



Niles Public Library District

Regular Meeting

Wednesday, April 19, 2017 7:00 PM

**NILES PUBLIC LIBRARY DISTRICT
REGULAR MEETING AGENDA**

April 19, 2017

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised 4/17/2017

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Presentation Honoring Retiring Trustee and Former Board President Barbara Nakanishi
4. Consent Agenda
 - A. Approve the Minutes of the Regular Board Meeting of March 15, 2017 4
 - B. Approve the payment of the bills for operating expenses of \$252,705.24; payroll expenses of \$263,695.31; Special Reserve expenses of \$0.00; for a total monthly expense of \$516,400.55 8
 - C. Approve payment to Visographic in the amount of \$5,891.36 for the publication of the spring Chapter One newsletter
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Report 13
7. Director's Report
 - A. Highlights 20
 - B. Monthly Statistics 27
8. Communications 33
9. Committee Reports
 - A. Building and Grounds
 - B. Technology
10. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
11. Secretary's Report
12. New Business

Board Meeting Agenda - April 19, 2017

- A. Approve the 2017-2021 Strategic Plan 43
 - B. Approve proposed logo for the Niles-Maine District Library 46
 - C. Approve the payment of \$12,500 to Communico for the installation and implementation of the Digital Publishing Platform, including Communico Control, Communico Connect, Sites, Broadcast, Attend, Reserve, and Mobile modules and applications 47
 - D. Approve that the Niles Public Library District apply to the U. S. Department of State's Chicago Passport Agency to become a Passport Agency 57
 - E. Approve the expenditure from the Special Reserve Fund not to exceed \$18,000 to purchase three Dell staff computer workstations for PR and Marketing and one for IT 59
 - F. Approve changes to Administrative and Services Policy 3.04 Borrowers and Borrowers' Cards 65
 - G. Presentation on the 2017-2018 Budget
 - H. Approve the solicitation of bids for new building and grounds signage identifying the Library 70
- 13. Unfinished Business
 - 14. Executive Session-to discuss minutes of closed session meetings
 - 15. Final Action - if any, on closed session subjects
 - 16. Other
 - 17. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
March 15, 2017
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

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

Trustees Present

Linda Ryan, Barbara Nakanishi, Rob Breit, Tim Spadoni, Carolyn Drblik Patti Rozanski. Karen Dimond arrived at 7:05 PM.

Library Staff Present

Susan Lempke-Library Director; Greg Pritz-Assistant Director/Business & Operations Manager; Cyndi Rademacher-Assistant Director; Sasha Vasilic-PR & Marketing Supervisor; Suzanne Wulf-Digital Services Supervisor; Diane Winberg, Administrative Assistant; Arianne Carey, KidSpace Supervisor

Others Present

No others were present.

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.

Consent Agenda

Trustee Nakanishi MOVED the Library Board of Trustees approve:

- A. Minutes of the Regular Board Meeting of February 15, 2017
- B. Payment of the bills for operating expenses of \$223,772.35; payroll expenses of \$263,925.44; Special Reserve expenses of \$1,217.68; for a total monthly expense of \$488,925.47

Trustee Rozanski seconded.

Trustee Drblik asked that Item A. be removed for more elaboration in the Minutes.

Trustee Nakanishi withdrew her original motion. Trustee Rozanski seconded.

Trustee Nakanishi MOVED the Library Board of Trustees approve Payment of the bills for operating expenses of \$223,772.35; payroll expenses of \$263,925.44; Special Reserve expenses of \$1,217.68; for a total monthly expense of \$488,925.47. Trustee Rozanski seconded.

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

Minutes of the Regular Board Meeting of February 15, 2017

Trustee Nakanishi MOVED the Library Board of Trustees approve the modified Minutes of the Regular Board Meeting of February 15, 2017. Trustee Rozanski seconded.

Trustee Drblik asked that the Discussion of trustee procedures regarding requests for information and contact staff on page 3 of the Minutes be modified to include that reference was made to a recent request by

email from Trustee Drblik to the Business Manager. President Ryan added that Trustee Drblik's request for information was denied by the Board's consensus that this would not be a worthwhile use of the Business Office staff time. No vote was made. The change was noted and made to the original Minutes.

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

Public Comment

There were none.

Treasurer's Report

The Library Board reviewed the February 2017 Treasurer's Report and narrative as prepared by Mr. Pritz.

Director's Report

- Highlights
- All of the Library Rules have been sent to Klein, Thorpe & Jenkins for their review.
- Update on the passport service—Ms. Lempke was advised that February and March were peak season for passports and that we should postpone calling the State Department at that time, so she will give the Board an update at a later meeting.
- Public Arts & Culture Advisory Council—results of the Lakota Group Community Survey. The Library came in as the #1 cultural place for events in Niles
- The document for effective Board meetings was distributed. The vote for this document will take place in May with the newly elected Board.
- A confirmation of the Budget timeline with the Trustees

Trustee Spadoni commented that he thought it was "absolutely outstanding and inspired" to use pizza slices to celebrate math on Pi Day. Also, a "big shout out" to Dodie Frisbie and Krystyna Banek on the huge success of the Polish travel program—115 attendees. "Outstanding!"

Communications

They were included in the Board packet.

Ms. Lempke included a sample of a letter she sent out to eight state legislators notifying them of the Library's name change. With this letter, she took the opportunity to invite them to use the Library as a place to meet with their constituents.

Committee Reports

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

Ms. Lempke reported that the pricing for each individual sign has to be updated because of the name change. All of the signs will be included in the bid package. The proposed bid package will be presented to the Board for approval in April.

Technology

There was no report.

Liaison Reports

Friends of the Library

Trustee Drblik reported on the recent meeting. Ms. Lempke presented the proposed sign for the Perpetual Knowledge sculpture. Ms. Louella Preston discussed books for preschoolers targeting the 3 year olds which the Friends were very receptive to. The Friends' Treasurer's Report was presented but not approved due to the discrepancy in the numbers, because they had been including approximately \$20,000 in anticipated booksale funds. Ms. Lempke added that the Friends are very unhappy with the Library Board's decision to keep the money from the Friends' book sale. The Friends feel that they should have been notified in writing of this decision. Friends' President, Mr. Hanusiak will send the Library Board a letter requesting an accounting

Regular Board Meeting-March 15, 2017

of this money so that the Friends can remove it from their books and their Treasurer's Report can be corrected.

Legislative

Ms. Lempke reported that she along with Dodie Frisbie, Rob Breit and Karen Dimond attended the Legislative Breakfast. Fake news was the big topic. Trustee Dimond added that libraries are encouraged to disseminate actual facts and to support local news media in how they get their factual information.

RAILS

Ms. Lempke reported that there is an upcoming meeting.

Secretary's Report

Trustee Nakanishi reported that a certified copy of Ordinance 17-01, an Ordinance changing the Library District's name to the Niles-Maine District Library, effective July 1, 2017, was filed with the Cook County Recorder of Deeds with a recording fee of \$44.00, the Cook County Treasurer's Office, and the Cook County Clerk on February 16, 2017.

New Business

President Ryan asked the Board to vote first on the new mission statement prior to the discussion of the Strategic Plan.

New Mission Statement

Trustee Nakanishi MOVED the Library Board of Trustees adopt a new mission statement: Engage, Inform Enrich, Educate. Trustee Rozanski seconded.

After some discussion, Trustee Spadoni suggested that the mission statement be changed to read as a complete statement: "The Mission of the Niles-Maine District Library is to engage, inform, enrich and educate its patrons." The Board agreed that the statement is simple and powerful.

Trustee Spadoni amended the original motion to reflect the change made to the new mission statement—The Mission of the Niles-Maine District Library is to engage, inform, enrich and educate its patrons. Trustee Nakanishi accepted the amendment. Trustee Rozanski seconded.

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

Discussion of Strategic Plan

Ms. Lempke was asked to refresh the Board with the Strategic Planning process. A discussion was held on the four significant categories:

1. Exceptional Customer Service
2. Expanded Community Engagement
3. Focused Staff Development
4. Enhanced Community Awareness & Alignment

The Board agreed on the changes to be made to the Strategic Plan:

- Trustee Spadoni requested that the reference to "location or cultural background" be removed, changing the phrase to: The Library is easy to use for all its patrons (Exceptional Customer Service/Outcome)
- After discussion, the phrase "gather information" was added to the first point under Community Engagement: Develop a task force to gather information and to explore options for expanded service in the northwest part of the District (Expanded Community Engagement/Investments)
- Ms. Lempke said she would experiment with making two separate goals by making identifying barriers to customer service its own goal (Enhanced Community Awareness & Alignment/Goal)

Regular Board Meeting-March 15, 2017

Support Agreement from Hewlett Packard

Trustee Nakanishi MOVED the Library Board of Trustees approve the expenditure not to exceed \$19,000 to purchase a three-year support agreement from Hewlett Packard covering the Library's virtualization server hardware. Trustee Rozanski seconded.

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

Unfinished Business

Personnel Policy 4.31 No Solicitation/No Distribution

President Ryan brought back to the table new Personnel Policy 4.31 No Solicitation/No Distribution, which was previously moved by Trustee Spadoni and seconded by Trustee Dimond.

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

Executive Session – There was none.

Other

None

Adjournment

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

The meeting adjourned at 8:30 PM.

President

Secretary

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74745	Accounts Payable	Computer Check	4/19/2017	3BRANCH	\$0.00	\$585.00	(\$585.00)	4/30/2017	Outstanding
74746	Accounts Payable	Computer Check	4/19/2017	AFLAC	\$0.00	\$339.04	(\$924.04)	4/30/2017	Outstanding
74747	Accounts Payable	Computer Check	4/19/2017	ALEPH OBJECTS, INC.	\$0.00	\$232.75	(\$1,156.79)	4/30/2017	Outstanding
74748	Accounts Payable	Computer Check	4/19/2017	ALLIANCE ENTERTAINMENT	\$0.00	\$63.47	(\$1,220.26)	4/30/2017	Outstanding
74749	Accounts Payable	Computer Check	4/19/2017	AMARK INDUSTRIES	\$0.00	\$2,044.20	(\$3,264.46)	4/30/2017	Outstanding
74750	Accounts Payable	Computer Check	4/19/2017	SYNCB/ AMAZON	\$0.00	\$1,045.67	(\$4,310.13)	4/30/2017	Outstanding
74751	Accounts Payable	Computer Check	4/19/2017	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$367.00	(\$4,677.13)	4/30/2017	Outstanding
74752	Accounts Payable	Computer Check	4/19/2017	ANDERSON-SAFFORD	\$0.00	\$148.33	(\$4,825.46)	4/30/2017	Outstanding
74753	Accounts Payable	Computer Check	4/19/2017	AT&T	\$0.00	\$43.55	(\$4,869.01)	4/30/2017	Outstanding
74754	Accounts Payable	Computer Check	4/19/2017	AT&T	\$0.00	\$426.91	(\$5,295.92)	4/30/2017	Outstanding
74755	Accounts Payable	Computer Check	4/19/2017	AUTOMATIC BUILDING CONTRO	\$0.00	\$1,104.00	(\$6,399.92)	4/30/2017	Outstanding
74756	Accounts Payable	Computer Check	4/19/2017	BAKER & TAYLOR	\$0.00	\$112.79	(\$6,512.71)	4/30/2017	Outstanding
74757	Accounts Payable	Computer Check	4/19/2017	BLICK ART MATERIALS	\$0.00	\$39.93	(\$6,552.64)	4/30/2017	Outstanding
74758	Accounts Payable	Computer Check	4/19/2017	DONNA BLOCK	\$0.00	\$74.68	(\$6,627.32)	4/30/2017	Outstanding
74759	Accounts Payable	Computer Check	4/19/2017	BRODART CO.	\$0.00	\$230.00	(\$6,857.32)	4/30/2017	Outstanding
74760	Accounts Payable	Computer Check	4/19/2017	CALL ONE	\$0.00	\$2,437.90	(\$9,295.22)	4/30/2017	Outstanding
74761	Accounts Payable	Computer Check	4/19/2017	MARILYN CARROLL	\$0.00	\$10.00	(\$9,305.22)	4/30/2017	Outstanding
74762	Accounts Payable	Computer Check	4/19/2017	CENGAGE LEARNING, INC.	\$0.00	\$3,741.18	(\$13,046.40)	4/30/2017	Outstanding
74763	Accounts Payable	Computer Check	4/19/2017	CHIEF, CDS, LIBRARY OF CONGRES	\$0.00	\$685.00	(\$13,731.40)	4/30/2017	Outstanding
74764	Accounts Payable	Computer Check	4/19/2017	CHRIS' LANDSCAPE, INC.	\$0.00	\$3,485.00	(\$17,216.40)	4/30/2017	Outstanding
74765	Accounts Payable	Computer Check	4/19/2017	CHRIS CHRISTMAS	\$0.00	\$440.00	(\$17,656.40)	4/30/2017	Outstanding
74766	Accounts Payable	Computer Check	4/19/2017	CINTAS CORPORATION LOC. 769	\$0.00	\$675.00	(\$18,331.40)	4/30/2017	Outstanding
74767	Accounts Payable	Computer Check	4/19/2017	COMED	\$0.00	\$5,970.54	(\$24,301.94)	4/30/2017	Outstanding
74768	Accounts Payable	Computer Check	4/19/2017	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$24,801.94)	4/30/2017	Outstanding
74769	Accounts Payable	Computer Check	4/19/2017	COOPERATIVE COMPUTER SERV	\$0.00	\$7,398.00	(\$32,199.94)	4/30/2017	Outstanding
74770	Accounts Payable	Computer Check	4/19/2017	COVERALL NORTH AMERICA, IN	\$0.00	\$5,900.00	(\$38,099.94)	4/30/2017	Outstanding
74771	Accounts Payable	Computer Check	4/19/2017	CREATIVE PROMOTIONAL PROD	\$0.00	\$141.99	(\$38,241.93)	4/30/2017	Outstanding
74772	Accounts Payable	Computer Check	4/19/2017	ATHENA M. CROUSE	\$0.00	\$23.75	(\$38,265.68)	4/30/2017	Outstanding
74773	Accounts Payable	Computer Check	4/19/2017	CECILIA CYGNAR	\$0.00	\$59.72	(\$38,325.40)	4/30/2017	Outstanding
74774	Accounts Payable	Computer Check	4/19/2017	DEMCO, INC.	\$0.00	\$3,177.83	(\$41,503.23)	4/30/2017	Outstanding
74775	Accounts Payable	Computer Check	4/19/2017	DISPLAYS2GO	\$0.00	\$160.51	(\$41,663.74)	4/30/2017	Outstanding
74776	Accounts Payable	Computer Check	4/19/2017	LAURA DOHERTY	\$0.00	\$350.00	(\$42,013.74)	4/30/2017	Outstanding
74777	Accounts Payable	Computer Check	4/19/2017	EASYPERMITS POSTAGE	\$0.00	\$500.00	(\$42,513.74)	4/30/2017	Outstanding
74778	Accounts Payable	Computer Check	4/19/2017	MARYELLEN ESSIG	\$0.00	\$26.54	(\$42,540.28)	4/30/2017	Outstanding
74779	Accounts Payable	Computer Check	4/19/2017	EZ LEARN CHINESE SCHOOL	\$0.00	\$400.00	(\$42,940.28)	4/30/2017	Outstanding
74780	Accounts Payable	Computer Check	4/19/2017	FIFTH THIRD BANK	\$0.00	\$269.00	(\$43,209.28)	4/30/2017	Outstanding
74781	Accounts Payable	Computer Check	4/19/2017	FIFTH THIRD BANK	\$0.00	\$2,094.88	(\$45,304.16)	4/30/2017	Outstanding
74782	Accounts Payable	Computer Check	4/19/2017	FINDAWAY WORLD, LLC	\$0.00	\$531.63	(\$45,835.79)	4/30/2017	Outstanding
74783	Accounts Payable	Computer Check	4/19/2017	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$46,231.79)	4/30/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74784	Accounts Payable	Computer Check	4/19/2017	FSS TECHNOLOGIES	\$0.00	\$150.00	(\$46,381.79)	4/30/2017	Outstanding
74785	Accounts Payable	Computer Check	4/19/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$3,420.82	(\$49,802.61)	4/30/2017	Outstanding
74786	Accounts Payable	Computer Check	4/19/2017	GEMINI JUNIOR HIGH SCHOOL	\$0.00	\$250.00	(\$50,052.61)	4/30/2017	Outstanding
74787	Accounts Payable	Computer Check	4/19/2017	GENESIS TECHNOLOGIES, INC.	\$0.00	\$1,692.32	(\$51,744.93)	4/30/2017	Outstanding
74788	Accounts Payable	Computer Check	4/19/2017	DEBORAH GRAHAM	\$0.00	\$167.77	(\$51,912.70)	4/30/2017	Outstanding
74789	Accounts Payable	Computer Check	4/19/2017	GRAINGER	\$0.00	\$126.60	(\$52,039.30)	4/30/2017	Outstanding
74790	Accounts Payable	Computer Check	4/19/2017	GROOT INDUSTRIES, INC.	\$0.00	\$217.91	(\$52,257.21)	4/30/2017	Outstanding
74791	Accounts Payable	Computer Check	4/19/2017	FLORA GULENG	\$0.00	\$6.99	(\$52,264.20)	4/30/2017	Outstanding
74792	Accounts Payable	Computer Check	4/19/2017	HEALTHCARE SERVICE CORPOR	\$0.00	\$48,634.30	(\$100,898.50)	4/30/2017	Outstanding
74793	Accounts Payable	Computer Check	4/19/2017	SONIA HERNANDEZ	\$0.00	\$14.95	(\$100,913.45)	4/30/2017	Outstanding
74794	Accounts Payable	Computer Check	4/19/2017	HEWLWTT PACKARD ENTERPRI	\$0.00	\$18,992.74	(\$119,906.19)	4/30/2017	Outstanding
74795	Accounts Payable	Computer Check	4/19/2017	HOUCHEN BINDERY, LTD.	\$0.00	\$442.00	(\$120,348.19)	4/30/2017	Outstanding
74796	Accounts Payable	Computer Check	4/19/2017	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$100.00	(\$120,448.19)	4/30/2017	Outstanding
74797	Accounts Payable	Computer Check	4/19/2017	INGRAM LIBRARY SERVICES	\$0.00	\$22,028.94	(\$142,477.13)	4/30/2017	Outstanding
74798	Accounts Payable	Computer Check	4/19/2017	IRON MOUNTAIN	\$0.00	\$323.98	(\$142,801.11)	4/30/2017	Outstanding
74799	Accounts Payable	Computer Check	4/19/2017	JAMIE KING	\$0.00	\$89.77	(\$142,890.88)	4/30/2017	Outstanding
74800	Accounts Payable	Computer Check	4/19/2017	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$1,397.73	(\$144,288.61)	4/30/2017	Outstanding
74801	Accounts Payable	Computer Check	4/19/2017	KONE INC.	\$0.00	\$493.32	(\$144,781.93)	4/30/2017	Outstanding
74802	Accounts Payable	Computer Check	4/19/2017	KONICA MINOLTA BUSINESS SO	\$0.00	\$889.29	(\$145,671.22)	4/30/2017	Outstanding
74803	Accounts Payable	Computer Check	4/19/2017	KOREAN BOOKS	\$0.00	\$557.20	(\$146,228.42)	4/30/2017	Outstanding
74804	Accounts Payable	Computer Check	4/19/2017	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$146,378.42)	4/30/2017	Outstanding
74805	Accounts Payable	Computer Check	4/19/2017	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$229.00	(\$146,607.42)	4/30/2017	Outstanding
74806	Accounts Payable	Computer Check	4/19/2017	VICTORIA LUZ	\$0.00	\$70.74	(\$146,678.16)	4/30/2017	Outstanding
74807	Accounts Payable	Computer Check	4/19/2017	HELGI MARROQUIN-GARCIA	\$0.00	\$150.00	(\$146,828.16)	4/30/2017	Outstanding
74808	Accounts Payable	Computer Check	4/19/2017	JOAN MCGEE	\$0.00	\$225.00	(\$147,053.16)	4/30/2017	Outstanding
74809	Accounts Payable	Computer Check	4/19/2017	MCHENRY PUBLIC LIBRARY DI	\$0.00	\$10.99	(\$147,064.15)	4/30/2017	Outstanding
74810	Accounts Payable	Computer Check	4/19/2017	MEILAHN MFG. COMPANY	\$0.00	\$1,560.00	(\$148,624.15)	4/30/2017	Outstanding
74811	Accounts Payable	Computer Check	4/19/2017	MENARDS	\$0.00	\$817.95	(\$149,442.10)	4/30/2017	Outstanding
74812	Accounts Payable	Computer Check	4/19/2017	MIDWEST TAPE	\$0.00	\$11,757.21	(\$161,199.31)	4/30/2017	Outstanding
74813	Accounts Payable	Computer Check	4/19/2017	MARY MILLER	\$0.00	\$88.66	(\$161,287.97)	4/30/2017	Outstanding
74814	Accounts Payable	Computer Check	4/19/2017	MONARCH FIRE PROTECTION, I	\$0.00	\$850.00	(\$162,137.97)	4/30/2017	Outstanding
74815	Accounts Payable	Computer Check	4/19/2017	MULTICULTURAL BOOKS & VID	\$0.00	\$1,172.59	(\$163,310.56)	4/30/2017	Outstanding
74816	Accounts Payable	Computer Check	4/19/2017	SARAH MUSKIVITCH	\$0.00	\$11.28	(\$163,321.84)	4/30/2017	Outstanding
74817	Accounts Payable	Computer Check	4/19/2017	ROBERT J. NELSON	\$0.00	\$225.00	(\$163,546.84)	4/30/2017	Outstanding
74818	Accounts Payable	Computer Check	4/19/2017	NICOR GAS	\$0.00	\$1,430.61	(\$164,977.45)	4/30/2017	Outstanding
74819	Accounts Payable	Computer Check	4/19/2017	NILES CHAMBER OF COMMERCE	\$0.00	\$170.00	(\$165,147.45)	4/30/2017	Outstanding
74820	Accounts Payable	Computer Check	4/19/2017	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$166,028.45)	4/30/2017	Outstanding
74821	Accounts Payable	Computer Check	4/19/2017	NOTARY PUBLIC ASSOCIATION O	\$0.00	\$108.00	(\$166,136.45)	4/30/2017	Outstanding
74822	Accounts Payable	Computer Check	4/19/2017	CORNELIUS M. O'SHEA	\$0.00	\$233.00	(\$166,369.45)	4/30/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74823	Accounts Payable	Computer Check	4/19/2017	OAK BROOK MECHANICAL SERV	\$0.00	\$1,034.00	(\$167,403.45)	4/30/2017	Outstanding
74824	Accounts Payable	Computer Check	4/19/2017	OMNIGRAPHICS, INC.	\$0.00	\$283.10	(\$167,686.55)	4/30/2017	Outstanding
74825	Accounts Payable	Computer Check	4/19/2017	MICHAELENE ORZECOWSKI	\$0.00	\$44.41	(\$167,730.96)	4/30/2017	Outstanding
74826	Accounts Payable	Computer Check	4/19/2017	OVERDRIVE, INC.	\$0.00	\$6,759.58	(\$174,490.54)	4/30/2017	Outstanding
74827	Accounts Payable	Computer Check	4/19/2017	PEAPOD	\$0.00	\$341.09	(\$174,831.63)	4/30/2017	Outstanding
74828	Accounts Payable	Computer Check	4/19/2017	PENGUIN RANDOM HOUSE LLC	\$0.00	\$326.21	(\$175,157.84)	4/30/2017	Outstanding
74829	Accounts Payable	Computer Check	4/19/2017	PLIC - SBD GRAND ISLAND	\$0.00	\$1,459.34	(\$176,617.18)	4/30/2017	Outstanding
74830	Accounts Payable	Computer Check	4/19/2017	POLISH AMERICAN LIBRARIANS A	\$0.00	\$15.00	(\$176,632.18)	4/30/2017	Outstanding
74831	Accounts Payable	Computer Check	4/19/2017	POLONIA BOOKSTORE, INC.	\$0.00	\$557.98	(\$177,190.16)	4/30/2017	Outstanding
74832	Accounts Payable	Computer Check	4/19/2017	PROQUEST LLC	\$0.00	\$1,750.00	(\$178,940.16)	4/30/2017	Outstanding
74833	Accounts Payable	Computer Check	4/19/2017	CYNTHIA RADEMACHER	\$0.00	\$2,218.71	(\$181,158.87)	4/30/2017	Outstanding
74834	Accounts Payable	Computer Check	4/19/2017	JOHN RADZKO	\$0.00	\$16.10	(\$181,174.97)	4/30/2017	Outstanding
74835	Accounts Payable	Computer Check	4/19/2017	READY REFRESH BY NESTLE	\$0.00	\$21.92	(\$181,196.89)	4/30/2017	Outstanding
74836	Accounts Payable	Computer Check	4/19/2017	RECORD INFORMATION SERVIC	\$0.00	\$575.00	(\$181,771.89)	4/30/2017	Outstanding
74837	Accounts Payable	Computer Check	4/19/2017	RECORDED BOOKS, LLC	\$0.00	\$62.20	(\$181,834.09)	4/30/2017	Outstanding
74838	Accounts Payable	Computer Check	4/19/2017	ROBERT SCHWAKE STONE COMP	\$0.00	\$189.00	(\$182,023.09)	4/30/2017	Outstanding
74839	Accounts Payable	Computer Check	4/19/2017	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$182,573.09)	4/30/2017	Outstanding
74840	Accounts Payable	Computer Check	4/19/2017	NARAHARI SANAGARAM	\$0.00	\$16.99	(\$182,590.08)	4/30/2017	Outstanding
74841	Accounts Payable	Computer Check	4/19/2017	RUTH SCHUSTER	\$0.00	\$414.00	(\$183,004.08)	4/30/2017	Outstanding
74842	Accounts Payable	Computer Check	4/19/2017	SEAWAY SUPPLY CO.	\$0.00	\$25.14	(\$183,029.22)	4/30/2017	Outstanding
74843	Accounts Payable	Computer Check	4/19/2017	CLARA SHEFFER	\$0.00	\$26.57	(\$183,055.79)	4/30/2017	Outstanding
74844	Accounts Payable	Computer Check	4/19/2017	SHELL	\$0.00	\$36.99	(\$183,092.78)	4/30/2017	Outstanding
74845	Accounts Payable	Computer Check	4/19/2017	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$183,206.78)	4/30/2017	Outstanding
74846	Accounts Payable	Computer Check	4/19/2017	JAN SOBCZYK	\$0.00	\$29.99	(\$183,236.77)	4/30/2017	Outstanding
74847	Accounts Payable	Computer Check	4/19/2017	ANNETTE SPADONI	\$0.00	\$17.76	(\$183,254.53)	4/30/2017	Outstanding
74848	Accounts Payable	Computer Check	4/19/2017	SPOTLIGHT INC.	\$0.00	\$1,250.00	(\$184,504.53)	4/30/2017	Outstanding
74849	Accounts Payable	Computer Check	4/19/2017	STEINER ELECTRIC COMPANY	\$0.00	\$328.00	(\$184,832.53)	4/30/2017	Outstanding
74850	Accounts Payable	Computer Check	4/19/2017	THE SOCIETY FOR ARTS	\$0.00	\$250.00	(\$185,082.53)	4/30/2017	Outstanding
74851	Accounts Payable	Computer Check	4/19/2017	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$795.00	(\$185,877.53)	4/30/2017	Outstanding
74852	Accounts Payable	Computer Check	4/19/2017	KATHY TOY	\$0.00	\$17.66	(\$185,895.19)	4/30/2017	Outstanding
74853	Accounts Payable	Computer Check	4/19/2017	UNIQUE MANAGEMENT SERVICE	\$0.00	\$9.95	(\$185,905.14)	4/30/2017	Outstanding
74854	Accounts Payable	Computer Check	4/19/2017	VERIZON WIRELESS	\$0.00	\$217.35	(\$186,122.49)	4/30/2017	Outstanding
74855	Accounts Payable	Computer Check	4/19/2017	VILLAGE OF NILES	\$0.00	\$526.28	(\$186,648.77)	4/30/2017	Outstanding
74856	Accounts Payable	Computer Check	4/19/2017	VIRTEK	\$0.00	\$8,210.00	(\$194,858.77)	4/30/2017	Outstanding
74857	Accounts Payable	Computer Check	4/19/2017	VISA	\$0.00	\$5,775.49	(\$200,634.26)	4/30/2017	Outstanding
74858	Accounts Payable	Computer Check	4/19/2017	VISION SERVICE PLAN OF ILLINO	\$0.00	\$635.17	(\$201,269.43)	4/30/2017	Outstanding
74859	Accounts Payable	Computer Check	4/19/2017	VISOGRAPHIC	\$0.00	\$6,034.76	(\$207,304.19)	4/30/2017	Outstanding
74860	Accounts Payable	Computer Check	4/19/2017	WESTERN IRRIGATION, INC.	\$0.00	\$565.00	(\$207,869.19)	4/30/2017	Outstanding
74861	Accounts Payable	Computer Check	4/19/2017	WESTON WOODS STUDIOS	\$0.00	\$479.60	(\$208,348.79)	4/30/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74862	Accounts Payable	Computer Check	4/19/2017	SUZANNE WULF	\$0.00	\$333.92	(\$208,682.71)	4/30/2017	Outstanding
74863	Accounts Payable	Computer Check	4/19/2017	X-PERT LANDSCAPING INC.	\$0.00	\$560.00	(\$209,242.71)	4/30/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$209,242.71)
Total Payments:	(\$209,242.71)
Total Change in Register Balance:	(\$209,242.71)

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
2965	Accounts Payable	Manual Check	3/13/2017	HIGHLAND PARK PUBLIC LIBRA	\$0.00	\$29.00	(\$29.00)	3/1/2017	Outstanding
2966	Accounts Payable	Manual Check	3/23/2017	MAINE TOWNSHIP	\$0.00	\$90.00	(\$119.00)	3/1/2017	Outstanding
2967	Accounts Payable	Manual Check	3/23/2017	TOMASZ PIK	\$0.00	\$150.00	(\$269.00)	3/1/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$269.00)
Total Payments:	(\$269.00)
Total Change in Register Balance:	(\$269.00)

Financial Statement Narrative

For the month of March 2017 and the year then ended

Revenue

Revenue was over budget expectations by \$2,172 for the month and exceeded expectations by \$266,868 for the year. The year to date variance is due primarily to real estate tax collection rates.

