



Niles-Maine District Library

Regular Meeting

Wednesday, April 18, 2018 7:00 PM



NILES-MAINE DISTRICT LIBRARY
REGULAR MEETING AGENDA
April 18, 2018
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 March 14, 2018 | 4 |
| 4. Public Comment | |
| 5. Treasurer's Report | |
| A. Review Financial Reports | 8 |
| B. Approve payment of the bills for Operating Expenses of \$232,522.94, Payroll Expenses of \$271,405.47, Special Reserve Expenses of \$11,608.71 for a total monthly expense of \$515,537.12 | 14 |
| 6. Director's Report | |
| A. Highlights | 30 |
| B. Monthly Statistics | 39 |
| 7. Communications | |
| A. Patron Suggestions | 43 |
| 8. Liaison Reports | |
| A. Friends of the Library | |
| B. Legislative | |
| C. RAILS | |
| 9. New Business | |
| A. Approve payment to Visographic in the amount of \$5,891.36 for spring issue of Chapter One | 44 |
| B. Approve the expenditure not to exceed \$13,500.00 for the renewal of 15 Adobe Creative Cloud Desktop Apps 1-year subscription licenses from CDW-G | 45 |
| C. Approve the recommended expenditure of \$11,775 from the Special Reserve Fund for the installation of a new hybrid fire alarm control panel and remote annunciator | 47 |
| D. Distribution of the draft 2018-19 budget | |
| 10. Other | |

Board Meeting Agenda - April 18, 2018

11. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
February 21, 2018
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

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

Trustees Present

Karen Dimond, Carolyn Drblik, Dennis Martin, Dianne Olson, Tim Spadoni. Patti Rozanski arrived at 7:03 PM. Linda Ryan gave previous notice and arrived at 7:49 PM.

Library Staff Present

Susan Lempke-Library Director; Greg Pritz, Assistant Director and Business Manager; Cyndi Rademacher, Assistant Director; Diane Winberg, Administrative Assistant; Dave Dabrowski, Maintenance Services Supervisor; Suzy Wulf, Digital Services Supervisor; Sasha Vasilic, PR & Marketing Supervisor

Others Present

Niles Resident, Joe Makula

Call to Order

The Regular Board Meeting of the Niles Public Library District Board of Trustees was called to order by President Karen Dimond at 7:02 PM.

Pledge of Allegiance

President Dimond led the Pledge of Allegiance.

Roll Call

The roll was taken by Ms. Winberg.

Approval of Minutes

Trustee Spadoni MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of February 21, 2018. Trustee Olson seconded.

Roll call vote: Ayes: Dimond, Olson, Rozanski, Spadoni. Nays: None. Abstain: Drblik, Martin. Motion carried.

Public Comment

President Dimond invited those who signed in to speak.

Taxpayer/Trustee Dennis Martin addressed the importance of transparency especially when it comes to the money spent by the Niles-Maine District Library. He expressed his disapproval that two agenda items requested by Trustee Drblik were not added to the agenda.

Mr. Joe Makula stated his opinion that the Library's current hiring practice is not in accordance with Illinois Statute 75 ILCS 16/30-55.35.

Treasurer's Report

The Library Board reviewed the February 2018 Treasurer's Report as presented by Treasurer Tim Spadoni. The Financial Report as prepared by Treasurer Tim Spadoni for February was provided as follows: February is the eighth month of the fiscal year; 66.66% of the way through our fiscal budget.

Income Statement

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Revenues – As we approach our annual budget review, we should start looking at our budget streams. Our current Income is running under budget by \$69,487.

Per Capita Grant – We have not yet received the anticipated \$44,478 Per Capita Grant from the state.

Book Sale – Expectations for income through the book sale may need to be lowered since the sale doesn't look to be bringing as much as anticipated.

Passports – The YTD is running under budget primarily due to starting the program half-way through our fiscal year. However, the current monthly income exceeds the anticipated amount. It will be interesting to see how much the program brings in during a full year's activity.

Investments – It should be noted that our investments are generating \$13,821 to-date income greater than was budgeted.

Donations – This line item reflects the recent donation for the Cubs vs. Sox display and anonymous \$100 donation.

Salaries – Continued under budget by \$74,906.

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Library Materials – On budget.

Library Operating Expenditures - The over-all category continues is well under budget at an amount of \$88,398.

Page 12

General and Administration – The category is running under budget by \$34,165.

Page 13

Employee Fringe Benefits – Same as last month. The category is running over budget due to the one-time payment of \$532,000 to the Illinois Municipal Fund, which was approved by the Board at the November meeting.

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All items are running on or under budget except for Worker's Compensation due to its payment not being spread out over the 12-month year.

Total Expenditures – Running 5.6% under budget.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$190,257.45, payroll expenses of \$286,203.80, Special Reserve Expenses of \$0.00, for a total monthly expense of \$476,461.25. Trustee Olson seconded.

Roll call vote: Ayes: Dimond, Olson, Rozanski, Spadoni. Nays: Drblik. Abstain: Martin. Motion carried.

Director's Report

Most of the past month's highlights were mentioned in the Director's Report. Ms. Lempke referred to the CCS Migration Timeline on page 26.

President Dimond asked whether others on the Board have received notification from the Cook County Clerk's with the link to complete their Statement of Economic Interest which is due May 1. Ms. Lempke responded that the filer list was submitted back in February and that last year, she did not receive notification until March 20.

At this time, Trustee Spadoni gave a real big kudos on the Teen Job Fair. Big thanks to Kathleen Weiss for saving the Library money after negotiating renewal prices with two vendors. Outstanding kudos to Sasha Vasilic on the donation of \$3,000 received from CIBC Bank which paid for the Exhibit and the gift cards from Superdawg. The picture on the front page of the *Bugle* was great. Trustee Olson added that she heard the Baseball Exhibit mentioned on WGN radio. Trustee Martin added that he's a big fan of Overdrive and the easy access to the Library's electronic technology and that he enjoys reading magazines on *Flipster*.

Trustee Spadoni wondered whether the migration to Polaris would have an effect on the easy access to all of the available electronic resources. Assistant Director Cyndi Rademacher responded that with Polaris access will become even easier.

In response to Trustee Drblik's question regarding the Laconi Trustee Banquet on May 18, Ms. Lempke said it is a great opportunity to meet other trustees. Ms. Lempke will provide the Trustees with the registration link.

Communications

They were included in the Board packet.

Liaison Reports

Friends of the Library

Trustee Drblik reported that not enough officers were present to hold an official meeting.

Legislative

There was no report.

RAILS

There was no report.

Secretary's Report

- A. Certified copies of the Report of Receipts and Expenditures for the Niles-Maine District Library for the six months ending December 31, 2016; the twelve months ending June 30, 2017; and the six months ending December 31, 2017 were filed with the Cook County Clerk on February 22, 2018.
- B. A certified copy of the Report of the Statement of Operations for the Niles-Maine District Library for the twelve months ending June 30, 2017, will be filed with the Cook County Clerk upon receipt of the Certificate of Publication. The Statement of Operations was published in the Niles-Herald Spectator on March 8, 2018.

New Business

Discussion with possible motion the requirements of State Statutes regarding hiring library personnel under 75 ILCS 16/30.

Trustee Drblik MOVED the Library Board of Trustees approve the reversal of the current procedure for hiring personnel by Library Director, Susan Lempke, for hiring employees, fixing compensation and removal of employees which is in violation of Illinois State Statute 75 ILCS 16/30-55.35. Trustee Martin seconded.

Going around the table twice, President Dimond gave each member of the Board the opportunity to express their opinions and to discuss the motion as presented by Trustee Drblik. She reminded the Board that the Library's attorney, Dennis Walsh, previously gave his legal opinion that the Board could choose to delegate hiring authority to the Director, or not, and that either way they would be in compliance with the Statute. The consensus was that a majority of the Board agreed that the Library is in compliance with Illinois State Statute 75 ILCS 16/30-55.35 and that the Library Director will continue to have hiring authority as delegated by the Board at its meeting on December 15, 2015.

Roll call vote: Ayes: Drblik, Martin. Nays: Dimond, Olson, Rozanski, Ryan, Spadoni. Motion did not carry.

