



Niles Public Library District

Regular Meeting

Wednesday, March 15, 2017 7:00 PM

**NILES PUBLIC LIBRARY DISTRICT
REGULAR MEETING AGENDA**

March 15, 2017

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
 - A. Approve the Minutes of the Regular Board Meeting of February 15, 2017 4
 - B. Approve payment of the bills for operating expenses of \$223,772.35; payroll expenses of \$263,925.44; Special Reserve expenses of \$1,217.68; for a total monthly expense of \$488,915.47 7
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Report 14
6. Director's Report
 - A. Highlights 21
 - B. Monthly Statistics 30
 - C. Report on Passport Service
7. Communications 35
8. Committee Reports
 - A. Building and Grounds
 - B. Technology
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. Secretary's Report-A certified copy of Ordinance 17-01, an Ordinance changing the Library District's name to the Niles-Maine District Library, effective July 1, 2017, was filed with the Cook County Recorder of Deeds with a recording fee of \$40.00, the Cook County Treasurer's Office, and the Cook County Clerk on February 16, 2017
11. New Business
 - A. Discussion of Strategic Plan 2017-2021 DRAFT 37

Board Meeting Agenda - March 15, 2017

- B. Adopt a new mission statement: Engage, Inform, Enrich, Educate 39
- C. Approve the expenditure not to exceed \$19,000 to purchase a three-year support agreement from Hewlett Packard covering the Library's virtualization server hardware 42
- 12. Unfinished Business
 - A. Approve Policy 4.31, No Solicitation/No Distribution 51
- 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
February 15, 2017
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

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

Trustees Present

Linda Ryan, Barbara Nakanishi, Rob Breit, Patti Rozanski. Carolyn Drblik arrived at 7:02 PM. Karen Dimond arrived at 7:20 PM. Tim Spadoni was absent.

Library Staff Present

Susan Lempke-Library Director; Greg Pritz-Assistant Director/Business & Operations Manager; Cyndi Rademacher-Assistant Director; Sasha Vasilic-PR & Marketing Supervisor; Dodie Frisbie-Adult Services Supervisor; Suzanne Wulf-Digital Services Supervisor; Neil O'Shea, Adult Services Librarian; Diane Winberg, Administrative Assistant, Dave Dabrowski, Maintenance Services Supervisor; Arianne Carey, KidSpace Supervisor

Others Present

Mr. Ken Lee, Knights of Columbus; Dennis Walsh, Attorney, Klein Thorpe & Jenkins; Igor Studenkov, *The Bugle*

Call to Order

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

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

Minutes of the Regular Board Meeting of December 14, 2016

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

Roll Call Vote: Ayes: Nakanishi, Breit, Rozanski, Ryan. Nays: None. Motion passed.

Presentation of Patriotic Service Award to Reference Librarian Neil O'Shea

President Ryan introduced Mr. Lee of the Knights of Columbus. Mr. Lee, with great honor and appreciation, presented Neil O'Shea the Patriotic Service Award. He commended Neil for his patriotism and for his passion towards his work with the Veteran's History Project for the last eleven years.

Public Comment

There were none.

Treasurer's Report

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

Trustee Drblik raised the question as to whether it is legal to withhold funds which are raised by the continuous book sale from being transferred to the Friends fund. President Ryan asked Mr. Walsh for his legal opinion. Mr. Walsh responded that there "is no legal obligation" for the Library to continue transferring funds to the Friends, and that we "shouldn't be selling Library assets and giving them to a private organization."

Director's Report

- Highlights
- Grand Opening of the Pizza Exhibit, I Love Pizza and generous donation of Home Run Pizzas by John and Marilyn Carlson
- Completion of Wi-Fi Access Project which was partially funded by the E-Rate Grant
- Elevator work due to new codes
- Staff suggestion that in addition to the anniversary cash award, a personal day be awarded for that year only
- Integrated library system will be switched to Polaris in Spring 2018 assuming successful negotiations between CCS and Innovative/Polaris
- First draft of the Strategic Plan to be reviewed by staff and Linda Ryan and presented to the Board in March

Communications

They were included in the Board packet.

Ms. Lempke was happy to announce that last year's library poetry contest winner won 3rd place in the State.

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

There was no report.

Ms. Lempke reported that the plan is being revised for the Library sign at the corner of Waukegan and Oakton Ct. The Village reviewed the plans and said that the sign would interfere with a clear vision of traffic and pedestrians crossing the street.

Technology

There was no report.

Liaison Reports**Friends of the Library**

There was no report.

Legislative

Ms. Lempke reported that she and some staff were attending the Legislative Breakfast on February 20th.

RAILS

There was no report.

Secretary's Report

There was no report.

New Business**Discussion of Possible Passport Service**

Trustee Nakanishi asked on the status of the Library becoming a passport service facility. Ms. Lempke responded that she will be consulting with Leah White who has become an expert on libraries and passport service. The Board requested for an update at the March Board Meeting.

Presentation of Budget Timeline

Mr. Pritz provided the Board with a Power Point presentation on the timeline for the 2017/2018 proposed budget. The dates are also listed on the Trustee calendar. The Board asked Ms. Lempke to email them with possible dates for a Special Board sometime in April or May to review the proposed budget. Trustee Drblik asked that a press release be sent out regarding the budget review.

Personnel Policy 4.08

Trustee Dimond MOVED the Library Board of Trustees approve changes to Personnel Policy 4.08 Vacation Policies. Trustee Rozanski seconded.

The revision states that part timers begin accruing vacation time at a rate of 1 week per year for years 1-3, and then one additional day per year up to a maximum of two weeks' total. Vacation allowances remain the same.

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

Discussion of trustee procedures regarding requests for information and contacting staff.

Ms. Lempke provided the Board with a document on effective board meetings excerpted from the *Public Library Trustee Manual, 2016*. President Ryan reviewed procedures and ground rules that Board members cannot make individual requests. All requests have to be discussed by the Board as a whole and the request is to be made at a Board meeting. Also, all communications between the Board and staff is to be made through the Director. Trustee Dimond suggested that the page with abbreviated Robert's Rules left information out, so the Director agreed to remove that section.

Unfinished Business**Ordinance 17-01**

Trustee Nakanishi MOVED the Library Board of Trustees approve Ordinance 17-01 Changing the Name of the Niles Public Library District and its Board of Trustees. Trustee Dimond seconded.

Effective July 1, 2017, the Library's name will become the Niles-Maine District Library.

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

Administrative Policy 3.02 Library Rules

Trustee Rozanski MOVED the Library Board of Trustees approve changes to Administrative Policy 3.02 Library Rules. Trustee Dimond seconded.

As discussed at the January Board meeting, the Library Rules need to be updated to remove the rule forbidding the use of the Library for conducting business. After some discussion, the Board decided that the motion be amended and tabled. Director Lempke will consult with Attorney Dennis Walsh on the wording.

Trustee Dimond MOVED to table the original motion.

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

Personnel Policy 4.31 No Solicitation/No Distribution

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

After some discussion, the Board decided to table the motion until the next Regular Board Meeting.

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

Other

None

Adjournment

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

The meeting adjourned at 9:24 PM.

