



Niles Public Library District

Regular Board Meeting

Wednesday, May 18, 2016 7:00 PM

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

May 18, 2016

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised 5/16/16

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - A. Approve Minutes of the Regular Board Meeting of April 20, 2016 4
 - B. Approve Minutes of the Special Board Meeting of April 28, 2016 8
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Reports 10
 - B. Approve the payment of the bills for operating expenses of \$219,599.00; payroll expenses of \$281,974.07; Special Reserve expenses of \$0.00; for a total monthly expense of \$501,573.07 17
6. Director's Report
 - A. Highlights 32
 - B. Monthly Statistics 61
7. Communications
 - A. Patron Suggestions 66
 - B. May Communications 68
8. Committee Reports
 - A. Building and Grounds
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. Secretary's Report-A Notice of Public Hearing on June 15, 2016, at the hour of 6:55 p.m. at the Niles Public Library District, Board Room, 6960 Oakton Street, Niles, Illinois, concerning Ordinance 16-01, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois for the Fiscal

Board Meeting Agenda - May 18, 2016

Year beginning July 1, 2016 and ending June 30, 2017 was published in the Niles Herald Spectator on May 5, 2016. Copies of the aforementioned Tentative Ordinance are available in the administrative office of the Niles Public Library District, from 9:00 AM to 5:00 PM, Monday through Friday

11. New Business

- A. Approve the appointment of and payment to McClure Inserra & Company Chartered in the estimated amount of \$14,500 to perform the audit of the Niles Public Library District as of and for the year ending June 30, 2016 72
- B. Adopt Ordinance 16-02, an Ordinance Setting the Schedule of Meetings of the Board of Trustees of the Niles Public Library District for the Fiscal Year Commencing July 1, 2016 and Ending June 30, 2017 78
- C. Approve the recommended price tags to be charged for health insurance beginning on July 1, 2016 and ending on June 30, 2017. 80
- D. Approve the recommended renewal of the healthcare insurance plan with Blue Cross Blue Shield (E2EC1705) beginning on July 1, 2016 and ending on June 30, 2017 81
- E. Approve the recommended purchase Liability and Workers' Compensation insurance in the total amount of \$53,935 for the 2016-2017 fiscal year 82
- F. Approve the expenditure of Special Reserve Funds in the amount of (not to exceed) \$74,324.74 for the purchase of 70 staff computer desktops. 83
- G. Approve the expenditure not to exceed \$19,260.36 for the purchase of 12 Adobe Creative Cloud Desktop Apps 2 year subscription licenses renewal from CDW-G 89
- H. Approve the expenditure not to exceed \$15,367.80 from the Special Reserve Fund for the replacement of the current Dell Firewall appliance with a Dell SonicWALL Network Security Firewall solution 91
- I. Amend Administrative and Service Policy 3.03—Services of the Library to add "Patrons from all areas may participate in Library programs after Library staff determine that the Niles Public Library District cardholders have been accommodated" 108

12. Unfinished Business

- A. Approve the recommended changes to the Library's Dental Plan to include family member charges as eligible for reimbursement beginning on July 1, 2016 110
- B. Discussion of retirement benefit
- C. Discussion of Process for Filling Vacant Board Seat
- D. Discussion of Strategic Planning Process

13. Executive Session-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District

14. Final action, if any, on closed session subjects

15. Other

16. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
April 20, 2016
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

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

Trustees Present

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

Library Staff Present

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

Others Present

Dennis Walsh, Attorney, Klein Thorpe and Jenkins; Carol Jung, Niles Resident; Igor Studenkov, *Niles Bugle*; Tom Robb, *Niles Journal*, Kate Setchell, IMRF Member Services Representative

Call to Order

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

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

Amendment to the Agenda

Trustee Matyas MOVED the Library Board of Trustees to move up Item 12.A 1) Unfinished Business, Library Retirement Plan Investigation to the beginning of the meeting agenda. Trustee Drblik seconded.

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

Library Retirement Plan Investigation

Ms. Kate Setchell, IMRF Member Services Representative gave a detailed presentation of the IMRF pension plan and answered questions from trustees.

All were in favor of a 5 minute break at 8:25 PM.

The meeting resumed at 8:30 PM. All of the trustees were present except for Mr. Spadoni who left at 8:25 PM.

Minutes of the Regular Board Meeting of February 16, 2016

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of February 16, 2016. Trustee Drblik seconded.

Requested changes to the Minutes by Trustee Drblik were noted and made to the original Minutes.

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

Public Comment

There was none.

Treasurer's Report

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

Payment of the Bills

Trustee Nakanishi MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$209,706.54, payroll expenses of \$271,307.72, Special Reserve expenses of \$58,142.65, for a total monthly expense of \$539,156.91. Trustee Drblik seconded.

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

Director's Report

Ms. Lempke presented highlights of her report. Ms. Lempke reported that the recent PLA Conference in Denver was the best conference ever. An abridged report of the notes written along with all of the great ideas collected by those who attended the conference will be shared with the Board at the May meeting.

Ms. Lempke reported on the Library's annual Library Night Out which was a huge success—pizza and a magic show. The lines were out the door and the parking lot was jammed packed. Once again, Home Run Inn pizzas were donated by a Park Ridge family who uses our Library with their granddaughter who has special needs. They are forever grateful to our Library and our very caring and supportive staff.

Ms. Lempke asked the trustees to stop by and take a look at the bookmark contest display in KidSpace. She then passed around a basket full of poems for the Trustees to pick for "Poem in Your Pocket" day which takes place during National Poetry Month. Poems will be distributed by a few of our librarians at the Village and at schools.

Ms. Lempke announced that Money Smart Week which is designed to help consumers better manage their personal finances has begun at our Library. She passed around a Calendar of Events for free programs at all participating libraries in the North Suburban area during the week of April 23-30.

Ms. Lempke gave the Board a little background information on the young gentleman with the movie poster collection. A decision was made a few years back not to allow his display in the library due to his intense approach with staff and a Board member. He recently has requested that he be given permission to display his posters next year before the Oscars. Ms. Lempke asked that the Board to please reconsider and to give this young man a second chance. She stated that she is willing to give him another chance and the Board agreed.

Communications

They were included in the Board packet. A brief explanation was made by Mr. Pritz on the library's approach to PTAB appeals and settlements. Ms. Lempke announced that the Library was awarded its 2016 Per Capita Grant in the amount of \$44,157.37 but that payment of these funds may be significantly delayed due to the state budget impasse.

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

Ms. Lempke reported that she and Trustee Nakanishi have talked with a couple of firms regarding exterior signage for the library—The Lakota Group and Product Design & Architecture. Ms. Lempke feels both firms would do a good job but that Product Design & Architecture would keep the design of the Library in their ideas. Ms. Lempke suggested that a Committee meeting be scheduled.

Liaison Reports**Friends of the Library**

Trustee Drblik reported the Friends met on Monday, April 11. Discussion was held on a possible grant idea sponsored by the Village for cultural events held by various organizations within the Village. The grant would

help with the costs to hold these events with free admission. Once again, the Friends discussed the various awards that have been received by other libraries and our library's eligibility for these awards. Ms. Lempke was asked to check on the application process for these awards.

Legislative

There was no report.

RAILS

There was no report.

Secretary's Report

There was no report.

New Business

Close the Library on July 3rd, 2016

Trustee Nakanishi MOVED the Library Board of Trustees approve to close the Library on Sunday, July 3, 2016. Trustee Drblik seconded.

Ms. Lempke explained that since the Library began to stay open on Sundays in the summer, this is the first time that July 4th has fallen on Monday. She anticipates very light traffic on the 3rd and requests that the Library be closed on Sunday as during the Memorial Day and Labor Day weekends. This would not be a paid holiday for staff and it would only happen this year.

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

Visographic

Trustee Matyas MOVED the Library Board of Trustees approve the payment to Visographic in the amount of \$5,891.36. Trustee Drblik seconded.

Ms. Lempke reported that the printing cost for the spring 2015 issue was \$6,442. Mr. Vasilic was able to bring the cost down significantly by working with Visographic. Trustee Drblik asked that the Library work on getting quotes from other printers in the area.

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

Presentation of the 2016-17 Budget

Mr. Pritz presented the Board with a brief introduction to the 2016-17 budget. He provided the Trustees with a draft of the 2016-17 Budget for their review. He asked them to email him with any budget questions prior to the Special Board Meeting on April 28 at 7 PM. Ms. Lempke encouraged the Trustees to please read through the entire notebook—a lot of thought and detail was given to the narrative which answers a lot of questions that come up during the year and to the budget line items which were prepared by Mr. Pritz with analysis and graphs.

Discussion of email (Trustee Matyas)

Trustee Matyas questioned why emails are still being sent to certain trustee personal emails when library emails have been set up for the Board. If a FOIA request was made on a certain topic, would the transcripts include all personal emails on the topic? Ms. Lempke added that she does send emails to the trustee library emails with a copy to their personal accounts so that she can be sure that they are getting read. Therefore, everything being sent can always be found in their library accounts which would be transmitted to a FOIA request. An email sent to a personal account may just say to please check your library email. Trustee Matyas feels it is the responsibility of the trustees to check their library emails. The Library's attorney added that whenever you open up a private device for public business, it will open up that device to a FOIA request because it would not be exempt from public record. His recommendation is not to use a private device but to always use the trustees' library email accounts for public business.

Unfinished Business

Discussion of Strategic Planning Process

Ms. Lempke reported she has received a quote from Donna E. Fletcher Consulting, Inc., who is the consultant used by Lincolnwood Library for their strategic planning process. The quote is high but does include a very in depth process in surveying the community. A majority of the Board agreed that a consultant should be hired (without spending a lot of money) to help guide the Library with its strategic plan. The Board asked that Ms. Fletcher be invited to make a short presentation at the Special Board Meeting on April 28.

Executive Session

Trustee Dimond 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. Trustee Matyas seconded.

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

Executive session started at 9:43 PM.

Executive session ended at 9:45 PM.

The Regular Board Meeting resumed at 9:45 PM. Roll call was taken.

Final Action – if any, on closed session subjects

No action was taken.

Other

Trustee Drblik asked that all revised documents be noted with the revision date. She also asked that a power strip be placed across the table for Trustees to use for their devices. At Trustee Drblik’s request, the Board agreed to have all agenda items sent to both Ms. Lempke and Mr. Pritz by Monday of Board packet week. Ms. Lempke asked that the Trustees put “agenda” in the subject line of their email.

At this time, Trustee Matyas announced her resignation as a Library Trustee of the Niles Public Library District effective April 21, 2016 with a letter addressed to Ms. Lempke. Ms. Matyas thanked the voters of Niles for having confidence in her and she wished Ms. Lempke and the Board the very best for the future. The Trustees were speechless but expressed their appreciation for her time on the Board and wished her well.

Adjournment

Trustee Rozanski MOVED to adjourn. Trustee Matyas seconded.

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

The meeting adjourned at 9:50 PM.

President

Secretary

NILES PUBLIC LIBRARY DISTRICT
Special Board Meeting Minutes
April 28, 2016
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

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

Trustees Present

Karen Dimond, Carolyn Drblik, Patti Rozanski, Linda Ryan, Tim Spadoni
Ms. Nakanishi gave previous notice.

Library Staff Present

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

Others Present

Tom Robb, *Journal News & Topics*; Niles Residents: Bob Zalesny, Carol Jung, Chris Hanusiak, David Carrobotta, Mark Gittings; Donna Fletcher and Larry Hammond, Donna E. Fletcher Consulting, Inc.

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. Rademacher.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

Unfinished Business

Presentation by Donna Fletcher on strategic planning services proposal

Trustee Spadoni MOVED the Library Board of Trustees approve the hiring of Donna E. Fletcher, Inc., for strategic planning consultation, not to exceed \$34,500. Trustee Dimond seconded.

Ms. Fletcher and Mr. Hammond gave a presentation on their strategic planning services as proposed for the Niles Public Library District.

Discussion was held by the Trustees concerning the costs of the consultant considering much of the work would be done by the Library staff and volunteers. Considering there is no deadline, the Trustees asked that they be given the opportunity to meet with other consultants.

Trustee Rozanski MOVED to table the hiring Donna E. Fletcher, Inc., until two other consultant firms are interviewed. Trustee Drblik seconded.

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

Discussion on 2016/2017 Budget

Ordinance 16-01

Trustee Dimond MOVED the Library Board of Trustees approve Ordinance 16-01, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017. Trustee Rozanski seconded.

Mr. Pritz reviewed the proposed budget section by section with the Trustees. Two changes were made to the budget by the Trustees—they reduced the consultant line by \$10,000 and they raised the retirement benefit line from \$180,000 to \$250,000.

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

Ms. Lempke was asked to announce a Public Hearing on Ordinance 16-01 on Wednesday, June 15, 2016, at 6:55 PM.

New Business

Trustee Vacancy

President Ryan announced that the Board of Library Trustees of the Niles Public Library District has a vacancy in the office of Library Trustee due to the resignation of Trustee Danette Matyas, effective April 21, 2016. Under Illinois Library Law, this vacancy in the office of Library Trustee will be filled by appointment by the remaining trustees until the next regular library election which is the balance of Trustee Matyas’s term. The Board will be discussing how it intends to fill the vacancy at its next regular Board meeting.

Trustee Dimond MOVED the Library Board of Trustees formally declare a vacancy in the Office of Library Trustee effective April 21, 2016. Trustee Drblik seconded.

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

Public Comment

President Ryan invited those from the public who signed in to speak. With three members from the public signed in, 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. She did say that at her discretion she may terminate a speaker’s comment if they do not adhere to the Library’s policy 3.28.

Members of the public Bob Zalesny, Chris Hanusiak, and David Carrobotta addressed the Board regarding the Library’s strategic planning process and the library’s budget process.

Other

Ms. Lempke took this moment to mention the passing of a very dear and lovely lady in the Niles community, Mrs. Helen Sparkes. Mrs. Sparkes was a long-time volunteer at the Niles Library. Her family included the Library in the list for donations in her memory. She will be missed.

Adjournment

Trustee Spadoni motioned to adjourn. Trustee Rozanski seconded.

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

The meeting ended at 9:33 PM

President

Secretary

Financial statement narrative

For the month of April 2016 and the year then ended

Revenue

Revenue for the month was in excess of budget expectations by \$39,746 and more than year to date expectations by \$86,985 or 1.4%.

Expenditures

Salaries

Salaries for the month are \$2,016 more than budget estimates or 0.1% and under budget \$120,222 or 4.5% on the year. April is a 5 week pay month for hourly workers.

Library Materials

Library Materials for the month is \$2,070 under budget or 3.3% and \$42,620 under budget or 6.9% for the year.

Library Operating Expenses

Library Operating Expenses is \$5,621 over budget or 19.3% for the month and \$24,284 under budget or 8.3% year to date. This is due primarily to a spike in library supplies, software license renewals and programming expenditures in the month.

General and Administrative

General and Administrative expenses is \$3,557 under budget estimates or 13.3% for the month and \$69,825 or 26.1% year to date. This is due primarily to slow spending in the consultant line item.

Employee Fringe Benefits

Employee Fringe Benefits is \$3,808 over budget or approximately 6.7% for the month and \$25,972 under budget or 4.6% year to date.

Utilities

Utilities is approximately \$2,000 under budget for the month and \$9,360 year to date.

Net Surplus/(Deficit)

For the month, the Net Deficit is \$442,562 which is \$75,790 favorable to the budgeted Net Deficit of \$518,352 and \$680,020 favorable or 90.2% year to date.

Niles Public Library District

Balance Sheet

April 30, 2016

	GENERAL FUND 4/30/2016	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$2,030,125)	\$416,986	\$1,687,270	\$74,130
Investments	\$10,144,571			\$10,144,571
Total Cash and Investments	\$8,114,446	\$416,986	\$1,687,270	\$10,218,701
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	\$10,720,066	\$514,331	\$1,687,270	\$12,921,667
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$173,339	\$17,832	\$0	\$191,171
Accounts Payable-Friends of the Library	\$12,877			\$12,877
Other Liabilities	\$41,947			\$41,947
Deferred Revenues	\$2,581,464	\$97,375		\$2,678,839
Total Liabilities	\$2,809,626	\$115,207	\$0	\$2,924,833
Fund Balance				
Fund Balance	\$7,910,440	\$399,124	\$1,687,270	\$9,996,834
Total Fund Balance	\$7,910,440	\$399,124	\$1,687,270	\$9,996,834
Total Liabilities and Fund Balance	\$10,720,066	\$514,331	\$1,687,270	\$12,921,667

Niles Public Library District Income Statement-Consolidated

April 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$10,726		\$10,726	\$5,965,692	\$5,863,520	\$102,173	\$5,922,747	101%
Replacement Taxes	\$27,583		\$27,583	\$112,167	\$138,600	(\$26,433)	\$140,000	80%
Per Capita Grant							\$71,605	
Grants-Other				\$1,000	\$1,000		\$1,000	100%
Investment Income	\$4,689	\$5,000	(\$311)	\$54,447	\$50,000	\$4,447	\$60,000	91%
Fines	\$4,345	\$4,167	\$178	\$43,590	\$41,667	\$1,923	\$50,000	87%
Lost Books	\$531	\$625	(\$94)	\$8,499	\$6,250	\$2,249	\$7,500	113%
Pay For Print	\$3,210	\$1,667	\$1,543	\$17,071	\$16,667	\$405	\$20,000	85%
Non-Resident Fees				\$580		\$580		
Flash Drive & Ear Bud Sales	\$26		\$26	\$113		\$113		
Commissions & Fees	(\$4)		(\$4)	(\$16)		(\$16)		
Donations-Friends of the Library					\$1,400	(\$1,400)	\$1,400	
Donations				\$3,316		\$3,316		
Miscellaneous	\$211	\$113	\$99	\$753	\$1,125	(\$372)	\$1,350	56%
Total Revenues	\$51,317	\$11,571	\$39,746	\$6,207,213	\$6,120,228	\$86,985	\$6,275,602	99%
Expenditures								
Salaries								
Library Director	\$10,167	\$10,201	\$34	\$101,667	\$102,009	\$342	\$122,411	83%
Payroll-Department Managers	\$13,963	\$14,770	\$806	\$140,132	\$147,696	\$7,564	\$177,235	79%
Payroll-Division Supervisors	\$35,560	\$36,155	\$595	\$338,350	\$361,548	\$23,198	\$433,857	78%
Payroll-Librarian I	\$99,652	\$97,093	(\$2,559)	\$966,162	\$970,925	\$4,763	\$1,165,110	83%
Payroll-Library Grade V	\$59,316	\$61,118	\$1,802	\$566,644	\$611,177	\$44,533	\$733,412	77%
Payroll-Library Grade VI	\$30,140	\$27,709	(\$2,431)	\$244,627	\$277,092	\$32,465	\$332,510	74%
Payroll-Library Pages	\$11,635	\$10,194	(\$1,442)	\$90,665	\$101,938	\$11,273	\$122,326	74%
Payroll-Sundays	\$7,154	\$6,833	(\$321)	\$71,001	\$68,333	(\$2,668)	\$82,000	87%
Adjustments		\$833	\$833	\$3,500	\$8,333	\$4,833	\$10,000	35%
Substitutes		\$667	\$667	\$12,748	\$6,667	(\$6,081)	\$8,000	159%
Total Salaries	\$267,587	\$265,572	(\$2,016)	\$2,535,495	\$2,655,717	\$120,222	\$3,186,861	80%

Niles Public Library District
Income Statement-Consolidated

April 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$16,107	\$13,417	(\$2,691)	\$134,373	\$134,167	(\$206)	\$161,000	83%
Books-Youth Services	\$8,564	\$6,250	(\$2,314)	\$54,164	\$62,500	\$8,336	\$75,000	72%
Books-Teen	\$2,498	\$1,250	(\$1,248)	\$13,064	\$12,500	(\$564)	\$15,000	87%
Downloadables	\$10,940	\$6,667	(\$4,273)	\$63,324	\$66,667	\$3,343	\$80,000	79%
Periodicals	\$94	\$2,667	\$2,572	\$12,134	\$26,667	\$14,532	\$32,000	38%
AV-Adult	\$9,913	\$10,000	\$87	\$80,630	\$100,000	\$19,370	\$120,000	67%
AV-Youth Services	\$7,347	\$3,542	(\$3,805)	\$30,422	\$35,417	\$4,995	\$42,500	72%
AV-Teen	\$1,489	\$1,000	(\$489)	\$9,193	\$10,000	\$807	\$12,000	77%
Online Databases	\$2,437	\$16,667	\$14,230	\$174,661	\$166,667	(\$7,994)	\$200,000	87%
Total Library Materials	\$59,388	\$61,458	\$2,070	\$571,963	\$614,583	\$42,620	\$737,500	78%
Library Operating Expenditures								
CCS Charges	\$11,926	\$6,667	(\$5,259)	\$63,106	\$66,667	\$3,560	\$80,000	79%
Processing & Supplies	\$1,178	\$1,667	\$489	\$15,799	\$16,667	\$867	\$20,000	79%
Internet Charges	\$1,251	\$1,375	\$124	\$12,166	\$13,750	\$1,584	\$16,500	74%
Software, Licenses	\$1,507	\$5,819	\$4,311	\$38,663	\$58,186	\$19,522	\$69,823	55%
Printing	\$1,039	\$3,971	\$2,932	\$26,293	\$39,708	\$13,415	\$47,650	55%
Library Supplies	\$574	\$1,067	\$492	\$9,878	\$10,667	\$788	\$12,800	77%
Programming & Support-Adult	\$3,683	\$2,417	(\$1,266)	\$24,555	\$24,167	(\$388)	\$29,000	85%
Programming & Support-Juvenile	\$5,857	\$3,167	(\$2,690)	\$30,775	\$31,667	\$891	\$38,000	81%
Programming & Support-Joint	(\$16)	\$933	\$949	\$4,167	\$9,333	\$5,167	\$11,200	37%
Programming & Support-Teen	\$289	\$667	\$378	\$8,230	\$6,667	(\$1,564)	\$8,000	103%
Public Performing Rights				\$1,407	\$1,400	(\$7)	\$1,400	101%
Computer Charges OCLC	\$1,959	\$958	(\$1,000)	\$9,794	\$9,583	(\$211)	\$11,500	85%
Miscellaneous	\$131	\$83	(\$48)	\$1,936	\$833	(\$1,103)	\$1,000	194%
Per Capita Grant Expenditures	\$5,233		(\$5,233)	\$19,922		(\$19,922)	\$71,605	28%
Grant - Other Expenditures		\$83	\$83		\$833	\$833	\$1,000	
Volunteers	\$8	\$125	\$117	\$401	\$1,250	\$849	\$1,500	27%
Total Library Operating Expenditures	\$34,619	\$28,998	(\$5,621)	\$267,093	\$291,377	\$24,284	\$420,978	63%

Niles Public Library District
Income Statement-Consolidated

April 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$3,653	\$2,804	(\$849)	\$25,427	\$28,042	\$2,615	\$33,650	76%
Copiers	\$171	\$833	\$662	\$7,409	\$8,333	\$924	\$10,000	74%
Professional Development	\$3,672	\$3,272	(\$400)	\$35,477	\$32,716	(\$2,762)	\$39,259	90%
Mileage	\$545	\$317	(\$228)	\$3,644	\$3,167	(\$478)	\$3,800	96%
Professional Collection	\$49	\$63	\$14	\$494	\$625	\$131	\$750	66%
Legal Fees	\$2,060	\$2,500	\$440	\$22,720	\$25,000	\$2,280	\$30,000	76%
Consultants		\$5,792	\$5,792	\$5,745	\$57,917	\$52,172	\$69,500	8%
Kitchen Supplies		\$125	\$125	\$455	\$1,250	\$795	\$1,500	30%
Promotional Expense	\$253	\$2,142	\$1,888	\$12,751	\$21,419	\$8,669	\$25,703	50%
Office Supplies	\$5,813	\$2,083	(\$3,729)	\$22,948	\$20,833	(\$2,115)	\$25,000	92%
Postage & Freight	\$2,558	\$1,500	(\$1,058)	\$16,054	\$15,000	(\$1,054)	\$18,000	89%
Publication of Notices-Advertisements		\$100	\$100	\$1,432	\$1,000	(\$432)	\$1,200	119%
Subscriptions & Dues	\$397	\$714	\$317	\$7,418	\$7,138	(\$281)	\$8,565	87%
Collection Services	\$185	\$83	(\$102)	\$439	\$833	\$394	\$1,000	44%
Telephone	\$1,084	\$1,375	\$291	\$10,790	\$13,750	\$2,960	\$16,500	65%
Trustee Expense	\$763	\$833	\$70	\$1,092	\$8,333	\$7,241	\$10,000	11%
Payroll Service	\$1,133	\$1,083	(\$50)	\$12,377	\$10,833	(\$1,543)	\$13,000	95%
Bank Fees		\$275	\$275	\$2,443	\$2,750	\$307	\$3,300	74%
Parking Lease	\$881	\$881		\$8,810	\$8,810		\$10,572	83%
Total General and Administration	\$23,218	\$26,775	\$3,557	\$197,924	\$267,749	\$69,825	\$321,299	62%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$272	\$833	\$562	\$1,000	27%
Repairs & Maintenance		\$150	\$150	\$2,201	\$1,500	(\$701)	\$1,800	122%
Miscellaneous		\$8	\$8		\$83	\$83	\$100	
Auto Insurance	\$274		(\$274)	\$1,709	\$1,435	(\$274)	\$1,435	119%
Total Vehicle Operation	\$274	\$242	(\$32)	\$4,182	\$3,852	(\$330)	\$4,335	96%

Niles Public Library District Income Statement-Consolidated

April 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$13,565	\$14,583	\$1,019	\$136,317	\$145,833	\$9,517	\$175,000	78%
Group Health	\$35,289	\$32,500	(\$2,789)	\$336,736	\$325,000	(\$11,736)	\$390,000	86%
Health Reimbursement Account	\$6,714	\$5,500	(\$1,214)	\$32,927	\$55,000	\$22,073	\$66,000	50%
Dental	\$2,524	\$1,667	(\$857)	\$11,244	\$16,667	\$5,423	\$20,000	56%
Vision	\$542	\$583	\$41	\$5,121	\$5,833	\$713	\$7,000	73%
FSA fee	\$60	\$100	\$40	\$870	\$1,000	\$130	\$1,200	73%
Life, LTD, AD&D, STD	\$1,548	\$1,500	(\$48)	\$15,147	\$15,000	(\$147)	\$18,000	84%
Total Employee Fringe Benefits	\$60,242	\$56,433	(\$3,808)	\$538,362	\$564,333	\$25,972	\$677,200	79%
Utilities								
Gas	\$951	\$1,250	\$299	\$7,745	\$12,500	\$4,755	\$15,000	52%
Electric	\$6,633	\$8,333	\$1,700	\$79,558	\$83,333	\$3,775	\$100,000	80%
Water	\$443	\$667	\$224	\$5,837	\$6,667	\$830	\$8,000	73%
Total Utilities	\$8,027	\$10,250	\$2,223	\$93,140	\$102,500	\$9,360	\$123,000	76%
Capital Expenditures								
Special Reserve - Equipment		\$41,417	\$41,417	\$120,744	\$414,167	\$293,422	\$497,000	24%
Total Capital Expenditures	\$0	\$41,417	\$41,417	\$120,744	\$414,167	\$293,422	\$497,000	24%
Audit								
Audit Expense				\$14,500	\$14,500		\$14,500	100%
Total Audit Expenditures	\$0	\$0	\$0	\$14,500	\$14,500	\$0	\$14,500	100%
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	\$20,906	\$20,000	(\$906)	\$202,575	\$200,000	(\$2,575)	\$240,000	84%
Total Social Security Expenditures	\$20,906	\$20,000	(\$906)	\$202,575	\$200,000	(\$2,575)	\$240,000	84%

Niles Public Library District
Income Statement-Consolidated

April 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
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%
Unemployment Compensation								
Unemployment Compensation	\$1,787	\$1,250	(\$537)	\$16,660	\$12,500	(\$4,160)	\$15,000	111%
Total Unemployment Compensation Expenditures	\$1,787	\$1,250	(\$537)	\$16,660	\$12,500	(\$4,160)	\$15,000	111%
Building & Equipment Maintenance								
Repairs & Improvements	\$1,211	\$3,975	\$2,764	\$62,575	\$39,750	(\$22,825)	\$47,700	131%
Contractual Maintenance	\$4,887	\$3,524	(\$1,363)	\$34,206	\$35,238	\$1,032	\$42,285	81%
Non-Contractual Maintenance	\$3,397	\$1,283	(\$2,114)	\$10,656	\$12,833	\$2,178	\$15,400	69%
Equipment Maintenance	\$5,794	\$3,013	(\$2,782)	\$19,054	\$30,125	\$11,071	\$36,150	53%
Non Capital Expenses	\$319	\$2,417	\$2,098	\$10,787	\$24,167	\$13,380	\$29,000	37%
Furniture & Fixtures	\$2,224	\$3,317	\$1,093	\$23,827	\$33,167	\$9,340	\$39,800	60%
Total Building & Equipment Maintenance Expenditures	\$17,832	\$17,528	(\$304)	\$161,104	\$175,279	\$14,175	\$210,335	77%
Total Expenditures	\$493,879	\$529,923	\$36,044	\$4,773,590	\$5,366,626	\$593,036	\$6,498,076	73%
NET SURPLUS/(DEFICIT)	(\$442,562)	(\$518,352)	\$75,790	\$1,433,622	\$753,602	\$680,020	(\$222,474)	(644)%