Expenditures

Salaries

Salaries for the month is \$91 under budget and short of budget estimates by \$64,254 or 3.0% on the year.

Library Materials

Library Materials for the month is \$14,474 under budget or 23.5% and \$17,875 over budget or 3.2%. 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, Downloadables and Periodicals.

Library Operating Expenses

Library Operating Expenses is \$1,335 under budget or 4.2% for the month and \$36,546 or 12.8% year to date. This is due primarily to slow spending in the Per Capita, Software, and Printing line items.

General and Administrative

General and Administrative expenses is \$6,121 over budget estimates for the month or 25.5% and \$29,846 under budget estimates or 13.6% 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 \$1,947,376 over budget due to the payment of \$2,000,000 to IMRF to reduce our liability. The amount paid to IMRF for March was \$30,100.70. The Library's portion of the IMRF payment was \$19,020.

Utilities

Utilities is within \$2,500 of budgeted expense monthly and \$13,000 year to date.

Net Surplus/(Deficit)

For the month, the Net Surplus is \$2,232,728 which is \$20,158 favorable to the budgeted net surplus of \$2,212,569 and \$1,396,266 unfavorable year to date.

Niles Public Library District

Balance Sheet

March 31, 2017

	GENERAL FUND 3/31/2017	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,664,840)	\$241,748	\$1,551,954	\$128,862
Investments	\$9,791,436			\$9,791,436
Total Cash and Investments	\$8,126,597	\$241,748	\$1,551,954	\$9,920,298
Receivables				
Property Tax Receivable, net	\$3,244,733	\$136,711		\$3,381,444
Replacement Tax Receivable	\$24,226			\$24,226
Total Receivables	\$3,268,959	\$136,711	\$0	\$3,405,670
Prepaid Items				
Prepaid Expense	\$750			\$750
Total Prepaid Items	\$750	\$0	\$0	\$750
Total Assets	\$11,396,306	\$378,459	\$1,551,954	\$13,326,719
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$165,966	\$43,410	\$0	\$209,376
Accounts Payable-Friends of the Library				
Other Liabilities	\$23,732			\$23,732
Deferred Revenues	\$2,892,223	\$121,858		\$3,014,081
Total Liabilities	\$3,081,921	\$165,268	\$0	\$3,247,189
Fund Balance				
Fund Balance	\$8,314,385	\$213,191	\$1,551,954	\$10,079,530
Total Fund Balance	\$8,314,385	\$213,191	\$1,551,954	\$10,079,530
Total Liabilities and Fund Balance	\$11,396,306	\$378,459	\$1,551,954	\$13,326,719

Niles Public Library District Income Statement-Consolidated

March 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$2,716,533	\$2,720,000	(\$3,467)	\$6,982,758	\$6,732,000	\$250,758	\$6,800,000	103%
Replacement Taxes	\$13,997	\$12,083	\$1,914	\$90,700	\$108,750	(\$18,050)	\$145,000	63%
Per Capita Grant							\$44,157	
Grants-Other		\$83	(\$83)		\$750	(\$750)	\$1,000	
Investment Income	\$6,485	\$5,000	\$1,485	\$62,102	\$45,000	\$17,102	\$60,000	104%
Fines	\$2,447	\$4,167	(\$1,720)	\$18,192	\$37,500	(\$19,308)	\$50,000	36%
Lost Books	\$572	\$625	(\$53)	\$7,288	\$5,625	\$1,663	\$7,500	97%
Pay For Print	\$4,574	\$1,667	\$2,907	\$19,073	\$15,000	\$4,073	\$20,000	95%
Non-Resident Fees				\$599		\$599		
Flash Drive & Ear Bud Sales	\$11		\$11	\$54		\$54		
Commissions & Fees	\$12		\$12	\$21		\$21		
Donations-Friends of the Library		\$117	(\$117)		\$1,050	(\$1,050)	\$1,400	
Donations				\$236		\$236		
Miscellaneous	\$1,395	\$113	\$1,283	\$32,532	\$1,013	\$31,519	\$1,350	2,410%
Total Revenues	\$2,746,026	\$2,743,854	\$2,172	\$7,213,556	\$6,946,687	\$266,868	\$7,130,407	101%
Expenditures								
Salaries								
Library Director	\$10,472	\$10,508	\$36	\$94,652	\$94,570	(\$82)	\$126,094	75%
Payroll-Department Managers	\$14,382	\$14,361	(\$22)	\$129,169	\$129,247	\$77	\$172,329	75%
Payroll-Division Supervisors	\$36,336	\$36,481	\$146	\$326,948	\$328,331	\$1,383	\$437,775	75%
Payroll-Librarian I	\$98,236	\$101,000	\$2,764	\$877,617	\$908,996	\$31,379	\$1,211,994	72%
Payroll-Library Grade V	\$61,850	\$59,874	(\$1,976)	\$527,842	\$538,862	\$11,019	\$718,482	73%
Payroll-Library Grade VI	\$29,000	\$25,476	(\$3,524)	\$236,871	\$229,284	(\$7,587)	\$305,712	77%
Payroll-Library Pages	\$8,978	\$10,240	\$1,262	\$74,181	\$92,156	\$17,975	\$122,874	60%
Payroll-Sundays	\$7,014	\$7,167	\$152	\$60,568	\$64,500	\$3,932	\$86,000	70%
Adjustments		\$833	\$833		\$7,500	\$7,500	\$10,000	
Substitutes	\$497	\$917	\$420	\$9,593	\$8,250	(\$1,343)	\$11,000	87%
Total Salaries	\$266,764	\$266,855	\$91	\$2,337,441	\$2,401,695	\$64,254	\$3,202,260	73%

Niles Public Library District
Income Statement-Consolidated

March 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$17,209	\$14,458	(\$2,751)	\$127,495	\$130,125	\$2,630	\$173,500	73%
Books-Youth Services	\$5,652	\$6,250	\$598	\$50,837	\$56,250	\$5,413	\$75,000	68%
Books-Teen	\$1,467	\$1,250	(\$217)	\$11,002	\$11,250	\$248	\$15,000	73%
Downloadables	\$6,784	\$6,667	(\$117)	\$68,569	\$60,000	(\$8,569)	\$80,000	86%
Periodicals	\$343	\$3,000	\$2,657	\$33,780	\$27,000	(\$6,780)	\$36,000	94%
AV-Adult	\$9,740	\$10,083	\$343	\$99,112	\$90,750	(\$8,362)	\$121,000	82%
AV-Youth Services	\$3,305	\$3,500	\$195	\$26,933	\$31,500	\$4,567	\$42,000	64%
AV-Teen	\$902	\$1,000	\$98	\$7,026	\$9,000	\$1,974	\$12,000	59%
Online Databases	\$1,750	\$15,417	\$13,667	\$147,745	\$138,750	(\$8,995)	\$185,000	80%
Total Library Materials	\$47,151	\$61,625	\$14,474	\$572,500	\$554,625	(\$17,875)	\$739,500	77%
Library Operating Expenditures								
CCS Charges	\$6,471	\$6,471	\$0	\$58,239	\$58,240	\$1	\$77,654	75%
Processing & Supplies	\$3,612	\$1,333	(\$2,278)	\$21,850	\$12,000	(\$9,850)	\$16,000	137%
Internet Charges	\$1,199	\$1,408	\$209	\$9,987	\$12,675	\$2,688	\$16,900	59%
Software, Licenses	\$1,601	\$6,759	\$5,158	\$50,674	\$60,835	\$10,161	\$81,113	62%
Printing	\$6,035	\$3,729	(\$2,306)	\$22,448	\$33,562	\$11,114	\$44,750	50%
Library Supplies	\$510	\$675	\$165	\$6,011	\$6,075	\$64	\$8,100	74%
Programming & Support-Adult	\$767	\$1,913	\$1,146	\$21,278	\$17,216	(\$4,062)	\$22,955	93%
Programming & Support-Juvenile	\$3,914	\$3,404	(\$510)	\$23,058	\$30,637	\$7,579	\$40,850	56%
Programming & Support-Events	\$25	\$492	\$467	\$3,546	\$4,425	\$879	\$5,900	60%
Programming & Support-Teen	\$1,143	\$608	(\$535)	\$5,391	\$5,475	\$84	\$7,300	74%
Public Performing Rights	\$250	\$117	(\$133)	\$1,719	\$1,050	(\$669)	\$1,400	123%
Computer Charges OCLC	\$927	\$927	\$0	\$8,343	\$8,344	\$1	\$11,126	75%
Miscellaneous	\$324	\$83	(\$241)	\$1,561	\$750	(\$811)	\$1,000	156%
Per Capita Grant Expenditures	\$3,697	\$3,680	(\$17)	\$14,818	\$33,118	\$18,300	\$44,157	34%
Grant - Other Expenditures		\$83	\$83		\$750	\$750	\$1,000	
Volunteers		\$125	\$125	\$810	\$1,125	\$315	\$1,500	54%
Total Library Operating Expenditures	\$30,474	\$31,809	\$1,335	\$249,733	\$286,279	\$36,546	\$381,705	65%

Niles Public Library District
Income Statement-Consolidated

March 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$3,034	\$2,667	(\$368)	\$24,660	\$24,000	(\$660)	\$32,000	77%
Copiers	\$889	\$983	\$94	\$6,009	\$8,850	\$2,841	\$11,800	51%
Professional Development	\$5,946	\$2,368	(\$3,578)	\$15,831	\$21,311	\$5,480	\$28,415	56%
Mileage	\$366	\$213	(\$153)	\$2,641	\$1,913	(\$728)	\$2,550	104%
Professional Collection	\$98	\$83	(\$15)	\$537	\$750	\$213	\$1,000	54%
Legal Fees	\$1,398	\$2,083	\$686	\$12,442	\$18,750	\$6,308	\$25,000	50%
Consultants	\$8,210	\$5,417	(\$2,793)	\$45,475	\$48,750	\$3,275	\$65,000	70%
Kitchen Supplies	\$28	\$125	\$97	\$549	\$1,125	\$576	\$1,500	37%
Promotional Expense	\$519	\$1,913	\$1,393	\$9,754	\$17,213	\$7,459	\$22,950	42%
Office Supplies	\$3,121	\$2,083	(\$1,038)	\$14,935	\$18,750	\$3,815	\$25,000	60%
Postage & Freight	\$521	\$1,500	\$979	\$11,994	\$13,500	\$1,506	\$18,000	67%
Publication of Notices-Advertisements		\$100	\$100	\$1,213	\$900	(\$313)	\$1,200	101%
Subscriptions & Dues	\$1,480	\$990	(\$490)	\$8,142	\$8,914	\$772	\$11,885	69%
Collection Services	(\$14)	\$83	\$97	\$122	\$750	\$628	\$1,000	12%
Telephone	\$2,699	\$1,083	(\$1,615)	\$13,705	\$9,750	(\$3,955)	\$13,000	105%
Trustee Expense	\$16	\$333	\$317	\$275	\$3,000	\$2,725	\$4,000	7%
Payroll Service	\$1,227	\$1,250	\$23	\$12,174	\$11,250	(\$924)	\$15,000	81%
Bank Fees	\$132	\$275	\$143	\$1,645	\$2,475	\$830	\$3,300	50%
Parking Lease	\$881	\$881		\$7,929	\$7,929		\$10,572	75%
Total General and Administration	\$30,552	\$24,431	(\$6,121)	\$190,033	\$219,879	\$29,846	\$293,172	65%
Vehicle Operation								
Gas, Oil, Grease	\$37	\$83	\$46	\$453	\$750	\$297	\$1,000	45%
Repairs & Maintenance		\$150	\$150	\$395	\$1,350	\$955	\$1,800	22%
Miscellaneous		\$8	\$8		\$75	\$75	\$100	
Auto Insurance				\$1,956	\$1,435	(\$521)	\$1,435	136%
Total Vehicle Operation	\$37	\$242	\$205	\$2,805	\$3,610	\$805	\$4,335	65%

Niles Public Library District
Income Statement-Consolidated

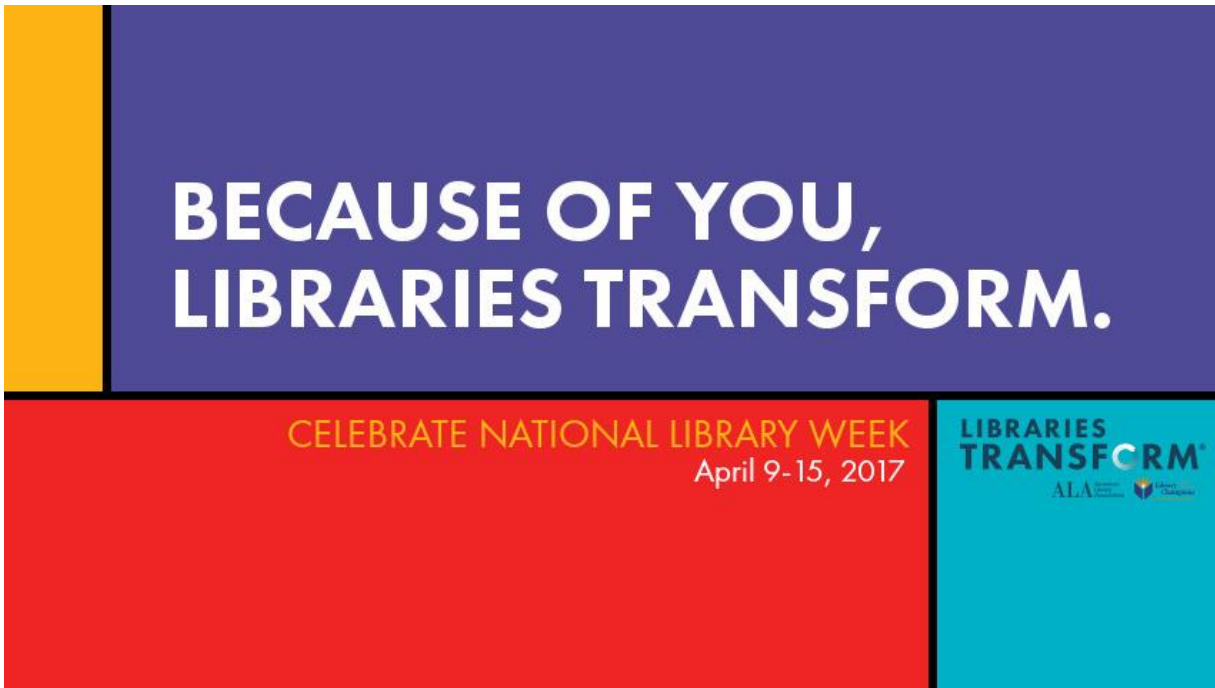
March 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$19,020	\$20,833	\$1,814	\$2,168,119	\$187,500	(\$1,980,619)	\$250,000	867%
Group Health	\$40,567	\$43,347	\$2,780	\$357,036	\$390,119	\$33,082	\$520,158	69%
Health Reimbursement Account	\$4,709	\$5,500	\$791	\$51,193	\$49,500	(\$1,693)	\$66,000	78%
Dental	\$1,382	\$1,667	\$285	\$13,532	\$15,000	\$1,468	\$20,000	68%
Vision	\$517	\$583	\$66	\$4,812	\$5,250	\$438	\$7,000	69%
FSA fee	\$60	\$100	\$40	\$840	\$900	\$60	\$1,200	70%
Life, LTD, AD&D, STD	\$1,459	\$1,500	\$41	\$13,613	\$13,500	(\$113)	\$18,000	76%
Total Employee Fringe Benefits	\$67,714	\$73,530	\$5,816	\$2,609,145	\$661,768	(\$1,947,376)	\$882,358	296%
Utilities								
Gas	\$1,431	\$1,250	(\$181)	\$9,395	\$11,250	\$1,855	\$15,000	63%
Electric	\$5,971	\$8,333	\$2,363	\$65,216	\$75,000	\$9,784	\$100,000	65%
Water	\$371	\$667	\$295	\$5,118	\$6,000	\$882	\$8,000	64%
Total Utilities	\$7,772	\$10,250	\$2,478	\$79,730	\$92,250	\$12,520	\$123,000	65%
Capital Expenditures								
Special Reserve - Building		\$8,550	\$8,550	\$32,642	\$76,950	\$44,308	\$102,600	32%
Special Reserve - Equipment		\$12,333	\$12,333	\$32,367	\$111,000	\$78,633	\$148,000	22%
Total Capital Expenditures	\$0	\$20,883	\$20,883	\$65,009	\$187,950	\$122,941	\$250,600	26%
Audit								
Audit Expense				\$14,500	\$15,000	\$500	\$15,000	97%
Total Audit Expenditures	\$0	\$0	\$0	\$14,500	\$15,000	\$500	\$15,000	97%
Liability Insurance								
Liability Insurance				\$29,160	\$29,160		\$29,160	100%
Total Liability Expenditures	\$0	\$0	\$0	\$29,160	\$29,160	\$0	\$29,160	100%

Niles Public Library District
Income Statement-Consolidated

March 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$18,965	\$20,631	\$1,666	\$172,045	\$185,680	\$13,635	\$247,573	69%
Total Social Security Expenditures	\$18,965	\$20,631	\$1,666	\$172,045	\$185,680	\$13,635	\$247,573	69%
Workers' Compensation								
Workers' Compensation				\$22,767	\$22,168	(\$599)	\$22,168	103%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$22,767	\$22,168	(\$599)	\$22,168	103%
Unemployment Compensation								
Unemployment Compensation	\$3,137	\$1,458	(\$1,679)	\$14,586	\$13,125	(\$1,461)	\$17,500	83%
Total Unemployment Compensation Expenditures	\$3,137	\$1,458	(\$1,679)	\$14,586	\$13,125	(\$1,461)	\$17,500	83%
Building & Equipment Maintenance								
Repairs & Improvements	\$2,433	\$3,833	\$1,400	\$43,085	\$34,500	(\$8,585)	\$46,000	94%
Contractual Maintenance	\$8,744	\$3,333	(\$5,411)	\$27,993	\$30,000	\$2,007	\$40,000	70%
Non-Contractual Maintenance	\$6,118	\$1,250	(\$4,868)	\$27,935	\$11,250	(\$16,685)	\$15,000	186%
Equipment Maintenance	\$19,943	\$5,250	(\$14,693)	\$24,335	\$47,250	\$22,915	\$63,000	39%
Non Capital Expenses	\$418	\$833	\$416	\$3,894	\$7,500	\$3,606	\$10,000	39%
Furniture & Fixtures	\$3,075	\$5,071	\$1,996	\$25,766	\$45,637	\$19,871	\$60,850	42%
Total Building & Equipment Maintenance Expenditures	\$40,731	\$19,571	(\$21,160)	\$153,008	\$176,137	\$23,129	\$234,850	65%
Total Expenditures	\$513,299	\$531,285	\$17,986	\$6,512,460	\$4,849,326	(\$1,663,134)	\$6,443,181	101%
NET SURPLUS/(DEFICIT)	\$2,232,728	\$2,212,569	\$20,158	\$701,096	\$2,097,362	(\$1,396,266)	\$687,226	102%



Strategic Planning

Here is where we are in the Strategic Planning process, and the remaining steps per Rob at KBA:

- April Meeting: Now that you have a final revised version of the plan, the Board of Trustees will vote to approve/adopt that plan officially.
- We will then work with a Library Staff Team (designated by Susan) to develop the detailed work plan for the next 12 to 18 months. This plan is more tactical, detailed, and ties back directly to the goals and initiatives set forth in the Strategic Plan.
- The Board of Trustees should then receive that plan again with an opportunity for feedback and revision, ultimately leading to board approval.
- This Work Plan Group will meet annually then to revise/update their work plan each year in accordance with completed initiatives, new initiatives as directed by the Strategic Plan.

Addressing Videogame Theft

We have taken steps to address an issue with new videogames being taken. Videogames that are one year or newer are being kept in sleeves behind the Info Desk at Patron Services, and only the empty boxes are being kept on the shelf. After some consideration we decided to also put the Nintendo DS games behind the desk as well, which have been the only materials still in security cases due to their easy pocket-ability since they are so small. We have now lifted the temporary ban on non-residents checking the videogames out. No system is perfect, and we may continue to have some loss, but at least we have made it more difficult. A big thank you goes to Athena Crouse and her Team Leaders in Patron Services for their work in executing this new arrangement.

Marketing notes

From Sasha: In honor of National Library Week, we hosted the 5th Annual Library Night Out. The evening consisted of a pizza party sponsored by Home Run Inn. After the pizza party, the crowd was entertained by magician John Measner. Library Night Out received rave reviews from library patrons. Over the course of the evening, nearly 600 people walked through the Large Meeting Room to enjoy pizza or watch the show. The “I Love Pizza” Exhibit completed its two month run in the Franklin Gallery at the end of March. I’m proud to announce that about 1,500 people visited the exhibit. Nearly 575 people attended pizza-themed programs and events over the two months.

I’m happy to announce that The PrivateBank in Lincolnwood is once again donating \$1,000 towards the Summer Reading Kickoff. The donation will offset the cost of two magic shows by The Great Boodini and an airbrush face painter. We partnered with The PrivateBank last year and it was mutually successful.

Teen Job Fair

From Arianne: Our first ever teen job fair was a success! After lots of emails, phone calls, and an in-person visit to Panera, 8 organizations participated. We had nearly 100 people turn out for it. and it was a great experience. Here’s feedback from AMC Theatres:

Thank you for the opportunity to present at the job fair! I heard that the manager, Greg, and the employee, Jafar, had a great time interacting with potential hires. They said our table was very busy, and there were a lot of positive interactions with great applicants. We're starting to see the applications roll in online, and are getting geared up soon in the next month or so for summer hiring. We really appreciate the great opportunity to extend our outreach in the community.

Next year’s job fair is tentatively scheduled for a Saturday in late February or Mid-March, with a goal of 15 businesses participating.

Programs

From Arianne:

March Program Highlights for KidSpace: Participation in Coming Together in Skokie and Niles Township (CTIS) wrapped in March. The Chinese Drum program was a vibrant and exciting cultural experience. The opportunity to host the smaller, less well known groups is one benefit of participating in this multi library program. We had families visit the library for the first time because of the CTIS programming information.

Our new School Liaison, Mikey Orzechowski, put on a Ballet and Books program this past month. She welcomed boys and girls to a storytime and stretching before moving through some classical, and not-so-classical ballet moves. Her dance background has been a fun addition to the department, as she has also taught some impromptu tap dance moves to our after school crowd. She has also been quick to grab some of our hands-on elements, like the Ozobots and Little Bits to show off in the classrooms. Spring voting for the Monarch Award and the Bluestem Award has concluded. We hosted a Ballots and Books program, to give a chance to all of our patrons to cast their vote. It is fun to see the children have a say in this process. We also support the awards with a patch in the Reading Patch Club.

Youth Services Librarian, Vlada Bernhardt, puts on our World Language Storytime in Russian and shared that a Niles patron commented that our Russian book section in KidSpace has grown and is very extensive. She shared that she used to go to Skokie for Russian books, and now is pleased to see our diverse collection.

Teen Services program highlights: The Teen Advisory Board jumped at the chance to host a Pizza Snack Food Tasting in coordination with the Pizza Exhibit. They had fun polling patrons on their favorite snack expressions. Leftovers were donated to the Senior Coffee Hour History of Pizza program.

In March, voting concluded for the Abraham Lincoln Award. Eleven Niles teens participated this year. The process involves teens reading a minimum of 4 titles from the Illinois School Library Media Association list.

From Dodie:

Cecilia hosted a travelogue about “Exploring Southern Italy” which was very well received. Dodie’s Senior Coffee Hour was a lecture about “The History of Pizza” given by Kendall Burns, the Founder and Director of the U.S. Pizza Museum Exhibit. Mary Miller donated her leftover pizza snacks from one of her teen pizza programs. Needless to say – the seniors were delighted. The seniors especially loved the pizza history lecture – having lived in the various neighborhoods of Chicago and eaten at many of the original pizza joints. It was a nostalgic trip down “Memory Lane” for them! Who knew that cutting up pizza into squares (instead of slices) is called “tavern style” and it got its name because pizza started its career as a snack being served up in taverns.

Neil hosted a program on “American Doughboys in World War One”. Twelve patrons applauded military historian Robert Mueller for his informative, illustrative lecture, as he quoted Marine Captain Lloyd Williams before the Battle of Belleau Wood, “Retreat? Hell, we just got here.”

Neil’s notary and test proctoring services continue to be in demand. He continues with the Niles Genealogy Interest Group and at this month’s session profiled the current “Big Four” Ancestry, Family Search, FindMyPast and My Heritage.

Maryellen hosted the Niles Garden Club meeting which was an illustrative lecture about “Creative Containers”. It was very well received.

Cecilia, per Cyndi’s suggestion, has attended a webinar from the Lincoln Center Screenings which will enable the library to show a variety of cultural programs such as Great Performances and Live from the Lincoln Center. These are live classical concerts, ballets, and other cultural programs that show on PBS.

From Suzy: To celebrate National Craft Month Bernadetta hosted a pop-up event in Commons featuring the Silhouette Vinyl cutter. People were invited to cut out pinwheels from cardstock and they also asked questions about a Silhouette Cameo, library programs, and other technology equipment. It was a great opportunity to interact with patrons who usually don’t visit lower level and are not familiar with digital services provided by the library.

Ruth’s three session computer boot camp attracted 35 attendees over the course of three weeks. Given the interest in her class, it is essential that we continue offering classes to teach people the basics of using a computer and mouse.

Matt utilized the coding database Treehouse for a three-session program on HTML & CSS. This was the first-time we offered such a high level class, and Matt did a wonderful job supporting and guiding the attendees through the difficult subject matter.





Darlene brought in the artist Jayne Herring in from Kenosha to offer a very interesting program on creating glass fusion projects. Attendees learned about glass fusing techniques as well as experiment with cutting glass and designing glass projects.

Creative Studio

From Suzy: During the month of March, we held a 50% poster print promotion that was very successful with 31 submissions. The Marketing Department printed off banners and bookmarks advertising the printing special and discounted prices. The high volume of prints gave the DS staff an opportunity to use the poster printer, and got the word out that patrons and businesses can print posters and signs that they design themselves. We are hopeful that the interest in the poster printer will continue to grow, while understanding that many people love a good sale.

We added a new item to the Circulating Creative Studio Collection, a button maker. Bernadetta and I worked together on packaging this very heavy item and put together detailed instructions. It has already been a popular item and I hope to offer pop-up programming this summer to promote it.

We had all time high searches/usage for:

Hoopla-908

Chicago Tribune Historical-778

Ethnic News Watch-187

Heritage Quest-598

Proquest Supernewstand and Gannet-410

Wall Street Journal Historical-186

Reference USA-986

ESL at the Library

From Cyndi: Robert Anzelde, Manager of ESL and Citizenship at Oakton Community College came for a site visit. Dodie, Valerie and I met with him to talk about tweaking our ESL and Citizenship programs. We also asked about any interest Oakton might have in a computerized ESL class. He was very helpful and willing to explain to us how their program works, how it is structured, what they are required to supply to keep their \$1.5 M grant. He shared how the class scheduling is done and also shared some of their past experiences with a computer-based class.

We discussed a hybrid style program- which he needs to discuss with his boss Linda Davis and we will talk to some of our patrons to try to determine what time and what day might work best for a pilot program. If they are not interested, we may look at pursuing this ourselves.

Some facts from the 2010 Census on the need for these programs. 24.9% or 14,465 of our district residents are not citizens. 30.2% or 17,700 do not speak English at home and speak English less than “very well.” Our current ESL class averages about 52 students.

Some of my observations as an ESL tutor for the last three years:

- 1) There are more Library district residents in the class than when it was at Lincolnwood
- 2) There are more district residents stopping by with questions and interest in the class
- 3) There is a younger 20-30- year old component to these classes
- 4) The Oakton requirement of 5.5 hours per week is more than some residents can make.
- 5) Students enjoy the personal contact with the tutors and teacher and the conversational aspect of the class
- 6) Almost all the students in the class use Google translate or apps on their phone to translate and understand English words and concepts
- 7) The current textbook includes a CD that is integrated into the course that students do not use. Many say they do not have a CD player.

