



Niles Public Library District

Regular Board Meeting

Wednesday, February 15, 2017 7:00 PM

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

February 15, 2017

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - A. Approve the Minutes of the Regular Board Meeting of January 18, 2017 4
4. Presentation of Patriotic Service Award to Reference Librarian Neal O'Shea
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve the payment of the bills for operating expenses of \$221,749.72, payroll expenses of \$265,290.73, Special Reserve expenses of \$9,027.00 for a total monthly expense of \$496,067.45 15
 - C. Approve the December payment of the bills for operating expenses of \$239,101.89, payroll expenses of \$276,903.29, Special Reserve expenses of \$7,411.60, for a total monthly expense of \$523,416.78 21
7. Director's Report
 - A. Highlights 24
 - B. Monthly Statistics 30
8. Communications 35
9. Committee Reports
 - A. Building and Grounds
 - B. Technology
10. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
11. Secretary's Report
12. New Business

Board Meeting Agenda - February 15, 2017

- A. Discussion of Possible Passport Service
- B. Presentation of Budget Timeline
- C. Approve Changes to Personnel Policy 4.08 Vacation Policies 41
- D. Discussion of trustee procedures regarding requests for information and contacting staff
- 13. Unfinished Business
 - A. Approve Ordinance 17-01 Changing the Name of the Niles Public Library District and Its Board of Trustees 42
 - B. Approve Changes to Administrative Policy 3.02 Library Rules 46
 - C. Approve new Personnel Policy 4.31 No Solicitation/No Distribution 51
- 14. Other
- 15. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
January 18, 2017
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

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

Trustees Present

Linda Ryan, Karen Dimond, Barbara Nakanishi, Rob Breit, Tim Spadoni.
Carolyn Drblik arrived at 7:04. Patti Rozanski gave previous notice.

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

Others Present

Chris Hanusiak, Tom Robb (Niles Journal), Dennis Martin

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. Rademacher.

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 December 14, 2016. Trustee Spadoni seconded.

Roll Call Vote: Ayes: Nakanishi, Breit, Spadoni, Drblik, Ryan. Nays: None. Abstain: Dimond. Motion passed.

Public Comment

Chris Hanusiak referred to an article in the Dec. 22, 2016 issue of the Bugle which discussed the Board's decision to stop sending the book sale funds to the Friends of the Niles Library. He expressed his disgust for the Board's actions and demanded that the funds be transferred to the Friends.

Treasurer's Report

The Library Board reviewed the December 2016 Treasurer's Report and narrative as prepared by Mr. Pritz. An extended discussion of the book sale funds ensued, raised by Trustee Drblik.

Director's Report

Ms. Lempke pointed out the Trustee calendar at the back of her monthly report, especially the Pizza Exhibit kick-off on Friday, February 3, and the Legislative Breakfast on Presidents' Day (Monday, February 20). She reviewed the strategic planning project to date.

Communications

They were included in the Board packet.

Committee Reports

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

Trustee Nakanishi reported that the committee met with Architect Dan Pohrte, who presented his ideas for exterior signage, and in the course of that discussion the possibility of changing the District name came up. In the Board meeting, there followed some discussion about what townships make up the Library District, and it was determined that although it is mostly Niles and Maine townships, there is a small triangle above Golf Road in Northfield Township as well.

The B&G Committee also reviewed the plans for a renovation of the KidSpace bathrooms. Ms. Lempke said that our lawyer has informed us that we will need to bid this project out, so that now we are planning to do include both the third floor bathroom renovation and the KidSpace project together.

Liaison Reports

Friends of the Library

Trustee Drblik reported that the January meeting was cancelled.

Legislative

There was no report.

RAILS

There was no report.

Secretary's Report

There was no report.

New Business

Changes to Personnel Policy 4.17 Electronic Communications Use

Trustee Dimond MOVED that the Board of the Niles Public Library District approve changes to Personnel Policy 4.17 Electronic Communications Use. Trustee Breit seconded. Ms. Lempke explained that the changes updated the policy and simplified it from nine pages to two.

Roll Call Vote: Ayes: Dimond, Nakanishi, Breit, Spadoni, Drblik, Ryan. Nays: None. Motion passed.

Approve the payment to Visographic in the amount of \$5,891.36

Trustee Nakanishi MOVED to approve the payment to Visographic in the amount of \$5,891.36 for the printing of the Winter issue of Chapter One. Trustee Dimond seconded. Trustee Drblik commented in the roll call that she voted nay because she did not feel enough had been done to try to reduce the cost of printing Chapter One.

Roll Call Vote: Ayes: Nakanishi, Breit, Spadoni, Ryan, Dimond. Nays: Drblik. Motion passed.

Adopt Resolution 17-01 approving a policy for the selection of materials and the use of library materials and facilities

Trustee Nakanishi MOVED that the Board of the Niles Public Library District approve Resolution 17-01 approving a policy for the selection of materials and the use of library materials and facilities. Trustee Spadoni seconded. Ms. Lempke told the Board that the schedule of legal deadlines says that the Board must review related policies and pass this resolution at least every two years. The resolution includes Administrative Policy 3.02 Library Rules; 3.05 Lending Regulations; 3.06 Collection Development; and 3.07 Maintaining the Collection.

Ms. Lempke explained the resources and data that librarians use in selecting material and maintaining the collection. Trustee Spadoni commented that point 7 of policy 3.02 forbids use of the Library for conducting business, which he recalls changing previously. Ms. Lempke agreed that it must have been changed in one place but not another, and said she would bring an amended Library Rules policy to the Board next month.

Roll Call Vote: Ayes: Nakanishi, Breit, Spadoni, Drblik, Ryan, Dimond. Nays: None. Motion passed.

Approve new personnel policies

Trustee Spadoni MOVED that the Board of the Niles Public Library District approve new personnel policies 4.25 Use of Cellular Phones/Library District Phones; 4.26 Employee Classifications; 4.27 Equal Employment Opportunity Statement; 4.28 Reasonable Accommodations; 4.29 Overtime/Timekeeping; 4.30 Pay Deductions; 4.31 No Solicitation/No Distribution; 4.32 Workplace Security and Inspections; 4.33 Whistleblower Compliance. Trustee Dimond seconded.

Director Lempke explained that these were all policies that the Management Association recommended we add to spell out the laws in these areas. Trustee Spadoni commented that Policy 4.31 No Solicitation/No Distribution needed to be narrowed so that staff could sell library-related items. He amended his motion to remove Policy 4.31, and Trustee Dimond accepted the change.

Roll Call Vote: Ayes: Spadoni, Drblik, Ryan, Dimond, Nakanishi, Breit. Nays: None. Motion passed.

Approve 2009-2010 Tax Rate Objection Settlements

Trustee Nakanishi MOVED that the Board of the Niles Public Library District accept the 2009-2010 tax rate settlements recommended by Klein, Thorpe & Jenkins. Trustee Dimond seconded. Mr. Pritz and Trustee Dimond explained how a tax rate objection works and how they differ from PTAB settlements.

Roll Call Vote: Ayes: Nakanishi, Breit, Spadoni, Drblik, Ryan, Dimond. Nays: None. Motion passed.

Choose the name of the Library District, choosing between Niles Public Library District, Niles-Maine District Library, or Niles-Maine Area Library

Trustee Nakanishi MOVED that the Board of the Niles Public Library District change the name of the District to the Niles-Maine District Library or the Niles-Maine Area Library, the motion to be amended after discussion to whichever choice has the most support. Trustee Dimond asked if Trustee Nakanishi would accept a friendly amendment to change the motion to choosing one of the two possibilities or perhaps a third, and Trustee Nakanishi agreed. Trustee Dimond seconded.

Ms. Lempke showed a mock-up prepared by the Graphic Artist of the different versions of the Library logo. She reiterated some of the discussion at the strategic planning retreat for the minutes that people in the north end of the Library District with addresses in unincorporated Des Plaines and unincorporated Glenview did not realize they are members of the District, and that we know from comments made to the Board that people in Niles also do not realize that those people are part of our District. Staff is advocating for a name that makes it clearer to everyone that half of the taxpayers are outside of the Village of Niles. She explained that the purpose of putting District before Library means that when the building is labeled, it will be labeled as a library, not as a district, and that the option of Niles District Library was ruled out because it is the name of the Niles Library in Michigan and would lead to confusion. Trustee Dimond asked about possible costs, but Ms. Lempke said that there will be legal costs in drawing up the ordinance, but that although there will be a lot of time spent on changing things in various places, many things like new library cards could be rolled out gradually. Trustee Spadoni indicated that he preferred the look of Niles Area District Library.

President Ryan conducted a straw poll and five of the trustees raised their hands for Niles-Maine District Library, with the exception of Mr. Spadoni. The Board agreed to instruct our attorney to draw up an ordinance changing the Library name to the Niles-Maine District Library effective July 1, 2017.

Unfinished Business

None

Executive Session

Trustee Nakanishi moved to enter Executive Session for deliberations concerning salary schedules for one or more classes of employees under ILCS 2(c)2 of the Open Meetings Act. Trustee Dimond seconded.

Roll Call Vote: Ayes: Nakanishi, Breit, Spadoni, Drblik, Ryan, Dimond. Nays: None. Motion passed.

Executive session began at 8:41 PM

Executive session ended at 9:22 PM

The regular Board Meeting resumed at 9:23 PM. Roll call was taken. There was no action following the executive session.

Other

None

Adjournment

Trustee Nakanishi MOVED to adjourn. Trustee Spadoni seconded.

Roll Call Vote: Ayes: Nakanishi, Breit, Spadoni, Drblik, Ryan, Dimond. Nays: None. Motion passed.

The meeting adjourned at 9:24 PM.

President

Secretary

DRAFT

Financial Statement Narrative

For the month of January 2017 and the year then ended

Revenue

Revenue exceeded budget expectations by \$13,263 for the month and exceeded expectations by \$272,885 for the year. The year to date variance is due primarily to real estate tax collection rates.

Expenditures

Salaries

Salaries for the month is \$1,156 under budget and short of budget estimates by \$63,737 or 3.4% on the year.

Library Materials

Library Materials for the month is \$6,447 under budget or 10.5% and \$45,901 over budget or 10.6%. 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 \$10,197 under budget or 32.1% for the month and \$32,205 or 14.5% 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 \$6,167 under budget estimates or 25.2% for the month and \$42,032 or 24.6% 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 \$1,959,638 over budget due to the payment of \$2,000,000 to IMRF to reduce our liability.

Utilities

Utilities is within \$1,000 of budgeted expense monthly and \$8,000 year to date.

Net Surplus/(Deficit)

For the month, the Net Deficit is \$452,700 which is \$54,730 favorable to the budgeted net deficit of \$507,431 and \$1,458,557 unfavorable year to date.

Niles Public Library District

Balance Sheet

January 31, 2017

	GENERAL FUND 1/31/2017	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,613,893)	\$168,759	\$1,562,198	\$117,064
Investments	\$7,193,156			\$7,193,156
Total Cash and Investments	\$5,579,262	\$168,759	\$1,562,198	\$7,310,220
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	\$8,848,972	\$305,470	\$1,562,198	\$10,716,640
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$150,661	\$18,645	\$9,027	\$178,334
Accounts Payable-Friends of the Library				
Other Liabilities	\$28,125			\$28,125
Deferred Revenues	\$2,892,223	\$121,858		\$3,014,081
Total Liabilities	\$3,071,009	\$140,504	\$9,027	\$3,220,539
Fund Balance				
Fund Balance	\$5,777,963	\$164,966	\$1,553,171	\$7,496,101
Total Fund Balance	\$5,777,963	\$164,966	\$1,553,171	\$7,496,101
Total Liabilities and Fund Balance	\$8,848,972	\$305,470	\$1,562,198	\$10,716,640

