



Niles Public Library District

Regular Board Meeting

Wednesday, December 16, 2015 7:00 PM

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

December 16, 2015

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
 - A. Approve Minutes of the Truth in Taxation Public Hearing of November 18, 2015 4
 - B. Approve Minutes of the Regular Board Meeting of November 18, 2015 6
 - C. Approve Minutes of the Special Board Meeting of November 30, 2015 11
 - D. Approve the payment of the bills for operating expenses of \$177,231.29, payroll expenses of \$271,015.57, and Special Reserve expenses of \$0.00 for a total monthly expense of \$448,246.86 13
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Report 16
6. Director's Report
 - A. Highlights 33
 - B. Monthly Statistics 38
7. Communications 43
8. Committee Reports
 - A. Building and Grounds
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. Secretary's Report
 - A. A certified copy of Ordinance 15-07, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2015, and Ending June 30, 2016, together with the certification by the President of the Board certifying compliance with the Truth in Taxation Law was filed with the Cook County Clerk's office on December 8, 2015. The Ordinance was posted for public

Board Meeting Agenda - December 16, 2015

inspection.

11. New Business
 - A. Approve the recommended changes to Policy 3.05 Lending Regulations 45
 - B. Approve the recommended expenditure of \$6,450 with Meilahn Manufacturing Company for cabinet work 47
 - C. Approve the expenditure of Special Reserve Funds in the amount of (not to exceed) \$32,431.99 for the purchase of 20 patron computer laptop workstations and 1 laptop cart from Dell Computers for the Digital Services Studio B and meeting room spaces 51
 - D. Approve the Niles Public Library District 2015/2016 Salary Schedule 61
 - E. Discussion on Per Capita Application FY16 Requirements
 - 1) Report on Progress in meeting Chapter 5, "Technology," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* 64
 - 2) Library board, having previously analyzed the library's finances and fiscal climate, will identify and describe how library funds are used to support educational programs and training opportunities for patrons. The library board and staff will engage in a discussion on how the library fosters resource sharing.
12. Unfinished Business
 - A. Approve the recommended changes to Policy 4.02 Appointment
 - B. Approve the recommended changes to Policy 4.10 Leaves of Absence without Pay
 - C. Library Retirement Plan Investigation
 - 1) Review of Local Pensions
13. Executive Session-To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Niles Public Library District; to discuss minutes of closed session meetings
14. Final Action, if any, on closed session subjects
15. Other
16. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Truth in Taxation Public Hearing Minutes
November 18, 2015
6:55 PM
Large Meeting Room
6960 Oakton Street
Niles, Illinois

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

Trustees Present

Karen Dimond, Carolyn Drblik, Danette Matyas, Barbara Nakanishi, Patti Rozanski, Linda Ryan, Tim Spadoni

Library Staff Present

Susan Lempke, Greg Pritz, Diane Winberg, Dodie Frisbie, Cyndi Rademacher, Victoria Luz, David Dabrowski, Arianne Carey, Sasha Vasilic, Darlene Fox, Suzy Wulf, Deidre Winterhalter

Others Present

Igor Studenkov, *Niles Bugle*; Dennis Walsh, Attorney, Klein Thorpe and Jenkins; Niles Residents: Carol Jung, Jerry Szczepanski, Myrna and Robert Zalesny, Sam & Diane Zumpano, David Carrabotta, Mr. & Mrs. Plis, Ms. Maisel, Mrs. Schoenfeldt, Louella Preston, Christine Aragon, Joe & Mary Jo Geraghty, Jerry & Anna Siwy, Joe Makula, Andrew Arbis, Anastacia Lemperis, Lillian & Mario Roman, Stanislaw Szczygiel, Henry Galik, Andzey & Anna Winkowski, Jack Achille, Steven Yasell, Chris Hanusiak, Bella & Greg Klibauer, Andrew Beierwaltes, Jerry Cichon, Rich Gorski, Dale Zilligen, Jack Achille

Initials of those present whose names were not legible: H. Z., J. W., F. M., N. H.

Call to Order

The Truth in Taxation Public Hearing was called to order at 7:12 PM.

Roll Call

Roll call was taken by Ms. Winberg.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

Hearing of public comments regarding the 2015-16 Tax Levy of the Niles Public Library District

Ms. Ryan thanked all those in attendance. She explained the Truth in Taxation Hearing as required by Illinois State Law gives the public an opportunity to comment on the proposed tax levy. Ms. Ryan gave a brief history on the Library's tax levy since 2013. She asked that all those who wish to speak to keep a professional demeanor limiting their comments to five minutes and 30 minutes overall. At Ms. Ryan's discretion, she may terminate speakers who do not adhere to the Library's policy 3.28, Public Participation and Comment at Board Meetings.

Ms. Ryan invited each of those who signed in to speak to come up to the podium.

Residents of the Village of Niles who spoke were Steven Yasell, David Carrabotta, Chris Hanusiak, Andrew Beirwalter, Jerry Cichon, Jerry Szczepanski, Rich Gorski, Bob and Myrna Zalensy, Louella Preston, Andrzej Linkowski, Dale Zilligen, and Jack Achille.

There being no further comments, Ms. Ryan, on behalf of the Library Board of Trustees, thanked everyone for their comments and asked that the Public Hearing be adjourned.

Adjournment

Trustee Dimond motioned to adjourn the public hearing at 7:56 p.m. Trustee Spadoni seconded.

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

President

Secretary

DRAFT

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
November 18, 2015
7:00 PM
Large Meeting Room
6960 Oakton Street
Niles, Illinois

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Trustees Present

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Library Staff Present

Susan Lempke, Greg Pritz, Diane Winberg, Dodie Frisbie, Cyndi Rademacher, Victoria Luz, David Dabrowski, Arianne Carey, Sasha Vasilic, Darlene Fox, Suzy Wulf, Deidre Winterhalter

Others Present

Igor Studenkov, *Niles Bugle*; Dennis Walsh, Attorney, Klein Thorpe and Jenkins; Judy Walther, McClure, Inserra & Co., Chartered; Niles Residents: Carol Jung, Myrna and Robert Zalesny, Shirley Koenigs, Dennis Martin, Carol & Fred Disch, Louella Preston, Christine Aragon

Call to Order

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 8:07 PM.

Roll Call

The roll was taken by Ms. Winberg.

Library Audit

Ms. Walther from McClure Inserra presented the Board with highlights of the 2014/2015 audit. The Library's financial statements were given a clean opinion. Ms. Walther went on to characterize the Library's internal control system as strong and stated that no material weaknesses exist.

Consent Agenda

Trustee Nakanishi MOVED the Library Board of Trustees approve:

- A. Minutes of the Regular Board Meeting of October 21, 2015;
- B. Minutes of the Special Board Meeting of November 5, 2015;
- C. Payment of the bills for operating expenses of \$192,224.48, payroll expenses of \$269,825.31, Special Reserve expenses of \$0.00, for a total monthly expense of \$462,049.79

Trustee Dimond seconded.

Trustee Matyas asked that a correction be made to the Regular Board Meeting Minutes of October 21, 2015, Page 3 under the Discussion on the Tax Levy. The Minutes read that the Board agreed to determine the tax levy which is incorrect. Not all of the Board members agreed to this. The correction to the original minutes will be made to read "a majority of the Board agreed."

A discussion was held by Trustee Drblik on the Check Register specifically on electricity costs, the printing costs of Chapter One, and the VISA bill. Ms. Lempke agreed that Sasha Vasilic would meet with our printing vendor to go over some cost effective ideas for the printing of Chapter One. Ms. Ryan added that all invoices for the bills paid are made available for inspection in the blue bin at every Board Meeting. All checks are reviewed by the Board Treasurer prior to Board Meetings. Trustee Drblik would like to see a check register with more detailed information on the payments made to vendors.

Trustee Matyas asked on the status of finding a charge card which would offer reward points or cash back. Ms. Lempke replied that it is definitely being looked into.

Trustee Drblik explained why she will not vote to approve the payment of the bills. She informed that Board that she had contacted the Deputy Director of the Illinois State Library of Springfield regarding the Library's hiring process. According to Illinois statutes, all hires and resignations are to be approved by the Board.

Roll Call Vote: Ayes: Dimond, Nakanishi, Rozanski, Ryan. Nays: Drblik, Matyas. Motion passed.

Treasurer's Report

Review of Financial Report

The Library Board reviewed the October 2015 Treasurer's Report and narrative as prepared by Mr. Pritz.

Director's Report

Ms. Lempke presented highlights of her report. She added that the library's very generous and giving staff collected 29 gift bags of food and monetary donations for supermarket gift cards which they carried across the street to Family Services. These gift bags will be distributed to families in need within the Village for the Thanksgiving holiday. The Trustees asked that they be included for future donations. Ms. Lempke expressed her appreciation for Niles Family Services, who has been involved with Cyndi Rademacher to reach out to certain individuals who frequent the library and who were in need of some assistance. Ms. Lempke talked on the subject of video recording the meetings which she was instructed to do by the Board, but no funds were allocated for equipment and staff time. Complaints from trustees on the quality of the recordings have been received. She asked for the Board's feedback for discussion at the December meeting. Ms. Lempke reported on the implementation of the new procedures for the use of the public computers on the Lower Level.

Communications

They were included in the Board packet.

Committee Reports

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

Trustee Nakanishi reported that the committee met on November 5. Signage was discussed with possibilities of putting signage on the building and the placement of monument signs. Also discussed was the canopy over the entrance which is leaking due to the flashing which needs to be addressed.

Liaison Reports

Friends of the Library

Trustee Drblik reported that inviting volunteers to the holiday luncheon was discussed. Ms. Lempke added that she withdrew her request to the Friends to purchase travel books to update the library's collection. As in the past, the Friends have once again made a very generous donation of \$500 towards the Honor Flight.

Legislative

No report.

RAILS

No report.

Secretary's Report - No report.

New Business

Staff in Service Day

Trustee Dimond MOVED the Library Board of Trustees approve the closing of the Library for a Staff in Service day on Friday, January 22, 2016. Trustee Nakanishi seconded.

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

President Ryan asked that a 5 minute recess be taken. On a voice vote, all Trustees voted “aye”.

The meeting reconvened at 9:36 PM with all members of the Board present.

Unfinished Business

Section II—Bylaws

Trustee Dimond MOVED the Library Board of Trustees to accept the changes to Section II—Bylaws as suggested by the Library Director, Susan Lempke. Trustee Nakanishi seconded.

All of the suggested changes to the Bylaws and policies were reviewed by the Library’s attorney.

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

Section III—Administrative Services

3.02 Library Rules

Trustee Dimond MOVED the Library Board of Trustees to approve the changes to Policy 3.02 Library Rules, as presented and previously distributed by the Library Director, Susan Lempke. Trustee Nakanishi seconded.

After a discussion was held Trustee Dimond withdrew her motion. Trustee Nakanishi seconded.

Trustee Dimond MOVED the Library Board of Trustees to approve the changes as amended to Policy 3.02 Library Rules specifically the second paragraph of Item 6 which is to be deleted. Trustee Nakanishi seconded.

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

3.03 Services of the Library; 3.04 Borrowers and Borrowers’ Cards; 3.10 Bulletin Boards, Posters and Handouts; 3.11 Unattended Children

Trustee Dimond MOVED the Library Board of Trustees to approve the changes to Policies 3.03 Services of the Library; 3.04 Borrowers and Borrowers’ Cards; 3.10 Bulletin Boards, Posters and Handouts; 3.11 Unattended Children, as suggested and previously distributed by the Library Director, Susan Lempke. Trustee Spadoni seconded.

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

3.14 Meeting and Study Rooms

Trustee Dimond MOVED the Library Board of Trustees to approve the changes to Policy 3.14 Meeting and Study Rooms, as suggested and previously distributed by the Library Director, Susan Lempke. Trustee Spadoni seconded.

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

3.16 Gifts and Special Donations; 3.29 Gift, Donation, Sponsorship and Naming Rights Policy

Trustee Dimond MOVED the Library Board of Trustees to approve the changes to Policy 3.16 Gifts and Special Donations and 3.29 Gift, Donation, Sponsorship and Naming Rights Policy, as suggested and previously distributed by the Library Director, Susan Lempke. Trustee Nakanishi seconded.

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

3.30 Freedom of Information Act Practices and Procedures Policy

Trustee Dimond MOVED the Library Board of Trustees to approve the changes to Policy 3.30 Freedom of Information Act Practices and Procedures, as suggested and previously distributed by the Library Director, Susan Lempke. Trustee Spadoni seconded.

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

Section IV-Personnel Policies

4.02 Appointment

Trustee Spadoni MOVED the Library Board of Trustees to approve the changes to Policy 4.02 Appointment, as presented and previously distributed by the Library Director, Susan Lempke. Trustee Dimond seconded.

Ms. Lempke distributed a handout based on a question asked on the RAILS Fast Facts regarding whether Boards at other libraries play a role in hiring. All 42 of the responding libraries said they do not play a role in hiring.

Discussion was held on the Library's current process for hiring. Trustee Drblik informed the Board that the current hiring process goes against Illinois State Library statutes. The Library Attorney suggested that he research cases where the language of the statutes was interpreted and what the requirements were to make the determination. Trustee Dimond suggested that the motion be tabled until the next regular board meeting. Trustee Nakanishi seconded. On a voice vote, all were in favor.

4.06 Sick Leave

Trustee Dimond MOVED the Library Board of Trustees to approve Policy 4.06 Sick Leave, as presented and previously distributed by the Library Director, Susan Lempke. Trustee Rozanski seconded.

Roll Call Vote: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nay: None. Motion passed.

4.08 Vacation Allowances

Trustee Nakanishi MOVED the Library Board of Trustees to approve the changes to Policy 4.08 Vacation Allowances, as presented and previously distributed by the Library Director, Susan Lempke. Trustee Spadoni seconded.

Roll Call Vote: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nay: None. Motion passed.

4.10 Leaves of Absence without Pay

Trustee Dimond MOVED the Library Board of Trustees to approve the changes to Policy 4.10 Leaves of Absence without Pay, as presented and previously distributed by the Library Director, Susan Lempke. Trustee Spadoni seconded.

Discussion was held. Mr. Walsh suggested that more research be made on the policy for a leave of absence for those who need to care for a family member in active military duty. Trustee Nakanishi suggested that the motion be tabled until the next regular board meeting. Trustee Spadoni seconded. All were in favor.

4.13 Attendance at Professional Meetings; 4.14 Travel Expenses

Trustee Dimond MOVED the Library Board of Trustees to approve the changes to Policy 4.13 Attendance at Professional Meetings and Policy 4.14 Travel Expenses, as presented and previously distributed by the Library Director, Susan Lempke. Trustee Spadoni seconded.

Roll Call Vote: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nay: None. Motion passed.

4.15 Electronic Communications Use

Trustee Dimond MOVED the Library Board of Trustees to approve the changes to Policy 4.15 Electronic Communications Use, as presented and previously distributed by the Library Director, Susan Lempke. Trustee Rozanski seconded.

Roll Call Vote: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nay: None. Motion passed.

Executive Session

Trustee Rozanski MOVED 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; to discuss minutes of closed session meetings. Trustee Spadoni seconded.

Roll Call Vote: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nay: None. Motion passed.

Executive session began at 10:40 PM. Executive session ended at 10:42 PM.

The Regular Board Meeting resumed at 10:43 PM with all members of the Board present.

Public Comment

There was none.

Other

There was none.