Notification of the Board regarding the request for proposals from auditing firms to perform the annual audit of the Library's accounts for the fiscal year ending June 30, 2018.

The Board was presented with a draft of RFP for independent audit services. Mr. Pritz explained that it is considered best practice to get new eyes on the finances every 3-5 years, and the Library has been using the same auditing firm for over 25 years. However, Trustees Drblik and Martin did not agree with the wording of the RFP, and the Board agreed to postpone sending it out until next year after further discussion.

Notification of the Board regarding the request for proposals from contracting and/or trade firms to perform various services and replace equipment at the Library.

The Board was presented with drafts of invitations to bid on the replacement of the Library's 250-ton water chiller, exterior caulking, and the exterior painting of the Library. Mr. Pritz explained that last year's repairs on the chiller were much higher than normal, exceeding \$40,000 repairing and replacing parts. The chiller could last another 5-8 years but it will cost to keep it running. It is Mr. Pritz' s recommendation to replace the chiller. The stucco's caulking has not been touched since 1997. There has been water infiltration in some areas. The exterior painting would include the rails around the parking lot, stairs, the stucco, soffits and fascia. Special Reserve funds would be used for these improvements.

The Board agreed to have these improvements made to the Library.

At this time, President Dimond asked that a Special Board Meeting be scheduled sometime between the April and May Board Meetings to discuss and review budget materials. Ms. Lempke will send the Trustees an email confirming the meeting date of Wednesday, May 2 which was tentatively set.

Overview of Power Pac, the new patron catalog

Assistant Director, Cyndi Rademacher presented the Board with features of the new patron catalog along with information on how to save their existing reading history and booklists which will not migrate to Polaris. She provided the Board with bookmarks providing a timeline for the Polaris migration.

Ms. Lempke took this opportunity to tell the Board that Cyndi has done an amazing job preparing our Library for this migration and because of her hard work, we are well ahead of many other libraries.

Discussion: Look at trends affecting libraries

President Dimond asked Ms. Lempke whether this discussion could be held at a later time or is the topic time sensitive. Ms. Lempke said it is not and that she would add it to April's agenda.

Unfinished Business

None.

Other

At this time, Trustee Martin apologized to Ms. Lempke for raising his voice to the level that he did. "I respect Susan and I truly mean my apology. I will work on this and make sure that it doesn't happen again." Ms. Lempke thanked Mr. Martin for his apology.

Adjournment

Trustee Rozanski MOVED the Regular Board Meeting adjourn. Trustee Ryan seconded.

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

The meeting adjourned at 9:30 PM.

President

Secretary

Niles-Maine District Library

Balance Sheet

March 31, 2018

	GENERAL FUND 3/31/2018	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,216,223)	(\$8,195)	\$1,491,430	\$267,012
Investments	\$9,896,781			\$9,896,781
Total Cash and Investments	\$8,680,558	(\$8,195)	\$1,491,430	\$10,163,793
Receivables				
Property Tax Receivable, net	\$2,882,651	\$136,615		\$3,019,267
Replacement Tax Receivable	\$23,481			\$23,481
Total Receivables	\$2,906,133	\$136,615	\$0	\$3,042,748
Prepaid Items				
Prepaid Expense	\$15,192			\$15,192
Total Prepaid Items	\$15,192	\$0	\$0	\$15,192
Total Assets	\$11,601,883	\$128,420	\$1,491,430	\$13,221,733
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$175,643	\$18,476	\$11,609	\$205,728
Other Liabilities	\$11,738	\$9,529		\$21,266
Deferred Revenues	\$2,973,353	\$140,428		\$3,113,780
Total Liabilities	\$3,160,734	\$168,432	\$11,609	\$3,340,775
Fund Balance				
Fund Balance	\$8,441,149	(\$40,012)	\$1,479,822	\$9,880,958
Total Fund Balance	\$8,441,149	(\$40,012)	\$1,479,822	\$9,880,958
Total Liabilities and Fund Balance	\$11,601,883	\$128,420	\$1,491,430	\$13,221,733

Niles-Maine District Library

Income Statement-Consolidated

March 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$2,649,245	\$2,611,390	\$37,855	\$6,585,204	\$6,593,689	(\$8,485)	\$6,718,474	98%
Replacement Taxes	\$12,766	\$58,000	(\$45,234)	\$71,977	\$143,550	(\$71,573)	\$145,000	50%
Per Capita Grant							\$44,478	
Grants-Other		\$83	(\$83)		\$750	(\$750)	\$1,000	
Investment Income	\$12,304	\$6,667	\$5,637	\$79,458	\$60,000	\$19,458	\$80,000	99%
Fines	\$2,202	\$2,083	\$118	\$21,682	\$18,750	\$2,932	\$25,000	87%
Lost Books	\$999	\$625	\$374	\$8,043	\$5,625	\$2,418	\$7,500	107%
Pay For Print	\$2,984	\$2,083	\$900	\$16,589	\$18,750	(\$2,161)	\$25,000	66%
Book Sale	\$1,728	\$1,333	\$394	\$8,084	\$12,000	(\$3,916)	\$16,000	51%
Passports	\$5,322	\$2,083	\$3,239	\$11,099	\$18,750	(\$7,651)	\$25,000	44%
Non-Resident Fees	\$1		\$1	\$357		\$357		
Flash Drive & Ear Bud Sales				\$42		\$42		
Commissions & Fees	(\$4)		(\$4)	\$20		\$20		
Donations	\$1		\$1	\$3,166		\$3,166		
Miscellaneous	\$10,841	\$113	\$10,728	\$11,595	\$1,013	\$10,582	\$1,350	859%
Total Revenues	\$2,698,386	\$2,684,460	\$13,926	\$6,817,315	\$6,872,877	(\$55,561)	\$7,088,802	96%
Expenditures								
Salaries								
Library Director	\$10,733	\$10,827	\$93	\$96,801	\$97,439	\$638	\$129,919	75%
Payroll-Department Managers	\$14,916	\$14,792	(\$124)	\$133,419	\$133,124	(\$295)	\$177,499	75%
Payroll-Division Supervisors	\$37,703	\$37,599	(\$104)	\$338,370	\$338,389	\$20	\$451,186	75%
Payroll-Librarian I	\$101,729	\$106,710	\$4,980	\$907,584	\$960,386	\$52,802	\$1,280,515	71%
Payroll-Library Grade V	\$62,077	\$64,108	\$2,031	\$573,827	\$576,975	\$3,148	\$769,300	75%
Payroll-Library Grade VI	\$29,783	\$29,479	(\$304)	\$276,333	\$265,311	(\$11,022)	\$353,748	78%
Payroll-Library Pages	\$7,941	\$10,963	\$3,022	\$57,210	\$98,671	\$41,460	\$131,561	43%
Payroll-Sundays	\$7,014	\$6,667	(\$347)	\$67,063	\$60,000	(\$7,063)	\$80,000	84%
Adjustments		\$833	\$833	\$5,521	\$7,500	\$1,979	\$10,000	55%
Substitutes	\$536	\$1,250	\$714	\$7,215	\$11,250	\$4,035	\$15,000	48%
Total Salaries	\$272,432	\$283,227	\$10,795	\$2,463,344	\$2,549,046	\$85,701	\$3,398,728	72%