President

Secretary

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74627	Accounts Payable	Computer Check	3/15/2017	AFLAC	\$0.00	\$339.04	(\$339.04)	3/31/2017	Outstanding
74628	Accounts Payable	Computer Check	3/15/2017	ALLIANCE ENTERTAINMENT	\$0.00	\$1,009.31	(\$1,348.35)	3/31/2017	Outstanding
74629	Accounts Payable	Computer Check	3/15/2017	AMARK INDUSTRIES	\$0.00	\$1,274.40	(\$2,622.75)	3/31/2017	Outstanding
74630	Accounts Payable	Computer Check	3/15/2017	SYNCB/ AMAZON	\$0.00	\$2,608.65	(\$5,231.40)	3/31/2017	Outstanding
74631	Accounts Payable	Computer Check	3/15/2017	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$781.00	(\$6,012.40)	3/31/2017	Outstanding
74632	Accounts Payable	Computer Check	3/15/2017	ANDERSON LOCK	\$0.00	\$20.00	(\$6,032.40)	3/31/2017	Outstanding
74633	Accounts Payable	Computer Check	3/15/2017	ANDERSON-SAFFORD	\$0.00	\$49.25	(\$6,081.65)	3/31/2017	Outstanding
74634	Accounts Payable	Computer Check	3/15/2017	AS HANGING DISPLAY SYSTEMS	\$0.00	\$181.58	(\$6,263.23)	3/31/2017	Outstanding
74635	Accounts Payable	Computer Check	3/15/2017	ASSOCIATED PROPERTY COUNSE	\$0.00	\$3,000.00	(\$9,263.23)	3/31/2017	Outstanding
74636	Accounts Payable	Computer Check	3/15/2017	AT&T	\$0.00	\$43.55	(\$9,306.78)	3/31/2017	Outstanding
74637	Accounts Payable	Computer Check	3/15/2017	AT&T	\$0.00	\$427.82	(\$9,734.60)	3/31/2017	Outstanding
74638	Accounts Payable	Computer Check	3/15/2017	BAKER & TAYLOR	\$0.00	\$1,211.95	(\$10,946.55)	3/31/2017	Outstanding
74639	Accounts Payable	Computer Check	3/15/2017	BIBLIOTHECA, LLC	\$0.00	\$1,599.00	(\$12,545.55)	3/31/2017	Outstanding
74640	Accounts Payable	Computer Check	3/15/2017	BLACKBAUD	\$0.00	\$977.50	(\$13,523.05)	3/31/2017	Outstanding
74641	Accounts Payable	Computer Check	3/15/2017	DONNA BLOCK	\$0.00	\$200.45	(\$13,723.50)	3/31/2017	Outstanding
74642	Accounts Payable	Computer Check	3/15/2017	GREG BORZO	\$0.00	\$225.00	(\$13,948.50)	3/31/2017	Outstanding
74643	Accounts Payable	Computer Check	3/15/2017	BRODART CO.	\$0.00	\$320.00	(\$14,268.50)	3/31/2017	Outstanding
74644	Accounts Payable	Computer Check	3/15/2017	BUTLER CHEMICAL CO., INC.	\$0.00	\$393.00	(\$14,661.50)	3/31/2017	Outstanding
74645	Accounts Payable	Computer Check	3/15/2017	CALL ONE	\$0.00	\$1,183.21	(\$15,844.71)	3/31/2017	Outstanding
74646	Accounts Payable	Computer Check	3/15/2017	TAMAR CAMPBELL	\$0.00	\$18.15	(\$15,862.86)	3/31/2017	Outstanding
74647	Accounts Payable	Computer Check	3/15/2017	HANNA CATALANO	\$0.00	\$12.00	(\$15,874.86)	3/31/2017	Outstanding
74648	Accounts Payable	Computer Check	3/15/2017	CATS	\$0.00	\$350.00	(\$16,224.86)	3/31/2017	Outstanding
74649	Accounts Payable	Computer Check	3/15/2017	CDW GOVERNMENT, INC.	\$0.00	\$1,217.68	(\$17,442.54)	3/31/2017	Outstanding
74650	Accounts Payable	Computer Check	3/15/2017	CENGAGE LEARNING, INC.	\$0.00	\$1,340.72	(\$18,783.26)	3/31/2017	Outstanding
74651	Accounts Payable	Computer Check	3/15/2017	CFRA	\$0.00	\$210.00	(\$18,993.26)	3/31/2017	Outstanding
74652	Accounts Payable	Computer Check	3/15/2017	YU HAO CHEN	\$0.00	\$200.00	(\$19,193.26)	3/31/2017	Outstanding
74653	Accounts Payable	Computer Check	3/15/2017	YU HAO CHEN	\$0.00	\$200.00	(\$19,393.26)	3/31/2017	Outstanding
74654	Accounts Payable	Computer Check	3/15/2017	CHRIS' LANDSCAPE, INC.	\$0.00	\$450.00	(\$19,843.26)	3/31/2017	Outstanding
74655	Accounts Payable	Computer Check	3/15/2017	CINTAS CORPORATION LOC. 769	\$0.00	\$582.97	(\$20,426.23)	3/31/2017	Outstanding
74656	Accounts Payable	Computer Check	3/15/2017	M. ELEANOR CLAYBAKER	\$0.00	\$300.00	(\$20,726.23)	3/31/2017	Outstanding
74657	Accounts Payable	Computer Check	3/15/2017	COMED	\$0.00	\$5,490.70	(\$26,216.93)	3/31/2017	Outstanding
74658	Accounts Payable	Computer Check	3/15/2017	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$26,716.93)	3/31/2017	Outstanding
74659	Accounts Payable	Computer Check	3/15/2017	COOPERATIVE COMPUTER SERV	\$0.00	\$7,398.00	(\$34,114.93)	3/31/2017	Outstanding
74660	Accounts Payable	Computer Check	3/15/2017	COVERALL NORTH AMERICA, IN	\$0.00	\$3,000.00	(\$37,114.93)	3/31/2017	Outstanding
74661	Accounts Payable	Computer Check	3/15/2017	LARRY CROST	\$0.00	\$60.00	(\$37,174.93)	3/31/2017	Outstanding
74662	Accounts Payable	Computer Check	3/15/2017	CECILIA CYGNAR	\$0.00	\$73.73	(\$37,248.66)	3/31/2017	Outstanding
74663	Accounts Payable	Computer Check	3/15/2017	DAVID DABROWSKI	\$0.00	\$34.98	(\$37,283.64)	3/31/2017	Outstanding
74664	Accounts Payable	Computer Check	3/15/2017	DEMCO, INC.	\$0.00	\$1,358.00	(\$38,641.64)	3/31/2017	Outstanding
74665	Accounts Payable	Computer Check	3/15/2017	KIMBERLY R. DEMMING	\$0.00	\$9.99	(\$38,651.63)	3/31/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74666	Accounts Payable	Computer Check	3/15/2017	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$39,151.63)	3/31/2017	Outstanding
74667	Accounts Payable	Computer Check	3/15/2017	EBSCO INFORMATION SERVICES	\$0.00	\$1,341.85	(\$40,493.48)	3/31/2017	Outstanding
74668	Accounts Payable	Computer Check	3/15/2017	FIFTH THIRD BANK	\$0.00	\$20.00	(\$40,513.48)	3/31/2017	Outstanding
74669	Accounts Payable	Computer Check	3/15/2017	FIFTH THIRD BANK	\$0.00	\$2,094.88	(\$42,608.36)	3/31/2017	Outstanding
74670	Accounts Payable	Computer Check	3/15/2017	FILTER SERVICES OF ILLINOIS	\$0.00	\$388.90	(\$42,997.26)	3/31/2017	Outstanding
74671	Accounts Payable	Computer Check	3/15/2017	FINDAWAY WORLD, LLC	\$0.00	\$1,209.80	(\$44,207.06)	3/31/2017	Outstanding
74672	Accounts Payable	Computer Check	3/15/2017	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$44,603.06)	3/31/2017	Outstanding
74673	Accounts Payable	Computer Check	3/15/2017	DOROTHEA FRISBIE	\$0.00	\$18.37	(\$44,621.43)	3/31/2017	Outstanding
74674	Accounts Payable	Computer Check	3/15/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,332.53	(\$45,953.96)	3/31/2017	Outstanding
74675	Accounts Payable	Computer Check	3/15/2017	MICHAEL GERSHBEIN	\$0.00	\$200.00	(\$46,153.96)	3/31/2017	Outstanding
74676	Accounts Payable	Computer Check	3/15/2017	LESLIE GODDARD	\$0.00	\$275.00	(\$46,428.96)	3/31/2017	Outstanding
74677	Accounts Payable	Computer Check	3/15/2017	DEBORAH GRAHAM	\$0.00	\$43.59	(\$46,472.55)	3/31/2017	Outstanding
74678	Accounts Payable	Computer Check	3/15/2017	GRAINGER	\$0.00	\$1,698.74	(\$48,171.29)	3/31/2017	Outstanding
74679	Accounts Payable	Computer Check	3/15/2017	GREY HOUSE PUBLISHING	\$0.00	\$5,490.00	(\$53,661.29)	3/31/2017	Outstanding
74680	Accounts Payable	Computer Check	3/15/2017	GROOT INDUSTRIES, INC.	\$0.00	\$217.91	(\$53,879.20)	3/31/2017	Outstanding
74681	Accounts Payable	Computer Check	3/15/2017	HALL PASS	\$0.00	\$6.00	(\$53,885.20)	3/31/2017	Outstanding
74682	Accounts Payable	Computer Check	3/15/2017	HEALTHCARE SERVICE CORPOR	\$0.00	\$42,626.82	(\$96,512.02)	3/31/2017	Outstanding
74683	Accounts Payable	Computer Check	3/15/2017	ERIC HOLLANDER	\$0.00	\$200.00	(\$96,712.02)	3/31/2017	Outstanding
74684	Accounts Payable	Computer Check	3/15/2017	ERIC HOLLANDER	\$0.00	\$200.00	(\$96,912.02)	3/31/2017	Outstanding
74685	Accounts Payable	Computer Check	3/15/2017	HOUCHEN BINDERY, LTD.	\$0.00	\$437.05	(\$97,349.07)	3/31/2017	Outstanding
74686	Accounts Payable	Computer Check	3/15/2017	INGRAM LIBRARY SERVICES	\$0.00	\$21,423.65	(\$118,772.72)	3/31/2017	Outstanding
74687	Accounts Payable	Computer Check	3/15/2017	IRON MOUNTAIN	\$0.00	\$161.99	(\$118,934.71)	3/31/2017	Outstanding
74688	Accounts Payable	Computer Check	3/15/2017	JEWEL-OSCO	\$0.00	\$120.00	(\$119,054.71)	3/31/2017	Outstanding
74689	Accounts Payable	Computer Check	3/15/2017	BENJAMIN ALLEN JIMENEZ	\$0.00	\$400.00	(\$119,454.71)	3/31/2017	Outstanding
74690	Accounts Payable	Computer Check	3/15/2017	KIMBERLY BOLAN & ASSOCIATE	\$0.00	\$5,750.00	(\$125,204.71)	3/31/2017	Outstanding
74691	Accounts Payable	Computer Check	3/15/2017	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$887.60	(\$126,092.31)	3/31/2017	Outstanding
74692	Accounts Payable	Computer Check	3/15/2017	KONE INC.	\$0.00	\$246.66	(\$126,338.97)	3/31/2017	Outstanding
74693	Accounts Payable	Computer Check	3/15/2017	KONICA MINOLTA BUSINESS SO	\$0.00	\$965.27	(\$127,304.24)	3/31/2017	Outstanding
74694	Accounts Payable	Computer Check	3/15/2017	KOREAN BOOKS	\$0.00	\$556.89	(\$127,861.13)	3/31/2017	Outstanding
74695	Accounts Payable	Computer Check	3/15/2017	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$128,011.13)	3/31/2017	Outstanding
74696	Accounts Payable	Computer Check	3/15/2017	MAINE TOWNSHIP MAINSTREA	\$0.00	\$250.00	(\$128,261.13)	3/31/2017	Outstanding
74697	Accounts Payable	Computer Check	3/15/2017	MAKERBOT INDUSTRIES LLC	\$0.00	\$259.20	(\$128,520.33)	3/31/2017	Outstanding
74698	Accounts Payable	Computer Check	3/15/2017	JUDITH MCNULTY	\$0.00	\$7.27	(\$128,527.60)	3/31/2017	Outstanding
74699	Accounts Payable	Computer Check	3/15/2017	MEASNER MAGIC PRODUCTION	\$0.00	\$400.00	(\$128,927.60)	3/31/2017	Outstanding
74700	Accounts Payable	Computer Check	3/15/2017	MENARDS	\$0.00	\$463.46	(\$129,391.06)	3/31/2017	Outstanding
74701	Accounts Payable	Computer Check	3/15/2017	MICROSYSTEMS, INC.	\$0.00	\$377.70	(\$129,768.76)	3/31/2017	Outstanding
74702	Accounts Payable	Computer Check	3/15/2017	MIDWEST TAPE	\$0.00	\$9,272.29	(\$139,041.05)	3/31/2017	Outstanding
74703	Accounts Payable	Computer Check	3/15/2017	MARY MILLER	\$0.00	\$274.67	(\$139,315.72)	3/31/2017	Outstanding
74704	Accounts Payable	Computer Check	3/15/2017	DALLAS MONREAL-BERNER	\$0.00	\$25.99	(\$139,341.71)	3/31/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74705	Accounts Payable	Computer Check	3/15/2017	MULTICULTURAL BOOKS & VID	\$0.00	\$1,009.02	(\$140,350.73)	3/31/2017	Outstanding
74706	Accounts Payable	Computer Check	3/15/2017	SARAH MUSKIVITCH	\$0.00	\$46.87	(\$140,397.60)	3/31/2017	Outstanding
74707	Accounts Payable	Computer Check	3/15/2017	NICOR GAS	\$0.00	\$2,150.46	(\$142,548.06)	3/31/2017	Outstanding
74708	Accounts Payable	Computer Check	3/15/2017	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$143,429.06)	3/31/2017	Outstanding
74709	Accounts Payable	Computer Check	3/15/2017	NORTHBROOK PUBLIC LIBRARY	\$0.00	\$15.00	(\$143,444.06)	3/31/2017	Outstanding
74710	Accounts Payable	Computer Check	3/15/2017	JOHN NYGRO	\$0.00	\$300.00	(\$143,744.06)	3/31/2017	Outstanding
74711	Accounts Payable	Computer Check	3/15/2017	OAK BROOK MECHANICAL SERV	\$0.00	\$1,144.00	(\$144,888.06)	3/31/2017	Outstanding
74712	Accounts Payable	Computer Check	3/15/2017	OMNIGRAPHICS, INC.	\$0.00	\$201.25	(\$145,089.31)	3/31/2017	Outstanding
74713	Accounts Payable	Computer Check	3/15/2017	MICHAELENE ORZECHOWSKI	\$0.00	\$62.05	(\$145,151.36)	3/31/2017	Outstanding
74714	Accounts Payable	Computer Check	3/15/2017	OVERDRIVE, INC.	\$0.00	\$2,514.68	(\$147,666.04)	3/31/2017	Outstanding
74715	Accounts Payable	Computer Check	3/15/2017	PAT TECHNOLOGY SYSTEMS IN	\$0.00	\$701.70	(\$148,367.74)	3/31/2017	Outstanding
74716	Accounts Payable	Computer Check	3/15/2017	PETERS & ASSOCIATES, INC.	\$0.00	\$400.00	(\$148,767.74)	3/31/2017	Outstanding
74717	Accounts Payable	Computer Check	3/15/2017	PETTY CASH	\$0.00	\$52.37	(\$148,820.11)	3/31/2017	Outstanding
74718	Accounts Payable	Computer Check	3/15/2017	PLIC - SBD GRAND ISLAND	\$0.00	\$1,486.45	(\$150,306.56)	3/31/2017	Outstanding
74719	Accounts Payable	Computer Check	3/15/2017	POLONIA BOOKSTORE, INC.	\$0.00	\$675.71	(\$150,982.27)	3/31/2017	Outstanding
74720	Accounts Payable	Computer Check	3/15/2017	PRECISION PAGES INC.	\$0.00	\$1,353.00	(\$152,335.27)	3/31/2017	Outstanding
74721	Accounts Payable	Computer Check	3/15/2017	QUO VADIS	\$0.00	\$60.68	(\$152,395.95)	3/31/2017	Outstanding
74722	Accounts Payable	Computer Check	3/15/2017	RECORDED BOOKS, LLC	\$0.00	\$468.60	(\$152,864.55)	3/31/2017	Outstanding
74723	Accounts Payable	Computer Check	3/15/2017	RECORDER OF DEEDS	\$0.00	\$44.00	(\$152,908.55)	3/31/2017	Outstanding
74724	Accounts Payable	Computer Check	3/15/2017	MARY ANN ROHN	\$0.00	\$126.15	(\$153,034.70)	3/31/2017	Outstanding
74725	Accounts Payable	Computer Check	3/15/2017	PATTI L. ROZANSKI	\$0.00	\$95.94	(\$153,130.64)	3/31/2017	Outstanding
74726	Accounts Payable	Computer Check	3/15/2017	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$153,680.64)	3/31/2017	Outstanding
74727	Accounts Payable	Computer Check	3/15/2017	DANIELLE SCHULTZ	\$0.00	\$250.00	(\$153,930.64)	3/31/2017	Outstanding
74728	Accounts Payable	Computer Check	3/15/2017	SHELL	\$0.00	\$35.97	(\$153,966.61)	3/31/2017	Outstanding
74729	Accounts Payable	Computer Check	3/15/2017	SMITHEREEN PEST MANAGEMEN	\$0.00	\$228.00	(\$154,194.61)	3/31/2017	Outstanding
74730	Accounts Payable	Computer Check	3/15/2017	JORIS SOEDING	\$0.00	\$65.00	(\$154,259.61)	3/31/2017	Outstanding
74731	Accounts Payable	Computer Check	3/15/2017	STERLING NETWORK INTEGRATI	\$0.00	\$3,117.25	(\$157,376.86)	3/31/2017	Outstanding
74732	Accounts Payable	Computer Check	3/15/2017	SUPERIOR COPIES	\$0.00	\$245.00	(\$157,621.86)	3/31/2017	Outstanding
74733	Accounts Payable	Computer Check	3/15/2017	THE KOREA DAILY	\$0.00	\$200.00	(\$157,821.86)	3/31/2017	Outstanding
74734	Accounts Payable	Computer Check	3/15/2017	TSAI FONG BOOKS, INC.	\$0.00	\$150.00	(\$157,971.86)	3/31/2017	Outstanding
74735	Accounts Payable	Computer Check	3/15/2017	TYCO INTEGRATED SECURITY L	\$0.00	\$332.76	(\$158,304.62)	3/31/2017	Outstanding
74736	Accounts Payable	Computer Check	3/15/2017	VERIZON WIRELESS	\$0.00	\$108.55	(\$158,413.17)	3/31/2017	Outstanding
74737	Accounts Payable	Computer Check	3/15/2017	VILLAGE OF NILES	\$0.00	\$405.74	(\$158,818.91)	3/31/2017	Outstanding
74738	Accounts Payable	Computer Check	3/15/2017	VIRTEK	\$0.00	\$4,250.00	(\$163,068.91)	3/31/2017	Outstanding
74739	Accounts Payable	Computer Check	3/15/2017	VISA	\$0.00	\$6,815.61	(\$169,884.52)	3/31/2017	Outstanding
74740	Accounts Payable	Computer Check	3/15/2017	VISION SERVICE PLAN OF ILLINO	\$0.00	\$641.94	(\$170,526.46)	3/31/2017	Outstanding
74741	Accounts Payable	Computer Check	3/15/2017	VOLGISTICS INC.	\$0.00	\$1,488.00	(\$172,014.46)	3/31/2017	Outstanding
74742	Accounts Payable	Computer Check	3/15/2017	LEAH WHITE	\$0.00	\$150.00	(\$172,164.46)	3/31/2017	Outstanding
74743	Accounts Payable	Computer Check	3/15/2017	KATIE WILHEM	\$0.00	\$21.99	(\$172,186.45)	3/31/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Post Date</u>	<u>Status</u>
74744	Accounts Payable	Computer Check	3/15/2017	SUZANNE WULF	\$0.00	\$118.82	(\$172,305.27)	3/31/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$172,305.27)
Total Payments:	(\$172,305.27)
Total Change in Register Balance:	(\$172,305.27)

