



**Niles Public Library District**

**Regular Meeting**

**Wednesday, January 18, 2017 7:00 PM**

**NILES PUBLIC LIBRARY DISTRICT  
REGULAR MEETING AGENDA**

**January 18, 2017**

**7:00 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

**Revised 1/16/17**

ORDER OF BUSINESS

- |   |    |
|---|----|
| 1. Call to Order  |    |
| 2. Pledge of Allegiance   |    |
| 3. Approval of Minutes  |    |
| A. Approve the Minutes of the Regular Board Meeting of December 14, 2016  | 4  |
| 4. Public Comment   |    |
| 5. Treasurer's Report   |    |
| A. Review Financial Reports   | 8  |
| B. Approve the payment of the bills for operating expenses of \$239,101.89, payroll expenses of \$276,903.29, Special Reserve expenses of \$7,411.60, for a total monthly expense of \$523,416.78 | 15 |
| 6. Director's Report  |    |
| A. Highlights   | 21 |
| B. Monthly Statistics   | 27 |
| 7. Communications   | 32 |
| 8. Committee Reports  |    |
| A. Building and Grounds   |    |
| B. Technology   |    |
| 9. Liaison Reports  |    |
| A. Friends of the Library   |    |
| B. Legislative  |    |
| C. RAILS  |    |
| 10. Secretary's Report  |    |
| 11. New Business  |    |
| A. Approve the payment to Visographic for the printing of the winter issue of Chapter One   | 36 |
| B. Approve changes to Personnel Policy 4.17 Electronic Communications Use   | 37 |

## Board Meeting Agenda - January 18, 2017

- C. Adopt Resolution 17-01 approving a policy for the selection of materials and the use of library materials and facilities 49
- D. MOVE the Library Board of Trustees approve new personnel policies: 4.25 Use of Cellular Phones/Library District Phones 4.26 Employee Classifications 4.27 Equal Employment Opportunity Statement 4.28 Reasonable Accommodations 4.29 Overtime/Timekeeping 4.30 Pay Deductions 4.31 No Solicitation/No Distribution 4.32 Workplace Security and Inspections 4.33 Whistleblower Compliance 58
- E. Approve 2009-2010 Tax Rate Objection Settlements 68
- F. Chose the name of the Library, choosing between Niles Public Library District, Niles-Maine District Library, or Niles-Maine Area Library 70
- 12. Unfinished Business
- 13. Executive Session
  - A. Personnel, for deliberations concerning salary schedules for one or more classes of employees under ILCS 2(c)2 Open Meetings Act
- 14. Other
- 15. Adjournment

**NILES PUBLIC LIBRARY DISTRICT**  
**Regular Board Meeting Minutes**  
**December 14, 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**

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

**Library Staff Present**

Susan Lempke-Library Director; Greg Pritz-Assistant Director/Business & Operations Manager; Cyndi Rademacher-Assistant Director; Diane Winberg-Administrative Assistant; Dave Dabrowski-Maintenance Services Supervisor; Arianne Carey, KidSpace Supervisor; Suzanne Wulf, Digital Services Supervisor; Dodie Frisbie, Adult Services Supervisor; Victoria Luz, Technical Services Supervisor

**Others Present**

Dennis Martin, Niles Resident; Igor Studenkov, *Niles Bugle*

**Call to Order**

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

**Roll Call**

The roll was taken by Ms. Winberg.

**Pledge of Allegiance**

President Ryan led the Pledge of Allegiance.

**Minutes of the Special Board Meeting of November 9, 2016**

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Special Board Meeting of November 9, 2016. Trustee Rozanski seconded.

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

**Minutes of the Regular Board Meeting of November 16, 2016**

Trustee Rozanski MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of November 16, 2016. Trustee Nakanishi seconded.

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

**Public Comment**

There were none.

**Treasurer's Report**

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

Mr. Pritz provided the Board with a PTAB Inventory spreadsheet showing a request for re-assessment by Coca-Cola for the tax year 2015.

**Payment of the Bills**

Trustee Nakanishi MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$224,779.58, payroll expenses of \$254,952.41, Special Reserve expenses of \$6,617.40, for a total monthly expense of \$486,349.39. Trustee Dimond seconded.

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

**Director's Report**

- Highlights
- Per Capita Grant is due on January 15, 2017. Grant money will be used for the purchasing of technology equipment supplies; selectors will add to collections in certain areas; temporary help for projects.
- Strategic Planning Retreat scheduled for January 16, 2017 at Amici's from 10 AM-4 PM. Strategic Planning Packets will be delivered.
- Nomination papers for the 2017 Trustee election were received from Rob Breit, Dennis Martin and Dianne Olson.

**Communications**

They were included in the Board packet.

**Committee Reports**

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

Committee Chair Nakanishi reported that a meeting will be scheduled in January to review the exterior signage proposal from Product Architecture and to discuss bathroom renovations.

**Liaison Reports**

**Friends of the Library**

Ms. Rademacher reported that the Friends held their Christmas luncheon at the Lone Tree Inn. Fourteen were in attendance which included three volunteers.

**Legislative**

There was no report.

**RAILS**

There was no report.

**Secretary's Report**

Ms. Nakanishi reported that a certified copy of Ordinance 16-07, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017, along with a certified copy of a Truth in Taxation Certificate of Compliance, was mailed to the Cook County Clerk on November 21, 2016.

**New Business**

**Resolution 16-03**

Trustee Nakanishi MOVED the Library Board of Trustees approve Resolution 16-03, a Resolution to make additional employer contributions which transfers \$2.0 million to the Illinois Municipal Retirement Fund (IMRF). Trustee Rozanski seconded.

Roll call vote: Ayes: Nakanishi, Breit, Spadoni, Rozanski, Ryan, Dimond. Nays: Drblik. Motion passed.

**VirTek**

Trustee Dimond MOVED the Library Board of Trustees approve the expenditure not to exceed \$8,500 to hire VirTek to assist IT with the implementation and migration of the Library District's Exchange server to the cloud. Trustee Nakanishi seconded.

Roll call vote: Ayes: Dimond, Nakanishi, Breit, Spadoni, Rozanski, Ryan. Nays: Drblik. Motion passed.

Resolution 16-04/Changes to Personnel Policy 4.14 Travel Expenses

Trustee Nakanishi MOVED the Library Board of Trustees approve Resolution 16-04 a Resolution adopting a Travel Reimbursement Policy in Accordance with the Local Government Travel Expense Control Act and accept accompanying changes to Personnel Policy 4.14 Travel Expenses.

The new law mandates that attendance at conferences and all travel by public officials (Trustees of the Library) has to be approved in open session by a roll call vote which will aid in the transparency of spending taxpayer dollars.

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

Personnel Policy 4.06 Sick Leave

Trustee Dimond MOVED the Library Board of Trustees approve the recommended changes to Personnel Policy 4.06 Sick Leave. Trustee Nakanishi seconded.

The changes to the Sick Leave Policy bring the policy into accordance with Illinois HB6162 Employee Sick Leave Act by expanding sick leave to include family members.

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

Personnel Policy 4.08 Vacation Allowance

Trustee Nakanishi MOVED the Library Board of Trustees approve the recommended changes to Personnel Policy 4.08 Vacation Allowances. Trustee Rozanski seconded.

The recommend change is that part time staff will no longer have to wait three years to accrue vacation time. During a part-time employee's first year, the employee will earn a prorated amount of vacation based on their anticipated weekly hours.

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

Trustee Dimond left the meeting at 8:05 PM.

Personnel Policy 4.09 Personal Days

Trustee Nakanishi MOVED the Library Board of Trustees approve the recommended changes to Personnel Policy 4.09, Personal Days. Trustee Rozanski seconded.

The recommended change is to discontinue the practice of adding an extra personal day as a longevity award. The extra personal days will be cut in half next year and eliminated the following year.

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

Personnel Policy 4.24 Longevity Pay Plan

Trustee Nakanishi MOVED the Library Board of Trustees approve the new Personnel Policy 4.24, Longevity Pay Plan. Trustee Rozanski seconded.

The Longevity Pay Plan recognizes long-term service of full-time employees who have completed 10 years or more of continuous service at the Library.

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

Minor Changes to Personnel Policy Manual

Trustee Nakanishi MOVED the Library Board of Trustees approve the remaining recommended changes to the Personnel Policy Manual including: 4.01 Personnel Manual 4.02 Appointment 4.03 Employment and Discipline 4.04 Open Door Communications (formerly Grievance procedure) 4.05 Absence Reporting 4.07 Holidays and Closings 4.10 Family Medical Leave (formerly Leaves of Absence without Pay) 4.11 Military Leave of Absence (formerly Leaves of Absence without Pay) 4.12 Personal Leave of Absence 4.13 Compassionate Leave 4.14 Jury Duty 4.15 Attendance at Professional Meetings 4.18 Drug-free and Alcohol-free Workplace

(formerly Drug-free Workplace) 4.19 Anti-Harassment and Non-Discrimination Policy (formerly Harassment Policy) 4.20 Nepotism 4.21 Personnel Records Policy 4.22 Social Media 4.23 Victims' Economic Security and Safety Act. Trustee Rozanski seconded.

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

**Unfinished Business**

Discussion of Friends of the Library History and funding with possible action.

Director Lempke provided the Board with the Policy 3.16 Friends of the Library. She reported that the Friends originally started handling the book sales because libraries were not allowed to resell withdrawn or donated materials. This law has changed and libraries are now able to sell these materials. She consulted Library Attorney Dennis Walsh, who said the book sale funds were still public funds and must be budgeted before being spent, although they have fewer restrictions on how they are spent since they are not taxpayer funds. The Friends continuous book sale is manned by staff and volunteers. After some discussion, the Board decided that since the work of the sale is not carried out by the Friends, but by staff and volunteers of the Library, they do not want to pass the profits to the Friends any longer.

Trustee Nakanishi MOVED the Library Board of Trustees discontinue the practice of transferring funds from the book sales to the Friends including \$22,377 in book sales from July 1, 2015 through November 2016. Trustee Ryan seconded.

Roll call vote: Nakanishi, Breit, Spadoni, Rozanski, Ryan. Nays: Drblik. Absent: Dimond. Motion passed.

President Ryan touched on the subject of possibly bringing back holiday gifts for the staff.

**Other**

There was none.

**Adjournment**

On a voice vote, all Trustees voted "aye" to adjourn.

The meeting adjourned at 8:55 PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## **Financial Statement Narrative**

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

#### **Revenue**

Revenue exceeded budget expectations by \$17,028 for the month and exceeded expectations by \$259,622 for the year. The variance in the December is due primarily to the recognition of amounts due to the Friends of the Library as revenue during the period. The year to date variance is due primarily to real estate tax collection rates.

#### **Expenditures**

##### *Salaries*

Salaries for the month are \$14,268 over or 5.3% and short of budget estimates by \$62,582 or 3.9% on the year. December was a five week pay month.

##### *Library Materials*

Library Materials for the month is \$11,150 over budget or 18.1% and \$52,348 over budget or 14.2%. This is due primarily to the payment of annual subscription fees for some of the Library's database product offerings earlier in the calendar and advance buying of Adult DVDs and Periodicals.

##### *Library Operating Expenses*

Library Operating Expenses is \$9,382 under budget or 29.5% for the month and \$22,008 or 11.5% year to date. This is due primarily to slow spending in the per capita line item.

##### *General and Administrative*

General and Administrative expenses is \$7,212 under budget estimates or 29.5% for the month and \$35,866 or 24.5% year to date. This is due primarily to slow spending in the consultant, promotional, and legal line items.

##### *Employee Fringe Benefits*

Employee Fringe Benefits is nearly \$2,000,000 over budget due to the payment of \$2,000,000 to IMRF to reduce our liability.

##### *Utilities*

Utilities is within \$2,500 of budgeted expense monthly and \$7,000 year to date.

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

For the month, the Net Deficit is \$2,478,629 which is \$1,971,198 unfavorable to the budgeted net deficit of \$507,431 and \$1,513,287 unfavorable year to date.

# Niles Public Library District

## Balance Sheet

December 31, 2016

	GENERAL FUND 12/31/2016	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash	(\$1,639,559)	\$209,572	\$1,569,610	\$139,623
Investments	\$7,658,581			\$7,658,581
<b>Total Cash and Investments</b>	<b>\$6,019,022</b>	<b>\$209,572</b>	<b>\$1,569,610</b>	<b>\$7,798,204</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	\$750			\$750
<b>Total Prepaid Items</b>	<b>\$750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$750</b>
<b>Total Assets</b>	<b>\$9,288,731</b>	<b>\$346,283</b>	<b>\$1,569,610</b>	<b>\$11,204,624</b>
 <b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$181,696	\$20,338	\$7,412	\$209,446
Accounts Payable-Friends of the Library				
Other Liabilities	\$32,296			\$32,296
Deferred Revenues	\$2,892,223	\$121,858		\$3,014,081
<b>Total Liabilities</b>	<b>\$3,106,215</b>	<b>\$142,196</b>	<b>\$7,412</b>	<b>\$3,255,823</b>
<b>Fund Balance</b>				
Fund Balance	\$6,182,516	\$204,086	\$1,562,198	\$7,948,801
<b>Total Fund Balance</b>	<b>\$6,182,516</b>	<b>\$204,086</b>	<b>\$1,562,198</b>	<b>\$7,948,801</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$9,288,731</b>	<b>\$346,283</b>	<b>\$1,569,610</b>	<b>\$11,204,624</b>

# Niles Public Library District Income Statement-Consolidated

December 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes				\$3,450,275	\$3,196,000	\$254,275	\$6,800,000	51%
Replacement Taxes	\$5,863	\$12,083	(\$6,220)	\$54,913	\$72,500	(\$17,587)	\$145,000	38%
Per Capita Grant							\$44,157	
Grants-Other		\$83	(\$83)		\$500	(\$500)	\$1,000	
Investment Income	\$9,835	\$5,000	\$4,835	\$38,834	\$30,000	\$8,834	\$60,000	65%
Fines	\$2,018	\$4,167	(\$2,149)	\$12,163	\$25,000	(\$12,837)	\$50,000	24%
Lost Books	\$294	\$625	(\$331)	\$4,351	\$3,750	\$601	\$7,500	58%
Pay For Print	\$22	\$1,667	(\$1,645)	\$10,818	\$10,000	\$818	\$20,000	54%
Non-Resident Fees				\$333		\$333		
Flash Drive & Ear Bud Sales	\$2		\$2	\$30		\$30		
Commissions & Fees	(\$8)		(\$8)	\$14		\$14		
Donations-Friends of the Library		\$117	(\$117)		\$700	(\$700)	\$1,400	
Donations				\$55		\$55		
Miscellaneous	\$22,856	\$113	\$22,743	\$26,961	\$675	\$26,286	\$1,350	1,997%
<b>Total Revenues</b>	<b>\$40,882</b>	<b>\$23,854</b>	<b>\$17,028</b>	<b>\$3,598,747</b>	<b>\$3,339,125</b>	<b>\$259,622</b>	<b>\$7,130,407</b>	<b>50%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$10,472	\$10,508	\$36	\$63,237	\$63,047	(\$190)	\$126,094	50%
Payroll-Department Managers	\$14,382	\$14,361	(\$22)	\$86,022	\$86,164	\$142	\$172,329	50%
Payroll-Division Supervisors	\$36,182	\$36,481	\$300	\$217,143	\$218,888	\$1,744	\$437,775	50%
Payroll-Librarian I	\$97,048	\$101,000	\$3,951	\$580,496	\$605,997	\$25,501	\$1,211,994	48%
Payroll-Library Grade V	\$68,458	\$59,874	(\$8,585)	\$343,380	\$359,241	\$15,861	\$718,482	48%
Payroll-Library Grade VI	\$32,892	\$25,476	(\$7,416)	\$150,074	\$152,856	\$2,782	\$305,712	49%
Payroll-Library Pages	\$10,731	\$10,240	(\$491)	\$47,944	\$61,437	\$13,493	\$122,874	39%
Payroll-Sundays	\$9,248	\$7,167	(\$2,082)	\$42,479	\$43,000	\$521	\$86,000	49%
Adjustments		\$833	\$833		\$5,000	\$5,000	\$10,000	
Substitutes	\$1,710	\$917	(\$794)	\$7,773	\$5,500	(\$2,273)	\$11,000	71%
<b>Total Salaries</b>	<b>\$281,123</b>	<b>\$266,855</b>	<b>(\$14,268)</b>	<b>\$1,538,548</b>	<b>\$1,601,130</b>	<b>\$62,582</b>	<b>\$3,202,260</b>	<b>48%</b>