Niles-Maine District Library
Income Statement-Consolidated

March 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$20,531	\$14,833	(\$5,697)	\$132,226	\$133,500	\$1,274	\$178,000	74%
Books-Youth Services	\$5,105	\$6,667	\$1,562	\$53,055	\$60,000	\$6,945	\$80,000	66%
Books-Teen	\$1,529	\$1,271	(\$258)	\$10,906	\$11,437	\$532	\$15,250	72%
Downloadables	\$3,501	\$5,000	\$1,499	\$51,293	\$45,000	(\$6,293)	\$60,000	85%
Periodicals	\$496	\$2,742	\$2,246	\$15,766	\$24,675	\$8,909	\$32,900	48%
AV-Adult	\$18,466	\$10,417	(\$8,049)	\$82,473	\$93,750	\$11,277	\$125,000	66%
AV-Youth Services	\$3,026	\$3,467	\$441	\$24,697	\$31,200	\$6,503	\$41,600	59%
AV-Teen	\$1,456	\$979	(\$477)	\$7,532	\$8,812	\$1,280	\$11,750	64%
Online Databases	\$17,295	\$17,917	\$622	\$192,406	\$161,250	(\$31,156)	\$215,000	89%
Total Library Materials	\$71,403	\$63,292	(\$8,111)	\$570,352	\$569,625	(\$727)	\$759,500	75%
Library Operating Expenditures								
CCS Charges	\$6,516	\$6,522	\$7	\$58,641	\$58,702	\$61	\$78,269	75%
Processing & Supplies	\$531	\$2,083	\$1,553	\$30,341	\$18,750	(\$11,591)	\$25,000	121%
Internet Charges	\$1,497	\$1,533	\$36	(\$4,289)	\$13,800	\$18,089	\$18,400	(23)%
Software, Licenses	\$5,174	\$4,844	(\$330)	\$19,875	\$56,092	\$36,217	\$70,623	28%
Printing	\$6,508	\$3,708	(\$2,800)	\$25,199	\$34,075	\$8,876	\$45,200	56%
Library Supplies	(\$56)	\$692	\$748	\$4,033	\$6,225	\$2,192	\$8,300	49%
Programming & Support-Adult	\$2,667	\$2,953	\$286	\$28,484	\$26,580	(\$1,904)	\$35,440	80%
Programming & Support-Juvenile	\$1,500	\$3,327	\$1,828	\$25,387	\$29,944	\$4,556	\$39,925	64%
Programming & Support-Events	\$456	\$800	\$344	\$5,075	\$9,200	\$4,125	\$11,600	44%
Programming & Support-Teen	\$444	\$706	\$262	\$4,855	\$6,356	\$1,501	\$8,475	57%
Public Performing Rights				\$1,881	\$1,400	(\$481)	\$1,400	134%
Computer Charges OCLC	\$1,035	\$1,091	\$56	\$9,314	\$9,820	\$506	\$13,093	71%
Miscellaneous		\$83	\$83	\$1,751	\$750	(\$1,001)	\$1,000	175%
Per Capita Grant Expenditures	\$399	\$3,706	\$3,307	\$1,727	\$33,358	\$31,632	\$44,478	4%
Grant - Other Expenditures		\$83	\$83	\$850	\$750	(\$100)	\$1,000	85%
Volunteers		\$245	\$245	\$774	\$2,203	\$1,429	\$2,938	26%
Total Library Operating Expenditures	\$26,670	\$32,378	\$5,709	\$213,898	\$308,005	\$94,107	\$405,141	53%

Niles-Maine District Library
Income Statement-Consolidated

March 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,836	\$2,667	\$831	\$21,140	\$24,000	\$2,860	\$32,000	66%
Copiers	\$903	\$1,000	\$97	\$6,463	\$9,000	\$2,537	\$12,000	54%
Professional Development	\$9,230	\$3,915	(\$5,315)	\$34,728	\$35,236	\$508	\$46,982	74%
Mileage	\$240	\$296	\$55	\$1,836	\$2,662	\$826	\$3,550	52%
Professional Collection	\$4,535	\$300	(\$4,235)	\$5,099	\$2,700	(\$2,399)	\$3,600	142%
Legal Fees	\$120	\$1,000	\$880	\$5,006	\$9,000	\$3,994	\$12,000	42%
Consultants	\$211	\$2,250	\$2,039	\$3,801	\$20,250	\$16,449	\$27,000	14%
Kitchen Supplies		\$83	\$83	\$377	\$750	\$373	\$1,000	38%
Promotional Expense	\$232	\$2,500	\$2,268	\$13,714	\$22,500	\$8,786	\$30,000	46%
Office Supplies	\$1,375	\$1,500	\$125	\$21,596	\$13,500	(\$8,096)	\$18,000	120%
Postage & Freight	\$950	\$1,500	\$550	\$14,430	\$13,500	(\$930)	\$18,000	80%
Publication of Notices-Legal	\$622	\$100	(\$522)	\$1,149	\$900	(\$249)	\$1,200	96%
Subscriptions & Dues	\$4	\$705	\$702	\$5,322	\$6,349	\$1,027	\$8,465	63%
Collection Services	\$116	\$83	(\$33)	\$1,407	\$750	(\$657)	\$1,000	141%
Telephone	\$1,551	\$1,375	(\$176)	\$13,031	\$12,375	(\$656)	\$16,500	79%
Trustee Expense	\$31	\$500	\$469	\$700	\$4,500	\$3,800	\$6,000	12%
Payroll Service	\$1,051	\$1,375	\$324	\$12,118	\$12,375	\$257	\$16,500	73%
Bank Fees	\$102	\$208	\$106	(\$2,108)	\$1,875	\$3,983	\$2,500	(84)%
Parking Lease	\$881	\$881		\$7,929	\$7,929	\$0	\$10,572	75%
Total General and Administration	\$23,990	\$22,239	(\$1,751)	\$167,738	\$200,152	\$32,414	\$266,869	63%
Vehicle Operation								
Gas, Oil, Grease	\$47	\$83	\$36	\$386	\$750	\$364	\$1,000	39%
Repairs & Maintenance		\$150	\$150		\$1,350	\$1,350	\$1,800	
Miscellaneous		\$8	\$8		\$75	\$75	\$100	
Auto Insurance				\$1,586	\$1,586		\$1,586	100%
Total Vehicle Operation	\$47	\$242	\$195	\$1,972	\$3,761	\$1,789	\$4,486	44%

Niles-Maine District Library
Income Statement-Consolidated

March 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$17,403	\$19,583	\$2,181	\$704,660	\$676,250	(\$28,410)	\$735,000	96%
Group Health	\$38,404	\$44,167	\$5,763	\$366,907	\$397,500	\$30,593	\$530,000	69%
Health Reimbursement Account	\$3,126	\$5,500	\$2,374	\$31,576	\$49,500	\$17,924	\$66,000	48%
Dental	\$1,359	\$1,667	\$307	\$14,355	\$15,000	\$645	\$20,000	72%
Vision	\$483	\$583	\$100	\$4,773	\$5,250	\$477	\$7,000	68%
FSA fee	\$56	\$100	\$44	\$828	\$900	\$72	\$1,200	69%
Life, LTD, AD&D, STD	\$1,016	\$1,500	\$484	\$9,535	\$13,500	\$3,965	\$18,000	53%
Total Employee Fringe Benefits	\$61,847	\$73,100	\$11,253	\$1,132,634	\$1,157,900	\$25,266	\$1,377,200	82%
Utilities								
Gas	\$2,955	\$1,250	(\$1,705)	\$10,660	\$11,250	\$590	\$15,000	71%
Electric	\$5,475	\$8,333	\$2,859	\$64,002	\$75,000	\$10,998	\$100,000	64%
Water	\$343	\$667	\$324	\$6,810	\$6,000	(\$810)	\$8,000	85%
Total Utilities	\$8,772	\$10,250	\$1,478	\$81,473	\$92,250	\$10,777	\$123,000	66%
Capital Expenditures								
Special Reserve - Building	\$11,609	\$35,667	\$24,058	\$27,744	\$321,000	\$293,256	\$428,000	6%
Special Reserve - Equipment		\$10,000	\$10,000	\$5,809	\$90,000	\$84,191	\$120,000	5%
Total Capital Expenditures	\$11,609	\$45,667	\$34,058	\$33,552	\$411,000	\$377,448	\$548,000	6%
Audit								
Audit Expense				\$19,900	\$16,400	(\$3,500)	\$16,400	121%
Total Audit Expenditures	\$0	\$0	\$0	\$19,900	\$16,400	(\$3,500)	\$16,400	121%
Liability Insurance								
Liability Insurance				\$29,868	\$29,868		\$29,868	100%
Total Liability Expenditures	\$0	\$0	\$0	\$29,868	\$29,868	\$0	\$29,868	100%