Niles Public Library District Bank Register Report - Imprest

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Post Date</u>	<u>Status</u>
2964	Accounts Payable	Manual Check	2/24/2017	COOK COUNTY CLERK	\$0.00	\$20.00	(\$20.00)	2/28/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$20.00)
Total Payments:	(\$20.00)
Total Change in Register Balance:	(\$20.00)

Niles Public Library District
_SPECIAL RESERVE

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5810-58-00, Special Reserve - Equipment									
2/2/2017	GSS1321	Invoice		CDW GOVERNMENT, INC.	Unposted Accounts Pa	Not yet posted	2/28/2017	\$1,217.68	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								<i>\$1,217.68</i>	<i>\$0.00</i>
<i>Grand Totals:</i>								<i>\$1,217.68</i>	<i>\$0.00</i>

Niles Public Library District _SPECIAL RESERVE

Report name: _SPECIAL RESERVE REPORT

Output query name: _SPECIAL RESERVE6 (Type: Invoice)

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (2/1/2017 to 2/28/2017)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Financial Statement Narrative

For the month of February 2017 and the year then ended

Revenue

Revenue was short of budget expectations by \$8,693 for the month and exceeded expectations by \$264,192 for the year. The year to date variance is due primarily to real estate tax collection rates.

Expenditures

Salaries

Salaries for the month is \$425 under budget and short of budget estimates by \$64,162 or 3.0% on the year.

Library Materials

Library Materials for the month is \$13,553 under budget or 22% and \$32,348 over budget or 6.6%. This is due primarily to the payment of annual subscription fees for some of the Library's database product offerings earlier in the calendar and advance buying of Adult DVDs, Downloadables and Periodicals.

Library Operating Expenses

Library Operating Expenses is \$3,006 under budget or 9.4% for the month and \$35,211 or 13.8% year to date. This is due primarily to slow spending in the Per Capita, Software, and Printing line items.

General and Administrative

General and Administrative expenses is \$5,958 over budget estimates for the month or 24.4% and \$35,967 or 18.4% year to date. This is due primarily to slow spending in the Consultant, Promotional, and Legal line items.

Employee Fringe Benefits

Employee Fringe Benefits is \$1,953,192 over budget due to the payment of \$2,000,000 to IMRF to reduce our liability.

Utilities

Utilities is within \$2,000 of budgeted expense monthly and \$10,000 year to date.

Net Surplus/(Deficit)

For the month, the Net Surplus is \$348,734 which is \$40,165 favorable to the budgeted net surplus of \$308,569 and \$1,416,929 unfavorable year to date.

Niles Public Library District

Balance Sheet

February 28, 2017

	GENERAL FUND 2/28/2017	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,604,900)	\$163,122	\$1,553,171	\$111,393
Investments	\$7,539,160			\$7,539,160
Total Cash and Investments	\$5,934,261	\$163,122	\$1,553,171	\$7,650,554
Receivables				
Property Tax Receivable, net	\$3,244,733	\$136,711		\$3,381,444
Replacement Tax Receivable	\$24,226			\$24,226
Total Receivables	\$3,268,959	\$136,711	\$0	\$3,405,670
Prepaid Items				
Prepaid Expense	\$750			\$750
Total Prepaid Items	\$750	\$0	\$0	\$750
Total Assets	\$9,203,970	\$299,832	\$1,553,171	\$11,056,974
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$158,947	\$11,525	\$1,218	\$171,690
Accounts Payable-Friends of the Library				
Other Liabilities	\$24,905			\$24,905
Deferred Revenues	\$2,892,223	\$121,858		\$3,014,081
Total Liabilities	\$3,076,074	\$133,383	\$1,218	\$3,210,676
Fund Balance				
Fund Balance	\$6,127,895	\$166,449	\$1,551,954	\$7,846,298
Total Fund Balance	\$6,127,895	\$166,449	\$1,551,954	\$7,846,298
Total Liabilities and Fund Balance	\$9,203,970	\$299,832	\$1,553,171	\$11,056,974

Niles Public Library District Income Statement-Consolidated

February 28, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$816,950	\$816,000	(\$50)	\$4,266,225	\$4,012,000	\$254,225	\$6,800,000	63%
Replacement Taxes		\$12,083	(\$12,083)	\$76,703	\$96,667	(\$19,964)	\$145,000	53%
Per Capita Grant							\$44,157	
Grants-Other		\$83	(\$83)		\$667	(\$667)	\$1,000	
Investment Income	\$7,195	\$5,000	\$2,195	\$55,617	\$40,000	\$15,617	\$60,000	93%
Fines	\$739	\$4,167	(\$3,427)	\$15,241	\$33,333	(\$18,092)	\$50,000	30%
Lost Books	\$2,454	\$625	\$1,829	\$6,716	\$5,000	\$1,716	\$7,500	90%
Pay For Print	\$194	\$1,667	(\$1,473)	\$14,499	\$13,333	\$1,166	\$20,000	72%
Non-Resident Fees	\$266		\$266	\$599		\$599		
Flash Drive & Ear Bud Sales	\$13		\$13	\$43		\$43		
Commissions & Fees	(\$5)		(\$5)	\$9		\$9		
Donations-Friends of the Library		\$117	(\$117)		\$933	(\$933)	\$1,400	
Donations	\$181		\$181	\$236		\$236		
Miscellaneous	\$4,175	\$113	\$4,062	\$31,136	\$900	\$30,236	\$1,350	2,306%
Total Revenues	\$831,161	\$839,854	(\$8,693)	\$4,467,025	\$4,202,833	\$264,192	\$7,130,407	63%
Expenditures								
Salaries								
Library Director	\$10,472	\$10,508	\$36	\$84,181	\$84,063	(\$118)	\$126,094	67%
Payroll-Department Managers	\$14,382	\$14,361	(\$22)	\$114,787	\$114,886	\$99	\$172,329	67%
Payroll-Division Supervisors	\$36,336	\$36,481	\$146	\$290,613	\$291,850	\$1,238	\$437,775	66%
Payroll-Librarian I	\$99,812	\$101,000	\$1,188	\$779,381	\$807,996	\$28,615	\$1,211,994	64%
Payroll-Library Grade V	\$61,997	\$59,874	(\$2,124)	\$465,992	\$478,988	\$12,996	\$718,482	65%
Payroll-Library Grade VI	\$29,101	\$25,476	(\$3,625)	\$207,871	\$203,808	(\$4,063)	\$305,712	68%
Payroll-Library Pages	\$8,393	\$10,240	\$1,846	\$65,203	\$81,916	\$16,713	\$122,874	53%
Payroll-Sundays	\$5,371	\$7,167	\$1,796	\$53,553	\$57,333	\$3,780	\$86,000	62%
Adjustments		\$833	\$833		\$6,667	\$6,667	\$10,000	
Substitutes	\$567	\$917	\$350	\$9,097	\$7,333	(\$1,763)	\$11,000	83%
Total Salaries	\$266,430	\$266,855	\$425	\$2,070,677	\$2,134,840	\$64,162	\$3,202,260	65%