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

December 31, 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	\$10,711	\$14,458	\$3,748	\$82,289	\$86,750	\$4,461	\$173,500	47%
Books-Youth Services	\$5,381	\$6,250	\$869	\$30,484	\$37,500	\$7,016	\$75,000	41%
Books-Teen	\$1,717	\$1,250	(\$467)	\$6,832	\$7,500	\$668	\$15,000	46%
Downloadables	\$4,883	\$6,667	\$1,784	\$55,261	\$40,000	(\$15,261)	\$80,000	69%
Periodicals	\$38	\$3,000	\$2,962	\$11,683	\$18,000	\$6,317	\$36,000	32%
AV-Adult	\$10,722	\$10,083	(\$639)	\$76,416	\$60,500	(\$15,916)	\$121,000	63%
AV-Youth Services	\$4,816	\$3,500	(\$1,316)	\$14,151	\$21,000	\$6,849	\$42,000	34%
AV-Teen	\$478	\$1,000	\$522	\$4,854	\$6,000	\$1,146	\$12,000	40%
Online Databases	\$34,030	\$15,417	(\$18,613)	\$140,127	\$92,500	(\$47,627)	\$185,000	76%
<b>Total Library Materials</b>	<b>\$72,775</b>	<b>\$61,625</b>	<b>(\$11,150)</b>	<b>\$422,098</b>	<b>\$369,750</b>	<b>(\$52,348)</b>	<b>\$739,500</b>	<b>57%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$6,471	\$6,471	\$0	\$38,826	\$38,827	\$1	\$77,654	50%
Processing & Supplies	\$1,773	\$1,333	(\$439)	\$15,283	\$8,000	(\$7,283)	\$16,000	96%
Internet Charges	\$1,178	\$1,408	\$230	\$6,880	\$8,450	\$1,570	\$16,900	41%
Software, Licenses	\$1,653	\$6,759	\$5,106	\$39,754	\$40,556	\$802	\$81,113	49%
Printing	\$6,360	\$3,729	(\$2,631)	\$13,974	\$22,375	\$8,401	\$44,750	31%
Library Supplies		\$675	\$675	\$4,333	\$4,050	(\$283)	\$8,100	53%
Programming & Support-Adult	\$1,551	\$1,913	\$362	\$12,022	\$11,477	(\$544)	\$22,955	52%
Programming & Support-Juvenile	\$1,469	\$3,404	\$1,935	\$15,860	\$20,425	\$4,565	\$40,850	39%
Programming & Support-Events	\$234	\$492	\$257	\$2,417	\$2,950	\$533	\$5,900	41%
Programming & Support-Teen	\$436	\$608	\$172	\$3,336	\$3,650	\$314	\$7,300	46%
Public Performing Rights		\$117	\$117	\$1,469	\$700	(\$769)	\$1,400	105%
Computer Charges OCLC	\$927	\$927	\$0	\$5,562	\$5,563	\$1	\$11,126	50%
Miscellaneous		\$83	\$83	\$913	\$500	(\$413)	\$1,000	91%
Per Capita Grant Expenditures	\$374	\$3,680	\$3,306	\$7,585	\$22,079	\$14,494	\$44,157	17%
Grant - Other Expenditures		\$83	\$83		\$500	\$500	\$1,000	
Volunteers		\$125	\$125	\$631	\$750	\$119	\$1,500	42%
<b>Total Library Operating Expenditures</b>	<b>\$22,427</b>	<b>\$31,809</b>	<b>\$9,382</b>	<b>\$168,844</b>	<b>\$190,852</b>	<b>\$22,008</b>	<b>\$381,705</b>	<b>44%</b>

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

December 31, 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	\$1,742	\$2,667	\$925	\$15,741	\$16,000	\$259	\$32,000	49%
Copiers	\$653	\$983	\$331	\$3,770	\$5,900	\$2,130	\$11,800	32%
Professional Development	\$66	\$2,368	\$2,302	\$7,856	\$14,207	\$6,352	\$28,415	28%
Mileage	\$269	\$213	(\$57)	\$1,899	\$1,275	(\$624)	\$2,550	74%
Professional Collection	\$38	\$83	\$45	\$370	\$500	\$130	\$1,000	37%
Legal Fees	\$442	\$2,083	\$1,642	\$6,840	\$12,500	\$5,660	\$25,000	27%
Consultants	\$6,625	\$5,417	(\$1,208)	\$21,009	\$32,500	\$11,491	\$65,000	32%
Kitchen Supplies		\$125	\$125	\$394	\$750	\$356	\$1,500	26%
Promotional Expense	\$1,521	\$1,913	\$392	\$7,294	\$11,475	\$4,182	\$22,950	32%
Office Supplies	\$841	\$2,083	\$1,242	\$8,655	\$12,500	\$3,845	\$25,000	35%
Postage & Freight	\$300	\$1,500	\$1,200	\$7,848	\$9,000	\$1,152	\$18,000	44%
Publication of Notices-Advertisements		\$100	\$100	\$1,213	\$600	(\$613)	\$1,200	101%
Subscriptions & Dues	\$944	\$990	\$46	\$5,903	\$5,942	\$39	\$11,885	50%
Collection Services	\$50	\$83	\$34	\$136	\$500	\$364	\$1,000	14%
Telephone	\$1,441	\$1,083	(\$358)	\$8,014	\$6,500	(\$1,514)	\$13,000	62%
Trustee Expense		\$333	\$333	\$147	\$2,000	\$1,853	\$4,000	4%
Payroll Service	\$1,218	\$1,250	\$32	\$7,154	\$7,500	\$346	\$15,000	48%
Bank Fees	\$188	\$275	\$87	\$1,192	\$1,650	\$458	\$3,300	36%
Parking Lease	\$881	\$881		\$5,286	\$5,286		\$10,572	50%
<b>Total General and Administration</b>	<b>\$17,219</b>	<b>\$24,431</b>	<b>\$7,212</b>	<b>\$110,720</b>	<b>\$146,586</b>	<b>\$35,866</b>	<b>\$293,172</b>	<b>38%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$35	\$83	\$48	\$306	\$500	\$194	\$1,000	31%
Repairs & Maintenance	\$230	\$150	(\$80)	\$395	\$900	\$505	\$1,800	22%
Miscellaneous		\$8	\$8		\$50	\$50	\$100	
Auto Insurance				\$2,607	\$1,435	(\$1,172)	\$1,435	182%
<b>Total Vehicle Operation</b>	<b>\$265</b>	<b>\$242</b>	<b>(\$23)</b>	<b>\$3,308</b>	<b>\$2,885</b>	<b>(\$423)</b>	<b>\$4,335</b>	<b>76%</b>

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

December 31, 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	\$2,019,491	\$20,833	(\$1,998,658)	\$2,110,801	\$125,000	(\$1,985,801)	\$250,000	844%
Group Health	\$38,670	\$43,347	\$4,677	\$243,046	\$260,079	\$17,033	\$520,158	47%
Health Reimbursement Account	\$8,813	\$5,500	(\$3,313)	\$25,932	\$33,000	\$7,068	\$66,000	39%
Dental	\$3,236	\$1,667	(\$1,569)	\$9,846	\$10,000	\$154	\$20,000	49%
Vision	\$517	\$583	\$66	\$3,215	\$3,500	\$285	\$7,000	46%
FSA fee	\$60	\$100	\$40	\$660	\$600	(\$60)	\$1,200	55%
Life, LTD, AD&D, STD	\$1,486	\$1,500	\$14	\$9,181	\$9,000	(\$181)	\$18,000	51%
<b>Total Employee Fringe Benefits</b>	<b>\$2,072,273</b>	<b>\$73,530</b>	<b>(\$1,998,743)</b>	<b>\$2,402,680</b>	<b>\$441,179</b>	<b>(\$1,961,501)</b>	<b>\$882,358</b>	<b>272%</b>
<b>Utilities</b>								
Gas	\$1,253	\$1,250	(\$3)	\$3,044	\$7,500	\$4,456	\$15,000	20%
Electric	\$6,102	\$8,333	\$2,232	\$47,522	\$50,000	\$2,478	\$100,000	48%
Water	\$375	\$667	\$291	\$4,170	\$4,000	(\$170)	\$8,000	52%
<b>Total Utilities</b>	<b>\$7,730</b>	<b>\$10,250</b>	<b>\$2,520</b>	<b>\$54,736</b>	<b>\$61,500</b>	<b>\$6,764</b>	<b>\$123,000</b>	<b>45%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building	\$7,412	\$8,550	\$1,138	\$28,945	\$51,300	\$22,355	\$102,600	28%
Special Reserve - Equipment		\$12,333	\$12,333	\$25,819	\$74,000	\$48,181	\$148,000	17%
<b>Total Capital Expenditures</b>	<b>\$7,412</b>	<b>\$20,883</b>	<b>\$13,472</b>	<b>\$54,764</b>	<b>\$125,300</b>	<b>\$70,536</b>	<b>\$250,600</b>	<b>22%</b>
<b>Audit</b>								
Audit Expense	\$5,800		(\$5,800)	\$14,500	\$15,000	\$500	\$15,000	97%
<b>Total Audit Expenditures</b>	<b>\$5,800</b>	<b>\$0</b>	<b>(\$5,800)</b>	<b>\$14,500</b>	<b>\$15,000</b>	<b>\$500</b>	<b>\$15,000</b>	<b>97%</b>
<b>Liability Insurance</b>								
Liability Insurance				\$29,160	\$29,160		\$29,160	100%
<b>Total Liability Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,160</b>	<b>\$29,160</b>	<b>\$0</b>	<b>\$29,160</b>	<b>100%</b>

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

December 31, 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	\$19,799	\$20,631	\$832	\$115,241	\$123,786	\$8,545	\$247,573	47%
<b>Total Social Security Expenditures</b>	<b>\$19,799</b>	<b>\$20,631</b>	<b>\$832</b>	<b>\$115,241</b>	<b>\$123,786</b>	<b>\$8,545</b>	<b>\$247,573</b>	<b>47%</b>
<b>Workers' Compensation</b>								
Workers' Compensation				\$22,767	\$22,168	(\$599)	\$22,168	103%
<b>Total Workers' Compensation Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,767</b>	<b>\$22,168</b>	<b>(\$599)</b>	<b>\$22,168</b>	<b>103%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$648	\$1,458	\$811	\$3,913	\$8,750	\$4,837	\$17,500	22%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$648</b>	<b>\$1,458</b>	<b>\$811</b>	<b>\$3,913</b>	<b>\$8,750</b>	<b>\$4,837</b>	<b>\$17,500</b>	<b>22%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$5,468	\$3,833	(\$1,635)	\$34,065	\$23,000	(\$11,065)	\$46,000	74%
Contractual Maintenance	\$3,351	\$3,333	(\$17)	\$15,258	\$20,000	\$4,742	\$40,000	38%
Non-Contractual Maintenance	\$3,018	\$1,250	(\$1,768)	\$18,381	\$7,500	(\$10,881)	\$15,000	123%
Equipment Maintenance		\$5,250	\$5,250	\$2,855	\$31,500	\$28,645	\$63,000	5%
Non Capital Expenses	\$22	\$833	\$812	\$3,015	\$5,000	\$1,985	\$10,000	30%
Furniture & Fixtures	\$182	\$5,071	\$4,888	\$13,526	\$30,425	\$16,899	\$60,850	22%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$12,041</b>	<b>\$19,571</b>	<b>\$7,530</b>	<b>\$87,101</b>	<b>\$117,425</b>	<b>\$30,324</b>	<b>\$234,850</b>	<b>37%</b>
<b>Total Expenditures</b>	<b>\$2,519,511</b>	<b>\$531,285</b>	<b>(\$1,988,226)</b>	<b>\$5,028,380</b>	<b>\$3,255,471</b>	<b>(\$1,772,909)</b>	<b>\$6,443,181</b>	<b>78%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$2,478,629)</b>	<b>(\$507,431)</b>	<b>(\$1,971,198)</b>	<b>(\$1,429,633)</b>	<b>\$83,654</b>	<b>(\$1,513,287)</b>	<b>\$687,226</b>	<b>(208)%</b>