Staff changes

Business Office Coordinator Kathy Toy, who has worked here 18 years, announced her retirement. We will greatly miss her combination of experience and practicality in carrying out her responsibilities of managing accounts payable and HR. I have heard from many staff members that they appreciate tremendously Kathy's patience and willingness to explain. Her position is obviously one that will need to be replaced, and Greg Pritz has designed an interviewing process to help find the best fit for the job.

Victoria Luz has analyzed the needs of the Tech Services Department and determined that she will be able to replace the open full time position of Acquisitions Assistant with a part time one by rearranging responsibilities and increasing cross-training—she was already in the process of working on this, so it should be a smooth transition when the right candidate is found.

We are hiring teen interns for summer to assist with managing the Summer Reading volunteers and to assist with school lunches; we are also filling the open part time children's librarian position.

To fill our open Webmaster position, Sasha has hired Digital Services Assistant Matthew Yoon, and reshaped the job a bit to be the Digital Media Coordinator. He says: Matt currently works part-time in Digital Services, so he will split his time between both departments. Some of his duties include making updates to the Library's online platforms (website, blog, catalog) and designing website and print graphics.

Community engagement

Cyndi and I each attended different events for Coming Together in Skokie & Niles Township. I very much enjoyed my trip to Niles North, where I heard the National Ambassador for Young People's Literature, Gene Luen Yang, speak. It was followed by a wonderful Chinese lunch prepared by their culinary students, working together with local Chinese chefs. CTIS is currently debating what the next topic should be—we have offered the help of our Polish staff if they decide to go with Poland. Since the event originated in Skokie, it is primarily led by them, so we have a voice but are not the ultimate decision-makers. Youth Services Librarian Debbie Graham has worked with this group for several years now, and I appreciate all she has done to represent the Library.

The Niles Public Art & Culture Council met with the consultants from the Lakota Group to hear the second part of their work on the Arts & Culture Master Plan. They have inventoried the assets in Niles and the surrounding areas, and I am happy to say that the Library is well-represented.

From Dodie: Judy, as Business Librarian, has been busy with her duties on the Niles Chamber Program Committee, Chamber After Hours Events, and the Marketing & Education sub-committee of the Economic Development and Neighborhood Renewal Commission.

From Arianne: School Liaison Mikey Orzechowski and Program Coordinator Sarah Muskivitch ran a portion of the Washington Elementary School STEM Fest, and were able to promote our tech programming opportunities. I attended my first D63 Expanded Learning Partners Group meeting, and look forward to finding more ways to partner with our local schools and the other organizations they work with. I also met with Village staff to begin planning the Niles Block Party in late August.

Collection changes

Patron Services Team Leader Stephen Look and his army of pages (aka shelvees) have been working very hard to even out the collections on the shelves. This is grueling work physically, and requires a fair amount of measuring, estimating, moving heavy books and then reassessing—very often, it takes multiple attempts to get it all evened out. They have moved large collections on the second and third floor, and are now working with the enormous picture book collection—all of those skinny little books are slippery! Congratulations and thank you to the shelvees on their work to make the collections more accessible to patrons.

Building and technology notes

We finally got approval from the Fire Department that we met the fire code standards, after the work done on the alarm system—this was a very long process, and Dave is glad to have it behind him. He has also been working on getting money from the Village for the damage done by snow plows to the sprinkler heads in the lawn, and is getting the sprinkler heads moved back further so it won't happen again. As we mentioned in the last Board meeting, Dave worked with a company to get a retractable ladder installed in the elevator shaft to bring us up to the new building code.

Dave has been getting bids on a number of projects, including re-caulking the building, which hasn't been done for 11 years, and getting the stucco parts of the exterior repainted. He also, at the request of Cyndi and the Gardening Club, hired an arborist to advise us on our trees, as another gardening expert who does programs at the Library advised us that the trees and shrubs were not being properly maintained by the landscapers. Sadly, the arborist tells us that the three ash trees on the south side of the building are infested with Emerald Ash Borers, and will need to be removed.

Dave and Rich worked together to get additional work stations set up in the back office space shared by Outreach and Digital Services. Rich is also working with Suzy Wulf on a full-scale replacement of our fleet of printers, trying to reduce the overall number. And Rich has been working hard to renew our e-Rate approval and find more opportunities to save money that way as he did this past year with the WiFi access points and the communications and Internet discounts.

Committees

Display and Art Committee *From Victoria:* New hanging rails were installed. The Pizza Exhibit came down. Currently in the Commons display case and all the walls of the Franklin Gallery is Susan Kirt's Photography. The main subject of the pieces is National Parks with a couple Chicago pieces incorporated in. This installation will be up through April 29th.

Sunshine Committee: The Committee hosted a "Peeps Diorama Contest" where staff were invited to recreate literary scenes using marshmallow peeps. Results (all constructed at home, of course) were hilarious and adorable.

Emerging Technologies Committee: This committee is focusing much of their efforts currently on preparing for the next MakerFest, in November.

ComicCon committee: A new committee has been formed to put together what we anticipate will be a large event in August, scheduled for the weekend before the Chicago ComicCon.

Baseball Exhibit Committee: We are also putting together a staff committee to work on preparations for the March-May 2018 Baseball Exhibit.

Trustee Calendar

April

- 4/10—Friends of the Library Meeting--cancelled
- 4/19—Regular Meeting of the Board of Trustees—first presentation of 2017-18 budget—final meeting for Board Secretary Barbara Nakanishi
- 4/26—7:15 pm Special Board Meeting for review of 2017-18 Budget

May

- 5/8—Friends of the Library Meeting
- 5/12—Niles Night of Roses (Chamber of Commerce) 6:30 Chateau Ritz
- 5/17—Regular Meeting of the Board of Trustees—swearing in of new members; election of officers—second presentation of 2017-18 budget; approval of tentative 2017-18 budget
- 5/18—Tentative 2017-18 budget is posted for the public and Hearing is announced

June

- Final month of the 2016-17 fiscal year
- 6/4—Big Fun Summer Reading Kickoff
- 6/21—Budget and Appropriation Hearing
- 6/21—Regular Meeting of the Board of Trustees—approval of 2017-18 budget
- 6/23-6/27 ALA Annual Conference, Chicago

July

- Library name changes to Niles-Maine District Library
- 2017-18 fiscal year begins
- July 4—Independence Day Parade 8:45 am Notre Dame School
- July 19—Regular Meeting of the Board of Trustees

August

- 8/16—Regular Meeting of the Board of Trustees
- 8/19—Comic Con 11 am-3 pm

September

- 9/11—Friends of the Library Meeting
- 9/20—Regular Meeting of the Board of Trustees

PLA Conference: Philadelphia, March 20-24, 2018
ALA Conference: New Orleans, June 22-26, 2018

Monthly Statistical Report -- March 2017

Monthly Statistical Report -- March 2017						
PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	361	339	6.49%			
Total District Cardholders	24,865	25,530	-2.60%			
Patron Visits	25,141	34,082	-26.23%			
Unique Library Cards Used	5,110	5,272	-3.07%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	50,835	42,923	18.43%	410,951	355,920	15.46%
Teens	4,158	3,069	35.48%	33,862	27,963	21.10%
Juvenile	44,665	40,814	9.44%	391,095	345,847	13.08%
Digital	1,675	1,399	19.73%	15,351	11,408	34.56%
Equipment	116	80	45.00%	875	437	100.23%
TOTAL Loan of Library Materials	101,449	88,285	14.91%	852,134	741,575	14.91%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	23,931	19,051	25.62%	189,693	163,616	15.94%
Periodical	1,128	973	15.93%	9,884	6,923	42.77%
Audio	5,326	5,189	2.64%	41,471	41,237	0.57%
DVD	20,450	17,710	15.47%	169,903	144,144	17.87%
TOTAL Adult Loans	50,835	42,923	18.43%	410,951	355,920	15.46%
Teens						
Print	3,050	2,298	32.72%	24,937	20,306	22.81%
Periodical	21	2	950.00%	147	103	42.72%
Audio	649	422	53.79%	5,557	4,523	22.86%
DVD	438	347	26.22%	3,221	3,031	6.27%
TOTAL Teen Loans	4,158	3,069	35.48%	33,862	27,963	21.10%
Juvenile						
Print	33,874	30,274	11.89%	293,144	249,674	17.41%
Periodical	203	70	190.00%	1,947	796	144.60%
Audio	2,548	2,264	12.54%	24,311	21,049	15.50%
DVD	8,040	8,206	-2.02%	71,693	74,328	-3.55%
TOTAL Juvenile Loans	44,665	40,814	9.44%	391,095	345,847	13.08%
Equipment Loan	116	80	45.00%	875	437	100.23%
Digital Loan (ebooks, eaudiobooks)	1,675	1,399	19.73%	15,351	11,408	34.56%
[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)	15,236	22,965	-33.66%	104,278	132,225	-21.14%
[Note: Incomplete data from vendors]						
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,815	7,705	1.43%			
Holds Made Available	11,282	13,047	-13.53%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	69	60	15.00%	633	293	116.04%
Circulating--Juvenile	5,506	4,510	22.08%	42,398	40,183	5.51%
Commons	-	187	-100.00%	-	916	-100.00%
Circulating--Teen	254	450	-43.56%	2,530	4,204	-39.82%
Circulating--Adult	2,157	1,579	36.61%	14,644	17,073	-14.23%
TOTAL In-House Use of Materials	7,986	6,786	17.68%	60,205	62,669	-3.93%
Items moved on Shelf	6,602	3,910	68.85%	35,889	38,790	-7.48%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest [Note: Tracking as of Jan 2016]	1,395	1,499	-6.94%	12,382	4,196	195.09%
Digital Services	2,810	2,967	-5.29%	24,657	32,325	-23.72%
Kidspace Express Internet	22	210	-89.52%	430	1,601	-73.14%
Kidspace	1,415	1,278	10.72%	12,163	11,290	7.73%
Kidspace iPad Usage	365	300	21.67%	3,593	3,100	15.90%
Teen Underground	292	307	-4.89%	3,510	3,463	1.36%

Monthly Statistical Report -- March 2017

PC USERS BY LOCATION, Cont.	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
TOTAL Users	6,299	6,561	-3.99%	56,735	46,614	21.71%
[Note: Express computer in KidSpace only as of June 2016]						
[Note: KidSpace ipad usage moved from programs Dec 2016]						
Patron Wi-Fi Uses	13,372	13,349	0.17%	110,402	103,659	6.50%
Scanning & Fax Pages	3,749	3,979	-5.78%	36,379	39,306	-7.45%
Print & Copy Pages	20,174	17,206	17.25%	157,256	133,560	17.74%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	32	25	28.00%	360	142	153.52%
Large Scale Poster Printer	31	-		38	4	850.00%
VHS to DVD Conversion	15	6	150.00%	111	41	170.73%
TOTAL Use of Staff Mediated Equipment	78	31	151.61%	509	187	172.19%
[Note: Digital Studio opened Oct. 2015]						
USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	51	55	-7.27%	466	582	-19.93%
Study Rooms 1-5	659	489	34.76%	4,998	5,564	-10.17%
Creative Studio A	36	30	20.00%	303	165	83.64%
TOTAL Users of Staff Mediated Spaces	746	574	29.97%	5,767	6,311	-8.62%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	31,190	32,521	-4.09%			
Facebook "Likes"	1,305	1,073	21.62%			
Buzz Blog views	591	678	-12.83%			
Media Hits (includes print and online articles and listings)	12	54	-77.78%			
e-News Subscribers	14,810	12,303	20.38%			
New Resident Letters (February)	75	74	1.35%			
[Note: Began tracking in Mar. 2016]						
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,578	2,063	272,325			
Non-shelved materials	1	50	34,509			
Equipment	-	-	86			
Total	2,579	2,113	306,920			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	123	200	-38.50%	1,533	1,055	45.31%
Test Proctoring	10	15	-33.33%	108	98	10.20%
Voters' Registration	-	-		28	5	460.00%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	2,775	6,645	-58.24%	37,876	31,043	22.01%
Ready Assistance	7,418	10,773	-31.14%	62,544	68,859	-9.17%
Reference/Research	6,566	6,988	-6.04%	53,410	55,672	-4.06%
TOTAL All Service Desks	16,759	24,406	-31.33%	153,830	155,574	-1.12%
Adult Services (3rd floor)						
Directional	97	-		980		
Ready Assistance	173	172	0.58%	799	2,454	-67.44%
Reference/Research	772	1,213	-36.36%	6,485	6,654	-2.54%
Total Reference Desk	1,042	1,385	-24.77%	8,264	9,108	-9.27%
Commons Desk						
Directional	27	59	-54.24%	216	354	-38.98%
Ready Assistance	27	21	28.57%	244	216	12.96%
Total Commons Desk	54	80	-32.50%	460	570	-19.30%
Fiction/Audiovisual Services (2nd floor)						
Directional	105	-		1,117		
Ready Assistance	169	121	39.67%	834	5,227	-84.04%
Reference/Research	1,573	1,691	-6.98%	11,554	13,240	-12.73%
Total AV/FIC Desk	1,847	1,812	1.93%	13,505	18,467	-26.87%

Monthly Statistical Report -- March 2017

SERVICE INTERACTIONS, Cont.	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Patron Services						
Directional	2,045	6,495	-68.51%	30,617	29,176	4.94%
Ready Assistance	3,791	6,418	-40.93%	36,226	35,329	2.54%
Total Patron Services	5,836	12,913	-54.81%	66,843	64,505	3.62%
[Note: Began tracking Oct. 2015]						
Technology Desk						
Directional	139	91	52.75%	1,016	1,365	-25.57%
Ready Assistance	1,551	920	68.59%	4,817	-	
Reference/Research	514	316	62.66%	7,788	10,385	-25.01%
Total Tech Desk	2,204	1,327	66.09%	13,621	10,385	31.16%
Teen Desk						
Directional	56	-		2,678	-	
Ready Assistance	297	284	4.58%	852	3,124	-72.73%
Reference/Research	141	253	-44.27%	1,382	1,483	-6.81%
Total Teen Desk	494	537	-8.01%	4,912	4,607	6.62%
Outreach Services						
Directional	5	-		13	148	-91.22%
Ready Assistance	-	-		83	-	
Reference/Research	1,526	1,558	-2.05%	12,393	7,063	75.46%
Bulk Loan Items Delivered to Nursing Homes	580	485	19.59%	4,735	4,080	16.05%
Materials pulled for Homebound Users	918	1,011	-9.20%	7,689	8,374	-8.18%
Total Outreach Services	3,029	3,054	-0.82%	24,913	19,665	26.69%
Youth Services						
Directional	301			1,239		
Ready Assistance	1,410	2837	-50.30%	18,689	22,509	-16.97%
Reference/Research	2,040	1957	4.24%	13,808	16,847	-18.04%
School Loans pulled	25	25	0.00%	210	202	3.96%
Museum Adventure passes distributed	19	12	58.33%	171	150	14.00%
Total Youth Services	3,795	4,831	-21.44%	34,117	39,708	-14.08%
GRAND Total	18,301	25,939	-29.45%	166,635	167,015	-0.23%
[Note: Tracking Directional as of Jan. 2017]						
INTERLIBRARY LOAN						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	5,414	4,363	24.09%	45,179	27,875	62.08%
Items Received from CCS Libraries for Patrons	3,627	3,924	-7.57%	32,014	26,875	19.12%
Items Lent to OCLC Libraries	103	330	-68.79%	3,141	2,691	16.72%
Items Received from OCLC Libraries for Patrons	91	121	-24.79%	849	988	-14.07%
Total Interlibrary Loan	9,235	8,738	5.69%	81,183	58,429	38.94%
OUTREACH SERVICES						
	Current Month	Prior Year Same Month	% Change			
Homebound						
Patrons	227	261	-13.03%			
Visits	212	236	-10.17%			
Institutions						
Institution Deposit Collections	580	485	19.59%			
Visits	12	10	20.00%			
Schools						
Items Delivered	720	843	-14.59%			
Trips	27	23	17.39%			
VOLUNTEERS						
	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	22	217				
Adult and Outreach Services & Programs	5	46				
Digital Services & Programs	1	8				
Patron Services	6	42				
Teen Services & Programs	11	38				
Youth Services & Programs	21	70				
Total Volunteers and Hours This Month	66	421				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>68</i>	<i>399</i>				

Monthly Statistical Report -- March 2017

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Program Count Prior Year	Attendance Prior Year Same Month	Attendance % Change
Youth Programs	99	3,075			
Teens Programs	15	475			
Adults Programs	58	917			
Outside Meetings	25	510			
Exhibit	1	484			
TOTAL PROGRAMS AND EXHIBITS	198	5,461			
Programs-Youth					
1KBK registrations	1	5			
One Thousand Books before Kindergarden added visits	ongoing	32			
Babytime (parent & child)	4	150			
I Love Pizza: Bedtime Pizza Math	1	38			
Bibliobop Dance Party with Sarah Jane Layne live!	1	52			
Big Kids Storytime	5	102			
Book Buddies	15	30			
Visits to Elementary School Classroom	9	184			
Visits to Washington Elem STEM Fair	1	144			
Visit to TLC Spring Break Camp	1	45			
Evening Family Storytime	4	72			
Famished for Fiction	3	16			
Breakfast and Ballots	1	25			
Homework Help	2	16			
I Spy Tank	1	110			
In-house Toys and Games	1	464			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club	4	90			
Movie: Pete's Dragon	1	40			
Neighbor Time	2	43			
Clover Scavenger Hunt	1	193			
CTIS: Parent/Child Discussion: <i>Where the Mountain Meets the Moon</i>	1	5			
Preschool Storytime	3	60			
Preschool Visits to Classroom/Daycare	5	90			
Chicago Wolves Player Visit	1	23			
Read to Succeed with Chicago Wolves	1	29			
Reading Patch Club registrations	1	27			
Reading Patch Club added visits	ongoing	107			
Reading with Rover	2	23			
Rise & Shine Storytime (parent & child)	4	136			
Learn to Draw: Puppies and Dogs	1	6			
Second Saturday Bingo Breakfast	1	42			
Second Sunday - CTIS: Cheng Da Drum Team	1	61			
Toddler Time	3	97			
Community Quilt	1	35			
Video Games	1	182			
Ballet and Books	1	21			
Teacher Use of Die Cut Machine	1	2			
Wonder Ground - Library Science	8	158			
World Language Storytimes-Polish, Spanish, Russian	3	77			
Bluestem Votes	1	3			
Pizza Pi Day!	1	38			
Kid Space Volunteer Orientation	1	2			
Total Youth Services Programs	99	3,075	93	3,418	-10.04%
Programs--Teen Audience					
Teen Advisory Board (TAB)	1	11			
CTIS: Movie in the Underground: Hero	1	6			
Drop-in DIY: Button Making	1	4			
Famished for Fiction	1	9			
Videogames	1	82			

Monthly Statistical Report -- March 2017

Games	1	11			
Teen Job Fair	1	93			
Teen Outreach at schools	2	19			
Classroom Visit to NPLD	1	12			
CTIS: Chinese Opera Workshop	1	63			
Citizen Science	1	1			
Pizza Snack Food Taste-off	1	136			
Abraham Lincoln Award	1	11			
Emoji Movie Quiz	1	17			
Total Teen Programs	15	475	19	286	66.08%
Programs--Adult Audience					
American Doughboys in the First World War	1	12			
BookBites Popular Fiction Discussion	1	16			
Book Discussions- Literary	2	14			
Book Discussion - Low Vision Group	1	6			
Choosing a Retirement Solution for Your Small Business	1	0			
Citizenship Class	2	25			
CJE Senior Life	1	0			
CTIS: Soup or Stir Fry? w/ Ying's Kitchen	1	35			
DS 1-2-1 Tech Help	9	9			
DS Adult Computer Boot Camp	3	35			
DS Design Cards with Canva	1	8			
DS Free Digital Movies, Music, eBooks, and Magazines	1	9			
DS Gmail Basics	1	8			
DS Create Geometric Coasters	1	9			
DS Glass Fusion Workshop	1	12			
DS HTML & CSS Basics	3	17			
DS Make a Pinwheel	1	31			
DS Make a Cake Topper	1	9			
DS Microsoft Word 2016	1	13			
DS Tablet Tuesday	1	9			
DS Windows 10 for Beginners	1	23			
Freewheeling in Ireland (Travelogue)	1	24			
Afternoon Concert Haiga Ensemble Italian-Themed Concert	1	60			
History Comes Alive: Cleopatra the Last Pharaoh of Egypt	1	61			
I Love Pizza! - Explore Southern Italy	1	19			
I Love Pizza! - Senior Coffee Hour History of Pizza Lecture	1	28			
Job Counseling	1	2			
Low Vision Support Group Meeting	1	6			
New Release Movie: Sully	2	22			
Library Garden Club: Creative Containers	1	17			
Niles Genealogy Interest Group	1	6			
Oakton ESL English as a Second Language Classes	7	365			
Power Employment Workshop: Job Seekers	1	2			
SCORE Small Business Advice	4	5			
Total Adult Programs	58	917	50	1,161	-21.02%
Library Exhibit: "I Love Pizza"	1	484			

Monthly Statistical Report -- March 2017

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Program Count Prior Year	Attendance Prior Year Same Month	Attendance % Change	
Community Meetings in Library Spaces						
Niles Township Toastmasters	2	50				
Muslim Homeschoolers	4	80				
Karol Verson - Play Discussion Group	3	45				
Karol Verson - Film Discussion Group	4	80				
"Zemliaky" 20th Anniversary of Russian Newspaper	1	100				
Jewish Genealogical Society of Illinois	1	10				
Burning Bush Condo Association	1	20				
Niles All American Toastmasters	2	28				
Mohammed M. Haq	3	16				
Viorica Stoica-moldavian National Women's Day	1	17				
Heather Vaughn-Toastmaster Member-Speech Practice	1	2				
Wood River Condo Assoc./Rosen Management	1	20				
WB New Movie Posters & Matching Game	1	42				
Total Community Meetings	25	510	17	210	142.86%	
GRAND TOTAL PROGRAM AND ATTENDANCE	197	5,461				

Patron Suggestions and Comments for April 2017

Responses to Patron Suggestions and Comments

Suggestions

I would like to suggest that NPLD have a GPS portable unit available for checkout for Geocaching. This would be a great activity for both adults and families. There are many Geocaching spots in Niles. I suggest a Garmin Etrex 30 or equivalent. Geocaching would even make a cool class to offer with units to use. L. P. Niles.
[This sounds like a very do-able suggestion—thanks! We will check into it.](#)

I would suggest acquiring a professional printer that prints on glossy paper. Really, you don't even need to buy a new printer. Just glossy paper and allow that to be an option to select to print on. Also, I think the normal pricing is a bit too high. It's actually on the scale of what I pay for at a pro shop.
[Thank you for the suggestion. We can evaluate our pricing per copy and will consider your suggestion that we add glossy paper.](#)

There should be a button to activate the front door instead of it opening automatically. I often see little children running out the door before their parents can get to them. It's dangerous especially because the door is so close to the children's library! And it leads out to the parking lot!
[I share your concern that children will run into the parking lot, but unfortunately that also used to happen back when we had a button to open the door—kids love pushing that button.](#)

Please subscribe to the *Fra Noi* magazine. It is in English and Italian. I see that you have Polish, Middle Eastern, etc., magazines, but I did not see any in Italian. P. B.
[Thank you for the suggestion—we will look into it.](#)

Pizza Exhibit was very good. Only suggestion would be to include something on Niles own Riggio's Pizza—since 1953. M. S., Niles.
[I would not be surprised if the exhibit's curator, Kendall Bruns, will be adding something about Riggio's now that he has visited Niles.](#)

I read the list of activities on the left side of the what's going on in the Library. Can a small table be put on the side wall for the public to write when the seminars will be given? It's difficult to write info when recording these activities. Thanks. S. Z.
[Thank you for the suggestion—we will consider it.](#)

I saw this idea at the Park Ridge Library...they had a collection of canvas bags of five books each in the children's section that said "Grab and Go." I thought it was such a great way to put together a mini collection for parents. L. P. Niles.
[We always like taking good ideas from other libraries—thanks!](#)

Just a thank you note for great computer services. A point of information for children: Little Free Libraries.org; Sit, Stay, Read Program.org—both of them may give a presentation at the Niles Library! Have a good day. T. J., Chicago.
[Thanks for the tip—we have our Reading with Rover program but it would be interesting to learn more.](#)

Serbian Storytime! A. D.

Serbian Storytime is in the rotation of our World Storytimes along with several other languages. It will be coming up again soon.

Frustrations

Movie to be on Saturday. Also, in the book no blue background can see on blue. F. H.

We are experimenting with the best time to show movies—it is good to get your feedback.

No hot water in ladies first floor bathroom. Please repair! Library User

Thank you for letting us know.

The cleaning material should not be perfumed. It is offensive to some people. This is in the upstairs and at computers.

Thank you for letting us know that the smell is bothering you.

Could the audio books on tape not be shelved on the bottom shelf? Thank you! C. F., Niles.

We can try to avoid using the bottom shelves, but we would probably have to get rid of a lot of audiobooks to be able to fit them all. Please feel free to ask staff to help you.

I understand that not many people may be interested with meeting the author but because I knew about this festival later, I was happy to catch it before it was over. As I walked into the Library, I looked in all places on all floors for signage of this book discussion for the Chinese Culture Festival. Unfortunately, was unable to find not a single sign until I read the March calendar and a small print of the time that not even the front desk people were aware. ☹

It sounds like we need to do a better job next year of promoting the Coming Together in Skokie and Niles Township programs.

Comments

Very interesting display. Very nice. Enjoyed!

Enjoy healthy snack in this machine for kids to see.

I would like to take this opportunity to praise Jason. He's an asset not only to this Library, but to the patrons as well. Under his guidance, I was able to accomplish a personal project. His wisdom, professionalism, and kindness is invaluable. He is always so willing to help. Thank you Jason. Words can't express how grateful we are. "K"

Want to thank the Niles Library for providing ALLDATA in the computer room. This is an invaluable service for people who like to fix their cars themselves. Really, thank you, keep up all the good work. K. P.

Thank you very much for taking the time to write, and for your kind words. We love our patrons, too.



 Dear Dadde + Karen,

As always, thank you
so much for your service
delivering the CDs promptly.
They enjoyed themselves.

Also thanks for VHS tapes.
They are really good tapes.
Have a wonderful day,
XQ,



THE WHITE HOUSE
WASHINGTON

January 16, 2017

Niles Public Library District
Niles, Illinois

Dear Students:

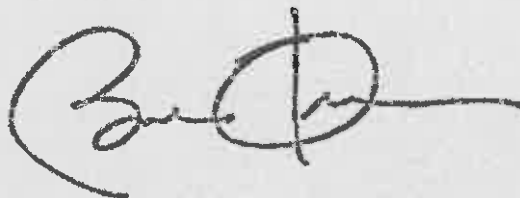
Thank you for writing. Scientific advances, technological discoveries, and medical breakthroughs have always been hallmarks of American progress, and I'm glad you took the time to share your thoughts with me. As a Nation, we must spark a spirit of innovation and curiosity so more kids like you can uncover solutions to problems and push the boundaries of possibility.

My Administration is committed to providing students at every level with the skills they need to excel in the fields of science, technology, engineering, and math (STEM). As part of this effort, I launched the "Educate to Innovate" campaign—an initiative that aims to move students from the middle to the top of the pack in science and math achievement. To open doors of opportunity for more students to engage in STEM fields, many schools are expanding access to computer science, and we are working to prepare and support teachers so young people can get the world-class educational experience they deserve. I am committed to ensuring all students—no matter who they are or where they're from—have access to a hands-on STEM education that will help them realize their highest aspirations.

Young people like you have a large role to play in shaping a future of progress and exploration. I'm counting on you and your generation to speak out on issues you think are important, because you know firsthand what's working inside your communities and classrooms. America's success will depend on your ideas, imagination, and willingness to dream big, and there are still plenty of mysteries left to solve. So whether you care about tackling climate change, curing cancer, exploring space, or using technology to improve people's lives, know that you are sharing in the drive for discovery that has always guided America forward.

Again, thank you for writing. Remember to study hard and give your best in all you do. Young people like you give me great hope for the future.

Sincerely,





March 6, 2017

Clara Scheffer
Niles Public Library
Children's Department
6960 Oakton Street
Niles, Illinois 60714

Dear Clara,

On behalf of Bright Beginnings Preschool, I would like to thank you for the fun in-school field trip that you provided. The three year old preschool staff and children loved the time that was spent with you!

Thank you for accommodating class times and schedules. The preschool staff thank you for choosing books which were engaging and new to the students. The teachers commented on the fact that the books held the children's interest, and were most enjoyable. Thank you so much for sharing your special talent with the children and staff!

We are grateful for the excellent services that the Niles Public Library offers to the Niles Park District. Thank you again for your assistance and we look forward to you being a part of our preschoolers' education in the future.

Thank you again Clara,

Maura LoVerde
Preschool Director



March 6, 2017

Clara Scheffer
Niles Public Library
Children's Department
6960 Oakton Street
Niles, Illinois 60714

Dear Clara,

On behalf of the Bright Beginnings Preschool, I would like to thank you for the wonderful field trip you provided to our preschoolers. The four year old preschool staff thank you for the special story time visit and tour. The preschoolers enjoyed the visit, and for some, it was a first time story hour. How wonderful for them to have you to introduce them to story time! The tour helped the children understand how the library operates, and they loved it!