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73531	Accounts Payable	Computer Check	4/20/2016	TIM SPADONI	\$0.00	\$366.20	(\$366.20)	Outstanding	4/30/2016
73532	Accounts Payable	Computer Check	5/18/2016	ADAFRUIT	\$0.00	\$765.00	(\$1,131.20)	Outstanding	5/31/2016
73533	Accounts Payable	Computer Check	5/18/2016	AFLAC	\$0.00	\$324.74	(\$1,455.94)	Outstanding	5/31/2016
73534	Accounts Payable	Computer Check	5/18/2016	PAULA S. AKERS	\$0.00	\$17.99	(\$1,473.93)	Outstanding	5/31/2016
73535	Accounts Payable	Computer Check	5/18/2016	ALLIANCE ENTERTAINMENT	\$0.00	\$335.11	(\$1,809.04)	Outstanding	5/31/2016
73536	Accounts Payable	Computer Check	5/18/2016	AMARK INDUSTRIES	\$0.00	\$2,507.20	(\$4,316.24)	Outstanding	5/31/2016
73537	Accounts Payable	Computer Check	5/18/2016	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$202.00	(\$4,518.24)	Outstanding	5/31/2016
73538	Accounts Payable	Computer Check	5/18/2016	ARX COMPUTERS	\$0.00	\$140.00	(\$4,658.24)	Outstanding	5/31/2016
73539	Accounts Payable	Computer Check	5/18/2016	AT&T	\$0.00	\$43.47	(\$4,701.71)	Outstanding	5/31/2016
73540	Accounts Payable	Computer Check	5/18/2016	AT&T	\$0.00	\$427.14	(\$5,128.85)	Outstanding	5/31/2016
73541	Accounts Payable	Computer Check	5/18/2016	STANLEY D. BANASH	\$0.00	\$150.00	(\$5,278.85)	Outstanding	5/31/2016
73542	Accounts Payable	Computer Check	5/18/2016	BLICK ART MATERIALS	\$0.00	\$24.07	(\$5,302.92)	Outstanding	5/31/2016
73543	Accounts Payable	Computer Check	5/18/2016	DONNA BLOCK	\$0.00	\$28.64	(\$5,331.56)	Outstanding	5/31/2016
73544	Accounts Payable	Computer Check	5/18/2016	BRODART CO.	\$0.00	\$186.95	(\$5,518.51)	Outstanding	5/31/2016
73545	Accounts Payable	Computer Check	5/18/2016	CALL ONE	\$0.00	\$937.47	(\$6,455.98)	Outstanding	5/31/2016
73546	Accounts Payable	Computer Check	5/18/2016	ARIANNE CAREY	\$0.00	\$179.60	(\$6,635.58)	Outstanding	5/31/2016
73547	Accounts Payable	Computer Check	5/18/2016	CDW GOVERNMENT, INC.	\$0.00	\$2,340.12	(\$8,975.70)	Outstanding	5/31/2016
73548	Accounts Payable	Computer Check	5/18/2016	CENGAGE LEARNING, INC.	\$0.00	\$2,209.42	(\$11,185.12)	Outstanding	5/31/2016
73549	Accounts Payable	Computer Check	5/18/2016	CENTER POINT LARGE PRINT	\$0.00	\$302.58	(\$11,487.70)	Outstanding	5/31/2016
73550	Accounts Payable	Computer Check	5/18/2016	CHRIS CHRISTMAS	\$0.00	\$550.00	(\$12,037.70)	Outstanding	5/31/2016
73551	Accounts Payable	Computer Check	5/18/2016	CINTAS CORPORATION LOC. 769	\$0.00	\$705.93	(\$12,743.63)	Outstanding	5/31/2016
73552	Accounts Payable	Computer Check	5/18/2016	COMED	\$0.00	\$6,632.91	(\$19,376.54)	Outstanding	5/31/2016
73553	Accounts Payable	Computer Check	5/18/2016	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$19,876.54)	Outstanding	5/31/2016
73554	Accounts Payable	Computer Check	5/18/2016	COOPERATIVE COMPUTER SERV	\$0.00	\$14,214.68	(\$34,091.22)	Outstanding	5/31/2016
73555	Accounts Payable	Computer Check	5/18/2016	COVERALL NORTH AMERICA, IN	\$0.00	\$2,781.25	(\$36,872.47)	Outstanding	5/31/2016
73556	Accounts Payable	Computer Check	5/18/2016	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$949.07	(\$37,821.54)	Outstanding	5/31/2016
73557	Accounts Payable	Computer Check	5/18/2016	CROSSING BORDERS MUSIC	\$0.00	\$700.00	(\$38,521.54)	Outstanding	5/31/2016
73558	Accounts Payable	Computer Check	5/18/2016	CECILIA CYGNAR	\$0.00	\$196.79	(\$38,718.33)	Outstanding	5/31/2016
73559	Accounts Payable	Computer Check	5/18/2016	DEMCO, INC.	\$0.00	\$59.43	(\$38,777.76)	Outstanding	5/31/2016
73560	Accounts Payable	Computer Check	5/18/2016	BOMAN DESAI	\$0.00	\$75.00	(\$38,852.76)	Outstanding	5/31/2016
73561	Accounts Payable	Computer Check	5/18/2016	DISPLAYS2GO	\$0.00	\$53.18	(\$38,905.94)	Outstanding	5/31/2016
73562	Accounts Payable	Computer Check	5/18/2016	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$39,405.94)	Outstanding	5/31/2016
73563	Accounts Payable	Computer Check	5/18/2016	EBSCO INFORMATION SERVICES	\$0.00	\$3,253.00	(\$42,658.94)	Outstanding	5/31/2016
73564	Accounts Payable	Computer Check	5/18/2016	ENCYCLOPAEDIA BRITANNICA, I	\$0.00	\$60.90	(\$42,719.84)	Outstanding	5/31/2016
73565	Accounts Payable	Computer Check	5/18/2016	MARYELLEN ESSIG	\$0.00	\$310.76	(\$43,030.60)	Outstanding	5/31/2016
73566	Accounts Payable	Computer Check	5/18/2016	FIFTH THIRD BANK	\$0.00	\$2,224.10	(\$45,254.70)	Outstanding	5/31/2016
73567	Accounts Payable	Computer Check	5/18/2016	FINDAWAY WORLD, LLC	\$0.00	\$341.17	(\$45,595.87)	Outstanding	5/31/2016
73568	Accounts Payable	Computer Check	5/18/2016	FLEXSOURCE, LLC	\$0.00	\$368.00	(\$45,963.87)	Outstanding	5/31/2016
73569	Accounts Payable	Computer Check	5/18/2016	FORTE	\$0.00	\$319.00	(\$46,282.87)	Outstanding	5/31/2016

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73570	Accounts Payable	Computer Check	5/18/2016	DOROTHEA FRISBIE	\$0.00	\$85.48	(\$46,368.35)	Outstanding	5/31/2016
73571	Accounts Payable	Computer Check	5/18/2016	GARVEY'S OFFICE PRODUCTS	\$0.00	\$3,193.33	(\$49,561.68)	Outstanding	5/31/2016
73572	Accounts Payable	Computer Check	5/18/2016	GENESIS TECHNOLOGIES, INC.	\$0.00	\$4,626.38	(\$54,188.06)	Outstanding	5/31/2016
73573	Accounts Payable	Computer Check	5/18/2016	DEBORAH GRAHAM	\$0.00	\$148.76	(\$54,336.82)	Outstanding	5/31/2016
73574	Accounts Payable	Computer Check	5/18/2016	GRAINGER	\$0.00	\$121.95	(\$54,458.77)	Outstanding	5/31/2016
73575	Accounts Payable	Computer Check	5/18/2016	GRAPHIC 14 INCORPORATED	\$0.00	\$352.04	(\$54,810.81)	Outstanding	5/31/2016
73576	Accounts Payable	Computer Check	5/18/2016	GROOT INDUSTRIES, INC.	\$0.00	\$213.63	(\$55,024.44)	Outstanding	5/31/2016
73577	Accounts Payable	Computer Check	5/18/2016	BARBARA GRUENKE	\$0.00	\$5.99	(\$55,030.43)	Outstanding	5/31/2016
73578	Accounts Payable	Computer Check	5/18/2016	HALL PASS	\$0.00	\$24.00	(\$55,054.43)	Outstanding	5/31/2016
73579	Accounts Payable	Computer Check	5/18/2016	HEALTHCARE SERVICE CORPOR	\$0.00	\$40,863.89	(\$95,918.32)	Outstanding	5/31/2016
73580	Accounts Payable	Computer Check	5/18/2016	HOOPLA	\$0.00	\$5,000.00	(\$100,918.32)	Outstanding	5/31/2016
73581	Accounts Payable	Computer Check	5/18/2016	HOUCHEM BINDERY, LTD.	\$0.00	\$492.05	(\$101,410.37)	Outstanding	5/31/2016
73582	Accounts Payable	Computer Check	5/18/2016	ILLINOIS GLASSWORKS, LLC	\$0.00	\$490.00	(\$101,900.37)	Outstanding	5/31/2016
73583	Accounts Payable	Computer Check	5/18/2016	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$185.00	(\$102,085.37)	Outstanding	5/31/2016
73584	Accounts Payable	Computer Check	5/18/2016	INGRAM LIBRARY SERVICES	\$0.00	\$25,697.06	(\$127,782.43)	Outstanding	5/31/2016
73585	Accounts Payable	Computer Check	5/18/2016	IRON MOUNTAIN	\$0.00	\$131.27	(\$127,913.70)	Outstanding	5/31/2016
73586	Accounts Payable	Computer Check	5/18/2016	JIM GILL, INC.	\$0.00	\$1,200.00	(\$129,113.70)	Outstanding	5/31/2016
73587	Accounts Payable	Computer Check	5/18/2016	JAMIE KING	\$0.00	\$119.56	(\$129,233.26)	Outstanding	5/31/2016
73588	Accounts Payable	Computer Check	5/18/2016	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$2,036.00	(\$131,269.26)	Outstanding	5/31/2016
73589	Accounts Payable	Computer Check	5/18/2016	KONE INC.	\$0.00	\$243.81	(\$131,513.07)	Outstanding	5/31/2016
73590	Accounts Payable	Computer Check	5/18/2016	KONICA MINOLTA BUSINESS SO	\$0.00	\$171.41	(\$131,684.48)	Outstanding	5/31/2016
73591	Accounts Payable	Computer Check	5/18/2016	KOREAN BOOKS	\$0.00	\$779.02	(\$132,463.50)	Outstanding	5/31/2016
73592	Accounts Payable	Computer Check	5/18/2016	BERNADETTE KORYCIARZ	\$0.00	\$150.00	(\$132,613.50)	Outstanding	5/31/2016
73593	Accounts Payable	Computer Check	5/18/2016	LAKE VILLA DISTRICT LIBRARY	\$0.00	\$15.00	(\$132,628.50)	Outstanding	5/31/2016
73594	Accounts Payable	Computer Check	5/18/2016	LAUBE IMAGING PRODUCTS	\$0.00	\$185.10	(\$132,813.60)	Outstanding	5/31/2016
73595	Accounts Payable	Computer Check	5/18/2016	SUSAN LEMPKE	\$0.00	\$1,076.29	(\$133,889.89)	Outstanding	5/31/2016
73596	Accounts Payable	Computer Check	5/18/2016	MAKERBOT INDUSTRIES LLC	\$0.00	\$144.90	(\$134,034.79)	Outstanding	5/31/2016
73597	Accounts Payable	Computer Check	5/18/2016	JAMIE MARTIN	\$0.00	\$450.00	(\$134,484.79)	Outstanding	5/31/2016
73598	Accounts Payable	Computer Check	5/18/2016	MARTINA MATHISEN	\$0.00	\$250.00	(\$134,734.79)	Outstanding	5/31/2016
73599	Accounts Payable	Computer Check	5/18/2016	MELISSA MAYBERRY	\$0.00	\$350.00	(\$135,084.79)	Outstanding	5/31/2016
73600	Accounts Payable	Computer Check	5/18/2016	JUDITH MCNULTY	\$0.00	\$36.71	(\$135,121.50)	Outstanding	5/31/2016
73601	Accounts Payable	Computer Check	5/18/2016	MENARDS	\$0.00	\$501.34	(\$135,622.84)	Outstanding	5/31/2016
73602	Accounts Payable	Computer Check	5/18/2016	MIDWEST TAPE	\$0.00	\$12,181.76	(\$147,804.60)	Outstanding	5/31/2016
73603	Accounts Payable	Computer Check	5/18/2016	MARY MILLER	\$0.00	\$100.98	(\$147,905.58)	Outstanding	5/31/2016
73604	Accounts Payable	Computer Check	5/18/2016	MULTICULTURAL BOOKS & VID	\$0.00	\$458.96	(\$148,364.54)	Outstanding	5/31/2016
73605	Accounts Payable	Computer Check	5/18/2016	SARAH MUSKIVITCH	\$0.00	\$45.06	(\$148,409.60)	Outstanding	5/31/2016
73606	Accounts Payable	Computer Check	5/18/2016	BARBARA NAKANISHI	\$0.00	\$396.89	(\$148,806.49)	Outstanding	5/31/2016
73607	Accounts Payable	Computer Check	5/18/2016	NICOR GAS	\$0.00	\$950.94	(\$149,757.43)	Outstanding	5/31/2016
73608	Accounts Payable	Computer Check	5/18/2016	NILES CHAMBER OF COMMERCE	\$0.00	\$520.00	(\$150,277.43)	Outstanding	5/31/2016

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73609	Accounts Payable	Computer Check	5/18/2016	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$151,158.43)	Outstanding	5/31/2016
73610	Accounts Payable	Computer Check	5/18/2016	OCLC, INC.	\$0.00	\$642.18	(\$151,800.61)	Outstanding	5/31/2016
73611	Accounts Payable	Computer Check	5/18/2016	OMNIGRAPHICS, INC.	\$0.00	\$163.70	(\$151,964.31)	Outstanding	5/31/2016
73612	Accounts Payable	Computer Check	5/18/2016	ORIENTAL TRADING COMPANY, I	\$0.00	\$442.25	(\$152,406.56)	Outstanding	5/31/2016
73613	Accounts Payable	Computer Check	5/18/2016	OVERDRIVE, INC.	\$0.00	\$5,585.68	(\$157,992.24)	Outstanding	5/31/2016
73614	Accounts Payable	Computer Check	5/18/2016	PENGUIN RANDOM HOUSE LLC	\$0.00	\$580.46	(\$158,572.70)	Outstanding	5/31/2016
73615	Accounts Payable	Computer Check	5/18/2016	TOMASZ PIK	\$0.00	\$150.00	(\$158,722.70)	Outstanding	5/31/2016
73616	Accounts Payable	Computer Check	5/18/2016	PIONEER PRESS	\$0.00	\$32.24	(\$158,754.94)	Outstanding	5/31/2016
73617	Accounts Payable	Computer Check	5/18/2016	PLIC - SBD GRAND ISLAND	\$0.00	\$1,547.97	(\$160,302.91)	Outstanding	5/31/2016
73618	Accounts Payable	Computer Check	5/18/2016	POLONIA BOOKSTORE, INC.	\$0.00	\$558.16	(\$160,861.07)	Outstanding	5/31/2016
73619	Accounts Payable	Computer Check	5/18/2016	RAILS	\$0.00	\$4,032.00	(\$164,893.07)	Outstanding	5/31/2016
73620	Accounts Payable	Computer Check	5/18/2016	RECORDED BOOKS, LLC	\$0.00	\$254.46	(\$165,147.53)	Outstanding	5/31/2016
73621	Accounts Payable	Computer Check	5/18/2016	RESERVE ACCOUNT	\$0.00	\$2,050.00	(\$167,197.53)	Outstanding	5/31/2016
73622	Accounts Payable	Computer Check	5/18/2016	RHODE ISLAND NOVELTY	\$0.00	\$1,833.90	(\$169,031.43)	Outstanding	5/31/2016
73623	Accounts Payable	Computer Check	5/18/2016	BARBARA RINELLA	\$0.00	\$600.00	(\$169,631.43)	Outstanding	5/31/2016
73624	Accounts Payable	Computer Check	5/18/2016	DAVE RUDOLF	\$0.00	\$800.00	(\$170,431.43)	Outstanding	5/31/2016
73625	Accounts Payable	Computer Check	5/18/2016	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$171,101.43)	Outstanding	5/31/2016
73626	Accounts Payable	Computer Check	5/18/2016	RUTH SCHUSTER	\$0.00	\$47.92	(\$171,149.35)	Outstanding	5/31/2016
73627	Accounts Payable	Computer Check	5/18/2016	CLARA SHEFFER	\$0.00	\$171.49	(\$171,320.84)	Outstanding	5/31/2016
73628	Accounts Payable	Computer Check	5/18/2016	SIGNARAMA BLOOMINGDALE	\$0.00	\$170.00	(\$171,490.84)	Outstanding	5/31/2016
73629	Accounts Payable	Computer Check	5/18/2016	SIMPLEXGRINNELL	\$0.00	\$3,363.00	(\$174,853.84)	Outstanding	5/31/2016
73630	Accounts Payable	Computer Check	5/18/2016	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$174,967.84)	Outstanding	5/31/2016
73631	Accounts Payable	Computer Check	5/18/2016	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$5,794.00	(\$180,761.84)	Outstanding	5/31/2016
73632	Accounts Payable	Computer Check	5/18/2016	TUMBLEWEED PRESS INC.	\$0.00	\$599.00	(\$181,360.84)	Outstanding	5/31/2016
73633	Accounts Payable	Computer Check	5/18/2016	U.S. FIRE & SAFETY EQUIPMENT C	\$0.00	\$402.00	(\$181,762.84)	Outstanding	5/31/2016
73634	Accounts Payable	Computer Check	5/18/2016	GRETA ULRICH	\$0.00	\$1,073.68	(\$182,836.52)	Outstanding	5/31/2016
73635	Accounts Payable	Computer Check	5/18/2016	UNIQUE MANAGEMENT SERVICE	\$0.00	\$208.95	(\$183,045.47)	Outstanding	5/31/2016
73636	Accounts Payable	Computer Check	5/18/2016	UTICA NATIONAL INSURANCE G	\$0.00	\$274.00	(\$183,319.47)	Outstanding	5/31/2016
73637	Accounts Payable	Computer Check	5/18/2016	SRDJAN VASILIC	\$0.00	\$47.30	(\$183,366.77)	Outstanding	5/31/2016
73638	Accounts Payable	Computer Check	5/18/2016	KIRSTEN VEGA	\$0.00	\$13.98	(\$183,380.75)	Outstanding	5/31/2016
73639	Accounts Payable	Computer Check	5/18/2016	VERIZON WIRELESS	\$0.00	\$103.18	(\$183,483.93)	Outstanding	5/31/2016
73640	Accounts Payable	Computer Check	5/18/2016	VILLAGE OF NILES	\$0.00	\$442.96	(\$183,926.89)	Outstanding	5/31/2016
73641	Accounts Payable	Computer Check	5/18/2016	VISA	\$0.00	\$6,760.31	(\$190,687.20)	Outstanding	5/31/2016
73642	Accounts Payable	Computer Check	5/18/2016	VISION SERVICE PLAN OF ILLINO	\$0.00	\$628.99	(\$191,316.19)	Outstanding	5/31/2016
73643	Accounts Payable	Computer Check	5/18/2016	VISOGRAPHIC	\$0.00	\$441.87	(\$191,758.06)	Outstanding	5/31/2016
73644	Accounts Payable	Computer Check	5/18/2016	WESTERN IRRIGATION, INC.	\$0.00	\$967.00	(\$192,725.06)	Outstanding	5/31/2016
73645	Accounts Payable	Computer Check	5/18/2016	WESTON WOODS STUDIOS	\$0.00	\$893.02	(\$193,618.08)	Outstanding	5/31/2016
73646	Accounts Payable	Computer Check	5/18/2016	DEIDRE K. WINTERHALTER	\$0.00	\$37.31	(\$193,655.39)	Outstanding	5/31/2016
73647	Accounts Payable	Computer Check	5/18/2016	SUZANNE WULF	\$0.00	\$105.41	(\$193,760.80)	Outstanding	5/31/2016

Niles Public Library District Bank Register Report - Checking

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

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$193,760.80)
Total Payments:	(\$193,760.80)
Total Change in Register Balance:	(\$193,760.80)

Niles Public Library District
Check Detail and Account Distribution
Check Date May 18, 2016

Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73532	\$765.00	ADAFRUIT	\$765.00	PER CAPITA GRANT PURCHASE	01-5351-53-00	Per Capita Grant Expenditures
73533	\$324.74	AFLAC	\$324.74	EMPLOYEE PAYMENTS APRIL 2016	01-2140-00-00	Payroll Clearing
73534	\$17.99	PAULA S. AKERS	\$17.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
73535	\$335.11	ALLIANCE ENTERTAINMENT	\$304.52	MATERIALS DVDS	01-4434-44-00	AV-Youth Services
73535	\$335.11	ALLIANCE ENTERTAINMENT	\$20.34	MATERIALS DVDS	01-4433-44-00	AV-Adult
73535	\$335.11	ALLIANCE ENTERTAINMENT	\$10.25	MATERIALS DVDS	01-4435-44-00	AV-Teen
73536	\$2,507.20	AMARK INDUSTRIES	\$2,507.20	TOILET PAPER, HAND TOWELS. CAN LINERS	01-5420-54-00	Janitorial Supplies
73537	\$202.00	AMERICAN LIBRARY ASSOCIATION	\$202.00	RENEW VICTORIA LUZ MEMBERSHIP	01-5461-54-00	Subscriptions & Dues
73538	\$140.00	ARX COMPUTERS	\$140.00	PERFORMER-ADULT PROGRAM 6-18-16	01-5323-53-00	Programming & Support-Adult
73539	\$43.47	AT&T	\$43.47	911 LOCATOR SOFTWARE	01-5465-54-00	Telephone
73540	\$427.14	AT&T	\$427.14	INTERNET CONNECTION	01-5312-53-00	Internet Charges
73541	\$150.00	STANLEY D. BANASH	\$150.00	PERFORMER-ADULT PROGRAM 6-8-16	01-5323-53-00	Programming & Support-Adult
73542	\$24.07	BLICK ART MATERIALS	\$24.07	OFFICE SUPPLIES	01-5457-54-00	Office Supplies
73543	\$28.64	DONNA BLOCK	\$28.64	TEEN PROGRAM RECEIPTS	01-5326-53-00	Programming & Support-Teen
73544	\$186.95	BRODART CO.	\$121.32	TECH PROCESSING SUPPLIES	01-5311-53-00	Processing & Supplies
73544	\$186.95	BRODART CO.	\$65.63	OFFICE SUPPLIES	01-5457-54-00	Office Supplies
73545	\$937.47	CALL ONE	\$937.47	PHONE BILL	01-5465-54-00	Telephone
73546	\$179.60	ARIANNE CAREY	\$149.04	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73546	\$179.60	ARIANNE CAREY	\$30.56	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73547	\$2,340.12	CDW GOVERNMENT, INC.	\$2,340.12	PER CAPITA GRANT PURCHASE D/S	01-5351-53-00	Per Capita Grant Expenditures
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$820.52	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$183.93	MATEIRALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$156.74	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$97.56	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$91.98	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$77.57	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$75.17	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$71.97	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$65.22	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$59.18	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$52.78	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$51.98	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$50.39	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$46.38	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$42.55	MATERIALS DATABASE	01-4487-44-00	Online Databases
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$42.38	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$30.39	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$29.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$28.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$28.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$27.99	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$27.19	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$25.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult

Niles Public Library District
Check Detail and Account Distribution
Check Date May 18, 2016

Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73548	\$2,209.42	CENGAGE LEARNING, INC.	\$24.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73549	\$302.58	CENTER POINT LARGE PRINT	\$44.34	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73549	\$302.58	CENTER POINT LARGE PRINT	\$44.34	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73549	\$302.58	CENTER POINT LARGE PRINT	\$44.34	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73549	\$302.58	CENTER POINT LARGE PRINT	\$43.14	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73549	\$302.58	CENTER POINT LARGE PRINT	\$42.54	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73549	\$302.58	CENTER POINT LARGE PRINT	\$41.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73549	\$302.58	CENTER POINT LARGE PRINT	\$41.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73550	\$550.00	CHRIS CHRISTMAS	\$400.00	PERFORMER-KIDSPACE PROGRAMS APRIL-MAY 2016	01-5324-53-00	Programming & Support-Juvenile
73550	\$550.00	CHRIS CHRISTMAS	\$150.00	PERFORMER-KIDSPACE PROGRAM 6-17-16	01-5324-53-00	Programming & Support-Juvenile
73551	\$705.93	CINTAS CORPORATION LOC. 769	\$334.59	WORK SHIRTS	08-6720-67-00	Contractual Maintenance
73551	\$705.93	CINTAS CORPORATION LOC. 769	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
73551	\$705.93	CINTAS CORPORATION LOC. 769	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
73551	\$705.93	CINTAS CORPORATION LOC. 769	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
73552	\$6,632.91	COMED	\$6,632.91	3-10-16/4-12-16 33 DAYS	01-5720-57-00	Electric
73553	\$500.00	COMMUNICATION REVOLVING FUND	\$500.00	INTERNET SERVICE	01-5312-53-00	Internet Charges
73554	\$14,214.68	COOPERATIVE COMPUTER SERVICE	\$5,962.95	CCS CHARGES MARCH 2016	01-5310-53-00	CCS Charges
73554	\$14,214.68	COOPERATIVE COMPUTER SERVICE	\$5,962.95	CCS CHARGES APRIL 2016	01-5310-53-00	CCS Charges
73554	\$14,214.68	COOPERATIVE COMPUTER SERVICE	\$979.39	OCLC CHARGES APRIL 2016	01-5329-53-00	Computer Charges OCLC
73554	\$14,214.68	COOPERATIVE COMPUTER SERVICE	\$979.39	OCLC CHARGES MAY 2016	01-5329-53-00	Computer Charges OCLC
73554	\$14,214.68	COOPERATIVE COMPUTER SERVICE	\$330.00	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73555	\$2,781.25	COVERALL NORTH AMERICA, INC.	\$2,781.25	MONTHLY CLEANING SERVICE APRI 2016	08-6730-67-00	Non-Contractual Maintenance
73556	\$949.07	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	\$949.07	MATERIALS GAMES	01-4434-44-00	AV-Youth Services
73557	\$700.00	CROSSING BORDERS MUSIC	\$700.00	PERFORMER-ADULT PROGRAM 6-5-16	01-5323-53-00	Programming & Support-Adult
73558	\$196.79	CECILIA CYGNAR	\$95.95	AVID MEETING RECEIPT	01-5430-54-00	Professional Development
73558	\$196.79	CECILIA CYGNAR	\$55.90	AVID MEETING RECEIPT	01-5430-54-00	Professional Development
73558	\$196.79	CECILIA CYGNAR	\$19.40	PROGRAM REIMBURSEMENT	01-5323-53-00	Programming & Support-Adult
73558	\$196.79	CECILIA CYGNAR	\$16.90	ADULT PROGRAM RECEIPT	01-5323-53-00	Programming & Support-Adult
73558	\$196.79	CECILIA CYGNAR	\$4.32	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73558	\$196.79	CECILIA CYGNAR	\$4.32	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73559	\$59.43	DEMCO, INC.	\$59.43	LIBRARY SUPPLIES	01-5322-53-00	Library Supplies
73560	\$75.00	BOMAN DESAI	\$75.00	PERFORMER-ADULT PROGRAM 6-26-16	01-5323-53-00	Programming & Support-Adult
73561	\$53.18	DISPLAYS2GO	\$53.18	GLASS MOUNTED SIGN HOLDER	08-6770-67-00	Furniture & Fixtures
73562	\$500.00	EASYPERMIT POSTAGE	\$500.00	REPLENISH POSTAGE METER APRIL 2016	01-5458-54-00	Postage & Freight
73563	\$3,253.00	EBSCO INFORMATION SERVICES	\$3,253.00	MATERIALS DATABASE	01-4487-44-00	Online Databases
73564	\$60.90	ENCYCLOPAEDIA BRITANNICA, INC.	\$60.90	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73565	\$310.76	MARYELLEN ESSIG	\$263.46	PLA CONF REIMBURSEMENT	01-5430-54-00	Professional Development
73565	\$310.76	MARYELLEN ESSIG	\$47.30	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73566	\$2,224.10	FIFTH THIRD BANK	\$2,224.10	FSA EMPLOYEE PAYMENTS APRIL 2016	01-1125-00-00	Cash-Flexible Spending Account
73567	\$341.17	FINDAWAY WORLD, LLC	\$341.17	MATERIALS AUDIO BOOKS	01-4434-44-00	AV-Youth Services
73568	\$368.00	FLEXSOURCE, LLC	\$176.00	FSA,HRA HEALTH & DENTAL MONTLY ADMIN FEES	01-5630-56-00	Dental
73568	\$368.00	FLEXSOURCE, LLC	\$132.00	FSA,HRA HEALTH & DENTAL MONTLY ADMIN FEES	01-5625-56-00	Health Reimbursement Account
73568	\$368.00	FLEXSOURCE, LLC	\$60.00	FSA,HRA HEALTH & DENTAL MONTLY ADMIN FEES	01-5633-56-00	FSA fee