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74422	Accounts Payable	Computer Check	1/18/2017	BAKER & TAYLOR	\$0.00	\$156.07	(\$156.07)	1/31/2017	Outstanding
74423	Accounts Payable	Computer Check	1/18/2017	BLACKSTONE AUDIO, INC.	\$0.00	\$3.97	(\$160.04)	1/31/2017	Outstanding
74424	Accounts Payable	Computer Check	1/18/2017	DONNA BLOCK	\$0.00	\$68.11	(\$228.15)	1/31/2017	Outstanding
74425	Accounts Payable	Computer Check	1/18/2017	BRODART CO.	\$0.00	\$1,118.00	(\$1,346.15)	1/31/2017	Outstanding
74426	Accounts Payable	Computer Check	1/18/2017	CALL ONE	\$0.00	\$1,180.09	(\$2,526.24)	1/31/2017	Outstanding
74427	Accounts Payable	Computer Check	1/18/2017	ARIANNE CAREY	\$0.00	\$174.85	(\$2,701.09)	1/31/2017	Outstanding
74428	Accounts Payable	Computer Check	1/18/2017	SYLVIA CASALETTO	\$0.00	\$9.00	(\$2,710.09)	1/31/2017	Outstanding
74429	Accounts Payable	Computer Check	1/18/2017	CENGAGE LEARNING, INC.	\$0.00	\$826.35	(\$3,536.44)	1/31/2017	Outstanding
74430	Accounts Payable	Computer Check	1/18/2017	CHRIS' LANDSCAPE, INC.	\$0.00	\$70.00	(\$3,606.44)	1/31/2017	Outstanding
74431	Accounts Payable	Computer Check	1/18/2017	CINTAS CORPORATION LOC. 769	\$0.00	\$810.00	(\$4,416.44)	1/31/2017	Outstanding
74432	Accounts Payable	Computer Check	1/18/2017	COMED	\$0.00	\$6,101.79	(\$10,518.23)	1/31/2017	Outstanding
74433	Accounts Payable	Computer Check	1/18/2017	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$11,018.23)	1/31/2017	Outstanding
74434	Accounts Payable	Computer Check	1/18/2017	COOPERATIVE COMPUTER SERV	\$0.00	\$7,398.00	(\$18,416.23)	1/31/2017	Outstanding
74435	Accounts Payable	Computer Check	1/18/2017	COVERALL NORTH AMERICA, IN	\$0.00	\$2,800.00	(\$21,216.23)	1/31/2017	Outstanding
74436	Accounts Payable	Computer Check	1/18/2017	CREATIVE PROMOTIONAL PROD	\$0.00	\$972.15	(\$22,188.38)	1/31/2017	Outstanding
74437	Accounts Payable	Computer Check	1/18/2017	CECILIA CYGNAR	\$0.00	\$12.27	(\$22,200.65)	1/31/2017	Outstanding
74438	Accounts Payable	Computer Check	1/18/2017	EASYPERMIT POSTAGE	\$0.00	\$300.00	(\$22,500.65)	1/31/2017	Outstanding
74439	Accounts Payable	Computer Check	1/18/2017	EBSCO INFORMATION SERVICES	\$0.00	\$23,715.00	(\$46,215.65)	1/31/2017	Outstanding
74440	Accounts Payable	Computer Check	1/18/2017	ELMHURST HISTORICAL MUSEU	\$0.00	\$750.00	(\$46,965.65)	1/31/2017	Outstanding
74441	Accounts Payable	Computer Check	1/18/2017	FIFTH THIRD BANK	\$0.00	\$574.00	(\$47,539.65)	1/31/2017	Outstanding
74442	Accounts Payable	Computer Check	1/18/2017	FIFTH THIRD BANK	\$0.00	\$2,224.10	(\$49,763.75)	1/31/2017	Outstanding
74443	Accounts Payable	Computer Check	1/18/2017	FINDAWAY WORLD, LLC	\$0.00	\$502.38	(\$50,266.13)	1/31/2017	Outstanding
74444	Accounts Payable	Computer Check	1/18/2017	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$150.00	(\$50,416.13)	1/31/2017	Outstanding
74445	Accounts Payable	Computer Check	1/18/2017	FLEXSOURCE, LLC	\$0.00	\$368.00	(\$50,784.13)	1/31/2017	Outstanding
74446	Accounts Payable	Computer Check	1/18/2017	FLOOR INNOVATIONS	\$0.00	\$1,320.00	(\$52,104.13)	1/31/2017	Outstanding
74447	Accounts Payable	Computer Check	1/18/2017	FLYING FOX CONSERVATION FU	\$0.00	\$275.00	(\$52,379.13)	1/31/2017	Outstanding
74448	Accounts Payable	Computer Check	1/18/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,178.60	(\$54,557.73)	1/31/2017	Outstanding
74449	Accounts Payable	Computer Check	1/18/2017	GENEALOGICAL PUBLISHING CO	\$0.00	\$110.45	(\$54,668.18)	1/31/2017	Outstanding
74450	Accounts Payable	Computer Check	1/18/2017	GRAINGER	\$0.00	\$127.40	(\$54,795.58)	1/31/2017	Outstanding
74451	Accounts Payable	Computer Check	1/18/2017	GROOT INDUSTRIES, INC.	\$0.00	\$217.91	(\$55,013.49)	1/31/2017	Outstanding
74452	Accounts Payable	Computer Check	1/18/2017	HAZELNUTS, LLC	\$0.00	\$325.00	(\$55,338.49)	1/31/2017	Outstanding
74453	Accounts Payable	Computer Check	1/18/2017	HEALTHCARE SERVICE CORPOR	\$0.00	\$46,654.02	(\$101,992.51)	1/31/2017	Outstanding
74454	Accounts Payable	Computer Check	1/18/2017	HOUCHEN BINDERY, LTD.	\$0.00	\$379.30	(\$102,371.81)	1/31/2017	Outstanding
74455	Accounts Payable	Computer Check	1/18/2017	INGRAM LIBRARY SERVICES	\$0.00	\$15,108.32	(\$117,480.13)	1/31/2017	Outstanding
74456	Accounts Payable	Computer Check	1/18/2017	ISABELLA L. JUDI	\$0.00	\$9.99	(\$117,490.12)	1/31/2017	Outstanding
74457	Accounts Payable	Computer Check	1/18/2017	KIMBERLY BOLAN & ASSOCIATE	\$0.00	\$2,875.00	(\$120,365.12)	1/31/2017	Outstanding
74458	Accounts Payable	Computer Check	1/18/2017	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$441.50	(\$120,806.62)	1/31/2017	Outstanding
74459	Accounts Payable	Computer Check	1/18/2017	KONE INC.	\$0.00	\$246.66	(\$121,053.28)	1/31/2017	Outstanding
74460	Accounts Payable	Computer Check	1/18/2017	KONICA MINOLTA BUSINESS SO	\$0.00	\$652.78	(\$121,706.06)	1/31/2017	Outstanding

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74461	Accounts Payable	Computer Check	1/18/2017	KOREAN BOOKS	\$0.00	\$539.00	(\$122,245.06)	1/31/2017	Outstanding
74462	Accounts Payable	Computer Check	1/18/2017	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$122,395.06)	1/31/2017	Outstanding
74463	Accounts Payable	Computer Check	1/18/2017	MITCH LEVIN	\$0.00	\$175.00	(\$122,570.06)	1/31/2017	Outstanding
74464	Accounts Payable	Computer Check	1/18/2017	LEXIS NEXIS BUSINESS & ACADEM	\$0.00	\$193.84	(\$122,763.90)	1/31/2017	Outstanding
74465	Accounts Payable	Computer Check	1/18/2017	VICTORIA LUZ	\$0.00	\$18.27	(\$122,782.17)	1/31/2017	Outstanding
74466	Accounts Payable	Computer Check	1/18/2017	MAKERBOT INDUSTRIES LLC	\$0.00	\$373.61	(\$123,155.78)	1/31/2017	Outstanding
74467	Accounts Payable	Computer Check	1/18/2017	BERNARD D. MARTIN	\$0.00	\$250.00	(\$123,405.78)	1/31/2017	Outstanding
74468	Accounts Payable	Computer Check	1/18/2017	MCCLURE INSERRA & COMPANY	\$0.00	\$5,800.00	(\$129,205.78)	1/31/2017	Outstanding
74469	Accounts Payable	Computer Check	1/18/2017	JOAN MCGEE	\$0.00	\$225.00	(\$129,430.78)	1/31/2017	Outstanding
74470	Accounts Payable	Computer Check	1/18/2017	JUDITH MCNULTY	\$0.00	\$11.00	(\$129,441.78)	1/31/2017	Outstanding
74471	Accounts Payable	Computer Check	1/18/2017	KINGA A. MEDREK	\$0.00	\$19.99	(\$129,461.77)	1/31/2017	Outstanding
74472	Accounts Payable	Computer Check	1/18/2017	MENARDS	\$0.00	\$568.49	(\$130,030.26)	1/31/2017	Outstanding
74473	Accounts Payable	Computer Check	1/18/2017	MIDWEST TAPE	\$0.00	\$12,943.43	(\$142,973.69)	1/31/2017	Outstanding
74474	Accounts Payable	Computer Check	1/18/2017	MARY MILLER	\$0.00	\$256.04	(\$143,229.73)	1/31/2017	Outstanding
74475	Accounts Payable	Computer Check	1/18/2017	MOUG	\$0.00	\$40.00	(\$143,269.73)	1/31/2017	Outstanding
74476	Accounts Payable	Computer Check	1/18/2017	MULTICULTURAL BOOKS & VID	\$0.00	\$1,069.44	(\$144,339.17)	1/31/2017	Outstanding
74477	Accounts Payable	Computer Check	1/18/2017	NICOR GAS	\$0.00	\$1,253.02	(\$145,592.19)	1/31/2017	Outstanding
74478	Accounts Payable	Computer Check	1/18/2017	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$146,473.19)	1/31/2017	Outstanding
74479	Accounts Payable	Computer Check	1/18/2017	OAK BROOK MECHANICAL SERV	\$0.00	\$3,789.41	(\$150,262.60)	1/31/2017	Outstanding
74480	Accounts Payable	Computer Check	1/18/2017	OMNIGRAPHICS, INC.	\$0.00	\$327.40	(\$150,590.00)	1/31/2017	Outstanding
74481	Accounts Payable	Computer Check	1/18/2017	OVERDRIVE, INC.	\$0.00	\$4,859.09	(\$155,449.09)	1/31/2017	Outstanding
74482	Accounts Payable	Computer Check	1/18/2017	SARAH J. PARKER	\$0.00	\$250.00	(\$155,699.09)	1/31/2017	Outstanding
74483	Accounts Payable	Computer Check	1/18/2017	PEAPOD	\$0.00	\$278.05	(\$155,977.14)	1/31/2017	Outstanding
74484	Accounts Payable	Computer Check	1/18/2017	PENGUIN RANDOM HOUSE LLC	\$0.00	\$78.75	(\$156,055.89)	1/31/2017	Outstanding
74485	Accounts Payable	Computer Check	1/18/2017	ROCHELLE PENNINGTON	\$0.00	\$200.00	(\$156,255.89)	1/31/2017	Outstanding
74486	Accounts Payable	Computer Check	1/18/2017	PLIC - SBD GRAND ISLAND	\$0.00	\$1,486.45	(\$157,742.34)	1/31/2017	Outstanding
74487	Accounts Payable	Computer Check	1/18/2017	POLONIA BOOKSTORE, INC.	\$0.00	\$570.85	(\$158,313.19)	1/31/2017	Outstanding
74488	Accounts Payable	Computer Check	1/18/2017	CYNTHIA RADEMACHER	\$0.00	\$72.36	(\$158,385.55)	1/31/2017	Outstanding
74489	Accounts Payable	Computer Check	1/18/2017	RAILS	\$0.00	\$82.50	(\$158,468.05)	1/31/2017	Outstanding
74490	Accounts Payable	Computer Check	1/18/2017	RECORDED BOOKS, LLC	\$0.00	\$155.99	(\$158,624.04)	1/31/2017	Outstanding
74491	Accounts Payable	Computer Check	1/18/2017	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$159,174.04)	1/31/2017	Outstanding
74492	Accounts Payable	Computer Check	1/18/2017	S&P GLOBAL MARKET INTELLIG	\$0.00	\$9,033.55	(\$168,207.59)	1/31/2017	Outstanding
74493	Accounts Payable	Computer Check	1/18/2017	SEAWAY SUPPLY CO.	\$0.00	\$69.00	(\$168,276.59)	1/31/2017	Outstanding
74494	Accounts Payable	Computer Check	1/18/2017	CLARA SHEFFER	\$0.00	\$20.95	(\$168,297.54)	1/31/2017	Outstanding
74495	Accounts Payable	Computer Check	1/18/2017	SHELL	\$0.00	\$35.12	(\$168,332.66)	1/31/2017	Outstanding
74496	Accounts Payable	Computer Check	1/18/2017	KARA C. SHIELDS	\$0.00	\$12.99	(\$168,345.65)	1/31/2017	Outstanding
74497	Accounts Payable	Computer Check	1/18/2017	SIMPLEXGRINNELL	\$0.00	\$7,411.60	(\$175,757.25)	1/31/2017	Outstanding
74498	Accounts Payable	Computer Check	1/18/2017	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$175,871.25)	1/31/2017	Outstanding
74499	Accounts Payable	Computer Check	1/18/2017	ROSA I. SRIVER	\$0.00	\$6.99	(\$175,878.24)	1/31/2017	Outstanding

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
74500	Accounts Payable	Computer Check	1/18/2017	STEINER ELECTRIC COMPANY	\$0.00	\$615.00	(\$176,493.24)	1/31/2017	Outstanding
74501	Accounts Payable	Computer Check	1/18/2017	SUPERIOR COPIES	\$0.00	\$236.44	(\$176,729.68)	1/31/2017	Outstanding
74502	Accounts Payable	Computer Check	1/18/2017	KATHY TOY	\$0.00	\$72.82	(\$176,802.50)	1/31/2017	Outstanding
74503	Accounts Payable	Computer Check	1/18/2017	JOE TRAYNOR	\$0.00	\$12.95	(\$176,815.45)	1/31/2017	Outstanding
74504	Accounts Payable	Computer Check	1/18/2017	TUMBLEWEED PRESS INC.	\$0.00	\$1,198.50	(\$178,013.95)	1/31/2017	Outstanding
74505	Accounts Payable	Computer Check	1/18/2017	GRETA ULRICH	\$0.00	\$27.30	(\$178,041.25)	1/31/2017	Outstanding
74506	Accounts Payable	Computer Check	1/18/2017	UNIQUE MANAGEMENT SERVICE	\$0.00	\$49.75	(\$178,091.00)	1/31/2017	Outstanding
74507	Accounts Payable	Computer Check	1/18/2017	VERIZON WIRELESS	\$0.00	\$217.43	(\$178,308.43)	1/31/2017	Outstanding
74508	Accounts Payable	Computer Check	1/18/2017	VILLAGE OF NILES	\$0.00	\$375.41	(\$178,683.84)	1/31/2017	Outstanding
74509	Accounts Payable	Computer Check	1/18/2017	VISA	\$0.00	\$3,242.80	(\$181,926.64)	1/31/2017	Outstanding
74510	Accounts Payable	Computer Check	1/18/2017	VISION SERVICE PLAN OF ILLINO	\$0.00	\$609.90	(\$182,536.54)	1/31/2017	Outstanding
74511	Accounts Payable	Computer Check	1/18/2017	VISOGRAPHIC	\$0.00	\$5,891.36	(\$188,427.90)	1/31/2017	Outstanding
74512	Accounts Payable	Computer Check	1/18/2017	WEBSTER, MCGRATH & AHLBER	\$0.00	\$3,500.00	(\$191,927.90)	1/31/2017	Outstanding
74513	Accounts Payable	Computer Check	1/18/2017	KAREN S. WILLEMS	\$0.00	\$52.98	(\$191,980.88)	1/31/2017	Outstanding
74514	Accounts Payable	Computer Check	1/18/2017	JANUSZ WOLAK	\$0.00	\$4.00	(\$191,984.88)	1/31/2017	Outstanding
74515	Accounts Payable	Computer Check	1/18/2017	WORLD BOOK, INC.	\$0.00	\$999.00	(\$192,983.88)	1/31/2017	Outstanding
74516	Accounts Payable	Computer Check	1/18/2017	X-PERT LANDSCAPING INC.	\$0.00	\$1,345.00	(\$194,328.88)	1/31/2017	Outstanding
74518	Accounts Payable	Computer Check	1/18/2017	AFLAC	\$0.00	\$339.04	(\$194,667.92)	1/31/2017	Outstanding
74519	Accounts Payable	Computer Check	1/18/2017	ALLIANCE ENTERTAINMENT	\$0.00	\$26.04	(\$194,693.96)	1/31/2017	Outstanding
74520	Accounts Payable	Computer Check	1/18/2017	SYNCB/ AMAZON	\$0.00	\$499.78	(\$195,193.74)	1/31/2017	Outstanding
74521	Accounts Payable	Computer Check	1/18/2017	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$525.00	(\$195,718.74)	1/31/2017	Outstanding
74522	Accounts Payable	Computer Check	1/18/2017	ART EXCURSIONS, INC.	\$0.00	\$350.00	(\$196,068.74)	1/31/2017	Outstanding
74523	Accounts Payable	Computer Check	1/18/2017	AT&T	\$0.00	\$43.55	(\$196,112.29)	1/31/2017	Outstanding
74524	Accounts Payable	Computer Check	1/18/2017	AT&T	\$0.00	\$427.14	(\$196,539.43)	1/31/2017	Outstanding
74525	Accounts Payable	Computer Check	1/18/2017	AUTOMATIC BUILDING CONTRO	\$0.00	\$290.00	(\$196,829.43)	1/31/2017	Outstanding