Niles Public Library District Income Statement-Consolidated

January 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$3,450,275	\$3,196,000	\$254,275	\$6,800,000	51%
Replacement Taxes	\$21,790	\$12,083	\$9,707	\$76,703	\$84,583	(\$7,880)	\$145,000	53%
Per Capita Grant							\$44,157	
Grants-Other		\$83	(\$83)		\$583	(\$583)	\$1,000	
Investment Income	\$9,589	\$5,000	\$4,589	\$48,422	\$35,000	\$13,422	\$60,000	81%
Fines	\$2,338	\$4,167	(\$1,828)	\$14,502	\$29,167	(\$14,665)	\$50,000	29%
Lost Books	(\$88)	\$625	(\$713)	\$4,263	\$4,375	(\$112)	\$7,500	57%
Pay For Print	\$3,488	\$1,667	\$1,821	\$14,306	\$11,667	\$2,639	\$20,000	72%
Non-Resident Fees				\$333		\$333		
Flash Drive & Ear Bud Sales				\$30		\$30		
Commissions & Fees				\$14		\$14		
Donations-Friends of the Library		\$117	(\$117)		\$817	(\$817)	\$1,400	
Donations				\$55		\$55		
Miscellaneous		\$113	(\$113)	\$26,961	\$788	\$26,174	\$1,350	1,997%
Total Revenues	\$37,117	\$23,854	\$13,263	\$3,635,864	\$3,362,979	\$272,885	\$7,130,407	51%
Expenditures								
Salaries								
Library Director	\$10,472	\$10,508	\$36	\$73,709	\$73,555	(\$154)	\$126,094	58%
Payroll-Department Managers	\$14,382	\$14,361	(\$22)	\$100,405	\$100,525	\$121	\$172,329	58%
Payroll-Division Supervisors	\$37,133	\$36,481	(\$652)	\$254,277	\$255,369	\$1,092	\$437,775	58%
Payroll-Librarian I	\$99,074	\$101,000	\$1,926	\$679,569	\$706,997	\$27,427	\$1,211,994	56%
Payroll-Library Grade V	\$60,615	\$59,874	(\$741)	\$403,995	\$419,115	\$15,119	\$718,482	56%
Payroll-Library Grade VI	\$28,696	\$25,476	(\$3,220)	\$178,770	\$178,332	(\$438)	\$305,712	58%
Payroll-Library Pages	\$8,866	\$10,240	\$1,373	\$56,810	\$71,677	\$14,866	\$122,874	46%
Payroll-Sundays	\$5,704	\$7,167	\$1,463	\$48,183	\$50,167	\$1,984	\$86,000	56%
Adjustments		\$833	\$833		\$5,833	\$5,833	\$10,000	
Substitutes	\$757	\$917	\$160	\$8,530	\$6,417	(\$2,113)	\$11,000	78%
Total Salaries	\$265,699	\$266,855	\$1,156	\$1,804,248	\$1,867,985	\$63,737	\$3,202,260	56%

Niles Public Library District
Income Statement-Consolidated

January 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$13,429	\$14,458	\$1,029	\$95,719	\$101,208	\$5,490	\$173,500	55%
Books-Youth Services	\$9,475	\$6,250	(\$3,225)	\$39,959	\$43,750	\$3,791	\$75,000	53%
Books-Teen	\$750	\$1,250	\$500	\$7,581	\$8,750	\$1,169	\$15,000	51%
Downloadables	\$3,986	\$6,667	\$2,680	\$59,247	\$46,667	(\$12,581)	\$80,000	74%
Periodicals	\$20,187	\$3,000	(\$17,187)	\$31,871	\$21,000	(\$10,871)	\$36,000	89%
AV-Adult	\$4,852	\$10,083	\$5,232	\$81,267	\$70,583	(\$10,684)	\$121,000	67%
AV-Youth Services	\$1,988	\$3,500	\$1,512	\$16,139	\$24,500	\$8,361	\$42,000	38%
AV-Teen	\$511	\$1,000	\$489	\$5,365	\$7,000	\$1,635	\$12,000	45%
Online Databases		\$15,417	\$15,417	\$140,127	\$107,917	(\$32,211)	\$185,000	76%
Total Library Materials	\$55,178	\$61,625	\$6,447	\$477,276	\$431,375	(\$45,901)	\$739,500	65%
Library Operating Expenditures								
CCS Charges	\$6,471	\$6,471	\$0	\$45,297	\$45,298	\$1	\$77,654	58%
Processing & Supplies	\$1,764	\$1,333	(\$430)	\$17,047	\$9,333	(\$7,713)	\$16,000	107%
Internet Charges	\$751	\$1,408	\$657	\$7,630	\$9,858	\$2,228	\$16,900	45%
Software, Licenses	\$463	\$6,759	\$6,296	\$40,217	\$47,316	\$7,099	\$81,113	50%
Printing	\$2,152	\$3,729	\$1,577	\$16,126	\$26,104	\$9,978	\$44,750	36%
Library Supplies	\$442	\$675	\$233	\$4,775	\$4,725	(\$50)	\$8,100	59%
Programming & Support-Adult	\$4,016	\$1,913	(\$2,103)	\$16,038	\$13,390	(\$2,647)	\$22,955	70%
Programming & Support-Juvenile	\$2,102	\$3,404	\$1,302	\$17,962	\$23,829	\$5,867	\$40,850	44%
Programming & Support-Events	\$656	\$492	(\$164)	\$3,073	\$3,442	\$369	\$5,900	52%
Programming & Support-Teen	\$241	\$608	\$367	\$3,578	\$4,258	\$681	\$7,300	49%
Public Performing Rights		\$117	\$117	\$1,469	\$817	(\$653)	\$1,400	105%
Computer Charges OCLC	\$927	\$927	\$0	\$6,489	\$6,490	\$1	\$11,126	58%
Miscellaneous	\$162	\$83	(\$79)	\$1,075	\$583	(\$492)	\$1,000	107%
Per Capita Grant Expenditures	\$1,287	\$3,680	\$2,393	\$8,872	\$25,758	\$16,886	\$44,157	20%
Grant - Other Expenditures		\$83	\$83		\$583	\$583	\$1,000	
Volunteers	\$179	\$125	(\$54)	\$810	\$875	\$65	\$1,500	54%
Total Library Operating Expenditures	\$21,612	\$31,809	\$10,197	\$190,456	\$222,661	\$32,205	\$381,705	50%

Niles Public Library District
Income Statement-Consolidated

January 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,578	\$2,667	\$1,089	\$17,319	\$18,667	\$1,348	\$32,000	54%
Copiers	\$384	\$983	\$599	\$4,155	\$6,883	\$2,729	\$11,800	35%
Professional Development	\$1,188	\$2,368	\$1,180	\$9,044	\$16,575	\$7,532	\$28,415	32%
Mileage	\$151	\$213	\$62	\$2,049	\$1,488	(\$562)	\$2,550	80%
Professional Collection		\$83	\$83	\$370	\$583	\$213	\$1,000	37%
Legal Fees	\$267	\$2,083	\$1,816	\$7,107	\$14,583	\$7,477	\$25,000	28%
Consultants	\$1,608	\$5,417	\$3,809	\$22,616	\$37,917	\$15,300	\$65,000	35%
Kitchen Supplies		\$125	\$125	\$394	\$875	\$481	\$1,500	26%
Promotional Expense	\$1,493	\$1,913	\$419	\$8,787	\$13,388	\$4,601	\$22,950	38%
Office Supplies	\$3,126	\$2,083	(\$1,043)	\$11,781	\$14,583	\$2,802	\$25,000	47%
Postage & Freight	\$3,132	\$1,500	(\$1,632)	\$10,980	\$10,500	(\$480)	\$18,000	61%
Publication of Notices-Advertisements		\$100	\$100	\$1,213	\$700	(\$513)	\$1,200	101%
Subscriptions & Dues		\$990	\$990	\$5,903	\$6,933	\$1,030	\$11,885	50%
Collection Services		\$83	\$83	\$136	\$583	\$447	\$1,000	14%
Telephone	\$1,657	\$1,083	(\$574)	\$9,671	\$7,583	(\$2,088)	\$13,000	74%
Trustee Expense		\$333	\$333	\$147	\$2,333	\$2,187	\$4,000	4%
Payroll Service	\$2,585	\$1,250	(\$1,335)	\$9,739	\$8,750	(\$989)	\$15,000	65%
Bank Fees	\$215	\$275	\$60	\$1,407	\$1,925	\$518	\$3,300	43%
Parking Lease	\$881	\$881		\$6,167	\$6,167		\$10,572	58%
Total General and Administration	\$18,264	\$24,431	\$6,167	\$128,984	\$171,017	\$42,032	\$293,172	44%
Vehicle Operation								
Gas, Oil, Grease	\$74	\$83	\$9	\$380	\$583	\$203	\$1,000	38%
Repairs & Maintenance		\$150	\$150	\$395	\$1,050	\$655	\$1,800	22%
Miscellaneous		\$8	\$8		\$58	\$58	\$100	
Auto Insurance				\$2,607	\$1,435	(\$1,172)	\$1,435	182%
Total Vehicle Operation	\$74	\$242	\$167	\$3,383	\$3,127	(\$256)	\$4,335	78%

Niles Public Library District
Income Statement-Consolidated

January 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$19,137	\$20,833	\$1,696	\$2,129,938	\$145,833	(\$1,984,104)	\$250,000	852%
Group Health	\$39,143	\$43,347	\$4,204	\$282,188	\$303,426	\$21,237	\$520,158	54%
Health Reimbursement Account	\$9,763	\$5,500	(\$4,263)	\$35,696	\$38,500	\$2,805	\$66,000	54%
Dental	\$1,528	\$1,667	\$138	\$11,374	\$11,667	\$293	\$20,000	57%
Vision	\$549	\$583	\$34	\$3,765	\$4,083	\$319	\$7,000	54%
FSA fee	\$60	\$100	\$40	\$720	\$700	(\$20)	\$1,200	60%
Life, LTD, AD&D, STD	\$1,486	\$1,500	\$14	\$10,667	\$10,500	(\$167)	\$18,000	59%
Total Employee Fringe Benefits	\$71,667	\$73,530	\$1,863	\$2,474,347	\$514,709	(\$1,959,638)	\$882,358	280%
Utilities								
Gas	\$2,770	\$1,250	(\$1,520)	\$5,814	\$8,750	\$2,936	\$15,000	39%
Electric	\$6,233	\$8,333	\$2,101	\$53,755	\$58,333	\$4,579	\$100,000	54%
Water	\$171	\$667	\$495	\$4,341	\$4,667	\$325	\$8,000	54%
Total Utilities	\$9,174	\$10,250	\$1,076	\$63,910	\$71,750	\$7,840	\$123,000	52%
Capital Expenditures								
Special Reserve - Building	\$3,697	\$8,550	\$4,853	\$32,642	\$59,850	\$27,208	\$102,600	32%
Special Reserve - Equipment	\$5,330	\$12,333	\$7,003	\$31,149	\$86,333	\$55,184	\$148,000	21%
Total Capital Expenditures	\$9,027	\$20,883	\$11,856	\$63,791	\$146,183	\$82,392	\$250,600	25%
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**

January 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$18,897	\$20,631	\$1,735	\$134,138	\$144,418	\$10,280	\$247,573	54%
Total Social Security Expenditures	\$18,897	\$20,631	\$1,735	\$134,138	\$144,418	\$10,280	\$247,573	54%
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	\$4,076	\$1,458	(\$2,617)	\$7,988	\$10,208	\$2,220	\$17,500	46%
Total Unemployment Compensation Expenditures	\$4,076	\$1,458	(\$2,617)	\$7,988	\$10,208	\$2,220	\$17,500	46%
Building & Equipment Maintenance								
Repairs & Improvements	\$5,388	\$3,833	(\$1,555)	\$39,453	\$26,833	(\$12,620)	\$46,000	86%
Contractual Maintenance	\$2,151	\$3,333	\$1,183	\$17,408	\$23,333	\$5,925	\$40,000	44%
Non-Contractual Maintenance	\$218	\$1,250	\$1,032	\$18,599	\$8,750	(\$9,849)	\$15,000	124%
Equipment Maintenance		\$5,250	\$5,250	\$2,855	\$36,750	\$33,895	\$63,000	5%
Non Capital Expenses		\$833	\$833	\$3,015	\$5,833	\$2,818	\$10,000	30%
Furniture & Fixtures	\$8,392	\$5,071	(\$3,321)	\$21,918	\$35,496	\$13,578	\$60,850	36%
Total Building & Equipment Maintenance Expenditures	\$16,148	\$19,571	\$3,423	\$103,249	\$136,996	\$33,747	\$234,850	44%
Total Expenditures	\$489,818	\$531,285	\$41,467	\$5,518,198	\$3,786,756	(\$1,731,442)	\$6,443,181	86%
NET SURPLUS/(DEFICIT)	(\$452,700)	(\$507,431)	\$54,730	(\$1,882,334)	(\$423,777)	(\$1,458,557)	\$687,226	(274)%