Niles Public Library District
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Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73569	\$319.00	FORTE	\$319.00	NEW CREDIT CARD TERMINAL-RECEIVED INVOICE 4-28-16	08-6760-67-00	Non Capital Expenses
73570	\$85.48	DOROTHEA FRISBIE	\$55.48	SENIOR COFFEE HOUR REIMBURSEMENTS	01-5323-53-00	Programming & Support-Adult
73570	\$85.48	DOROTHEA FRISBIE	\$30.00	PROGRAM REIMBURSEMENT	01-5430-54-00	Professional Development
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$601.42	2-TABLES	08-6770-67-00	Furniture & Fixtures
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$468.80	OFFICE,PRINTING,LIBRARY & TECH SUPPLIES	01-5322-53-00	Library Supplies
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$457.47	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$376.52	CHAIR	08-6770-67-00	Furniture & Fixtures
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$333.32	OFFICE, VOLUNTEER & KIDSPACE SUPPLIES	01-5457-54-00	Office Supplies
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$318.24	OFFICE,PRINTING,LIBRARY & TECH SUPPLIES	01-5457-54-00	Office Supplies
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$144.84	OFFICE, PROCESSING & KIDSPACE PROGRAM SUPPLIES	01-5457-54-00	Office Supplies
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$115.96	OFFICE, VOLUNTEER & KIDSPACE SUPPLIES	01-5324-53-00	Programming & Support-Juvenile
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$90.21	OFFICE SUPPLIES	01-5457-54-00	Office Supplies
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$70.45	OFFICE,PRINTING,LIBRARY & TECH SUPPLIES	01-5311-53-00	Processing & Supplies
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$59.95	OFFICE,PRINTING,LIBRARY & TECH SUPPLIES	01-5320-53-00	Printing
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$45.99	OFFICE,PRINTING,LIBRARY & TECH SUPPLIES	01-5322-53-00	Library Supplies
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$35.00	OFFICE SUPPLIES	01-5457-54-00	Office Supplies
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$28.99	OFFICE, PROCESSING & KIDSPACE PROGRAM SUPPLIES	01-5324-53-00	Programming & Support-Juvenile
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$20.99	OFFICE, PROCESSING & KIDSPACE PROGRAM SUPPLIES	01-5324-53-00	Programming & Support-Juvenile
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$19.52	OFFICE, PROCESSING & KIDSPACE PROGRAM SUPPLIES	01-5311-53-00	Processing & Supplies
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$7.98	OFFICE, VOLUNTEER & KIDSPACE SUPPLIES	01-5355-53-00	Volunteers
73571	\$3,193.33	GARVEY'S OFFICE PRODUCTS	\$4.86	OFFICE SUPPLIES	01-5457-54-00	Office Supplies
73572	\$4,626.38	GENESIS TECHNOLOGIES, INC.	\$4,626.38	TONER CARTRIDGES	01-5457-54-00	Office Supplies
73573	\$148.76	DEBORAH GRAHAM	\$50.53	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73573	\$148.76	DEBORAH GRAHAM	\$36.43	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73573	\$148.76	DEBORAH GRAHAM	\$36.37	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73573	\$148.76	DEBORAH GRAHAM	\$17.93	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73573	\$148.76	DEBORAH GRAHAM	\$7.50	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73574	\$121.95	GRAINGER	\$121.95	MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
73575	\$352.04	GRAPHIC 14 INCORPORATED	\$352.04	PRINTING SUPPLIES	01-5320-53-00	Printing
73576	\$213.63	GROOT INDUSTRIES, INC.	\$213.63	MONTHLY SERVICE	08-6730-67-00	Non-Contractual Maintenance
73577	\$5.99	BARBARA GRUENKE	\$5.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
73578	\$24.00	HALL PASS	\$24.00	BACKGROUND CHECKS	01-5450-54-00	Legal Fees
73579	\$40,863.89	HEALTHCARE SERVICE CORPORATION	\$40,863.89	GROUP MEDICAL MAY 2016	01-5620-56-00	Group Health
73580	\$5,000.00	HOOPLA	\$5,000.00	MATERIALS DOWNLOADABLES	01-4420-44-00	Downloadables
73581	\$492.05	HOUCHEM BINDERY, LTD.	\$492.05	MATERIALS PROCESSING	01-5311-53-00	Processing & Supplies
73582	\$490.00	ILLINOIS GLASSWORKS, LLC	\$490.00	END CAP GLASS & DELIVERY	08-6710-67-00	Repairs & Improvements
73583	\$185.00	ILLINOIS LIBRARY ASSOCIATION	\$185.00	RENEW SUSAN LEMPKE MEMBERSHIP	01-5461-54-00	Subscriptions & Dues
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$1,419.08	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$1,291.60	MATERIALS BOOKS & GAMES	01-4434-44-00	AV-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$1,103.52	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$1,020.75	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$1,004.20	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$899.02	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services

Niles Public Library District
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Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$810.30	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$805.52	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$804.89	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$751.50	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$716.62	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$708.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$703.21	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$690.40	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$683.77	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$679.18	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$542.55	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$492.52	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$487.91	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$486.56	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$426.52	MATERIALS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$422.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$411.75	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$375.25	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$371.99	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$339.96	MATERIALS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$304.19	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$297.69	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$268.28	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$263.72	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$252.60	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$232.00	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$212.97	MATERIALS BOOKS	01-4435-44-00	AV-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$208.96	MATERIALS BOOKS	01-4435-44-00	AV-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$202.32	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$189.96	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$189.84	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$166.30	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$154.06	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$137.11	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$136.22	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$135.37	MATERIALS BOOKS & GAMES	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$123.47	MATERIALS BOOKS & GAMES	01-4434-44-00	AV-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$121.94	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$116.17	MATERIALS BOOKS & GAMES	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$110.50	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$109.97	MATERIALS BOOKS & GAMES	01-4435-44-00	AV-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$105.31	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$96.21	MATERIALS BOOKS	01-4413-44-00	Books-Adult

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73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$94.98	MATERIALS BOOKS	01-4435-44-00	AV-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$94.13	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$93.67	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$88.84	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$87.86	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$86.44	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$84.35	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$81.21	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$76.78	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$75.44	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$74.14	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$70.56	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$69.82	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$68.69	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$62.95	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$61.02	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$60.03	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$57.74	MATERIALS BOOKS	01-4435-44-00	AV-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$54.51	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$52.77	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$51.32	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$51.13	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$49.47	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$46.92	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$45.54	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$41.94	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$41.32	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$41.21	MATERIALS BOOKS	01-4435-44-00	AV-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$40.63	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$39.50	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$39.33	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$38.97	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$38.48	MATERIALS BOOKS	01-4435-44-00	AV-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$37.44	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$36.52	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$35.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$35.94	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$34.42	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$33.12	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$32.43	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$30.48	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$30.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$28.95	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services

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73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$28.49	MATERIALS BOOKS	01-4435-44-00	AV-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$27.49	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$26.54	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$26.28	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$26.07	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$25.53	MATERIALS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$25.53	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$23.97	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$23.96	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$23.37	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$23.36	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$22.77	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$22.14	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$22.08	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$22.00	MATERIALS BOOKS	01-4433-44-00	AV-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$21.80	MATERIALS BOOKS & GAMES	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$20.32	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$18.99	MATERIALS BOOKS & GAMES	01-4435-44-00	AV-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$17.36	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$17.33	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$16.72	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$16.56	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$15.60	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$14.68	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$14.04	MATERIALS BOOKS & GAMES	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$12.64	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$12.42	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$10.99	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$10.77	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$9.60	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$9.03	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$8.28	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$7.79	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$7.79	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$6.59	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$6.59	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$6.59	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$6.59	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$5.99	MATERIALS BOOKS & GAMES	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$5.99	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$5.99	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$5.99	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$5.98	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$5.52	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies

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73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$4.83	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$4.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$4.79	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$4.14	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$3.59	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$3.45	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$2.76	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS & GAMES	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73584	\$25,697.06	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73585	\$131.27	IRON MOUNTAIN	\$131.27	MONTHLY STORAGE FEE, NEW BOX & SERV TO RE-PACK BOX	01-5350-53-00	Miscellaneous
73586	\$1,200.00	JIM GILL, INC.	\$1,200.00	PERFORMER-KIDSPACE PROGRAMS 6-12-16	01-5324-53-00	Programming & Support-Juvenile
73587	\$119.56	JAMIE KING	\$119.56	MILEAGE REIMBURSEMENT 3-9-16/5-4-16	01-5431-54-00	Mileage
73588	\$2,036.00	KLEIN, THORPE & JENKINS, LTD.	\$1,022.00	MISC LEGAL SERVICES THROUGH 3-31-16	01-5450-54-00	Legal Fees
73588	\$2,036.00	KLEIN, THORPE & JENKINS, LTD.	\$1,014.00	PTAB SERVICES THROUGH 3-31-16	01-5450-54-00	Legal Fees
73589	\$243.81	KONE INC.	\$243.81	MONTHLY MAINT COVERAGE MAY 2016	08-6720-67-00	Contractual Maintenance
73590	\$171.41	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$171.41	PATRON COPIER/PRINTER MONTHLY FEE APRIL 2016	01-5425-54-00	Copiers
73591	\$779.02	KOREAN BOOKS	\$306.45	MATERIALS	01-4413-44-00	Books-Adult
73591	\$779.02	KOREAN BOOKS	\$238.77	MATERIALS	01-4414-44-00	Books-Youth Services
73591	\$779.02	KOREAN BOOKS	\$233.80	MATERIALS	01-4413-44-00	Books-Adult
73592	\$150.00	BERNADETTE KORYCIARZ	\$150.00	PERFORMER-KIDSPACE PROGRAM 5-19-16	01-5324-53-00	Programming & Support-Juvenile
73593	\$15.00	LAKE VILLA DISTRICT LIBRARY	\$15.00	LOST ILL ITEM	01-3620-36-00	Lost Books
73594	\$185.10	LAUBE IMAGING PRODUCTS	\$185.10	PRINTING SUPPLIES	01-5320-53-00	Printing
73595	\$1,076.29	SUSAN LEMPKE	\$1,058.33	PLA REIMBURSEMENT	01-5430-54-00	Professional Development
73595	\$1,076.29	SUSAN LEMPKE	\$17.96	MATERIALS BOOKS	01-5435-54-00	Professional Collection
73596	\$144.90	MAKERBOT INDUSTRIES LLC	\$144.90	PER CAPITA GRANT PURCHASE D/S	01-5351-53-00	Per Capita Grant Expenditures
73597	\$450.00	JAMIE MARTIN	\$450.00	PERFORMER-KIDSPACE PROGRAM 6-24-16	01-5324-53-00	Programming & Support-Juvenile
73598	\$250.00	MARTINA MATHISEN	\$250.00	PERFORMER-ADULT PROGRAM 6-23-16	01-5323-53-00	Programming & Support-Adult
73599	\$350.00	MELISSA MAYBERRY	\$350.00	PERFORMER-ADULT PROGRAM 6-15 & 16-16	01-5323-53-00	Programming & Support-Adult
73600	\$36.71	JUDITH MCNULTY	\$22.00	MONEY SMART WEEK PLANNING MEETING RECEIPTS	01-5323-53-00	Programming & Support-Adult
73600	\$36.71	JUDITH MCNULTY	\$14.71	TALLY COUNTERS-MAINSTREAMERS & SENIOR EXPO	01-5323-53-00	Programming & Support-Adult
73601	\$501.34	MENARDS	\$129.93	MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
73601	\$501.34	MENARDS	\$121.63	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73601	\$501.34	MENARDS	\$121.53	MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
73601	\$501.34	MENARDS	\$75.91	MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
73601	\$501.34	MENARDS	\$52.34	MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
73602	\$12,181.76	MIDWEST TAPE	\$3,262.96	MATERIALS	01-4433-44-00	AV-Adult

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73602	\$12,181.76	MIDWEST TAPE	\$3,023.45	MATERIALS	01-4433-44-00	AV-Adult
73602	\$12,181.76	MIDWEST TAPE	\$1,565.41	MATERIALS	01-4433-44-00	AV-Adult
73602	\$12,181.76	MIDWEST TAPE	\$1,062.59	MATERIALS	01-4433-44-00	AV-Adult
73602	\$12,181.76	MIDWEST TAPE	\$955.83	MATERIALS	01-4433-44-00	AV-Adult
73602	\$12,181.76	MIDWEST TAPE	\$455.69	MATERIALS	01-4434-44-00	AV-Youth Services
73602	\$12,181.76	MIDWEST TAPE	\$403.92	MATERIALS	01-4434-44-00	AV-Youth Services
73602	\$12,181.76	MIDWEST TAPE	\$395.23	MATERIALS	01-4435-44-00	AV-Teen
73602	\$12,181.76	MIDWEST TAPE	\$320.67	MATERIALS	01-4434-44-00	AV-Youth Services
73602	\$12,181.76	MIDWEST TAPE	\$248.79	MATERIALS	01-4434-44-00	AV-Youth Services
73602	\$12,181.76	MIDWEST TAPE	\$245.08	MATERIALS	01-4434-44-00	AV-Youth Services
73602	\$12,181.76	MIDWEST TAPE	\$170.18	MATERIALS	01-4435-44-00	AV-Teen
73602	\$12,181.76	MIDWEST TAPE	\$71.96	MATERIALS	01-4435-44-00	AV-Teen
73603	\$100.98	MARY MILLER	\$42.55	TEEN PROGRAM RECEIPTS	01-5326-53-00	Programming & Support-Teen
73603	\$100.98	MARY MILLER	\$33.73	PROGRAM SUPPLIES	01-5326-53-00	Programming & Support-Teen
73603	\$100.98	MARY MILLER	\$24.70	PROGRAM SUPPLIES	01-5326-53-00	Programming & Support-Teen
73604	\$458.96	MULTICULTURAL BOOKS & VIDEOS	\$250.00	MATERIALS	01-4413-44-00	Books-Adult
73604	\$458.96	MULTICULTURAL BOOKS & VIDEOS	\$159.11	MATERIALS	01-4414-44-00	Books-Youth Services
73604	\$458.96	MULTICULTURAL BOOKS & VIDEOS	\$49.85	MATERIALS	01-4413-44-00	Books-Adult
73605	\$45.06	SARAH MUSKIVITCH	\$23.22	MILEAGE REIMBURSEMENT APRIL 2016	01-5431-54-00	Mileage
73605	\$45.06	SARAH MUSKIVITCH	\$21.84	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73606	\$396.89	BARBARA NAKANISHI	\$396.89	PLA CONF REIMBURSEMENT	01-5470-54-00	Trustee Expense
73607	\$950.94	NICOR GAS	\$950.94	3-10-16/4-12-16 33 DAYS	01-5710-57-00	Gas
73608	\$520.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$495.00	PER CAPITA GRANT PURCHASE MKTG.	01-5351-53-00	Per Capita Grant Expenditures
73608	\$520.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$25.00	REGISTER-JUDY MCNULTY-BUSINESS SUMMIT & LUNCH	01-5430-54-00	Professional Development
73609	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	PARKING LOT LEASE	01-5491-54-00	Parking Lease
73610	\$642.18	OCLC, INC.	\$642.18	MATERIALS STAFF SOFTWARE	01-5313-53-00	Software, Licenses
73611	\$163.70	OMNIGRAPHICS, INC.	\$81.85	MATERIALS BOOK	01-4413-44-00	Books-Adult
73611	\$163.70	OMNIGRAPHICS, INC.	\$81.85	MATERIALS BOOK	01-4413-44-00	Books-Adult
73612	\$442.25	ORIENTAL TRADING COMPANY, INC.	\$329.80	KIDSPACE PROGRAM SUPPLIES	01-5324-53-00	Programming & Support-Juvenile
73612	\$442.25	ORIENTAL TRADING COMPANY, INC.	\$112.45	SRC SUPPLIES	01-5324-53-00	Programming & Support-Juvenile
73613	\$5,585.68	OVERDRIVE, INC.	\$1,613.29	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73613	\$5,585.68	OVERDRIVE, INC.	\$1,178.37	MATERIALS DOWNLOADABLES	01-4420-44-00	Downloadables
73613	\$5,585.68	OVERDRIVE, INC.	\$841.72	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73613	\$5,585.68	OVERDRIVE, INC.	\$755.41	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73613	\$5,585.68	OVERDRIVE, INC.	\$730.87	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73613	\$5,585.68	OVERDRIVE, INC.	\$446.03	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73613	\$5,585.68	OVERDRIVE, INC.	\$19.99	MATERIALS DOWNLOAD	01-4420-44-00	Downloadables
73614	\$580.46	PENGUIN RANDOM HOUSE LLC	\$385.50	MATERIALS AUDIO BOOKS	01-4434-44-00	AV-Youth Services
73614	\$580.46	PENGUIN RANDOM HOUSE LLC	\$60.00	MATERIALS AUDIO BOOKS	01-4434-44-00	AV-Youth Services
73614	\$580.46	PENGUIN RANDOM HOUSE LLC	\$48.75	MATERIALS AUDIO BOOKS	01-4434-44-00	AV-Youth Services
73614	\$580.46	PENGUIN RANDOM HOUSE LLC	\$37.50	MATERIALS AUDIO BOOKS	01-4434-44-00	AV-Youth Services
73614	\$580.46	PENGUIN RANDOM HOUSE LLC	\$30.00	MATERIALS AUDIO BOOKS	01-4435-44-00	AV-Teen
73614	\$580.46	PENGUIN RANDOM HOUSE LLC	\$18.71	MATERIALS AUDIO BOOKS	01-4434-44-00	AV-Youth Services

Niles Public Library District
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Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73615	\$150.00	TOMASZ PIK	\$150.00	PERFORMER-ADULT PROGRAM 6-19-16	01-5323-53-00	Programming & Support-Adult
73616	\$32.24	PIONEER PRESS	\$32.24	MATEIRALS SUBSCRIPTION	01-4423-44-00	Periodicals
73617	\$1,547.97	PLIC - SBD GRAND ISLAND	\$1,547.97	LIFE,LTD,STD,AD&D	01-5634-56-00	Life, LTD, AD&D, STD
73618	\$558.16	POLONIA BOOKSTORE, INC.	\$308.51	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73618	\$558.16	POLONIA BOOKSTORE, INC.	\$249.65	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73619	\$4,032.00	RAILS	\$4,032.00	MATERIALS DATABASE	01-4487-44-00	Online Databases
73620	\$254.46	RECORDED BOOKS, LLC	\$194.39	MATERIALS	01-4434-44-00	AV-Youth Services
73620	\$254.46	RECORDED BOOKS, LLC	\$60.07	MATERIALS	01-4434-44-00	AV-Youth Services
73621	\$2,050.00	RESERVE ACCOUNT	\$2,050.00	CHAPTER ONE SPRING POSTAGE	01-5458-54-00	Postage & Freight
73622	\$1,833.90	RHODE ISLAND NOVELTY	\$1,777.50	SRC PRIZES	01-5324-53-00	Programming & Support-Juvenile
73622	\$1,833.90	RHODE ISLAND NOVELTY	\$56.40	SRC PRIZES	01-5324-53-00	Programming & Support-Juvenile
73623	\$600.00	BARBARA RINELLA	\$600.00	PERFORMER-ADULT PROGRAM 6-8-16	01-5323-53-00	Programming & Support-Adult
73624	\$800.00	DAVE RUDOLF	\$800.00	PERFORMER-ADULT PROGRAM 6-26-16	01-5323-53-00	Programming & Support-Adult
73625	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73625	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73625	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$120.00	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73626	\$47.92	RUTH SCHUSTER	\$47.92	PROGRAM SUPPLIES	01-5323-53-00	Programming & Support-Adult
73627	\$171.49	CLARA SHEFFER	\$85.00	PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73627	\$171.49	CLARA SHEFFER	\$33.21	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73627	\$171.49	CLARA SHEFFER	\$19.47	PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73627	\$171.49	CLARA SHEFFER	\$12.00	PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73627	\$171.49	CLARA SHEFFER	\$6.81	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73627	\$171.49	CLARA SHEFFER	\$6.03	KIDSPACE PROGRAM RECEIPTS	01-5324-53-00	Programming & Support-Juvenile
73627	\$171.49	CLARA SHEFFER	\$4.97	KIDSPACE PROGRAM RECEIPTS	01-5324-53-00	Programming & Support-Juvenile
73627	\$171.49	CLARA SHEFFER	\$4.00	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73628	\$170.00	SIGNARAMA BLOOMINGDALE	\$170.00	BANNER & BRACKET REMOVAL	01-5456-54-00	Promotional Expense
73629	\$3,363.00	SIMPLEXGRINNELL	\$3,363.00	ANNUAL MAINT FIRE ALARM	08-6720-67-00	Contractual Maintenance
73630	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	MONTHLY SERVICE	08-6720-67-00	Contractual Maintenance
73631	\$5,794.00	TODAY'S BUSINESS SOLUTIONS, INC.	\$4,999.00	ANNUAL BILLING 3-5 YR CONVESION AGREEMENT	08-6740-67-00	Equipment Maintenance
73631	\$5,794.00	TODAY'S BUSINESS SOLUTIONS, INC.	\$795.00	SIMPLE SCAN AGREEMENT	08-6740-67-00	Equipment Maintenance
73632	\$599.00	TUMBLEWEED PRESS INC.	\$599.00	MATERIALS DATABASE	01-4487-44-00	Online Databases
73633	\$402.00	U.S. FIRE & SAFETY EQUIPMENT COMPANY	\$402.00	ANNUAL MAINT- FIRE EXTENGUISHERS	08-6730-67-00	Non-Contractual Maintenance
73634	\$1,073.68	GRETA ULRICH	\$1,049.64	PLA CONF REIMBURSEMENT	01-5430-54-00	Professional Development
73634	\$1,073.68	GRETA ULRICH	\$14.04	PLA CONF REIMBURSEMENT	01-5431-54-00	Mileage
73634	\$1,073.68	GRETA ULRICH	\$10.00	ARRT ANNUAL MEMBERSHIP	01-5461-54-00	Subscriptions & Dues
73635	\$208.95	UNIQUE MANAGEMENT SERVICES, INC.	\$208.95	COLLECTION AGENCY BILL MARCH 2016	01-5462-54-00	Collection Services
73636	\$274.00	UTICA NATIONAL INSURANCE GROUP	\$274.00	ADDITIONAL PREMIUM FOR NEW VAN	01-5540-55-00	Auto Insurance
73637	\$47.30	SRDJAN VASILIC	\$47.30	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73638	\$13.98	KIRSTEN VEGA	\$13.98	LOST BOOK REFUND	01-3620-36-00	Lost Books
73639	\$103.18	VERIZON WIRELESS	\$103.18	MONTHLY CELL PHONE BILL	01-5465-54-00	Telephone
73640	\$442.96	VILLAGE OF NILES	\$442.50	AUTOMATIC WATER METER READING 4-4-16	01-5730-57-00	Water
73640	\$442.96	VILLAGE OF NILES	\$0.46	FIRE SPRINKLER TESTING 4-4-16	01-5730-57-00	Water
73641	\$6,760.31	VISA	\$1,193.00	AMAZON.COM-2 MOBILE ROOM PARTITIONS	08-6770-67-00	Furniture & Fixtures

Niles Public Library District
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Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73641	\$6,760.31	VISA	\$853.76	APRIL RECEIPTS	01-5430-54-00	Professional Development
73641	\$6,760.31	VISA	\$779.94	MARBLES-PER CAPITA GRANT PURCHASE	01-5351-53-00	Per Capita Grant Expenditures
73641	\$6,760.31	VISA	\$660.00	APRIL RECEIPTS	01-5313-53-00	Software, Licenses
73641	\$6,760.31	VISA	\$354.05	GOPRO-PER CAPITA GRANT PURCHASE D/S	01-5351-53-00	Per Capita Grant Expenditures
73641	\$6,760.31	VISA	\$323.49	APRIL RECEIPTS	01-5312-53-00	Internet Charges
73641	\$6,760.31	VISA	\$300.00	APRIL RECEIPTS	01-5430-54-00	Professional Development
73641	\$6,760.31	VISA	\$234.00	AMAZON.COM-PER CAPITA GRANT PURCHASE	01-5351-53-00	Per Capita Grant Expenditures
73641	\$6,760.31	VISA	\$212.20	APRIL RECEIPTS	01-5324-53-00	Programming & Support-Juvenile
73641	\$6,760.31	VISA	\$169.00	APRIL RECEIPTS	01-5313-53-00	Software, Licenses
73641	\$6,760.31	VISA	\$150.88	APRIL RECEIPTS	01-5324-53-00	Programming & Support-Juvenile
73641	\$6,760.31	VISA	\$148.93	INVENTABLES INC-ADULT PROGRAM PURCHASE	01-5323-53-00	Programming & Support-Adult
73641	\$6,760.31	VISA	\$145.25	APRIL RECEIPTS	01-5324-53-00	Programming & Support-Juvenile
73641	\$6,760.31	VISA	\$130.00	APRIL RECEIPTS	08-6710-67-00	Repairs & Improvements
73641	\$6,760.31	VISA	\$120.09	STEVE KAESER PHOTORAPHIC-PER CAPITA GRANT PURCHASE D/S	01-5351-53-00	Per Capita Grant Expenditures
73641	\$6,760.31	VISA	\$113.03	APRIL RECEIPTS	01-5324-53-00	Programming & Support-Juvenile
73641	\$6,760.31	VISA	\$108.57	APRIL RECEIPTS	01-5457-54-00	Office Supplies
73641	\$6,760.31	VISA	\$103.21	APRIL RECEIPTS	01-5323-53-00	Programming & Support-Adult
73641	\$6,760.31	VISA	\$84.00	APRIL RECEIPTS	08-6710-67-00	Repairs & Improvements
73641	\$6,760.31	VISA	\$74.95	APRIL RECEIPTS	01-5456-54-00	Promotional Expense
73641	\$6,760.31	VISA	\$64.84	HOME DEPOT-MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
73641	\$6,760.31	VISA	\$62.00	MATERIALS NILES JOURNAL 2- SUBSCRIPTION	01-4423-44-00	Periodicals
73641	\$6,760.31	VISA	\$58.42	APRIL RECEIPTS	01-5457-54-00	Office Supplies
73641	\$6,760.31	VISA	\$55.96	TARGET-SRC KIDSPACE	01-5324-53-00	Programming & Support-Juvenile
73641	\$6,760.31	VISA	\$45.50	APRIL RECEIPTS	01-5326-53-00	Programming & Support-Teen
73641	\$6,760.31	VISA	\$31.00	MATERIALS NILES JOURNAL-SUBSCRIPTION	01-5435-54-00	Professional Collection
73641	\$6,760.31	VISA	\$30.50	APRIL RECEIPTS	01-5323-53-00	Programming & Support-Adult
73641	\$6,760.31	VISA	\$25.00	APRIL RECEIPTS	01-5313-53-00	Software, Licenses
73641	\$6,760.31	VISA	\$21.98	APRIL RECEIPTS	01-5326-53-00	Programming & Support-Teen
73641	\$6,760.31	VISA	\$20.05	APRIL RECEIPTS	01-5458-54-00	Postage & Freight
73641	\$6,760.31	VISA	\$20.00	REGISTER MARYELLEN ESSIG FOR PROGRAM BEST OF THE BEST	01-5430-54-00	Professional Development
73641	\$6,760.31	VISA	\$18.85	APRIL RECEIPTS	01-5323-53-00	Programming & Support-Adult
73641	\$6,760.31	VISA	\$15.00	APRIL RECEIPTS	01-5430-54-00	Professional Development
73641	\$6,760.31	VISA	\$11.99	APRIL RECEIPTS	01-4420-44-00	Downloadables
73641	\$6,760.31	VISA	\$11.99	APRIL RECEIPTS	01-4420-44-00	Downloadables
73641	\$6,760.31	VISA	\$11.99	APRIL RECEIPTS	01-5326-53-00	Programming & Support-Teen
73641	\$6,760.31	VISA	\$10.46	APRIL RECEIPTS	01-5457-54-00	Office Supplies
73641	\$6,760.31	VISA	\$10.00	APRIL RECEIPTS	01-5313-53-00	Software, Licenses
73641	\$6,760.31	VISA	\$8.50	APRIL RECEIPTS	01-5456-54-00	Promotional Expense
73641	\$6,760.31	VISA	\$7.93	AMAZON MKTPLACE PYMTS-KIDSPACE PURCHASE	01-5324-53-00	Programming & Support-Juvenile
73641	\$6,760.31	VISA	\$1.07	APRIL RECEIPTS	01-5313-53-00	Software, Licenses
73642	\$628.99	VISION SERVICE PLAN OF ILLINOIS	\$628.99	MAY PAYMENT	01-5632-56-00	Vision
73643	\$441.87	VISOGRAPHIC	\$441.87	3,250 BOOKMARKS-12 VERSIONS/250 EACH	01-5320-53-00	Printing
73644	\$967.00	WESTERN IRRIGATION, INC.	\$507.00	REPAIR PVC MAINLINE & LABOR	08-6710-67-00	Repairs & Improvements

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Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73644	\$967.00	WESTERN IRRIGATION, INC.	\$460.00	ACTIVATION-IRRIGATION SYSTEM, REPLACE 5 BROKEN SPRAY HEADS	08-6720-67-00	Contractual Maintenance
73645	\$893.02	WESTON WOODS STUDIOS	\$539.56	MATERIALS DVDS	01-4434-44-00	AV-Youth Services
73645	\$893.02	WESTON WOODS STUDIOS	\$299.50	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73645	\$893.02	WESTON WOODS STUDIOS	\$53.96	MATERIALS DVDS	01-4434-44-00	AV-Youth Services
73646	\$37.31	DEIDRE K. WINTERHALTER	\$37.31	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73647	\$105.41	SUZANNE WULF	\$45.47	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73647	\$105.41	SUZANNE WULF	\$43.31	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73647	\$105.41	SUZANNE WULF	\$16.63	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage



The PrivateBank

Top news for the month is the generous donation of \$1,000 made by The Private Bank. They were looking for a community partner and reached out to us thanks in part to a connection made by Adult Services Librarian Cecilia Cygnar. Sasha followed up, and has planned to use the donation to help fund programming on our Summer Reading Kickoff Weekend in June.