Thank you for your extra efforts to accommodate all of our class schedules. The teachers were delighted with the book selection. Thank you for picking books that kept the interest of our children. You have a special talent as a story teller!

We are always grateful for the excellent services that Niles Public Library offers to the community. Thank you again for your assistance and we look forward to future endeavors.

Take care,

Maura LoVerde
Preschool Director

March 20 2011

Hello Mr. Jerry ==

I'm sorry but I lost your letter. But, maybe we could still talk, right?
My favorite book right now is "weird but true" ripped from the headlines. ^{and} ^{no} thing I want to tell you is that I just finished building my ferrari car that is made out of lego, and it's awesome. Now I'm on my spring break. I went to the Niles Public Library for "Reading with Rover" program. My favorite dog name is scout. I think scout really liked the book I read for him.
I have a question for you, did you say happy birthday to Mrs. Clara's dad for me? if yes, thank you, if not, that's o.k. Also, I almost forgot to ask you about Costa Rica, how was it? please ~~write~~ write back to me.

from: szymon

P.S. 1 Thank you for the map you sent me last time.

P.S. 2 I just found your last letter.

From: Gary Karshna [mailto:capgns1@aol.com]
Sent: Friday, March 31, 2017 1:17 PM
To: Susan Lempke <slempke@nileslibrary.org>
Subject: Excellent Service By Two Library Employees!

Dear Ms. Lempke:

On March 28, 2017, I visited the library to do some research for a presentation on President Trump's impact on the American economy.

Now, I have not been in the Niles Library, to do research, in many years. Needless to say, I did not know where to turn and how to find the information I was looking for.

I was getting very frustrated, when I finally decided to ask for help. I received assistance from two of your employees, **Krystyna Banek and Pat Ansuini**. They were wonderful! The information I required, was not east to find, but they checked a variety of different sources, and after an arduous search, they somehow managed to come up with the specific information I needed for my presentation. I was extremely impressed and greatly appreciated the concerted effort they made to find the information I needed.

Most people (myself included) are quick to criticize or complain, but rarely praise someone when they receive exceptional service. With that said, I wanted you to know that Krystyna and Pat, are worthy of praise, because they went way beyond the call of duty, to make sure I found the information I needed for my presentation.

Sincerely,

Gary Karshna
Niles, IL 60714



April 3, 2017

Niles Public Library District
Sasha Vasilic
6960 Oakton
Niles, IL 60714

Dear Sasha:

Congratulations! The Niles Chamber of Commerce and Industry is very pleased to announce that the Niles Public Library will receive Special Recognition at our Thirteenth Annual Niles Night of Roses – A Tribute to Home Grown Success Dinner on Friday, May 12, 2017 at Chateau Ritz in Niles.

The selection committee has chosen you because of your commitment to the Niles community. This community event will include cocktails, dinner, entertainment and award ceremony. Enclosed you will find an invitation with all the details for the evening and we encourage you to invite friends and family. As a guest of honor your ticket will be *complimentary*. Please make all reservations as soon as possible to ensure enough space for you and your guests.

Please feel free to contact me at any time (847) 268-8180 or katie@nileschamber.com. Thank you for being a vital part of the Niles community. And again, congratulations!

Sincerely,

A handwritten signature in black ink that reads "Katie Schneider". The signature is written in a cursive, flowing style.

Katie Schneider
Executive Director

Enclosures: Invitation, Ad Book Form

www.nileschamber.com

8060 West Oakton Street, Suite 101, Niles, Illinois 60714 • (847) 268-8180 • Fax (847) 268-8186



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

April 6, 2017

Ms. Susan Dove Lempke, Library Director
Niles Public Library District
6960 West Oakton Street
Niles, Illinois 60714-3098

Dear Ms. Dove Lempke:

I am pleased to award the Niles Public Library District a FY2017 Illinois Public Library Per Capita Grant in the amount of \$44,477.59. Over \$9.4 million is being awarded this year to Illinois public libraries serving 11,777,310 patrons at a rate of \$0.77644 per resident.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure that public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to the continued state budget impasse, payment of these funds may be significantly delayed. As in previous years, the library may use these funds until the end of the following fiscal year; in this case, until June 30, 2018.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service you and all Illinois public libraries provide.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White
Secretary of State
State Librarian

cc: Linda Ryan, Niles Public Library District Board President
FY2017 Per Capita File

JW:isl

New Business - Recommended Actions

A. Recommended Action on Strategic Plan

MOVE the Library Board of Trustees approve the Strategic Plan for 2017-2021.

Memorandum A of Recommended Board Action

This strategic plan signifies the Board of Trustees' direction to the Director and staff of the Library on the direction and focus of their work. The next step will be for the Director to form a team and create a work plan to set tasks to execute the goals and investments of the strategic plan. The plan should include projects, timelines, and estimate costs for each task, and will be brought to the Board for suggestions and then for final approval.

In October 2016, under the guidance of the Niles Public Library District's (NPLD) strategic planning committee consisting of the library director, assistant director, one library board members and six staff members, the Library began the strategic planning for years 2017 – 2021. Library consultants Rob Cullin and Kimberly Bolan of Kimberly Bolan and Associates, LLC facilitated the process.

The Process

The Library's strategic planning process included the following key areas.

- 1) **Gathering community input and data**, which involved showing Niles staff and residents (both users and non-users) the possibilities for the Library as a thriving 21st century library, and then gathering their input and ideas. In addition, benchmark, demographic, SWOT, and collection analysis were completed.
- 2) **Developing solutions** by compiling all gathered data and input and then working with the planning team during a Strategic Retreat to establish key strategic areas, specific goals, and related investments required to implement the goals to help the Library thrive over the next three years and beyond.
- 3) **Providing a path to results** by developing a plan that the Library staff and board can live, breathe, and readily implement on a day-to-day basis.

In total, twelve stakeholder sessions were conducted for the Niles Public Library District between on November 9 and 10, 2016. Focus group participants included the general public, parents, educators, community leaders, the business community, staff members, and trustees. Participants included frequent library users and infrequent and non-users and ranged in ages and backgrounds. Overall, 77 stakeholders participated in the discussions regarding the NPLD's services and strategic future. In addition to the stakeholder sessions, an online survey was conducted between *November 8 – December 10, 2016*. 340 surveys were completed. Survey participants included a mix of library users (88%) and infrequent and non-users (12%). Survey takers ranged from 13 to over 7 years of age; 48% being 55 years of age or older, 46% being between 26 and 55 years of age, and 6% being between 13 and 25 years of age.

What We Heard

The community focus groups and online survey explored several topics including customer service, youth services, adult services, senior/boomer services, outreach, programming, technology and digital services, the website, meeting space, collections and resources, and overall 21st century public library trends. Detailed summaries of all stakeholder feedback and online survey results were provided in separate documents to NPLD's leadership. All stakeholder input, data analysis, and follow-up exploration work led to the strategic focuses, goals, and investments outlined on page 2 of this document.

Evaluation & Collaboration

With the goal of achieving all outlined goals over the next five years, NPLD administration, staff, and board of trustees will regularly evaluate their progress and achievements. Objectives set forth in this plan will be accomplished as outlined and will be reviewed on a monthly basis at the Library's board meetings. This balanced and systematic process also emphasizes that the resulting plan will be iterative and evolve substantially over the next several years. A strategy screen and work plan will be created by the team in order to best carry out and assess the plan.

The keys to Niles Public Library District's implementation, evaluation and, ultimately, the success of its strategic plan will be:

- A thorough understanding of the plan as well as active involvement in implementing the plan by staff and the board of trustees
- Frequent and ongoing communication between administration and staff
- Frequent and ongoing communication between NPLD's staff and its community
- Active collaboration between NPLD's board of trustees, administration, staff, outside organizations, and the community

Our Mission:

Engage, Inform, Enrich, Educate

Strategic Focus	Goal	Investments	Outcome
Exceptional Customer Service	To enhance the library user's experience	<ul style="list-style-type: none"> • Upgrade wayfinding/navigation throughout the physical space • Improve internal and customer-facing processes, improving efficiency and ease of customer service interactions • Enhance onboarding experience for new library users • Develop consistent standards for customer service 	The Library is easy to use for all of its patrons
Expanded Community Engagement	To provide library services to all residents regardless of their physical location	<ul style="list-style-type: none"> • Develop a task force to gather information and explore options for expanded service in the Northwest part of the District • Evaluate service model and staffing levels throughout the library with the goal of freeing resources for Community Engagement • Commit more resources and attention to Community Engagement, in particular non-users and the underserved • Explore community partnerships and establish the Library as a central hub of information for the community and its agencies 	Library services provided to the entire District
Focused Staff Development	To give staff the expertise to work with the community effectively	<ul style="list-style-type: none"> • Develop a program strategy emphasizing quality, flexibility and adaptability • Train staff to develop and rely upon data and analysis in evaluating success of collections, services and programs • Increase staff's awareness, and understanding of cultural differences, developing tools and techniques for working with patrons of specific cultures • Consider best ways to provide library services and collections to non-English speakers 	Programs, services and collections that best meet the needs of the community
Enhanced Community Awareness & Alignment	To connect the right people with the right content at the right time the right way	<ul style="list-style-type: none"> • Finalize Library name change and related branding • Focus energy on targeted marketing <ul style="list-style-type: none"> • Define most likely target segments • Define best practices for each segment • Implement new targeted communication across relevant marketing channels • Evaluate intent, scope and content of print newsletter • Evaluate promotional mechanisms for effectiveness • Identify barriers to customer service and communication 	A community of users who are better aware of library services via the channels that most meet their needs

April 19, 2017

New Business—Recommended Actions

B. Recommended Action on Proposed Logo

MOVE the Library Board of Trustees accept the proposed logo for the Niles-Maine District Library.

Memorandum B of Recommended Board Action

The Public Relations & Marketing Department have developed three possible logos for the new library name, which will be presented to the Board in person. They will be shown in a variety of sizes and uses so the trustees can get a feel for how they would look in different formats. One of the logos is an updated version of the current logo, and there will be two other possibilities to consider.

New Business—Recommended Actions

C. Recommended Action on Communico

MOVE that the Board of Trustees approve the payment of \$12,500 to Communico for the installation and implementation of the Digital Publishing Platform, including Communico Control, Communico Connect, Sites, Broadcast, Attend, Reserve, and Mobile modules and applications.

Memorandum C of Recommended Board Action

Communico is a new platform that will allow us to book programs and rooms and to pull that information into a variety of platforms through widgets and apps to communicate it back out to the public. It will feed into our website, our catalog, and digital signage to promote our programs, services and collections so that patrons become more aware of all we offer. It will replace the Evanced platform, which is coming to end-of-life in its current form; we reviewed its new version and were not satisfied.

This platform will also allow us to book patron study rooms, and will be used for the Administrative Assistant to book meeting rooms for outside groups.

Finally, it offers a content management system that we can use in a variety of ways, including as a substitute for our very dated Staff Intranet, for communicating internally.

As a RAILS group purchase, Communico is waiving the \$2500 set-up fee.

Communcio

Reserve | Easily manage, market and mediate library meeting rooms and equipment through one familiar interface. Reserve fully integrates with the Events and Broadcast applications, allowing meeting rooms to be booked when events are created and digital signage shows to display room booking information to patrons.

Events | Promote library programs and events to patrons wherever they are interacting with the library - on your website, on your app, inside branches on digital signage displays and public access computers and outside the library on third party websites.

Attend | Administer library programs and events from the Communico Cloud. Attend's tiered permission levels allow for the decentralized creation of event content for approval by managers.

Mobile | Communico's patron app allows patrons to easily search the catalog, scan barcodes, and load a e-Library card. Native iOS, Android, Windows and Kindle mobile apps for your patrons.

Broadcast | Simple digital signage solutions for any screen and works across a range of common devices. Specific content can be curated and schedule to display during optimal times and days.

Sites | A Content Management System for libraries to build beautiful, responsive websites without a line of code. Not just websites, but email landing pages, microsites, blogs, intranets, reference guides and kiosk sites.



Statement of Works

Statement of Works ("SOW")

Customer: Niles Public Library District

SOW No: COMSW691

Subscription Start Date: March 31, 2017 (Implementation begins July 3, 2017)

1. Introduction/Background

This Statement of Works (SOW) is a document which describes the scope of work required to complete the implementation and launch of the Communico platform. It is a formal document to be agreed by all parties and is designed to help set expectations and provide an outline project plan for all parties to work to.

The SOW must contain an appropriate level of detail so that all parties clearly understand what work is required, the duration of the work involved, what the deliverables are, and what is acceptable.

Once completed and agreed, it will be attached as a schedule to the contract between Communico and the customer.

2. Scope of Work

Niles Public Library District wishes to implement the Communico platform within the library system. The initial agreement will provide access to the following cloud-based modules on the Communico platform:

Communico Control | Cloud-based control panel to manage the Communico Platform
Communico Connect | Third party connection engine to allow import and export of data
Sites | Content Management System and widget builder
Broadcast | Digital signage module
Attend | Event and program management
Reserve | Room and asset management
Mobile | Patron mobile app for iOS and Android operating systems

The Order Form will also provide “not to exceed” prices for additional modules which the Customer can choose to add to the agreement throughout the term of their agreement.

3. Period of Performance

Upon receipt of the signed Order Form and Statement of Works, Communico will provide the initial administrative users with access to Communico and commence setup and implementation of the modules listed in Section 2, in accordance with this Statement of Works.

This Statement of Works outlines the information that the Customer, Niles Public Library District, will be required to manually enter into or provide electronically to Communico in order to enable Communico to complete the implementation of the platform and its modules.

A typical implementation of the core Communico Modules will take approximately ten to twelve weeks. This is based upon the customer returning the requested data questionnaires to Communico within a 2-week window and then also completing their data input within a 2-week window. As these actions are critical to the onboarding process, any delay past those 2-week periods will correspondingly delay the final delivery date.

4. Place of Performance

The majority of the implementation will be carried out at the offices of Communico, in the US and the UK.

As a member of RAILS Onboarding Group 4, training and implementation for Niles Public Library District will take place via a web-based screen sharing platform and/or at the RAILS headquarters in Burr Ridge, IL.

The Order Form will also have outlined costs should individual library training sessions be required. These costs to be agreed in writing before additional onboarding or training provided.

Further to this, the standard Communico Support, as defined in the [Service Level Agreement](#), is available to Niles Public Library District.

5. Work Requirements

Communico and Niles Public Library District will each be responsible for performing tasks throughout various stages of the onboarding project. The following is a table listing these tasks, which will result in the successful completion of this project.

Communico will require information from Niles Public Library District which will be used in setting up and implementing the platform. Once this initial information has been provided, Communico will arrange a training/onboarding session to be attended by RAILS Group 4 libraries.

Week 1
Contracts Signed
Week 2
Initial platform set up by Communico Onboarding questionnaires sent to customer
Week 3 & Week 4
Customer completes and returns the onboarding questionnaires
Week 5 & Week 6
Communico Control and Communico Connect set up by Communico based upon responses to onboarding questionnaires
Week 7
Onboarding session between customer and Communico
Week 8 & Week 9
Customer inputs their data into Communico - Users, roles, branch locations, opening hours, rooms descriptions, costs etc.
Week 10 & Week 11
Customer testing and staff training period
Week 12 and beyond
Import existing event, registration, and reservation data and go live

5.1 Onboarding Questionnaires

Once contracts have been signed, Communico will commence the initial build of the platform for the customer and the main contact will then receive a selection of questionnaires for the different modules purchased. In our timelines we allow 2 weeks for the customer to complete and return these questionnaires. It may be that input will be needed from different departments and personnel from within the library and so it is important to schedule the time of the necessary staff members.

Questionnaires will cover the graphical look and feel of the platform, ILS integration, 3rd party content you wish to use within Communcio, mediation processes, initial administration users, and age and event categories.

Once completed, the questionnaires will be returned to Communico and the data will then be used to allow us to finish setting up the platform. Any delay in the customer returning the completed questionnaire or poor data response to any of the questions asked will extend the final go live date.

5.2 Onboarding Session

It takes an estimated 2 weeks for Communico to complete the setup process of the platform from receipt of the completed onboarding questionnaire. A provisional date will have been set for your onboarding call (typically in week 7). The onboarding session will be completed at the RAILS headquarters in Burr Ridge or by webex. It should be attended by the key administrators of the platform, but if possible we suggest no more than 3-4 people.

During the onboarding session you will be shown how and where to input data within Communico Control for the various modules you have purchased. You will be led through each process and given the opportunity to ask questions. The purpose of the session is not to finish the data input, but for Communico to walk you through the process so you are comfortable to finish the data entry in your own time.

5.3 Customer Data Input

In our typical timeline we allow for a 2-week period for the customer to complete entering their data. During this period they will also have the support of their account manager, the recorded onboarding video, Communico College, and the Communico support system.

5.4 Testing

Once the customer has completed their data entry, the system is ready to be tested by key personnel. In our timeline we allow for 1 week of testing, but the customer can extend this period if they require (with prior notice to Communico to reschedule any data import).

5.5 Import of existing data

Communico can import data from a previous vendor's product if this can be provided to Communico in csv format.

Once testing is completed, we will wipe the system of all data created during testing to prepare for the import of clean existing data.

The field, titles and order are as follows:

ATTEND EVENT DATA

Last Modified Date/Time, Event Title, Event Start Date, Setup Time, Start Time, End Time, Takedown Time, Location, Space, Primary Event Type, Event Type 2, Event Type 3, Primary Age Group, Age Group 2, Age Group 3, Description, Internal Notes, Registration Required.

ATTEND EVENT REGISTRATION DATA

Last Modified Date/Time, Start Date, Event Title, First Name, Last Name, Phone Number, Email, Status, Registration Date/Time, Custom Questions, Custom Questions Answers.

RESERVE ROOM BOOKING DATA

Reservation Date, Patron Name, Organization, Organization Type, Start Time, End Time, Status, Space Name, Internal Notes, Paid, Remaining Balance

Prior to submission for import, the exported data must be examined and approved by Niles Public Library District to ensure completeness and accuracy. If additional data files are required to be imported due to issues with the data quality of the original files they will incur an additional fee of \$350 per file.

Communico strongly recommends that the customer allow at least 3-5 days from the time of the import before going live to the public, which provides time for staff to review imported data and make any necessary changes/additions.

Please note that only 1 quarter of historical data can be included in any imports. One important limitation of the imported data is that individual events will not be able to be associated with a series. Depending on the available fields in the source data and the data's integrity and consistency, other limitations may apply.

6. Schedule and Milestones

Expected delivery date of modules for staff use is October 2, 2017, based upon an implementation start date of July 3, 2017 and assuming no delay in data being provided to Communico. This may be subject to change pending any additional enhancement requests made by Niles Public Library District.

7. Acceptance Criteria

After the handover of each phase described in this document, Communico will write to the customer by email to confirm that the phase has been completed and that the customer agrees and accepts.

8. Acceptance of Statement of Works

CUSTOMER

_____ Date: _____

By:

Title:

COMMUNICO LCC

_____ Date: _____

By:

Title:

Order Form #646

This is Order Form #646 to COMMUNICO, LLC signed by and between COMMUNICO, LLC, a Delaware limited liability company whose principal place of business is at 700 Canal Street, First Floor, Stamford CT 06902 ("COMMUNICO"), and Niles Public Library whose principal place of business is at 6960 West Oakton St. Niles, IL 60714 ("Customer").

Unless otherwise specified, all terms used herein shall have the same meanings as those in COMMUNICO's Standard Terms and Conditions of Use, which have been provided to Customer and are incorporated herein by reference.

COMMUNICO agrees to provide and Customer agrees to purchase a limited, non-exclusive, non-transferable, non-sublicensable right and license for use of Communico, LLC's proprietary Digital Publishing Platform (DPP), a hosted media management system, and Communico, LLC's intellectual and proprietary property rights related thereto, strictly in accordance with the terms and conditions of this Agreement, which expressly includes COMMUNICO's [Standard Terms and Conditions of Use](#).

Subscription Start Date: **March 31, 2017 (Renewal date June 30, 2019)**

1. The Digital Publishing Platform Specification

The Digital Publishing Platform that is the subject of this Agreement includes the modules and applications listed below:

Communico Control | Cloud based control panel to manage Communico Platform

Communico Connect | 3rd party connection engine to allow import and export of data

Sites | Content Management System and widget builder

Broadcast | Digital Signage module

Attend | Event and Program management

Reserve | Room and Asset management

Mobile | Patron mobile app for IOS and Android operating systems

Following this order form is a Statement of Works referenced. This document outlines all the work which Communico will complete on behalf of the customer to set up the platform. The Statement of Works will also list out all the information and data that the customer is required to provide to enable Communico to complete this work. Any delay in the customer providing this data to Communico will affect the delivery dates quoted in the Statement of Works.

2. Customer's Obligations

As per Communico LLC [Standard Terms and Conditions](#) and listed in the Statement of Works.

3. Fees

3.1 Annual License Fee: Twelve Thousand Five Hundred Dollars, U.S.(\$12,500.00)

3.2 Set-Up Fee: Twenty-Two Hundred Fifty Dollars, U.S. (\$2,250) Waived to \$0 due to RAILS group purchase agreement

4. Additional Module and service pricing

For the term of this agreement the additional modules listed below may be added to the platform at the following costs. Customer to notify us in writing should they they wish to do this.

Roam | mobile app for staff use: \$3,000 per annum

Amazon Fire version of Mobile or Roam \$2,000 per operating system

Windows version of Mobile or Roam \$2,000 per operating system

Webinar Training \$150 per hour

Onsite Training \$995 per day

5. Invoicing Schedule

Care of RAILS, terms as per Communico, LLC Standard Terms and Conditions of Use.

6. Minimum Term

2 Years, 3 months (27 months) from Subscription Start Date.

7. Customer Authorized Representative

Customer hereby designates _____ as its Authorized Representative for purposes of Customer’s license for Communico, LLC’s Digital Publishing Platform Standard Terms and Conditions of Use.

IN WITNESS WHEREOF the undersigned have executed this Order Form as of the day and year Set forth below. The parties hereto agree that facsimile signatures shall be as effective as if originals.

CUSTOMER

_____ Date: _____

By:

Title:

COMMUNICO LCC

_____ Date: _____

By:

Title:

New Business—Recommended Actions

D. Recommended Action on Passport Service at the Niles Public Library District

MOVE that the Board of Trustees approve that the Niles Public Library District apply to the U.S. Department of State's Chicago Passport Agency to become a Passport Agency.

Memorandum D of Recommended Board Action

Reasons for Adding Passport Service

At the Board's request, the Library applied several years ago to become a passport agency, based in part of the great success they have had at the Elmhurst Area Library District. However, we were turned down—they weren't accepting applications at that time. Now the State Department is actively recruiting libraries as Passport Agencies, because of their longer hours, pleasant surroundings, and well-trained staff.

The Niles Post Office offers passport service Monday-Friday 9-2; Saturday 8:30-1:30, and is closed on Sundays. Their limited hours make it difficult for working people to apply for a passport, and their staffing level limits the number of applications they can take during their open hours.

We recommend that the Library take this opportunity to increase service to our patrons, introduce the Library and its services to new patrons, while at the same time earning non-property-tax revenue.

Revenue Projection

Based upon recent start-up passport operations at other libraries in the immediate area, we project that the demand for passports will be 1,000 in the first year.

Based upon the "busy seasons" at other facilities, we estimate that most of the passport applications will be taken in the January through March timeframe. During this time frame we expect to see 60% of the applications for the year taken or 600 in the initial year. The remaining 40% will be taken in the remaining 9 months. During the January through March timeframe, the average per month will be 200 applications. For the remaining months the average applications will be 45.

The State Department allows the Library to charge \$25 per application. On an annual basis we expect to earn \$25,000 in the first year. During the busiest months we expect to earn \$5,000 per month. The remaining months will average \$1,125 per month.

Expense Projection and Staffing

We have determined that the best place in the Library to establish a passport service desk is in the Commons. This will necessitate the creation of an auxiliary desk next to the Commons desk and the removal of up to two ranges of shelves to provide room. The desk, with locking drawers and chairs should price out at approximately \$3,500. As the volume of passport applications increases, we will need to consider an additional investment in the physical space.

On average, it takes 15 minutes to complete one passport application. For 1,000 passports in the initial year, we estimate that it will take approximately 250 hours of time face to face with patrons. We also

estimate that for every hour spent face to face with patrons, we will need one hour to perform all of the tasks necessary to meet State Department requirements. Therefore, in the initial year, we will need 500 hours of labor to support this effort.

The passport service operation will be managed by the Supervisor of Patron Services. Her team of clerks will be interviewed to select passport clerks with the appropriate hospitality skills and attention to detail. We expect that there will be a group of 6 clerks who will be eligible to process passports.

Since the Patron Services department is fully staffed at the moment, we will need to hire additional staff members to replace the hours we will be diverting to the passport service. We expect to pay \$20 per hour fully loaded for a total cost of \$10,000 in the first year.

The total forecasted cost is expected to be \$13,500.

Net Surplus (Deficit)

With expected revenue of \$25,000 and expenses of \$13,500, we expect to yield \$11,500 net surplus in our first year of operation for this activity.

Risks

There are several risks which bear mention here.

1. The Library's estimate of 1,000 passports in the first year may be materially wrong. If the actual number of passports is only 500 for example, the revenue line will only be \$12,500 and the expenses will remain the same yielding a loss of \$1,000 in the first year. If the actual number of passports is materially higher at 1,500, the revenue will be proportionately higher at \$37,500 and the expenses will likely rise to \$30,000. This is due to the doubling of staff time and the necessity of building a more complex passport station to facilitate the passport applications.
2. The Library's assumed time per application may be significantly low. The facilities we have observed and/or inquired had homogeneous populations which likely makes each application easier to handle. We recognize that the population surrounding the Library is more heterogeneous. It may take much longer to handle some of the special circumstances such as adoptions, visas, naturalized citizens, etc. If the average time to handle a single transaction doubled to 30 minutes, the costs would rise to \$23,500 which would decrease the net surplus to \$1,500 in the first year.

April 19, 2017

New Business—Recommended Actions

E. Recommended Action on the Purchase of Dell workstations

MOVE the Library Board of Trustees approve the expenditure from the special reserve fund not to exceed \$18,000 to purchase three Dell staff computer workstations for PR and Marketing and one for IT.

Memorandum E of Recommended Board Action

The existing 4 Dell staff computer workstations were purchased over 5 years ago in October of 2011. These existing computer workstations have reached their end of life and the manufacturer will no longer support the hardware which will lead to decreased reliability. The specific configuration was chosen based on the software that will be installed and the computer needs of the staff for the next 5 years.

The Library will purchase these units through Master Price Agreement for Computer Equipment, Peripherals, and Related Services prebid contract between Dell and NASPO as we have in the past.

Please see the price quote following for additional details.



A quote for your consideration!

Total: \$17,612.68

Based on your business needs, we put the following quote together to help with your purchase decision. Please review your quote details below, then contact your sales rep when you're ready to place your order.

Quote number: 3000012720252.1	Quote date: Apr. 11, 2017	Quote expiration: May 11, 2017	Deal ID: 14028636
Company name: NILES PUBLIC LIBRARY DIST	Customer number: 38910543	Phone: (847) 663-6480	
Sales rep information: Shawn Kitterman Shawn_Kitterman@Dell.com (800) 456-3355 Ext: 5131143	Bill to: NILES PUBLIC LIBRARY DIST 6960 OAKTON ST NILES IL 60714-3025 US (847) 663-6480		

Pricing Summary

Item	Qty	Unit price	Subtotal
Precisions Workstations T7910 XL	4	\$4,403.17	\$17,612.68
DBC as low as \$529.00/ month^		Subtotal:	\$17,612.68
		Shipping:	\$0.00
		Environmental Fees:	\$0.00
		Non-Taxable Amount:	\$17,612.68
		Taxable Amount:	\$0.00
		Estimated Tax:	\$0.00
		Total:	\$17,612.68

Dear Customer,

Please review the quote for product and information accuracy. If you find errors or desire certain changes please contact me as soon as possible.