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74526	Accounts Payable	Computer Check	2/15/2017	AFLAC	\$0.00	\$339.04	(\$339.04)	2/28/2017	Outstanding
74527	Accounts Payable	Computer Check	2/15/2017	ALLIANCE ENTERTAINMENT	\$0.00	\$1,051.83	(\$1,390.87)	2/28/2017	Outstanding
74528	Accounts Payable	Computer Check	2/15/2017	SYNCB/ AMAZON	\$0.00	\$1,711.48	(\$3,102.35)	2/28/2017	Outstanding
74529	Accounts Payable	Computer Check	2/15/2017	ANDERSON-SAFFORD	\$0.00	\$321.40	(\$3,423.75)	2/28/2017	Outstanding
74530	Accounts Payable	Computer Check	2/15/2017	KEVIN ASHCROFT	\$0.00	\$12.99	(\$3,436.74)	2/28/2017	Outstanding
74531	Accounts Payable	Computer Check	2/15/2017	AT&T	\$0.00	\$43.55	(\$3,480.29)	2/28/2017	Outstanding
74532	Accounts Payable	Computer Check	2/15/2017	AT&T	\$0.00	\$427.37	(\$3,907.66)	2/28/2017	Outstanding
74533	Accounts Payable	Computer Check	2/15/2017	AUTOMATIC BUILDING CONTRO	\$0.00	\$1,104.00	(\$5,011.66)	2/28/2017	Outstanding
74534	Accounts Payable	Computer Check	2/15/2017	AVCAFE	\$0.00	\$21.99	(\$5,033.65)	2/28/2017	Outstanding
74535	Accounts Payable	Computer Check	2/15/2017	BAKER & TAYLOR	\$0.00	\$154.56	(\$5,188.21)	2/28/2017	Outstanding
74536	Accounts Payable	Computer Check	2/15/2017	BLACKSTONE AUDIO, INC.	\$0.00	\$7.95	(\$5,196.16)	2/28/2017	Outstanding
74537	Accounts Payable	Computer Check	2/15/2017	DONNA BLOCK	\$0.00	\$83.98	(\$5,280.14)	2/28/2017	Outstanding
74538	Accounts Payable	Computer Check	2/15/2017	BLOCK ELECTRIC COMPANY, IN	\$0.00	\$3,580.00	(\$8,860.14)	2/28/2017	Outstanding
74539	Accounts Payable	Computer Check	2/15/2017	CACS	\$0.00	\$500.00	(\$9,360.14)	2/28/2017	Outstanding
74540	Accounts Payable	Computer Check	2/15/2017	CALL ONE	\$0.00	\$1,185.96	(\$10,546.10)	2/28/2017	Outstanding
74541	Accounts Payable	Computer Check	2/15/2017	CDI COMPUTER DEALERS INC.	\$0.00	\$2,810.00	(\$13,356.10)	2/28/2017	Outstanding
74542	Accounts Payable	Computer Check	2/15/2017	CDW GOVERNMENT, INC.	\$0.00	\$2,520.00	(\$15,876.10)	2/28/2017	Outstanding
74543	Accounts Payable	Computer Check	2/15/2017	CENGAGE LEARNING, INC.	\$0.00	\$1,513.37	(\$17,389.47)	2/28/2017	Outstanding
74544	Accounts Payable	Computer Check	2/15/2017	CINTAS CORPORATION LOC. 769	\$0.00	\$540.00	(\$17,929.47)	2/28/2017	Outstanding
74545	Accounts Payable	Computer Check	2/15/2017	CLASSIC DESIGN AWARDS, INC.	\$0.00	\$51.40	(\$17,980.87)	2/28/2017	Outstanding
74546	Accounts Payable	Computer Check	2/15/2017	COLLEGE OF THE HOLY CROSS	\$0.00	\$50.00	(\$18,030.87)	2/28/2017	Outstanding
74547	Accounts Payable	Computer Check	2/15/2017	COMED	\$0.00	\$6,232.72	(\$24,263.59)	2/28/2017	Outstanding
74548	Accounts Payable	Computer Check	2/15/2017	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$24,763.59)	2/28/2017	Outstanding
74549	Accounts Payable	Computer Check	2/15/2017	COOPERATIVE COMPUTER SERV	\$0.00	\$7,398.00	(\$32,161.59)	2/28/2017	Outstanding
74550	Accounts Payable	Computer Check	2/15/2017	CREATIVE PROMOTIONAL PROD	\$0.00	\$157.05	(\$32,318.64)	2/28/2017	Outstanding
74551	Accounts Payable	Computer Check	2/15/2017	CECILIA CYGNAR	\$0.00	\$93.78	(\$32,412.42)	2/28/2017	Outstanding
74552	Accounts Payable	Computer Check	2/15/2017	RALPH N. DANIELSEN	\$0.00	\$125.00	(\$32,537.42)	2/28/2017	Outstanding
74553	Accounts Payable	Computer Check	2/15/2017	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$33,037.42)	2/28/2017	Outstanding
74554	Accounts Payable	Computer Check	2/15/2017	EBSCO INFORMATION SERVICES	\$0.00	\$18,859.55	(\$51,896.97)	2/28/2017	Outstanding
74555	Accounts Payable	Computer Check	2/15/2017	EMBURY LTD.	\$0.00	\$2,807.00	(\$54,703.97)	2/28/2017	Outstanding
74556	Accounts Payable	Computer Check	2/15/2017	FIFTH THIRD BANK	\$0.00	\$2,094.88	(\$56,798.85)	2/28/2017	Outstanding
74557	Accounts Payable	Computer Check	2/15/2017	FINDAWAY WORLD, LLC	\$0.00	\$277.44	(\$57,076.29)	2/28/2017	Outstanding
74558	Accounts Payable	Computer Check	2/15/2017	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$57,472.29)	2/28/2017	Outstanding
74559	Accounts Payable	Computer Check	2/15/2017	FRENCH BATTLEFIELDS	\$0.00	\$150.00	(\$57,622.29)	2/28/2017	Outstanding
74560	Accounts Payable	Computer Check	2/15/2017	DOROTHEA FRISBIE	\$0.00	\$266.68	(\$57,888.97)	2/28/2017	Outstanding
74561	Accounts Payable	Computer Check	2/15/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,701.28	(\$60,590.25)	2/28/2017	Outstanding
74562	Accounts Payable	Computer Check	2/15/2017	GENESIS TECHNOLOGIES, INC.	\$0.00	\$2,068.59	(\$62,658.84)	2/28/2017	Outstanding
74563	Accounts Payable	Computer Check	2/15/2017	GROOT INDUSTRIES, INC.	\$0.00	\$217.91	(\$62,876.75)	2/28/2017	Outstanding
74564	Accounts Payable	Computer Check	2/15/2017	HALL PASS	\$0.00	\$27.00	(\$62,903.75)	2/28/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74565	Accounts Payable	Computer Check	2/15/2017	HEALTHCARE SERVICE CORPOR	\$0.00	\$46,654.02	(\$109,557.77)	2/28/2017	Outstanding
74566	Accounts Payable	Computer Check	2/15/2017	JAYNE D. HERRING	\$0.00	\$450.00	(\$110,007.77)	2/28/2017	Outstanding
74567	Accounts Payable	Computer Check	2/15/2017	INGRAM LIBRARY SERVICES	\$0.00	\$19,826.26	(\$129,834.03)	2/28/2017	Outstanding
74568	Accounts Payable	Computer Check	2/15/2017	IRON MOUNTAIN	\$0.00	\$161.99	(\$129,996.02)	2/28/2017	Outstanding
74569	Accounts Payable	Computer Check	2/15/2017	KAPCO	\$0.00	\$537.92	(\$130,533.94)	2/28/2017	Outstanding
74570	Accounts Payable	Computer Check	2/15/2017	JAMIE KING	\$0.00	\$15.98	(\$130,549.92)	2/28/2017	Outstanding
74571	Accounts Payable	Computer Check	2/15/2017	KINOKUNIYA BOOKSTORES	\$0.00	\$210.00	(\$130,759.92)	2/28/2017	Outstanding
74572	Accounts Payable	Computer Check	2/15/2017	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$240.00	(\$130,999.92)	2/28/2017	Outstanding
74573	Accounts Payable	Computer Check	2/15/2017	KONE INC.	\$0.00	\$246.66	(\$131,246.58)	2/28/2017	Outstanding
74574	Accounts Payable	Computer Check	2/15/2017	KONICA MINOLTA BUSINESS SO	\$0.00	\$384.48	(\$131,631.06)	2/28/2017	Outstanding
74575	Accounts Payable	Computer Check	2/15/2017	KOREAN BOOKS	\$0.00	\$760.66	(\$132,391.72)	2/28/2017	Outstanding
74576	Accounts Payable	Computer Check	2/15/2017	BERNADETТА KORYCIARZ	\$0.00	\$150.00	(\$132,541.72)	2/28/2017	Outstanding
74577	Accounts Payable	Computer Check	2/15/2017	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$1,409.50	(\$133,951.22)	2/28/2017	Outstanding
74578	Accounts Payable	Computer Check	2/15/2017	SUSAN LEMPKE	\$0.00	\$846.81	(\$134,798.03)	2/28/2017	Outstanding
74579	Accounts Payable	Computer Check	2/15/2017	LIBRARIES FIRST	\$0.00	\$500.00	(\$135,298.03)	2/28/2017	Outstanding
74580	Accounts Payable	Computer Check	2/15/2017	JOHN LYNN	\$0.00	\$250.00	(\$135,548.03)	2/28/2017	Outstanding
74581	Accounts Payable	Computer Check	2/15/2017	MAKERBOT INDUSTRIES LLC	\$0.00	\$399.00	(\$135,947.03)	2/28/2017	Outstanding
74582	Accounts Payable	Computer Check	2/15/2017	HELGI MARROQUIN-GARCIA	\$0.00	\$150.00	(\$136,097.03)	2/28/2017	Outstanding
74583	Accounts Payable	Computer Check	2/15/2017	MARTINA MATHISEN	\$0.00	\$250.00	(\$136,347.03)	2/28/2017	Outstanding
74584	Accounts Payable	Computer Check	2/15/2017	MELISSA MAYBERRY	\$0.00	\$400.00	(\$136,747.03)	2/28/2017	Outstanding
74585	Accounts Payable	Computer Check	2/15/2017	JUDITH MCNULTY	\$0.00	\$15.20	(\$136,762.23)	2/28/2017	Outstanding
74586	Accounts Payable	Computer Check	2/15/2017	MENARDS	\$0.00	\$262.28	(\$137,024.51)	2/28/2017	Outstanding
74587	Accounts Payable	Computer Check	2/15/2017	MIDWEST TAPE	\$0.00	\$5,683.61	(\$142,708.12)	2/28/2017	Outstanding
74588	Accounts Payable	Computer Check	2/15/2017	MARY MILLER	\$0.00	\$21.47	(\$142,729.59)	2/28/2017	Outstanding
74589	Accounts Payable	Computer Check	2/15/2017	MULTICULTURAL BOOKS & VID	\$0.00	\$1,012.99	(\$143,742.58)	2/28/2017	Outstanding
74590	Accounts Payable	Computer Check	2/15/2017	SARAH MUSKIVITCH	\$0.00	\$84.00	(\$143,826.58)	2/28/2017	Outstanding
74591	Accounts Payable	Computer Check	2/15/2017	NEW READERS PRESS	\$0.00	\$63.00	(\$143,889.58)	2/28/2017	Outstanding
74592	Accounts Payable	Computer Check	2/15/2017	NICOR GAS	\$0.00	\$2,770.09	(\$146,659.67)	2/28/2017	Outstanding
74593	Accounts Payable	Computer Check	2/15/2017	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$147,540.67)	2/28/2017	Outstanding
74594	Accounts Payable	Computer Check	2/15/2017	OAK BROOK MECHANICAL SERV	\$0.00	\$1,808.17	(\$149,348.84)	2/28/2017	Outstanding
74595	Accounts Payable	Computer Check	2/15/2017	OMNIGRAPHICS, INC.	\$0.00	\$245.55	(\$149,594.39)	2/28/2017	Outstanding
74596	Accounts Payable	Computer Check	2/15/2017	MICHAELENE ORZECOWSKI	\$0.00	\$50.29	(\$149,644.68)	2/28/2017	Outstanding
74597	Accounts Payable	Computer Check	2/15/2017	OVERDRIVE, INC.	\$0.00	\$3,963.26	(\$153,607.94)	2/28/2017	Outstanding
74598	Accounts Payable	Computer Check	2/15/2017	CLAUDIA PABIAN	\$0.00	\$4.99	(\$153,612.93)	2/28/2017	Outstanding
74599	Accounts Payable	Computer Check	2/15/2017	PARK RIDGE PUBLIC LIBRARY	\$0.00	\$5.00	(\$153,617.93)	2/28/2017	Outstanding
74600	Accounts Payable	Computer Check	2/15/2017	PEAPOD	\$0.00	\$163.32	(\$153,781.25)	2/28/2017	Outstanding
74601	Accounts Payable	Computer Check	2/15/2017	PETERS & ASSOCIATES, INC.	\$0.00	\$1,135.00	(\$154,916.25)	2/28/2017	Outstanding
74602	Accounts Payable	Computer Check	2/15/2017	PETTY CASH	\$0.00	\$21.34	(\$154,937.59)	2/28/2017	Outstanding
74603	Accounts Payable	Computer Check	2/15/2017	TOMASZ PIK	\$0.00	\$150.00	(\$155,087.59)	2/28/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
74604	Accounts Payable	Computer Check	2/15/2017	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$543.90	(\$155,631.49)	2/28/2017	Outstanding
74605	Accounts Payable	Computer Check	2/15/2017	PLIC - SBD GRAND ISLAND	\$0.00	\$1,486.45	(\$157,117.94)	2/28/2017	Outstanding
74606	Accounts Payable	Computer Check	2/15/2017	POLONIA BOOKSTORE, INC.	\$0.00	\$545.56	(\$157,663.50)	2/28/2017	Outstanding
74607	Accounts Payable	Computer Check	2/15/2017	RAINBOW AAT	\$0.00	\$160.00	(\$157,823.50)	2/28/2017	Outstanding
74608	Accounts Payable	Computer Check	2/15/2017	MA DEL ROCIO RODRIGUEZ RAM	\$0.00	\$14.99	(\$157,838.49)	2/28/2017	Outstanding
74609	Accounts Payable	Computer Check	2/15/2017	RESERVE ACCOUNT	\$0.00	\$2,050.00	(\$159,888.49)	2/28/2017	Outstanding
74610	Accounts Payable	Computer Check	2/15/2017	MARY ANN ROHN	\$0.00	\$50.72	(\$159,939.21)	2/28/2017	Outstanding
74611	Accounts Payable	Computer Check	2/15/2017	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$160,609.21)	2/28/2017	Outstanding
74612	Accounts Payable	Computer Check	2/15/2017	CLARA SHEFFER	\$0.00	\$26.74	(\$160,635.95)	2/28/2017	Outstanding
74613	Accounts Payable	Computer Check	2/15/2017	SHELL	\$0.00	\$74.41	(\$160,710.36)	2/28/2017	Outstanding
74614	Accounts Payable	Computer Check	2/15/2017	SIMPLEXGRINNELL	\$0.00	\$3,697.00	(\$164,407.36)	2/28/2017	Outstanding
74615	Accounts Payable	Computer Check	2/15/2017	SUPERIOR COPIES	\$0.00	\$473.32	(\$164,880.68)	2/28/2017	Outstanding
74616	Accounts Payable	Computer Check	2/15/2017	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$490.88	(\$165,371.56)	2/28/2017	Outstanding
74617	Accounts Payable	Computer Check	2/15/2017	KATHY TOY	\$0.00	\$17.66	(\$165,389.22)	2/28/2017	Outstanding
74618	Accounts Payable	Computer Check	2/15/2017	SASHA VASILIC	\$0.00	\$178.07	(\$165,567.29)	2/28/2017	Outstanding
74619	Accounts Payable	Computer Check	2/15/2017	VILLAGE OF NILES	\$0.00	\$171.39	(\$165,738.68)	2/28/2017	Outstanding
74620	Accounts Payable	Computer Check	2/15/2017	VISA	\$0.00	\$10,213.27	(\$175,951.95)	2/28/2017	Outstanding
74621	Accounts Payable	Computer Check	2/15/2017	VISION SERVICE PLAN OF ILLINO	\$0.00	\$641.94	(\$176,593.89)	2/28/2017	Outstanding
74622	Accounts Payable	Computer Check	2/15/2017	WORLD BOOK, INC.	\$0.00	\$527.00	(\$177,120.89)	2/28/2017	Outstanding
74623	Accounts Payable	Computer Check	2/15/2017	RICHARD WOZNICZKA	\$0.00	\$25.55	(\$177,146.44)	2/28/2017	Outstanding
74624	Accounts Payable	Computer Check	2/15/2017	X-PERT LANDSCAPING INC.	\$0.00	\$260.00	(\$177,406.44)	2/28/2017	Outstanding
74625	Accounts Payable	Computer Check	2/15/2017	SHARON YIESLA, HORTICULTURA	\$0.00	\$175.00	(\$177,581.44)	2/28/2017	Outstanding
74626	Accounts Payable	Computer Check	2/15/2017	YING'S KITCHEN, INC.	\$0.00	\$350.00	(\$177,931.44)	2/28/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$177,931.44)
Total Payments:	(\$177,931.44)
Total Change in Register Balance:	(\$177,931.44)

