



Niles Public Library District

Regular Meeting

Wednesday, May 17, 2017 7:00 PM

**NILES PUBLIC LIBRARY DISTRICT
REGULAR MEETING AGENDA**

May 17, 2017

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised 5/17/17

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
 - A. Approve Minutes of the Regular Board Meeting of April 19, 2017 4
 - B. Approve Minutes of the Special Board Meeting of April 26, 2017 9
 - C. Approve the payment of the bills for **operating expenses of \$225,417.82**, payroll expenses of \$283,634.47, and Special Reserve Expenses of \$17,612.68, **for a total monthly expense of \$526,664.97** 11
4. Swearing in of Library Trustees
5. Election of Officers
6. Public Comment
7. Treasurer's Report 18
8. Director's Report
 - A. Highlights 24
 - B. Monthly Statistics 31
9. Communications 35
10. Committee Reports
 - A. Building and Grounds
 - B. Technology
11. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
12. Secretary's Report - A Notice of Public Hearing on June 21, 2017, at the hour of 6:55 PM at the Niles Public Library District (Niles-Maine District Library effective July 1, 2017), Board Room, 6960 Oakton Street, Niles, Illinois, concerning Tentative Ordinance 17-02, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library

Board Meeting Agenda - May 17, 2017

District (Niles-Maine District Library effective July 1, 2017), Cook County, Illinois, for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018, was published in the Journal Topics and News on Wednesday, May 17, 2017. Copies of the aforementioned Tentative Ordinance will be available in the administrative office of the Niles Public Library District after May 18th, from 9:00 AM to 5:00 PM, Monday through Friday

13. New Business
 - A. Adopt the Trustee Procedures and Guidelines for 2017-2019 38
 - B. Approve the appointment of and payment to McClure Inserra & Company Chartered in the estimated amount of \$16,400 to perform the audit of the Niles Public Library District as of and for the year ending June 30, 2017 43
 - C. Approve the recommended renewal of the healthcare insurance plan which Blue Cross Blue Shield (E2EC1705) beginning on July 1, 2017 and ending on June 30, 2018. 50
 - D. Approve the recommended price tags to be charged for health insurance beginning on July 1, 2017 and ending on June 30, 2018 51
 - E. Approve the recommended purchase of Liability and Workers' Compensation insurance in the total amount of \$58,943 for the 2017-2018 fiscal year 52
 - F. Discuss revision to Policy 3.02 Library Rules
 - G. Allow vendors to set up tables and sell goods during the special library event Fandom Fest: Comics and Pop Culture on August 19, 2017 58
 - H. Approve Intergovernmental Agreement to establish the Electronic Content Consortium 59
 - I. Adopt Ordinance 17-02, Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois (Niles-Maine District Library effective July 1, 2017), for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018 66
 - J. Approve the expenditure not to exceed \$6,600 from the Special Reserve Fund to purchase Hewlett Packard Storage Area Network (SAN) controllers from VirTek, a Hewlett Packard authorized partner and reseller. 71
 - K. Approve the expenditure not to exceed \$12,500 from the Special Reserve Fund to purchase replacement Hewlett Packard printers 73
14. Unfinished Business
15. Executive Session-Director's Annual Review
16. Final Action, if any, on closed session subjects
17. Other
18. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
April 19, 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, Karen Dimond, Barbara Nakanishi, Rob Breit, Tim Spadoni, Carolyn Drblik, Patti Rozanski

Library Staff Present

Susan Lempke-Library Director; Cyndi Rademacher-Assistant Director; Sasha Vasilic-PR & Marketing Supervisor; Suzanne Wulf-Digital Services Supervisor; Diane Winberg, Administrative Assistant; Arianne Carey, KidSpace Supervisor; Dodie Frisbie, Adult Services Supervisor; Victoria Luz, Technical Services Supervisor; Dave Dabrowski, Maintenance Services Supervisor; Annette Spadoni, Graphic Design Coordinator; Rich Wozniczka, Head of IT Services

Others Present

Tom Robb, *Niles Journal*; Igor Studenkov, *Niles Bugle*; Dennis Martin; Joe Nakanishi

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.

Presentation Honoring Retiring Trustee and Former Board President Barbara Nakanishi

President Ryan and Director Lempke presented Trustee Nakanishi with a Key to the Library along with a Proclamation honoring Ms. Nakanishi for her 13 years of dedication and support to the Niles Public Library District.

Trustee Nakanishi said it was a real honor to serve the patrons and the staff of the Niles Library. She wished the newly-elected Trustees good luck.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

At 7:05 PM, on a voice vote, all Trustees voted "aye" to take a short recess for refreshments in honor of Trustee Nakanishi.

Trustee Ryan MOVED to resume the Regular Board Meeting at 7:10 PM.

Roll Call: Ryan, Dimond, Nakanishi, Breit, Spadoni, Drblik, Rozanski.

At this time, President Ryan thanked Trustee Breit for the eight months he served on the Board. "We're a better Board because of you."

Consent Agenda

Trustee Nakanishi MOVED the Library Board of Trustees approve:

- A. Minutes of the Regular Board Meeting of March 15, 2017;

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- B. 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;
- C. Payment to Visographic in the amount of \$5,891.36 for the publication of the spring Chapter One newsletter.

Trustee Rozanski seconded.

Trustee Drblik asked that Item C. be removed.

Trustee Nakanishi removed Item C to approve payment to Visographic in the amount of \$5,891.36 for the publication of the spring Chapter One newsletter from her original motion on the consent agenda. Trustee Rozanski seconded.

A vote was taken on Consent Agenda Items A. and B.

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

Visographic

Trustee Nakanishi MOVED the Library Board of Trustees approve payment to Visographic in the amount of \$5,891.36 for the publication of the spring Chapter One newsletter. Trustee Rozanski seconded.\

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

Public Comment

There were none.

Treasurer's Report

In the absence of Mr. Pritz, President Ryan asked Trustee Spadoni to give the March 2017 Treasurer's Report. At this time. Mr. Spadoni announced that he, as the Board's Treasurer, will be presenting the Treasurer's Report from here forward and that all questions be directed towards him.

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

Director's Report

- The Library to be a sponsor at Gemini's basketball game between the teachers. Linda Ryan will do the tip-off at the game.
- The Library was awarded its FY 2017 Illinois Public Library Per Capital Grant in the amount of \$44,477.59. Payment of the funds may be delayed. The Library must use these funds by the end of the following fiscal year, June 30, 2018.
- The CCS Governing Board voted to contract with Innovative/Polaris from Sirsi which the Library has used for the last 10 years. We anticipate migrating from Sirsi to Polaris in spring 2018. Getting ready for this migration will take much staff time.

Communications

They were included in the Board packet.

Ms. Lempke read a letter with great pride from Library Patron, Mr. Gary Karshna, praising staff members Krytyna Banek and Pat Ansuini for their exceptional service in assisting him with a project.

At this time, Trustee Spadoni applauded The Private Bank for their donation of \$1,000 to the Library. A special shout-out from President Ryan to Donna Block on her very informative visit with the students at

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Maine South during National Library Week. Trustee Rozanski added that since on the Board, she is constantly being told how great our Library is.

Committee Reports

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

Ms. Nakanishi referred to the proposals for exterior signage submitted by Dan Pohrte of Product Architecture and Design. The Board will vote to approve the solicitation of bids for the new signage.

Technology

There was no report.

Liaison Reports

Friends of the Library

Meeting was cancelled.

Legislative

There was no report.

RAILS

There was no report.

Secretary's Report

There was no report.

New Business

2017-2021 Strategic Plan

Trustee Nakanishi MOVED the Library Board of Trustees approve the 2017-2018 Strategic Plan. Trustee Rozanski seconded.

Ms. Lempke reported that the changes to the Strategic Plan were made as requested by the Board during their discussion at the March Board Meeting.

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

Logo for the Niles-Maine District Library

Sasha Vasilic presented the Board with three possibilities for the new logo which were designed by Graphic Design Coordinator, Annette Spadoni. After discussion, the Board selected the traditional teardrop which is most similar to the current design. The logo will include the Library's new mission statement—Engage, Inform, Enrich, Educate. Ms. Nakanishi suggested that the words of the Library's mission statement be done in color which would make the logo more modern and fun. The Board agreed.

Trustee Dimond MOVED the Library Board of Trustees approve #1 traditional teardrop, the proposed logo for the Niles-Maine District Library. Trustee Rozanski seconded.

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

Communico

Trustee Dimond MOVED the Library 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 Connet, Sites, Broadcast, Attend, Reserve, and Mobile modules and applications. Trustee Nakanishi seconded.

Director Lempke answered questions and explained that the funds would be paid from the Per Capita Grant.

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

Application to become Passport Agency

Trustee Nakanishi MOVED the Library 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. Trustee Rozanski seconded.

In its initial stage with a target starting date of July 1, the service will be provided by trained staff from Patron Services at the Commons Service Desk.

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

Special Reserve Expenditure to Purchase Staff Computers

Trustee Rozanski MOVED 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. Trustee Nakanishi seconded.

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

Policy 3.04 Borrowers and Borrowers' Cards

Trustee Dimond MOVED the Library Board of Trustees approve changes to Administrative and Services Policy 3.04 Borrowers and Borrowers' Cards. Trustee Nakanishi seconded.

Requirements for getting a new library card will now include a photo ID along with something that shows a current address. A parent will not be able to sign up for a child's library card if their own card is not in good standing.

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

2017/2018 Budget

The presentation on the 2017/2018 Budget was delayed due to Mr. Pritz's absence. A Special Board Meeting was scheduled for Wednesday, April 26 at 7:15 PM to review and discuss the proposed budget. A notice of a public hearing concerning the Tentative Budget Ordinance will be published and held prior to the June Board Meeting.

Bids for Exterior Signage

Trustee Nakanishi MOVED the Library Board of Trustees approve the solicitation of bids for new building and grounds signage identifying the Library. Trustee Dimond seconded.

Ms. Lempke reviewed the plans for exterior signage from Product Architecture with the Board. Once the bids are received, the Board will have the opportunity review the proposals and to make a decision.

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

Unfinished Business

There was none.

Other

Trustee Dimond thanked the press for their accurate reporting of the action of the Library Board of Trustees. Trustee Dimond went on to say that she was distressed at the willingness of a certain member of the Board of Trustees to intentionally misrepresent the action of the Board of Trustees in public forums. Discussion followed.

Executive Session – Trustee Dimond MOVED the Library Board of Trustees enter into executive session for a discussion of Minutes of Closed Session Meetings. Trustee Nakanishi seconded.

Executive Session started at 9:08 PM. Executive Session ended at 9:18 PM.

Regular Board Meeting-April 19, 2017

The Regular Board Meeting resumed at 9:18 PM with all of the Board present.

Trustee Dimond MOVED that the Library Board of Trustees reviewed and determined that the Executive Session Minutes of January 20, 2016, May 18, 2016, August 17, 2016 and January 18, 2017 be released for public inspection. The Executive Session Minutes of January 30, 2014, May 20, 2015, June 17, 2015, and March 16, 2016 will remain confidential. Trustee Nakanishi seconded.

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

Adjournment

Trustee Breit MOVED the Regular Board Meeting adjourn. Trustee Nakanishi seconded.

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

The meeting adjourned at 9:22 PM.

President

Secretary

DRAFT

NILES PUBLIC LIBRARY DISTRICT
Special Board Meeting Minutes
April 26, 2017
7:15 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, Karen Dimond, Tim Spadoni, Carolyn Drblik, Patti Rozanski Ms. Nakanishi and Mr. Breit gave previous notice.

Library Staff Present

Susan Lempke-Library Director, Greg Pritz-Assistant Director/Business & Operations Manager; Cyndi Rademacher, Assistant Director; Arianne Carey, Youth/Teen Services Supervisor; Dodie Frisbie, Adult & Outreach Services Supervisor; Dave Dabrowski, Maintenance Services Supervisor; Victoria Luz, Technical Services Supervisor; Sasha Vasilic, PR & Marketing Supervisor; Suzanne Wulf, Digital Services Supervisor; Athena Crouse, Patron Services Supervisor

Others Present

Tom Robb, *Journal News & Topics*; Dennis Martin, Dianne Olson, Mayor Andrew Przybylo

Call to Order

The Special Board Meeting of the Niles Public Library Board of Trustees was called to order at 7:17 PM.

Roll Call

Roll call was taken by Ms. Rademacher.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

Public Comment

There were none.

New Business

Presentation and Review of Proposed 2017/2018 Budget

Assistant Director/Business & Operations Manager Greg Pritz gave a presentation on the proposed 2017-2018 Budget. The Board then reviewed the Budget binders they had received and asked questions.

The Board decided to wait for the May meeting to act on Ordinance 17-02, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois (Niles-Maine District Library effective July 1, 2017), for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018.

Adjournment

Trustee Dimond motioned to adjourn. Trustee Spadoni seconded.