Niles Public Library District
Income Statement-Consolidated

February 28, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$14,567	\$14,458	(\$109)	\$110,286	\$115,667	\$5,380	\$173,500	64%
Books-Youth Services	\$5,226	\$6,250	\$1,024	\$45,185	\$50,000	\$4,815	\$75,000	60%
Books-Teen	\$1,953	\$1,250	(\$703)	\$9,535	\$10,000	\$465	\$15,000	64%
Downloadables	\$2,539	\$6,667	\$4,128	\$61,786	\$53,333	(\$8,453)	\$80,000	77%
Periodicals	\$1,567	\$3,000	\$1,433	\$33,437	\$24,000	(\$9,437)	\$36,000	93%
AV-Adult	\$8,105	\$10,083	\$1,978	\$89,372	\$80,667	(\$8,706)	\$121,000	74%
AV-Youth Services	\$7,489	\$3,500	(\$3,989)	\$23,628	\$28,000	\$4,372	\$42,000	56%
AV-Teen	\$758	\$1,000	\$242	\$6,124	\$8,000	\$1,876	\$12,000	51%
Online Databases	\$5,868	\$15,417	\$9,549	\$145,995	\$123,333	(\$22,662)	\$185,000	79%
Total Library Materials	\$48,072	\$61,625	\$13,553	\$525,348	\$493,000	(\$32,348)	\$739,500	71%
Library Operating Expenditures								
CCS Charges	\$6,471	\$6,471	\$0	\$51,768	\$51,769	\$1	\$77,654	67%
Processing & Supplies	\$1,192	\$1,333	\$141	\$18,239	\$10,667	(\$7,572)	\$16,000	114%
Internet Charges	\$1,158	\$1,408	\$251	\$8,788	\$11,267	\$2,478	\$16,900	52%
Software, Licenses	\$8,855	\$6,759	(\$2,096)	\$49,073	\$54,075	\$5,003	\$81,113	60%
Printing	\$288	\$3,729	\$3,442	\$16,413	\$29,833	\$13,420	\$44,750	37%
Library Supplies	\$726	\$675	(\$51)	\$5,501	\$5,400	(\$101)	\$8,100	68%
Programming & Support-Adult	\$4,474	\$1,913	(\$2,561)	\$20,511	\$15,303	(\$5,208)	\$22,955	89%
Programming & Support-Juvenile	\$1,182	\$3,404	\$2,222	\$19,144	\$27,233	\$8,089	\$40,850	47%
Programming & Support-Events	\$448	\$492	\$44	\$3,521	\$3,933	\$413	\$5,900	60%
Programming & Support-Teen	\$671	\$608	(\$62)	\$4,248	\$4,867	\$619	\$7,300	58%
Public Performing Rights		\$117	\$117	\$1,469	\$933	(\$536)	\$1,400	105%
Computer Charges OCLC	\$927	\$927	\$0	\$7,416	\$7,417	\$1	\$11,126	67%
Miscellaneous	\$162	\$83	(\$79)	\$1,237	\$667	(\$570)	\$1,000	124%
Per Capita Grant Expenditures	\$2,249	\$3,680	\$1,431	\$11,121	\$29,438	\$18,317	\$44,157	25%
Grant - Other Expenditures		\$83	\$83		\$667	\$667	\$1,000	
Volunteers		\$125	\$125	\$810	\$1,000	\$190	\$1,500	54%
Total Library Operating Expenditures	\$28,802	\$31,809	\$3,006	\$219,259	\$254,470	\$35,211	\$381,705	57%

Niles Public Library District
Income Statement-Consolidated

February 28, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$4,307	\$2,667	(\$1,640)	\$21,626	\$21,333	(\$292)	\$32,000	68%
Copiers	\$965	\$983	\$18	\$5,120	\$7,867	\$2,747	\$11,800	43%
Professional Development	\$842	\$2,368	\$1,526	\$9,885	\$18,943	\$9,058	\$28,415	35%
Mileage	\$226	\$213	(\$13)	\$2,275	\$1,700	(\$575)	\$2,550	89%
Professional Collection	\$68	\$83	\$15	\$439	\$667	\$228	\$1,000	44%
Legal Fees	\$3,938	\$2,083	(\$1,854)	\$11,044	\$16,667	\$5,622	\$25,000	44%
Consultants	\$14,649	\$5,417	(\$9,232)	\$37,265	\$43,333	\$6,068	\$65,000	57%
Kitchen Supplies	\$127	\$125	(\$2)	\$521	\$1,000	\$479	\$1,500	35%
Promotional Expense	\$448	\$1,913	\$1,465	\$9,234	\$15,300	\$6,066	\$22,950	40%
Office Supplies	\$33	\$2,083	\$2,051	\$11,814	\$16,667	\$4,853	\$25,000	47%
Postage & Freight	\$493	\$1,500	\$1,007	\$11,473	\$12,000	\$527	\$18,000	64%
Publication of Notices-Advertisements		\$100	\$100	\$1,213	\$800	(\$413)	\$1,200	101%
Subscriptions & Dues	\$759	\$990	\$231	\$6,662	\$7,923	\$1,261	\$11,885	56%
Collection Services		\$83	\$83	\$136	\$667	\$530	\$1,000	14%
Telephone	\$1,335	\$1,083	(\$252)	\$11,007	\$8,667	(\$2,340)	\$13,000	85%
Trustee Expense	\$112	\$333	\$221	\$259	\$2,667	\$2,408	\$4,000	6%
Payroll Service	\$1,208	\$1,250	\$42	\$10,946	\$10,000	(\$946)	\$15,000	73%
Bank Fees		\$275	\$275	\$1,514	\$2,200	\$686	\$3,300	46%
Parking Lease	\$881	\$881		\$7,048	\$7,048		\$10,572	67%
Total General and Administration	\$30,389	\$24,431	(\$5,958)	\$159,480	\$195,448	\$35,967	\$293,172	54%
Vehicle Operation								
Gas, Oil, Grease	\$36	\$83	\$47	\$416	\$667	\$250	\$1,000	42%
Repairs & Maintenance		\$150	\$150	\$395	\$1,200	\$805	\$1,800	22%
Miscellaneous		\$8	\$8		\$67	\$67	\$100	
Auto Insurance	(\$651)		\$651	\$1,956	\$1,435	(\$521)	\$1,435	136%
Total Vehicle Operation	(\$615)	\$242	\$857	\$2,768	\$3,368	\$601	\$4,335	64%

Niles Public Library District
Income Statement-Consolidated

February 28, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$19,162	\$20,833	\$1,671	\$2,149,100	\$166,667	(\$1,982,433)	\$250,000	860%
Group Health	\$35,852	\$43,347	\$7,495	\$316,469	\$346,772	\$30,303	\$520,158	61%
Health Reimbursement Account	\$10,788	\$5,500	(\$5,288)	\$46,484	\$44,000	(\$2,484)	\$66,000	70%
Dental	\$776	\$1,667	\$891	\$12,150	\$13,333	\$1,183	\$20,000	61%
Vision	\$530	\$583	\$54	\$4,294	\$4,667	\$372	\$7,000	61%
FSA fee	\$60	\$100	\$40	\$780	\$800	\$20	\$1,200	65%
Life, LTD, AD&D, STD	\$1,486	\$1,500	\$14	\$12,154	\$12,000	(\$154)	\$18,000	68%
Total Employee Fringe Benefits	\$68,654	\$73,530	\$4,876	\$2,541,431	\$588,239	(\$1,953,192)	\$882,358	288%
Utilities								
Gas	\$2,150	\$1,250	(\$900)	\$7,965	\$10,000	\$2,035	\$15,000	53%
Electric	\$5,491	\$8,333	\$2,843	\$59,245	\$66,667	\$7,421	\$100,000	59%
Water	\$406	\$667	\$261	\$4,747	\$5,333	\$586	\$8,000	59%
Total Utilities	\$8,047	\$10,250	\$2,203	\$71,957	\$82,000	\$10,043	\$123,000	59%
Capital Expenditures								
Special Reserve - Building		\$8,550	\$8,550	\$32,642	\$68,400	\$35,758	\$102,600	32%
Special Reserve - Equipment	\$1,218	\$12,333	\$11,116	\$32,367	\$98,667	\$66,300	\$148,000	22%
Total Capital Expenditures	\$1,218	\$20,883	\$19,666	\$65,009	\$167,067	\$102,058	\$250,600	26%
Audit								
Audit Expense				\$14,500	\$15,000	\$500	\$15,000	97%
Total Audit Expenditures	\$0	\$0	\$0	\$14,500	\$15,000	\$500	\$15,000	97%
Liability Insurance								
Liability Insurance				\$29,160	\$29,160		\$29,160	100%
Total Liability Expenditures	\$0	\$0	\$0	\$29,160	\$29,160	\$0	\$29,160	100%

Niles Public Library District
Income Statement-Consolidated

February 28, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$18,942	\$20,631	\$1,689	\$153,079	\$165,049	\$11,969	\$247,573	62%
Total Social Security Expenditures	\$18,942	\$20,631	\$1,689	\$153,079	\$165,049	\$11,969	\$247,573	62%
Workers' Compensation								
Workers' Compensation				\$22,767	\$22,168	(\$599)	\$22,168	103%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$22,767	\$22,168	(\$599)	\$22,168	103%
Unemployment Compensation								
Unemployment Compensation	\$3,460	\$1,458	(\$2,002)	\$11,448	\$11,667	\$218	\$17,500	65%
Total Unemployment Compensation Expenditures	\$3,460	\$1,458	(\$2,002)	\$11,448	\$11,667	\$218	\$17,500	65%
Building & Equipment Maintenance								
Repairs & Improvements	\$1,199	\$3,833	\$2,634	\$40,652	\$30,667	(\$9,986)	\$46,000	88%
Contractual Maintenance	\$1,840	\$3,333	\$1,493	\$19,249	\$26,667	\$7,418	\$40,000	48%
Non-Contractual Maintenance	\$3,218	\$1,250	(\$1,968)	\$21,817	\$10,000	(\$11,817)	\$15,000	145%
Equipment Maintenance	\$1,537	\$5,250	\$3,713	\$4,392	\$42,000	\$37,608	\$63,000	7%
Non Capital Expenses	\$461	\$833	\$373	\$3,476	\$6,667	\$3,191	\$10,000	35%
Furniture & Fixtures	\$773	\$5,071	\$4,298	\$22,691	\$40,567	\$17,876	\$60,850	37%
Total Building & Equipment Maintenance Expenditures	\$9,028	\$19,571	\$10,543	\$112,277	\$156,567	\$44,290	\$234,850	48%
Total Expenditures	\$482,427	\$531,285	\$48,858	\$5,999,161	\$4,318,041	(\$1,681,121)	\$6,443,181	93%
NET SURPLUS/(DEFICIT)	\$348,734	\$308,569	\$40,165	(\$1,532,136)	(\$115,207)	(\$1,416,929)	\$687,226	(223)%



Strategic Planning

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

- March meeting: A final DRAFT will then be presented to the full board of Trustees for review, comment, adjustment. It is this step where trustees would have the opportunity to bring further insight, feedback, and suggestions into the plan (beyond what they were already able to offer at the Retreat).
- Once we have a final revised version of the plan, the Board of Trustees will vote to approve/adopt that plan officially.
- We will then work with a Library Staff Team (designated by Susan) to develop the detailed work plan for the next 12 to 18 months. This plan is more tactical, detailed, and ties back directly to the goals and initiatives set forth in the Strategic Plan.
- The Board of Trustees should then receive that plan again with an opportunity for feedback and revision, ultimately leading to board approval.
- This Work Plan Group will meet annually then to revise/update their work plan each year in accordance with completed initiatives, new initiatives as directed by the Strategic Plan.

