

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

**June 18, 2014**

**6:30 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

**Revised 6/16/2014**

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Project Update
4. Consent Agenda
  - A. Approve Minutes of the Regular Board Meeting of May 21, 2014 4
  - B. Approve Minutes of Special Board Meeting of May 29, 2014 7
  - C. Approve the payment of the bills for operating expenses of \$242,830.38 and payroll expenses of \$281,038.13 for a total monthly expense of \$523,868.51 11
  - D. Approve the resignation of Val Krejczyk from the part-time position of Maintenance Assistant, effective May 27, 2014; the appointment of Mark Andrey to the part-time position of Maintenance Assistant at a rate of \$13.96 per hour, effective June 9, 2014; the appointment of Athena Crouse to the full-time position of Patron Services Supervisor at a rate of \$26.68 per hour for an annual salary of \$52,026, effective July 1, 2014; the appointment of Elbert Au to the part-time position of Team Leader at a rate of \$13.96 per hour, effective July 1, 2014; the appointment of Catherine Breen to the part-time position of Team Leader at a rate of \$13.96 per hour, effective July 1, 2014; the appointment of Srdjan Vasilic to the part-time position of Team Leader at a rate of \$13.96 per hour, effective July 1, 2014 15
  - E. Adopt Ordinance Setting the Schedule of Meeting of the Board of Trustees of the Niles Public Library District for the Fiscal Year Commencing July 1, 2014 and Ending June 30, 2015 16
  - F. Adopt Ordinance for the Prevailing Wage Rates for Laborers, Workers, and Mechancis Employed by the Niles Public Library District 17
5. Public Comment
6. Treasurer's Report
  - A. Review Financial Report 29
7. Director's Report
  - A. Highlights 45
  - B. Monthly Statistics 49

## Board Meeting Agenda - June 18, 2014

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| 8. Communications   | 54  |
| 9. Committee Reports  |     |
| A. Special Reserve Plan Committee   |     |
| B. Employee Benefits Committee  |     |
| 10. Liaison Reports   |     |
| A. Friends of the Library   |     |
| B. Legislative  |     |
| C. RAILS  |     |
| 11. New Business  |     |
| A. Adopt Tentative Ordinance 14-05 Providing for Budget and Appropriations of the Niles Public Library District for the Fiscal Year July 1, 2014 and Ending June 30, 2014   | 55  |
| B. Approve payment to McClure Inserra & Company Chartered in the estimated amount of \$15,300 plus \$1,400 for the additional audit time required due to the building renovation  | 67  |
| C. Approve that the Niles Library continue to participate in the Non-Resident Library Card Illinois Program and charge an annual fee of \$300.00 based on the formula established by the Illinois State Library   | 74  |
| D. Approve the recommended purchase Liability and Workers' Compensation insurance in the total amount of \$49,788 for the 2014-2015 fiscal year   | 75  |
| E. Approve the recommended purchase of audio visual equipment for the Large Meeting Room in the amount of \$53,733.89 from the Special Reserve Fund   | 77  |
| F. Approve the recommended purchase of linear barcode scanners for use with library computers in the amount of \$5,952.06 from the Special Reserve Fund   | 125 |
| G. Approve payment to Visographic in the amount of 6,977.49   | 132 |
| H. Approve the recommended expenditure of \$9,697.56 with Lincoln Financial Group to provide life insurance, accidental death and dismemberment insurance, and long term disability insurance to all of the Library's full time employees for the 2014-2015 fiscal year   | 133 |
| I. Strategic Plan Discussion  |     |
| J. Discussion on Lower Bid Threshold  |     |
| K. Discussion on Tax Amount   |     |
| 12. Unfinished Business   |     |
| A. Website Discussion   |     |
| B. Approve the recommended creation of the Digital Services Department and the related job descriptions   | 136 |
| C. Approve the Interim Organization Chart, effective July 1, 2014, which includes the Digital Services Department.  | 154 |
| 13. Executive Session- To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; collective negotiating matters between the Niles Public Library District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; discussion of minutes of closed session meetings |     |

## **Board Meeting Agenda - June 18, 2014**

14. Executive Session Action - Approve the Interim Director Compensation Plan
15. Other
16. Adjournment

**NILES PUBLIC LIBRARY DISTRICT**  
**Regular Board Meeting**  
**May 21, 2014**  
**6:30 PM**  
**Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

**Trustees Present**

Karen Dimond, Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi. Chris Ball arrived at 6:34 PM. Linda Ryan arrived at 6:35 PM.

**Library Staff Present**

Linda Weiss, Greg Pritz, Diane Winberg, Dave Dabrowski, Shelley Sutherland, Barb Kruser, Dodie Frisbie, Carol Jung, Susan Lempke, Sasha Vasilic, Victoria Luz, Sue Wilsey, Arthur Varilla, Rich Wozniczka, Connie Gusek, Valerie Clark

**Guest Present**

Tom Robb, *Niles Journal*; Igor Studenkov, *Niles Herald-Spectator*.

**Call to Order**

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:30 PM.

**Roll Call**

The roll was taken by Ms. Winberg.

**Pledge of Allegiance**

President Dubiel led the Pledge of Allegiance.

**Project Update**

Ms. Weiss reported that the desk in the Commons Area will be replaced. Mr. Dabrowski gave an explanation of the problem with the firm alarm strobes which need to be updated throughout the library in order to pass the fire inspection with the Village of Niles. He reported that he and Greg Pritz will be addressing the water main break with the Village.

**Consent Agenda**

Trustee Dimond MOVED the Library Board of Trustees approve the followings items:

- A. The Minutes of the Regular Board Meeting of April 16, 2014;
- B. The Minutes of the Special Board Meeting of April 24, 2014;
- C. The payment of bills for operating expenses of \$193,614.22, payroll expenses of \$295,171.72, and Special Reserve expenses of \$15,757.00, for a total monthly expense of \$504,542.94;
- D. Approve the resignation of Mary Bryne from the part-time position of Outreach Services Assistant effective May 2, 2014; the resignation of Barb Palac from the part-time position of Adult Services Assistant effective May 13, 2014; the resignation of Aileen Hannon from the part-time position of Patron Services Assistant effective June 9, 2014; the appointment of Aileen Hannon to the 20 hour per week position of Outreach Services Assistant, at a rate of \$13.50 per hour; effective June 10, 2014; the retirement of Sue Brice from the full-time position of Page Services Supervisor effective June 30, 2014; the retirement of Don Burkhart from the full-time position of IT Services Supervisor effective June 30, 2014; the retirement of Kathy Pricone from the full-time position of Patron Services Supervisor effective June 30, 2014; the retirement of Janet Weiser from the full-time position of Patron Services Assistant effective June 30, 2014; the appointment of Williette Nyanue to the part-time 15 hours per week position of Kid/Teen Assistant at a rate of \$15.00 per hour, effective May 19, 2014; the appointment of Linda Zielstra-Sawyer to the part-time 20 hours per week position of Kids/Teen Librarian at a rate of \$26.90 per hour, effective June 9, 2014.

Trustee Matyas seconded.

Roll Call Vote: Ayes: Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. The motion carried.

**Public Comments**

There were none.

**Treasurer's Report**

The Library Board reviewed the April 2014 Treasurer's Report as reported by Treasurer Drblik.

**Director's Report**

Ms. Weiss reported that staff is very busy working on the Summer Reading Program—*Paws to Read at the Niles Public Library*. The kick-off is scheduled for June 7 and everyone is invited. Staff is very active on our Buzz Blog on the Library's Website.

Greg Pritz provided the Board with a Retirement Incentive Plan Wrap Up. Of the eleven eligible employees covered by the Plan, four employees have decided to accept the one-time cash payout and one employee decided to accept 36 months of health insurance coverage in exchange to retire on June 30, 2014. The estimated total cost of the program is \$201,643.41. The one-time payout total of \$134,824.65 will be paid out on July 1, 2014 and the health insurance cost of \$66,818.76 will be paid out ratably over 36 months.

Mr. Pritz passed around a press release of the Plan's wrap up to be sent out subsequent to the Board Meeting.

**Communications**

The communications in the Board Packet were noted.

**Committee Reports**

**Special Reserve Plan Committee**—Mr. Ball reported that a meeting will be scheduled in July once additional information is obtained on the library's mechanical system, the roof and the exterior building and site of the library.

**Employee Benefits Committee** - Trustee Drblik reported that a meeting is scheduled for June 4. Mr. Pritz added the most important item on the agenda is the approval of health insurance coverage. We have to be able to communicate information to eligible employees so that they have ample time to make a decision on insurance coverage. Our renewal is based on our fiscal year and not the calendar year. Looking at everyone's calendar, the Committee decided to change the meeting to May 29. It was then decided that a Special Board Meeting will be held instead on May 29 at 6:30 p.m. President Dubiel asked that Agenda items I I B, C, D, E, and G under New Business be tabled until the Special Board Meeting.

**Liaison Reports****Friends of the Library**

Ms. Weiss reported that the Friends would like to pay for the Library's Virtual Tour to be posted on the library's website. They would like to sponsor a murder mystery dinner at the Library this fall. They have agreed to pay for a veteran's fare on the Honor Flight.

**Legislative**

No report.

**RAILS**

No report.

**New Business****3.05. Lending Regulations**

Trustee Dimond MOVED the Library Board of Trustees approve the recommended revision to Policy 3.05, Lending Regulations. Trustee Ryan seconded.

Ms. Weiss explained that the Library's Blu-Ray collection is large enough now to no longer have to restrict them to Niles cardholders only.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. Motion carried.

Discussion on 2014/2015 Budget

Mr. Pritz reviewed the proposed budget with the Board. The Board was provided with additional budget spreadsheets.

**Unfinished Business**

There was none.

**Executive Session**

Trustee Ball MOVED the Library Board of Trustees go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; pending and/or probable litigation; and discussion of minutes of closed session meetings. Trustee Dimond seconded.

Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. The motion carried.

Executive Session began at 7:25 PM. Executive Session ended at 7:54 PM.

Open session began at 7:55 PM, with all members of the Board present.

**Final Action, if any, on closed session subjects**

Tax Rate Objection Suit

Trustee Matyas MOVED the Library Board of Trustees accept Klein Thorpe and Jenkins' recommendation to settle the tax rate objection suit for 2005-2006 in the amount of \$11,085.25. Trustee Ball seconded.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Nakanishi, Ryan. Nays: Matyas. Motion carried.

**Other**

Ms. Weiss asked the Trustees to consider changing the July Board Meeting date because the Chamber's annual golf outing is being held on the third Wednesday of the month, July 16. Dates to consider would be Tuesday, July 15 or Wednesday, July 23. The Trustees asked Ms. Weiss to email them the dates and that a decision would be made in time to set the schedule for the 2013/2014 Board Meetings in June.

The Trustees asked that the organization charts be prepared to show more detail for the Special Board Meeting.

President Dubiel received a request to hear a Public Comment which was missed earlier in the Meeting.

Staff member, Arthur Varilla, asked the Trustees for an answer to his question regarding his employment. President Dubiel informed Mr. Varilla that the Board may not answer any questions during Public Comment. He asked Mr. Varilla to follow the natural process which is to go to his supervisor privately who would then address the issue with the Library Director who would then address the issue with the Board, if needed. The Board cannot act on anything during Public Comment. Mr. Varilla provided the Board with a copy of his question.

**Adjournment**

Trustee Dimond motioned to adjourn. Trustee Matyas seconded. On a voice vote, all Trustees voted "aye". Motion carried.

The meeting adjourned at 8:00 PM

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President

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Secretary

**NILES PUBLIC LIBRARY DISTRICT  
Special Board Meeting  
May 29, 2014  
6:30 PM  
Board Room  
6960 Oakton Street  
Niles, Illinois**

**Trustees Present**

Karen Dimond, Carolyn Drblik, Morgan Dubiel, Danette Matyas, Linda Ryan. Chris Ball arrived at 6:42 PM. Barbara Nakanishi gave previous notice and was absent.

**Library Staff Present**

Sue Wilsey, Carol Jung, David Melis, Ruth Schuster, Victoria Luz, Amelia Karns, Linda Kapuscinski, Dodie Frisbie, Judy McNulty, Darlene Fox, Donna Block, Shelley Sutherland, Barb Kruser, Susan Dove-Lempke, Linda Weiss, Greg Pritz.

**Guest Present**

Igor Studenkov, *Niles Herald-Spectator*, Tom Robb, *Niles Journal*, Eric Poders, *North Shore Voice*

**Call to Order**

The Special Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:35 PM.

**Roll Call**

Roll call was taken by Ms. Kruser.

**Pledge of Allegiance**

President Dubiel led the Pledge of Allegiance.

**New Business**

**Organization Charts**

President Dubiel asked Business Manager Greg Pritz to walk the Board through the recommended organization charts. Ms. Lempke was asked to do her presentation on the recommended new Digital Services Department.

**Executive Session**

President Dubiel moved that the Library Board of Trustees enter into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District. Trustee Dimond seconded.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: None. Motion carried.

Executive Session began at 7:18 p.m. Executive Session ended at 7:54 p.m.

Open session began at 7:54 PM, with all members of the Board present.

Trustee Dimond moved that the Library Board of Trustees approve the recommended interim organization chart effective July 1, 2014 and the new organization chart effective upon the hiring of the permanent Library Director as outlined in the document "Organization Chart Transition." Trustee Ryan seconded.

Roll Call Votes: Ayes: Dimond, Ryan. Nays: Ball, Drblik, Dubiel, Matyas. Motion did not pass.

Trustee Ball asked that more data be provided on the creation of the Digital Services Department.

Trustee Matyas moved that the Library Board of Trustees amend the motion on the recommended interim organization chart effective July 1, 2014, without the Digital Services Department. Trustee Ball seconded.

Roll call vote: Ayes: Ball, Drblik, Dubiel, Matyas. Nays: Dimond, Ryan. Motion carried.

Trustee Dimond asked that the amended motion on the recommended interim organization chart effective July 1, 2014, without the Digital Services Department be tabled. Trustee Drblik seconded.

Roll call vote: Ayes: Ball, Dimond, Drblik, Ryan. Nays: Dubiel, Matyas. Motion carried.

Trustee Drblik moved that the Library Board of Trustees reconsider tabling the amended motion on the recommended interim organization chart effective July 1, 2014, without the Digital Services Department. Trustee Ball seconded.

Roll call vote: Ayes: Ball, Drblik, Dubiel, Matyas. Nays: Dimond, Ryan. Motion carried.

Trustee Matyas moved that the Library Board of Trustees amend the motion on the recommended interim organization chart effective July 1, 2014, without the Digital Services Department. Trustee Ball seconded.

Roll call vote: Ayes: Ball, Drblik, Dubiel, Matyas. Nays: Dimond, Ryan. Motion carried.

#### Patron Services Department

Trustee Dimond motioned that the Library Board of Trustees approve the recommended creation of the Patron Services Department. Trustee Matyas seconded.

President Dubiel asked Mr. Pritz to recap what the new Patron Services Department would consist of. Mr. Pritz asked that Ms. Kruser give the presentation. Ms. Kruser described how the new Patron Services Department would be blended with Page Services under one supervisor and three team leaders. The current job descriptions for a Clerk and Page would stay the same.

President Dubiel asked that the vote be taken on the entire motion which includes the job descriptions. Trustee Dimond restated the motion for the Library Board of Trustees approve the recommended creation of the Patron Services Department and the related job descriptions. Trustee Ryan seconded.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: none. Motion carried.

#### Youth and Teen Services Job Descriptions

Trustee Ball moved the Library Board of Trustees approve the recommended changes to the Youth and Services Supervisor and Teen Librarian job descriptions. Trustee Matyas seconded.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: none. Motion carried.

Fire Alarm “Strobes”

Trustee Ryan moved the Library Board of Trustees approve the recommended expenditure of \$26,300 for the installation of the ADA Compliant Synch Notification Appliances (the “strobes”) throughout the Library. Trustee Ball seconded.

Mr. Pritz reported that a copy of the bid received is included in the Board Packet. The entire solution to the problem would cost \$26,300. As reported, this problem was not overlooked during the renovation project, but failed inspection. The fire inspector is insisting on this change. The Board all agreed that the Library needs to be ADA compliant but that they would like to see this work go to rebid.

Both Trustees Ryan and Ball withdrew their motion.

Capital Assessment of the Library’s Exterior and Site

Trustee Matyas moved the Library Board of Trustees approve the recommended expenditure of \$9,500 with Product Architecture and Design to perform a capital assessment of the exterior building and site of the Library for the purposes of developing a long term budget for the repairs and maintenance of the Library’s building. Trustee Ryan seconded.

The Trustees all agreed that this seems like a lot of money and that they would like to see this go to rebid.

Both Trustees Matyas and Ryan withdrew their motion.

**Unfinished Business**

Renewal of the Healthcare Insurance Plan

Trustee Matyas moved the Library Board of Trustees approve the recommended renewal of the healthcare insurance plan with Blue Cross Blue Shield (E2EC1705) beginning on July 1, 2014 and ending on June 30, 2015. Trustee Dimond seconded.

Mr. Pritz reviewed the current plan and costs with Blue Cross Blue Shield and its renewal rates along with other considerations for healthcare costs such as reducing the cost support for working spouses who can purchase insurance through their employer.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: none. Motion carried.

Price Tags for Health Insurance

Trustee Matyas moved the Library Board of Trustees approve the recommended price tags to be charged for health insurance beginning on July 1, 2014 and ending on June 30, 2015. Trustee Drblik seconded.

Mr. Pritz reviewed the increased price tags for 2014-2015 fiscal year.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: none. Motion carried.

Insurance Coverage for Working Spouses

Trustee Matyas moved the Library Board of Trustees approve the recommended creation of a cap of \$8,700 per year on the Library’s payments related to the health insurance coverage of working spouses who have access to insurance through their own employer beginning on July 1, 2014. Trustee Ryan seconded.

Mr. Pritz reviewed the current plan for health insurance coverage of working spouses along with the adjustments for the recommended spousal coverage.

Roll call vote: Ayes: Ball, Dimond, Dubiel. Nays: Drblik, Matyas, Ryan. Motion did not carry.

Because of the time, President Dubiel asked that a meeting be scheduled to discuss the 2014/2015 budget. The Trustees agreed discuss the budget at the June Board Meeting.

**Adjournment**

Trustee Dimond moved to adjourn. Trustee Matyas seconded. Voice vote taken. All ayes. No nays. Motion carried. The meeting ended at 7:59 PM

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President

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Secretary

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71146	Accounts Payable	Computer Check	6/18/2014	3M	\$0.00	\$20,292.33	(\$20,292.33)	Outstanding	6/30/2014
71147	Accounts Payable	Computer Check	6/18/2014	AFLAC	\$0.00	\$766.25	(\$21,058.58)	Outstanding	6/30/2014
71148	Accounts Payable	Computer Check	6/18/2014	ALLIANCE ENTERTAINMENT	\$0.00	\$4,051.20	(\$25,109.78)	Outstanding	6/30/2014
71149	Accounts Payable	Computer Check	6/18/2014	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$436.50	(\$25,546.28)	Outstanding	6/30/2014
71150	Accounts Payable	Computer Check	6/18/2014	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$298.00	(\$25,844.28)	Outstanding	6/30/2014
71151	Accounts Payable	Computer Check	6/18/2014	AT&T	\$0.00	\$926.06	(\$26,770.34)	Outstanding	6/30/2014
71152	Accounts Payable	Computer Check	6/18/2014	AT&T	\$0.00	\$43.40	(\$26,813.74)	Outstanding	6/30/2014
71153	Accounts Payable	Computer Check	6/18/2014	AUTOMATIC BUILDING CONTRO	\$0.00	\$1,050.00	(\$27,863.74)	Outstanding	6/30/2014
71154	Accounts Payable	Computer Check	6/18/2014	AVCAFE	\$0.00	\$49.12	(\$27,912.86)	Outstanding	6/30/2014
71155	Accounts Payable	Computer Check	6/18/2014	DONNA BLOCK	\$0.00	\$81.69	(\$27,994.55)	Outstanding	6/30/2014
71156	Accounts Payable	Computer Check	6/18/2014	BUTTON MAKERS	\$0.00	\$144.78	(\$28,139.33)	Outstanding	6/30/2014
71157	Accounts Payable	Computer Check	6/18/2014	CALL ONE	\$0.00	\$1,219.29	(\$29,358.62)	Outstanding	6/30/2014
71158	Accounts Payable	Computer Check	6/18/2014	CALOR DESIGN GROUP, LTD.	\$0.00	\$1,400.00	(\$30,758.62)	Outstanding	6/30/2014
71159	Accounts Payable	Computer Check	6/18/2014	ARIANNE CAREY	\$0.00	\$72.61	(\$30,831.23)	Outstanding	6/30/2014
71160	Accounts Payable	Computer Check	6/18/2014	CENGAGE LEARNING, INC.	\$0.00	\$2,615.25	(\$33,446.48)	Outstanding	6/30/2014
71161	Accounts Payable	Computer Check	6/18/2014	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$33,663.38)	Outstanding	6/30/2014
71162	Accounts Payable	Computer Check	6/18/2014	CINTAS CORPORATION LOC. 769	\$0.00	\$491.79	(\$34,155.17)	Outstanding	6/30/2014
71163	Accounts Payable	Computer Check	6/18/2014	COMED	\$0.00	\$6,522.70	(\$40,677.87)	Outstanding	6/30/2014
71164	Accounts Payable	Computer Check	6/18/2014	COMPENDIUM LIBRARY SERVI	\$0.00	\$2,195.00	(\$42,872.87)	Outstanding	6/30/2014
71165	Accounts Payable	Computer Check	6/18/2014	COOPERATIVE COMPUTER SERV	\$0.00	\$6,195.09	(\$49,067.96)	Outstanding	6/30/2014
71166	Accounts Payable	Computer Check	6/18/2014	CREATIVE PROMOTIONAL PROD	\$0.00	\$1,219.40	(\$50,287.36)	Outstanding	6/30/2014
71167	Accounts Payable	Computer Check	6/18/2014	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$844.44	(\$51,131.80)	Outstanding	6/30/2014
71168	Accounts Payable	Computer Check	6/18/2014	DEMCO	\$0.00	\$1,142.75	(\$52,274.55)	Outstanding	6/30/2014
71169	Accounts Payable	Computer Check	6/18/2014	DOOR SYSTEMS, INC.	\$0.00	\$229.10	(\$52,503.65)	Outstanding	6/30/2014
71170	Accounts Payable	Computer Check	6/18/2014	EASYPERMIT POSTAGE	\$0.00	\$200.00	(\$52,703.65)	Outstanding	6/30/2014
71171	Accounts Payable	Computer Check	6/18/2014	EBSCO INFORMATION SERVICES	\$0.00	\$15,700.00	(\$68,403.65)	Outstanding	6/30/2014
71172	Accounts Payable	Computer Check	6/18/2014	FIFTH THIRD BANK	\$0.00	\$100.00	(\$68,503.65)	Outstanding	6/30/2014
71173	Accounts Payable	Computer Check	6/18/2014	FIFTH THIRD BANK	\$0.00	\$1,540.00	(\$70,043.65)	Outstanding	6/30/2014
71174	Accounts Payable	Computer Check	6/18/2014	FLEXSOURCE, LLC	\$0.00	\$902.50	(\$70,946.15)	Outstanding	6/30/2014
71175	Accounts Payable	Computer Check	6/18/2014	FLUORECYCLE, INC.	\$0.00	\$302.09	(\$71,248.24)	Outstanding	6/30/2014
71176	Accounts Payable	Computer Check	6/18/2014	JASON FRIEDL	\$0.00	\$27.99	(\$71,276.23)	Outstanding	6/30/2014
71177	Accounts Payable	Computer Check	6/18/2014	FRIENDS OF THE NILES LIBRARY	\$0.00	\$957.84	(\$72,234.07)	Outstanding	6/30/2014
71178	Accounts Payable	Computer Check	6/18/2014	DOROTHEA FRISBIE	\$0.00	\$103.44	(\$72,337.51)	Outstanding	6/30/2014
71179	Accounts Payable	Computer Check	6/18/2014	GARVEY'S OFFICE PRODUCTS	\$0.00	\$826.05	(\$73,163.56)	Outstanding	6/30/2014
71180	Accounts Payable	Computer Check	6/18/2014	GENESIS TECHNOLOGIES, INC.	\$0.00	\$4,230.04	(\$77,393.60)	Outstanding	6/30/2014
71181	Accounts Payable	Computer Check	6/18/2014	GRAINGER	\$0.00	\$1,359.60	(\$78,753.20)	Outstanding	6/30/2014
71182	Accounts Payable	Computer Check	6/18/2014	GREY HOUSE PUBLISHING, INC.	\$0.00	\$237.50	(\$78,990.70)	Outstanding	6/30/2014
71183	Accounts Payable	Computer Check	6/18/2014	GROOT INDUSTRIES, INC.	\$0.00	\$228.90	(\$79,219.60)	Outstanding	6/30/2014
71184	Accounts Payable	Computer Check	6/18/2014	HEALTHCARE SERVICE CORPOR	\$0.00	\$39,635.61	(\$118,855.21)	Outstanding	6/30/2014

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71185	Accounts Payable	Computer Check	6/18/2014	HUMAN RELATIONS MEDIA	\$0.00	\$164.95	(\$119,020.16)	Outstanding	6/30/2014
71186	Accounts Payable	Computer Check	6/18/2014	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$135.00	(\$119,155.16)	Outstanding	6/30/2014
71187	Accounts Payable	Computer Check	6/18/2014	INGRAM LIBRARY SERVICES	\$0.00	\$13,833.31	(\$132,988.47)	Outstanding	6/30/2014
71188	Accounts Payable	Computer Check	6/18/2014	IRON MOUNTAIN	\$0.00	\$187.64	(\$133,176.11)	Outstanding	6/30/2014
71189	Accounts Payable	Computer Check	6/18/2014	JACOBS AND SON, INC.	\$0.00	\$8,147.20	(\$141,323.31)	Outstanding	6/30/2014
71190	Accounts Payable	Computer Check	6/18/2014	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$3,409.00	(\$144,732.31)	Outstanding	6/30/2014
71191	Accounts Payable	Computer Check	6/18/2014	KONE INC.	\$0.00	\$232.20	(\$144,964.51)	Outstanding	6/30/2014
71192	Accounts Payable	Computer Check	6/18/2014	KONICA MINOLTA BUSINESS SO	\$0.00	\$140.18	(\$145,104.69)	Outstanding	6/30/2014
71193	Accounts Payable	Computer Check	6/18/2014	BEN P. LAUGHLIN	\$0.00	\$28.55	(\$145,133.24)	Outstanding	6/30/2014
71194	Accounts Payable	Computer Check	6/18/2014	GEORGE LECLAIRE	\$0.00	\$150.00	(\$145,283.24)	Outstanding	6/30/2014
71195	Accounts Payable	Computer Check	6/18/2014	VICTORIA LUZ	\$0.00	\$36.69	(\$145,319.93)	Outstanding	6/30/2014
71196	Accounts Payable	Computer Check	6/18/2014	THE MANAGEMENT ASSOCIATI	\$0.00	\$1,150.00	(\$146,469.93)	Outstanding	6/30/2014
71197	Accounts Payable	Computer Check	6/18/2014	ARIANA MATEZIC	\$0.00	\$34.98	(\$146,504.91)	Outstanding	6/30/2014
71198	Accounts Payable	Computer Check	6/18/2014	MENARDS	\$0.00	\$252.73	(\$146,757.64)	Outstanding	6/30/2014
71199	Accounts Payable	Computer Check	6/18/2014	MIDWEST TAPE	\$0.00	\$6,775.97	(\$153,533.61)	Outstanding	6/30/2014
71200	Accounts Payable	Computer Check	6/18/2014	MIGHTYBYTES, INC.	\$0.00	\$3,000.00	(\$156,533.61)	Outstanding	6/30/2014
71201	Accounts Payable	Computer Check	6/18/2014	MARY MILLER	\$0.00	\$82.35	(\$156,615.96)	Outstanding	6/30/2014
71202	Accounts Payable	Computer Check	6/18/2014	MILLCARE	\$0.00	\$300.00	(\$156,915.96)	Outstanding	6/30/2014
71203	Accounts Payable	Computer Check	6/18/2014	MPLC	\$0.00	\$240.24	(\$157,156.20)	Outstanding	6/30/2014
71204	Accounts Payable	Computer Check	6/18/2014	MULTICULTURAL BOOKS & VID	\$0.00	\$250.00	(\$157,406.20)	Outstanding	6/30/2014
71205	Accounts Payable	Computer Check	6/18/2014	NICOR GAS	\$0.00	\$169.77	(\$157,575.97)	Outstanding	6/30/2014
71206	Accounts Payable	Computer Check	6/18/2014	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$158,456.97)	Outstanding	6/30/2014
71207	Accounts Payable	Computer Check	6/18/2014	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$159,204.97)	Outstanding	6/30/2014
71208	Accounts Payable	Computer Check	6/18/2014	ORIENTAL TRADING COMPANY, I	\$0.00	\$1,701.35	(\$160,906.32)	Outstanding	6/30/2014
71209	Accounts Payable	Computer Check	6/18/2014	OVERDRIVE, INC.	\$0.00	\$2,773.91	(\$163,680.23)	Outstanding	6/30/2014
71210	Accounts Payable	Computer Check	6/18/2014	RACIEL PAYAN	\$0.00	\$3.99	(\$163,684.22)	Outstanding	6/30/2014
71211	Accounts Payable	Computer Check	6/18/2014	PETTY CASH	\$0.00	\$27.80	(\$163,712.02)	Outstanding	6/30/2014
71212	Accounts Payable	Computer Check	6/18/2014	PITNEY BOWES	\$0.00	\$591.00	(\$164,303.02)	Outstanding	6/30/2014
71213	Accounts Payable	Computer Check	6/18/2014	ROBERT P. PODGORSKI	\$0.00	\$200.00	(\$164,503.02)	Outstanding	6/30/2014
71214	Accounts Payable	Computer Check	6/18/2014	POLONIA BOOKSTORE, INC.	\$0.00	\$559.22	(\$165,062.24)	Outstanding	6/30/2014
71215	Accounts Payable	Computer Check	6/18/2014	KATHY PRICONE	\$0.00	\$33.50	(\$165,095.74)	Outstanding	6/30/2014
71216	Accounts Payable	Computer Check	6/18/2014	JOHN RADZKO	\$0.00	\$22.40	(\$165,118.14)	Outstanding	6/30/2014
71217	Accounts Payable	Computer Check	6/18/2014	RANDOM HOUSE LLC	\$0.00	\$56.25	(\$165,174.39)	Outstanding	6/30/2014
71218	Accounts Payable	Computer Check	6/18/2014	DENISE REDA	\$0.00	\$13.00	(\$165,187.39)	Outstanding	6/30/2014
71219	Accounts Payable	Computer Check	6/18/2014	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$165,737.39)	Outstanding	6/30/2014
71220	Accounts Payable	Computer Check	6/18/2014	MIKE SCHNEIDER	\$0.00	\$290.00	(\$166,027.39)	Outstanding	6/30/2014
71221	Accounts Payable	Computer Check	6/18/2014	RUTH SCHUSTER	\$0.00	\$26.87	(\$166,054.26)	Outstanding	6/30/2014
71222	Accounts Payable	Computer Check	6/18/2014	CLARA SHEFFER	\$0.00	\$21.14	(\$166,075.40)	Outstanding	6/30/2014
71223	Accounts Payable	Computer Check	6/18/2014	SHELL	\$0.00	\$59.60	(\$166,135.00)	Outstanding	6/30/2014

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71224	Accounts Payable	Computer Check	6/18/2014	EVAN P. SINGER	\$0.00	\$250.00	(\$166,385.00)	Outstanding	6/30/2014
71225	Accounts Payable	Computer Check	6/18/2014	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$166,499.00)	Outstanding	6/30/2014
71226	Accounts Payable	Computer Check	6/18/2014	SABRINA STEARNS	\$0.00	\$9.99	(\$166,508.99)	Outstanding	6/30/2014
71227	Accounts Payable	Computer Check	6/18/2014	TASB, INC.	\$0.00	\$3,000.00	(\$169,508.99)	Outstanding	6/30/2014
71228	Accounts Payable	Computer Check	6/18/2014	TEAM ONE REPAIR, INC.	\$0.00	\$3,112.00	(\$172,620.99)	Outstanding	6/30/2014
71229	Accounts Payable	Computer Check	6/18/2014	THE HARTFORD	\$0.00	\$23,872.00	(\$196,492.99)	Outstanding	6/30/2014
71230	Accounts Payable	Computer Check	6/18/2014	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,615.74	(\$198,108.73)	Outstanding	6/30/2014
71231	Accounts Payable	Computer Check	6/18/2014	THE SCIENCE ALLIANCE	\$0.00	\$500.00	(\$198,608.73)	Outstanding	6/30/2014
71232	Accounts Payable	Computer Check	6/18/2014	LYNN J. THILMANY	\$0.00	\$13.95	(\$198,622.68)	Outstanding	6/30/2014
71233	Accounts Payable	Computer Check	6/18/2014	TYCO INTEGRATED SECURITY L	\$0.00	\$309.55	(\$198,932.23)	Outstanding	6/30/2014
71234	Accounts Payable	Computer Check	6/18/2014	UNIQUE MANAGEMENT SERVICE	\$0.00	\$139.30	(\$199,071.53)	Outstanding	6/30/2014
71235	Accounts Payable	Computer Check	6/18/2014	SASHA VASILIC	\$0.00	\$131.88	(\$199,203.41)	Outstanding	6/30/2014
71236	Accounts Payable	Computer Check	6/18/2014	VERIZON WIRELESS	\$0.00	\$98.38	(\$199,301.79)	Outstanding	6/30/2014
71237	Accounts Payable	Computer Check	6/18/2014	VILLAGE OF NILES	\$0.00	\$430.22	(\$199,732.01)	Outstanding	6/30/2014
71238	Accounts Payable	Computer Check	6/18/2014	VISA	\$0.00	\$6,501.93	(\$206,233.94)	Outstanding	6/30/2014
71239	Accounts Payable	Computer Check	6/18/2014	VISION SERVICE PLAN OF ILLINO	\$0.00	\$671.74	(\$206,905.68)	Outstanding	6/30/2014
71240	Accounts Payable	Computer Check	6/18/2014	VISOGRAPHIC	\$0.00	\$8,009.00	(\$214,914.68)	Outstanding	6/30/2014
71241	Accounts Payable	Computer Check	6/18/2014	LINDA WEISS	\$0.00	\$74.82	(\$214,989.50)	Outstanding	6/30/2014
71242	Accounts Payable	Computer Check	6/18/2014	WESTERN IRRIGATION, INC.	\$0.00	\$547.00	(\$215,536.50)	Outstanding	6/30/2014
71243	Accounts Payable	Computer Check	6/18/2014	SUSAN WILSEY	\$0.00	\$29.46	(\$215,565.96)	Outstanding	6/30/2014

### Summary by Transaction Type

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	<b>(\$215,565.96)</b>
<b>Total Payments:</b>	<b>(\$215,565.96)</b>
<b>Total Change in Register Balance:</b>	<b>(\$215,565.96)</b>

## Niles Public Library District Bank Register Report - Imprest

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Status</u>	<u>Post Date</u>
2917	Accounts Payable	Manual Check	5/27/2014	LOGAN SUTHERLAND	\$0.00	\$100.00	(\$100.00)	Outstanding	5/31/2014

**Summary by Transaction Type**

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	(\$100.00)
<b>Total Payments:</b>	<b>(\$100.00)</b>
<b>Total Change in Register Balance:</b>	<b>(\$100.00)</b>

Regular Board Meeting - May 21, 2014

**RESIGNATIONS**

Name	Position	Wkly Hours/Hrly Rate	Effective Date
Val Kreyczyk	Maintenance Assistant	21 HRS every other week/\$13.96	5/27/2014

**APPOINTMENTS**

Mark Andrey	Maintenance Assistant	21 HRS every other	6/9/2014
Athena Crouse	Patron Services Supervisor	37.5 HRS/\$26.68 (\$52,026)	7/1/2014
Elbert Au	Team Leader	\$13.96/HR	7/1/2014
Catherine Breen	Team Leader	\$13.96/HR	7/1/2014
Srdjan Vasilic	Team Leader	\$13.96/HR	7/1/2014

**ORDINANCE 14-03**

**ORDINANCE SETTING THE SCHEDULE OF MEETINGS  
OF THE BOARD OF TRUSTEES OF THE  
NILES PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2014 AND ENDING JUNE 30, 2015**

**BE IT ORDAINED** by the Board of Trustees of the Niles Public Library District that during the fiscal year commencing July 1, 2014 and ending June 30, 2015, the following meetings of the Board of Trustees are called and will be held and conducted:

2014:	July 15	Regular Meeting
	August 20	Regular Meeting
	September 17	Regular Meeting
	October 15	Regular Meeting
	November 19	Regular Meeting
	December 17	Regular Meeting
2015:	January 21	Regular Meeting
	February 18	Regular Meeting
	March 18	Regular Meeting
	April 15	Regular Meeting
	May 20	Regular Meeting
	June 17	Regular Meeting

All of the aforesaid meetings will be held in the Board Room of the library building, 6960 Oakton Street, Niles, Illinois, at 6:30 p.m., unless otherwise designated or modified by Board resolution.