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

The meeting ended at 9:02 PM

President

Secretary

DRAFT

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total		Status
							Total	Post Date	
74864	Accounts Payable	Computer Check	5/17/2017	AFLAC	\$0.00	\$339.04	(\$339.04)	4/30/2017	Outstanding
74865	Accounts Payable	Computer Check	5/17/2017	ALA MEMBER SERVICES	\$0.00	\$260.00	(\$599.04)	4/30/2017	Outstanding
74866	Accounts Payable	Computer Check	5/17/2017	ALA STORE	\$0.00	\$83.90	(\$599.04)	4/30/2017	Voided
74867	Accounts Payable	Computer Check	5/17/2017	Alicia Swiz	\$0.00	\$200.00	(\$799.04)	4/30/2017	Outstanding
74868	Accounts Payable	Computer Check	5/17/2017	SYNCB/ AMAZON	\$0.00	\$509.64	(\$799.04)	4/30/2017	Voided
74869	Accounts Payable	Computer Check	5/17/2017	BEN ANNETTE MCQUADE	\$0.00	\$127.60	(\$799.04)	4/30/2017	Voided
74870	Accounts Payable	Computer Check	5/17/2017	AT&T	\$0.00	\$43.55	(\$842.59)	4/30/2017	Outstanding
74871	Accounts Payable	Computer Check	5/17/2017	AT&T	\$0.00	\$427.14	(\$1,269.73)	4/30/2017	Outstanding
74872	Accounts Payable	Computer Check	5/17/2017	BAKER & TAYLOR	\$0.00	\$410.08	(\$1,679.81)	4/30/2017	Outstanding
74873	Accounts Payable	Computer Check	5/17/2017	BLACK ART MATERIALS	\$0.00	\$63.19	(\$1,743.00)	4/30/2017	Outstanding
74874	Accounts Payable	Computer Check	5/17/2017	DONNA BLOCK	\$0.00	\$12.99	(\$1,755.99)	4/30/2017	Outstanding
74875	Accounts Payable	Computer Check	5/17/2017	WILL BRANCH	\$0.00	\$500.00	(\$2,255.99)	4/30/2017	Outstanding
74876	Accounts Payable	Computer Check	5/17/2017	BRODART CO.	\$0.00	\$230.00	(\$2,505.99)	4/30/2017	Outstanding
74877	Accounts Payable	Computer Check	5/17/2017	CDW GOVERNMENT, INC.	\$0.00	\$550.00	(\$3,055.99)	4/30/2017	Outstanding
74878	Accounts Payable	Computer Check	5/17/2017	CENGAGE LEARNING, INC.	\$0.00	\$5,101.98	(\$8,157.97)	4/30/2017	Outstanding
74879	Accounts Payable	Computer Check	5/17/2017	CHRISTIE CHANDLER-STAHL	\$0.00	\$1,380.00	(\$9,537.97)	4/30/2017	Outstanding
74880	Accounts Payable	Computer Check	5/17/2017	Chicago School of Shoemaking and L	\$0.00	\$150.00	(\$9,687.97)	4/30/2017	Outstanding
74881	Accounts Payable	Computer Check	5/17/2017	Christine Thornton	\$0.00	\$300.00	(\$9,987.97)	4/30/2017	Outstanding
74882	Accounts Payable	Computer Check	5/17/2017	CINTAS CORPORATION LOC. 769	\$0.00	\$540.00	(\$10,527.97)	4/30/2017	Outstanding
74883	Accounts Payable	Computer Check	5/17/2017	CODE PLAY LEARN	\$0.00	\$1,872.00	(\$12,399.97)	4/30/2017	Outstanding
74884	Accounts Payable	Computer Check	5/17/2017	COMED	\$0.00	\$6,383.26	(\$18,783.23)	4/30/2017	Outstanding
74885	Accounts Payable	Computer Check	5/17/2017	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$19,283.23)	4/30/2017	Outstanding
74886	Accounts Payable	Computer Check	5/17/2017	COOPERATIVE COMPUTER SERV	\$0.00	\$7,398.00	(\$26,681.23)	4/30/2017	Outstanding
74887	Accounts Payable	Computer Check	5/17/2017	COVERALL NORTH AMERICA, IN	\$0.00	\$2,900.00	(\$29,581.23)	4/30/2017	Outstanding
74888	Accounts Payable	Computer Check	5/17/2017	CREATIVE PROMOTIONAL PROD	\$0.00	\$1,237.37	(\$30,818.60)	4/30/2017	Outstanding
74889	Accounts Payable	Computer Check	5/17/2017	ATHENA M. CROUSE	\$0.00	\$18.94	(\$30,837.54)	4/30/2017	Outstanding
74890	Accounts Payable	Computer Check	5/17/2017	CECILIA CYGNAR	\$0.00	\$42.88	(\$30,900.42)	4/30/2017	Outstanding
74891	Accounts Payable	Computer Check	5/17/2017	D&Z HOUSE OF BOOKS	\$0.00	\$91.80	(\$30,992.22)	4/30/2017	Outstanding
74892	Accounts Payable	Computer Check	5/17/2017	Danuta Urbikas	\$0.00	\$125.00	(\$31,117.22)	4/30/2017	Outstanding
74893	Accounts Payable	Computer Check	5/17/2017	DELL MARKETING L.P.	\$0.00	\$18,635.05	(\$49,752.27)	4/30/2017	Outstanding
74894	Accounts Payable	Computer Check	5/17/2017	DEMCO, INC.	\$0.00	\$3,214.54	(\$52,966.81)	4/30/2017	Outstanding
74895	Accounts Payable	Computer Check	5/17/2017	Emily Mendoza	\$0.00	\$46.28	(\$53,013.09)	4/30/2017	Outstanding
74896	Accounts Payable	Computer Check	5/17/2017	EVANSTON PUBLIC LIBRARY	\$0.00	\$28.00	(\$53,041.09)	4/30/2017	Outstanding
74897	Accounts Payable	Computer Check	5/17/2017	FIFTH THIRD BANK	\$0.00	\$2,094.88	(\$55,135.97)	4/30/2017	Outstanding
74898	Accounts Payable	Computer Check	5/17/2017	LISA A. FLANAGAN	\$0.00	\$15.99	(\$55,151.96)	4/30/2017	Outstanding
74899	Accounts Payable	Computer Check	5/17/2017	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$55,547.96)	4/30/2017	Outstanding
74900	Accounts Payable	Computer Check	5/17/2017	Flordemayo Hall	\$0.00	\$100.00	(\$55,647.96)	4/30/2017	Outstanding
74901	Accounts Payable	Computer Check	5/17/2017	Fun Express	\$0.00	\$1,907.39	(\$57,555.35)	4/30/2017	Outstanding
74902	Accounts Payable	Computer Check	5/17/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,211.67	(\$58,767.02)	4/30/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total		Status
							Total	Post Date	
74903	Accounts Payable	Computer Check	5/17/2017	DEBORAH GRAHAM	\$0.00	\$132.34	(\$58,899.36)	4/30/2017	Outstanding
74904	Accounts Payable	Computer Check	5/17/2017	GRAINGER	\$0.00	\$581.44	(\$59,480.80)	4/30/2017	Outstanding
74905	Accounts Payable	Computer Check	5/17/2017	GROOT INDUSTRIES, INC.	\$0.00	\$217.91	(\$59,698.71)	4/30/2017	Outstanding
74906	Accounts Payable	Computer Check	5/17/2017	HALL PASS	\$0.00	\$15.00	(\$59,713.71)	4/30/2017	Outstanding
74907	Accounts Payable	Computer Check	5/17/2017	ALINA CELESTE HAVIA	\$0.00	\$400.00	(\$60,113.71)	4/30/2017	Outstanding
74908	Accounts Payable	Computer Check	5/17/2017	HEALTHCARE SERVICE CORPORA	\$0.00	\$45,076.78	(\$105,190.49)	4/30/2017	Outstanding
74909	Accounts Payable	Computer Check	5/17/2017	HOPLA	\$0.00	\$7,000.00	(\$112,190.49)	4/30/2017	Outstanding
74910	Accounts Payable	Computer Check	5/17/2017	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$2,350.00	(\$114,540.49)	4/30/2017	Outstanding
74911	Accounts Payable	Computer Check	5/17/2017	INGRAM LIBRARY SERVICES	\$0.00	\$19,956.85	(\$134,497.34)	4/30/2017	Outstanding
74912	Accounts Payable	Computer Check	5/17/2017	IRON MOUNTAIN	\$0.00	\$161.99	(\$134,659.33)	4/30/2017	Outstanding
74913	Accounts Payable	Computer Check	5/17/2017	Jen Palmer Hellige	\$0.00	\$200.00	(\$134,859.33)	4/30/2017	Outstanding
74914	Accounts Payable	Computer Check	5/17/2017	JIN T. KIM	\$0.00	\$36.67	(\$134,896.00)	4/30/2017	Outstanding
74915	Accounts Payable	Computer Check	5/17/2017	KINOKUNIYA BOOKSTORES	\$0.00	\$210.00	(\$135,106.00)	4/30/2017	Outstanding
74916	Accounts Payable	Computer Check	5/17/2017	KIPP BROTHERS	\$0.00	\$1,307.21	(\$135,106.00)	4/30/2017	Voided
74917	Accounts Payable	Computer Check	5/17/2017	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$481.50	(\$135,587.50)	4/30/2017	Outstanding
74918	Accounts Payable	Computer Check	5/17/2017	KONE INC.	\$0.00	\$246.66	(\$135,834.16)	4/30/2017	Outstanding
74919	Accounts Payable	Computer Check	5/17/2017	KONICA MINOLTA BUSINESS SO	\$0.00	\$5.76	(\$135,839.92)	4/30/2017	Outstanding
74920	Accounts Payable	Computer Check	5/17/2017	KOREAN BOOKS	\$0.00	\$798.15	(\$136,638.07)	4/30/2017	Outstanding
74921	Accounts Payable	Computer Check	5/17/2017	DEB KROHN	\$0.00	\$350.00	(\$136,988.07)	4/30/2017	Outstanding
74922	Accounts Payable	Computer Check	5/17/2017	OTILIA LASZLO	\$0.00	\$14.99	(\$137,003.06)	4/30/2017	Outstanding
74923	Accounts Payable	Computer Check	5/17/2017	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$423.10	(\$137,426.16)	4/30/2017	Outstanding
74924	Accounts Payable	Computer Check	5/17/2017	VICTORIA LUZ	\$0.00	\$15.97	(\$137,442.13)	4/30/2017	Outstanding
74925	Accounts Payable	Computer Check	5/17/2017	THOMAS MAHLER	\$0.00	\$14.99	(\$137,457.12)	4/30/2017	Outstanding
74926	Accounts Payable	Computer Check	5/17/2017	MAKERBOT INDUSTRIES LLC	\$0.00	\$816.00	(\$138,273.12)	4/30/2017	Outstanding
74927	Accounts Payable	Computer Check	5/17/2017	Mary Lyons	\$0.00	\$100.00	(\$138,373.12)	4/30/2017	Outstanding
74928	Accounts Payable	Computer Check	5/17/2017	JUDITH MCNULTY	\$0.00	\$54.79	(\$138,427.91)	4/30/2017	Outstanding
74929	Accounts Payable	Computer Check	5/17/2017	MENARDS	\$0.00	\$128.63	(\$138,556.54)	4/30/2017	Outstanding
74930	Accounts Payable	Computer Check	5/17/2017	MIDWEST TAPE	\$0.00	\$6,622.91	(\$145,179.45)	4/30/2017	Outstanding
74931	Accounts Payable	Computer Check	5/17/2017	MARY MILLER	\$0.00	\$8.97	(\$145,188.42)	4/30/2017	Outstanding
74932	Accounts Payable	Computer Check	5/17/2017	MORE THAN SCORES THAN TES	\$0.00	\$60.00	(\$145,248.42)	4/30/2017	Outstanding
74933	Accounts Payable	Computer Check	5/17/2017	MULTICULTURAL BOOKS & VID	\$0.00	\$1,022.70	(\$146,271.12)	4/30/2017	Outstanding
74934	Accounts Payable	Computer Check	5/17/2017	TERRI MURPHY	\$0.00	\$275.00	(\$146,546.12)	4/30/2017	Outstanding
74935	Accounts Payable	Computer Check	5/17/2017	NATIONAL AUDUBON SOCIETY	\$0.00	\$20.00	(\$146,566.12)	4/30/2017	Outstanding
74936	Accounts Payable	Computer Check	5/17/2017	NICHE ACADEMY	\$0.00	\$2,400.00	(\$148,966.12)	4/30/2017	Outstanding
74937	Accounts Payable	Computer Check	5/17/2017	NICOR GAS	\$0.00	\$1,307.55	(\$150,273.67)	4/30/2017	Outstanding
74938	Accounts Payable	Computer Check	5/17/2017	NILES CHAMBER OF COMMERCE	\$0.00	\$495.00	(\$150,768.67)	4/30/2017	Outstanding
74939	Accounts Payable	Computer Check	5/17/2017	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$151,649.67)	4/30/2017	Outstanding
74940	Accounts Payable	Computer Check	5/17/2017	NORTHBROOK PUBLIC LIBRARY	\$0.00	\$10.00	(\$151,659.67)	4/30/2017	Outstanding
74941	Accounts Payable	Computer Check	5/17/2017	OCLC, INC.	\$0.00	\$669.47	(\$152,329.14)	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	
74942	Accounts Payable	Computer Check	5/17/2017	MICHAELENE ORZECZOWSKI	\$0.00	\$13.91	(\$152,343.05)	4/30/2017	Outstanding
74943	Accounts Payable	Computer Check	5/17/2017	OVERDRIVE, INC.	\$0.00	\$3,049.50	(\$155,392.55)	4/30/2017	Outstanding
74944	Accounts Payable	Computer Check	5/17/2017	AMY S. PEMBLE	\$0.00	\$6.99	(\$155,399.54)	4/30/2017	Outstanding
74945	Accounts Payable	Computer Check	5/17/2017	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$543.90	(\$155,943.44)	4/30/2017	Outstanding
74946	Accounts Payable	Computer Check	5/17/2017	PITNEY BOWES INC.	\$0.00	\$300.00	(\$156,243.44)	4/30/2017	Outstanding
74947	Accounts Payable	Computer Check	5/17/2017	POLONIA BOOKSTORE, INC.	\$0.00	\$556.10	(\$156,799.54)	4/30/2017	Outstanding
74948	Accounts Payable	Computer Check	5/17/2017	JOHN RADZKO	\$0.00	\$5.35	(\$156,804.89)	4/30/2017	Outstanding
74949	Accounts Payable	Computer Check	5/17/2017	RAILS	\$0.00	\$3,833.60	(\$162,638.49)	4/30/2017	Outstanding
74950	Accounts Payable	Computer Check	5/17/2017	MEGAN RAYSBY	\$0.00	\$250.00	(\$162,888.49)	4/30/2017	Outstanding
74951	Accounts Payable	Computer Check	5/17/2017	RESERVE ACCOUNT	\$0.00	\$2,050.00	(\$164,938.49)	4/30/2017	Outstanding
74952	Accounts Payable	Computer Check	5/17/2017	RHODE ISLAND NOVELTY	\$0.00	\$823.10	(\$165,761.59)	4/30/2017	Outstanding
74953	Accounts Payable	Computer Check	5/17/2017	Rich Koz	\$0.00	\$750.00	(\$166,511.59)	4/30/2017	Outstanding
74954	Accounts Payable	Computer Check	5/17/2017	DAVID T. ROWLEY	\$0.00	\$400.00	(\$166,911.59)	4/30/2017	Outstanding
74955	Accounts Payable	Computer Check	5/17/2017	DAVE RUDOLF	\$0.00	\$800.00	(\$167,711.59)	4/30/2017	Outstanding
74956	Accounts Payable	Computer Check	5/17/2017	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$168,381.59)	4/30/2017	Outstanding
74957	Accounts Payable	Computer Check	5/17/2017	CLARA SHEFFER	\$0.00	\$69.82	(\$168,451.41)	4/30/2017	Outstanding
74958	Accounts Payable	Computer Check	5/17/2017	SHELL	\$0.00	\$38.74	(\$168,490.15)	4/30/2017	Outstanding
74959	Accounts Payable	Computer Check	5/17/2017	ROBERT SOTO	\$0.00	\$299.00	(\$168,789.15)	4/30/2017	Outstanding
74960	Accounts Payable	Computer Check	5/17/2017	Stacy Moss-Paul	\$0.00	\$21.40	(\$168,810.55)	4/30/2017	Outstanding
74961	Accounts Payable	Computer Check	5/17/2017	STORMWIND LLC	\$0.00	\$2,190.00	(\$171,000.55)	4/30/2017	Outstanding
74962	Accounts Payable	Computer Check	5/17/2017	SUPERIOR COPIES	\$0.00	\$316.80	(\$171,317.35)	4/30/2017	Outstanding
74963	Accounts Payable	Computer Check	5/17/2017	Tamar Campbell	\$0.00	\$200.00	(\$171,517.35)	4/30/2017	Outstanding
74964	Accounts Payable	Computer Check	5/17/2017	TASB, INC.	\$0.00	\$3,000.00	(\$174,517.35)	4/30/2017	Outstanding
74965	Accounts Payable	Computer Check	5/17/2017	THE GREAT BOODINI	\$0.00	\$750.00	(\$175,267.35)	4/30/2017	Outstanding
74966	Accounts Payable	Computer Check	5/17/2017	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$5,559.00	(\$180,826.35)	4/30/2017	Outstanding
74967	Accounts Payable	Computer Check	5/17/2017	TREEHOUSE	\$0.00	\$6,130.00	(\$186,956.35)	4/30/2017	Outstanding
74968	Accounts Payable	Computer Check	5/17/2017	TSAI FONG BOOKS, INC.	\$0.00	\$150.00	(\$187,106.35)	4/30/2017	Outstanding
74969	Accounts Payable	Computer Check	5/17/2017	U.S. FIRE & SAFETY EQUIPMENT (\$0.00	\$170.00	(\$187,276.35)	4/30/2017	Outstanding
74970	Accounts Payable	Computer Check	5/17/2017	SASHA VASILJC	\$0.00	\$128.25	(\$187,404.60)	4/30/2017	Outstanding
74971	Accounts Payable	Computer Check	5/17/2017	VILLAGE OF NILES	\$0.00	\$275.70	(\$187,680.30)	4/30/2017	Outstanding
74972	Accounts Payable	Computer Check	5/17/2017	VISA	\$0.00	\$3,496.28	(\$187,680.30)	4/30/2017	Outstanding
74973	Accounts Payable	Computer Check	5/17/2017	VISION SERVICE PLAN OF ILLINO	\$0.00	\$635.17	(\$188,315.47)	4/30/2017	Outstanding
74974	Accounts Payable	Computer Check	5/17/2017	Weaver Technologies	\$0.00	\$1,490.59	(\$189,806.06)	4/30/2017	Outstanding
74975	Accounts Payable	Computer Check	5/17/2017	SUZANNE WULF	\$0.00	\$52.22	(\$189,858.28)	4/30/2017	Outstanding
74976	Accounts Payable	Computer Check	5/17/2017	PLIC - SBD GRAND ISLAND	\$0.00	\$1,467.38	(\$191,325.66)	4/30/2017	Outstanding
74977	Accounts Payable	Computer Check	5/17/2017	SYNCB/ AMAZON	\$0.00	\$584.75	(\$191,910.41)	5/17/2017	Outstanding
74978	Accounts Payable	Computer Check	5/17/2017	VISA	\$0.00	\$5,025.12	(\$196,935.53)	5/17/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
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Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$196,935.53)
Total Payments:	(\$196,935.53)
Total Change in Register Balance:	(\$196,935.53)

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
2968	Accounts Payable	Manual Check	4/6/2017	COOK COUNTY CLERK	\$0.00	\$10.00	(\$10.00)	4/1/2017	Cleared
2969	Accounts Payable	Manual Check	4/18/2017	ILLINOIS STATE TREASURER	\$0.00	\$446.57	(\$456.57)	4/1/2017	Cleared
2970	Accounts Payable	Manual Check	4/24/2017	COOK COUNTY CLERK	\$0.00	\$10.00	(\$466.57)	4/1/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$466.57)
Total Payments:	(\$466.57)
Total Change in Register Balance:	(\$466.57)

Niles Public Library District _SPECIAL RESERVE

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5810-58-00, Special Reserve - Equipment									
5/9/2017	10165136930	Invoice	2274-897	DELL MARKETING L.P.	DELL MARKETING L	Posted	4/30/2017	\$17,612.68	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								\$17,612.68	\$0.00
Grand Totals:								\$17,612.68	\$0.00

Niles Public Library District _SPECIAL RESERVE

Report name: _SPECIAL RESERVE REPORT

Output query name: _SPECIAL RESERVE\$ (Type: Invoice)

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (4/1/2017 to 4/30/2017)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Niles Public Library District