Regards,

Shawn Kitterman

Order this quote easily online through your [Premier page](#), or if you do not have Premier, using [Quote to Order](#)

Shipping Group 1

Shipping Contact: RICHARD WOZNICZKA	Shipping phone: (847) 663-6480	Shipping via: Standard Ground	Shipping Address: 6960 W OAKTON ST NILES IL 60714-3025 US
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SKU	Description	Qty	Unit Price	Subtotal
	Precisions Workstations T7910 XL	4	\$4,403.17	\$17,612.68
	Estimated Delivery Date: Apr. 20 - Apr. 27, 2017			
	Contract Code: 99AGZ			
	Customer Agreement No: MHEC-07012015			
210-ADDY	Dell Precision Tower 7910 XL XCTO Base	4	-	-
619-AIKN	Windows 7 Pro English, French, Spanish 64bit (Includes Windows 10 Pro License)	4	-	-
321-BCDW	Dell Precision Tower 7910XL 1300W Chassis, v2, BW	4	-	-
385-BBKY	19-in-1 Media Card Reader	4	-	-
580-ADJC	Dell KB216 Wired Multi-Media Keyboard English Black	4	-	-
403-BBHE	Integrated LSI SAS 3008 12Gb/s SATA/SAS controller - SW RAID 0, 1, 10	4	-	-
490-BDOZ	NVIDIA Quadro P5000, (4 DP, DL-DVI-D), T7910	4	-	-
400-AECQ	2.5" 512GB SATA Class 30 Solid State Drive	4	-	-
520-AADM	Internal Speaker	4	-	-
461-AAAB	Chassis Intrusion Switch	4	-	-
370-ACQV	32GB (4x8GB) 2400MHz DDR4 RDIMM ECC	4	-	-
275-BBBW	Dell MS116 Wired Mouse, Black	4	-	-
338-BFTU	Intel Xeon Processor E5-2640 v3 (8C HT, 20MB Cache, 2.6GHz Turbo)	4	-	-
429-AAQF	8x DVD-/ +RW Slimline	4	-	-

470-AATC	US Power Cord	4	-	-
631-AAKY	No Out-of-Band Systems Management	4	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)	4	-	-
412-AADO	Single Processor Heatsink for T7910	4	-	-
340-AMLE	Placemat for Precision Workstation Tower 7910 (DAO)	4	-	-
430-XXYU	Resource DVD not Included	4	-	-
976-4108	Dell Limited Hardware Warranty Plus Service 15 Months	4	-	-
976-4109	Dell Limited Hardware Warranty Plus Service Extended Months	4	-	-
976-4155	ProSupport : 7x24 Technical Support , 63 Months	4	-	-
976-4166	ProSupport : Next Business Day Onsite Service After Remote Diagnosis 15 Months	4	-	-
976-4169	ProSupport : Next Business Day Onsite Service After Remote Diagnosis 48 Months Extended	4	-	-
989-3449	Thank you choosing Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-866- 516-3115	4	-	-
329-BBJL	TPM Enabled	4	-	-
328-BBET	Shipping Material for System	4	-	-
340-AEYP	SHIP,PWS,LNK,NO,NO,AMF	4	-	-
555-BBJO	No Additional Network Card Selected (Integrated NIC included)	4	-	-
449-BBGX	C4 SATA/SSD 2.5 Inch BOOT, plus 1-3x 3.5 Inch Hard Drives	4	-	-
386-BBBE	No Dell Tera2 Remote Access host card for the Wyse P25 Zero Client	4	-	-
520-AABF	External Speaker Not Included	4	-	-
817-BBBC	Not selected in this configuration	4	-	-
389-BDCE	No UPC Label	4	-	-
328-BBWN	MOD,LBL,REG,T7910,WW	4	-	-
389-BFJT	MOD,LBL,REG,T7910,DAO	4	-	-
389-BBRO	Intel Xeon Label	4	-	-
630-AAPK	No Productivity Software	4	-	-
411-XXXY	Boot drive or boot volume is less than 2TB	4	-	-
780-BBCJ	Non RAID	4	-	-
637-AAAM	No Dell Backup and Recovery software	4	-	-
620-AAYW	Windows 10 Pro OS Recovery 64bit - DVD	4	-	-
421-9982	Thank you for buying Dell	4	-	-
422-0008	Dell Data Protection System Tools Digital Delivery/DT	4	-	-
422-0052	SW,MY-DELL,CRRS	4	-	-
444-BBBG	BIOS match checked back to factory	4	-	-
444-BBBS	BIOS binary check enabled and verified	4	-	-
640-BBDH	Adobe Reader 11	4	-	-
640-BBES	Dell Precision Optimizer	4	-	-
640-BBEW	Dell Data Protection Protected Workspace	4	-	-
640-BBHR	Visit www.dell.com/encryption	4	-	-
640-BBHS	Not Selected in this Configuration	4	-	-
658-BBIH	Dell Applications for Windows 7	4	-	-
650-AAAJ	No Anti-Virus Software	4	-	-
954-3465	No DDPE Encryption Software	4	-	-
401-AAMX	Additional Drive: 3.5 inch 2TB SATA 7.2k RPM HDD	4	-	-
401-AADF	No Additional Hard Drive	4	-	-
401-AADF	No Additional Hard Drive	4	-	-
401-AADF	No Additional Hard Drive	4	-	-

510-BBBW	Sound Card Not Included	4	-	-
461-AABV	No Accessories	4	-	-
387-BBBE	No Energy Star	4	-	-
575-BBCH	No Stand included	4	-	-
817-BBBC	Not selected in this configuration	4	-	-
401-AADF	No Additional Hard Drive	4	-	-
401-AADF	No Additional Hard Drive	4	-	-
401-AADF	No Additional Hard Drive	4	-	-
332-1286	US Order	4	-	-
634-BENZ	No DDP ESS Software	4	-	-

Subtotal:	\$17,612.68
Shipping:	\$0.00
Environmental Fees:	\$0.00
Estimated Tax:	\$0.00
Total:	\$17,612.68

Important Notes

Terms of Sale

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: Dell's Terms of Sale (www.dell.com/learn/us/en/uscop1/terms-of-sale), which include a binding consumer arbitration provision and incorporate Dell's U.S. Return Policy (www.dell.com/returnpolicy) and Warranty (for [Consumer warranties](#); for [Commercial warranties](#)).

If this purchase includes services: in addition to the foregoing applicable terms, the terms of your service contract will apply ([Consumer](#); [Commercial](#)). If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A (www.dell.com/AEULA) and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S (www.dell.com/SEULA).

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.**

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

*Dell Financial Services Lease:

1. This proposal is property of Dell Financial Services and contains confidential information. This proposal shall not be duplicated or disclosed in whole or part. Minimum transaction size \$500.
2. All terms are subject to credit approval, execution and return of mutually acceptable lease documentation.
3. Lease rates are based upon the final amount, configuration and specification of the supplied equipment. Interim rent may apply and be due in the first payment cycle.
4. The Lease Quote is exclusive of shipping costs, maintenance fees, filing fees, licensing fees, property or use taxes, insurance premiums and similar items, which shall be for Lessee's account.
5. This proposal is valid through the expiration date shown above, or, if none is specified, for 30 calendar days from date of presentation.

April 19, 2017

New Business—Recommended Actions

F. Recommended Action on Administrative and Services Policy 3.04

MOVE the Library Board of Trustees approve changes to Administrative and Services Policy 3.04 Borrowers and Borrowers' Cards.

Memorandum F of Recommended Board Action

We have compared our requirements for issuing a library card with other libraries and find that we are not holding to the same standards as most of our surrounding libraries, by not requiring a photo ID. We would like to bring our requirements in line with the other libraries.

We also want to clarify that if a parent signing for their child to get a library card has a card of their own, that card must be in good standing.

3.04 BORROWERS AND BORROWERS' CARDS

1. A new Resident Adult Card or a replacement card will be issued to any adult upon presentation of **two forms** of identification verifying a current residential address within the Niles Public Library District. **One of the forms of identification must be a current photo ID.** The card will be issued with a three year expiration.
2. A new Resident Youth Card or a replacement card will be issued to any youth under the age of 18 years upon presentation **two forms** of identification **from a parent or guardian** verifying a current residential address within the Niles Public Library District. **One of the forms of identification must be a current photo ID.** Signature of parent or guardian accepting responsibility for any delinquencies and lost or damaged material is required, **and the parent or guardian's library card, if they have one, must be in good standing.** The card will be issued with a three year expiration.
3. A Business Card will be issued for business purposes only to any business or institution upon presentation of identification verifying a current business address within the Niles Public Library District. A statement of responsibility must be signed by the owner, president, or director and will be kept on file at the Library. The business is responsible for delinquencies and lost or damaged material. The card will be issued with a one year expiration.
4. A Teacher Card will be issued to any teacher who teaches in a school in the Niles Public Library District upon presentation of proper identification. The teacher will sign a statement indicating that he or she will be responsible for all delinquencies and lost or damaged material.
5. A Non-Resident Card for use by non-residents of the District may be purchased. The fee charged is determined by state formula. The card will be issued to family members, defined as those living at a single address. Identification as a member of the owning family will be required. The cards may be sold with expiration dates of three, six, nine, or twelve months.

The Library Director may issue non-resident cards at no charge to library employees who live outside the District. A card so issued will be canceled upon the employee's separation from the Library.

7. Any non-resident who owns taxable property within the Niles Public Library District, or any individual who is a senior officer of a firm, business or corporation owning taxable property within the District may be issued a card. This privilege will be extended to only one person for each parcel of property.

The most recent original tax bill must be presented upon application for a card. The bill will be marked to indicate a card has been issued and a photocopy will be kept for Library registration files. The signatory on the application will be responsible for any delinquencies, lost or damaged material. The card will be issued for one year.

8. Delinquency in returning overdue Library materials and/or in payment of fines or replacement charges may result in cancellation of a Library card and refusal of Library services. Extreme cases of delinquency will be brought to the attention of the Director and, at his/her discretion, to the Board of Trustees for consideration that may result in legal action.
9. The charge to replace a lost library card is \$1.00.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 6.15.94; 2.21.96; 10.16.96; 3.19.97; 10.15.97; 12.10.97; 11.15.00; 1.17.01; 8.24.01;
8.21.02; 6.18.03; 8.17.05; 4.16.08*

3.04 BORROWERS AND BORROWERS' CARDS

1. A new Resident Adult Card or a replacement card will be issued to any adult upon presentation of one form of identification verifying a current residential address within the Niles Public Library District. The card will be issued with a three year expiration.
2. A new Resident Youth Card or a replacement card will be issued to any youth under the age of 18 years upon presentation of one form of identification verifying a current residential address within the Niles Public Library District. Signature of parent or guardian accepting responsibility for any delinquencies and lost or damaged material is required. The card will be issued with a three year expiration.
3. A Business Card will be issued for business purposes only to any business or institution upon presentation of identification verifying a current business address within the Niles Public Library District. A statement of responsibility must be signed by the owner, president, or director and will be kept on file at the Library. The business is responsible for delinquencies and lost or damaged material. The card will be issued with a one year expiration.
4. A Teacher Card will be issued to any teacher who teaches in a school in the Niles Public Library District upon presentation of proper identification. The teacher will sign a statement indicating that he or she will be responsible for all delinquencies and lost or damaged material.
5. A Non-Resident Card for use by non-residents of the District may be purchased. The fee charged is determined by state formula. The card will be issued to family members, defined as those living at a single address. Identification as a member of the owning family will be required. The cards may be sold with expiration dates of three, six, nine, or twelve months.

The Library Director may issue non-resident cards at no charge to library employees who live outside the District. A card so issued will be canceled upon the employee's separation from the Library.

7. Any non-resident who owns taxable property within the Niles Public Library District, or any individual who is a senior officer of a firm, business or corporation owning taxable property within the District may be issued a card. This privilege will be extended to only one person for each parcel of property.

The most recent original tax bill must be presented upon application for a card. The bill will be marked to indicate a card has been issued and a photocopy will be kept for Library registration files. The signatory on the application will be responsible for any delinquencies, lost or damaged material. The card will be issued for one year.

8. Delinquency in returning overdue Library materials and/or in payment of fines or replacement charges may result in cancellation of a Library card and refusal of Library services. Extreme cases of delinquency will be brought to the attention of the Director and, at his/her discretion, to the Board of Trustees for consideration that may result in legal action.
9. The charge to replace a lost library card is \$1.00.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 6.15.94; 2.21.96; 10.16.96; 3.19.97; 10.15.97; 12.10.97; 11.15.00; 1.17.01; 8.24.01;
8.21.02; 6.18.03; 8.17.05; 4.16.08*

April 19, 2017

New Business—Recommended Actions

H. Recommended Action on New Building and Grounds Signage

MOVE the Library Board of Trustees approve the solicitation of bids for new building and grounds signage identifying the Library.

Memorandum H of Recommended Board Action

Please review the attached documents outlining the proposed new signage for the Library submitted by Dan Pohrte of Product Architecture and Design.

PROJECT:
EXTERIOR RENOVATION TO:

Niles-Maine District Library

6960 W. Oakton Street
Niles, Illinois 60712

PROJECT DESCRIPTION:

MINOR EXTERIOR RENOVATION AND NEW SIGNAGE FOR EXISTING LIBRARY TO SUPPORT RE-BRANDING AND NAME CHANGE.

BUILDING INFORMATION:

USE GROUP A-3 (ASSEMBLY - LIBRARY),
CONSTRUCTION TYPE: 5A
SPRINKLED: YES

APPLICABLE CODES:

2015 INTERNATIONAL BUILDING CODE
2005 NATIONAL ELECTRICAL CODE
2015 INTERNATIONAL MECHANICAL CODE
2015 INTERNATIONAL PROPERTY MAINTENANCE CODE
2015 INTERNATIONAL FIRE CODE
2015 INTERNATIONAL FUEL GAS CODE
CURRENT INTERNATIONAL ENERGY CONSERVATION CODE
CURRENT ILLINOIS STATE PLUMBING CODE
CURRENT ILLINOIS ACCESSIBILITY CODE & ILLUSTRATIONS

DRAWING INFORMATION:

ARCHITECTURAL + CIVIL:

- A0.0 COVER SHEET & NOTES
- A0.1 PLAT OF SURVEY
- A1.0 SITE PLAN: NEW WORK
- A1.1 SIGN TYPE 1: PLANS, ELEVATIONS AND DETAILS
- A1.2 SIGN TYPE 2: PLANS, ELEVATIONS AND DETAILS
- A1.3 SIGN TYPE 3: ELEVATIONS, SECTIONS AND DETAILS
- A1.4 SIGN TYPE 3: ELEVATIONS AND DETAILS
- A1.5 SIGN TYPE 4: PLANS, ELEVATIONS AND DETAILS
- A1.6 SIGN TYPE 5: ELEVATIONS AND DETAILS

ELECTRICAL:

- E1.1 ELECTRICAL NEW WORK PLAN & SCHEDULES

GENERAL NOTES:

1. ALL SIGNS AND FIXTURES TO BE U.L. RATED AS REQUIRED
2. ALL SIGNS TO BE CODE COMPLIANT PER THE VILLAGE OF NILES SIGNAGE AND BUILDING CODE
3. SIGN CONTRACTOR SHALL SUBMIT SHOP DRAWINGS INCLUDING STRUCTURAL ELEMENTS, SAMPLES OF ALL FINISHES AND LETTER STYLES FOR APPROVAL PRIOR TO FABRICATION.
4. OWNER SHALL PROVIDE ALL ELECTRICAL SHOWN IN THE CURRENT SCOPE OF WORK. BASE PRICING ON REQUIRED ELECTRICAL AND LIGHTING BEING STUBBED TO LOCATIONS AS INDICATED.
5. OWNER SHALL PROVIDE ALL LANDSCAPING SHOWN IN THE CURRENT SCOPE OF WORK.
6. SIGN CONTRACTOR IS RESPONSIBLE FOR THE STRUCTURAL DESIGN OF EACH SIGN.
7. SIGN CONTRACTOR IS RESPONSIBLE FOR PROVIDING A WATER TIGHT, FINAL SIGN DESIGN.
8. ANY AND ALL DEMOLITION SHOWN IN THESE DOCUMENTS IS TO BE INCLUDED IN THE BASE BID, BY THE SIGN CONTRACTOR.
9. CONTRACTOR TO PROVIDE ITEMIZED BID FOR EACH SIGN TYPE. OWNER SHALL RETAIN THE ABILITY TO "PICK AND CHOOSE" INDIVIDUALLY OR IN ENTIRETY FROM THE SUBMITTED BID.

SIGN TYPE QUANTITIES:

- **SIGN TYPE 1:** QUANTITY (1)
- **SIGN TYPE 2:** QUANTITY (2)
- **SIGN TYPE 3:** SIGNAGE STYLES, FINISHES AND DIMENSIONS VARY. SEE A1.3 & A1.4 FOR MORE INFO. TOTAL QUANTITY (4)
- **SIGN TYPE 4:** EXISTING SIGN HAS (3) IDENTICAL SIDES. ALL (3) TO BE RENOVATED SIMILARLY.
- **SIGN TYPE 5:** SIGNAGE STYLE VARIES. SEE A1.6 FOR MORE INFO. TOTAL QUANTITY (9) LIGHT POLES AND (6) BANNERS

STATEMENT OF COMPLIANCE:

I HAVE PREPARED, OR CAUSED TO BE PREPARED UNDER MY DIRECT SUPERVISION, THE ATTACHED PLANS AND SPECIFICATIONS AND STATE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF AND TO THE EXTENT OF MY CONTRACTUAL OBLIGATIONS, THEY ARE IN COMPLIANCE WITH THE STATE OF ILLINOIS ACCESSIBILITY CODE AND THAT THEY COMPLY WITH THE CODES AND BUILDING ORDINANCE OF THE VILLAGE OF NILES, ILLINOIS.

SIGNED: _____

ILLINOIS REGISTRATION NUMBER: 001-016586

DATE: _____

ARCHITECT:

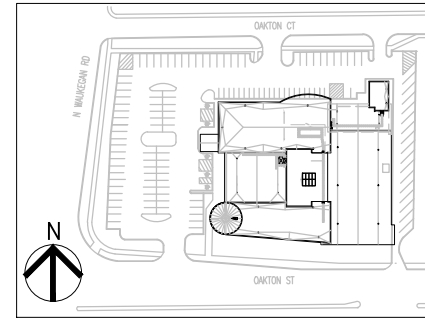
PRODUCT ARCHITECTURE + DESIGN
811 WEST EVERGREEN AVENUE
SUITE 405
CHICAGO, IL 60642
T (312) 202-0701
F (866) 857-7265

STATE OF ILLINOIS PROFESSIONAL DESIGN FIRM
LICENSE NO. PRODUCT, LLC 184.005274

SYMBOLS & ABBREVIATIONS:

	EXISTING WALLS TO REMAIN
	NEW PARTITION/CEILING
	EXISTING TO BE DEMOLISHED & REMOVED
	PENDANT FIXTURE
	2X2 RECESSED TOFFER FIXTURE
	2X4 RECESSED TOFFER FIXTURE
	LINEAR PENDANT FIXTURE
	FLOOR BOX
	TRACK LIGHTING
	DOWNLIGHT
	SPEAKER
	EMERGENCY LIGHT
	FIRE PULL
	VISUAL ALARM
	ELECTRIC STRIKE
	TEMPERATURE SENSOR
	EXIT SIGN (ALL NEW EXIT SIGNS TO MATCH EXISTING)
	PROJECTOR
	SUPPLY DIFFUSERS
	RETURN DIFFUSERS
	EXISTING SMOKE ALARM
	EXISTING SPRINKLER
	LIGHT SWITCH
	WALL MOUNTED LIGHT FIXTURE
	THERMOSTAT
	DUPLEX OUTLET
	DUPLEX OUTLET - ABOVE COUNTER
	DUPLEX OUTLET GFCI
	E220V OUTLET
	DOUBLE DUPLEX OUTLET
	ELECTRICAL PANEL
	DATA JACK
	PHONE JACK
	A/V JACK
	NEW WALL TAG
	NEW DOOR TAG
	FIRE EXTINGUISHER
	NEW FIRE EXTINGUISHER CABINET
	EXISTING FIRE EXTINGUISHER CABINET TO REMAIN
	RELOCATED FIRE EXTINGUISHER CABINET

	DETAIL SECTION	(E) EXISTING
	INTERIOR ELEVATION	(R) RELOCATED
	DETAIL	(N) NEW
	NOT IN CONTRACT	(VF) VERIFY IN FIELD
		(FIN.) FINISHED FACE
		(CLG) CEILING



KEY PLAN:



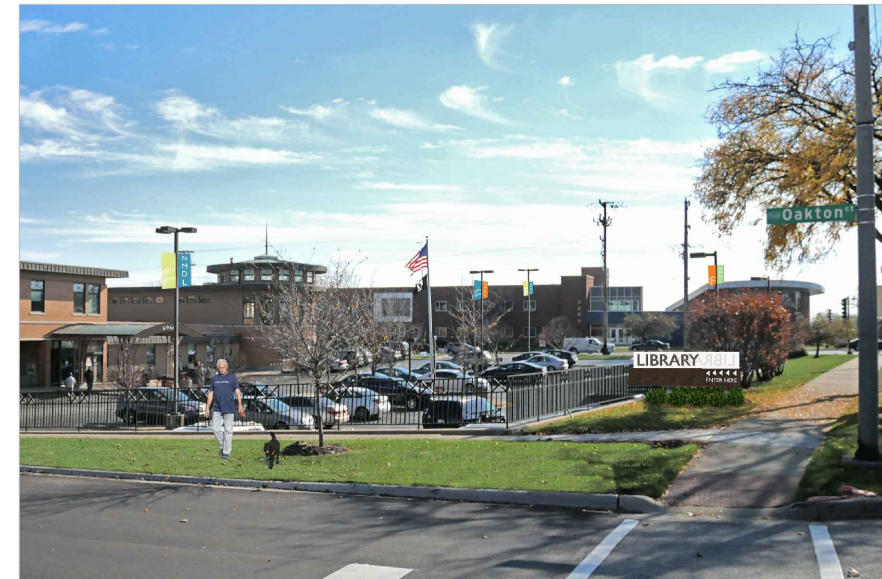
LOCATION MAP:



VICINITY MAP:



PROJECT IMAGE:



PROJECT IMAGE:

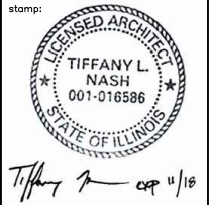
product

architecture + design

811 w evergreen
suite 405
chicago, il 60642

ph: (312) 202-0701
fax: (866) 857-7265

description	issue date
ISSUE FOR BID	05.01.2017



drawing:
cover sheet & notes

project:
niles-maine district library
signage project
6960 w oakton street
niles, il 60714

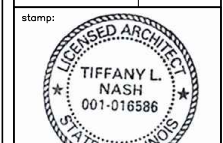
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drawn by:	AJK
approved by:	TLN
drawing title	
drawing scale	
date issued	05.01.2017

sheet number:

A0.0

sheet of — —

description	issue date
ISSUE FOR BID	05.01.2017



Tiffany L. Nash
05/11/16

drawing:
plat of survey

project:
**niles-maine district library
signage project**
6960 w oakton street
niles, il 60714

project number:	1607
drawing by:	AJK
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drawing scale:	
date issued:	05.01.2017
sheet number:	

A0.1
sheet of

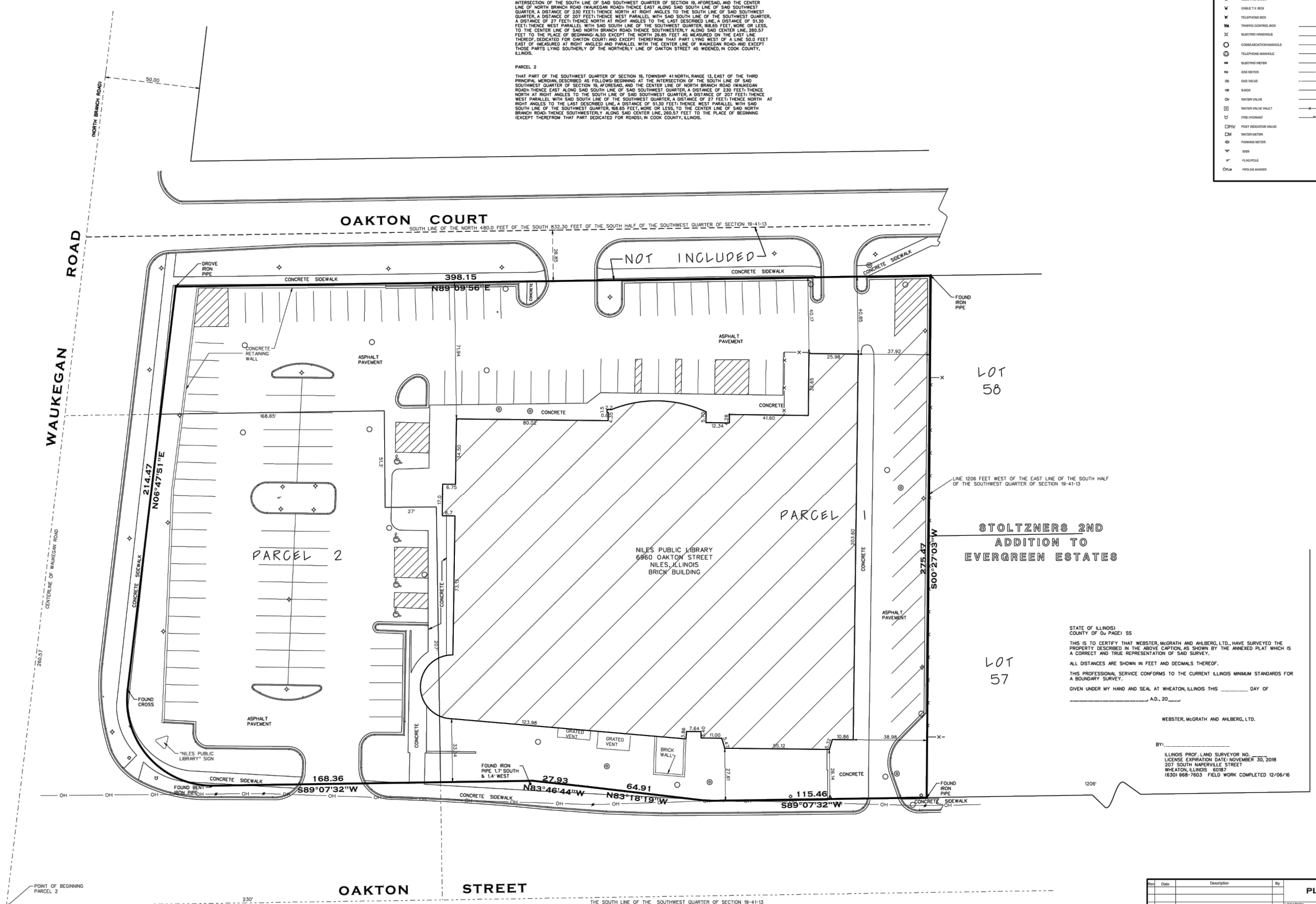
PLAT OF SURVEY

PARCEL 1
THAT PART OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 19, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN LYING EAST OF THE CENTER LINE OF NORTH BRANCH ROAD AND LYING SOUTH OF THE SOUTH LINE OF THE NORTH 480.0 FEET OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 19-41-13 SOUTHWEST QUARTER AND LYING WEST OF A LINE 1206 FEET WEST OF THE EAST LINE OF THE SOUTH HALF OF SAID SOUTHWEST QUARTER EXCEPT THEREFROM THAT PART THEREOF DESCRIBED AS FOLLOWS BEGINNING AT THE INTERSECTION OF THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF SECTION 19, AFORESAID, AND THE CENTER LINE OF NORTH BRANCH ROAD TRAVEERING ROAD THENCE EAST ALONG SAID SOUTH LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 230 FEET; THENCE NORTH AT RIGHT ANGLES TO THE SOUTH LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 207 FEET; THENCE WEST PARALLEL WITH SAID SOUTH LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 27 FEET; THENCE NORTH AT RIGHT ANGLES TO THE SOUTH LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 513.0 FEET; THENCE WEST PARALLEL WITH SAID SOUTH LINE OF THE SOUTHWEST QUARTER, 88.65 FEET MORE OR LESS, TO THE CENTER LINE OF SAID NORTH BRANCH ROAD THENCE SOUTHWESTERLY ALONG SAID CENTER LINE, 260.57 FEET TO THE PLACE OF BEGINNING ALSO EXCEPT THE NORTH 26.85 FEET AS MEASURED ON THE EAST LINE THEREOF, DEDICATED FOR OAKTON COURT AND EXCEPT THEREFROM THAT PART LYING WEST OF A LINE 50.0 FEET EAST OF MEASURED AT RIGHT ANGLES AND PARALLEL WITH THE CENTER LINE OF WAUKEGAN ROAD AND EXCEPT THOSE PARTS LYING SOUTHERLY OF THE NORTHERLY LINE OF OAKTON STREET AS WIDENED, IN COOK COUNTY, ILLINOIS.

PARCEL 2
THAT PART OF THE SOUTHWEST QUARTER OF SECTION 19, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS BEGINNING AT THE INTERSECTION OF THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF SECTION 19, AFORESAID, AND THE CENTER LINE OF NORTH BRANCH ROAD (WAUKEGAN ROAD) THENCE EAST ALONG SAID SOUTH LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 230 FEET; THENCE NORTH AT RIGHT ANGLES TO THE SOUTH LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 207 FEET; THENCE WEST PARALLEL WITH SAID SOUTH LINE OF THE SOUTHWEST QUARTER A DISTANCE OF 27 FEET; THENCE NORTH AT RIGHT ANGLES TO THE LAST DESCRIBED LINE, A DISTANCE OF 513.0 FEET; THENCE WEST PARALLEL WITH SAID SOUTH LINE OF THE SOUTHWEST QUARTER, 88.65 FEET MORE OR LESS, TO THE CENTER LINE OF SAID NORTH BRANCH ROAD THENCE SOUTHWESTERLY ALONG SAID CENTER LINE, 260.57 FEET TO THE PLACE OF BEGINNING ALSO EXCEPT THE NORTH 26.85 FEET AS MEASURED ON THE EAST LINE THEREOF, DEDICATED FOR OAKTON COURT AND EXCEPT THEREFROM THAT PART LYING WEST OF A LINE 50.0 FEET EAST OF MEASURED AT RIGHT ANGLES AND PARALLEL WITH THE CENTER LINE OF WAUKEGAN ROAD AND EXCEPT THOSE PARTS LYING SOUTHERLY OF THE NORTHERLY LINE OF OAKTON STREET AS WIDENED, IN COOK COUNTY, ILLINOIS.