I Love Pizza Exhibit

From Suzy:

At the Pizza Exhibit Kickoff Event we hosted a green screen photo booth and had a special pizza topping contest with vinyl cut ingredients. These two activities were a wonderful way to highlight the Creative Studio and engage with the very hungry crowd!

From Sasha:

The “I Love Pizza” Exhibit has been an amazing success! In the first month we had more than 1,000 people visit the exhibit. Patrons attended pizza-themed programs including The History of Pizza, Bedtime Pizza Math, and more. Artists in grades 5-12 traded a pizza box for a canvas to create a unique design for the Pizza Box Art Contest. Nineteen artists entered the contest and their work is on display in the Teen Underground and Middle Ground through the end of March.



Programs

From Arianne:

March is high season for Coming Together in Skokie and Niles Township, a thoughtful and well planned array of programming celebrating Chinese culture. This month we are hosting the Cheng Da Drum team on the 12th. The teens are learning about Chinese opera in a workshop setting on the 18th. Families can join a book club discussion of the beloved title, Where the Mountain Meets the Moon on the 22nd, and yes, there will be snacks!

February Program Highlights for KidSpace: In 2015 WhiteHouse.gov posted an online form as part of their “Educate to Innovate” initiative requesting information on special projects related to STEM learning in schools, libraries, and other institutions. Our Wonder Ground librarian, Cate Levinson, submitted a description of the lab experiences we offer our patrons. In January she received a letter of support from the outgoing Obama Administration encouraging us to “share the drive for discovery that has always guided America forward.” The letter was accompanied by photos of the whole Obama Family including Bo and Sunny. We are working on getting these items framed for display in the Wonder Ground.

One of the continual requests we field in KidSpace is, “can my child come in and do some volunteer hours at the library?” Children often have requirements for church or service groups, or want to build up their applications for high school or college. Many volunteers are handy to set up with simple tasks, but not all volunteers have the same skill set, level of autonomy, or actual desire to complete the task we are targeting. Managing the varied volunteer workforce, and helping the 7th – 9th graders get their service hours is a large investment of time. Our volunteer coordinator, Debbie Graham, is making an effort to meet the needs of the patrons with an efficient use of staff time. We are hosting Volunteer Programming throughout the quarter. Patrons can select a time that works for their schedule, and we can line up volunteer tasks in advance. This should improve work flow and minimize staff spent overseeing the tasks.

Joining in the fun for the pizza exhibit, KidSpace librarian, Mikey Orzechowski, created a pizza scavenger hunt throughout the department. Kids love to find things, and have been tickled to join in the search. We also hosted 13 littles and their families for Bedtime Pizza Math. We looked at a whole pie, and what it looked like when we invited one friend to help us eat it, and what it looked like when we invited two friends to help us eat it, and what it looked like when we invited three friends to help us eat it. You get the picture, FRACTIONS!



President’s Day at the library was a blast! We hosted our crawlers in Babytime. We built Lego WeDo robotics with our school age kids. And we rounded out the day off school with yoga for everyone. Our tables and sofas, computers, and floor space was filled with families enjoying the library. There is no better sign that we are a favorite of our community when they come to us on their day off. Yee-haw.

Teen Services program highlights

Though the Illinois public schools are transitioning officially to the SAT, all colleges and universities in the US accept the ACT as well. The general recommendation is to have students take both tests and promote the best results. In the past we have offered both ACT and SAT prep programming, and will continue to do so. We offered our first combo practice test in February, and have another scheduled for April.

Teens enjoyed laser-engraving, stamping, and painting designs into leather bookmarks, keychains, and bracelets at the leather Maker Lab this month. Another crafting opportunity came just in time for Valentine's Day with a spa program for teens and their grownups. Patrons made bath bombs, milk bath sachets, lip balms, and oatmeal scrubs.

The results of the Pizza Box contest are on display in the Teen Underground and the Middle Ground. The entries were very creative, and quite colorful. Additionally, teens had a passive program, voting on their favorite pizza toppings.

From Dodie:

Neil hosted a program "Arch Ward and the Golden Gloves". This lecture and rare film footage was about the famous Chicago Tribune Sports editor who founded the Boxing tournament in 1923 and would later father both the major league baseball and college football all-star games.

Maryellen hosted "Cooking with Chef Cherise: Clean Eating". It was very well received. One patron commented that she has attended many cooking classes at libraries and this was one of the best.

Krystyna hosted another Polish travel program Around the World in 80 Days. These movies are a sell out crowd – 115 attendees!!!

The Senior Coffee Hour was a Valentine's Day Concert put on by the Chordmasters Barbershop Quartet. It was a trip down memory lane for all. Our two favorite "Valentine Sweethearts" showed up once again in costume!

Our blockbuster program this month was the Oscars Celebration. 72 patrons attended. Cecilia decorated the room to the hilt and it was very festive. People watched the Oscars live on our big screen in the large meeting room and during commercial breaks could come out to the Commons for snacks and soft drinks. Cecilia had trivia quizzes during the breaks. It's amazing how much these movie buffs know! The library had its very own "red carpet" and attendees were thrilled to get their picture taken in front of the green screen which had a fun Oscars background.



Creative Studio

From Suzy:

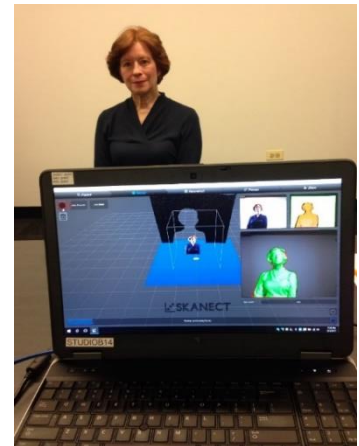
Ruth gave a presentation highlighting the equipment that we have available for patrons to digitize slides and photos. The attendance and response were great and one patron commented, "I am amazed how much the Niles library has for members to use."



The most popular program this month was the Design Your Own T-Shirt program. We added an additional class to accommodate people from the waiting list. Students designed T-shirts with their name and initials on them. Attendees learned how to layer heat transfer vinyl without the bulk. They learned about subtract and offset features in Silhouette Studio. The results were amazing. Few days later one of the class attendees came to the library. She was beaming with pride and sporting her brand new T-shirt.

We offered a 3D Selfie program where we scanned people using the software Skanect and created 3D models from these scans.

Both the T-shirt and 3D selfie programs had been previously offered before which helped reduce staff preparation time. We are working on developing a core group of classes that we can regularly offer.



Staff changes

We have a new shelver, Franklyn Moy (who is a lifetime library patron). We have an open position in Technical Services which we are currently assessing to determine what tasks this position will keep and what can be handed off to existing staff.

From Sasha: I'm happy to announce that Emily our Marketing Assistant will be joining the PR & Marketing team full-time in the beginning of April. Emily has been an integral part of the department since she started in November 2015. She works on publicizing library events and services, creates graphics for book displays, assists with event planning, coordinates social media posts, and much more.

Community engagement

I attended the Arts and Culture Council meeting at the Village, where we voted to hold a new holiday decoration contest: Twinkle and Lights. Next month we will get the first results back from the Arts & Culture Master Plan consultants, the Lakota Group.

Judy McNulty, our Business Librarian, represents the Library on the Niles Economic Development and Neighborhood Renewal Commission as a stakeholder member. She also represents the Library at the Chamber of Commerce and recently became a member of their Events Committee.

I attended the Sanctuary Village round table discussion to listen to the Mayor and members of the community, which was very interesting. In addition to some comments from residents pro and con there was a video presentation from Representative Jan Schakowsky and a message from the priest at St. John Brebeuf.

Cyndi and I worked with a group including Tony Hollenback and Jenny Lee on getting a Know Your Rights workshop for immigrants set up. It ultimately was decided to hold it at Gemini School where they can easily separate the groups into different languages, so we ended up helping to promote it rather than hosting. We will continue to work with this group in the future.

As you will see from the statistics sheets, our three school liaisons visited a variety of classrooms from preschool through high school, as they do every month of the school year. This is an important part of our service to the community.

Two of our supervisors also presented at a local librarians meeting about our circulating digital media—Suzy Wulf and Victoria Luz spoke with the AVID group.

From Dodie: Deliveries to homebound patrons, nursing homes, and the schools continue at a furious pace. Outreach staff brought back 30 bags from schools the other day! This was in addition to the six baskets of books delivered as deposit collections to two facilities and other miscellaneous returns from homebound visits of the day. For Valentine's Day, many of our homebound patrons received handmade Valentines from the children in KidSpace. Needless to say – they adored receiving these cards. It made their day. Here's a picture of Mrs. Garramone receiving one.



Interesting questions

From Dodie: What was one of the primary topics of concern for patrons this month at the Reference desk? Taxes, taxes, and more taxes. Judy does a fantastic job of keeping forms stocked up and staff informed of latest developments. Here are some of the other various queries that librarians handled at the service desks: What was the original size of the District of Columbia? What is the parent company of Chicago's Rosen Bakery? Another patron was searching for information on existing wellness programs in law enforcement. What was the march that was played in the PBS special about

Napoleon? Who are the antiquarian book dealers in Chicago? Where can I find information about TOEFL? Where can I find information about Serbia?

Quote of the month from a patron: "I am from [another library], but I come to your Library because all of you are so kind and your service is excellent." She then mentioned the sun being out that afternoon and that she wanted what she said to make the sun shine on all of our staff.

Building and technology notes

IT has worked strenuously to implement the change to Office 365 for the Exchange Server with all of the staff Microsoft software, and it was successfully completed. Next step will be to decommission the local server.

Product Architecture continues to work with the Village on our exterior signage project. Once we have approval for the signs in concept, we will get specifications for putting the project out to bid, which will have to be approved by the Board first.

From Victoria: We assessed our current space configuration in Tech. Dave and I discussed changes we could make in our current space. We are going to eliminate three empty work stations and make it one counter for projects, volunteers, receiving, and other needs. This will open about six feet in width along the counter where carts can be stored and materials organized.

Committees

Display and Art Committee *From Victoria:* New hanging rails were purchased. This will extend the Franklin Gallery to the east side (outside of the Board Room).

Sunshine Committee: The staff morale-boosting group hosted a Cupcake event. Some staff baked cupcakes, some brought frosting, and some brought all sorts of things to top them with from sprinkles to blueberries to Peeps.



First Monday Lego Club!