Adjournment

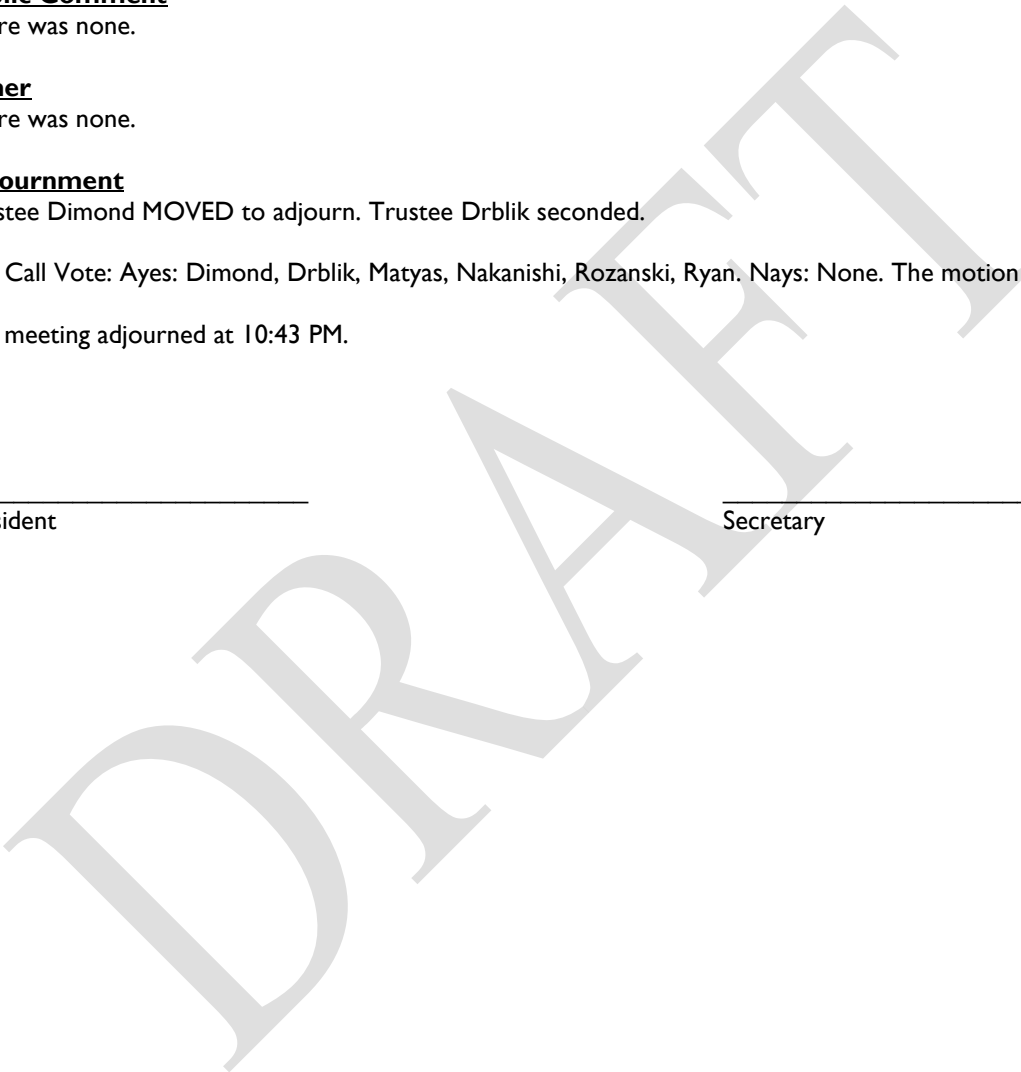
Trustee Dimond MOVED to adjourn. Trustee Drblik seconded.

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

The meeting adjourned at 10:43 PM.

President

Secretary



**NILES PUBLIC LIBRARY DISTRICT
Special Board Meeting Minutes
November 30, 2015
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois**

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

Trustees Present

Karen Dimond, Carolyn Drblik, Danette Matyas, Barbara Nakanishi, Patti Rozanski, Linda Ryan, Tim Spadoni

Library Staff Present

Susan Lempke, Suzy Wulf, Dodie Frisbie

Others Present

Dennis Walsh, Klein, Thorpe & Jenkins; Tom Robb, *Journal News & Topics*; Igor Studenkov, *Niles Bugle*; Niles Residents: Diane & Sam Zumpano, Jerry Szczepanski, Bob, Myrna & Katie Zalesny, Jack Achille, Dennis Martin, Mark Gittings, Carol Jung, Chris Hanusiak, David Carrobotta; Vince Sanfratello

Call to Order

The Special Board Meeting of the Niles Public Library Board of Trustees was called to order at 7:00 PM.

Roll Call

Roll call was taken by Ms. Lempke.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

President Ryan read a statement explaining the need for the \$800,000 tax levy increase. She then went around the table giving each Trustee an opportunity to speak.

Adopt Tax Levy Ordinance 15-07

Trustee Dimond MOVED the Library Board of Trustees adopt Ordinance 15-07, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016. Trustee Nakanishi seconded.

Roll Call Vote: Dimond, Nakanishi, Rozanski, Ryan, Spadoni. Nays: Drblik, Matyas. Motion passed.

Public Comment

President Ryan invited those from the public who signed in to speak. Ms. Ryan informed them that they have a limit of 5 minutes each to speak with an overall total of 30 minutes for public comments as stated in the Library's policy.

Residents of the Village of Niles who spoke were Jerry Szczepanski, Richard Gorski, Dennis Martin, Bob Zalesny, Mark Gittings, David Carrabotta, Sam Zumpano, Chris Hanusiak, and Myrna Zalesny. A letter from resident Katie Zalesny was read by Mr. Carrabotta.

Other

There was none.

Adjournment

Trustee Dimond MOVED to adjourn. Trustee Rozanski seconded.

Roll call vote: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. No nays. Motion carried.

The meeting ended at 8:10 PM

President

Secretary

DRAFT

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73010	Accounts Payable	Computer Check	12/16/2015	3M	\$0.00	\$993.22	(\$993.22)	Outstanding	12/31/2015
73011	Accounts Payable	Computer Check	12/16/2015	AFLAC	\$0.00	\$324.74	(\$1,317.96)	Outstanding	12/31/2015
73012	Accounts Payable	Computer Check	12/16/2015	ALLIANCE ENTERTAINMENT	\$0.00	\$521.78	(\$1,839.74)	Outstanding	12/31/2015
73013	Accounts Payable	Computer Check	12/16/2015	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$709.00	(\$2,548.74)	Outstanding	12/31/2015
73014	Accounts Payable	Computer Check	12/16/2015	ELVA ARREOLA	\$0.00	\$150.00	(\$2,698.74)	Outstanding	12/31/2015
73015	Accounts Payable	Computer Check	12/16/2015	ASSA ABLOY ENTRANCE SYSTEM	\$0.00	\$418.00	(\$3,116.74)	Outstanding	12/31/2015
73016	Accounts Payable	Computer Check	12/16/2015	AT&T	\$0.00	\$43.47	(\$3,160.21)	Outstanding	12/31/2015
73017	Accounts Payable	Computer Check	12/16/2015	AT&T	\$0.00	\$428.49	(\$3,588.70)	Outstanding	12/31/2015
73018	Accounts Payable	Computer Check	12/16/2015	BAKER & TAYLOR	\$0.00	\$26.39	(\$3,615.09)	Outstanding	12/31/2015
73019	Accounts Payable	Computer Check	12/16/2015	BLACKBAUD	\$0.00	\$4,780.78	(\$8,395.87)	Outstanding	12/31/2015
73020	Accounts Payable	Computer Check	12/16/2015	DONNA BLOCK	\$0.00	\$1,441.22	(\$9,837.09)	Outstanding	12/31/2015
73021	Accounts Payable	Computer Check	12/16/2015	BRODART CO.	\$0.00	\$72.03	(\$9,909.12)	Outstanding	12/31/2015
73022	Accounts Payable	Computer Check	12/16/2015	BUTLER CHEMICAL CO., INC.	\$0.00	\$462.60	(\$10,371.72)	Outstanding	12/31/2015
73023	Accounts Payable	Computer Check	12/16/2015	C. ACITELLI HEATING & PIPING	\$0.00	\$1,633.53	(\$12,005.25)	Outstanding	12/31/2015
73024	Accounts Payable	Computer Check	12/16/2015	CALL ONE	\$0.00	\$945.69	(\$12,950.94)	Outstanding	12/31/2015
73025	Accounts Payable	Computer Check	12/16/2015	CDW GOVERNMENT, INC.	\$0.00	\$4,472.18	(\$17,423.12)	Outstanding	12/31/2015
73026	Accounts Payable	Computer Check	12/16/2015	CENGAGE LEARNING, INC.	\$0.00	\$3,287.43	(\$20,710.55)	Outstanding	12/31/2015
73027	Accounts Payable	Computer Check	12/16/2015	CENTER POINT LARGE PRINT	\$0.00	\$302.58	(\$21,013.13)	Outstanding	12/31/2015
73028	Accounts Payable	Computer Check	12/16/2015	CHICAGO JEWISH STAR	\$0.00	\$46.00	(\$21,059.13)	Outstanding	12/31/2015
73029	Accounts Payable	Computer Check	12/16/2015	CHILUG	\$0.00	\$50.00	(\$21,109.13)	Outstanding	12/31/2015
73030	Accounts Payable	Computer Check	12/16/2015	CHRIS' LANDSCAPE, INC.	\$0.00	\$430.00	(\$21,539.13)	Outstanding	12/31/2015
73031	Accounts Payable	Computer Check	12/16/2015	CINTAS CORPORATION LOC. 769	\$0.00	\$495.12	(\$22,034.25)	Outstanding	12/31/2015
73032	Accounts Payable	Computer Check	12/16/2015	COMED	\$0.00	\$8,453.67	(\$30,487.92)	Outstanding	12/31/2015
73033	Accounts Payable	Computer Check	12/16/2015	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$30,987.92)	Outstanding	12/31/2015
73034	Accounts Payable	Computer Check	12/16/2015	COOPERATIVE COMPUTER SERV	\$0.00	\$5,792.97	(\$36,780.89)	Outstanding	12/31/2015
73035	Accounts Payable	Computer Check	12/16/2015	CECILIA CYGNAR	\$0.00	\$33.50	(\$36,814.39)	Outstanding	12/31/2015
73036	Accounts Payable	Computer Check	12/16/2015	DEMCO	\$0.00	\$2,878.49	(\$39,692.88)	Outstanding	12/31/2015
73037	Accounts Payable	Computer Check	12/16/2015	EBSCO INFORMATION SERVICES	\$0.00	\$22,586.00	(\$62,278.88)	Outstanding	12/31/2015
73038	Accounts Payable	Computer Check	12/16/2015	EDC EDUCATIONAL SERVICES	\$0.00	\$272.57	(\$62,551.45)	Outstanding	12/31/2015
73039	Accounts Payable	Computer Check	12/16/2015	FIFTH THIRD BANK	\$0.00	\$2,068.24	(\$64,619.69)	Outstanding	12/31/2015
73040	Accounts Payable	Computer Check	12/16/2015	FLEXSOURCE, LLC	\$0.00	\$359.00	(\$64,978.69)	Outstanding	12/31/2015
73041	Accounts Payable	Computer Check	12/16/2015	DARLENE FOX	\$0.00	\$56.59	(\$65,035.28)	Outstanding	12/31/2015
73042	Accounts Payable	Computer Check	12/16/2015	DOROTHEA FRISBIE	\$0.00	\$52.61	(\$65,087.89)	Outstanding	12/31/2015
73043	Accounts Payable	Computer Check	12/16/2015	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,943.11	(\$68,031.00)	Outstanding	12/31/2015
73044	Accounts Payable	Computer Check	12/16/2015	GENESIS TECHNOLOGIES, INC.	\$0.00	\$3,562.38	(\$71,593.38)	Outstanding	12/31/2015
73045	Accounts Payable	Computer Check	12/16/2015	LESLIE GODDARD	\$0.00	\$275.00	(\$71,868.38)	Outstanding	12/31/2015
73046	Accounts Payable	Computer Check	12/16/2015	DEBORAH GRAHAM	\$0.00	\$40.98	(\$71,909.36)	Outstanding	12/31/2015
73047	Accounts Payable	Computer Check	12/16/2015	GRAINGER	\$0.00	\$242.44	(\$72,151.80)	Outstanding	12/31/2015
73048	Accounts Payable	Computer Check	12/16/2015	GROOT INDUSTRIES, INC.	\$0.00	\$233.47	(\$72,385.27)	Outstanding	12/31/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73049	Accounts Payable	Computer Check	12/16/2015	DINA GULEVSKY	\$0.00	\$14.99	(\$72,400.26)	Outstanding	12/31/2015
73050	Accounts Payable	Computer Check	12/16/2015	HEALTHCARE SERVICE CORPOR	\$0.00	\$40,901.35	(\$113,301.61)	Outstanding	12/31/2015
73051	Accounts Payable	Computer Check	12/16/2015	INGRAM LIBRARY SERVICES	\$0.00	\$12,446.39	(\$125,748.00)	Outstanding	12/31/2015
73052	Accounts Payable	Computer Check	12/16/2015	IRON MOUNTAIN	\$0.00	\$121.99	(\$125,869.99)	Outstanding	12/31/2015
73053	Accounts Payable	Computer Check	12/16/2015	ISLMA	\$0.00	\$10.00	(\$125,879.99)	Outstanding	12/31/2015
73054	Accounts Payable	Computer Check	12/16/2015	THE JOURNAL & TOPICS	\$0.00	\$304.76	(\$126,184.75)	Outstanding	12/31/2015
73055	Accounts Payable	Computer Check	12/16/2015	STEVE JUSTMAN	\$0.00	\$175.00	(\$126,359.75)	Outstanding	12/31/2015
73056	Accounts Payable	Computer Check	12/16/2015	KHMPLASTICS	\$0.00	\$270.58	(\$126,630.33)	Outstanding	12/31/2015
73057	Accounts Payable	Computer Check	12/16/2015	JAMIE KING	\$0.00	\$57.16	(\$126,687.49)	Outstanding	12/31/2015
73058	Accounts Payable	Computer Check	12/16/2015	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$2,677.40	(\$129,364.89)	Outstanding	12/31/2015
73059	Accounts Payable	Computer Check	12/16/2015	KONICA MINOLTA BUSINESS SO	\$0.00	\$723.99	(\$130,088.88)	Outstanding	12/31/2015
73060	Accounts Payable	Computer Check	12/16/2015	KOREAN BOOKS	\$0.00	\$546.17	(\$130,635.05)	Outstanding	12/31/2015
73061	Accounts Payable	Computer Check	12/16/2015	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$130,785.05)	Outstanding	12/31/2015
73062	Accounts Payable	Computer Check	12/16/2015	LACONI, INC.	\$0.00	\$100.00	(\$130,885.05)	Outstanding	12/31/2015
73063	Accounts Payable	Computer Check	12/16/2015	MEGAN LAY	\$0.00	\$21.99	(\$130,907.04)	Outstanding	12/31/2015
73064	Accounts Payable	Computer Check	12/16/2015	EDYTA LEGIEC	\$0.00	\$200.00	(\$131,107.04)	Outstanding	12/31/2015
73065	Accounts Payable	Computer Check	12/16/2015	SUSAN LEMPKE	\$0.00	\$39.71	(\$131,146.75)	Outstanding	12/31/2015
73066	Accounts Payable	Computer Check	12/16/2015	LIBRARIES FIRST	\$0.00	\$555.00	(\$131,701.75)	Outstanding	12/31/2015
73067	Accounts Payable	Computer Check	12/16/2015	KAREN LUSTER	\$0.00	\$175.00	(\$131,876.75)	Outstanding	12/31/2015
73068	Accounts Payable	Computer Check	12/16/2015	MAINE TOWNSHIP MAINESTREA	\$0.00	\$250.00	(\$132,126.75)	Outstanding	12/31/2015
73069	Accounts Payable	Computer Check	12/16/2015	JUDITH MCNULTY	\$0.00	\$37.83	(\$132,164.58)	Outstanding	12/31/2015
73070	Accounts Payable	Computer Check	12/16/2015	CHARLES MCQUILLAN	\$0.00	\$1,200.00	(\$133,364.58)	Outstanding	12/31/2015
73071	Accounts Payable	Computer Check	12/16/2015	MENARDS	\$0.00	\$332.91	(\$133,697.49)	Outstanding	12/31/2015
73072	Accounts Payable	Computer Check	12/16/2015	MIDWEST TAPE	\$0.00	\$4,058.40	(\$137,755.89)	Outstanding	12/31/2015
73073	Accounts Payable	Computer Check	12/16/2015	MARY MILLER	\$0.00	\$111.95	(\$137,867.84)	Outstanding	12/31/2015
73074	Accounts Payable	Computer Check	12/16/2015	MULTICULTURAL BOOKS & VID	\$0.00	\$496.12	(\$138,363.96)	Outstanding	12/31/2015
73075	Accounts Payable	Computer Check	12/16/2015	NICOR GAS	\$0.00	\$533.15	(\$138,897.11)	Outstanding	12/31/2015
73076	Accounts Payable	Computer Check	12/16/2015	NILES CHAMBER OF COMMERCE	\$0.00	\$870.00	(\$139,767.11)	Outstanding	12/31/2015
73077	Accounts Payable	Computer Check	12/16/2015	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$140,648.11)	Outstanding	12/31/2015
73078	Accounts Payable	Computer Check	12/16/2015	CORNELIUS M. O'SHEA	\$0.00	\$133.08	(\$140,781.19)	Outstanding	12/31/2015
73079	Accounts Payable	Computer Check	12/16/2015	OMNIGRAPHICS, INC.	\$0.00	\$163.70	(\$140,944.89)	Outstanding	12/31/2015
73080	Accounts Payable	Computer Check	12/16/2015	OVERDRIVE, INC.	\$0.00	\$5,222.44	(\$146,167.33)	Outstanding	12/31/2015
73081	Accounts Payable	Computer Check	12/16/2015	PENGUIN RANDOM HOUSE LLC	\$0.00	\$69.00	(\$146,236.33)	Outstanding	12/31/2015
73082	Accounts Payable	Computer Check	12/16/2015	PETERS & ASSOCIATES, INC.	\$0.00	\$175.00	(\$146,411.33)	Outstanding	12/31/2015
73083	Accounts Payable	Computer Check	12/16/2015	PETTY CASH	\$0.00	\$32.02	(\$146,443.35)	Outstanding	12/31/2015
73084	Accounts Payable	Computer Check	12/16/2015	PIONEER PRESS	\$0.00	\$48.36	(\$146,491.71)	Outstanding	12/31/2015
73085	Accounts Payable	Computer Check	12/16/2015	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$543.90	(\$147,035.61)	Outstanding	12/31/2015
73086	Accounts Payable	Computer Check	12/16/2015	PLIC - SBD GRAND ISLAND	\$0.00	\$1,589.83	(\$148,625.44)	Outstanding	12/31/2015
73087	Accounts Payable	Computer Check	12/16/2015	POLONIA BOOKSTORE, INC.	\$0.00	\$869.09	(\$149,494.53)	Outstanding	12/31/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73088	Accounts Payable	Computer Check	12/16/2015	JOHN RADZKO	\$0.00	\$15.54	(\$149,510.07)	Outstanding	12/31/2015
73089	Accounts Payable	Computer Check	12/16/2015	RAILS	\$0.00	\$82.50	(\$149,592.57)	Outstanding	12/31/2015
73090	Accounts Payable	Computer Check	12/16/2015	RECORDED BOOKS, LLC	\$0.00	\$144.21	(\$149,736.78)	Outstanding	12/31/2015
73091	Accounts Payable	Computer Check	12/16/2015	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$150,286.78)	Outstanding	12/31/2015
73092	Accounts Payable	Computer Check	12/16/2015	SIMPLY CHARLOTTE MASON	\$0.00	\$135.60	(\$150,422.38)	Outstanding	12/31/2015
73093	Accounts Payable	Computer Check	12/16/2015	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$150,536.38)	Outstanding	12/31/2015
73094	Accounts Payable	Computer Check	12/16/2015	JANET R. STALLMAN	\$0.00	\$20.00	(\$150,556.38)	Outstanding	12/31/2015
73095	Accounts Payable	Computer Check	12/16/2015	STERLING NETWORK INTEGRATI	\$0.00	\$4,295.75	(\$154,852.13)	Outstanding	12/31/2015
73096	Accounts Payable	Computer Check	12/16/2015	TYCO INTEGRATED SECURITY L	\$0.00	\$309.55	(\$155,161.68)	Outstanding	12/31/2015
73097	Accounts Payable	Computer Check	12/16/2015	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$320.00	(\$155,481.68)	Outstanding	12/31/2015
73098	Accounts Payable	Computer Check	12/16/2015	VILLAGE OF NILES	\$0.00	\$769.20	(\$156,250.88)	Outstanding	12/31/2015
73099	Accounts Payable	Computer Check	12/16/2015	VISA	\$0.00	\$3,932.72	(\$160,183.60)	Outstanding	12/31/2015
73100	Accounts Payable	Computer Check	12/16/2015	VISION SERVICE PLAN OF ILLINO	\$0.00	\$590.22	(\$160,773.82)	Outstanding	12/31/2015
73101	Accounts Payable	Computer Check	12/16/2015	VOCAL GYMNASIUM	\$0.00	\$200.00	(\$160,973.82)	Outstanding	12/31/2015
73102	Accounts Payable	Computer Check	12/16/2015	WESTON WOODS STUDIOS	\$0.00	\$258.55	(\$161,232.37)	Outstanding	12/31/2015
73103	Accounts Payable	Computer Check	12/16/2015	DEIDRE K. WINTERHALTER	\$0.00	\$199.18	(\$161,431.55)	Outstanding	12/31/2015
73104	Accounts Payable	Computer Check	12/16/2015	SUZANNE WULF	\$0.00	\$37.66	(\$161,469.21)	Outstanding	12/31/2015
73105	Accounts Payable	Computer Check	12/16/2015	X-PERT LANDSCAPING INC.	\$0.00	\$350.00	(\$161,819.21)	Outstanding	12/31/2015
73106	Accounts Payable	Computer Check	12/16/2015	BETTY ZHAN	\$0.00	\$41.75	(\$161,860.96)	Outstanding	12/31/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$161,860.96)
Total Payments:	(\$161,860.96)
Total Change in Register Balance:	(\$161,860.96)

