Day	1	80			
Outreach Visits to Schools for Teacher Cards	1	9			
Village of Niles Block Party	1	175			
<b>Total Youth Services Programs</b>	<b>71</b>	<b>2,483</b>	<b>106</b>	<b>3,336</b>	<b>-25.57%</b>
<b>Programs--Teen Audience</b>					
Movie in the Underground: <i>Head of State</i>	1	5			
Teen Advisory Board	1	9			
Video Games	1	76			
90 Second Newbery	2	2			
Ms. Peregrine's Peculiar Party	1	5			
Outreach Visits to Schools for Teacher Cards	1	4			
Outreach to Schools or Organizations: Librarians at programs	3	110			
Marble Mazes and Marshmallows	1	4			
Roadmap to a Successful 2017 Testing Season	1	3			
<b>Total Teen Programs</b>	<b>12</b>	<b>218</b>	<b>14</b>	<b>622</b>	<b>-64.95%</b>
<b>Programs--Adult Audience</b>					
Beautiful Bavaria	1	20			
Book Discussions- Literary Fiction	3	33			
Book Bites- Popular Fiction Discussion (w/Glenview Library)	1	17			
Author: Chicago Transformed: WWI and the Windy City	1	21			
Citizenship Classes	2	12			
DS 1-2-1	1	1			
DS 3D Printing Basics	1	7			
DS Free Digital Movies, Music, Books, and Magazines	1	6			
DS Getting Started with LinkedIn	1	7			
DS Intro to Go Pro	1	2			

### Monthly Statistical Report --September 2016

LIBRARY PROGRAMS- Adult Audience Continued	This Month	Attendance	TL. Programs Prior Year	Attendance Prior Year	Attendance % Change
DS Laser Cutter Basics: Make a Monogram Sign	1	14			
DS Mas OSX	1	4			
DS Nauka języka agielskiego za pomoca Mango (Polish)	1	4			
DS Open Lab- Studio B	1	2			
DS Sewing Workshop-How to do Minor Repairs and Alteration	1	5			
DS Silhouette Cameo Vinyl Cutter Basics	1	11			
DS Tablet Tuesday	1	5			
DS Using Your iPad	1	9			
DS Your Home Automation	1	10			
English Conversation 1-2-1	2	4			
Find Missing Money through I-Cash	1	20			
Author Talk: Ghost in My Brain: How Concussion Stole My Life	1	15			
Hamilton: The Man, The Myth, The Musical	1	87			
History Comes Alive: Alicia Appleman-Jurman: A Holocaust Story	1	35			
Job Counseling	1	3			
Kombucha This! Secrets of Healthy Bacteria for Your Body	1	30			
Life & Works of William Shakespeare with Peter Garino	1	23			
New Release Movie: <i>Miracles From Heaven</i>	1	26			
Niles Garden Club - Fall Plant Sharing	1	9			
Niles Genealogy Interest Group- Stayin' Local: Using Town and City Records in your Research	1	9			
Niles Songwriters	1	5			
Oakton ESL English as a Second Language Classes	8	403			
Polish Language Book Discussion	1	10			
Polish Language Travel- Tomasz Pik: Around the World in 80 Days	1	70			
Power Employment Workshop	1	12			
Property Tax Appeal for Niles Township Homeowners	1	30			
SCORE: Small Business Counseling	12	9			
Senior Coffee Hour: Cemetery Art Symbolism	1	28			
Volunteer Information Session- Adults	1	3			
<b>Total Adult Programs</b>	<b>61</b>	<b>1,021</b>	<b>24</b>	<b>491</b>	<b>107.94%</b>
<b>Outside Meetings</b>					
Niles Historical Society	2	22			
Jewish Genealogical Society of Illinois	1	10			
Niles Township Toastmasters	2	18			
Niles All American Toastmasters	2	14			
Wood River Condo Association	1	40			
School Facilitators' Networking Group	1	21			
OCC New Yorker Discussion Group	1	10			
Veteran's Information Table-Commons Area	1	10			
Friends of the Niles Public Library District	1	7			
Karol Verson Film Discussion Group	2	48			
Karol Verson Play Discussion Group	2	40			
<b>Total Outside Meetings</b>	<b>16</b>	<b>240</b>	<b>21</b>	<b>276</b>	<b>-13.04%</b>
<b>GRAND TOTAL PROGRAM AND ATTENDANCE</b>	<b>160</b>	<b>3,962</b>	<b>165</b>	<b>4,725</b>	<b>-16.15%</b>

## Patron Suggestions and Comments for October 2016

### Responses to Patron Suggestions and Comments

#### Frustrations

There are none!