LEGEND

⊙	UTILITY MARKER	—	WALL
⊕	UTILITY CLOSURE	—	DOOR/POLE
⊗	STONE MARKER	—	LOFT FLOOR
⊘	STONE CATCHER	—	UNDERGROUND LIGHT POLE
⊙	STONE PILE	—	ELECTRIC MARKER
⊙	STONE CLOSURE	—	TRAFFIC SIGNAL POLE
⊙	FLARED END SECTION	—	TRAFFIC CONTROL BOX
⊙	TRANSFORMER	—	TRAFFIC SIGNAL POLE
⊙	ELECTRIC BOX	—	UNDERGROUND SIGNAL POLE
⊙	CABLE T.E. BOX	—	UNDERGROUND SIGNAL VALVE
⊙	TELEPHONE BOX	—	UTILITY POLE
⊙	TELEPHONE MARKER	—	OVERHEAD WIRE
⊙	TELEPHONE METER	—	UNDERGROUND WIRE
⊙	GRASS METER	—	UNDERGROUND GAS
⊙	GRASS VALVE	—	UNDERGROUND ELECTRIC
⊙	BOX	—	UNDERGROUND AND GAS
⊙	WATER VALVE	—	UNDERGROUND TELEPHONE
⊙	WATER VALVE VALVE	—	UNDERGROUND FIBER OPTIC
⊙	POST METER/GRASS VALVE	—	UNDERGROUND CABLE TV
⊙	WATER METER	—	WATER MAIN
⊙	PARKING METER	—	SEWER MAIN
⊙	IRON	—	SAFETY SIGN
⊙	FLAG POLE	—	WATER VALVE
⊙	PAVEMENT MARKER	—	FENCE LINE
⊙		—	GUARD RAIL
⊙		—	SEWER VALVE TREE
⊙		—	POLE TREE
⊙		—	GRASS IRON PIPE
⊙		—	FOUNDED IRON PIPE
⊙		—	CROSS CUT IN CONCRETE
⊙		—	M = MEASURED DIMENSION
⊙		—	H = MEASURED DIMENSION

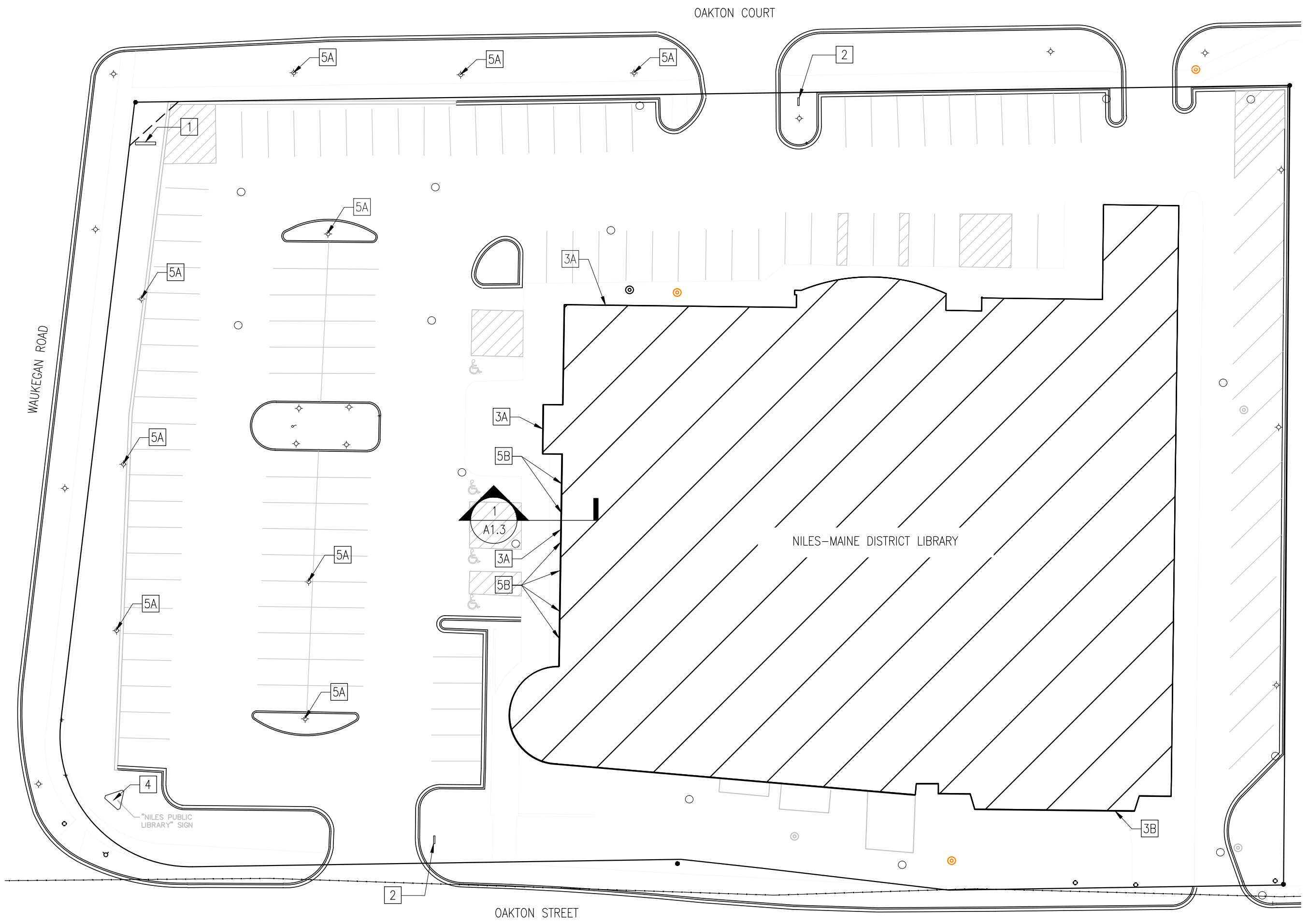


STATE OF ILLINOIS
COUNTY OF DU PAGE SS
THIS IS TO CERTIFY THAT WEBSTER, McGRATH AND AHLBERG, LTD., HAVE SURVEYED THE PROPERTY DESCRIBED IN THE ABOVE CAPTION, AS SHOWN BY THE ANNEXED PLAT WHICH IS A CORRECT AND TRUE REPRESENTATION OF SAID SURVEY.
ALL DISTANCES ARE SHOWN IN FEET AND DECIMALS THEREOF.
THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.
GIVEN UNDER MY HAND AND SEAL AT WHEATON, ILLINOIS THIS _____ DAY OF _____ A.D., 20____

WEBSTER, McGRATH AND AHLBERG, LTD.
BY: _____
ILLINOIS PROF. LAND SURVEYOR NO. _____
LICENSE EXPIRATION DATE: NOVEMBER 30, 2018
207 SOUTH MAPLEVALE STREET
WHEATON, ILLINOIS 60187
(630) 668-7603 FIELD WORK COMPLETED 12/06/16

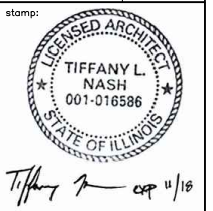
No.	Date	Description	By

PLAT OF SURVEY
LOCATION: 6960 OAKTON STREET, NILES, ILLINOIS
PREPARED FOR: NILES PUBLIC LIBRARY DISTRICT, 6960 OAKTON STREET, NILES, ILLINOIS 60714, 847-668-6493
JOB #: 38852 DATE: 12-14-16 SCALE: 1"=20'
SURV: GA DRAWN: GA DESIGN: GA
FILE #: 19-41-13 COOK COUNTY SHEET #: 1 of 1



product
 architecture + design
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 suite 405
 chicago, il 60642
 ph: (312) 202-0701
 fax: (866) 857-7265

description	issue date
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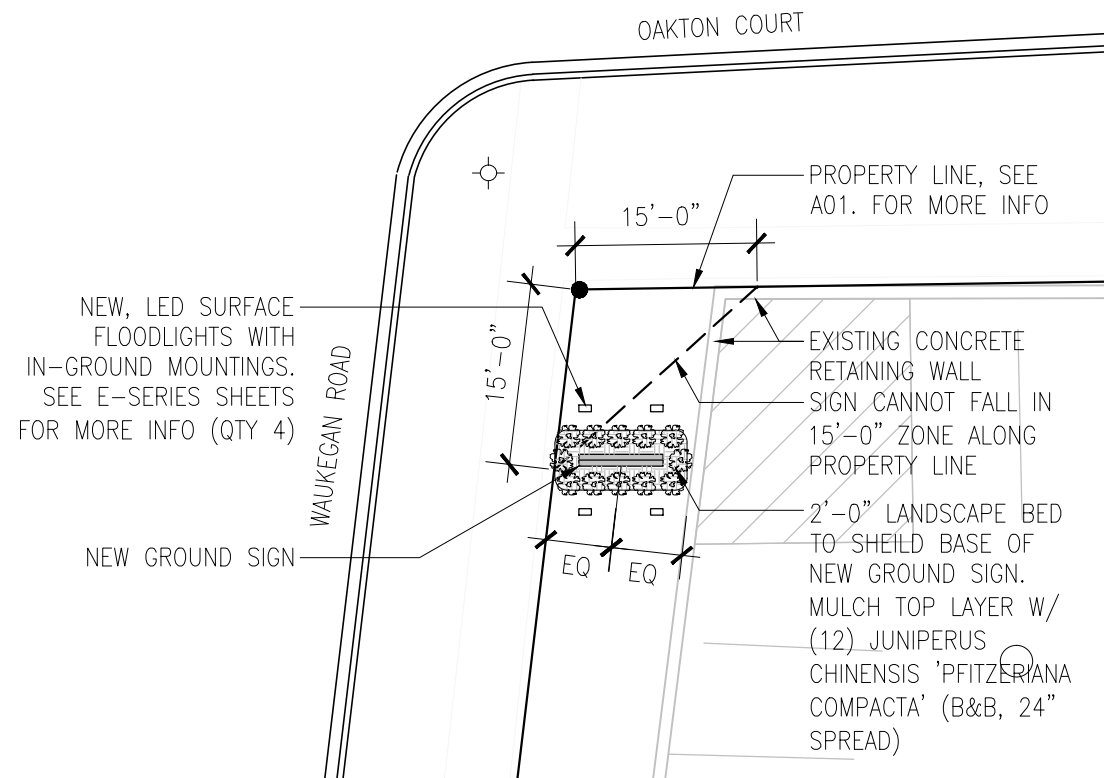
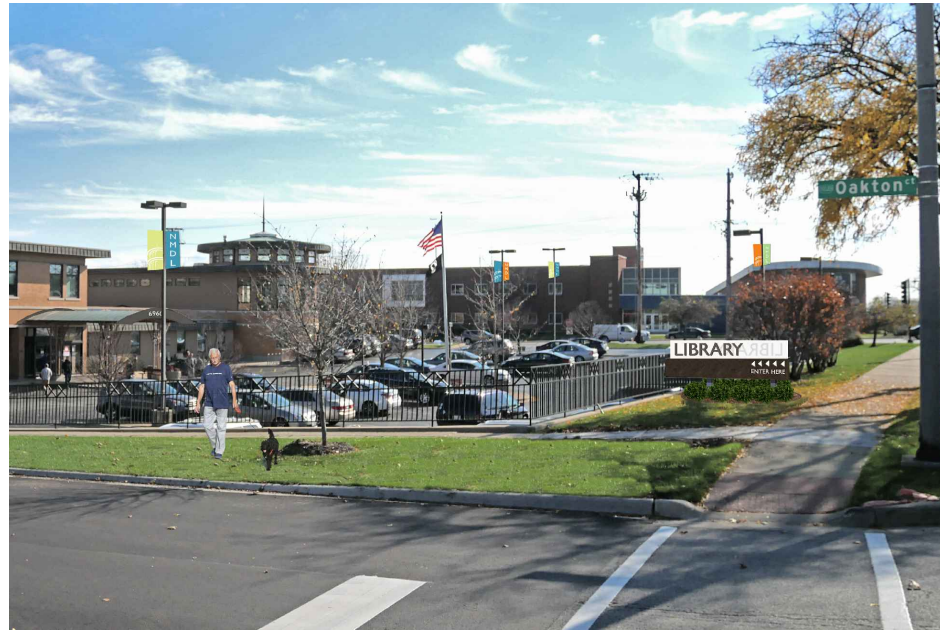


drawing:
site plan: new work

project:
**niles-maine district library
 signage project**
 6960 w oakton street
 niles, il 60714

project number:	1607
drawn by:	AJK
approved by:	TLN
drawing title	
drawing scale	
date issued	05.01.2017

sheet number:
A0.1
 sheet of — —



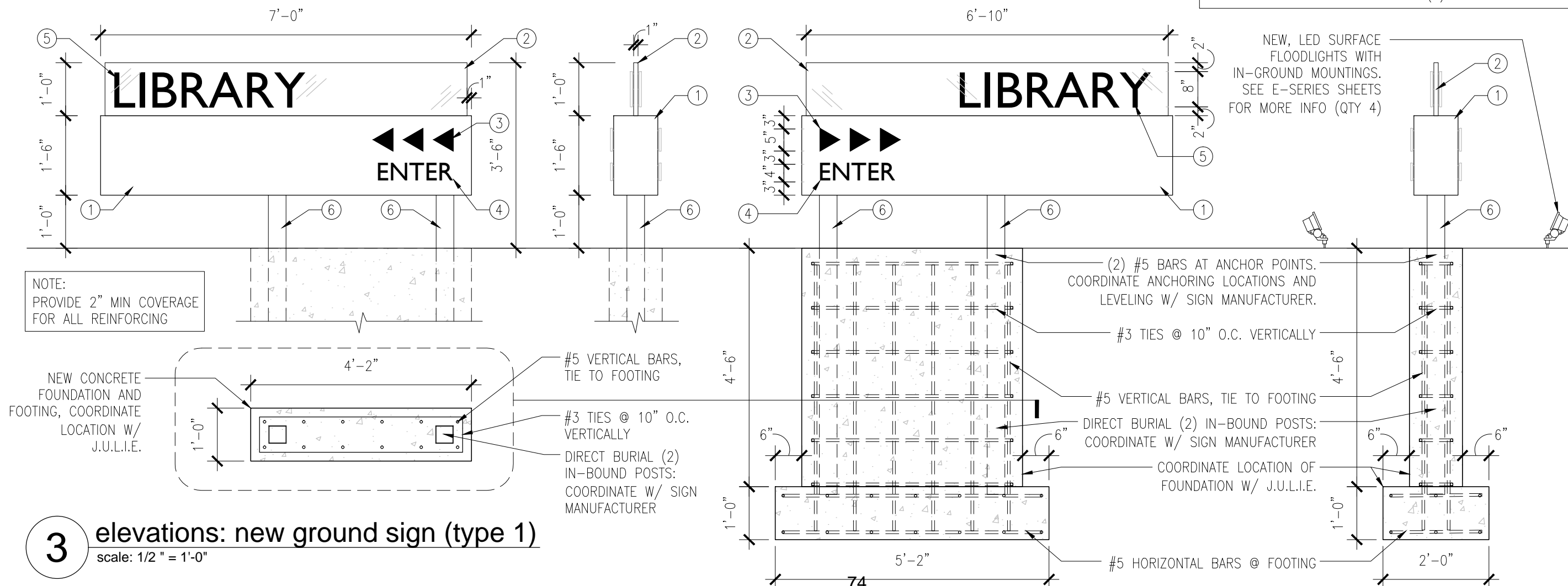
signage notes:

- 18" x 84" x 10" ALUMINUM CABINET, PAINTED ALL EDGES (BRONZE TO MATCH EXISTING BUILDING ROOF FASCIA, PROVIDE SAMPLES FOR ARCHITECT APPROVAL)
- 1" THICK, FROSTED ACRYLIC DIVIDER PANEL
- 5"H x 1/2" CUT ALUMINUM CUSTOM TRIANGLES, PAINTED ALL EDGES (WHITE, PROVIDE SAMPLES FOR ARCHITECT APPROVAL)
- 4"H x 1/2" CUT ALUMINUM LETTERS, GILL SANS MT, UC, PAINTED ALL EDGES (WHITE, PROVIDE SAMPLES FOR ARCHITECT APPROVAL)
- 8"H x 1/2" CUT ALUMINUM LETTERS, GILL SANS MT, UC, PAINTED ALL EDGES (BRONZE TO MATCH EXISTING BUILDING ROOF FASCIA, PROVIDE SAMPLES FOR ARCHITECT APPROVAL)
- MOUNTING SHALL BE DIRECT BURIAL (2) IN-BOUND POSTS FOR ALUMINUM CABINET. PAINT EXPOSED PORTION OF POSTS TO MATCH CABINET (BRONZE).

NOTE:
SEE A1.0 FOR SIGN TYPE LOCATION(S) AND MORE INFO

1 rendering: new ground sign (type 1)
scale: nts

2 plan: new ground sign (type 1)
scale: 1/16"=1'-0"



3 elevations: new ground sign (type 1)
scale: 1/2" = 1'-0"

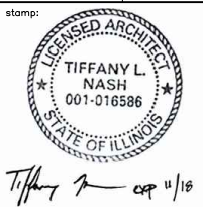
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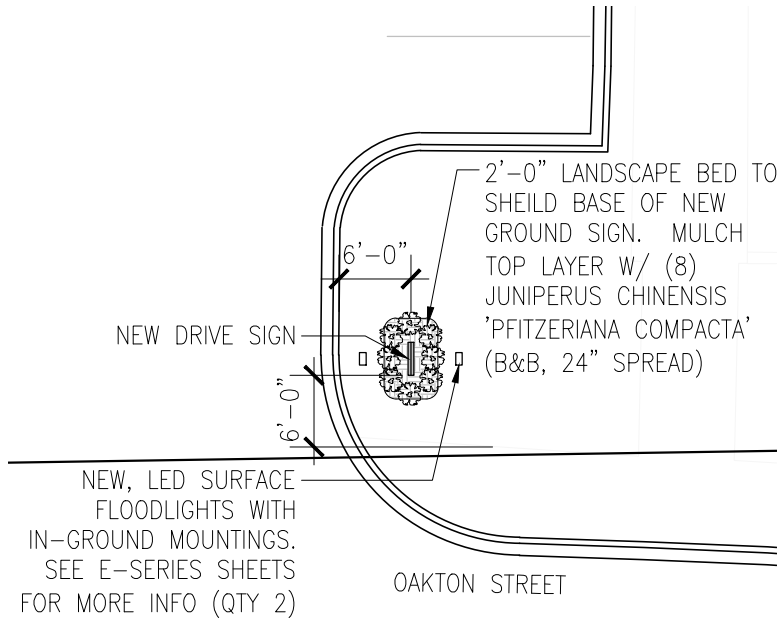


drawing:
sign type 1:
plans, elevations and details

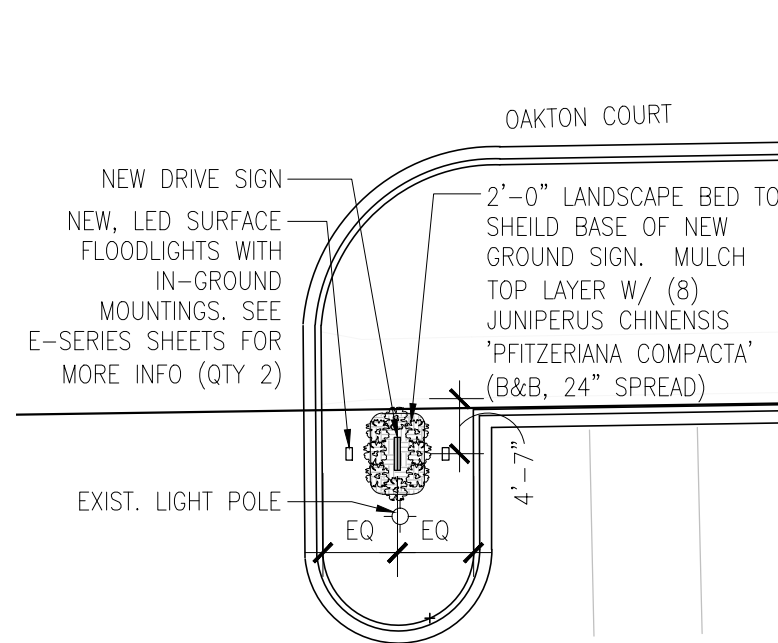
project:
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6960 w oakton street
niles, il 60714

project number:	1607
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drawing scale	
date issued	05.01.2017
sheet number:	

A1.1
sheet of --

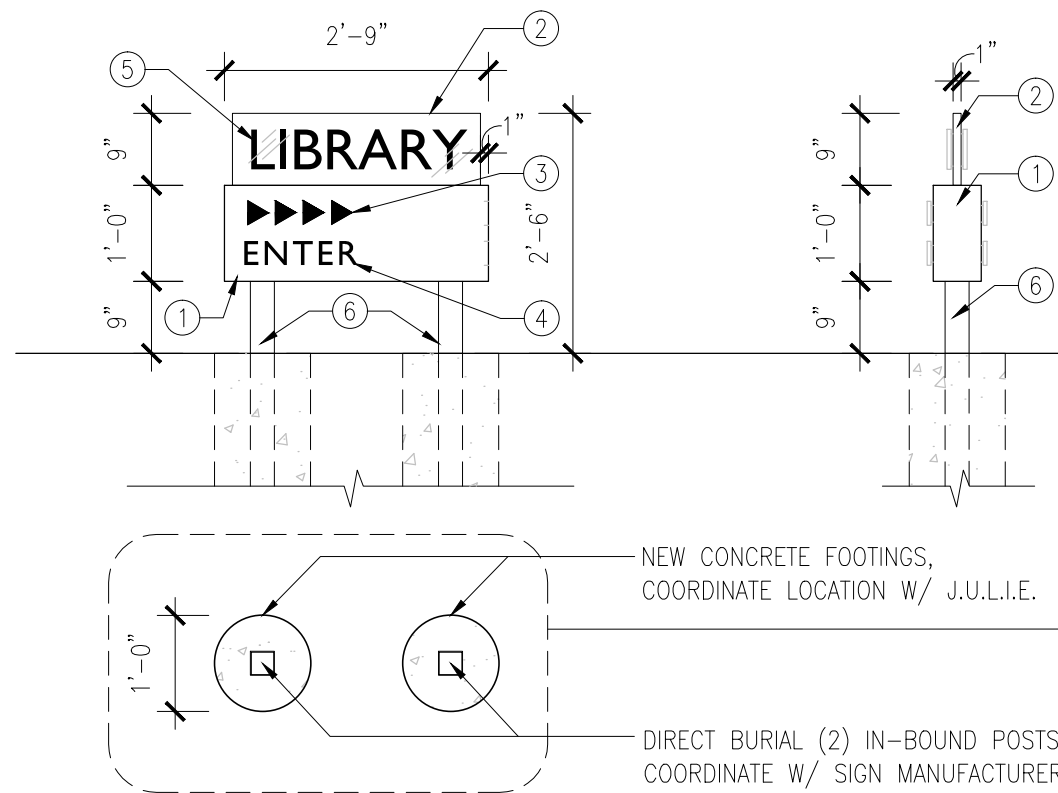


2 plan: new drive sign (type 2)
scale: 1/16"=1'-0"

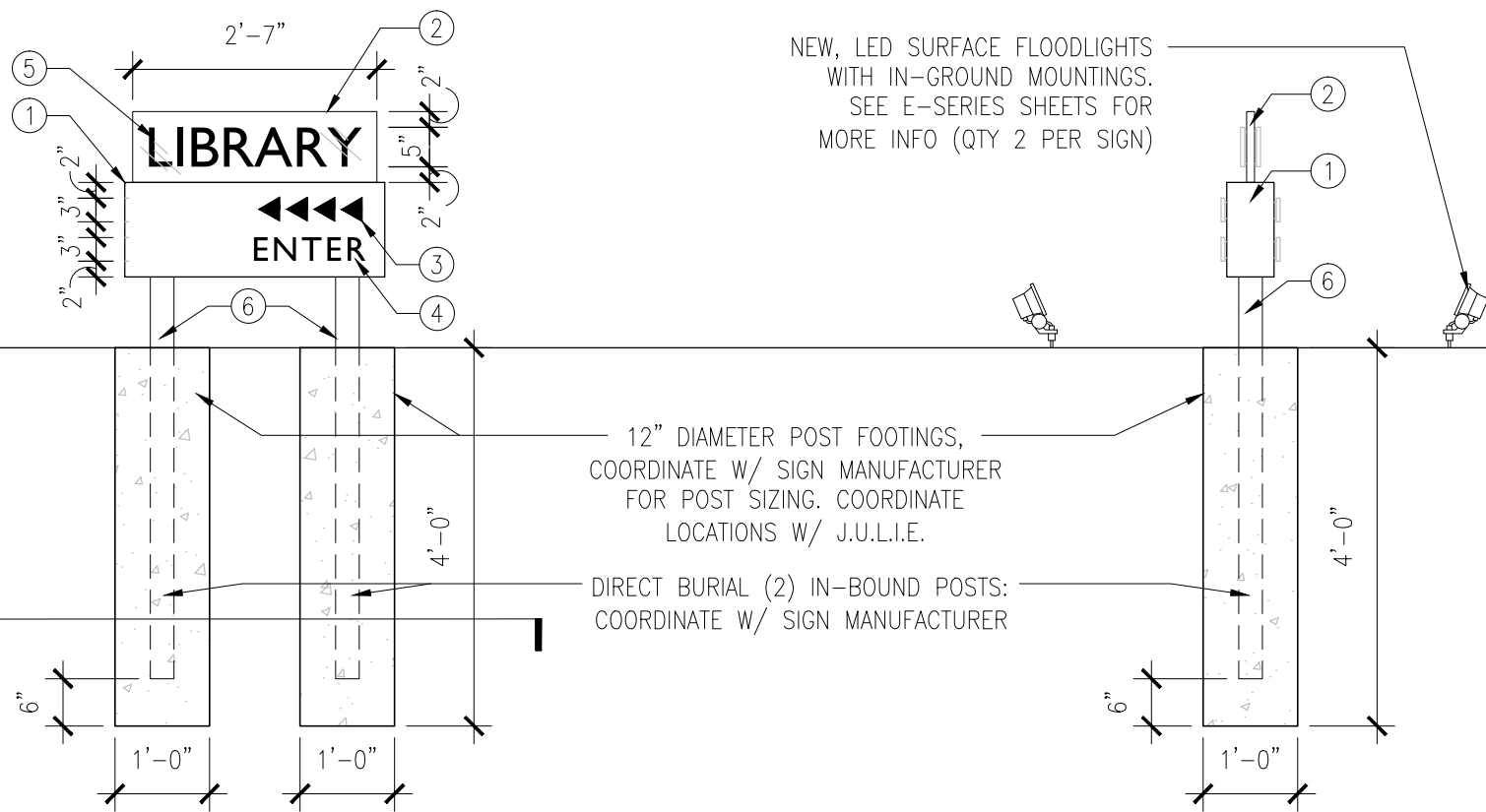


3 plan: new drive sign (type 2)
scale: 1/16"=1'-0"

1 rendering: new drive sign (type 2)
scale: nts



4 elevations: new ground sign (type 2)
scale: 1/2" = 1'-0"



NOTE:
PROVIDE 2" MIN COVERAGE
FOR ALL REINFORCING

signage notes:

- 12" x 33" x 6" ALUMINUM CABINET, PAINTED ALL EDGES (BRONZE TO MATCH EXISTING BUILDING ROOF FASCIA, PROVIDE SAMPLES FOR ARCHITECT APPROVAL)
- 1" THICK, FROSTED ACRYLIC DIVIDER PANEL
- 3"H x 1/4" CUT ALUMINUM CUSTOM TRIANGLES, PAINTED ALL EDGES (WHITE, PROVIDE SAMPLES FOR ARCHITECT APPROVAL)
- 3"H x 1/4" CUT ALUMINUM LETTERS, GILL SANS MT, UC, PAINTED ALL EDGES (WHITE, PROVIDE SAMPLES FOR ARCHITECT APPROVAL)
- 5"H x 1/2" CUT ALUMINUM LETTERS, GILL SANS MT, UC, PAINTED ALL EDGES (BRONZE TO MATCH EXISTING BUILDING ROOF FASCIA, PROVIDE SAMPLES FOR ARCHITECT APPROVAL)
- MOUNTING SHALL BE DIRECT BURIAL (2) IN-BOUND POSTS FOR ALUMINUM CABINET. PAINT EXPOSED PORTION OF POSTS TO MATCH CABINET (BRONZE).