Niles Public Library District

Balance Sheet

November 30, 2015

	GENERAL FUND 11/30/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$2,190,403)	\$478,348	\$1,777,844	\$65,790
Cash-Imprest	\$874			\$874
Cash-Flexible Spending Account	\$8,826			\$8,826
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$1,588,145			\$1,588,145
Illinois Funds E pay fines	\$115,048			\$115,048
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$7,306,000			\$7,306,000
Investments Money Market-Fifth Third Bank	\$161,917			\$161,917
Total Cash and Investments	\$6,990,833	\$478,348	\$1,777,844	\$9,247,026
Receivables				
Property Tax Receivable, net	\$2,581,494	\$97,345		\$2,678,839
Replacement Tax Receivable	\$24,126			\$24,126
Total Receivables	\$2,605,620	\$97,345	\$0	\$2,702,965
Total Assets	\$9,596,454	\$575,693	\$1,777,844	\$11,949,991

Niles Public Library District

Balance Sheet

November 30, 2015

	GENERAL FUND 11/30/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$153,680	\$6,112	\$0	\$159,793
Accounts Payable-Friends of the Library	\$6,324			\$6,324
Payroll Clearing	\$14,279			\$14,279
Accrued Expenses	\$41,365			\$41,365
Deferred Revenues	\$2,581,464	\$97,375		\$2,678,839
Total Liabilities	\$2,797,113	\$103,487	\$0	\$2,900,600
 Fund Balance				
Fund Balance	\$6,799,341	\$472,206	\$1,777,844	\$9,049,391
Total Fund Balance	\$6,799,341	\$472,206	\$1,777,844	\$9,049,391
Total Liabilities and Fund Balance	\$9,596,454	\$575,693	\$1,777,844	\$11,949,991

Niles Public Library District
Income Statement-Consolidated

November 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$2,734,534	\$2,783,691	(\$49,157)	\$5,922,747	46%
Replacement Taxes				\$51,631	\$65,800	(\$14,169)	\$140,000	37%
Per Capita Grant							\$71,605	
Grants-Other							\$1,000	
Investment Income	\$11,837	\$5,000	\$6,837	\$24,775	\$25,000	(\$225)	\$60,000	41%
Fines	\$5,016	\$4,167	\$850	\$21,476	\$20,833	\$643	\$50,000	43%
Lost Books	\$864	\$625	\$239	\$4,393	\$3,125	\$1,268	\$7,500	59%
Pay For Print	(\$14)	\$1,667	(\$1,681)	\$6,215	\$8,333	(\$2,118)	\$20,000	31%
Flash Drive & Ear Bud Sales	\$18		\$18	\$56		\$56		
Commissions & Fees	(\$8)		(\$8)	\$5		\$5		
Donations-Friends of the Library					\$1,400	(\$1,400)	\$1,400	
Donations	\$3,216		\$3,216	\$3,216		\$3,216		
Miscellaneous		\$113	(\$113)	\$125	\$563	(\$438)	\$1,350	9%
Total Revenues	\$20,928	\$11,571	\$9,357	\$2,846,427	\$2,908,745	(\$62,318)	\$6,275,602	45%
Expenditures								
Salaries								
Library Director	\$10,167	\$10,201	\$34	\$50,833	\$51,005	\$171	\$122,411	42%
Payroll-Department Managers	\$13,727	\$14,770	\$1,043	\$69,450	\$73,848	\$4,398	\$177,235	39%
Payroll-Division Supervisors	\$34,981	\$36,155	\$1,174	\$160,267	\$180,774	\$20,507	\$433,857	37%
Payroll-Librarian I	\$96,027	\$97,093	\$1,065	\$473,098	\$485,463	\$12,364	\$1,165,110	41%
Payroll-Library Grade V	\$57,680	\$61,118	\$3,437	\$275,044	\$305,588	\$30,544	\$733,412	38%
Payroll-Library Grade VI	\$25,365	\$27,709	\$2,344	\$108,282	\$138,546	\$30,263	\$332,510	33%
Payroll-Library Pages	\$9,643	\$10,194	\$551	\$38,108	\$50,969	\$12,861	\$122,326	31%
Payroll-Sundays	\$6,699	\$6,833	\$134	\$34,829	\$34,167	(\$662)	\$82,000	42%
Adjustments		\$833	\$833		\$4,167	\$4,167	\$10,000	
Substitutes	\$3,079	\$667	(\$2,413)	\$10,518	\$3,333	(\$7,185)	\$8,000	131%
Total Salaries	\$257,367	\$265,572	\$8,204	\$1,220,430	\$1,327,859	\$107,429	\$3,186,861	38%

Niles Public Library District Income Statement-Consolidated

November 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$14,874	\$13,417	(\$1,458)	\$68,077	\$67,083	(\$994)	\$161,000	42%
Books-Youth Services	\$2,113	\$6,250	\$4,137	\$21,598	\$31,250	\$9,652	\$75,000	29%
Books-Teen	\$552	\$1,250	\$698	\$5,587	\$6,250	\$663	\$15,000	37%
Downloadables	\$5,312	\$6,667	\$1,354	\$38,411	\$33,333	(\$5,077)	\$80,000	48%
Periodicals	\$423	\$2,667	\$2,243	\$10,669	\$13,333	\$2,664	\$32,000	33%
AV-Adult	\$2,965	\$10,000	\$7,035	\$37,248	\$50,000	\$12,752	\$120,000	31%
AV-Youth Services	\$2,590	\$3,542	\$951	\$11,640	\$17,708	\$6,068	\$42,500	27%
AV-Teen	\$682	\$1,000	\$318	\$3,841	\$5,000	\$1,159	\$12,000	32%
Online Databases	\$22,669	\$16,667	(\$6,002)	\$146,717	\$83,333	(\$63,383)	\$200,000	73%
Total Library Materials	\$52,181	\$61,458	\$9,277	\$343,788	\$307,292	(\$36,496)	\$737,500	47%
Library Operating Expenditures								
CCS Charges	\$4,814	\$6,667	\$1,853	\$30,957	\$33,333	\$2,376	\$80,000	39%
Processing & Supplies	\$3,632	\$1,667	(\$1,965)	\$6,618	\$8,333	\$1,716	\$20,000	33%
Internet Charges	\$1,247	\$1,375	\$128	\$5,918	\$6,875	\$957	\$16,500	36%
Software, Licenses	\$11,075	\$5,819	(\$5,256)	\$16,369	\$29,093	\$12,724	\$69,823	23%
Printing	\$149	\$3,971	\$3,822	\$8,579	\$19,854	\$11,275	\$47,650	18%
Library Supplies	\$1,816	\$1,067	(\$749)	\$8,413	\$5,333	(\$3,080)	\$12,800	66%
Programming & Support-Adult	\$2,040	\$2,417	\$377	\$6,405	\$12,083	\$5,678	\$29,000	22%
Programming & Support-Juvenile	\$421	\$3,167	\$2,746	\$13,660	\$15,833	\$2,174	\$38,000	36%
Programming & Support-Joint	\$500	\$933	\$433	\$678	\$4,667	\$3,988	\$11,200	6%
Programming & Support-Teen	\$384	\$667	\$282	\$3,559	\$3,333	(\$226)	\$8,000	44%
Public Performing Rights				\$1,407	\$1,400	(\$7)	\$1,400	101%
Computer Charges OCLC	\$979	\$958	(\$21)	\$4,897	\$4,792	(\$105)	\$11,500	43%
Miscellaneous	\$122	\$83	(\$39)	\$1,317	\$417	(\$900)	\$1,000	132%
Per Capita Grant Expenditures	\$3,807		(\$3,807)	\$9,607		(\$9,607)	\$71,605	13%
Grant - Other Expenditures		\$83	\$83		\$417	\$417	\$1,000	
Volunteers	\$50	\$125	\$75	\$290	\$625	\$335	\$1,500	19%
Total Library Operating Expenditures	\$31,036	\$28,998	(\$2,038)	\$118,674	\$146,389	\$27,714	\$420,978	28%

General and Administration

Niles Public Library District Income Statement-Consolidated

November 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Janitorial Supplies	\$1,537	\$2,804	\$1,267	\$14,856	\$14,021	(\$835)	\$33,650	44%
Copiers	\$724	\$833	\$109	\$3,885	\$4,167	\$282	\$10,000	39%
Professional Development	\$1,622	\$3,272	\$1,650	\$18,175	\$16,358	(\$1,817)	\$39,259	46%
Mileage	\$729	\$317	(\$413)	\$1,490	\$1,583	\$93	\$3,800	39%
Professional Collection		\$63	\$63	\$209	\$313	\$104	\$750	28%
Legal Fees	\$2,677	\$2,500	(\$177)	\$8,167	\$12,500	\$4,333	\$30,000	27%
Consultants		\$5,792	\$5,792	\$4,343	\$28,958	\$24,616	\$69,500	6%
Kitchen Supplies		\$125	\$125	\$261	\$625	\$364	\$1,500	17%
Promotional Expense	\$330	\$2,142	\$1,812	\$3,732	\$10,710	\$6,977	\$25,703	15%
Office Supplies	\$4,806	\$2,083	(\$2,722)	\$13,652	\$10,417	(\$3,235)	\$25,000	55%
Postage & Freight	\$547	\$1,500	\$953	\$7,768	\$7,500	(\$268)	\$18,000	43%
Publication of Notices-Advertisements	\$305	\$100	(\$205)	\$1,342	\$500	(\$842)	\$1,200	112%
Subscriptions & Dues	\$1,379	\$714	(\$665)	\$4,628	\$3,569	(\$1,059)	\$8,565	54%
Collection Services	(\$48)	\$83	\$131	\$174	\$417	\$243	\$1,000	17%
Telephone	\$946	\$1,375	\$429	\$5,367	\$6,875	\$1,508	\$16,500	33%
Trustee Expense	\$302	\$833	\$531	(\$85)	\$4,167	\$4,252	\$10,000	(1)%
Payroll Service	\$1,179	\$1,083	(\$95)	\$5,246	\$5,417	\$171	\$13,000	40%
Bank Fees	\$245	\$275	\$30	\$1,340	\$1,375	\$35	\$3,300	41%
Parking Lease	\$881	\$881		\$4,405	\$4,405		\$10,572	42%
Total General and Administration	\$18,161	\$26,775	\$8,614	\$98,954	\$133,874	\$34,920	\$321,299	31%
Vehicle Operation								
Gas, Oil, Grease	(\$45)	\$83	\$128	\$122	\$417	\$294	\$1,000	12%
Repairs & Maintenance	\$180	\$150	(\$30)	\$1,355	\$750	(\$605)	\$1,800	75%
Miscellaneous		\$8	\$8		\$42	\$42	\$100	
Auto Insurance				\$1,435	\$1,435		\$1,435	100%
Total Vehicle Operation	\$135	\$242	\$106	\$2,912	\$2,643	(\$269)	\$4,335	67%
Employee Fringe Benefits								
Deferred Compensation	\$13,585	\$14,583	\$998	\$67,850	\$72,917	\$5,066	\$175,000	39%
Group Health	\$33,931	\$32,500	(\$1,431)	\$167,088	\$162,500	(\$4,588)	\$390,000	43%
Health Reimbursement Account	\$518	\$5,500	\$4,982	\$7,822	\$27,500	\$19,678	\$66,000	12%

Niles Public Library District Income Statement-Consolidated

November 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Dental	\$1,034	\$1,667	\$632	\$3,216	\$8,333	\$5,117	\$20,000	16%
Vision	\$509	\$583	\$75	\$2,439	\$2,917	\$478	\$7,000	35%
FSA fee	\$55	\$100	\$45	\$575	\$500	(\$75)	\$1,200	48%
Life, LTD, AD&D, STD	\$1,590	\$1,500	(\$90)	\$7,401	\$7,500	\$99	\$18,000	41%
Total Employee Fringe Benefits	\$51,222	\$56,433	\$5,211	\$256,390	\$282,167	\$25,776	\$677,200	38%
Utilities								
Gas	\$533	\$1,250	\$717	\$1,348	\$6,250	\$4,902	\$15,000	9%
Electric	\$8,454	\$8,333	(\$120)	\$46,530	\$41,667	(\$4,864)	\$100,000	47%
Water	\$769	\$667	(\$103)	\$3,987	\$3,333	(\$653)	\$8,000	50%
Total Utilities	\$9,756	\$10,250	\$494	\$51,865	\$51,250	(\$615)	\$123,000	42%
Capital Expenditures								
Special Reserve - Equipment		\$41,417	\$41,417	\$30,170	\$207,083	\$176,914	\$497,000	6%
Total Capital Expenditures	\$0	\$41,417	\$41,417	\$30,170	\$207,083	\$176,914	\$497,000	6%
Audit								
Audit Expense		\$14,500	\$14,500	\$9,500	\$14,500	\$5,000	\$14,500	66%
Total Audit Expenditures	\$0	\$14,500	\$14,500	\$9,500	\$14,500	\$5,000	\$14,500	66%
Liability Insurance								
Liability Insurance				\$28,544	\$28,544		\$28,544	100%
Total Liability Expenditures	\$0	\$0	\$0	\$28,544	\$28,544	\$0	\$28,544	100%
Social Security								
Social Security	\$20,151	\$20,000	(\$151)	\$99,717	\$100,000	\$283	\$240,000	42%
Total Social Security Expenditures	\$20,151	\$20,000	(\$151)	\$99,717	\$100,000	\$283	\$240,000	42%
Workers' Compensation								
Workers' Compensation				\$21,303	\$21,524	\$221	\$21,524	99%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$21,303	\$21,524	\$221	\$21,524	99%