**Summary by Transaction Type**

<b>Total Deposits</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	(\$196,829.43)
<b>Total Payments:</b>	<b>(\$196,829.43)</b>
<b>Total Change in Register Balance:</b>	<b>(\$196,829.43)</b>

## Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2958	Accounts Payable	Manual Check	12/7/2016	NOTARY PUBLIC ASSOCIATION O	\$0.00	\$216.00	(\$216.00)	12/31/2016	Outstanding
2959	Accounts Payable	Manual Check	12/14/2016	NOTARY PUBLIC ASSOCIATION O	\$0.00	\$108.00	(\$324.00)	12/31/2016	Outstanding
2960	Accounts Payable	Manual Check	12/15/2016	AMICI RESTAURANT	\$0.00	\$250.00	(\$574.00)	12/31/2016	Outstanding

**Summary by Transaction Type**

<b>Total Deposits</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	(\$574.00)
<b>Total Payments:</b>	<b>(\$574.00)</b>
<b>Total Change in Register Balance:</b>	<b>(\$574.00)</b>

## Niles Public Library District \_SPECIAL RESERVE

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
<b>40-5805-58-00, Special Reserve - Building</b>									
12/2/2016	40990372	Invoice	2229-862	SIMPLEXGRINNELL	SIMPLEXGRINNELL-	Posted	12/31/2016	\$7,411.60	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								<i>\$7,411.60</i>	<i>\$0.00</i>
<b>Grand Totals:</b>								<b>\$7,411.60</b>	<b>\$0.00</b>

# Niles Public Library District

## \_SPECIAL RESERVE

Report name: \_SPECIAL RESERVE REPORT

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (12/1/2016 to 12/31/2016)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

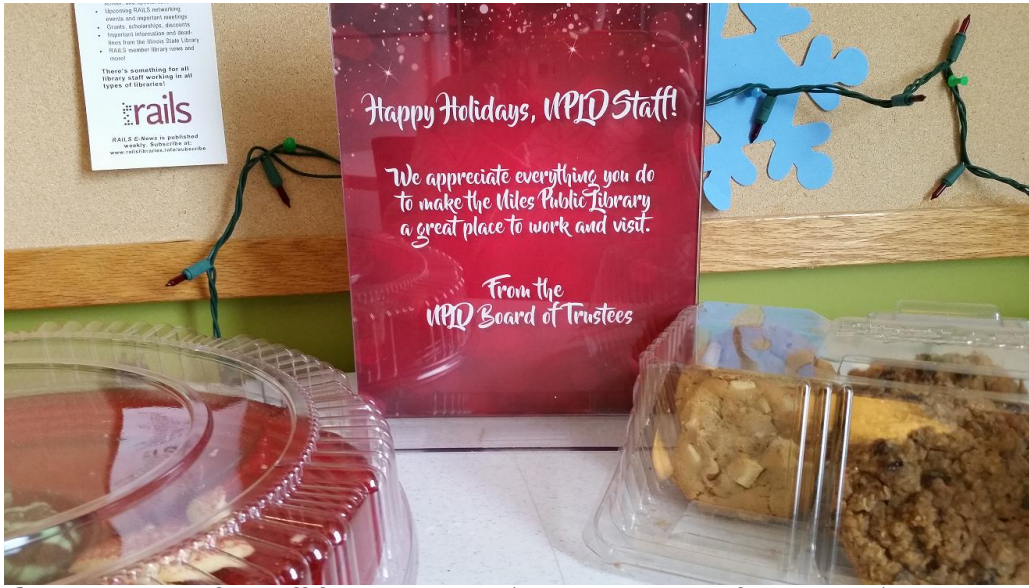
Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

## Director's Report December 2016/January 2017



Christmas treats for staff from the Board (orchestrated by Elf Linda Ryan)

### Strategic Planning

Our strategic planning process continues with a Board/Staff retreat to work with our consultants to look at the information gathered through focus groups, public forums, and 324 online surveys. If we keep focused on the big picture, it will help us set strategic goals that will guide us in our future planning. It also will help the staff and Board understand each other's perspectives. We invited the two community members who are running for trustee in the next election to attend, but only one is able to come.

### Programs

*From Arianne:* The Winter Reading Club began December 1st and continues through the end of January. It is always a fun and easy program that promotes attendance at programs, encourages reading non-fiction titles, and draws attention to all of the award winning books at the library. We also keep a stack of the adult WRC cards to pass out to the grownups.

Our Battle of the Books season drew to a close with Culver Elementary rising to the top of the scoreboard with 594 points. Saint John Brebeuf (529), Stevenson (436), and Nelson (358) rounded out the field. All participants and their families are invited back at the end of January for special evening including a pizza feast and listening to one of the authors on the book list. We are hosting Liesl Shurtliff, author of RUMP: The True Story of Rumpelstiltskin. It might sound sappy to describe anything as *special*, but the night is just that. The event is held after hours, which is pretty exciting for a kid to be anywhere after hours. Their families are treated to a pizza meal, as a result of their child's hard work. And the event itself is a cozy, warm night of storytelling, wrapped up with cookies! It's a favorite night of the staff's as well. We don't have to lean into the hard-sell to lineup all the help we need. A shout out of thanks to Patron Services and Maintenance for helping out that night as well.

**Teen** During the December Teen Advisory Board Meeting, the teens completed two services projects – decorating holiday cards for Hospitalized Kids and setting up the Mitten Tree in the Patron Service Area. Both

projects resulted in over 50 cards sent to kids in hospitals for the holidays and around 50 mittens and hats given to Niles Family Services.



Paws to Relax was our first program using therapy dogs with teens. Seven volunteer human-dog teams from Rainbow Animal Assisted Therapy visited the library between 12/21 and 12/22 to help students de-stress during finals week. It was a super easy sell to the teens. The volunteers said they enjoyed it, the teens were well-behaved, and their dogs were not stressed at all, and even the two teens who said they didn't like dogs sat close by to watch their friends pet them. One teen approached staff afterward with a big smile on his face and said it was a great idea to bring the dogs in. We have put them on the calendar for second semester finals.

*From Dodie:* Winterpalooza was delightful! Maryellen and I were on the second floor landing to promote the Winter Reading Club. We had the Plinko Game going – many patrons stopped to play the game, win a prize, and learn about the Winter Reading. I think the heavy snowfall on that day kept the crowds smaller than usual. Though with Elsa being so late it made people look around the library a little – stopping to do the craft in the commons and visiting the barbershop quartet in the large meeting room.

Winter Reading Club for Adults is sliding right along! December saw 151 patrons participate. We also had 54 employees participate. January looks to be even busier. Everyone loves the theme – “Smitten with Reading”.

For my Senior Coffee Hour, I had folk musician, Mark Dvorak entertain the seniors with a holiday concert and singalong. Cecilia's Shakespeare Project Holiday Event sponsored by the Friends: *The Cricket on the Hearth* had our highest attendance – with 67 people coming in for this after-hours event.

### **Creative Studio**

*From Suzy:* This month there were 48 successful 3D prints and 5 conversions at the VHS to DVD station.

NPLD patron Jazmin Gorski shared a project that she completed in Studio A using the microphone and Adobe Suite. She taught herself how to narrate, animate and edit videos in order to create a promotional ad for Boblcard. She was very appreciative of the library providing these tools and received a job offer as a result of her work of the commercial. Here is the commercial: [Boblcard Video](https://drive.google.com/file/d/0B9MSMfAzQU7Gd3NIWEINQ1jvTXM/view)  
<https://drive.google.com/file/d/0B9MSMfAzQU7Gd3NIWEINQ1jvTXM/view>

This month our Creative Studio programs had a distinctive holiday theme. We hosted a class for attendees to decorate ornaments and candle votive using the Silhouette Vinyl cutter. Everyone was pleased to be able to take home festive decorations.

We also hosted the 2<sup>nd</sup> Annual Holiday Family Photos event, in which families came out to have a photo taken using the green screen in Studio A. It was a great event that promoted the Creative Studio while providing a digital image for holiday cards.



### Staff changes

We welcomed Bobby Soto to the Digital Services team. He is a talented animator and brings a lot of enthusiasm to the job.

### Community engagement

*From Dodie:* Judy will continue a second year as a member of the **Village's Economic Development & Neighborhood Renewal Commission**. The purpose of the EDNR is to advise the Village President and Board of Trustees, also Village Departments, as to the viability of initiatives that positively affect sound economic development and neighborhood renewal for a better quality of life for residents.

For 2017, Judy will sit on a new Marketing Committee to explore new avenues for promoting Niles.

Dodie hosted, along with Brigitte the Niles nurse, the **holiday party for the Low Vision Group** (Visually Impaired Motivators). Everyone had a jolly time especially since the Senior Center provided a piano for us to sing Christmas and holiday songs accompanied by Dodie.

Maryellen is looking forward to working with Brigitte, the Niles nurse, in the **Healthier Niles Initiative**.

**Neil attended the Pearl Harbor National Day of Remembrance Program** presented by the talented 4<sup>th</sup> and 5<sup>th</sup> graders of Culver School and sponsored by the Niles VFW Post 3579 and the Village of Niles. The library provided copies of historic newspaper headlines and the banner posted near the top of the backdrop curtain for the performance.

**Outreach deliveries** continue at a furious pace. At the beginning of December, Karen and Aileen delivered 34 bags to schools in addition to 6 baskets of bulk loan items only to return with 38 bags of returns. They made extra visits to schools on days other than Fridays (the normal school delivery day) in order to accommodate teacher requests before the winter break for students. Of course, that's in addition to their usual deliveries to our homebound patrons and the nursing homes.



The Outreach Department's Karen and Aileen surrounded by the many bags they delivered one Friday in early December

### Marketing the Library

From Sasha: In early December, the Library hosted its holiday event called Winterpalooza. And boy did it live up to its name because it was the first snowy day in Chicago. The positive side is that didn't stop our patrons from attending a very successful event. Nearly 200 patrons waited in line in KidSpace for a chance to meet and take a photo with Elsa from *Frozen*. Around 250 patrons made a mitten craft that coincided with the "Smitten with Books" Winter Reading Club theme. Nearly 100 patrons enjoyed holiday classics performed in the Large Meeting Room by the popular barbershop quartet, *The Convertibles*. Over 40 patrons stopped by the Adult Services Winter Reading Club table to learn about the reading club and play Library Plinko. Our patrons were very appreciative of the event and we look forward to organizing it again next year!



The PR & Marketing Department is getting ready for a delicious February and March. As you may have heard we've partnered with the U.S. Pizza Museum to bring a pizza exhibit to the community. The exhibit runs from February 1 through March 31 in the Franklin Gallery. Residents will be able to learn something new about pizza at the Library. Kendall Bruns, Curator of the U.S. Pizza Museum, will put on display some of his over 600 pizza memorabilia pieces. We're having 8 programs and events in honor of the exhibit including The History of Pizza, Pizza Dough Making, a Pizza Box Art Contest, and much more. Please join us for the official kickoff event on Friday, February 3 from 6:30-8:30pm.

## **CCS**

*From Cyndi:* The Laulima Project to choose the next Integrated Library System vendor proceeds at its usual fast pace. RFP responses were scored (an interesting process) and the second round analysis started with deeper investigation into SirsiDynix and Polaris. The database management project continues to look at Item Cats 2.3.4 and 5 to replace our dependence on Item Cat 1 so we are prepared to migrate to whichever system is chosen. Also we are discussing a review process for additions to all item cats and moving from numbers to text for item cat 1.

## **Tech Services**

Our Tech Services Department purchased, cataloged, and processed 30,390 items in 2016. That is a whole lot of boxes opened, acquisitions logged, catalog records created, items tagged with stickers and RFID labels, and inputted with their barcode numbers into the database. Hats off to Tech Services!

*From Victoria:* During the month of December through holiday, lighter-than-usual staffing, the TS staff worked together for coverage and to keep the materials moving out to our patrons. Happy 2017 and a New Year of materials.

## **Building and technology notes**

Dave is replacing the almost 20-year-old drinking fountain by the Large Meeting Room. It will be a bottle-filling dispenser as well as a fountain you can drink directly from. He also dealt with an old part of the lighting that failed, resulting in a few hours of darkness on the second and third floors.

## **IMRF**

You will see on the Consolidated Income Statement under Deferred Compensation that we sent the \$2,000,000 payment to IMRF. This puts us over the budgeted amount but within the appropriated amount, as we discussed previously. It will result in a savings of approximately \$150,000 per year.

## **Committees**

Art & Display Committee *from Victoria:* Maryellen's quilt display will be up through January 31<sup>st</sup> to coincide with the cozy Winter Reading theme. That will be replaced by the I Love Pizza display beginning Feb 1 - March 31.