NOTE:
SEE A1.0 FOR SIGN TYPE LOCATION(S) AND MORE INFO

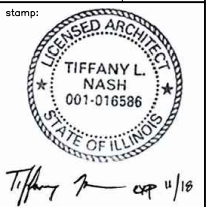
product

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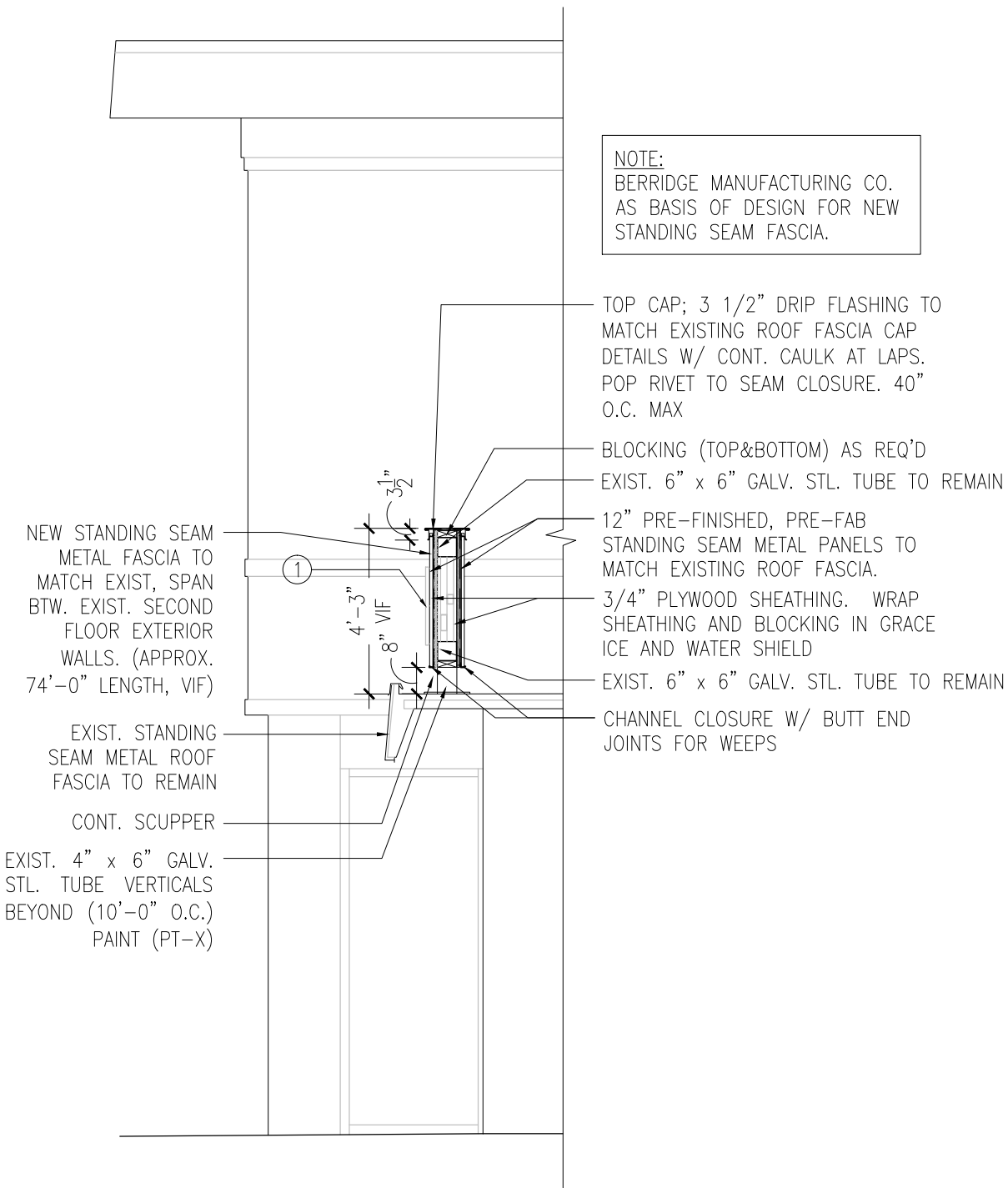


drawing:
sign type 2:
plans, elevations and details

project:
**niles-maine district library
signage project**
6960 w oakton street
niles, il 60714

project number:	1607
drawn by:	AJK
approved by:	TLN
drawing title	
drawing scale	
date issued	05.01.2017
sheet number:	

A1.2
sheet of — —

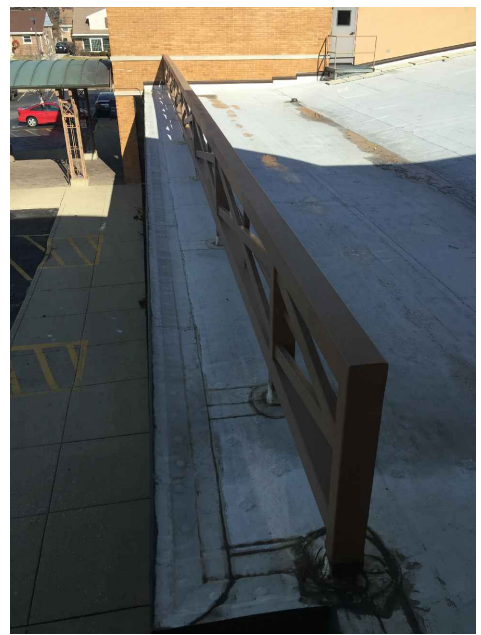


NOTE:
BERRIDGE MANUFACTURING CO.
AS BASIS OF DESIGN FOR NEW
STANDING SEAM FASCIA.

1 section: new parapet wall and sign (type 3A)
scale: 1/4" = 1'-0"

2'-0" **NILES-MAINE DISTRICT LIBRARY**

2 elevation: new building sign (type 3A)
scale: 1/4" = 1'-0"



4 photo: existing steel barrier
scale: nts



5 rendering: new building sign (type 3A)
scale: nts

signage notes:

- 24"H x 2" CUSTOM FABRICATED, S.STL. LETTERS, GILL SANS MT, UC, VERTICAL BRUSHED FINISH (FACES AND RETURNS) STRAP MOUNTED TO STANDING SEAM PANELS.
- 4"H x 1/2" CUSTOM FABRICATED, S.STL. ADDRESS NUMBERS, GILL SANS MT, UC, VERTICAL BRUSHED FINISH (FACES AND RETURNS) PIN MOUNTED TO EXISTING CANOPY FASCIA.

NOTE:

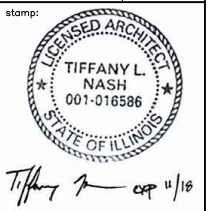
- SEE A1.0 FOR SIGN TYPE LOCATION(S) AND MORE INFO
- SIGNAGE CONTRACTOR TO PROVIDE LETTERS AND MOUNTINGS IN BASE BID. OWNER WILL PROVIDE WORK RELATED TO NEW STANDING SEAM METAL FASCIA UNDER SEPARATE CONTRACT.

product
architecture + design

811 w evergreen
suite 405
chicago, il 60642

ph: (312) 202-0701
fax: (866) 857-7265

description	issue date
ISSUE FOR BID	05.01.2017



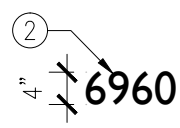
drawing:
sign type 3:
elevations, sections and details

project:
niles-maine district library
signage project
6960 w oakton street
niles, il 60714

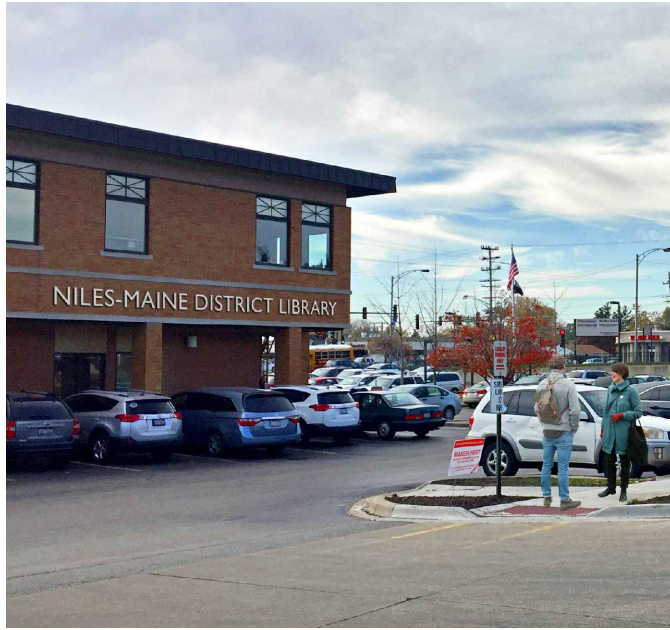
project number:	1607
drawn by:	AJK
approved by:	TLN
drawing title	
drawing scale	
date issued	05.01.2017
sheet number:	

A1.3

sheet of — —



3 elevation: new address sign
scale: 1/2" = 1'-0"



1
2'-0"

NILES-MAINE DISTRICT LIBRARY

2

elevation: new building sign (type 3A)

scale: 1/4" = 1'-0"

1

rendering: new building sign (type 3A)

scale: nts



2
1'-0"

NILES-MAINE DISTRICT LIBRARY

4

elevation: new building sign (type 3B)

scale: 1/4" = 1'-0"

3

rendering: new parapet sign (type 3B)

scale: nts

signage notes:

- 24"H x 2" CUSTOM FABRICATED, S.STL. LETTERS, GILL SANS MT, UC, VERTICAL BRUSHED FINISH (FACES AND RETURNS) STUD MOUNTED TO EXISTING BRICK.
- 12"H x 2" CUT ALUMINUM LETTERS, GILL SANS MT, UC, PAINTED ALL EDGES (BRONZE TO MATCH EXISTING BUILDING ROOF FASCIA, PROVIDE SAMPLES FOR ARCHITECT APPROVAL) STUD MOUNTED TO EXISTING LIMESTONE PANELS.

NOTE:
SEE A1.0 FOR SIGN TYPE LOCATION(S) AND MORE INFO

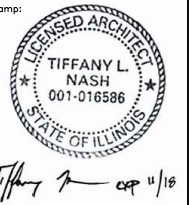
product

architecture + design

811 w evergreen
suite 405
chicago, il 60642

ph: (312) 202-0701
fax: (866) 857-7265

description	issue date
ISSUE FOR BID	05.01.2017



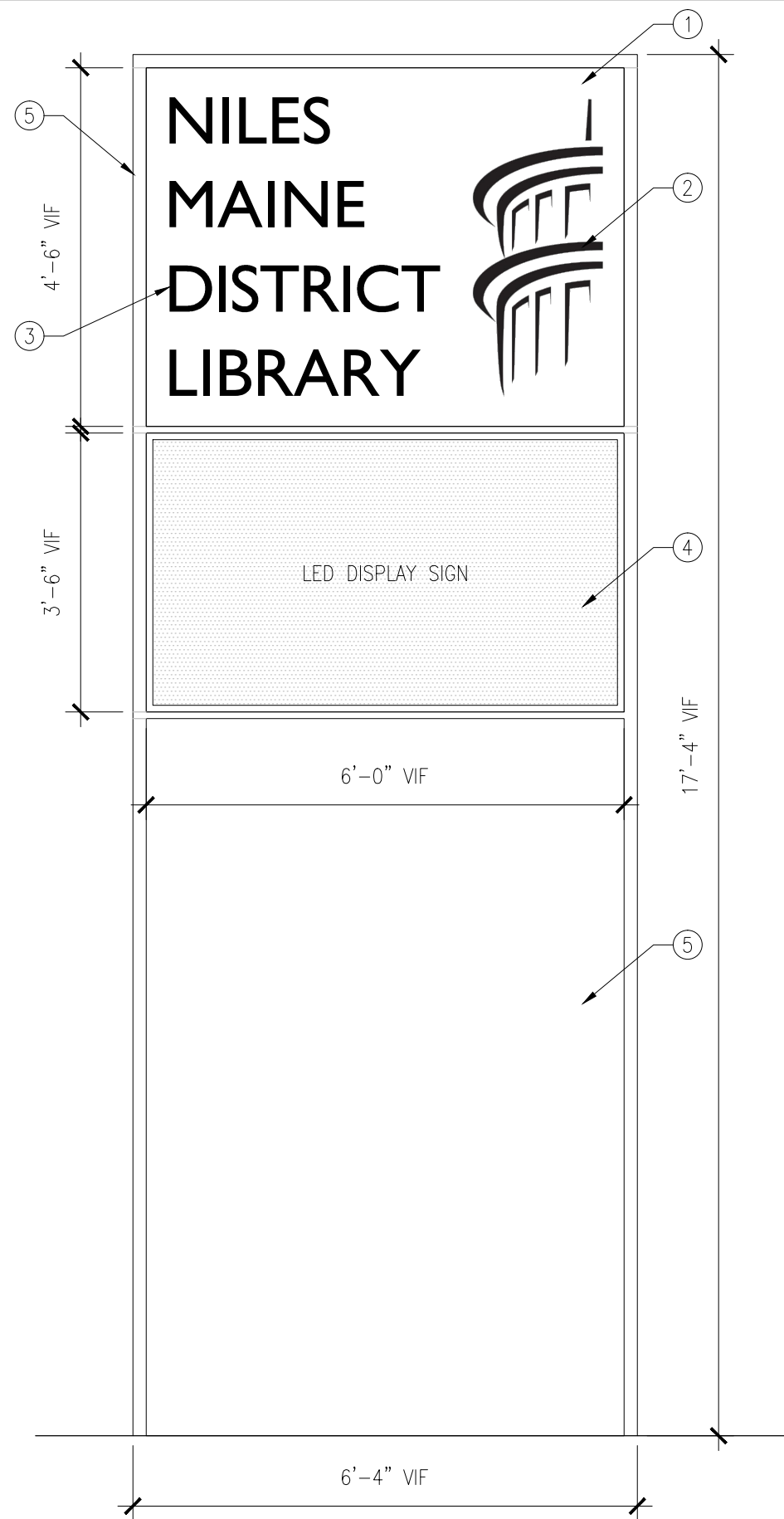
drawing:
sign type 3:
elevations and details

project:
niles-maine district library
signage project
6960 w oakton street
niles, il 60714

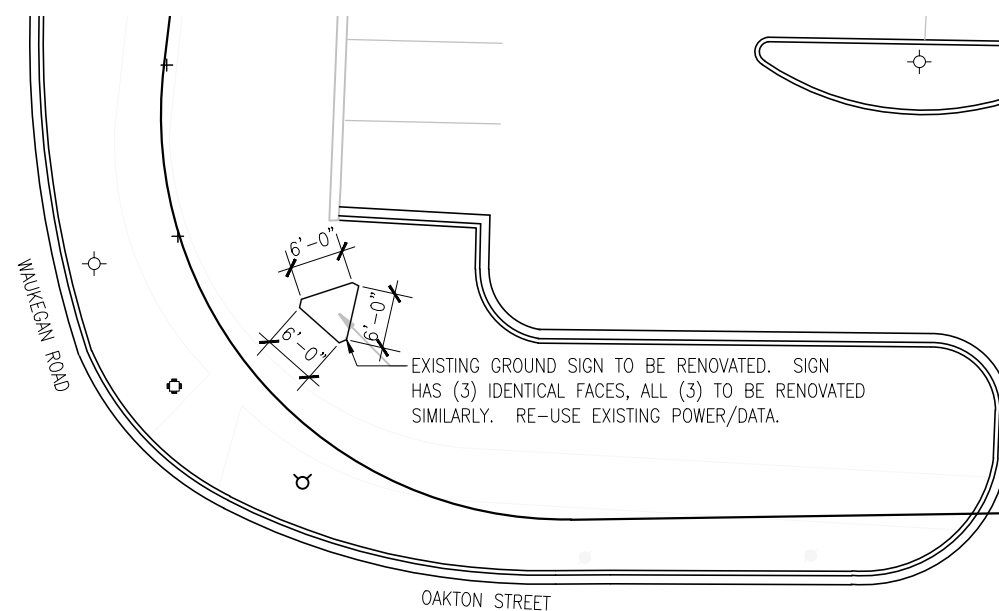
project number:	1607
drawn by:	AJK
approved by:	TLN
drawing title	
drawing scale	
date issued	05.01.2017
sheet number:	

A1.4

sheet of — —



4 rendering: existing ground sign (type 4)
scale: nts



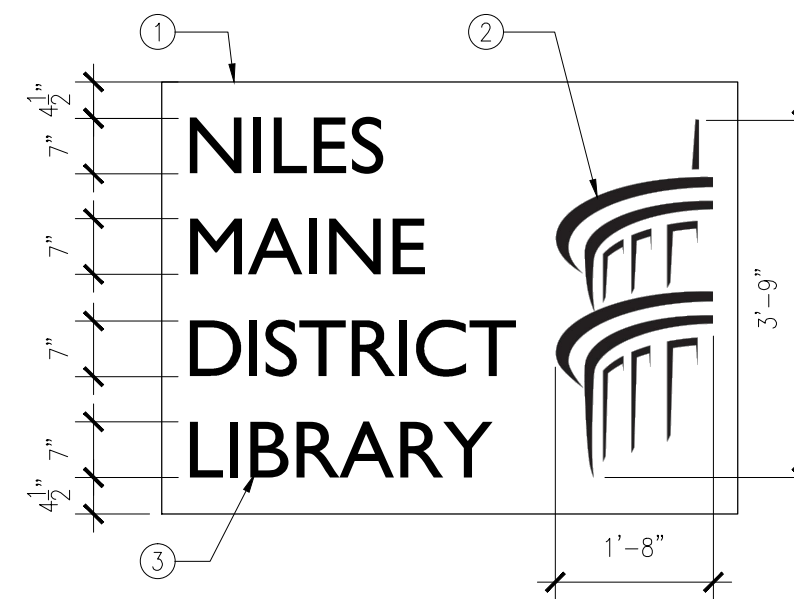
2 plan: existing ground sign (type 4)
scale: 1/16" = 1'-0"

signage notes:

- 54" x 72" x 1" ALUMINUM PANEL, PAINTED ALL EDGES TO REPLACE EXISTING (GREY TO MATCH EXISTING GROUND SIGN, PROVIDE SAMPLES FOR ARCHITECT APPROVAL) - 3 SIDES, TYPICAL.
- 45" x 20" x 1/2" CUT ALUMINUM CUSTOM LOGO, PAINTED ALL EDGES (WHITE, PROVIDE SAMPLES FOR ARCHITECT APPROVAL) - 3 SIDES, TYPICAL
- 7"H x 1/2" CUT ALUMINUM LETTERS, GILL SANS MT, UC, PAINTED ALL EDGES (WHITE, PROVIDE SAMPLES FOR ARCHITECT APPROVAL)
- 42" x 72" REPLACEMENT LED DISPLAY UNITS, 19MM FULL COLOR, RECESS MOUNTED INTO EXISTING GROUND SIGN. RE-USE EXISTING POWER - 3 SIDES, TYPICAL
- EXISTING GROUND SIGN TO REMAIN AT CORNER OF WAUKEGAN ROAD AND OAKTON STREET. THIS SIGN HAS (3) IDENTICAL SIDES. ALL (3) TO BE RENOVATED SIM.

NOTES:

- SEE A1.0 FOR SIGN TYPE LOCATION(S) AND MORE INFO
- THIS SIGN HAS (3) IDENTICAL SIDES. ALL (3) TO BE RENOVATED SIMILARLY



3 typ. elevation: new sign panel
scale: 1/2" = 1'-0"

product

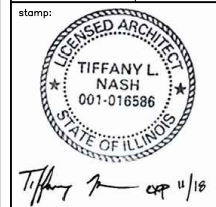
architecture + design

811 w evergreen
suite 405
chicago, il 60642

ph: (312) 202-0701
fax: (866) 857-7265

description	issue date
ISSUE FOR BID	05.01.2017

stamp:



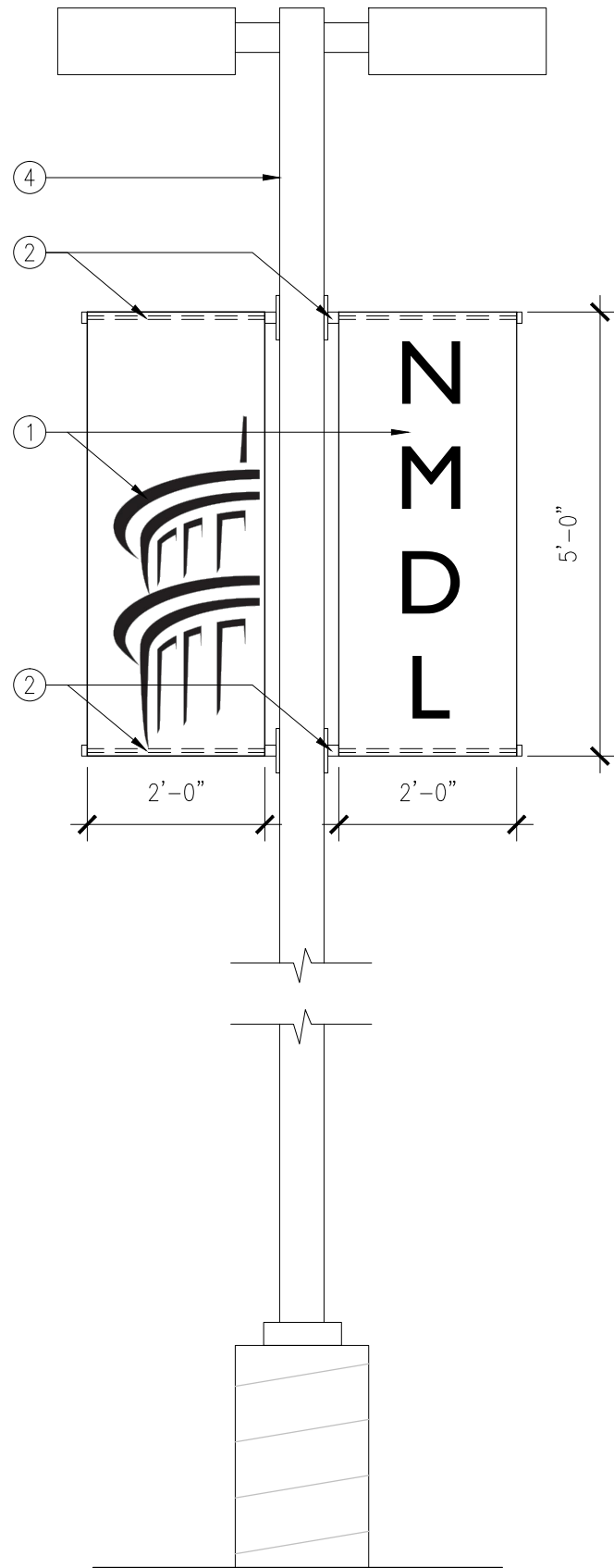
drawing:
sign type 4:
plans, elevations and details

project:
**niles-maine district library
signage project**
6960 w oakton street
niles, il 60714

project number:	1607
drawn by:	AJK
approved by:	TLN
drawing title	
drawing scale	
date issued	05.01.2017
sheet number:	

A1.5

sheet of --



1 typ. elevation: new lightpole banner (type 5A)
scale: 1/2" = 1'-0"



2 rendering: light pole banners (type 5A)
scale: nts



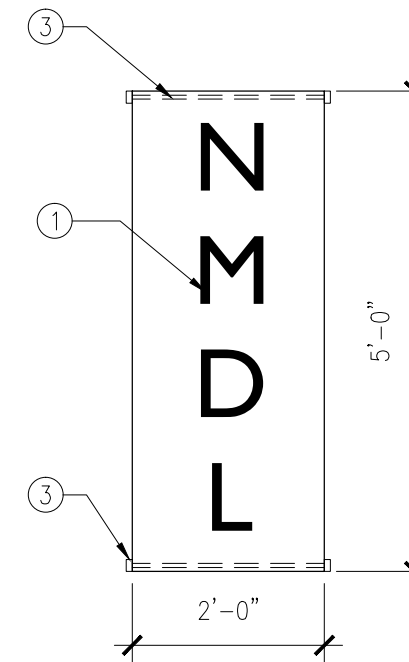
3 rendering: facade banners (type 5B)
scale: nts

signage notes:

1. 60" x 24" x 1" EXTERIOR VINYL BANNERS W/ DOUBLE SIDED GRAPHICS. BANNERS TO HAVE 3"H POCKET OR LOOP @ TOP AND BOTTOM TO ACCEPT MOUNTING POLES / HARDWARE. OWNER TO PROVIDE CUSTOM GRAPHICS & COPY.
2. LIGHT POLE MOUNTING HARDWARE FOR 24" WIDE VINYL BANNERS. MECHANICALLY FASTENED TO EXISTING LIGHT POLES. (9) POLES TOTAL.
3. FACADE BANNER MOUNTING HARDWARE FOR 24" WIDE VINYL BANNERS. MECHANICALLY FASTENED TO EXISTING STUCCO FACADE.
4. EXISTING PARKING LOT / SITE LIGHT POLE TO REMAIN. APPROX. 27'-0" TALL, VIF.

NOTES:

1. SEE A1.0 FOR SIGN TYPE LOCATION(S) AND MORE INFO



4 typ. elevation: new facade banner (type 5B)
scale: 1/2" = 1'-0"

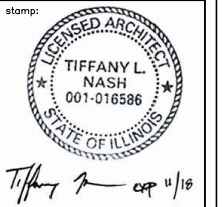
product

architecture + design

811 w evergreen
suite 405
chicago, il 60642

ph: (312) 202-0701
fax: (866) 857-7265

description	issue date
ISSUE FOR BID	05.01.2017



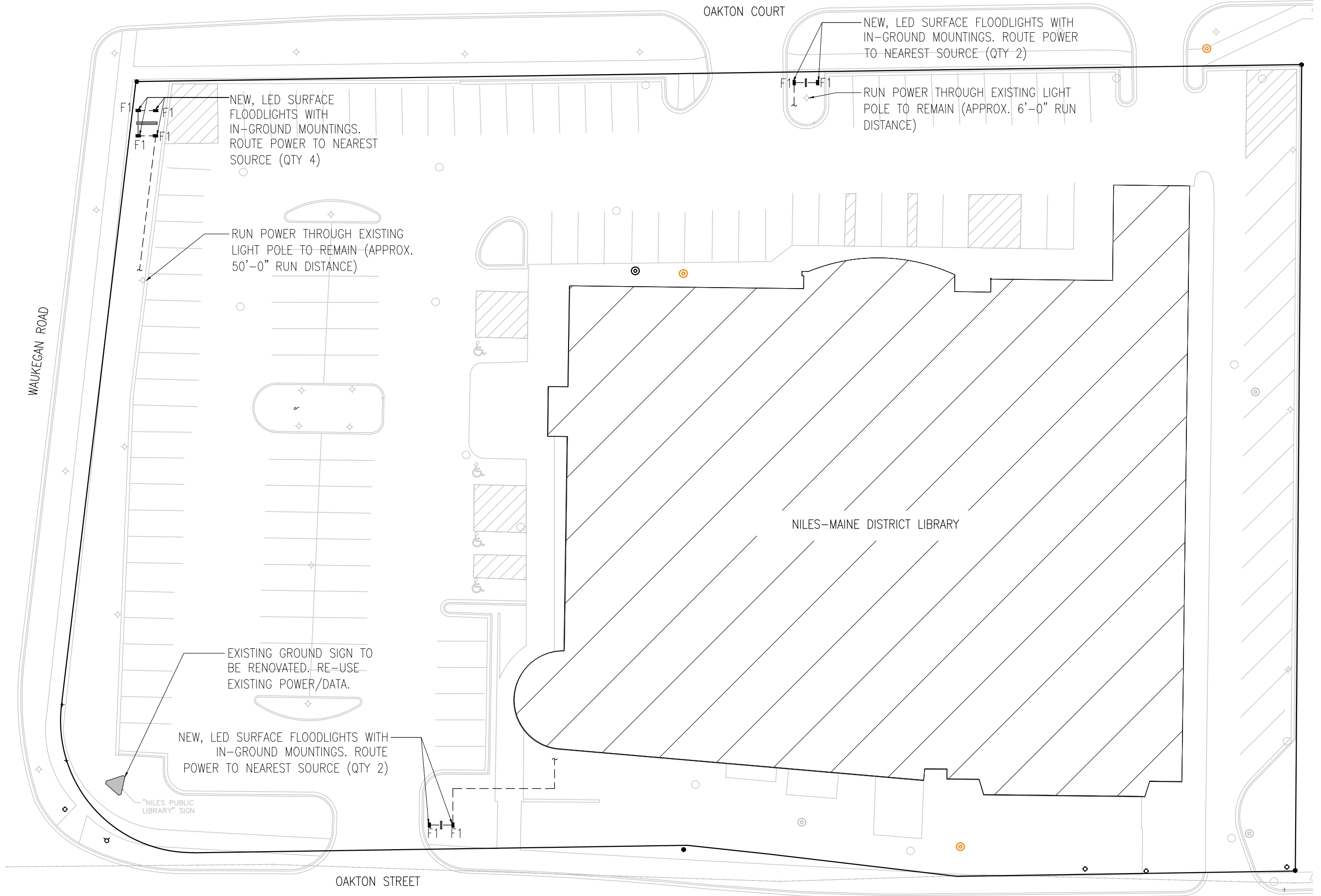
drawing:
sign type 5:
elevations and details

project:
niles-maine district library
signage project
6960 w oakton street
niles, il 60714

project number:	1607
drawn by:	AJK
approved by:	TLN
drawing title	
drawing scale	
date issued	05.01.2017
sheet number:	

A1.6

sheet of — —



NEW, LED SURFACE FLOODLIGHTS WITH IN-GROUND MOUNTINGS. ROUTE POWER TO NEAREST SOURCE (QTY 4)

RUN POWER THROUGH EXISTING LIGHT POLE TO REMAIN (APPROX. 50'-0" RUN DISTANCE)

NEW, LED SURFACE FLOODLIGHTS WITH IN-GROUND MOUNTINGS. ROUTE POWER TO NEAREST SOURCE (QTY 2)

RUN POWER THROUGH EXISTING LIGHT POLE TO REMAIN (APPROX. 6'-0" RUN DISTANCE)

EXISTING GROUND SIGN TO BE RENOVATED. RE-USE EXISTING POWER/DATA.