**PASSED AND ENACTED** by the Board of Trustees of the NILES PUBLIC LIBRARY DISTRICT, Cook County, Illinois on the 18<sup>th</sup> day of June, 2014.

AYES:	NAYS:	ABSTAIN:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	ABSENT:
_____	_____	_____
_____	_____	_____
_____	_____	_____

NILES PUBLIC LIBRARY DISTRICT

BY: \_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Secretary

**ORDINANCE NO. 14-04**

**ORDINANCE ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKERS AND MECHANICS EMPLOYED BY THE NILES PUBLIC LIBRARY DISTRICT**

**WHEREAS**, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, being 820 ILCS 130/0.01 et seq. (formerly known as §§39s-1 through 39s-12, ch. 48, Illinois Revised Statutes, 1973); and

**WHEREAS**, the aforesaid Act requires that the Niles Public Library District of the County of Cook, State of Illinois, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workmen in the locality of said Library District employed in performing construction of public works, for said Library District.

**NOW, THEREFORE, Be It Ordained** by the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois:

**Section I:** To the extent and as required by "An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public work", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workmen engaged in the construction of public works coming under the jurisdiction of the Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County as determined by the Department of Labor of the State of Illinois as of June 1, 2014, a copy of that determination being attached hereto as Exhibit A and incorporated herein by reference. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

**Section 2:** Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of this Library District to the extent required by the aforesaid Act.

**Section 3:** The Secretary of the Library District Board of Trustees shall publicly post or keep available for inspection by interested party in the main office of this Library District this determination or any revisions of such prevailing rate of wage.

**Section 4:** The Secretary of the Library District Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of any determination stating the particular rates and the particular class of workmen whose wages will be affected by such rates.

**Section 5:** The Secretary of the Library District Board of Trustees shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

**Section 6:** The Secretary shall cause a notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto as Exhibit B and incorporated herein by reference. Such publication shall constitute notice that this is the determination of the Board of Library Trustees of the Niles Public Library District and is effective.

**ADOPTED** this 18<sup>th</sup> day of June, 2014, pursuant to a roll call vote as follows:

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

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

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

**APPROVED** by the President and Board of Trustees of the Niles Public Library District this  
18<sup>th</sup> day of June, 2014.

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**President  
Board of Library Trustees  
Niles Public Library District**

**ATTEST:**

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**Secretary  
Board of Library Trustees  
Niles Public Library District**

EXHIBIT A**Cook County Prevailing Wage for June 2014**

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN	ALL			37.100	37.600	1.5	1.5	2.0	13.38	9.520	0.000	0.500
ASBESTOS ABT-MEC	BLD			35.100	37.600	1.5	1.5	2.0	11.17	10.76	0.000	0.720
BOILERMAKER	BLD			44.240	48.220	2.0	2.0	2.0	6.970	17.54	0.000	0.350
BRICK MASON	BLD			41.580	45.740	1.5	1.5	2.0	9.700	12.80	0.000	1.040
CARPENTER	ALL			42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
CEMENT MASON	ALL			42.350	44.350	2.0	1.5	2.0	12.16	12.35	0.000	0.430
CERAMIC TILE FNSHER	BLD			34.810	0.000	2.0	1.5	2.0	10.20	7.830	0.000	0.640
COMM. ELECT.	BLD			38.000	40.800	1.5	1.5	2.0	8.420	11.30	1.100	0.700
ELECTRIC PWR EQMT OP	ALL			44.850	49.850	1.5	1.5	2.0	10.63	14.23	0.000	0.450
ELECTRIC PWR GRNDMAN	ALL			34.980	49.850	1.5	1.5	2.0	8.290	11.10	0.000	0.350
ELECTRIC PWR LINEMAN	ALL			44.850	49.850	1.5	1.5	2.0	10.63	14.23	0.000	0.450
ELECTRICIAN	ALL			43.000	46.000	1.5	1.5	2.0	12.83	14.27	0.000	0.750
ELEVATOR CONSTRUCTOR	BLD			49.900	56.140	2.0	2.0	2.0	12.73	13.46	3.990	0.600
FENCE ERECTOR	ALL			34.840	36.840	1.5	1.5	2.0	12.86	10.67	0.000	0.300
GLAZIER	BLD			40.000	41.500	1.5	2.0	2.0	12.49	15.99	0.000	0.940
HT/FROST INSULATOR	BLD			46.950	49.450	1.5	1.5	2.0	11.17	11.96	0.000	0.720
IRON WORKER	ALL			42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	0.350
LABORER	ALL			37.000	37.750	1.5	1.5	2.0	13.38	9.520	0.000	0.500
LATHER	ALL			42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
MACHINIST	BLD			43.920	46.420	1.5	1.5	2.0	6.760	8.950	1.850	0.000
MARBLE FINISHERS	ALL			30.520	0.000	1.5	1.5	2.0	9.700	12.55	0.000	0.590
MARBLE MASON	BLD			40.780	44.860	1.5	1.5	2.0	9.700	12.71	0.000	0.740
MATERIAL TESTER I	ALL			27.000	0.000	1.5	1.5	2.0	13.38	9.520	0.000	0.500
MATERIALS TESTER II	ALL			32.000	0.000	1.5	1.5	2.0	13.38	9.520	0.000	0.500
MILLWRIGHT	ALL			42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
OPERATING ENGINEER	BLD	1		46.100	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	BLD	2		44.800	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	BLD	3		42.250	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	BLD	4		40.500	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	BLD	5		49.850	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	BLD	6		47.100	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	BLD	7		49.100	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	FLT	1		51.300	51.300	1.5	1.5	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER	FLT	2		49.800	51.300	1.5	1.5	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER	FLT	3		44.350	51.300	1.5	1.5	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER	FLT	4		36.850	51.300	1.5	1.5	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER	FLT	5		52.800	51.300	1.5	1.5	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER	HWY	1		44.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY	2		43.750	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY	3		41.700	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY	4		40.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY	5		39.100	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY	6		47.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY	7		45.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
ORNAMNTL IRON WORKER	ALL			42.900	45.400	2.0	2.0	2.0	13.11	16.40	0.000	0.600
PAINTER	ALL			40.750	45.500	1.5	1.5	1.5	10.75	11.10	0.000	0.770
PAINTER SIGNS	BLD			33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIIVER	ALL			42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
PIPEFITTER	BLD			46.000	49.000	1.5	1.5	2.0	9.000	15.85	0.000	1.680
PLASTERER	BLD			41.250	43.730	1.5	1.5	2.0	11.10	11.69	0.000	0.550
PLUMBER	BLD			46.050	48.050	1.5	1.5	2.0	12.53	10.06	0.000	0.880
ROOFER	BLD			39.200	42.200	1.5	1.5	2.0	8.280	9.690	0.000	0.430
SHEETMETAL WORKER	BLD			41.210	44.510	1.5	1.5	2.0	10.48	19.41	0.000	0.660
SIGN HANGER	BLD			30.210	30.710	1.5	1.5	2.0	4.850	3.030	0.000	0.000
SPRINKLER FITTER	BLD			49.200	51.200	1.5	1.5	2.0	10.75	8.850	0.000	0.450
STEEL ERECTOR	ALL			42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	0.350
STONE MASON	BLD			41.580	45.740	1.5	1.5	2.0	9.700	12.80	0.000	1.040
<del>SURVEY WORKER</del> -> NOT IN EFFECT				37.000	37.750	1.5	1.5	2.0	12.97	9.930	0.000	0.500

TERRAZZO FINISHER	BLD	36.040	0.000	1.5	1.5	2.0	10.20	9.900	0.000	0.540
TERRAZZO MASON	BLD	39.880	42.880	1.5	1.5	2.0	10.20	11.25	0.000	0.700
TILE MASON	BLD	41.840	45.840	2.0	1.5	2.0	10.20	9.560	0.000	0.880
TRAFFIC SAFETY WRKR	HWY	28.250	29.850	1.5	1.5	2.0	4.896	4.175	0.000	0.000
TRUCK DRIVER	E ALL 1	33.850	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	E ALL 2	34.100	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	E ALL 3	34.300	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	E ALL 4	34.500	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	W ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TUCKPOINTER	BLD	41.950	42.950	1.5	1.5	2.0	8.180	11.78	0.000	0.630

**Legend:**

RG (Region)  
 TYP (Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers)  
 C (Class)  
 Base (Base Wage Rate)  
 FRMAN (Foreman Rate)  
 M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)  
 OSA (Overtime (OT) is required for every hour worked on Saturday)  
 OSH (Overtime is required for every hour worked on Sunday and Holidays)  
 H/W (Health & Welfare Insurance)  
 Pensn (Pension)  
 Vac (Vacation)  
 Trng (Training)

## Explanations

### COOK COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

TRUCK DRIVERS (WEST) - That part of the county West of Barrington Road.

### EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

### CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and

other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

#### COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

#### MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

#### OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar

type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane (over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall, Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000 pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

#### MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

## **Exhibit B**

### **NOTICE OF DETERMINATION**

**NOTICE IS GIVEN** by the Board of Library Trustees of the Niles Public Library District that by Ordinance adopted the 18<sup>th</sup> day of June, 2014, the Niles Public Library District has made a determination of the Prevailing Rate of Wages as required by Illinois Compiled Statutes, 820 ILCS 130/1-2.

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**Chris A. Ball, Secretary  
Board of the Library Trustees  
Niles Public Library District**

**SECRETARY'S CERTIFICATE**

I, Chris A. Ball, the duly qualified Secretary of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois, and keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of Ordinance No. 14-04 entitled an “Ordinance Adopting The Prevailing Wage Rates For Laborers, Workers And Mechanics Employed By The Niles Public Library District,” adopted by the Board of Library Trustees of the Niles Public Library District on June 18, 2014.

**IN WITNESS WHEREOF**, I hereunto set my hand this 18<sup>th</sup> day of June, 2014.

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Chris A. Ball, Secretary  
Board of Library Trustees  
Niles Public Library District

# Niles Public Library District

## Balance Sheet

May 31, 2014

	GENERAL FUND 5/31/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash Checking	(\$1,780,881)	\$908,204	\$898,769	\$26,092
Cash-Imprest	\$849			\$849
Cash-Flexible Spending Account	\$8,000			\$8,000
MaxSafe CD	\$1,015,893			\$1,015,893
Capital One 360	\$248,338			\$248,338
Stone Castle	\$1,928,350			\$1,928,350
Petty Cash	\$200			\$200
Illinois Funds-Tax Deposit Account	\$1,877,012			\$1,877,012
Illinois Funds E pay fines	\$65,452			\$65,452
Northwest Community Credit Union	\$251,664			\$251,664
LaSalle Investments	\$475,000			\$475,000
LaSalle Money Market	\$524,572			\$524,572
Fifth Third Bank-Investments	\$1,644,389			\$1,644,389
Investments Money Market-Fifth Third Bank	\$11,643			\$11,643
MaxSafe CD	\$514,507			\$514,507
MaxSafe CD	\$510,425			\$510,425
<b>Total Cash and Investments</b>	<b>\$7,295,410</b>	<b>\$908,204</b>	<b>\$898,769</b>	<b>\$9,102,383</b>
<b>Receivables</b>				
Accrued Interest Receivable	\$489	\$78	\$316	\$884
<b>Total Receivables</b>	<b>\$489</b>	<b>\$78</b>	<b>\$316</b>	<b>\$884</b>
<b>Prepaid Items</b>				
Prepaid Expense	\$41,389			\$41,389
<b>Total Prepaid Items</b>	<b>\$41,389</b>	<b>\$0</b>	<b>\$0</b>	<b>\$41,389</b>
<b>Total Assets</b>	<b>\$7,337,288</b>	<b>\$908,283</b>	<b>\$899,085</b>	<b>\$9,144,656</b>

# Niles Public Library District

## Balance Sheet

May 31, 2014

	GENERAL FUND 5/31/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$59,410	\$31,043	\$123,472	\$213,926
Accounts Payable-Friends of the Library				
Payroll Clearing	\$12,766			\$12,766
Accrued Salaries & Wages	\$42,011			\$42,011
Deferred Revenues	(\$367,842)	(\$15,913)		(\$383,755)
<b>Total Liabilities</b>	<b>(\$253,654)</b>	<b>\$15,130</b>	<b>\$123,472</b>	<b>(\$115,052)</b>
 <b>Fund Balance</b>				
Fund Balance	\$7,590,943	\$893,153	\$775,613	\$9,259,708
<b>Total Fund Balance</b>	<b>\$7,590,943</b>	<b>\$893,153</b>	<b>\$775,613</b>	<b>\$9,259,708</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$7,337,288</b>	<b>\$908,283</b>	<b>\$899,085</b>	<b>\$9,144,656</b>

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

May 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$33,869	\$68,522	(\$34,653)	\$6,930,202	\$6,852,175	\$78,027	\$6,852,175	101%
Replacement Taxes	\$23,035		\$23,035	\$139,590		\$139,590		
Per Capita Grant				\$130,473	\$54,000	\$76,473	\$54,000	242%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$7,468	\$1,667	\$5,801	\$25,352	\$18,333	\$7,019	\$20,000	127%
Fines	\$3,715	\$3,333	\$382	\$40,812	\$36,667	\$4,145	\$40,000	102%
Lost Books	\$597	\$625	(\$28)	\$8,000	\$6,875	\$1,125	\$7,500	107%
Pay For Print	\$387	\$1,250	(\$863)	\$15,603	\$13,750	\$1,853	\$15,000	104%
Flash Drive & Ear Bud Sales	\$1		\$1	\$41		\$41		
Commissions & Fees					\$100	(\$100)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)	\$330	\$229	\$101	\$250	132%
Miscellaneous	\$25	\$17	\$8	\$3,535	\$183	\$3,351	\$200	1,767%
<b>Total Revenues</b>	<b>\$69,097</b>	<b>\$75,434</b>	<b>(\$6,337)</b>	<b>\$7,304,814</b>	<b>\$6,982,312</b>	<b>\$322,502</b>	<b>\$6,990,725</b>	<b>104%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$9,494	\$9,632	\$138	\$104,430	\$105,948	\$1,519	\$115,580	90%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$237,279	\$230,098	(\$7,181)	\$251,016	95%
Payroll-Division Supervisors	\$49,150	\$49,578	\$428	\$529,674	\$545,362	\$15,687	\$594,940	89%
Payroll-Librarian I	\$90,515	\$97,107	\$6,591	\$1,056,026	\$1,068,172	\$12,146	\$1,165,279	91%
Payroll-Library Grade V	\$47,320	\$50,038	\$2,717	\$521,384	\$550,413	\$29,028	\$600,450	87%
Payroll-Library Grade VI	\$33,604	\$36,949	\$3,345	\$400,192	\$406,444	\$6,252	\$443,393	90%
Payroll-Library Pages	\$8,908	\$12,065	\$3,158	\$115,452	\$132,719	\$17,267	\$144,784	80%
Payroll-Sundays	\$4,650	\$6,417	\$1,766	\$66,592	\$70,583	\$3,991	\$77,000	86%
Adjustments							\$10,000	
Substitutes	\$135	\$667	\$532	\$3,120	\$7,333	\$4,213	\$8,000	39%
<b>Total Salaries</b>	<b>\$266,272</b>	<b>\$283,370</b>	<b>\$17,098</b>	<b>\$3,034,150</b>	<b>\$3,117,072</b>	<b>\$82,922</b>	<b>\$3,410,442</b>	<b>89%</b>

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

May 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Library Materials</b>								
Books-Adult	\$8,406	\$11,917	\$3,510	\$124,853	\$131,083	\$6,230	\$143,000	87%
Books-Youth Services	\$4,647	\$5,750	\$1,103	\$45,518	\$63,250	\$17,732	\$69,000	66%
Books-Teen	\$2,061	\$1,250	(\$811)	\$13,956	\$13,750	(\$206)	\$15,000	93%
Downloadables	\$23,066	\$4,583	(\$18,483)	\$65,970	\$50,417	(\$15,553)	\$55,000	120%
Periodicals	\$39	\$2,000	\$1,961	\$20,626	\$22,000	\$1,374	\$24,000	86%
AV-Adult	\$7,986	\$7,917	(\$70)	\$87,278	\$87,083	(\$194)	\$95,000	92%
AV-Youth Services	\$1,282	\$3,808	\$2,526	\$28,574	\$41,892	\$13,318	\$45,700	63%
AV-Teen	\$2,665	\$1,083	(\$1,582)	\$9,642	\$11,917	\$2,274	\$13,000	74%
Online Databases	\$17,878	\$16,750	(\$1,128)	\$192,229	\$184,250	(\$7,979)	\$201,000	96%
<b>Total Library Materials</b>	<b>\$68,032</b>	<b>\$55,058</b>	<b>(\$12,974)</b>	<b>\$588,646</b>	<b>\$605,642</b>	<b>\$16,995</b>	<b>\$660,700</b>	<b>89%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$4,490	\$6,500	\$2,010	\$62,543	\$71,500	\$8,957	\$78,000	80%
Processing & Supplies	\$420	\$2,500	\$2,080	\$15,799	\$27,500	\$11,701	\$30,000	53%
Internet Charges	\$1,242	\$1,600	\$358	\$14,084	\$17,600	\$3,516	\$19,200	73%
Software, Licenses	\$3,529	\$3,520	(\$9)	\$34,984	\$38,723	\$3,739	\$42,243	83%
Printing	\$7,667	\$1,213	(\$6,454)	\$40,060	\$34,038	(\$6,023)	\$42,150	95%
Library Supplies	\$133	\$1,000	\$867	\$9,196	\$11,000	\$1,804	\$12,000	77%
Programming & Support-Adult	\$348	\$1,717	\$1,369	\$17,940	\$18,883	\$943	\$20,600	87%
Programming & Support-Juvenile	\$5,189	\$2,875	(\$2,314)	\$30,950	\$31,625	\$675	\$34,500	90%
Programming & Support-Joint		\$333	\$333	\$2,091	\$3,667	\$1,576	\$4,000	52%
Programming & Support-Teen	\$549	\$583	\$34	\$4,549	\$6,417	\$1,868	\$7,000	65%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$3,907	\$4,583	\$677	\$5,000	78%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$15,166	\$15,404	\$238	\$16,804	90%
Miscellaneous	\$188	\$83	(\$104)	\$1,254	\$917	(\$338)	\$1,000	125%
Per Capita Grant Expenditures	\$286		(\$286)	\$57,056		(\$57,056)	\$57,000	100%
Grant - Other Expenditures		\$83	\$83	\$8,613	\$917	(\$7,697)	\$1,000	861%
Volunteers		\$2,500	\$2,500	\$1,099	\$2,500	\$1,401	\$3,000	37%
<b>Total Library Operating Expenditures</b>	<b>\$25,745</b>	<b>\$26,325</b>	<b>\$580</b>	<b>\$320,608</b>	<b>\$286,585</b>	<b>(\$34,023)</b>	<b>\$374,810</b>	<b>86%</b>

# Niles Public Library District Income Statement-Consolidated

May 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>General and Administration</b>								
Janitorial Supplies	\$1,816	\$2,804	\$988	\$31,429	\$30,846	(\$583)	\$33,650	93%
Copiers	\$140	\$833	\$693	\$6,891	\$9,167	\$2,276	\$10,000	69%
Professional Development	\$1,193	\$3,408	\$2,215	\$16,145	\$37,491	\$21,345	\$40,899	39%
Mileage	\$212	\$250	\$38	\$2,448	\$2,750	\$302	\$3,000	82%
Professional Collection		\$333	\$333	\$3,433	\$3,667	\$234	\$4,000	86%
Legal Fees	\$3,409	\$3,333	(\$76)	\$21,702	\$36,667	\$14,965	\$40,000	54%
Consultants	\$4,400	\$1,667	(\$2,733)	\$8,702	\$18,333	\$9,631	\$20,000	44%
Kitchen Supplies		\$158	\$158	\$477	\$1,742	\$1,265	\$1,900	25%
Promotional Expense	\$1,351	\$1,708	\$357	\$20,405	\$18,792	(\$1,614)	\$20,500	100%
Office Supplies	\$7,825	\$2,083	(\$5,742)	\$27,499	\$22,917	(\$4,582)	\$25,000	110%
Postage & Freight	\$423	\$1,500	\$1,077	\$11,958	\$16,500	\$4,542	\$18,000	66%
Publication of Notices-Legal		\$100	\$100	\$956	\$1,100	\$144	\$1,200	80%
Publication of Notices-Advertisements		\$42	\$42		\$458	\$458	\$500	
Subscriptions & Dues	\$433	\$750	\$317	\$9,191	\$8,250	(\$941)	\$9,000	102%
Collection Services	\$115	\$83	(\$32)	\$794	\$917	\$123	\$1,000	79%
Telephone	\$1,361	\$1,375	\$14	\$11,731	\$15,125	\$3,394	\$16,500	71%
Trustee Expense	\$22	\$833	\$811	\$7,228	\$9,167	\$1,939	\$10,000	72%
Equipment Rental	\$591	\$417	(\$174)	\$8,913	\$4,583	(\$4,330)	\$5,000	178%
Payroll Service	\$912	\$775	(\$137)	\$11,140	\$8,525	(\$2,615)	\$9,300	120%
Bank Fees	\$84	\$250	\$166	\$2,493	\$2,750	\$257	\$3,000	83%
Parking Lease	\$881	\$881		\$9,691	\$9,691		\$10,572	92%
<b>Total General and Administration</b>	<b>\$25,169</b>	<b>\$23,585</b>	<b>(\$1,584)</b>	<b>\$213,228</b>	<b>\$259,436</b>	<b>\$46,208</b>	<b>\$283,021</b>	<b>75%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$60	\$83	\$24	\$854	\$917	\$63	\$1,000	85%
Repairs & Maintenance		\$150	\$150	\$419	\$1,650	\$1,231	\$1,800	23%
Miscellaneous		\$8	\$8		\$92	\$92	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
<b>Total Vehicle Operation</b>	<b>\$60</b>	<b>\$242</b>	<b>\$182</b>	<b>\$2,643</b>	<b>\$4,029</b>	<b>\$1,386</b>	<b>\$4,271</b>	<b>62%</b>

**Employee Fringe Benefits**

# Niles Public Library District Income Statement-Consolidated

May 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$16,315	\$16,667	\$352	\$176,746	\$183,333	\$6,587	\$200,000	88%
Group Health	\$35,068	\$32,739	(\$2,330)	\$357,250	\$360,124	\$2,874	\$392,862	91%
Health Reimbursement Account	\$7,321	\$4,500	(\$2,821)	\$67,402	\$49,500	(\$17,902)	\$54,000	125%
Dental	\$1,563	\$1,667	\$104	\$13,623	\$18,333	\$4,710	\$20,000	68%
Vision	\$529	\$535	\$5	\$5,605	\$5,880	\$275	\$6,414	87%
FSA fee	\$359	\$63	(\$296)	\$1,344	\$988	(\$356)	\$1,050	128%
Life, LTD, AD&D, STD	\$1,616	\$1,600	(\$16)	\$18,225	\$17,600	(\$625)	\$19,200	95%
<b>Total Employee Fringe Benefits</b>	<b>\$62,770</b>	<b>\$57,769</b>	<b>(\$5,001)</b>	<b>\$640,194</b>	<b>\$635,757</b>	<b>(\$4,437)</b>	<b>\$693,526</b>	<b>92%</b>
<b>Utilities</b>								
Gas	\$170	\$1,250	\$1,080	\$14,258	\$13,750	(\$508)	\$15,000	95%
Electric	\$6,523	\$6,667	\$144	\$77,774	\$73,333	(\$4,441)	\$80,000	97%
Water	\$430	\$583	\$153	\$5,206	\$6,417	\$1,211	\$7,000	74%
<b>Total Utilities</b>	<b>\$7,123</b>	<b>\$8,500</b>	<b>\$1,377</b>	<b>\$97,238</b>	<b>\$93,500</b>	<b>(\$3,738)</b>	<b>\$102,000</b>	<b>95%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building		\$6,000	\$6,000		\$66,000	\$66,000	\$72,000	
Special Reserve - Equipment		\$70,577	\$70,577	\$17,446	\$776,343	\$758,898	\$846,920	2%
Special Reserve - Construction Project		\$339,850	\$339,850	\$3,078,461	\$3,738,350	\$659,889	\$4,078,200	75%
<b>Total Capital Expenditures</b>	<b>\$0</b>	<b>\$416,427</b>	<b>\$416,427</b>	<b>\$3,095,906</b>	<b>\$4,580,693</b>	<b>\$1,484,787</b>	<b>\$4,997,120</b>	<b>62%</b>
<b>Audit</b>								
Audit Expense				\$16,900	\$17,500	\$600	\$17,500	97%
<b>Total Audit Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,900</b>	<b>\$17,500</b>	<b>\$600</b>	<b>\$17,500</b>	<b>97%</b>
<b>Liability Insurance</b>								
Liability Insurance				\$31,822	\$30,000	(\$1,822)	\$30,000	106%
<b>Total Liability Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,822</b>	<b>\$30,000</b>	<b>(\$1,822)</b>	<b>\$30,000</b>	<b>106%</b>
<b>Social Security</b>								
Social Security	\$21,104	\$24,167	\$3,062	\$239,695	\$265,833	\$26,139	\$290,000	83%
<b>Total Social Security Expenditures</b>	<b>\$21,104</b>	<b>\$24,167</b>	<b>\$3,062</b>	<b>\$239,695</b>	<b>\$265,833</b>	<b>\$26,139</b>	<b>\$290,000</b>	<b>83%</b>

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

May 31, 2014

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
<b>Workers' Compensation</b>								
Workers' Compensation	\$23,872		(\$23,872)	\$47,996	\$20,000	(\$27,996)	\$20,000	240%
<b>Total Workers' Compensation Expenditures</b>	<b>\$23,872</b>	<b>\$0</b>	<b>(\$23,872)</b>	<b>\$47,996</b>	<b>\$20,000</b>	<b>(\$27,996)</b>	<b>\$20,000</b>	<b>240%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$717	\$1,500	\$783	\$12,206	\$16,500	\$4,294	\$18,000	68%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$717</b>	<b>\$1,500</b>	<b>\$783</b>	<b>\$12,206</b>	<b>\$16,500</b>	<b>\$4,294</b>	<b>\$18,000</b>	<b>68%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$1,241	\$3,308	\$2,067	\$34,874	\$36,392	\$1,518	\$39,700	88%
Contractual Maintenance	\$4,024	\$3,093	(\$931)	\$34,061	\$34,022	(\$39)	\$37,115	92%
Non-Contractual Maintenance	\$8,676	\$950	(\$7,726)	\$12,307	\$10,450	(\$1,857)	\$11,400	108%
Equipment Maintenance	\$594	\$3,128	\$2,534	\$8,924	\$34,412	\$25,487	\$37,540	24%
Non Capital Expenses		\$2,000	\$2,000	\$8,800	\$22,000	\$13,200	\$24,000	37%
Furniture & Fixtures		\$5,000	\$5,000	\$45,455	\$55,000	\$9,545	\$60,000	76%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$14,535</b>	<b>\$17,480</b>	<b>\$2,944</b>	<b>\$144,421</b>	<b>\$192,275</b>	<b>\$47,855</b>	<b>\$209,755</b>	<b>69%</b>
<b>Total Expenditures</b>	<b>\$515,399</b>	<b>\$914,422</b>	<b>\$399,023</b>	<b>\$8,485,653</b>	<b>\$10,124,823</b>	<b>\$1,639,170</b>	<b>\$11,111,145</b>	<b>76%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$446,301)</b>	<b>(\$838,988)</b>	<b>\$392,686</b>	<b>(\$1,180,839)</b>	<b>(\$3,142,511)</b>	<b>\$1,961,671</b>	<b>(\$4,120,420)</b>	<b>29%</b>

**Niles Public Library District**  
**Income Statement-General Fund**

May 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$33,100	\$68,522	(\$35,421)	\$6,713,228	\$6,852,175	(\$138,947)	\$6,852,175	98%
Replacement Taxes	\$23,035		\$23,035	\$139,590		\$139,590		
Per Capita Grant				\$130,473	\$54,000	\$76,473	\$54,000	242%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$7,468	\$1,667	\$5,801	\$25,352	\$18,333	\$7,019	\$20,000	127%
Fines	\$3,715	\$3,333	\$382	\$40,812	\$36,667	\$4,145	\$40,000	102%
Lost Books	\$597	\$625	(\$28)	\$8,000	\$6,875	\$1,125	\$7,500	107%
Pay For Print	\$387	\$1,250	(\$863)	\$15,603	\$13,750	\$1,853	\$15,000	104%
Flash Drive & Ear Bud Sales	\$1		\$1	\$41		\$41		
Commissions & Fees					\$100	(\$100)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)	\$330	\$229	\$101	\$250	132%
Miscellaneous	\$25	\$17	\$8	\$3,535	\$183	\$3,351	\$200	1,767%
<b>Total Revenues</b>	<b>\$68,329</b>	<b>\$75,434</b>	<b>(\$7,105)</b>	<b>\$7,087,841</b>	<b>\$6,982,312</b>	<b>\$105,528</b>	<b>\$6,990,725</b>	<b>101%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$9,494	\$9,632	\$138	\$104,430	\$105,948	\$1,519	\$115,580	90%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$237,279	\$230,098	(\$7,181)	\$251,016	95%
Payroll-Division Supervisors	\$49,150	\$49,578	\$428	\$529,674	\$545,362	\$15,687	\$594,940	89%
Payroll-Librarian I	\$90,515	\$97,107	\$6,591	\$1,056,026	\$1,068,172	\$12,146	\$1,165,279	91%
Payroll-Library Grade V	\$47,320	\$50,038	\$2,717	\$521,384	\$550,413	\$29,028	\$600,450	87%
Payroll-Library Grade VI	\$33,604	\$36,949	\$3,345	\$400,192	\$406,444	\$6,252	\$443,393	90%
Payroll-Library Pages	\$8,908	\$12,065	\$3,158	\$115,452	\$132,719	\$17,267	\$144,784	80%
Payroll-Sundays	\$4,650	\$6,417	\$1,766	\$66,592	\$70,583	\$3,991	\$77,000	86%
Adjustments							\$10,000	
Substitutes	\$135	\$667	\$532	\$3,120	\$7,333	\$4,213	\$8,000	39%
<b>Total Salaries</b>	<b>\$266,272</b>	<b>\$283,370</b>	<b>\$17,098</b>	<b>\$3,034,150</b>	<b>\$3,117,072</b>	<b>\$82,922</b>	<b>\$3,410,442</b>	<b>89%</b>

**Niles Public Library District**  
**Income Statement-General Fund**

May 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Library Materials</b>								
Books-Adult	\$8,406	\$11,917	\$3,510	\$124,853	\$131,083	\$6,230	\$143,000	87%
Books-Youth Services	\$4,647	\$5,750	\$1,103	\$45,518	\$63,250	\$17,732	\$69,000	66%
Books-Teen	\$2,061	\$1,250	(\$811)	\$13,956	\$13,750	(\$206)	\$15,000	93%
Downloadables	\$23,066	\$4,583	(\$18,483)	\$65,970	\$50,417	(\$15,553)	\$55,000	120%
Periodicals	\$39	\$2,000	\$1,961	\$20,626	\$22,000	\$1,374	\$24,000	86%
AV-Adult	\$7,986	\$7,917	(\$70)	\$87,278	\$87,083	(\$194)	\$95,000	92%
AV-Youth Services	\$1,282	\$3,808	\$2,526	\$28,574	\$41,892	\$13,318	\$45,700	63%
AV-Teen	\$2,665	\$1,083	(\$1,582)	\$9,642	\$11,917	\$2,274	\$13,000	74%
Online Databases	\$17,878	\$16,750	(\$1,128)	\$192,229	\$184,250	(\$7,979)	\$201,000	96%
<b>Total Library Materials</b>	<b>\$68,032</b>	<b>\$55,058</b>	<b>(\$12,974)</b>	<b>\$588,646</b>	<b>\$605,642</b>	<b>\$16,995</b>	<b>\$660,700</b>	<b>89%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$4,490	\$6,500	\$2,010	\$62,543	\$71,500	\$8,957	\$78,000	80%
Processing & Supplies	\$420	\$2,500	\$2,080	\$15,799	\$27,500	\$11,701	\$30,000	53%
Internet Charges	\$1,242	\$1,600	\$358	\$14,084	\$17,600	\$3,516	\$19,200	73%
Software, Licenses	\$3,529	\$3,520	(\$9)	\$34,984	\$38,723	\$3,739	\$42,243	83%
Printing	\$7,667	\$1,213	(\$6,454)	\$40,060	\$34,038	(\$6,023)	\$42,150	95%
Library Supplies	\$133	\$1,000	\$867	\$9,196	\$11,000	\$1,804	\$12,000	77%
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Programming & Support-Teen	\$549	\$583	\$34	\$4,549	\$6,417	\$1,868	\$7,000	65%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$3,907	\$4,583	\$677	\$5,000	78%
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Miscellaneous	\$188	\$83	(\$104)	\$1,254	\$917	(\$338)	\$1,000	125%
Per Capita Grant Expenditures	\$286		(\$286)	\$57,056		(\$57,056)	\$57,000	100%
Grant - Other Expenditures		\$83	\$83	\$8,613	\$917	(\$7,697)	\$1,000	861%
Volunteers		\$2,500	\$2,500	\$1,099	\$2,500	\$1,401	\$3,000	37%
<b>Total Library Operating Expenditures</b>	<b>\$25,745</b>	<b>\$26,325</b>	<b>\$580</b>	<b>\$320,608</b>	<b>\$286,585</b>	<b>(\$34,023)</b>	<b>\$374,810</b>	<b>86%</b>