## Trustee Calendar

### January

- 1/9—Friends of the Library Meeting cancelled
- 1/9—Building & Grounds Committee meeting
- 1/16—Board and Staff Strategic Planning Retreat; Amici, 10-4
- 1/18—Regular Meeting of the Board of Trustees
- 1/19—Niles Chamber Leadership Luncheon

### February

- 2/3—I Love Pizza Exhibit Kickoff 6:30-8:30
- 2/20—Library Legislative Breakfast, Buffalo Grove Arboretum
- 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

- 4/9-4/15 National Library Week
- 4/4—Consolidated Election including two library trustees
- 4/10—Friends of the Library Meeting
- 4/11—National Library Workers Day
- 4/19—Regular Meeting of the Board of Trustees—first presentation of 2017-18 budget

### May

- 5/8—Friends of the Library Meeting
- 5/17—Regular Meeting of the Board of Trustees—swearing in of new members; election of officers—second presentation of 2017-18 budget

### June

- Final month of the 2016-17 fiscal year
- 6/4—Big Fun Summer Reading Kickoff
- 6/15—Budget and Appropriation Hearing
- 6/15—Regular Meeting of the Board of Trustees—approval of tentative 2017-18 budget
- 6/23-6/27 ALA Annual Conference, Chicago

PLA Conference: Philadelphia, March 20-24, 2018

ALA Conference: New Orleans, June 22-26, 2018

## Monthly Statistical Report -- December 2016

PATRONS						
	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	205	275	-25.45%			
Total District Cardholders	25,059	25,450	-1.54%			
Patron Visits	25,452	27,873	-8.69%			
Unique Library Cards Used	4,422	4,774	-7.37%			
LOAN OF LIBRARY MATERIALS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	44,522	37,611	18.37%	269,249	233,635	15.24%
Teens	3,393	2,985	13.67%	21,941	19,227	14.12%
Juvenile	40,834	35,994	13.45%	260,327	229,739	13.31%
Digital	1,551	1,296	19.68%	10,486	6,986	50.10%
Equipment	103	81	27.16%	581	194	199.48%
<b>TOTAL Loan of Library Materials</b>	<b>90,403</b>	<b>77,886</b>	<b>16.07%</b>	<b>562,003</b>	<b>489,587</b>	<b>14.79%</b>
LOAN OF MATERIAL BY TYPE						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Adult</b>						
Print	19,849	16,690	18.93%	124,270	108,926	14.09%
Periodical	1,058	605	74.88%	6,756	4,291	57.45%
Audio	4,608	4,351	5.91%	26,842	27,078	-0.87%
DVD	19,007	15,965	19.05%	111,381	93,340	19.33%
<b>TOTAL Adult Loans</b>	<b>44,522</b>	<b>37,611</b>	<b>18.37%</b>	<b>269,249</b>	<b>233,635</b>	<b>15.24%</b>
<b>Teens</b>						
Print	2,439	2,060	18.40%	16,460	14,046	17.19%
Periodical	10	16	-37.50%	94	76	23.68%
Audio	575	563	2.13%	3,315	3,186	4.05%
DVD	369	346	6.65%	2,072	1,919	7.97%
<b>TOTAL Teen Loans</b>	<b>3,393</b>	<b>2,985</b>	<b>13.67%</b>	<b>21,941</b>	<b>19,227</b>	<b>14.12%</b>
<b>Juvenile</b>						
Print	30,734	25,303	21.46%	193,857	162,754	19.11%
Periodical	100	43	132.56%	1,340	520	157.69%
Audio	2,398	2,012	19.18%	16,360	14,661	11.59%
DVD	7,602	8,636	-11.97%	48,770	51,804	-5.86%
<b>TOTAL Juvenile Loans</b>	<b>40,834</b>	<b>35,994</b>	<b>13.45%</b>	<b>260,327</b>	<b>229,739</b>	<b>13.31%</b>
<b>Equipment Loan</b>	<b>103</b>	<b>81</b>	<b>27.16%</b>	<b>581</b>	<b>194</b>	<b>199.48%</b>
<b>Digital Loan (ebooks, eaudiobooks)</b>	<b>1,551</b>	<b>1,296</b>	<b>19.68%</b>	<b>10,486</b>	<b>6,986</b>	<b>50.10%</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)	17,059	11,758	45.08%	62,833	73,097	-14.04%
[Note: Incomplete data from vendors]						
HOLDS						
	Current Month	Prior Year Same Month	% Change			
Holds Placed	6,829	7,194	-5.07%			
Holds Made Available	9,544	11,478	-16.85%			
IN-HOUSE USE						
MATERIALS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	35	35	0.00%	379	63	501.59%
Circulating--Juvenile	4,317	8,658	-50.14%	26,492	26,912	-1.56%
Commons	-	137	-	-	504	-
Circulating--Teen	435	340	27.94%	1,859	3,255	-42.89%
Circulating--Adult	1,562	1,626	-3.94%	9,280	11,711	-20.76%
<b>TOTAL In-House Use of Materials</b>	<b>6,349</b>	<b>10,796</b>	<b>-41.19%</b>	<b>38,010</b>	<b>42,445</b>	<b>-10.45%</b>
<b>Items moved on Shelf</b>	<b>3,621</b>	<b>4,471</b>	<b>-19.01%</b>	<b>21,059</b>	<b>26,406</b>	<b>-20.25%</b>
[Note: Automated In-House Use count project began Aug. 2015]						

## Monthly Statistical Report -- December 2016

IN-HOUSE USE continued						
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,136	-		8,206	-	
Digital Services	2,387	3,607	-2.33%	16,377	24,337	1.01%
Kidspace Express Internet	18	140	-87.14%	351	1,082	-67.56%
Kidspace	1,092	1,041	4.90%	7,833	7,852	-0.24%
Kidspace iPad Usage	420	420	0.00%			
Teen Underground	155	266	-41.73%	2,844	2,808	1.28%
<b>Total Users</b>	<b>5,208</b>	<b>5,474</b>	<b>-4.86%</b>	<b>35,611</b>	<b>36,079</b>	<b>-1.30%</b>
[Note: Express computer in Kidspace only as of June 2016]						
Patron Wi-Fi Uses	11,307	11,458	-1.32%	72,290	66,600	8.54%
Scanning & Fax Pages	2,996	3,117	-3.88%	25,253	27,625	-8.59%
Print & Copy Pages	12,834	12,531	2.42%	97,999	84,497	15.98%
USE OF STAFF MEDIATED EQUIPMENT						
	Month	Same Month	% Change	Current YTD	Prior YTD	
3D Printer	48	40	20.00%	216	40.00	440.00%
Large Scale Poster Printer	1	-		5	-	
VHS to DVD Conversion	5	-		77	-	
<b>TOTAL Use of Staff Mediated Equipment</b>	<b>54</b>	<b>40</b>	<b>35.00%</b>	<b>298</b>	<b>40</b>	<b>645.00%</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	50	36	38.89%	330	215	53.49%
Study Rooms 1-5	597	285	109.47%	3,051	2,000	52.55%
Creative Studio A	41	16	156.25%	198	87	127.59%
<b>TOTAL Users of Staff Mediated Spaces</b>	<b>688</b>	<b>337</b>	<b>104.15%</b>	<b>3,579</b>	<b>2,302</b>	<b>55.47%</b>
MARKETING & PR						
	Current Month	Prior Year Same Month	% Change			
Website Hits	26,852	28,944	-7.23%			
Facebook "Likes"	1,236	1,005	22.99%			
Buzz Blog views	455	634	-28.23%			
Media Hits (includes print and online articles and listings)	29	70	-58.57%			
e-News Subscribers	13,386	12,189	9.82%			
New Resident Letters (November)	87	-				
[Note: Began tracking in Mar. 2016]						
LIBRARY HOLDINGS						
	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	1,421	1,859	271,723			
Non-shelved materials	-	-	34,576			
Equipment	1	-	85			
<b>Total</b>	<b>1,422</b>	<b>1,859</b>	<b>306,384</b>			
LIBRARY SERVICES						
	Current	Prior Year	% Change	Current YTD	Prior YTD	% Change
Notary Public	188	153	22.88%	1,172	596	96.64%
Test Proctoring	16	13	23.08%	86	71	21.13%
Voters' Registration	-	-		28	1	2700.00%
SERVICE INTERACTIONS PER SERVICE DESKS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	4,578	8,927	-48.72%	44,121	34,888	26.46%
Ready Assistance	3,276	6,339	-48.32%	25,875	15,626	65.59%
Reference/Research	6,223	4,261	46.05%	34,632	33,354	3.83%
<b>TOTAL All Service Desks</b>	<b>14,077</b>	<b>19,527</b>	<b>-27.91%</b>	<b>104,628</b>	<b>83,868</b>	<b>24.75%</b>
Adult Services (3rd floor)						
Directional	149	376	-60.37%	659	1,908	-65.46%
Reference/Research	671	434	54.61%	4,165	3,410	22.14%
<b>Total Reference Desk</b>	<b>820</b>	<b>810</b>	<b>1.23%</b>	<b>4,824</b>	<b>5,318</b>	<b>-9.29%</b>
Commons Desk						
Directional	14	31	-54.84%	163	200	-18.50%
Ready Assistance	14	17	-17.65%	189	161	17.39%
<b>Total Commons Desk</b>	<b>28</b>	<b>-</b>		<b>352</b>	<b>361</b>	<b>-2.49%</b>

## Monthly Statistical Report -- December 2016

SERVICE INTERACTIONS Continued	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Fiction/Audiovisual Services (2nd floor)</b>						
Directional	141	1,039	-86.43%	759	4,687	-83.81%
Reference/Research	1,401	395	254.68%	7,542	8,001	-5.74%
<b>Total AV/FIC Desk</b>	<b>1,542</b>	<b>1,434</b>	<b>7.53%</b>	<b>8,301</b>	<b>12,688</b>	<b>-34.58%</b>
<b>Patron Services</b>						
Directional	1,878	4,457	-57.86%	24,900	9,910	151.26%
Ready Assistance	3,262	6,322	-48.40%	25,686	15,465	66.09%
<b>Total Patron Services</b>	<b>5,140</b>	<b>10,779</b>	<b>-52.31%</b>	<b>50,586</b>	<b>25,375</b>	<b>99.35%</b>
[Note: Began tracking Oct. 2015]						
<b>Technology Desk</b>						
Directional	111	101	9.90%	528	1,084	-51.29%
Reference/Research	1,336	940	42.13%	6,555	6,953	-5.72%
<b>Total Tech Desk</b>	<b>1,447</b>	<b>1,041</b>	<b>39.00%</b>	<b>7,083</b>	<b>8,037</b>	<b>-11.87%</b>
<b>Teen Desk</b>						
Directional	371	305	21.64%	2,526	2,335	8.18%
Reference/Research	151	109	38.53%	982	1,053	-6.74%
<b>Total Teen Desk</b>	<b>522</b>	<b>414</b>	<b>26.09%</b>	<b>3,508</b>	<b>3,388</b>	<b>3.54%</b>
<b>Outreach Services</b>						
Directional	3	147	-97.96%	4	147	-97.28%
Reference/Research	1,497	943	58.75%	7,796	2,713	187.36%
Bulk Loan Items Delivered to Nursing Homes	635	330	92.42%	3,149	2,730	15.35%
Materials pulled for Homebound Users	876	934	-6.21%	5,123	5,543	-7.58%
<b>Total Outreach Services</b>	<b>3,011</b>	<b>2,354</b>	<b>27.91%</b>	<b>16,072</b>	<b>11,133</b>	<b>44.36%</b>
<b>Youth Services</b>						
Directional	1,911	2,471	-22.66%	14,582	14,617	-0.24%
Reference/Research	1,167	1,440	-18.96%	7,592	11,224	-32.36%
School Loans pulled	37	19	94.74%	133	119	11.76%
Museum Adventure passes distributed	8	13	-38.46%	130	136	-4.41%
<b>Total Youth Services</b>	<b>3,123</b>	<b>3,943</b>	<b>-20.80%</b>	<b>22,437</b>	<b>26,096</b>	<b>-14.02%</b>
<b>GRAND Total</b>	<b>15,633</b>	<b>20,775</b>	<b>-24.75%</b>	<b>113,163</b>	<b>92,396</b>	<b>22.48%</b>
<b>Interlibrary Loan</b>						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,903	2,828	73.37%	29,872	17,419	71.49%
Items Received from CCS Libraries for Patrons	3,330	2,371	40.45%	21,210	16,971	24.98%
Items Lent to OCLC Libraries	347	248	39.92%	2,314	1,726	34.07%
Items Received from OCLC Libraries for Patrons	48	138	-65.22%	536	638	-15.99%
<b>Total Interlibrary Loan</b>	<b>8,628</b>	<b>5,585</b>	<b>54.49%</b>	<b>53,932</b>	<b>36,754</b>	<b>46.74%</b>
<b>Outreach Services</b>						
<b>Homebound</b>						
Patrons	227	254	-10.63%			
Visits	175	209	-16.27%			
<b>Institutions</b>						
Institution Deposit Collections	13	10	30.00%			
Visits	13	10	30.00%			
<b>Schools</b>						
Items Delivered	796	413	92.74%			
Trips	21	19	10.53%			
<b>VOLUNTEERS AND HOURS</b>						
	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	20	154				
Adult and Outreach Services & Programs	5	35				
Digital Services & Programs	0	0				
Patron Services	5	31				
Teen Services & Programs	12	38				
Youth Services & Programs	11	54				
<b>Total Volunteers and Hours This Month</b>	<b>53</b>	<b>312</b>				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>81</i>	<i>352</i>				

## Monthly Statistical Report -- December 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	72	2,855	106	4,022	-29.02%
Teens Programs	18	449	18	490	-8.37%
Adults Programs	31	853	24	477	78.83%
Outside Meetings	16	272	6	54	403.70%
Exhibit	-	-	-	-	
<b>TOTAL PROGRAMS AND EXHIBITS</b>	<b>137</b>	<b>4,429</b>	<b>154</b>	<b>5,043</b>	<b>-12.18%</b>
<b>Programs--Youth</b>					
Babytime (parent & child)	4	81			
Evening Family Storytime	4	66			
Rise & Shine Storytime (parent & child)	4	111			
Toddler Time	2	45			
Big Kids Storytime	1	4			
Preschool Storytime	1	16			
World Language Storytimes	1	15			
Mega Mondays	4	55			
Wonder Ground	9	77			
School's Out Movie: <i>Voyage of the Dawn Treader</i>	1	20			
Second Saturday Bingo Breakfast	1	9			
1KKB registrations	1	2			
1KKB added visits	1	12			
Bibliobop	1	53			
Book Buddies	15	30			
Second Sunday - Damen Puppets	1	20			
I Spy Tank	1	72			
Video Games	1	120			
In-house toys and games	1	371			
Neighbor Time	1	12			
Reading Patch Club registrations	1	10			
Reading Patch Club added visits	1	31			
Elementary Outreach to Parents	1	45			
Elementary Visits to Classroom	2	42			
Famished for Fiction	1	8			
Battle of the Books	2	168			
Winter Reading Club Open House	1	208			
Winter Reading Club Registrations	1	240			
Winter Reading Club added visits	1	151			
Winter Reading Club Library Challenges	1	120			
Winterpalooza: Meet and Greet with Elsa	1	180			
Winterpalooza: Winter Craft	1	250			
Winterpalooza: Commons Welcome Refreshments	1	150			
Holiday Family Photos Youth	2	61			
<b>Total Youth Services Programs</b>	<b>72</b>	<b>2,855</b>	<b>106</b>	<b>4,768</b>	<b>-40.12%</b>
<b>Programs--Teen Audience</b>					
Teen Advisory Board (TAB)	1	11			
90 Second Newbery	2	6			
Movie in the Underground: <i>Krampus</i>	1	5			
Famished for Fiction	1	10			
Videogames	1	115			
Library Visits From Schools	1	15			
Games	1	9			
Teen Study Hall	4	185			
Road Map to a Successful 2017 Testing Season	1	13			
Winter Reading Club Registrations	1	24			
Winter Reading Club Completed Cards	1	5			
Ugly Christmas Sweater Party	1	7			
Paws To Relax	2	44			
<b>Total Teen Programs</b>	<b>18</b>	<b>449</b>	<b>18</b>	<b>490</b>	<b>-8.37%</b>
<b>Programs--Adult Audience</b>					
Book Discussions- Literary Fiction	1	9			
Book Bites- Popular Fiction Discussion (w/Glenview Library)	1	14			
CJE Senior Life Resource Counseling	1	1			
DS 1-2-1	1	4			
DS 3D Printing Basics	1	2			
DS Create Your Own Holiday Votive	1	8			
DS Discovering Podcasts	1	4			
DS Holiday Family Photos Adult	2	63			