#### Suggestions

Please get the software Screenflow for your Creative Studio. It will add a lot of value to this library. Thank you. R. Q., Niles.

Thank you for your suggestion—the staff will look into it.

Windows Photo Viewer shows images with a yellowish cast (still). This is a well-known problem. Can be fixed in the control panel under “color management.” Best seen with b & w image. Compare Windows Photo Viewer with GIMP or Irfanview and it’s obvious. Thank you.

I understand that you have spoken with the Digital Services and IT staff and have developed a work-around for this issue.

Badge workshops for girl scouts. Similar to what other libraries are doing. ☺ M. B.

We are always happy to work with any troop on projects like this, and have done so many times over the years. We also can check to see what other libraries are doing.

I really love the reading badges but it would be great if you had a category about science or math. N. L., Niles.

Thank you for the suggestion—we will consider it.

#### Comments

1. I really loved the presentation on Wednesday. Alicia Appleman—September 21<sup>st</sup>—the actress was great. The story compelling. Thank you. A. R.
2. We loved the Harry Potter Drawing event. The librarians were so nice to us and they helped us improve our drawings (Paul and Mary Ann).
3. Wills & Trusts program—excellent. T. L., Niles.
4. I just wanted to let you know that Bernadetta handled a patron who was rude and defensive with patience, respect and grace. She even enlisted Greg’s help for the patron. Greg calmly told him the same information that she did. They were both, as always, respectful, professional and gracious. Just thought you should know. K. P.
5. Shakespeare with Peter Garino was great!!! I hope he takes seriously the idea of getting his show at least audio taped. Yeah Mr. Garino! Yeah Niles Library! A. R.
6. Helene was very pleasant and extremely helpful. (It is 7:10 p.m., and she is as fresh and perky as can be.) R. C., Des Plaines.
7. I think there shouldn’t be any changes. This Library is great!
8. Helene at the front desk was so very helpful to me. She is patient and knowledgeable. J. L.
9. Kudos to the Niles Library team! We are so fortunate in Niles to have an award winning library and a super team in it. J. C., Niles.

Thank you all for taking the time to share your thoughts and for the very nice words!

## Susan Lempke

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**From:** Hanh Le Bielski <hanhlebb@gmail.com>  
**Sent:** Monday, October 3, 2016 7:55 PM  
**To:** Susan Lempke  
**Subject:** Niles Public Library

**Follow Up Flag:** Follow Up  
**Due By:** Tuesday, October 11, 2016 10:19 AM  
**Flag Status:** Flagged

I want to tell you how much I enjoyed being at your Niles Public Library. As a new comer in town, I want to thank Ms. Fran Burns, Neil, and other library staff again for their courtesy and excellent services. I also enjoyed your excellent programs, i.e. Hamilton, Home automation, etc., which helped enhance the quality of my life.

In my opinion, your library is an asset to the community. Keep up the good work!

Mrs. Hanh Le Bielski

*Hanh Le Bielski*

*THE LORD IS MY LIGHT - Dominus Illuminatio Mea*  
*Chúa là ánh sáng của con. Le Seigneur est ma lumière . El Señor es mi luz*

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**artwork: Together We Grow**



An outdoor mural, a remarkable undertaking by Adult Day Services (ADS) in Evanston, transformed a plain brick façade into a rich symbol of cooperation and community. This card shows some of the 85 unique seeds on the mural, echoing the seeds in the CJE SeniorLife logo, that were created by ADS participants and other contributors.

SeniorLife™ is a partner with the Jewish United Fund  
for our community. 468.9.2016



L'Shanah Tovah 5777

Dear Judith,

Thank you for Nile Library's  
partnership to bring CJE

Consumer Assistance to residents.

We appreciate your collaboration!

— Christie and Kathy

*Just as the pomegranate is rich with seeds,  
may your year be rich with blessings of health,  
happiness and sweetness.*

Judy L. Smith  
Board Chair, CJE SeniorLife

Mark D. Weiner  
President and CEO, CJE SeniorLife

During this time of reflection and renewal, please consider a contribution  
to CJE SeniorLife to help seniors in the New Year.