Trustee Calendar

March

- 3/13—Friends of the Library Meeting
- 3/22—Regular Meeting of the Board of Trustees

April

- 4/4—Consolidated Election for two library trustees
- 4/9-4/15 National Library Week
- 4/10—Friends of the Library Meeting
- 4/11—National Library Workers Day
- 4/19—Regular Meeting of the Board of Trustees—first presentation of 2017-18 budget—final meeting for Board Secretary Barbara Nakanishi
- 4/26—7:15 pm Special Board Meeting for review of 2017-18 Budget

May

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

June

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

July

- Library name changes to Niles-Maine District Library
- 2017-18 fiscal year begins
- July 19—Regular Meeting of the Board of Trustees

August

- 8/16—Regular Meeting of the Board of Trustees

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

Monthly Statistical Report -- February 2017

PATRONS						
	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	295	324	-8.95%			
Total District Cardholders	25,175	25,521	-1.36%			
Patron Visits	28,264	29,368	-3.76%			
Unique Library Cards Used	4,736	5,115	-7.41%			
LOAN OF LIBRARY MATERIALS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	43,489	38,790	12.11%	360,116	312,997	15.05%
Teens	3,654	2,720	34.34%	29,704	24,894	19.32%
Juvenile	41,129	35,890	14.60%	346,430	305,033	13.57%
Digital	1,435	1,409	1.85%	13,676	10,009	36.64%
Equipment	81	98	-17.35%	759	357	112.61%
TOTAL Loan of Library Materials	89,788	78,809	13.93%	749,926	652,933	14.85%
LOAN OF MATERIAL BY TYPE						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	19,935	17,119	16.45%	165,762	144,565	14.66%
Periodical	963	1,052	-8.46%	8,756	5,950	47.16%
Audio	4,493	4,318	4.05%	36,145	36,048	0.27%
DVD	18,098	16,301	11.02%	149,453	126,434	18.21%
TOTAL Adult Loans	43,489	38,790	12.11%	360,116	312,997	15.05%
Teens						
Print	2,543	1,987	27.98%	21,887	18,008	21.54%
Periodical	18	13	38.46%	126	101	24.75%
Audio	749	384	95.05%	4,908	4,101	19.68%
DVD	344	336	2.38%	2,783	2,684	3.69%
TOTAL Teen Loans	3,654	2,720	34.34%	29,704	24,894	19.32%
Juvenile						
Print	31,824	26,865	18.46%	259,270	219,400	18.17%
Periodical	212	124	70.97%	1,744	726	140.22%
Audio	2,578	1,974	30.60%	21,763	18,785	15.85%
DVD	6,515	6,927	-5.95%	63,653	66,122	-3.73%
TOTAL Juvenile Loans	41,129	35,890	14.60%	346,430	305,033	13.57%
Equipment Loan	81	72	12.50%	759	357	112.61%
Digital Loan (ebooks, eaudiobooks)	1,435	1,409	1.85%	13,676	10,009	36.64%
[Note: Prior year streaming downloads moved to Database Uses]						
ONLINE DATABASE						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	15,585	20,487	-23.93%	89,042	109,260	-18.50%
[Note: Incomplete data from vendors]						
HOLDS						
	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,363	8,028	-8.28%			
Holds Made Available	9,999	11,896	-15.95%			
IN-HOUSE USE OF MATERIALS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	43	60	-28.33%	564	220	156.36%
Circulating--Juvenile	4,654	4,510	3.19%	36,892	35,673	3.42%
Commons	-	187	-100.00%	-	3755	-100.00%
Circulating--Teen	157	450	-65.11%	2,276	729	212.21%
Circulating--Adult	1,601	1,579	1.39%	12,487	15,535	-19.62%
TOTAL In-House Use of Materials	6,455	6,786	-4.88%	52,219	55,912	-6.61%
Items moved on Shelf	3,765	3,910	-3.71%	29,287	34,880	-16.03%
[Note: Automated In-House Use count began Aug. 2015]						
PC USERS BY LOCATION						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,307	1,344	-2.75%	10,987	2,697	307.38%
Digital Services	2,711	2,626	3.24%	21,847	29,358	-25.58%
Kidspace Express Internet	20	166	-87.95%	408	1,391	-70.67%
Kidspace	1,302	1,079	20.67%	10,748	10,012	7.35%
Kidspace iPad Usage	420	360	16.67%	3,228		
Teen Underground	197	198	-0.51%		3,156	-100.00%

Monthly Statistical Report -- February 2017

PC USERS BY LOCATION, Cont.	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
TOTAL Users	5,957	5,773	3.19%	47,218	46,614	1.30%
[Note: Express computer in Kidspace only as of June 2016]						
[Note: Kidspace ipad usage moved from programs Dec 2016]						
Patron Wi-Fi Uses	12,252	12,229	0.19%	97,030	90,310	7.44%
Scanning & Fax Pages	3,330	3,828	-13.01%	32,630	35,327	-7.63%
Print & Copy Pages	20,372	15,956	27.68%	137,082	116,354	17.81%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	46	33	39.39%	328	117	180.34%
Large Scale Poster Printer	2	1	100.00%	7	4	75.00%
VHS to DVD Conversion	11	16	-31.25%	96	35	174.29%
TOTAL Use of Staff Mediated Equipment	59	50	18.00%	431	156	176.28%
[Note: Digital Studio opened Oct. 2015]						
USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	32	46	-30.43%	415	527	-21.25%
Study Rooms 1-5	654	386	69.43%	4,339	5,075	-14.50%
Creative Studio A	39	23	69.57%	267	135	97.78%
TOTAL Users of Staff Mediated Spaces	725	455	59.34%	5,021	5,737	-12.48%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	29,063	29,997	-3.11%			
Facebook "Likes"	1,283	1,056	21.50%			
Buzz Blog views	460	814	-43.49%			
Media Hits (includes print and online articles and listings)	41	107	-61.68%			
e-News Subscribers	14,610	12,595	16.00%			
New Resident Letters (December & January)	147	-				
[Note: Began tracking in Mar. 2016]						
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,152	2,039	271,731			
Non-shelved materials	52	-	34,560			
Equipment	1	-	86			
Total	2,205	2,039	306,377			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	123	123	0.00%	1,410	855	64.91%
Test Proctoring	7	9	-22.22%	98	83	18.07%
Voters' Registration	-	-		28	5	460.00%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	2,271	7,853	-71.08%	35,101	34,626	1.37%
Ready Assistance	6,917	9,480	-27.04%	55,126	48,778	13.01%
Reference/Research	6,532	6,467	1.01%	46,665	47,810	-2.39%
TOTAL All Service Desks	15,720	23,800	-33.95%	2	131,214	-100.00%
Adult Services (3rd floor)						
Directional	92	206.00	-55.34%	883	2,282	-61.31%
Ready Assistance	239	-		626	-	
Reference/Research	859	1,162	-26.08%	5,713	5,454	4.75%
Total Reference Desk	1,190	1,368	-13.01%	7,222	7,736	-6.64%
Commons Desk						
Directional	14	35	-60.00%	189	295	-35.93%
Ready Assistance	17	8	112.50%	217	195	11.28%
Total Commons Desk	31	43	-27.91%	406	490	-17.14%
Fiction/Audiovisual Services (2nd floor)						
Directional	105	218	-51.83%	1,012	5,106	-80.18%
Ready Assistance	148	-		665	-	
Reference/Research	1,241	1,902	-34.75%	9,981	11,549	-13.58%
Total AV/FIC Desk	1,494	2,120	-29.53%	11,658	16,655	-30.00%

Monthly Statistical Report -- February 2017

SERVICE INTERACTIONS, Cont.	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Patron Services						
Directional	1,682	6,427	-73.83%	28,572	22,681	25.97%
Ready Assistance	3,139	6,551	-52.08%	32,435	28,911	12.19%
Total Patron Services	4,821	12,978	-62.85%	61,007	51,592	18.25%
[Note: Began tracking Oct. 2015]						
Technology Desk						
Directional	110	67	64.18%	877	1,274	-31.16%
Ready Assistance	1,553	758	104.88%	3,266	-	
Reference/Research	417	302	38.08%	7,274	9,149	-20.49%
Total Tech Desk	2,080	1,127	84.56%	11,417	9,149	24.79%
Teen Desk						
Directional	34	50	-32.00%	2,622	2,840	-7.68%
Ready Assistance	347	171	102.92%	555	-	
Reference/Research	99	141	-29.79%	1,241	1,259	-1.43%
Total Teen Desk	480	362	32.60%	4,418	4,099	7.78%
Outreach Services						
Directional	3	230	-98.70%	8	148	-94.59%
Ready Assistance	-	-		83	-	
Reference/Research	1,389	1,246	11.48%	10,687	5,505	94.13%
Bulk Loan Items Delivered to Nursing Homes	480	535	-10.28%	4,155	3,595	15.58%
Materials pulled for Homebound Users	838	895	-6.37%	6,771	7,363	-8.04%
Total Outreach Services	2,710	2,906	-6.74%	21,704	16,611	30.66%
Youth Services						
Directional	231	620	-62.74%	938	-	
Ready Assistance	1,474	1,992	-26.00%	17,279	19,672	-12.16%
Reference/Research	2,527	1,714	47.43%	11,769	14,894	-20.98%
School Loans pulled	29	28	3.57%	185	177	4.52%
Museum Adventure passes distributed	16	1	1500.00%	152	138	10.14%
Total Youth Services	4,277	4,355	-1.79%	30,323	34,881	-13.07%
GRAND Total	17,083	25,259	-32.37%	148,155	141,213	4.92%
INTERLIBRARY LOAN						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,874	3,056	59.49%	39,765	23,513	69.12%
Items Received from CCS Libraries for Patrons	3,466	2,860	21.19%	28,387	22,951	23.69%
Items Lent to OCLC Libraries	327	331	-1.21%	3,038	2,361	28.67%
Items Received from OCLC Libraries for Patrons	118	84	40.48%	758	867	-12.57%
Total Interlibrary Loan	8,785	6,331	38.76%	71,948	49,692	44.79%
OUTREACH SERVICES						
	Current Month	Prior Year Same Month	% Change			
Homebound						
Patrons	224	257	-12.84%			
Visits	174	197	-11.68%			
Institutions						
Institution Deposit Collections	10	11	-9.09%			
Visits	10	11	-9.09%			
Schools						
Items Delivered	988	624	58.33%			
Trips	23	21	9.52%			
VOLUNTEERS						
	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	17	67				
Adult and Outreach Services & Programs	6	32				
Digital Services & Programs	2	5				
Patron Services	7	36				
Teen Services & Programs	8	21				
Youth Services & Programs	24	58				
Total Volunteers and Hours This Month	64	218				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>91</i>	<i>299</i>				