Niles-Maine District Library
Income Statement-Consolidated

March 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$20,186	\$20,833	\$647	\$184,868	\$187,500	\$2,632	\$250,000	74%
Total Social Security Expenditures	\$20,186	\$20,833	\$647	\$184,868	\$187,500	\$2,632	\$250,000	74%
Workers' Compensation								
Workers' Compensation				\$26,011	\$27,489	\$1,478	\$27,489	95%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$26,011	\$27,489	\$1,478	\$27,489	95%
Unemployment Compensation								
Unemployment Compensation	\$2,795	\$1,667	(\$1,128)	\$14,904	\$15,000	\$96	\$20,000	75%
Total Unemployment Compensation Expenditures	\$2,795	\$1,667	(\$1,128)	\$14,904	\$15,000	\$96	\$20,000	75%
Building & Equipment Maintenance								
Repairs & Improvements	\$4,383	\$4,667	\$284	\$49,429	\$42,000	(\$7,429)	\$56,000	88%
Contractual Maintenance	\$6,840	\$2,975	(\$3,865)	\$34,511	\$26,775	(\$7,736)	\$35,700	97%
Non-Contractual Maintenance	\$3,548	\$3,220	(\$328)	\$28,912	\$28,980	\$68	\$38,640	75%
Equipment Maintenance	\$1,208	\$1,750	\$542	\$14,740	\$15,750	\$1,010	\$21,000	70%
Non Capital Expenses		\$2,083	\$2,083	\$3,526	\$18,750	\$15,224	\$25,000	14%
Furniture & Fixtures		\$2,979	\$2,979	\$10,166	\$26,807	\$16,641	\$35,743	28%
Total Building & Equipment Maintenance Expenditures	\$15,979	\$17,674	\$1,695	\$141,284	\$159,062	\$17,778	\$212,083	67%
Total Expenditures	\$515,730	\$570,569	\$54,839	\$5,081,798	\$5,727,058	\$645,259	\$7,438,764	68%
NET SURPLUS/(DEFICIT)	\$2,182,657	\$2,113,892	\$68,765	\$1,735,517	\$1,145,819	\$589,698	(\$349,962)	(496)%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76146	Accounts Payable	Computer Check	4/18/2018	AFLAC	\$0.00	\$339.04	(\$339.04)	3/31/2018	Outstanding
76147	Accounts Payable	Computer Check	4/18/2018	ALLIANCE ENTERTAINMENT	\$0.00	\$372.34	(\$711.38)	3/31/2018	Outstanding
76148	Accounts Payable	Computer Check	4/18/2018	SYNCB/ AMAZON	\$0.00	\$36.52	(\$747.90)	3/31/2018	Outstanding
76149	Accounts Payable	Computer Check	4/18/2018	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$371.00	(\$1,118.90)	3/31/2018	Outstanding
76150	Accounts Payable	Computer Check	4/18/2018	ART EXCURSIONS, INC.	\$0.00	\$350.00	(\$1,468.90)	3/31/2018	Outstanding
76151	Accounts Payable	Computer Check	4/18/2018	ASI Signage Innovations	\$0.00	\$11,608.71	(\$13,077.61)	3/31/2018	Outstanding
76152	Accounts Payable	Computer Check	4/18/2018	AT&T	\$0.00	\$43.73	(\$13,121.34)	3/31/2018	Outstanding
76153	Accounts Payable	Computer Check	4/18/2018	AT&T	\$0.00	\$388.10	(\$13,509.44)	3/31/2018	Outstanding
76154	Accounts Payable	Computer Check	4/18/2018	AUTOMATIC BUILDING CONTRO	\$0.00	\$564.00	(\$14,073.44)	3/31/2018	Outstanding
76155	Accounts Payable	Computer Check	4/18/2018	Relevant, LLC d b a Omnigraphics, In	\$0.00	\$364.95	(\$14,438.39)	3/31/2018	Outstanding
76156	Accounts Payable	Computer Check	4/18/2018	BAKER & TAYLOR ENTERTAINME	\$0.00	\$93.75	(\$14,532.14)	3/31/2018	Outstanding
76157	Accounts Payable	Computer Check	4/18/2018	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$14,682.14)	3/31/2018	Outstanding
76158	Accounts Payable	Computer Check	4/18/2018	BIBLIOTHECA, LLC	\$0.00	\$1,599.00	(\$16,281.14)	3/31/2018	Outstanding
76159	Accounts Payable	Computer Check	4/18/2018	BUTLER CHEMICAL CO., INC.	\$0.00	\$110.00	(\$16,391.14)	3/31/2018	Outstanding
76160	Accounts Payable	Computer Check	4/18/2018	C. ACITELLI HEATING & PIPING	\$0.00	\$1,183.13	(\$17,574.27)	3/31/2018	Outstanding
76161	Accounts Payable	Computer Check	4/18/2018	CALL ONE	\$0.00	\$1,326.66	(\$18,900.93)	3/31/2018	Outstanding
76162	Accounts Payable	Computer Check	4/18/2018	ARIANNE CAREY	\$0.00	\$37.19	(\$18,938.12)	3/31/2018	Outstanding
76163	Accounts Payable	Computer Check	4/18/2018	CENGAGE LEARNING, INC.	\$0.00	\$5,051.55	(\$23,989.67)	3/31/2018	Outstanding
76164	Accounts Payable	Computer Check	4/18/2018	CHICAGO TRIBUNE	\$0.00	\$621.67	(\$24,611.34)	3/31/2018	Outstanding
76165	Accounts Payable	Computer Check	4/18/2018	CHRIS CHRISTMAS	\$0.00	\$480.00	(\$25,091.34)	3/31/2018	Outstanding
76166	Accounts Payable	Computer Check	4/18/2018	CHRIS' LANDSCAPE, INC.	\$0.00	\$3,550.00	(\$28,641.34)	3/31/2018	Outstanding
76167	Accounts Payable	Computer Check	4/18/2018	CINTAS CORPORATION LOC. 769	\$0.00	\$964.80	(\$29,606.14)	3/31/2018	Outstanding
76168	Accounts Payable	Computer Check	4/18/2018	CLARA SHEFFER	\$0.00	\$5.94	(\$29,612.08)	3/31/2018	Outstanding
76169	Accounts Payable	Computer Check	4/18/2018	COMED	\$0.00	\$5,474.72	(\$35,086.80)	3/31/2018	Outstanding
76170	Accounts Payable	Computer Check	4/18/2018	COMMUNICATION REVOLVING F	\$0.00	\$478.00	(\$35,564.80)	3/31/2018	Outstanding
76171	Accounts Payable	Computer Check	4/18/2018	COOPERATIVE COMPUTER SERV	\$0.00	\$7,550.53	(\$43,115.33)	3/31/2018	Outstanding
76172	Accounts Payable	Computer Check	4/18/2018	COVERALL NORTH AMERICA, IN	\$0.00	\$3,100.00	(\$46,215.33)	3/31/2018	Outstanding
76173	Accounts Payable	Computer Check	4/18/2018	DAVID DABROWSKI	\$0.00	\$38.15	(\$46,253.48)	3/31/2018	Outstanding
76174	Accounts Payable	Computer Check	4/18/2018	DEMCO, INC.	\$0.00	\$375.00	(\$46,628.48)	3/31/2018	Outstanding
76175	Accounts Payable	Computer Check	4/18/2018	DENISE REDA	\$0.00	\$19.98	(\$46,648.46)	3/31/2018	Outstanding
76176	Accounts Payable	Computer Check	4/18/2018	Donna Block	\$0.00	\$62.97	(\$46,711.43)	3/31/2018	Outstanding
76177	Accounts Payable	Computer Check	4/18/2018	EASYPERMIT POSTAGE	\$0.00	\$950.00	(\$47,661.43)	3/31/2018	Outstanding
76178	Accounts Payable	Computer Check	4/18/2018	EBSCO	\$0.00	\$3,518.00	(\$51,179.43)	3/31/2018	Outstanding
76179	Accounts Payable	Computer Check	4/18/2018	FIFTH THIRD BANK	\$0.00	\$1,824.98	(\$53,004.41)	3/31/2018	Outstanding
76180	Accounts Payable	Computer Check	4/18/2018	FINDAWAY WORLD, LLC	\$0.00	\$247.44	(\$53,251.85)	3/31/2018	Outstanding
76181	Accounts Payable	Computer Check	4/18/2018	Fire & Security Systems, Inc	\$0.00	\$159.00	(\$53,410.85)	3/31/2018	Outstanding
76182	Accounts Payable	Computer Check	4/18/2018	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$53,806.85)	3/31/2018	Outstanding