Balance Sheet

April 30, 2017

	GENERAL FUND 4/30/2017	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,509,955)	\$166,836	\$1,534,341	\$191,222
Investments	\$9,266,657			\$9,266,657
Total Cash and Investments	\$7,756,702	\$166,836	\$1,534,341	\$9,457,879
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	\$11,026,412	\$303,546	\$1,534,341	\$12,864,299
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$196,223	\$2,497	\$0	\$198,720
Accounts Payable-Friends of the Library				
Other Liabilities	\$23,440			\$23,440
Deferred Revenues	\$2,892,223	\$121,858		\$3,014,081
Total Liabilities	\$3,111,886	\$124,355	\$0	\$3,236,242
Fund Balance				
Fund Balance	\$7,914,525	\$179,191	\$1,534,341	\$9,628,057
Total Fund Balance	\$7,914,525	\$179,191	\$1,534,341	\$9,628,057
Total Liabilities and Fund Balance	\$11,026,412	\$303,546	\$1,534,341	\$12,864,299

Niles Public Library District Income Statement-Consolidated

April 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$23,020		\$23,020	\$7,005,778	\$6,732,000	\$273,778	\$6,800,000	103%
Replacement Taxes	\$35,657	\$12,083	\$23,573	\$126,357	\$120,833	\$5,524	\$145,000	87%
Per Capita Grant							\$44,157	
Grants-Other		\$83	(\$83)		\$833	(\$833)	\$1,000	
Investment Income	\$5,468	\$5,000	\$468	\$67,570	\$50,000	\$17,570	\$60,000	113%
Fines	\$1,149	\$4,167	(\$3,018)	\$19,341	\$41,667	(\$22,326)	\$50,000	39%
Lost Books	\$942	\$625	\$317	\$8,230	\$6,250	\$1,980	\$7,500	110%
Pay For Print	\$2,621	\$1,667	\$954	\$21,694	\$16,667	\$5,027	\$20,000	108%
Non-Resident Fees	\$67		\$67	\$666		\$666		
Flash Drive & Ear Bud Sales				\$54		\$54		
Commissions & Fees	\$7		\$7	\$28		\$28		
Donations-Friends of the Library		\$117	(\$117)		\$1,167	(\$1,167)	\$1,400	
Donations	\$1,000		\$1,000	\$1,236		\$1,236		
Miscellaneous	\$1,837	\$113	\$1,725	\$34,369	\$1,125	\$33,244	\$1,350	2,546%
Total Revenues	\$71,766	\$23,854	\$47,912	\$7,285,321	\$6,970,542	\$314,780	\$7,130,407	102%
Expenditures								
Salaries								
Library Director	\$10,472	\$10,508	\$36	\$105,124	\$105,078	(\$46)	\$126,094	83%
Payroll-Department Managers	\$14,382	\$14,361	(\$22)	\$143,552	\$143,607	\$56	\$172,329	83%
Payroll-Division Supervisors	\$37,527	\$36,481	(\$1,046)	\$364,475	\$364,813	\$337	\$437,775	83%
Payroll-Librarian I	\$102,752	\$101,000	(\$1,752)	\$980,368	\$1,009,995	\$29,627	\$1,211,994	81%
Payroll-Library Grade V	\$68,708	\$59,874	(\$8,834)	\$596,550	\$598,735	\$2,185	\$718,482	83%
Payroll-Library Grade VI	\$33,434	\$25,476	(\$7,958)	\$270,304	\$254,760	(\$15,544)	\$305,712	88%
Payroll-Library Pages	\$10,556	\$10,240	(\$317)	\$84,737	\$102,395	\$17,658	\$122,874	69%
Payroll-Sundays	\$8,491	\$7,167	(\$1,324)	\$69,058	\$71,667	\$2,608	\$86,000	80%
Adjustments		\$833	\$833		\$8,333	\$8,333	\$10,000	
Substitutes	\$580	\$917	\$337	\$10,174	\$9,167	(\$1,007)	\$11,000	92%
Total Salaries	\$286,901	\$266,855	(\$20,046)	\$2,624,342	\$2,668,550	\$44,208	\$3,202,260	82%

Niles Public Library District Income Statement-Consolidated

April 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$17,068	\$14,458	(\$2,609)	\$144,563	\$144,583	\$20	\$173,500	83%
Books-Youth Services	\$5,330	\$6,250	\$920	\$56,167	\$62,500	\$6,333	\$75,000	75%
Books-Teen	\$1,418	\$1,250	(\$168)	\$12,419	\$12,500	\$81	\$15,000	83%
Downloadables	\$10,073	\$6,667	(\$3,407)	\$78,643	\$66,667	(\$11,976)	\$80,000	98%
Periodicals	\$20	\$3,000	\$2,980	\$33,800	\$30,000	(\$3,800)	\$36,000	94%
AV-Adult	\$5,972	\$10,083	\$4,111	\$105,084	\$100,833	(\$4,251)	\$121,000	87%
AV-Youth Services	\$575	\$3,500	\$2,925	\$27,508	\$35,000	\$7,492	\$42,000	65%
AV-Teen	\$598	\$1,000	\$402	\$7,624	\$10,000	\$2,376	\$12,000	64%
Online Databases	\$18,564	\$15,417	(\$3,147)	\$166,309	\$154,167	(\$12,142)	\$185,000	90%
Total Library Materials	\$59,618	\$61,625	\$2,007	\$632,117	\$616,250	(\$15,867)	\$739,500	85%
Library Operating Expenditures								
CCS Charges	\$6,471	\$6,471	\$0	\$64,710	\$64,712	\$2	\$77,654	83%
Processing & Supplies	\$4,391	\$1,333	(\$3,058)	\$26,242	\$13,333	(\$12,908)	\$16,000	164%
Internet Charges	\$1,178	\$1,408	\$230	\$11,165	\$14,083	\$2,918	\$16,900	66%
Software, Licenses	\$4,910	\$6,759	\$1,850	\$55,583	\$67,594	\$12,011	\$81,113	69%
Printing	\$740	\$3,729	\$2,989	\$23,188	\$37,292	\$14,104	\$44,750	52%
Library Supplies	\$1,102	\$675	(\$427)	\$7,114	\$6,750	(\$364)	\$8,100	88%
Programming & Support-Adult	\$2,275	\$1,913	(\$363)	\$23,554	\$19,129	(\$4,425)	\$22,955	103%
Programming & Support-Juvenile	\$6,576	\$3,404	(\$3,172)	\$29,634	\$34,042	\$4,407	\$40,850	73%
Programming & Support-Events	\$1,113	\$492	(\$622)	\$4,659	\$4,917	\$258	\$5,900	79%
Programming & Support-Teen	\$614	\$608	(\$6)	\$6,005	\$6,083	\$78	\$7,300	82%
Public Performing Rights		\$117	\$117	\$1,719	\$1,167	(\$553)	\$1,400	123%
Computer Charges OCLC	\$927	\$927	\$0	\$9,270	\$9,272	\$2	\$11,126	83%
Miscellaneous	\$162	\$83	(\$79)	\$1,723	\$833	(\$890)	\$1,000	172%
Per Capita Grant Expenditures	\$4,171	\$3,680	(\$491)	\$18,988	\$36,798	\$17,809	\$44,157	43%
Grant - Other Expenditures		\$83	\$83		\$833	\$833	\$1,000	
Volunteers		\$125	\$125	\$810	\$1,250	\$440	\$1,500	54%
Total Library Operating Expenditures	\$34,631	\$31,809	(\$2,822)	\$284,364	\$318,087	\$33,723	\$381,705	74%

Niles Public Library District Income Statement-Consolidated

April 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$776	\$2,667	\$1,890	\$25,436	\$26,667	\$1,230	\$32,000	79%
Copiers	\$6	\$983	\$978	\$6,015	\$9,833	\$3,818	\$11,800	51%
Professional Development	\$5,034	\$2,368	(\$2,666)	\$20,866	\$23,679	\$2,813	\$28,415	73%
Mileage	\$204	\$213	\$8	\$2,845	\$2,125	(\$720)	\$2,550	112%
Professional Collection		\$83	\$83	\$537	\$833	\$296	\$1,000	54%
Legal Fees	\$497	\$2,083	\$1,587	\$12,939	\$20,833	\$7,895	\$25,000	52%
Consultants		\$5,417	\$5,417	\$45,475	\$54,167	\$8,692	\$65,000	70%
Kitchen Supplies	\$184	\$125	(\$59)	\$733	\$1,250	\$517	\$1,500	49%
Promotional Expense	\$1,889	\$1,913	\$23	\$11,643	\$19,125	\$7,482	\$22,950	51%
Office Supplies	\$622	\$2,083	\$1,461	\$15,557	\$20,833	\$5,276	\$25,000	62%
Postage & Freight	\$2,889	\$1,500	(\$1,389)	\$14,883	\$15,000	\$117	\$18,000	83%
Publication of Notices-Advertisements	\$383	\$100	(\$283)	\$1,597	\$1,000	(\$597)	\$1,200	133%
Subscriptions & Dues	\$530	\$990	\$460	\$8,672	\$9,904	\$1,232	\$11,885	73%
Collection Services		\$83	\$83	\$122	\$833	\$711	\$1,000	12%
Telephone	\$44	\$1,083	\$1,040	\$13,749	\$10,833	(\$2,916)	\$13,000	106%
Trustee Expense	\$179	\$333	\$154	\$454	\$3,333	\$2,879	\$4,000	11%
Payroll Service	\$1,204	\$1,250	\$46	\$13,378	\$12,500	(\$878)	\$15,000	89%
Bank Fees	\$137	\$275	\$138	\$1,782	\$2,750	\$968	\$3,300	54%
Parking Lease	\$881	\$881		\$8,810	\$8,810		\$10,572	83%
Total General and Administration	\$15,459	\$24,431	\$8,972	\$205,492	\$244,310	\$38,817	\$293,172	70%
Vehicle Operation								
Gas, Oil, Grease	\$129	\$83	(\$45)	\$582	\$833	\$251	\$1,000	58%
Repairs & Maintenance		\$150	\$150	\$395	\$1,500	\$1,105	\$1,800	22%
Miscellaneous		\$8	\$8		\$83	\$83	\$100	
Auto Insurance				\$1,956	\$1,435	(\$521)	\$1,435	136%
Total Vehicle Operation	\$129	\$242	\$113	\$2,933	\$3,852	\$918	\$4,335	68%

Niles Public Library District
Income Statement-Consolidated

April 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$20,249	\$20,833	\$584	\$2,188,369	\$208,333	(\$1,980,035)	\$250,000	875%
Group Health	\$37,055	\$43,347	\$6,291	\$394,092	\$433,465	\$39,373	\$520,158	76%
Health Reimbursement Account	\$6,202	\$5,500	(\$702)	\$57,395	\$55,000	(\$2,395)	\$66,000	87%
Dental	\$442	\$1,667	\$1,225	\$13,973	\$16,667	\$2,694	\$20,000	70%
Vision	\$517	\$583	\$66	\$5,329	\$5,833	\$504	\$7,000	76%
FSA fee	\$60	\$100	\$40	\$900	\$1,000	\$100	\$1,200	75%
Life, LTD, AD&D, STD	\$1,418	\$1,500	\$82	\$15,031	\$15,000	(\$31)	\$18,000	84%
Total Employee Fringe Benefits	\$65,943	\$73,530	\$7,587	\$2,675,088	\$735,298	(\$1,939,789)	\$882,358	303%
Utilities								
Gas	\$1,308	\$1,250	(\$58)	\$10,703	\$12,500	\$1,797	\$15,000	71%
Electric	\$6,383	\$8,333	\$1,950	\$71,599	\$83,333	\$11,734	\$100,000	72%
Water	\$276	\$667	\$391	\$5,394	\$6,667	\$1,273	\$8,000	67%
Total Utilities	\$7,967	\$10,250	\$2,284	\$87,696	\$102,500	\$14,804	\$123,000	71%
Capital Expenditures								
Special Reserve - Building		\$8,550	\$8,550	\$32,642	\$85,500	\$52,858	\$102,600	32%
Special Reserve - Equipment	\$17,613	\$12,333	(\$5,279)	\$49,980	\$123,333	\$73,354	\$148,000	34%
Total Capital Expenditures	\$17,613	\$20,883	\$3,271	\$82,622	\$208,833	\$126,212	\$250,600	33%
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

April 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$20,456	\$20,631	\$175	\$192,501	\$206,311	\$13,810	\$247,573	78%
Total Social Security Expenditures	\$20,456	\$20,631	\$175	\$192,501	\$206,311	\$13,810	\$247,573	78%
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	\$1,962	\$1,458	(\$504)	\$16,548	\$14,583	(\$1,964)	\$17,500	95%
Total Unemployment Compensation Expenditures	\$1,962	\$1,458	(\$504)	\$16,548	\$14,583	(\$1,964)	\$17,500	95%
Building & Equipment Maintenance								
Repairs & Improvements	\$84	\$3,833	\$3,749	\$43,169	\$38,333	(\$4,836)	\$46,000	94%
Contractual Maintenance	\$787	\$3,333	\$2,547	\$28,780	\$33,333	\$4,554	\$40,000	72%
Non-Contractual Maintenance	\$3,288	\$1,250	(\$2,038)	\$31,223	\$12,500	(\$18,723)	\$15,000	208%
Equipment Maintenance	\$5,155	\$5,250	\$95	\$29,490	\$52,500	\$23,010	\$63,000	47%
Non Capital Expenses	\$2,513	\$833	(\$1,680)	\$6,407	\$8,333	\$1,927	\$10,000	64%
Furniture & Fixtures	\$684	\$5,071	\$4,387	\$26,450	\$50,708	\$24,258	\$60,850	43%
Total Building & Equipment Maintenance Expenditures	\$12,510	\$19,571	\$7,061	\$165,518	\$195,708	\$30,190	\$234,850	70%
Total Expenditures	\$523,189	\$531,285	\$8,097	\$7,035,649	\$5,380,611	(\$1,655,038)	\$6,443,181	109%
NET SURPLUS/(DEFICIT)	(\$451,423)	(\$507,431)	\$56,008	\$249,673	\$1,589,931	(\$1,340,258)	\$687,226	36%

Director's Report April/May 2017

Strategic Planning

My staff and I have begun work on planning out the steps we want to accomplish toward realizing the Strategic Plan Goals approved at last month's board meeting. We met with Rob Cullin via Skype, and he guided us toward working on a 12-18 month plan. He commented that we have some particularly large things in our plan, because we already have accomplished a lot of what other libraries are still trying to do, so that was nice to hear but a little daunting.

I will not be presenting this plan until we have a complete draft for the Board's comments, but we will be continuing to work on it diligently. It is a top priority.

Marketing notes



Board President Linda Ryan with District 63 Superintendent Scott Clay at the Charity Basketball Game at Gemini Junior High. It was our first introduction to the community of our new name and logo.

From Sasha

Last month after choosing the new logo, we started the official Niles-Maine District Library promotional campaign in the community. Our first stop was at Gemini Junior High School for their very popular Charity Basketball Game (more than 1,000 in attendance). Our sponsorship for the event included a mention in the program, a library banner hung under the score board, and our Board President participating in the tip off. We

passed out buttons and Linda wore a t-shirt with the new logo and name. The event was a great way of reaching patrons in the north end of the Library District and teenagers (lots of screaming teenagers)!

In early May, the Public Relations and Marketing Department attended the Reaching Forward Conference in Rosemont. This year was my second time presenting at the conference about social media marketing. I collaborated with my colleagues from Northbrook Public Library and Helen Plum Public Library about library marketing on Facebook, Twitter, and Instagram. The presentation was well received by the audience. This was the first library conference for Emily and Annette. I was excited for them to attend because it's important to learn more about the library industry. Conferences are a great place for collecting new ideas and networking with other library employees. They attended presentations on outreach, summer reading alternatives, creating a collaborative culture, and working with teens.

Programs

From Arianne:

April Program Highlights for KidSpace:

Reading Challenge, our 6th, 7th, and 8th grade reading team series, met for 4 sessions during the month of April. Teams battled for the chance to answer questions based on a 30 title book list. Competition was fierce, but EMSD 63's Gemini team (The Fault in Our Books) commanded a nearly 100-point lead over the next closest team (The Zombie Book Eaters). The winning team gets picked up at school in a limo and taken to lunch as a reward. This year's participation numbers were up, and we hope the trend continues.



The Fault in Our Books

The Poetry Scavenger Hunt is an annual passive program that celebrates National Poetry Month. Poetry for kids (heck, it's really for everyone) is spread throughout KidSpace and young patrons complete two separate progressive scavenger activities. The average kid takes about 20 minutes for the first hunt, and 30 minutes for the second hunt. While they are reading poetry they are learning authors and using context clues to answer questions. It's great to see their sense of accomplishment when they complete the entire task.

KidSpace held our first Family Art Day in April. Despite the lovely Easter weekend weather, we had 30 participants turn out to create works to hang in the Franklin Gallery. Artists worked in acrylic paints, and used a relief technique to create some very colorful expressions. A special thanks to librarian Debbie Graham for coordinating, with the assistance of Paul Foxworthy and MaryAnn Rohn.



MaryAnn Rohn and teen volunteers leading Family Art

Day activities.

TEEN April Program Highlights:

Poetry Month was celebrated throughout the building. The Teen Advisory Board (TAB) prepared poem bundles to be distributed on April 27, Poem in a Pocket Day, at area senior housing, area schools, and throughout the library. Over 343 poems were passed out, promoting the idea that poetry is best when it is shared.