## **New Business - Recommended Actions**

### **A. Recommended Action on Proposal for Designing Exterior Signage**

MOVE the Library Board of Trustees approve the proposal for designing exterior signage from Product Architecture.

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

The Building and Grounds Committee met on Tuesday, October 11, 2016 to review proposals for the design of exterior signage. The proposal from the Lakota Group would be \$9,200 plus reimbursables and did not include design drawings, construction documents, site studies or site planning, property or legal surveys, construction documentation/specifications, permit/bidding, construction administration, or engineering. The proposal from Dan Pohrte at Product Architecture was for \$5,500 plus reimbursables and includes design drawings, but does not include legal surveys. The Building and Grounds Committee agreed to recommend hiring Product Architecture.

September 20, 2016

Susan Lempke, Director  
Niles Public Library District  
6960 W Oakton St,  
Niles, IL 60714

re: Proposal for Professional Architectural Services

Dear Susan:

We would like to thank you for considering product architecture + design for the exterior signage design for the Niles Public Library. Our current understanding of the project is to provide design options, renderings, and cost models for review by the Library Board for the new exterior sign package.

**Scope:**

The following constitutes the proposed scope of services for this project:

- A) As part of this scope of services, we will use existing drawings of the building and site to generate the exterior signage options. The final areas that are being proposed for the new signage will require updated land survey's as outlined by the building department in our initial reviews. Our firm will contact the survey company and bill the Library directly for these services.
- B) Multiple plan and 3 dimensional design options will be generated for review by the Library.. We will review all of the options together to then determine the best design. We will provide a cost estimate from ASI for the proposed final scheme. The final documents that are produced would be for permitting, fabrication and final construction of the new signs.

**Fee:**

Compensation will be based on a fixed fee of \$5,500 within the constraints noted above.

Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of documents, printing, transportation, postage, overnight delivery and messenger services. Printing expenses will be billed at an actual cost plus 10%. Billing will be on a monthly basis for work accomplished during the preceding month. Payment is due within 45 days.

If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.

Dan Pohrte, Partner

product architecture + design  
811 west evergreen #405  
chicago, il 60642  
v 312.202.0701 c 773.837.0447 f 866.857.7265

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Susan Lempke, Library Director

**New Business—Recommended Actions**

**B. Recommended Action on Upgrade of Wireless Access Points**

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

**Memorandum B of Recommended Board Action**

The upgrade of the 6 year old wireless access points has been planned so as to provide the Patrons and Staff with more robust and reliable wireless networks. Both the Patrons and Staff have greatly increased their dependence and usage of the wireless networks over the past 6 years and these new units will provide for greater reliability and expanded capabilities.

The upgrade of the networking infrastructure also will provide the patrons and staff with more robust and reliable access to the Internet. The new units will provide for continued reliability and expanded capabilities.

This project is being funded through the Federal E-Rate Program as follows:

Description	Vendor	Library Funding	E-Rate Funding	Total Cost
18 Aerohive AP250 Wireless Access with 5 year support	CDW Government LLC	\$2,520.00	\$10,080.00	\$12,600.00
2 Cisco ISR 4331 Routers with 1 year support	CDW Government LLC	\$1,217.68	\$4,870.72	\$6,088.40
	<b>CDW Government LLC Total</b>	<b>\$3,737.68</b>	<b>\$14,950.72</b>	<b>\$18,688.40</b>
4 HPE ProCurve 2920-48G-POE+ 740W Network Switches with expansion modules	Cdi Computers (US) Corp	\$2,810.00	\$11,240.00	\$14,050.00
16 Cat 6 Network Cable runs	Low Voltage Solutions, Inc.	\$1,200.00	\$4,800.00	\$6,000.00
	<b>Grand Total</b>	<b>\$7,747.68</b>	<b>\$30,990.72</b>	<b>\$38,738.40</b>

(cont'd next page)

## **New Business—Recommended Actions**

### **B. Recommended Action on Upgrade of Wireless Access Points**

#### **Memorandum B of Recommended Board Action (cont'd)**

This is the first year that the Library has been able to apply for funding from the Federal E-Rate Program. This was possible because of the Library Board's adoption of a newer Internet Policy that complies with the Federal Child Internet Protection Act (CIPA). The Library followed the E-Rate mandated bidding and procurement process and submitted these vendors' bids and quotes as being the lowest cost and best qualified for certification. The E-Rate Program administrator Universal Service Administrative Company (USAC) reviewed our application and approved each funding request committing \$30,990.72 for these specific Technology Upgrade Projects. The Library District will pay \$7,747.68 and receive \$38,990.72 of total value.