76183	Accounts Payable	Computer Check	4/18/2018	FLOOR INNOVATIONS	\$0.00	\$3,200.00	(\$57,006.85)	3/31/2018	Outstanding
76184	Accounts Payable	Computer Check	4/18/2018	Fox River Valley Public Library Distr	\$0.00	\$20.99	(\$57,027.84)	3/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76185	Accounts Payable	Computer Check	4/18/2018	DOROTHEA FRISBIE	\$0.00	\$1,754.61	(\$58,782.45)	3/31/2018	Outstanding
76186	Accounts Payable	Computer Check	4/18/2018	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,021.39	(\$60,803.84)	3/31/2018	Outstanding
76187	Accounts Payable	Computer Check	4/18/2018	GRAINGER	\$0.00	\$650.00	(\$61,453.84)	3/31/2018	Outstanding
76188	Accounts Payable	Computer Check	4/18/2018	Grass Roots Press	\$0.00	\$863.24	(\$62,317.08)	3/31/2018	Outstanding
76189	Accounts Payable	Computer Check	4/18/2018	GROOT, INC.	\$0.00	\$447.87	(\$62,764.95)	3/31/2018	Outstanding
76190	Accounts Payable	Computer Check	4/18/2018	HALL PASS	\$0.00	\$36.00	(\$62,800.95)	3/31/2018	Outstanding
76191	Accounts Payable	Computer Check	4/18/2018	HEALTHCARE SERVICE CORPOR	\$0.00	\$44,913.03	(\$107,713.98)	3/31/2018	Outstanding
76192	Accounts Payable	Computer Check	4/18/2018	HOOPLA	\$0.00	\$5,000.00	(\$112,713.98)	3/31/2018	Outstanding
76193	Accounts Payable	Computer Check	4/18/2018	INGRAM LIBRARY SERVICES	\$0.00	\$20,808.04	(\$133,522.02)	3/31/2018	Outstanding
76194	Accounts Payable	Computer Check	4/18/2018	JOAN MCGEE	\$0.00	\$225.00	(\$133,747.02)	3/31/2018	Outstanding
76195	Accounts Payable	Computer Check	4/18/2018	Jonathan T Kral	\$0.00	\$4.99	(\$133,752.01)	3/31/2018	Outstanding
76196	Accounts Payable	Computer Check	4/18/2018	Kathleen Weiss	\$0.00	\$216.17	(\$133,968.18)	3/31/2018	Outstanding
76197	Accounts Payable	Computer Check	4/18/2018	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$84.00	(\$134,052.18)	3/31/2018	Outstanding
76198	Accounts Payable	Computer Check	4/18/2018	KONICA MINOLTA BUSINESS SO	\$0.00	\$902.87	(\$134,955.05)	3/31/2018	Outstanding
76199	Accounts Payable	Computer Check	4/18/2018	KOREAN BOOKS	\$0.00	\$548.33	(\$135,503.38)	3/31/2018	Outstanding
76200	Accounts Payable	Computer Check	4/18/2018	KSIEGARNIA QUO VADIS	\$0.00	\$1,327.76	(\$136,831.14)	3/31/2018	Outstanding
76201	Accounts Payable	Computer Check	4/18/2018	LAKESHORE LEARNING MATERI	\$0.00	\$160.95	(\$136,992.09)	3/31/2018	Outstanding
76202	Accounts Payable	Computer Check	4/18/2018	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$370.80	(\$137,362.89)	3/31/2018	Outstanding
76203	Accounts Payable	Computer Check	4/18/2018	Learning Resources - Educational Insi	\$0.00	\$70.92	(\$137,433.81)	3/31/2018	Outstanding
76204	Accounts Payable	Computer Check	4/18/2018	THE LIBRARY OF CONGRESS	\$0.00	\$685.00	(\$138,118.81)	3/31/2018	Outstanding
76205	Accounts Payable	Computer Check	4/18/2018	VICTORIA LUZ	\$0.00	\$378.65	(\$138,497.46)	3/31/2018	Outstanding
76206	Accounts Payable	Computer Check	4/18/2018	MAKERBOT INDUSTRIES LLC	\$0.00	\$399.00	(\$138,896.46)	3/31/2018	Outstanding
76207	Accounts Payable	Computer Check	4/18/2018	Marilyn Wright	\$0.00	\$29.99	(\$138,926.45)	3/31/2018	Outstanding
76208	Accounts Payable	Computer Check	4/18/2018	MARY MILLER	\$0.00	\$161.40	(\$139,087.85)	3/31/2018	Outstanding
76209	Accounts Payable	Computer Check	4/18/2018	NANCY MCCULLY	\$0.00	\$185.00	(\$139,272.85)	3/31/2018	Outstanding
76210	Accounts Payable	Computer Check	4/18/2018	Menards	\$0.00	\$519.10	(\$139,791.95)	3/31/2018	Outstanding
76211	Accounts Payable	Computer Check	4/18/2018	Michael Gershbein	\$0.00	\$200.00	(\$139,991.95)	3/31/2018	Outstanding
76212	Accounts Payable	Computer Check	4/18/2018	Mick Archer	\$0.00	\$300.00	(\$140,291.95)	3/31/2018	Outstanding
76213	Accounts Payable	Computer Check	4/18/2018	MICROSYSTEMS, INC.	\$0.00	\$385.57	(\$140,677.52)	3/31/2018	Outstanding
76214	Accounts Payable	Computer Check	4/18/2018	MIDWEST TAPE	\$0.00	\$21,584.43	(\$162,261.95)	3/31/2018	Outstanding
76215	Accounts Payable	Computer Check	4/18/2018	Mitchell Levin	\$0.00	\$175.00	(\$162,436.95)	3/31/2018	Outstanding
76216	Accounts Payable	Computer Check	4/18/2018	MULTICULTURAL BOOKS & VID	\$0.00	\$1,540.00	(\$163,976.95)	3/31/2018	Outstanding
76217	Accounts Payable	Computer Check	4/18/2018	NICOR GAS	\$0.00	\$2,954.75	(\$166,931.70)	3/31/2018	Outstanding
76218	Accounts Payable	Computer Check	4/18/2018	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$167,812.70)	3/31/2018	Outstanding
76219	Accounts Payable	Computer Check	4/18/2018	CORNELIUS M. O'SHEA	\$0.00	\$1,694.90	(\$169,507.60)	3/31/2018	Outstanding
76220	Accounts Payable	Computer Check	4/18/2018	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$170,255.60)	3/31/2018	Outstanding
76221	Accounts Payable	Computer Check	4/18/2018	MICHAELENE ORZECOWSKI	\$0.00	\$15.26	(\$170,270.86)	3/31/2018	Outstanding
76222	Accounts Payable	Computer Check	4/18/2018	OVERDRIVE, INC.	\$0.00	\$3,472.75	(\$173,743.61)	3/31/2018	Outstanding
76223	Accounts Payable	Computer Check	4/18/2018	Peapod	\$0.00	\$144.76	(\$173,888.37)	3/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
76224	Accounts Payable	Computer Check	4/18/2018	PENGUIN RANDOM HOUSE LLC	\$0.00	\$103.50	(\$173,991.87)	3/31/2018	Outstanding
76225	Accounts Payable	Computer Check	4/18/2018	PLIC - SBD GRAND ISLAND	\$0.00	\$1,015.82	(\$175,007.69)	3/31/2018	Outstanding
76226	Accounts Payable	Computer Check	4/18/2018	PROQUEST LLC	\$0.00	\$1,810.00	(\$176,817.69)	3/31/2018	Outstanding
76227	Accounts Payable	Computer Check	4/18/2018	RAILS	\$0.00	\$4,445.28	(\$181,262.97)	3/31/2018	Outstanding
76228	Accounts Payable	Computer Check	4/18/2018	RECORD INFORMATION SERVIC	\$0.00	\$575.00	(\$181,837.97)	3/31/2018	Outstanding
76229	Accounts Payable	Computer Check	4/18/2018	RECORDED BOOKS, LLC	\$0.00	\$198.20	(\$182,036.17)	3/31/2018	Outstanding
76230	Accounts Payable	Computer Check	4/18/2018	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$1,220.00	(\$183,256.17)	3/31/2018	Outstanding
76231	Accounts Payable	Computer Check	4/18/2018	SHELL	\$0.00	\$47.13	(\$183,303.30)	3/31/2018	Outstanding