April/May Activity

The auto-renewal feature for CCS has been turned on, and we have already had very positive reactions from the community. This will undoubtedly reduce our income from fines, but we don't want people reluctant to check out material for fear of fines. Cyndi reports that the texting experiment did not go as smoothly, so she is still working with CCS on that.

The Library has been helping the Village out by distributing copies of their community survey, as well as helping patrons take the survey online on our computers. I was invited to attend the presentation of the preliminary survey results by the group of four Masters in Public Administration students who created the survey as their capstone project. It was great timing, because a lot of the presentation had to do with methods of surveying the community. They set a goal of getting 1000 results and got 160, and said that their cross-tabulating showed a high validity for age (meaning their results matched the Village's age groups) but low for ethnicity. They recommended one possible next step to be working with a company called ETC in Kansas City, which specializes in community surveys. I contacted the company to learn more about their process, their rates, and if they have worked with public libraries, and they have. I will bring the information I got to the Board meeting. In any case, it was very interesting to hear about their process and it seemed like they did a great job as a preliminary study. The survey will continue for the next few weeks to try to increase their response rate.

Financial information

We are very happy to have met our self-imposed deadline for presenting the 2016-17 budget to the Board of Trustees, and to have the Tentative Budget & Appropriations Ordinance passed. This keeps us on target to have a budget in place at the beginning of the new fiscal year on July 1. Final numbers are now coming in for things like health insurance, and fortunately they are meshing well with Greg Pritz's projections. The budgeted benefit items will be presented at the May meeting for approval.

Greg and I attended the IMRF 2016 Rate Meeting to learn more about their rate-setting process. They talked a lot about the "smoothing" process which spreads both good years (like 2013) and bad years (like 2015) out to minimize their effect on rates. They also made the point that with Social Security, the dollars we put in now are spent immediately, where with IMRF the dollars put in for each retiree are still there and earning more money. It was also interesting to hear the questions the members asked.

As you may have read, the Illinois Department of Revenue miscalculated the amount of Personal Property Replacement Taxes paid to taxing districts like ours. The list shows us owing \$17,411, which is well below what the other local taxing districts owe.

We are looking into the possibility of become a Passport Agency. The State Department is encouraging libraries to join because of our longer hours, and pleasant surroundings for people who need to wait. This is a big decision, though, so we are investigating it thoroughly before bringing it to the Board to consider.

Money Smart Week in April

We actually stretched Money Smart Week out a little, beginning it early. Here is what Dodie says about this very successful set of programs: “Judy McNulty worked tirelessly on money and money related programs during Money Smart Week. Her programs included: Focus on Fixed Income (33), CUB Energy Talk and Bill Clinic (27/21), Wills & Trusts (67), What Are Your Gold and Silver Coins and Jewelry Worth (34 with 20 appraisals), Take Stock in the Market (45), Property Taxes 101 (57) and she attended the Money Smart Kickoff Day at the Federal Reserve Bank in Chicago.

A couple called to register for the Coins program after attending the Wills & Trusts earlier in the week. The phone message from this patrons said, “(They) attended Wills & Trusts and enjoyed the presentation. Many thanks to the library for coordinating these events.” The CUB Energy Savings Talk and Bill Clinic was a win-win for all. There was a discussion of smart meter installation, which alternative gas companies to avoid, how to save on electric and gas, the importance of home Energy Audits and more. Most people remained for an individual sessions with CUB staff to see savings on their utility bills. Happy campers all!!!

There was also a month long lobby display of books and calendar of events which contributed to the success of this initiative.”

Judy also was in charge of making sure patrons had the IRS tax forms and booklets they needed, passing out a total of 5,885. It takes a lot of coordination and organization to have the right forms in the right quantities, so kudos to Judy for all of her great work for our patrons in April.

Candy Exhibit

The Friends of the Library decided to support the candy exhibit by contributing 240 Tootsie Roll Banks to pass out at programs. They will be a nice way to finish up the exhibit during the month of May, and have been enjoyed by the patrons who have gotten them so far.

The exhibit continues to get many appreciative comments, and another 528 attended last month.

Veterans

Neil is completing the final drafts of two Veterans History Project interviews and is working on the second draft of two other interviews. Neil’s work in interviewing our local vets and preserving their military experiences is something the Niles Public Library District can truly be proud of. He is also working on a Veterans Resource Fair with James Harkins of the Evanston Veteran Center – to be held at the Niles Library in September.

Programs

From Arianne: The Bookmark Contest Ceremony brought a packed house on a sunny Saturday. Family members were lined up to watch their students receive their awards. Guest artist, Laura Park, entertained the audience with her quirky drawing and stories of ‘guerilla art’. This was a fun perspective, and has us thinking about guerilla art programming.

Two KidSpace librarians, Arianne Carey and Deidre Winterhalter, participated in the 2015 ILEAD program. Their team project, Shareable Library, established a network of libraries that were willing to loan program materials to other libraries. The grant provided ‘seed’ sets of various materials to get the project off the ground. We were able to borrow one of these sets to put on 2 ukulele programs in April.

El día de los niños, or Day of the Child, is a national celebration of books and children. Librarian Clara Sheffer hosted musician and storyteller Tricia Sebastian for an afternoon of story, song, crafts, and a delicious Tres Leches cake. This event is for both native and non-native Spanish speakers, celebrating the written and spoken word. We are proud to allocate our resources towards this family friendly event. Clara's outreach brought many families from the north end of our district as she conducted targeted marketing to area laundromats and the large Spanish speaking population in East Maine District 63.

Out in the Community



Judy, volunteer Marilyn, and Dodie manned the library table for the Swing into Spring Senior Expo at Golf Mill. We gave out candy and flyers advertising the Sweet Chicago Candy Exhibit, the Senior Coffee Hours, and other upcoming programs. Judy gave out Money Smart playing cards to those who had library cards (64). They estimate that they had contact with around 300 seniors.

From Arianne: Stephen DeFalco with the Forest Preserves of Cook County reached out to KidSpace librarian, Cate Levinson, citing the fabulous job she did during their Tree Hug event at Caldwell Woods back in September. They invited her to participate in their Arbor Day Celebration at Bunker Hill Forest Preserve Saturday, April 30. She set the PoeTree station, and shared poems about trees with just over 50 visitors. We really enjoy these kinds of partnerships, and look forward to future events with the FPDCC.

We are scheduling the class visits for East Maine School District 63. This year we will pre-register 3,500 students for the Summer Reading Club. This partnership will reinforce the school's endorsement of summer reading and offer us an easy way to pre-register a good percentage of our participants.

Adult Services Supervisor, Dodie Frisbie, joined Teen Underground librarian, Mary Miller, and distributed over 185 poems on National Poem in a Pocket Day on April 30 in the library, Niles Senior Center, Niles Fitness Center, Niles Post Office, Niles City Hall and Culver School.

From Sasha . Last month we were a drop-off location for Niles Township's Children Book Drive. Their goal was 3,000 books and in the end they received more than 4,000 for children in low income neighborhoods.

Creative Studio

From Suzy This month there were a lot of innovative programs in the department. We started off the month with a LinkedIn Profile photo program that gave attendees the opportunity to have a professional photo taken for their LinkedIn account. It was also a great opportunity to promote the upcoming the Getting Started with LinkedIn class and expose more people to Creative Studio A.



Jason made his first foray into programming and offered an instructional course on creating and designing a free website. The feedback was very positive and we hope to continue to build off of this session.

Ruth and Bernadetta collaborated on a program to teach patrons the basics of using the vinyl and laser cutter. Attendees brought in a photo to trace in the silhouette software, which were then cut out. The silhouettes were then mounted in a frame that was cut on the laser cutter.

Here is a story from Bernadetta:

“A young couple came to use Studio A to create a birthday gift for their nephew’s birthday. They had digital pictures and videos on memory card that needed to be edited, made into a movie and burned to a DVD. They used iMovie and Roxio Toast Titanium software to complete the project. They left very happy and praised the library for their excellent choice of equipment and software.”

Staff changes

Sasha hired a part-time webmaster, Her name is Gabriela Ariza and she will be responsible for updating the Library’s website, blog, and online catalog. Gabriela also has a background in graphic design, so she will be able to assist with print materials, too.

Dave hired Claude Covington as a Maintenance/Security Assistant—Claude was the “Dave” of the Morton Grove Public Library before he retired, so his experience is a big plus.

Athena hired Tiffany Russotto as a Library Page (which is jargon for the people who shelve the books and pull the books to fill holds.) Welcome, Gabby, Claude, and Tiffany!

Committees

The Sunshine Committee is planning a Cake-Baking Day in May.

Display and Art Gallery Committee is accepting entries for the Album Cover Art Display set to be on display from June 1-July 11.

Materials Marketing Committee has created a new type of display they are trying out—Celeb Picks, based on booklists that celebrities recommended. First up is Hamilton star Lin Manuel Miranda.

Susan Dove Lempke
Library Director

Trustee Calendar

May

5/9—Friends of the Library
5/13—Laconi Trustee Banquet--Addison
5/18—Regular Meeting of the Board of Trustees

June

6/11-12—Summer Reading Kickoff Weekend
6/13—Friends of the Library Meeting
6/15—Regular Meeting of the Board of Trustees
6/23-28—American Library Association Annual Conference, Orlando

July

7/1**Beginning of FY2016-17**
No Friends of the Library Meeting
7/20—Regular Meeting of the Board of Trustees

August

No Friends of the Library Meeting
8/17—Regular Meeting of the Board of Trustees

September

9/12—Friends of the Library
9/21—Regular Meeting of the Board of Trustees

October

10/18-20—Illinois Library Association Conference, Rosemont

PLA Denver Notes, April 2016

Susan Dove Lempke

Edge Assessment Appreciation Breakfast

National standards for technology—benchmarks for Boards and libraries to see where they stand nationally.

Can help reveal where we need to go, what specific areas to target.

Oak Park found they wanted to add to their early literacy offerings, so they created Early Bird Readers, a video early literacy series.

Skokie decided to start teaching classes about e-gov, e-law, and e-medicine even though they don't get great attendance, because they 6 people that come really need it. Especially good for new immigrants from the Middle East who are unfamiliar with democracy and petitions, etc. The outcomes outweigh the outcomes from more popular but less necessary classes.

One library system got smart tables for their children's departments from an LSTA grant.

*Give presentation on Edge Assessment to supervisors and IT Steering Committee

*Use Edge Assessment results in strategic planning

Performance Outcomes

Capture the value of what a library does. Solves problem of lumping all programs together so you can't tell early literacy from watching a movie

Input: size of building, size of collections, staff

Output: statistics on programs, circulation, door count

Outcome: value to patron. Ex: resume writing skills; open a small business; support a child's learning

It is a work in progress, with 1200 libraries signed up and suggesting tweaks—crowd-sourced. In Summer 2016 they will release follow-up questions for surveying program attendees later to see if they actually put anything into use.

Circle diagram: Identify needs and goals → Survey patrons after programs → Understand and analyze results → Communicate findings

Seven survey areas currently:

- Civic, community engagement
- Digital inclusion
- Early childhood/literacy
- Economic development
- Education/lifelong learning
- Job skills
- Summer Reading

Questions asked are not about the library—they are about the patron and their needs. It doesn't take many questions. Surveys available in Spanish and English only at this time.

One library did strategic planning based on patron comments written on posters:

1. What are we doing right?
2. What could we do better?
3. What else would you like us to know?

Got 30,000 comments in two weeks, used them for a one-day strategic planning session to set goals.

Projectoutcome.org

Tech to Go starring our own Suzy Wulf

Mik from Skokie said that the mission of libraries is learning, and that people learn best by doing and reflecting, not just passively taking in information. That is why they circulate a number of learning-related non-book items including Goldieblox, a telescope, etc.

"There's a box around how people think of libraries," so when you ask them what they want, they always say, "more parking, more books," until you change their view of what libraries are for.

The Ann Arbor Public Library circulates musical instruments and they have a video embedded in the catalog record that shows how to use it!!!

He advises not to circulate things with batteries or that need too much instruction, or something so inexpensive people can easily buy it for themselves. Ask, is it a learning tool, not just a useful tool?

Merchandising Master Class: Youth Materials and the Art and Science Behind Extraordinary Displays

Darien PL

Definition of merchandising: Promoting the sale of goods by presentation

Three rules of merchandising

1. **Attractive:** New, shiny, bright, bold, colorful
If you have a book you love with a terrible cover, put a sign over it saying "Ignore this terrible cover"
2. **Fully stocked:** patrons are afraid to take the last copy, but stacks are very appealing to take from
3. **Coherent:** Books should be coherent visually and thematically. Make sure your eye can ravel around easily—in an award display, put the picture books together and the novels together, etc. Thematically coherent means don't put up random books on top of shelves but create themes.

Principles of Great Displays

Placement and signage—put your bright, bold, coherent displays in a well-trafficked area. Put your best displays in front.

Familiarity—In a sea of books, the eye is attracted to the familiar. Pair a new book you want to promote with an old one they love. “We love Percy” display with all kinds of mythology. Pair *The Lion King* with Pinkney’s *Lion and the Ant* and they will take both.

Displays on the Road—Santa Clara PL

Three goals of the pop-up library are:

Create library cards. Don’t make them fill out paper, take a picture of their license and give them a card on the spot.

Move inventory—take 20 books for every 100 visitors expected. Use a “stack and stand strategy” with your hottest items

Entice people to come to your building—get them to check out a book on the spot so they will return it to your library. Follow up with an email saying how much you enjoyed talking with them at the So and So Fair.

Don’t use a banner with your library name because then they think you’re a bookstore, which is cooler.

If you have a poor location, speak up immediately.

Games or no games?

- ✓ Good for slow periods
- ✓ Keep people engaged
- ✓ Creates buzz around your booth, which makes more people come over
- ✓ Chance to give out promotional items with your logo
- ✓ Makes the time go faster
 - But games distract
 - Take up space
 - Require more staff
 - Require prep

Conclusion: Take a game but put it away when you get busy

Cuyahoga County PL

Even & edged—create crisp looking shelves by insisting that pages edge the books and use a two-fist rule for having space at the end of every shelf.

Put most popular items in the tops of your picture book bins and put less popular below.

Everyone had to read [Why We Buy: The Science of Shopping](#)

Good displays requires teamwork at all levels—building manager, circulation manager, librarians to map out big displays and to figure out workflow. Have circ staff pull material as it comes in for a display and have librarians stock the display. Displays should be requiring refilling every few hours. Have children and adult staff stock each other’s displays too. Everybody needs to help, not just one merchandising expert in a department.

Hospitality: the Essential Ingredient

Pam Sandlian Smith, Director Anythink Libraries and Ben Hecht, Mercantile Restaurant

Hospitality is about emotion, your desire to help and make someone happy. Customer service is the platform for delivering hospitality. Highly recommend reading Danny Meyer's book about the restaurant business and hospitality called *Setting the Table*.

Hospitality is about knowing someone is on your side, and creating a sense of ease and comfort, warm greeting as they come through the door and makes you want to stay.

- Hiring—Hire happy people. Ask in the interview, “What do you do for fun?” and “What do you enjoy sharing with others?” What matters is that they can articulate what makes them happy, not the specific things they name. If they don't know how to be happy, you cannot make them happy.
- Hire for empathy—ability to help someone achieve their goals.
- Look for a lack of ego when approaching others—it's about them, not you.

Interviewing is hard, and people sometimes don't say what they would have wanted to. It's your job to help them be their best selves in the interview.

You need a physical environment that supports hospitality. You need clear rules, expectations and goals for customer service. The head of the organization has to set the standard—“This is what we're about.” The Director sets the table and when staff and patrons pull things out of place as they must, it is up to the Director and upper management to keep re-centering the table.

Pay attention to space. It should be beautiful, thoughtful, few signs, clean, organized, with lots of space for customers.

Look for your barriers, such as fines, or not being able to find things. They got rid of fines. Another library has kids work off their fines during SRC. It is better for the patrons and better for the team not to be having lots of negative interactions. Try to offer options even when you have to say no.

Leadership needs to be receptive to team members and their feedback. Coach in the moment—more of a conversation. Give constant, gentle feedback. “Have the courage and humanity to have conversation early on.” Talk in terms of the outcome you're looking to have.

You know it's not working when negativity pops up—it can get an entire team on the wrong foot. Passive aggression must be addressed or the whole group and culture can be destroyed. Call people on passive aggressiveness because we support each other, and have a “sense of shared fate”.

What the leadership pays attention to shapes the organization. Pay attention to the top 17% with ideas and energy, and the people in the middle will see that those are the ones to follow. Pay attention to the bottom 7-8% of naysayers, and that's what the middle will pay attention to. Pay attention to the positive, not the negative.

When problems are brought up, don't just talk about it—work on it, fix it, or park it, but address it.

Think of your work as the chance to make someone's bad day better and a good day even better. It's all about how you frame what you're doing.

Beyond Bad Covers, Poor Copyediting and Questionable Content

This was a panel discussion on self-publishing, moderated by the owner of BlueInk Reviews, which I think is an online journal that reviews self-published works.

The first author, Mark Stevens, is self-published but hires an editor and a copy editor and proofreaders. The second author, Nathan Lowell, says he is not interested in getting anyone else's opinion of his work. He has alpha readers who are only allowed to say either "Send me more" or "No thanks". He has beta readers who see the second or third draft of the manuscript and must return with their comments within 3 days or they can't be readers any more. He says he has his audience and he and they don't want him to change what he's doing. One thing he likes is he can update his e-books constantly, so if someone finds a typo and tell him online, he can fix it. He was offered a contract but says, "Random House can't match what I can do on my own."

A librarian who purchases e-resources for a system says that self-published material on Overdrive is cheap and circulates very well for him. He was scared at first but now he buys a lot of it, esp. romance. For nonfiction he looks at reviews because it's important that the info be correct.

Jamie LaRue says there is a new kind of reader that libraries aren't keeping up with. They read voraciously, a book a day, and that libraries aren't supplying to meet that demand. He doesn't believe in reviews at all. He sees libraries as a creative station, not just a pipeline for materials—suggests working with writers to give them the tools to self-publish instead of keeping self-published work out of libraries.

One librarian from Nashville commented that sometimes they buy something and then they get used as if they were endorsing the item, so she thinks it's important to be careful what you buy because the library will be attached to it.

Jamie Larue: "Change does not happen from the mainstream, it comes from the fringe."

PLA Notes—Greg Pritz

- **Summary**

PLA, Denver 2016 provided an excellent platform to meet professionals, learn best practices, develop alternate approaches to ongoing challenges, and broaden perspectives. I focused my attention on administrative processes and procedures including human resources and compensation, communications and merchandising/marketing the collection.

- **Developing Truly Effective Performance Evaluations**

Good session.

At the NPLD, we struggle with creating a fair evaluation of each employee's performance annually and linking that performance to a fair reward of compensation. In particular, we widely recognize that there are "easy" graders and "hard" graders but generally don't try to level between the two. The NPLD process does not differentiate between high and low performers and generally all employees are rated highly and are therefore rewarded with whatever the raise program approved by the board. NPLD also continues to create reviews based on anniversary date rather than doing them all at once. This practice makes it difficult to rank employees in a department on a comparative basis.

The program was presented by two individuals from the Toledo-Lucas County Public Library system. This system comprises 400 employees across 21 buildings and two collective bargaining units. The fact that the presentation is being made by employees from a "union shop" means that essentially all changes in pay have already been negotiated over the term of the contract in effect and that the performance evaluation functions solely as performance feedback with an eye toward employee development and increasing the effectiveness of the workforce consistently across all 21 buildings and 400 employees.

In terms of goal setting, the system starts with the broad strategic and tactical goals of the organization which are then translated to administrative, departmental, and finally individual goals.

The process has three main components starting with the employee input form, the evaluation grid and commentary, and finally ending with SMART goals.

The employee input form created by the employee addresses accomplishments since the last evaluation, which accomplishment they are most proud of, what they plan to do in the upcoming year, and finally what the employee's supervisor can do to help the employee accomplish his/her goals.

The employee input form is then discussed with the employee by his/her supervisor which leads to the next step where the individual employee's performance is documented on the evaluation grid. The evaluation grid is very similar to what the NPLD already uses focusing on tasks and how each employee is performing those tasks. There are five gradations for evaluating each duty/responsibility as follows: "does not meet", "meets some", "meets most", "fully meets", "exceeds." The "meets most" evaluation is the target for all employees. Employees getting this evaluation are considered good employees. Employees receiving "fully meets" are thought of masters of the item and the "exceeds" category are reserved for those who have demonstrated

skills beyond mastery. Perhaps employees in the highest category become teachers or some other sort of process leader.

Given the traditional view of evaluations, many employees still view the evaluations as punitive and a sort of “gotcha” process which for all intents and purposes provides them with a letter grade which tracks with the 5 gradations of assessment. Still trying to break this linkage which is proving to be difficult.

Also trying to calibrate the process and feedback across all departments so that an employee who fully meets the expectations for one supervisor/manager would be considered the same if reviewed by another manager/supervisor.

Finally, each employee is provided with 3-5 SMART goals to work on for the next year. SMART goals are Specific, Measurable, Attainable, Relevant, Time-bound goals. The organization has created a database of SMART goals to help reviewers provide consistent goals to employees.

Before the review and the goals are communicated to the employee, they are peer reviewed to try to calibrate the feedback across the organization and remove any reviewer bias.

The timeline for this process is approximately 4-8 weeks starting with 1-2 weeks for employee input, 1-2 weeks for the manager/supervisor review, 1-2 weeks for peer review, and finally 1-2 weeks for the employee meeting.

During the year, each manager/supervisor follows up with the employees to track progress on goals.

Outcomes associated with the process are goal alignment from top to bottom, increase in productivity and increase in overall skills. Some of the hidden benefits include the creation of a common language, continuous learning, and constructive criticism.

Evaluation of the process is ongoing and the organization is continuously making updates and changes as necessary. For example, some items on the grid have been changed to true/false to address the fact that they are binary; either you wear your name tag or not.

There appear to be a few things to implement from this session:

- Peer review to try to calibrate reviews across the organization
- Adopting the 5 point scale on reviews and driving home the point that “meets most” is where good employees should be
- Making some aspects of the review binary (true/false)
- Focusing the reviews on the positive and using them to aid career growth
- SMART goals
- Tracking progress against SMART goals

Sari Feldman, ALA President

I was able to speak with Sari Feldman, ALA President and Director of the Cuyahoga County Public Library. Her library system includes 27 buildings which circulate nearly 19.5 million items and has an annual budget of \$65Million.

Specifically, I asked Sari about what resources she used in particular to reduce process times in major areas of the Library. Sari indicated that most of the time when libraries are looking to make a change in process, they consult only with other libraries. Instead, she and her team brought in lean consultants to review processes and suggest changes. In some cases though, she challenged specific teams to reduce processing time to a target length by a target date for a reward. The specific example she discussed with me was Tech Services. As a first step, she challenged Tech to reduce the time from receipt to shelf to 3 days or less in six months. The reward she offered was flex time for all Tech employees. Tech achieved this goal in four months and they are currently working to reduce the cycle time further. According to Sari, she left her team to their own devices to create new processes which were sustainable and repeatable.

- **Gene Brunson, Berkeley County Library IT Director**

I also met Gene Brunson from Berkeley County, South Carolina. Gene described his library system as having 8 buildings and a little more than double our service population. His library is stand alone and uses SirsiDynix.

Essentially, Gene has pursued a strategy of putting all of his system's assets into the cloud (including SirsiDynix). He has found that this reduces his time involvement for back-ups, asset acquisition and set up and allows him to focus on developing products to lend as well as systems to enable greater levels of customer service.

An example of the latter is the adoption and implementation of the mobile version of Workflows. This enables staff to perform virtually all relatively simple transactions as they walk the floors of the library carrying a tablet. Other transactions such as payment of fines are handled at a cash register which is stationary but not staffed permanently.

An example of the former is the creation of jetpacks. Jetpacks contain a Chromebook and a wireless hotspot which patron can check out. The library was awarded a grant of \$11,000 from Google to their Friends organization to create the first 20 Jetpacks.

- **Creative Merchandising Strategies for Libraries and Merchandising Master Class: Youth Materials and the Art/Science Behind Extraordinary Displays**

Two interesting sessions.

This was presented by an AnyThink Library Director of innovations and brand strategy and a branding consultant.

They began by introducing the Branding Pyramid:

The idea here is that at the base of the pyramid we have a lot of information as represented by our collection. Many times the benefits from being exposed to our collection can be described as helping a patron with stuff whether it is a young patron studying a particular subject or an older patron who is trying to do their taxes. The most effective branding is that which actually touches the emotions of the patron such that they are inspired to pursue a course toward some meaningful end.



Merchandising of a collection creates points of discovery and anticipates needs. (Perhaps a baking display as the calendar turns to the holiday season.) Moreover, it creates a consistent look and feel that is professional in its appearance. Merchandising uses an experience model once again appealing to the emotion of the patron. There are also multiple dimensions including how the staff is dressed and how they present.

Merchandising and Brand also have a personality....Trendy, sincere, excitement, competent, sophisticated, Rugged, etc.

What is NPLD's brand? Topical, entertaining, traditional, technological?

Consider how to interrupt a patron on his/her path. Holds, like the milk in a grocery store should be placed at the back of the library so we have opportunities to draw him/her to interesting displays.

Displays should be centered and balanced. Symmetrical or asymmetrical balance using several different items. Color is important....can convey different emotions and have different impacts. Think of angry colors vs calming colors.

Concentrate on themes.

Face out displays. Don't overcrowd displays. Sometimes less is more.

Outreach events should have three purposes.....card sign up, circulations, library visits. Should push for best spot to make certain that booth gets the best traffic. Need remote sign up and check out capability....simplify card sign up.

Displays need to be cogent from a theme standpoint. All Lions....Lion King....etc.etc..

- **Never Leave Internal Communications to Chance**

This session was presented by a group of three individuals from the Douglas County Library system in Colorado. Douglas County has 300 or so employees, 280 FTEs and a management layer of 45 people. There are 7 buildings in the system and their annual budget is approximately \$24Million annually.

There is a history of communications misfires throughout history which has caused messages to become garbled and misunderstood in spite of the best of intentions. Organizations need to communicate clearly, with purpose, and often to get the best results.

Employees also tend to feel that there are different classes of communication such that employees with more favor politically or by position get a different message than the employees on the lower end of the scale.

These feelings have come through on internal surveys at Douglas County. The lowest ratings the management team gets consistently is in communications. They feel that this is not unusual and that most organizations are similar.

The management team advocates for “stay interviews” as opposed to exit interviews. The thought is that the stay interviews may yield actionable items from employees who are truly interested in staying at the organization.

Some of the staff comments they have received from various interviews include:

- Employee feedback should be considered
- Employees want to know things before they happen
- Employees trust their immediate supervisors more than they trust upper management

To be effective, communications must access multiple channels:

- Intranet
- Newsletter
- Face to face meetings
- Committees
- HR committees

Communication also must be consistent.

Douglas County uses a form to help the team think about formalizing and standardizing their communication to employees.

The form is worth considering for our own communications.

PLA Denver Notes, April 2016

Victoria Pichla Luz

Anderson Cooper

This was a great way to begin the conference. It was interesting to hear how putting his own family history into book form, actually opened up stories from his own families that he had never himself, heard, illustrating the importance of putting pen to oral history for future generation preservation.

Exhibits

I looked at demos for our current ILS/OPAC and their competitors as part of a discovery layer for potentially replacing our current vendor at CCS. I was able to look at products with colleagues from other libraries and discuss how they use them and their pros and cons. Findaway impressed me with one of its products, their Launchpad. A pre-loaded tablet, with educational apps. Pre-loaded requires no staff maintenance and they are quite nearly indestructible. I brought this idea back to Arianne and it was already on her radar. These are being ordered, cataloged and added to our collection early this summer. And we even got a PLA discount coupon.