## Description of Services Ordered and Certification Form 471

### FCC Form 471

#### Application Information

**Nickname** CAT2 Hardware and Cabling **Application Number** 161061478  
**Funding Year** 2016 **Category of Service** Category 2

#### Billed Entity

NILES PUBLIC LIBRARY DISTRICT  
 6960 W OAKTON ST NILES IL 60714 - 3025  
 847-663-1234

#### Contact Information

Richard Wozniczka  
 847-663-6480  
 rwoz@nileslibrary.org

**Billed Entity Number** 135769  
**FCC Registration Number** 0025443839  
**Applicant Type** Library

#### Entity Information

##### Library Entity - Details

BEN	Name	FSCS Code	Locale Code	Urban/Rural	Total Square Footage	School District Name	School District BEN	Library Attributes
135769	NILES PUBLIC LIBRARY DISTRICT		999	Urban	65000	EAST MAINE SCHOOL DISTRICT 63	135227	Public Library; Main Branch

#### Related Entity Information

##### Discount Rate

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
3581	2118	60.0%	Urban	80%	80%	40%

#### Funding Request for FRN #1699143655

**Funding Request Nickname:** CDWG WiFi APs  
**Service Type:** Internal Connections

#### Agreement Information - Month-to-Month

**Establishing FCC Form 470** 160042041 **Account Number**

Was an FCC Form 470 posted for the product and/or services you are requesting? Yes

Service Provider CDW Government LLC (SPN: 143005588)

How many bids were received for this contract? 2

When will the services end? June 30, 2021

What is the service start date? July 01, 2016

### Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract? No

Narrative WiFi Access Points

### Line Item # 1699143655.001

#### Product and Service Details

Type of Internal Connection Wireless Data Distribution Type of Product Access Point  
 Make Aerohive Networks Model AP250  
 Is installation included in Price? No Is the hardware for this FRN line item leased? No

### Cost Calculation for FRN Line Item # 1699143655.001

Monthly Cost	
Monthly Recurring Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	- \$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	x 0
Units	0
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

One-Time Cost	
One-time Unit Cost	\$700.00
One-time Ineligible Unit Costs	- \$0.00
One-time Eligible Unit Cost	= \$700.00
One-time Quantity	x 18
Total Eligible One-time Costs	= \$12,600.00
Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$12,600.00
Pre-Discout Extended Eligible Line Item Cost	= \$12,600.00

### Recipients of Services

BEN	Name	Amount
135769	NILES PUBLIC LIBRARY DISTRICT	\$12,600.00

### FRN Calculation for FRN #1699143655

Monthly Charges	
Total Monthly Recurring Charges	\$0.00
Total Monthly Ineligible Charges	- \$0.00
Total Monthly Eligible Charges	= \$0.00

Total Requested Amount	
Total Eligible Pre-Discout Recurring Charges	\$0.00
Total Eligible Pre-Discout One-Time Charges	+ \$12,600.00

Total Number of Months of Service	x 12
Total Eligible Pre-Discount Recurring Charges	= \$0.00

Total Pre-Discount Charges	= \$12,600.00
Discount Rate	80%
Funding Commitment Request	= \$10,080.00

<b>One-Time Charges</b>	
Total One-Time Charges	\$12,600.00
Total Ineligible One-Time Charges	- \$0.00
Total Eligible Pre-Discount One-Time Charges	= \$12,600.00

### Funding Request for FRN #1699143662

**Funding Request Nickname:** CDWG Router  
**Service Type:** Internal Connections

### Agreement Information - Month-to-Month

**Establishing FCC Form 470** 160042041      **Account Number**  
**Was an FCC Form 470 posted for the product and/or services you are requesting?** Yes      **Service Provider** CDW Government LLC (SPN: 143005588)  
**How many bids were received for this contract?** 3      **When will the services end?** June 30, 2017  
**What is the service start date?** July 01, 2016