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2961	Accounts Payable	Manual Check	1/16/2017	AMICI RESTAURANT	\$0.00	\$448.05	(\$448.05)	1/31/2017	Outstanding
2962	Accounts Payable	Manual Check	1/25/2017	GENEALOGICAL PUBLISHING CO	\$0.00	\$65.45	(\$513.50)	1/31/2017	Outstanding
2963	Accounts Payable	Manual Check	1/25/2017	GUJARAT SAMACHAR INC.	\$0.00	\$45.00	(\$558.50)	1/31/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$558.50)
Total Payments:	(\$558.50)
Total Change in Register Balance:	(\$558.50)

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>
40-5805-58-00, Special Reserve - Building									
12/30/2016	40999159	Invoice	2238-245	SIMPLEXGRINNELL	SIMPLEXGRINNELL-	Posted	1/31/2017	\$3,697.00	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								\$3,697.00	\$0.00
40-5810-58-00, Special Reserve - Equipment									
12/5/2016	547662	Invoice	2238-215	CDI COMPUTER DEALERS I	CDI COMPUTER DEA	Posted	1/31/2017	\$2,810.00	\$0.00
12/29/2016	GKR7360	Invoice	2238-217	CDW GOVERNMENT, INC.	CDW GOVERNMENT	Posted	1/31/2017	\$2,520.00	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								\$5,330.00	\$0.00
Grand Totals:								\$9,027.00	\$0.00