Niles Public Library District
Income Statement-Consolidated

November 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Unemployment Compensation								
Unemployment Compensation	\$394	\$1,250	\$856	\$3,000	\$6,250	\$3,250	\$15,000	20%
Total Unemployment Compensation Expenditures	\$394	\$1,250	\$856	\$3,000	\$6,250	\$3,250	\$15,000	20%
Building & Equipment Maintenance								
Repairs & Improvements	\$2,834	\$3,975	\$1,141	\$27,840	\$19,875	(\$7,965)	\$47,700	58%
Contractual Maintenance	\$2,160	\$3,524	\$1,364	\$16,619	\$17,619	\$1,000	\$42,285	39%
Non-Contractual Maintenance	\$233	\$1,283	\$1,050	\$4,892	\$6,417	\$1,525	\$15,400	32%
Equipment Maintenance	\$885	\$3,013	\$2,127	\$12,307	\$15,063	\$2,756	\$36,150	34%
Non Capital Expenses		\$2,417	\$2,417	\$6,297	\$12,083	\$5,786	\$29,000	22%
Furniture & Fixtures		\$3,317	\$3,317	\$7,045	\$16,583	\$9,538	\$39,800	18%
Total Building & Equipment Maintenance Expenditures	\$6,112	\$17,528	\$11,416	\$75,000	\$87,640	\$12,639	\$210,335	36%
Total Expenditures	\$446,517	\$544,422	\$97,905	\$2,360,247	\$2,717,014	\$356,766	\$6,498,076	36%
NET SURPLUS/(DEFICIT)	(\$425,589)	(\$532,852)	\$107,263	\$486,180	\$191,731	\$294,448	(\$222,474)	(219)%

Niles Public Library District
Income Statement-General Fund

November 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$2,635,737	\$2,681,231	(\$45,494)	\$5,704,747	46%
Replacement Taxes				\$51,631	\$65,800	(\$14,169)	\$140,000	37%
Per Capita Grant							\$71,605	
Grants-Other							\$1,000	
Investment Income	\$11,837	\$5,000	\$6,837	\$24,775	\$25,000	(\$225)	\$60,000	41%
Fines	\$5,016	\$4,167	\$850	\$21,476	\$20,833	\$643	\$50,000	43%
Lost Books	\$864	\$625	\$239	\$4,393	\$3,125	\$1,268	\$7,500	59%
Pay For Print	(\$14)	\$1,667	(\$1,681)	\$6,215	\$8,333	(\$2,118)	\$20,000	31%
Flash Drive & Ear Bud Sales	\$18		\$18	\$56		\$56		
Commissions & Fees	(\$8)		(\$8)	\$5		\$5		
Donations-Friends of the Library					\$1,400	(\$1,400)	\$1,400	
Donations	\$3,216		\$3,216	\$3,216		\$3,216		
Miscellaneous		\$113	(\$113)	\$125	\$563	(\$438)	\$1,350	9%
Total Revenues	\$20,928	\$11,571	\$9,357	\$2,747,630	\$2,806,285	(\$58,655)	\$6,057,602	45%
Expenditures								
Salaries								
Library Director	\$10,167	\$10,201	\$34	\$50,833	\$51,005	\$171	\$122,411	42%
Payroll-Department Managers	\$13,727	\$14,770	\$1,043	\$69,450	\$73,848	\$4,398	\$177,235	39%
Payroll-Division Supervisors	\$34,981	\$36,155	\$1,174	\$160,267	\$180,774	\$20,507	\$433,857	37%
Payroll-Librarian I	\$96,027	\$97,093	\$1,065	\$473,098	\$485,463	\$12,364	\$1,165,110	41%
Payroll-Library Grade V	\$57,680	\$61,118	\$3,437	\$275,044	\$305,588	\$30,544	\$733,412	38%
Payroll-Library Grade VI	\$25,365	\$27,709	\$2,344	\$108,282	\$138,546	\$30,263	\$332,510	33%
Payroll-Library Pages	\$9,643	\$10,194	\$551	\$38,108	\$50,969	\$12,861	\$122,326	31%
Payroll-Sundays	\$6,699	\$6,833	\$134	\$34,829	\$34,167	(\$662)	\$82,000	42%
Adjustments		\$833	\$833		\$4,167	\$4,167	\$10,000	
Substitutes	\$3,079	\$667	(\$2,413)	\$10,518	\$3,333	(\$7,185)	\$8,000	131%
Total Salaries	\$257,367	\$265,572	\$8,204	\$1,220,430	\$1,327,859	\$107,429	\$3,186,861	38%

Niles Public Library District
Income Statement-General Fund

November 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$14,874	\$13,417	(\$1,458)	\$68,077	\$67,083	(\$994)	\$161,000	42%
Books-Youth Services	\$2,113	\$6,250	\$4,137	\$21,598	\$31,250	\$9,652	\$75,000	29%
Books-Teen	\$552	\$1,250	\$698	\$5,587	\$6,250	\$663	\$15,000	37%
Downloadables	\$5,312	\$6,667	\$1,354	\$38,411	\$33,333	(\$5,077)	\$80,000	48%
Periodicals	\$423	\$2,667	\$2,243	\$10,669	\$13,333	\$2,664	\$32,000	33%
AV-Adult	\$2,965	\$10,000	\$7,035	\$37,248	\$50,000	\$12,752	\$120,000	31%
AV-Youth Services	\$2,590	\$3,542	\$951	\$11,640	\$17,708	\$6,068	\$42,500	27%
AV-Teen	\$682	\$1,000	\$318	\$3,841	\$5,000	\$1,159	\$12,000	32%
Online Databases	\$22,669	\$16,667	(\$6,002)	\$146,717	\$83,333	(\$63,383)	\$200,000	73%
Total Library Materials	\$52,181	\$61,458	\$9,277	\$343,788	\$307,292	(\$36,496)	\$737,500	47%
Library Operating Expenditures								
CCS Charges	\$4,814	\$6,667	\$1,853	\$30,957	\$33,333	\$2,376	\$80,000	39%
Processing & Supplies	\$3,632	\$1,667	(\$1,965)	\$6,618	\$8,333	\$1,716	\$20,000	33%
Internet Charges	\$1,247	\$1,375	\$128	\$5,918	\$6,875	\$957	\$16,500	36%
Software, Licenses	\$11,075	\$5,819	(\$5,256)	\$16,369	\$29,093	\$12,724	\$69,823	23%
Printing	\$149	\$3,971	\$3,822	\$8,579	\$19,854	\$11,275	\$47,650	18%
Library Supplies	\$1,816	\$1,067	(\$749)	\$8,413	\$5,333	(\$3,080)	\$12,800	66%
Programming & Support-Adult	\$2,040	\$2,417	\$377	\$6,405	\$12,083	\$5,678	\$29,000	22%
Programming & Support-Juvenile	\$421	\$3,167	\$2,746	\$13,660	\$15,833	\$2,174	\$38,000	36%
Programming & Support-Joint	\$500	\$933	\$433	\$678	\$4,667	\$3,988	\$11,200	6%
Programming & Support-Teen	\$384	\$667	\$282	\$3,559	\$3,333	(\$226)	\$8,000	44%
Public Performing Rights				\$1,407	\$1,400	(\$7)	\$1,400	101%
Computer Charges OCLC	\$979	\$958	(\$21)	\$4,897	\$4,792	(\$105)	\$11,500	43%
Miscellaneous	\$122	\$83	(\$39)	\$1,317	\$417	(\$900)	\$1,000	132%
Per Capita Grant Expenditures	\$3,807		(\$3,807)	\$9,607		(\$9,607)	\$71,605	13%
Grant - Other Expenditures		\$83	\$83		\$417	\$417	\$1,000	
Volunteers	\$50	\$125	\$75	\$290	\$625	\$335	\$1,500	19%
Total Library Operating Expenditures	\$31,036	\$28,998	(\$2,038)	\$118,674	\$146,389	\$27,714	\$420,978	28%

General and Administration

Niles Public Library District
Income Statement-General Fund

November 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Janitorial Supplies	\$1,537	\$2,804	\$1,267	\$14,856	\$14,021	(\$835)	\$33,650	44%
Copiers	\$724	\$833	\$109	\$3,885	\$4,167	\$282	\$10,000	39%
Professional Development	\$1,622	\$3,272	\$1,650	\$18,175	\$16,358	(\$1,817)	\$39,259	46%
Mileage	\$729	\$317	(\$413)	\$1,490	\$1,583	\$93	\$3,800	39%
Professional Collection		\$63	\$63	\$209	\$313	\$104	\$750	28%
Legal Fees	\$2,677	\$2,500	(\$177)	\$8,167	\$12,500	\$4,333	\$30,000	27%
Consultants		\$5,792	\$5,792	\$4,343	\$28,958	\$24,616	\$69,500	6%
Kitchen Supplies		\$125	\$125	\$261	\$625	\$364	\$1,500	17%
Promotional Expense	\$330	\$2,142	\$1,812	\$3,732	\$10,710	\$6,977	\$25,703	15%
Office Supplies	\$4,806	\$2,083	(\$2,722)	\$13,652	\$10,417	(\$3,235)	\$25,000	55%
Postage & Freight	\$547	\$1,500	\$953	\$7,768	\$7,500	(\$268)	\$18,000	43%
Publication of Notices-Advertisements	\$305	\$100	(\$205)	\$1,342	\$500	(\$842)	\$1,200	112%
Subscriptions & Dues	\$1,379	\$714	(\$665)	\$4,628	\$3,569	(\$1,059)	\$8,565	54%
Collection Services	(\$48)	\$83	\$131	\$174	\$417	\$243	\$1,000	17%
Telephone	\$946	\$1,375	\$429	\$5,367	\$6,875	\$1,508	\$16,500	33%
Trustee Expense	\$302	\$833	\$531	(\$85)	\$4,167	\$4,252	\$10,000	(1)%
Payroll Service	\$1,179	\$1,083	(\$95)	\$5,246	\$5,417	\$171	\$13,000	40%
Bank Fees	\$245	\$275	\$30	\$1,340	\$1,375	\$35	\$3,300	41%
Parking Lease	\$881	\$881		\$4,405	\$4,405		\$10,572	42%
Total General and Administration	\$18,161	\$26,775	\$8,614	\$98,954	\$133,874	\$34,920	\$321,299	31%
Vehicle Operation								
Gas, Oil, Grease	(\$45)	\$83	\$128	\$122	\$417	\$294	\$1,000	12%
Repairs & Maintenance	\$180	\$150	(\$30)	\$1,355	\$750	(\$605)	\$1,800	75%
Miscellaneous		\$8	\$8		\$42	\$42	\$100	
Auto Insurance				\$1,435	\$1,435		\$1,435	100%
Total Vehicle Operation	\$135	\$242	\$106	\$2,912	\$2,643	(\$269)	\$4,335	67%
Employee Fringe Benefits								
Deferred Compensation	\$13,585	\$14,583	\$998	\$67,850	\$72,917	\$5,066	\$175,000	39%
Group Health	\$33,931	\$32,500	(\$1,431)	\$167,088	\$162,500	(\$4,588)	\$390,000	43%
Health Reimbursement Account	\$518	\$5,500	\$4,982	\$7,822	\$27,500	\$19,678	\$66,000	12%

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

November 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Dental	\$1,034	\$1,667	\$632	\$3,216	\$8,333	\$5,117	\$20,000	16%
Vision	\$509	\$583	\$75	\$2,439	\$2,917	\$478	\$7,000	35%
FSA fee	\$55	\$100	\$45	\$575	\$500	(\$75)	\$1,200	48%
Life, LTD, AD&D, STD	\$1,590	\$1,500	(\$90)	\$7,401	\$7,500	\$99	\$18,000	41%
Total Employee Fringe Benefits	\$51,222	\$56,433	\$5,211	\$256,390	\$282,167	\$25,776	\$677,200	38%
Utilities								
Gas	\$533	\$1,250	\$717	\$1,348	\$6,250	\$4,902	\$15,000	9%
Electric	\$8,454	\$8,333	(\$120)	\$46,530	\$41,667	(\$4,864)	\$100,000	47%
Water	\$769	\$667	(\$103)	\$3,987	\$3,333	(\$653)	\$8,000	50%
Total Utilities	\$9,756	\$10,250	\$494	\$51,865	\$51,250	(\$615)	\$123,000	42%
Total Expenditures	\$419,859	\$449,728	\$29,869	\$2,093,014	\$2,251,473	\$158,459	\$5,471,173	38%
NET SURPLUS/(DEFICIT)	(\$398,931)	(\$438,157)	\$39,226	\$654,616	\$554,812	\$99,804	\$586,429	112%

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

November 30, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues								
Property Taxes	\$5,922,747	\$2,783,691	\$2,635,737	\$98,797		\$2,734,534	(\$49,157)	46%
Replacement Taxes	\$140,000	\$65,800	\$51,631			\$51,631	(\$14,169)	37%
Per Capita Grant	\$71,605							
Grants-Other	\$1,000							
Investment Income	\$60,000	\$25,000	\$24,775			\$24,775	(\$225)	41%
Fines	\$50,000	\$20,833	\$21,476			\$21,476	\$643	43%
Lost Books	\$7,500	\$3,125	\$4,393			\$4,393	\$1,268	59%
Pay For Print	\$20,000	\$8,333	\$6,215			\$6,215	(\$2,118)	31%
Flash Drive & Ear Bud Sales			\$56			\$56	\$56	
Commissions & Fees			\$5			\$5	\$5	
Donations-Friends of the Library	\$1,400	\$1,400					(\$1,400)	
Donations			\$3,216			\$3,216	\$3,216	
Miscellaneous	\$1,350	\$563	\$125			\$125	(\$438)	9%
Total Revenues	\$6,275,602	\$2,908,745	\$2,747,630	\$98,797	\$0	\$2,846,427	(\$62,318)	45%
Expenditures								
Salaries								
Library Director	\$122,411	\$51,005	\$50,833			\$50,833	\$171	42%
Payroll-Department Managers	\$177,235	\$73,848	\$69,450			\$69,450	\$4,398	39%
Payroll-Division Supervisors	\$433,857	\$180,774	\$160,267			\$160,267	\$20,507	37%
Payroll-Librarian I	\$1,165,110	\$485,463	\$473,098			\$473,098	\$12,364	41%
Payroll-Library Grade V	\$733,412	\$305,588	\$275,044			\$275,044	\$30,544	38%
Payroll-Library Grade VI	\$332,510	\$138,546	\$108,282			\$108,282	\$30,263	33%
Payroll-Library Pages	\$122,326	\$50,969	\$38,108			\$38,108	\$12,861	31%
Payroll-Sundays	\$82,000	\$34,167	\$34,829			\$34,829	(\$662)	42%
Adjustments	\$10,000	\$4,167					\$4,167	
Substitutes	\$8,000	\$3,333	\$10,518			\$10,518	(\$7,185)	131%
Total Salaries	\$3,186,861	\$1,327,859	\$1,220,430	\$0	\$0	\$1,220,430	\$107,429	38%

Niles Public Library District
Income Statement- YTD By Fund

November 30, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Library Materials								
Books-Adult	\$161,000	\$67,083	\$68,077			\$68,077	(\$994)	42%
Books-Youth Services	\$75,000	\$31,250	\$21,598			\$21,598	\$9,652	29%
Books-Teen	\$15,000	\$6,250	\$5,587			\$5,587	\$663	37%
Downloadables	\$80,000	\$33,333	\$38,411			\$38,411	(\$5,077)	48%
Periodicals	\$32,000	\$13,333	\$10,669			\$10,669	\$2,664	33%
AV-Adult	\$120,000	\$50,000	\$37,248			\$37,248	\$12,752	31%
AV-Youth Services	\$42,500	\$17,708	\$11,640			\$11,640	\$6,068	27%
AV-Teen	\$12,000	\$5,000	\$3,841			\$3,841	\$1,159	32%
Online Databases	\$200,000	\$83,333	\$146,717			\$146,717	(\$63,383)	73%
Total Library Materials	\$737,500	\$307,292	\$343,788	\$0	\$0	\$343,788	(\$36,496)	47%
Library Operating Expenditures								
CCS Charges	\$80,000	\$33,333	\$30,957			\$30,957	\$2,376	39%
Processing & Supplies	\$20,000	\$8,333	\$6,618			\$6,618	\$1,716	33%
Internet Charges	\$16,500	\$6,875	\$5,918			\$5,918	\$957	36%
Software, Licenses	\$69,823	\$29,093	\$16,369			\$16,369	\$12,724	23%
Printing	\$47,650	\$19,854	\$8,579			\$8,579	\$11,275	18%
Library Supplies	\$12,800	\$5,333	\$8,413			\$8,413	(\$3,080)	66%
Programming & Support-Adult	\$29,000	\$12,083	\$6,405			\$6,405	\$5,678	22%
Programming & Support-Juvenile	\$38,000	\$15,833	\$13,660			\$13,660	\$2,174	36%
Programming & Support-Joint	\$11,200	\$4,667	\$678			\$678	\$3,988	6%
Programming & Support-Teen	\$8,000	\$3,333	\$3,559			\$3,559	(\$226)	44%
Public Performing Rights	\$1,400	\$1,400	\$1,407			\$1,407	(\$7)	101%
Computer Charges OCLC	\$11,500	\$4,792	\$4,897			\$4,897	(\$105)	43%
Miscellaneous	\$1,000	\$417	\$1,317			\$1,317	(\$900)	132%
Per Capita Grant Expenditures	\$71,605		\$9,607			\$9,607	(\$9,607)	13%
Grant - Other Expenditures	\$1,000	\$417					\$417	
Volunteers	\$1,500	\$625	\$290			\$290	\$335	19%
Total Library Operating Expenditures	\$420,978	\$146,389	\$118,674	\$0	\$0	\$118,674	\$27,714	28%