The teens also participated in our annual poetry contest which drew entries from 80 different teen poets this year. Finalists have been selected; 1st, 2nd, 3rd place and honorable mentions will be awarded to the twelve winners at the Poetry Lounge on the evening of May 12.

From Sasha: We're heading towards the home stretch of Summer Reading Challenge preparations! Summer Reading is one of the biggest projects for the department. We start working on this project at least six months before it's due date. Our job is to create all the print materials, organize the Kickoff Event, promotion on all channels, update the SRC webpage, and more. This year Annette is creating four logs (Pre-Reader, Reader General, Reader District 63, and Reader District 71) for KidSpace, one tri-fold log for Teens, and one bingo card for Adult Services. We hope that the Board members will help us promote this great program!

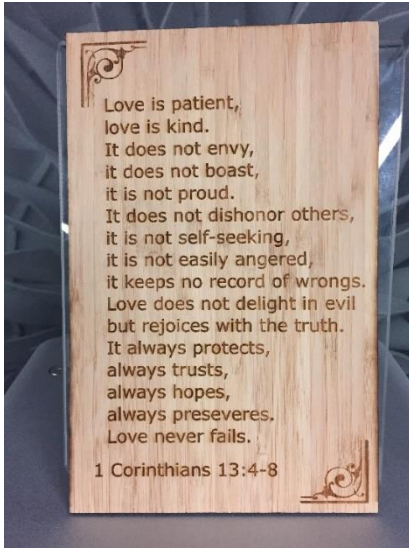
From Dodie: Money Smart Week was the main event in Adult & Outreach Services – thanks to Judy. She planned eight separate programs – ranging from Finding Missing Money Through I-Cash to Investing to property tax appeals to retirement to traveling for almost free to wills and trusts to smart nutrition and aging. She even planned a Money Smart Program for the KidSpace Department. She single handedly brought in 221 for those programs alone. She also planned three SCORE Spring Series about how Marketing Matters – covering email marketing, marketing with video and ways to grow your email list. That series brought in 16 more. The lobby display was filled with appropriate financial books relating to Money Smart Week. Kudos to Judy for all of her hard work for the library this month!!

Some of our other well-attended programs were the after-hours History Comes Alive Program: Hamilton's Women – with a dramatic performance by Leslie Goddard (74) and Krystyna's Polish travel program – Around the World in 80 Minutes (105).

We celebrated National Poetry Month in April. Outreach handed out poems to our homebound seniors at Brookdale Plaza Retirement Home and poems were also handed out at the Senior Coffee Hour. Thanks to Mary Miller for putting these little scrolled up poems tied with a ribbon together for us! People were delighted

to receive them. Neil had a local poet, Joris Soeding, read from his book *Love Poems* and Dodie hosted Japanese RenKu Poetry by the Haiga Ensemble.

Neil hosted two local author events. One was a book on *Draining Chicago: The Early City and the North Area* by civil engineer, Richard Lanyon. Our outgoing Board Member, Barbara Naganishi, was pleased to attend this program! Neil also had Greg Borzo (who has presented several times here at the library) to talk about his latest book *Chicago's Fabulous Fountains*. With Summer approaching this would make a lovely outing to follow the locations mapped out in this book.



From Suzy: To celebrate National Poetry month, Ruth hosted a program for patrons to engrave a poem on a piece of bamboo using the laser cutter. Patrons were able to gain experience working with Inkscape and the laser cutter.

Bobby led a presentation on animation in Adobe After Effects that highlighted the resources we have in the Creative Studio. One attendee commented in the survey that, "It was very helpful, presented in a very entertaining and understandable way."

Bernadetta provided a hands-on workshop for patrons to use the Silhouette Cameo to create banners. Attendees learned how to trace different designs and add detail to them. This class was offered on a weekday morning in order to provide access to our programs at a variety of times.

Creative Studio

From Suzy: This month there were 53 successful 3D prints, 19 poster prints and 7 conversions at the VHS to DVD station. Matt and Bobby were able to get the HTC Vive VR (Virtual Reality) headset setup and staff tested it out. We are going host a demonstration this summer and having had the chance to preview it, I can confirm that it was very cool.



Database and Downloadables

This month the car repair database, ALLDATA had all time high usage of 6740!

We added Niche Academy tutorials, which give staff a quick lesson plan for showing patrons how to use eResources. Tutorials are updated as resources evolve, so staff can feel confident that the information is up-

to-date. There is also an option for staff to upload customized content. Hopefully, the tutorials will improve access to the databases and digital collections.

After the success of Matt's coding classes, we purchased 10 additional seats for Treehouse, the coding database. Matt and Darlene worked together to add Treehouse to the database page and create an online form for patrons to request access Treehouse.

Staff changes

Victoria filled her open Technical Services Acquisitions Assistant position. She believes she can accomplish the work with a part time worker, so she has hired Lynna Ton for 19 hours a week. The rest of the Acquisitions team has had to work very hard to accomplish the receiving and continue with ordering, so we are especially glad that Lynna is experienced with our SirsiDynix computer software. Welcome, Lynna!

Greg hired a new Business Office Coordinator, Lisandra Strickling. Lisi's past work experiences have prepared her very well for taking on the responsibilities of managing accounts payable, cash receipts and human resources. She will have her chance to do her first new employee "on-boarding" next week when Lynna begins work. Welcome, Lisi!

Community engagement

The Youth Services staff have worked with the teams at District 63 (with its six schools) and at Culver School across the street to come up with a Summer Reading program that will satisfy all levels of children, keep them reading through the summer, and have fun. These partnerships are very valuable on both sides and we appreciate the chance to work with these great school partners.

I have continued to participate on the Niles Arts & Culture Council as work progresses on the Niles Arts & Culture Plan being developed by the Lakota Group. The consultants expressed great appreciation for the dynamic atmosphere they found at the Library when they visited to take photos. Mayor Przybylo hopes that members of the Library Board, the Park District Board, and the two school Boards will attend the Community Open House on May 22 from 6:30-8:30—he wants to be sure that the community's elected board members are aware of this work and that it will encourage them to support it fully.

From Dodie: Outreach (Karen and Aileen) continue to have huge deliveries and pick-ups on Fridays – with the bulk loan deliveries to nursing homes, a few individual patrons, and the schools. It is not unusual for them to cart around 32 bags of books in addition to 100 Outreach books for the nursing homes. That library mini-van is packed to the gills and those two women have to make sure they eat their Wheaties in the morning!! Of course, the work doesn't end just bringing in those items – everything has to be checked in and dealt with. One of our homebound patrons at Brookdale Plaza reports that she is VERY thankful for our outreach services since she and her husband no longer have a car. She is thrilled to be able to request as many bibliographies as she wants and we bring them right to her facility every other Thursday.

Swing Into Spring Senior Expo at Golf Mill – Judy, our volunteer Marilyn and I had a delightful time at this year's Swing Into Spring Expo. We hawked library programs and resources, gave away some fun library tchotchkes, a little bit of candy, and promoted the new name of our library. Many of our patrons came through and were happy to see us. We brought our clickers and got up to 310 people that we had conversations/interactions with.

Staff development

From Suzy: The LACONI Technology section hosted a presentation titled *The Paradox of Everything: Librarianship and the Fake News Game* featuring Troy Swanson. It was an engaging and dynamic program and I learned a lot about journalism, fake news, and what libraries can do to educate patrons.

This month I finished *Meeting Community Needs Through Technology Planning* Infopeople course. During this 4 week course I completed 4 assignments, participated in an online meeting, and completed the required readings. I learned the importance of planning for technology implementations, staff training and keeping an up-to-date technology inventory.

Building and technology notes

The Village has accepted a bid to do water main work, which will affect our parking lot. They are trying to get the work done before the library gets very busy during Summer Reading. We are also looking into ways to help out the trees in the parking lot, which are being damaged by salt, etc.

Dave has been doing lots of painting and repairing in a Spring cleaning blitz, and made a repair to the HVAC to make it more efficient. He also added some shelving in the KidSpace workroom, and finished adding two new workstations to Digital Services so that the DS IT Assistants could move in there with the rest of the team.

In addition to working on a large number of IT-related updates and installations, Rich worked on “2017 E-rate – Prepared and certified forms 470 requesting services and hardware for FY 2017 and began 28-day open bid process. Accepted responses to forms 470 and worked with vendors on the details of what is being requested.” All of Rich’s efforts will again save the Library a great deal of money on technology expenses.

Committees

Display and Art Committee *From Victoria:* Currently installed in the Franklin Gallery are the acrylic on paper, art projects created during the Family Art Day program held by Youth Services on April 15th. Next up in the Franklin Gallery: Culver School’s Art Show which is beginning May 15th.

Sunshine Committee: Staff held a belated Cinco de Mayo celebration with a potluck taco bar.

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

Fandom Fest: Comics and Pop Culture, *From Victoria:* planning is coming along. The logo, in the spirit of the Netflix hit, *Stranger Things*, is super-cool! Chicago cult-TV icon, Svengoolie is book to appear for autographs, pictures, and perhaps some rubber-chicken-throwing! Also appearing at our Fandom Fest is The 501st Garrison which will include cosplay-for-charity Star Wars characters, including, Storm Troopers and Darth Vader. We are planning a panel discussion on Fan Girls and Feminism, Buffy the Vampire Slayer Trivia, a costume parade, creative workshops, table-top gaming, artist and vendors, and much more!

Trustee Calendar

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

6/3-6/4—Big Fun Summer Reading Kickoff

6/21—Budget and Appropriation Hearing 6:55

6/21—Regular Meeting of the Board of Trustees following B&A Hearing—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—Fandom Fest 11 am-3 pm

September

9/11—Friends of the Library Meeting

9/20—Regular Meeting of the Board of Trustees

October

10/9—Friends of the Library Meeting

10/10-10/12—Illinois Library Association Conference, Tinley Park

10/18—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 -- April 2017

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	294	301	-2.33%			
Total District Cardholders	24,546	25,530	-3.85%			
Patron Visits	29,900	32,396	-7.70%			
Unique Library Cards Used	4,667	4,980	-6.29%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	45187	41617	8.58%	456138	397537	14.74%
Teens	3967	3160	25.44%	37826	31123	21.54%
Juvenile	43591	37165	17.29%	434686	383012	13.49%
Digital	1643	1319	24.56%	16994	12727	33.53%
Equipment	133	94	41.49%	988	519	90.37%
TOTAL Loan of Library Materials	94,521	83,355	13.40%	946,632	824,918	14.75%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	20,458	18,615	9.90%	210,151	182,231	15.32%
Periodical	1,042	1,063	-1.98%	10,926	7,986	36.81%
Audio	5,169	4,257	21.42%	46,640	45,494	2.52%
DVD	18,518	17,682	4.73%	188,421	161,826	16.43%
TOTAL Adult Loans	45,187	41,617	8.58%	456,138	397,537	14.74%
Teens						
Print	3,030	2,463	23.02%	27,967	22,769	22.83%
Periodical	12	10	20.00%	159	113	40.71%
Audio	534	368	45.11%	6,091	4,891	24.53%
DVD	388	319	21.63%	3,609	3,350	7.73%
TOTAL Teen Loans	3,964	3,160	25.44%	37,826	31,123	21.54%
Juvenile						
Print	33,295	27,488	21.13%	326,439	277,162	17.78%
Periodical	208	114	82.46%	2,155	910	136.81%
Audio	2,109	2,092	0.81%	26,420	23,141	14.17%
DVD	7,979	7,471	6.80%	79,672	81,799	-2.60%
TOTAL Juvenile Loans	43,591	37,165	17.29%	434,686	383,012	13.49%
Equipment Loan	133	94	41.49%	988	519	90.37%
Digital Loan (ebooks, eaudiobooks)	1,643	1,319	24.56%	16,994	12,727	33.53%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	18,185	14,481	25.58%	122,463	146,706	-16.52%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	6,670	7,498	-11.04%			
Holds Made Available	10,069	11,780	-14.52%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	53	67	-20.90%	686	347	97.69%
Circulating--Juvenile	4,618	4,347	6.23%	47,016	44,530	5.58%
Commons					1,057	-100.00%
Circulating--Teen	223	312	-28.53%	2,753	4,517	-39.05%
Circulating--Adult	1,713	1,626	5.35%	16,357	18,740	-12.72%
TOTAL In-House Use of Materials	6,607	6,352	4.01%	66,812	69,191	-3.44%
Items moved on Shelf	5,680			41,569	42,046	-1.13%
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]	1,313	1,466	-10.44%	13,695	5,662	141.88%
Digital Services	2,565	2,791	-8.10%	27,222	35,116	-22.48%
Kidspace Express Internet	31	193	-83.94%	461	1,794	-74.30%
Kidspace	1,214	1,154	5.20%	13,377	12,444	7.50%
Kidspace iPad Usage	350	300	16.67%	3,943	3,550	11.07%
Teen Underground	229	357	-35.85%	3,739	3,820	-2.12%
TOTAL Users	5,702	6,261	-8.93%	62,437	62,386	0.08%
Patron Wi-Fi Uses	12,179	12,603	-3.36%	122,581	116,262	5.44%
Scanning & Fax Pages	4,421	4,290	3.05%	40,800	43,596	-6.41%
Print & Copy Pages	17,768	19,154	-7.24%	175,024	152,714	14.61%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	53	27	96.30%	413	169	144.38%
Large Scale Poster Printer	19	0		57	4	1325.00%
VHS to DVD Conversion	7	18	-61.11%	118	59	100.00%
TOTAL Use of Staff Mediated Equipment	79	45	75.56%	588	232	153.45%

Monthly Statistical Report -- April 2017

USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	92	67	37.31%	558	649	-14.02%
Study Rooms 1-5	623	711	-12.38%	5,621	766	633.81%
Creative Studio A	50	39	28.21%	353	204	73.04%
TOTAL Users of Staff Mediated Spaces	765	817	-6.36%	6,532	1,619	303.46%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	29,743	29,772	-0.10%			
Facebook "Likes"	1,317	1,094	20.38%			
Buzz Blog views	548	763	-28.18%			
Media Hits (includes print and online articles and listings)	20	49	-59.18%			
e-News Subscribers	15,015	12,785	17.44%			
New Resident Letters (March)	76	63	20.63%			
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,363	2,368	271,640			
Non-shelved materials	-	-	34,509			
Equipment	-	-	86			
Total	2,363	2,368	306,235			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	94	98	-4.08%	1,627	1,153	41.11%
Test Proctoring	9	11	-18.18%	117	109	7.34%
Voters' Registration	-	3	-100.00%	28	8	250.00%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services (3rd Floor)	915	1,173	-21.99%	9,179	10,281	-10.72%
Commons Desk	17	55	-69.09%	477	625	-23.68%
Fiction/Audiovisual Services Desk (2nd Floor)	1,478	1,538	-3.90%	14,983	20,005	-25.10%
Patron Services	4,873	13,253	-63.23%	71,716	77,758	-7.77%
Technology Desk	2,107	1,290	63.33%	15,728	15,104	4.13%
Teen UnderGround Desk	333	358	-6.98%	5,245	4,965	5.64%
Outreach Service	2,399	2,883	-16.79%	27,312	22,554	21.10%
Youth Service/KidSpace Desk	3,557	4,417	-19.47%	37,674	44,125	-14.62%
Total Service Interactions	15,679	24,967	-37.20%	182,314	195,417	-6.71%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,694	5,071	-7.43%	49,873	32,946	51.38%
Items Received from CCS Libraries for Patrons	3,315	4,359	-23.95%	35,329	31,234	13.11%
Items Lent to OCLC Libraries	333	292	14.04%	3,474	2,983	16.46%
Items Received from OCLC Libraries for Patrons	26	125	-79.20%	875	1,113	-21.38%
Total Interlibrary Loan	8,368	9,847	-15.02%	89,551	68,276	31.16%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	226	259	-12.74%			
Number of Visits	160	192	-16.67%			
Institutions						
Number of Institution Deposit Collections	10	12	-16.67%			
Number of Visits	10	12	-16.67%			
Schools						
Items Delivered	692	532	30.08%			
Number of Trips	16	19	-15.79%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	17	153				
Adult and Outreach Services & Programs	6	39				
Digital Services & Programs	5	37				
Patron Services	6	42				
Teen Services & Programs	17	162				
Youth Services & Programs	29	128				
Total Volunteers and Hours This Month	80	561				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>85</i>	<i>351</i>				