### Pricing Confidentiality

**Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?** No

**Narrative** Routers

### Line Item # 1699143662.001

#### Product and Service Details

**Type of Internal Connection** Data Distribution      **Type of Product** Router  
**Make** Cisco Systems      **Model** ISR 4331  
**Is installation included in Price?**No      **Is the hardware for this FRN line item leased?**No

### Cost Calculation for FRN Line Item # 1699143662.001

<b>Monthly Cost</b>	
Monthly Recurring Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	- \$0.00

<b>One-Time Cost</b>	
One-time Unit Cost	\$3,044.20
One-time Ineligible Unit Costs	- \$0.00
One-time Eligible Unit Cost	= \$3,044.20

Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	x 0
Units	0
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

One-time Quantity	x 2
Total Eligible One-time Costs	= \$6,088.40
<b>Summary</b>	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$6,088.40
Pre-Discount Extended Eligible Line Item Cost	= \$6,088.40

### Recipients of Services

BEN	Name	Amount
135769	NILES PUBLIC LIBRARY DISTRICT	\$6,088.40

### FRN Calculation for FRN #1699143662

Monthly Charges	
Total Monthly Recurring Charges	\$0.00
Total Monthly Ineligible Charges	- \$0.00
Total Monthly Eligible Charges	= \$0.00
Total Number of Months of Service	x 12
Total Eligible Pre-Discount Recurring Charges	= \$0.00

Total Requested Amount	
Total Eligible Pre-Discount Recurring Charges	\$0.00
Total Eligible Pre-Discount One-Time Charges	+ \$6,088.40
Total Pre-Discount Charges	= \$6,088.40
Discount Rate	80%
Funding Commitment Request	= \$4,870.72

One-Time Charges	
Total One-Time Charges	\$6,088.40
Total Ineligible One-Time Charges	- \$0.00
Total Eligible Pre-Discount One-Time Charges	= \$6,088.40

### Funding Request for FRN #1699143664

Funding Request Nickname: CDI Switches  
Service Type: Internal Connections

### Agreement Information - Month-to-Month

Establishing FCC Form 470	160042041	Account Number	
Was an FCC Form 470 posted for the product and/or services you are requesting?	Yes	Service Provider	Cdi Computers (US) Corp (SPN: 143035862)
How many bids were received for this contract?	2	When will the services end?	June 30, 2017
What is the service start date?	July 01, 2016		

### Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract? No

Narrative Switches

**Line Item # 1699143664.001**

**Product and Service Details**

<b>Type of Internal Connection</b>	Data Distribution	<b>Type of Product</b>	Switch
<b>Make</b>	Hewlett Packard	<b>Model</b>	PROCURVE 2920-48G-POE+ 740W SWCH (J9836A)

Is installation included in Price? No  
Is the hardware for this FRN line item leased? No

**Cost Calculation for FRN Line Item # 1699143664.001**

Monthly Cost	
Monthly Recurring Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	- \$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	x 0
Units	0
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

One-Time Cost	
One-time Unit Cost	\$3,512.50
One-time Ineligible Unit Costs	- \$0.00
One-time Eligible Unit Cost	= \$3,512.50
One-time Quantity	x 4
Total Eligible One-time Costs	= \$14,050.00
Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$14,050.00
Pre-Discout Extended Eligible Line Item Cost	= \$14,050.00

**Recipients of Services**

BEN	Name	Amount
135769	NILES PUBLIC LIBRARY DISTRICT	\$14,050.00

**FRN Calculation for FRN #1699143664**

Monthly Charges	
Total Monthly Recurring Charges	\$0.00
Total Monthly Ineligible Charges	- \$0.00
Total Monthly Eligible Charges	= \$0.00
Total Number of Months of Service	x 12
Total Eligible Pre-Discout Recurring Charges	= \$0.00

Total Requested Amount	
Total Eligible Pre-Discout Recurring Charges	\$0.00
Total Eligible Pre-Discout One-Time Charges	+ \$14,050.00
Total Pre-Discout Charges	= \$14,050.00
Discount Rate	80%
Funding Commitment Request	= \$11,240.00

One-Time Charges	
Total One-Time Charges	\$14,050.00
Total Ineligible One-Time Charges	- \$0.00