Monthly Statistical Report -- February 2017

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Program Count Prior Year	Attendance Prior Year Same Month	Attendance % Change
Youth Programs	91	2,326	77	3,640	-36.10%
Teens Programs	9	336	18	490	-31.43%
Adults Programs	61	1,668	46	1,176	41.84%
Outside Meetings	21	211	18	103	104.85%
Exhibit	1	1,005	-	-	
TOTAL PROGRAMS AND EXHIBITS	183	5,546	159	5,409	2.53%
Programs-Youth					
One Thousand Books before Kindergarten added visits	ongoing	12			
1KBK registrations	1	8			
Babytime (parent & child)	4	195			
I Love Pizza: Bedtime Pizza Math	1	22			
Bibliobop Dance Party with Sarah Jane Layne live!	1	79			
Big Kids Storytime	4	42			
Book Buddies	12	25			
Visits to Elementary School Classroom	6	116			
Visits to Elementary School Teachers	1	19			
Evening Family Storytime	3	23			
Famished for Fiction	3	23			
Happy Birthday Laura Ingalls Wilder	1	27			
Homework Help	3	27			
I Spy Tank	1	61			
In-house toys and games	1	175			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club	4	70			
Neighbor Time	4	75			
Pizza Scavenger Hunt	1	201			
Preschool Storytime	4	52			
Preschool Visits to Classroom/Daycare	4	64			
Preschool Visits to NPLD	5	95			
Read to Succeed with Chicago Wolves	1	9			
Reading Patch Club added visits	ongoing	53			
Reading Patch Club registrations	1	14			
Reading with Rover	2	22			
Rise & Shine Storytime (parent & child)	3	100			
School's Out Movie: The BFG	1	60			
Second Saturday Bingo Breakfast	1	29			
Second Sunday - Mammals and More	1	148			
Toddler Time	4	117			
Valentine's Day Cards	1	111			
Video Games	1	126			
Volunteer in KidSpace Information Sessions	2	6			
Winter Reading Club added visits	-	6			
Wonder Ground-Light	8	108			
World Language Storytimes-Polish, Spanish, Russian	1	6			
Total Youth Services Programs	91	2,326	103	3,822	-39.14%
Programs--Teen Audience					
Teen Advisory Board (TAB)	1	5			
Movie in the Underground: Shaolin Soccer	1	6			
Famished for Fiction	1	14			
Videogames	1	118			
Games	1	6			
Teen Leather Lab	1	11			
Teen Outreach at schools	1	18			
Practice ACT/SAT	1	48			
I Love Pizza: Pizza Topping Vote	1	110			
Valentine Spatacular	1	18			
I Love Pizza: Pizza Box Art Contest	1	10			
Total Teen Programs	9	336	12	307	9.45%

Monthly Statistical Report -- February 2017

LIBRARY PROGRAMS, cont.	This Month	Attendance	Total Programs Prior Year	Attendance Prior Year	Attendance % Change
Programs--Adult Audience					
Arch Ward and the Golden Gloves	1	7			
BookBites Popular Fiction Discussion	1	20			
Book Discussions- Literary	2	12			
Book Discussion - Low Vision Group	1	6			
CJE Senior Life	1	0			
Cooking with Chef Cherise - Clean Eating	1	33			
DS 1-2-1 Instruction	9	9			
DS 3D Selfie	1	8			
DS Adult Computer Bootcamp Review	1	3			
DS Design Your Own T-Shirt	2	17			
DS Introduction to Garageband	1	4			
DS Memory Lab: Digitize Photos & Videos	1	11			
DS Studio B Open Lab	1	5			
DS Presenting with Prezi: The Basics	1	5			
DS Presenting with Prezi: Beyond the Basics	1	1			
DS Skype Essential	1	8			
DS Snapchat for Beginners	1	2			
DS Tablet Tuesday	1	2			
DS Using Your iPad	1	8			
I Love Pizza: The History of Pizza	1	25			
I Love Pizza: Kickoff Event	1	190			
I Love Pizza: Pizza Topping Voting at Kickoff Event	1	58			
I Love Pizza: Pizza Dough Making	1	35			
I Love Pizza: Pizza Tour Drawing	1	306			
Job Counseling	1	2			
Low Vision Support Group Meeting	1	7			
Niles Songwriters	1	7			
Oscar Nominated Movie: Arrival	2	45			
Oscar Nominated Movie: Florence Jenkins	2	27			
Oscar Nominated Movie: Hell or High Water	2	34			
Oakton ESL English as a Second Language Classes	8	433			
Oscar Night Party	1	72			
Polish Language Book Discussion	1	8			
Around the World in 80 Days- Polish Language Travel Program	1	115			
Power Employment Workshop: Job Seekers	0	0			
Year in Movies: Recap of 2016's Films and Oscar Preview	2	17			
SCORE Small Business Advice	4	2			
Senior Coffee Hour: Chordmasters Barbershop Quartet	1	45			
Shakespeare Project: <i>The Changeling</i>	1	66			
Shakespeare Project After Performance Discussion	1	40			
Total Adult Programs	61	1,668	46	1,176	41.84%
Library Exhibit: "I Love Pizza"	1	1,005			
Community Meetings in Library Spaces					
Jewish Genealogical Society of Illinois	1	10			
Niles Township Toastmasters	3	85			
Muslim Homeschoolers	4	102			
Mohammed M. Haq	3	24			
Niles All American Toastmasters	2	20			
Karol Verson - Play Discussion Group	4	60			
Karol Verson - Film Discussion Group	4	80			
Total Community Meetings	21	211	18	103	104.85%
GRAND TOTAL PROGRAM AND ATTENDANCE	182	4,541	193	5,408	-16.03%

Patron Suggestions and Comments for March 2017

Responses to Patron Suggestions and Comments

Suggestions

Coat rack/hangers would be appreciated in our favorite library ☺ especially in the kids' area. Thank you. We will look into putting some hooks in. Thanks for the suggestion.

I would like to have some math program similar to reading program for kindergarten and above. Some math worksheet will help out. Y. D.

We can look into this as part of our STEAM (Science, Technology, Engineering, Arts and Math) programming. Thanks for the suggestion.

Can you guys get the *Lego Batman Movie*. A. S.

The *Lego Batman Movie* is in theaters now, so it will be awhile before it is available on DVD and BluRay. When it is available, we will definitely buy it!

Frustrations

There were none.

Comments

I enjoyed doing projects with the vinyl cutter. Have done votives and a t-shirt. The instructors (Darlene and Bernadetta) were well versed. M. C.

Just took the t-shirt class with the vinyl (heat transfer) cutter—it was so awesome and fun. Please have more of these classes. The instructors Bernadetta and Darlene were so helpful and knowledgeable. Thank you.

That is great to hear—we love that people are able to use tools to create things here at the Library. I will be sure to pass your comments along to Bernadetta, Darlene, and their supervisor.



NILES PUBLIC LIBRARY DISTRICT

6960 Oakton Street, Niles, IL 60714 | 847.663.1234 T | 847.663.1350 F | www.nileslibrary.org

February 23, 2017

The Honorable Jan Schakowsky
1852 Johns Drive
Glenview IL 60025

Dear Congresswoman Schakowsky—

As you know, the Niles Public Library District is part of your congressional district, and I thought you might like to know that the Board of Trustees has voted to change the Library's name. As part of our strategic planning process, we spoke with members of the community as well as many community partners. It was clear that most people had no idea that the Niles Public Library District served not just the 30,000 people of the Village of Niles, but also the same number in unincorporated Maine Township (along with a little piece of Northfield Township as well). The Board decided that a name change might help everyone understand that even for those with addresses in unincorporated Des Plaines and unincorporated Glenview, we are their library.

The new name as of July 1, 2017 will be the Niles-Maine District Library. Our library offers cutting edge technology, a vigorous outreach program reaching out to the schools, daycares, homebound and senior patrons, as well as a wide array of programs for all ages and interests, while maintaining the traditional library services that our patrons value.

I want to extend an invitation to you to use the Library to keep in touch with your constituents, or to present information to the community. You and your staff are always welcome. On behalf of the Library and its Board of Trustees, thank you for all the work you are doing on behalf of the people of the soon-to-be Niles-Maine District Library.

Best regards,

Susan Dove Lempke

Library Director

847-663-6401/slempke@nileslibrary.org

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

The Process

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

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

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

What We Heard

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

Evaluation & Collaboration

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

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

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

Our Mission:

Engage, Inform, Enrich, Educate

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

March 15, 2017

New Business - Recommended Actions

A. Recommended Action on New Mission Statement

MOVE the Library Board of Trustees adopt a new mission statement for the Niles Public Library District, which reads: Engage, Inform, Enrich, Educate.

Memorandum A of Recommended Board Action

At the Strategic Planning Retreat, our consultants encouraged us to revisit our current mission statement, which is long, verbose, and uninspiring. After discussion, we came up with these four words which add up to a more inspiring summary of what we do for our patrons.

1.01 MISSION STATEMENT

The mission of the Niles Public Library District (NPLD) is to enrich the community by meeting its informational, educational, cultural and recreational needs by providing a wide variety of materials, resources, and services as well as a friendly, experienced and professional staff in a safe and welcoming environment.

Adopted by the Niles Public Library District Board of Trustees 11.11.87; 8.15.07

New Business—Recommended Actions

B. Recommended Action on Support Agreement from Hewlett Packard

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

Memorandum B of Recommended Board Action

The original term of the software and hardware support for the equipment configuration purchased in 2011 and installed in 2012 was five years. This support agreement expires in early April. Therefore it is necessary to extend the agreement. The pricing of the support contract is from the WSCCA pre-bid price list so it was not necessary to solicit additional bids as is normally our practice.

Please see the price quote following for additional details.

New Business Quotes
Hewlett Packard Enterprise Company
8000 FOOTHILLS BLVD MS 5511
ROSEVILLE CA 95747

RICHARD WOZNICKZA
Niles Public Library District
6960 W OAKTON ST
NILES IL 60714-3025

10/19/2016

Support Account Reference: NILES5314273429
HPE Reference Number: 47174361

Dear RICHARD WOZNICKZA:

Enclosed is a Hewlett Packard Enterprise support service quote for your products. Review the services, support items, coverage dates, addresses, and company contacts for accuracy. Please advise Hewlett Packard Enterprise of any changes prior to submitting your purchase order or authorization. To order support services detailed in this package, please return billing authorization by choosing one of the following convenient options. Subject to HPE Customer Terms - Support or purchase agreement with Hewlett Packard Enterprise and if applicable, Exhibit E24.

Option 1: Provide an open-ended purchase order. An open-ended purchase order allows Hewlett Packard Enterprise to add products to your agreement as necessary, as well as renew your support from year to year. Cancellation of the support service agreement requires a 30-day written notice.

Option 2: Provide a PO for the coverage dates specified in the enclosed referenced proposal.
Your PO must note at least one of the following, along with the support coverage period:

1. Hewlett Packard Enterprise Reference (quote) number(s),
2. Support Account Reference(s) (SAR)
3. Service Agreement ID(s) (SAID)
4. AMP ID(s)

* If there is an approval signature section on your PO then it should be signed/approved before sending to Hewlett Packard Enterprise. Please indicate if you are taxable or tax exempt. If your organization is Tax Exempt, please send a copy of your Tax Exemption Certificate with your PO. Include your billing frequency and current invoice-to address.

Option 3: Sign and return the attached Signature Authorization Form (SAM).

* If you provide authorization via the SAM form (Signature Authorization Method), please insure that all of the applicable boxes are checked on the form, along with the printed name and signature of the authorizing party.

Note: If the information in Options 1 through 3 is not included in your PO or SAM Form then Hewlett Packard Enterprise will need to contact you to collect this missing data, which will cause a delay in activating your support contract(s). Hewlett Packard Enterprise requires these details for audit purposes.

Hewlett Packard Enterprise values your business and looks forward to providing you with continued support. If you require further assistance, please contact your Contract Administrator at (800) 386-1115 OPT-4-4-2. You can send your PO or SAM to your Support Services Representative, or FAX it to (800) 307-0361.

Sincerely,
New Business Quotes
Contract Admin.

SIGNATURE AUTHORIZATION METHOD (SAM)

The Signature Authorization Method (SAM) may be used to order Hewlett Packard Enterprise (HPE) Support Services **ONLY IF A PURCHASE ORDER IS NOT REQUIRED TO AUTHORIZE SERVICE DELIVERY AND REMIT PAYMENT.** This SAM form, including the quotation(s) and governing terms referenced herein shall be referred to collectively as the "Support Agreement."