### Monthly Statistical Report -- December 2016

LIBRARY PROGRAMS- Adult Audience Continued	This Month	Attendance	TL. Programs Prior Year	Attendance Prior Year	Attendance % Change
DS Holiday Ornament Decorating	1	7			
DS Open Lab -Studio B	1	4			
DS Tablet Tuesday	1	3			
English Conversation 1-2-1	1	2			
Genealogy: Finding Your Catholic Ancestors in Chicago	1	9			
Low Vision Support Group Meeting	1	12			
New Release Movie: <i>Genius</i>	1	19			
Oakton ESL English as a Second Language Classes	2	94			
Polish Language Book Discussion	1	5			
SCORE Small Business Advice	4	12			
Senior Coffee Hour: Holiday Concert with Mark Dvorak	1	36			
Shakespeare Project: The Cricket on the Hearth	1	67			
Shakespeare Project: The Cricket on the Hearth Discussion	1	34			
Songwriters	1	5			
Adult Winter Club Reading Logs	1	151			
Winterpalooza: Welcome Desk Refreshments	1	150			
Winterpalooza: The Convertibles Holiday Show	1	95			
Winterpalooza: Winter Reading Promotion Station	1	43			
<b>Total Adult Programs</b>	<b>31</b>	<b>853</b>	<b>24</b>	<b>477</b>	<b>78.83%</b>
<b>Outside Meetings</b>					
Jewish Genealogical Society of Illinois	1	10			
Matylda Sojko-Best Dance Group	3	36			
Michael Todd Terrace Homeowners' Association	1	45			
Hellenic Link-Midwest	1	50			
OCC New Yorker Discussion Group	2	16			
Burning Bush Condo Association	1	25			
School District 63 Girl Scout Troop-Barbara Murname	1	100			
Niles All American Toastmasters	2	15			
Niles Township Toastmasters	2	40			
PD Deposition	1	2			
WB Movie Poster Matching Exhibit & Game	1	68			
<b>Total Outside Meetings</b>	<b>16</b>	<b>272</b>	<b>6</b>	<b>54</b>	<b>403.70%</b>
<b>GRAND TOTAL PROGRAM AND ATTENDANCE</b>	<b>137</b>	<b>4,429</b>	<b>154</b>	<b>5,789</b>	<b>-23.49%</b>

## Patron Suggestions and Comments for January 2017

### Responses to Patron Suggestions and Comments

#### Suggestions

For the older kids from 10-12, you should make a more older card graphic so it is not so childish. Please DO IT! Please! We can look at that possibility. Thanks for letting us know what you'd like.

Can you please put the Series "Who Was." In one place together to make it easier to pick up the book? The Park Ridge Library they have this series in one place. G. J., Niles.

That works very well for browsing, but it makes it hard to find information about a particular person. We can consider getting some paperback copies to put together in the paperbacks, though—we will look into it.

Would like to have more software like Adobe Dreamweaver for web design perhaps. A. W., Niles.  
Creative Studio A has Dreamweaver installed—please ask for more information at the Tech Desk.

In addition to "Android" classes being taught every third Tuesday, can you add additional classes or set them up beginner, middle, advanced classes. Also, can you purchase laptops for "Android" users like myself in addition to your "Apple" laptops.

Thank you for your suggestions—we will consider them.

Go programming language book. New programming language made by Google that is becoming popular, but very little books at library.

Thank you for the suggestion—we will look into it.

#### Frustrations

What happened to libraries being quiet and calm...we were to use our "library voice." These days—its move of a park district clubhouse or coffee house. Not good!

The Library has sound zones now. The entry area and most of KidSpace are designated as "social," but the Lower Level computer area and parts of the second and third floor are designated as "quiet". If you want even quieter than that, most of the seating on the third floor is designated as "silent". This way, people with different needs can all still use the Library.

I notice water fountain from long time is slow. No one can drink water. Do you think this is right? It should be quick action. Please. You don't need anybody's name or phone #. Think about it.

The new water fountain is currently being installed. As for names and phone numbers, those are optional—some people like to get a direct answer and others don't care.

## Comments

Love the mitten tree! Also, love the themed tables with reading themes. I have ready many good books this way that I might not have found on my own. Also, please fix the water fountain on the first floor near the vending machines!

Great display of children's art!

Resources are well organized and ample. Cheers to you all! Happy Holidays!

Matt has been "very" helpful/patient to help me with my cell phone. I would like to continue working with him, if possible. Thank you. S. L. (A reply would be appreciated.)

Thank you so much for the nice comments—it's great to hear that our displays, resources and staff are appreciated.

For further information:  
Richard Brill  
847-251-5522  
midwest.pr@comcast.net

For Immediate Release

## **Rotary Club of Wilmette Collects 22,000 Books For Inner-City Schools**

WILMETTE, Ill., Dec. 5, 2016 – Setting a campaign record, The Rotary Club of Wilmette collected 22,000 books to help inner-city students perform better and love reading. Over 13 years, Rotary delivered about 100,000 books to grateful Chicago students.

The Rotary Club of Wilmette’s Big Book Drive collects thousands of children’s, school and reference books from schools and libraries every year and the club gratefully thanks them. Books come from McKenzie, Romona, Harper and Central Schools, Highcrest, Wilmette Junior High and Marie Murphy School – all in Wilmette -- and St. Joseph and St. Athanasius Catholic schools. Participating high schools are New Trier, Regina Dominican and Loyola Academy. Generous book donations also come from public libraries in Wilmette, Skokie, Niles, Glenview, Skokie and Winnetka/Northfield. Office Depot on Green Bay Road donated 550 new bank-box cartons.

All books will be donated to Catalyst Charter Schools K-12 in Chicago’s Marquette Park neighborhood. They enroll 1,600 students and make literacy their main priority with reading scores steadily improving because of heavy instruction and tutoring.

Rotary Book Drive Chair Maurice Sullivan says: “Our Big Book Drive helps inner-city schools advance reading and helps their students perform better, gain reading levels, stay in school and aim for college.”

The Rotary Club of Wilmette is 92 years old and meets noon Wednesdays at McCormick & Schmick’s Restaurant in Old Orchard. For information, check [www.wilmetterotary.org](http://www.wilmetterotary.org) or Facebook: Rotary Club of Wilmette.

Gretta,

Please accept this small gift as my thank you for all the work you do throughout the year for the book discussion group. You have so much patience with those who are constantly talking! You have introduced me to books I may never have read, so please know how grateful I am! Gratefully, Ellen Brier

January 18, 2017

**New Business - Recommended Actions**

**A. Recommended Action on Winter Issue of Chapter One**

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

**Memorandum A of Recommended Board Action**

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

January 18, 2017

**New Business—Recommended Actions**

**B. Recommended Action Electronic Communications Use Policy**

MOVE the Library Board of Trustees approve changes to Personnel Policy 4.17 Electronic Communications Use.

**Memorandum B of Recommended Board Action**

Our previous Electronic Communication Use Policy was long, repetitive, and out of date. This new version combines many of the previous points, uses simple language, and is based on the policy recommended by the Management Association. Please note that we have a separate policy covering use of social media.

#### 4.18 ELECTRONIC COMMUNICATIONS USE

This policy governs employee use of the Library's computers, networks, communications systems, phone systems and other IT resources (collectively "information systems"). All such information systems, and all communications and stored information transmitted, received, or contained in the Library's information systems are Library property and are to be used primarily for job-related purposes during working time. To ensure the proper use of information systems and business equipment, the Library may monitor the use of these systems and equipment from time to time. When using the Library's information systems, employees should note the following:

1. Information systems are owned/leased and maintained by the Library District, and electronic communications are the sole property of the District. Excessive personal use of information systems or distribution of personal messages by employees is prohibited. Personal software shall not be installed or stored on the District's information systems unless prior approval is obtained.
2. The use of personal passwords, assigned to or selected by the employee, is not grounds for an employee to claim privacy rights in the information systems or any data or content stored therein. The Library reserves the right to override personal passwords.
3. The Library will, or reserves the right to, monitor the use of information systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.
4. The Library's prohibition against sexual, racial, and other forms of harassment is extended to include the use of the Library's information systems. Harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their supervisor.
5. Employees must respect all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Library's own copyrights, trademarks, and brands.
6. Staff may make personal use of these resources on their own time, such as breaks, away from public areas; these resources may not be used for an employee's personal advertising or profit.
7. The security of the Library District's network must be a high priority for all users. If a staff member is aware of any security risk or abuse of the computer or Internet system, the staff member must alert their supervisor immediately.
8. Employees must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or the Library. Therefore, employees should be cautious and

use the systems only in the appropriate manner and consult with systems experts to guarantee that information to be deleted is truly eliminated.

9. The Library District may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Library District networks. The failure of the Library District to block a particular site does not render the site necessarily appropriate for access. In the event you encounter racially or ethnically offensive material or other inappropriate or sexually explicit material while browsing on the Internet, you must immediately disconnect from the site, regardless of whether the site was subject to Library District blocking software.

Violation of this policy can result in discipline, up to and including termination of employment.

## 4.15 Electronic Communications Use Policy

Advances in electronic communications and information technologies provide opportunities for the Niles Public Library District. These technologies support our activities and enable us to better serve our patrons. The Library District continues to invest in electronic communications and information systems. While the Library District encourages the use of its systems, such use carries with it responsibilities. Careless or inappropriate use of these systems can have negative consequences, harming the Niles Public Library District, patrons and those who utilize these systems. This policy is intended to minimize the likelihood of such harm. By educating users as to proper and improper usage of these tools and by setting forth the conditions that apply whenever the Library District's electronic communication tools are being used. This Policy applies to all employees, contractors, volunteers and other individuals who are provided access to these electronic communications and information systems and tools.

### Applicable Communication Tools

These guidelines address the appropriate use of the Niles Public Library District's electronic communication tools. These tools include, but are not limited to the following:

- Telephones, pagers, cellular phones and voicemail facilities;
- E-mail systems;
- Fax machines, modems and servers;
- Palm, laptop and desktop computers;
- Software licensed to the Niles Public Library District, and
- All internal and external computer and communications networks (such as internet access facilities, browsers, commercial on-line services, E-mail systems) accessible directly or indirectly from the Library District's computer networks.

The goal of this Policy is to ensure the responsible and acceptable use of these electronic communication tools. The safety and security of the Library District's network and resources must be considered paramount when using the Library District network, Internet, E-mail and other communication tools. Any programs, documents, files or E-mail created using the Library's communication tools become the property of the Niles Public Library District. This includes all of the material and information created, transmitted or stored on this equipment.

### No Expectation of Privacy

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. This includes all information, including that which may be considered personal. The computer system belongs to the Library District. In order to determine compliance with the Library District's Electronic Communications Use Policy, authorized Library District employees or agents may monitor an employee's computer use, content of communications including any type of E-mail, Internet access or files saved on a local hard drive or in private areas of the network, at any time.

### User Guidelines for Communication Tools

#### Acceptable Use

- The Library provides electronic communications tools to facilitate business communications enhance productivity and improve service to our patrons. These resources are to be used primarily to conduct Library business, however, as with the telephone, there may be occasion to use some of these tools for personal purposes. Personal use is permitted so long as it does not interfere with the performance of an employee's job and/or the transaction of the Niles Public Library District business, consume significant

resources, give rise to more than nominal additional costs or interfere with the activities of other employees of the Library District.

### **Unacceptable Use**

- For use of the District's electronic communications and information technologies and tools, there are a number of prohibited activities, which include the following. The list is not intended to be inclusive of all prohibited activities but only as general guidelines. In addition to other restrictions and conditions discussed in this policy, the District's communications tools shall not be used to:
  1. engage in activities for personal financial gain (e.g., day trading, gaming, gambling, betting or wagering) or for commercial use or profit;
  2. solicit others for activities unrelated to the District's business or in connection with political campaigns, lobbying or for political messages or the solicitation of funds;
  3. carry or publish a defamatory, discriminatory (based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs), indecent, offensive, harassing, threatening or obscene material or messages;
  4. infringe, attempt to infringe or aid in any way in the infringement or attempted infringement on another person or entity's intellectual property rights (e.g., copyrights);
  5. violate, attempt to violate or aid in any way in the violation or attempted violation of any applicable telecommunications license or any laws that govern transborder data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);
  6. violate, attempt to violate or aid in any way in the violation or attempted violation of any other local, state or federal law, any Library District directives or policies or department guidelines;
  7. gain access to or distribute any inappropriate text or graphic files or files dangerous to the integrity of the network;
  8. exchange frivolous E-mail or announcements or games, software, chain letters or screensavers;
  9. exchange instant messaging and chat;
  10. engage in any illegal, illicit, improper, unprofessional or unethical activity that could reasonably be construed to be detrimental to the interests of the Niles Public Library District;
  11. disable, defeat or circumvent any Library District security mechanisms such as Windows policies, Internet screening programs, security programs, or firewalls. Any employee who does so shall be subject to disciplinary action up to and including dismissal. This also applies to any employee who creates, installs or knowingly distributes a malicious program;
  12. deliberately propagate any virus, worm, Trojan horse or trapdoor program code. Users must take precaution to avoid inadvertently importing such destructive instruments into the Library District's Internet, E-mail system and other communication tools;
  14. make alterations or enhancements to the Niles Public Library District's Home Page without prior approval of the Library Director. The Niles Public Library District shall not be responsible for any losses or damages resulting from, or relating to, any use of the Library District communications tools, which violates this policy.
- Users should not leave their computers logged in and unattended. This creates an opportunity for unauthorized users to access the computer system, the Internet or send an E-mail message under another logon ID. Every user shall log off the computer every day at the close of their workday and as required for periods away from the computer to prevent unauthorized use. Individual users can be held accountable for the use of their computers by others.
- Every person using a Niles Public Library District staff computer must be an employee or volunteer of the Library District who has been authorized by the Library Director to use the computer in the Library and to access specific data bases and data files. All unauthorized users are strictly prohibited. Using a computer terminal, accessing a data base or file without prior authorization from the Library Director, or providing information to the public or any unauthorized staff member so as to assist them in accessing any

### **Section IV — Personnel Policies**

of the data bases or files is grounds for dismissal. Employees and volunteers are not permitted to conduct personal circulation transactions from the computer terminals at their workstations.

- No hardware or software (including portable equipment) shall be loaned to non- Library District personnel or removed from the Library District property. Hardware may not be relocated, connected or disconnected at any Library District facility without the prior knowledge and approval of the Library Director.

### **Email Use**

Every Library District employee is responsible for using the electronic mail (E-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Library Director.

The E-mail system is the property of the Niles Public Library District. It has been provided by the Library District for use in conducting Library business. All E-mail messages must be businesslike, professional, courteous, civil and written with the expectation that they could be made public at some point in the future. Each user is responsible to process received E-mail appropriately. All communications and information transmitted by, received from, or stored in this system are Library District records and property of the Niles Public Library District. Users should take note that the information generated on E-mail, unless otherwise exempt, will be subject to release in response to a Freedom of Information Act request or court order. Avoid mixing extensive social discussion with work communication.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Library District E-mail system. The Library, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason and without the permission of any employee.