Total Eligible Pre-Discount One-Time Charges	= \$14,050.00
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### Funding Request for FRN #1699143673

Funding Request Nickname: LVS Cabling  
 Service Type: Internal Connections

### Agreement Information - Month-to-Month

Establishing FCC Form 470 160042041 Account Number  
 Was an FCC Form 470 posted for the product and/or services you are requesting? Yes Service Provider Low Voltage Solutions, Inc. (SPN: 143021364)  
 How many bids were received for this contract? 3 When will the services end? June 30, 2017  
 What is the service start date? July 01, 2016

### Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract? No

Narrative Cabling for APs

### Line Item # 1699143673.001

#### Product and Service Details

Type of Internal Connection Cabling/Connectors Type of Product Cabling  
 Make Leviton Model Cat6  
 Is installation included in Price? Yes Is the hardware for this FRN line item leased? No

### Cost Calculation for FRN Line Item # 1699143673.001

Monthly Cost	
Monthly Recurring Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	- \$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	x 0
Units	0
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

One-Time Cost	
One-time Unit Cost	\$6,000.00
One-time Ineligible Unit Costs	- \$0.00
One-time Eligible Unit Cost	= \$6,000.00
One-time Quantity	x 1
Total Eligible One-time Costs	= \$6,000.00
Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$6,000.00
Pre-Discount Extended Eligible Line Item Cost	= \$6,000.00

## Recipients of Services

BEN	Name	Amount
135769	NILES PUBLIC LIBRARY DISTRICT	\$6,000.00

## FRN Calculation for FRN #1699143673

Monthly Charges	
Total Monthly Recurring Charges	\$0.00
Total Monthly Ineligible Charges	- \$0.00
Total Monthly Eligible Charges	= \$0.00
Total Number of Months of Service	x 12
Total Eligible Pre-Discount Recurring Charges	= \$0.00

Total Requested Amount	
Total Eligible Pre-Discount Recurring Charges	\$0.00
Total Eligible Pre-Discount One-Time Charges	+ \$6,000.00
Total Pre-Discount Charges	= \$6,000.00
Discount Rate	80%
Funding Commitment Request	= \$4,800.00

One-Time Charges	
Total One-Time Charges	\$6,000.00
Total Ineligible One-Time Charges	- \$0.00
Total Eligible Pre-Discount One-Time Charges	= \$6,000.00

## Connectivity Questions

### Per Entity Basis Questions

Entity Name NILES PUBLIC LIBRARY DISTRICT Entity Number 135769

### What is the total bandwidth speed from this location (including non E-rate supported services)?

Download Speed 150.00 Download Speed Units Mbps

Upload Speed 60.00 Upload Speed Units Mbps

What is the predominant connection type coming to this location? Copper How sufficient is the quality of the Wi-Fi at this location? Sometimes

What are your biggest barriers to having a robust internal network in your classrooms at this location? Outdated equipment If Other, please specify

## Certifications

I certify that the entities listed in this application are eligible for support because they are libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools, including, but not limited to, elementary, secondary schools, colleges, or universities.

I certify that the entity I represent or the entities listed on this application have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed on this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

### Total Funding Summary

Below is a summary of the total line item costs on this FCC Form 471:

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	\$38,738.40

Total funding commitment request amount on this FCC Form 471	\$30,990.72
Total applicant non-discount share of the eligible amount	\$7,747.68
Total budgeted amount allocated to resources not eligible for E-rate support	\$0.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$7,747.68
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	Yes
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?	Yes

I certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals.

I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.

I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500 and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, as prohibited by the Commission's rules at 47 C.F.R. § 54.503(d), other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

I certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts or other legally binding agreements covering all of the services listed on this FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to USAC.

I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.

I certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.