OCLC cataloging and metadata discussion group

We discussed the challenges of today's catalogers:

- eResources
- Self-published books
- Rise of Maker Spaces- need to catalog more "realia" and unusual circulating items (I had a lot of input on this subject.)
- More locally-created and locally-modified combination packs/kits

I have requested the transcript of the discussion.

Make It Extraordinary

As this is the first time I have attended a PLA conference (which I felt was the most beneficial, relevant and accessible, over ALA, OLAC/MOUG, etc.) I thought it would be a good idea to attend this session to get tips on maximizing my conference. Although it was helpful, in ways even beyond the conference itself, I still felt overwhelmed in that there was so much I wanted to do/see.

PLA provided *A Little Guide for Your Big Ideas*. It was well put together and gave you things from social media hashtags and addresses to ways to plan, set goals and follow up.

My notes from Thursday include:

- Be confident. Share knowledge and learn something new
- Bring up Worldshare training for CCS members
- Roku channel for NPLD
- Reminder to follow ALA Think Tank
- Consider an *accountability partner* for goal setting
- Puppet-voiced story time!

Creative Merchandising Strategies Tech to Go: Circulating Nontraditional Items

Although I was quite disappointed that the merchandising session was over-capacity, it gave me the opportunity to go see our cataloging and collection highlighted by Suzy Wolf's co-presentation. It was nice to see that we are pioneering circulating of many non-traditional items. Also, I like the idea of imbedding instructional videos in the catalog record and would like to follow up on that idea. We've already begun to imbed pictures so and image of the item displays in Enterprise (our public catalog).

Shhhh! Don't Tell My Mom: Readers' Advisory that Everyone Can Live With

This was a session I chose to get outside of my Tech Services/management box. I thought it was also great as my son is a tween and I am occasionally asked for book recommendations from his friends and other parents. My son is a reluctant reader and I am always looking to light a spark. While I find him and his peers to communicate rather openly about sensitive subjects, I would like to have books in my purview to at the very least start a conversation if needed.

Takeaways

- Teens/tweens need bold books
- Learned of several authors to investigate and where to do research
- Gentle vs. extreme topics and the four S's, savagery (violence), sex, swearing and Satan. What are they ready for? Does this counter what their parents feel they are ready for? How do you navigate that line?

Play Your Way to an Engaged Staff

This was my favorite session of the conference. This was *ImagineIt* Libraries presentation on their philosophy and values to keep their staff engaged, productive and happy. Their research showed that only 30% of adults are engaged in the workplace. And ImagineIt libraries spend less yearly than other libraries in finding ways to develop engagement and staff development and initiative. Workplace engagement includes the idea of being part of something significant, human connection, and clear expectations.

Some ideas that have implemented at their libraries are mandated play (to foster engagement, intrinsically motivating, creative, and imaginative and keeps employees alert and active) and an Idealab where this process can take place. They also have other outside-the-box ideas on a staff happy hour, all staff retreat (instead of in service) staff recognition program and no formal yearly evaluation process.

Core Goals

- Welcoming the community with exceptional customer service
- Acknowledging and accepting our differences
- Focusing on personal growth and taking responsibility for outcomes
- Working together to succeed with fun along the way
- Embracing change to remain relevant
- Inviting creative solutions

Staff recognition

- **Make day-to-day recognition, specific, timely and frequent.**

Coaching

- **Check in by phone or in-person 1 x week. Less frequently for part timer staff.**
- **Focus on cultivating relationships with staff. Regularly schedule meetings and strive to reschedule the same week if missed.**
- **Focus on the person being coached. Notes and follow up are critical.**
- **Ask open questions, get to the root of problems and give staff tools to get their jobs done.**
- **Create SMART goals that look toward the future and emphasize achieving results.**
- **Tie positive feedback to the Core Values; prioritize creativity and innovation.**
- **Manage staff transitions in a one-on-one environment.**

I plan to incorporate these tools into the way I approach dealing with my staff and to bring some suggestions to my colleagues and administration.

Beyond Bad Covers, Poor Copyediting and Questionable Content: How to Deal with the Self-Publishing Onslaught

This was a panel discussion on self-publishing.

From the authors present, there is a variety in approaches how their content is edited. Some use editors/copy editors and other use test readers. Also commented about e-book content is that it can be easily changed and updated. I felt like this was more of a how-to than an actual commentary on how libraries are dealing with this content.

Jamie LaRue, who I have seen before had what I felt was the most relevant information. He spoke of self-published titles as a way to satisfy the voracious reader. And he views libraries as a way to cultivate these authors as well.

I look forward to PLA 2018 in Philadelphia. Thank you for the suggestion that I attend and the opportunity.

PLA 2016 Notes & Summary

What did you come away with that is something you plan to do differently or to implement in your work?

My take away from at least two programs that it is essential to schedule staff time to “play.” I want to foster a creative and innovative culture within the digital services department. We have a lot of equipment and software for the staff to learn and I need to encourage staff to take a break from their normal work to learn how to use all of these things.

I was very inspired by the Digital Storytelling session and I would like to work on some promotional videos with Srdjan

What did you hear about that you hope the library considers implementing or changing?

I think it would be a wonderful idea if the library developed a staff newsletter and intranet. It would be a great if staff had a place to collaborate or get up to date with the latest information.

Cutting Edge Communities Tech Assistance

Bigger library systems are utilizing a staff of paraprofessionals to provide tech help

1-2-1 appointments very popular

Hiring great staff

- Follow the best practices for hiring.
- Employees must be passionate about working with people and technology.
- Lots of patience!
- Excited about technology because even with the knowledge that you bring to a job, technology is always changing and being adaptable is important
- Existing tech skills are preferred

Retaining great staff

- Staff training twice a year and have breakout sessions during staff day
- One library hosts training on Sundays when the library is closed, time to tinker
- Time to play and learn is built into the position.
- Time to learn new skills.
- Staff share skills with the rest of the staff

Measure to Success

- Track interaction with patrons
- Document complexity of the issues
- Align training goals with strategic plan
- Track interactions and class attendance
- Provide surveys for the patrons
- Collect impact stories
- Document the steps that brought about success, encourage sharing among staff.

Challenges

- Other staff don't have an incentive to develop their tech skills, because they rely on the tech staff
- Important to set expectations for all staff
- Where to draw the line with tech help since expectations from patrons are high.
- Hardware fixes are beyond our expertise, provide a list of tech shops that will help
- Boundaries discussed at staff meeting
- Staff need to be comfortable to learn with the patrons because there is no way that you can
- Need to be teaching them the technology, not doing it for you.
- Test the tech IQ of library staff

Thoughts on the Future

- Expanding the services that we offer.
- Making the access to technology available to everyone
- The library is often the first resource before going to a paid service. Many of the paid services prey on people's lack of knowledge.
- Libraries offer objectivity unlike Apple
- Diverse and welcoming staff

Rising the Challenge: Re-Envisioning the Public Library

Create a dialogue and engage external stakeholders and address the needs of the library in the 21st century.

Framework for thinking about libraries

People > Place > Platform

Strategies for Success

1. Aligning with community goals
2. Providing access to content in ALL formats
3. Ensuring long-term sustainability
4. Cultivating leadership, in the community and library community

Action Guide

Adoptable resource, strategic planning

Sections 1-6

1. People
2. Place
3. Platform
4. Jobs and Economic Development
5. Library as Civic resource
6. Library as Literacy Champion

Sections 7-12

1. SOAR Assessment (Strengths, Opportunity, Aspirations, Results)
2. Strategies for Success
3. Action Steps for Library leaders
4. Engaging

www.libraryvision.org

Action Steps for Library Success

Define the scope of the library's programs

State Level: Transforming librarians in Connecticut, Dawn LaValle

Community Level: Topeka and Shawnee County Library, Gina Milsap

- Community engagement & Facilitated discussion

Never Leave Internal Communication to Chance

Communication and trust are very important

People strive for good communication, but sometime communication goes wrong

Every organization has its own culture

Employee Opinion Surveys, communication was a common themes from employee comments

Employees want to have a chance to weigh in on a decision before it's made. They want to hear about the change before it goes live. Sometimes they don't trust what they hear from upper management

Communications Toolbox

- Employee Intranet: "StaffConnect"
- Monthly employee eNewsletter
- Regular management and all-employee meetings
- Leaders speak/listen at employee meetings
- HR committee

****Communication needs to be consistent**

Email is still a viable channel, consistent alerts. Track open rates. Communication alert.

Labor intensive at first, but will solve a lot of issues down the line

Lights, Camera, Advocacy: Digital Storytelling for Your Library

Why Digital storytelling?

- It is a chance to speak to our stakeholders
 - Technology is the best channel: Youtube, Instagram, Vine, Vimeo platforms

Library Advocacy

- General -Awareness
- Action Driven- Fundraising
- Political- Vote Yes

Setting an Advocacy Goal

- What are you trying to accomplish?
- What is the community need?
- Who is your audience?
- How can they help?
- Why does it matter?

Digital Storytelling for Advocacy

- Awareness: Libraries Transform ([Pickering Public Library](#))
- Awareness: Day in the Life ([Anythink library](#))
- Action: New Library ([Pleasant Hill Public Library](#))
- Action Summer Reading Program ([Seattle Public Library](#))
- Vote Yes; Best Kept Secret ([Southeast Steuben County Library](#))

Tips:

- Storymining: illustrate the impact
- Show a transformation
- Have a hero: identify a hero for the story, patron, staff member and more
- Know your story paradigm: The story of self, us, and now
- Pull apart stories: What you like in stories is a reflection of you
- Put it on paper: Then you can start fixing it
- Surprise yourself

Choose a platform

- Vine, 6 sec
- Instagram, 60 sec
- YouTube, 15 minutes
- Facebook, 20 minutes
- Vimeo, Free MB/week

Collect, Organize, Script

- Storyboard
- Script
- Production Schedule
- Log your shots

[M.N Spear Memorial Library](#)

Marketing and Promotion

Share on social media

Reach out

Ask others to share

Tweet it at celebrities

Contact websites and newsletters

Storymakers 2014 Winner: [Norton Public Library](#)

SparkTalks

These were mini presentations across a variety of topics that had a 5 minute time limit. It was lively and fun, but also illustrated the importance of getting your point across in 5 minutes or less.

Flip It

Tech classroom flipped learning

Learning outside the class come to the class to share experience

Cracking the HTML code

Completely self-guided

Treehouse (coding database)

Facilitators

Providing time for busy adults

Why does it work?

Hands on

Accountability

Camaraderie

Expectations

Why do we like it

Engage

Encourage

Foster community

Success

Leadership

Lead from where you are

Myth of leadership is that to lead you must be a in a leadership role

Everyone has value and something to contribute

Good relationships

Controlling what you can do

PLA Notes Greta Ulrich

I went to a wonderful session titled Top 5 of the Nonfiction 5 where five very knowledgeable speakers presented their suggestions for various nonfiction topics. I used to choose nonfiction titles for about one-third of the selections for my book discussion groups but recently I have done almost all fiction. However, these titles inspired me to again use more narrative nonfiction books for my groups.

I attended a session on serving older adults. The speaker suggested that for volunteer jobs, we should advertise specifically for what we need. She used the example of seniors teaching patrons how to knit, and her library had put up a sign that they were looking for someone who could do this. I think advertising for specific volunteer jobs is a great idea.

Another good session was on Reader's Advisory for teens. The presenter suggested that we ask specific questions, gauge our audience, know what we are talking about and justify our recommendations. She said that failure is inevitable so try other titles and keep reading!

I attended all three of the 8:15 am guest speakers presentations. Sherry Turkle of M. I. T. told us that libraries have become places of transaction rather than relationships. We need to make the library about relationships. We should try to use our smartphones more mindfully. She said that libraries are places where people can be alone with their thoughts. She said that we (librarians) are the empathy app!

Another a.m. speaker, Verna Myers pointed out that we all have biases even if we think we don't. It is important to be aware of this both in working with patrons and also with other employees.

I attended a LibraryReads presentation with four mystery authors. They gave wonderful talks on their inspirations and careers.

Another good presentation I attended was on Hospitality. The speaker stressed how important it is to be empathetic. It is important to have a lack of ego when approaching patrons. He said that in order to provide hospitality you need a space that supports hospitality and policies in place so that employees know what is expected of them. And you need to help employees find their way.

The third a.m. speaker was the author of *The True American: Murder and Mercy in Texas*. He discussed how many Americans suffer from a lack of opportunity where they live.

The lunch I attended with guest speaker Sherman Alexie was wonderful and inspired me to use one of his novels for my summer book discussions! And the Audio dinner I attended had four very inspiring speakers.

I am most grateful to the library and the Board of Trustees for allowing me to attend what was an absolutely wonderful conference! It was a pleasure to be in the company of so many dedicated professionals. I came back with renewed enthusiasm for my job and my profession.

Ruth Schuster PLA 2016 Convention Notes

Greatest takeaway for the PLA 2016 Conference is about creating a staff culture where we can:

- BE BOLD
- TAKE RISKS
- COLLABORATE AMONGST OURSELVES AND WITH PATRONS

I didn't get this from any one session but found it to be the thread within all the sessions.

A library environment that embraces these principles can allow everyone to perform at their best without concern for having "all the answers" ahead of time. This culture allows staff and patrons to experience deeper understanding or learning which is far more than just training.

Boldness in our case is boldness on two levels; on a library wide level and on the individual staff level. Library boldness comes in the form of offering and delivering services. Some services may not be new, but they may be delivered in a new way. Boldness on the individual staff level is to try new things that are relevant to the work each of us does within our departments but might not truly within our comfort zones.

This boldness needs support and encouragement. Staff needs to feel safe to approach new ideas and actions. To feel safe presenting their ideas to supervisors and colleagues. Co-workers need to know they should encourage one another. This is where collaboration comes in to play. We can offer so much more when we feel free ask others who share our enthusiasm and desire to meet our goals.

Risk taking goes hand in hand with boldness. If we encourage one another to be bold, we will have the strength to take the risk.

Collaboration can be a natural function of the bold risk taking. Getting input from colleagues when an impasse appears is very empowering. Often just the task of explaining the difficulty to others causes the solution to appear – even before others have a chance to speak.

Examples of bold risk taking that we are already doing is our cookbook discussion that includes sharing a cooked version of the recipes, along with our new Digital Services Department and Creative Studio services. For sure, there is more to come.

PLA Sessions

Bubbler @ Madison Public Libraries: A System-Wide Approach to Learning through Making

The key to the Bubbler's success is that it is a connecting point in the Milwaukee community.

It has programs with Schools and the Juvenile Justice System in addition to Artist-in-Residence

Funds come through grants with the University of Wisconsin

Artist-in-Residence program connects to the art community in a serious way. The artist has regular hours in the library and offers 4 workshops and is in the library 2 hours/day 3 times/ week.

Example of a program: in a 90 minute session on animation children created animated trailers as book reviews

Make - is product oriented

Learn - is process oriented

Bubbler is Bold and Collaborative!

Code at Your Library: Preparing Your Current and Future Workforce

Louisville Free Public Library offers coding classes adults & **Denver Public Library** offers coding classes to teens

Louisville Library works with KentuckianaWorks Code Louisville program to offer classes to the public to develop advanced computer skills and learn web development. This partnership is necessary because the Library is too underfunded to support the project on its own. <http://www.lfpl.org/treehouse/>

Participants must commit to a 12 week course after they complete required pre-course requirements. A 2 week prerequisite program was developed after some participants were not successful at completing the program. The Treehouse training used is a curated list of classes developed with input from employers in the Louisville area

Participants with no college who completed training have found jobs at 50k/year.

Original learning platform was Treehouse <https://teamtreehouse.com/> The Library now also has [lynda.com](https://www.lynda.com/) for training .NET platform but the main training for the "Code Louisville" program is Treehouse.

The Code Louisville program now has its own Treehouse account and participants are asked to not use the Library's account for this program. There is now a waitlist for using the Library's Treehouse so patrons must sign up in advance.

Trainers are from outside the Library

Even though people were successfully trained as IT workers "soft skills" and critical thinking were still needed for on the job success. KentuckianaWorks has added that training to their program

Denver Public Library coding program for teens (warning this gets detailed)

Girls decide at 12 yrs on coding career.

After teaching the HTML the library trainers discovered that Teens want to develop games.

Local game company partners with a curriculum for teaching.

Summer DevCamp Denver. 12-19 year olds

1 week camp with 20 kids

Some things DPL learned about a teen development camp at the public library:

- Hard to partner with schools because the optimal group size is 3-4 students.
- Have kids work in teams.
- They used Mentors in their classes. Professionals who volunteered to work with teens in the sessions.
- Limit brainstorm/content creation - focus on the one thing & then design.
- Don't let teens spend lots of time on the idea. Give them topics
- Don't expect mentors to be avail for all sessions.
- Arrange trips to tech company.
- Start with professional organizations in the area to partner with.
- Use Industry experts as presenters & experts
- More than just coding. Need more of those "soft skills" Louisville found necessary
- Recruiter early and often. Register & follow-up to verify that participants will be coming
- Teens needed less class time than adults to learn the same concepts so plan accordingly

After the development camps the Library had a Showcase event

TEENS.denverlibrary.org/devcamp2015 Parents are amazed

Other helpful links:

Bit.ly/DPLdevcamp

Denverlibrary.org/ctc

We Are Tech Workers: Cultivating a Library Technoculture

"We are all tech workers," according to Markham Public Library Branch Manager, Pam Saliba. Library staff are often put off by "technology" and claim no skill or desire to interact with it. Yet, all staff does work with tech and, consequently are all tech workers. We cannot claim that all "tech stuff" is relegated to IT staff.

Two staff members from the Markham Public Library, Markham, Ontario spoke about how they "embarked on a culture-shifting journey to develop a deep understanding and appreciation for technology" for library staff. They wanted to engage staff in new maker/media/coding events but found that there were gaps in staff skills.

Here is what they discovered:

Tech skills can be learned. Need to be open. And feel safe to Fail.

Tech is NOT limited to the young **AND** it's integral to our jobs.

Staff often wants training, not real learning. But when we get that specific we can't keep up because there are so many devices and they upgrade frequently.

We need to realize that "failing" isn't a problem because it can set us up to truly learn. We need that culture of learning which includes working through failure that leads to deeper learning.

Need create new culture. Techno-culture!! Tech is part of what we do. It requires Lots of experimentation.

What they did to move into this new Techno Culture:

- Markham set up a curated for staff Pinterest that encourages tech topics
- Tech lunch and learn sessions
- Offered sessions with staff “experts” or outside guest experts
- Used fun projects so staff had fun (Jade robots)
- Can’t train attitudes of staff but can help make attitude change possible with activities
- Created mentors within the staff that met weekly in small groups
- Had staff work with each other first before going to that “tech mule” that everyone runs to without trying
- Creating the Techno Culture is a TEAM project (no little red hens!)
- Have fun – create little challenges and competitions
- Be flexible
- Use staff job competencies to frame activities
 - Verify the tech used at each job level for this
 - Different skill sets needed so focus on the correct competency
- Scope Creep – it’s easy for this to get too big. Keep goals in line as you work through
- To start their project they used a “conference model” to identify staff interests
- ELearning modules help (Lynda.com etc.)

After starting this on-going project they measured staff confidence working with tech as being 32% raised.

First and foremost this is about culture and this culture creates a resilient workforce!

As part of creating this improved culture they did a TEDx event and raised money on it!

<https://www.ted.com/tedx/events/16585>

The Studio Experience: Creating a Makerspace for Ages 0-108

Three staff members from Anythink Library branches shared what they do that works for their Studio.

For their programs with patrons:

- Open Studio offers more opportunity for collaboration and mentoring among participants. They found that people of different ages spontaneously helped one another.
- Projects that can be completed within the time frame of the session were the most successful
- Themes that are playful work well with adults as well as the kids. (They did some mask making that really got both the adults and kids working.
- Weekend afternoons were good times for families to come together

For success with staff:

- Encourage staff to work on things that are not familiar
- Take risks as an instructors – when things do work correctly use that to collaborate with participants to figure out what might work
- Take risks to be creative problem solvers/troubleshooters

- Have staff bring their personal passions to the creative table. For example, reluctant staff might become more engaged in a project that focuses on doing something that has a theme based on their passion for cats!

Taking it Personally: Crating Human Connection in a Virtual World

Multnomah County Library established the “My Librarian” service “to bring the warmth and connection of personal service into an online environment. The service provides a web-based menu of 17 librarians who share their passion for books, movies and music.

“With the help of a grant from the Paul G. Allen Family Foundation through the library’s private fundraising partner, the Library Foundation, we created a photo-based menu of 17 staff members with a wide variety of interests and passions. The rich photographs; revealing, engaging bios; and first-person descriptions of what intrigues and inspires the My Librarian staff are reminiscent of online dating.”

Kastner, A. (2015). THE PERSONAL TOUCH. (cover story). *Library Journal*, 140(16), 22.

<http://evanced.nileslibrary.org:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=f5h&AN=109996221&site=ehost-live>

- Patrons don’t realize that we do Readers Advisory. They only know they want something they like to read, listen or view!
- Realized that Staff were the best evangelists for services and materials
- User tested their original ideas for the site and discovered people couldn’t really search it. So they used Amazon as a model.
- Perception is most important. If the site is perceived as difficult it won’t be used.
- Patrons don’t READ – they SCAN.
- Tags work better than narratives – just click on a word!
- Response time is crucial. Need to reply to queries as soon as possible.
- Including videos gets links opened more often.

Monthly Statistical Report --April 2016

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	41,617	38,269	8.75%	397,537	424,627	-6.38%
Teens	3,160	3,230	-2.17%	31,142	33,537	-7.14%
Juvenile	37,165	38,556	-3.61%	383,012	393,168	-2.58%
Digital	8,448	5,702	48.16%	62,570	43,075	45.26%
TOTAL Loan of Library Materials	90,390	85,757	5.40%	874,261	894,407	-2.25%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	18,615	17,937	3.78%	182,231	184,235	-1.09%
Periodical	1,063	1,321	-19.53%	7,986	10,719	-25.50%
Audio	4,257	3,487	22.08%	45,494	47,486	-4.19%
DVD	17,682	15,524	13.90%	161,826	182,187	-11.18%
TOTAL Adult Loans	41,617	38,269	8.75%	397,537	424,627	-6.38%
Teens						
Print	2,463	2,427	1.48%	22,769	24,773	-8.09%
Periodical	10	15	-33.33%	113	141	-19.86%
Audio	368	481	-23.49%	4,891	5,254	-6.91%
DVD	319	307	3.91%	3,350	3,369	-0.56%
Equipment	0	-		19	-	
TOTAL Teen Loans	3,160	3,230	-2.17%	31,142	33,537	-7.14%
Juvenile						
Print	27,488	27,419	0.25%	277,162	275,118	0.74%
Periodical	114	97	17.53%	910	1,001	-9.09%
Audio	2,092	2,657	-21.26%	23,141	25,851	-10.48%
DVD	7,471	8,383	-10.88%	81,799	91,198	-10.31%
TOTAL Juvenile Loans	37,165	38,556	-3.61%	383,012	393,168	-2.58%
DIGITAL SERVICES	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Loan	8,448	5,702	48.16%	62,570	43,075	45.26%
Equipment Loan	94	-		512	-	
Online Database Use	7,369	8,006	-7.96%	86,841	65,794	31.99%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,498	8,151	-8.01%			
Holds Made Available	11,780	12,810	-8.04%			
PATRONS	Current Month	Prior Year Same Month	% Change			
New District Cards	301	369	-18.43%			
Total District Cardholders	25,530	25,474	0.22%			
Patron Visits	32,396	33,152	-2.28%			
Unique Library Cards Used	4,980	5,288	-5.82%			
IN-HOUSE USE						
MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	67	11	509.09%	360	292	23.29%
Circulating--Juvenile	4,347	8,197	-46.97%	44,530	76,181	-41.55%
Circulating--Teen	312	537	-41.90%	4,516	6,137	-26.41%
Circulating--Commons	141	150	-6.00%	1,057	1,492	-29.16%
Circulating--Adult	1,626	3,727	-56.37%	18,699	44,548	-58.03%
TOTAL In-House Use of Materials	6,493	12,622	-22.76%	69,162	128,650	-13.56%
Items moved on Shelf	3,256	-		42,046	-	

Monthly Statistical Report --April 2016

IN-HOUSE Continued						
PC USERS BY AREA	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Guest Pass	1,466	-		5,662	-	
Adult Services	2,791	4,562	-6.69%	35,116	49,838	-18.18%
Youth Services	1,154	1,111	3.87%	12,444	12,515	-0.57%
Teen Services	357	460	-22.39%	3,820	3,282	16.39%
Express Internet	193	223	-13.45%	1,794	2,780	-35.47%
Patron Wi-Fi Uses	12,603	11,079	13.76%	116,262	98,976	17.46%
Total Users	18,564	17,435	6.48%	175,098	167,391	4.60%
Scanning & Fax Pages	4,290	4,342	-1.20%	43,596	40,623	7.32%
Print & Copy Pages	19,154	15,074	27.07%	152,714	157,264	-2.89%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD		% Change
3-D Printer	27	-		129	-	
Large Scale Poster Printer	-	-		4	-	
VHS to DVD Conversion	18	-		59	-	
TOTAL Use of Staff Mediated Equipment	45	-		192	-	
USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change			
KidSpace Study Room	67	20	235.00%			
Study Rooms 1-5	711	351	102.56%			
Creative Studio A	39	-				
TOTAL Users of Staff Mediated Spaces	817	371	120.22%	-	-	
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	29,772	34,318	-13.25%			
Facebook "Likes"	1,094	853	28.25%			
Buzz Blog views	763	634	20.35%			
Media Hits (includes print and online articles and listings)	49	42	16.67%			
e-News Subscribers	12,785	10,635	20.22%			
New Resident Letters (March)	63	-				
TECHNICAL SERVICES	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,495	2,449	268,238			
Non-shelved materials	98	-	35,634			
Equipment	-	-	65			
Total	2,593	2,449	303,937			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	98	68	44.12%	1,153	745	54.77%
Test Proctoring	11	14	-21.43%	109	86	26.74%
Voters' Registration	3	-		8	8	0.00%
SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	9,365	5,807	61.27%	74,464	47,648	56.28%
Ready Assistance	6731	-		42,274	-	
Reference/Research	7,362	4,888	50.61%	60,262	60,343	-0.13%
TOTAL All Service Desks	23,458	7,272	222.58%	177,000	107,991	63.90%
Adult Services (3rd floor)						
Quick Questions	102	620	-83.55%	2,556	4,381	-41.66%
Reference/Research	1,071	671	59.61%	7,721	9,127	-15.40%
Total Reference Desk	1,173	1,291	-9.14%	10,277	13,508	-23.92%
Commons Desk						
Quick Questions	27	-		381	-	
Ready Assistance	28	-		244	-	
Total Commons Desk	55	-		625	-	

Monthly Statistical Report --April 2016

SERVICE DESKS Continued	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	95	2,401	-98.21%	5,322	9,535	-44.18%
Reference/Research	1,443	618	-88.62%	12,677	13,578	-6.64%
Total InfoDesk	1,538	3,019	-49.06%	17,999	23,113	-22.13%
Patron Services						
Quick Questions	6,550	-		35,726	-	
Ready Assistance	6,703	-		42,030	-	
Total Patron Services	13,253	-		77,756	-	
Technology Desk						
Quick Questions	118	1,321	-91.07%	2,225	8,145	-72.68%
Reference/Research	1,172	639	83.41%	10,812	10,723	0.83%
Total Tech Desk	1,290	1,960	-34.18%	13,037	18,868	-30.90%
Teen Desk						
Quick Questions	226	132	71.21%	3,350	3,402	-1.53%
Reference/Research	132	368	-64.13%	1,615	1,958	-17.52%
Total Teen Desk	358	500	-28.40%	4,965	5,360	-7.37%
Outreach Services						
Quick Questions	3	-		151	-	
Reference/Research	1,410	617	128.53%	8,473	5,304	59.75%
Bulk Loan Items Delivered to Nursing Homes	585	475	23.16%	4,665	4,295	8.61%
Materials pulled for Homebound Users	891	1,059	-15.86%	9,265	10,485	-11.64%
Total Outreach Services	2,889	2,151	34.31%	22,554	20,084	12.30%
Youth Services						
Quick Questions	2244	1,333	68.34%	24,753	22,185	11.58%
Reference/Research	2134	1975	8.05%	18,964	19,653	-3.51%
School Loans pulled	23	27	-14.81%	225	236	-4.66%
Museum Adventure passes distributed	16	13	23.08%	166	182	-8.79%
Total Youth Services	4,417	3,348	31.93%	44,108	42,256	4.38%
GRAND Total	24,973	12,269	103.55%	178,032	123,189	44.52%
Interlibrary Loan Lending						
Items Lent to CCS Libraries	5,071	2,744	84.80%	32,946	28,463	15.75%
Items Received from CCS Libraries for Patrons	4,359	2,875	51.62%	31,234	28,579	9.29%
Items Lent to OCLC Libraries	292	321	-9.03%	2,983	2,663	12.02%
Items Received from OCLC Libraries for Patrons	131	119	10.08%	1,176	1,052	11.79%
Total	9,853	6,059	62.62%	68,339	60,757	12.48%
Outreach Services						
Homebound						
Patrons	259	239	8.37%			
Visits	192	240	-20.00%			
Institutions						
Institution Deposit Collections	585	475	23.16%			
Visits	12	10	20.00%			
Schools						
Items Delivered	532	632	-15.82%			
Trips	19	16	18.75%			
VOLUNTEERS AND HOURS						
Admin/Tech Serv/Maint/PR & Library Events	29	162				
Adult & Outreach Services & Programs/Patron Services	11	44				
Digital Services & Programs	2	6				
Teen Services & Programs	15	48				
Youth Services Department & Programs	28	91				
Total Volunteers and Hours This Month	85	351				
<i>NOTE: Last Year's Volunteers/Hours Same Month</i>	<i>69</i>	<i>355</i>				