(1) Customer Information:

Company Name
Niles Public Library District

Invoice to Address
6960 W OAKTON ST
NILES IL 60714-3025

(2) Contract Information: Unless otherwise notified all quotes under the AMP ID below will be renewed:

Initial Quote Number: 47174361

** AMP ID: 600088552NBQ

Support Account Reference: NILES5314273429

Coverage Period: 04/05/2017 - 04/04/2020

***The enclosed Support Account Overview dated 10/19/2016 summarizes the quotes contained within the above AMP ID.

This quote bundle is valid until: 01/17/2017

Check as applicable if your authorization is open-ended.

The following term applies only to open-ended support agreements. This Support Agreement is for the period stated on Hewlett Packard Enterprise's quote. It will be extended without modification by consecutive terms of 12 months unless one of the parties gives written notice in accordance with the underlying business terms prior to the end of the respective 12 months. If modifications of the Support Agreement are necessary, Hewlett Packard Enterprise will notify Customer in writing 60 days before the modifications are effective. Customer may terminate this Support Agreement within 30 days from receipt of notice. If Customer does not exercise this right of termination, this Support Agreement will be continued to the end of the current term with the modifications, and extended by consecutive 12-month terms. Re-pricing will occur automatically without further authorization.

(3) REQUIRED- Tax Information:

Taxable OR Tax Exempt Exemption # _____ (Attach copy of exemption certificate)

(4) REQUIRED- Billing Frequency: Do not enclose Payment. Please select one of the following:

Please bill me: Pre-Pay up front for the entire coverage term

Annually

Quarterly (Total annual amount must exceed \$2400)

Semi-Annually (Total annual amount must exceed \$2400)

Monthly (Total annual amount must exceed \$2400)

Charge my credit card. Check one: Visa MasterCard American Express

For your protection, please call your HPE Sales Representative or Contract Admin with the credit card number.

Cardholder Name (Print) _____

Cardholder's Signature _____

Credit Card Invoice-To Address _____

(5) REQUIRED- Service Authorization and Terms and Conditions:

Customer's signature on this form constitutes authorization for Hewlett Packard Enterprise to invoice Customer for the Hewlett Packard Enterprise support services represented in this Support Agreement. This support agreement will be governed by the following:
i) The purchase agreement currently in effect between Customer and Hewlett Packard Enterprise that includes the delivery of Support Services, or if none, the Hewlett Packard Enterprise Customer Terms-Support (CTSP01), the Supplemental Data Sheet (CTDS01); and ii) any applicable Transaction Documents thereto.

Authorized Signature and Date

Printed Name, Title and Phone Number

(6) Completed form should be returned to:

Hewlett Packard Enterprise Company
New Business Quotes
8000 FOOTHILLS BLVD MS 5511
ROSEVILLE, CA 95747

TEL: (800) 386-1115 OPT-4-4-2
FAX: (800) 307-0361

Support Account Overview

AMP ID: 600088552NBQ
Special Terms and Conditions No: S

Customer Address:
Niles Public Library District
6960 W OAKTON ST
NILES IL 60714-3025

HPE Address:
Hewlett Packard Enterprise Company
8000 FOOTHILLS BLVD MS 5511
ROSEVILLE CA 95747

Customer Contact:
RICHARD WOZNICKZA
Tel: (847) 663-6673
Fax:
E-mail rwoz@nileslibrary.org

HPE Contact:
New Business Quotes
Tel: (800) 386-1115 OPT-4-4-2
Fax: (800) 307-0361

This quote is valid until 01/17/2017

This order is governed by the specific agreement referenced below in the comment section. If none is identified, then Hewlett Packard Enterprise's standard terms, as indicated below for the services you purchased will apply. Either one is the "Agreement". Multi-year support renewals are governed by the Exhibit E24 in addition to the Agreement unless otherwise specified.

Hewlett Packard Enterprise Standard Terms:

For HPE Software Support terms and datasheets, visit https://www.hpe.com/software/support_options

For HPE terms for Software-as-a-Service, visit www.hpe.com/docs/customerterms

For all other support terms and datasheets, including information on the format of this document, visit:

www.hpe.com/services/supportdocs2

Your Support Access Options for Service Agreement Customers:

- **Manage your service agreement online, visit** - <https://s360.hpe.com/> / <https://esam.hpe.com>
- **HPE Support Center** - www.hpe.com/support/hpesc
- **HPE Software Support Online** <https://softwaresupport.hpe.com>

Please have your Service Agreement ID and Product/Serial available to expedite your support experience.

For Support, please call: 800-633-3600

Support Account Reference	Service Agreement ID	Coverage Period From:	To:	Description	Contract Total/USD
NILES5314273429	1046 8531 1614	04/05/2017	04/04/2020	Case 5314273429 / CSIF ID DAUS00-106865N	18,992.74
				Total Excluding Taxes	18,992.74

Please refer to the payment schedule for prices to be invoiced yearly in advance.

Support Account Overview

AMP ID: 600088552NBQ

Customer Address:

Niles Public Library District
6960 W OAKTON ST
NILES IL 60714-3025

HPE Address:

Hewlett Packard Enterprise Company
8000 FOOTHILLS BLVD MS 5511
ROSEVILLE CA 95747

Support Account Reference	Coverage Period From: To:	Description	Contract Total/USD
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Summary of Charges

Hardware Support	18,043.78
Software Helpdesk Services	650.88
Software Support-Labor	189.72
Software Support-Materials	108.36
Total Excluding Taxes	18,992.74

Total excludes all taxes. If applicable, taxes will be added at the time of invoicing at the current tax rate.
Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.
Refer to the detail document for any applicable state & local tax

Please refer to the payment schedule for prices to be invoiced yearly in advance.

Support Account Detail

Special Terms and Conditions No: S
Your PO Reference:
CCRN Number: 0468531160

Support Account Reference:
NILES5314273429

HPE Reference No.: 47174361

Equipment Address:
 Niles Public Library District
 6960 W OAKTON ST
 NILES IL 60714-3025

Software Update Address:
 Niles Public Library District
 6960 W OAKTON ST
 NILES IL 60714-3025

Hardware Contact:
 RICHARD WOZNICKZA
 Tel: (847) 663-6673
 Fax:

Software Contact:
 RICHARD WOZNICKZA
 Tel: (847) 663-6673
 Fax:

This quote is valid until 01/17/2017
Coverage from: 04/05/2017 to: 04/04/2020

Service Agreement ID: 1046 8531 1614 For Support, please call: 800-633-3600

Product No.	Description	Serial No.	Coverage Period from: to:	Qty	Price/USD
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H7J35AC HPE Foundation Care 24x7 wDMR SVC
***** Hardware Support *****

HPE Hardware Maintenance Onsite Support

- Hardware Problem Diagnosis
- Onsite Support
- Parts and Material provided
- 4 Hr Onsite Response
- 24 Hrs Std Office Days
- 24 hrs, Day 6
- 24 hrs, Day 7
- Holidays Covered
- Travel Zone 1
- Defective Media Retention

583914-B21	HP DL380G7 SFF CTO Server	USE210XKSE		1	72.26
583914-B21	HP DL380G7 SFF CTO Server	USE210XKS6		1	72.26
583914-B21	HP DL380G7 SFF CTO Server	USE210XKS9		1	72.26
583914-B21	HP DL380G7 SFF CTO Server	USE210XK6T		1	72.26
AJ941A	HPE D2700 Disk Enclosure	CN8138P19F		1	54.94
BL536A	HP 1/8 G2 LTO-5 3000 SAS Autoloader	MXA203Z33B	06/01/2017	1	73.75
BK830A	HP P2000 G3 iSCSI MSA 2-cntrl LFF Array	2S6146C030		1	87.31

HPE Collaborative Remote Support

- Basic Software Phone Support
- Collaborative Call Managemnt
- 24 Hours, Day 1-7 Phone Supp
- Standard Response Time

583914-B21	HP DL380G7 SFF CTO Server	USE210XKSE		1	4.52
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Please refer to the payment schedule for prices to be invoiced yearly in advance.

Special Terms and Conditions No: S

Your PO Reference:

CCRN Number: 0468531160

Product No.	Description	Serial No.	Coverage Period		Qty	Price/USD
			from:	to:		
583914-B21	HP DL380G7 SFF CTO Server	USE210XKS6			1	4.52
583914-B21	HP DL380G7 SFF CTO Server	USE210XKS9			1	4.52
583914-B21	HP DL380G7 SFF CTO Server	USE210XK6T			1	4.52

Discounts

Multi-Year Hdr Disc%	-4%	27.80-
Special Neg HdrDisc%	-20%	133.43-
Pre Payment HdrDisc%	-2%	10.65-

***** Software Support *****

HPE Software Technical Unlimited Support

SW Technical Support
 SW Electronic Support
 24 Hrs Std Office Days
 24 Hrs Day 6
 24 Hrs Day 7
 Holidays Covered
 Standard Response

BK830A	HP P2000 G3 iSCSI MSA 2-cntrl LFF Array	2S6146C030	1	5.27
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HPE Software Updates SVC

License to Use & SW Updates
 HPE Recommended SW Upd Method
 HPE Recommended Doc Upd Method

BK830A	HP P2000 G3 iSCSI MSA 2-cntrl LFF Array	2S6146C030	1	3.01
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Discounts

Multi-Year Hdr Disc%	-4%	0.44-
Special Neg HdrDisc%	-20%	2.11-
Pre Payment HdrDisc%	-2%	0.17-

Please refer to the payment schedule for prices to be invoiced yearly in advance.

Special Terms and Conditions No: S

Your PO Reference:

CCRN Number: 0468531160

Product No.	Description	Serial No.	Coverage Period		Qty	Price/USD
			from:	to:		

Summary of Charges

Hardware Support	505.04
Hardware Support Tax IL	0.00
Software Helpdesk Services	18.08
Software Helpdesk Services Tax IL	0.00
Software Support-Labor	5.27
Software Support-Labor Tax IL	0.00
Software Support-Materials	3.01
Software Support-Materials Tax IL	0.31
TOTAL INCLUDING TAX	531.71

Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing.

Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.

Please refer to the payment schedule for prices to be invoiced yearly in advance.

Payment Schedule as of 10/19/2016

AMP ID: 600088552NBQ

Settlement Period from: From: 04/05/2017 to: 04/04/2020

Support Account Reference	04/05/2017	04/05/2018	04/05/2019
	04/04/2018	04/04/2019	04/04/2020
NILES5314273429	6,239.14	6,376.80	6,376.80
Applicable tax to be added to the invoice.			

Print Date 10/19/2016

Page 6 / 6

Please refer to the payment schedule for prices to be invoiced yearly in advance. Price in USD.

March 15, 2017

Unfinished Business—Recommended Actions

A. Recommended Action on Personnel Policy 4.31

Bring back to the table the previous motion from the January, 2017 meeting to approve new Personnel Policy 4.31 No Solicitation/No Distribution, which was moved by Trustee Spadoni and seconded by Trustee Dimond.

Memorandum A of Recommended Board Action

At Trustee Spadoni's suggestion, we have added wording to the policy which was introduced at the January meeting to make it clear that this policy does not apply to items that are being sold or distributed on behalf of the Library. At Attorney Dennis Walsh's recommendation, we have removed the final sentence which included patrons in this personnel policy.

4.31 NO SOLICITATION/NO DISTRIBUTION

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch or other breaks) may not solicit or distribute literature or printed material of any kind to employees who are on working time. This rule does not apply to materials being sold or given out by the Library District.