## Notice

Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to submit an application for such discounts by filing this Services Ordered and Certification Form (FCC Form 471) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the application requirements for universal service discounts contained in 47 C.F.R. § 54.504. Schools and libraries must file this form themselves or as part of a consortium. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving your application for universal service discounts is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application for universal service discounts may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, consistent with the Communications Act of 1934, FCC regulations and orders, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law, information provided in or submitted with this form or in response to subsequent inquiries may be disclosed to the public. If you owe a past due debt to the Federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized. If you do not provide the information we request on the form, the FCC or the Universal Service Administrator may delay processing of your application for universal service discounts or may return your application without action. The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq. Public reporting burden for this collection of information is estimated to average 4.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and

Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

**Authorized Person**

<b>Title:</b>	Head of Information Technology Services	<b>Name:</b>	Richard Wozniczka
<b>Phone:</b>	847-663-6480	<b>Email:</b>	rwoz@nileslibrary.org
<b>Address:</b>	6960 W OAKTON ST NILES IL 60714 - 3025	<b>Employer:</b>	Richard Wozniczka

**Certified Timestamp**

21-Jul-2016 23:48:33 EDT


[View in a browser](#)**QUOTE CONFIRMATION****DEAR RICHARD WOZNICZKA,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

**CONVERT QUOTE TO ORDER**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HGCQ097	7/20/2016	AEROHIVE 5YR	259487	<b>\$12,600.00</b>

**QUOTE DETAILS**

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
 <b><a href="#">Aerohive AP250 - wireless access point</a></b> Mfg. Part#: AH-ERATE-NGCS-5YR-250-FCC UNSPSC: 43222631 Contract: National IPA Technology Solutions (130733)	18	4082602	\$700.00	\$12,600.00

**SHIPPING DETAILS****Shipping Address:**

NILES PUBLIC LIBRARY  
 RICHARD WOZNICZKA  
 6960 W OAKTON ST  
 NILES, IL 60714-3098

**Phone:** (847) 967-8554**Shipping Method:** DROP SHIP-GROUND**Payment Terms:** Net 30 Days-Govt State/Local**SUBTOTAL**

\$12,600.00

**SHIPPING**

\$0.00

**GRAND TOTAL****\$12,600.00****CONVERT QUOTE TO ORDER**

Need Assistance? CDW•G SALES CONTACT INFORMATION

**Sonya McClure** | (866) 235-5268 | [sonymcc@cdwg.com](mailto:sonymcc@cdwg.com)**Help and Information:** [Support](#) | [About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)This email was sent to [rwoz@nileslibrary.org](mailto:rwoz@nileslibrary.org).Please add [cdwsales@cdwemail.com](mailto:cdwsales@cdwemail.com) to your address book.

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 SPS-QC:002 | SPS 1 | Customer#: 259487 | SPS00741e6d-0981-4c9d-81e5-280397dc8cdb

# QUOTE CONFIRMATION



**DEAR RICHARD WOZNICZKA,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HLGL984	10/12/2016	ICN ROUTER REQUEST	12550982	<b>\$6,088.40</b>

IMPORTANT - PLEASE READ
<b>Special Instructions:</b> TAX: MULTIPLE TAX JURISDICTIONS APPLY TAX: CONTACT CDW FOR TAX DETAILS

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Cisco ISR 4331 - router - rack-mountable</a> Mfg. Part#: ISR4331/K9 UNSPSC: 43222609 TAX: NILES, IL .0000% \$.00 Contract: Standard Pricing	2	3525865	\$1,897.50	\$3,795.00
<a href="#">Cisco SMARTnet extended service agreement</a> Mfg. Part#: CON-SNT-ISR4331K UNSPSC: 81111812 Electronic distribution - NO MEDIA TAX: NILES, IL .0000% \$.00 Contract: Standard Pricing	2	3529702	\$284.20	\$568.40
<a href="#">Cisco Performance on Demand - license</a> Mfg. Part#: FL-4330-PERF-K9 UNSPSC: 43232908 TAX: NILES, IL .0000% \$.00 Contract: Standard Pricing	2	3515536	\$862.50	\$1,725.00

PURCHASER BILLING INFO	SUBTOTAL	\$6,088.40
<b>Billing Address:</b> DOIT - ICN ACCOUNTS PAYABLE 120 W JEFFERSON ST SPRINGFIELD, IL 62702-5170 <b>Phone:</b> (877) 681-3257 <b>Payment Terms:</b> Request Terms	<b>SHIPPING</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$6,088.40</b>
	<b>DELIVER TO</b> <b>Shipping Address:</b> NILES PUBLIC LIBRARY RICHARD WOZNICZKA 6960 W OAKTON ST NILES, IL 60714-3098 <b>Shipping Method:</b> DROP SHIP-GROUND	
<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		