Even if employees use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the Library District from the Library District E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the Library's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Employees are prohibited from encrypting or password-protecting computer files and E-mail without the knowledge and consent of the Library Director. Any password used by employees must be revealed to the Library District as E-mail files may need to be accessed by the Library District in an employee's absence. At least two users shall have access to any protected or encrypted file.

Employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages are stored on a central back-up system in the normal course of data management.

Even though the Library District has the right to retrieve and read any E-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them. Users may not intentionally intercept, eavesdrop, record, read, alter or receive another person's E-mail messages without authorization from the employee's department head or Library Director. Unauthorized attempts to access another's E-mail are prohibited. Any exception to this policy must receive the prior approval of the department head or Library Director.

The Library's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. All E-mail messages are subject to state and federal legislation.

The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

## **Section IV — Personnel Policies**

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Library Director. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the employee's department head or Library Director.

Users should delete outdated or otherwise unnecessary E-mails and computer files consistent with the E-mail Retention Policy set forth below. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Library District letterhead.

Any employee who discovers misuse of the E-mail system should immediately contact his or her department head or the Library Director.

Violations of the Library's E-mail Policy will result in disciplinary action, up to and including termination.

As with any policy, the Library District reserves the right to modify this policy at any time, with or without notice.

Employees are required to sign an E-mail and Internet Policy Acknowledgment Form as a condition of employment.

## **E-MAIL RETENTION POLICY**

### **Scope**

This Policy applies to all E-mail and E-mail attachments circulated within the Library District.

### **Definitions**

- A. E-mail messages: Text documents which are created, stored, and delivered in an electronic format. As such, E-mail messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters.
- B. Record E-mail messages: E-mail messages that set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Record E-mail messages have historical significance or public importance and must be retained. Examples and factors for determining whether an E-mail message should be retained are provided in the section titled "Determining Whether an E-mail Message Constitutes a Record E-Mail Message."
- C. Non-record E-mail messages: E-mail messages that do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Rather, they are informal communications that are similar to communications during telephone conversations or conversations in an office hallway. Generally, non-record E-mail messages are short-lived, with no historical significance or public importance, and need not be retained after they have fulfilled their purpose.
- D. Records retention schedules: Listings of agency records and how long they must be retained.

### **Determining Whether an E-Mail Message Constitutes a Record E-Mail Message**

Factors to consider in deciding whether an E-mail message is a record are:

- A. Is it in connection with a transaction of public business (this eliminates all E-mails which do not relate to public business, i.e. personal notes, E-mails scheduling lunch, etc.)?

## **Section IV — Personnel Policies**

- B. Is it official documentary material (a draft of a letter vs. the letter itself)?
- C. Is it "FOIA-able"? For example, "preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated" need not be produced under FOIA, "except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body." However, such still would be a public record that needs to be retained. Therefore, whether a document is "FOIA-able" is not in and of itself, conclusive as to whether it is a public record and must be retained – you still must review the document further to determine whether it is a public record that must be retained.
- D. Is the material "appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein"?
- E. Does the document have any historical significance? Is the document evidence of the function, policies, decisions, procedures or other activities of the Library District or just of an individual?
- F. Even if a document is a record it need not be kept forever. The Local Records Act sets up timetables within which records may be destroyed. Library District staff should refer to the Library's records retention schedule to determine how long a particular record must be retained.
- G. Are the records duplicative? Only one copy need be retained.

NOTE: A public record that is stored and accessible after this time is still a public record and must be produced upon request, if it does not fall within one of FOIA's exemptions.

**Examples of E-mails that *generally* constitute public records:**

- E-mail created or received by Library District employees in connection with Library District business.
- E-mail that facilitates action, such as initiating, authorizing or completing a transaction in connection with Library District business.
- Policies and directives and documents that establish guidelines or procedures, certify a transaction or become a receipt.
- Correspondence or memoranda related to official business.
- Work schedules and assignments.
- Drafts of documents that are circulated for comment or approval.
- Any document that initiates, authorizes, or completes a business transaction.
- Final reports or recommendations.
- Contract-related documents and other agreements or official action.

#### **Examples of E-mails that *may* constitute public records:**

- E-mail that provides substantive comments on an action taken by the Library District (i.e., comments add to the proper understanding of the execution of the final Library District action.)
- E-mail providing documentation of significant official decisions and commitments reached orally and not otherwise documented in the Library's files.

#### **Examples of E-mails that generally *do not* constitute public records:**

- Personal E-mail messages and announcements not related to Library District business.
- Duplicate copies or extracts of correspondence or documents E-mailed for convenience or reference and reproduction of non-original source material.
- Internal E-mails created by employees on work-related topics which do not facilitate action or an understanding of the work-related topic (i.e., letters of transmittal that do not add any information to that contained in the transmittal notes, etc.)
- Quasi-official notices and records that do not serve as the basis of official actions (i.e., holiday notices, meeting confirmations, announcements of social events, etc.)
- Spam.

#### **Retention**

Generally, E-mail messages are temporary communications. However, depending on the content of the E-mail, it may be considered a public record. Accordingly, employees have the same responsibilities for E-mail messages as they do for any other public record and must distinguish between record E-mails and non-record E-mails.

Non-record E-mail messages should be deleted from files as soon as they have fulfilled their purpose. These are records that are not required to be kept under law or whose preservation is not necessary or convenient to conduct Library District business. On the other hand, messages determined by users to be records must be properly preserved and disposed of as specified in the Library's approved records retention schedule.

#### **Copy of Record**

Where E-mail communication is between a sender and a recipient, the sender's copy is designated as the copy of record provided the sender is an officer or employee of the Library District, and if not, then the recipient's copy is the copy of record. All other copies are merely "duplicates" and can be disposed of at will. If an E-mail is determined to be a record, it should be printed fully (including time, date, sender, and receiver) and retained in proper format, then deleted from the electronic system or it should be transferred to the appropriately identified electronic file. Message review and printing or transfer should take place on a regular basis and no less frequently than every 30 days.

#### **Responding to FOIA Requests**

If an E-mail does fall within the definition of a public record it may not be deleted, except as provided in the Library's record retention schedule. Further, these E-mails should be reviewed prior to release under FOIA so that any exempt information contained in them may be deleted or redacted. Finally, if the E-mail falls within one of the exemptions (i.e., protected by attorney-client privilege), it need not be produced.

If in doubt as to whether an E-mail message is a public record or contains exempt information, contact the Niles Public Library District Freedom of Information Officer.

## **Internet Use**

Library Director approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the Library District to act as an official representative of the Library, employees posting information must include a disclaimer in that information stating:

*“Views expressed by the author do not necessarily represent those of the Niles Public Library District.”*

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, E-mail can provide excellent means of communicating with other employees, our patrons, outside vendors, and other business. Use of the Internet, however, must be tempered with common sense and good judgment.

If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Your use of the Internet is governed by this policy and the E-mail Policy.

## **Disclaimer of Liability for Use of Internet**

The Library District is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an E-mail address on the Internet may lead to receipt of unsolicited E-mail containing offensive conduct. Users accessing the Internet do so at their own risk. Individual users should be aware that the Library District has no control over and, therefore, cannot be responsible for the content of information available on the Internet or received in E-mail.

## **Duty Not to Waste Computer Resources**

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. Library District computers may not be used for the creation and storing of personal documents and/or personal data files.

## **Monitoring Computer Usage**

The Library District has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing E-mail sent and received by users.

## **Blocking of Inappropriate Content**

The Library District may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Library District networks. The failure of the Library District to block a particular site does not render the site necessarily appropriate for access. In the event you encounter racially or ethically offensive material or other inappropriate or sexually explicit material while browsing on the Internet, you must immediately disconnect from the site, regardless of whether the site was subject to Library District blocking software.

## **Prohibited Activities**

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or in violation of the Library's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the Library's computers. Employees encountering or receiving this kind of material should immediately report the incident to their immediate supervisors or the Library Director. The Library's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including termination.

## **Illegal Copying**

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. Files are not to be copied from another user without that user's consent. Files or programs are not to be copied from one computer to another without permission of your department head or Library Director. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Library Director. The Library District prohibits any users from illegally duplicating or using illegally duplicated software on Library District computers. This includes but is not limited to bringing outside software to the District's computers, copying Library District software to portable media and taking it elsewhere, or downloading or installing on Library District computer's software from the Internet.

## **Accessing the Internet**

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the Library's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the Library's network.

## **Virus Detection**

Files obtained from sources outside the Library District, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to E-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Library's computer network. Employees should never download files from the Internet, accept E-mail attachments from outsiders, or use disks from non-Library District sources, without first scanning the material with Library-approved virus checking software. If you suspect that a virus has been introduced into the Library's network, notify the Library Director immediately. Users shall not store files on the local hard drive. There are files stored on the local hard drive that are crucial for the operation of the computer and if altered, could cause the computer to stop functioning. The files on the local drive shall not be altered. No settings or programs should ever be modified on the local computers. In case of any problems or questions with programs or files, contact the department head or Library Director.

## **Sending Unsolicited E-Mail (Spamming)**

Without the express permission of their immediate supervisors, employees may not send unsolicited E-mail to persons with whom they do not have a prior relationship.

## **Amendment and Revisions**

This policy may be amended or revised as the need arises. Users will be provided with copies of all policy changes.

Violations of this policy will be taken seriously and may result in disciplinary action, up to and including termination, and civil and criminal liability.

Use of the Internet via the Library's computer system constitutes consent by the user to all of the terms and conditions of this policy.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 4.19.06; 1.20.2011; 11.18.2015*

January 18, 2017

**New Business—Recommended Actions**

**C. Recommended Action on Resolution 17-1**

MOVE the Library Board of Trustees adopt Resolution 17-1, a Resolution of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois, approving a policy for the selection of materials and the use of library materials and facilities.

**Memorandum C of Recommended Board Action**

The Illinois Public Library District Act requires that the Board adopt and review at least every two years a Resolution for the selection of library materials and the use of Library materials and facilities.

**RESOLUTION 17-1**

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, APPROVING A POLICY FOR THE SELECTION OF MATERIALS AND THE USE OF LIBRARY MATERIALS AND FACILITIES**

**WHEREAS**, the Illinois Public Library District Act, 75 ILCS 16/30-60, requires that the Board of each library district adopt and review at least every two years a Resolution for the selection of library materials and the use of library materials and facilities; and

**WHEREAS**, this Board of Library Trustees, its Director and other library staff personnel developed written policies for the selection of library materials and the use of library materials and facilities,

**NOW THEREFORE** be it resolved by the President and Board of Trustees of the Niles Public Library District, Cook County, Illinois, as follows:

Section 1: The procedures and policies contained in the Niles Public Library District Administrative and Services Policy Manual, attached hereto as Exhibit "A" and made a part thereof, which pertain to the selection of library materials and the use of library materials and facilities shall be and hereby are approved by the Board of Library Trustees.

Section 2: The aforementioned procedures and policies shall again be reviewed and adopted by resolution of the Board of Trustees in 2019 and each two years thereafter.

**ADOPTED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2017, pursuant to a roll call vote as follows:

**AYES** \_\_\_\_\_

**NAYS** \_\_\_\_\_

**ABSENT** \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

**EXHIBIT A**  
**(all attached)**

**3.02 Library Rules**

**3.05 Lending Regulations**

**3.06 Collection Development**

**3.07 Maintaining the Collection**

### 3.02 LIBRARY RULES

1. The use of the Library or its services may be limited when excessive demands of groups or individuals tend to curtail services to the general public.
2. The use of the Library or its services may be denied for due cause. Such cause includes but is not limited to disturbance of other patrons or any other objectionable conduct on Library premises.
3. No person shall create or cause noise, distraction, nuisance or other disturbance to Library patrons or staff, or interfere with or impair the normal operations of the Library. In dealing with disturbances, the staff will take appropriate action under the circumstances and follow the below procedure:
  - a. issue an initial warning to tone down the level of talking or stop the disturbance;
  - b. issue a second warning including a statement that any further disturbances will be grounds for ejection; and
  - c. if necessary, request that the patron(s) leave the premises. An incident report will be filed whenever this action is taken (see *Appendix C: Forms*). Library personnel will take into consideration the health and safety of all patrons when implementing this policy.

If patrons do not comply with a request to leave, the Person-In-Charge of the Library shall be contacted and the Police Department called to handle the situation.

4. The Library Director will file a report with the Library Board in cases of continued, wanton or severe violations of Library policy and when all Library services are denied in excess of twenty-four hours to a patron for such violations.
5. The staff on behalf of the Library Board shall have the authority to exclude from the use of the Library any person or persons who willfully violate an ordinance or regulation prescribed by the Library Board.
6. To maintain a safe environment, adult visitors to the Youth Services Department/KidSpace who are unaccompanied by a child may be approached and questioned about the purpose of their visit. Visitors who are not actively using resources specific to the Youth Services Department may be asked to leave.
7. No portion of the Library premises shall be used as a place of and/or for the conduct of private for profit activities, enterprises and/or business. Exceptions to this policy are subject to Board approval.
8. The Library District will not display literature of individual candidates for office, but may allow display of published materials that provide an overview of all sides in an upcoming election, such as the *Voters Guide* from the League of Women Voters.
9. Display of any material does not constitute an endorsement by the Library District Board or staff, and the Library District makes no claim as to the accuracy of the material.
10. The Library District will not be responsible for acquiring materials, replacing them, or seeing that all issues are represented.

11. No campaign signage may be posted outdoors on the Library District building, grounds, or property.
12. No candidacy or issue petitions, campaign literature, position papers, solicitations or surveys may be circulated or posted in the Library or in the immediate area surrounding the entrance or exits of the building. This activity outside the building must not disrupt library operations or impede people from entering or exiting the building.
13. Public presentations by candidates for office or supporters of ballot issues are permitted in the Library District's meeting room only if they are sponsored by a non-partisan organization and all candidates or sides of an issue are invited to participate. Otherwise, public presentations by individual candidates or supporters or opponents of a ballot issue will not be held on Library District property.
14. The Library District's facilities may not be used as a campaign headquarters or meeting site for campaign committees."

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 7.20.94; 3.17.04; 4.16.08; 8.20.08; 11.18.15*

### 3.05 LENDING REGULATIONS

The Lending Regulations for the Library are listed below. These regulations will be reviewed annually by the library staff and a report forwarded to the Board incorporating any recommendations for change.

Exceptions to the regulations on checkout, loan periods and renewals will be handled on an individual basis by the Patron Services Supervisor, or, in that person's absence, the Team Leader on duty after consulting with the Supervisor of the department from where the collection is housed.

At the request of Department Supervisors, and with the approval of the Library Director, certain high-demand items, such as new items, may be given a shorter loan period for a specified amount of time, or may be subject to reserve restrictions. Most material checked out to a Teacher Card may be given a six-week loan period, subject to certain restrictions.

Charges for any lost Niles material will be the replacement cost and a \$5.00 processing fee or the patron can purchase a new exact replacement and pay the \$5.00 processing fee. If lost material is returned within three months of date paid, the cost of material will be refunded.