**Niles Public Library District  
Income Statement-General Fund**

May 31, 2014

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
<b>General and Administration</b>								
Janitorial Supplies	\$1,816	\$2,804	\$988	\$31,429	\$30,846	(\$583)	\$33,650	93%
Copiers	\$140	\$833	\$693	\$6,891	\$9,167	\$2,276	\$10,000	69%
Professional Development	\$1,193	\$3,408	\$2,215	\$16,145	\$37,491	\$21,345	\$40,899	39%
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Professional Collection		\$333	\$333	\$3,433	\$3,667	\$234	\$4,000	86%
Legal Fees	\$3,409	\$3,333	(\$76)	\$21,702	\$36,667	\$14,965	\$40,000	54%
Consultants	\$4,400	\$1,667	(\$2,733)	\$8,702	\$18,333	\$9,631	\$20,000	44%
Kitchen Supplies		\$158	\$158	\$477	\$1,742	\$1,265	\$1,900	25%
Promotional Expense	\$1,351	\$1,708	\$357	\$20,405	\$18,792	(\$1,614)	\$20,500	100%
Office Supplies	\$7,825	\$2,083	(\$5,742)	\$27,499	\$22,917	(\$4,582)	\$25,000	110%
Postage & Freight	\$423	\$1,500	\$1,077	\$11,958	\$16,500	\$4,542	\$18,000	66%
Publication of Notices-Legal		\$100	\$100	\$956	\$1,100	\$144	\$1,200	80%
Publication of Notices-Advertisements		\$42	\$42		\$458	\$458	\$500	
Subscriptions & Dues	\$433	\$750	\$317	\$9,191	\$8,250	(\$941)	\$9,000	102%
Collection Services	\$115	\$83	(\$32)	\$794	\$917	\$123	\$1,000	79%
Telephone	\$1,361	\$1,375	\$14	\$11,731	\$15,125	\$3,394	\$16,500	71%
Trustee Expense	\$22	\$833	\$811	\$7,228	\$9,167	\$1,939	\$10,000	72%
Equipment Rental	\$591	\$417	(\$174)	\$8,913	\$4,583	(\$4,330)	\$5,000	178%
Payroll Service	\$912	\$775	(\$137)	\$11,140	\$8,525	(\$2,615)	\$9,300	120%
Bank Fees	\$84	\$250	\$166	\$2,493	\$2,750	\$257	\$3,000	83%
Parking Lease	\$881	\$881		\$9,691	\$9,691		\$10,572	92%
<b>Total General and Administration</b>	<b>\$25,169</b>	<b>\$23,585</b>	<b>(\$1,584)</b>	<b>\$213,228</b>	<b>\$259,436</b>	<b>\$46,208</b>	<b>\$283,021</b>	<b>75%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$60	\$83	\$24	\$854	\$917	\$63	\$1,000	85%
Repairs & Maintenance		\$150	\$150	\$419	\$1,650	\$1,231	\$1,800	23%
Miscellaneous		\$8	\$8		\$92	\$92	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
<b>Total Vehicle Operation</b>	<b>\$60</b>	<b>\$242</b>	<b>\$182</b>	<b>\$2,643</b>	<b>\$4,029</b>	<b>\$1,386</b>	<b>\$4,271</b>	<b>62%</b>

Employee Fringe Benefits

**Niles Public Library District  
Income Statement-General Fund**

May 31, 2014

	<b>Month Actual</b>	<b>Month Budget</b>	<b>Month Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Actual % of Annual Budget</b>
Deferred Compensation	\$16,315	\$16,667	\$352	\$176,746	\$183,333	\$6,587	\$200,000	88%
Group Health	\$35,068	\$32,739	(\$2,330)	\$357,250	\$360,124	\$2,874	\$392,862	91%
Health Reimbursement Account	\$7,321	\$4,500	(\$2,821)	\$67,402	\$49,500	(\$17,902)	\$54,000	125%
Dental	\$1,563	\$1,667	\$104	\$13,623	\$18,333	\$4,710	\$20,000	68%
Vision	\$529	\$535	\$5	\$5,605	\$5,880	\$275	\$6,414	87%
FSA fee	\$359	\$63	(\$296)	\$1,344	\$988	(\$356)	\$1,050	128%
Life, LTD, AD&D, STD	\$1,616	\$1,600	(\$16)	\$18,225	\$17,600	(\$625)	\$19,200	95%
<b>Total Employee Fringe Benefits</b>	<b>\$62,770</b>	<b>\$57,769</b>	<b>(\$5,001)</b>	<b>\$640,194</b>	<b>\$635,757</b>	<b>(\$4,437)</b>	<b>\$693,526</b>	<b>92%</b>
<b>Utilities</b>								
Gas	\$170	\$1,250	\$1,080	\$14,258	\$13,750	(\$508)	\$15,000	95%
Electric	\$6,523	\$6,667	\$144	\$77,774	\$73,333	(\$4,441)	\$80,000	97%
Water	\$430	\$583	\$153	\$5,206	\$6,417	\$1,211	\$7,000	74%
<b>Total Utilities</b>	<b>\$7,123</b>	<b>\$8,500</b>	<b>\$1,377</b>	<b>\$97,238</b>	<b>\$93,500</b>	<b>(\$3,738)</b>	<b>\$102,000</b>	<b>95%</b>
<b>Total Expenditures</b>	<b>\$455,170</b>	<b>\$454,849</b>	<b>(\$321)</b>	<b>\$4,896,708</b>	<b>\$5,002,021</b>	<b>\$105,313</b>	<b>\$5,528,770</b>	<b>89%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$386,841)</b>	<b>(\$379,415)</b>	<b>(\$7,426)</b>	<b>\$2,191,133</b>	<b>\$1,980,292</b>	<b>\$210,841</b>	<b>\$1,461,955</b>	<b>150%</b>

**Niles Public Library District**  
**Income Statement- YTD By Fund**

May 31, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
<b>Revenues</b>								
Property Taxes	\$6,852,175	\$6,852,175	\$6,713,228	\$216,974		\$6,930,202	\$78,027	101%
Replacement Taxes			\$139,590			\$139,590	\$139,590	
Per Capita Grant	\$54,000	\$54,000	\$130,473			\$130,473	\$76,473	242%
Grants-Other	\$1,000		\$10,877			\$10,877	\$10,877	1,088%
Investment Income	\$20,000	\$18,333	\$25,352			\$25,352	\$7,019	127%
Fines	\$40,000	\$36,667	\$40,812			\$40,812	\$4,145	102%
Lost Books	\$7,500	\$6,875	\$8,000			\$8,000	\$1,125	107%
Pay For Print	\$15,000	\$13,750	\$15,603			\$15,603	\$1,853	104%
Flash Drive & Ear Bud Sales			\$41			\$41	\$41	
Commissions & Fees	\$100	\$100					(\$100)	
Donations-Friends of the Library	\$500							
Donations	\$250	\$229	\$330			\$330	\$101	132%
Miscellaneous	\$200	\$183	\$3,535			\$3,535	\$3,351	1,767%
<b>Total Revenues</b>	<b>\$6,990,725</b>	<b>\$6,982,312</b>	<b>\$7,087,841</b>	<b>\$216,974</b>	<b>\$0</b>	<b>\$7,304,814</b>	<b>\$322,502</b>	<b>104%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$115,580	\$105,948	\$104,430			\$104,430	\$1,519	90%
Payroll-Department Managers	\$251,016	\$230,098	\$237,279			\$237,279	(\$7,181)	95%
Payroll-Division Supervisors	\$594,940	\$545,362	\$529,674			\$529,674	\$15,687	89%
Payroll-Librarian I	\$1,165,279	\$1,068,172	\$1,056,026			\$1,056,026	\$12,146	91%
Payroll-Library Grade V	\$600,450	\$550,413	\$521,384			\$521,384	\$29,028	87%
Payroll-Library Grade VI	\$443,393	\$406,444	\$400,192			\$400,192	\$6,252	90%
Payroll-Library Pages	\$144,784	\$132,719	\$115,452			\$115,452	\$17,267	80%
Payroll-Sundays	\$77,000	\$70,583	\$66,592			\$66,592	\$3,991	86%
Adjustments	\$10,000							
Substitutes	\$8,000	\$7,333	\$3,120			\$3,120	\$4,213	39%
<b>Total Salaries</b>	<b>\$3,410,442</b>	<b>\$3,117,072</b>	<b>\$3,034,150</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,034,150</b>	<b>\$82,922</b>	<b>89%</b>

**Niles Public Library District**  
**Income Statement- YTD By Fund**

May 31, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
<b>Library Materials</b>								
Books-Adult	\$143,000	\$131,083	\$124,853			\$124,853	\$6,230	87%
Books-Youth Services	\$69,000	\$63,250	\$45,518			\$45,518	\$17,732	66%
Books-Teen	\$15,000	\$13,750	\$13,956			\$13,956	(\$206)	93%
Downloadables	\$55,000	\$50,417	\$65,970			\$65,970	(\$15,553)	120%
Periodicals	\$24,000	\$22,000	\$20,626			\$20,626	\$1,374	86%
AV-Adult	\$95,000	\$87,083	\$87,278			\$87,278	(\$194)	92%
AV-Youth Services	\$45,700	\$41,892	\$28,574			\$28,574	\$13,318	63%
AV-Teen	\$13,000	\$11,917	\$9,642			\$9,642	\$2,274	74%
Online Databases	\$201,000	\$184,250	\$192,229			\$192,229	(\$7,979)	96%
<b>Total Library Materials</b>	<b>\$660,700</b>	<b>\$605,642</b>	<b>\$588,646</b>	<b>\$0</b>	<b>\$0</b>	<b>\$588,646</b>	<b>\$16,995</b>	<b>89%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$78,000	\$71,500	\$62,543			\$62,543	\$8,957	80%
Processing & Supplies	\$30,000	\$27,500	\$15,799			\$15,799	\$11,701	53%
Internet Charges	\$19,200	\$17,600	\$14,084			\$14,084	\$3,516	73%
Software, Licenses	\$42,243	\$38,723	\$34,984			\$34,984	\$3,739	83%
Printing	\$42,150	\$34,038	\$40,060			\$40,060	(\$6,023)	95%
Library Supplies	\$12,000	\$11,000	\$9,196			\$9,196	\$1,804	77%
Programming & Support-Adult	\$20,600	\$18,883	\$17,940			\$17,940	\$943	87%
Programming & Support-Juvenile	\$34,500	\$31,625	\$30,950			\$30,950	\$675	90%
Programming & Support-Joint	\$4,000	\$3,667	\$2,091			\$2,091	\$1,576	52%
Programming & Support-Teen	\$7,000	\$6,417	\$4,549			\$4,549	\$1,868	65%
Public Performing Rights	\$1,313	\$1,313	\$1,317			\$1,317	(\$4)	100%
CCS Communications	\$5,000	\$4,583	\$3,907			\$3,907	\$677	78%
Computer Charges OCLC	\$16,804	\$15,404	\$15,166			\$15,166	\$238	90%
Miscellaneous	\$1,000	\$917	\$1,254			\$1,254	(\$338)	125%
Per Capita Grant Expenditures	\$57,000		\$57,056			\$57,056	(\$57,056)	100%
Grant - Other Expenditures	\$1,000	\$917	\$8,613			\$8,613	(\$7,697)	861%
Volunteers	\$3,000	\$2,500	\$1,099			\$1,099	\$1,401	37%
<b>Total Library Operating Expenditures</b>	<b>\$374,810</b>	<b>\$286,585</b>	<b>\$320,608</b>	<b>\$0</b>	<b>\$0</b>	<b>\$320,608</b>	<b>(\$34,023)</b>	<b>86%</b>

**Niles Public Library District**  
**Income Statement- YTD By Fund**

May 31, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
<b>General and Administration</b>								
Janitorial Supplies	\$33,650	\$30,846	\$31,429			\$31,429	(\$583)	93%
Copiers	\$10,000	\$9,167	\$6,891			\$6,891	\$2,276	69%
Professional Development	\$40,899	\$37,491	\$16,145			\$16,145	\$21,345	39%
Mileage	\$3,000	\$2,750	\$2,448			\$2,448	\$302	82%
Professional Collection	\$4,000	\$3,667	\$3,433			\$3,433	\$234	86%
Legal Fees	\$40,000	\$36,667	\$21,702			\$21,702	\$14,965	54%
Consultants	\$20,000	\$18,333	\$8,702			\$8,702	\$9,631	44%
Kitchen Supplies	\$1,900	\$1,742	\$477			\$477	\$1,265	25%
Promotional Expense	\$20,500	\$18,792	\$20,405			\$20,405	(\$1,614)	100%
Office Supplies	\$25,000	\$22,917	\$27,499			\$27,499	(\$4,582)	110%
Postage & Freight	\$18,000	\$16,500	\$11,958			\$11,958	\$4,542	66%
Publication of Notices-Legal	\$1,200	\$1,100	\$956			\$956	\$144	80%
Publication of Notices-Advertisements	\$500	\$458					\$458	
Subscriptions & Dues	\$9,000	\$8,250	\$9,191			\$9,191	(\$941)	102%
Collection Services	\$1,000	\$917	\$794			\$794	\$123	79%
Telephone	\$16,500	\$15,125	\$11,731			\$11,731	\$3,394	71%
Trustee Expense	\$10,000	\$9,167	\$7,228			\$7,228	\$1,939	72%
Equipment Rental	\$5,000	\$4,583	\$8,913			\$8,913	(\$4,330)	178%
Payroll Service	\$9,300	\$8,525	\$11,140			\$11,140	(\$2,615)	120%
Bank Fees	\$3,000	\$2,750	\$2,493			\$2,493	\$257	83%
Parking Lease	\$10,572	\$9,691	\$9,691			\$9,691		92%
<b>Total General and Administration</b>	<b>\$283,021</b>	<b>\$259,436</b>	<b>\$213,228</b>	<b>\$0</b>	<b>\$0</b>	<b>\$213,228</b>	<b>\$46,208</b>	<b>75%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$1,000	\$917	\$854			\$854	\$63	85%
Repairs & Maintenance	\$1,800	\$1,650	\$419			\$419	\$1,231	23%
Miscellaneous	\$100	\$92					\$92	
Auto Insurance	\$1,371	\$1,371	\$1,371			\$1,371		100%
<b>Total Vehicle Operation</b>	<b>\$4,271</b>	<b>\$4,029</b>	<b>\$2,643</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,643</b>	<b>\$1,386</b>	<b>62%</b>

**Employee Fringe Benefits**

**Niles Public Library District**  
**Income Statement- YTD By Fund**

May 31, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
Deferred Compensation	\$200,000	\$183,333	\$176,746			\$176,746	\$6,587	88%
Group Health	\$392,862	\$360,124	\$357,250			\$357,250	\$2,874	91%
Health Reimbursement Account	\$54,000	\$49,500	\$67,402			\$67,402	(\$17,902)	125%
Dental	\$20,000	\$18,333	\$13,623			\$13,623	\$4,710	68%
Vision	\$6,414	\$5,880	\$5,605			\$5,605	\$275	87%
FSA fee	\$1,050	\$988	\$1,344			\$1,344	(\$356)	128%
Life, LTD, AD&D, STD	\$19,200	\$17,600	\$18,225			\$18,225	(\$625)	95%
<b>Total Employee Fringe Benefits</b>	<b>\$693,526</b>	<b>\$635,757</b>	<b>\$640,194</b>	<b>\$0</b>	<b>\$0</b>	<b>\$640,194</b>	<b>(\$4,437)</b>	<b>92%</b>
<b>Utilities</b>								
Gas	\$15,000	\$13,750	\$14,258			\$14,258	(\$508)	95%
Electric	\$80,000	\$73,333	\$77,774			\$77,774	(\$4,441)	97%
Water	\$7,000	\$6,417	\$5,206			\$5,206	\$1,211	74%
<b>Total Utilities</b>	<b>\$102,000</b>	<b>\$93,500</b>	<b>\$97,238</b>	<b>\$0</b>	<b>\$0</b>	<b>\$97,238</b>	<b>(\$3,738)</b>	<b>95%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building	\$72,000	\$66,000					\$66,000	
Special Reserve - Equipment	\$846,920	\$776,343			\$17,446	\$17,446	\$758,898	2%
Special Reserve - Construction Project	\$4,078,200	\$3,738,350			\$3,078,461	\$3,078,461	\$659,889	75%
<b>Total Capital Expenditures</b>	<b>\$4,997,120</b>	<b>\$4,580,693</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,095,906</b>	<b>\$3,095,906</b>	<b>\$1,484,787</b>	<b>62%</b>
<b>Audit</b>								
Audit Expense	\$17,500	\$17,500		\$16,900		\$16,900	\$600	97%
<b>Total Audit Expenditures</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$0</b>	<b>\$16,900</b>	<b>\$0</b>	<b>\$16,900</b>	<b>\$600</b>	<b>97%</b>
<b>Liability Insurance</b>								
Liability Insurance	\$30,000	\$30,000		\$31,822		\$31,822	(\$1,822)	106%
<b>Total Liability Expenditures</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$31,822</b>	<b>\$0</b>	<b>\$31,822</b>	<b>(\$1,822)</b>	<b>106%</b>
<b>Social Security</b>								
Social Security	\$290,000	\$265,833		\$239,695		\$239,695	\$26,139	83%
<b>Total Social Security Expenditures</b>	<b>\$290,000</b>	<b>\$265,833</b>	<b>\$0</b>	<b>\$239,695</b>	<b>\$0</b>	<b>\$239,695</b>	<b>\$26,139</b>	<b>83%</b>

**Niles Public Library District  
Income Statement- YTD By Fund**

May 31, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
<b>Workers' Compensation</b>								
Workers' Compensation	\$20,000	\$20,000		\$47,996		\$47,996	(\$27,996)	240%
<b>Total Workers' Compensation Expenditures</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$47,996</b>	<b>\$0</b>	<b>\$47,996</b>	<b>(\$27,996)</b>	<b>240%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$18,000	\$16,500		\$12,206		\$12,206	\$4,294	68%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$18,000</b>	<b>\$16,500</b>	<b>\$0</b>	<b>\$12,206</b>	<b>\$0</b>	<b>\$12,206</b>	<b>\$4,294</b>	<b>68%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$39,700	\$36,392		\$34,874		\$34,874	\$1,518	88%
Contractual Maintenance	\$37,115	\$34,022		\$34,061		\$34,061	(\$39)	92%
Non-Contractual Maintenance	\$11,400	\$10,450		\$12,307		\$12,307	(\$1,857)	108%
Equipment Maintenance	\$37,540	\$34,412		\$8,924		\$8,924	\$25,487	24%
Non Capital Expenses	\$24,000	\$22,000		\$8,800		\$8,800	\$13,200	37%
Furniture & Fixtures	\$60,000	\$55,000		\$45,455		\$45,455	\$9,545	76%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$209,755</b>	<b>\$192,275</b>	<b>\$0</b>	<b>\$144,421</b>	<b>\$0</b>	<b>\$144,421</b>	<b>\$47,855</b>	<b>69%</b>
<b>Total Expenditures</b>	<b>\$11,111,145</b>	<b>\$10,124,823</b>	<b>\$4,896,708</b>	<b>\$493,040</b>	<b>\$3,095,906</b>	<b>\$8,485,653</b>	<b>\$1,639,170</b>	<b>76%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,877,782</b>	<b>\$1,165,305</b>	<b>\$3,861,565</b>	<b>\$11,904,651</b>	<b>\$11,904,651</b>	<b>0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,191,133</b>	<b>(\$276,066)</b>	<b>(\$3,095,906)</b>	<b>(\$1,180,839)</b>	<b>(\$1,180,839)</b>	<b>0%</b>
<b>ENDING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,068,915</b>	<b>\$889,239</b>	<b>\$765,659</b>	<b>\$10,723,812</b>	<b>\$10,723,812</b>	<b>0%</b>

## Director's Report June 2014

As I write this, my final board report, I can't help but reminisce on my time in libraries. Not only my 27 years are Niles, but 40+ years working in libraries. And I couldn't help but think about all the acronyms and library jargon! Microfiche, microfilm, card catalog, online catalog, analytics, access points, holdings, RBP, ILL, OCLC, ISBN, MARC, ALA, PLA, ILA, YALSA, OPAC, ILS, AACR2, RFID and so many more! And then there are the new words I learned as a result of our renovation project! Shop drawings, as-builts, screw dimples, conduits, homeruns, MEP, bid documents, stair nosing, RFQs, GMP, etc.!



The changes have been many through the years. Libraries have moved from the paper card catalog to the automated systems, subscription databases and downloadables. The needs of the community have changed and we continue to provide the materials and services to our community. What has not changed is the need for librarians and library staff. Their skills are always on move in order to meet the demands and the staff of THIS library continues to go the extra mile for its patrons. Kudos to all of the staff for jobs well done!

Greg, Barb, Susan and I met to distribute the work as it relates to internal controls. We had advice from our auditor and I believe we have everything covered for this interim period. Greg and I have been working on the transition for a number of weeks, including his role as Interim Director in CCS, RAILS, etc. I continue to update my succession document and follow-up on anything outstanding from the renovation project.

### From Susan

Most of my time in May was spent on preparing the documents and presentation for the Board on Digital Services. It took multiple attempts to get the positions worked out in a way that made sense, and I looked at a lot of job descriptions to figure out how to sort out the responsibilities. Then I wrote the descriptions, put together the PowerPoint presentation, and refined it based on comments from the staff ("You lost me at the beginning!" for instance).

I also met with the Tech Services staff to answer any questions they might have, and got a lot of good ideas from them in exchange. I'm always so impressed about how they look at their jobs from the perspective of serving the patrons, and giving them the best value they can, so when they make suggestions about saving time or money, I listen. They have a unique perspective in seeing all of the materials flow through.

Following the CCS Public Access Services meeting, Greg and I met with Richard Shurman and Jonathan Padilla of CCS. We discussed how best to configure our computers to be cost effective but still be able to use our Sirsi system which is the backbone of all we do here. They promised to advocate that Sirsi begin supporting VDI set-ups, which is all we can ask for at this point. Rich is continuing to investigate our options on our side of things.

To jump ahead a little to June, the Summer Reading Kickoff weekend was a big success. Patrons seemed to have a great time, the library was hopping with activity, and our beginning sign-ups are up. The Summer Reading Committee worked hard and did a fantastic job: Sue, Sasha and Colleen from Marketing; Arianne and Shelley from Youth Services; Cyndi and Maryellen from Adult Services; and Donna and Mary from Teen Services. Everyone went home tired but happy.

### From Barb:

Attended Bike Niles event at Culver School and worked at the library table and the Chamber of Commerce table.

Continued with Safety and Security training of staff with one session for the Maintenance/Security staff with help from a Niles police officer.

Met with Assistant Director of Naperville Library and Deputy Director of Skokie Library for a tour of the library.

Interviewed for Patron Services Supervisor position. I plan to work with the new Patron Services Supervisor to interview for the Team Leaders

### **KidSpace/Teen Underground**

(Youth and Teen Departments)

Submitted by Shelley Sutherland

We had our first joint Kids/Teen Department meeting, and I am so pleased with how eager and willing people are to cross-train, coordinate and back each other up.

I was pleased to hire 2 new highly qualified new part-timers to fill hours in both KidSpace and Teen Underground. Come say hello to these new employees when you're next in the building.

- **Williette Nyanue** is a customer service pro, and has spent lots of time here as a patron. She is a proficient Spanish-speaker as well! She is handling shifts in the Teen Underground and at the KidSpace desk with grace and ease.



- Some of you might remember **Linda Zeilstra-Sawyer** from her last stint at Niles more than a decade ago. She has been working at Skokie Public Library and we are thrilled she was willing and able to come back to Niles!

**Arianne Carey** spent most of the month putting the final touches on our award-winning Summer Reading Program. More on Summer Reading next month, but come on down and check out the sheer fun and chaos in KidSpace as kids log their reading, play the games, do activities and make the Library part of their summer routine!

Excited members of the winning Reading Challenge team from Mark Twain were picked up by limo from school and taken to Cheesecake Factory for lunch by **Sarah Muskivitch** and **Mary Miller**.

Hundreds of donated comics were distributed by the Teen Advisory Board on Free Comic Book Day on Saturday May 3<sup>rd</sup>. These terrific young people also created 40 cards for kids who are in hospitals. The cards were mailed to Cards for Hospitalized Kids, a local non-profit organization.

**Donna Block** spent a lot of time in May making the rounds of our district middle schools and high schools for booktalks and book discussion groups. She never missed an opportunity to promote the Library and Summer Reading Club at the same time,

**Debbie Graham** and **Sarah Muskivitch** have been working with **Cyndi Rademacher** and the **IT Department** on our new volunteer software. They were able to get it ready so that signing up our first Summer Reading Club volunteers went very smoothly.

**Vlada Bernhardt** is on a roll with our Russian Storytime. She's offering them once a quarter, and the word is getting out – we had 17 attendees in May.

I was so pleased to help out at Stevenson School's annual Walkathon. The kids, teachers, parents and volunteers walk around their fields for an hour to promote health and earn money for their PTA.

## **From Our Outreach Department**

**Senior Coffee Hour:** This month I had a local author, Roberta Wachowitz, here to talk about her mother's memoir.

**Outreach Community of Practice:** I hosted the quarterly meeting of this group of outreach librarians. It's always interesting to hear about outreach issues at other libraries.

**Laconi Best of the Best Showcase:** I was able to attend this annual event that showcases a variety of programs that are available to programmers in the library world. It's always an interesting, eclectic assortment of ideas.

**Taco Day Potluck for Staff:** I organized this fun event for the employees. Everyone enjoyed the Taco Bar!

That's it for May! Thank you for the opportunity to do outreach to our Niles Library Community.

## **Marketing Department**

**The Buzz Blog**—813 views

### **Networking**

- Sue attended another Arts and Culture Commission meeting at Village.
- The "Soon to be Famous Illinois Author" project has taken off with interviews on WGN and in the Tribune. Sue is co-chair of this project.
- Sasha met with the CCS Marketing Task Force
- Sasha is a member of the Bike Niles Committee. Sue manned a table for the Library at the event.
- Sue attended the LACONI "Best of the Best" meeting to view potential adult programs
- Sasha spoke at Reaching Forward Conference workshop about Social Media.
- Sue met with St. John Brebeuf Holy Name Men's Society to promote the Niles Library's resources.

### **Monthly Highlights**

- Planned for Summer Reading Kick-off weekend which included a free Fun Fair for those who signed up.
- Participated in a Word of Mouth Marketing webinar from ALA.
- Colleen helped organize the teen Dr. Who event
- Sasha taught a patron class about Pinterest.
- Sue created a brief analysis of the circulation decline of Audio materials and provided recommendations for increasing.

## **Technical Services Report**

### **Victoria Luz**

- Ordering, receiving, and invoicing of new materials went at a break-neck pace this month due to the nearing of the end of the fiscal year. There is often an influx of orders at the year's end. This year has been more substantial than usual.
- Cataloging, processing, and inputting followed as items moved through the department. They will be further inundated as the influx of ordered materials arrives.
- Catalogers are beginning to navigate through changes as RDA becomes more prevalent.
- I set the agenda and chaired SCRAP meetings of the CCS catalogers, where they work out difficult cataloging problems to be followed by all CCS libraries.
- I planned and hosted an RDA training for CCS catalogers. All of Niles catalogers attended.
- David Melis has been spending 1 hour weekly staffing the YS service desk. It has been of mutual benefit to TS and YS for bringing up questions and resolving issues.

## **Adult Services**

Poetry contest winners were announced.

Librarian Neil O'Shea prepared and presented a Veterans Exhibit highlighting the D-Day invasion's 70<sup>th</sup> anniversary. Through contacts, he also arranged loans of display items from Niles residents. Additionally, Neil attended the annual Memorial Day observance at the Niles Veterans Memorial Waterfall.

Our Business Librarian, Judy McNulty, attended Niles Chamber Women's Business lunch.

Cyndi Rademacher, who serves as the Volunteer Coordinator, trained the volunteers on using the new volunteer scheduling software, Volgistics.

There were several challenging information searches this month that the staff handled very well... and the patrons appreciated very much!

Patrons often comment how they appreciate being able to make use of the self-check stations!

### Trustee Calendar

#### June

6/18—Regular Meeting of the Board of Trustees

6/18—Adopt the Tentative Budget & Appropriations Ordinance and establish the date for the Public Hearing (August)

6/18—Adopt the Ordinance setting the schedule of meetings

6/18—Approve continued participation in the Non Resident Library Card Illinois Program

6/18—Adopt Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Niles Public Library District Ordinance

6/18—Review minutes and recordings of the executive sessions to determine if they shall remain confidential or if they are no longer confidential and shall be made public.

#### July

The new fiscal year begins!

7/4—4<sup>th</sup> of July Parade (all Trustees are welcome!)

**7/15—Regular Meeting of the Board of Trustees**

7/16—Chamber of Commerce Golf Outing and Dinner

## Monthly Statistical Report --May 2014

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	41,070	47,270	-13.12%	461,191	564,251	-18.26%
Teens	3,301			36,498	461,576	-92.09%
Juvenile	36,861	39,849	-7.50%	428,725		
<b>TOTAL Loan of Library Materials</b>	<b>81,232</b>	<b>87,119</b>	<b>-6.76%</b>	<b>926,414</b>	<b>1,025,827</b>	<b>-9.69%</b>
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Adult</b>						
Print	17,983	21,086	-14.72%	199,269	249,268	-20.06%
Periodical	685	880	-22.16%	9,169	8,958	2.36%
Audio	5,262	7,210	-27.02%	58,054	86,313	-32.74%
DVD	16,094	18,094	-11.05%	183,228	219,712	-16.61%
Digital	1,046			11,471		
<b>TOTAL Adult Loans</b>	<b>41,070</b>	<b>47,270</b>	<b>-13.12%</b>	<b>461,191</b>	<b>564,251</b>	<b>-18.26%</b>
<b>Teens</b>						
Print	2,518	0		26,449		
Periodical	16	0		125		
Audio	394	0		5,513		
DVD	287	0		3,339		
Digital	86	0		1,072		
<b>TOTAL Teen Loans</b>	<b>3,301</b>	<b>0</b>		<b>36,498</b>	<b>0</b>	
<b>Juvenile</b>						
Print	23,524	24,354	-3.41%	280,574	307,753	-8.83%
Periodical	89	70	27.14%	987	1,210	-18.43%
Audio	2,635	6,323	-58.33%	30,172	44,455	-32.13%
DVD	8,164	8,742	-6.61%	96,136	108,158	-11.12%
Digital	2,449			20,856		
<b>TOTAL Juvenile Loans</b>	<b>36,861</b>	<b>39,489</b>	<b>-6.66%</b>	<b>428,725</b>	<b>461,576</b>	<b>-7.12%</b>
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Total Database Use</b>	<b>5,338</b>			<b>63,688</b>		
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	10,583	10,429	1.48%			
Holds Made Available	14,982	13,377	12.00%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	224	25,546	230	-2.61%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	32,351	31,837	1.61%			
Unique Library cards used	5,031	5,173	-2.75%			
e-News subscribers	8,671					
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	34	381	-91.08%	2,864	5,542	-48.32%

## Monthly Statistical Report --May 2014

Circulating--Juvenile	5,171	4,572	13.10%	45,167	56,900	-20.62%
Circulating--Teen	573	0		1,865	0	
Circulating--Commons	124	0		411	0	
Circulating--Adult	5,444	5,620	-3.13%	42,167	59,396	-29.01%
<b>TOTAL In-house Use of Print Materials</b>	<b>11,346</b>	<b>10,573</b>	<b>7.31%</b>	<b>92,474</b>	<b>121,838</b>	<b>-24.10%</b>
<b>PC Users by Area</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Adult Services	4,371	3,753	16.47%	41,275	50,874	-18.87%
Youth Services	1,412	1,246	13.32%	11,700	15,638	-25.18%
Teen Services	310					
Express Internet	722	2,812	-74.32%	11,967	33,690	-64.48%
Patron Wi-Fi Uses	8,527	2,691	216.87%	45,584	28,113	62.15%
Scanning devices	1,016	1,006	0.99%	14,142		
<b>Total Users</b>	<b>16,358</b>	<b>11,508</b>	<b>42.14%</b>	<b>124,668</b>	<b>128,315</b>	<b>-2.84%</b>
<b>Website Hits</b>	<b>32,336</b>					
<b>Facebook "Likes" to date</b>	<b>755</b>					
<b>Media Hits</b> (includes print and online articles)	<b>90</b>					
<b>TECHNICAL SERVICES</b>						
	<b>Items Added</b>	<b>Items Withdrawn</b>	<b>Library Holdings</b>			
<i>May</i>	<b>2,220</b>	<b>1,903</b>	<b>288,573</b>			
<b>Library Services</b>	<b>Current Month</b>	<b>Year to date</b>				
Notary Public	106	470				
Test Proctoring	2	63				
Voters' Registration	0	34				
Study Room Use (since 12/13)	243	1,287				
<b>VOLUNTEER HOURS</b>	<b>Number of people</b>	<b>Total hours</b>				
Adult Services & Programs - Fic, AV, Ref	15	48				
Young Adult Services & Programs - Fic a	15	34				
Youth Services Programs & General	18	54				
General Library & Library Events	14	77				
<b>Total Volunteers/Hours this month</b>	<b>62</b>	<b>213</b>				
<i>NOTE: Last year volunteers/hours same</i>	<b>79</b>	<b>470</b>				
<b>Service Desks</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
<b>Adult Services (3rd floor)</b>						
Quick Questions/Ready Reference	212	1,318	-83.92%			
Reference/Research	1,212	1,629	-25.60%			
<b>Total Reference Desk</b>	<b>1,424</b>	<b>2,947</b>	<b>-51.68%</b>			
<b>Fiction/Audiovisual Services (2nd floor)</b>						
Quick Questions/Ready Reference	307	3,231	-90.50%			
Reference/Research	1,865	789	136.38%			
<b>Total Fic/AV Desk</b>	<b>2172</b>	<b>4,020</b>	<b>-45.97%</b>			
<b>Technology Desk</b>						
Quick Questions/Ready Reference	700					

## Monthly Statistical Report --May 2014

Reference/Research	1,639				
<b>Total Tech Desk</b>	<b>2,339</b>	<b>0</b>			
<b>Grand Total</b>	<b>5,935</b>	<b>6,967</b>	<b>-14.81%</b>		
	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>		
<b>Interlibrary Loan</b>					
<b>Books, A-V</b>					
Items lent to offline libraries	289	334	-13.47%		
Items received from offline libraries for	86	114	-24.56%		
<b>Total</b>	<b>375</b>	<b>448</b>	<b>-16.29%</b>		
	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>		
<b>Outreach Services</b>					
<b>Homebound</b>					
Patrons	223	204	9.31%		
Visits	215	267	-19.48%		
<b>Institutions</b>					
Institutions	11	10	10.00%		
Visits	11	10			
<b>Schools</b>					
Items	265	316	-16.14%		
Visits	17	21	-19.05%		
<b>Outreach Services</b>					
Reference/Research	314	495	-36.57%		
Bulk Loan Items Delivered to Nursing Ho	435	490	-11.22%		
Materials pulled for Homebound Users	973	1,282	-24.10%		
<b>Total Outreach</b>	<b>1,722</b>	<b>2,267</b>	<b>-24.04%</b>		
	<b>Current Month</b>	<b>Prior Year Same Month</b>			
<b>Teen Desk</b>					
Quick Questions/Ready Reference	243	0			
Reference/Research	221	0			
<b>Total Teen Desk</b>	<b>464</b>	<b>0</b>			
	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>		
<b>Youth Services</b>					
Quick Questions/Ready Reference	1,897	3,023	-37.25%		
Reference/Research	2,211	1,597	38.45%		
School Loans pulled	16	14	14.29%		
Museum Adventure passes distributed	28	47	-40.43%		
<b>Total</b>	<b>4,152</b>	<b>4,681</b>	<b>-11.30%</b>		
	<b>This Month</b>	<b>Attendance</b>	<b>Attendance Prior Year</b>	<b>% Change</b>	
<b>LIBRARY PROGRAMS</b>					
<b>Programs--Youth</b>					
Outreach: Washington Schl. Book Discu	1	11			
Rise & Shine Storytime (parent & child)	4	119			
Outreach: Melzer Parent/Child Presenta	1	70			
Chess Club	2	30			

## Monthly Statistical Report --May 2014

Reading Challenge	1	138				
Outreach: Teen Center Book Discussion	1	3				
Babytime (parent & child)	3	163				
Reading Patch Club	1	19				
Bibliobops	1	48				
Book Buddies	7	14				
Ellison Die Teacher Visits	1	3				
Outreach: Librarians Visiting Schools	9	1,250				
Schools Visiting Library	1	160				
Videogames	1	186				
Passive Program: Berry Unsafe House	1	102				
Summer Reading Club Volunteer Orient	1	39				
Movies	1	10				
1KBK	1	37				
Clean-up Stickers	1	27				
Second Sundays	1	48				
World Language Storytimes	2	45				
Mega - Mondays	3	45				
Unsafe House	1	141				
In-dept. games and puzzles	1	1,068				
<b>Total Youth Services Programs</b>	<b>47</b>	<b>3,776</b>	<b>3,363</b>	<b>12.28%</b>		
<b>Programs--Joint YS and Teen</b>						
Reading Challenge	1	138	170			
<b>Programs--Teens</b>						
Anime & Manga Club	1	17				
Teen Advisory Board	1	13				
Emerson Book Club	1	7				
Paper Quilling/Tea	1	14				
School Visits	10	294				
Dr. Who DIY	1	14				
Gaming	1	112				
Free Comic Book Day	1	155				
<b>Total Teen Programs</b>	<b>17</b>	<b>626</b>	<b>187</b>	<b>234.76%</b>		
<b>Programs--Adult</b>						
Movies	3	59				
Outreach book discussions	1	3				
SCORE	2	4				
Tech programs	7	49				
Volunteer Orientation	1	4				
Bike Niles	1	28				
Garden Club	1	19				
Senior Coffee Hour	1	12				
Songwriters	1	4				
Trivia	1	12				
Author Events	1	17				
Book Discussions	4	38				
Jobs Programs	2	14				
Inside Writing and Publishing	2	17				

## Monthly Statistical Report --May 2014

Total Adult Programs	<b>28</b>	<b>280</b>	<b>438</b>	<b>-36.07%</b>		
<b>Outside Meetings</b>						
Niles All American Toastmasters	2	25				
Ligia Amarei (Mom's Group)	1	15				
Suhail Dajani	3	24				
Citizenship AM Class	3	30				
Capri Condo Association	1	15				
Chicago Moving Express	1	30				
<b>Total Outside Meetings</b>	<b>11</b>	<b>139</b>	<b>270</b>	<b>-48.52%</b>		
<b>Total Meeting and Program Attendance</b>	<b>103</b>	<b>4,821</b>	<b>4,428</b>	<b>8.88%</b>		

6-2-2014

Linda Weiss  
6960 West Oakton Street  
Niles, IL 60714

Dear Ms. Weiss:

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. this is a request for the following documents:

A copy of your Fiscal Year 2013-2014 budget, and a copy of any working or final budget for the Fiscal Year 2014-2015. I also request that individual line-items for the total compensation package for each employee paid by your district be included in both budgets (or in a separate document if it is not feasible to include it in the budgets). This number should not just include salaries, but the total compensation package of every employee (including health insurance, IMRF benefits, etc.).