Monthly Statistical Report --April 2016

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Number of Programs Prior Year Same Month	Attendance Prior Year Same Month	Attendance % Change
Youth Programs	81	4,297	98	4,455	-3.55%
Teens Programs	11	373	26	715	-47.83%
Adults Programs	72	1,917	50	1,499	27.89%
Outside Meetings	14	180	1	20	800.00%
Library Exhibit	1	525	-	-	
TOTAL PROGRAMS AND EXHIBITS	179	7,292	175	6,689	9.01%
Programs--Youth					
Babytime (parent & child)	4	172			
Evening Family Storytime	4	89			
Rise & Shine Storytime (parent & child)	4	104			
Mega Mondays: Drama, Minecraft, Yoga, Lego	4	61			
I Spy Tank	1	153			
Family Movie: <i>The Good Dinosaur</i>	1	70			
Second Saturday Bingo Breakfast	1	38			
Preschool Visits	3	60			
Toddler Time	3	75			
Big Kids Storytime	4	86			
Neighbor Time	4	77			
Ipad Usage	1	300			
Reading Patch Club registrations	1	29			
Reading Patch Club added visits	ongoing	34			
Teacher Use of Die Cut Machine	0	0			
1000 Books Before Kindergarten (1KBK) registrations	1	6			
1KBK added visits	ongoing	7			
Bibliobop Dance Party	1	45			
Book Buddies	3	11			
Second Sunday: Green Golly and Her Golden Flute	1	60			
Forest Preserve Poet Tree Event	1	50			
Wonder Ground: Motion	8	131			
Poetry Scavenger Hunt	1	115			
Knights of Niles Chess Club	4	119			
Class Visits to NPLD	2	45			
Outreach Visits to Schools or Organizations	11	282			
Bookmark Contest entries	1	335			
Famished for Fiction	1	10			
Bookmark Awards Ceremony	1	110			
Dia de los Ninos/ E Dia de los Libros	1	90			
Ukulele University	1	6			
Reading Challenge	4	282			
3D Printing for Families	1	8			
Library Night Out Pizza & Show	1	403			
Toys and Games Use	1	738			
Video Games	1	96			
Total Youth Services Programs	81	4297	98	4,455	-3.55%
Programs--Teen Audience					
Fandom	1	0			
Maker Lab For Teens	1	1			
Movie in the Underground: <i>Avengers: Age of Ultron</i>	1	7			
Poem in Your Pocket	1	185			
Poetry Contest	1	64			
Read For a Lifetime	1	17			
Sew Sweet	1	2			
Sweet Science for Teens	1	9			
Teen Advisory Board (TAB)	1	11			
Ukelele for Teens	1	5			
Videogames	1	72			
Total Teen Programs	11	373	26	715	-47.83%
Programs--Adult Audience					
Book Discussions- Literary Fiction	2	18			
Book Bites- Popular Fiction Discussion (w/Glenview Library)	1	24			
Bubble & Squawk Cookbook Discussion	1	8			
Candy Jars Contest	3	339			

Monthly Statistical Report --April 2016

LIBRARY PROGRAMS- Adult Audience Continued	This Month	Attendance	TL. Programs Prior Year	Attendance Prior Year	Attendance % Change
Citizenship	4	12			
CIE Seniorlife	1	1			
Comics: Their Colorful History	1	7			
DS 3D Design with TinkerCAD	1	11			
DS Adult Computer Beginner Boot Camp	1	6			
DS eBay 101: Selling Basics	1	15			
DS Creating a Free Website	1	9			
DS Drop in Open Tech Help Desk	1	8			
DS Getting Started with LinkedIn	1	15			
DS Google It	1	13			
DS Open Maker Lab - Creative Studio B	2	6			
DS LinkedIn Headshots	1	29			
DS Make a Silhouette for Your Mom	1	8			
DS Tablet Tuesday	1	3			
DS Pomoc komputerowa w języku polskim, Computer Help in Polish Language	1	1			
DS Set up a Raspberry Pi	1	4			
DS 1-2-1 Training	2	2			
Energy Savings and You	1	27			
ESL Classes	7	209			
English Conversation	2	16			
Focus on Fixed Income	1	33			
Fragrant Spring Floral Arrangements	1	14			
Her Majesty Queen Elizabeth	1	28			
Great Chicago Beer Riot Author Event	1	6			
History Comes Alive: Stephen Mather	1	15			
Low Vision Fair (9th Annual) in Glenview	1	250			
Maxwell Street Klezmer Band	1	141			
"My Name Is Will" Shakespeare's Sonnets and Songs	1	65			
"My Name Is Will" After Performance Discussion	1	24			
New Movie Release: <i>The Intern</i>	1	5			
New Movie Release: <i>Ricki and the Flash</i>	1	25			
Niles Songwriters	1	5			
Poem in Your Pocket Day	1	50			
18th Annual Poetry Contest	1	16			
Poetry Writing Workshop: Gathering the Sparks Fanning Flames	1	4			
Polish Book Discussion	1	6			
Property Tax Appeal 101	1	62			
Sam Bennett, <i>Get It Done</i> Author Event	1	16			
SCORE: Small Business Counseling	4	11			
Senior Coffee Hour: Chicago Sweet Candy History	1	36			
Shakespeare Project: Cardenio	1	81			
Shakespeare Project After Performance Discussion	1	35			
Small Business: Launching Your Business	1	9			
SWEET Film Series	2	16			
Take Stock in the Market	1	45			
Understanding Ancient Coins	1	6			
Utility Bill Clinic	1	21			
What Are Your Old Coins, Gold & Silver Jewelry Worth	1	34			
Wills and Trusts	1	67			
Total Adult Programs	72	1917	50	1499	27.89%
Outside Meetings					
Friends of the Library	1	5			
Jeff Prosansky-Mather H.S. Alumni Association	1	12			
Jewish Genealogical Society of Illinois	1	10			
Karol Verson-Film Discussion Series	2	30			
Karol Verson-Play Discussion Series	1	15			
Ligia Amarei-Mom's Group	1	7			
Liz Marfia-Ash (Special Needs Play Group)	1	25			
Niles All American Toastmasters	2	16			
Niles Historical Society	1	16			
Niles Township Toastmasters	2	34			
Veteran's Information Table	1	10			
Total Outside Meetings	14	180	1	20	800.00%
GRAND TOTAL PROGRAM AND ATTENDANCE	178	6,767	175	6,689	1.17%
	Current Month	Current YTD			
Library Exhibit: "Sweet Home Chicago"	1	525	1,358.00		

Patron Suggestions and Comments for May 2016

Responses to Patron Suggestions and Comments

Neil O'Shea has been a fantastic proctor for exams for my online program this term. Thank you, NPL for providing this important community resource! Your facilities and offerings have been wonderful as well. J. C.

Thank you for taking the time to write—Neil certainly exemplifies good patron service.

Internet service is not strong. Certain areas have a terrible connection. Waste a lot of time dealing with internet service. Please fix.

Please notify staff when you find an area isn't working well. Sometimes the Wi-Fi in an area must be reset, but we don't know that unless a kind patron lets us know.

You have 5 ways to sign into Wi-Fi. I had to try all 5 with my laptop. Why not add the word "public" or some other designation to name the network. C. C.

That's a good point—we will see if that is possible. Thanks for the suggestion.

Classical music CD collection very poor. It is difficult to see what is available. R. B.

We would very much welcome any suggestions you have to make. We always want to improve.

I came in to print a copy of something I had to type on the typewriter. Due to my balance being so high, I could not but was allowed and go to the third floor for info on typewriter. She pointed to the typewriter and I asked her if I could get two sheets. She began to complain that copy machine is 10¢ each, I don't mind paying. I was prepared. She went on and on even behind my back while typing. Like I said I have no problem paying. P. R.

I am very sorry to hear about your bad experience. I will check into this further. We always want our patrons to be treated with courtesy and kindness.

I'm a Niles cardholder. Walked into the library today and a smell (musty, dirty old mop) was evident as soon as I walked in. Odor was more offensive closer to bathroom area including smell of urine. Maybe an old moldy mop was used to clean bathrooms? I don't know. O. R.

Thanks for telling us—we will investigate.

Please put out for people to see—*Rules for a Knight* by Ethan Hawke—a must read for every person over "12." A. M.

I am happy to say that we have that both in print and as an e-book. Thanks for taking the time to write!

Came to work in the computer room since I don't have a computer. I cannot believe the stench down in the lower level! It smells like a greyhound bus station toilet! Unable to work! Never going down there again! You try to "modernize" this place but it is not a friendly place anymore. TAXPAYER!

We cannot control the personal hygiene of our patrons, but we certainly can ask them to leave if they are making it impossible to work. Please report it to the staff member so they can try to address it.

I think it is absolutely ludicrous that those who are checking out library materials cannot put anything on the pristine counters! I was checking out this afternoon. The woman had to place the returning items on a cart. Another employee come to collect her "things" which caused the woman checking out to stop what

she was doing so the woman wouldn't inadvertently take any other items. Really??? Too much time is waster with this ridiculous rule! E. J., Chicago.

It seems that some of our staff took a request to keep the counters free of clutter much too literally. I apologize for the inconvenience.

Please acquire this book—*Hell Fighters* by Alexander Gordon Smith (The Devil's Engine Series). V. D. We will purchase this when it comes out in November. We know this is a popular author. Thanks for taking the time to write.

Awful website—not user friendly like previous one. J. K., Niles.

After speaking to the patron, I understand her complaints and we will work to improve the website so it is more user friendly, and we will follow up with some usability testing. Her main issue was not understanding that clicking to “search site” was searching the website and not the catalog.

What a marvelous exhibit on Chicago's great legacy on candy making. Nicely done—pictures, info, product samples, all of it! I am 49, my children are 8, 9, 14, 15—appealing to all of us. Can't wait to tell my parents to come over for a look.

We are delighted to hear that you enjoyed the exhibit. Thanks so much for writing.

THANK YOU!

4/16

Hello Dir. Lempe,

We hope you are well + enjoying
Spring '16!

We are deeply grateful for the
Niles Library, + for your part in
making the library such a great
place in our town!

A thought... As other libraries
have done, could a portion of
overdue libary materials fines go
forward supporting the Food Bank
+/or Community Gardens? ;)

All the Best, V. Galvan
Family

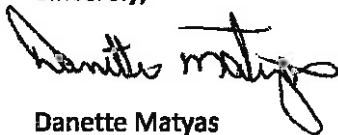
April 20, 2016

Ms. Susan Lempke
Niles Public Library
6960 Oakton
Niles, IL 60714

When I was elected into the Library Trustee position it was always my intention to keep the best interest of the residents in mind by providing good services and keeping taxes low. There are times it hurts to say no but, it has to be done as I and all the trustees have a fiduciary duty to the residents. My voting record will show that I had their best interest. I have learned many things being a trustee and I want to thank the voters for having confidence in me to do the right thing.

It is with deep regret that I must tender my resignation effective April 21, 2016, as Niles Library Board Trustee. It has been a pleasure serving on the Niles Library Board & I wish you and the other board members the very best for the future.

Sincerely,

A handwritten signature in black ink that reads "Danette Matyas". The signature is written in a cursive style with a large, sweeping flourish at the end.

Danette Matyas

Susan Lempke

From: Sasha Vasilic
Sent: Tuesday, April 26, 2016 9:49 AM
To: Susan Lempke
Subject: FW: A Hearty Thank You to Our Library Partners

FYI

From: Jack Macholl [mailto:jack@nilestownshipgov.com]
Sent: Tuesday, April 26, 2016 9:47 AM
To: Carolyn Anthony; Courtney Schroeder; Sasha Vasilic; Marilyn Glazer; Kitty Kendrick
Cc: Scott Kulefsky; Anthony Lundin; Charles Levy; Donald Gelfund; Janice Cichowlas; Mark Collins; Scott Bagnall; Holly Zimmerman; Jennifer Steiner; Lauren Davis; Marcie Claus; Rick Krier; Tony Araque; Van Schwab
Subject: A Hearty Thank You to Our Library Partners

Good morning all,

I received some great news from Scott at Bernie's Book Bank that our spring drive netted 4,200 books. In essence, we banded together and brought in over 1,000 books per week with grass roots promotion throughout the Township.

The enthusiasm and social media support you all provided made this a success. On behalf of Supervisor Glazer and the Niles Township Board, please accept our most sincere thanks for your work on this project.

Jack



Jack Macholl

Niles Township Government- Public Relations
Cell (847) 727-9510
Township Office (847) 673-9300

May 2, 2016

Sasha Vasilic
Niles Public Library
6960 West Oakton Street
Niles, IL 60714

Dear Sasha,

Thank you for facilitating the recent Books for All Children drive and supporting Bernie's Book Bank! The Books for All Children drive donated a total of 4,200 books!

Currently, Bernie's Book Bank serves more than 130,000 at-risk children in Chicagoland. Each child we serve receives a minimum of 12 books per year and the books are theirs to keep and read at home!

Since December 2009, Bernie's Book Bank has collected, processed and redistributed over 5 MILLION quality books. Our new goal is 4 MILLION books per year, and serving all at-risk children in the Chicagoland area in the very near future.

We are sincerely grateful to you for helping Bernie's Book Bank increase book ownership for children who want and need them.

Thank you again for your support!

Best regards,



Scott Kulefsky
Book Collections, Processing and Distribution Manager
O: 847-780-7323 (READ)
www.berniesbookbank.org



**BERNIE'S
BOOK BANK**
Bernie's

**BOOKS FOR A
BETTER LIFE**

info@berniesbookbank.org
847-780-READ [7323]
www.berniesbookbank.org
917 North Shore Drive
Lake Bluff, Illinois 60044

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Shelley Patenaude
Interior Designer,
Shelley Patenaude Interiors

David Raye
Owner, The Goddard School

Jonathan Sisler
CFO, Coyote Logistics, LLC

May 18, 2016

New Business - Recommended Actions

A. Recommended Action on McClure Inserra & Company

MOVE the Library Board of Trustees approve the appointment of and payment to McClure Inserra & Company Chartered in the estimated amount of \$14,500 to perform the audit of the Niles Public Library District as of and for the year ending June 30, 2016.

Memorandum A of Recommended Board Action

A copy of the engagement letter is attached.



May 9, 2016

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

Dear Board Members and Management:

We are pleased to confirm our understanding of the services we are to provide Niles Public Library District for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information including the related notes to the financial statements, which collectively comprise the basic financial statements, of Niles Public Library District as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Niles Public Library District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Niles Public Library District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance..

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

Audit Objective

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

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

Audit Procedures – General

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

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

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

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

Audit Procedures – Internal Control

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

Audit Procedures – Compliance

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

Other Services

We will prepare financial statements of Niles Public Library District in conformity with U.S. generally accepted accounting principles based on the information provided by you. As part of our engagement, we will also prepare the Annual Financial Report required to be filed with the Office of the Comptroller of the State of Illinois for the year ended June 30, 2016. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2)

additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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

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

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

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

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing. The fee estimate is based

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

We expect to begin our audit mid- September 2016 and plan to issue our report no later than your November 2016 Board of Trustees meeting. Paul V. Inserra is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be based on time spent at our standard hourly rates plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We estimate the fee to be \$14,500 for the audit, financial statement preparation, the annual financial state report and management letter (if necessary). This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you prior to billing.

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

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

Sincerely,

McClure, Inserra & Co., Chtd.

McClure, Inserra & Company, Chartered

RESPONSE:

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

By: _____

Title: _____

Date: _____

May 18, 2016

New Business—Recommended Actions

B. Recommended Action on Ordinance 16-02

MOVE the Library Board of adopt Ordinance 16-02, an Ordinance Setting the Schedule of Meetings of the Board of Trustees of the Niles Public Library District for the Fiscal Year Commencing July 1, 2016 and Ending June 30, 2017

Memorandum B of Recommended Board Action

All are on the third Wednesday except December which is on the 14th since the third Wednesday is the 21st.

ORDINANCE 16-02

**ORDINANCE SETTING THE SCHEDULE OF MEETINGS
OF THE BOARD OF TRUSTEES OF THE
NILES PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR
COMMENCING JULY 1, 2016 AND ENDING JUNE 30, 2017**

BE IT ORDAINED by the Board of Trustees of the Niles Public Library District that during the fiscal year commencing July 1, 2016 and ending June 30, 2017, the following meetings of the Board of Trustees are called and will be held and conducted:

2016:	July 20	Regular Meeting
	August 17	Regular Meeting
	September 21	Regular Meeting
	October 19	Regular Meeting
	November 16	Regular Meeting
	December 14	Regular Meeting
2017:	January 18	Regular Meeting
	February 15	Regular Meeting
	March 15	Regular Meeting
	April 19	Regular Meeting
	May 17	Regular Meeting
	June 21	Regular Meeting

All of the aforesaid meetings will be held in the Board Room of the library building, 6960 Oakton Street, Niles, Illinois, at 7:00 p.m., unless otherwise designated or modified by Board resolution.

PASSED AND ENACTED by the Board of Trustees of the NILES PUBLIC LIBRARY DISTRICT, Cook County, Illinois on the 18th day of May, 2016.

AYES: _____ _____ _____ _____ _____ _____ _____	NAYS: _____ _____ _____ _____ _____ _____	ABSTAIN: _____ _____ _____ _____ _____ _____ _____
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NILES PUBLIC LIBRARY DISTRICT

BY: _____
President

ATTEST: _____
Secretary

May 18, 2016

New Business—Recommended Actions

C. Recommended Action on Health Insurance

MOVE the Library Board of Trustees approve the recommended price tags to be charged for health insurance beginning on July 1, 2016 and ending on June 30, 2017.

Monthly Price Tags	2016-2017 Monthly	2016-2017 Per Payroll
Employee	\$ 92.00	\$ 46.00
Employee + spouse	\$ 370.00	\$ 185.00
Employee + child	\$ 195.00	\$ 97.50
Employee + family	\$ 475.00	\$ 237.50

Memorandum C of Recommended Board Action

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

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

This table has resulted in affordable “price tags” (the amount which is charged to employees each month and each pay. The table below shows the price tags which are applicable for the 2015-2016 fiscal year as well as the recommended price tags for the 2016-2017 fiscal year.

Monthly Price Tags	2015-2016 Monthly	2015-2016 Per Payroll	2016-2017 Monthly	2016-2017 Per Payroll	Monthly Change	Per Payroll Change
Employee	\$ 85.00	\$ 42.50	\$ 92.00	\$ 46.00	\$ 7.00	\$ 3.50
Employee + spouse	\$ 335.00	\$ 167.50	\$ 370.00	\$ 185.00	\$ 35.00	\$ 17.50
Employee + child	\$ 175.00	\$ 87.50	\$ 195.00	\$ 97.50	\$ 20.00	\$ 10.00
Employee + family	\$ 420.00	\$ 210.00	\$ 475.00	\$ 237.50	\$ 55.00	\$ 27.50

May 18, 2016

New Business—Recommended Actions

D. Recommended Action Renewal of Healthcare Insurance Plan

MOVE the Library Board of Trustees approve the recommended renewal of the healthcare insurance plan with Blue Cross Blue Shield (E2EC1705) beginning on July 1, 2016 and ending on June 30, 2017.

Memorandum D of Recommended Board Action

Current contract with Blue Cross Blue Shield

Currently we offer all full time employees healthcare coverage provided by Blue Cross Blue Shield. The plan is a grandfathered plan which means that it is a traditional pre-Affordable Care Act plan which has four levels of coverage. The Library subsidizes single employee coverage at 90% and coverage in excess of single coverage at 75%. The table below illustrates our current contract with expected enrollment numbers for 2016-2017:

Coverage Level	Enrolled	Monthly Cost	Price Tag	Net Cost	Total
Employee	31	\$ 865.75	\$ 85.00	\$ 780.75	\$ 24,203.25
Employee + spouse	5	\$1,905.49	\$ 335.00	\$1,570.49	\$ 7,852.45
Employee + child	2	\$1,279.89	\$ 175.00	\$1,104.89	\$ 2,209.78
Employee + family	3	\$2,319.64	\$ 420.00	\$1,899.64	\$ 5,698.92
		Total Monthly Cost			\$ 39,964.40
		Total Annual Cost			\$ 479,572.80

Blue Cross Blue Shield Renewal

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

Coverage Level	Enrolled	Monthly Cost	Price Tag	Net Cost	Total
Employee	31	\$ 921.07	\$ 92.00	\$ 829.07	\$ 25,701.17
Employee + spouse	5	\$2,028.63	\$ 370.00	\$1,658.63	\$ 8,293.15
Employee + child	2	\$1,342.40	\$ 195.00	\$1,147.40	\$ 2,294.80
Employee + family	3	\$2,449.96	\$ 475.00	\$1,974.96	\$ 5,924.88
		Total Monthly Cost			\$ 42,214.00
		Total Annual Cost			\$ 506,568.00

Keeping the enrollment levels constant, the new pricing from Blue Cross Blue Shield represents a **blended increase of 5.6% or \$26,995** which is well below the non-grandfathered pricing we received.

With the phase in of the Affordable Care Act 30 hour rule and the new price structure, **the increase from last year is expected to be 33.9% or \$128,357**. This assumes that all of the 8 new entrants to the plan select single coverage.

New Business—Recommended Actions

E. Recommended Action on Liability and Workers’ Compensation Insurance

MOVE the Library Board of Trustees approve the recommended purchase Liability and Workers’ Compensation insurance in the total amount of \$53,935 for the 2016-2017 fiscal year as follows:

Vendor	Amount	Source
Utica Insurance	\$28,346	Liability Insurance Fund
Travelers Insurance	\$3,421	Liability Insurance Fund
Hartford Insurance	\$22,168	Workers’ Compensation Fund
Total	\$53,935	

Memorandum E of Recommended Board Action

Our insurance broker, Cook & Kocher, took our business to market to get the most competitive pricing. The market exercise included our legacy insurance underwriters as well as other major players. From this activity, Cook and Kocher assembled the best proposal to keep our insurance costs at a reasonable level. The net effect is that our insurance costs will increase next year by \$2,432 or 4.72%.

The reason for the increase is due primarily to having two vehicles at this point in the year. Though we plan on selling the 2008 Minivan, the Library District needs to carry additional auto and umbrella insurance until we do so. This accounts for approximately \$1,200 of additional cost. Once we dispose of the 2008 Minivan, the Library District will receive a refund on the remaining balance of unused insurance. A more realistic measurement of the insurance increase therefore is \$1,232 or 2.4%.

The following table shows the coverage and associated costs:

Insurance Type	Vendor	2015-2016	2016-2017	Percentage Change
Liability Package	Utica	\$22,140	\$22,686	2.47%
Auto	Utica	\$1,435	\$2,607	81.67%
Umbrella	Utica	\$2,983	\$3,053	2.35%
Workers Comp	The Hartford	\$21,524	\$22,168	2.99%
Commercial Crime	Travelers	\$3,421	\$3,421	0%
Total Premium		\$51,503	\$53,935	
Dollar Difference			\$2,432	
Percentage Difference			4.72%	

New Business—Recommended Actions

F. Recommended Action on Purchase of Staff Computer Desktops

MOVE the Library Board of Trustees approve the expenditure of Special Reserve Funds in the amount of (not to exceed) \$74,324.74 for the purchase of 70 staff computer desktops.

Memorandum F of Recommended Board Action

This purchase will provide replacement of 72 units in all staff areas of the Library. The 72 existing units will be replaced with 69 Dell workstations and one Apple workstation costing \$70,543.53 (69 X \$1,022.37) and \$3,781.21 respectively.

The existing 72 Dell staff computer workstations were purchased 7 ½ years ago in November of 2008. The reduction is due to reuse of the existing systems for volunteer computer workstations. The existing computer workstations have reached their end of life and the manufacturer will no longer support the hardware which will lead to decreased reliability. Additionally the old hardware will no longer efficiently run the newest Windows operating system. 17 computer workstations will be used in Adult and Outreach Services, 14 in Youth Services, 12 in Technical Services, 9 in Patron Services, 8 in Digital Services, 8 in Administration, Maintenance and IT Services and the remaining unit will be used by IT Services to support OS and software updates and new software testing. The specific configuration was chosen based on the software that will be installed and the computer needs of the staff for the next 5 years.

The Apple iMac computer will be used in Publicity and Marketing Services to replace a computer purchased in 2007.

The Library District is a member of NASPO ValuePoint Cooperative Purchasing Organization and is able to purchase from the 2015-2020 Master Price Agreement for Computer Equipment, Peripherals, and Related Services prebid contract. IT Services compared prices from several of the contract vendors and found Dell to have the best equipment for the lowest price. The Apple desktop will be purchased from CDW-G which is an authorized government customer reseller thus guaranteeing the us the best price.

The total cost of the Dell computer workstations comes to \$70,543.53. Standard Dell pricing for the same 69 computer workstations comes to \$167,334.66. By using the Dell NASPO prebid contract pricing and additional discounts offered by Dell the library saves \$96,791.13 or 58% off the standard Dell pricing. This exceeds the 28% discount the Library District received 7 years ago. All pricing includes a 5 year warranty.

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

This is the third purchase in a series to upgrade the desktop/laptop fleet at the Library. After this purchase there remain a small number of units used for special purposes left to purchase.



Quote 1023086896447.1

NILES PUBLIC LIBRARY DIST

Salesperson	Quote Details	Billing Details
Salesperson Name Stephen Bone	Quote Date 05/09/2016	Company Name NILES PUBLIC LIBRARY DIST
Salesperson Email Stephen_Bone@Dell.com	Quote Validity 06/08/2016	Customer Number 38910543
Salesperson Phone 18009993355	Solution ID -	Phone Number 1 (847) 6636480
Salesperson Extension 5138712		Address 6960 OAKTON ST NILES IL 60714 US

Price Summary

Description	Quantity	Unit Price	Subtotal Price
OptiPlex 7040 MT	69	\$1,022.37	\$70,543.53
		Subtotal	\$70,543.53
		Tax	\$0.00
		Shipping and Handling	\$0.00
		Environmental Fee	\$0.00
		Total	\$70,543.53

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

Dear Customer,

Your quote is detailed below; please review the quote for product and information accuracy. If you find errors or desire changes, please contact me as soon as possible.