NEW, LED SURFACE FLOODLIGHTS WITH IN-GROUND MOUNTINGS. ROUTE POWER TO NEAREST SOURCE (QTY 2)

"NILES PUBLIC LIBRARY" SIGN

NILES-MAINE DISTRICT LIBRARY

OAKTON STREET

OAKTON COURT

WAUKEGAN ROAD

LIGHTING FIXTURE SCHEDULE

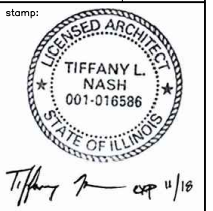
TYPE	DESCRIPTION	LOCATION	MANUFACTURER	CATALOG #	VOLT.	LAMP	NOTES
F-1 N	NEW, LED FLOODLIGHT (IN-GROUND MOUNT)	SEE E1.1	BEGA	77 479 (COLOR: GRAPHITE)	VERIFY	29W LED 4000K	1, 2

NOTE:
 1. COORDINATE WITH ARCHITECTURAL DRAWINGS FOR GROUND SIGN FOUNDATION & FOOTING LOCATIONS.
 2. PROVIDE NECESSARY PARTS AND ACCESSORIES FOR IN-GROUND MOUNTING.

product
 architecture + design

811 w evergreen
 suite 405
 chicago, il 60642
 ph: (312) 202-0701
 fax: (866) 857-7265

description	issue date
ISSUE FOR BID	05.01.2017



drawing:
electrical plan: new work

project:
**niles-maine district library
 signage project**
 6960 w oakton street
 niles, il 60714

project number:	1607
drawn by:	AJK
approved by:	TLN
drawing title	
drawing scale	
date issued	05.01.2017
sheet number:	

E1.1

sheet of — —

Quote No. CHIC 73950-01

December 16, 2016

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Customer Niles Public Library
 Location Primary Location
 Reference Exterior Signage

Bill to Niles Public Library
 6960 Oakton St
 Niles, IL 60714
 US

Ship to Niles Public Library
 6960 Oakton St
 Niles, IL 60714
 US

Valid Until	02/17/2017	Revision Date	12/16/2016	Terms	1/2 Deposit balance Net 30	SR	Dan Salamone
F.O.B.	Job Site	Revision No	1	Ship Method	Installed	PM	Susan Dutka
Lead Time	6 - 7 Weeks						
Estimator	Terry Maxfield						

No.	Item	Description	Qty	UOM	Unit Price	Extension
1.	Sign Type: E1.1 sign type 4	Sign Type: E1.1 (3) 42"(h) x 72"(w) LED Display Unit 19mm Full Color Recess mounted into existing exterior sign. Cost to include the removal of existing LED displays and installation of new. ***BUDGETARY***	1	Each	39,127.00	39,127.00
2.	Sign Type: E1.2 sign type 1	Sign Type: E1.2 Custom post mounted non -illuminated exterior sign Sign consists of: 30"(h) x 8'0"(w) Cabinet element that resembles steel I-beam 2-Posts Overall height from grade to top of cabinet: 4'0" Graphics: 4"(h) LTV vinyl letters to read: ENTER HERE (2-readings) 12"(h) x 2"(deep) Fabricated aluminum dimensional letters (continued on next page)	1	Each	\$10,000.00	\$10,000.00

continued on next page

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December 16, 2016

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Customer Niles Public Library
 Location Primary Location
 Reference Exterior Signage



No.	Item	Description	Qty	UOM	Unit Price	Extension
		-Closed backs -Bottom mounted to top of cabinet -Painted finish -Letters to read: LIBRARY Installation based on direct burial mounting at Niles, IL jobsite. ***BUDGETARY***				
3.	Sign Type: E1.3 sign type 2	Sign Type: E1.3 Custom post mounted non-illuminated exterior sign Sign consists of: 24"(h) x 6'0"(w) Cabinet element that resembles steel I-beam 2-Posts Overall height from grade to top of cabinet: 4'0" Graphics: 3"(h) LTV vinyl letters to read: ENTER HERE 9"(h) x 2"(deep) Fabricated aluminum dimensional letters -Closed backs -Bottom mounted to top of cabinet -Painted finish -Letters to read: LIBRARY -Non serif typestyle Installation based on direct burial mounting at Niles, IL jobsite. ***BUDGETARY***	2	Each	4,974.00	\$9948.00
4.	Sign Type: 5.26 sign type 3A: north elevation	24"(h) x 2"(deep) Fabricated Aluminum Dimensional Letters -Closed Backs -Bottom mount to aluminum or steel platform that will mount to top of canopy -Painted finish -Letters to read: NILES-MAINE DISTRICT LIBRARY -Non serif typestyle Installation based on mounting to top of canopy structure at Nile, IL jobsite. (continued on next page)	1	Each	8,886.00	8,886.00

continued on next page

Quote No. CHIC 73950-01

December 16, 2016

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Customer Niles Public Library
 Location Primary Location
 Reference Exterior Signage



No.	Item	Description	Qty	UOM	Unit Price	Extension
BUDGETARY						
5.	Sign Type: 5.26.1 sign type 3A: west elevation	Sign Type: 5.26.1 30"(h) x 2"(deep) Fabricated Aluminum Dimensional Letters -Pin mounting flush to masonry wall surface -Painted finish -Letters to read: NILES-MAINE DISTRICT LIBRARY -Non serif typestyle Installation based on mounting to flat brick wall surface approx. 16'0" to top of sign at Nile, IL jobsite.	1	Each	10,547.00	10,547.00
BUDGETARY						
6.	Sign Type: 5.26.2 sign type 3C	Sign Type: 5.26.2 6"(h) x 1/2"(thick) Cut Out Aluminum Dimensional Numbers -Pin Mount -Painted finish -Numbers to read: 6960 -Non serif typestyle Installation based on mounting to top of canopy structure at Niles, IL jobsite.	1	Each	245.00	245.00
BUDGETARY						
7.	Sign Type: 5.26.3 sign type 3B	Sign Type: 5.26.3 18"(h) x 1"(deep) Fabricated Aluminum Dimensional Letters -Pin mounting flush to masonry wall surface -Painted finish -Letters to read: NILES PUBLIC LIBRARY DISTRICT -Non serif typestyle Installation based on mounting to flat brick wall surface approx. 15'0" to top of sign	1	Each	3,647.00	3,647.00
8.	ASI Banner series sign type 5A	ASI Banner series 72"(h) x 30"(w) Exterior Vinyl Banners with double sided graphics Banners to have 3"(h) pocket at top & bottom to accept mounted poles (9) Sets of banner hardware for mounting to standard light poles Installation based on mounting to light poles approximately 25'0" to top of banner.	18	Each	733.00	13,194.00

continued on next page

Quote No. CHIC 73950-01

December 16, 2016

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Customer Niles Public Library
 Location Primary Location
 Reference Exterior Signage

No.	Item	Description	Qty	UOM	Unit Price	Extension
9.	ASI banner Series sign type 5B	ASI banner Series 60"(h) x 24"(w) Exterior Vinyl Banners with single sided graphics Banners to have 3"(h) pocket at top & bottom to accept mounted poles (6) Sets of banner hardware for mounting to brick wall surface Installation based on mounting to wall surface approximately 8'0" to top of banner.	6	Each	322.00	1,932.00
10.	Sign Type E1.1 sign type 4	Sign Type E1.1 (3) 54"(h) x 72"(w) x 1/8"(thick) Aluminum Replacement Panel for an existing 3-sided main ID sign 9"(h) Routed Graphics to read: NILES PUBLIC LIBRARY DISTRICT White translucent acrylic for graphics Panels to mount into existing structure with existing perimeter retainer	1	Lot	4,105.20	4,105.20
11.	(1) Standard Installation	Standard Installation* NOTE: Local Sign Permit Fees Not Included ***BUDGETARY***	1	Each	18,620.00	18,620.00

Subtotal	\$120,251.00
Sales Tax (0 %)	0.00
Deposit Required	55,617.00
Total	\$120,251.00

Quote Valid Until: February 17, 2017

By signing below, I approve and authorize this quote and acknowledge that I have read and agree to the attached terms and conditions.

Submitted by _____ Date _____ Approved by _____ Date _____

 Print Name _____

continued on next page

Quote No. CHIC 73950-01

December 16, 2016

Page 5 of 5



Customer Niles Public Library
Location Primary Location
Reference Exterior Signage

Conditions

All pricing requires the customer provide final, usable, artwork in electronic form (i.e. Adobe illustrator file in outlines). Additional services for artwork touch-up or altering may incur additional charges.

Lead times are defined as the period of time to complete fabrication and delivery of product. This time period follows final approval of all details required to make the product. Lead times do not include time for design services, approvals, price negotiations, message schedule development, location plan development, etc.

Message schedule submission policies and requirements applicable to all customers and projects.

Pricing of installation services is an estimate based on numerous assumptions. Final Invoicing amount may differ.

Pricing is based on exact quantities shown. Changes in services, quantities or delivery timeline may alter the per unit price.

This quotation is valid for 60 days from the date of its creation.

Customer is responsible for ensuring all electrical requirements are in-place prior to installation, and final hook-up.

Final delivery dates are determined by ASI PROJECT MANAGEMENT. The final date is estimated upon receipt of the order via an electronic order acknowledgment, and finalized after the LAUNCH DATE.

The customer is responsible for providing a knowledgeable contact on the day of installation in order to provide locations / elevations and any other questions that may arise.

City and state permit costs are not included in this quotation. Securing permits is an added service of ASI and costs are billed to the customer directly.

1/2 Deposit required for order to proceed, balance net 30 from date of invoice.

Standard purchaser credit agreement applicable to all customers and projects.

A minimum order charge may apply and will be added to the final invoice.

Balance net 30 days from date of invoice.

April 17, 2017

Instruction to Bidders

Niles Public Library District: Exterior Signage Package

Bid Proposal for: Niles Public Library District
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

The Niles Public Library (hereinafter called OWNER) will receive sealed bids for Exterior Signage Package at their existing facility. You are invited to submit a sealed bid, subject to the terms and conditions of this invitation to bid. Please read the instructions and specifications carefully. Failure to comply with these instructions may disqualify your bid.

Bids must be mailed or delivered to: Niles Public Library – ATTN: Susan Lempke, Library Director. Please fill out the attached bid form for each trade. **Proposals that are not accompanied by a bid form will be rejected.**

Bid Documents: Copies of the Contract Documents may be obtained from the Architect – Product Architecture + Design – call 312.202.0701 for Alex Krug or email AKrug@product-architects.com to obtain an electric copy. Approved bid proposal form must be used.

Period of Contract: The contract shall remain in effect from the approval by the Library Board of Trustees to the completion of the work, which shall not extend past **May 29, 2018**.

Prevailing Wage Rates apply: All contractors must pay prevailing wage and be able to produce documentation of doing so to any and all applicable workers on this project. Presentation of Certified Payrolls will be a condition of receiving payment on all invoices. See attached “Rider A” **NOTIFICATION TO CONTRACTORS.**

Project Site: The location of the project site referenced herein is the Library located at 6960 W Oakton Street Niles, IL 60714.

Payment and Performance Bond: A Payment and Performance bond is required for all contracts over \$50,000. Bonds shall be in the amount of 100% of the contract value by a surety authorized to do business in the state of Illinois and shall meet other requirements established by law. Any bidder over \$50,000 shall realize that they will need to supply a Payment and Performance bond in a form acceptable to the OWNER pursuant to applicable law within 10 days of their contract being accepted by the Library Board.

Sales Tax Exempt: No local sales, use or excise tax to be included for this project, all other applicable taxes to be paid by contractor.

Pre-Bid Walk-thru: A Pre-Bid walk-thru will occur at the project site on **May 10, 2017 at 10:00 pm CDT**.

Bid Consideration: Bid consideration will be based on a number of factors including price, experience, references, compatibility of materials to existing materials in use at the Project Site, availability of maintenance or repair work, and ability to timely coordinate and complete the work assigned to that trade. Owner has the right to reject any and all bids and waive defects, technical or otherwise, that it deems to be in their own best interest.

Insurance and Indemnification: See attached "Rider C" explaining the Library's insurance requirements for this project. Additionally, the contractor shall indemnify and hold harmless the Owner and its agents to the fullest extent of the law pursuant to article "E" of the attached "Rider C" INSURANCE REQUIREMENTS.

Compliance with Laws: Compliance with all applicable laws is the sole responsibility of the contractor. See attached "Rider B" COMPLIANCE WITH LAWS explaining the Library's compliance requirements.

Time of bid opening: Bids must be received by **2:00 p.m. CDT on May 29, 2017**; at which time they shall be publicly opened and read aloud. All bids must be received by the designated time stated in the invitation and none will be considered thereafter. **Failure to have the bid to the address below prior to the bid opening will automatically prevent the reading of your bid. We do not accept FAX bids. Bids that are not sealed will be rejected.** Bids must be written on enclosed "bid proposal form" to be considered.

The OWNER cannot assume the responsibility for any delay as a result of failure of the mail to deliver bids on time.

**Location of bid submittal and opening:
Bids are due and will be opened and read aloud at the Niles Public Library –
6960 W Oakton Street Niles, IL 60714
at 2:00 p.m. CDT on May 29, 2017**

-END-

Rider A
NOTIFICATION TO CONTRACTORS

Pursuant to P.A. 96-047, effective January 1, 2010, a public body that fails to provide written notice to its public works contractors that a project is subject to Illinois prevailing wage requirements is, itself, liable for interest, penalties and fines as stated under Section 4(a-3) of the Act. Failure by the public body to provide written notice does not relieve the contractor of the duty to comply with the prevailing wage rate, nor of the obligation to pay any back wages, to the extent applicable under the Act. This notice is being provided for the mutual benefit of you and the Library.

This contract may call for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. Related to the Act, the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1, et seq., requires contractors and subcontractors performing services on public works to have in place a written substance abuse program, which meets or exceeds the program requirements in this Act, on file with the Library.

To the extent this contract is covered by the Act, all contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage notice and record keeping duties, including the Substance Abuse Prevention Public Works Act.

-END Rider A-

Rider B
COMPLIANCE WITH LAWS

A. Compliance

This Contractor warrants that it is familiar with and shall comply with Federal, State and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Agreement including without limitation the Americans with Disabilities Act, Workers' Compensation Laws, minimum salary and wage statutes and regulations, laws with respect to permits and licenses and fees in connection therewith and laws regarding maximum working hours. No plea of misunderstanding or ignorance thereof will be considered.

B. Evidence of Compliance

Whenever require the Contractor or subcontractor shall furnish the Owner with satisfactory proof of compliance with said Federal, State and local laws, statutes, ordinances, rules, regulations, orders, and decrees.

C. Workplace Safety

Contractor shall carefully examine the Occupational Safety and Health Act as issued by the Federal Register (OSHA), and the specific regulations governing procedures, techniques, safety precautions, equipment design, and the configuration of the same as required under this Act and shall comply with all terms of the Act and to perform and complete in a workmanlike manner all work required in full compliance with said Act.

D. Non-discrimination

Contractor shall comply with all terms of the Illinois Preference Act and all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission. At all times Contractor shall remain in compliance with the Illinois Public Works Employment Discrimination Act (775 ILCS 10/1, et seq.) and the Illinois Human Rights Act (775 ILCS 5/2-101, et seq.), and in addition shall at all times comply with Section 2-105 of the Illinois Human Rights Act requiring a written sexual harassment policy as defined therein.

E. Debarment

Contractor attests that neither it nor any of its subcontractors, if any, are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government.

F. Certification

Contractor understands, represents and warrants to the Owner that the Contractor and its

subcontractors (for which the Contractor takes responsibility to insure that they comply with the above-mentioned Acts) are in compliance with all requirements provided by the Acts set forth in this Section 3 and that they will remain in compliance for the entirety of the Agreement. A violation of any of the Acts set forth in this Section is cause for the immediate cancellation of the Agreement. However, any forbearance or delay by the Owner in canceling this Agreement shall not be considered as, and does not constitute, Owner's consent to such violation and a waiver of any rights the Owner may have, including without limitation, cancellation of this agreement.

G. Bid-Rigging:

Each bid must be accompanied by a Eligibility to Bid Certification, certifying that the bidder is not barred from bidding on public contracts due to a conviction for the violation of Section 33E-3 (Bid Rigging), Section 33-E-4 (Bid Rotating), or the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3, 5/33-E-4). The form for the Eligibility to Bid Certification is included in this Invitation to Bid. No bid shall be considered responsive unless accompanied by the signed Eligibility to Bid Certification. Certification is to be made by signature of person(s) legally authorized to perform such functions. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made false certifications or that the bidder has violated this Certification by failing to carry out the requirements of Section 33E-3 (Bid Rigging), Section 33-E-4 (Bid Rotating), or the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3, 5/33-E-4).

H. Drug Free Workplace:

Each bid from a contractor with twenty-five (25) or more employees must be accompanied by a Compliance with the Illinois Drug-Free Workplace Act Certification, certifying that the bidder shall provide a drug-free workplace for employees engaged in the performance of work under the contract and that the bidder is not barred from bidding in on public contracts dues to a violation of the Illinois Drug-Free Workplace Act (30 ILCS 580/ et seq.). The form for the Compliance with the Illinois Drug-Free Workplace Act Certificate is included within this Invitation to Bid. No bid shall be considered responsive unless accompanied by the signed Certificate. Certification is to be made by signature of person(s) legally authorized to perform such functions. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made false certifications or that the bidder has violated this Certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.

I. Illinois Human Rights Act:

Each bid must be accompanied by a Compliance with Employment and Labor Law Certification, certifying that the bidder, who is the recipient of the Library's funds or who proposes to perform any work or finish any goods under this Contract, shall not discriminate against any employee or applicant for employment upon any grounds prohibited by the Illinois Human Rights Act (775 ILCS 5/1-101, et seq.) and shall comply with all provisions of the Illinois Human Rights Act including, but not limited to, the rules and regulations of the Illinois Department Human Rights. The form for the Compliance with Employment and Labor Law

Certification is included within this Instruction to Bidders. No bid shall be considered responsive unless accompanied by the signed Certificate. Certification is to be made by signature of person(s) legally authorized to perform such functions. Each bidder further agrees that this provision will be incorporated by the bidder into all contracts entered into with suppliers or materials or services, contractors and subcontractors and all labor organizations, furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor or services in connection with this Contract. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made false certifications or that the bidder has violated this Certification by failing to carry out the requirements of the Illinois Human Rights Act.

J. Sexual Harassment Policy:

Each bid must be accompanied by a Sexual Harassment Policy Certification, certifying that the bidder has a written sexual harassment policy as required by Section 2-105 of the Illinois Human Right Act, 775 ILCS 5/2-105. The form for the Sexual Harassment Policy Certification is included within this Invitation to Bid. No bid shall be considered responsive unless accompanied by the signed Certificate. Certification is to be made by signature of person(s) legally authorized to perform such functions. The contractor awarded the contract must maintain and enforce the written sexual harassment policy, which must include, at a minimum, the following information. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made false certifications or that the bidder has violated this Certification.

1. The illegality of sexual harassment;
2. The definition of sexual harassment under state law;
3. A description of sexual harassment, utilizing examples;
4. The contractor's internal complaint process including penalties;
5. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission;
6. Directions on how to contact the Department and Commission; and
7. Protection against retaliation as provided by Section 6-101 of the Human Rights Act. The contractor must provide a copy of such written policy to the Department of Human Rights upon request.

K. Prevailing Wages:

As applicable, the bidder who is awarded the contract as well as any subcontractor thereof shall agree to comply with the provisions of the Illinois Prevailing Wage Act and shall certify that all wages paid under this bid will conform to and comply with the said standards and regulations. It shall be mandatory upon the bidder(s) to whom the contract is awarded and upon any subcontractor thereof to pay, where applicable, to all laborers, workmen and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type or workmen or mechanic needed to perform such work and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor and pursuant to Illinois law and statutes in such case made and provided. Contractors and subcontractors shall comply with the Illinois Prevailing Wage Act and the wage requirements established by the Illinois Department of Labor for Cook County. As changes are made in

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these prevailing wages, the contractor and subcontractor performing work on the project will be responsible for conforming to the changes and shall have the responsibility for determining when changes are made. No additional costs are to be incurred by the Library as a result of changes in prevailing wage. All record keeping requirements are the obligation of the contractor and subcontractor. To the extent that there are any violations of this Act and any demands are made upon the Library by the Illinois Department of Labor or by any employee of the contractor or subcontractor performing work on the project the contractor or the particular subcontractor shall be responsible for indemnifying and holding the Library free and harmless from all costs incurred, directly or indirectly, by the Library in responding to and complying with the demands made by the Illinois Department of Labor, or an aggrieved employee and such amounts may be withheld from the payments to be made to the contractor. It is the intention that the Library shall suffer no time loss or other additional expenses in complying with any inquiry made with regard to this Act.

-END Rider B-

Rider C
INSURANCE REQUIREMENTS

Prior to the Contractor being granted access to the Owner's property for the purpose of performing the work, the Contractor shall obtain insurance of the types and in the amounts listed below.

A. Commercial General and Umbrella Liability Insurance

The Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall provide coverage over liability arising from premises, operations, independent contractors, products-completed operations, property damage, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

B. Business Auto and Umbrella Liability Insurance

The Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. If necessary, the policy shall be endorsed to provide contractual liability coverage.

C. Workers Compensation Insurance

The Contractor shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

D. General Insurance Provisions

1. Evidence of Insurance

The Contractor shall furnish the Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. Contractor's insurance policies, endorsements and certificates of insurance shall list the Owner, its officers, employees, agents and volunteers as additional insured. All certificates shall provide for thirty (30) days' written notice to the Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to the Owner shall be by certified mail, return receipt requested.

Failure of the Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's

obligation to maintain such insurance.

The Owner shall have the right, but not the obligation, of prohibiting Contractor from entering the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Owner. Failure to maintain the required insurance may result in termination of this Agreement at the Owner's option.

The Contractor shall provide certified copies of all insurance policies required above within ten (10) days of the Owners' written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

3. Waiver of Subrogation

The Contractor waives all rights and shall cause its insurance policies contained herein to contain a waiver of subrogation against the Owner and its officers, officials, employee, volunteers and agents.

4. Contractor's Insurance Shall Be Primary; Cross Liability Coverage

All the insurance required of the Contractor shall state that the coverage afforded to the additional insureds shall be primary insurance of the additional insureds with respect to claims arising out of work performed by or on their behalf. If the "additional insureds" have other insurance or self-insured coverage which is applicable to the loss, it shall be on an excess or contingent basis. All insurance required of the Contractor shall provide that the insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

E. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Owner and its officers, officials, employees volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the Contractor's activities, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and (ii) is caused in whole or in part by any negligent or wrongful act or omission of the Contractor, any consultant or Subcontractor, anyone directly or indirectly employed by any of them, anyone acting under their direction or anyone for whose acts any of them may be liable, except to the extent caused by the willful misconduct of a party indemnified hereunder. Such obligation shall not be construed to

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negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph. The Contractor shall similarly protect, indemnify, defend and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Agreement. Furthermore, the Contractor shall waive and release all rights against the Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's activities.

-END Rider C-

April 17, 2017

Bid Proposal Form

Niles Public Library District: Exterior Signage Package

Bid Proposal for: Niles Public Library District
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: May 1, 2017
Pre Bid Walk-Thru: May 10, 2017 | 10:00 am at the Library
Bid Due Date: May 29, 2017 | 2:00 pm at the Library

Included In Sealed Bid: Lump Sum Base Bid with each sign type broken out separate with associated labor.
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site, including the Drawings and Addenda numbered _____, _____, _____, _____, the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

_____ DOLLARS(\$ _____)

<u>SIGN TYPE:</u>	<u>BID AMOUNT INCLUDING INSTALL</u>
Sign Type 1:	_____
Sign Type 2:	_____
Sign Type 3a:	_____
Sign Type 3b:	_____
Sign Type 4:	_____
Sign Type 5:	_____

(Name of Company)

: _____ : _____
(Name of Bidder) (Title)

(Street Address, City, State, Zip)

_____, 2017
(Telephone Number) (Signed | Dated)

Niles Public Library: Exterior Signage Package
Issue for Bid: May 1, 2017

BID DESCRIPTION:

By submitting this bid the undersigned acknowledges:

- a) They have received the contract documents including:
 - a. Instructions to Bidders (including all riders),
 - b. Construction Documents & Plans by Product Architecture + Design, Titled ISSUED FOR BID and Dated 01/04/2017 including sheets:
 - i. A0.0: Cover Sheets and Notes
 - ii. A0.1: Plat of Survey
 - iii. A1.0: Site Plan: New Work
 - iv. A1.1: Sign Plan Type 1: Plans, Elevations and Details
 - v. A1.2: Sign Plan Type 2: Plans, Elevations and Details
 - vi. A1.3: Sign Plan Type 3: Plans, Elevations and Details
 - vii. A1.4: Sign Plan Type 3: Plans, Elevations and Details
 - viii. A1.5: Sign Plan Type 4: Plans, Elevations and Details
 - ix. A1.6: Sign Plan Type 5: Plans, Elevations and Details
 - x. E1.0: Electrical Cover Sheets and Notes
 - xi. E1.1: Electrical Site Plan and Schedules
- b) That the Form of Contract to be used for the project is the American Institute of Architects A105-2007 Owner/Contractor Agreement-Small Commercial Project
- c) They have sole responsibility for labor, materials and equipment for their selected trade item as dictated by the Contract Documents and Invitation to bid.
- d) Bidders may withdraw or cancel a bid at any time prior to the bid opening time provided written notification is received. After the opening time, no bids can be withdrawn or cancelled for a period of sixty (60) calendar days.
- e) The Niles Public Library District is a tax-exempt organization, no sales, excise or use tax to be included in your bid. All other taxes are included in your bid.
- f) They will pay applicable Prevailing Wage and benefits to their employees and submit proof of doing so to Niles Public Library District prior to receiving payments.
- g) That you have read and agreed to all the information contained in the Instructions to Bidders dated April 17, 2017
- h) That they are responsible for any and all OSHA regulations relative to the scope of their work, including providing any and all required Personal Protective Equipment (PPE).
- i) That their proposal is considered accepted only when the Owner (Niles Public Library District) executes the contract.
- j) They are aware that the comparison of proposal is a subjective process requiring evaluation of a multiple of factors including price, experience, references, compatibility of materials in use at the Project Site, availability of maintenance or repair work, and ability to timely coordinate and complete the work assigned to that trade.
- k) That the Owner reserves the right to waive irregularities, technicalities and formalities and to reject any or all proposals.
- l) That this project may occur in multiple phases for the purposes of keeping regular operating hours. Please include escalation should any projects span to the next fiscal year.

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- m) All bids over \$50,000 are to include the price for a payment and performance bond. The selected bidder must submit payment and performance bonds to the owner within 10 days receiving notice to proceed. The performance bond to be provided (AIA Form) shall contain the following language "Any suit under this bond must be instituted before the expiration of the statute of limitation applicable to any claims against the Contractor named herein".
- n) They shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Owner and/or Architect and/or Construction Manager in enforcing the terms and provisions of this Agreement and in defending any proceedings to which the Owner and/or Architect and/or Construction Manager is made party as result of the conduct, acts, errors or omissions of the undersigned.
- o) Bidder must be licensed to do work in the Village of Niles. License fees are the responsibility of each subcontractor.
- p) Daily clean-up is expected. All debris will be removed to dumpster that is provided by the flooring contractor as required on a daily basis. Contractor will take great care to keep the areas outside the work area clean and free of dust and debris. Failure to follow will result in a backcharge to contractor.
- q)

-END-

**CERTIFICATIONS OF COMPLIANCE WITH
ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Name of Bidder (Please Print)

Authorized Agent (Signature)

Title

CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Name of Bidder (Please Print)

Authorized Agent (Signature)

Title

State of: _____

County of _____

Signed and sworn before me this _____ day of _____, 2017.

My commission expires: _____.

Notary Public Signature

CERTIFICATIONS BY BIDDER

Eligibility to Bid

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Bidder (Please Print)

Authorized Agent (Signature)

Title

Compliance with Illinois Human Rights Act

The undersigned hereby certifies that the Bidder is in compliance with the Title 7 of the 1964 Civil Rights Act as amended and the Illinois Human Rights Act as amended under Compliance with Legislation in Instructions to Bidder.

Name of Bidder (Please Print)

Authorized Agent (Signature)

Title

-END-

Legal Notice
Advertisement for Public Bid

**INVITATION TO SUBMIT A SEALED BID FOR AN EXTERIOR SIGNAGE
PACKAGE AT THE NILES PUBLIC LIBRARY**

The Niles Public Library is accepting sealed bids from interested contractors for a new exterior signage package to be installed at the existing Library facility located at 6960 W Oakton St, Niles, IL 60714. Bid Documents and additional project information can be obtained by contacting Alex Krug at AKrug@product-architects.com. Sealed submissions are due no later than 2pm, Monday, May 29 2017 at the Library. Emailed or Faxed submissions will not be accepted.