I request that the response to this be in an electronic format which you may send to my email, [cassiemdebolt@gmail.com](mailto:cassiemdebolt@gmail.com).

If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed.

If any fee be incurred in fulfilling this request, please obtain my approval before the fees are incurred.

If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the address to which an appeal should be addressed. Thank you for your prompt consideration of my request. If you have any questions, or if I can be of assistance, please contact me at the email mentioned above or at 630-883-4080.

Sincerely,  
Cassie DeBolt  
Legal Intern  
Citizen Advocacy Center  
182 North York Street  
Elmhurst, IL 60126

June 18, 2014

**New Business—Recommended Actions**

**A. Recommended Action on Ordinance 14-05**

MOVE the Library Board of Trustees adopt Ordinance 14-05, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015.

**Memorandum A to Recommended Action**

A copy of the Ordinance is attached.

**ORDINANCE 14-05  
TENTATIVE ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR  
THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015**

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

WHEREAS, a public hearing will be held as to such Budget on the 20th day of August, 2014, and notice of said hearing will be given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

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

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby budgeted and appropriated for general corporate purposes and to defray and for the payment of all expenses and liabilities of the Niles Public Library District for the fiscal year hereby adopted as beginning July 1, 2014 and ending June 30, 2015.

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

	<b>APPROPRIATION</b>	<b>BUDGET</b>
<b>Salaries</b>		
ADMINISTRATOR	\$126,500	\$115,000
MANAGERS	\$302,689	\$275,172
SUPERVISORS	\$572,950	\$520,864
LIBRARIAN	\$1,182,093	\$1,074,630
LIBRARY GRADE V	\$651,759	\$592,508
LIBRARY GRADE VI	\$372,876	\$338,978
LIBRARY PAGE	\$145,527	\$132,297
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$101,200	\$92,000
<b>TOTAL SALARIES</b>	<b>\$3,455,594</b>	<b>\$3,141,449</b>
 <b>LIBRARY MATERIALS</b>		
BOOKS & PERIODICAL	\$289,200	\$241,000
DOWNLOADABLES	\$72,000	\$60,000
AV	\$176,400	\$147,000
ONLINE DATABASES	\$192,000	\$160,000
<b>TOTAL MATERIALS</b>	<b>\$729,600</b>	<b>\$608,000</b>
 <b>OPERATING EXPENSES</b>		
<b>Processing &amp; Services</b>		
CCS CHARGES	\$90,000	\$74,600
PROCESSING & SUPPLIES	\$42,000	\$20,000
INTERNET CHARGES	\$26,880	\$20,000
SOFTWARE, LICENSES	\$59,140	\$45,000
PRINTING	\$59,010	\$50,000
LIBRARY SUPPLIES	\$16,800	\$12,800
PROGRAMMING & SUPPORT - ADULT	\$94,780	\$69,200
VOLUNTEERS	\$4,200	\$3,000

PUBLIC PERFORMANCE RIGHTS	\$1,845	\$1,318
CCS COMMUNICATIONS	\$5,600	\$4,000
COMPUTER CHARGES - OCLC	\$15,971	\$11,408
MISCELLANEOUS	\$1,400	\$1,000
<b>TOTAL PROCESSING &amp; SUPPLIES</b>	<b>\$417,626</b>	<b>\$312,326</b>
<b>Administration &amp; General Office</b>		
JANITORIAL SUPPLIES	\$67,300	\$33,650
COPIERS	\$20,000	\$10,000
PROFESSIONAL DEVELOPMENT	\$77,190	\$38,595
MILEAGE REIMBURSEMENT	\$2,600	\$1,300
LEGAL FEES	\$60,000	\$30,000
CONSULTING	\$30,000	\$15,000
SUPPLIES	\$53,000	\$26,500
PROMOTIONAL EXPENSE	\$49,800	\$24,900
POSTAGE & FREIGHT	\$36,000	\$18,000
PUBLICATION OF NOTICES - LEGAL	\$2,400	\$1,200
SUBSCRIPTIONS & DUES	\$18,000	\$9,000
COLLECTION SERVICES	\$2,000	\$1,000
TELEPHONE	\$33,000	\$16,500
TRUSTEE EXPENSE	\$18,000	\$9,000
EQUIPMENT RENTAL	\$10,000	\$5,000
PAYROLL SERVICE	\$26,000	\$13,000
BANK FEES	\$6,600	\$3,300
PARKING LEASE AGREEMENT	\$21,144	\$10,572
<b>TOTAL ADMINISTRATION AND GENERAL OFFICE</b>	<b>\$533,034</b>	<b>\$266,517</b>
<b>VEHICLE EXPENSE TOTAL</b>	<b>\$10,000</b>	<b>\$4,271</b>
<b>EMPLOYEE FRINGE BENEFITS</b>		
PENSION PLAN	\$210,000	\$175,000
GROUP HEALTH	\$450,000	\$375,000
HEALTH REIMBURSEMENT	\$72,000	\$60,000
DENTAL, VISION, DISABILITY	\$59,040	\$49,200
<b>TOTAL FRINGE BENEFITS</b>	<b>\$791,040</b>	<b>\$659,200</b>
<b>TOTAL UTILITIES</b>	<b>\$200,000</b>	<b>\$102,000</b>
<b>TOTAL OPERATING</b>	<b>\$6,136,894</b>	<b>\$5,093,763</b>
<b>RETIREMENT INCENTIVE PROGRAM</b>	<b>\$250,000</b>	<b>\$201,643</b>
<b>BUILDING &amp; MAINTENANCE</b>		
REPAIRS & IMPROVEMENTS	\$45,000	\$37,500
CONTRACTUAL MAINTENANCE	\$42,000	\$35,000
NON-CONTRACTUAL MAINTENANCE	\$28,800	\$24,000
EQUIPMENT MAINTENANCE	\$43,200	\$36,000
NON CAPITAL EXPENSES	\$24,000	\$20,000
FURNITURE & FIXTURES	\$100,000	\$56,500
<b>TOTAL BUILDING &amp; MAINTENANCE</b>	<b>\$283,000</b>	<b>\$209,000</b>
<b>SPECIAL RESERVE</b>		
SPECIAL RESERVE - BUILDING	\$200,000	\$130,000
SPECIAL RESERVE - EQUIPMENT	\$1,600,000	\$397,000

SPECIAL RESERVE - Renovation Project	\$0	\$0
<b>TOTAL SPECIAL RESERVE</b>	<b>\$1,800,000</b>	<b>\$527,000</b>
<b>SPECIAL FUNDS</b>		
AUDIT	\$19,250	\$17,500
LIABILITY INSURANCE	\$37,576	\$34,160
SOCIAL SECURITY	\$253,000	\$230,000
ILLINOIS UNEMPLOYMENT TAXES	\$16,500	\$15,000
WORKERS' COMPENSATION INSURANCE	\$32,374	\$29,431
<b>TOTAL SPECIAL FUND ITEMS</b>	<b>\$358,700</b>	<b>\$326,091</b>
<b>SUPPLEMENTARY GRANTS</b>	<b>\$100,000</b>	<b>\$72,000</b>
<b>GRAND TOTAL</b>	<b>\$8,928,595</b>	<b>\$6,429,497</b>

SECTION 3: The several sums above mentioned and designed as appropriation, which is EIGHT MILLION NINE HUNDRED TWENTY EIGHT THOUSAND FIVE HUNDRED NINETY FIVE AND NO/100 (\$8,928,595), be and are hereby appropriated as proprite fractional parts of the said amount of EIGHT MILLION NINE HUNDRED TWENTY EIGHT THOUSAND FIVE HUNDRED NINETY FIVE AND NO/100 (\$8,928,595) 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 May 31, 2014, is estimated to be \$9,102,383; the estimate of cash to be received during the 2014-2015 fiscal year from all sources is \$6,523,365; the estimate of expenditures appropriated for such fiscal year is \$8,928,595; and the estimated operating budget for such fiscal year is \$5,093,763. 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 \$6,697,153.

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

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

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

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

ADOPTED this 18th day of June, 2014, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

said

\_\_\_\_\_  
Morgan Dubiel  
President of the Board of Trustees of the  
NILES PUBLIC LIBRARY DISTRICT  
ATTESTED and SIGNED in my office,  
according to law, this 18<sup>th</sup> day of June 2014, at the  
  
NILES PUBLIC LIBRARY DISTRICT

\_\_\_\_\_  
CHRIS A. BALL  
Secretary, Board of Trustees  
NILES PUBLIC LIBRARY DISTRICT

## 2014-2015 Proposed Budget

June 18, 2014

The 2014-2015 proposed budget is presented on the following pages. There are comparative numbers from 2010-2011 through 2012-2013 to show trends in revenue and spending. For 2013-2014, we are presenting the income statement through May, 2014 which is then being annualized in most cases using a factor of 0.917 which represents how far we are through the fiscal year as of May 31, 2014. Finally the 2014-2015 proposed budget is the result of a survey of the various departments in the Library coupled with specific spending requests and adjusted by management to reflect the goals and objectives of the Niles Public Library District and its Board of Trustees.

### Revenue

Property taxes have been estimated assuming that there is only a slight increase due to the need to cover Social Security taxes in the special revenue fund. Property taxes are levied on a calendar year basis so one half of the 2013 levy will be accounted for in our property tax account along with one half of the 2014 tax levy which will be approved at the November meeting.

	2013 Levy	2014-2015	2014 Levy	2014-2015	Total
Corporate	\$ 5,989,747	\$ 2,994,874	\$ 5,989,747	\$ 2,994,874	\$ 5,989,747
Social Security	\$ 135,000	\$ 67,500	\$ 300,000	\$ 150,000	\$ 217,500
Audit	\$ 1,000	\$ 500	\$ 1,000	\$ 500	\$ 1,000
Liability	\$ 1,000	\$ 500	\$ 1,000	\$ 500	\$ 1,000
Workers Comp	\$ 1,000	\$ 500	\$ 1,000	\$ 500	\$ 1,000
Unemployment	\$ 1,000	\$ 500	\$ 1,000	\$ 500	\$ 1,000
	\$ 6,128,747	\$ 3,064,374	\$ 6,293,747	\$ 3,146,874	\$ 6,211,247

The balance of the revenue accounts have been estimated based upon prior years' experience and patterns.

Total revenue for the 2014-2015 budget year is expected to be \$6,523,365. This amount is approximately \$500,000 less than the expected revenue of the current fiscal year and reflects the balance of the reduction in tax levy which was approved by the board this past year as well as the assumption that we will pass a levy which is equal to the current levy as far as the general fund is concerned.

### Expenditures

The expenditures are down from last year due to the completion of the library wide renovation project in January, 2014.

Operating expenses for the Library though are down \$363,008. However, when we consider the reductions in Social Security and Unemployment Compensation, the total reduction is approximately \$400,000. This is being driven by the recent completion of the Retirement Incentive Plan and the implementation of the Interim organization chart beginning on July 1<sup>st</sup> (excluding the implementation of Digital Services). The cost of the Retirement Incentive Plan is estimated at \$201,643.41.

Salaries were estimated based on a structure of one director and three employees at the assistant director/business manager level as well as a supervisor for the IT services group in lieu of a supervisor over the

proposed Digital Services department. The balance of the organization stays the same. We used the the change in CPI (U) in Chicago over the last twelve months according to the Bureau of Labor Statistics which is 2.4% to budget for salary increases.

The Library's materials budget is consistent with that of previous years and slightly less by 10% when compared to last year. The materials budget is within the Standards for Illinois Public Libraries published in 2014 by the Illinois Library Association which recommends that the minimum annual investment in the Library's collection is 12% of the total budget. Further, the Library's collection which is approximately 287,000 volumes is within the standards for an established/advanced library.

We look forward to discussing the budget in further detail at our regularly scheduled meeting.

**Niles Public Library District**  
**Budget Summary**  
**For the Fiscal Year Ending June 30, 2015**

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015		
	Actual	Actual	Actual	Projected Actual	Proposed Budget	Incr (Decr) from 2013-2014	
						Projected Actual	Percent
<b>Revenue</b>							
General Fund	\$ 6,187,445	\$ 6,511,253	\$ 6,628,150	\$ 6,538,344	\$ 6,268,065	\$ (270,279)	-4.13%
Special Revenue Funds	\$ 633,096	\$ 633,096	\$ 439,276	\$ 217,000	\$ 221,000	\$ 4,000	1.84%
Debt Service Funds	\$ 861,559	\$ 861,559	\$ 383,831				
	<b>\$ 7,682,100</b>	<b>\$ 8,005,908</b>	<b>\$ 7,451,257</b>	<b>\$ 6,755,344</b>	<b>\$ 6,489,065</b>	<b>\$ (266,279)</b>	<b>-3.94%</b>
<b>Expenditures</b>							
General Fund	\$ 4,839,545	\$ 4,990,544	\$ 5,136,226	\$ 5,528,770	\$ 5,165,762	\$ (363,008)	-6.57%
Special Revenue Funds	\$ 432,141	\$ 382,374	\$ 550,952	\$ 505,197	\$ 535,091	\$ 29,894	5.92%
Debt Service Funds	\$ 784,725	\$ 2,867,772	\$ 712,600				
	<b>\$ 6,056,411</b>	<b>\$ 8,240,690</b>	<b>\$ 6,399,778</b>	<b>\$ 6,033,967</b>	<b>\$ 5,700,853</b>	<b>\$ (333,114)</b>	<b>-5.52%</b>
<b>Net</b>	<b>\$ 1,625,689</b>	<b>\$ (234,783)</b>	<b>\$ 1,051,479</b>	<b>\$ 721,377</b>	<b>\$ 788,212</b>	<b>\$ 66,835</b>	<b>9.26%</b>
 <b>General Operating Fund</b>							
Revenue	\$ 6,187,445	\$ 6,511,253	\$ 6,628,150	\$ 6,538,344	\$ 6,268,065	\$ (270,279)	-4.13%
Expenditures	\$ 4,839,545	\$ 4,990,544	\$ 5,136,226	\$ 5,528,770	\$ 5,165,762	\$ (363,008)	-6.57%
<b>Net</b>	<b>\$ 1,347,900</b>	<b>\$ 1,520,708</b>	<b>\$ 1,491,924</b>	<b>\$ 1,009,574</b>	<b>\$ 1,102,303</b>	<b>\$ 92,729</b>	<b>9.18%</b>

**Niles Public Library District**  
**General Fund Revenues**  
**For the Fiscal Year Ending June 30, 2015**

		2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Incr (Decr) from 2013-2014
		Actual	Actual	Actual	Projected Actual	Proposed Budget	Projected Actual
<b>Revenues</b>							
**-3100-31-00	Property Taxes	\$ 5,799,532	\$ 6,199,501	\$ 6,375,372	\$ 6,213,202	\$ 6,000,247	\$ (212,955)
01-3200-32-00	Replacement Taxes	\$ 143,785	\$ 132,273	\$ 135,150	\$ 139,590	\$ 140,000	\$ 410
01-3300-33-00	Per Capita Grant	\$ 119,023	\$ 58,745		\$ 130,473	\$ 58,000	\$ (72,473)
01-3310-33-00	Grants-Other	\$ 4,265	\$ 11,877	\$ 3,000	\$ 10,877	\$ 1,000	\$ (9,877)
01-3500-35-00	Investment Income	\$ 24,772	\$ 19,542	\$ 30,782	\$ 27,657	\$ 40,000	\$ 12,343
01-3610-36-00	Fines	\$ 57,177	\$ 53,063	\$ 50,702	\$ 44,522	\$ 45,000	\$ 478
01-3620-36-00	Lost Books	\$ 8,633	\$ 9,317	\$ 9,466	\$ 8,727	\$ 7,500	\$ (1,227)
01-3630-36-00	Pay For Print	\$ 18,669	\$ 19,239	\$ 20,473	\$ 17,022	\$ 15,000	\$ (2,022)
01-3660-36-00	Flash Drive & Ear Bud Sales	\$ 261	\$ 151	\$ 123			\$ -
01-3710-37-00	Commissions & Fees	\$ 312	\$ 241	\$ 495			\$ -
01-3810-38-00	Donations-Friends of the Library		\$ 5,000			\$ 1,318	\$ 1,318
01-3820-38-00	Donations	\$ 5,767	\$ 1,015	\$ 725	\$ 330		\$ (330)
01-3900-39-00	Miscellaneous	\$ 5,249	\$ 1,290	\$ 1,862	\$ 3,856		\$ (3,856)
<b>Total Revenues</b>		<b>\$ 6,187,445</b>	<b>\$ 6,511,253</b>	<b>\$ 6,628,150</b>	<b>\$ 6,596,255</b>	<b>\$ 6,312,365</b>	<b>\$ (288,190)</b>
1 Increase (decrease)		-3.88%	5.23%	1.80%	-0.48%	-4.30%	
2 Total General Fund Expense		\$ 4,839,545	\$ 4,990,544	\$ 5,136,226	\$ 5,528,770	\$ 5,165,762	\$ (363,008)
3 Revenues over Expenses		\$ 1,347,900	\$ 1,520,709	\$ 1,491,924	\$ 1,067,485	\$ 1,146,603	\$ 74,818
4 Beginning Fund Balance		\$ 4,279,658	\$ 5,627,558	\$ 5,684,163	\$ 5,066,109	\$ 6,133,594	
5 Transfer to Special Reserve			\$ 1,464,104	\$ 2,109,978			
6 Ending Fund Balance		\$ 5,627,558	\$ 5,684,163	\$ 5,066,109	\$ 6,133,594	\$ 7,280,197	
7 Fund Balance as a % of expenses		116.28%	113.90%	98.63%	110.94%	140.93%	

**Niles Public Library District  
General Fund Expenditures  
For the Fiscal Year Ending June 30, 2015**

		2010-2011	2011-2012	2012-2013	2013-2014		2014-2015	% Incr (Decr) from 2013-2014	% Incr (Decr) from 2013-2014
		Actual	Actual	Actual	Projected Actual	Annual Budget	Proposed Budget	Projected	Budget
<b>Expenditures</b>									
<b>Salaries</b>									
01-4110-41-00	Library Director (1)	\$ 104,162	\$ 107,648	\$ 112,845	\$ 113,923	\$ 115,580	\$ 115,000	0.95%	-0.50%
01-4120-41-00	Payroll-Department Managers (3)	\$ 56,531	\$ 268,498	\$ 171,478	\$ 258,850	\$ 251,016	\$ 275,172	6.31%	9.62%
01-4130-41-00	Payroll-Division Supervisors (8)	\$ 608,696	\$ 401,781	\$ 582,478	\$ 577,827	\$ 594,940	\$ 520,864	-9.86%	-12.45%
01-4140-41-00	Payroll-Librarian I (23)	\$ 1,133,101	\$ 1,076,911	\$ 1,092,868	\$ 1,152,028	\$ 1,165,279	\$ 1,074,630	-6.72%	-7.78%
01-4150-41-00	Payroll-Library Grade V (24)	\$ 480,921	\$ 581,832	\$ 590,143	\$ 568,783	\$ 600,450	\$ 592,508	4.17%	-1.32%
01-4160-41-00	Payroll-Library Grade VI (23)	\$ 430,434	\$ 427,430	\$ 416,168	\$ 436,573	\$ 443,393	\$ 338,978	-22.35%	-23.55%
01-4170-41-00	Payroll-Library Pages (13)	\$ 137,986	\$ 140,419	\$ 137,299	\$ 125,947	\$ 144,784	\$ 132,297	5.04%	-8.62%
01-4180-41-00	Payroll-Sundays	\$ 52,878	\$ 74,436	\$ 73,630	\$ 72,646	\$ 77,000	\$ 74,000	1.86%	-3.90%
01-4185-41-00	Adjustments	\$ 5,000	\$ 2,100	\$ 8,000	\$ -	\$ 10,000	\$ 10,000		
01-4190-41-00	Substitutes	\$ 6,350	\$ -	\$ 6,963	\$ 3,404	\$ 8,000	\$ 8,000	135.02%	0.00%
	<b>Total Salaries (95)</b>	<b>\$ 3,016,059</b>	<b>\$ 3,081,056</b>	<b>\$ 3,191,872</b>	<b>\$ 3,309,982</b>	<b>\$ 3,410,442</b>	<b>\$ 3,141,448</b>	<b>-5.09%</b>	<b>-7.89%</b>
<b>Library Materials</b>									
01-4413-44-00	Books-Adult	\$ 261,733	\$ 193,285	\$ 155,360	\$ 136,203	\$ 143,000	\$ 140,000	2.79%	-2.10%
01-4414-44-00	Books-Youth Services	\$ 67,582	\$ 66,553	\$ 64,142	\$ 49,656	\$ 69,000	\$ 65,000	30.90%	-5.80%
01-4415-44-00	Books-Teen	\$ -	\$ -	\$ -	\$ 15,225	\$ 15,000	\$ 14,000	-8.04%	-6.67%
01-4420-44-00	Downloadables	\$ -	\$ 12,370	\$ 48,592	\$ 71,967	\$ 55,000	\$ 60,000	-16.63%	9.09%
01-4423-44-00	Periodicals	\$ 33,979	\$ 41,151	\$ 24,129	\$ 22,501	\$ 24,000	\$ 22,000	-2.23%	-8.33%
01-4433-44-00	AV-Adult	\$ 99,613	\$ 94,015	\$ 92,579	\$ 95,212	\$ 95,000	\$ 93,000	-2.32%	-2.11%
01-4434-44-00	AV-Youth Services	\$ 33,705	\$ 43,235	\$ 38,210	\$ 31,171	\$ 45,700	\$ 42,000	34.74%	-8.10%
01-4435-44-00	AV-Teen	\$ -	\$ -	\$ -	\$ 10,519	\$ 13,000	\$ 12,000	14.08%	-7.69%
01-4487-44-00	Online Databases	\$ 135,918	\$ 183,510	\$ 205,434	\$ 209,704	\$ 201,000	\$ 160,000	-23.70%	-20.40%
	<b>Total Library Materials</b>	<b>\$ 632,531</b>	<b>\$ 634,119</b>	<b>\$ 628,446</b>	<b>\$ 642,160</b>	<b>\$ 660,700</b>	<b>\$ 608,000</b>	<b>-5.32%</b>	<b>-7.98%</b>
<b>Library Operating Expenditures</b>									
01-5310-53-00	CCS Charges	\$ 68,794	\$ 71,037	\$ 73,031	\$ 68,229	\$ 78,000	\$ 74,600	9.34%	-4.36%
01-5311-53-00	Processing & Supplies	\$ 30,225	\$ 30,160	\$ 46,476	\$ 17,235	\$ 30,000	\$ 20,000	16.04%	-33.33%
01-5312-53-00	Internet Charges	\$ 13,801	\$ 13,647	\$ 15,803	\$ 15,364	\$ 19,200	\$ 20,000	30.17%	4.17%
01-5313-53-00	Software, Licenses	\$ 57,531	\$ 37,623	\$ 51,512	\$ 38,164	\$ 42,243	\$ 45,000	17.91%	6.53%
01-5320-53-00	Printing	\$ 44,281	\$ 46,866	\$ 39,073	\$ 43,702	\$ 42,150	\$ 50,000	14.41%	18.62%
01-5322-53-00	Library Supplies	\$ 5,951	\$ 13,064	\$ 7,699	\$ 10,032	\$ 12,000	\$ 12,800	27.59%	6.67%
01-5323-53-00	Programming & Support-Adult	\$ 17,265	\$ 14,958	\$ 18,128	\$ 19,571	\$ 20,600	\$ 23,000	17.52%	11.65%
01-5324-53-00	Programming & Support-Juvenile	\$ 30,860	\$ 35,340	\$ 34,099	\$ 33,763	\$ 34,500	\$ 34,500	2.18%	0.00%
01-5325-53-00	Programming & Support-Joint	\$ 6,729	\$ -	\$ -	\$ 2,281	\$ 4,000	\$ 4,000	75.38%	0.00%
01-5326-53-00	Programming & Support-Teen	\$ 3,909	\$ 5,552	\$ 5,596	\$ 4,963	\$ 7,000	\$ 7,700	55.16%	10.00%
01-5327-53-00	Public Performing Rights	\$ -	\$ 1,305	\$ 1,313	\$ 1,436	\$ 1,313	\$ 1,318	-8.24%	0.38%
01-5328-53-00	CCS Communications	\$ 4,178	\$ 3,867	\$ 3,577	\$ 4,262	\$ 5,000	\$ 4,000	-6.14%	-20.00%
01-5329-53-00	Computer Charges OCLC	\$ 13,518	\$ 13,584	\$ 16,804	\$ 16,545	\$ 16,804	\$ 11,408	-31.05%	-32.11%
01-5350-53-00	Miscellaneous	\$ 2,165	\$ (58)	\$ 234	\$ 1,368	\$ 1,000	\$ 1,000	-26.92%	0.00%
01-5351-53-00	Per Capita Grant Expenditures	\$ -	\$ 59,546	\$ 57,024	\$ 57,056	\$ 57,000	\$ 71,000	24.44%	24.56%
01-5352-53-00	Grant - Other Expenditures	\$ -	\$ 6,358	\$ 10,358	\$ 8,613	\$ 1,000	\$ 1,000	-88.39%	0.00%
01-5355-53-00	Volunteers	\$ -	\$ -	\$ 1,867	\$ 1,199	\$ 3,000	\$ 3,000	150.27%	0.00%
	<b>Total Library Operating Expend</b>	<b>\$ 299,207</b>	<b>\$ 352,848</b>	<b>\$ 382,592</b>	<b>\$ 343,784</b>	<b>\$ 374,810</b>	<b>\$ 384,326</b>	<b>11.79%</b>	<b>2.54%</b>
<b>General and Administration</b>									

**Niles Public Library District**  
**General Fund Expenditures**  
**For the Fiscal Year Ending June 30, 2015**

		2010-2011	2011-2012	2012-2013	2013-2014		2014-2015	% Incr (Decr)	% Incr (Decr)
		Actual	Actual	Actual	Projected	Annual	Proposed	from 2013-2014	from 2013-2014
					Actual	Budget	Budget	Projected	Budget
01-5420-54-00	Janitorial Supplies	\$ 29,630	\$ 28,845	\$ 34,883	\$ 34,286	\$ 33,650	\$ 33,650	-1.86%	0.00%
01-5425-54-00	Copiers	\$ 22,266	\$ 17,907	\$ 8,389	\$ 7,517	\$ 10,000	\$ 10,000	33.03%	0.00%
01-5430-54-00	Professional Development	\$ 16,859	\$ 28,373	\$ 23,743	\$ 17,613	\$ 40,899	\$ 33,845	92.16%	-17.25%
01-5431-54-00	Mileage	\$ -	\$ -	\$ 3,557	\$ 2,671	\$ 3,000	\$ 1,300	-51.33%	-56.67%
01-5435-54-00	Professional Collection	\$ 4,443	\$ 5,421	\$ 3,960	\$ 3,745	\$ 4,000	\$ 4,750	26.84%	18.75%
01-5450-54-00	Legal Fees	\$ 74,105	\$ 51,810	\$ 49,002	\$ 23,675	\$ 40,000	\$ 30,000	26.72%	-25.00%
01-5452-54-00	Consultants	\$ 11,685	\$ 16,797	\$ 21,164	\$ 9,493	\$ 20,000	\$ 15,000	58.01%	-25.00%
01-5455-54-00	Kitchen Supplies	\$ -	\$ -	\$ 2,935	\$ 520	\$ 1,900	\$ 1,500	188.22%	-21.05%
01-5456-54-00	Promotional Expense	\$ 18,116	\$ 17,930	\$ 18,546	\$ 20,405	\$ 20,500	\$ 24,900	22.03%	21.46%
01-5457-54-00	Office Supplies	\$ 20,342	\$ 19,630	\$ 23,576	\$ 29,998	\$ 25,000	\$ 25,000	-16.66%	0.00%
01-5458-54-00	Postage & Freight	\$ 16,175	\$ 18,827	\$ 14,122	\$ 13,045	\$ 18,000	\$ 18,000	37.98%	0.00%
01-5459-54-00	Publication of Notices-Legal	\$ 572	\$ 602	\$ 1,015	\$ 1,043	\$ 1,200	\$ 1,200	15.06%	0.00%
01-5460-54-00	Publication of Notices-Advertisements	\$ -	\$ 400	\$ 419	\$ -	\$ 500	\$ -		-100.00%
01-5461-54-00	Subscriptions & Dues	\$ 7,766	\$ 7,816	\$ 8,718	\$ 10,027	\$ 9,000	\$ 9,000	-10.24%	0.00%
01-5462-54-00	Collection Services	\$ -	\$ 865	\$ 1,047	\$ 866	\$ 1,000	\$ 1,000	15.47%	0.00%
01-5465-54-00	Telephone	\$ 15,057	\$ 16,189	\$ 17,179	\$ 12,798	\$ 16,500	\$ 16,500	28.93%	0.00%
01-5470-54-00	Trustee Expense	\$ 11,615	\$ 11,307	\$ 11,837	\$ 7,885	\$ 10,000	\$ 9,000	14.14%	-10.00%
01-5477-54-00	Equipment Rental	\$ 2,167	\$ 2,955	\$ 4,196	\$ 9,724	\$ 5,000	\$ 5,000	-48.58%	0.00%
01-5480-54-00	Payroll Service	\$ 8,136	\$ 8,904	\$ 9,084	\$ 12,153	\$ 9,300	\$ 13,000	6.97%	39.78%
01-5490-54-00	Bank Fees	\$ 2,655	\$ 3,038	\$ 2,857	\$ 2,720	\$ 3,000	\$ 3,300	21.32%	10.00%
01-5491-54-00	Parking Lease	\$ -	\$ 1,762	\$ 10,572	\$ 10,572	\$ 10,572	\$ 10,572	0.00%	0.00%
<b>Total General and Administrative</b>		<b>\$ 261,589</b>	<b>\$ 259,378</b>	<b>\$ 270,800</b>	<b>\$ 230,757</b>	<b>\$ 283,021</b>	<b>\$ 266,517</b>	<b>15.50%</b>	<b>-5.83%</b>
<b>Vehicle Operation</b>									
01-5510-55-00	Gas, Oil, Grease	\$ 777	\$ 893	\$ 718	\$ 931	\$ 1,000	\$ 1,000	7.39%	0.00%
01-5520-55-00	Repairs & Maintenance	\$ 221	\$ 937	\$ 1,583	\$ 457	\$ 1,800	\$ 1,800	293.95%	0.00%
01-5530-55-00	Miscellaneous	\$ 35	\$ -	\$ 4	\$ -	\$ 100	\$ 100		0.00%
01-5540-55-00	Auto Insurance	\$ 1,089	\$ 1,094	\$ 1,307	\$ 1,371	\$ 1,371	\$ 1,371	0.00%	0.00%
<b>Total Vehicle Operation</b>		<b>\$ 2,123</b>	<b>\$ 2,924</b>	<b>\$ 3,612</b>	<b>\$ 2,759</b>	<b>\$ 4,271</b>	<b>\$ 4,271</b>	<b>54.80%</b>	<b>0.00%</b>
<b>Employee Fringe Benefits</b>									
01-5610-56-00	Deferred Compensation	\$ 176,737	\$ 180,315	\$ 190,044	\$ 192,814	\$ 200,000	\$ 175,000	-9.24%	-12.50%
01-5620-56-00	Group Health	\$ 285,303	\$ 300,647	\$ 281,972	\$ 389,727	\$ 392,862	\$ 375,000	-3.78%	-4.55%
01-5625-56-00	Health Reimbursement Account	\$ -	\$ 39,773	\$ 50,628	\$ 73,530	\$ 54,000	\$ 60,000	-18.40%	11.11%
01-5630-56-00	Dental	\$ 39,176	\$ 33,331	\$ 19,669	\$ 14,862	\$ 20,000	\$ 20,000	34.57%	0.00%
01-5632-56-00	Vision	\$ -	\$ -	\$ 5,942	\$ 6,114	\$ 6,414	\$ 7,000	14.48%	9.14%
01-5633-56-00	FSA fee	\$ -	\$ -	\$ 802	\$ 1,466	\$ 1,050	\$ 1,200	-18.12%	14.29%
01-5634-56-00	Life, LTD, AD&D, STD	\$ -	\$ -	\$ 9,771	\$ 19,882	\$ 19,200	\$ 21,000	5.63%	9.38%
<b>Total Employee Fringe Benefits</b>		<b>\$ 501,215</b>	<b>\$ 554,066</b>	<b>\$ 558,827</b>	<b>\$ 698,394</b>	<b>\$ 693,526</b>	<b>\$ 659,200</b>	<b>-5.61%</b>	<b>-4.95%</b>
<b>Utilities</b>									
01-5710-57-00	Gas	\$ 11,483	\$ 6,789	\$ 14,760	\$ 15,554	\$ 15,000	\$ 15,000	-3.56%	0.00%
01-5720-57-00	Electric	\$ 110,186	\$ 93,967	\$ 79,618	\$ 84,845	\$ 80,000	\$ 80,000	-5.71%	0.00%
01-5730-57-00	Water	\$ 5,152	\$ 5,398	\$ 5,695	\$ 5,679	\$ 7,000	\$ 7,000	23.26%	0.00%
<b>Total Utilities</b>		<b>\$ 126,821</b>	<b>\$ 106,155</b>	<b>\$ 100,073</b>	<b>\$ 106,078</b>	<b>\$ 102,000</b>	<b>\$ 102,000</b>	<b>-3.84%</b>	<b>0.00%</b>
<b>Total Operating Expenses</b>		<b>\$ 4,839,545</b>	<b>\$ 4,990,544</b>	<b>\$ 5,136,223</b>	<b>\$ 5,333,913</b>	<b>\$ 5,528,770</b>	<b>\$ 5,165,762</b>	<b>-3.15%</b>	<b>-6.57%</b>

**Niles Public Library District**  
**Special Revenue Funds-Fund Balance**  
**June 30, 2013-June 30, 2015**

	Audit Fund	Liability Insurance	Social Security	Workers' Compensation	Unemployment Compensation	Building and Site	Total
<b>Fund Balance June 30, 2013 (audited)</b>	<b>\$ 52,926</b>	<b>\$ 260,872</b>	<b>\$ 158,717</b>	<b>\$ 76,343</b>	<b>\$ 49,783</b>	<b>\$ 550,888</b>	<b>\$ 1,149,529</b>
Revenue(Projected)	\$ 1,000	\$ 1,000	\$ 213,000	\$ 1,000	\$ 1,000	\$ -	\$ 217,000
Expenditures (Projected)	\$ (16,900)	\$ (31,822)	\$ (261,485)	\$ (24,124)	\$ (13,316)	\$ (157,550)	\$ (505,197)
<b>Projected Fund Balance June 30, 2014</b>	<b>\$ 37,026</b>	<b>\$ 230,050</b>	<b>\$ 110,232</b>	<b>\$ 53,219</b>	<b>\$ 37,467</b>	<b>\$ 393,338</b>	<b>\$ 861,332</b>
Revenue(Budget)	\$ 1,000	\$ 1,000	\$ 217,000	\$ 1,000	\$ 1,000	\$ -	\$ 221,000
Expenditures (Budget)	\$ (17,500)	\$ (34,160)	\$ (230,000)	\$ (29,431)	\$ (15,000)	\$ (209,000)	\$ (535,091)
<b>Projected Fund Balance June 30, 2015</b>	<b>\$ 20,526</b>	<b>\$ 196,890</b>	<b>\$ 97,232</b>	<b>\$ 24,788</b>	<b>\$ 23,467</b>	<b>\$ 184,338</b>	<b>\$ 547,241</b>

Years to zero (Fund Balance June 30, 2015 divided by annual expenditures)	0.50	5.76	0.42	0.84	1.56	0.88	1.02
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Zero Fund Balance Date (June 30, 2015 plus years to zero)	12/29/2015	4/2/2021	12/1/2015	5/2/2016	1/21/2017	5/16/2016	7/7/2016
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June 18, 2014

## **New Business—Recommended Actions**

### **B. Recommended Action on Library Audit**

MOVE the Library Board of Trustees approve payment to McClure Inserra & Company Chartered in the estimated amount of \$15,300 plus \$1,400 for the additional audit time required due to the building renovation.