Niles Public Library District

_SPECIAL RESERVE

Report name: _SPECIAL RESERVE REPORT

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (1/1/2017 to 1/31/2017)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
74422	Accounts Payable	Computer Check	1/18/2017	BAKER & TAYLOR	\$0.00	\$156.07	(\$156.07)	1/31/2017	Outstanding
74423	Accounts Payable	Computer Check	1/18/2017	BLACKSTONE AUDIO, INC.	\$0.00	\$3.97	(\$160.04)	1/31/2017	Outstanding
74424	Accounts Payable	Computer Check	1/18/2017	DONNA BLOCK	\$0.00	\$68.11	(\$228.15)	1/31/2017	Outstanding
74425	Accounts Payable	Computer Check	1/18/2017	BRODART CO.	\$0.00	\$1,118.00	(\$1,346.15)	1/31/2017	Outstanding
74426	Accounts Payable	Computer Check	1/18/2017	CALL ONE	\$0.00	\$1,180.09	(\$2,526.24)	1/31/2017	Outstanding
74427	Accounts Payable	Computer Check	1/18/2017	ARIANNE CAREY	\$0.00	\$174.85	(\$2,701.09)	1/31/2017	Outstanding
74428	Accounts Payable	Computer Check	1/18/2017	SYLVIA CASALETTO	\$0.00	\$9.00	(\$2,710.09)	1/31/2017	Outstanding
74429	Accounts Payable	Computer Check	1/18/2017	CENGAGE LEARNING, INC.	\$0.00	\$826.35	(\$3,536.44)	1/31/2017	Outstanding
74430	Accounts Payable	Computer Check	1/18/2017	CHRIS' LANDSCAPE, INC.	\$0.00	\$70.00	(\$3,606.44)	1/31/2017	Outstanding
74431	Accounts Payable	Computer Check	1/18/2017	CINTAS CORPORATION LOC. 769	\$0.00	\$810.00	(\$4,416.44)	1/31/2017	Outstanding
74432	Accounts Payable	Computer Check	1/18/2017	COMED	\$0.00	\$6,101.79	(\$10,518.23)	1/31/2017	Outstanding
74433	Accounts Payable	Computer Check	1/18/2017	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$11,018.23)	1/31/2017	Outstanding
74434	Accounts Payable	Computer Check	1/18/2017	COOPERATIVE COMPUTER SERV	\$0.00	\$7,398.00	(\$18,416.23)	1/31/2017	Outstanding
74435	Accounts Payable	Computer Check	1/18/2017	COVERALL NORTH AMERICA, IN	\$0.00	\$2,800.00	(\$21,216.23)	1/31/2017	Outstanding
74436	Accounts Payable	Computer Check	1/18/2017	CREATIVE PROMOTIONAL PROD	\$0.00	\$972.15	(\$22,188.38)	1/31/2017	Outstanding
74437	Accounts Payable	Computer Check	1/18/2017	CECILIA CYGNAR	\$0.00	\$12.27	(\$22,200.65)	1/31/2017	Outstanding
74438	Accounts Payable	Computer Check	1/18/2017	EASYPERMIT POSTAGE	\$0.00	\$300.00	(\$22,500.65)	1/31/2017	Outstanding
74439	Accounts Payable	Computer Check	1/18/2017	EBSCO INFORMATION SERVICES	\$0.00	\$23,715.00	(\$46,215.65)	1/31/2017	Outstanding
74440	Accounts Payable	Computer Check	1/18/2017	ELMHURST HISTORICAL MUSEU	\$0.00	\$750.00	(\$46,965.65)	1/31/2017	Outstanding
74441	Accounts Payable	Computer Check	1/18/2017	FIFTH THIRD BANK	\$0.00	\$574.00	(\$47,539.65)	1/31/2017	Outstanding
74442	Accounts Payable	Computer Check	1/18/2017	FIFTH THIRD BANK	\$0.00	\$2,224.10	(\$49,763.75)	1/31/2017	Outstanding
74443	Accounts Payable	Computer Check	1/18/2017	FINDAWAY WORLD, LLC	\$0.00	\$502.38	(\$50,266.13)	1/31/2017	Outstanding
74444	Accounts Payable	Computer Check	1/18/2017	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$150.00	(\$50,416.13)	1/31/2017	Outstanding
74445	Accounts Payable	Computer Check	1/18/2017	FLEXSOURCE, LLC	\$0.00	\$368.00	(\$50,784.13)	1/31/2017	Outstanding
74446	Accounts Payable	Computer Check	1/18/2017	FLOOR INNOVATIONS	\$0.00	\$1,320.00	(\$52,104.13)	1/31/2017	Outstanding
74447	Accounts Payable	Computer Check	1/18/2017	FLYING FOX CONSERVATION FU	\$0.00	\$275.00	(\$52,379.13)	1/31/2017	Outstanding
74448	Accounts Payable	Computer Check	1/18/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,178.60	(\$54,557.73)	1/31/2017	Outstanding
74449	Accounts Payable	Computer Check	1/18/2017	GENEALOGICAL PUBLISHING CO	\$0.00	\$110.45	(\$54,668.18)	1/31/2017	Outstanding
74450	Accounts Payable	Computer Check	1/18/2017	GRAINGER	\$0.00	\$127.40	(\$54,795.58)	1/31/2017	Outstanding
74451	Accounts Payable	Computer Check	1/18/2017	GROOT INDUSTRIES, INC.	\$0.00	\$217.91	(\$55,013.49)	1/31/2017	Outstanding
74452	Accounts Payable	Computer Check	1/18/2017	HAZELNUTS, LLC	\$0.00	\$325.00	(\$55,338.49)	1/31/2017	Outstanding
74453	Accounts Payable	Computer Check	1/18/2017	HEALTHCARE SERVICE CORPOR	\$0.00	\$46,654.02	(\$101,992.51)	1/31/2017	Outstanding
74454	Accounts Payable	Computer Check	1/18/2017	HOUCHEN BINDERY, LTD.	\$0.00	\$379.30	(\$102,371.81)	1/31/2017	Outstanding
74455	Accounts Payable	Computer Check	1/18/2017	INGRAM LIBRARY SERVICES	\$0.00	\$15,108.32	(\$117,480.13)	1/31/2017	Outstanding
74456	Accounts Payable	Computer Check	1/18/2017	ISABELLA L. JUDI	\$0.00	\$9.99	(\$117,490.12)	1/31/2017	Outstanding
74457	Accounts Payable	Computer Check	1/18/2017	KIMBERLY BOLAN & ASSOCIATE	\$0.00	\$2,875.00	(\$120,365.12)	1/31/2017	Outstanding
74458	Accounts Payable	Computer Check	1/18/2017	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$441.50	(\$120,806.62)	1/31/2017	Outstanding
74459	Accounts Payable	Computer Check	1/18/2017	KONE INC.	\$0.00	\$246.66	(\$121,053.28)	1/31/2017	Outstanding
74460	Accounts Payable	Computer Check	1/18/2017	KONICA MINOLTA BUSINESS SO	\$0.00	\$652.78	(\$121,706.06)	1/31/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74461	Accounts Payable	Computer Check	1/18/2017	KOREAN BOOKS	\$0.00	\$539.00	(\$122,245.06)	1/31/2017	Outstanding
74462	Accounts Payable	Computer Check	1/18/2017	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$122,395.06)	1/31/2017	Outstanding
74463	Accounts Payable	Computer Check	1/18/2017	MITCH LEVIN	\$0.00	\$175.00	(\$122,570.06)	1/31/2017	Outstanding
74464	Accounts Payable	Computer Check	1/18/2017	LEXIS NEXIS BUSINESS & ACADEM	\$0.00	\$193.84	(\$122,763.90)	1/31/2017	Outstanding
74465	Accounts Payable	Computer Check	1/18/2017	VICTORIA LUZ	\$0.00	\$18.27	(\$122,782.17)	1/31/2017	Outstanding
74466	Accounts Payable	Computer Check	1/18/2017	MAKERBOT INDUSTRIES LLC	\$0.00	\$373.61	(\$123,155.78)	1/31/2017	Outstanding
74467	Accounts Payable	Computer Check	1/18/2017	BERNARD D. MARTIN	\$0.00	\$250.00	(\$123,405.78)	1/31/2017	Outstanding
74468	Accounts Payable	Computer Check	1/18/2017	MCCLURE INSERRA & COMPANY	\$0.00	\$5,800.00	(\$129,205.78)	1/31/2017	Outstanding
74469	Accounts Payable	Computer Check	1/18/2017	JOAN MCGEE	\$0.00	\$225.00	(\$129,430.78)	1/31/2017	Outstanding
74470	Accounts Payable	Computer Check	1/18/2017	JUDITH MCNULTY	\$0.00	\$11.00	(\$129,441.78)	1/31/2017	Outstanding
74471	Accounts Payable	Computer Check	1/18/2017	KINGA A. MEDREK	\$0.00	\$19.99	(\$129,461.77)	1/31/2017	Outstanding
74472	Accounts Payable	Computer Check	1/18/2017	MENARDS	\$0.00	\$568.49	(\$130,030.26)	1/31/2017	Outstanding
74473	Accounts Payable	Computer Check	1/18/2017	MIDWEST TAPE	\$0.00	\$12,943.43	(\$142,973.69)	1/31/2017	Outstanding
74474	Accounts Payable	Computer Check	1/18/2017	MARY MILLER	\$0.00	\$256.04	(\$143,229.73)	1/31/2017	Outstanding
74475	Accounts Payable	Computer Check	1/18/2017	MOUG	\$0.00	\$40.00	(\$143,269.73)	1/31/2017	Outstanding
74476	Accounts Payable	Computer Check	1/18/2017	MULTICULTURAL BOOKS & VID	\$0.00	\$1,069.44	(\$144,339.17)	1/31/2017	Outstanding
74477	Accounts Payable	Computer Check	1/18/2017	NICOR GAS	\$0.00	\$1,253.02	(\$145,592.19)	1/31/2017	Outstanding
74478	Accounts Payable	Computer Check	1/18/2017	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$146,473.19)	1/31/2017	Outstanding
74479	Accounts Payable	Computer Check	1/18/2017	OAK BROOK MECHANICAL SERV	\$0.00	\$3,789.41	(\$150,262.60)	1/31/2017	Outstanding
74480	Accounts Payable	Computer Check	1/18/2017	OMNIGRAPHICS, INC.	\$0.00	\$327.40	(\$150,590.00)	1/31/2017	Outstanding
74481	Accounts Payable	Computer Check	1/18/2017	OVERDRIVE, INC.	\$0.00	\$4,859.09	(\$155,449.09)	1/31/2017	Outstanding
74482	Accounts Payable	Computer Check	1/18/2017	SARAH J. PARKER	\$0.00	\$250.00	(\$155,699.09)	1/31/2017	Outstanding
74483	Accounts Payable	Computer Check	1/18/2017	PEAPOD	\$0.00	\$278.05	(\$155,977.14)	1/31/2017	Outstanding
74484	Accounts Payable	Computer Check	1/18/2017	PENGUIN RANDOM HOUSE LLC	\$0.00	\$78.75	(\$156,055.89)	1/31/2017	Outstanding
74485	Accounts Payable	Computer Check	1/18/2017	ROCHELLE PENNINGTON	\$0.00	\$200.00	(\$156,255.89)	1/31/2017	Outstanding
74486	Accounts Payable	Computer Check	1/18/2017	PLIC - SBD GRAND ISLAND	\$0.00	\$1,486.45	(\$157,742.34)	1/31/2017	Outstanding
74487	Accounts Payable	Computer Check	1/18/2017	POLONIA BOOKSTORE, INC.	\$0.00	\$570.85	(\$158,313.19)	1/31/2017	Outstanding
74488	Accounts Payable	Computer Check	1/18/2017	CYNTHIA RADEMACHER	\$0.00	\$72.36	(\$158,385.55)	1/31/2017	Outstanding
74489	Accounts Payable	Computer Check	1/18/2017	RAILS	\$0.00	\$82.50	(\$158,468.05)	1/31/2017	Outstanding
74490	Accounts Payable	Computer Check	1/18/2017	RECORDED BOOKS, LLC	\$0.00	\$155.99	(\$158,624.04)	1/31/2017	Outstanding
74491	Accounts Payable	Computer Check	1/18/2017	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$159,174.04)	1/31/2017	Outstanding
74492	Accounts Payable	Computer Check	1/18/2017	S&P GLOBAL MARKET INTELLIG	\$0.00	\$9,033.55	(\$168,207.59)	1/31/2017	Outstanding
74493	Accounts Payable	Computer Check	1/18/2017	SEAWAY SUPPLY CO.	\$0.00	\$69.00	(\$168,276.59)	1/31/2017	Outstanding
74494	Accounts Payable	Computer Check	1/18/2017	CLARA SHEFFER	\$0.00	\$20.95	(\$168,297.54)	1/31/2017	Outstanding
74495	Accounts Payable	Computer Check	1/18/2017	SHELL	\$0.00	\$35.12	(\$168,332.66)	1/31/2017	Outstanding
74496	Accounts Payable	Computer Check	1/18/2017	KARA C. SHIELDS	\$0.00	\$12.99	(\$168,345.65)	1/31/2017	Outstanding
74497	Accounts Payable	Computer Check	1/18/2017	SIMPLEXGRINNELL	\$0.00	\$7,411.60	(\$175,757.25)	1/31/2017	Outstanding
74498	Accounts Payable	Computer Check	1/18/2017	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$175,871.25)	1/31/2017	Outstanding
74499	Accounts Payable	Computer Check	1/18/2017	ROSA I. SRIVER	\$0.00	\$6.99	(\$175,878.24)	1/31/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
74500	Accounts Payable	Computer Check	1/18/2017	STEINER ELECTRIC COMPANY	\$0.00	\$615.00	(\$176,493.24)	1/31/2017	Outstanding
74501	Accounts Payable	Computer Check	1/18/2017	SUPERIOR COPIES	\$0.00	\$236.44	(\$176,729.68)	1/31/2017	Outstanding
74502	Accounts Payable	Computer Check	1/18/2017	KATHY TOY	\$0.00	\$72.82	(\$176,802.50)	1/31/2017	Outstanding
74503	Accounts Payable	Computer Check	1/18/2017	JOE TRAYNOR	\$0.00	\$12.95	(\$176,815.45)	1/31/2017	Outstanding
74504	Accounts Payable	Computer Check	1/18/2017	TUMBLEWEED PRESS INC.	\$0.00	\$1,198.50	(\$178,013.95)	1/31/2017	Outstanding
74505	Accounts Payable	Computer Check	1/18/2017	GRETA ULRICH	\$0.00	\$27.30	(\$178,041.25)	1/31/2017	Outstanding
74506	Accounts Payable	Computer Check	1/18/2017	UNIQUE MANAGEMENT SERVICE	\$0.00	\$49.75	(\$178,091.00)	1/31/2017	Outstanding
74507	Accounts Payable	Computer Check	1/18/2017	VERIZON WIRELESS	\$0.00	\$217.43	(\$178,308.43)	1/31/2017	Outstanding
74508	Accounts Payable	Computer Check	1/18/2017	VILLAGE OF NILES	\$0.00	\$375.41	(\$178,683.84)	1/31/2017	Outstanding
74509	Accounts Payable	Computer Check	1/18/2017	VISA	\$0.00	\$3,242.80	(\$181,926.64)	1/31/2017	Outstanding
74510	Accounts Payable	Computer Check	1/18/2017	VISION SERVICE PLAN OF ILLINO	\$0.00	\$609.90	(\$182,536.54)	1/31/2017	Outstanding
74511	Accounts Payable	Computer Check	1/18/2017	VISOGRAPHIC	\$0.00	\$5,891.36	(\$188,427.90)	1/31/2017	Outstanding
74512	Accounts Payable	Computer Check	1/18/2017	WEBSTER, MCGRATH & AHLBER	\$0.00	\$3,500.00	(\$191,927.90)	1/31/2017	Outstanding
74513	Accounts Payable	Computer Check	1/18/2017	KAREN S. WILLEMS	\$0.00	\$52.98	(\$191,980.88)	1/31/2017	Outstanding
74514	Accounts Payable	Computer Check	1/18/2017	JANUSZ WOLAK	\$0.00	\$4.00	(\$191,984.88)	1/31/2017	Outstanding
74515	Accounts Payable	Computer Check	1/18/2017	WORLD BOOK, INC.	\$0.00	\$999.00	(\$192,983.88)	1/31/2017	Outstanding
74516	Accounts Payable	Computer Check	1/18/2017	X-PERT LANDSCAPING INC.	\$0.00	\$1,345.00	(\$194,328.88)	1/31/2017	Outstanding
74518	Accounts Payable	Computer Check	1/18/2017	AFLAC	\$0.00	\$339.04	(\$194,667.92)	1/31/2017	Outstanding
74519	Accounts Payable	Computer Check	1/18/2017	ALLIANCE ENTERTAINMENT	\$0.00	\$26.04	(\$194,693.96)	1/31/2017	Outstanding
74520	Accounts Payable	Computer Check	1/18/2017	SYNCB/ AMAZON	\$0.00	\$499.78	(\$195,193.74)	1/31/2017	Outstanding
74521	Accounts Payable	Computer Check	1/18/2017	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$525.00	(\$195,718.74)	1/31/2017	Outstanding
74522	Accounts Payable	Computer Check	1/18/2017	ART EXCURSIONS, INC.	\$0.00	\$350.00	(\$196,068.74)	1/31/2017	Outstanding
74523	Accounts Payable	Computer Check	1/18/2017	AT&T	\$0.00	\$43.55	(\$196,112.29)	1/31/2017	Outstanding
74524	Accounts Payable	Computer Check	1/18/2017	AT&T	\$0.00	\$427.14	(\$196,539.43)	1/31/2017	Outstanding
74525	Accounts Payable	Computer Check	1/18/2017	AUTOMATIC BUILDING CONTRO	\$0.00	\$290.00	(\$196,829.43)	1/31/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$196,829.43)
Total Payments:	(\$196,829.43)
Total Change in Register Balance:	(\$196,829.43)

I PIZZA

AN EXHIBIT PRESENTED BY THE U.S. PIZZA MUSEUM

February 1–March 31

Media Sponsor
JOURNAL
& Topics Newspapers



·Five Star Review on Facebook [January 30, 2017](#)

Niles Public Library, probably one of the best in our Nation! Every time we attend our children walk home understanding, knowing and learning something new, for their own individual growth and enhances their own character and increases their education level. Thank God for such a grand institution. "Thank you" to all the staff members who work so diligently and lovely dedicate their efforts to make the Niles library, a great place to spend quality time with parents, friends and neighbors, no matter what time of the year!

Strategic Planning

Here is an outline of the remaining tasks to be accomplished in finishing the strategic plan, written by our lead consultant, Rob Cullin. We should be able to bring the draft of the high level plan to the board at the March meeting.

- KBA drafts the strategic plan based on all of the choices, discussions, and feedback from the full group present at the strategic retreat.
 - If you recall from the session this plan is a 1 to 2-page high level plan that sets out the strategic vision of the library for the next 3 to 5 years at a relatively high level though with some target initiatives called out in generality.
- This plan will be presented to Susan and then Linda for initial review and comment. 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.
- The Board should make a regular part of its business to review both plans in relation to the activities and outcomes of the library and its staff.

- The Board of Trustees should also set aside time each year to more fully review the Strategic Plan to make sure it still is in alignment with the current state and needs of the community, making changes as needed and then re-approved by vote of the board (if changed).

I Love Pizza Exhibit

The Pizza Exhibit got off to a joyful start with a community event that started out with pizza and gradually turned into more of a picnic on the third floor, with neighbors chatting and kids amusing themselves with the water bottles. *From Sasha:* In early February we kicked off the “I LOVE PIZZA” Exhibit in the Franklin Gallery. Within the first week more than 400 people viewed the exhibit. The exhibit was featured on WGN-TV, WBBM Newsradio, and in the Chicago Tribune, just to name a few media outlets. Throughout the month of February and March we’re hosting pizza-themed events for the community. One of my favorite is the Pizza Box Art Contest for Grades 5-12. Thank you to the Board Members who joined nearly 190 attendees at the Kickoff Event. Home Run Inn once again was the pizza sponsor who provided 34 pizzas at no charge to the Library.



Programs

I have asked Cyndi to take responsibility for coordinating programming library-wide. This involves making sure data is collected properly and that we have a wide range of appealing programs that serve the community. One thing she has been working diligently on is developing a plan for a database that would give us better records while streamlining procedures from program planning to check requests to room set-up requests. She has created an ambitious list of possible tasks the database could cover, and now she is looking for a consultant to work with. I'll be very interested to see what she is able to come up with over the course of the next few-to-several months.

From Arianne:

The Chicago Wolves Read to Succeed reading club runs through March 15. Kids in grades K-8 can pick up a reading log from the KidSpace desk. The goal is to read for 20 minutes a day for 9 days; completed logs earn a branded Chicago Wolves prize and a chance to win a 4-pack of Chicago Wolves home game ticket vouchers. We also have a Chicago Wolves player visit on the calendar for March.