Gus Monson

(877) 681-3257

gusm@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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Paul Copeland  
[PCopeland@cdicomputers.com](mailto:PCopeland@cdicomputers.com)  
 1-888-226-5727 x3709  
 1-800-449-5920

130 SOUTH TOWN CENTRE BLVD.  
MARKHAM, ONTARIO L6G 1B8

**Customer:** Niles Public Library District  
**Contact:** RICHARD WOZNICZKA  
**Quote:** 784365  
**Date:** 23-Sep-2016  
**Expiry Date:** 24-Oct-2016

**Invoice To:**

**Niles Public Library District**

RICHARD WOZNICZKA  
6960 W Oakton St

Niles  
IL, USA 60714  
Phone: 8476636480

**Ship To:**

**Niles Public Library District**

Don Burkhart  
6960 W Oakton St

Niles  
IL, USA 60714  
Phone: 8476636462

No	SKU#	Item Description	Notes	Unit Price	Qty	Ext Price
1		NEW IN BOX HP PROCURVE 2920-48G-POE+ 740W SWCH (J9836A) HP LIFETIME WARRANTY		\$2,600.00	4	\$10,400.00
2		NEW IN BOX HP 2920 2-port 10GBASE-T Module(J9732A) HP LIFETIME WARRANTY		\$425.00	8	\$3,400.00

<b>Terms:</b>	<b>Notes:</b>
	SPIN #143035862

<b>Subtotal:</b>	\$13,800.00
<b>Shipping:</b>	\$250.00
<b>Tax:</b>	\$0.00
<b>Total:</b>	\$14,050.00

**Shipping Method:** CDI SELECTS CARRIER: **Currency:** US

All equipment advertised and sold by CDI is either CDI Recertified or Manufacturer Refurbished items unless otherwise specifically noted.  
Quantities may be limited, product might not exactly as shown. Errors and omissions excepted.  
If the product listed on this quote is NOT CDI recertified products, all quotes are subject to change without notice.



16706 Advantage Avenue  
Crest Hill, IL 60403  
Office (630) 434-9600  
Fax (630) 434-9767  
www.lvsolutions.com

Date: April 20, 2016

Proposal# 30-6680 PR#01

Project: Niles Public Library - Niles, Illinois

Submitted By: Don Ryan

We are pleased to submit the following proposal on the above referenced project.

**Erate #160042041**

**Structured Cabling System - \$6,000.00**

Provide and install 16 Cat 6 cmp cables to various workstation locations. Price includes Cat 6 cmp cable, Cat 6 jacks, 1 - 48 port Cat 6 patch panel, 1 - 2U horizontal wire manager and faceplates. Price also includes all labeling, fire stopping, termination's, testing and certification of Cat 6 cables.

**Notes:**

1. Price based on site walk through and discussions.
2. Price includes all cabling, termination's and testing as required.
3. Price does not include conduit, boxes or raceways.
4. Price does not include any electrical work.
5. Material and equipment sales tax is excluded.
6. Price does not include any bonding costs.
7. All work to be performed on standard business hours.
8. Price does not include any permit fees or review fees.

Labor is guaranteed to be as specified, and the above work to be performed and completed in a substantial workman like manner. If required, permits and fees will be at additional costs. Low Voltage Solutions, Inc. (LVS) assumes that all work can be done on regular time unless otherwise stated. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner will carry fire, tornado, and other necessary insurance. LVS carries general liability and Workmen's Compensation Insurance.

PAYMENT TERMS TO BE: PAYMENT UPON DELIVERY FOR MATERIAL AND LABOR. A 1.5% FINANCE CHARGE WILL BE APPLIED TO ANY BILLS OVER 30 DAYS OLD.

This quote covers direct costs only and we reserve the right to claim for impact, schedule change and consequential costs. Any deviation to work as described will be done only upon written consent of the customer and acceptance by Low Voltage Solutions, Inc.

ACCEPTANCE OF PROPOSAL #30-6680 PR#01

The above prices, specifications and conditions are satisfactory and are hereby accepted. We authorize Low Voltage Solutions to do the work as specified. Payment will be made as outlined above. This proposal will remain in effect for 30 days. A purchase order authorizes LVS to proceed with the work under the terms listed above.



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