Patron accounts sent to our collection agency will have additional fees added. Patron accounts sent to collection are not refundable.

<b>MATERIAL</b>	<b>Loan Period</b>	<b>Reserve</b>	<b>Renewal</b>	<b>Restrictions</b>	<b>Vacation Loan</b>	<b>Fines</b>
Most materials (exceptions listed below)	3 Week	Yes	Yes*	Limit of 4 renewals	Yes	.15 per day /\$10
Hot Picks	3 Week	No	No	Limit 3/NPLD card	No	.15 per day /\$10
eBooks	2 Week	Yes	Yes*	Limit of 5/NPLD Card	No	None
Magazines	1 Week	Yes	Yes*	4 renewals	No	.15 per day/\$5
DVDs & Blu-rays: New	1 Week	Yes	Yes*	Limit 15; limit of 4 renewals	No	.15 per day/\$10
Video Games	1 Week	Yes	Yes*	Limit 10/4 renewals	No	.15 per day/\$10
Book Discussion/Bag	6 Week	Yes	Yes*	Limit of 4 renewals	No	.15 per day/\$10
Begin with Books Bag	4 Week	Yes	Yes*	Niles Teacher Cards Only	No	None
Hotspots	3 Week	Yes	Yes*	Limit of one per household at a time/one renewal/NPLD card Hotspots must be returned inside to Tech Desk	No	\$3/day; \$24 if returned through drop; lost or damaged \$50
Technology Equipment	1 Week	Yes	Yes*	Limit of one renewal/NPLD card Equipment must be returned to Tech Desk	No	\$3/day; limit of cost of item or \$30, whichever is less
Playaway Launchpad	1 Week	Yes	Yes*	Limit of 1/NPLD card/1 renewal	No	\$3/day; limit cost of item or \$30, whichever is less
Reference materials	Librarian's discretion only					

**\*Items on Hold are not renewable.**

*Adopted by the Niles Public Library District Board of Trustees 7.1.92 Revised 2.21.96; 10.16.96; 3.19.97; 10.15.97; 12.10.97; 10.21.98; 12.16.98; 3.17.99; 9.15.99; 10.20.99; 9.20.00; 11.15.00; 3.21.01; 8.24.01; 6.19.02; 8.21.02; 4.15.03; 5.21.03; 11.19.03; 4.21.04; 7.21.04; 7.18.07; 3.19.08; 6.18.08; 2.18.09; 4.21.10; 5.19.10; 5.25.10; 9.20.11; 2.22.12; 5.22.13; 5.21.14; 3.18.15; 8.19.15; 12.16.15; 7.20.16*

### 3.06 COLLECTION DEVELOPMENT

Collection Development is an integral function of the Niles Public Library. The Collection Development Policy sets forth the principles upon which a well-rounded and vital collection is built and maintained.

The Collection Development Manual is a document that clearly outlines the responsibility of the selectors and guides them in developing a collection of materials for the Niles Library District. It also explains to new staff and the community the mission and objectives of the Library's collection so they can better understand the rationale behind the selection and withdrawing of materials.

The Collection Development Manual prepares librarians to responsibly determine the growth and quality of the collection; provides a basis for internal analysis of the collection for developing long-range policies, plans, and priorities; identifies subject strengths for future collection building, including retention policies; suggests most important selection tools; and presents guidelines for weeding.

The collection needs continuous evaluation to keep on target with the Library's mission to enrich the community by meeting its informational, educational, cultural and recreational needs by providing a wide variety of materials, resources, and services as well as a friendly, experienced and professional staff in a safe and welcoming environment.

The Board of Library Trustees establishes the general policies regarding the Library's collection. The Board shall review this policy at least every two years. The Board may hear residents' objections to these policies or objections to the inclusion or exclusion of individual works in the collection. The Board delegates the authority to organize the District's collection-building activity to the Library Director. This includes maintenance of the Collection Development Manual; creation, maintenance and dissolution of collections; materials-budgeting allocations; and selection, withdrawal and arrangement of materials. The Library Director is assisted by Department Supervisors in each of the public service areas who have oversight of their collections including evaluation and maintenance. The Library Director is ultimately responsible for all materials in the Library's collection.

No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with this policy.

The Library strives within the limitations of budget and space to provide a wide range of materials that meet the diverse informational, educational, business, cultural, and recreational needs of the Library District.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints. The Library supports in principle the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement of the American Library Associates.

Selection of materials is based on the Library patron's right to read and his/her freedom from censorship by others. The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection will not be made on the basis of anticipated approval or disapproval. Selection will be made on the merits of the work in relation to the building of the collection and to serving the interest and needs of the readers. The addition of the item to the collection does not represent an endorsement by the Library of any theory, idea, or policy contained in it.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no items will be separated from the main collections except when needed to protect from theft or injury.

The Library is responsible for providing library materials to residents and taxpayers of all ages, backgrounds and opinions. The Library does not seek to exert doctrinal influence over any person by excluding materials from the Library or by denying any citizen access to them. Therefore, the Library's collection will represent broadly the views and preferences available in print, audiovisual and computer-based materials. Available resources reflect the various levels of reading skills, library skills and subject familiarity present in the District. Separate collections are created to enhance accessibility. The Library does not restrict any patrons from using any collection because of its content. Parents or guardians who decide that restrictions are appropriate for their children are responsible for imposing and enforcing those restrictions. However, the Library has the authority to reasonably address the use of the Internet by minors. Librarians do not have "in loco parentis" authority or responsibility. As such, the responsibility for children's reading, listening, and viewing materials rests with their parents or legal guardians. The Library staff will aid any child in the selection of materials based on his or her age group. However, no responsibility will be accepted for a child, adolescent, or teen selecting or checking out materials from the collection.

A registered Niles Public Library cardholder may request reconsideration of any materials as follows: discussion with the Supervisor of the department in which the material is located; if not satisfied, discussion with the Library Director; and if still not satisfied, complete a Request for Reconsideration Form which will be presented to the Board of Directors at the next scheduled Board of Directors meeting.

The same criteria of selection used for purchased items is applied to gift materials. Works given to the Library but not added to the collection may be given to another library for its collection, may be donated to the Friends of the Niles Public Library for sale, or may be disposed of in some other manner.

### **3.07 MAINTAINING THE COLLECTION**

The same criteria will be used when removing materials from the collection as are used in their acquisition. The decision to withdraw Library material shall be based on:

1. Accuracy of the contents;
2. Community interest;
3. Physical condition;
4. Availability of the title for reorder;
5. Cost of mending vs. the cost of replacement; and
6. Number of duplicate copies in the collection.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

**New Business—Recommended Actions**

**D. Recommended Action on New Personnel Policies**

MOVE the Library Board of Trustees approve new personnel policies:

4.25 Use of Cellular Phones/Library District Phones

4.26 Employee Classifications

4.27 Equal Employment Opportunity Statement

4.28 Reasonable Accommodations

4.29 Overtime/Timekeeping

4.30 Pay Deductions

4.31 No Solicitation/No Distribution

4.32 Workplace Security and Inspections

4.33 Whistleblower Compliance

**Memorandum D to Recommended Action**

When the Management Association reviewed our personnel policies, they made changes to the existing policies which the Board approved last month. They also recommended we add these policies. The first is to address the issues associated with using cell phones both at work and also when driving a library vehicle or going somewhere on library business. The remaining policies spell out the law on a variety of issues so that staff, supervisors, and administration have a clear understanding.

## 4.25 USE OF CELLULAR PHONES/LIBRARY DISTRICT PHONES

While at work, employees are to exercise the same discretion in using personal cellular phones as they do for Library District phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the Library District's policy. Flexibility will be provided in circumstances demanding immediate attention.

The Library District encourages and promotes cell phone safety when operating a motor vehicle for Library District business. If the employee finds that it is absolutely necessary to utilize a cellular phone while driving, the following should be observed:

- *Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.*
- Place calls while stopped or have someone place the call for you.
- Avoid intense, emotional or complicated conversations.
- Assess traffic conditions before making a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain.
- Give driving your full attention.
- Ensure that the phone is within easy reach.
- Use memory dial to minimize dialing time.
- Do not take notes or look up phone numbers while driving.
- Do not compose, send or read electronic messages while operating a motor vehicle.

## 4.26 EMPLOYEE CLASSIFICATIONS

It is the intent of the Library District to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship, at will, at any time is retained by both the employee and the Library District.

Each employee is designated as either NON-EXEMPT or EXEMPT according to federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay and are subject to specific provisions of federal and state wage and hour laws. EXEMPT employees are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

**REGULAR FULL-TIME** employees are those who are not in a temporary, training period, or part-time status and who are regularly scheduled to work a minimum of 37.5 hours per week or more. Generally, they are eligible for the Library District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**REGULAR PART-TIME** employees are those who are not in a temporary, training period, or full-time status and who are regularly scheduled to work less than 37.5 hours per week. They may be eligible for some of the Library District's benefit package, in addition to those required by law, subject to the terms, conditions, and limitations of each individual benefit program.

**TEMPORARY** employees are those who work over a designated, predetermined period of time, usually not to exceed six months. Temporary employees are not eligible for any of the Library District's benefit package except those required by law.

**TRAINING PERIOD** employees are those working within their first 90 days of employment with the Library District. The training period is an opportunity for the employee and the Library District to evaluate whether the employee is suitable for a position with the Library District. An employee's training period status may affect eligibility for some benefits—please see the Library Director for more information. Once the employee successfully completes the training period, the employee will be a regular employee. This is simply an administrative designation. It does not mean that the employee has a permanent job and is not in any other way inconsistent with the Library District's employment-at-will policy. The Library District reserves the right to extend or shorten the training period within its discretion.

#### **4.27 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of the Library District to afford equal employment opportunities regardless of race, color, national origin, ancestry, citizenship status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law. This policy of equal employment applies to all aspects of the employment relationship, including but not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Any employee who believes this policy has been violated should report the situation to his or her supervisor or the Library Director. All such matters will be thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the Library District's investigative procedures.

## **4.28 REASONABLE ACCOMMODATIONS**

The Library District supports the Illinois Human Rights Act and the Americans with Disabilities Act as amended and will attempt to provide reasonable accommodations for pregnant individuals and qualified individuals with disabilities in the workplace unless such accommodations would present an undue hardship for the Library District.

Reasonable accommodations apply to all covered employees and applicants and include, but are not limited to accommodations related to hiring practices, job placement, training, pay practices, promotion and demotion policies, and layoff and termination procedures.

A pregnant individual includes any woman affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. A qualified individual with a disability is any individual with a medically recognized disability. In both cases, the individual must, with or without reasonable accommodation, be qualified for and able to perform the essential functions of the job the individual has or wants, and not pose a direct threat to the health or safety of himself or herself or other individuals in the workplace.

Contact the Library Director for further clarification regarding the Library District's policy on reasonable accommodations or to request a reasonable accommodation in the workplace.

## **4.29 OVERTIME/TIMEKEEPING**

Every effort is made to allocate overtime work fairly and to the best interest of everyone. When overtime is necessary, employees will be notified as far in advance as possible. Employees are expected to work overtime if additional work effort is required to serve our customers. Non-exempt employees must have supervisory authorization prior to working overtime. Working unauthorized overtime is prohibited and may be disciplined, up to and including termination.

Overtime is paid only after a non-exempt employee has worked more than forty (40) hours during the work week. Holiday, vacation, personal, and sick time do not count as hours worked for purposes of overtime. All overtime is paid at one and one-half the employee's regular hourly rate.

All employees must fill in daily time sheets. The time sheet is an employee's time record, and it is important. It is the basis of the employee's pay record. Falsification of this record or failure to accurately and/or timely complete the record is subject to severe discipline up to and including termination, or may delay the employee's paycheck until the next pay period.

### **4.30 PAY DEDUCTIONS**

It is the policy of the Library District not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance.

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the Library Director. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Board of Trustees.

Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after the improper deduction is communicated to the Library Director.

### **4.31 NO SOLICITATION/NO DISTRIBUTION**

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch or other breaks) may not solicit or distribute literature or printed material of any kind to employees who are on working time.

Non-employees are likewise prohibited from distributing material or soliciting employees on the Library District's premises at any time.

#### **4.32 WORKPLACE SECURITY AND INSPECTIONS**

To: 1) safeguard the property of employees, patrons, and the Library District; 2) help prevent the possession, sale, and use of illegal drugs on the Library District's premises and keep with the spirit and intent of the Library District's drug-free and alcohol-free workplace policy; and 3) help prevent the possession of illegal weapons on the Library District's premises, the Library District reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the Library District's property. In addition, the Library District reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the Library District and are issued for the use of employees only during their employment with the Library District. Inspections may be conducted at any time at the discretion of the Library District.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection will be subject to disciplinary action, up to and including termination.

### **4.33 WHISTLEBLOWER COMPLIANCE**

A whistleblower as defined by this policy is an employee of the Library District who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing, including but not limited to theft or embezzlement. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Library Director or the Board of Trustees. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. The Library District will not retaliate against a whistleblower. The Library District prohibits any form of retaliation against whistleblowers, including, but not limited to, retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Library Director or the Board of Trustees immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly investigated, and corrective action will be taken as necessary.

January 18, 2017

**New Business—Recommended Actions**

**E. Recommended Action 2009 and 2010 Tax Rate Objections-Settlement**

MOVE the Library Board of Trustees approve 2009-2010 Tax Rate Objection Settlements.

**Memorandum E of Recommended Board Action**

Attorneys from Klein Thorpe & Jenkins recommend that we accept the settlement offer of lead counsel for the tax objectors of 1 mill for each year of 2009 and 2010. Their letter recommending the settlement is attached. The total amount will be approximately \$6,000 for 2009 and \$5,000 for 2010, plus statutory interest.



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January 4, 2017

**Via U.S. Mail**

Mr. Greg Pritz  
Business Manager  
Niles Public Library District  
6960 West Oakton Street  
Niles, IL 60714

**Re: 2009 and 2010 Tax Rate Objections – Settlement**

Dear Mr. Pritz

In connection with the 2009 and 2010 tax objections, we have received a settlement offer from the lead counsel for the tax objectors of 1 mill for each year. This would amount to a settlement of roughly \$6,000 and \$5,000 (plus statutory interest) in tax years 2009 and 2010, respectively.

This is the same settlement the District reached in the 2005/2006 and 2007/2008 tax rate objections. Based upon the objections, and the exposure that they represent, we feel this is a fair settlement offer and would recommend acceptance. Please advise whether we should accept this settlement offer.

Should you have any questions, please do not hesitate to contact Michael A. Marrs or me.

Very truly yours,  
KLEIN, THORPE & JENKINS, LTD.

Donald E. Renner III

DER/ka

cc: Susan Lemke  
Dennis G. Walsh  
Michael A. Marrs

January 18, 2017

**New Business—Recommended Actions**

**F. Recommended Action on Name of the Library**

MOVE the Library Board of Trustees choose the name of the Library, choosing between Niles Public Library District, Niles-Maine Area Library, or Niles-Maine District Library.

**Memorandum F of Recommended Board Action**