Monthly Statistical Report -- April 2017

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change	
Youth Programs	87	3,712				
Teens Programs	16	1,038				
Adults Programs	62	1,613				
Outside Meetings	10	200				
TOTAL PROGRAMS AND EXHIBITS	175	6,563				
Programs--Youth						
1KBK registrations	1	18				
One Thousand Books before Kindergarden added visits	ongoing	6				
Babytime (parent & child)	4	123				
Bibliobop	1	85				
Big Kids Storytime	4	66				
Book Buddies	10	20				
Chess Club	4	116				
Dia De Los Ninos	1	80				
Elementary Liaison visits to parent events	2	80				
Evening Family Storytime	4	58				
Family Art Day	1	30				
Family Movie: Secret Life of Pets	1	80				
Famished for Fiction	2	10				
I Spy Tank	1	102				
In-house Toys and Games	1	366				
Lego WeDo	1	5				
Library Night Out: Magic Show	1	347				
Library Night Out: Pizza Party	Part two	296				
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club	4	62				
Neighbor Time	4	68				
Poetry Scavenger Hunts	2	200				
Preschool Storytime	4	80				
Preschool Visits to Classroom/Daycare	8	120				
Reading Challenge	4	434				
Reading Patch Club added visits	ongoing	15				
Reading Patch Club registrations	1	34				
Rise & Shine Storytime (parent & child)	3	96				
School's Out Movie	1	19				
Second Saturday Bingo Breakfast	1	22				
Second Sunday - Bubbles with Mr. Ben	1	137				
Smart Money Week: Start Saving for College Early	1	3				
Teacher Use of Die Cut Machine	ongoing	3				
Toddler Time	4	141				
Video Games	1	114				
Wonder Ground - Water	8	172				
World Language Storytimes-Polish, Spanish, Russian	1	15				
Writing Center	1	89				
Total Youth Services Programs	87	3,712	80	3,997	-7.13%	
Programs--Teen Audience						
Abraham Lincoln Award	1	10				
District 63 Charity Basketball Sponsorship Table	1	30				
Drop in DIY: Button Making	1	1				
Games	1	64				
Maker Lab: Music Tech	1	2				
Movie in the Underground	1	5				
Poem in Your Pocket	1	343				
Practice ACT/SAT : Follow-up	1	3				
Practice ACT/SAT: Find the Right Fit	1	8				
Teen Advisory Board (TAB)	1	5				
Teen Poetry Contest	1	80				
Videogames	1	64				
Visits to Schools in Service Area	4	423				
Total Teen Programs	16	1038	11	373	178.28%	
Programs--Adult Audience						
BookBites Popular Fiction Discussion	1	19				
Book Discussions- Literary	2	12				
Book Discussion - Low Vision Group	1	6				
Chicago's Fabulous Fountains	1	19				
Citizenship Class	3	8				

Monthly Statistical Report -- April 2017

LIBRARY PROGRAMS AND EXHIBITS (Cont.)	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
CJE Senior Life	1	0			
Clean and Green at Home	1	20			
Draining Chicago: The Early City and the North Area	1	16			
DS 1-2-1 Tech Help	6	6			
DS Adult Computer Beginner Part 2	2	20			
DS Computer & Internet Security	1	19			
DS Create Decorative Banners	1	3			
DS Engrave a Poem	1	2			
DS Free Digital Movies, Music, eBooks, and Magazines	1	5			
DS Google Hangouts	1	4			
DS Intro to Animation in Adobe After Effects	1	4			
DS Microsoft Excel 2016: The Basics	1	12			
DS Microsoft Excel 2016: Beyond the Basics	1	10			
DS Save it the Cloud	1	13			
DS Tablet Tuesday	1	5			
History Comes Alive: Hamilton's Women - Leslie Goddard	1	74			
Job Counseling	1	0			
Library Night Out Pizza Party	1	296			
Low Vision Support Group Meeting	1	9			
Money Smart Week Event: Count the Candy Contest	1	24			
Money Smart Week Event: Find Missing Money I-Cash	1	32			
Money Smart Week Event: Foundations of Investing	1	21			
Money Smart Week Event: Property Tax Appeal 101	1	27			
Money Smart Week Event: Retirement Making Your Money Last	1	28			
Money Smart Week Event: Senior Coffee Hour Nutrition & Aging	1	24			
Money Smart Week Event: Travel for Free (Or Almost)	1	27			
Money Smart Week Event: Wills & Trusts	1	38			
National Poetry Month: Renku Japanese Poetry	1	8			
National Poetry Month: Local Author Love Poems	1	20			
New Release Movie: Southside with You	1	12			
Niles Songwriters	1	4			
Oakton ESL English as a Second Language Classes	7	282			
Polish Book Discussion	1	10			
Polish Program: Around the World in 80 Minutes	1	105			
SCORE Small Business Counseling	3	1			
SCORE Spring Series Marketing Matters: Email Marketing	1	6			
SCORE Spring Series Marketing Matters: Market with Video	1	6			
SCORE Spring Series Marketing: 30 Ways to Grow Email List	1	4			
Shakespeare's Women	1	20			
Swing Into Spring Senior Expo at Golf Mill	1	332			
Total Adult Programs	62	1,613	72	1,917	-15.86%
LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Community Meetings in Library Spaces					
Niles All American Toastmasters	1	10			
Classical Conversations Homeschool Group	1	40			
WB Movie Poster Exhibit & Matching Game	1	42			
Jeff Prosanky-Mather H. S. Alumni Scholarship Meeting	1	12			
Nadya Benyamin	2	16			
Muslim Homeschoolers	2	40			
Niles Township Toastmasters	2	40			
Total Community Meetings	10	200	14	180	11.11%
GRAND TOTAL PROGRAM AND ATTENDANCE	175	6,563			

Diane Winberg

From: Susan Lempke
Sent: Monday, May 1, 2017 9:08 AM
To: Maryellen Essig; Stacy Moss-Paul
Cc: Dodie Frisbie; ##Everyone, Everywhere
Subject: FW: Inter Library Loan

So nice to get an email like this—thanks for your good work!

From: Chris Olsen [mailto:astockedtrout@gmail.com]
Sent: Monday, May 1, 2017 2:17 AM
To: Susan Lempke <slempke@nileslibrary.org>
Subject: Inter Library Loan

Hello my name is Chris (CJ) Olsen

I am the lucky recipient of your generosity. I have been looking for a copy of Susan Slept Here, and constantly had come up short. I found out about the library to library loan program. You were kind of enough to fill my request for the DVD. Thank you from the very bottom of my heart. My Mom is going to be so happy to it. She said that it is one of her favorite movies, and she has not seen since it was released in theaters years ago. I truly hope that someone in your origination is able to have a request filled by the Pike Peak Library District in Colorado Springs, CO. I am so amazed and thankful that books, movies and art is available beyond our own communities and are willingly shared!

Thank you,

Chris (CJ) Olsen

Patron Suggestions and Comments for May 2017

Responses to Patron Suggestions and Comments

Suggestions

List the expected due date for searches in catalog—would ease multiple searches over several days for the same item. E. U.

Unfortunately, due dates are far more complicated than they would seem. It would be easy to show when a particular copy is due back, but the holds list factors in whether you are a local patron, a CCS (our consortium) patron, a north suburban non-CCS patron, another suburban patron, or a Chicago patron. So while searching it might look like something was due back next week, but in fact it might be on hold for someone, and when you might get it would depend on which type of patron you are. As you can imagine, it becomes very complex, and that is why we don't even attempt to give that information out—it would be very misleading in many cases. I apologize for the inconvenience, though.

Microwave in food court. Mrs. C.

We wish we could agree to this request, but we are concerned that the smells of microwaved food would not be appealing to the other patrons.

I would like to see *Girl's World* purchased. N. D.

Thank you for the suggestion—we are looking into this.

My children designed bookmarks and they are looking forward to seeing them displayed on the big board like in the past year. They are sad to find out their bookmarks won't be displayed this year. Please reconsider.

We will discuss the possibility of displaying the bookmarks in some way. This year is an experiment. Thank you for your feedback.

The Oakton sidewalk entrance is not wheelchair accessible. Needs to be fixed.

We will look into this, and I appreciate your pointing this out to us.

When checking out items, there's an option to email a receipt. Yet, when checking in the same item, there's not an option to email a receipt, but only to not print or print. Why? It makes sense to email a receipt for both checking out and checking in the same item. Right? M. B., Niles.

That is an excellent point—we will make that suggestion and see if it's possible. Thanks for writing.

Patron would like a waste basket in the vestibule.

We are working now on our placement of waste baskets.

Frustrations

Please prohibit people from eating and drinking while using computers in the computer room. People sit there and crunch and chew snack foods from noisy plastic wrappings. Loud chewing and crunching is very annoying to me when I'm concentrating on reading/writing with the computers. The library should BAN ALL eating and drinking except in the food area!!! It's also a bad way to eat mindlessly while the mind is occupied elsewhere. People are also eating and crunching and drinking loudly at tables in the 2nd floor reading room.

We do in fact have a rule that food is to be eaten in the café area and not in other areas of the Library. I will remind staff that they need to make sure patrons all understand this.

You have the worst, most useless hand dryers on the market. Please replace.

Please let us know which hand dryers in particular you mean—the one I generally use works fine, so I'm not sure which ones don't work as well.

The magic show was "full capacity." A staff member opened the door with a sarcastic smile turned me away and my two-and-a-half-year-old daughter only to let another couple with a child come in after us. I felt discriminated against. S. S., Niles.

I apologize that you had a bad experience. I can assure you that the staff member in question would never be sarcastic toward a patron and is very inclusive, so I can only assume that the stressful situation caused a miscommunication. I will look into it further, though, and again, I am sorry that you felt unfairly treated.

Comments

Tina was especially kind, helpful & friendly. Then Corinne helped too, as well as Fran. I have NEVER experienced such friendliness from the front desk staff. They ought to do a training for some of the people here who never acknowledge, smile, nor offer to check out people!

Donnette was very kind and helpful. I really appreciated her help. She went to a lot of trouble and was very pleasant! You have a great staff!! All of them. B. S.

Enjoy the DVD collection, especially old classic movies. Also, find your periodicals very interesting and varied. Non-fiction is also an excellent department. I am thankful this library is here!

Thank you for buying Harlequin Series romances. Not all libraries have them! I can't find the Harlequin Historical in the stores. Please continue to buy them and keep them in your collection. I LOVE THEM. I am college education and still love a good "happily ever after." I appreciate it very much.

Matt downstairs by the computers was the most helpful employee that I've met at the Niles Library.

I needed help to set a new computer. I ask Mr. Matt at the computer room for assistance. Everything was friendly and successful. I think many people are benefiting from him and his knowledge. With respect, thanks!!!

Thank you for providing this year's tax forms (US & ILL). Usually, I file electronically, but this year I will need to file paper and pen. However, because of the additional resources (help, other websites, etc.), I may be able to file electronically. I can always depend on our nice library for resources and information; I really, really appreciate it. Staff is helpful, professional and is ready with a smile. Our library and staff are the best in the area!! Go Niles!!! H. H., Niles.

The people here are unfailingly nice and helpful.

A cheerful "thank you" for all the kind help from Mr. Matt. I was truly in awe of his knowledge and kindness. Thank you. M. H.

Thanks very much for offering the Roku products. I have let many friends and family know and they themselves have checked them out repeatedly. We've enjoyed them enough that several of us have gone out and purchased the Roku Sticks for ourselves.

Thanks to each and every one of you who took the time to write—it is wonderful to hear how the staff and services are appreciated. I will make sure the staff members and their supervisors get your notes.

New Business - Recommended Actions

A. Recommended Action on Trustee Procedures and Guidelines

MOVE the Library Board of Trustees adopt the Trustee Procedures and Guidelines for 2017-2019.

Memorandum A of Recommended Board Action

This document was prepared for two purposes. First, it attempts to set out useful information for all of the trustees such as how to request an item be added to the agenda, and what the important board responsibilities are and when they take place. Second, it offers guidance based on the Trustee Handbook and on previously agreed upon rules for Board interactions with each other and with staff members.

It is a draft, and can be changed and modified before being adopted by the Board. It will need to be re-approved by each new board, so every two years.

Effective Board Meetings

Excerpted from the Public Library Trustee Manual, 2016

Preparation is key

To a great extent, the work done before each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). The board president is given the opportunity to add agenda items. Board members wishing to have an item added to the agenda should contact their board president or the library director.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board packet. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, providing written reports to the board prior to the meeting (such as the director's report) will save valuable meeting for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials before each meeting.

Follow the law

The Illinois Open Meetings Act places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. Each board member must complete Open Meetings Act training within 90 days of being sworn into office.

At meetings

The Board President uses Robert's Rules to run the meeting efficiently. Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

Effective decision-making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for trustees to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own. As members of a governing body, you must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

The Board President has the responsibility for:

- Checking for a quorum
- Calling the meeting to order, always starting on time
- Introducing visitors
- Requesting approval of the minutes
- Establishing clear time limits
- Keeping the Board focused on the business at hand
- Summarizing points made frequently
- Following the agenda and established order of business as established in the bylaws
- Keeping the discussion on track
- Calling for the meeting to adjourn

Niles-Maine District Library Important Timelines

Budget & Appropriations: The Board usually sees a first draft of the proposed Budget & Appropriations in April and approves the tentative Budget & Appropriations Ordinance at a second presentation. The second presentation of the budget can be at a special board meeting or at a regular board meeting, in April or May. They give notice of a public hearing which takes place immediately before the June board meeting, and the tentative Budget & Appropriations Ordinance is posted on the website for the public to review. The Board approves the final ordinance at the June meeting so it is established at the beginning of the new fiscal year on July 1; however, it is legal to wait to give final approval as late as the fourth Tuesday of September.

Levy: The Board determines the levy at the October meeting (which gives the library staff direction on preparing the ordinance), and adopts the Ordinance Levying and Assessing Taxes at the November meeting. The last date to do this is the first Tuesday in December.

Statement of Economic Interest: Each Board member must file a Statement of Economic interest online with the Cook County Clerk's office. They will receive a link by email in March or April, and the statement must be filed by May 1.

Evaluation of the Director: The Board is responsible for evaluating the Director at least once a year to set goals and to decide upon a raise. The current Director's review date is in May.

Niles-Maine District Library Trustee Guidelines

A. Open Meetings Act

- Trustees must be aware that when three of them are together, they may not discuss library business.
- Trustees must be aware that all forms of communication (face-to-face, telephone, email, text) all can become a meeting if three or more are communicating.
- The Library Director and members of the public may communicate with all of the members of the Board simultaneously; however, the Board members should never “reply all,” or it will violate the Open Meetings Act.

B. Chain of Command

Under the Illinois Public Library District Act, the Board is responsible for virtually all aspects of running the library, from the “supervision, care, and custody of the grounds, rooms or buildings,” to the investment of funds, to the filing of the annual report with the Illinois State Library, to purchasing materials and signing contracts. However, the Board may also “appoint and fix the compensation of a qualified librarian to act as administrator of the district’s daily operations.” In practical terms, this means that the Board delegates the above responsibilities to the Director. These points are spelled out in the Bylaws.

Board communications should always be with the Director, who is their sole employee. As patrons of the Library, they can of course have conversations with members of the staff, but when they have Board-related questions, those questions need to come through the Director.

All Board members are welcome to contact the Director with questions and concerns. It is important to note, though, that when an individual trustee would like information that would require more than a short amount of time (five-ten minutes, say) to put together, then that request needs to be made at a Board meeting so the trustees can decide if the Board wants to make that request of the Director or the staff.

C. Setting the Meeting Agendas

Trustees who wish to have something placed on the agenda should contact the Board President or the Library Director at least one week before a Board meeting. These requests will usually be honored, but it is up to the discretion of the President to manage the Board meeting time productively.

May 17, 2017

New Business - Recommended Actions

B. Recommended Action on Library Audit

MOVE the Library Board of Trustees approve the appointment of and payment to McClure Inserra & Company Chartered in the estimated amount of \$16,400 to perform the audit of the Niles Public Library District as of and for the year ending June 30, 2017.

Memorandum B of Recommended Board Action

A copy of the engagement letter is attached.

The current year fee estimate is higher by \$1,900 for two reasons. The first reason is that McClure Inserra will need to do some additional work around the implementation of IMRF this year. This is estimated to cost \$1,500. The second reason is that McClure Inserra will need to perform some additional testing due to the departure of Kathy Toy at the end of April to ensure proper separation of duties and appropriate cutoff procedures around the cutoff at end of the fiscal year.



May 1, 2017

Board of Trustees and Management
Niles Public Library District
6960 Oakton Street
Niles, Illinois 60714

Dear Board Members and Management:

Enclosed is our engagement letter for the June 30, 2017 audit.

Thank you for letting us be of service to you and the Library. As always, we are looking forward to working with you and the Library staff again this year.

Sincerely,

Judy A. Walther

Enclosure



May 1, 2017

Board of Trustees and Management
Niles Public Library District
6960 Oakton Street
Niles, Illinois 60714

Dear Board Members and Management:

We are pleased to confirm our understanding of the services we are to provide Niles Public Library District for the year ended June 30, 2017. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information including the related notes to the financial statements, which collectively comprise the basic financial statements, of Niles Public Library District as of and for the year ended June 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Niles Public Library District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Niles Public Library District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance..