January Program Highlights for KidSpace: Winter Reading Club was a great success. Thanks to the hard work and promotion of the KidSpace staff, we had 479 sign-ups (63 more than last year) and, as of now, 422 activity cards turned in which is 135 more than last year!

The department was hopping as winter break wrapped with a full week off school. The KidSpace programming lineup included Ozobots, Minecraft for Younger Kids, Drama, Spanish Storytime, and a magic show, in addition to our regularly scheduled storytimes and Wonder Ground labs. Two weeks later, we hosted Martin Luther King Jr. service projects that sent greeting cards to our homebound patrons, and warm scarves to an area shelter. KidSpace is the place to be on your day off school.

The annual Preschool and Daycare Fair takes place each January, giving area parents a face-to-face venue to visit with and compare area service providers. Clara Sheffer, our Preschool and Daycare Liaison, coordinates the event each year, including updating the area provider guide, an info packed resource that we distribute year round. Clara also makes arrangements to have a social worker available for a session counseling parents on what to look for in quality child care settings complete with an opportunity for Q&A. The benefit of this program is twofold as we are also highlighting area businesses. This year we gave 24 area providers a chance to promote their establishments. We also hosted 4 government agencies offering support services to our patrons.

TEEN SERVICES

Teen Winter Reading had a total of 42 sign-ups. This format switched this year to a bingo card, requiring one bingo, which represents 2 activities, for an entry to the grand prize. A filled blackout bingo card earned a Starbucks gift card. Teens completed 87 entries to the grand prize. Twenty teens completed the blackout which represents 3 books read, 1 visit to the Teen Underground, 1 visit to a school library, 1 visit to a Niles Library web or social media site, 1 Niles Library Buzz Blog post read, and 1 library program attended (a total of 8 activities).

Both of our YA librarians attended the YALD Mock Printz and meeting at the Skokie Public Library. The award season is a fun time for title sharing and reviewing the year's popular pics.

January Program Highlights:

The Mario Kart Tournament was attended by 20 teens with Eric from Pastimes doing a great job as tournament moderator. The winter break programming lineup also included a 90 Second Newbery session, Ozobots, and the TAB group.

The Teen Tshirt Lab was a hive of industry the third Saturday of the month with 9 teens making use of the Creative Studio's computers and Tshirt press. Look out Etsy, these teens are on lookout for the next 'it' fashion statement, compliments of the Niles Public Library District.

From Dodie:

The Adults' Winter Reading Club is over! The library had 103 patrons participate They read 449 books in January and a total of 553 over the course of the entire program. The library had 103 patrons participate. Staff read 167 books for Winter Reading – 113 of those in January.

The Shakespeare Project of Chicago performances continue to draw large crowds. January's performance of King John had 115 attendees with 50 for the After Performance Discussion. Because of the interest in Cecilia's programs, Maryellen then scheduled "European Art in the Age of Shakespeare" which had 20 attendees.

Two other programs that tied into each other were Cecilia's travelogue "Antarctic: Cruising Across the Circle" (with 32 attendees) and Dodie's Senior Coffee Hour on "Sir Ernest Shackleton's Voyage of the Endurance – History's Greatest Shipwreck" (also with 32 attendees). We had a display on the second floor landing with the theme of Polar Exploration.

Creative Studio

From Suzy:



Jason came up with an innovative way to offer a Photoshop class even though we didn't have enough licenses for a hands-on class. His class was lecture based and he demonstrated how to use the different tools to improve and modify images. The response was fantastic with the 16 people coming out on a cold Monday evening. Here is what one attendee had to say, "Please have more classes like this one. Love the instructor, very knowledgeable."

Bernadetta offered a class for participants to design and cut decals for their walls using the Silhouette Studio. The class designed some creative sayings and everyone was able to leave with a decal for their wall.

Bernadetta and I offered the popular 3D selfie program where we scanned attendees using Kinect Scanner and Skanect software. Everyone who attended learned the basics of 3D printing and got a 3D print of themselves.

Our digital collections were very popular this month with OverDrive and eRead having the highest number of checkouts ever.

Staff changes

Children's Librarian Andrea Johnson has gotten a full-time job at another library—we are grateful for her good work while she was here, and wish her well in the future. She will be remaining on our list of subs, and Arianne will need to rehire this part time position.

Community engagement

I was interviewed by the consultants for the Niles Arts and Culture Master Plan representing the Library as one of the community stakeholders. They asked insightful questions, and we threw around many possible ways in which the Library can be a part of the plan—much of what we do revolves around arts and culture in all senses of the word. I told them that from my perspective, one thing the Village of Niles is really lacking is a theatre space with comfortable seating and good sound.

From Dodie:

Maryellen attended the first meeting for the **Healthier Niles Initiative** at the Senior Center.

Neil attended the January 9th meeting of Northwest Chicago Historical Society who were interested in our Spring Chicago History Author Series and volunteered to publicize the May 10th event *Dirty Waters* with author and retired harbor master, Robert Nelson, by listing the event on their online spring “meetup” calendar.

Cecilia and I worked on developing a list of 100 hard to difficult words for the Maine Township Spelling Bee.

Tech Services

From Victoria: Tech has so far completed about a third of the reclassification of music CDs in the Teen Underground. We are using the slim line plastic sleeves. With those sleeves we were able to fit an entire side of a cart on one shelf. We will monitor the collection and see how it holds up through circulations and discuss the possibility of using these cases in the adult collection. If they hold up, they are quite a space-saving solution.

Building and technology notes

Dave completed the installation of the drinking fountain/bottle filling station outside of the Large Meeting Room—we are extremely fortunate to have someone in charge of our facility who is skilled at so many different things.

From Victoria: The finished collaborative mosaics, from Maker Fest, headed by Donna Lurie and myself are ready to be hung in the library. They are beautiful and their locations throughout the library are being chosen. It will be nice to see pieces that were a collaborative effort by our patrons. Art is a unifying, inclusive thing.

CCS

The CCS Governing Board approved entering negotiations with Innovative/Polaris for a contract for a completely new integrated library system. This is the system we use for keeping track of our patrons, keeping track of our collections, keeping track of the holds queue, and keeping track of who has what checked out and when it needs to be returned. The tentative timeline is for the system to be migrated from Sirsi-Dynix to Polaris next spring. There is a great deal of cleaning up work to do on the databases in the meantime, which will involve several of our staff at various times.

Trustee Calendar

February

2/13—Friends of the Library Meeting

2/15—Regular Meeting of the Board of Trustees

2/20—Library Legislative Breakfast, Buffalo Grove Arboretum

March

3/13—Friends of the Library Meeting

3/22—Regular Meeting of the Board of Trustees

April

4/9-4/15 National Library Week

4/4—Consolidated Election including two library trustees

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

May

5/8—Friends of the Library Meeting

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

PLA Conference: Philadelphia, March 20-24, 2018

ALA Conference: New Orleans, June 22-26, 2018

Monthly Statistical Report -- January 2017

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	279	409	-31.78%			
Total District Cardholders	25,003	25,469	-1.83%			
Patron Visits*	29,639	29,828	-0.63%			
Unique Library Cards Used	4,988	5,243	-4.86%			
* estimated due to equipment failure						
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	47,378	40,572	16.78%	316,627	274,207	15.47%
Teens	4,109	2,947	39.43%	26,050	22,174	17.48%
Juvenile	44,974	39,404	14.14%	305,301	269,143	13.43%
Digital	1,755	1,614	8.74%	12,241	8,600	42.34%
Equipment	97	98	-1.02%	678	271	150.18%
TOTAL Loan of Library Materials	98,313	84,537	16.30%	660,219	574,124	15.00%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	21,557	18,520	16.40%	145,827	127,446	14.42%
Periodical	1,037	607	70.84%	7,793	4,898	59.11%
Audio	4,810	4,652	3.40%	31,652	31,730	-0.25%
DVD	19,974	16,793	18.94%	131,355	110,133	19.27%
TOTAL Adult Loans	47,378	40,572	16.78%	316,627	274,207	15.47%
Teens						
Print	2,884	1,975	46.03%	19,344	16,021	20.74%
Periodical	14	12	16.67%	108	88	22.73%
Audio	844	531	58.95%	4,159	3,717	11.89%
DVD	367	429	-14.45%	2,439	2,348	3.88%
TOTAL Teen Loans	4,109	2,947	39.43%	26,050	22,174	17.48%
Juvenile						
Print	33,589	29,781	12.79%	227,446	192,535	18.13%
Periodical	192	82	134.15%	1,532	602	154.49%
Audio	2,825	2,150	31.40%	19,185	16,811	14.12%
DVD	8,368	7,391	13.22%	57,138	59,195	-3.47%
TOTAL Juvenile Loans	44,974	39,404	14.14%	305,301	269,143	13.43%
Equipment Loan	97	98	-1.02%	678	271	150.18%
Digital Loan (ebooks, eaudiobooks)	1,755	1,614	8.74%	12,241	8,600	42.34%
[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)	10,624	15,676	-32.23%	73,457	88,773	-17.25%
[Note: Incomplete data from vendors]						
HOLDS	Current Month	Prior Year Same Month	% Change			
Holdings Placed	8,618	8,436	2.16%			
Holdings Made Available	11,607	12,765	-9.07%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	142	80	77.50%	521	143	264.34%
Circulating--Juvenile	5,746	4,291	33.91%	32,238	31,203	3.32%
Commons	-	131	-	-	635	-100.00%
Circulating--Teen	260	179	45.25%	2,119	3,434	-38.29%
Circulating--Adult	1,606	1,859	-13.61%	10,886	13,570	-19.78%
TOTAL In-House Use of Materials	7,754	6,540	18.56%	45,764	48,985	-6.58%
Items moved on Shelf	4,463	4,522	-1.30%	25,522	30,928	-17.48%
[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	1,474	1,353	8.94%	9,680	1,353	615.45%
Digital Services	2,759	2,407	75.86%	19,136	26,732	-28.42%
Kidspace Express Internet	37	143	-74.13%	388	1,225	-68.33%
Kidspace	1,613	1,081	49.21%	9,446	8,933	5.74%
Kidspace iPad Usage	420	360	16.67%	2,808	-	
Teen Underground	177	150	18.00%	3,021	2,958	2.13%

Monthly Statistical Report -- January 2017

PC USERS BY LOCATION, Cont.	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
TOTAL Users	6,480	5,494	17.95%	44,479	39,848	11.62%
[Note: Express computer in Kidspace only as of June 2016]						
[Note: Kidspace ipad usage relocated from program list Dec 2016]						
Patron Wi-Fi Uses	12,488	11,481	8.77%	84,778	78,081	8.58%
Scanning & Fax Pages	4,047	3,874	4.47%	29,300	31,499	-6.98%
Print & Copy Pages	18,711	15,901	17.67%	116,710	100,398	16.25%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	66	44	50.00%	282	84	235.71%
Large Scale Poster Printer	-	3	-100.00%	5	3	66.67%
VHS to DVD Conversion	8	19	-57.89%	85	19	347.37%
TOTAL Use of Staff Mediated Equipment	74	66	12.12%	372	106	250.94%
[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	53	32	65.63%	383	247	55.06%
Study Rooms 1-5	634	289	119.38%	2,685	2,289	17.30%
Creative Studio A	30	26	15.38%	228	113	101.77%
TOTAL Users of Staff Mediated Spaces	717	347	106.63%	3,296	2,649	24.42%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	33,543	33,174	1.11%			
Facebook "Likes"	1,272	1,024	24.22%			
Buzz Blog views	749	674	11.13%			
Media Hits (includes print and online articles and e-News Subscribers)	28	65	-56.92%			
New Resident Letters (December will be added next month)	14,502	12,279	18.10%			
[Note: Began tracking in Mar. 2016]						
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,625	3,225	271,290			
Non-shelved materials	-	16	34,560			
Equipment	-	-	85			
Total	2,625	3,241	305,935			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	115	136	-15.44%	1,287	732	75.82%
Test Proctoring	5	3	66.67%	91	74	22.97%
Voters' Registration	-	-		28	1	2700.00%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	3,346	6,896	-51.48%	9,017	23,626	-61.83%
Ready Assistance	7,697	10,488	-26.61%	26,324	43,433	-39.39%
Reference/Research	5,500	5,935	-7.33%	40,312	40,353	-0.10%
TOTAL All Service Desks	16,543	23,319	-29.06%	75,653	107,412	-29.57%
Adult Services (3rd floor)						
Directional	132	168	-21.43%	791	2,076	-61.90%
Ready Assistance	387	-		387	-	
Reference/Research	689	882	-21.88%	4,854	4,292	13.09%
Total Reference Desk	1,208	1,050	15.05%	6,032	6,368	-5.28%
Commons Desk						
Directional	12	60	-80.00%	175	260	-32.69%
Ready Assistance	11	26	-57.69%	200	187	6.95%
Total Commons Desk	23	-		375	447	-16.11%
Fiction/Audiovisual Services (2nd floor)						
Directional	148	201	-26.37%	907	4,888	-81.44%
Ready Assistance	517	-		517	-	
Reference/Research	1,198	1,646	-27.22%	8,740	9,647	-9.40%
Total AV/FIC Desk	1,863	1,847	0.87%	10,164	14,535	-30.07%