### **Memorandum B of Recommended Board Action**

A copy of the engagement letter is attached.



June 3, 2014

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, 2014 audit. In appreciation of our long standing relationship, and in anticipation that all audit schedules will be prepared in a timely manner, we have held the audit fee at the 2013 level. There is, however, a separate fee for the additional time necessary to audit the building renovation.

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,

A handwritten signature in blue ink that reads "Judy A. Walther". The signature is written in a cursive, flowing style.

Judy A. Walther

Enclosure



June 3, 2014

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, 2014. 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, 2014. 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 on the financial statements are other than unmodified, we will fully 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 to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any 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.

Management is responsible for establishing 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.

We will assist you in drafting the Management Discussion & Analysis which will be included in the audited financial statement package. We ask that you review and approve that analysis prior to finalizing the audit.

### **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 rather than absolute 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 entity.

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 you of any material errors, and any fraudulent financial reporting, or misappropriation of assets that come 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.

#### **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 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, 2014.

We expect to begin our audit the beginning of September 2014 and plan to issue our report no later than your November 2014 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 actual hours 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 \$15,300 plus \$1,400 for the additional audit time required due to the building renovation.

This estimate is 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 & 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 Non-Resident Card**

MOVE the Library Board of Trustees approve that the Niles Library continue to participate in the Non-Resident Library Card Illinois Program and charge an annual fee of \$300.00 based on the formula established by the Illinois State Library.

**Memorandum C to Recommended Action**

Our annual non-resident fee is based on a formula established by the Illinois State Library. According to the formula, our income from local tax sources, which is \$6,852,281, as noted in the latest Illinois Public Library Annual Report, is divided by the district's population of 57,284. This produces a cost of service per capita, \$119.62, which is multiplied by the average number of persons per household in the district—2.5, according to the 2010 census. The result, \$299.05 is used to determine a minimum non-resident fee for a family card. The state formula permits library districts to set the actual fee at or above this minimum level, as long as the fee is "fair and reasonable." My recommendation is for an annual fee of \$300.

June 12, 2014

**New Business—Recommended Actions**

**D. 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 \$49,788 for the 2014-2015 fiscal year as follows:

**Memorandum D of Recommended Board Action**

Our insurance broker, Cook & Kocher, took our business to market in the face of some proposed steep increases by our insurers. The market exercise included our legacy insurance underwriters as well as Chubb and the Hanover. 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 actually decrease next year by \$48.

The following table shows the coverage and limits as well as the associated costs:

<b>Coverage and Limits</b>				<b>Premiums</b>	
<b>Coverage</b>	<b>Expiring Coverage Limits</b>	<b>Renewal Coverage Limits</b>	<b>Difference</b>	<b>2013-2014</b>	<b>2014-2015</b>
<b>Building</b>	\$12,958,619	\$16,981,867	\$4,023,248		
<b>Business Personal Property</b>	\$2,253,808	\$3,432,217	\$1,178,409		
<b>Collection</b>	\$6,641,573	\$6,641,573	\$0		
<b>EDP</b>	\$1,326,000	\$1,326,000	\$0		
<b>Total Property</b>	\$23,180,000	\$28,381,657	\$5,201,657		
<b>Business Income</b>	\$525,300	\$535,806	\$10,506		
<b>Water Back Up</b>	\$50,000	\$50,000	\$0		
<b>General Liability Per Occurrence</b>	\$1,000,000	\$1,000,000	\$0		
<b>General Aggregate</b>	\$2,000,000	\$2,000,000	\$0		
<b>Advertising/ Personal Injury</b>	\$1,000,000	\$1,000,000	\$0		
<b>Medical Expense Limit</b>	\$10,000	\$10,000	\$0		
<b>Damage to Rented Premises</b>	\$300,000	\$100,000	-\$200,000		
<b>Employee Benefits Liability</b>	\$1,000,000	\$1,000,000	\$0	\$15,860.00	\$18,415.00
<b>Auto</b>	1 Million	1 Million	-		
<b>Comp / Collision</b>	\$500 / \$500	\$500 / \$500	-		
<b>Vehicle</b>	2006 Dodge	2006 Dodge	-	\$ 1,371.00	\$ 1,376.00
<b>Workers Comp Employers Liability</b>	1M/1M/1M	1M/1M/1M			



**New Business—Recommended Actions**

**E. Recommended Action on Audio Visual Equipment for the Large Meeting Room**

MOVE the Library Board of Trustees approve the recommended purchase of audio visual equipment for the Large Meeting Room in the amount of \$53,733.89 from the Special Reserve Fund.

**Memorandum E of Recommended Board Action**

The results of the bid opening on May 19, 2014 at 1:00PM are as follows:

Vendor	Digital Bid	Sealed Bid	Amount
<b>Midwest Computer Products, Inc.</b>	<b>X</b>	<b>X</b>	<b>53,733.89</b>
Tierney Brothers Inc.	X	X	57,836.69
Audio Visual Systems Inc.	X		58,441.20
Tri-Electronics, Inc.		X	59,990.00

The Large Meeting Room (“LMR”) is in constant use to present programs of all types. The legacy audio visual system is no longer adequate to support the new digital formats in sound or in video or the numerous new devices which have been introduced to the market place since it was installed.

The replacement system will directly meet the needs of the community and the multitude of library sponsored meetings, presentations, performers, children story times, video gaming events, and movie viewings. This system is designed so that the community can easily utilize AV for their programs without the need for custom staff intensive setups and individual assistance.

The Library hired a consultant (Tom Harm from AV TechSource) to design a new system based upon the programming needs we currently have. Our consultant started with the room layout including the three screens recently installed in the LMR during the renovation and discussed the types of programming the Library puts on with staff. Tom created a specification which was presented to the board and made available to all bidders. This specification is attached for reference.

The following describes the key functionality of the legacy system as well as the replacement system:

**Legacy System**

- Analog AV & Audio System running on shared components & relying on RCA Composite connections that only offer the standard display resolution of 480i & stereo audio.
- Single dim non HD projector on a cart.
- Multiple remotes & control boards with no visual audio level indicators.
- No support for newer digital devices such as tablets and laptops with only digital or wireless connections.
- Non friendly user interface and controls requiring additional program support by staff.

- Aging components that are well over a decade old or have been replaced by used equipment and have barely survived the yearlong renovation as they were in use daily to support community & library events during construction.
- A single system for the entire LMR which cannot be split and function separately in rooms A & B.
- A single wireless microphone.
- No expansion ability to added newer AV devices.

### **New System**

- Separate digital surround sound AV and Sound Systems with both digital and legacy port support.
- HD display resolutions supported with three ceiling mounted projectors, to take up less floor and storage space; 1080p for entire LMR & 720p for rooms A & B.
- Native support for newer digital connectors; HDMI, DVI and Display Port via dongles and USB.
- Video scaling up to 1080p display resolution for all sources.
- Support for portal music players, tablets and laptops with newer digital connections.
- User control via two custom programmed wireless controller panel with audio level indicators.
- Both systems are automatically split and usable when the LMR is divided into rooms A & B.
- Two wireless receivers offering multiple types of wireless microphones to meet the needs of presenters.
- Moderate expansion capacity for additional AV source components and a system for the hearing impaired.

## Niles Public Library LMR Upgrade Recommendations

The AV system in the LMR at Niles Public Library will be updated to provide a state of the art system for meetings, presentations, video game play and movie viewing.

The meeting room will operate as one large room and as two individual rooms when the divider wall is open. In the single room mode, a new 6000 lumen projector will be installed to project onto the large center screen. A surround sound audio system will be installed for use with the center screen for showing movies or other media that can take advantage of the surround sound speakers.

The two smaller screens and projectors can be used as an option in single room mode.

The surround sound system will consist of a rack mounted AV surround sound receiver, two front ceiling mounted directional speakers, two center channel ceiling mounted directional speakers, two side ceiling mounted directional speakers, two rear ceiling mounted directional speakers and two ceiling mounted subwoofers. All ceiling speakers will be installed in the drop ceiling grid using tile bridges and speaker back boxes.

All microphone and instrument audio will be amplified in the room using a separate audio system. This second system will consist of 4 ceiling speakers installed in both sides of the room for a total of 8 ceiling speakers. This audio system will amplify 2 new wireless microphone systems and all the wired microphone and line level wall plate inputs throughout the room. The new wireless systems will have a handheld mic, lavalier mic and headworn mic to choose from.

A new 3-Gang wall plate will be installed on the stage in each side of the room with an composite video (RCA - Yellow) and unbalanced stereo audio (RCA - Red/White) connections, component video (RCA - Red/Green/Blue) and SPDIF audio (RCA - Orange) connections, HD15 jack and 3.5mm audio connectios for analog PC inputs and an HDMI jack for connecting video game devices to the AV system.



The equipment rack in the AV closet will be reused in the new system and repopulated with the new AV equipment to operate the new system. A Blu-Ray Disc Player will take the place of the current DVD Player, a Library provided Apple TV device will be incorporated as well as a Comcast Cable TV receiver. Other sources that can be used will be the existing VHS VCR and the existing cassette player.

The room's features and equipment will be controlled via a wireless touch panel controller. The touch panels will be custom programmed to allow for easy user control of the entire system. With a touch of a button, the system will power on, lower the screen, turn on the projector, etc... Control of the audio in the room will be simplified, with a visible volume bar indicating the current volume level and visual feedback if the volume has been muted. Controls for switching sources as well as Play/Stop/Search/etc... controls for the source devices will be all controlled from this one controller.



The new wireless touch panel will dock on a charger that can be kept near the AV equipment, so that it is charged and ready when needed. It can be moved throughout the room as needed to accommodate any room setup format.

A Crestron Digital Media Presentation system will be installed in the equipment rack to handle all the source switching and control for the room. All video sources will be scaled up to HDMI for the best picture quality



The Crestron integrated control system will control the operation of the new system. This controller will allow for touch panel control of all the features in both rooms. It will also allow for control from an iPad using Crestron's App.

All audio signals in both rooms will route through a Digital Signal Processor (DSP) which will control all volume, equalization, feedback reduction, audio filtering, etc...

In single room mode, both touch panels will operate the system. Either the center projector or the two side projectors can be used for displaying video sources.

A partition sensor will be installed in the rooms to automatically sense when the moveable partition is closed. This will cause the 2 rooms to operate independently of each other. When the partition wall is open the entire space will operate as one large AV system.

When the partition is up between the 2 rooms, each room will operate as an independent AV system. Each room will use the smaller electric screen and Epson PowerLite 1940W projector while operating as an independent system. Each room will have a wall plate for connecting laptops, HDMI devices, game systems, etc... A wireless touch panel will operate each room. Room A and B will operate the wall plate, projector, screen and microphone inputs in the room. Audio will be heard from the four ceiling speakers in the room. Both rooms will share the added sources of the Blu-Ray Disc Player, Apple TV, Comcast Cable TV, VHS VCR and the cassette player.

## **Niles Public Library LMR Audio Visual Upgrades Bid Specifications**

### **PART 1 – GENERAL PROJECT DETAILS**

#### **1. Overview**

- a. This document outlines the bid specifications for the upgrades to the Large Meeting Room (LMR) audio visual systems at the Elmhurst Public Library. The installation schedule will be coordinated with the owner.

#### **2. System Summary**

- a. This summary provides the contract specification for the upgrades to the LMR audio visual systems at the Niles Public Library. The AV system in the LMR at Niles Public Library will be updated to provide a state of the art system for meetings, presentations, video game play and movie viewing.

##### **i. Room A**

1. Remove existing speakers.
2. Relocate one of the PA speakers to the center of the room.
3. Install 4 new ceiling speakers.
4. Install a new ceiling mounted video projector.
5. Install a 3-Gang Crestron DM Wall Plate in stage pillar.
6. Repair/Test existing microphone/audio jacks in the room.
7. New wireless mic receiver with handheld, lavalier and ear worn mics.
8. New rack mounted analog mic/line mixer.
9. Control system with touch screen for ease of use.
10. Connect existing projection screen to control system.

##### **ii. Room B**

1. Remove existing speakers.
2. Relocate one of the PA speakers to the center of the room.
3. Install 4 new ceiling speakers.
4. Install a new ceiling mounted video projector.
5. Install a 3-Gang Crestron DM Wall Plate in stage pillar.
6. Repair/Test existing microphone/audio jacks in the room.
7. New wireless mic receiver with handheld, lavalier and ear worn mics.
8. New rack mounted analog mic/line mixer.
9. Control system with touch screen for ease of use.
10. Connect existing projection screen to control system.

##### **iii. Room A and B Combined Room**

1. Install 10 new surround sound ceiling speakers.
2. New surround sound receiver/amplifier.
3. New audio DSP and audio amplifier.
4. All wireless microphones/audio jacks will be enabled from both rooms.
5. Install a new 6000 Lumen ceiling mounted projector.
6. New Blu-Ray Disc player shared by both Rooms A and B.

7. Install a new owner furnished Apple TV to be shared by Rooms A and B.
8. Install a new owner furnished CATV receiver to be shared by Rooms A and B.
9. Install an owner furnished VHS VCR to be shared by Rooms A and B.
10. Install an owner furnished audio cassette player to be shared by Rooms A and B.
11. Control system with touch screen for ease of use. Either Room A or B touch screens can be used to control the combined room system.
12. Connect the existing projection screen to the control system.

iv. PA System

1. Relocate the rack for the PA system/LMR a few feet.
2. Run new cabling as needed to allow for moving the equipment rack.
3. Rework PA speakers and wiring in Rooms A and B.

3. Submittals

- a. All equipment and materials shall be reviewed before orders are placed. The Owner reserves the right to reject any equipment or material not in compliance with these specifications before or after installation. The contractor will be responsible for replacement of any rejected equipment or material.
- b. Submit 2 sets of hard copy submittals and one electronic copy on CD or via e-mail in PDF format.
- c. If revisions to a submittal are required, identify all changes from the previous submittal.
- d. Shop and field drawings
  - i. Provide the following drawings for review before any equipment is ordered or any work performed for the project.
  - ii. Audio, video and control wiring flow drawings. These drawings should show all point to point wiring between components and interconnection of all systems.
  - iii. Rack drawings for all equipment racks with exact dimensions, configurations and installation details as needed.
  - iv. Mounting details for all equipment.
  - v. Drawings must be submitted to the Owner or Owner's representative and approved prior to beginning any work.
  - vi. Drawings are to be updated to "As-Built" upon completion of work and submitted to the Owner in hard copy and electronic format.

4. Quality Control

- a. Equipment from other manufacturers that has not been specified will be considered if it is deemed to be equal in performance and scope. The Owner and Owner's representative reserve the right to reject any substitutions.
- b. All materials supplied by the Contractor shall be new and shall meet or exceed the latest manufacturers published specifications.
- c. If any materials happen to become discontinued and are not available for installation, the contractor shall replace the device with the latest available model that meets or exceeds the performance of the specified device.

- d. All materials supplies shall comply with Underwriters Laboratories, the Canadian Standards Association or any other authority having jurisdiction over product safety.
- e. All contractors shall have prior experience with similar projects of size and scope. Proof of experience should be submitted with the bid package.
- f. Bids may be rejected if the Owner or Owner's representative deems the bidder as unqualified.

5. Warranty

- a. The contractor shall warranty the new systems in their entirety for a period of 1-Year after system acceptance/signoff.
- b. During the 1-Year warranty period the contractor shall provide all necessary repairs to the systems at no cost to the Owner. Lamps, bulbs, batteries or other consumable items shall not be included in the warranty. The Contractor shall not be responsible for damage or misuse of the systems by others.
- c. Upon completion of work the Contractor shall issue a written warranty showing the starting and ending dates for the system warranty.
- d. The contractor shall respond to a warranty service request by deploying a technician to the site no later than 24 hours after a request is made for warranty service.

6. Project Details

- a. The consultants drawings submitted with this bid specification are intended to provide an overall scope of the intended project. They do not show all details of the system and the contractor is responsible for ensuring that all minor components that may not be shown on these drawings are included in their final price.
- b. The successful bidder will be responsible for providing a turnkey installation of all audio visual systems. The contractor should verify all quantities of materials he plans to include in his bid package.
- c. The Owner reserves the right to make reasonable changes in equipment locations prior to the start of the project. The contractor shall make any changes as needed at no additional cost to the Owner.
- d. The contractor shall be responsible for furnishing all materials, equipment, engineering, fabrication, installation, labor, tools, delivery, storage of materials, permits and supervision to provide complete and turnkey audio visual systems as outlined in this bid specification.
- e. The contractor is responsible for safe installation practices for all components. Any costs the contractor might incur for a structural review for mounting components should be included in their bid.
- f. Contractor shall coordinate with the General Contractor and other trades as necessary.
- g. Contractor shall attend a minimum of 3 coordination meetings as necessary.

## PART 2 – EQUIPMENT DETAILS

### 1. Room A

- a. **Projector** - Provide and install a new LCD projector in the ceiling. The new projector will be a minimum of 4200 lumens, it will need to have an HDMI input and be controllable via RS232. Any required ceiling mount or structural hardware for the new projector will be installed by the AV contractor. The projector shall be mounted below the ceiling grid in a position to properly fill the screen without using digital keystone correction.
  - i. Epson PowerLite 1940W LCD Projector (Qty: 1)
  - ii. Chief CMA440 (Qty: 1)
  - iii. Chief RPAUW (Qty: 1)
  - iv. Chief CMS006W (Qty: 1)
- b. **Ceiling Speakers** - Provide and install 4 ceiling speakers for microphone/instrument sound reinforcement in both room modes. These speakers will also be used for program audio sources when the room partition is in place. The new speakers shall be an 8" 2-way coaxial ceiling loudspeaker. The recommended speaker is the Electro-Voice EVID C8.2LP. All 4 speakers will be tapped at 8 Watts.
  - i. Electro-Voice EVID C8.2LP (Qty: 4)
- c. **3-Gang Input Plate** - Provide and install a 3-Gang wall plate below the screen with a composite video (RCA - Yellow) and unbalanced stereo audio (RCA - Red/White) connections, component video (RCA - Red/Green/Blue) and SPDIF audio (RCA - Orange) connections, HD15 jack and 3.5mm audio connections for analog PC inputs and an HDMI jack for connecting devices to the AV system. The contractor will provide a cable kit for connecting sources to this input plate. The cables should include: HD15 M/M with 3.5mm audio cable (15'), HDMI M/M cable (15'), component video 3 RCA M/M (RGB) with stereo audio 2 RCA M/M cable (15') and a composite video cable RCA M/M (yellow) with stereo audio 2 RCA M/M cable (15').
  - i. Crestron DM-TX-400-3G (Qty: 1)
  - ii. Connecting cables kit
  - iii. Crestron DM-RMC-100-1 (Qty: 1)
- d. **Existing Audio Jacks** – The existing audio floor and wall plates will be wired to the new rack mounted audio mixer. The contractor shall test and repair any wiring or connectors as needed at no additional cost to the owner.
- e. **Rack mounted analog audio mixer** – Provide and install a rack mounted analog audio mixer for the microphones and aux line level wall and floor
  - i. Behringer EURORACK PRO RX1202FX (Qty: 1)
- f. **Wireless Microphones** – Provide and install a UHF wireless microphone system with a handheld microphone, lavalier microphone, ear worn microphone and wireless belt pack transmitter. The handheld transmitter and belt pack transmitter will not be used at the same time.
  - i. Shure ULXS124/85 (Qty: 1)

- ii. Shure MX153T/O-TQG (Qty: 1)
- g. Wireless Touch Screen - Provide and install a rack 5.7" wireless touch screen controller for the new system. The touch screen will be custom programmed for end users to easily operate the features of the new system. The touch screen will incorporate Crestron's new SmartGraphics technology.
  - i. Crestron TST-600 (Qty: 1)

**2. Room B**

- a. Projector - Provide and install a new LCD projector in the ceiling. The new projector will be a minimum of 4200 lumens, it will need to have an HDMI input and be controllable via RS232. Any required ceiling mount or structural hardware for the new projector will be installed by the AV contractor. The projector shall be mounted below the ceiling grid in a position to properly fill the screen without using digital keystone correction.
  - i. Epson PowerLite 1940W LCD Projector (Qty: 1)
  - ii. Chief CMA440 (Qty: 1)
  - iii. Chief RPAUW (Qty: 1)
  - iv. Chief CMS006W (Qty: 1)
- b. Ceiling Speakers - Provide and install 4 ceiling speakers for microphone/instrument sound reinforcement in both room modes. These speakers will also be used for program audio sources when the room partition is in place. The new speakers shall be an 8" 2-way coaxial ceiling loudspeaker. The recommended speaker is the Electro-Voice EVID C8.2LP. All 4 speakers will be tapped at 8 Watts.
  - i. Electro-Voice EVID C8.2LP (Qty: 4)
- c. 3-Gang Input Plate - Provide and install a 3-Gang wall plate below the screen with an composite video (RCA - Yellow) and unbalanced stereo audio (RCA - Red/White) connections, component video (RCA - Red/Green/Blue) and SPDIF audio (RCA - Orange) connections, HD15 jack and 3.5mm audio connections for analog PC inputs and an HDMI jack for connecting devices to the AV system. The contractor will provide a cable kit for connecting sources to this input plate. The cables should include: HD15 M/M with 3.5mm audio cable (15'), HDMI M/M cable (15'), component video 3 RCA M/M (RGB) with stereo audio 2 RCA M/M cable (15') and a composite video cable RCA M/M (yellow) with stereo audio 2 RCA M/M cable (15').
  - i. Crestron DM-TX-400-3G (Qty: 1)
  - ii. Connecting cables kit
  - iii. Crestron DM-RMC-100-1 (Qty: 1)
- d. Existing Audio Jacks – The existing audio floor and wall plates will be wired to the new rack mounted audio mixer. The contractor shall test and repair any wiring or connectors as needed at no additional cost to the owner.
- e. Rack mounted analog audio mixer – Provide and install a rack mounted analog audio mixer for the microphones and aux line level wall and floor
  - i. Behringer EURORACK PRO RX1202FX (Qty: 1)

- f. **Wireless Microphones** – Provide and install a UHF wireless microphone system with a handheld microphone, lavalier microphone, ear worn microphone and wireless belt pack transmitter. The handheld transmitter and belt pack transmitter will not be used at the same time.
    - i. Shure ULXS124/85 (Qty: 1)
    - ii. Shure MX153T/O-TQG (Qty: 1)
  - g. **Wireless Touch Screen** - Provide and install a rack 5.7” wireless touch screen controller for the new system. The touch screen will be custom programmed for end users to easily operate the features of the new system. The touch screen will incorporate Crestron’s new SmartGraphics technology.
  - h. Crestron TST-600 (Qty: 1)
- 3. Combined Rooms**
- a. **Surround Sound Speakers** – Provide and install 10 surround sound ceiling speakers. Eight of these speakers will be 7in Pivoting and Rotating In-Ceiling Speakers. Two of the surround speakers should be 10in High Performance Subwoofers. The recommended speakers are SpeakerCraft AIM7 Two and Electro-Voice EVID C10.1. All ceiling speakers will be installed with ceiling tile bridges and back boxes. The SpeakerCraft AIM7 Two speakers will be installed in Atlas Sound 95-8-7 back boxes and supported by Quam SSB-9 tile bridges. The Electro-Voice EVID C10.1 come with back boxes and tile bridge supports.
    - i. SpeakerCraft AIM7 Two (Qty: 8)
    - ii. Quam SSB-9 (Qty: 8)
    - iii. Atlas Sound 95-8-7 (Qty: 8)
    - iv. Electro-Voice EVID C10.1 (Qty: 1)
  - b. **Surround sound receiver** – Provide and install a new surround sound receiver in the equipment rack. All program source audio shall route through the surround sound receiver when the rooms are combined. The recommended receiver is the Denon AVR-3313CI and shall be rack mounted in a custom rackshelf.
    - i. Denon AVR-3313CI (Qty: 1)
    - ii. Middle Atlantic RSH4A4R DENON AVR3313CI (Qty: 1)
  - c. **Audio DSP/Amplifier** – Provide and install a new ClearOne SR1212A audio DSP/amplifier. This will provide amplification for the separate room ceiling speakers as well as the subwoofers. It will also provide for volume control for the microphones and aux audio input jacks.
    - i. ClearOne SR1212A (Qty: 1)
  - d. **Projector** - Provide and install a new LCD projector in the ceiling. The new projector will be a minimum of 6000 lumens, it will need to have an HDMI input and be controllable via RS232. Any required ceiling mount or structural hardware for the new projector will be installed by the AV contractor. The projector shall be mounted below the ceiling grid in a position to properly fill the screen without using digital keystone correction.
    - i. Epson PowerLite Pro G6750WU LCD Projector (Qty: 1)

- ii. Chief CMA440 (Qty: 1)
- iii. Chief RPAUW (Qty: 1)
- iv. Chief CMS006W (Qty: 1)
- e. Blu-Ray Disc Player - Provide and install a Blu-Ray disc player in a custom rack mount.
  - i. Sony BDP-S5100 (Qty: 1)
  - ii. RSH4A2S SONY BDPS5100Lowell LBS8-R1 (Qty: 1)
- f. Apple TV - Install an owner furnished Apple TV.
  - i. Owner furnished Apple TV (Qty: 1)
- g. CATV Receiver – Install an owner furnished CATV receiver.
  - i. Owner furnished CATV receiver (Qty: 1)
- h. VHS VCR – Install an owner furnished VHS VCR.
  - i. Owner furnished VHS VCR.
- i. Audio Cassette Player – Install an owner furnished audio cassette player.
  - i. Owner furnished audio cassette player (Qty: 1)
- j. Digital Media Switching System - A Crestron Digital Media switcher will be installed in the equipment rack to handle all the source switching in the rooms. All sources will be converted to a digital format for delivery to the display devices in both rooms.
  - i. Crestron DMPS-300-C (Qty: 1)
  - ii. Crestron DM-TX-201-C (Qty: 1)
  - iii. Crestron DM-RMC-SCALER-C (Qty: 3)
  - iv. Netgear FS108P (Qty: 1)
  - v. C2G 40432 (Qty: 4)
- k. Control System - The room's features and equipment will be controlled via two 5.7" wireless touch panels. The touch panels will be custom programmed to allow for ease of use of the electronic components. The touch panels will be password protected, so that a password will be needed to use the room's technology. Your help desk will be able to control every aspect of the new system from a remote computer if needed. The contractor shall also provide and install an 8-port PoE injector to power all the rack and remote devices that require PoE power.
  - i. Crestron TST-600 (Qty: 2) (detailed previously in Rooms A-B)
  - ii. Crestron CEN-ERFGW-POE (Qty: 1)
  - iii. Crestron DMPS-300-C (Qty: 1) (detailed previously above)
  - iv. Crestron CNPWS-75 (Qty: 1)
  - v. The Crestron programming shall be performed by a dealer with a certified Crestron programmer or programmed by a Crestron Services Provider hired by the successful bidder.
  - vi. The following controls will be provided on each touch panel:
    - 1. Room A and B Separate
      - a. Projector on/off control and status.
      - b. Screen control up/down.
      - c. Program source volume.
      - d. Voice lift microphone volume.

- e. Audio/Video source switching to projector(s).
  - f. Blu-Ray disc player controls.
  - g. Apple TV controls.
  - h. VCR controls
  - i. Audio Cassette controls
  - j. Password protected start page.
2. Room A and B Combined Controls
- a. Projector on/off control and status.
  - b. Screen control up/down.
  - c. Surround sound mode and volume.
  - d. Voice lift microphone volume.
  - e. Audio/Video source switching to projector(s). Different sources can be routed to each projector if needed.
  - f. Blu-Ray disc player controls.
  - g. Apple TV controls.
  - h. VCR controls
  - i. Audio Cassette controls
  - j. Password protected start page.
  - k. Option to use the two small screens/projectors or just the one larger center screen.
  - l. Partition sensor override in a utility page.
- l. Partition Sensor – A partition sensor will be provided and installed to sense when the partition is in place. While the partition is dividing the rooms, they shall operate as two separate systems, but would share the source equipment in the rack.
- i. SECO-LARM E-931-S35RRQ (Qty: 1)
- m. Equipment Rack – The existing equipment rack will be reworked to accommodate the new equipment and the existing PA system. Casters will be added to the rack and the rack will be relocated a few feet away from its current location.
- i. Middle Atlantic PD-915R (Qty: 1)
  - ii. Middle Atlantic PD-2415SC (Qty: 1)
  - iii. Middle Atlantic CBS-ERK-25 (Qty: 1)
  - iv. Middle Atlantic FEB-1 (Qty: 8)
  - v. Middle Atlantic UTR1 (Qty: 4)

4. PA System
  - a. The existing PA system cabling will be replaced as needed to allow for the relocation of the equipment rack.
5. Cable Specifications
  - a. Audio cables
    - i. Microphone and line level – shielded twisted pair 22 AWG stranded
    - ii. Distributed loudspeakers – 18 AWG twisted pair with overall jacket
    - iii. Low impedance loudspeakers – 16 AWG twisted pair with overall jacket
  - b. Digital Media cables
    - i. Digital Media – Crestron DM-CBL-P-XX
    - ii. Digital Media 8G – Crestron DM-CBL-8G-P-XX
  - c. Control cables
    - i. RS232 – shielded twisted pair 22 AWG stranded
    - ii. Relay or IO connections – shielded twisted pair 22 AWG stranded
    - iii. Cresnet – 1 pair 18 AWG and 1 pair 22 AWG with overall jacket
  - d. Data/LAN
    - i. CAT5e – 4 pair 24 AWG UTP
    - ii. CAT6 – 4 pair 23 AWG STP

## **PART 3 – EXECUTION DETAILS**

### **1. Installation Guidelines**

- a. All installation practices shall be in accordance with but not limited to the bid specifications and drawings. Installation will be performed within all applicable local codes and standards, the National Electrical Code and any other authorities that have jurisdiction.
- b. Installation shall include delivery, storage, installation, interconnection to other systems, alignment, adjustment and any other work not expressly described which results in a fully functional and tested system.
- c. Installation of all equipment is to be coordinated with the Owner or General Contractor.

### **2. Cabling Installation**

- a. All cables run within ceilings and not within conduit shall be plenum rated. All cabling within ceilings shall be supported properly with J-hooks, bridal rings, etc...
- b. All cabling within racks, cabinets and junction boxes shall be properly dressed and supported. Cable installation should conform to industry best practices.
- c. All cables shall be labeled at each end. Label codes shall match the codes used on the drawings for the system. Labels shall be machine marked; hand written labels will not be accepted.
- d. No splices in cables will be permitted and care shall be taken not to exceed the bend radius of any cable.
- e. Cables shall be grouped according to signal type to avoid signal contamination.

### **3. Inspection**

- a. The Owner reserves the right to inspect the quality of workmanship of the installation at any time.
- b. If any work is deemed to not meet the criteria of this bid specification, the rejected work will be removed at once and replaced with work acceptable to the Owner.

### **4. Grounding**

- a. A single "system ground" for the equipment rack shall be established. All equipment grounds shall be connected to this "system ground".
- b. The system ground shall be the equivalent of a "cold water pipe ground" with a copper bus bar to accommodate all the equipment grounds in the rack.
- c. AC neutral shall not be used as a reference ground.

### **5. Manuals**

- a. A step by step operation manual for touch panel controlled systems will be provided by the contractor. This manual will show each touch panel page with descriptions of the provided controls on each page. This manual will be provided after the control system operation has been fully tested and accepted by the Owner.
- b. An archive manual for each system shall be created for storage of the manufacturers operation manual for each piece of equipment installed in that system.

**6. As-Built Drawings**

- a. As-Built drawings shall be created for the system after completion of the project. The Owner shall be provided 3 hard copies of As-Built drawings and a CD containing PDF copies of all the As-Built drawings.
- b. All drawings shall be the same size.

**7. Control Programming**

- a. Touch panel screen shots are to be submitted to the Owner and approved before any on site programming of the control system.
- b. All uncompiled source code shall be provided to the Owner upon system completion. The contractor shall provide a CD with all control system source code and DSP configuration files. Any custom software modules used in the code shall be provided in full and shall not be protected by any passwords.
- c. Allow for 8 hours of onsite control code revisions in the bid package. After using the new systems, the Owner may require small programming changes at no additional cost within the first 6 months after project completion.