Regards,
Stephen Bone

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

Product Details by Shipment

Shipping Group 1

Shipping Contact:	RICHARD WOZNICKA	Subtotal	\$70,543.53
Shipping Phone No:	1 (847) 6636480	Tax	\$0.00
Shipping via:	Standard Ground	Shipping and Handling	\$0.00
Shipping Address:	6960 OAKTAN ST	Environmental Fee	\$0.00
	NILES	Total	\$70,543.53
	IL 60714		
	US		

Description	Quantity	Unit Price	Subtotal Price
OptiPlex 7040 MT	69	\$1,022.37	\$70,543.53

Estimated Delivery Date: 05/20/2016
 Contract Code: 99agz
 Customer Agreement No: MHEC-07012015

210-AFGI	OptiPlex 7040 Mini Tower XCTO	69	-	-
338-BHUH	Intel Core i7-6700 Processor (Quad Core, 8MB, 8T, 3.4GHz, 65W)	69	-	-
412-AAGU	Mini Tower Processor Heatsink 65 Watt	69	-	-
619-AHKN	Win 10 Pro 64 English, French, Spanish	69	-	-
630-AAPK	No Productivity Software	69	-	-
954-3465	No DDPE Encryption Software	69	-	-
634-BENZ	No DDP ESS Software	69	-	-
370-ACGI	8GB (1x8G) 2133MHz DDR4 Memory	69	-	-
400-AJSX	2.5 inch 128GB SATA Class 10 Solid State Drive	69	-	-
575-BBGL	Bracket for 2.5 inch Hard Drive Disk, Mini Tower, OptiPlex	69	-	-
401-AANH	2nd Hard Drive: not included	69	-	-
490-BCWL	nVidia GeForce GTX 745, 4GB VGA (HDMI, DVI-D)	69	-	-
325-BBRL	DVD+/-RW Bezel	69	-	-
429-AAJV	Tray load DVD Drive (Reads and Writes to DVD/CD)	69	-	-
385-BBJC	Dell Media Card Reader	69	-	-

555-BBFO	No Wireless	69	-	-
555-BBFO	No Wireless	69	-	-
461-AABV	No Accessories	69	-	-
329-BCSE	OptiPlex 7040 MT with 240W up to 85% efficient Power Supply (80Plus Bronze)	69	-	-
470-AAJL	NO ADAPTER	69	-	-
575-BBBI	No Integrated Stand option	69	-	-
580-ADJC	Dell KB216 Wired Multi-Media Keyboard English Black	69	-	-
275-BBBW	Dell MS116 Wired Mouse, Black	69	-	-
631-AASK	No Out-of-Band Systems Management	69	-	-
340-AJFC	Kickstart Product Registration	69	-	-
422-0008	Dell Data Protection System Tools Digital Delivery/DT	69	-	-
525-BBCL	SupportAssist	69	-	-
640-BBLW	Dell(TM) Digital Delivery Cirrus Client	69	-	-
658-BBMQ	Enable Low Power Mode	69	-	-
658-BBMR	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps),OptiPlex	69	-	-
658-BBNH	Waves Maxx Audio	69	-	-
658-BCUV	OS Recovery	69	-	-
620-AALW	OS-Windows Media Not Included	69	-	-
387-BBEZ	ENERGY STAR Version 6.0	69	-	-
340-ASOH	Placemat Documentation	69	-	-
800-BBIO	Desktop BTO Standard shipment	69	-	-
389-BHGE	Intel Core i7 Processor Label	69	-	-
332-1286	US Order	69	-	-
329-BBJL	TPM Enabled	69	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French/Dutch)	69	-	-
389-BCGW	No UPC Label	69	-	-
461-AABF	No CompuTrace	69	-	-
551-BBBJ	No Intel Responsive	69	-	-
450-AAOJ	System Power Cord (Philippine/TH/US)	69	-	-
340-ABJI	No Diagnostic/Recovery CD media	69	-	-
389-BHMP	Reg Label, MT, MEX,EPA	69	-	-
817-BBBN	NO RAID	69	-	-
340-ARRJ	Shipping Material for System, Minitower, DAO	69	-	-
389-BBUU	Shipping Label for DAO	69	-	-
658-BBTV	Cyberlink Media Suite Essentials for Windows without Media	69	-	-
555-BBKH	No Bcom required	69	-	-
817-BBBB	No FGA	69	-	-
525-0057	Kace K1000 Express	69	-	-
989-3449	Thank you choosing Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-866-516-3115	69	-	-
997-6870	Dell Limited Hardware Warranty Plus Service	69	-	-
997-6898	ProSupport: Next Business Day Onsite 5 Years	69	-	-
997-6918	ProSupport: 7x24 Technical Support, 5 Years	69	-	-
817-BBBC	Not Selected in this Configuration	69	-	-

Important Notes

Terms of Sale

This quote is valid for 30 days unless otherwise stated. Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hard copy from Dell at your request:

If this purchase is for your internal use only: Dell's Commercial Terms of Sale (www.dell.com/CTS), which incorporate Dell's U.S Return Policy(www.dell.com/returnpolicy) and Warranty (www.dell.com/warrantyterms).

If this purchase is intended for resale: Dell's Reseller Terms of Sale (www.dell.com/resellerterms).

If this purchase includes services: in addition to the foregoing applicable terms, Dell's service contracts and related service terms (www.dell.com/servicecontracts/global).

If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - A Version. (www.dell.com/AEULA) and use of the Dell-branded system software is subject to the Dell End User License Agreement - S Version (www.dell.com/SEULA) (the "End User License Agreements").

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.

Additional Terms for Public Customers

If you are a department, agency, division, or office of any district, state, county or municipal government within the United States ("Public Customer"), the following terms ("Public Customer Terms") apply in addition to the foregoing terms:

A. If any portion of the foregoing terms and conditions (or any terms referenced therein) is prohibited by law, such portion shall not apply to you. Notwithstanding anything to the contrary, the End User License Agreements shall take precedence in all conflicts relevant to your use of any software.

B. By placing your order, you confirm that (1) you are a contracting officer or other authorized representative of Public Customer with authority to bind the Public Customer to these terms and conditions, and (2) you have read and agree to be bound by these terms and conditions.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.** Note: All tax quoted above is an estimate; final taxes will be listed on the invoice. If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

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

[View in a browser](#)**QUOTE CONFIRMATION****DEAR RICHARD WOZNICZKA,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

CONVERT QUOTE TO ORDER

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HBPQ871	5/9/2016	HBPQ871	259487	\$3,781.21

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
 APPLE IMAC 5K 27" I7 4.OGHZ 1TB 16GB Mfg. Part#: ZOSC-2101964801 Contract: National IPA Technology Solutions (130733)	1	3871827	\$3,645.60	\$3,645.60
 Apple Care Auto-Enroll for iMac 3-Year Mfg. Part#: S3140LL/A UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (130733)	1	2805528	\$135.61	\$135.61

SHIPPING DETAILS

Shipping Address: NILES PUBLIC LIBRARY RICHARD WOZNICZKA 6960 W OAKTON ST NILES, IL 60714-3098 Phone: (847) 967-8554 Shipping Method: DROP SHIP-GROUND Payment Terms: Net 30 Days-Govt State/Local	SUBTOTAL	\$3,781.21
	SHIPPING	\$0.00
	GRAND TOTAL	\$3,781.21
	CONVERT QUOTE TO ORDER	

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Sonya McClure | (866) 235-5268 | sonymcc@cdwg.com

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 Please add cdwsales@cdwemail.com to your address book.

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May 18, 2016

New Business—Recommended Actions

G. Recommended Action on Subscription Licenses

MOVE the Library Board of Trustees approve the expenditure not to exceed \$19,260.36 for the purchase of 12 Adobe Creative Cloud Desktop Apps 2 year subscription licenses renewal from CDW-G.

Memorandum G of Recommended Board Action

The Adobe Creative Cloud Desktop Apps suite is bundled government only subscription licensing that allows per computer installation of all the Adobe Creative Cloud applications. The breakdown of installations is as follows; 7 for Digital Services, 4 for Publicity and Marketing Services, 1 for IT Services.

The Library is able to purchase these discounted 2 year software license subscriptions off the State of Illinois negotiated contract with Adobe systems. CDW-G is an authorized Adobe government customer reseller.

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

[View in a browser](#)**QUOTE CONFIRMATION**


DEAR RICHARD WOZNICZKA,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

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QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
GZKP083	4/15/2016	GZKP083	259487	\$19,260.36

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
 Adobe Creative Cloud desktop apps - Term License (2 years) Mfg. Part#: 65223879AC01A24-24 UNSPSC: 43232112 Electronic distribution - NO MEDIA Contract: MARKET	12	3125100	\$1,605.03	\$19,260.36

SHIPPING DETAILS

Shipping Address: NILES PUBLIC LIBRARY RICHARD WOZNICZKA 6960 W OAKTON ST NILES, IL 60714-3098 Phone: (847) 967-8554 Shipping Method: ELECTRONIC DISTRIBUTION Payment Terms: Net 30 Days-Govt State/Local	SUBTOTAL	\$19,260.36
	SHIPPING	\$0.00
	GRAND TOTAL	\$19,260.36

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May 18, 2016

New Business—Recommended Actions

H. Recommended Action on Subscription Licenses

MOVE the Library Board of Trustees approve the expenditure not to exceed \$15,367.80 from the Special Reserve Fund for the replacement of the current Dell Firewall appliance with a Dell SonicWALL Network Security Firewall solution.

Memorandum H of Recommended Board Action

Firewall appliances function as the central core of the Library District's networking infrastructure. They handle all data connections between the internet and the internal networks as well as all data connections between the internal networks. The current solution was purchased in 2008, and expanded in 2012 as recommend by our networking consultant's technology audit. The units have served the library very well, however; are in need of replacement as they are no longer capable of handling the complexity and data throughput of the Library District's data networks. They are also being phased out by Dell meaning no new firmware or features will be supported. Additionally the staff VPN appliance purchased in 2009 is past End of Life and no longer supported. The replacement Dell NSA Firewall solution will also serve as the replacement for the VPN appliance.

The Dell SonicWALL will be purchased through NASPO ValuePoint Cooperative Purchasing Organization, which is able to purchase from the 2014-2019 Master Price Agreement for Data Communications Products & Services prebid contract. We compared prices from several of the contract vendors and found Dell to have the best equipment for the lowest price. Additionally we are already familiar with the SonicWALL OS interface and can more easily transfer the existing complex configuration to the new units.

We budgeted \$20,000 from the Special Reserve Fund for the replacement of these items. The cost of the hardware including 5 years of support is \$15,367.80.



QUOTATION

Quote #: 728713531
Customer #: 38910543
Contract #: WN98AGV
Customer Agreement #: MNWNC-108
Quote Date: 05/11/2016
Customer Name: NILES PUBLIC LIBRARY DIST

Date: 5/11/2016

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: \$15,367.80

Product	Quantity	Unit Price	Total
NSA 4600 (A6929838)	1	\$3,916.50	\$3,916.50
Dell SonicWALL 5-Year Comprehensive Gateway Security Suite for SonicWALL NSA 4600 - subscription license (A7000236)	1	\$7,519.40	\$7,519.40
SONICWALL DPI-SSL FOR NSA 3500/4500/3600/4600 (A7483743)	1	\$875.00	\$875.00
NSA 4600 HIGH AVAILABILITY AVAILABILITY (A6929918)	1	\$2,741.90	\$2,741.90
DELL FIREWALL SSL VPN 25U LICS (A7487614)	1	\$315.00	\$315.00

***Total Purchase Price:** **\$15,367.80**
Product Subtotal: \$15,367.80
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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following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request:

If this purchase is for your internal use only: Dell's Commercial Terms of Sale (www.dell.com/CTS), which incorporate Dell's U.S. Return Policy (www.dell.com/returnpolicy) and Warranty (www.dell.com/warrantyterms).

If this purchase is intended for resale: Dell's Reseller Terms of Sale (www.dell.com/resellerterms).

If this purchase includes services: in addition to the foregoing applicable terms, Dell's Service Terms (www.dell.com/servicecontracts/global).

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

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

Additional Terms for Public Customers

If you are a department, agency, division, or office of any district, state, county or municipal government within the United States ("Public Customer"), the following terms ("Public Customer Terms") apply in addition to the foregoing terms: A. If any portion of the foregoing terms and conditions (or any terms referenced therein) is prohibited by law, such portion shall not apply to you. Notwithstanding anything to the contrary, the End User License Agreements shall take precedence in all conflicts relevant to your use of any software. B. By placing your order, you confirm that (1) you are a contracting officer or other authorized representative of Public Customer with authority to bind the Public Customer to these terms and conditions, and (2) you have read and agree to be bound by these terms and conditions.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Sales tax on products shipped is based on your "Ship To" address, and for software downloads is based on your "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: Dell Marketing L.P. Note: All tax quoted above is an estimate; final taxes will be listed on the invoice. If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

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

All information supplied to NILES PUBLIC LIBRARY DIST for the purpose of this proposal is to be considered confidential information belonging to Dell.

About Dell

Dell Inc. listens to customers and delivers innovative technology and services they trust and value. Uniquely enabled by its direct business model, Dell is a leading global systems and services company and No. 34 on the Fortune 500. For more information, visit www.dell.com.

Privacy Policy

Dell respects your privacy. Across our business, around the world, Dell will collect, store, and use customer information only to support and enhance our relationship with your organization, for example, to process your purchase, provide service and support, and share product, service, and company news and offerings with you. Dell does not sell your personal information. For a complete statement of our Global Privacy Policy, please visit dell.com/privacy.

Dell SonicWALL Network Security Appliance (NSA) Series

Industry-validated security effectiveness and performance for mid-sized networks

The Dell SonicWALL Network Security Appliance (NSA) series provides mid-sized networks, branch offices and distributed enterprises with advanced threat prevention in a high-performance security platform. Combining next-generation firewall technology with our patented* Reassembly-Free Deep Packet Inspection (RFDPI) engine on a multi-core architecture, the NSA series offers the security, performance and control organizations require.

Superior threat prevention and performance

NSA series next-generation firewalls (NGFWs) integrate a series of advanced security technologies to deliver a superior level of threat prevention. Our patented single-pass RFDPI threat prevention engine examines every byte of every packet, inspecting both inbound and outbound traffic simultaneously. The NSA series leverages on-box capabilities including intrusion prevention, anti-malware and web/URL filtering in addition to cloud-based services such as CloudAV and Dell SonicWALL Capture multi-engine sandboxing to block zero-day threats at the gateway. Unlike other security products that cannot inspect large files for hidden threats, NSA firewalls scan files of any size across all ports and protocols. The security architecture in Dell SonicWALL NGFWs has been validated as one of the industry's best for security effectiveness by NSS Labs which awarded Dell SonicWALL its "Recommended" rating for the fourth consecutive year.

Going beyond intrusion prevention, anti-malware and web filtering, Dell

SonicWALL NGFWs provide a further level of protection by decrypting and inspecting SSL/TLS encrypted web traffic for hidden threats in real time. With the continued growth of encrypted web traffic, organizations are effectively blind to an estimated one-third of their network traffic. This makes SSL/TLS decryption and inspection a critical component of any security solution.

When organizations activate deep packet inspection functions such as intrusion prevention, anti-virus, anti-spyware, SSL decryption/inspection and others on their firewalls network performance often slows down, sometimes dramatically. NSA series firewalls feature a multi-core hardware architecture that utilizes specialized security microprocessors. Combined with our RFDPI engine, this unique design eliminates the performance degradation networks experience with other firewalls.

In today's security environment it's not enough to rely on solely on outside parties for threat information. That's why Dell SonicWALL formed its own in-house threat research team more than 15 years ago. This dedicated team gathers, analyzes and vets data from over one million sensors in its Global Response Intelligent Defense (GRID) network. Dell SonicWALL also participates in industry collaboration efforts and engages with threat research communities to gather and share samples of attacks and vulnerabilities. This shared threat intelligence is used to develop real-time countermeasures that are automatically deployed to our customers' firewalls.



Benefits:

Superior threat prevention and performance

- Patented reassembly-free deep packet inspection technology
- On-box and cloud-based threat prevention
- SSL/TLS decryption and inspection
- Industry-validated security effectiveness
- Multi-core hardware architecture
- Dedicated in-house threat research team

Network control and flexibility

- Powerful SonicOS operating system
- Application intelligence and control
- Network segmentation with VLANs
- Wireless network security

Easy deployment, setup and ongoing management

- Tightly integrated solution
- Centralized management
- Scalability through multiple hardware platforms
- Low total cost of ownership

*U.S. Patents 7,310,815; 7,600,257; 7,738,380; 7,835,361; 7,991,723

Network control and flexibility

At the core of the NSA series is SonicOS, Dell SonicWALL's feature-rich operating system. SonicOS provides organizations with the network control and flexibility they require through application intelligence and control, real-time visualization, an intrusion prevention system (IPS) featuring sophisticated anti-evasion technology, high-speed virtual private networking (VPN) and other robust security features.

Using application intelligence and control, network administrators can identify and categorize productive applications from those that are unproductive or potentially dangerous, and control that traffic through powerful application-level policies on both a per-user and a per-group basis (along with schedules and exception lists). Business-critical applications can be prioritized and allocated more bandwidth while non-essential applications are bandwidth-limited. Real-time monitoring and visualization provides a graphical representation of applications, users and bandwidth usage for granular insight into traffic across the network.

For organizations that require advanced flexibility in their network design, SonicOS offers the tools to securely segment the network through the use of virtual LANs (VLANs) which enable network administrators to create a virtual LAN interface that allows for network separation into one or more logical groups. Administrators create rules that determine the level of communication with devices on other VLANs.

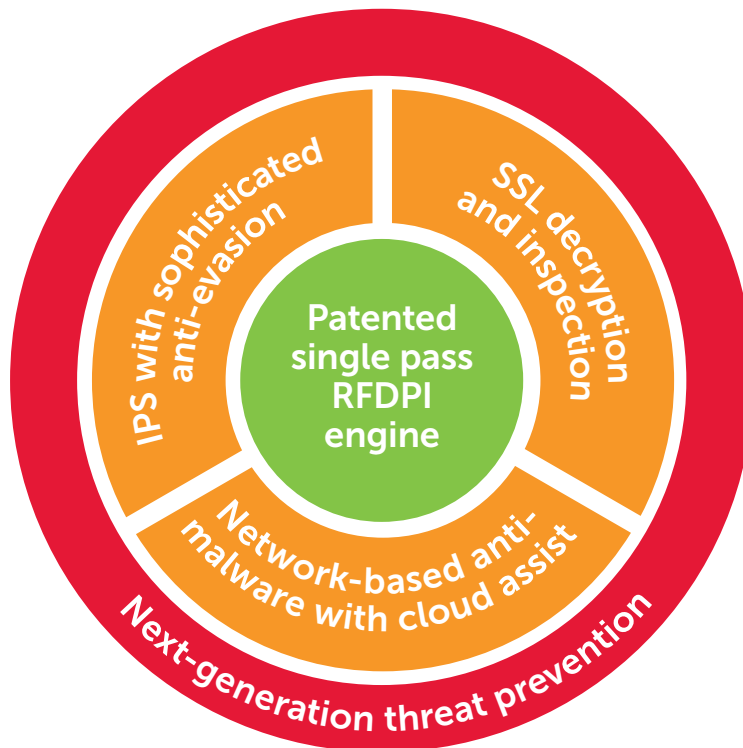
Built into every NSA series firewall is a wireless access controller that enables organizations to extend the network perimeter securely through the use of wireless technology. Together, Dell SonicWALL firewalls and SonicPoint 802.11ac wireless access points create a wireless network security solution that combines industry-leading next-generation firewall technology with high-speed wireless for enterprise-class network security and performance across the wireless network.

Easy deployment, setup and ongoing management

Like all Dell SonicWALL firewalls, the NSA series tightly integrates

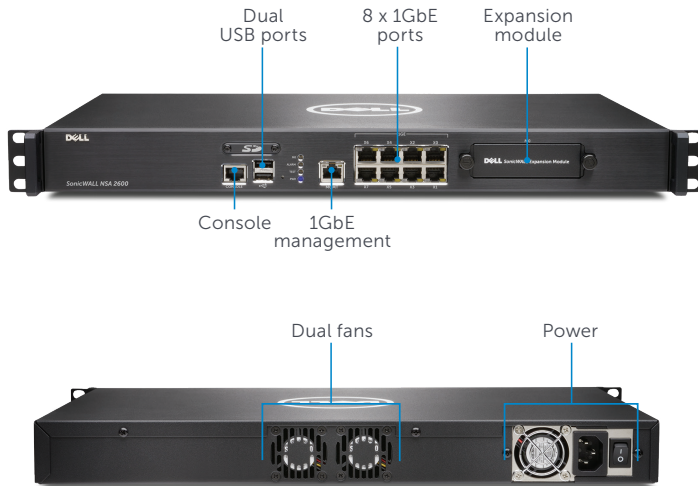
key security, connectivity and flexibility technologies into a single, comprehensive solution. This includes SonicPoint wireless access points and the Dell SonicWALL WAN Acceleration Appliance (WXA) series, both of which are automatically detected and provisioned by the managing NSA firewall. Consolidating multiple capabilities eliminates the need to purchase and install point products that don't always work well together. This reduces the effort it takes to deploy the solution into the network and configure it, saving both time and money.

Ongoing management and monitoring of network security are handled centrally through the firewall or through the Dell SonicWALL Global Management System (GMS), providing network administrators with a single pane of glass from which to manage all aspects of the network. Together, the simplified deployment and setup along with the ease of management enable organizations to lower their total cost of ownership and realize a high return on investment.



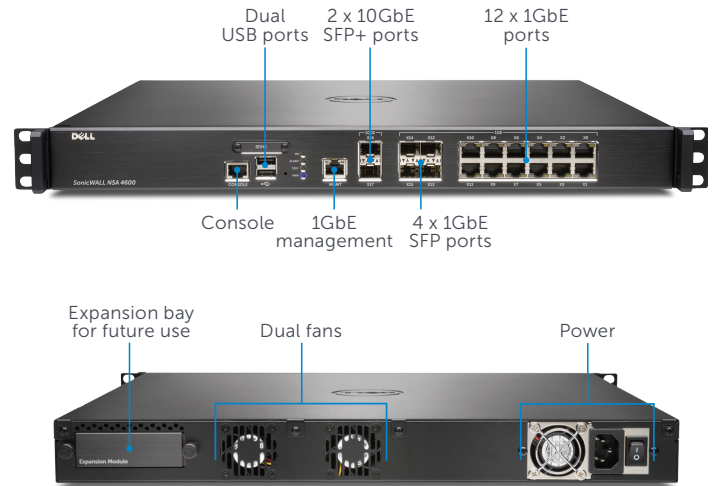
Network Security Appliance 2600

The Dell SonicWALL NSA 2600 is designed to address the needs of growing small organizations, branch offices and school campuses.



Network Security Appliance 3600/4600

The Dell SonicWALL NSA 3600/4600 is ideal for branch office and small- to medium-sized corporate environments concerned about throughput capacity and performance.



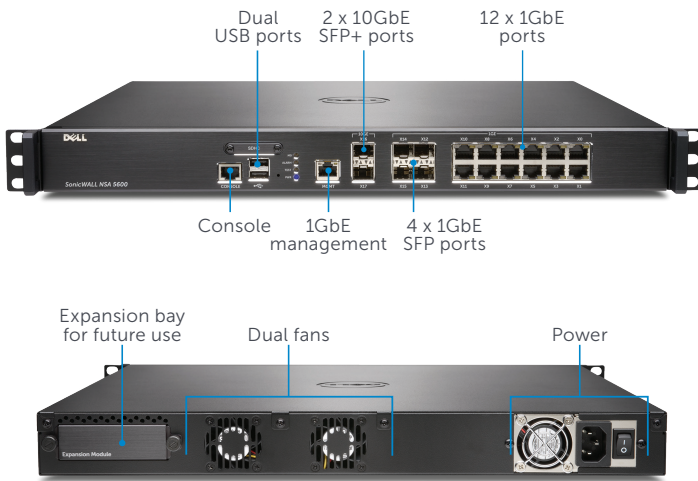
Firewall	NSA 2600
Firewall throughput	1.9 Gbps
IPS throughput	700 Mbps
Anti-malware throughput	400 Mbps
Full DPI throughput	300 Mbps
IMIX throughput	600 Mbps
Maximum DPI connections	125,000
New connections/sec	15,000/sec
Description	SKU
NSA 2600 firewall only	01-SSC-3860
NSA 2600 TotalSecure (1-year)	01-SSC-3863

Firewall	NSA 3600	NSA 4600
Firewall throughput	3.4 Gbps	6.0 Gbps
IPS throughput	1.1 Gbps	2.0 Gbps
Anti-malware throughput	600 Mbps	1.1 Gbps
Full DPI throughput	500 Mbps	800 Mbps
IMIX throughput	900 Mbps	1.6 Gbps
Maximum DPI connections	175,000	200,000
New connections/sec	20,000/sec	40,000/sec
Description	NSA 3600	NSA 4600
Firewall only	01-SSC-3850	01-SSC-3840
TotalSecure (1-year)	01-SSC-3853	01-SSC-3843



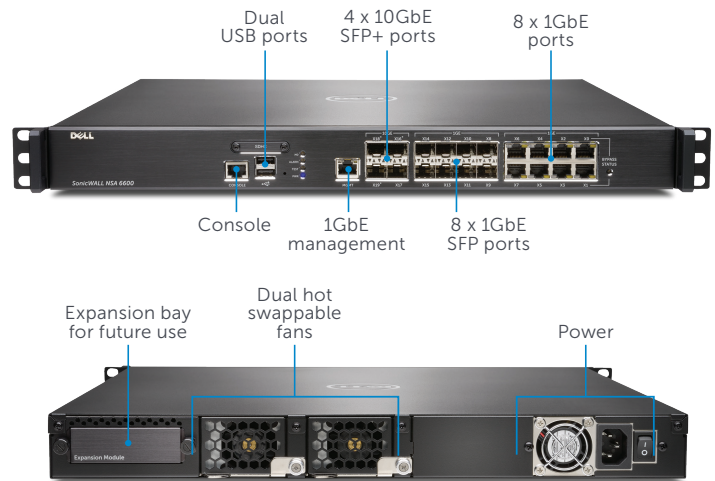
Network Security Appliance 5600

The Dell SonicWALL NSA 5600 is ideal for distributed, branch office and corporate environments needing significant throughput.



Network Security Appliance 6600

The Dell SonicWALL NSA 6600 is ideal for large distributed and corporate central site environments requiring high throughput capacity and performance.



Firewall	NSA 5600
Firewall throughput	9.0 Gbps
IPS throughput	3.0 Gbps
Anti-malware throughput	1.7 Gbps
Full DPI throughput	1.6 Gbps
IMIX throughput	2.4 Gbps
Maximum DPI connections	375,000
New connections/sec	60,000/sec
Description	SKU
NSA 5600 firewall only	01-SSC-3830
NSA 5600 TotalSecure (1-year)	01-SSC-3833

Firewall	NSA 6600
Firewall throughput	12.0 Gbps
IPS throughput	4.5 Gbps
Anti-malware throughput	3.0 Gbps
Full DPI throughput	3.0 Gbps
IMIX throughput	3.5 Gbps
Maximum DPI connections	500,000
New connections/sec	90,000/sec
Description	SKU
NSA 6600 firewall only	01-SSC-3820
NSA 6600 TotalSecure (1-year)	01-SSC-3823



Reassembly-Free Deep Packet Inspection engine

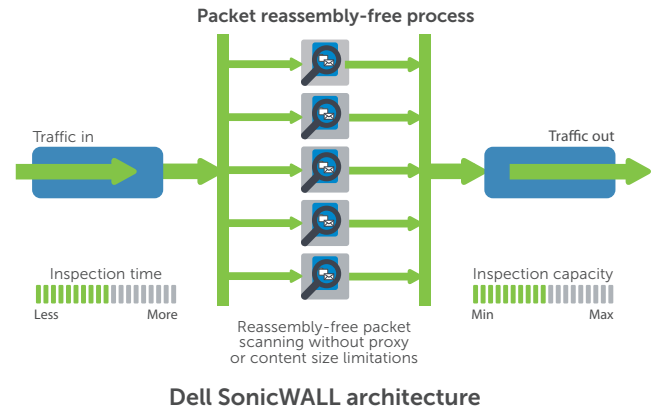
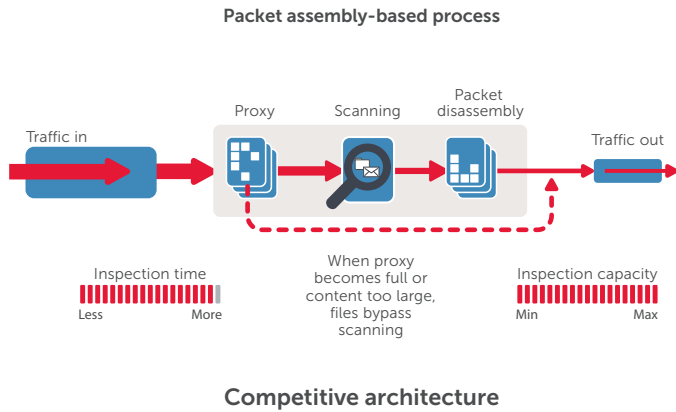
The Dell SonicWALL Reassembly-Free Deep Packet Inspection (RFDPI) engine provides superior threat protection and application control without compromising performance. It relies on streaming traffic payload inspection to detect threats at Layers 3-7, and takes network streams through extensive and repeated normalization and decryption in order to neutralize advanced evasion techniques that

seek to confuse detection engines and sneak malicious code into the network.

Once a packet undergoes the necessary pre-processing, including SSL decryption, it is analyzed against a single, proprietary memory representation of three signature databases: intrusion attacks, malware and applications. The connection state is then advanced to represent the position of the stream relative to these databases until it encounters a state of

attack, or other "match" event, at which point a pre-set action is taken.

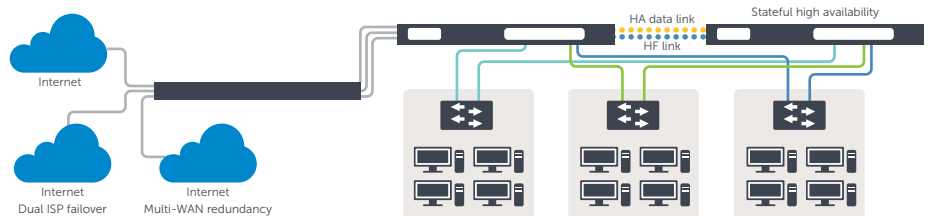
In most cases, the connection is terminated and proper logging and notification events are created. However, the engine can also be configured for inspection only or, in case of application detection, to provide Layer 7 bandwidth management services for the remainder of the application stream as soon as the application is identified.



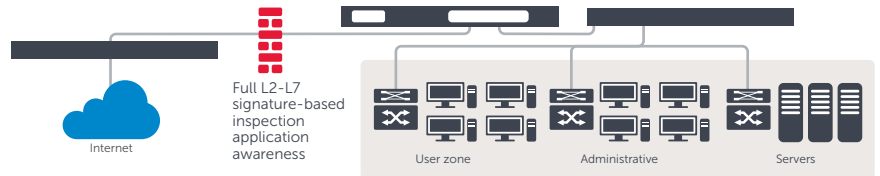
Flexible, customizable deployment options – NSA series at-a-glance

Every Dell SonicWALL NSA appliance utilizes a breakthrough, multi-core hardware design and RFDPI for internal and external network protection without compromising network performance. The NSA series NGFWs combine high-speed intrusion prevention, file and content inspection, and powerful application intelligence and control with an extensive array of advanced networking and flexible configuration features. The NSA series offers an affordable platform that is easy to deploy and manage in a wide variety of large, branch office and distributed network environments.