Monthly Statistical Report -- January 2017

SERVICE INTERACTIONS, Cont.	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Patron Services						
Directional	2,045	6,344	-67.76%	5,665	16,254	-65.15%
Ready Assistance	3,555	6,895	-48.44%	5,031	22,360	-77.50%
Total Patron Services	5,600	13,239	-57.70%	10,696	38,614	-72.30%
[Note: Began tracking Oct. 2015]						
Technology Desk						
Directional	239	123	94.31%	767	-	
Ready Assistance	1,713	840	103.93%	1,713	1,207	41.92%
Reference/Research	302	296	2.03%	6,857	8,089	-15.23%
Total Tech Desk	2,254	1,259	79.03%	9,337	9,296	0.44%
Teen Desk						
Directional	62	-		-	-	
Ready Assistance	208	284		2,588	2,619	
Reference/Research	160	65	146.15%	1,142	1,118	2.15%
Total Teen Desk	430	349	23.21%	3,730	3,737	-0.19%
Outreach Services						
Directional	1	-		5	148	-96.62%
Ready Assistance	83	-		83	-	
Reference/Research	1,502	1,090	37.80%	9,478	4,027	135.36%
Bulk Loan Items Delivered to Nursing Homes	535	330	62.12%	3,675	3,060	20.10%
Materials pulled for Homebound Users	810	925	-12.43%	5,933	6,468	-8.27%
Total Outreach Services	2,931	2,345	24.99%	19,174	13,703	39.93%
Youth Services						
Directional	707	-		707	-	
Ready Assistance	1,223	2,443	-49.94%	15,805	17,060	-7.36%
Reference/Research	1,649	1,956	-15.70%	9,241	13,180	-29.89%
School Loans pulled	23	30	-23.33%	156	149	4.70%
Museum Adventure passes distributed	6	1	500.00%	136	137	-0.73%
Total Youth Services	3,608	4,430	-18.56%	26,045	30,526	-14.68%
GRAND Total	17,917	24,519	-26.93%	85,553	117,226	-27.02%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	5,019	3,038	65.21%	34,891	20,457	70.56%
Items Received from CCS Libraries for Patrons	3,711	3,120	18.94%	24,921	20,091	24.04%
Items Lent to OCLC Libraries	397	304	30.59%	2,711	2,030	33.55%
Items Received from OCLC Libraries for Patrons	104	145	-28.28%	640	783	-18.26%
Total Interlibrary Loan	9,231	6,607	39.72%	63,163	43,361	45.67%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Patrons	227	252	-9.92%			
Visits	178	187	-4.81%			
Institutions						
Institution Deposit Collections	11	7	57.14%			
Visits	11	7	57.14%			
Schools						
Items Delivered	497	1,282	-61.23%			
Trips	16	23	-30.43%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	24	186				
Adult and Outreach Services & Programs	4	31				
Digital Services & Programs	1	4				
Patron Services	5	37				
Teen Services & Programs	10	28				
Youth Services & Programs	22	77				
Total Volunteers and Hours This Month	66	363				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>76</i>	<i>285</i>				

Monthly Statistical Report -- January 2017

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Number of Programs Prior Year Same Month	Attendance Prior Year Same Month	Attendance % Change
Youth Programs	91	3,861	77	3,640	6.07%
Teens Programs	11	269	18	490	-45.10%
Adults Programs	52	842	31	502	67.73%
Outside Meetings	17	200	9	103	94.17%
Exhibit	-	-	-	-	
TOTAL PROGRAMS AND EXHIBITS	171	5,172	135	4,735	9.23%
Programs-Youth					
Babytime (parent & child)	5	168			
Evening Family Storytime	5	54			
Rise & Shine Storytime (parent & child)	3	106			
Toddler Time	2	86			
Big Kids Storytime	2	20			
Preschool Storytime	2	25			
World Language Storytimes-Polish, Spanish, Russian	3	46			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Le	4	64			
Wonder Ground-Your Body	9	137			
School's Out Movie: Finding Dory	1	80			
Second Saturday Bingo Breakfast	1	20			
1KBK registrations	1	5			
1KBK added visits		15			
Bibliobop Dance Party	1	56			
Book Buddies	14	28			
Second Sunday - Magic by Randy	1	120			
I Spy Tank	1	46			
Video Games	1	138			
In-house toys and games	1	498			
Neighbor Time	3	44			
Reading Patch Club registrations	1	17			
Reading Patch Club added visits		41			
Elementary Visits to Classroom	9	432			
Elementary Visits to Parents	1	20			
Elementary Visits to Teachers	1	30			
Famished for Fiction	3	57			
Battle of the Books Award Ceremony	1	95			
Winter Reading Club Registrations	1	239			
Winter Reading Club added visits		271			
Winter Reading Club Library Challenges	1	124			
Preschool Visits to Classroom/Daycare	4	64			
Teacher Use of Diecut Machine	1	1			
Coming Together in Skokie-Make a Chinese Lantern	1	49			
Martin Luther King Jr Service Project	2	43			
Minecraft for Younger Kids	1	22			
Choosing a Preschool/Daycare for Your Child	1	26			
Preschool and Daycare Fair	1	122			
Ozobots Robotics	1	39			
CHILUG Lego Day	1	413			
Total Youth Services Programs	91	3,861	77	3,640	6.07%
Programs--Teen Audience					
Teen Advisory Board (TAB)	1	14			
90 Second Newbery	1	2			
Movie in the Underground: Bring it On	1	2			
Famished for Fiction	1	21			
Videogames	1	92			
Library Visits From Schools	1	70			
Games	1	4			

Monthly Statistical Report -- January 2017

LIBRARY PROGRAMS, cont.	This Month	Attendance	Total Programs Prior Year	Attendance Prior Year	Attendance % Change
Teen T-Shirt Lab	1	9			
Winter Reading Club Registrations	1	18			
Winter Reading Club Completed Cards		15			
Ozobots for Teens	1	2			
MarioKart 8 Wii U Tournament	1	20			
Total Teen Programs	11	269	12	1,049	-74.36%
Programs--Adult Audience					
Antarctic: Cruising Across the Circle Travelogue	1	32			
Book Discussions- Literary Fiction	2	18			
Book Discussion - Low Vision Group	1	5			
CJE Senior Life	1	0			
DS 1-2-1 Instruction	5	5			
DS Adult Computer Bootcamp	3	16			
DS Customize a Leather Bracelet	1	8			
DS Free Downloadable Movies, Music, eBooks, & M	2	10			
DS Make Your Own Vinyl Decals	1	9			
DS Studio B Open Lab	1	3			
DS Polish Language Computer Class	1	1			
DS Tablet Tuesday	1	7			
DS What Can Photoshop Do For You?	1	16			
European Art in the Age of Shakespeare	1	20			
Genealogy Interest Group	1	7			
Job Counseling	4	0			
Low Vision Support Group Meeting	1	7			
New Release Movie: Café Society	1	16			
Oakton ESL English as a Second Language Classes	7	381			
Power Employment Workshop: Jobseekers	1	5			
SCORE Small Business Advice	12	8			
Senior Coffee Hour: The Endurance - History's	1	32			
Shakespeare Project: <i>King John</i>	1	115			
Shakespeare Project: <i>King John</i> After Performance	1	50			
Adult Winner Reading Club	1	103			
Adult Winter Club Reading Logs returned 499					
Total Adult Programs	52	842	31	502	67.73%
Community Meetings in Library Spaces					
Jewish Genealogical Society of Illinois	1	10			
OCC New Yorker Discussion Group	2	16			
Niles Township Toastmasters	2	50			
Niles H. S. Traveling Baseball Organization	1	20			
Muslim Homeschoolers	5	100			
Peelmaster Medical Packaging	1	6			
Niles West H. S. - Junior Cabinet	1	8			
Niles All American Toastmasters	2	15			
Karol Verson - Play Discussion Group	1	15			
Karol Verson - Film Discussion Group	1	20			
Total Community Meetings	17	200	9	103	94.17%
GRAND TOTAL PROGRAM AND ATTENDANCE	171	5,172	129	5,294	-2.30%

Patron Suggestions and Comments for February 2017

Responses to Patron Suggestions and Comments

Suggestions

- Workshop on crime victim or theft victim.
- Using Internet every day, but do not know how to make (organize) files/folders. Requesting a class for that at this Library.
- I think there should be a puppet show every month. Cate (12 years old)

Thank you for your program suggestions—I am passing them along to the Program Committee.

Please have tech support install Silverlight—a Microsoft plug in into all the browsers. It is a calendar function. I could previously access my work calendar to input data for my job on the systems here. Not it does not work on ANY of the browsers! It is an official, approved Microsoft plug in. Thanks! C. O. Chicago.

Thank you for your suggestion. Our IT Services department has the latest version of Microsoft Silverlight installed on all of the computers. In 2013 MS announced the end of development for Silverlight but would continue security patch support. Unfortunately, all modern web browsers are shortly ending support, and most already have, for the Silverlight plug-in. The good news is that you can still access Silverlight content by using MS Internet Explorer 11. In Windows 10 MS has placed a shortcut to it under the Windows Accessories folder in All Apps.

Frustrations

Why are music students allowed to play near the computer lab? Someone was practicing the flute for over a half hour while I was in the computer lab trying to concentrate. This is ridiculous and rude/distracting to other patrons who also pay taxes to use the library. S. U.

I'm sorry you were disturbed—the sound-proofing of the study rooms is not up to the task of playing musical instruments without the sound leaving the room, so I will let staff know that they will have to say no to these requests.

Why can't the Library get better DVDs? You are wasting public tax dollars on DVDs that, in my opinion, are complete trash. They have no social value to anyone. It is truly amazing what is passing for comedy or action adventure. Extreme violence, torture, perverse sexual, etc. This is entertainment? Why can't the Library acquire instructional DVDs in the arts, i.e., how to paint or draw portraits, etc. I have asked this question to a few people at the Library. They say these items cost too much money to acquire and the public is not interested. I am told it's based on circulation as to whether an item stays or is eliminated from the shelves. I wonder how many books people are actually taking out of the library today? As opposed to DVDs? What next? Burning the books? Setting up drug dens? Because that's what the public wants? Please take a look at your newest comedy title *The Bronze*, it's a real laugh riot. Why waster tax payers' money on garbage like this. G. S., Niles.

I can certainly pass your request for more informational DVDs along to the selector. We do have to buy the materials that the patrons are interested in, understanding that interests can vary widely. And I can assure you that people still check out more books than DVDs in all age groups.

Get rid of the potty-mouthed people that seem to think the snack area is their office!

Please let us know if someone's language is inappropriate, and we will remind them that they need to avoid profanity in a public building.

Comments

To the Library Director—Ken in the Security Department went out of his way to help me find my missing glove on the coldest day so far this winter. Greatly appreciated!! A very frequent patron. Kudos to Ken for volunteering!!!

Judy was VERY helpful and kind! She helped me a lot—I am completely at a loss when it comes to computers. She saved me. She also helped sign me up for classes (which I didn't know about). Thanks. B. S. Chicago

To whom it may concern: Over the most recent holidays, I had quite a few ???? regarding my resume format and letter of recommendation from my employer. Jabez took the time to give advice and help out when the need occurred. I didn't know what certain keys meant on the computer—he was there to help. I give Jabez a high score for his next upcoming review. Please contact me if further ???? He's "A" in my book!!! Thank you again!!! G. C.

Bobby Soto is excellent employee of Library. He help me lot for computer and printer. He is very helpful employee. Thanx ☺ Member of the Niles Library

Jason W (down in the computer lab) was so patient and helpful with me today!! He is a gem!

Thank you all for your wonderful comments—I will be sure that the staff and their supervisors receive them. It is good to know that people are getting the help they need.

Polish story time is fabulous—my kids cannot wait to come every month—they love it! Please consider having it more often. I know there is interest because it is full every time we come. Thank you! We're very glad you enjoy it, and we will keep looking for more opportunities to have Polish story times.

From: Rochelle Z.
Date: January 20, 2017 at 5:55:27 PM CST
To: Cyndi Rademacher <crademac@nileslibrary.org>
Subject: Thanks Again for Helping Me Enter the Illinois Emerging Writers Competition
Reply-To: Rochelle Z.

Dear Cyndi,

Thanks again for telling me about the Illinois Emerging Writers Competition and e-mailing me its entry guidelines. I entered my poem "Don't Ever Let Them Sing" in this contest, and it won third prize!

In December I attended the Awards Ceremony at the Illinois State Library in Springfield, where I read my winning poem aloud, met the Illinois Poet Laureate, Kevin Stein, and received a plaque, a \$100 check, and free admission to the Abraham Lincoln Presidential Museum.