**8. Training**

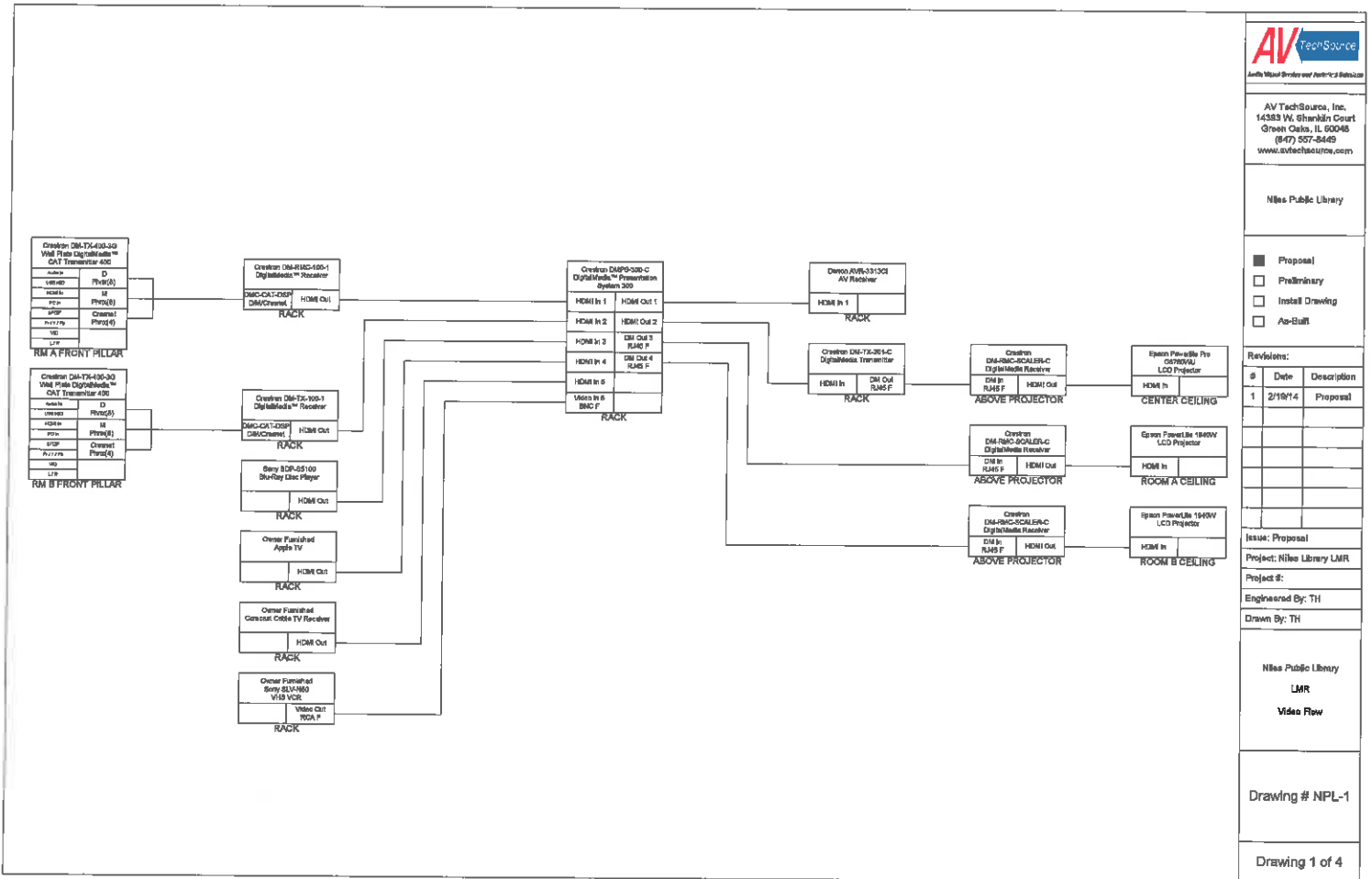
- a. The contractor shall provide up to 4 hours of user training on the new systems. The training sessions shall be a minimum of 1 hour.

**9. Cleanup**

- a. The contractor shall be responsible for removing refuse from the premises caused by his installation. The work areas shall be left clean and usable after any work is performed.
- b. The contractor is responsible to repair any damage to the premises due to his installation.

Niles Public Library - Recommended Equipment List

Qty	Manufacturer/Model	Description
8	AtlasSound 95-8-7	Back Box for Ceiling Speaker
2	Behringer EURORACK PRO RX1202FX	12-Input Mic/Line Rack Mixer
3	Chief RPAUW	Universal Projector Mount
3	Chief CMS006W	Extension Column
3	Chief CMA440	Drop Ceiling Tile Adapter
1	ClearOne SR1212A	Digital Matrix Mixer - 4 Channel Amplifier
2	Crestron DM-TX-400-3G	Wall Plate DigitalMedia™ CAT Transmitter 400
2	Crestron DM-RMC-100-1	DigitalMedia™ CAT Receiver & Room Controller 100-1
3	Crestron DM-RMC-SCALER-C	DigitalMedia 8G+™ Receiver & Room Controller w/Scaler
2	Crestron TST-600-B-S	5.7" Wireless Touch Screen, Black Smooth
1	Crestron CNPWS-75	75 Watt Cresnet Power Supply
1	Crestron DMPS-300-C	DigitalMedia Presentation System 300
1	Crestron CEN-ERFGW-POE	Extended Range RF Wireless Gateway
1	Crestron DM-TX-201-C	DigitalMedia 8G+™ Transmitter 201
5	C2G 40432	10ft Single Infrared (IR) Emitter Cable
1	Denon AVR-3313CI	Integrated Network AV Receiver
8	ElectroVoice EVID C8.2	8-inch two-way coaxial ceiling loudspeaker
2	ElectroVoice EVID C10.1	10" High performance subwoofer
2	Epson PowerLite 1940W	4200 Lumen LCD Projector
1	Epson PowerLite Pro G6750WU	6000 Lumen WUXGA 3LCD Projector with Standard Lens
1	Middle Atlantic PD-915R	Rack Mount Power Strip
1	Middle Atlantic PD-2415SC	High Density Slim Power Strip
1	Middle Atlantic CBS-ERK-25	Commercial Grade Caster Base for 25" Depth Model
8	Middle Atlantic FEB-1	Flat Blank Panel - 1RU
4	Middle Atlantic UTR1	1RU Rack Shelf for Third/Half Rack Components
1	Middle Atlantic RSH4A4R DENON AVR3313CI	Custom Rack Shelf
1	Middle Atlantic RSH4A2S SONY BDPS5100	Custom Rack Shelf
1	Netgear FS108P	16 Port 10/100 w/ 8 Ports PoE Business-Class Desktop Switch
8	Quam SSB-9	Ceiling Tile Speaker Bridge
1	SECO-LARM E-931-S35RRQ	ENFORCER 35Ft Reflective Photoelectric Beam Sensor
2	Shure ULXS124/85	Combo Wireless System
2	Shure MX153T/O	Omnidirectional Earset Headworn Microphone, Tan
1	Sony BDP-S5100	Blu-Ray Disc Player
8	SpeakerCraft AIM7 Two	Pivoting In-Ceiling Speaker
9	Kramer C-HM/HM-3	HDMI Cable 3 feet
1	Kramer C-HM/HM-6	HDMI Cable 6 feet
2	Kramer C-HM/HM-15	HDMI Cable 15 feet
2	Kramer C-MGMA/MGMA-15	VGA/Audio M-M Cable 15 feet
2	Contractor Specified	Composite Video / Stereo Audio Cable (3 RCA) 15 feet
2	Contractor Specified	Component Video / Stereo Audio Cable (5 RCA) 15 feet



**AV TechSource**  
 Audio Visual Services and Installation Solutions

AV TechSource, Inc.  
 14383 W. Shanhin Court  
 Green Oaks, IL 60046  
 (847) 557-5649  
 www.avtechsource.com

Niles Public Library

Proposal  
 Preliminary  
 Install Drawing  
 As-Built

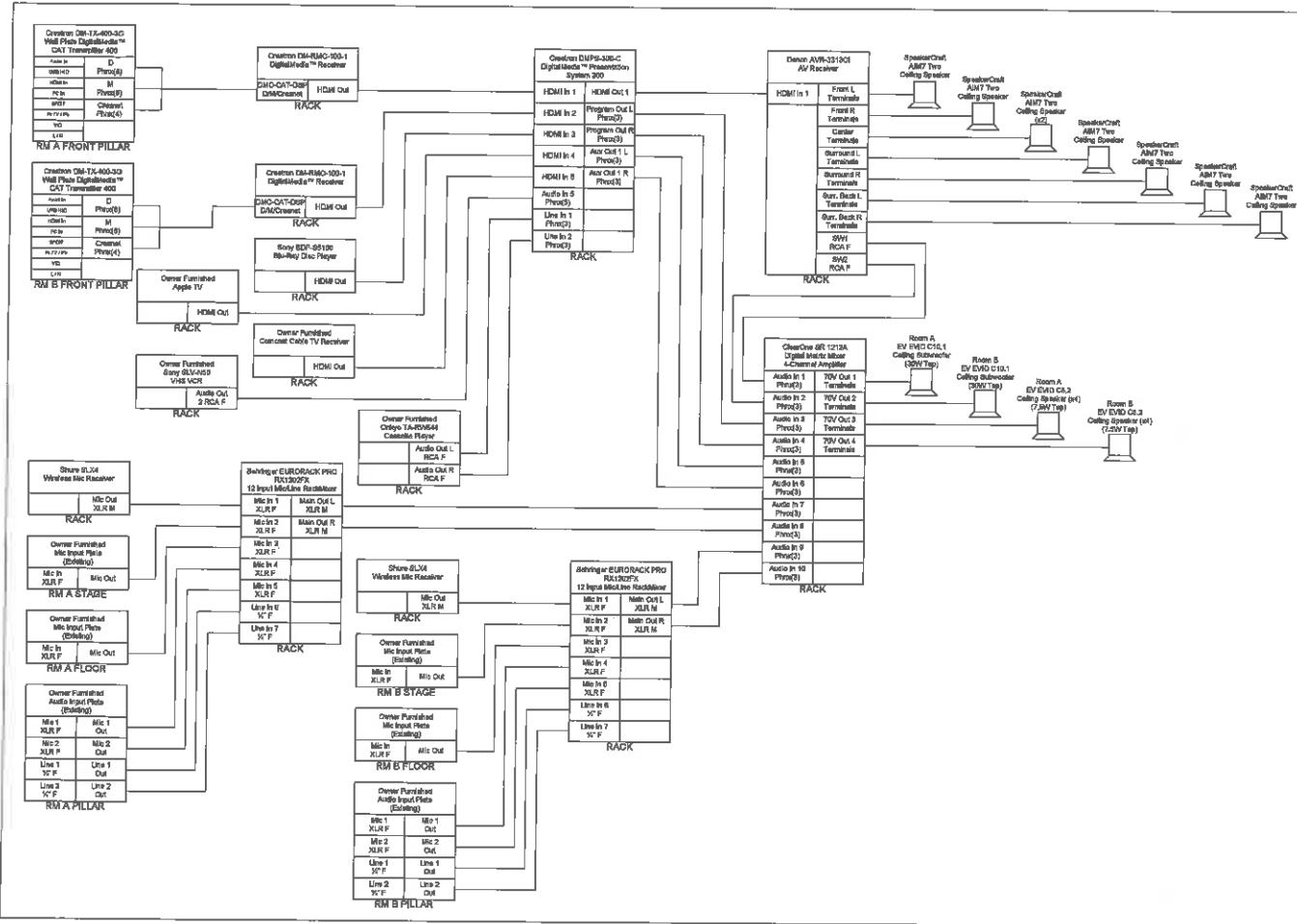
Revisions:		
#	Date	Description
1	2/19/14	Proposal

Issue: Proposal  
 Project: Niles Library LMR  
 Project #:  
 Engineered By: TH  
 Drawn By: TH

Niles Public Library  
 LMR  
 Video Row

Drawing # NPL-1

Drawing 1 of 4



**AV TechSource**  
 Audio Visual Services and Project Management Solutions

AV TechSource, Inc.  
 14393 W. Sheridan Court  
 Green Oaks, IL 60045  
 (847) 557-5649  
 www.avtechsource.com

Niles Public Library

Proposal  
 Preliminary  
 Install Drawing  
 As-Built

Revisions:

#	Date	Description
1	2/19/14	Proposal

Issue: Proposal  
 Project: Niles Library LMR  
 Engineered By: TH  
 Drawn By: TH

Niles Public Library  
 LMR  
 Audio Flow

Drawing # NPL-2

Drawing 2 of 4







MIDWEST COMPUTER PRODUCTS, INC.  
 33w512 Roosevelt Rd  
 West Chicago, IL 60185  
 630-232-0010 phone  
 630-232-0559 fax

Niles Public Library District  
 Attn: Rich Woznicka / Diane Winberg  
 6960 Oakton Street  
 Niles, IL 60714

## Project: AV Upgrade – Large Meeting Room (LMR)

### Project Overview

The AV system in the LMR at Niles Public Library will be updated to provide a state of the art system for meetings, presentations, video game play and movie viewing.

### System Overview

**Full System design and specifications as per attached LMR AV Upgrade Project (2)**

#### Display System:

- (2) Epson Powerlite 1940W 4200 Lumen LCD projector
- Epson Powerlite Pro G6750WU 6000 Lumen WUXGA projector

#### Audio System:

- (8) ElectroVoice EVID C8.2 8" 2 Way coaxial ceiling loudspeakers
- (2) ElectroVoice EVID C10.1 10" High Performance subwoofer
- (2) Shure ULX124/85 Combo wireless system
- (2) Shure MX153T/O Omnidirectional Earset Microphone
- Sony BD-S5100 Blu-Ray disc player
- (8) Speakercraft AIM7 Two Pivoting In-Ceiling Speaker

#### Infrastructure:

- See equipment list

#### Control System:

- (2) Crestron DM-TX-400-3G Wall Plate DigitalMedia™ CAT Transmitter 400
- (2) Crestron DM-RMC-100-1 DigitalMedia™ CAT Receiver & Room Controller100-1
- (3) Crestron DM-RMC-SCALER-C DigitalMedia 8G+™ Receiver & Room Controllerw/Scaler
- (2) Crestron TST-600-B-S 5.7" Wireless Touch Screen, Black Smooth
- Crestron CNPWS-75 75 Watt Cresnet Power Supply
- Crestron DMPS-300-C DigitalMedia Presentation System 300
- Crestron CEN-ERFGW-POE Extended Range RF Wireless Gateway
- Crestron DM-TX-201-C DigitalMedia 8G+™ Transmitter 201

### Implementation Standards

MCP shall provide

**Project Management:** MCP shall coordinate:

- Developing a project schedule.
- Staging equipment and materials at shop and installation site.

- Submit operator manuals of all equipment documentation.
- Supervise installation.
- Facilitate completion of final punch list items.

**On-Site Installation shall include:**

- Pulling, bundling and terminating audio and control cables.
- Installing structural systems for audiovisual equipment.
- Software/hardware testing.
- Adjusting and balancing audio gain as required.
- Assure the finished system meets the design criteria and functions per the design concept.
- Site cleanup and disposal, etc.
- Provide end-user training on systems operation.
- Facilitate completion of final punch list items.

**Amendments of Design or Contract:**

- Any changes made to the design of the system or the contractual agreements in implementation or functionality will require a "Change of Order" form signed by an authorized decision maker for the client.
- Any price changes that should follow an amendment will be reflected on the final bill unless otherwise stated or agreed upon by MCP and the client.
- It is understood by the client that any changes made may affect delivery time tables and work schedules.

## Schedule

Delivery schedule to include:

Receipt of product	TBD
Installation	TBD
Final acceptance	TBD

## Installation Exclusions

- Any necessary ceiling modifications for the projector and screen including T-Bar refinishing.
- Ceiling tile replacement and or repair.
- Any RJ45 terminations.
- All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc.
- Painting and patching.
- Permits.

## Assumptions

- There is sufficient accessibility and space in ceiling area for infrastructure support hardware.
- Any owner furnished equipment shall be available to display and test system audio/video connections.
- Any owner-furnished equipment shall be in good working order. Cost to repair or replace defective equipment shall be in addition to the proposed cost herein.
- AC power, including power cabling, equipment and/or receptacles will be furnished, installed and made available at required locations by others.
- This proposal is based on a continuous work cycle, with no delays, preformed during normal working hours. Monday through Friday, excluding company holidays.
- This proposal if applicable, is based upon the re-utilization of existing cabling and/or equipment, which is assumed to be in proper operating condition. In the event that it is determined that the existing cabling and/or equipment is not in proper operating condition, Midwest Computer Products, Inc. will submit a proposal for the additional costs to furnish and install new cabling and/or equipment where required.
- Work is to be performed at Niles Public Library, 6960 Oakton St, Niles, IL.

## Standard Warranty

MCP and its installation subcontractor warrant the Audiovisual System furnished to be free from defects in workmanship (i.e. cables, connections and structures) failure for a period of 90 days from the date of acceptance or first beneficial use. Such defects shall be corrected in a timely and responsible manner. Manufacturer's equipment warranties are of varying lengths (usually 90 days to 3 years). MCP shall warranty this equipment for the term established by the manufacturer on a depot bases. Warranty does not apply to any product that has been subject to misuse, neglect, accident or operational error.

## Payment Terms

Payment shall be 50% down payment upon acceptance of the design with remaining 50% due 15 days after system commissioning. Cancellation of this project prior to completion will result in restocking charges for all equipment and materials.

## Implementation Team

Rick Lockwald shall serve as Account Manager and shall provide primary coordination of systems and equipment recommendations and pricing for the project as well as technical coordination with other members of the implementation team.

## System Pricing

<b>Equipment List</b>			
<b>Qty</b>	<b>Manufacturer/Model Description</b>	<b>Unit Price</b>	<b>Ext Price</b>
8	AtlasSound 95-8-7 Back Box for Ceiling Speaker	\$ 25.54	\$ 204.32
2	Behringer EURORACK PRO RX1202FX 12-Input Mic/Line Rack Mixer	\$ 181.20	\$ 362.40
3	Chief RPAUW Universal Projector Mount	\$ 141.79	\$ 425.37
3	Chief CMS006W Extension Column	\$ 12.11	\$ 36.33
3	Chief CMA440 Drop Ceiling Tile Adapter	\$ 89.06	\$ 267.18
1	ClearOne SR1212A Digital Matrix Mixer - 4 Channel Amplifier	\$ 215.44	\$ 215.44
2	Crestron DM-TX-400-3G Wall Plate DigitalMedia™ CAT Transmitter 400	\$ 1,058.82	\$ 2,117.64
2	Crestron DM-RMC-100-1 DigitalMedia™ CAT Receiver & Room Controller100-1	\$ 529.41	\$ 1,058.82
3	Crestron DM-RMC-SCALER-C DigitalMedia 8G+™ Receiver & Room Controllerw/Scaler	\$ 823.53	\$ 2,470.59
2	Crestron TST-600-B-S 5.7" Wireless Touch Screen, Black Smooth	\$ 352.94	\$ 705.88
1	Crestron CNPWS-75 75 Watt Cresnet Power Supply	\$ 264.70	\$ 264.70
1	Crestron DMPS-300-C DigitalMedia Presentation System 300	\$ 4,705.88	\$ 4,705.88
1	Crestron CEN-ERFGW-POE Extended Range RF Wireless Gateway	\$ 352.94	\$ 352.94
1	Crestron DM-TX-201-C DigitalMedia 8G+™ Transmitter 201	\$ 764.70	\$ 764.70
5	C2G 40432 10ft Single Infrared (IR) Emitter Cable	\$ 7.05	\$ 35.25
1	Denon AVR-3313CI Integrated Network AV Receiver	\$ 1,055.54	\$ 1,055.54
8	ElectroVoice EVID C8.2 8-inch two-way coaxial ceiling loudspeaker	\$ 260.47	\$ 2,083.76
2	ElectroVoice EVID C10.1 10" High performance subwoofer	\$ 344.47	\$ 688.94
2	Epson PowerLite 1940W 4200 Lumen LCD Projector	\$ 1,104.00	\$ 2,208.00
1	Epson PowerLite Pro G6750WU 6000 Lumen WUXGA 3LCD Projector with Standard Lens	\$ 3,999.00	\$ 3,999.00
1	Middle Atlantic PD-915R Rack Mount Power Strip	\$ 87.08	\$ 87.08
1	Middle Atlantic PD-2415SC High Density Slim Power Strip	\$ 109.90	\$ 109.90
1	Middle Atlantic CBS-ERK-25 Commercial Grade Caster Base for 25" DepthModel	\$ 142.64	\$ 142.64
8	Middle Atlantic FEB-1 Flat Blank Panel - 1RU	\$ 6.35	\$ 50.80
4	Middle Atlantic UTR1 1RU Rack Shelf for Third/Half Rack Components	\$ 25.00	\$ 100.00
1	Middle Atlantic RSH4A4R DENON AVR3313CI Custom Rack Shelf	\$ 114.60	\$ 114.60
1	Middle Atlantic RSH4A2S SONY BDPS5100 Custom Rack Shelf	\$ 114.60	\$ 114.60
1	Netgear FS108P 16 Port 10/100 w/ 8 Ports PoE Business-Class Desktop Switch	\$ 86.84	\$ 86.84
8	Quam SSB-9 Ceiling Tile Speaker Bridge	\$ 12.72	\$ 101.76
1	SECO-LARM E-931-S35RRQ ENFORCER 35Ft Reflective Photoelectric BeamSensor	\$ 54.76	\$ 54.76
2	Shure ULXS124/85 Combo Wireless System	\$ 168.94	\$ 337.88

2	Shure MX153T/O Omnidirectional Earset Headworn Microphone, Tan	\$ 935.75	\$ 1,871.50
1	Sony BDP-S5100 Blu-Ray Disc Player	\$ 110.00	\$ 110.00
8	SpeakerCraft AIM7 Two Pivoting In-Ceiling Speaker	\$ 986.25	\$ 7,890.00
9	Kramer C-HM/HM-3 HDMI Cable 3 feet	\$ 7.31	\$ 65.79
1	Kramer C-HM/HM-6 HDMI Cable 6 feet	\$ 8.44	\$ 8.44
2	Kramer C-HM/HM-15 HDMI Cable 15 feet	\$ 61.25	\$ 122.50
2	Kramer C-MGMA/MGMA-15 VGA/Audio M-M Cable 15 feet	\$ 36.56	\$ 73.12
2	Contractor Specified Composite Video / Stereo Audio Cable (3 RCA)15feet	\$ 27.00	\$ 54.00
<b>Equipment Subtotal</b>			<b>\$ 35,518.89</b>

<b>Freight</b>	\$ 500.00
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<b>Installation/Design</b>	\$ 11,500.00
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<b>Programming</b>	\$ 6,000.00
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<b>Misc Hardware</b>	\$ 215.00
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<b>Grand Total</b>	<b>\$ 53,733.89</b>
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Accepted By: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Sincerely,  
Midwest Computer Products, Inc.  
Rick Lockwald  
Sales Representative



**AV Products & Services**

MIDWEST COMPUTER PRODUCTS, INC.

## **COMPANY BACKGROUND**

Midwest Computer Products, established in 1977, provides turnkey AV solutions by specializing in the design, integration, installation and implementation of audio-visual systems in a variety of educational and commercial environments.

System training and Service are a large part of the complete system approach to the solutions of which MCP provides.

The capability MCP has of providing customizable AV solutions, made possible by the knowledge and experience of its staff and by the durable relations the Company holds with its Manufacturer and Distributor partners. Some examples of the product lines available to MCP are: Video Projectors, Control Systems, Video / Audio Conferencing Systems, Visual Presenters / Document Cameras, Projection Screens, Large Format Displays, Interactive Whiteboard Solutions, Voice Reinforcement and Audio Distribution and Digital Signage.

Midwest Computer is an Emerald Level Solutions Provider as certified by InfoComm International. Our sales and installation staff are CTS certified as recognized by InfoComm International.

The AV industry is unique because it is constantly evolving. MCP has a unique position within the AV industry because of our close relationships with our manufacturing partners and membership in USAV Group.

The USAV Group is a professionally managed national association of leading professional Audio Visual integrators. Our goal is to leverage the experience and core competencies of our affiliated dealers, preferred manufacturer partners and management to meet the needs of our clients and consultants locally and nationwide. MCP utilizes our USAV Preferred Manufacturing Partners (PMP's) for technical and cost saving solutions for our clients

### **Midwest Computer Products**

33W512 Roosevelt Road

West Chicago, IL 60185

800-231-1199

630-232-05598 (fax)

[sales2@midwestcomputer.com](mailto:sales2@midwestcomputer.com)



**AV Products & Services**

MIDWEST COMPUTER PRODUCTS, INC.

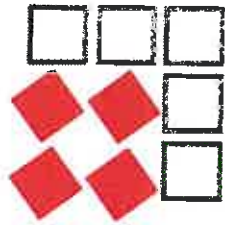
## PROFESSIONAL REFERENCES

Ms. Tracy Whittaker  
Audio Visual Design and Planning Specialist  
University of Illinois  
905 S. Goodwin Ave, Urbana, IL 61801  
(217)333-0506

Deputy Chief Kenneth Caudle  
Deputy of Administration  
Huntley Fire Department  
11808 Coral Street  
Huntley, IL 60142  
(847)489-4778

Mr. Paul Helgeson  
HILCO Trading Company  
5 Revere Drive  
Suite 300  
Northbrook, IL 60062  
(847) 509-1100

Mr. John Buenger  
Director Technical Services  
Governors State University  
1 University Parkway, University Park, IL 60484  
(708) 235-2200



# TIERNEY BROTHERS INC

Audio Visual Design & Integration Since 1977

## Niles Public Library

Audio Visual Upgrade

Request for Proposal

3300 University Avenue SE  
Minneapolis, MN 55414  
612-331-5500 • 800-933-7337  
Fax: 612-331-3424  
[www.tierneybrothers.com](http://www.tierneybrothers.com)





**Quote**

Illinois | Indiana | Iowa | Michigan | Minnesota | Ohio | Wisconsin  
 Remit To: 3300 University Avenue SE, Minneapolis, MN 55414-3326  
 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424  
 www.tierneybrothers.com

Quote #	Date
30018	4/26/2014

**Bill To**

Niles Public Library  
 6960 Oakton Street  
 Niles IL 60714

**Ship To**

Niles Public Library  
 6960 Oakton Street  
 Niles IL 60714

\_\_\_ Initial if correct or revise accordingly

\_\_\_ Initial if correct or revise accordingly

Expires	Sales Rep	Contract	Memo	Contact Phone
7/25/2014	359 Dave Farley			847-663-1234

Qty	Item	Description	Price	Ext. Price
-----Video Equipment-----				
1	Integration Item	Sony BDP-S5100	124.19	124.19
3	RPAUW	UNIVERSAL RPA WHITE	104.96	314.88
3	CMS-006W	CMS006W Fixed Pipe 6" White	10.64	31.92
3	CMS-440	8"X2' Ceiling Plate	78.29	234.87
2	PowerLite 1940W	EPSON PowerLite 1940W Projector, WXGA 4200 Lumens	1,141.75	2,283.50
1	PowerLite Pro G6750WU w/Standard Lens	EPSON PowerLite Pro G6750WU with Std. Lens, WUXGA 6000 Lumens	4,284.61	4,284.61
-----Audio Equipment-----				
8	Integration Item	Atlas Sound 95-8-7	23.85	190.80
2	RX1202FX	Ultra Low-Noise Design 12-Input Mic/Line Rack Mixer with Premium Mic Preamplifiers and 24-Bit Multi-FX Processor	156.40	312.80
1	Integration Item	910-151-901 ClearOne Converge Pro SR1212A - 12x12 Digital Matrix Mixer / 4-Channel Amplifier	2,241.01	2,241.01
		All the same features as the Converge Pro SR1212 with the addition of:		
		- (4) 35 Watt Amplifiers (8 Ohm or 70V)		
		- D.A.R.E Feedback Control		
1	Integration Item	Denon AVR-X4000 7.2 Ch. 4K Ultra HD Networking Receiver w/AirPlay & Multi-Zone Video	879.11	879.11
8	Integration Item	ElectroVoice EVID C8.2	243.26	1,946.08
2	Integration Item	ElectroVoice EVID C10.1	321.74	643.48
8	Integration Item	Quam SSB-9 Support Bridge for Quam Q2 MOUNT™ Installations	10.48	83.84
2	Integration Item	Shure ULXS124/85 STANDARD COMBINATION SYSTEM INCLUDE: (1) ULX1 Bodypack Transmitter (1) WA555 Grip/Switch Cover for ULX2 (1) ULX2 Handheld Transmitter with Microphone (2) 9V Premium Alkaline Batteries (1) ULXS4 Standard Diversity Receiver (1) Mic Clip (1) PS42US Power Supply (2) Zippered Transmitter/Accessory Bags	865.93	1,731.86



Quote

Quote #	Date
30018	4/26/2014

Qty	Item	Description	Price	Ext. Price
		(2) 1/4 Wave Antennas ULXS124/85- Includes ULXS4 Diversity Receiver, ULX1 Bodypack Transmitter, Microflex WL185 Cardioid Lavalier Microphone, and ULX2/58 Handheld Transmitter with SM58 Microphone (Note: Bodypack and Handheld Transmitters cannot be used simultaneously)		
2	Integration Item	Shure MX153T/O-TQG Omnidirectional Earset Headworn Microphone, Tan	174.72	349.44
8	Integration Item	SpeakerCraft AIM7 Two  -----Control System-----	185.71	1,485.68
2	TST-600-B-S	5.7" Wireless Touch Screen, Black Smooth; includes TST-600-DS, TST-600-IMCW, PW-2407WU, TST-600-BTP, and TST-600-FP-NB	1,758.24	3,516.48
1	DMPS-300-C	Dmps-300-C Digitalmediapresentation System 300	4,395.60	4,395.60
1	CEN-ERFGW-POE	Extended Range RF Wireless Gateway	329.67	329.67
1	Integration Item	Netgear FS108P	81.11	81.11
1	Integration Item	SECO-LARM E-931-S35RRQ	53.79	53.79
5	Integration Item	C2G 40432  Interface Equipment	5.97	29.85
2	Integration Item	Crestron DM-TX-400-3G Wall Plate DigitalMedia™ CAT Transmitter 400, Black Textured	989.01	1,978.02
2	Integration Item	Crestron DM-RMC-100-1 DigitalMedia™ CAT Receiver & Room Controller 100-1	494.50	989.00
3	DM-RMC-SCALER-C	Dm-Rmc-Scaler-C Digital Media 8G copper Receiver & Controller	769.23	2,307.69
1	CNPWS-75	Cresnet Power Supply, 75 Watts	247.25	247.25
1	DM-TX-201-C	DM-TX-201-C Digital Media 8G+ Transmitter 201  Equipment Rack Accessories	714.28	714.28
1	9OUT, 15A, RACKMOUNT POWER	9 Outlet, Single 15 AMP Circuit, Surge/Spike Protected Rack Mount Power Distribution w/9' Cord, Black Powder Coat Finish9OUT, 15A, Rack Mount Power	76.54	76.54
1	Integration Item	Mid Atlantic PD-2415SC SLIM POWER, 24OUT 15AMP	109.70	109.70
1	CBS-ERK-25	CBS-ERK-25 Skirted Wheel Base w/Casters for 25" ERK Racks	125.39	125.39
8	FEB1	FEB1 1 SPACE 13/4" FLAT ECONO BLANK BLK	5.58	44.64
4	UTR1	Half/Third Rack Universal Shelf	21.97	87.88
1	Integration Item	Middle Atlantic RSH4A4R CUS RACKSHLF4SP ANOD 15.5	100.74	100.74
1	RSH4A2S	2 Space Black Brushed Custom Rack Shelf	95.71	95.71
1	Cables, Connectors and Hardware	Custom Package of Cables, Connectors and Hardware	1,133.53	1,133.53
1	Services -	Integration and Installation Services (Non-union; (OR Union;) Normal	21,806.75	21,806.75



Quote

Quote #	Date
30018	4/26/2014

Qty	Item	Description	Price	Ext. Price
1	Integration TBI Per Bid Warranty	Business Hours) *Warranty* See Order Notes for Warranty Duration Tbi	1,800.00	1,800.00

To accept this quotation, complete the proposal summary page at the end of this document. Please review the terms, conditions and client responsibilities of this proposal in full.

<b>Subtotal</b>	57,161.69
<b>Shipping Cost (Best Way)</b>	675.00
<b>Tax (IL_COOK CO_NILES_AQOF 9.25%)</b>	5,349.89
<b>Total</b>	<b>\$63,186.58</b>

The information contained within this proposal is supplied to you on a confidential basis and is not for disclosure to any organization without written consent of Tierney Brothers, Inc.



## Audio Visual Proposal

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# AV Upgrade – Large Meeting Room

**Prepared For:**  
**Niles Public Library**

6960 Oakton St.  
Niles, IL 60714  
(847) 663-6480

**Prepared By:**  
**Frank Weir**

Audio Visual Systems, Inc.  
315 South Green Street  
Chicago, Illinois 60607

Phone: 312-669-9692 Fax: 312-669-9701  
[www.audiovisualsystems.com](http://www.audiovisualsystems.com)

## Scope of Work

Audio Visual Systems will provide and install the equipment listed below in the Niles Public Library Large Meeting Room. The equipment, installation, and programming services are based on the Scope of Work provided by Richard Wozniczka at the Pre-Bid Meeting held on April 28, 2014.