We have also been engaged to report on supplementary information other than RSI that accompanies Niles Public Library District's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary

information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Niles Public Library District's financial statements. Our report will be addressed to the Board of Trustees of Niles Public Library District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will

request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Niles Public Library District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will prepare financial statements of Niles Public Library District in conformity with U.S. generally accepted accounting principles based on the information provided by you. As part of our engagement, we will also prepare the Annual Financial Report required to be filed with the Office of the Comptroller of the State of Illinois for the year ended June 30, 2017. We will perform the services in accordance with applicable professional standards. All of the other services are limited to the services described above. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles. Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3)

unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report there on or make the audited financial statements readily available to users of the supplementary information no later than the date of the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information, in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing. The fee estimate is based on the premise that your personnel will be instructed to provide us with assistance in the

preparation of various schedules, which we will request prior to our arrival. This will enable us to spend a minimum amount of time performing clerical tasks and thus concentrate strictly on audit functions. You recognize that and acknowledge that the failure of District personnel to provide such information on a timely basis will delay our completion of the engagement and increase our fees and costs.

We expect to begin our audit mid- September 2017 and plan to issue our report no later than your November 2017 Board of Trustees meeting. Paul V. Inserra is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be based on time spent at our standard hourly rates plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We estimate the fee to be \$14,900 for the audit, financial statement preparation, the annual financial state report and management letter (if necessary). With the enrollment into IMRF, it will be necessary to implement GASB 68 – Pension Accounting, which includes additional audit testing, recording, presentation and disclosure of pension liabilities and expenses for IMRF. The additional fee for the implementation year is \$1,500.

These estimates are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you prior to billing.

We appreciate the opportunity to be of service to Niles Public Library District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Sincerely,

McClure, Inserra & Co., Chtd.

McClure, Inserra & Company, Chartered

RESPONSE:

This letter correctly sets forth the understanding of Niles Public Library District.

By: _____

Title: _____

Date: _____

New Business—Recommended Actions

C. Recommended Action on Health Insurance

MOVE the Library Board of Trustees approve the recommended renewal of the healthcare insurance plan with Blue Cross Blue Shield (E2EC1705) beginning on July 1, 2017 and ending on June 30, 2018.

Memorandum C of Recommended Board Action

Current contract with Blue Cross Blue Shield

Currently we offer all full time employees healthcare coverage provided by Blue Cross Blue Shield. The plan is a grandfathered plan which means that it is a traditional pre-Affordable Care Act plan which has four levels of coverage. The Library subsidizes single employee coverage at 90% and coverage in excess of single coverage at 75%. The table below illustrates our current contract with expected enrollment numbers for 2017-2018:

Coverage Level	Enrolled	Monthly Cost	Price Tag	Net Cost	Total
Employee	27	\$ 921.07	\$ 92.00	\$ 829.07	\$ 22,384.89
Employee + spouse	7	\$2,028.63	\$ 370.00	\$1,658.63	\$ 11,610.41
Employee + child	1	\$1,342.40	\$ 195.00	\$1,147.40	\$ 1,147.40
Employee + family	3	\$2,449.96	\$ 475.00	\$1,974.96	\$ 5,924.88
		Total Monthly Cost			\$ 41,067.58
		Total Annual Cost			\$ 492,810.96

Blue Cross Blue Shield Renewal

Blue Cross Blue Shield submitted rates for the same grandfathered plan to the Library which shows the following:

Coverage Level	Enrolled	Monthly Cost	Price Tag	Net Cost	Total
Employee	27	\$ 963.65	\$ 96.00	\$ 867.65	\$ 23,426.55
Employee + spouse	7	\$2,198.96	\$ 405.00	\$1,793.96	\$ 12,557.72
Employee + child	1	\$1,344.30	\$ 195.00	\$1,149.30	\$ 1,149.30
Employee + family	3	\$2,548.92	\$ 493.00	\$2,055.92	\$ 6,167.76
		Total Monthly Cost			\$ 43,301.33
		Total Annual Cost			\$ 519,615.96

Keeping the enrollment levels constant, the new pricing from Blue Cross Blue Shield represents a **blended increase of 5.4% or \$26,805** which is well below the non-grandfathered pricing we received.

New Business—Recommended Actions

D. Recommended Action on Health Insurance

MOVE the Library Board of Trustees approve the recommended price tags to be charged for health insurance beginning on July 1, 2017 and ending on June 30, 2018.

Monthly Price Tags	2017-2018 Monthly	2017-2018 Per Payroll
Employee	\$ 96.00	\$ 48.00
Employee + spouse	\$ 405.00	\$ 202.50
Employee + child	\$ 195.00	\$ 97.50
Employee + family	\$ 493.00	\$ 246.50

Memorandum D of Recommended Board Action

The Library has split the cost of health care insurance with enrolled eligible employees in the past as follows:

Coverage Type	Amount Employee Pays	Amount Library Pays
Employee Coverage	10%	90%
Family Coverage	25%	75%

This table has resulted in affordable “price tags” (the amount which is charged to employees each month and each pay. The table below shows the price tags which are applicable for the 2016-2017 fiscal year as well as the recommended price tags for the 2017-2018 fiscal year.

Monthly Price Tags	2016-2017 Monthly	2016-2017 Per Payroll	2017-2018 Monthly	2017-2018 Per Payroll	Monthly Change	Per Payroll Change
Employee	\$ 92.00	\$ 46.00	\$ 96.00	\$ 48.00	\$ 4.00	\$ 2.00
Employee + spouse	\$ 370.00	\$ 185.00	\$ 405.00	\$ 202.50	\$ 35.00	\$ 17.50
Employee + child	\$ 195.00	\$ 97.50	\$ 195.00	\$ 97.50	\$ -	\$ -
Employee + family	\$ 475.00	\$ 237.50	\$ 493.00	\$ 246.50	\$ 18.00	\$ 9.00

New Business—Recommended Actions

E. Recommended Action on Liability and Workers' Compensation Insurance

MOVE the Library Board of Trustees approve the recommended purchase Liability and Workers' Compensation insurance in the total amount of \$58,943 for the 2017-2018 fiscal year as follows:

Vendor	Amount	Source
Utica Insurance	\$28,033	Liability Insurance Fund
Travelers Insurance	\$3,421	Liability Insurance Fund
Hartford Insurance	\$27,489	Workers' Compensation Fund
Total	\$58,943	

Memorandum E of Recommended Board Action

Our insurance broker, Cook & Kocher, took our business to market to get the most competitive pricing. The market exercise included our legacy insurance underwriters as well as other major players. From this activity, Cook and Kocher assembled the best proposal to keep our insurance costs at a reasonable level. The net effect is that our insurance costs will increase next year by \$5,008 or 9.29%.

The reason for the increase is directly related to the experience the Library had over the last year with workers' compensation insurance. There were two cases (a back injury and a slip and fall) which resulted in significant payments being made to employees for their care and related therapy. This increased our claims history which in turn increased our rate.

The following table shows the coverage and associated costs:

Insurance Type	Vendor	2016-2017	2017-2018	Percentage Change
Liability Package	Utica	\$22,686	\$23,329	2.83%
Auto	Utica	\$2,607	\$1,586	-39.16%
Umbrella	Utica	\$3,053	\$3,118	2.13%
Workers Comp	The Hartford	\$22,168	\$27,489	24.00%
Commercial Crime	Travelers	\$3,421	\$3,421	0.00%
Total Premium		\$53,935	\$58,943	
Dollar Difference			\$5,008	
Percentage Difference			9.29%	

INSURANCE PROPOSAL

PREPARED FOR:

**NILES PUBLIC
LIBRARY
6960 W. Oakton St
Niles, IL 60714**

PRESENTED BY:

Jack Cook, CLU, ChFC, RHU

**Cook and Kocher Insurance Group, Inc.
300 S. Northwest Highway, Suite 208
Park Ridge, IL 60068
847-692-9200 - Phone
847-692-9299 - Fax**



This presentation is designed to give you an overview of the insurance coverage's we are offering for your company. It is meant only as a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies that will be written for you. Please refer to your specific insurance contracts for details on coverage's, conditions and exclusions.

COMMERCIAL PROPERTY COVERAGE

Named Insured: Niles Public Library

Company Name: Utica National

Policy Term: 07/01/2017 – 07/01/2018

Premises Number: 0001 Building Number: 0001
 Street Address: 6960 W. Oakton St., Niles, IL 60714

Limits	Property Description	Deductible	Co-Ins	Value	Cause of Loss
\$17,494,719	Building	\$1,000	90%	RC	Special w/theft
\$3,571,229	Business Personal Property	\$1,000	90%	RC	Special w/theft
\$7,048,781	Collection	\$1,000		AV	Special w/theft
\$1,591,968	Computers (EDP)	\$1,000			
\$557,507	Business Income	72 Hours			
\$50,000	Back Up of Sewer & Drains	\$1,000			

- ** Building limit was \$17,321,504.
- ** Business Personal Property limit was \$3,535,870.
- ** The Collection limit was \$6,978,991.
- ** The Computer (EDP) limit was \$1,576,206.

COMMERCIAL GENERAL LIABILITY COVERAGE

Named Insured: Niles Public Library

Company Name: Utica National

Policy Term: 07/01/2017 – 07/01/2018

Limits	Coverage Description
\$1,000,000	Each Occurrence – Bodily Injury & Property Damage
\$2,000,000	General Aggregate
\$2,000,000	Products & Completed Operations Aggregate
\$1,000,000	Personal & Advertising Injury
\$100,000	Damage to Rented Premises (each occurrence)
\$10,000	Medical Expense (Any one person)
\$1,000,000	Employee Benefits Liability

COMMERCIAL AUTOMOBILE COVERAGE

Named Insured: Niles Public Library

Company Name: Utica National

Policy Term: 07/01/2017 – 07/01/2018

Limits	Coverage Description
\$1,000,000	Combined Single Limit – Bodily Injury & Property Damage
\$1,000,000	Uninsured Motorists
\$1,000,000	Underinsured Motorists
\$5,000	Medical Payments
Included	Hired & Non Owned
\$500	Comprehensive
\$500	Collision

Vehicle: 2016 Dodge Grand Caravan, vin #2C4RDGBG7GR203529

COMMERCIAL CRIME COVERAGE

Named Insured: Niles Public Library

Company Name: Travelers

Policy Term: 07/01/2017 – 07/01/2018

Limits	Coverage Description
\$2,500,000	Employee Theft

WORKERS COMPENSATION POLICY

Named Insured: Niles Public Library

Company Name: The Hartford

Policy Term: 07/01/2017 – 07/01/2018

Limits	Coverage Description
\$1,000,000	Each Accident
\$1,000,000	Disease – Policy Limit
\$1,000,000	Disease – Each Employee

Location	Code	Classification	Est. Payroll
001	8810	Clerical Office Employees NOC	\$3,098,160
001	7380	Drivers	\$131,750
001	9101	Building Operations	\$168,900

Professional Liability

Named Insured: Niles Public Library

Company Name: Utica National

Policy Term: 07/01/2017 – 07/01/2018

Limits	Coverage Description	Retention
\$1,000,000	Directors & Officers Liability	N/A
\$1,000,000	Employment Related Practices Liability	\$5,000

Umbrella & Catastrophic Coverage's Coverage

Named Insured: Niles Public Library

Company Name: Utica National

Policy Term: 07/01/2017 – 07/01/2018

Limit	Coverage	Deductible / Retention
\$4,000,000	Umbrella	\$10,000
\$1,000,000	Flood	\$25,000
\$1,000,000	Earthquake	\$2,500

PREMIUM SUMMARY

Named Insured: Niles Public Library

Coverages	Utica Travelers Hartford	Utica Travelers Hartford
	2016-2017	2017-2018
Package	\$22,686	\$23,329
Automobile	\$1,956	\$1,586
Umbrella	\$3,053	\$3,118
Workers Compensation	\$22,168	*\$27,489
Directors & Officers	Included	Included
Crime	\$3,421	\$3,421
Total	\$53,284	\$58,943

***Experience Mod is up to 1.02 from 0.80 from last year.**

May 17, 2017

New Business—Recommended Actions

G. Recommended Action on Vendor Sales at Fandom Fest

MOVE the Library Board of Trustees allow vendors to set up tables and sell goods during the special library event Fandom Fest: Comics and Pop Culture on August 19, 2017.

Memorandum G of Recommended Board Action

The Library is planning a special Saturday event on August 19, 2017 called Fandom Fest: Comics and Pop Culture, which is a variation of the hugely popular Comic Con. It is an expected part of these events for vendors to sell memorabilia and artwork and other material related to the characters and comics. Each vendor would be entirely responsible for securing their materials and any money, and would be required to sign a disclaimer so that the Library is not accepting any responsibility for securing any property from theft or damage. We feel it is an important part of the event and recommend that the Board approve sales during the hours of the event.

May 17, 2017

New Business—Recommended Actions

H. Recommended Action on Intergovernmental Library Agreement

MOVE the Library Board of Trustees approve the Intergovernmental Agreement to establish the Electronic Content Consortium.

Memorandum H of Recommended Board Action

The Library has participated in MyMediaMall to collectively purchase electronic materials through OverDrive so the collections can be shared and prices negotiated collectively. Because it began under the now-defunct North Suburban Library System (NSLS), no formal governance structure was put in place initially. The library directors and staff feel it is important to put a governance structure in place so that our mutual responsibilities and obligations are set forth clearly, as well as a mechanism for group decision-making. Digital Services Supervisor Suzanne Wulf participated in the Committee which drafted this agreement together with the assistance of attorneys from Ancel Glink through RAILS.

INTERGOVERNMENTAL LIBRARY AGREEMENT

THIS AGREEMENT dated as of _____, 2017 is by and between the units of local government enumerated in Exhibit A (“each a “Member Library” and in the aggregate “Member Libraries”) (“Agreement”). The Agreement becomes effective on the date on which all the Member Libraries have approved this Agreement and adopted it in the manner required by law.

WHEREAS, Illinois units of local government are authorized, under the provisions of Article VII, Section 10 of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, to enter into intergovernmental agreements to jointly exercise any power or powers, privileges, functions, or authority exercised by a public agency of the State of Illinois unless expressly prohibited by law; and

WHEREAS, the Member Libraries provide library services to their respective communities; and

WHEREAS, the Member Libraries are seeking to memorialize and document their activities with respect to the joint purchase and provision to their respective communities of certain e-content known as My Media Mall on the Overdrive platform; and

WHEREAS, the Member Libraries continue to have an individual and joint interest in leveraging their purchasing power and authority to provide online electronic content to their respective patrons; and

WHEREAS, the Member Libraries wish to memorialize their individual and joint rights and responsibilities in regard to contracting and delivering e-content; and

WHEREAS, the Member Libraries find it to be in each of their respective interests to enter into this Agreement to form a consortium to jointly contract for and deliver electronic content;

NOW, THEREFORE, in consideration for the foregoing recitals, and the mutual covenants and promises contained below, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

SECTION ONE: THE CONSORTIUM

1.1 The Member Libraries hereby establish a consortium of local government library entities to be known as the Electronic Content Consortium (“ECC”). Member Libraries may join as an individual unit or choose to be represented under an umbrella organization. The initial membership of the consortium shall be comprised of the units of local government enumerated in Exhibit A.

1.2 The purpose of the ECC is to achieve economies of scale by jointly negotiating and purchasing electronic content as may be deemed appropriate and authorized by the Member Libraries.

1.3 Each Member Library, regardless of whether the Member Library is an individual member or a member under an umbrella organization, shall appoint a representative to ECC and each individual Member Library shall have one vote on all ECC matters.

1.4 Upon the date of adoption of this Agreement by the 60th Member Library (“Formation Date”), the Member Libraries of ECC shall proceed to elect an Executive Committee consisting of nine (9) individuals from the Member Libraries. An election administrator (“Election Administrator”) shall be chosen by the Member Libraries to conduct the election. Each Member Library shall have 21 days from the Formation Date in which to send to the Election Administrator a nomination for the Executive Committee slate. If the number of nominees for the election of the first Executive Committee exceeds the number of seats on the Executive Committee, there will be an all Member Library election to determine the members of the Executive Committee. The Election Administrator shall manage the election as described hereafter. Said first Executive Committee election will be held within 21 days of the close of the nominations and may be performed by electronic means with each Member Library having one vote. The members of the first Executive Committee will be those candidates receiving the highest number of votes. In the event of a tie, a runoff election will be held within five (5) days of the close of the election. The runoff may be performed by electronic means with each Member Library having one vote.

1.5 The members of the Executive Committee shall appoint a Chair, Vice-Chair, Treasurer, and Secretary. The Chair, Vice-Chair, Treasurer and Secretary shall each serve two-year terms and their successors shall be determined in the same manner of election as the initial Chairperson, Treasurer and Secretary.

- 1.6 The Executive Committee shall have the following duties:
- A. To develop bylaws or other organizational documents that will govern how the business of the ECC will be conducted.
 - B. To identify opportunities and negotiate contracts on behalf of the Member Libraries and present such contracts for acceptance by in person or electronic vote.
 - C. To review the operation of ECC and recommend to the Member Libraries any operational changes to ECC it deems necessary or advisable and necessary.
 - D. The Executive Committee shall meet no less frequently than once per calendar quarter.
- 1.7 Each member of the Executive Committee shall have one vote on matters considered by that Committee. Two-thirds of the members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of that Committee. Any matter approved by a majority vote at a meeting of the Executive Committee shall be presented to the membership for in person or electronic approval.
- 1.8 An annual meeting of the membership shall be held each year on the first Thursday of March. The Chairman of the Executive Committee shall preside over said annual meeting.
- 1.9 Following the election of the initial Executive Committee and the subsequent appointment of the Chair, Vice-Chair, Secretary, and Treasurer, the members of ECC shall enact bylaws governing the operations of ECC and its committee(s) and officers.