General and Administration

Niles Public Library District
Income Statement- YTD By Fund

November 30, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Janitorial Supplies	\$33,650	\$14,021	\$14,856			\$14,856	(\$835)	44%
Copiers	\$10,000	\$4,167	\$3,885			\$3,885	\$282	39%
Professional Development	\$39,259	\$16,358	\$18,175			\$18,175	(\$1,817)	46%
Mileage	\$3,800	\$1,583	\$1,490			\$1,490	\$93	39%
Professional Collection	\$750	\$313	\$209			\$209	\$104	28%
Legal Fees	\$30,000	\$12,500	\$8,167			\$8,167	\$4,333	27%
Consultants	\$69,500	\$28,958	\$4,343			\$4,343	\$24,616	6%
Kitchen Supplies	\$1,500	\$625	\$261			\$261	\$364	17%
Promotional Expense	\$25,703	\$10,710	\$3,732			\$3,732	\$6,977	15%
Office Supplies	\$25,000	\$10,417	\$13,652			\$13,652	(\$3,235)	55%
Postage & Freight	\$18,000	\$7,500	\$7,768			\$7,768	(\$268)	43%
Publication of Notices-Advertisements	\$1,200	\$500	\$1,342			\$1,342	(\$842)	112%
Subscriptions & Dues	\$8,565	\$3,569	\$4,628			\$4,628	(\$1,059)	54%
Collection Services	\$1,000	\$417	\$174			\$174	\$243	17%
Telephone	\$16,500	\$6,875	\$5,367			\$5,367	\$1,508	33%
Trustee Expense	\$10,000	\$4,167	(\$85)			(\$85)	\$4,252	(1)%
Payroll Service	\$13,000	\$5,417	\$5,246			\$5,246	\$171	40%
Bank Fees	\$3,300	\$1,375	\$1,340			\$1,340	\$35	41%
Parking Lease	\$10,572	\$4,405	\$4,405			\$4,405		42%
Total General and Administration	\$321,299	\$133,874	\$98,954	\$0	\$0	\$98,954	\$34,920	31%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$417	\$122			\$122	\$294	12%
Repairs & Maintenance	\$1,800	\$750	\$1,355			\$1,355	(\$605)	75%
Miscellaneous	\$100	\$42					\$42	
Auto Insurance	\$1,435	\$1,435	\$1,435			\$1,435		100%
Total Vehicle Operation	\$4,335	\$2,643	\$2,912	\$0	\$0	\$2,912	(\$269)	67%
Employee Fringe Benefits								
Deferred Compensation	\$175,000	\$72,917	\$67,850			\$67,850	\$5,066	39%
Group Health	\$390,000	\$162,500	\$167,088			\$167,088	(\$4,588)	43%
Health Reimbursement Account	\$66,000	\$27,500	\$7,822			\$7,822	\$19,678	12%

Niles Public Library District
Income Statement- YTD By Fund

November 30, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Dental	\$20,000	\$8,333	\$3,216			\$3,216	\$5,117	16%
Vision	\$7,000	\$2,917	\$2,439			\$2,439	\$478	35%
FSA fee	\$1,200	\$500	\$575			\$575	(\$75)	48%
Life, LTD, AD&D, STD	\$18,000	\$7,500	\$7,401			\$7,401	\$99	41%
Total Employee Fringe Benefits	\$677,200	\$282,167	\$256,390	\$0	\$0	\$256,390	\$25,776	38%
Utilities								
Gas	\$15,000	\$6,250	\$1,348			\$1,348	\$4,902	9%
Electric	\$100,000	\$41,667	\$46,530			\$46,530	(\$4,864)	47%
Water	\$8,000	\$3,333	\$3,987			\$3,987	(\$653)	50%
Total Utilities	\$123,000	\$51,250	\$51,865	\$0	\$0	\$51,865	(\$615)	42%
Capital Expenditures								
Special Reserve - Equipment	\$497,000	\$207,083			\$30,170	\$30,170	\$176,914	6%
Total Capital Expenditures	\$497,000	\$207,083	\$0	\$0	\$30,170	\$30,170	\$176,914	6%
Audit								
Audit Expense	\$14,500	\$14,500		\$9,500		\$9,500	\$5,000	66%
Total Audit Expenditures	\$14,500	\$14,500	\$0	\$9,500	\$0	\$9,500	\$5,000	66%
Liability Insurance								
Liability Insurance	\$28,544	\$28,544		\$28,544		\$28,544		100%
Total Liability Expenditures	\$28,544	\$28,544	\$0	\$28,544	\$0	\$28,544	\$0	100%
Social Security								
Social Security	\$240,000	\$100,000		\$99,717		\$99,717	\$283	42%
Total Social Security Expenditures	\$240,000	\$100,000	\$0	\$99,717	\$0	\$99,717	\$283	42%
Workers' Compensation								
Workers' Compensation	\$21,524	\$21,524		\$21,303		\$21,303	\$221	99%
Total Workers' Compensation Expenditures	\$21,524	\$21,524	\$0	\$21,303	\$0	\$21,303	\$221	99%

Niles Public Library District
Income Statement- YTD By Fund

November 30, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Unemployment Compensation								
Unemployment Compensation	\$15,000	\$6,250		\$3,000		\$3,000	\$3,250	20%
Total Unemployment Compensation Expenditures	\$15,000	\$6,250	\$0	\$3,000	\$0	\$3,000	\$3,250	20%
Building & Equipment Maintenance								
Repairs & Improvements	\$47,700	\$19,875		\$27,840		\$27,840	(\$7,965)	58%
Contractual Maintenance	\$42,285	\$17,619		\$16,619		\$16,619	\$1,000	39%
Non-Contractual Maintenance	\$15,400	\$6,417		\$4,892		\$4,892	\$1,525	32%
Equipment Maintenance	\$36,150	\$15,063		\$12,307		\$12,307	\$2,756	34%
Non Capital Expenses	\$29,000	\$12,083		\$6,297		\$6,297	\$5,786	22%
Furniture & Fixtures	\$39,800	\$16,583		\$7,045		\$7,045	\$9,538	18%
Total Building & Equipment Maintenance Expenditures	\$210,335	\$87,640	\$0	\$75,000	\$0	\$75,000	\$12,639	36%
Total Expenditures	\$6,498,076	\$2,717,014	\$2,093,014	\$237,064	\$30,170	\$2,360,247	\$356,766	36%
NET SURPLUS/(DEFICIT)	(\$222,474)	\$191,731	\$654,616	(\$138,267)	(\$30,170)	\$486,180	\$294,448	(219)%

Financial statement narrative

For the month of November 2015 and the year then ended

Revenue

Revenue for the month was less than budget expectations by \$35,279 and is short of year to date expectations by \$62,318 or 2.1%. We expect to catch up to budget expectations throughout the year as the short fall is due to primarily to real estate tax collection rates.

Expenditures

Salaries

Salaries for the month are \$8,204 short of budget estimates or 3.1% and \$107,429 or 8.1% on the year.

Library Materials

Library Materials for the month is \$9,277 under budget or 15.1% and \$36,496 over budget or 11.9% for the year. This is due primarily to the payment of annual subscription fees for some of the Library's database product offerings earlier in the calendar offset by slower purchasing patterns in the several of the other materials categories.

Library Operating Expenses

Library Operating Expenses is \$2,038 over budget or 7.0% for the month and \$27,714 under budget or 18.9% year to date. This is due primarily to slower than anticipated spending in the software and printing lines.

General and Administrative

General and Administrative expenses is \$8,614 under budget estimates or 32.2% for the month and \$34,920 or 26.1% year to date. This is due primarily to slow spending in the legal and consultant line items.

Employee Fringe Benefits

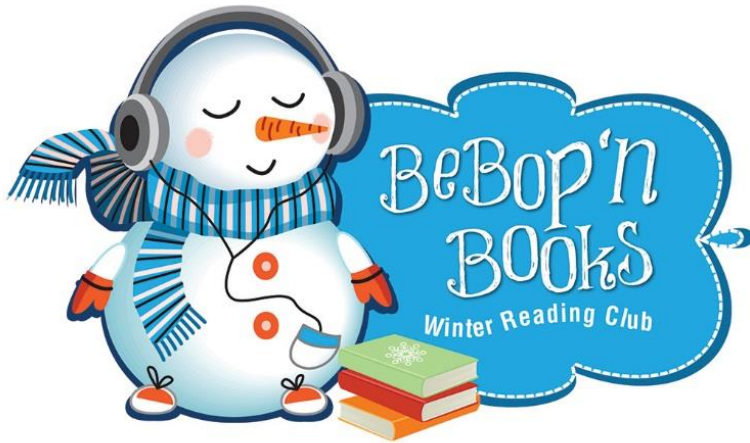
Employee Fringe Benefits is \$5,211 under budget or approximately 9.2% for the month and \$25,776 or 9.1% year to date.

Utilities

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

Net Surplus/(Deficit)

For the month, the Net Deficit is \$425,589 which is \$107,263 favorable to the budgeted net deficit of \$532,852 and \$294,448 favorable or 153.5% year to date.



Winter Reading Logo created by NPLD Graphic Artist Annette Spadoni

Correcting some misunderstandings

It has been enlightening to have so much public participation in our Board meetings for the past few months. It does highlight a few misunderstandings that residents seem to have, though, and I'd like to clarify some points.

One speaker stated that our budget is too big and our library too nice for a Village our size. He might be right, in that a village of 28,000 would not generally have a library so nice, nor could many of them afford it. However, the population of the Niles Public Library District is double that size at 58,000—over half of our residents do not live in Niles.

A few speakers said that they feel the Library should focus on print materials. One speaker commented that during our construction we reduced our collections by 20-30%. Both groups should be very happy to hear that the Library building is at more than its planned capacity of 260,000 items. As of this month's statistics, we have 266,706 "shelved" items, meaning that they sit on a shelf instead of being electronic resources. At the time of the remodeling project, the size of the collection was reduced to the appropriate size where it could serve the community well, allow the study and meeting room spaces the public requested when they were surveyed, and to allow the library the shelf space to continue purchasing books. The Library staff continues to purchase print materials as well as DVDs, music CDs, audiobooks on CD, and videogames. Although one speaker has expressed the opinion that we should not circulate movies, clearly his fellow patrons do not agree, as each month they check out over 20,000 of them.

Finally, one young lady wrote a moving statement that said, "I'm 16 and if I was on a village board or some board of my community I would think about others, not myself. Not about how much money WE as a whole have, but how little the POOR and SICK and the LONELY have." We think she seems like a lovely person who clearly is being raised to care about others, and we also admire her courage in speaking up on something she feels strongly about. However, her comments show that we have perhaps not done a good enough job in helping people to understand what we do here in the Library. We are not simply a book warehouse. We help the poor find needed services and the unemployed find jobs. By pooling community revenue and sharing resources, library users save the money that they would have had to spend on items offered at the Library.

We help the poor with their children's homework. We help the sick get correct medical information and point them to places they can get help with the health insurance marketplace. We deliver books and audiobooks and DVDs when residents are too sick or frail to visit the library in person. And everyone who has worked at a public service desk knows that we see the lonely here every day. For some of them, the friendly people at the Library provide some of their few social interactions, and they treasure the staff. The Library is for everyone, but the poor, the sick and the lonely are the people who need the library most.

November/December Activity

One added benefit of my participation on the Niles Arts and Culture Advisory Council has been getting to know the District 63 Director of Communications, Janet Specter-Bishop. We realized we had some common goals, and we arranged for some of the staff at D63 and some of the Youth Services staff here to meet to discuss how we can work together on our annual Summer Reading Program. The school district staff is very excited to work with us instead of trying to do something on their own, and of course we want the kids from those schools to be encouraged to participate here at the Library, so it is a win-win. At the Niles Chamber Christmas Party, the President of their School Board stopped by and said how thrilled they are to be working closely with the Library, and since some of those schools are in our unincorporated areas, it helps accomplish one of the strategic goals the Board set last year.

I attended the annual TIF Joint Review Board meeting at the Village. It was to review the Comptroller's report on the Milwaukee/Touhy TIF as of April 30, 2015, so it didn't include the new TIF, but I did learn that any funds remaining from this 1996 TIF can (and I would assume will) be rolled into the new Gross Point/Touhy TIF because they are contiguous.

I reached out to the Niles Police Department to get some guidance in developing some additional emergency procedures, and was delighted by how quickly Sergeant Robert Tornabene responded. He walked through the building with us, made some immediate suggestions and will be sending us a report, and will follow up with some training once we have everything fully developed. We of course have emergency procedures in place for many situations already.

From Cyndi: My visit to the State Library was thrilling. To spend a day talking about all things library with people who are dedicated to serving and want Illinois to have the best possible libraries was inspiring. In six well spent hours I met with 22 state employees on a variety of state library services, programs, initiatives and public records management.

CCS

Two of our catalogers (Jamie King and David Melis) are members of a new steering committee that is working to solve a problem with subject headings and how they work with the new catalog. The cataloging group was also the first to get training on the new "Blue Cloud Analytics," which will replace Directors' Station, which is so creaky and old that it requires being run on Internet Explorer. This will be a big improvement in our ability to quickly get statistics and other information about our collections, patrons, and circulation activity.

CCS is beginning strategic planning next month now that it has a new director. At some point, if the Board is interested, we could invite Executive Director Christopher Holly to come explain more about what CCS does for its member libraries and what it hopes to do in the future. He made an interesting presentation about the future of Integrated Library Systems and consortia at the Governing Board meeting in December.

Programs

From Arianne: Reading with Rover, the program where new readers practice reading out loud to dogs has gained quite a following. Three devoted participants insisted their father find a solution when he was going to cancel because of car failure, so a family friend stepped in and saved the day. Our Homework Help sessions each Monday night have also been popular. As the high school volunteers get more homework of their own, we have had some kids actually have to wait for help, but so far it hasn't been contentious. The parents who do not speak English at home have been especially grateful.

The start of winter brings the Winter Reading Club! We launched Dec 6 with a music theme, BeBop'n Books. Children will complete an array of literary activities and are encouraged to attend programs to complete the punch card and receive small prizes.

Keep an eye on the library YouTube channel for *Princess Academy*, the library's soon-to-be completed official entry in the [90 Second Newbery Festival](#). This contest allows students to highlight literature and film making by writing and creating a 90 second film conveying a version of a Newbery Award-winning title. Students have met at the Library five times to plan, film, and edit their entries. The footage shot so far (all done using new Creative Studio equipment) looks great. The teens invited KidSpace Drama participants to be extras during filming.

Young Adult Librarian, Donna Block, hosted our first annual Fandom Fest. Patrons of all ages were invited to come in costume to the library paying homage to their favorite comic/ anime/ tv characters. Activities included games, snacks, crafts, displays of talent, and pictures with the green screen. The crowds geeked out over the fun! We'll be sure to host the event again next year.

From Suzy: This month we held our first Open Creative Studio in which patron used the silhouette vinyl cutter to create holiday decorations. They also received a 3D printed Turkey napkin ring. The attendees were very pleased with the projects and we are hoping to gain a regular audience.

The Windows 10 program that was put on by Firelogic was well attended despite snowy weather conditions. We hope that with the new laptops we will be able to offer more computer classes on relevant software and operating systems.

From Dodie: Planning for the Winter Reading Programming has been completed. Displays are up and reading logs are available. There's a lot of buzz about that snow blower prize! Check it out on the second floor landing.

Out in the Community

For the second year in a row, the Library partnered with the Village of Niles to help support the Holly Jolly Market. KidSpace staff person, Vlada Bernhardt, read picture books by firelight and Patron Services staff person Samantha Menard ran the craft table. Area children assembled 200 holiday ornaments. This is a wonderful opportunity for us to be part of such a popular local event. And our Reference Librarian Neil O'Shea had the honor of flipping the switch to light the Christmas Tree!

Volunteers

At the Teen Advisory Board meeting, teens designed two books displays, *Hunger for More* (dystopian fiction) and *Teens in Space* (Space Fiction) for the Teen Underground. Three members of the Teen Advisory Board crafted a book based ornament on John Green's *Let it Snow* for the Governor's mansion in Springfield.