MULTI PURPOSE ROOM	UNIT PRICE	TOTAL
2 Wall Plate DigitalMedia 8G+™ Transmitter Crestron DM-TX-200-C-2G-W-T <i>Wall Plate DigitalMedia 8G+™ Transmitter 200, White Textured; includes PW-2407WUL</i>	\$840.00	\$1,680.00
1 NOTE \$0.00 AVS NOTE <i>The Digital Media Wallplates originally specified were substituted with the DM-TX-200-C-2G. The originally specified units are an older technology requiring additional hardware to integrate into this system. These wall plates are smaller, and are functionally equivalent. The primary difference is that the legacy connections are omitted, and are now supported via adapter cables on the VGA connector.</i>	\$0.00	
3 DigitalMedia 8G+™ Receiver & Room Controller w/Scaler Crestron DM-RMC-SCALER-C <i>DigitalMedia 8G+™ Receiver &amp; Room Controller w/Scaler</i>	\$840.00	\$2,520.00
1 DigitalMedia 8G+™ Transmitter 201 Crestron DM-TX-201-C <i>DigitalMedia 8G™ STP Transmitter 201 Accepts the following signals                      VGA PORT: VGA (up to 1920x1200), YPbPr (1080p60)                      HDMI PORT: HDMI (up to 1080p DeepColor), DVI (Max 1920x1200), DisplayPort                      Transmits signals via single DM-8G cable to DM switcher or receiver.</i>	\$780.00	\$780.00
2 5.7" Wireless Touch Screen, Black Smooth; includes TST-600-D Crestron TST-600-B-S <i>5.7" Wireless Touch Screen, Black Smooth; includes TST-600-DS, TST-600-IMCW, PW-2407WU, TST-600-BTP, and TST-600-FP-NB [Available February 1, 2013]</i>	\$2,176.00	\$4,352.00
1 DigitalMedia™ Presentation System 300 Crestron DMPS-300-C <i>The DMPS-300-C is a complete presentation control and signal routing solution for boardrooms and classrooms. Integrating the control system, multimedia matrix switcher, mic mixer, audio DSP, amplifier, and DigitalMedia distribution center all into a single 3-space rackmount package, the DMPS-300-C affords substantial signal routing flexibility and high-performance signal processing without the need for separate components.</i>	\$4,800.00	\$4,800.00
1 Extended Range RF Wireless Gateway Crestron CEN-ERFGW-POE <i>Required for certain Crestron wireless devices.</i>	\$360.00	\$360.00

1	Control Port Expansion Module Crestron C2N-IO <i>Cresnet Remote IO Module. 1 RS-232 Port 2 Relays 1 IR port</i>	\$180.00	\$180.00
1	WUXGA LCD 5000 lumen projector (1920x1200) with LENS Panasonic PTEZ570U <i>WUXGA LCD 5000 lumen projector (1920x1200) with LENS</i>	\$4,076.40	\$4,076.40
2	WXGA 4000 lumen LCD 1280x800 projector Panasonic PTVW430U <i>WXGA 4000 lumen LCD 1280x800 projector</i>	\$1,496.70	\$2,993.40
2	RPA ELITE WITH KEYED LOCK B Chief RPMBXXXX <i>RPA ELITE WITH KEYED LOCK B</i>	\$165.00	\$330.00
1	RPA ELITE, KEY B, INCL SLM302, BLK Chief RPMB302 <i>RPA ELITE, KEY B, INCL SLM302, BLK</i>	\$170.64	\$170.64
3	FIXED PIPE 6" Chief CMS006W <i>FIXED PIPE 6"</i>	\$12.24	\$36.72
3	CEILING PLATE, 8" X 24" Chief CMA440 <i>CEILING PLATE, 8" X 24"</i>	\$90.00	\$270.00
1	MVGA-A M-M 12' (3.6 m) Extron 26-566-03 <i>VGA Micro HR with Audio Cable: 15-pin HD Male to Male Low-Profile Molded + 3.5mm Stereo Mini Plug Male to Male - 12' (3.6 m)</i>	\$36.00	\$36.00
1	DigitalMedia 8G+™ Transmitter 201 Crestron DM-TX-201-C <i>DigitalMedia 8G™ STP Transmitter 201 Accepts the following signals VGA PORT: VGA (up to 1920x1200), YPbPr (1080p60) HDMI PORT: HDMI (up to 1080p DeepColor), DVI (Max 1920x1200), DisplayPort Transmits signals via single DM-8G cable to DM switcher or reciever.</i>	\$780.00	\$780.00
1	Crestron® Certified HDMI® Interface Cable, 12 ft Crestron CBL-HD-12 <i>12 ft</i>	\$42.00	\$42.00
1	Slim Power, 24Out 15Amp Middle Atlantic Products PD-2415SC <i>24 OUTLET, SINGLE 15 AMP CIRCUIT SURGE/SPIKE PROTECTED SLIM POWER STRIP W/9' CORD, FITS RACKS THAT ACCEPT 'N' POWER</i>	\$119.80	\$119.80
1	Cbs For 25Dp Erk Middle Atlantic Products CBS-ERK-25 <i>SKIRTED WHEELBASE, FITS 25" DEEP ERK'S, INCLUDES CASTERS</i>	\$136.93	\$136.93
0.66	12Pc. Sb1 Contract Pack Middle Atlantic Products SB1-CP12 <i>12 PC. SB1 CONTRACTOR PACK, PANELS IN PLAIN POLY BAGS</i>	\$131.20	\$86.59

2	1Sp Universal Half-Rack T Middle Atlantic Products UTR1 <i>HALF/THIRD RACK UNIVERSAL SHELF</i>	\$24.00	\$48.00
1	Cus Rackshlf4Sp Spat 15.5 Middle Atlantic Products RSH4S4R <i>4 SPACE TEXTURED CUSTOM RACKSHELF</i>	\$104.52	\$104.52
1	Cus Rackshlf2Sp Spat 11.5 Middle Atlantic Products RSH4S2S <i>2 SPACE TEXTURED CUSTOM RACKSHELF</i>	\$104.52	\$104.52
3	Custom Rackshelf Middle Atlantic Products RSH4S3M <i>3 SPACE TEXTURED CUSTOM RACKSHELF</i>	\$92.22	\$276.66
2	Includes ULXS4 Diversity Receiver, ULX1 Bodypack Transmitter Shure ULXS124/85-G3	\$945.60	\$1,891.20
1	Omnidirectional Earset Headworn Microphone, Tan Shure MX153T/O-TQG	\$190.80	\$190.80
1	Surround Sound Receiver (Consumer Product) Denon AVR-X4000 <i>Designed to serve as the heart and brain of your connected home theater system, the AVR-X4000 IN-Command 7.2 Network Home Theater Receiver is packed with connectivity, system configuration and control options. The powerful amplifier section features 7 discrete output stages with identical circuit topology, with each channel rated at 125 watts, easily able to drive today's quality loudspeakers. Featuring 7 HDMI inputs (including 1 on the front panel), the AVR-X4000 also features 3 HDMI outputs, including 2 for the main room and 1 for another room. For the ultimate surround sound experience, the AVR-X4000 features Audyssey DSX, Dolby Pro Logic Iiz and DTS Neo:X decoders.</i>	\$950.00	\$950.00
1	NOTE \$0.00 AVS NOTE <i>The Denon AVR-3313CI is discontinued. The AVR-x4000 is it's replacement.</i>	\$0.00	
8	6.5" Ceiling Speaker Package JBL CONTROL 26CT <i>Includes Integrated Speaker with Enclosure and Grille and Tile Bridge. 70V Transformer</i>	\$141.37	\$1,130.98
2	8" CEILING SUBWOOFER (2 PER CARTON) JBL CONTROL 19CS <i>8" CEILING SUBWOOFER (2 PER CARTON)</i>	\$189.76	\$379.51
8	In Ceiling Pivoting Loudspeaker Speakercraft AIM7 TWO <i>•Pivoting and Rotating 7" Resin Reinforced Fiberglass Cone Woofer •Pivoting 1" Silk Dome Tweeter •Timbre-Matched to All Two Series Speakers •Front-Mounted Treble Equalization Switch</i>	\$0.00	\$0.00

1	NOTE \$0.00		\$0.00
	AVS NOTE		
	<i>In order to provide a more streamlined system, this proposal includes a design change to the audio signal flow. The ClearOne processor was eliminated because it duplicates functionality in the Crestron DMPS system. Traditional style amplifiers were added to replace this function from the ClearOne DSP at a greatly reduced cost. The Berringer mixers were replaced with Shure SCM800 mixers. These Shure mixers have only the minimum knobs required for normal user control. This eliminates the extraneous knobs and controls that typically cause system instability when adjusted by unexperienced users.</i>		
2	MPA 401-70V Extron 60-845-01 <i>Mono 70 V Amplifier - 40 Watts</i>	\$270.00	\$540.00
1	XPA 1002 Extron 60-849-01 <i>Stereo Amplifier - 100 Watts Per Channel</i>	\$414.00	\$414.00
1	RSU 129 GRAY Extron 60-190-01 <i>1U 9.5" Deep Universal Rack Shelf Kit</i>	\$78.00	\$78.00
2	Eight-Channel Microphone Mixer with EQ per Channel, AC only, Shure SCM800	\$630.00	\$1,260.00
1	8 Port Gigabit Smart Switch Netgear GS108T <i>8 Gigabit Ports Can be used as PoE PD Rugged Metal Mountable Enclosure</i>	\$96.00	\$96.00
1	Airwall Sensor AVS Products MISC	\$200.00	\$200.00
1	System Documentation and Drawings Package AVS Services Documentation	\$2,000.00	\$2,000.00

## PROJECT SUMMARY

Equipment Total	\$33,414.66
Cable & Hardware	\$1,950.00
Prefabrication Labor	\$1,560.00
Program Labor	\$6,000.00
Finish	\$12,800.00
Calibrate/Comission Labor	\$600.00
Project Management	\$1,689.74
Shipping & Handling	\$426.80
Tax	<u>\$0.00</u>
<b>TOTAL</b>	<b>\$58,441.20</b>

## Owner Responsibilities

The owner has his own responsibilities in the integration process. Access to sites must be provided during normal business hours unless stated otherwise.

- **Clean & Dust Free environment:** Although AVS may perform a pre-wire or rough-in during the construction phases of your project, audio visual equipment will not be delivered and installed until there is a clean and dust-free environment.
- **Trash Removal:** AVS will work with you to make sure that all shipping cartons and installation waste are cleaned up and moved to your designated trash locations. AVS does not normally haul away empty boxes and shipping cartons unless otherwise stated.
- **Electrical Services:** All conduit and electrical installation is outside the scope of AVS' expertise. You should contract with a qualified electrical contractor for these services. Our team will gladly coordinate with your electrical contractor to communicate locations and requirements to support this AV system. Upon request, AVS can help to recommend a qualified electrical contractor to complete your project.
- **Networking & IT Services:** Audio Visual equipment is making increasing use of networking and computer resources. AVS will only install network cabling when it is being exclusively used for AV equipment. All other network connections should be provided by your networking infrastructure contractor. When applicable for the function of your system, IP addresses or Wi-Fi connection information will be needed. AVS will work with your IT/IS department to obtain this information. AVS does not typically install software onto owner furnished PCs. It will be your responsibility to install any and all software to make the system functional.
- **Finish Patch and Paint:** In situations where finish surface modification is required to facilitate your installation, AVS does not provide finish patching and painting services. It will be your responsibility to hire an appropriate contractor for these services.
- **Walk Through & System Overview:** At the end of the installation process, our installation team will walk through the system with you to explain its features and operation. It is very important that you or your delegate take the time to participate in this process.

## Standards of Practice

Our proposal as submitted is based on the following assumptions and standards of practice:

- This proposal includes the normal and customary miscellaneous installation supplies to hang and/or mount the display(s), speakers, screens, interactive whiteboards, and all control devices. We have not included the cost to structurally modify the facility or the cost of providing seismic hardware or to provide engineering certification of the mounting methods and materials. Any such additional support or modification may result in an additional charge. Patching and painting of finished surfaces is also not included.
- This proposal does not include the following
  - Conduit, raceways or junction boxes
  - Platforms or custom mounting fixtures
  - Modification of the ceiling to accommodate any device
  - Millwork modifications
  - Overtime or holiday work
  - Custom or specialized finishes other than factory standard finishes
- This proposal price is based on being awarded the project in its entirety. The prices as quoted are not valid for any portion of the work outside of the entire scope.
- All installations are completed by technicians employed directly by AVS unless specifically noted. All technicians are thoroughly trained and certified in the various disciplines required to install and troubleshoot a complete working audio visual solution. AVS employees are not affiliated with any labor union. AVS employees will always represent themselves as AVS personnel regardless of any subcontracting relationship specific to the project.
- AVS specializes in indoor installation work. In order to provide complete AV services for our customers, AVS will occasionally agree to provide outdoor systems. In these circumstances, AVS will

only perform outdoor installation work during daylight hours, and on days when the weather is dry, and above 50 degrees. Acceptable weather conditions for outdoor installation work is solely at the discretion of the AVS installation management and AVS is not responsible for project delays caused by weather related conditions.

- AVS' normal installation hours are Monday through Friday from 7:00am through 3:30pm. Requests to work different hours may incur a surcharge.

## Project Timeline

Once your written authorization is received by AVS, and you have received acknowledgement of this receipt, the order processing phase will begin. This phase typically takes anywhere from 3-10 business days depending on project complexity. Design items that require coordination may cause this phase to extend well beyond this typical time period. During this phase, the following will occur.

- Your proposal will first be reviewed to make sure that all of the products contained are current models.
- Any implementation details left off during the proposal process will be completed. Occasionally, a site survey may be required during this step.
- Any custom items such as lecterns and wallplates will be designed.
- Submittals will be generated as required.
- System drawings will be generated.
- Equipment will be ordered.

Shortly after this order processing phase you will be contacted to schedule the installation. A lead time of 4-6 weeks is typical from scheduling to installation. During peak periods (June thru August, and December thru January) installation lead times may be as much as 12-16 weeks. If you know that your project must be complete by August, it is essential to have your purchase order or signed proposal in our system by the end of May. Other factors that may extend the lead time are certain build-to-order items such as custom lecterns, commercial lighting panels, video wall processors, etc.

Depending on the project, the installation may commence as several phases coordinated with other trades, or as a single phase. The scope of the project will determine the amount of installation time your project requires. Consult with your account rep, or system engineer to coordinate detailed installation timelines.

Following the actual installation, you will receive any system training sessions that were arranged and included in your system. On complex projects, a final documentation package including equipment manuals and as-built drawings will be assembled and delivered within 60 days.

## Warranty

All systems installed by Audio Visual Systems, Inc. include a one-year on-site complete system warranty. If any portion of the system is not performing as promised, AVS will dispatch a technician to troubleshoot and repair the problem. This on-site warranty does not include weekend or evening service. It is AVS' goal to service an account within two business days upon receipt of the call. Telephone support is available during normal business hours during the warranty period. Extended service or maintenance contracts are available. Consumable items (lamps, batteries, etc.) and normal wear are not covered under this warranty. Image Burn-In and LCD panel fade are considered normal wear. This warranty does not cover problems that are caused by improper use or abuse of the equipment.

Beyond this one year period, most equipment carries a standard manufacturer's warranty of up to 3 years. During this period, on-site troubleshooting and replacement may incur additional charges.

## TERMS

**General:** Any previous agreement or understanding including any terms of Buyer's Purchase Order covering the equipment purchased is hereby superseded by the terms and conditions of this acceptance.

**Acceptance:** Acceptance of our offer shall not constitute a contract unless we confirm such acceptance in writing. Acceptance of our offer so confirmed, or acceptance by us of the Buyer's order in response to this offer, shall constitute a contract of sale, which shall include these governing conditions unless the parties have agreed in writing to amend, delete or add to them.

**Additions:** Throughout the process of consultation, design, installation, integration and training the Buyer may, by written notice, request agreed-upon changes in this system. The Seller reserves the right to reject any such change, which in the Seller's opinion is impractical or will affect Seller's warranty or guarantees, and to an equitable adjustment of the purchase price, delivery date, or other provisions in this Agreement.

**Substitutions:** Technology manufacturers regularly update their product offerings. In our efforts to provide you with the very latest technology, we reserve the right to substitute the most current model available at the time of installation without notice.

**Intellectual Property Rights:** Many systems require custom control system [or other] software and system design documents to be created or configured specifically for the system to be installed. AVS retains ownership of this software and design at all times and grants the owner license to use the software and design in perpetuity in the specific installed system described within this proposal. AVS will retain and deliver upon request copies of the usable software, configuration files, and design documents for the purposes of restoring operation in the event of hardware or software failure or replacement. Modification, copying and distribution of system software and design documents provided within this contract is strictly forbidden and is protected under the United States Copyright Act.

**Delivery:** Unless otherwise specified, delivery of equipment covered by this Agreement shall be F.O.B. destination, delivery via AVS truck. The Seller will use its best efforts to deliver the Equipment in accordance with the Buyer's requested delivery date subject to receipt of a purchase order and all necessary information from the Buyer. Shipping dates are approximate only and are not guaranteed. Seller will make a good faith effort to adhere to the estimated delivery dates, but will not be liable to damages for delays in delivery which are beyond its control, nor shall the Buyer be relieved of performance resulting from said delays in delivery.

**Cancellation:** Buyer shall have the right to cancel this agreement, in whole or in part at any time by written notice to the Seller of its intention to do so. Upon receipt of written cancellation, Seller shall immediately discontinue all work and the placing of orders for materials or equipment in connection with this agreement. Buyer shall pay to Seller, within 30 days of such cancellation, the reasonable costs and other expenses incurred by Seller prior to receipt of any such notice of cancellation. A cancellation/restocking charge shall apply to individual equipment items ordered and or/delivered which are part of this agreement. The cancellation/restocking charge shall be equal to 30% of the selling price.

**Payment:** Cash, Credit Card or approved terms. Standard terms for open accounts are "40% Down, Net 15". Please advise your account representative of your method of payment at time of order. Progress payments may be required on projects lasting longer than 30 days. All first time orders from new customers require a down-payment. The amount may vary based on the project details but is typically 40%. Credit Card payments may incur a service fee of up to 4%. All past due accounts will incur an 18% APR finance charge with a minimum of \$10. Please consult with your sales representative for more details.

**Title & Risk of Loss:** Title to the Equipment shall pass to Buyer upon delivery, subject to a purchase money security interest retained by the Company in the equipment sold and the proceeds thereof until payment of all amounts then due to the Company. Seller shall be entitled to remove the Equipment from the buyer's premises if any payment is not made when due.

## ACCEPTANCE

Your satisfaction is important to us, and we plan to exceed your expectations! This proposal is a complete package, including design, wiring, equipment, installation, and coordination of plans with architects, decorators, electricians, and cabinetmakers. Prices contained in this proposal are valid for thirty days. Any changes to this proposal will be submitted in writing for approval.

I accept this proposal and authorize the work to be done and accept responsibility for payments due.

\_\_\_\_\_  
Accepted by (authorized signature)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Bid package:  
AV Upgrades for Large Meeting Room  
Niles Public Library District**

**Project #: 6509IL04**

**Date: 5/14/2014**

***Submitted by:***

**TRI-ELECTRONICS, INC.**

6231 Calumet Ave.

Hammond, IN 46324

Contact: Scott Voorhis, Business Development Manager

Phone: 219-228-2680

Email: [srv@tri-electronics.com](mailto:srv@tri-electronics.com)





219-931-6850 • 708-862-4998 • 1-800-722-6793 • Fax: 219-933-3545

May 14, 2014

Ms. Diane Winberg  
Niles Public Library District  
6960 Oakton St.  
Niles, IL 60714

RE: AV Upgrade – Large Meeting Room

Dear Ms. Alexander:

Tri-Electronics is pleased to pricing for the bid related to the audio-visual upgrades for the large meeting room space. Enclosed is our proposal based on the bid documents. The proposal provides line item pricing with a volume material discount. Our total Base Bid package price is \$59,990.

We have deviated slightly on some equipment. The substituted equipment meets and/or exceeds the functionality, build quality and warranty of the specified items. Where a model is discontinued, we have proposed the next model up or similar new model to the specified unit.

We have included all shipping and handling costs in our base bid, and excluded all sales tax.

I have enclosed some references and company overview for your information. If you should have any questions, please let me know. I would be happy to discuss this package further with you at your convenience.

We thank you for your time and consideration.

Best regards,

A handwritten signature in black ink, appearing to read "Scott Voorhis".

Scott Voorhis  
Business Development Manager

Enclosure



# Tri-Electronics

6231 Calumet Avenue  
Hammond, IN 46324-4310  
219-931-6850 Fx 219-933-3545

Prepared by:  
SCOTT VOORHIS, srv@tri-electronics.com

**\*\* Proposal \*\***

5/14/2014

**Project Number: 6509IL04**

For :

**AV BID**

**BILL TO:**

NILES PUBLIC LIBRARY  
DIANE WINBERG  
6960 WEST OAKTON ST.  
NILES, IL 60714

Tel: 847-663-1234

**SHIP TO: (if not complete, same as Bill To):**

Thank you contacting us regarding providing a solution to your needs. After a careful study of your current needs, the designers and engineers at Tri-Electronics are pleased to submit this proposal for consideration. We have designed this solution to provide professional results and long-term satisfaction.

Mfr-Part No.	Qty	Description	Unit Price (\$)	Extended (\$)
<b><u>EQUIPMENT CABINET &amp; POWER DISTRIBUTION</u></b>				
	1	REUSE EXISTING 40RU AV CABINET		
MID ATLANTIC CBS-ERK-25	1	CASTER BASE, ERK SERIES, 25" DEPTH	124.99	124.99
MID ATLANTIC EB-1	8	1RU BLANK RACK PANEL	5.99	47.92
MID ATLANTIC UTR1	4	1RU RACK SHELF, 10" DEPTH	21.99	87.96
MID ATLANTIC RSH4A4R	1	CUSTOM RACK SHELF, DENON AVR3313CI	99.99	99.99
MID ATLANTIC RSH4A2S	1	CUSTOM RACK SHELF, SONY BDPS5200	99.99	99.99
MID ATLANTIC PD-915R	1	9 OUTLET, 15AMP RACK MOUNT POWER DISTRIBUTIO	74.99	74.99
MID ATLANTIC PD-2415SC	1	24 OUTLET, 15AMP SLIM POWER STRIP	105.99	105.99
<b><u>VIDEO PROJECTION &amp; MOUNTS</u></b>				
EPSON POWERLITE 1940W	2	4200 LUMEN LCD, WXGA PROJECTOR	1,299.00	2,598.00
EPSON POWERLITE PRO G6750WU	1	6000 LUMEN 3LCD, WUXGA PROJECTOR	5,999.00	5,999.00
CHIEF KITPS000PW	2	CEILING MOUNT KIT: RPAUW, CMS440, & CMA470	344.99	689.98
CHIEF CMS006W	2	6" FIXED EXTENSION COLUMN	13.99	27.98
<b>** PROJECTION SCREENS ARE EXISTING</b>				
<b><u>AV DISTRIBUTION &amp; CONTROL</u></b>				
CRESTRON DMPS-300-C	1	DM PRESENTATION SYSTEM 300	8,000.00	8,000.00
CRESTRON DM-TX-400-3G-W-T	2	DM CAT WALL PLATE TRANSMITTER, WHITE	1,800.00	3,600.00
CRESTRON MP-WP183-W	2	MEDIA PRESENTATION TRIM PLATE, WHITE	80.00	160.00
CRESTRON DM-RMC-100-1	2	DM CAT RECEIVER/CONTROLLER	900.00	1,800.00
CRESTRON DM-RMC-SCALER-C	3	DM8G+ RECEIVER/CONTROLLER/SCALER	1,400.00	4,200.00
CRESTRON DM-TX-201-C	1	DM8G+ TRANSMITTER	1,300.00	1,300.00
CRESTRON CNPWS-75	1	75W POWER SUPPLY	450.00	450.00
CRESTRON TST-600-B-S	2	5.7" WIRELESS TOUCH SCREEN, BLACK SMOOTH	3,200.00	6,400.00
CRESTRON CEN-ERFGW-POE	1	EXTENDED RANGE RF WIRELESS GATEWAY	600.00	600.00
CRESTRON CEN-SWPOE-16	1	16-PORT MANAGED POE SWITCH	2,650.00	2,650.00

**AUDIO MIXING & PROCESSING**

ALESIS-MULTIMIX12R	2	12-CH RACK MOUNT MIXER (8 MIC / 2 LINE)	299.99	599.98
DENON AVRE400P	1	7.1 CH. 4K/3D AV RECEIVER W/ AIRPLAY	649.00	649.00
CLEARONE 910-151-901	1	SR1212A DSP-AMPLIFIER	2,999.00	2,999.00

**PROGRAM SOURCE DEVICES**

SONY BDP-S5200	1	BLU-RAY/DVD PLAYER	139.99	139.99
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**WIRELESS MICROPHONES**

SHURE ULXS124/8S	2	COMBINATION WIRELESS MICROPHONE SYSTEM	989.00	1,978.00
SHURE UA507	1	RACK MOUNT KIT, 2 RCVR'S	26.00	26.00
SHURE MX153T/O	2	EARSET MICROPHONE, OMNI, TAN	199.00	398.00

**LOUDSPEAKERS**

ELECTRO-VOICE EVID C8.2	4	8" CEILING SPEAKER (PAIR)	369.00	1,476.00
ELECTRO-VOICE EVID C10.1	1	10" HIGH PERFORMANCE SUB (PAIR)	488.00	488.00
SPEAKERCRAFT ASM82721	8	AIM7 TWO PIVOTING CEILING SPEAKER	209.00	1,672.00
SPEAKERCFRAT CTB-C600	8	TILE BRIDGE, AIM7 TWO	21.00	168.00
SPEAKERCRAFT AIM7ENCL	8	ENCLOSURE, PLENUM	59.00	472.00

**INSTALLATION CABLING, CORDS & MISC. HARDWARE**

CRESTRON CBL-HD-3	9	CRESTRON CERTIFIED HDMI CORD, 3'	40.00	360.00
CRESTRON CBL-HD-6	1	CRESTRON CERTIFIED HDMI CORD, 6'	50.00	50.00
CRESTRON CBL-HD-20	2	CRESTRON CERTIFIED HDMI CORD, 20'	100.00	200.00
CRESTRON CBL-VGA-AUD-25	2	CRESTRON CERTIFIED VGA+AUDIO CORD, 25'	90.00	180.00
CRESTRON CBL-RCA3-12	2	CRESTRON CERTIFIED COMPONENT AV CORD, 12'	42.00	84.00
CRESTRON CBL-RCA-12	2	CRESTRON CERTIFIED VIDEO CORD, 12'	18.00	36.00
CRESTRON CBL-RCA2-12	4	CRESTRON CERTIFIED AUDIO PAIR CORD, 12'	28.00	112.00
CRESTRON IRP2	5	IR PROBE W/ TERMINAL BLOCK	50.00	250.00
SECO-LARM E-931-S35RRQ	1	REFLECTIVE PHOTOELECTRIC BEAM SENSOR, 35'	59.95	59.95
Crestron-DM-CBL-D-P-SP500	300	DIGITAL MEDIA CAT CABLE, PLENUM	2.04	612.00
Crestron-DM-CBL-8G-P-SP500	300	DIGITAL MEDIA 8G+ CABLE/PLENUM	1.20	360.00
Crestron-DM-CONN-20	10	CONNECTOR FOR DIGITAL MEDIA CABLE	26.00	260.00
Crestron-DM-8G-CONN-100	10	8G+ CONNECTOR	5.00	50.00
CABPLUINC-ATS-424-CMP-5E-B	300	4PR 24G CAT5E CMP/BLUE (PLENUM)	0.22	66.00
WESTPENN-25291	500	2C 22G STRANDED, SHIELDED PLENUM	0.10	50.00
WESTPENN-25226	1000	2C 14G/PLENUM	0.30	300.00
TRIE-MISCELLANEOUS MATERIAL	1	MISC. HARDWARE (LOT)	200.00	200.00

MATERIAL SUBTOTAL (LESS S/H)				53,412.71
	1	MATERIAL VOLUME DISCOUNT	-8,012.79	-8,012.79
	1	SHIPPING AND HANDLING	1,362.03	1,362.03
INSTALLATION AND PROGRAMMING				6,577.29

**TOTAL BASE BID PACKAGE PRICE 59,990.00**

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**DESCRIPTION OF WORK**

Furnish and install materials above to provide the system based upon the published RFP documents.

All testing and programming are included. This proposal includes one user training session with complete as-built operation and maintenance manuals.

See attached for additional Terms and Conditions.

Continue Next Page...

## TERMS AND CONDITIONS

### WARRANTY

Tri-Electronics, Inc. includes a one (1) year workmanship warranty on all installed systems. This warranty covers all workmanship during the first year beginning upon completion of installation. All material warranties are per the manufacturer. This warranty does not cover any existing equipment and/or wiring.

### NOTE:

All conduit and related electrical boxes are to be furnished and installed by others unless otherwise specified under this proposal. Tri-Electronics, Inc. shall provide any conduit requirements and project coordination upon acceptance of this proposal. No high voltage AC work is included unless otherwise specified under this proposal. Clean power must be provided and/or exist at locations required electrical power.

The cost for repair or replacement of any existing damaged or nonfunctioning wiring, mechanical hardware, electrical services or electronic components is not provided for within the scope of this proposal and shall be billed to the Purchaser (customer) at Purchaser's expense. No work beyond this proposed will be performed without written, authorized change orders and/or directives.

While every effort shall be made to provide a clear and aesthetically pleasing sound system installation, costs for painting, plaster work, millwork or other cosmetic treatment of applicable mounting surfaces are not included within the scope of this proposal. Any required touchup or repair work shall be performed by others at Purchaser's expense.

All applicable electronic devices used in this electronic system design shall meet all applicable codes.

The system installation shall be performed by member of IBEW as employed by Tri-Electronics, Inc. All labor is included as standard shift unless otherwise noted. No premium time included.

### ATTENTION: copyright #

This system design is protected by the U.S. Copyright Act. Unauthorized duplication or distribution is a violation of applicable laws.

Tri-Electronics, Inc. honors the complete manufacturers' warranty plus we guarantee our installation for one full year from the date of installation completion. Prices can change without notice; however, we are happy to honor these prices for a period of 30 days from the date included herein.

### STANDARD TERMS AND CONDITIONS

A deposit of 50% shall be required to initiate the ordering of hardware and establish a position in the installation queue. At completion, 40% remaining balance will be due with the final 10% due upon final invoice. The following credit terms, Net 15, shall be granted upon completion and approval of credit application. A finance charge of 2% per month will be assessed if the invoice remains open for Thirty-One (31) days.

### PAYMENT; Default:

Terms of payment shall be due upon receipt of invoice. Until the full purchase price of the merchandise sold hereunder is paid by the Purchaser, Tri-Electronics, Inc. (#Company#) shall have, and is hereby granted by the Purchaser, a purchase money security interest in the equipment sold hereunder in accordance with the Uniform Commercial Code. The Purchaser further agrees to execute such financing statements and other documentation as the Company may reasonably request in order to perfect such security interest. The Purchaser authorizes the Company to file financing statements with respect to such security interest without the additional signature of the Purchaser wherever such filing is permitted by law.

Failure of the Purchaser to pay the amounts due hereunder, or its insolvency, bankruptcy, assignment for the benefit of creditors, or its dissolution or termination of existence, shall constitute a default and shall afford to Company all remedies of secured party under the Uniform Commercial Code. In addition, the Company may repossess the equipment without notice and the Purchaser agrees to pay the Company's costs and expenses of collection and/or repossession, including the maximum attorney's fee permitted by law.

If your organization maintains tax exempt status, you must provide a copy of your state's internal revenue service tax exempt letter for Tri-Electronics.

## COMPANY OVERVIEW

Tri-Electronics, Inc. has been actively engaged in the low voltage electrical contracting and integration business since starting as a division of Tri-City Electric in 1963. In 1988, three employees of Tri-City Electric Company, Inc. purchased and simultaneously incorporated Tri-Electronics, Inc. Since that time, we have experienced steady growth. We currently employ over sixty individuals.

Within our organization, we have three groups that are responsible for specialties within the low voltage integration business. Our Sound and Video Group specializes in professional sound, facility and room control systems, interactive technology, public address, intercom, nurse call, asset tracking, media distribution, digital signage, sound masking and other video systems. Our Security Group offers expertise in access control, intrusion detection, surveillance, fire alarm and two-way radio systems. Our Communications Group offers telephone, voice-over IP, unified communications, telepresence solutions and voice-data cabling infrastructure. Working together, we offer complete, integrated solutions for all low voltage needs.

Tri-Electronics' history of over-nearly fifty years in business indicates one important thing about our organization; what is most important is our service capability. We represent only reputable manufacturers who produce quality products. Our reputation has been built on the good will of customers who are satisfied not only with the equipment purchased, but also with our service. To maintain this level of quality, Tri-Electronics, Inc. employs manufacturer trained, union electricians and technicians, efficient administrative and clerical people and responsive engineering, programming, sales and customer service personnel all dedicated to doing the best job for our customers.

In September 2004, we acquired Bridgewater Custom Sound's contracting division to supplement our design-build professional sound capacity. We continue to grow that segment of our business under our Sound and Communications Group.

Our Hammond, Indiana, facility has approximately 8000 sq. ft of administrative/workshop space, as well as, approximately 17,000 sq. ft. of warehouse space. All system equipment cabinets are fabricated in our workshop and tested for 72 hours (minimum) prior to installation. All system programming that can be performed at our shop prior to arrival at the installation site is done to minimize our presence on-site and provide an efficient, timely installation schedule. We have certified bench technicians for repairs in-house and are a certified repair shop for major brand manufacturers.

We are located 23 miles southeast from Downtown Chicago and within 60 miles of the majority of Chicagoland. We currently provide service in Northern Illinois, Northern Indiana and Southwestern Michigan. We also offer extended travel for installation and service on a project by project basis. We are signatory with I. B. E. W. Locals #697, #134, #176, #701 and #531 with all contractual wages based upon the agreements of each local.

We look forward to the opportunity to continue to earn your business.



## REFERENCES

Note: Some customers may know us as Bridgewater Custom Sound, our professional sound division

Duneland School Corporation  
Chesterton, Indiana  
Mr. Kevin Wilson  
[phone] 219.983.3600

School City of Hammond  
Hammond, Indiana  
Mr. Joe Hickman  
[phone] 219.989.7300

West Side Theatre Guild  
Gary, Indiana  
Mr. Mark Spencer  
[phone] 219.977.2198

Purdue University – Calumet  
Hammond, Indiana  
Mr. Rich Trznadel  
[phone] 219.989.2253

Rich East High School  
Park Forest, Illinois  
Mr. Mark Kramer  
[phone] 708.679.6172

Beecher School District 200U  
Beecher, Illinois  
Mr. George Obradovich  
[phone] 708.946.2266

Unity Jr. High School  
Cicero, Illinois  
Mr. Ed Warble  
[phone] 708.652.1649

Oak Forest High School  
Oak Forest, Illinois  
Mr. Brian Burke  
[phone] 708.687.0500

Shoreline Sightseeing  
Chicago, Illinois (Navy Pier)  
Mr. Chad Rice  
[phone] 312.222.9328

Harris Theatre for Music and Dance  
Chicago, Illinois  
Mr. Tom Bouche  
[phone] 312.629.8696

Shorewood Church of God  
Shorewood, Illinois  
Pastor Eric Livingston  
[phone] 815.729.1116

Merrillville Community School Corporation  
Merrillville, Indiana  
Mr. Kelly Murphy  
[phone] 219.650.5319

School Town of Munster  
Munster, Indiana  
Ms. Sue Vauter  
[phone] 219.836.3233

Crown Point Community Schools  
Crown Point, Indiana  
Mr. George Tachtiris  
[phone] 219.663.3371

Campagna Academy  
Scherverville, Indiana  
Mr. Ed Stenger  
[phone] 219.322.8614

Steger School District 194  
Steger, Illinois  
Mr. Eric Diehl  
[phone] 708.755.0021

Lincoln-Way Community HS Dist. 210  
New Lenox, Illinois  
Mr. Paul Gonzalez  
[phone] 815.462.2132

Grayslake North High School  
Grayslake, Illinois  
Mr. Ron Kay  
[phone] 847.986.3451

Mundelein High School  
Mundelein, Illinois  
Mr. Rahul Sethna  
[phone] 847.949.2200

Chicago Marriott Oak Brook  
Oak Brook, Illinois  
Mr. Clifford Hill  
[phone] 630.573.8555

South African Consulate General  
Chicago, Illinois  
Mr. Shadrack Nephumbada  
[phone] 312.939.7929

First Christian Church of Lansing  
Lansing, Illinois  
Mr. Todd Simon  
[phone] 708.474.5370

Griffith Public Schools  
Griffith, Indiana  
Ms. Roberta Dragomer  
[phone] 219.924.4975

River Forest Community School Corp  
Hobart, Indiana  
Mr. Roland Studley  
[phone] 219.962.7551

Hanover Central High School  
Cedar Lake, Indiana  
Mr. Steve Goff  
[phone] 219.374.3500

Homewood-Flossmoor High School  
Flossmoor, Illinois  
Mr. Kevin Wall  
[phone] 708.799.3000

Lyons Township High School South  
Western Springs, Illinois  
Mr. Randy Antlept  
[phone] 708.579.6300

Proviso Math and Science Academy  
Forest Park, Illinois  
Mr. Edward Moyer, Jr.  
[phone] 708.338.4170

Buffalo Grove High School  
Buffalo Grove, Illinois  
Mr. Joshua Black  
[phone] 847.718.4000

Evanston Township HS District 202  
Evanston, Illinois  
Mr. Patrick Garrity  
[phone] 847.424.7181

Woodridge Park District  
Woodridge, Illinois  
Ms. Jennifer Knitter  
[phone] 630.985.5620

New Life Church of God in Christ  
Harvey, Illinois  
Pastor Reginald Jones  
[phone] 708.596.4032

Central Baptist Church  
Olympia Fields, Illinois  
Pastor Jeff Dalton  
[phone] 708.481.6166



June 11, 2014

**New Business—Recommended Actions**

**F. Recommended Action on Barcode Scanners**

MOVE the Library Board of Trustees approve the recommended purchase of linear barcode scanners for use with library computers in the amount of \$5,952.06 from the Special Reserve Fund.

**Memorandum F of Recommended Board Action**

5 sales quotes:

Vendor	Amount
<b>UniquePOS.com</b>	<b>\$5,952.06</b>
Bottom Line Telecommunications Corp.	\$6,093.45
Newegg.com	\$6,319.40
CDW-G	\$6,349.57
Barcodes Inc.	\$7,201.80

The existing laser barcode lasers are now over 10 years old and are failing as they have moving parts inside that allow them to scan a barcode. New linear barcode scanners have no moving parts and, unlike the laser barcode scanners, can read from barcodes stored in smart phones which many patrons are now using. The new 3M Selfcheck units already come with this new type of linear barcode scanners.