NSA series as central-site gateway



NSA series as in-line NGFW solution



Security and protection

The dedicated, in-house Dell SonicWALL Threat Research Team works on researching and developing counter-measures to deploy to the firewalls in the field for up-to-date protection. The team leverages more than one million sensors across the globe for malware samples, and for telemetry feedback on the latest threat information, which in turn is fed into the intrusion prevention, anti-malware and application detection capabilities.

Dell SonicWALL NGFW customers benefit from continuously updated threat protection around the clock, with new updates taking effect immediately without reboots or interruptions. The signatures resident on the appliances

are designed to protect against wide classes of attacks, covering tens of thousands of individual threats with a single signature.

In addition to the countermeasures on the appliance, NSA appliances also have access to the Dell SonicWALL CloudAV Service, which extends the onboard signature intelligence with over 30 million signatures. This CloudAV database is accessed via a proprietary, light-weight protocol by the firewall to augment the inspection done on the appliance. With Geo-IP and botnet filtering capabilities, Dell SonicWALL NGFWs are able to block traffic from dangerous domains or entire geographies in order to reduce the risk profile of the network.



Application intelligence and control

Application intelligence informs administrators of application traffic traversing their network, so they can schedule application controls based on business priority, throttle unproductive applications and block potentially dangerous applications. Real-time visualization identifies traffic anomalies as they happen, enabling immediate countermeasures against potential inbound or outbound attacks or performance bottlenecks.

Dell SonicWALL Application Traffic Analytics provide granular insight into application traffic, bandwidth utilization and security threats, as well as powerful troubleshooting and forensics capabilities. Additionally, secure Single Sign-On (SSO) capabilities ease the user experience, increase productivity and reduce support calls.

The Dell SonicWALL Global Management System (GMS[®]) simplifies management of application intelligence and control using an intuitive, web-based interface.



Features

RFDPI engine

Feature	Description
Reassembly-Free Deep Packet Inspection (RFDPI)	This high-performance, proprietary and patented inspection engine performs stream-based bi-directional traffic analysis, without proxying or buffering, to uncover intrusion attempts, malware and identify application traffic regardless of port.
Bi-directional inspection	Scans for threats in both inbound and outbound traffic simultaneously to ensure that the network is not used to distribute malware, and does not become a launch platform for attacks in case an infected machine is brought inside.
Stream-based inspection	Proxy-less and non-buffering inspection technology provides ultra-low latency performance for DPI of millions of simultaneous network streams without introducing file and stream size limitations, and can be applied on common protocols as well as raw TCP streams.
Highly parallel and scalable	The unique design of the RFDPI engine works with the multi-core architecture to provide high DPI throughput and extremely high new session establishment rates to deal with traffic spikes in demanding networks.
Single-pass inspection	A single-pass DPI architecture simultaneously scans for malware, intrusions and application identification, drastically reducing DPI latency and ensuring that all threat information is correlated in a single architecture.

Intrusion prevention

Feature	Description
Countermeasure-based protection	Tightly integrated intrusion prevention system (IPS) leverages signatures and other countermeasures to scan packet payloads for vulnerabilities and exploits, covering a broad spectrum of attacks and vulnerabilities.
Automatic signature updates	The Dell SonicWALL Threat Research Team continuously researches and deploys updates to an extensive list of IPS countermeasures that covers more than 50 attack categories. The new updates take immediate effect without any reboot or service interruption required.
Intra-zone IPS protection	Bolsters internal security by segmenting the network into multiple security zones with intrusion prevention, preventing threats from propagating across the zone boundaries.
Botnet command and control (CnC) detection and blocking	Identifies and blocks command and control traffic originating from bots on the local network to IPs and domains that are identified as propagating malware or are known CnC points.
Protocol abuse/anomaly detection and prevention	Identifies and blocks attacks that abuse protocols in an attempt to sneak past the IPS.
Zero-day protection	Protects the network against zero-day attacks with constant updates against the latest exploit methods and techniques that cover thousands of individual exploits.
Anti-evasion technology	Extensive stream normalization, decoding and other techniques ensure that threats do not enter the network undetected by utilizing evasion techniques in Layers 2-7.

Threat prevention

Feature	Description
Network-based malware protection	The Dell SonicWALL RFDPI engine scans all inbound, outbound and intra-zone traffic for viruses, Trojans, key loggers and other malware in files of unlimited length and size across all ports and TCP streams.



Threat prevention con't

Feature	Description
CloudAV malware protection	A continuously updated database of over 30 million threat signatures resides in the Dell SonicWALL cloud servers and is referenced to augment the capabilities of the onboard signature database, providing RFDPI with extensive coverage of threats.
Cloud-based sandboxing	Dell SonicWALL Capture Advance Threat Protection Service uses cloud-based, multi-engine sandboxing, including full system emulation, virtualization and hypervisor level techniques, to analyze suspicious files, detect malicious behavior and block unknown and zero-day attacks at the gateway.
Around-the-clock security updates	The Dell SonicWALL Threat Research Team analyzes new threats and releases countermeasures 24 hours a day, 7 days a week. New threat updates are automatically pushed to firewalls in the field with active security services, and take effect immediately without reboots or interruptions.
SSL decryption and inspection	Decrypts and inspects SSL traffic on the fly, without proxying, for malware, intrusions and data leakage, and applies application, URL and content control policies in order to protect against threats hidden in SSL encrypted traffic.
Bi-directional raw TCP inspection	The RFDPI engine is capable of scanning raw TCP streams on any port bi-directionally, preventing attacks that try to sneak by outdated security systems that focus on securing a few well-known ports.
Extensive protocol support	Identifies common protocols such as HTTP/S, FTP, SMTP, SMBv1/v2 and others, which do not send data in raw TCP, and decodes payloads for malware inspection, even if they do not run on standard, well-known ports.
Enforced Anti-Virus and Anti-Spyware Client software	Automatically detect non-compliant endpoint machines and install the Dell Anti-Virus and Anti-Spyware software* machine-by-machine across the network regardless of whether devices are inside the corporate network or outside connected via VPN. Windows only.

**Requires the Dell SonicWALL Anti-Virus and Anti-Spyware Client software*

Application intelligence and control

Feature	Description
Application control	Controls applications, or individual application features, which are identified by the RFDPI engine against a continuously expanding database of over 3,500 application signatures, to increase network security and enhance network productivity.
Custom application identification	Controls custom applications by creating signatures based on specific parameters or patterns unique to an application in its network communications, in order to gain further control over the network.
Application bandwidth management	Granularly allocate and regulate available bandwidth for critical applications or application categories while inhibiting nonessential application traffic.
On-box/off-box traffic visualization	Identifies bandwidth utilization and analyzes network behavior with real-time, on-box application traffic visualization and off-box application traffic reporting via NetFlow/IPFix.
Granular control	Controls applications, or specific components of an application, based on schedules, user groups, exclusion lists and a range of actions with full SSO user identification through LDAP/AD/Terminal Services/Citrix integration.



Content filtering

Feature	Description
Inside/Outside content filtering	Enforce acceptable use policies and block access to websites containing information or images that are objectionable or unproductive with Content Filtering Service. Extend policy enforcement to block internet content for devices located outside the firewall perimeter with the Content Filtering Client.
Granular controls	Block content using the predefined categories or any combination of categories. Filtering can be scheduled by time of day, such as during school or business hours, and applied to individual users or groups.
Dynamic rating architecture	All requested web sites are cross-referenced against a dynamically updated database in the cloud categorizing millions of URLs, IP addresses and domains in real time.
Web caching	URL ratings are cached locally on the Dell SonicWALL firewall so that the response time for subsequent access to frequently visited sites is only a fraction of a second.

Enforced anti-virus and anti-spyware

Feature	Description
Multi-layered protection	A firewall's gateway anti-virus solution provides the first layer of defense at the perimeter, however viruses can still enter the network through laptops, thumb drives and other unprotected systems. Utilize a layered approach to anti-virus and anti-spyware protection to extend to both client and server.
Automated enforcement	Ensure every computer accessing the network has the most recent version of anti-virus and anti-spyware signatures installed and active, eliminating the costs commonly associated with desktop anti-virus and anti-spyware management.
Automated deployment and installation	Machine-by-machine deployment and installation of anti-virus and anti-spyware clients is automatic across the network, minimizing administrative overhead.
Always on, automatic virus protection	Frequent anti-virus and anti-spyware updates are delivered transparently to all desktops and file servers to improve end user productivity and decrease security management.
Spyware protection	Powerful spyware protection scans and blocks the installation of a comprehensive array of spyware programs on desktops and laptops before they transmit confidential data, providing greater desktop security and performance.

Firewall and networking

Feature	Description
Stateful Packet Inspection	All network traffic is inspected, analyzed and brought into compliance with firewall access policies.
DDoS/DoS attack protection	SYN Flood protection provides a defense against DOS attacks using both Layer 3 SYN proxy and Layer 2 SYN blacklisting technologies. Additionally, it provides the ability to protect against DOS/DDoS through UDP/ICMP flood protection and connection rate limiting.
Flexible deployment options	The NSA series can be deployed in traditional NAT, Layer 2 Bridge, Wire Mode and Network Tap modes.
IPv6 support	The NSA series supports IPv6, the internet protocol that increases the number of available IP addresses. NSA series firewalls have achieved IPv6 Ready Phase 1/2 as well as ICSA Labs enterprise certification which includes IPv6 testing.



Firewall and networking con't

Feature	Description
High availability/clustering	The NSA series supports Active/Passive with state synchronization, Active/Active DPI and Active/Active Clustering high availability modes. Active/Active DPI offloads the Deep Packet Inspection load to cores on the passive appliance to boost throughput.
WAN load balancing	Load balances multiple WAN interfaces using Round Robin, Spillover or Percentage-based methods.
Policy-based routing	Creates routes based on protocol to direct traffic to a preferred WAN connection with the ability to fail back to a secondary WAN in the event of an outage.
Advanced QoS	Guarantees critical communications with 802.1p and DSCP tagging, and remapping of VoIP traffic on the network.
H.323 gatekeeper and SIP proxy support	Blocks spam calls by requiring that all incoming calls are authorized and authenticated by H.323 gatekeeper or SIP proxy.

Management and reporting

Feature	Description
Global Management System	The Dell SonicWALL GMS monitors, configures and reports on multiple Dell SonicWALL appliances through a single management console with an intuitive interface to reduce management costs and complexity.
Powerful, single device management	An intuitive, web-based interface allows quick and convenient configuration in addition to a comprehensive CLI and support for SNMPv2/3.
Application flow reporting	Exports application traffic analytics and usage data for real-time and historical monitoring and reporting with tools such as Dell SonicWALL GMS or Analyzer.

Virtual Private Networking

Feature	Description
IPSec VPN for site-to-site connectivity	High-performance IPSec VPN allows the NSA series to act as a VPN concentrator for thousands of other large sites, branch offices or home offices.
SSL VPN and IPSec client remote access	Utilizes clientless SSL VPN technology or an easy-to-manage IPSec client for easy access to email, files, computers, intranet sites and applications from a variety of platforms.
Redundant VPN gateway	When using multiple WANs, a primary and secondary VPN can be configured to allow seamless automatic failover and failback of all VPN sessions.
Route-based VPN	The ability to perform dynamic routing over VPN links ensures continuous uptime in the event of a temporary VPN tunnel failure, by seamlessly re-routing traffic between endpoints through alternate routes.

Content/context awareness

Feature	Description
User activity tracking	User identification and activity are made available through seamless AD/LDAP/Citrix/Terminal Services SSO integration combined with extensive information obtained through DPI.
GeoIP country traffic identification	Identifies and controls network traffic going to or coming from specific countries to either protect against attacks from known or suspected origins of threat activity, or to investigate suspicious traffic originating from the network.
Regular Expression DPI filtering	Prevents data leakage by identifying and controlling content crossing the network through regular expression matching.

Firewall

- Reassembly-Free Deep Packet Inspection
- Deep packet inspection for SSL
- Stateful packet inspection
- Stealth mode
- Common Access Card (CAC) support
- DOS attack protection
- UDP/ICMP/SYN flood protection
- SSL decryption and inspection
- IPv6 security

Intrusion prevention

- Signature-based scanning
- Automatic signature updates
- Bidirectional inspection engine
- Granular IPS rule capability
- GeolIP and reputation-based filtering
- Regular expression matching

Anti-malware

- Stream-based malware scanning
- Cloud-based sandboxing (Capture)
- Gateway anti-virus
- Gateway anti-spyware
- Bi-directional inspection
- No file size limitation
- Cloud malware database

Application control

- Application control
- Application component blocking
- Application bandwidth management
- Custom application signature creation
- Data leakage prevention
- Application reporting over NetFlow/IPFIX
- User activity tracking (SSO)
- Comprehensive application signature database

Web content filtering

- URL filtering
- Anti-proxy technology
- Keyword blocking
- Bandwidth manage CFS rating categories
- Unified policy model with app control
- 56 content filtering categories
- Content Filtering Client

VPN

- IPsec VPN for site-to-site connectivity
- SSL VPN and IPsec client remote access
- Redundant VPN gateway
- Mobile Connect for iOS, Mac OS X, Windows, Chrome, Android and Kindle Fire
- Route-based VPN (OSPF, RIP)

Networking

- Jumbo frames
- Layer-2 network discovery
- IPv6
- Path MTU discovery
- Enhanced logging
- VLAN trunking
- RSTP (Rapid Spanning Tree Protocol)
- Port mirroring
- Layer-2 QoS
- Port security
- Dynamic routing
- SonicPoint wireless controller
- Policy-based routing
- Advanced NAT
- DHCP server
- Bandwidth management
- Link aggregation

- Port redundancy
- A/P high availability with state sync
- A/A clustering
- Inbound/outbound load balancing
- L2 bridge, wire mode, tap mode, NAT mode

VoIP

- Granular QoS control
- Bandwidth management
- DPI for VoIP traffic
- H.323 gatekeeper and SIP proxy support

Management and monitoring

- Web GUI
- Command line interface (CLI)
- SNMPv2/v3
- Centralized management and reporting
- Logging
- Netflow/IPFix exporting
- App traffic visualization
- Centralized policy management
- Single Sign-On (SSO)
- Terminal service/Citrix support
- BlueCoat Security Analytics Platform
- Application and bandwidth visualization
- IPv4 and IPv6 Management

IPv6

- IPv6 filtering
- 6rd (rapid deployment)
- DHCP prefix delegation
- Wire mode
- BGP



NSA series system specifications

	NSA 2600	NSA 3600	NSA 4600	NSA 5600	NSA 6600
Operating system	SonicOS 6.2.2				
Security processing cores	4 x 800 MHz	6 x 800 MHz	8 x 1.1 GHz	10 x 1.3 GHz	24 x 1.0 GHz
10 GbE interfaces	—	2 x 10-GbE SFP+			4 x 10-GbE SFP+
1 GbE interfaces	8 x 1 GbE	4 x 1-GbE SFP, 12 x 1 GbE			8 x 1-GbE SFP, 8 x 1 GbE (1 LAN Bypass pair)
Management interfaces	1 GbE, 1 Console				
Memory (RAM)	2.0 GB			4.0 GB	
Expansion	1 Expansion Slot (Rear)*, SD Card*				
Firewall inspection throughput ¹	1.9 Gbps	3.4 Gbps	6.0 Gbps	9.0 Gbps	12.0 Gbps
Full DPI throughput ²	300 Mbps	500 Mbps	800 Mbps	1.6 Gbps	3.0 Gbps
Application inspection throughput ²	700 Mbps	1.1 Gbps	2.0 Gbps	3.0 Gbps	4.5 Gbps
IPS throughput ²	700 Mbps	1.1 Gbps	2.0 Gbps	3.0 Gbps	4.5 Gbps
Anti-malware inspection throughput ²	400 Mbps	600 Mbps	1.1 Gbps	1.7 Gbps	3.0 Gbps
IMIX throughput ³	600 Mbps	900 Mbps	1.6 Gbps	2.4 Gbps	3.5 Gbps
SSL Inspection and Decryption (DPI SSL) ²	200 Mbps	300 Mbps	500 Mbps	800 Mbps	1.3 Gbps
VPN throughput ³	1.1 Gbps	1.5 Gbps	3.0 Gbps	4.5 Gbps	5.0 Gbps
Connections per second	15,000/sec	20,000/sec	40,000/sec	60,000/sec	90,000/sec
Maximum connections (SPI)	225,000	325,000	400,000	562,500	750,000
Maximum connections (DPI)	125,000	175,000	200,000	375,000	500,000
SonicPoints supported (Maximum)	32	48	64	96	128
Single Sign On (SSO) Users	30,000	40,000	50,000	60,000	70,000
VPN	NSA 2600	NSA 3600	NSA 4600	NSA 5600	NSA 6600
Site-to-site tunnels	250	1,000	3,000	4,000	6,000
IPSec VPN clients (Maximum)	10 (250)	50 (1,000)	500 (3,000)	2,000 (4,000)	2,000 (6,000)
SSL VPN licenses (Maximum)	2 (250)	2 (350)	2 (500)	2 (1000)	2 (1500)
Encryption/Authentication	DES, 3DES, AES (128, 192, 256-bit)/MD5, SHA-1, Suite B Cryptography				
Key exchange	Diffie Hellman Groups 1, 2, 5, 14				
Route-based VPN	RIP, OSPF				
Networking	NSA 2600	NSA 3600	NSA 4600	NSA 5600	NSA 6600
IP address assignment	Static (DHCP PPPoE, L2TP and PPTP client), Internal DHCP server, DHCP Relay				
NAT modes	1:1, many:1, 1:many, flexible NAT (overlapping IPS), PAT, transparent mode				
VLAN interfaces	256	256	256	400	500
Routing protocols	BGP, OSPF, RIPv1/v2, static routes, policy-based routing, multicast				
QoS	Bandwidth priority, max bandwidth, guaranteed bandwidth, DSCP marking, 802.1p				
Authentication	XAUTH/RADIUS, Active Directory, SSO, LDAP, Novell, internal user database, Terminal Services, Citrix, Common Access Card (CAC)				
VoIP	Full H323-v1-5, SIP				
Standards	TCP/IP, ICMP, HTTP, HTTPS, IPSec, ISAKMP/IKE, SNMP, DHCP, PPPoE, L2TP, PPTP, RADIUS, IEEE 802.3				
Certifications	ICSA Firewall, ICSA Anti-Virus, FIPS 140-2, Common Criteria NDPP (Firewall and IPS), UC APL				
Hardware	NSA 2600	NSA 3600	NSA 4600	NSA 5600	NSA 6600
Power supply	200W	Single, Fixed 250W			
Fans	Dual, Fixed				Dual, redundant, hot swappable
Input power	100-240 VAC, 60-50 Hz				
Maximum power consumption (W)	49.4	74.3	86.7	90.9	113.1
Form factor	1U Rack Mountable				
Dimensions	1.75 x 10.25 x 17 in (4.5 x 26 x 43 cm)	1.75 x 19.1 x 17 in (4.5 x 48.5 x 43 cm)			
Weight	10.1 lb (4.6 kg)	13.56 lb (6.15 Kg)			14.93 lb (6.77 Kg)
WEEE weight	11.0 lb (5.0 kg)	14.24 lb (6.46 Kg)			19.78 lb (8.97 Kg)
Shipping weight	14.3 lb (6.5 kg)	20.79lb (9.43 Kg)			26.12 lb (11.85 Kg)
Major regulatory	FCC Class A, CE (EMC, LVD, RoHS), C-Tick, VCCI Class A, MSIP/KCC Class A, UL, cUL, TUV/GS, CB, Mexico CoC by UL, WEEE, REACH, ANATEL, BSMI, CU				
Environment	32-105 F, 0-40 deg C				
Humidity	10-90% non-condensing				
MTBF (Years)	20.2	16.8	16.0	15.4	13.3

¹ Testing Methodologies: Maximum performance based on RFC 2544 (for firewall). Actual performance may vary depending on network conditions and activated services.

² Full DPI/GatewayAV/Anti-Spyware/IPS throughput measured using industry standard Spirent WebAvalanche HTTP performance test and Ixia test tools. Testing done with multiple flows through multiple port pairs.

³ VPN throughput measured using UDP traffic at 1280 byte packet size adhering to RFC 2544. All specifications, features and availability are subject to change.

*Future use.



NSA series ordering information

Product	SKU
NSA 2600 TotalSecure (1-year)	01-SSC-3863
NSA 3600 TotalSecure (1-year)	01-SSC-3853
NSA 4600 TotalSecure (1-year)	01-SSC-3843
NSA 5600 TotalSecure (1-year)	01-SSC-3833
NSA 6600 TotalSecure (1-year)	01-SSC-3823
NSA 2600 security and support subscriptions	SKU
Comprehensive Gateway Security Suite—Application Intelligence, Threat Prevention, Content Filtering and 24x7 Support for NSA 2600 (1-year)	01-SSC-4453
Threat Prevention—Intrusion Prevention, Gateway Anti-Virus, Gateway Anti-Spyware, Cloud Anti-Virus for NSA 2600 (1-year)	01-SSC-4459
Silver 24x7 Support for NSA 2600 (1-year)	01-SSC-4314
Content Filtering Premium Business Edition for NSA 2600 (1-year)	01-SSC-4465
Content Filtering Client	Based on user count
Enforced Client Anti-Virus & Anti-Spyware — Kaspersky	Based on user count
Comprehensive Anti-Spam Service for NSA 2600 (1-year)	01-SSC-4471
NSA 3600 security and support subscriptions	SKU
Comprehensive Gateway Security Suite—Application Intelligence, Threat Prevention, Content Filtering and 24x7 Support for NSA 3600 (1-year)	01-SSC-4429
Threat Prevention—Intrusion Prevention, Gateway Anti-Virus, Gateway Anti-Spyware, Cloud Anti-Virus for NSA 3600 (1-year)	01-SSC-4435
Silver 24x7 Support for NSA 3600 (1-year)	01-SSC-4302
Content Filtering Premium Business Edition for NSA 3600 (1-year)	01-SSC-4441
Content Filtering Client	Based on user count
Enforced Client Anti-Virus & Anti-Spyware — Kaspersky	Based on user count
Comprehensive Anti-Spam Service for NSA 3600 (1-year)	01-SSC-4447
NSA 4600 security and support subscriptions	SKU
Comprehensive Gateway Security Suite—Application Intelligence, Threat Prevention, Content Filtering and 24x7 Support for NSA 4600 (1-year)	01-SSC-4405
Threat Prevention—Intrusion Prevention, Gateway Anti-Virus, Gateway Anti-Spyware, Cloud Anti-Virus for NSA 4600 (1-year)	01-SSC-4411
Silver 24x7 Support for NSA 4600 (1-year)	01-SSC-4290
Content Filtering Premium Business Edition for NSA 4600 (1-year)	01-SSC-4417
Content Filtering Client	Based on user count
Enforced Client Anti-Virus & Anti-Spyware — Kaspersky	Based on user count
Comprehensive Anti-Spam Service for NSA 4600 (1-year)	01-SSC-4423
NSA 5600 security and support subscriptions	SKU
Comprehensive Gateway Security Suite – Application Intelligence, Threat Prevention, Content Filtering and 24x7 Support for NSA 5600 (1-year)	01-SSC-4234
Threat Prevention – Intrusion Prevention, Gateway Anti-Virus, Gateway Anti-Spyware, Cloud Anti-Virus for NSA 5600 (1-year)	01-SSC-4240
Gold 24x7 Support for NSA 5600 (1-year)	01-SSC-4284
Content Filtering Premium Business Edition for NSA 5600 (1-year)	01-SSC-4246
Content Filtering Client	Based on user count
Enforced Client Anti-Virus & Anti-Spyware — Kaspersky	Based on user count
Comprehensive Anti-Spam Service for NSA 5600 (1-year)	01-SSC-4252
NSA 6600 security and support subscriptions	SKU
Comprehensive Gateway Security Suite—Application Intelligence, Threat Prevention, Content Filtering and 24x7 Support for NSA 6600 (1-year)	01-SSC-4210
Threat Prevention—Intrusion Prevention, Gateway Anti-Virus, Gateway Anti-Spyware, Cloud Anti-Virus for NSA 6600 (1-year)	01-SSC-4216
Gold 24x7 Support for NSA 6600 (1-year)	01-SSC-4278
Content Filtering Premium Business Edition for NSA 6600 (1-year)	01-SSC-4222
Content Filtering Client	Based on user count
Enforced Client Anti-Virus & Anti-Spyware — Kaspersky	Based on user count
Comprehensive Anti-Spam Service for NSA 6600 (1-year)	01-SSC-4228
Modules and accessories*	SKU
10GBASE-SR SFP+ Short Reach Module	01-SSC-9785
10GBASE-LR SFP+ Long Reach Module	01-SSC-9786
10GBASE SFP+ 1M Twinax Cable	01-SSC-9787
10GBASE SFP+ 3M Twinax Cable	01-SSC-9788
1000BASE-SX SFP Short Haul Module	01-SSC-9789
1000BASE-LX SFP Long Haul Module	01-SSC-9790
1000BASE-T SFP Copper Module	01-SSC-9791
Management and reporting	SKU
Dell SonicWALL GMS 10 Node Software License	01-SSC-3363
Dell SonicWALL GMS E-Class 24x7 Software Support for 10 node (1-year)	01-SSC-6514

*Please consult with a Dell Security Solutions SE for a complete list of supported SFP and SFP+ modules



Regulatory model numbers:

NSA 2600-1RK29-0A9

NSA 3600-1RK26-0A2

NSA 4600-1RK26-0A3

NSA 5600-1RK26-0A4

NSA 6600-1RK27-0A5

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Datasheet-SonicWALL-NetworkSecurityAppliance-NoMT-US-VG-29175



New Business—Recommended Actions

I. Recommended Action to amend Policy 3.03 Services of the Library

MOVE the Library Board of Trustees amend Administrative and Service Policy 3.03—Services of the Library to add “Patrons from all areas may participate in Library programs after Library staff determine that the Niles Public Library District cardholders have been accommodated.”

Memorandum I of Recommended Board Action

In keeping with the Library’s policy allowing all patrons to borrow materials, to use materials in the Library, and to ask reference questions, we allow patrons from surrounding communities to participate in our programs as long as Niles District cardholders have had the first opportunity to participate. The community benefits by bringing in non-residents who shop and go to restaurants here. We also believe that programs are another way of communicating information, a key part of the public library mission. Finally, we do not believe there is any benefit to the community in leaving seats empty in a program. Our neighboring libraries with the exception of Park Ridge (who charges for select programs as well as for business people using the library and for computer use) allow non-residents to attend programs without charge.

3.03 SERVICES OF THE LIBRARY

1. The Library provides service to District residents of all ages. Service will not be denied or abridged because of religious, racial, social, economic or political status.
2. Within the limits of the budget and in accordance with the Library's Collection Development Policy, the Library staff will select and acquire materials which best meet the needs of the community, and will organize these materials for easy access.
3. The Library will loan materials in the general collection according to Library regulations and procedures. Materials in reference and special collections may be circulated only at the discretion of the reference staff, weighing the individual need against demand by others and the condition, value and the ability to replace the material.
4. The Library staff will provide guidance and assistance to the public in finding materials or information. In addition, the library will provide access to materials or information beyond its own resources by making referrals to other organizations or individuals, and by borrowing requested materials not owned by the Library.
5. The Library will reserve print and audio materials from its collection upon request.
6. The Library participates in the Reaching Across Illinois Library System (RAILS) interlibrary loan program and will loan library materials to other libraries upon request. Interlibrary Loan Service is only available to Niles Public Library District cardholders.
7. The Library will initiate programs, exhibits, story hours, booklists, etc. to stimulate the use of the library.
8. The Library permits patrons from all areas to use materials in the Library. Reference assistance is provided to patrons whether or not they are Niles Public Library District residents or have a Niles Public Library District card. **Patrons from all areas may participate in Library programs after Library staff determine that the Niles Public Library District cardholders have been accommodated.**

May 18, 2016

Unfinished Business—Recommended Actions

A. Recommended Action on Library Dental Plan

MOVE the Library Board of Trustees approve the recommended changes to the Library's Dental Plan to include family member charges as eligible for reimbursement beginning on July 1, 2016.

Memorandum A of Recommended Board Action

The Library currently sponsors a Dental Reimbursement plan. Under the current provisions of the plan, benefits are only available to full-time employees who have satisfied thirty days of employment. This motion will expand the eligibility to include the immediate family members of each qualified employee. The total benefit level of \$1,000 would not change in the plan so the Library's financial exposure of \$1,000 per qualified full time employee would stay the same.

Currently, the Library has forty-four full time employees who are eligible under the plan. At a maximum reimbursement level of \$1,000 per employee, the Library's total financial exposure under the plan is \$44,000 per year. After eight months the Library has spent \$6,857 this year on the plan. For last year and the previous year, the Library spent \$14,747 and \$16,729 respectively.