Other work done by our great volunteers included helping serve the Veterans History Breakfast and Korean Exhibit opening refreshments. As Cyndi Rademacher (longtime volunteer coordinator) says, our volunteer program is a way to accept the precious gifts of personal time from patrons and non-district patrons who appreciate being able to use the library.

Creative Studio

From Suzy: Studio A continues to be well utilized with 33 individual reservations this month. Patrons were recording music and videos, and creating illustrations.

The 3D printer case arrived and it fit perfectly over the printer. This allows patrons to see the jobs printing, but prevents them from interfering with the printing process. I worked with Nicole to develop an online form for the website that would allow patrons to submit print jobs. A young kid submitted our first print job of a Star Wars Tie Fighter. He was really excited to pick up his job and continues to submit jobs.

Staff changes

As I mentioned last month, Youth Services lost a part time librarian, so this month substitute librarian Andrea Johnson is moving onto the part time rolls. Andrea brings wonderful experience and enthusiasm to the position.

From Sasha: In November our Webmaster left the Library to pursue a full-time position at another organization. It will be difficult to fill her void in the transitional period because she had a very specific skill set. I hope to find a replacement very soon. In the meantime, I filled the vacant Marketing Assistant position in November. Our new Marketing Assistant, Emily is currently studying Public Relations at Columbia College and is a Niles resident. She's off to a great start!

Service to patrons

Judy McNulty, our Business Resources Librarian, reports that staff has been busy helping patrons with their job searches. Judy helped to locate jobs for high-end wait staff and also (using the RefUSA database) helped with locating jobs in shoes and selling.

We also had a great example of customer service from Bernadetta in Digital Services for one of our patrons who came in for a job-related session with SCORE: "A patron who came for a meeting with Score consultants. On the way out he nonchalantly asked if we have anything to help him to learn Spanish. I told him about Mango. Then he asked if possibly we had any others courses or classes online. I introduced him to Learning Express, Lynda.com and Gale courses. He couldn't grasp all free resources offered by library. Since he was already here and I asked him if he would like to learn a little bit more about our Creative Studio and available software and equipment. My introduction to Creative Studio ended with him checking out a Roku device. When leaving he said I was hoping to get great suggestions about my business from Score consultants and I did, but in the end I gained so much more."

Committees

The Sunshine Committee The Sunshine Committee led by Dodie Frisbie is hosting a Sweets and Treats event for staff. It is essentially a potluck with staff bringing cookies, cocoa and other holiday treats that they attend on their breaks.

Display and Art Gallery Committee Victoria Luz and her team helped carefully take down the artifacts from the Korean exhibit, and installed a new painting exhibit. The artist this month is Beverly Nash, who used to work in the Readers Advisory Department. Her bold and colorful style contrasts wonderfully with November's serious topic.

Trustee Calendar

December

12/12--Friends of the Library holiday party/meeting

12/16—Regular Meeting of the Board of Trustees

January 2016

1/11—Friends of the Library

1/20—Regular Meeting of the Board of Trustees

February

2/8—Friends of the Library

2/15—ILA Legislative Meet-Up, Arboretum Club, Buffalo Grove

2/17—Regular Meeting of the Board of Trustees

Upcoming: Public Library Association Conference, Denver, April 5-9, 2016;

Monthly Statistical Report --November 2015

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	36,976	41,417	-10.72%	196,137	215,458	-8.97%
Teens	2,692	3,116	-13.61%	16,242	17,627	-7.86%
Juvenile	38,197	38,223	-0.07%	193,745	202,564	-4.35%
Digital	3,985			17,526	0	
TOTAL Loan of Library Materials	81,850	82,756	-1.09%	423,650	435,649	-2.75%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	16,917	17,272	-2.06%	92,236	91,636	0.65%
Periodical	648	1,242	-47.83%	3,686	4,898	-24.74%
Audio	4,274	4,688	-8.83%	22,727	25,998	-12.58%
DVD	15,071	18,215	-17.26%	77,375	92,926	-16.73%
Equipment	66	0		113	0	
TOTAL Adult Loans	36,976	41,417	-10.72%	196,137	215,458	-8.97%
Teens						
Print	1,923	2,314	-16.90%	11,986	13,539	-11.47%
Periodical	6	7	-14.29%	60	55	9.09%
Audio	460	432	6.48%	2,623	2,244	16.89%
DVD	303	363	-16.53%	1,573	1,789	-12.07%
TOTAL Teen Loans	2,692	3,116	-13.61%	16,242	17,627	-7.86%
Juvenile						
Print	27,932	26,761	4.38%	137,451	141,229	-2.68%
Periodical	66	134	-50.75%	477	509	-6.29%
Audio	2,151	2,075	3.66%	12,649	12,866	-1.69%
DVD	8,048	9,253	-13.02%	43,168	47,960	-9.99%
TOTAL Juvenile Loans	38,197	38,223	-0.07%	193,745	202,564	-4.35%
Digital Loans	3,985			17,526		
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	7,444	6,367	16.92%	46,400	30,962	49.86%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	6,760	8,318	-18.73%			
Holds Made Available	10,764	13,077	-17.69%			
PATRON REGISTRATION	Current Month	Total	Prior Year Same Month	% Change	Prior Year Total	
New District Cards	327	25,479	250	30.80%	25,872	
PATRON COUNT	Current Month	Prior Year Same Month	% Change			
Patron Visits	29,128	31,305	-6.95%			
Unique Library Cards Used	4,955	5,402	-8.27%			
e-News Subscribers	11,954	8,146	46.75%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	15					
Circulating--Juvenile	4,664	7,970	-41.48%	11,413	35,920	-68.23%
Circulating--Teen	236	525	-55.05%	887	3,391	-73.84%
Circulating--Commons	131	187	-29.95%	205	703	-70.84%
Circulating--Adult	1,546	4,433	-65.13%	6,536	23,855	-72.60%
TOTAL In-House Use of Materials	6,592	13,115	-49.74%	19,041	63,869	-70.19%
Items moved on Shelf	5,222			21,935		

PC USERS BY AREA	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	3,674	4,293	-14.42%	21,348	27,110	-21.25%
Youth Services	1,200	1,191	0.76%	6,802	7,439	-8.56%
Teen Services	298	398	-25.13%	2,642	1,556	69.79%
Express Internet	148	185	-20.00%	979	1,764	-44.50%
Patron Wi-Fi Uses	11,030	9,344	18.04%	53,456	47,493	12.56%
Total PC Users	16,350	15,411	6.09%	85,227	85,362	-0.16%
Scanning & Fax Pages	3,878	4,080	-4.95%	24,710	19,991	23.61%
Print & Copy Pages	14,412	12,642	14.00%	71,966	77,039	-6.58%
USERS OF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	76	36	111.11%	415	180	130.56%
Study Rooms 1-5	602	669	-10.01%	4,116	3,617	13.80%
Creative Studio A	33	-		71	-	
TOTAL Users of Mediated Spaces	711	705	0.85%	4,602	3,797	21.20%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	29,236	33,846	-13.62%			
Facebook "Likes"	985	834	18.11%			
Buzz Blog views	742	533	39.21%			
Media Hits (includes print and online articles and listings)	51	43	18.60%			
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	1,681	1,821	266,706			
Non-shelved materials	360	0	34,050			
Equipment	0	0	26			
Total			300,756			
LIBRARY SERVICES	Current Month	Prior Year Same month		Current YTD	Prior YTD	
Notary Public	54	20	170.00%	443	300	47.67%
Test Proctoring	5	12	-58.33%	58	32	81.25%
Voters' Registration	0	0		1	3	-66.67%
SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	4,294	3,420	25.56%	16,965	22,697	-25.25%
Ready Assistance	6	0		144	0	
Reference/Research	4,250	7,630	-44.30%	22,099	34,011	-35.02%
TOTAL All Service Desks	8,550	11,050	-22.62%	39,208	56,708	-30.86%
Adult Services (3rd floor)						
Quick Questions	428	195	119.49%	1,104	1,698	-34.98%
Reference/Research	485	1,129	-57.04%	2,491	5,104	-51.20%
Total Reference Desk	913	1,324	-31.04%	3,595	6,802	-47.15%
Commons Desk						
Quick Questions	9	0		169	0	
Ready Assistance	6	0		144	0	
Total Commons Desk	15	0		313	0	
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	1,225	279	339.07%	2,423	3,090	-21.59%
Reference/Research	443	1,796	-75.33%	5,163	8,306	-37.84%
Total InfoDesk	1668	2,075	-19.61%	7,586	11,396	-33.43%
Technology Desk						

Quick Questions	126	331	-61.93%	1,599	3,901	-59.01%
Reference/Research	1,113	1,422	-21.73%	4,159	6,582	-36.81%
Total Tech Desk	1239	1,753	-29.32%	5,758	10,483	-45.07%
Teen Desk						
Quick Questions	298	393	-24.17%	1,732	2,034	-14.85%
Reference/Research	83	114	-27.19%	861	968	-11.05%
Total Teen Desk	381	507	-24.85%	2,593	3,002	-13.62%
Outreach Services						
Reference/Research	392	451	-13.08%	1,378	2,711	-49.17%
Bulk Loan Items Delivered to Nursing Homes	330	285	15.79%	2,070	2,100	-1.43%
Materials pulled for Homebound Users	852	924	-7.79%	3,757	5,262	-28.60%
Total Outreach Services	1574	1660	-5.18%	7,205	10,073	-28.47%
Youth Services						
Quick Questions	2,208	2,222	-0.63%	9,938	11,974	-17.00%
Reference/Research	1734	2,718	-36.20%	8,047	10,340	-22.18%
School Loans pulled	18	26	-30.77%	82	101	-18.81%
Museum Adventure passes distributed	8	7	14.29%	115	134	-14.18%
Total Youth Services	3,968	4,973	-20.21%	18,182	22,549	-19.37%
GRAND Total	9,758	12,292	-20.62%	45,232	64,305	-29.66%
Interlibrary Loan Lending						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items lent to CCS Libraries	2,867	2,552		14,591		
Items Received from CCS Libraries for patrons	2,511	2,480		14,600		
Items lent to OCLC libraries	261	277	-5.78%	1,478	1,269	16.47%
Items received from OCLC libraries for patrons	120	78	53.85%	525	504	4.17%
Total	5,759	5,387	6.91%	31,194	1,773	1659.39%
Outreach Services						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Homebound						
Patrons	255	241	5.81%			
Visits	176	197	-10.66%			
Institutions						
Institution Deposit Collections	8	6	33.33%			
Visits	8	6	33.33%			
Schools						
Items	414	660	-37.27%			
Visits	15	16	-6.25%			
VOLUNTEER HOURS						
	Number of people	Total hours				
Adult/Outreach Services & Programs	21	90				
Digital Services & Programs	2	4				
Teen Services & Programs	17	50				
Youth Services Department & Programs	23	82				
Admin/Tech/Maint/PR & Library Events	10	60				
Total Volunteers/Hours this month	73	286				
<i>NOTE: Last year volunteers/hours same month</i>	80	327				
LIBRARY PROGRAMS						
	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Rise & Shine Storytime (parent & child)	3	65				
Babytime (parent & child)	5	182				
Family Storytime	4	30				
Preschool Storytime	4	42				
Toddler Time	4	106				
Big Kids Storytime	4	41				
Neighbor Time	3	46				
Reading Patch Club	1	50				
Teacher Use of Die Cut Machine	1	1				

1KBK	1	19			
Bibliobop	1	90			
Book Buddies	12	22			
Mega Mondays	5	115			
Family Movie: <i>Inside Out</i>	1	120			
Second Sunday: Juggling Magic Man	1	85			
Homework Help	4	80			
Latest and Greatest in Children's Books	1	6			
School's Out Movie: <i>The Lion, The Witch & the Wardrobe</i>	1	55			
World Language Storytimes	3	60			
Knights of Niles: Chess Instruction	1	52			
Reading With Rover	2	32			
Ipad Usage	1	450			
Wonder Ground	6	130			
Lego WeDo	1	8			
I Spy Tank	1	91			
Holly Jolly Market Storytime & Craft	1	230			
Battle of the Books	2	205			
Second Saturday Bingo Breakfast	1	45			
Preschool Outreach Storytimes	9	117			
School Outreach Storytimes	10	294			
In-house toys and games	1	808			
In-house videogames	1	115			
Total Youth Services Programs	96	3792	3,165	19.81%	
Programs--Teen Audience					
Teen Advisory Board (TAB)	1	10			
Fandom Fest	1	49			
Movie: <i>MockingJay</i>	1	12			
In-house Videogames	1	133			
Brush up on Your Shakespeare	1	6			
90 Second Newbery	2	16			
School's Out Binge Brunch	1	5			
Total Teen Programs	8	231	296	-21.96%	
Programs--Adult Audience					
Adult Computer Beginner Boot Camp	3	7			
Adult Volunteer Information Session	1	4			
BookBites Joint Book Discussion	1	13			
Book Discussions	2	15			
Citizens Utility Board Bill Clinic	1	20			
CJE Seniorlife Resources Counseling	1	1			
ESL Class Welcome & Tour for Oakton Students	1	31			
Grow Your Small Business through LinkedIn	1	12			
Heroes of the Korean War Commemoration	1	14			
New Release Movie: Into the Woods	1	11			
Niles Songwriters	1	5			
Open Creative Studio	1	6			
Remembering the Korean War Exhibit Reception	1	70			
SCORE: Small Business Counseling	4	5			
Senior Coffee Hour: Remembering Marshall Fields	1	80			
Veterans' History Project Breakfast (9th)	1	80			
Visually Impaired Motivators VIM Group	1	8			
Windows 10 for Beginners	1	10			
You Can Brew It	1	3			
Total Adult Programs	25	395	303	30.36%	
Outside Meetings					
Niles All American Toastmasters	2	16			
Niles Township Toastmasters	2	30			
Ligia Amarei-New Mom's Group	1	8			
Friends of the Library	1	13			
Karol Verson Play Discussion Group	1	20			
Karol Verson Film Discussion Group	2	40			
Liz Marfia-Ash (Playgroup for Special Needs)	1	25			

Maine-Niles Association of Special Recreation	1	10				
Total Outside Meetings	11	162	147	10.20%		
Total Meeting and Program Attendance	140	4,580	3,911	17.11%		

Patron Suggestions and Comments for December 2015

Responses to Patron Suggestions and Comments

I am very impressed with all of the amazing technology our Niles Library has. This needs to be publicized. How many Niles residents are aware of the wonderful things that are available to them in the library?
G. K.

We had our big kick-off event in September, and it is in our Chapter One newsletter, but it sounds like we need to keep working to make sure everyone knows about our “amazing technology”. Please tell your neighbors! Thank you so much for taking the time to write.

I have only (GREAT THINGS) to say about the Niles Library and all the nice and fully helpful employees. Thank you. J. W.

That is wonderful to hear—thank you very much.

Regarding holiday photos—Jason was so nice and accommodating. It’s terrific that this library offers so many great programs for the community. Thank you all! ☺ With appreciation....G.M.

We’re so glad you were able to come use the new equipment, and that you got good help from Jason. Our Digital Services staff is terrific. Thanks for writing.

Cyndi gave us an amazing tour of an amazing library.

That is lovely to hear—thank you for writing.

Need more checkouts. Two is NOT enough. Waiting 5+ minutes due to a library error—DVD won’t let me check out says it’s missing-take to front desk. M. K.

I’m sorry you were kept waiting. Our goal is to keep our self-checks busy and only use the staffed checkout stations for problem items such as the one you had. However, when the line gets long, the information desk can also do checkouts, and that desk is always staffed. They will help you if you ask.

Have we been helpful to you today? (KidSpace form)

Great! Can you guys make a preschool to 4th grade room with computers and books and that you can let 2nd and 3rd graders help and be volunteers. M. H.

I think there should be a place for people from grades 1st through 5th. Not for education; like Middle Ground.

Thank you for the suggestions. We have computers and games and Wonder Ground, and a lot of space and materials for these grades, but you do have to wait for 5th grade to be able to get into Middle Ground. We opened Middle Ground so that the younger grades would have the rest of the room without having to share with the big kids so much. I’m afraid having younger volunteers would require a lot of adult supervision, so this is another thing where you just have to grow into it. Thanks again for writing.

Yes you have. Please have a place to display art made by us! Please!! ☺

We have a display area where school art is sometimes displayed on the third floor, but we could look into having some space for that in KidSpace, too. Thanks for the suggestion.

Please put a no snack(s) allowed sign by the KidSpace door instead by the iPad section. K☺

We will try to improve our signage so you see it when you need to. Thanks for the suggestion.

Small play puppet theater!

We can investigate getting a puppet theater but something else would have to be removed to make room.

Checkout KidSpace! Why are there 2 put checked out items here? There should be one checked out green and one not checked out red (space to place things).

I think there is one space directly under the scanner for checking out, two spaces that warn you not to put your materials there (because they are too close to the scanner) and one space for putting your checked out materials. Color coding them might be a helpful, though, so thank you for the suggestion.