Here is a link to a web page that includes a group photo of the other two winners and me as well as links to our winning poems.

http://cyberdriveillinois.com/departments/library/center_for_the_book/emerging-writers.html

Thanks again!

Rochelle

P.S. My father, who can no longer read print, has recently come home from a rehabilitation center, and he is engrossed in the books on CD he received from the Niles Public Library on Wednesday. He really appreciates the time and effort the librarians devote to finding him audio books that match his interests.



Illinois Library Association

Niles Public Library District
Attn:
6960 Oakton St.
Niles, IL 60714-3098

January 31, 2017

Greetings from the Illinois Library Association!

Thank you for renewing your Institutional Membership with ILA. Enclosed is your 2017 ILA decal. This decal can be proudly displayed on your institution's entrance doors or any prominent area in your building.

Thank you for supporting your state library association. ILA will continue to work to defend intellectual freedom and secure statewide library funding. We will also continue to develop new and relevant continuing education opportunities for library professionals, and create affordable summer reading program materials by and for librarians.

Check the ILA web site www.ila.org for the latest information on Illinois library issues and association activities.

Sincerely,

A handwritten signature in cursive script that reads "Pattie Piotrowski". The ink is dark and the signature is fluid and legible.

Pattie Piotrowski
ILA President

THANK YOU FOR YOUR SUPPORT!

Diane Winberg

From: Susan Lempke
Sent: Saturday, February 4, 2017 12:01 PM
To: ##Everyone, Everywhere
Subject: Sharing a patron comment

I want to pass a very very nice quote along to all of you from our Facebook page. It came along with a 5-star review. Thank you to each of you for the wonderful service you give to the people who come through our doors.

Niles Public Library, probably one of the best in our Nation! Every time we attend our children walk home understanding, knowing and learning something new, for their own individual growth and enhances their own character and increases their education level. Thank God for such a grand institution. "Thank you" to all the staff members who work so diligently and lovely dedicate their efforts to make the Niles library, a great place to spend quality time with parents, friends and neighbors, no mater what time of the year..!

Thank You for your Help!

- Cassandra F

Thank you!
- John

THANKS!
- Devin

Thank you!

Thank you!

Becca

Thank you for coming!
- Diana

Thank you!
- Michelle

Thank you!

It really means a lot!

Magi

Thank you for talking the time out of your day

Thanks for the note you writing! Also for talking to us!
- Dylan

Thank you
- Dana

Thank you

You have a wonderful way of going out of your way

to be wonderful.

Thank you so much for taking the time to enlighten us on all things research paper.

Thanks!

Your help was greatly appreciated
- Lori & Ser

Michelle
- Summer

Thanks!
- Erin

Thank you for taking the time to enlighten us on all things research paper.
- Brian
- Summer

Comey - Thank you for spending your time with NHA

Thanks!
- Matt

February 15, 2017

New Business - Recommended Actions

A. Recommended Action on Vacation Allowances

MOVE the Library Board of Trustees approve recommended changes to new Personnel Policy 4.08 Vacation Allowances.

Memorandum A of Recommended Board Action

The change made to part time vacation allowances in December allowed part-time staff to begin taking vacation time immediately. This change adds information concerning the total time that can be accrued.

February 15, 2017

Unfinished Business—Recommended Actions

A. Recommended Action on Ordinance 17-01

MOVE the Library Board of Trustees approve Ordinance 17-01 changing the name of the Niles Public Library District and its Board of Trustees.

Memorandum A of Recommended Board Action

Klein, Thorpe & Jenkins have drafted this ordinance to make official the change of the Library District and its Board of Trustees to the Niles-Maine District Library, effective July 1, 2017.

STATE OF ILLINOIS)
) SS.
COUNTY OF C O O K)

SECRETARY'S CERTIFICATE

I, _____, the duly qualified and acting Secretary of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. 17-01

AN ORDINANCE OF THE BOARD OF LIBRARY TRUSTEES OF THE
NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS,
CHANGING THE NAME OF THE NILES PUBLIC LIBRARY DISTRICT
AND ITS BOARD OF TRUSTEES

adopted at a regular meeting of the said Board of Library Trustees at which a quorum was present and which was held in compliance with the Illinois Open Meetings Act on the ____ day of _____, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2017.

Secretary

ORDINANCE NO. 17-01

AN ORDINANCE OF THE BOARD OF LIBRARY TRUSTEES OF THE
NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS,
CHANGING THE NAME OF THE NILES PUBLIC LIBRARY DISTRICT
AND ITS BOARD OF TRUSTEES

WHEREAS, the Niles Public Library District (“Library District”) is located in Cook County and serves residents of Niles Township as well as residents of Maine Township; and

WHEREAS, Section 30-35(b) of the Public Library District Act of 1991, 75 ILCS 16/30-35(b), authorizes the Board of Library Trustees of the Niles Public Library District (“Library Board”) to enact an ordinance changing the Library District’s name; and

WHEREAS, Library Board has deemed it advisable and in the best interests of the residents of the Library District to change the name of the Library District to the Niles-Maine District Library to reflect that it serves residents of both Niles Township and Maine Township.

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

Section 1: That the above recitals are incorporated herein by reference.

Section 2: That the name of the Niles Public Library District shall be changed to the Niles-Maine District Library, effective July 1, 2017, which is the beginning of the next fiscal year following the date of this Ordinance’s enactment.

Section 3: That the name of this Library Board of Trustees shall be “the Board of Library Trustees of the Niles-Maine Library District, Cook County, Illinois.”

Section 4: That all assets, liabilities, and other obligations of the library district under the name Niles Public Library District shall automatically become those of the district under its new name, Niles-Maine District Library.

Section 5: That all ordinances and other official acts of the library district under the name Niles Public Library District shall automatically become those of the district under its new name, Niles-Maine District Library.

Section 6: That the Library Director and Board Secretary of the Niles Public Library District are authorized to file certified copies of this Ordinance with the Cook County Recorder of Deeds, the Cook County Clerk, and the Cook County Treasurer and to disseminate this change of name as may be necessary and convenient to the library district.

Section 7: The official mailing address of the Board of Trustees and this library district shall remain 6960 West Oakton Street, Niles, Illinois 60714 for all notices, per 75 ILCS 16/30-35(c).

Section 8: In the event that any section, clause, provision or part of this Ordinance shall be found or determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect.

ADOPTED this _____ day of _____, 2017 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this _____ day of _____, 2017 by the President and Board of Library Trustees.

President

ATTEST:

Secretary

February 15, 2017

Unfinished Business—Recommended Actions

B. Recommended Action on Administrative Policy 3.02 Library Rules

MOVE the Library Board of Trustees approve changes to Administrative Policy 3.02 Library Rules.

Memorandum B of Recommended Board Action

As discussed last month, the Library Rules policy needs to be updated to remove the rule forbidding the use of the Library for conducting business. There are no other changes to this policy.

3.02 LIBRARY RULES

1. The use of the Library or its services may be limited when excessive demands of groups or individuals tend to curtail services to the general public.
2. The use of the Library or its services may be denied for due cause. Such cause includes but is not limited to disturbance of other patrons or any other objectionable conduct on Library premises.
3. No person shall create or cause noise, distraction, nuisance or other disturbance to Library patrons or staff, or interfere with or impair the normal operations of the Library. In dealing with disturbances, the staff will take appropriate action under the circumstances and follow the below procedure:
 - a. issue an initial warning to tone down the level of talking or stop the disturbance;
 - b. issue a second warning including a statement that any further disturbances will be grounds for ejection; and
 - c. if necessary, request that the patron(s) leave the premises. An incident report will be filed whenever this action is taken (*see Appendix C: Forms*). Library personnel will take into consideration the health and safety of all patrons when implementing this policy. If patrons do not comply with a request to leave, the Person-In-Charge of the Library shall be contacted and the Police Department called to handle the situation.
4. The Library Director will file a report with the Library Board in cases of continued, wanton or severe violations of Library policy and when all Library services are denied in excess of twenty-four hours to a patron for such violations.
5. The staff on behalf of the Library Board shall have the authority to exclude from the use of the Library any person or persons who willfully violate an ordinance or regulation prescribed by the Library Board.
6. To maintain a safe environment, adult visitors to the Youth Services Department/KidSpace who are unaccompanied by a child may be approached and questioned about the purpose of their visit. Visitors who are not actively using resources specific to the Youth Services Department may be asked to leave.
- 7. No portion of the Library premises shall be used as a place of and/or for the conduct of private for profit activities, enterprises and/or business. Exceptions to this policy are subject to Board approval.**
8. The Library District will not display literature of individual candidates for office, but may allow display of published materials that provide an overview of all sides in an upcoming election, such as the *Voters Guide* from the League of Women Voters.
9. Display of any material does not constitute an endorsement by the Library District Board or staff, and the Library District makes no claim as to the accuracy of the material.

10. The Library District will not be responsible for acquiring materials, replacing them, or seeing that all issues are represented.

11. No campaign signage may be posted outdoors on the Library District building, grounds, or property.

12. No candidacy or issue petitions, campaign literature, position papers, solicitations or surveys may be circulated or posted in the Library or in the immediate area surrounding the entrance or exits of the building. This activity outside the building must not disrupt library operations or impede people from entering or exiting the building.

13. Public presentations by candidates for office or supporters of ballot issues are permitted in the Library District's meeting room only if they are sponsored by a non-partisan organization and all candidates or sides of an issue are invited to participate. Otherwise, public presentations by individual candidates or supporters or opponents of a ballot issue will not be held on Library District property.

14. The Library District's facilities may not be used as a campaign headquarters or meeting site for campaign committees."

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 7.20.94; 3.17.04; 4.16.08; 8.20.08; 11.18.15*

Section III— ADMINISTRATIVE AND SERVICE POLICIES

3.02 LIBRARY RULES

1. The use of the Library or its services may be limited when excessive demands of groups or individuals tend to curtail services to the general public.
2. The use of the Library or its services may be denied for due cause. Such cause includes but is not limited to disturbance of other patrons or any other objectionable conduct on Library premises.
3. No person shall create or cause noise, distraction, nuisance or other disturbance to Library patrons or staff, or interfere with or impair the normal operations of the Library. In dealing with disturbances, the staff will take appropriate action under the circumstances and follow the below procedure:
 - a. issue an initial warning to tone down the level of talking or stop the disturbance;
 - b. issue a second warning including a statement that any further disturbances will be grounds for ejection; and
 - c. if necessary, request that the patron(s) leave the premises. An incident report will be filed whenever this action is taken (*see Appendix C: Forms*). Library personnel will take into consideration the health and safety of all patrons when implementing this policy. If patrons do not comply with a request to leave, the Person-In-Charge of the Library shall be contacted and the Police Department called to handle the situation.
4. The Library Director will file a report with the Library Board in cases of continued, wanton or severe violations of Library policy and when all Library services are denied in excess of twenty-four hours to a patron for such violations.
5. The staff on behalf of the Library Board shall have the authority to exclude from the use of the Library any person or persons who willfully violate an ordinance or regulation prescribed by the Library Board.
6. To maintain a safe environment, adult visitors to the Youth Services Department/KidSpace who are unaccompanied by a child may be approached and questioned about the purpose of their visit. Visitors who are not actively using resources specific to the Youth Services Department may be asked to leave.
7. The Library District will not display literature of individual candidates for office, but may allow display of published materials that provide an overview of all sides in an upcoming election, such as the *Voters Guide* from the League of Women Voters.
8. Display of any material does not constitute an endorsement by the Library District Board or staff, and the Library District makes no claim as to the accuracy of the material.
9. The Library District will not be responsible for acquiring materials, replacing them, or seeing that all issues are represented.

10. No campaign signage may be posted outdoors on the Library District building, grounds, or property.

11. No candidacy or issue petitions, campaign literature, position papers, solicitations or surveys may be circulated or posted in the Library or in the immediate area surrounding the entrance or exits of the building. This activity outside the building must not disrupt library operations or impede people from entering or exiting the building.

12. Public presentations by candidates for office or supporters of ballot issues are permitted in the Library District's meeting room only if they are sponsored by a non-partisan organization and all candidates or sides of an issue are invited to participate. Otherwise, public presentations by individual candidates or supporters or opponents of a ballot issue will not be held on Library District property.

13. The Library District's facilities may not be used as a campaign headquarters or meeting site for campaign committees."

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 7.20.94; 3.17.04; 4.16.08; 8.20.08; 11.18.15*

February 15, 2017

Unfinished Business—Recommended Actions

C. Recommended Action on Personnel Policy 4.3I

Move the Library Board of Trustees approve new Personnel Policy 4.3I No Solicitation/No Distribution.

Memorandum C of Recommended Board Action

At Trustee Spadoni's suggestion, we have added wording to the policy which was introduced at last month's meeting to make it clear that this policy does not apply to items that are being sold or distributed on behalf of the Library.

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.

Non-employees are likewise prohibited from distributing material or soliciting employees on the Library District's premises at any time.