SECTION TWO: MEMBER LIBRARY RESPONSIBILITIES

Each Member Library shall:

- 2.1 Pay the ECC or its agent, any other amounts due for online electronic content agreements ECC has entered into with approval by the Member Libraries. In the event any Member Library fails to timely pay its obligations for online electronic content within ten (10) days of the due date, the Executive Committee may suspend that Library Member's membership status. If said Library Member fails to pay the full amount due within thirty (30) days, the Executive Committee may recommend to the membership

any action it may deem appropriate, including termination of said Member Library's membership in the ECC.

2.2 Utilize all contracted for online electronic content only as authorized in the respective agreements with whom ECC has entered into

SECTION THREE: LIBRARY MEMBER MEETINGS AND MEMBERSHIP

3.1 The Annual Meeting of the Members shall be held on the first Thursday in March.

Written notice of each meeting of the Library Members, stating the date, time, and place of the meeting shall be delivered not less than ten (10) nor more than sixty (60) days before the date of the meeting. Notice of the meeting may be delivered by mail or electronic means. The Chair shall preside over the annual meeting of Library Members.

SECTION FOUR: INDEMNIFICATION

4.1 Each member of ECC shall indemnify and hold harmless the other members of ECC for its acts and omissions arising out of this Agreement.

SECTION FIVE: TERM OF AGREEMENT

5.1 Library Members may voluntarily terminate membership anytime after one year of participation in ECC by providing written notice to the Chair of the Executive Committee no less than ninety (90) days prior to the proposed termination date.

5.2 This Agreement may be terminated by an affirmative vote of 2/3 of the Library Members of the ECC.

5.3 Termination of this Agreement shall not eliminate or reduce any obligation for Library Members to pay amounts due under ECC contracts signed during the terminating Library Member's membership in ECC.

SECTION SIX: RESIDUAL RELATIONSHIPS

6.1 Illinois libraries that currently participate in My Media Mall that chose not to adopt and execute this Agreement and join the ECC will be allowed to participate in the My Media Mall platform through the end of any contract signed before the date of this Agreement (the "Non-Member Libraries"). The

Non-Member Libraries will be liable for any payments under existing contracts but do not have voting or management rights with respect to the ECC.

SECTION SEVEN: BINDING EFFECT

7.1 This Agreement shall be binding upon and inure to the benefit of the successors and assignees of the parties as if they too were parties to this Agreement.

7.2 No party shall have the right, however, to assign this Agreement without the prior written consent of the Chair of the Executive Committee following approval by a 2/3 majority of ECC members.

SECTION EIGHT: SEVERABILITY OF PROVISIONS

8.1 The invalidity of any provision of this Agreement shall not render invalid any other provision herein. If for any reason any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severed and this Agreement shall remain in full force and effect with that provision severed or modified by court order.

8.2 The failure of any party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements and conditions herein contained, or any of them, upon any other party imposed, shall not constitute, or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect.

8.3 The Waiver by either party of a breach of any term, covenant or condition herein shall not be deemed a waiver of such term, covenant or condition on any subsequent breach of the same or any other term, covenant or condition herein.

SECTION NINE: NOTICES

9.1 All notices required hereunder (other than notice of the Annual Meeting) shall be in writing and shall be served personally or by registered or certified mail, return receipt requested, upon the other at the party's principal administrative offices.

SECTION TEN: GOVERNING LAW

10.1 This Agreement shall be governed, interpreted and construed according to the laws of the State of Illinois.

SECTION ELEVEN: EXECUTION OF COUNTERPARTS

11.1 This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.

SECTION TWELVE: AMENDMENT

12.1 Except as is specified herein, this Agreement contains the entire agreement of the parties and shall supersede any prior written or oral agreements or understandings. This Agreement may only be altered, modified or amended upon the written consent and agreement of the parties hereto duly adopted by the affirmative vote of 2/3 of the members.

12.2 This Section shall not be interpreted to preclude or limit, however, the amended or modifications of regulations, procedures or policies established by the parties hereto.

By:

President, Library Board of Trustees
Niles Public Library District
6960 Oakton Street
Niles, Illinois

Attest:

Secretary, Library Board of Trustees
Niles Public Library District
6960 Oakton Street
Niles, Illinois

Library Director
Niles Public Library District
6960 Oakton Street
Niles, Illinois

May 17, 2017

New Business—Recommended Actions

I. Recommended Action on Ordinance 17-02

MOVE the Library Board of Trustees adopt **Ordinance 17-02, TENTATIVE ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS (NILES-MAINE DISTRICT LIBRARY EFFECTIVE JULY 1, 2017), FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018**

Memorandum I of Recommended Board Action

Ordinance 17-02 reflects the budget and appropriations reflected the annual budget documents distributed to the Board.

ORDINANCE 17-02
TENTATIVE ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS
OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
(NILES-MAINE DISTRICT LIBRARY EFFECTIVE JULY 1, 2017), FOR
THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

WHEREAS, the Board of Trustees of the Niles Public Library District (Niles-Maine District Library effective July 1, 2017), Cook County, Illinois, caused to be prepared in tentative form a Budget, and the Secretary of the Board will make the same conveniently available to public inspection for at least 30 days prior to final action thereon, and

WHEREAS, a public hearing will be held as to such Budget on the 21st day of June, 2017, and notice of said hearing will be given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

BE IT ORDAINED by the Board of Trustees of the NILES PUBLIC LIBRARY DISTRICT (NILES-MAINE DISTRICT LIBRARY EFFECTIVE JULY 1, 2017), County of Cook and State of Illinois.

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby budgeted and appropriated for general corporate purposes and to defray and for the payment of all expenses and liabilities of the Niles Public Library District (Niles-Maine District Library effective July 1, 2017) for the fiscal year hereby adopted as beginning July 1, 2017 and ending June 30, 2018.

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

	APPROPRIATION	BUDGET
Salaries		
ADMINISTRATOR	\$ 259,839	\$ 129,919
MANAGERS	\$ 354,997	\$ 177,499
SUPERVISORS	\$ 902,372	\$ 451,186
LIBRARIAN	\$ 2,561,031	\$ 1,280,515
LIBRARY GRADE V	\$ 1,538,599	\$ 769,300
LIBRARY GRADE VI	\$ 707,495	\$ 353,748
LIBRARY PAGE	\$ 263,122	\$ 131,561
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$ 210,000	\$ 105,000
TOTAL SALARIES	\$ 6,797,456	\$ 3,398,728
LIBRARY MATERIALS		
BOOKS & PERIODICAL	\$ 612,300	\$ 306,150
DOWNLOADABLES	\$ 120,000	\$ 60,000
AV	\$ 356,700	\$ 178,350
ONLINE DATABASES	\$ 430,000	\$ 215,000
TOTAL MATERIALS	\$ 1,519,000	\$ 759,500
OPERATING EXPENSES		
Processing & Services		
CCS CHARGES	\$ 156,539	\$ 78,269
PROCESSING & SUPPLIES	\$ 50,000	\$ 25,000
INTERNET CHARGES	\$ 36,800	\$ 18,400
SOFTWARE, LICENSES	\$ 141,246	\$ 70,623

PRINTING	\$	90,400	\$	45,200
LIBRARY SUPPLIES	\$	16,600	\$	8,300
PROGRAMMING & SUPPORT	\$	190,880	\$	95,440
VOLUNTEERS	\$	5,876	\$	2,938
PUBLIC PERFORMANCE RIGHTS	\$	2,800	\$	1,400
COMPUTER CHARGES - OCLC	\$	26,186	\$	13,093
MISCELLANEOUS	\$	2,000	\$	1,000
TOTAL PROCESSING & SUPPLIES	\$	719,326	\$	359,663

Administration & General Office

JANITORIAL SUPPLIES	\$	64,000	\$	32,000
COPIERS	\$	24,000	\$	12,000
PROFESSIONAL DEVELOPMENT	\$	101,164	\$	50,582
MILEAGE REIMBURSEMENT	\$	7,100	\$	3,550
LEGAL FEES	\$	24,000	\$	12,000
CONSULTING	\$	54,000	\$	27,000
SUPPLIES	\$	38,000	\$	19,000
PROMOTIONAL EXPENSE	\$	60,000	\$	30,000
POSTAGE & FREIGHT	\$	36,000	\$	18,000
PUBLICATION OF NOTICES - LEGAL	\$	2,400	\$	1,200
SUBSCRIPTIONS & DUES	\$	16,930	\$	8,465
COLLECTION SERVICES	\$	2,000	\$	1,000
TELEPHONE	\$	33,000	\$	16,500
TRUSTEE EXPENSE	\$	8,000	\$	4,000
PAYROLL SERVICE	\$	33,000	\$	16,500
BANK FEES	\$	5,000	\$	2,500
PARKING LEASE AGREEMENT	\$	21,144	\$	10,572
TOTAL ADMINISTRATION AND GENERAL OFFICE	\$	529,738	\$	264,869

VEHICLE EXPENSE TOTAL	\$	8,670	\$	4,335
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EMPLOYEE FRINGE BENEFITS

PENSION PLAN	\$	1,470,000	\$	735,000
GROUP HEALTH	\$	1,060,000	\$	530,000
HEALTH REIMBURSEMENT	\$	132,000	\$	66,000
DENTAL, VISION, DISABILITY	\$	92,400	\$	46,200
TOTAL FRINGE BENEFITS	\$	2,754,400	\$	1,377,200

TOTAL UTILITIES	\$	246,000	\$	123,000
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TOTAL OPERATING	\$	12,574,590	\$	6,287,295
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BUILDING & MAINTENANCE

REPAIRS & IMPROVEMENTS	\$	112,000	\$	56,000
CONTRACTUAL MAINTENANCE	\$	71,400	\$	35,700
NON-CONTRACTUAL MAINTENANCE	\$	77,280	\$	38,640
EQUIPMENT MAINTENANCE	\$	42,000	\$	21,000
NON CAPITAL EXPENSES	\$	50,000	\$	25,000
FURNITURE & FIXTURES	\$	71,486	\$	35,743
TOTAL BUILDING & MAINTENANCE	\$	424,166	\$	212,083

SPECIAL RESERVE

SPECIAL RESERVE - EQUIPMENT	\$	1,096,000	\$	548,000
TOTAL SPECIAL RESERVE	\$	1,096,000	\$	548,000

SPECIAL FUNDS

AUDIT	\$	33,000	\$	16,500
LIABILITY INSURANCE	\$	59,736	\$	29,868
SOCIAL SECURITY	\$	500,000	\$	250,000
ILLINOIS UNEMPLOYMENT TAXES	\$	54,978	\$	27,489
WORKERS' COMPENSATION INSURANCE	\$	40,000	\$	20,000
TOTAL SPECIAL FUND ITEMS	\$	687,714	\$	343,857
SUPPLEMENTARY GRANTS	\$	90,954	\$	45,477
GRAND TOTAL	\$	14,873,424	\$	7,436,712

SECTION 3: The several sums above mentioned and designed as appropriation, which is FOURTEEN MILLION EIGHT HUNDRED SEVENTY THREE THOUSAND FOUR HUNDRED TWENTY FOUR AND NO/100 (\$14,873,424) be and are hereby appropriated as appropriate fractional parts of the said amount FOURTEEN MILLION EIGHT HUNDRED SEVENTY THREE THOUSAND FOUR HUNDRED TWENTY FOUR AND NO/100 (\$14,873,424) from the proceeds of the general property tax for corporate purposes and special taxes in addition to all other library taxes as provided by law.

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

SECTION 4: The cash on hand deemed by law as current assets available for library purposes as of June 30, 2017, is estimated to be \$8,400,000; the estimate of cash to be received during the 2017-2018 fiscal year from all sources is \$7,088,802; the estimate of expenditures appropriated for such fiscal year is \$14,861,710; and the estimated operating budget for such fiscal year is \$6,287,295. The estimated cash to be expected on hand deemed by law as current assets available for library purposes at the end of such year is \$9,201,507.

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

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

SECTION 7: That the Board of Trustees of the Niles Public Library District (Niles-Maine District Library effective July 1, 2017) has established a special reserve fund to be accumulated from the unexpended balance from the proceeds received from the library taxes levied for the 1977 and subsequent years, said fund to be accumulated and set aside as a special reserve fund for the purpose in accordance

with 75 ILCS 16/40-50 and that said Board of Trustees shall adopt a plan or plans pursuant to the provisions of 75 ILCS 16/40-5 of the Public Library District Act of 1991.

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

ADOPTED this 17th day of May, 2017, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

President of the Board of Trustees of the
NILES PUBLIC LIBRARY DISTRICT
ATTESTED (NILES-MAINE DISTRICT LIBRARY
EFFECTIVE JULY 1, 2017) and SIGNED in my office,
according to law, this 17th day of May 2017, at the
said NILES PUBLIC LIBRARY DISTRICT
(NILES-MAINE DISTRICT LIBRARY EFFECTIVE
JULY 1, 2017)

Secretary, Board of Trustees
NILES PUBLIC LIBRARY DISTRICT
(NILES-MAINE DISTRICT LIBRARY EFFECTIVE
JULY 1, 2017)

May 17, 2017

New Business—Recommended Actions

J. Recommended Action on Special Reserve Expenditure

MOVE the Library Board of Trustees approve the expenditure not to exceed \$6,600 from the Special Reserve Fund to purchase Hewlett Packard Storage Area Network (SAN) controllers from VirTek, a Hewlett Packard authorized partner and reseller.

Memorandum J of Recommended Board Action

This hardware purchase will replace and upgrade the existing controllers inside the library's SAN which are no longer supported. The price quote from VirTek reflects the prebid government contract and additional discounts available to the Library.

Please see the price quote following for additional details.



15774 S. LaGrange Rd., #224
 Orland Park, IL 60462
 Phone: 630.870.1535 Fax: 630.870.1536

Quote

Date	Estimate #
5/4/2017	Q3337

Quote To:
Niles Public Library Mr. Richard Wozniczka 6960 W. Oakton Street Niles, IL 60714

Description	Qty	Cost	Total
HPE Modular Smart Array 2040 SAN Controller (C8R09SB)	2	2,925.00	5,850.00T
HPE - SFP+ Transceiver Module - Gigabit Ethernet (C8S75SB)	2	370.00	740.00T
Sales Tax (0.0%)			\$0.00
<p style="text-align: center;">Prices good from 30 days of quote. Above pricing does not include shipping or installation unless noted.</p>			
Total			\$6,590.00

Signature: _____

Date: _____

Purchase Order#: _____

May 17, 2017

New Business—Recommended Actions

K. Recommended Action on Special Reserve Expenditure

MOVE the Library Board of Trustees approve the expenditure not to exceed \$12,500 from the Special Reserve Fund to purchase replacement Hewlett Packard printers.

Memorandum K of Recommended Board Action

The existing HP printers have entered into their 12th year of service and need to be replaced as repair costs have increased and parts have become unavailable. Over the past 12 years IT and Administration Services have regularly reviewed the usage and the locations of printers and have made 10 printer reductions by sharing existing printers at service desks and removing printers from several offices compared to the original purchase made 12 years ago.

The price quote from HP reflects the prebid government contract available to the Library.

Please see the price quote following for additional details.



Public Sector Sales

April 26, 2017

NILES PUBLIC LIBRARY
6960 W OAKTON ST
NILES IL 60714-0000

RE : HP Public Sector Quote - 11633057-4

Dear rwoz@nileslibrary.org,

Thank you for your recent interest in HP Public Sector Sales. Award-winning HP products are designed to deliver high-performance technology, powerful networking and legendary HP quality - all at a value that your budget demands. From Notebook PCs to Printers, HP provides a single resource for complete solutions that meet all your computing needs. You can rely on HP for the performance, uptime, and efficiency you need to keep your agency running smoothly and hassle-free. Every HP product is designed and tested to provide industry-standard compatibility and investment protection. And, with special maintenance services, easy ordering and flexible financing, HP makes buying the right solution for your organization easier and more convenient than ever.

Attached is the price quotation you requested. When submitting a purchase order directly to HP, please be certain to include the requested information on the Ordering Information page attached to this quotation. Including the necessary information will ensure the accurate and timely processing of your order through HP Public Sector.

you may [click here to view this quote and place an order online](#) or fax in your purchase order at 800-825-2329.

-Please reference this contract: IL - IL LEARNING TECH PURCHASE PGRM (NASPO VP PC) Contract (MNNVP-133-ILTPP) terms and conditions.

-The terms and conditions of the IL - IL LEARNING TECH PURCHASE PGRM (NASPO VP PC) Contract (MNNVP-133-ILTPP) will apply to any order placed as a result of this inquiry; no other terms or conditions shall apply.

- Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP Inc. warranty.