Please have extra diapers and wet wipes. Thank you.

I'm afraid we don't budget for those items—the variety of sizes and needs would become quite expensive for us. Sorry we can't help with this!

Can you make it possible for people to be able to go in the winter gingerbread house and there could be treats inside!

As you have probably seen by now, this year's gingerbread house is two-dimensional instead of three-dimensional, so it has no inside. That would have been a fun idea, though. Thanks for taking the time to write.

New Business—Recommended Actions

A. 3.05 Lending Regulations

MOVE the Library Board of Trustees approve the recommended changes to Policy 3.05 Lending Regulations.

Memorandum A of Recommended Board Action

Change magazine lending regulations to allow new publications to circulate immediately (changed from circulating after 30 days) and all magazines to circulate for a period of one week (changed from a three week circulation period). See the annotated copy of Policy 3.05 following this page.

3.05 LENDING REGULATIONS

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

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

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

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

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

MATERIAL	Loan Period	Reserve	Renewal	Restrictions	Vacation Loan	Fines
Most materials (exceptions listed below)	3 Week	Yes	Yes*	Limit of 4 renewals	Yes	.15 per day /\$10
Hot Picks books	3 Week	No	No	Limit 3/NPLD cardholders	No	.15 per day /\$10
Hot Picks DVD & Blu-Rays	1 Week	No	No	Limit 1/NPLD Card	No	.15 per day/\$10
eBooks	2 Week	Yes	Yes*	Limit of 5/NPLD Card	No	No
Magazines	3 1 Week	Yes	Yes*	Not current issue/4 renewals	Yes No	.15 per day/\$5
DVDs & Blue Rays: New	1 Week	Yes	Yes*	Limit 15; limit of 4 renewals	No	.15 per day/\$10
Video Games	1 Week	Yes	Yes*	Limit 10/NPLD card/4 renewals	No	.15 per day/\$10
Book Discussion/Bag	6 Week	Yes	Yes*	Limit of 4 renewals	No	.15 per day/\$10
Begin with a Book Bag	4 Week	Yes	Yes*	Niles Teacher Cards Only	No	No
Hotspots	3 Week	Yes	Yes*	Limit of one per household at a time/one renewal Hotspots must be returned inside to Patron Services	No	\$3/day; \$24 if returned through drop; lost or damaged \$50
Technology Equipment	1 Week	Yes	Yes*	Limit of one renewal; equipment must be returned to Tech Desk	No	\$3/day; limit of cost of item or \$30, whichever is less
Reference materials	Librarian's discretion only					

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

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

December 16, 2015

New Business—Recommended Actions

B. Recommended Action on Cabinet Work

MOVE the Library Board of Trustees approve the recommended expenditure of \$6,450 with Meilahn Manufacturing Company for cabinet work.

Memorandum B of Recommended Board Action

The Library sought bids for new millwork/cabinets in several areas of the Library to provide additional storage and work surfaces in the KidSpace and Digital Services as well as dividers near the front entrance to replace the temporary structures currently in place.

Please refer to the three quotes following this memorandum.



Since 1870

MEILAHN MANUFACTURING CO.

Fine Furniture & Cabinetry

5900 W. 65th ST. • CHICAGO, ILLINOIS 60638

773-581-5204 • FAX 773-581-5404

October 28, 2015

To: Dave Dabrowski
Niles Public Library

From: Gary Clarin

Re: Quote On Furniture/Cabinetry

Dave – Meilahn is pleased to provide a revised quote based on the discussion we had yesterday. Updated drawings have been attached.

- 1) To replace cabinet doors (One's that got wet and damaged) – Price - **\$195.00 delivered**
- 2) Cabinet #1 – lower level (no change) – Price - **\$1,750.00**
- 3) Cabinet #2 – Children's, this cabinet has been revised eliminating the top section of open shelves. Price - **\$1,420.00**
- 4) Front Entrance dividers using ½" T plexi – 2 required, Price - **\$1,030.00 each (Total - \$2,060.00)**
- 5) Table 30" by 60" (Maple w/legs) – Price - **\$1,025.00**

Total All Items - \$6,450.00

Questions please let me know.

**TJ Installations and Trucking
5900 ½ W. 65th Street
Chicago, IL. 60638
773-582-9670(P)
773-582-9590(F)**

October 28, 2015

To: Dave Dabrowski
Niles Public Library

From: Terry Testa

Re: Furniture Quote

Dave – TJ Installations has detailed below our quote based on the drawings you forwarded. Please let me know if you have any questions.

- Replace cabinet doors (damaged by water, use existing hardware) – Price - **\$225.00 delivered**
- Cabinet #1 with two(2) doors and adjustable shelves (Locks) – Price - **\$2,080.00**
- Cabinet #2 – Cabinet with 8 drawers, finished back and top – Price - **\$1,630.00**
- Front Entrance panels used as separators with ½”T plexi – 2 units @ 48”L, Price - **\$1,120.00 each (Total - \$2,240.00)**
- Table 30” by 60” (Maple w/ tapered legs) – Price - **\$1,125.00**

Total - \$7,300.00 (delivered)

Thank you for the opportunity to quote.



SALES QUOTE

Sales Quote Number: Q132072

Sales Quote Date: 11/25/15

Page: 1

Sell
To: NILES PUBLIC LIBRARY
DIANE WINBERG
6960 OAKTON ST
NILES, IL 60714

Ship
To: NILES PUBLIC LIBRARY
DAVE
6960 OAKTON ST
NILES, IL 60714

Ship Via

Customer ID Z9890

Terms NET 30 DAYS

SalesPerson CHRIS PATSIS

Item No.	Description	Unit	Quantity	Unit Price	Total Price
CABINET	CUSTOM CABINET	EA	1		
CHILDRENS	CABINET CHILDRENS AREA	EA	1		
VESTIBULE	CUSTOM GLASS VESTIBULE	EA	1		
MAPLE VENEER	MAPLE VENEER TABLE	EA	1		

Amount Subject to Sales Tax	0.00	Amount Exempt from Sales Tax	10,500.00	Subtotal:	10,500.00
				Invoice Discount:	0.00
				Total Sales Tax:	0.00
				Total:	10,500.00

New Business—Recommended Actions

C. Recommended Action on Expenditure of Special Reserve Funds

MOVE the Library Board of Trustees approve the expenditure of Special Reserve Funds in the amount of (not to exceed) \$32,431.99 for the purchase of 20 patron computer laptop workstations and 1 laptop cart from Dell Computers for the Digital Services Studio B and meeting room spaces.

Memorandum C of Recommended Board Action

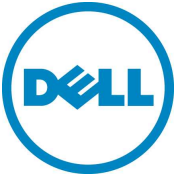
This purchase will provide replacement units in Studio B (Formerly the Training Room) as well as units available to meeting rooms for meeting set-ups. Currently there are 14 desktop units in Studio B which are beyond their useful lives (purchase in November 2008) and are not adequate to run the latest Microsoft operating systems. Additionally there are four laptop units in the various meeting rooms for a total of 18 units. We increased the number of units to 20 so the Library could facilitate up to 18 attendees (currently 12 capacity) at Studio B programs plus one for the instructor and one in the server room to test operating system patches and security updates. This also provides the flexibility so that KidSpace can run programs without needing to have its own fleet of desktop computers.

The purchase price of the units will be \$1,544.20 each. This compares favorably to the desktop purchase price of \$1,442.00 each in 2008 and \$1,975.00 for each laptop in 2008.

This purchase also provides for a storage cart to secure and charge the laptops. The total cost of the storage cart will be \$1,547.99.

Therefore the total cost for this purchase will include 20 laptops at \$30,844.00 (\$1,544.20 x 20) and the cost of the cart at \$1,547.99 for a total of \$32,431.99. These pieces of equipment will be purchases under our agreement with NASPO ValuePoint Cooperative Purchasing Organization of which we are a member. This organization provides prebid pricing negotiated directly with the vendor and specified in its Master Price Agreement for Computer Equipment and Peripherals. Using such a purchasing method satisfies the requirements of the state purchasing law. Lastly the total price of \$32,431.99 represents a discount of 24% off of the standard Dell Computer pricing schedules.

Please see the following pages for a complete description of the equipment and the related quotes.



QUOTATION

Quote #: 720741301
 Customer #: 38910543
 Contract #: 99AGZ
 Customer Agreement #: MHEC-07012015
 Quote Date: 12/09/2015
 Customer Name: NILES PUBLIC LIBRARY DIST

Date: 12/9/2015

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information			
SALES REP:	STEPHEN BONE	PHONE:	1800 - 2349999
Email Address:	Stephen_Bone@Dell.com	Phone Ext:	5139142

SOFTWARE & ACCESSORIES		GROUP TOTAL: \$1,547.99	
Product	Quantity	Unit Price	Total
Ergotron PowerShuttle Laptop Management Cart - Cart for 20 Laptops / space for 1U switch (not included) - stee (A7120621)	1	\$1,547.99	\$1,547.99

*Total Purchase Price:	\$1,547.99
Product Subtotal:	\$1,547.99
Tax:	\$0.00
Shipping & Handling:	\$0.00
State Environmental Fee:	\$0.00
Shipping Method:	LTL 5 DAY OR LESS

(* Amount denoted in \$)

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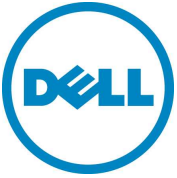
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QUOTATION

Quote #: 720822010
Customer #: 38910543
Contract #: 99AGZ
Customer Agreement #: MHEC-07012015
Quote Date: 12/10/2015
Customer Name: NILES PUBLIC LIBRARY DIST

Date: 12/10/2015

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Sales Professional Information

SALES REP:	STEPHEN BONE	PHONE:	1800 - 2349999
Email Address:	Stephen_Bone@Dell.com	Phone Ext:	5139142

GROUP: 1 QUANTITY: 20 SYSTEM PRICE: \$1,544.20 GROUP TOTAL: \$30,884.00

Description	Quantity
Latitude E6540 (210-AAFM)	20
8GB (2x4GB) 1600MHz DDR3L Memory (370-AAIE)	20
Internal English Backlit Dual Pointing Keyboard (580-AAFH)	20
AMD Radeon HD 8790M Graphics 2GB GDDR5 (490-BCHX)	20
Intel Wireless 7260 Driver (555-BBHK)	20
128GB Mobility Solid State Drive (400-AAGM)	20
Windows 7 Professional, 64-bit, No Media, Latitude, English (421-8067)	20
US Order (332-1286)	20
6-cell (65Wh) Lithium Ion battery with ExpressCharge (451-BBBL)	20
No Wireless WAN Card (362-BBBB)	20
8X DVD+/-RW Drive (429-AABK)	20
Intel Dual Band Wireless-AC 7260 802.11ac/a/b/g/n 2x2 + Bluetooth 4.0 LE Half Mini Card (555-BBHI)	20
US Power Cord (537-BBBL)	20
No Media (620-AAOH)	20
Dell Backup and Recovery Basic (637-AAAS)	20
BTO Standard shipment (800-BBFB)	20
System Documentation, English (343-BBBB)	20
No Camera Software (319-BBBK)	20
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115 (997-8367)	20
Dell Limited Hardware Warranty Plus Service (997-8705)	20
ProSupport Plus: Accidental Damage Service, 5 Years (997-8734)	20
ProSupport Plus: Keep Your Hard Drive, 5 Years (997-8746)	20
ProSupport Plus: Next Business Day Onsite, 5 Years (997-8758)	20
ProSupport Plus: 7x24 Technical Support, 5 Years (997-8770)	20
Intel vPro Technologys Advanced Management Features (631-AAAJ)	20
No Resource DVD (430-XXYG)	20

No Fingerprint Reader and No Smart Card Reader (Contact and Contactless) Palmrest (346-BBBW)	20
No Energy Star (387-BBCE)	20
4th Gen Intel Core i7-4610M Processor (3.0 GHz, 4MB Cache, Dual Core) (338-BESE)	20
No DDPE Encryption Software (954-3465)	20
Light Sensitive Webcam and Noise Cancelling Digital Array Mic (325-BBBT)	20
SHIP,NBK,E6540,DAO,Mix-model (340-AAKD)	20
No DDP ESS Software (634-BENZ)	20
No Power DVD (430-XXYY)	20
CFI Not Included (469-2486)	20
No Intel Responsive (551-BBBJ)	20
Intel Core i7 vPro Processor Label (338-BCMI)	20
15.6in FHD (1920x1080) Anti-Glare LED (391-BBVQ)	20
Microsoft(R) Office trial (658-BCSB)	20
Windows 7 Label, Latitude, Vostro and Mobile Precision Notebooks (330-6322)	20
Thank you for buying Dell (421-9982)	20
Dell Data Protection Security Tools Digital Delivery/NB (422-0007)	20
Dell Client System Update (551-BBBH)	20
Adobe Reader 11 (640-BBDI)	20
Dell Data Protection Protected Workspace (640-BBEU)	20
Not Selected in this Configuration (640-BBHQ)	20
Visit www.dell.com/encryption (640-BBHR)	20
Waves Maxx Audio Royalty (658-BBNF)	20
No Security Software (650-AAHI)	20
130W AC Adapter, 3-pin (492-BBCS)	20

*Total Purchase Price:	\$30,884.00
Product Subtotal:	\$30,884.00
Tax:	\$0.00
Shipping & Handling:	\$0.00
State Environmental Fee:	\$0.00
Shipping Method:	LTL 5 DAY OR LESS

(* Amount denoted in \$)

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

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Dell Latitude E6540

The most secure and manageable laptop is also the most powerful Latitude. You can count on the Latitude E6540 outstanding reliability for your workforce productivity.

Most secure laptop

Data is your most valuable asset. Protect it with the most secure business laptop on the market. Latitude E6540 guards your data with industry-leading endpoint security solutions that include the most comprehensive encryption, strong authentication and leading-edge malware protection.

Protect data on any device, across external media and in the cloud with Dell Data Protection | Encryption. This comprehensive encryption solution suite enables centralized, remote management of endpoint security. Flexible encryption options range from simplified BitLocker management to the highest level of FIPS 140-2 protection commercially available for system disks with the optional DDP | Hardware Crypto Accelerator. Easily deploy encryption right out of the box with factory installation and simplify compliance with one-touch preset compliance templates.

Ensure only authorized users have access to your data with advanced authentication options including FIPS 201-certified smart card and fingerprint readers and RSA SecurID. Dell Data Protection | Security Tools enables multifactor, single sign-on and preboot authentication along with integrated management with your encryption policies. Only Dell Latitude E6540 provides a FIPS 140-2-certified TPM^{1,2} for secure credential storage. Dell ControlVault adds another layer of hardware security by isolating user passwords and credentials on a separately controlled hardware chip for stronger protection from potentially unsecured operating systems and physical hard drives.

Stop advanced malware in its tracks with Dell Data Protection | Protected Workspace, a proactive approach to malware protection that automatically detects and blocks all malicious behavior in real time — even zero-day attacks. The software is completely unobtrusive to users so employee workflow is uninterrupted.

Most manageable laptop

Easily manage your Latitude fleet with exceptional integrated management capabilities that include Intel® vPro™ technology and exclusive automated tools that plug into Microsoft System Center and Dell KACE.

Remotely manage your Latitude laptops with next-generation Intel® vPro™ technology¹ and update once and everywhere with Dell-unique Intel vPro extensions for remote BIOS management and hard drive wipe, even when systems are powered off.

Save time and eliminate guesswork with Dell automated tools and utilities for deploying, monitoring and updating systems. Collect inventory data, enforce policies, and maintain system health for the lifetime of your Dell Latitude laptops. Integration into Microsoft System Center and Dell KACE appliances offer efficient, centralized and automated management to help you save time and money.

Create a standardized environment and simplify deployments with long lifecycles, Dell ProSupport³, Dell Configuration and Deployment Services, and Dell Imaging Services.

Outstanding reliability and performance

Get more done each day with a high-performance laptop designed to work fast and reliably. From its beefy Intel® Core™ i7 quad-core processor option to its 128-bit graphics processing option and fast boot with performance solid-state hybrid drive (SSHD) or solid-state drive (SSD) options, Latitude E6540 is designed to keep pace with your busy day. Dell also offers essential accessories recommended specifically for your Latitude E6540 to improve productivity whether in the office or on the go.

Swappable batteries enable long periods of productivity away from an outlet. Desk productivity is ensured with existing Latitude E-family docking solutions combined with Dell's UltraSharp monitors, wireless keyboard and mouse.

Connect and collaborate effectively with Dell docking solutions, Bluetooth® 4.0, integrated HD webcam and mobile broadband⁴ options.

Travel and work with confidence knowing your Latitude E6540 features a business-rugged design. Its MIL-STD-810G-tested Tri-metal™ chassis, anodized-aluminum exterior and powder-coated base combine for exceptional strength and lasting good looks. Dell Fast Response Free-fall sensor and rubber hard drive isolation help protect data from shocks and vibration. For added comfort and mobility choose Dell's Professional carrying case.