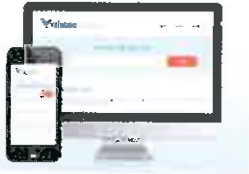
CALL US TODAY: 866-888-0303

Welcome to Uniquepos LLC [Login/Register](#) [My Account](#) [Quote](#) [Government](#) [Merchant Account](#)

 **YOUR CART:** [checkout >>](#)

[DEAL OF THE DAY](#) [POINT OF SALE](#) [SECURITY](#) [COMMUNICATIONS](#) [SOFTWARE](#) [MISCELLANEOUS](#) [INFO](#) [INTERNATIONAL ORDERS](#)

Shop By Brand



SHOP FOR MORE ITEMS

Your Cart

Uniquepos Mobile Shopping

PRODUCTS

Get Free POS Systems Quotes!

Pos-x

Posiflex

Cash Drawers

Check Readers

Data Networking

Digital Signage

Headset Accessories

Keyboards

Labels

Magnetic Stripe Readers

Mobile Computer

Mobile Computer Accessories

Monitors

Paper

Plastic Cards

Point-of-Sale

Pole Displays

POS Accessories

Printer Accessories

ers

ons

iner Accessories

iners / Input Devices

BE

Service



Software

System Add-on

Touchscreen Monitors

Communication Spare Parts

Security Spare Parts

ITEM DESCRIPTION	EACH	QTY	TOTAL	
 <b>Stand (Gray, 12 Inch Height, Rigid Rod, Mid Size, Sliding Cradle)</b>	\$16.59	45	<b>\$746.55</b>	<a href="#">x</a>
 <b>Hyperion 1300G Linear Imaging Scanner (Usb Kit, Strt Usb Cable Cbl-500-300-S00) - Color: Black</b>	\$113.63	45	<b>\$5,113.35</b>	<a href="#">x</a>

Click [x](#) to remove an item from your cart [Empty My Entire Cart](#)

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RECALCULATE

Calculate Shipping  
*(optional)*

**Shipping Rates:**  
(change my address)

UPS Ground \$92.16

United States, IL, 60714

**Tax: \$0.00**

**Total: \$5,952.06**

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On the next page you'll be able to create a personal account or checkout anonymously.

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**Shopping Cart Contents**

BLT Item Number <small>(click for stock)</small>	Description <small>(click for item details)</small>	Mfg. Number	Weight (lbs.)	Unit Price	Quantity	Item Total
<a href="#">BDZ9370</a>	<a href="#">SLIDING CRADLE HYPERION 1300 STAND GRAY 30CM ROD WEIGHTED BASE</a> <small>Returns / Exchanges: Sealed Product Only.</small>	STND-30R03-006-4	1.30	\$19.93	45 <input type="text"/>	\$896.85
<a href="#">BDZ9363</a>	<a href="#">HYPERION 1300G USB BLACK 1D SCANNER KIT</a> <small>Returns / Exchanges: Sealed Product Only.</small>	1300G-2USB	0.85	\$115.48	45 <input type="text"/>	\$5,196.60

**Sub Total:** \$6,093.45

Country:

Shipping:  **Free Ground Shipping (subject to exceptions):** \$0.00

(Ships today if in stock. [More >>](#))

**Grand Total:** \$6,093.45

*CT sales tax, if applicable, will be added when you check out.*

- 
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- 

- Adjust item quantities if needed (enter zero to remove), then press Update.
- Change the Country and Shipping selections above as necessary, then press Update.
- Press Check Out to enter your payment and shipping information.
- If your browser supports secure transmissions, press the Secure Check Out button instead.
- Press Continue Shopping, to add more items to your order. (We'll keep your current items saved in your cart.)

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| <p><b>Shopping</b></p> <ul style="list-style-type: none"> <li><a href="#">Search</a></li> <li><a href="#">Browse By Category</a></li> <li><a href="#">Browse By Manufacturer</a></li> <li><a href="#">Specials</a></li> <li><a href="#">Best Sellers</a></li> </ul> | <p><b>Company Information</b></p> <ul style="list-style-type: none"> <li><a href="#">ShopBLT.com Home</a></li> <li><a href="#">About us</a></li> <li><a href="#">F.A.Q.</a></li> <li><a href="#">News</a></li> <li><a href="#">Terms of Sale &amp; Return Policy</a></li> <li><a href="#">BLT Blog</a></li> <li><a href="#">Privacy Policy</a></li> </ul> | <p><b>Support</b></p> <ul style="list-style-type: none"> <li><a href="#">Order Status</a></li> <li><a href="#">Returns / Exchanges</a></li> <li><a href="#">Contact BLT</a></li> <li><a href="#">E-mail</a></li> <li><a href="#">FAX Order Form</a></li> </ul> |
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**Honeywell 1300G-2USB Hyperion 1300g Barcode Scanner with USB Straight Cable (Black)**

45  
IN STOCK

~~\$7,964.55~~  
**\$5,399.55**  
Save: 32.21% (\$119.99 ea.)

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Send this item as a gift

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**Subtotal: \$5,399.55**

**Shipping: \$18.12**

**Shipping Options**

**SAVE \$18.12 TODAY AND GET FREE 3-DAY-OR-LESS SHIPPING ON YOUR ORDER (ELIGIBLE ITEMS ONLY) TODAY WHEN YOU SIGN UP WITH NEWEGG PREMIER. [Learn More](#)**

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**Honeywell Std-30R03-006-4 Stand: Gray,12-Height,Rigid Rod Mid Size,Sliding Cradle**

45  
IN STOCK

**\$843.30**  
(\$18.74 ea.)

Sold by [Uniquepos](#)

**Subtotal: \$843.30**

**Shipping: \$58.43**

**Shipping Options**

Choose a delivery method

- \$58.43** [Standard Shipping \(5-7 business days\)](#)
- \$79.80** [Expedited Shipping \(3-5 business days\)](#)
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Security Code

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Find My EggPoints



No Payments + No Interest if paid in full in up to 12 Months. Minimum purchase required. Subject to credit approval. [See Terms](#)

**Grand Total: \$6,319.40**

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# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FJPQ763	5887121	6/11/2014

**BILL TO:**  
 RICHARD WOZNICZKA  
 6960 W OAKTON ST

**SHIP TO:**  
 NILES PUBLIC LIBRARY  
 Attention To: RICHARD WOZNICZKA  
 6960 W OAKTON ST

Accounts Payable  
 NILES, IL 60714-3025

NILES, IL 60714-3025  
 Contact: RICHARD  
 WOZNICZKA 847.663.6480

Customer Phone #847.663.6480

Customer P.O. # FJPQ763 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
MEAGAN MCKONE 866.245.8102		Dynamex Messenger Overnight 10:30 am	Request Terms	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
45	2466110	HONEYWELL USB KIT 1D BAR CODE Mfg#: 1300G-2USB Contract: MARKET	120.38	5,417.10
45	2504436	HONEYWELL HYPERION 1300G 12" STND GR Mfg#: STND-30R03-006-4 Contract: MARKET	19.28	867.60
SUBTOTAL				6,284.70
FREIGHT				64.87
TAX				0.00
				US Currency
<b>TOTAL</b>				<b>6,349.57</b>



CDW Government  
 230 North Milwaukee Ave.  
 Vernon Hills, IL 60061

Fax: 312.705.9402

**Please remit payment to:**  
 CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515



Call 1-800-835-0862  
7am to 7pm Central

Product	Price	Qty	Total
 <p><b>Honeywell STND-30R03-006-4</b> Stand gray, 30cm (12") stand height, rigid rod, weighted mid-sized universal base, Hyperion 1300 sliding cradle <a href="#">Ships Today</a></p>	\$24.30	45	\$1,093.50
 <p><b>Honeywell 1300G-2USB</b> Hyperion 1300g USB Kit, 1D Imager, Extended Range. Includes USB cable. Color: Black. <a href="#">Ships Today</a> <a href="#">Recommended Add Ons »</a></p>	\$130.70	45	\$5,881.50

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**Shipping Options**

- 3-5 business days \$226.80
- 2nd business day \$479.34**
- Next day by 3:00 PM \$1,051.44
- Next day by 10:30 AM \$1,217.39
- Next day by 8:30 AM \$1,863.81

<b>SUBTOTAL</b>	<b>\$6,975.00</b>
<b>SHIPPING</b>	<b>\$226.80</b>
<b>TAX</b>	<b>\$645.19</b>
<b>TOTAL</b>	<del>\$7,846.99</del>

[PROCEED TO CHECKOUT](#)

\$7201.80

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**When will I get my items?**  
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**About Barcode Planet**

Our friendly and knowledgeable staff is here to help you find exactly what you need, and make sure it's working how you wanted once you get it - the same way we have for thousands of customers since 1998.

If you have any questions about ordering, or the products on our site, [please contact us](#) and we'll be happy to help.

**Privacy**  
We value your privacy and do not give email addresses to any junk mailing lists.

**What Our Customers Say...**

"The product works great! You get really high marks from me. It's great doing business with you and I look forward to buying from Barcodes Inc again!"  
*Ray L.*

"I appreciate your quick service at Barcodes Inc! Customer support is very pleasant and helpful. I truly enjoy working with you!"  
*Patsy R.*

"Sean was most helpful to me. He was great to speak with and was very knowledgeable about the product I was interested in."  
*Linda P.*  
[Read more »](#)



March 19, 2014

**New Business—Recommended Actions**

**G. Recommended Action on Chapter One Newsletter**

Move to approve payment to Visographic in the amount of \$6,977.49

**Memorandum G of Recommended Board Action**

This is payment for the printing of the Library's summer edition of the Chapter One Newsletter.

June 18, 2014

## **New Business—Recommended Actions**

### **H. Recommended Action on Lincoln Financial Group**

MOVE the Library Board of Trustees approve the recommended expenditure of \$9,697.56 with Lincoln Financial Group to provide life insurance, accidental death and dismemberment insurance, and long term disability insurance to all of the Library's full time employees for the 2014-2015 fiscal year.

#### **Memorandum H of Recommended Board Action**

Please see attached renewal notice from Lincoln Financial Group dated May 1, 2014.



Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates.

May 01, 2014

**The Lincoln National Life Insurance Company**  
 8801 Indian Hills Drive  
 Omaha, NE 68114-4066  
 toll free (800) 423-2765  
 www.LFG.com

Niles Public Library District  
 6960 Oakton Street  
 Niles, IL 60714

RE: Renewal for Policy Number(s): 01-0161645, 01-0161646

We are proud to provide your company with quality group products and services at a cost that delivers sound value.

Each renewal period, we analyze current benefit and rate structures to determine the appropriate rates for continued group insurance protection for your valued employees. This process includes recalculation of the premium rates to reflect factors like:

- plan features
- demographics
- nature of business
- experience
- any adjustments to our underlying rate structure

Based upon our review, your renewal rates, effective 7/1/2014, are as follows:

Coverage	Rate Basis	Current Rate	Current Monthly Premium	Renewal Rate	Renewal Monthly Premium	Renewal Monthly Premium Change	Rate Guarantee Until
Life	per \$1,000	0.150	\$305.00	0.170	\$345.67	\$40.67	7/1/2015
AD&D	per \$1,000	0.020	\$40.67	0.020	\$40.67	\$0.00	7/1/2015
Long Term Disability	\$100 of covered payroll	0.210	\$385.11	0.230	\$421.79	\$36.68	7/1/2015
Premium Totals:			\$730.78		\$808.13	\$77.35	

The monthly premium shown is based upon current billed lives and volume.

We appreciate your business and look forward to the continued opportunity to meet your group insurance needs. If you have any questions or if we can be of further assistance, please contact your local group representative at 1-800-847-5852.

Sincerely,

Brian LeBlanc  
 Group Underwriting

Approved and accepted by Niles Public Library District:

By: \_\_\_\_\_ 134 \_\_\_\_\_ Date: \_\_\_\_\_

cc: GCG FINANCIAL  
3000 LAKESIDE DR  
STE 200S  
BANNOCKBURN, IL 60015

cc: Andrew Ferworn

**This letter serves as a policy amendment and should be kept with your policy.**

Lincoln Financial Group focuses on making life easier for you by doing business the way you want to do business - via the Web, telephone, IVR, e-mail and fax.

**We are committed to being there when you need us!**

Visit us on the web at [www.lincoln4benefits.com](http://www.lincoln4benefits.com) or contact us at 1 (800) 423-2765.

June 18, 2014

## **Unfinished Business—Recommended Actions**

### **B. Recommended Action on Creation of Digital Services Department and the related Job Descriptions**

MOVE the Library Board of Trustees approve the recommended creation of the Digital Services Department and the related job descriptions.

#### **Memorandum B of Recommended Board Action**

Last month the Board passed the interim organization chart with the exception of the Digital Services Department. They requested additional information from Assistant Director Susan Lempke about Digital Services, which is found in the attached document “13 Board Questions about Digital Services.”

## Digital Services Job Descriptions

June 18, 2014

The attached job descriptions will comprise the new Digital Services Department. Digital Services pulls together staff from other areas of the Library into a team that will be proactive and forward-thinking in their approach to technology and the Library's patrons, a necessity in this period of rapid change. They will provide thorough training for the patrons and staff on our software, hardware, electronics, and subscription databases so that all members of the staff will have a comfort level with assisting patrons on their e-readers, wireless connectivity, and other technology-related issues.

The department will be based on the Lower Level and provide the staffing for the "Tech Desk" as it is called. They will also be responsible for wisely expending the Per Capita Grant funds for the new Digital Media Lab, and will be in charge of providing on-going patron assistance in using the new equipment.

Briefly, the positions are:

Supervisor—Responsible for leading and managing the department.

Digital Services Librarian—oversight of e-resources such as subscription databases and downloadable or streaming materials.

Digital Services Training Librarian—planning and execution of patron and staff training.

Webmaster—designs, updates and tests the website and blog; oversees our social media presence.

Digital Services IT Assistants—will continue to assist IT with computer equipment but will be based at the Tech Desk, providing assistance throughout the building to patrons and staff.

Digital Services Assistants—will staff the Tech Desk and provide direct assistance to our patrons in using our hardware, software and other equipment.

These positions are expected to be filled by existing staff, who will continue to collaborate and work with their former departments as needed. Putting them together in a department ensures the Library's focus on the fastest-moving part of our service to patrons, making sure that it is made a priority instead of an afterthought. I will present more detailed and visual information at the May Board meeting.

## 13 Board Questions about Digital Services

June 10, 2014

The Board's questions, here and at the last Board meeting, primarily focused on "problems" supported by "data". If you remember, we did not embark on the Reimagination Project because of problems. We embarked on it so we could give our taxpayers the best value for their tax dollars.

The Reimagination Project took several months of intensive effort. We identified current practices in some of the most innovative libraries in the Chicago area, and we found that having a department focused on digital services is commonplace and expected by the patrons of those libraries. The accepted configuration to deliver technology to patrons a few years ago has evolved from Library owned desktops in the Library environment to numerous types of devices individually owned by the patrons. The Library is tasked with supporting a wide variety of mobile devices in its environment to ensure that our patrons are getting the best value.

If you look at our April statistics, we logged 16,231 users compared to 11,946 users one year ago. The largest increase by category is in Wi-Fi Users which grew from 2,962 users to 8,470 users. A significant portion of this growth is due to the reduction we see in the express computer category but the important thing to note is that the growth in Wi-Fi users is indicative of the variety of devices and operating systems we need to support in the Library environment. When we add a database, offer a computer class, address a printer issue, etc., we must now be thinking more broadly about the different devices which will be accessing those services in our environment rather than just focusing on Library's resources. The creation of the Digital Services department facilitates that focus so we can meet the needs of our patrons more effectively.

We are mindful of the Board's desire to run an efficient organization and to use paraprofessionals in lieu of librarians where possible. The Digital Services department proposal addresses those two issues directly. In the interest of efficiency and effectiveness, we are creating a department of like individuals whose focus will be technology. These employees will retain most of their current duties and be responsible to another supervisor for work product but their primary focus will be to enhance the technology experience at the Library. The creation of the Digital Services department does not add any employees but makes use of and redeploys the employees already on staff. Finally, the creation of this department frees librarians to perform truly as librarians since the plan is to usually staff the Tech Desk with paraprofessionals who will focus on enhancing the patrons' technological experience.

Our library was once cutting edge in this area, having Chicagoland's first library computer lab. The lab was closed during the lean times before the referendum, and our service has never entirely recovered. The number and variety of questions we encounter is huge, the skill levels of the people who come in are widely varied, and patrons expect the library to be able to help them. It is one of the main things they have paid their tax dollars for.

The Board needs to feel certain that they are making good choices with taxpayer dollars. We operate under that same principal every single day at the library. When we tell you we need to take action, it is always based on our experience with our taxpayers and the requests they make for service. I am happy to answer these 13 questions and any others that any of the Board may have.

Now, on to your questions:

1. Do we have a history of computer problems going back to the current install of these computers?

If by history you mean a log of computer problems, we do not. Our problems are not out of the ordinary in any way. The types of problems they encounter are everyday nuisances—a loose cable, a paper jam, headphones that aren't working. IT does collect data on parts they replace, but not a list of the mundane fixes they make.

2. If we do, are they sorted by type?

See above.

3. Can we tell if a user is a Niles cardholder or from another system?

We do not keep records of library card numbers to protect patron privacy as required by law.

4. Can you get us the data on 3 above for the databases along with the number of unique monthly visitors going back as far as we have the data?

When databases are used inside the building, they do not go through the proxy server so no card number is used. Outside of the building, only Niles cardholders have access to the databases as well as Tutor.com. Again, though, even if there were available data we would not be able to keep it.

5. What free alternatives exist to any database we're currently paying for and have these options been fully explored? If yes, when and what were the results?

The librarian who will become the Digital Services Librarian is slowly going through the databases and looking at their utility and whether there are better alternatives. She, consulting with the other adult services librarians, determined that the content found in the A-Z World Travel database could be found in equally useful presentations on travel websites, so that database was not renewed. This is a circular process so when she gets to the end she will go back to the beginning.

6. What have patrons been doing in the interim when they have computer related problems?

There has been no interim—computer use continued even at the height of the construction project, when they were banked together on the third floor. When the lab was closed, the adult computers moved near the reference desk on the second floor, and the reference librarians took care of patron problems and called in IT as needed. The children’s librarians do the same with the computers in the children’s department.

7. Are the problems software, hardware or user problems?

They are all of the above, as is true in every business or household. The most frequent problem, though, is what my IT guys call PICNIC: Problem In Chair Not In Computer. People panic when under time pressure; they may be inexperienced with computers; they may be experienced but Firefox updates and changes what they knew how to do before; they fight with Microsoft products to number lists or place photographs. I have dealt personally with an 80-year-old patron who did usability testing for us on the website who literally did not know how to scroll...but she wanted to learn.

We have patrons of all variety using our computers, but that is far from the only technology in use. As you know from going to Best Buy, the number of different electronic devices you can buy these days is staggering. All of those devices find their way into the library at some point, and people need to use them to connect to the wireless and to print and to download e-resources like an e-book and to upload a document from the scanner to their device. The staff training needs are huge, and if we have a particular problem that needs solving, that is it. Training is done piecemeal within the departments and staff problem-solving skills are not what they will be with excellent training offered through Digital Services. There will be a sort of cross-pollination taking effect as first the Digital Services staff bring their skill levels up and then they pass them along to staff and to patrons.

8. How are they solved in the normal course of business?

Patrons generally approach the nearest staff member. The staff member attempts to resolve their problem, and if they can't, they call IT. If it is during the time of day when our IT Assistants are available, they come; otherwise it is another interruption to Rich's work, which is endless.

9. Why wasn't cross-training for implemented prior to this time.

Cross-training is going on throughout the library. The two separate adult services departments have been combined, and all members of that staff can work on all three desks. The youth librarians and the teen librarians are cross-training now to work on both of those desks. One of the Tech Services librarians is being cross-trained to work on the KidSpace desk.

Perhaps your question is more Why aren't the patron services clerks being cross-trained to work on the Tech Desk? The answer is, the Tech Desk requires someone with excellent technology skills who can work calmly and patiently with a patron to determine what their problem may be and to figure out a solution. There may be some patron services clerks with this interest and ability, and we plan to offer them the opportunity to be trained, but of course right now the Adult Services supervisor is already trying to manage three desks and all of the collection management and programming for adults. Her hands are full.

We carefully created a balance of skilled staff for this department—librarians, IT staff, and paraprofessionals. They will have responsibility for training, for collection management of our e-resources, for website and social media management, and for taking care of the hardware and software problems throughout the library.

10. Since a pattern of problems was obvious, what steps were done to mitigate the issue(s) to date?

Our digital solutions at this time are fragmented and being implemented piecemeal. Our solution to that is the creation of the Digital Services Department.

11. Do you have a history of the attendees of computer training classes and going back how far?

We do not. Our software only keeps program data for a few months, again to protect patron privacy. I can tell you that we began the classes when the head of

Adult Services noticed the amount of time that was going into one-on-one training and decided it would make better sense to consolidate some of that into classes. Since the fall, with a break for construction, we have offered 149 classes with an average of 6 students—this is the maximum that Ruth can work with effectively as many of the students have very beginning computer skills.

12. How many of these were Niles card holders and how many took more than one class and if possible, how many?

Most of the programs do not require library card numbers to register, but from the handful that do I can see that almost all of the attendees are residents. Niles cardholders do always get priority in all of our programs.

13. What are the legally specified uses for the per capita grant money?

The per capita grant application reads:

*In making application for a grant or grants, the Library Board agrees to expend all the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and corresponding Administrative Rules. The Library Board further affirms that all grant funds received as a result of this application shall be used for providing public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the library's levy in the current year or in the next year.*

*The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. Failure to spend the funds as approved by the Illinois State Library and/or within the time frame allotted shall result in ineligibility for future grants for a period of one year.*

*Per capita funds cannot be used for capital expenditures. By way of definition, capital expenditures include, but are not limited to the construction or modification of a facility including anything attached to the building's interior or exterior. This includes HVAC systems, plumbing, electrical work, painting, carpeting and tiling. Other inappropriate expenses include, but are not limited to, appliances such as refrigerators,*

*stoves, microwaves, water coolers and drinking fountains. Parking lot maintenance and landscaping are also excluded from Per Capita Funding.*

Here is what we said in our 2014 application:

1. The category of our grant is under: *Lead via research, innovation, and best practices.*
2. Grant funds will be used in support of Lifelong Learning.
3. “We have spent a year on a whole library renovation and now it is time for us to get caught up on technology. Our planned uses for the 2014 grant monies include the following:
  - Equipment and software for our media lab
  - Ereaders with specific downloaded titles
  - 3-D printer
  - Equipment for hearing and sight impaired
  - Any remaining funds will be used for training staff and public”



## Job Description

Job Title: Digital Services Supervisor  
Department: Digital Services  
Reports To: Assistant Director  
Classification: Grade 3  
Status: Exempt

### **JOB SUMMARY**

**The Digital Services Supervisor manages all aspects of customer service relating to technology, providing leadership and vision for the Digital Services team.**

### **DUTIES AND RESPONSIBILITIES**

#### **A. Essential Functions**

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Maintains the high level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. **Hires, evaluates, and motivates the staff of the Digital Services Department, making sure staff has the training and tools to carry out their jobs.**
7. **Create a flexible, collaborative, cooperative team focused on providing outstanding user services to meet the technology needs of patrons and staff.**
8. **Makes sure the Tech Desk is sufficiently staffed with staff who can assist and instruct patrons with library technology, during all open hours to provide excellent customer service.**
9. **Writes and updates procedures for the Tech Desk staff and for all areas of responsibility.**
10. **Responsible for creating the Digital Media Lab based on patron input, overseeing its design and making it a smoothly-functioning, highly useful space to encourage creativity and innovation for students and adults.**
11. **Oversight of the Library's website, blog and social media in consultation with Marketing Services, basing decisions on usability testing, and promoting the use of the Library's subscription databases, e-books, services and programs.**
12. **Responsible for training staff and the public on the library's technology resources, ensuring that all Library staff have the trouble-shooting skills they need to answer basic questions.**
13. **Oversight of the Library's electronic resources, including e-books, e-readers, subscription databases, and other digital technologies as they develop.**
14. **Leads the Digital Services team in proactively identifying, investigating, becoming knowledgeable about and communicating on technology developments with a goal of making the Library the place to turn to for technology information through the blog, programs and classes.**
15. **Participates actively on the Supervisors & Managers team and the Program Committee, and other committees as assigned.**
16. **Responsible for gathering and reporting technology statistics.**
17. **Responsible for creating a Digital Services budget and manage and account for the expenditures.**

- 18. Responsible for creating the Library's Technology Plan in collaboration with the IT Specialist, working with a Technology Committee made up of representatives of the Library's departments, with input from the community and Board. The Technology Plan will be updated annually.**
- 19. Acts as Person in Charge (PIC).**

**B. Secondary Functions**

- I. Performs other duties as assigned.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to organize, prepare, and present information in English, both verbally and in written form.
3. **Advanced knowledge of Microsoft Office tools and working in a Windows environment; familiarity with new electronics such as e-readers and tablets; familiarity with the basics of computer equipment.**
4. Ability to be flexible and adaptable to new situations.
5. **Excellent ability to troubleshoot calmly, patiently and effectively.**
6. Ability to represent the Library in a professional manner.

**PHYSICAL DEMANDS**

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

**EDUCATION, EXPERIENCE, AND TRAINING**

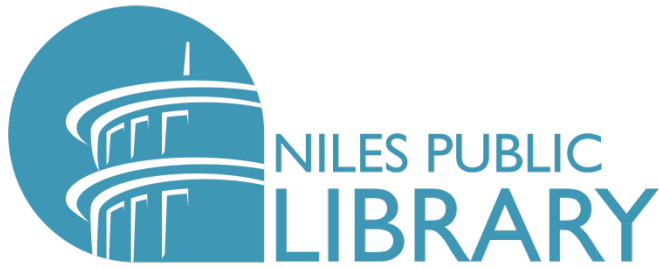
1. Master's Degree in Library Science from an ALA-accredited institution.
2. Minimum of 3 years of experience and responsibility in technology-related field.
3. Customer service experience preferred.
4. Public speaking experience preferred.
5. Any combination of education, experience, or training that satisfies the requirements of the position.

**ADDITIONAL REQUIREMENTS**

- I. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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## Job Description

Job Title: Digital Services Librarian  
Department: Digital Services  
Reports To: Digital Services Supervisor  
Classification: Grade 4  
Status: Non-exempt

### **JOB SUMMARY**

The Digital Services Librarian oversees the Library's e-resources, seeking out and evaluating new resources and analyzing usage of current databases, e-books and other digital materials.

### DUTIES AND RESPONSIBILITIES

#### **A. Essential Functions**

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Maintains the high level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. **Works with the Library's e-Book Committee to ensure a collection which satisfies the needs and interests of the community, spending budgeted funds evenly throughout the year and approving expenditures.**
7. **Collects and analyzes data to reflect use of subscription databases, working with the Digital Services team and Adult Services and Youth Services Departments and Webmaster to ensure resources are being presented appropriately and clearly to patrons.**
8. **Seeks out and evaluates online resources, both paid and free, and makes recommendations for their use.**
9. **Works with Digital Services Training Librarian to provide support and training to staff on working with subscription databases, e-readers of all kinds, and the Library's catalog.**
10. **Works with Digital Services Team to design, implement and manage the Digital Media Lab; assists patrons with its use by appointment.**
11. **Performs reference service and nonfiction reader's advisory at Adult Services desk; may work limited hours at the Tech Desk as needed.**
12. **Writes, edits and publishes web content; keeps assigned areas of the website and blog up-to-date.**
13. **Participates on the Program Committee, with special attention to technology and maker programming.**
14. **Represents the Library (together with the Youth Services representative) on the Public Access Services (PAS) Technical Group of CCS.**
15. **Proactively seeks out new forms of technology products, services, software and applications, keeping current, familiar and knowledgeable with the tools our patrons are using or hearing about.**

**B. Secondary Functions**

- I. Performs other duties as assigned.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to be flexible and adaptable to new situations.
5. **Excellent ability to troubleshoot calmly, patiently and effectively.**
6. Ability to represent the Library in a professional manner.

**PHYSICAL DEMANDS**

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Must park in designated areas.
3. Reasonable accommodations to these requirements will be made as needed.

**EDUCATION, EXPERIENCE, AND TRAINING**

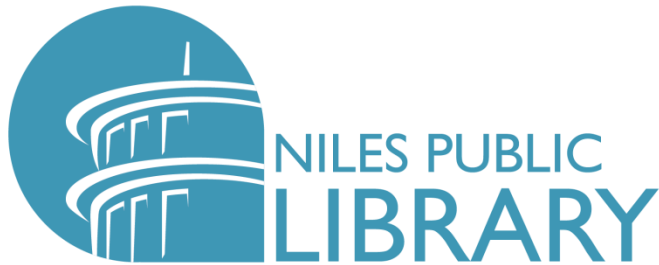
1. **Master's Degree in Library Science from an ALA-accredited institution.**
2. **Experience working with the public on using technology tools.**
3. **Experience and comfort with public speaking preferred.**
4. **Advanced knowledge of Microsoft Office tools and working in a Windows environment; familiarity with new electronics such as e-readers and tablets.**

**ADDITIONAL REQUIREMENTS**

- I. If not a U.S. citizen, has a valid work permit.

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## Job Description

Job Title: Digital Services Training Librarian  
Department: Digital Services  
Reports To: Digital Services Supervisor  
Classification: Grade 4  
Status: Non-exempt

### **JOB SUMMARY**

**The Digital Services Training Librarian provides patrons and staff excellent training on library resources, tools and equipment through a combination of classes, workshops, tutorials and appointments, and through other media in a collaborative team environment.**

### **DUTIES AND RESPONSIBILITIES**

#### **A. Essential Functions**

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Maintains the high level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. **Creates training materials and curriculum for use with patrons and staff on all technology resources; materials will be in a variety of forms including written, graphical, and video.**
7. **Oversees the Library's schedule of computer training classes and programs, using a combination of staff members and outside experts.**
8. **Works with Digital Services Team to design, implement and manage the Digital Media Lab; assists patrons with its use by appointment.**
9. **Works with Digital Services Librarian to provide support and training to staff on working with subscription databases, e-readers of all kinds, and the Library's catalog.**
10. **Performs reference service and nonfiction reader's advisory at Adult Services desk; may work limited hours at the Tech Desk as needed.**
11. **Participates on the Program Committee with special attention to technology and maker programs.**
12. **Writes, edits and publishes web content; keep assigned areas of the website and blog up-to-date.**
13. **Proactively seeks out new forms of technology products, services, software and applications, keeping current, familiar and knowledgeable with the tools our patrons are using or hearing about.**

#### **B. Secondary Functions**

1. Performs other duties as assigned.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to be flexible and adaptable to new situations.
5. **Excellent ability to troubleshoot calmly, patiently and effectively.**
6. Ability to represent the Library in a professional manner.

**PHYSICAL DEMANDS**

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Must park in designated areas.
3. Reasonable accommodations to these requirements will be made as needed.

**EDUCATION, EXPERIENCE, AND TRAINING**

1. **Master's Degree in Library Science from an ALA-accredited institution.**
2. **Experience working with the public on using technology tools.**
3. **Experience and comfort with public speaking and presenting.**
4. **Advanced knowledge of Microsoft Office tools and working in a Windows environment; familiarity with new electronics such as e-readers and tablets.**

**ADDITIONAL REQUIREMENTS**

1. If not a U.S. citizen, has a valid work permit.

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## Job Description

Job Title: Digital Services--Webmaster  
Department: Digital Services  
Reports To: Digital Services Supervisor  
Classification: Grade 4  
Status: Non-exempt

### **JOB SUMMARY**

The **Webmaster** is responsible for the Library's online presence through the website and social media outlets, working as an integral member of the Digital Services team working with patrons online and in person.

### DUTIES AND RESPONSIBILITIES

#### **A. Essential Functions**

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. **Responsible for the website's smooth functioning and clear, timely and engaging information and announcements, in collaboration with the Public Relations and Marketing Department, the Digital Services team, and other staff members.**
7. **Creates and coordinates the Library's presence on social media outlets in collaboration with the Public Relations and Marketing Department, keeping current with trends and posting consistently.**
8. **Conducts usability testing on the website and blog to ensure it is easy to use and understand for our patrons.**
9. **Develops a staff intranet in collaboration with all Library Departments, updating and maintaining the intranet as required.**
10. **Participates in presenting staff and patron training.**
11. **Participates in the Program Committee.**
12. **Represents the Library at the Webmasters Technical Group of CCS and other appointed CCS committees.**
13. **Works with Digital Services Team to design, implement and manage the Digital Media Lab; assists patrons with its use by appointment.**
14. **May work limited hours at the Tech Desk as needed.**
15. **Proactively seeks out new forms of technology products, services, software and applications, keeping current, familiar and knowledgeable with the tools our patrons are using or hearing about.**

#### **B. Secondary Functions**

- I. Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to be flexible and adaptable to new situations.
5. **Excellent ability to troubleshoot calmly, patiently and effectively.**
6. Ability to represent the Library in a professional manner.

### **PHYSICAL DEMANDS**

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

### **EDUCATION, EXPERIENCE, AND TRAINING**

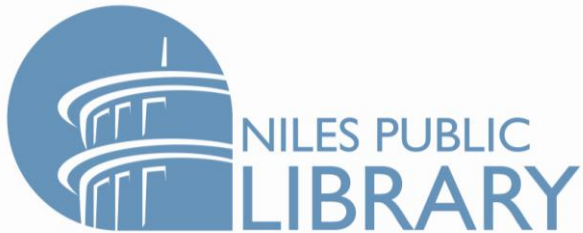
1. **Bachelors Degree.**
2. **Experience working with the public on using technology tools.**
3. **Experience and comfort with public speaking preferred.**
4. **Experience in a customer service environment preferred.**
5. **Advanced knowledge of Microsoft Office tools and working in a Windows environment.**
6. **Experience in web-based interfaces required; strong working knowledge of HTML, CSS, and Drupal preferred.**

### **ADDITIONAL REQUIREMENTS**

1. If not a U.S. citizen, has a valid work permit.

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## Job Description

Job Title: Digital Services Assistant  
Department: Digital Services  
Reports To: Digital Services Supervisor  
Classification: Grade 5  
Status: Non-exempt

### **JOB SUMMARY**

The Digital Services Assistant provides support to patrons using the technology area on the Lower Level.

### **DUTIES AND RESPONSIBILITIES**

#### **A. Essential Functions**

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. **Assists patrons with signing up for computers and study rooms.**
6. **Assists patrons with using Library computers, printers and other equipment, helping them to format documents and providing reasonable assistance in using Library software such as MS Office.**
7. **Accurately records statistics.**
8. **Monitors patron behavior on the Lower Level, addressing problems as they arise.**
9. **Proactively seeks out new forms of technology products, services, software and applications, keeping current, familiar and knowledgeable with the tools our patrons are using or hearing about.**

#### **B. Secondary Functions**

1. Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. **Familiarity with electronics such as e-readers and tablets preferred.**
6. **Ability to be flexible and adaptable to new situations.**
7. **Enthusiasm for learning new technology skills.**
8. **Ability to troubleshoot calmly, patiently and effectively.**
9. Ability to represent the Library in a professional manner.

**PHYSICAL DEMANDS**

1. Work includes prolonged sitting as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds.
3. Must park in designated areas.
4. Reasonable accommodation to these requirements will be made as needed.

**EDUCATION, EXPERIENCE, AND TRAINING**

1. **Bachelor's Degree.**
2. **Experience in a customer service environment preferred.**
3. **Any combination of education, experience, or training that satisfies the requirements of the position.**

**ADDITIONAL REQUIREMENTS**

1. If not a U.S. citizen, has a valid work permit.

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**Unfinished Business—Recommended Actions**

**C. Recommended Action on Interim Organization Chart**

MOVE the Library Board of Trustees approve the recommended interim organization chart effective July 1, 2014, to include the Digital Services Department.

**Memorandum C of Recommended Board Action**

The motion to approve the recommended interim organization chart without the Digital Services Department was approved at the Special Board Meeting on May 29, 2014, until more data was received on the creation of the Digital Services Department. The Board has received additional data to answer questions regarding the Digital Services Department.

This is the Interim Organization Chart.