- This quotation may contain open market products which are sold in accordance with HP's Standard Terms and Conditions.

If you should have questions regarding this quotation or need any other assistance, please contact your Public Sector sales representative.

Sincerely,

Scott Vallez

inside sales representative



Ordering Information

It's never been easier to place your direct orders with HP. Now you can have fast, accurate service with special options designed to personalize, process and expedite your shipments with higher levels of accuracy. Ordering HP products is as simple as picking up the phone, using the fax machine, or logging onto the HP Public Sector website at http://welcome.hp.com/country/us/eng/solutions/pub_sector.html

Online ordering

With the HP Online Store, you can create quotes with real-time pricing; place an order using a credit card or purchase order, keep up-to-date on the latest product promotions and pricing available on your contract, inquire about order status and view product/price information - all from your desktop PC.

[Click here to view this quote and place an order online.](#)

Faxing Option

Faxing your order is convenient, too. Simply fill out your request on the customer purchase order and send to 1-800-825-2329. Your order will be promptly handled, and you can call a Customer Service Representative to confirm your order.

Personalized Telesales

To provide more personal service to you, our telephone sales and order administration representatives are assigned by territory. This means you can reach a dedicated government, education, or medical sales team every time you call - giving you added value by letting you grow personal relationships with representatives who know your product as well as your special terms and delivery requirements. To request a quote, check product availability, and other related questions, call your Telesales Representative.

Order Accuracy

To ensure the accurate and timely processing of your order, please verify that your purchase order includes the following information:

- o Bill-to address,
- o Ship-to address,
- o Purchase order number,
- o Part number, description, and price,
- o Contract # and name
- o Reseller of choice
- o Contact name, phone number, and email address,
- o Special delivery requirements
- o Requested delivery date
- o Signature of authorized purchaser
- o Please note that HP Inc. must be listed as the vendor.
- o Sample/Editable PDF Purchase Order forms are available at these links -
 - o Standard PO (STL / K12 / Hi Ed / Fed) - http://gem.compaq.com/gemstore/sites/downloads/SLED_PO_Template.pdf
 - o Federal Form 1449 - http://gem.compaq.com/gemstore/sites/downloads/FED_PO_Template_Form_1449.pdf

Tax-Exempt Certificate Requirements

All tax-exempt accounts should have a tax-exempt certificate on file with HP to avoid having sales tax added to their invoice. This certificate needs to be provided only once. If you are ordering for the first time, please include with your order or account application.

HP Credit

HP's financing programs can help your agency purchase or lease HP solutions. To inquire more about a customized financial solution proposal call your Telesales Representative.

Order Tracking and Status

All orders are entered within 24 hours of receipt and are scheduled to ship on a first in first out basis. Orders are shipped within seven days of receipt provided all items are in stock and all necessary information has been properly included on your purchase order. (Remember that ship complete orders can be delayed if a particular item is not currently in stock.) To inquire about the status of your order, you may either call your corresponding Customer Service Representative or [check your order status online](#)

Returned Merchandise

A return material authorization number (RMA) is required for all returns to be processed. Returns may be requested within 30 days of shipment. Please call your Public Sector Customer Service Representative in order to have an RMA assigned. Please have a copy of the packing slip available when you call.

Customer Relationship and Sales For Public Sector Sales

Fax: 800-825-2329

K-12 Education: 800-888-3224

Higher Ed: 877-480-4433

State & Local: 888-202-4682



PRICE QUOTATION

Quote Number: 11633057-4

Quote Date : April 26, 2017

Revised Date : May 11, 2017

Expires: May 26, 2017

Provided by: Scott Vallez

rwoz@nileslibrary.org
NILES PUBLIC LIBRARY

Contract: IL - IL LEARNING TECH PURCHASE PGRM (NASPO VP PC) (MNNVP-133-ILTPP)

Product availability and product discontinuation is subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order. HP INC. PROPRIETARY INFORMATION FOR CUSTOMER USE ONLY. DO NOT SHARE.

Item	Part No.	Description	Qty.	Unit Price	Extended
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Group:

1.	F2A69A#BGJ	<p>HP LJ Enterprise M506dn F2A69A#BGJ Product - HP LJ Enterprise M506dn In the box: - HP LaserJet M506 Printer; Introductory HP Black LaserJet Toner Cartridge (~6000 pages); CDs containing software and electronic documentation; Warranty Guides; HIGS; Erratas. Cable included? - No, please purchase USB cable separately (On accessories below. Not available for Public Sector orders) ePrint - Yes Energy Star® Compliant - Yes Print speed, black (normal) - Up to 45 ppm Print quality, black - Up to 1200 x 1200 dpi Two-sided printing - Automatic (standard) Duty cycle - Up to 150,000 pages per month. Paper trays (std/max) - 2/5 Input capacity (std/max) - Up to 650 sheets / Up to 2300 sheets Output capacity (std/max) - Up to 250 / Up to 250 Media sizes - Tray 1: A4, A5, A6, B5, 16k, 10 x 15 cm, post cards (JIS single and double), envelopes (DL, C5, C6, B5); Tray 2: A4, A5, B5, 16k, double postcard; Optional trays 3+: A4, B5, 16k, double postcard; Optional Automatic Duplexer: A4 Memory (std/max) - 512 MB / 1.5 GB Memory Slots - 1 slot, 90-pin, DDR3 SlimDIMM Connectivity, standard - Hi-Speed USB 2.0 port; built-in Fast Ethernet 10Base-T/100Base-Tx, Gigabit Ethernet 1000Base-T Standard paper handling accessories - Input: 100-sheet multipurpose Tray 1, 550-sheet input Tray 2, automatic duplex printing. Output: 250-sheet output bin. Optional paper input accessories - Up to 3 optional 550-sheet paper feeders Optional paper output accessories - N/A</p>	5	\$689.08	\$3,445.40
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Note: For detailed warranty information, please link to "URL" for more information www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.



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Item	Part No.	Description	Qty.	Unit Price	Extended
2.		Operating systems - Current HP printer drivers and software can be obtained from the HP Customer Care Web site: In the US, go http://www.hp.com/support/ljm506 Warranty - One-year return-to-bench limited warranty			
		HP LaserJet Pro MFP M426fdn	2	\$299.00	\$598.00
	F6W14A#BGJ	F6W14A#BGJ Product - HP LaserJet Pro MFP M426fdn In the box: - HP LaserJet Pro M426fdn; Preinstalled HP 26A Black LaserJet Toner Cartridge (~3100 pages); Getting Started Guide; Setup Poster; Support Flyer; Warranty Guide; Printer documentation and software on CD-ROM; Power cord; Phone cord Cable included? - Yes, 1 USB cable Energy Star® Compliant - Yes All-in-One functions - Print, copy, scan, fax Print speed, black (normal) - Up to 40 ppm Print speed, color (normal) - N/A Power consumption - 583 watts (Print/Copy), 9.1 watts (Ready), 2.7 watts (Sleep), 0.7 watts (Auto-On/Auto-Off, via USB connectivity), 0.1 watts (Shutdown or Off) Print quality, black - HP FastRes 1200 Print quality, color - N/A Recommended print volume - 750 to 4000 pages per month Duty cycle - Up to 80,000 pages per month ADF capacity - Standard, 50 sheets Input capacity (std/max) - Up to 350 sheets (Tray 1: up to 100 sheets; Tray 2: up to 250 sheets) / Up to 900 sheets Output capacity (std/max) - Up to 150 sheets / Up to 150 sheets Copier speed (black/color) - Up to 40 cpm/ N/A Copy resolution (black/color) - Black: Up to 600 x 600 dpi Color: Up to 600 x 600 dpi Fax speed - Up to 33.6 kbps Fax resolution - Up to 300 x 300 dpi			

Note: For detailed warranty information, please link to "URL" for more information www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.



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Contract: IL - IL LEARNING TECH PURCHASE PGRM (NASPO VP PC) (MNNVP-133-ILTPP)

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Item	Part No.	Description	Qty.	Unit Price	Extended
		Color scanning - Yes Scan resolution, hardware - Up to 1200 x 1200 dpi Memory Slots - None Processor - 1200 MHz Memory (std/max) - 256 MB/256 MB Connectivity, standard - 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n; Easy-access USB Paper trays (std/max) - 2/3 Media sizes - Tray 1, 2 3: Letter, Legal, Executive, A4, A5, A6, B5 (JIS), 16K (7.6x10.62 in, 7.2x10.23&7.7x10.74 in), 5 x 8 in, Custom Size, A5-R, B6 (JIS), Statement. Tray 1 Extra: Japanese Postcard, Envelope (#10, Monarch, B5, C5, DL), 4 x 6 in, 10 x 15 in. Compatible Operating Systems - Latest supported operating systems and Print drivers available at http://www.hp.com/support/ljm402 Paper-handling accessories - Input: 100-sheet multipurpose tray 1, 250-sheet tray 2, optional 550-sheet tray 3 Output: 150-sheet bin Display - 3" (7.5 cm) intuitive color touchscreen (CGD) Network-ready - Standard (built-in Gigabit Ethernet) Warranty - One-year warranty, return to HP authorized service center TPR : promotion pricing ends on 4/30/2017			
3.		- NEW! - HP Color LaserJet Enterprise MFP M577f	2	\$2,170.17	\$4,340.34
	B5L47A#BGJ	B5L47A#BGJ Product - HP Color LaserJet Enterprise MFP M577f Printer In the box: - HP Color LaserJet Enterprise MFP M577f Printer; Four preinstalled HP LaserJet toner cartridges (Black: ~6000 pages, Color: ~5000 pages); Toner collection unit; In-box documentation; Software CD; Power Cord; fax cable			

Note: For detailed warranty information, please link to "URL" for more information www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.



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Contract: IL - IL LEARNING TECH PURCHASE PGRM (NASPO VP PC) (MNNVP-133-ILTPP)

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Item	Part No.	Description	Qty.	Unit Price	Extended
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Cable included? - No, please purchase USB cable separately (On accessories below. Not available for Public Sector orders)
 Energy Star® Compliant - Yes
 All-in-One functions - Print, copy, scan, fax
 Print speed, black (normal) - Up to 40 ppm
 Print quality, black - Up to 600 x 600 dpi
 Fax speed - Up to 33.6 kbps
 Fax resolution - Up to 300 x 300 dpi (400 x 400 dpi for received faxes only)
 Copy resolution - Black text: Up to 600 x 600 dpi (flatbed), 600 x 450 dpi (ADF)
 Black graphics: Up to 600 x 600 dpi (flatbed), 600 x 450 dpi (ADF)
 Color scanning - Yes
 Scan resolution, hardware - Up to 600 x 600 dpi
 Scan resolution, enhanced - Up to 600 dpi
 Two-sided printing - Yes
 Duty cycle - Up to 80,000 pages per month
 ADF capacity - Standard, 100 sheets
 Paper trays (std/max) - 2/5
 Input capacity (std/max) - Up to 650 sheets / Up to 2300 sheets
 Output capacity (std/max) - Up to 250 / Up to 250
 Media sizes - Tray 1: Letter, legal, statement, executive, oficio, 3 x 5 in, 4 x 6 in, 5 x 7 in, 5 x 8 in, envelopes (No. 9, No. 10, Monarch); Tray 2: letter, legal, statement, executive, oficio, 4 x 6, 5 x 7, 5 x 8.
 Media Sizes (Cont.) - Optional Trays 3+: letter, legal, oficio, executive, 8.5 x 13; Custom: 4.0 x 5.85 to 8.5 x 14 in.
 Memory (std/max) - Standard: 1.25 GB (printer), 500 MB (scanner)

 Maximum: 2.00 GB (printer), 500 MB (scanner)
 Memory Slots - 1 slot, 144-pin
 Display - 8" Color Touchscreen

Note: For detailed warranty information, please link to "URL" for more information www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.



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Contract: IL - IL LEARNING TECH PURCHASE PGRM (NASPO VP PC) (MNNVP-133-ILTPP)

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Item	Part No.	Description	Qty.	Unit Price	Extended
		<p>Connectivity, standard - 2 Hi-Speed USB 2.0 Host; 1 Hi-Speed USB 2.0 Device; 1 Gigabit/Fast Ethernet 10/100/1000Base-TX network; Hardware Integration Pocket; Fax.</p> <p>Processor - 1.2 GHz</p> <p>Standard paper handling accessories - Input: 100-sheet multipurpose tray 1, 550-sheet input tray 2.</p> <p>Output: 250-sheet output bin.</p> <p>Optional paper input accessories - 550-sheet media input tray 3, 550-sheet media input tray 4, 550-sheet media input tray 5</p> <p>Operating systems - Windows OS compatible with In-Box Driver; Windows XP SP3/Vista/7 all 32-bit & 64-bit editions, Windows 8/8.1/10 all 32- & 64-bit editions (excluding RT OS for Tablets); Windows OS compatible with Universal Print Driver (From HP.com). Operating System Continued - Mac OS (Drivers available on HP.com/Apple Store)X 10.8/10.9/10.10;Mobile OS;Android;Linux (In-OS HPLIP; SUSE 12.2/12.3/13.1, Fedora 17/18/19/20, Mint 13/14/15/16/17;Boss 3.0/5.0;Ubuntu 10.04/11.10/12.04/12.10/13.04/13.10/14.04/14.10;Debian 6.0.x/7.x; UNIX</p> <p>Warranty - One-year limited hardware warranty, phone and Web support included. Warranty may vary by country as required by law. Go to http://www.hp.com/support to learn about the HP award winning service and support options in your region.</p>			
4.		<p>- NEW! - HP LaserJet Pro M402dne Printer</p> <p>C5J91A#BGJ Contract Price is \$275.08</p> <p>Product - HP LaserJet Pro M402dne</p> <p>In the box: - HP LaserJet Pro M402dne; Preinstalled HP 26A Black LaserJet Toner Cartridge (~3100 pages); Getting Started Guide; Setup Poster; Support Flyer; Warranty Guide; Printer documentation and software on CD-ROM; Power cord</p>	20	\$199.00	\$3,980.00
	C5J91A#BGJ				

Note: For detailed warranty information, please link to "URL" for more information www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.



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Contract: IL - IL LEARNING TECH PURCHASE PGRM (NASPO VP PC) (MNNVP-133-ILTPP)

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Item	Part No.	Description	Qty.	Unit Price	Extended
		Cable included? - No, please purchase USB cable separately			
		Energy Star® Compliant - Yes			
		Print speed, black (normal) - Up to 40 ppm			
		Print quality, black - HP FastRes 1200			
		Two-sided printing - Automatic (standard)			
		Duty cycle - Up to 80,000 pages per month			
		Paper trays (std/max) - 2/3			
		Input capacity (std/max) - Up to 350 sheets (Tray 1: up to 100 sheets; Tray 2: up to 250 sheets) / Up to 900 sheets			
		Output capacity (std/max) - Up to 150/Up to 150			
		Media sizes - Tray 1: Letter, Legal, Executive, Envelope #10, Envelope Monarch, Custom size 4 x 6 in, 5 x 8 in, 10 x 15 in statement.			
		Tray 2 & Tray 3: Letter, Legal, Executive, Custom Size, 5 x 8 in, statement.			
		Memory (std/max) - 256MB DRAM / 256MB DRAM			
		Memory Slots - N/A			
		Connectivity, standard - 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network			
		Standard paper handling accessories - Input: 100-sheet multipurpose Tray 1, 250-sheet input Tray 2			
		Output: 150-sheet output bin			
		Optional paper input accessories - Optional: third 500-sheet tray			
		Operating systems - Latest supported operating systems and Print drivers available at http://www.hp.com/support/ljm402			
		Warranty - One-year warranty, return to HP authorized service center			
		TPR : promotion pricing ends on 5/31/2017			
SUB TOTAL :					\$12,363.74

TOTAL PRICE : \$12,363.74

To ensure the accurate and timely processing of your order, please include quote # 11633057-4 on your Purchase Order.

Note: For detailed warranty information, please link to "URL" for more information www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.



PRICE QUOTATION

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Item	Part No.	Description	Qty.	Unit Price	Extended
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GET MORE FOR YOUR MONEY

Make the most of your budget and protect against technology obsolescence. Lease these HP products with a purchase price of \$12,363.74 for 36 months for as little as \$400.46 per month. At the end of the lease, send the equipment back to HP Financial Services and upgrade to new technology or purchase the equipment at its fair market value.*

GET MORE WITH HP FINANCIAL SERVICES

For more information, call Hewlett-Packard Financial Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.

* The monthly payment amount is for a lease commencing on or before 5/26/2017 with a term of 36 months and a fair market value purchase option at the end of the lease term. This and other leasing and financing options are available through Hewlett-Packard Financial Service Company (HPFSC) or one of its affiliates to qualified education and state and local customers in the U.S. and subject to credit approval and execution of standard HPFSC documentation. Fees and other restrictions may apply. This is not a commitment to lease. Rates and payments are subject to change at any time without notice. Leasing and financing options for Federal governmental agencies (subject to a \$50,000 minimum) are available from Hewlett-Packard Company.

Comments:

Note: For detailed warranty information, please link to "URL" for more information www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.