This 15.6" Latitude is small, lightweight (starting at 5.26 lbs.)⁵ in its class and offers your choice of an anti-glare HD or Full-HD display. A backlit keyboard option enables productivity in low-light environments.

Feature	Technical Specification
Processor Options	4th Generation Intel® Core™ up to i7 processors
Operating System Options	Microsoft® Windows® 7 Home Premium 32/64 bit Microsoft® Windows® 7 Professional 32/64 bit Microsoft® Windows® 7 Ultimate 32/64 bit Linux Ubuntu 12.04
Memory ^{7,9} Options	DDR3L SDRAM 1600MHz; 2 slots supporting up to 16GB
Chipset and Intel Responsiveness Technologies	Mobile Intel® QM87 Express Chipset Optional Intel® Rapid Start Technology ⁶ Optional Intel® Smart Response Technology ^{11,12} Optional Intel® Smart Connect Technology ¹³
Graphics ⁸ Options	Intel® Integrated HD Graphics 4600 Optional 128-bit Discrete Graphics with 2GB memory
Display Options	15.6" HD (1366x768) Anti-Glare LED 15.6" FHD (1920x1080) Anti-Glare LED
Storage ⁹ Options	Standard 320GB Hard Disk Drive Up to 1TB Solid State Hybrid drive 500GB FIPS Self-Encrypting Drive ¹ Solid State Drives up to 256GB Encrypted Solid State Drive Dell Fast Response Free Fall Sensor and HDD Isolation (standard on the motherboard)
Optical Drive Options	DVD-ROM, DVD+/-RW
Multimedia Options	High Quality Speakers, stereo global headset jack, integrated noise reducing array microphones Integrated HD video webcam and Dell Webcam Central software
Battery Options	6-cell (60Wh) Lithium Ion battery with ExpressCharge™ 9-cell (97Wh) Lithium Ion battery with ExpressCharge™ 9-cell (87Wh) 3 Year Limited Hardware Warranty ¹⁰ Lithium Ion battery
Power Options	65 ¹ , 90 ¹ or 130 Watt AC Adapter options 90W Auto/Air DC adapter (optional)
Connectivity	10/100/1000 Gigabit Ethernet Wireless LAN and WiMAX Options: Intel® Centrino® Advanced-N 6235 + Bluetooth® 4.0 Intel® Centrino® Ultimate-N 6300 Dell Wireless 1506 (802.11g/n 1x1) Mobile Broadband¹¹ & GPS Options: Dell Wireless™ 5570 ¹¹ HSPA+ (42Mbps) Mini Card
Ports, Slots & Chassis	Stereo global headset jack, Memory card reader, Docking connector, VGA, HDMI, USB3.0 (4) Network connector (RJ-45), SIM card connector, 1 full (WWAN) and two half (WLAN, DDPE ¹) card slots Optional ¹ SmartCard Reader/Contactless Smartcard Reader/Fingerprint Reader with 54mm Express Card Optional ¹ SmartCard Reader/Contactless Smartcard Reader/FIPS certified Fingerprint Reader with 54mm Express Card Kensington slot
Input Device Options	Dual pointing keyboard: standard or backlit, Multi-touch Touchpad
Dimensions & Weight ⁵	Width: 379.00 mm (14.92 inches) Height: 33.4mm (1.31 inches) Depth: 250.50 mm (9.86 inches) Starting weight: 5.64lbs / 2.56kg
Recommended Accessories	In the office: Dell UltraSharp monitors; MDS14 Dual monitor Stand Keyboard: Dell KM632 wireless keyboard & mouse combo; Dell KB813 Smartcard keyboard On the go: Dell Professional carrying case; Dell WM514 wireless mouse
Regulatory and Environmental Compliance	Regulatory Model: P29F, Regulatory Type: P29F001 ENERGY STAR 5.2 (Windows OS) EPEAT Registered. For specific country participation and rating, please see www.epeat.net BFR/PVC free ¹⁵
Systems Management	Intel® vPro™ Technology's advanced management features (optional, requires Intel WiFi® Link WLAN)
Warranty & Support Services	Limited Hardware Warranty ¹⁰ ; Standard 3-year On Site Service after Remote Diagnosis ¹⁴ . Optional 3 year Dell ProSupport offers premium support from expert technicians and 24x7 global availability ¹⁴ . 4 year and 5 year service and support options ³ .
Configuration Services ³	Factory Image load. BIOS Customization. Hardware Customization, Asset Tagging and Reporting.

Discover the most secure and manageable laptop at Dell.com/Latitude

- Some items will be available post-RTS. Offering may also vary by country and by configuration. For complete details, refer to the Technical Guidebook available on dell.com.
- Offering not available in select countries, in particular: China or Russia. WiFi enabled connection required. System must be on or in sleep mode with application running to update.
- Availability and terms of Dell Services vary by region. For more information, visit www.dell.com/servicesdescriptions.
- Offering available in select countries.
- Weights vary depending on configuration and manufacturing variability.
- Intel Rapid Start requires a Solid-State Drive (SSD) or properly configured HDD + SSD
- A 64-bit operating system is required to support 4GB or more of system memory.
- Significant system memory may be used to support graphics, depending on system memory size and other factors
- GB means 1 billion bytes and TB equals 1 trillion bytes; actual capacity varies with preloaded material and operating environment and will be less.
- Limited Hardware Warranty: For copy of Ltd Hardware Warranty, write Dell USA LP, Attn: Warranties, One Dell Way, Round Rock, TX 78682 or see www.dell.com/warranty.
- Mobile Broadband: Subject to wireless provider's broadband subscription and coverage area; additional charges apply.
- Intel Smart Response Technology requires a 32GB SSD setup as secondary storage device.
- Intel Smart Connect requires an SSD or mSATA drive and either Intel WLAN or DW1550 WLAN. System must be on or in sleep mode with application running to update.
- Onsite Service after Remote Diagnosis: Remote Diagnosis is determination by online/phone technician of cause of issue; may involve customer access to inside of system and multiple or extended sessions. If issue is covered by Limited Hardware Warranty (www.dell.com/warranty) and not resolved remotely, technician and/or part will be dispatched, usually within 1 business day following completion of Remote Diagnosis. Availability varies. Other conditions apply.
- Dell Latitude laptops are brominated flame retardant free (BFR-free) and polyvinyl chloride free (PVC-free); meeting the definition of BFR-/PVC-free as set forth in the iNEMI Position Statement on the 'Definition of Low-Halogen Electronics (BFR-/CFR-/PVC-free)'. Plastic parts contain less than 1,000 ppm (0.1%) of bromine (if the Br source is from BFRs) and less than 1,000 ppm (0.1%) of chlorine (if the Cl source is from CFRs or PVC or PVC copolymers). All printed circuit board (PCB) and substrate laminates contain bromine/chlorine total less than 1,500 ppm (0.15%) with a maximum chlorine of 900 ppm (0.09%) and maximum bromine being 900 ppm (0.09%).





PS Laptop Management Cart with pre-installed Cat 6 Ethernet cables

Highlights

Universal Design

- Open-architecture design works with laptops, netbooks and tablets with displays up to 15.6". Maximum device size 15.1"W x 11"D x 1.69"H (38,4 x 28 x 4,3 cm)
- Country-specific power strip is provided to plug in 20 AC adapters. Unique, flexible design accommodates a variety of brick and plug styles for laptops, netbooks and tablets that won't fit in standard outlet strips

PowerShuttle® Technology

- Efficiently scans the system and distributes power to optimize total charge time for the laptops and prevent overloading electrical circuits at the same time

Durable, Secure Storage

- Robust key and lock assembly keeps devices secure. Double-hinged, locking steel front doors with recessed handle open 180° to reveal notebook storage shelves
- Rugged steel frame construction, steel front and rear doors, and molded fire-rated ABS exterior withstands heavy use of classroom settings
- For user and equipment safety, the entire cart is tested and certified to UL 60950 and 1667 standards
- Secure back compartment provides IT access to power brick storage and power strips. Clean, neat cable management runs power to units

Easy to Use

- Lightweight, up to 49% smaller than competitive product, this compact cart design makes it easy to safely move from room to room
- Ships fully assembled
- Four 4" (10 cm) medical-grade, dual-wheel locking casters allow easy push/pull mobility

ERGOTRON®

PowerShuttle® (PS) Laptop Management Cart PowerShuttle (PS) Laptop Charging Cart



Charges. Manages. Compact, secure and cost-effective design.

Buying the right laptops is only one piece of the puzzle. Securely storing, deploying and managing those important assets while making it easy for staff is equally important. This cart's universal interface charges and manages software on up to 20 devices (works with laptops, netbooks and tablets). Patented PowerShuttle Load Sensing Technology optimizes total charge time while safely preventing electrical circuit overload by efficiently grouping the number of devices that are charged at one time. Works in any environment, including education, healthcare and enterprise applications.

**JUST
STAND
.ORG**



PS Laptop Management Cart (switch not included)



CERTIFICATION

UL 60950 Safety of Information Technology Equipment, CAN/CSA C22 2 No. 60950

UL 1667 Tall Institutional Carts for use with Audio, Video and Television Type Equipment

ICES-003 Issue 4, Class A

FCC Part 15 Class A

Country-specific certification as required

RoHS and Reach compliant material used

- Maximum device size: 15.1" W x 11.0" D x 1.69" H (38,4 x 28 x 4,3 cm)
- Maximum device weight: ≤ 6.5 lbs (2,9 kg)

PowerShuttle Technology

- Efficient charging system uses Ergotron's innovative patent-pending PowerShuttle Technology to automatically optimize total charge time for up to 20 laptops or mobile devices
- Cart is powered using one country-specific power cord (12.5', 3,8 m) plugged into a wall outlet. Cord wrap is recessed into side of cart
- Never waste time charging an empty set of slots
- Safely prevents overloading electrical circuits by efficiently grouping the number of devices that are charged at one time
- LED status indicators provide users with zone charging status
- How it works: When the cart is plugged in, the system automatically measures and stores the current draw of the external outlet and the power strips inside the cart (5 devices per power strip). Max wall current is 12A for 100-120V countries and 8A for 220-240V countries. The PowerShuttle subtracts the current for the always-on devices (auxiliary outlets) from the max wall current. This leaves the amount of current available for the power strips. PowerShuttle then groups the power strips in the minimum number of groups for charging without exceeding the max wall current
- LED status indicators provide users with power distribution status
- Power (North America/Japan): 100-120V ~ 50/60Hz, 12A
- Power (UK, Europe, Australia, and China): 220-240V ~ 50/60Hz, 8A

Compact Size

- Lightweight; up to 49% smaller than competitive product, this compact cart design makes it easy to safely move from room to room

Durable, Secure Storage

- Robust two-point key and lock assembly keeps devices secure. Double-hinged, locking steel front doors open 180° to reveal storage shelves
- Rugged steel frame construction, steel front and rear doors, and molded fire-rated ABS exterior withstands heavy use of classroom settings
- Separate top and back storage compartments provide IT access to power brick storage
- Four 4" (10 cm) locking medical grade, dual wheel casters

Additional Features PS Laptop Cart Only

- Twenty (20) pre-installed CAT 6 RJ4S Ethernet cables enable remote management of laptops for software updates via Wake On LAN (with customer supplied Ethernet switch)
- Mounting brackets and country-specific internal auxiliary outlet for switch and WAP power

- Laptop Management Cart includes external auxiliary outlet (2 receptacles for North America/ Japan, 1 for all other countries). Power is continuous to these outlets when in use
- Five (5) 12V DC continuous operating fans are included to keep equipment cool during the management process. Not needed for charge-only
- Built-in temperature sensor protects your equipment by shutting down charging activity if the maximum internal cart temperature is exceeded. Charging activity will resume automatically once temperature returns to safe levels

Product Name (color)	PS Laptop Management Cart (black)	PS Laptop Charging Cart (black)
	24-246-085 US/CA/MX	24-291-085 US/CA/MX
Part number	24-247-085 China	24-292-085 China
	24-248-085 Japan	24-293-085 Japan
	24-249-085 UK/SNG/HK	24-294-085 UK/SNG/HK
	24-250-085 EU	24-295-085 EU
	24-251-085 AU/NZ	24-296-085 AU/NZ
Product Includes	20 device slots, 12.5' (3,8 m) power cable, country-specific power strip, cable management tray, four 4" medical-grade locking casters, integrated handle	
Additional Features	20 CAT 6 Ethernet cables, standard 1U Ethernet switch mounting brackets, auxiliary outlet (external), auxiliary outlet (internal for switch and WAP)	One (1) 12V DC continuous operating fan in top compartment
	Five (5) 12V DC continuous operating fans Built-in temperature sensor	
Product Dimensions	28.0" W x 24.4" D x 40.0" H (71,1 x 62.0 x 101,6 cm)	
Shipping Dimensions	32.7" W x 27.6" D x 46.4" H (83 x 70,2 x 117,9 cm)	
Product Weight	157 lbs (71 kg)	146 lbs (66,2 kg)
Shipping Weight	214 lbs (97,1 kg)	203 lbs (92,1 kg)
Warranty	Five (5) years; two (2) years for power module; one (1) year for other electrical components	

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December 16, 2015

New Business—Recommended Actions

D. Recommended Action 2015/2016 Salary Schedule

MOVE the Library Board of Trustees approve the Niles Public Library District 2015/2016 Salary Schedule

Memorandum D of Recommended Board Action

The salary schedule in use by the Library was constructed in June 2012. Since the end of June 2012, the Consumer Price Index for Urban Consumers (CPI(U)) has increased by 3.45% (the June 2012 index is 131.956 compared to the June 2015 index which is 136.508). The Niles Public Library District 2015/2016 Salary Schedule on the following page has been constructed using the CPI(U) increase of 3.45% applied to the June 2012 salary range numbers.

Niles Public Library District—2015/2016 Salary Schedule

<u>Grade</u>	<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
1	Library Director	Set by Library Board	
2	Assistant Director Assistant Director/Business & Operations Manager	\$65,097 (\$33.38/hr)	\$104,737 (\$53.71/hr)
3	Supervisors	\$53,820 (\$27.60/hr)	\$85,088 (\$43.64/hr)
4	Business Office Coordinator Head of IT Information Technology Services Specialist Librarian – Adult Services Librarian – Digital Services Librarian – Technical Services Librarian – Youth Services	\$43,412 (\$22.26/hr)	\$66,792 (\$34.25/hr)
5	Administrative Assistant Adult Services Assistant Digital Marketing Coordinator Digital Services Assistant Digital Services IT Assistant Information Technology Services Assistant Maintenance Assistant I Outreach Services Assistant Patron Services Team Leader Publicity and Graphic Design Coordinator Technical Services Acquisitions Assistant Technical Services Cataloging Assistant Youth Services Assistant Youth Services Clerk	\$28,161 (\$14.44/hr)	\$51,178 (\$26.25/hr)
6	Patron Services Clerk Switchboard Operator/Circulation Clerk Graphics Assistant Technical Services Acquisitions Clerk	\$22,513 (\$11.54/hr)	\$39,074 (\$20.04/hr)

<u>Grade</u>	<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
6	Technical Services Clerk Technical Services Processing Clerk Technical Services Serials Clerk	\$22,513 (\$11.54/hr)	\$39,074 (\$20.04/hr)
7	Page	\$16,803 (\$8.62/hr)	\$26,850 (\$13.77/hr)

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Twenty-first century libraries are no exception. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on user's expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- An informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- An adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- A long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- telecommunications conduit(s): telephone, fax, Internet, e-mail, library network;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, e-mail, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

APPLICABLE CORE STANDARDS – Please see Core Standards 11, 13, 16, 17, 18, 19, 22, 23, and 24 in Chapter 1.

TECHNOLOGY STANDARDS

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have a(n):
 - telephone, with a listing in the phone book;
 - telephone voice mail and/or answering machine;
 - fax and/or scanner;
 - photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental e-mail accounts for patron communication with the library (e-mail must be read and responded to during library hours.)
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;
 - up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - telephone access for deaf/hearing-impaired patrons: TTY (text telephone), TDD (Telecommunications Devices for the Deaf), TRS (Telecommunications Relay Service), or other relevant technologies;
 - a valid e-mail address, accessible via the library's website, for the library director; and,
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.

Chapter 5 [Technology]

5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and,
 - virtual reference service, and/or instant or text messaging services, and/or library e-mail account.
6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via e-mail and/or through messaging services.
7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, e-mail, productivity software, and the Internet.
8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and,
 - virtual reference service.
9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications services, hardware, software, and other services needed;
 - budget resources; and,
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps.
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and,
 - ongoing staff continuing education/training related to all aspects of technological services.

Chapter 5 [Technology]

15. The library protects the integrity, safety, and security of its technological environment via:
 - anti-virus software and other Internet security software;
 - firewalls;
 - authentication;
 - routine installation of upgrades, patches, etc;
 - scheduled data backup; and,
 - remote/off-site storage of data backups.
16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
 - Illinois Statewide Cataloging Standards [www.cyberdriveillinois.com/library/libraries/cataloging_standards.html]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and,
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library applies for E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). [www.universalservice.org/sl]