76232	Accounts Payable	Computer Check	4/18/2018	SIMPLEXGRINNELL	\$0.00	\$740.02	(\$184,043.32)	3/31/2018	Outstanding
76233	Accounts Payable	Computer Check	4/18/2018	SKOKIE PUBLIC LIBRARY	\$0.00	\$500.00	(\$184,543.32)	3/31/2018	Outstanding
76234	Accounts Payable	Computer Check	4/18/2018	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$184,657.32)	3/31/2018	Outstanding
76235	Accounts Payable	Computer Check	4/18/2018	Stacy Moss-Paul	\$0.00	\$42.51	(\$184,699.83)	3/31/2018	Outstanding
76236	Accounts Payable	Computer Check	4/18/2018	SUPERIOR COPIES	\$0.00	\$181.08	(\$184,880.91)	3/31/2018	Outstanding
76237	Accounts Payable	Computer Check	4/18/2018	SUSAN LEMPKE	\$0.00	\$1,119.80	(\$186,000.71)	3/31/2018	Outstanding
76238	Accounts Payable	Computer Check	4/18/2018	SUZANNE WULF	\$0.00	\$1,771.34	(\$187,772.05)	3/31/2018	Outstanding
76239	Accounts Payable	Computer Check	4/18/2018	THE SHAKESPEARE PROJECT OF C	\$0.00	\$850.00	(\$188,622.05)	3/31/2018	Outstanding
76240	Accounts Payable	Computer Check	4/18/2018	TranscriptionGear.Com	\$0.00	\$1,098.00	(\$189,720.05)	3/31/2018	Outstanding
76241	Accounts Payable	Computer Check	4/18/2018	TUMBLEWEED PRESS INC.	\$0.00	\$3,493.00	(\$193,213.05)	3/31/2018	Outstanding
76242	Accounts Payable	Computer Check	4/18/2018	UNIQUE MANAGEMENT SERVICE	\$0.00	\$152.15	(\$193,365.20)	3/31/2018	Outstanding
76243	Accounts Payable	Computer Check	4/18/2018	VERIZON WIRELESS	\$0.00	\$181.09	(\$193,546.29)	3/31/2018	Outstanding
76244	Accounts Payable	Computer Check	4/18/2018	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$53.89	(\$193,600.18)	3/31/2018	Outstanding
76245	Accounts Payable	Computer Check	4/18/2018	VILLAGE OF NILES	\$0.00	\$342.79	(\$193,942.97)	3/31/2018	Outstanding
76246	Accounts Payable	Computer Check	4/18/2018	VISA	\$0.00	\$4,181.71	(\$198,124.68)	3/31/2018	Outstanding
76247	Accounts Payable	Computer Check	4/18/2018	VISION SERVICE PLAN OF ILLINO	\$0.00	\$528.34	(\$198,653.02)	3/31/2018	Outstanding
76248	Accounts Payable	Computer Check	4/18/2018	VISOGRAPHIC	\$0.00	\$5,891.36	(\$204,544.38)	3/31/2018	Outstanding
76249	Accounts Payable	Computer Check	4/18/2018	VOLGISTICS INC.	\$0.00	\$1,572.00	(\$206,116.38)	3/31/2018	Outstanding
76250	Accounts Payable	Computer Check	4/18/2018	ZION-BENTON PUBLIC LIBRARY D	\$0.00	\$13.99	(\$206,130.37)	3/31/2018	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$206,130.37)
Total Payments:	(\$206,130.37)
Total Change in Register Balance:	(\$206,130.37)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 18, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76146	\$339.04	AFLAC	\$339.04	-- Monthly Payment March 2018	01-2140-00-00	Payroll Clearing
76147	\$372.34	ALLIANCE ENTERTAINMENT	\$372.34	-- Materials	01-4433-44-00	AV-Adult
76148	\$36.52	SYNCB/ AMAZON	\$36.52	-- PO #83211	01-5323-53-03	Programming & Support-Adult-Digital Services
76149	\$371.00	AMERICAN LIBRARY ASSOCIATION	\$215.00	-- Membership Renewal J.K & M.O.	01-5430-54-04	Professional Development-Tech Services
76149	\$371.00	AMERICAN LIBRARY ASSOCIATION	\$156.00	-- Membership Renewal J.K & M.O.	01-5430-54-02	Professional Development-Youth Services
76150	\$350.00	ART EXCURSIONS, INC.	\$350.00	--Program: Lorado Taft Sculptor	01-5323-53-01	Programming & Support-Adult-Adult Services
76151	\$11,608.71	ASI Signage Innovations	\$11,608.71	-- Exterior Signage Final Balance Due	40-5805-58-00	Special Reserve - Building
76152	\$43.73	AT&T	\$43.73	-- Monthly Service 2/17~3/16/2018	01-5465-54-09	Telephone-Administrative Services
76153	\$388.10	AT&T	\$388.10	-- Internet Connection	01-5312-53-06	Internet Charges-IT Services
76154	\$564.00	AUTOMATIC BUILDING CONTROLS	\$564.00	-- Qtrly Billing April 2018 ~ June 2018	08-6720-67-00	Contractual Maintenance
76155	\$364.95	Relevant, LLC d b a Omnigraphics, Inc.	\$59.70	-- Materials	01-4415-44-00	Books-Teen
76155	\$364.95	Relevant, LLC d b a Omnigraphics, Inc.	\$163.70	-- Materials	01-4413-44-00	Books-Adult
76155	\$364.95	Relevant, LLC d b a Omnigraphics, Inc.	\$59.70	-- Materials	01-4415-44-00	Books-Teen
76155	\$364.95	Relevant, LLC d b a Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
76156	\$93.75	BAKER & TAYLOR ENTERTAINMENT	\$36.46	-- Materials	01-4413-44-00	Books-Adult
76156	\$93.75	BAKER & TAYLOR ENTERTAINMENT	\$57.29	-- Materials	01-5435-54-04	Professional Collection-Tech Services
76157	\$150.00	BERNADETТА KORYCIARZ	\$150.00	-- Program: Polish Story Time	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76158	\$1,599.00	BIBLIOTHECA, LLC	\$1,599.00	-- Annual Support & Maint 3/01/18 ~ 2/28/19	01-5313-53-08	Software, Licenses-Patron Services
76159	\$110.00	BUTLER CHEMICAL CO., INC.	\$110.00	-- Water Test on Boilers	08-6740-67-00	Equipment Maintenance
76160	\$1,183.13	C. ACITELLI HEATING & PIPING	\$325.00	-- Boiler Repairs	08-6710-67-00	Repairs & Improvements
76160	\$1,183.13	C. ACITELLI HEATING & PIPING	\$858.13	-- Replace Boiler water sensor	08-6710-67-00	Repairs & Improvements
76161	\$1,326.66	CALL ONE	\$1,326.66	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
76162	\$37.19	ARIANNE CAREY	\$37.19	-- EE Reimbursement 2nd Saturday Breakfast Bingo	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$142.80	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$231.91	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$95.96	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$185.19	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$27.99	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$28.79	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$80.97	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$65.22	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$2,347.15	-- Materials	01-4487-44-00	Online Databases
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$228.71	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$80.96	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$48.73	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$56.23	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$84.72	-- Materials	01-4413-44-00	Books-Adult

**Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 18, 2018**

Total Check						
Check#	Amount	Payee Name	Amount	Description	Account#	Account description
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$193.43	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$741.00	-- Materials	01-4487-44-00	Online Databases
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$155.19	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$151.44	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$77.97	-- Materials	01-4413-44-00	Books-Adult
76163	\$5,051.55	CENGAGE LEARNING, INC.	\$27.19	-- Materials	01-4413-44-00	Books-Adult
76164	\$621.67	CHICAGO TRIBUNE	\$621.67	-- Publication of RPP's & Statement of Operations	01-5459-54-09	Publication of Notices-Legal
76165	\$480.00	CHRIS CHRISTMAS	\$480.00	-- Program: Knights of Niles Chess Club	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76166	\$3,550.00	CHRIS' LANDSCAPE, INC.	\$3,550.00	-- 2018 Landscaping Maintenance	08-6720-67-00	Contractual Maintenance
76167	\$964.80	CINTAS CORPORATION LOC. 769	\$190.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76167	\$964.80	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76167	\$964.80	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76167	\$964.80	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76167	\$964.80	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76167	\$964.80	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76167	\$964.80	CINTAS CORPORATION LOC. 769	\$190.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76168	\$5.94	CLARA SHEFFER	\$5.94	-- EE Mileage Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76169	\$5,474.72	COMED	\$5,474.72	--2/8 ~3/9/2018 29 Days	01-5720-57-00	Electric
76170	\$478.00	COMMUNICATION REVOLVING FUND	\$478.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
76171	\$7,550.53	COOPERATIVE COMPUTER SERVICE	\$6,515.65	-- CCS Membership Fee March	01-5310-53-09	CCS Charges-Administration
76171	\$7,550.53	COOPERATIVE COMPUTER SERVICE	\$1,034.88	-- OCLC JED Charge March 2018	01-5329-53-09	Computer Charges OCLC-Administrative Services
76172	\$3,100.00	COVERALL NORTH AMERICA, INC.	\$3,100.00	-- Monthly Service March 2018	08-6730-67-00	Non-Contractual Maintenance
76173	\$38.15	DAVID DABROWSKI	\$38.15	-- EE Mileage Reimbursement	01-5431-54-05	Mileage-Maintenance Services
76174	\$375.00	DEMCO, INC.	\$375.00	-- Summer Reader Purchase - Annual Maintenance	01-5313-53-02	Software, Licenses-Youth Services
76175	\$19.98	DENISE REDA	\$19.98	-- EE Reimbursement - Schools Out Movie	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76176	\$62.97	Donna Block	\$7.48	-- EE Reimbursement -Teen Tech Week	01-5326-53-02	Programming & Support-Teen-Youth Services
76176	\$62.97	Donna Block	\$55.49	-- EE Reimbursement - Program Movies/Trivia/Summer Reading	01-5326-53-02	Programming & Support-Teen-Youth Services
76177	\$950.00	EASYPERMIT POSTAGE	\$450.00	-- SendPro Postage	01-5458-54-08	Postage & Freight-Patron Services
76177	\$950.00	EASYPERMIT POSTAGE	\$500.00	-- Replenish Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
76178	\$3,518.00	EBSCO	\$3,518.00	-- Materials	01-4487-44-00	Online Databases
76179	\$1,824.98	FIFTH THIRD BANK	\$1,824.98	-- FSA Employee Payments	01-1125-00-00	Cash-Flexible Spending Account
76180	\$247.44	FINDAWAY WORLD, LLC	\$247.44	-- Materials	01-4434-44-00	AV-Youth Services
76181	\$159.00	Fire & Security Systems, Inc	\$159.00	-- Fire Alarm/Radio Monitoring 04/01 ~ 06/30/2018	08-6720-67-00	Contractual Maintenance
76182	\$396.00	FLEXSOURCE, LLC	\$56.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5633-56-00	FSA fee
76182	\$396.00	FLEXSOURCE, LLC	\$164.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5625-56-00	Health Reimbursement Account
76182	\$396.00	FLEXSOURCE, LLC	\$176.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5630-56-00	Dental
76183	\$3,200.00	FLOOR INNOVATIONS	\$3,200.00	-- Carpet Maintenance	08-6710-67-00	Repairs & Improvements
76184	\$20.99	Fox River Valley Public Library District	\$20.99	-- Lost Book Refund	01-3620-36-00	Lost Books

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 18, 2018

Total Check						
Check#	Amount	Payee Name	Amount	Description	Account#	Account description
76185	\$1,754.61	DOROTHEA FRISBIE	\$1,754.61	-- EE Reimbursement PLA	01-5430-54-01	Professional Development-Adult Services
76186	\$2,021.39	GARVEY'S OFFICE PRODUCTS	\$911.81	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
76186	\$2,021.39	GARVEY'S OFFICE PRODUCTS	\$17.34	-- Office Supplies	01-5457-54-01	Office Supplies-Adult Services
76186	\$2,021.39	GARVEY'S OFFICE PRODUCTS	\$67.19	-- Office Supplies	01-5457-54-04	Office Supplies-Tech Services
76186	\$2,021.39	GARVEY'S OFFICE PRODUCTS	\$114.53	-- Office Supplies	01-5457-54-02	Office Supplies-Youth Services
76186	\$2,021.39	GARVEY'S OFFICE PRODUCTS	\$29.57	-- Office Supplies	01-5457-54-04	Office Supplies-Tech Services
76186	\$2,021.39	GARVEY'S OFFICE PRODUCTS	\$666.58	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76186	\$2,021.39	GARVEY'S OFFICE PRODUCTS	\$33.64	-- Office Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76186	\$2,021.39	GARVEY'S OFFICE PRODUCTS	\$17.47	-- Office Supplies	01-5457-54-03	Office Supplies-Digital Services
76186	\$2,021.39	GARVEY'S OFFICE PRODUCTS	\$81.67	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
76186	\$2,021.39	GARVEY'S OFFICE PRODUCTS	\$34.22	-- Office Supplies	01-5457-54-03	Office Supplies-Digital Services
76186	\$2,021.39	GARVEY'S OFFICE PRODUCTS	\$60.06	-- Office Supplies	01-5457-54-01	Office Supplies-Adult Services
76187	\$650.00	GRAINGER	\$650.00	-- Sloan Flush Value	01-5420-54-05	Janitorial Supplies-Maintenance Services
76188	\$863.24	Grass Roots Press	\$863.24	-- Materials	01-4413-44-00	Books-Adult
76189	\$447.87	GROOT, INC.	\$447.87	-- Monthly Service Garbage/Recycling	08-6730-67-00	Non-Contractual Maintenance
76190	\$36.00	HALL PASS	\$12.00	-- Background Checks	01-5450-54-09	Legal Fees-Administrative Services
76190	\$36.00	HALL PASS	\$12.00	-- Background Checks	01-5450-54-08	Legal Fees-Patron Services
76190	\$36.00	HALL PASS	\$6.00	-- Background Checks	01-5450-54-03	Legal Fees-Digital Services
76190	\$36.00	HALL PASS	\$6.00	-- Background Checks	01-5450-54-02	Legal Fees- Youth Services
76191	\$44,913.03	HEALTHCARE SERVICE CORPORATION	\$44,913.03	-- Group Medical Ins April 2018	01-5620-56-00	Group Health
76192	\$5,000.00	HOOPLA	\$5,000.00	-- Materials	01-4487-44-00	Online Databases
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$638.66	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$45.69	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$13.11	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$244.84	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$9.66	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$237.65	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$38.41	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$29.54	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$276.03	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$4.19	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$119.96	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$86.77	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$99.50	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$11.04	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$201.10	-- Materials	01-4413-44-00	Books-Adult

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 18, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$25.98	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$34.21	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$11.04	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$92.67	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$157.64	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$20.33	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$40.64	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$70.15	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$29.69	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$116.23	-- Materials	01-4435-44-00	AV-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$142.46	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$51.37	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$30.48	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$117.46	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$49.71	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$6.21	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$116.92	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$38.37	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$32.76	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$38.39	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$10.73	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$95.90	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$219.70	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$131.09	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$31.05	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$14.49	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$30.51	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$87.50	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$32.17	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services

**Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 18, 2018**

Total Check						
Check#	Amount	Payee Name	Amount	Description	Account#	Account description
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$359.10	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$45.17	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$1,331.66	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$29.36	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$35.88	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$186.48	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$70.00	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$11.97	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$911.50	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$375.33	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$40.02	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$53.57	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$21.60	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$223.28	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$37.99	-- Materials	01-4435-44-00	AV-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$144.57	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$1,065.87	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$10.73	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$47.61	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$255.12	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$223.08	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$107.47	-- Materials	01-4435-44-00	AV-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$34.74	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$1,436.10	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$28.80	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$22.58	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$31.74	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$364.32	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$47.29	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$10.73	-- Materials	01-4415-44-00	Books-Teen

**Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 18, 2018**

Total Check						
Check#	Amount	Payee Name	Amount	Description	Account#	Account description
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$368.33	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$14.98	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$304.91	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$12.42	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$18.15	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$349.29	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$155.71	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$16.56	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$47.33	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$19.00	-- Materials	01-4435-44-00	AV-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$134.25	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$10.79	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$300.00	-- Materials	01-5313-53-04	Software, Licenses-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$17.97	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$34.50	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$16.78	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$48.45	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$7.80	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$134.94	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$4.79	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$8.99	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$278.19	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$6.30	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$17.98	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$58.35	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$46.13	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$76.47	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$1,007.68	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$490.36	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$259.32	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$31.74	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$82.28	-- Materials	01-4413-44-00	Books-Adult

**Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 18, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$36.10	-- Materials	01-4435-44-00	AV-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$630.05	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$167.80	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$231.01	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$90.73	-- Materials	01-4435-44-00	AV-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$42.09	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$238.99	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$96.51	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$165.62	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$21.39	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$49.19	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$27.49	-- Materials	01-4435-44-00	AV-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$91.51	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$36.13	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$41.24	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$143.54	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$122.03	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$6.59	-- Materials	01-4434-44-00	AV-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$5.39	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$251.36	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$29.95	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$20.32	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$310.01	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$44.79	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$40.64	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$16.56	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$30.45	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$791.99	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$21.46	-- Materials	01-4415-44-00	Books-Teen
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$42.09	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$840.49	-- Materials	01-4413-44-00	Books-Adult
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$124.57	-- Materials	01-4414-44-00	Books-Youth Services
76193	\$20,808.04	INGRAM LIBRARY SERVICES	\$22.08	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76194	\$225.00	JOAN MCGEE	\$225.00	-- Program- Yoga Class for Children	01-5324-53-02	Programming & Support-Juvenile-Youth Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 18, 2018

Total Check						
Check#	Amount	Payee Name	Amount	Description	Account#	Account description
76195	\$4.99	Jonathan T Kral	\$4.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76196	\$216.17	Kathleen Weiss	\$216.17	-- EE Reimbursement PLA 2018	01-5430-54-03	Professional Development-Digital Services
76197	\$84.00	KLEIN, THORPE & JENKINS, LTD.	\$84.00	-- Review revised agenda & board packet	01-5450-54-09	Legal Fees-Administrative Services
76198	\$902.87	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$248.69	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76198	\$902.87	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$298.01	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76198	\$902.87	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$150.64	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76198	\$902.87	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$205.53	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76199	\$548.33	KOREAN BOOKS	\$312.83	-- Materials	01-4413-44-00	Books-Adult
76199	\$548.33	KOREAN BOOKS	\$235.50	-- Materials	01-4413-44-00	Books-Adult
76200	\$1,327.76	KSIEGARNIA QUO VADIS	\$1,092.20	-- Materials	01-4413-44-00	Books-Adult
76200	\$1,327.76	KSIEGARNIA QUO VADIS	\$235.56	-- Materials	01-4423-44-00	Periodicals
76201	\$160.95	LAKESHORE LEARNING MATERIALS	\$160.95	-- Materials for Writing Center	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76202	\$370.80	LAUBE IMAGING PRODUCTS, INC.	\$370.80	-- Printing Supplies	01-5320-53-07	Printing-Marketing & PR Services
76203	\$70.92	Learning Resources - Educational Insights	\$70.92	-- Program Smart Snack Shapes	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76204	\$685.00	THE LIBRARY OF CONGRESS	\$685.00	-- Subscription Renewal	01-5313-53-06	Software, Licenses-IT Services
76205	\$378.65	VICTORIA LUZ	\$144.57	-- EE Mileage Reimbursement	01-5431-54-04	Mileage-Tech Services
76205	\$378.65	VICTORIA LUZ	\$234.08	-- EE Reimbursement PLA Conference	01-5430-54-04	Professional Development-Tech Services
76206	\$399.00	MAKERBOT INDUSTRIES LLC	\$399.00	-- PO #83168	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76207	\$29.99	Marilyn Wright	\$29.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76208	\$161.40	MARY MILLER	\$82.04	-- EE Reimbursement -March Tab Meeting	01-5326-53-02	Programming & Support-Teen-Youth Services
76208	\$161.40	MARY MILLER	\$27.68	-- EE Reimbursement- Baseball Treats	01-5326-53-02	Programming & Support-Teen-Youth Services
76208	\$161.40	MARY MILLER	\$28.41	-- EE Reimbursement - Yald Meeting	01-5326-53-02	Programming & Support-Teen-Youth Services
76208	\$161.40	MARY MILLER	\$23.27	-- EE Reimbursement - Craft Supplies Teen Underground	01-5326-53-02	Programming & Support-Teen-Youth Services
76209	\$185.00	NANCY MCCULLY	\$185.00	-- Program: Stepping Into Illinois History	01-5323-53-01	Programming & Support-Adult-Adult Services
76210	\$519.10	Menards	\$162.27	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76210	\$519.10	Menards	\$32.57	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76210	\$519.10	Menards	\$161.51	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76210	\$519.10	Menards	\$128.81	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76210	\$519.10	Menards	\$33.94	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76211	\$200.00	Michael Gershbein	\$200.00	-- Program: Stay Private Online	01-5323-53-03	Programming & Support-Adult-Digital Services
76212	\$300.00	Mick Archer	\$300.00	-- Program Senior Coffee Hour	01-5323-53-01	Programming & Support-Adult-Adult Services
76213	\$385.57	MICROSYSTEMS, INC.	\$385.57	-- Materials	01-4487-44-00	Online Databases
76214	\$21,584.43	MIDWEST TAPE	\$229.40	-- Materials	01-4433-44-00	AV-Adult
76214	\$21,584.43	MIDWEST TAPE	\$1,312.67	-- Materials	01-4433-44-00	AV-Adult
76214	\$21,584.43	MIDWEST TAPE	\$90.70	-- Materials	01-4434-44-00	AV-Youth Services
76214	\$21,584.43	MIDWEST TAPE	\$111.71	-- Materials	01-4435-44-00	AV-Teen
76214	\$21,584.43	MIDWEST TAPE	\$1,577.49	-- Materials	01-4433-44-00	AV-Adult

**Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 18, 2018**

Check#	Amount	Payee Name	Amount	Description	Account#	Account description
76214	\$21,584.43	MIDWEST TAPE	\$622.83	-- Materials	01-4434-44-00	AV-Youth Services
76214	\$21,584.43	MIDWEST TAPE	\$209.95	-- Materials	01-4435-44-00	AV-Teen
76214	\$21,584.43	MIDWEST TAPE	\$1,993.05	-- Materials	01-4433-44-00	AV-Adult
76214	\$21,584.43	MIDWEST TAPE	\$399.11	-- Materials	01-4434-44-00	AV-Youth Services
76214	\$21,584.43	MIDWEST TAPE	\$97.47	-- Materials	01-4435-44-00	AV-Teen
76214	\$21,584.43	MIDWEST TAPE	\$2,050.80	-- Materials	01-4433-44-00	AV-Adult
76214	\$21,584.43	MIDWEST TAPE	\$681.57	-- Materials	01-4434-44-00	AV-Youth Services
76214	\$21,584.43	MIDWEST TAPE	\$185.16	-- Materials	01-4435-44-00	AV-Teen
76214	\$21,584.43	MIDWEST TAPE	\$3,435.42	-- Materials	01-4433-44-00	AV-Adult
76214	\$21,584.43	MIDWEST TAPE	\$146.96	-- Materials	01-4434-44-00	AV-Youth Services
76214	\$21,584.43	MIDWEST TAPE	\$327.92	-- Materials	01-4435-44-00	AV-Teen
76214	\$21,584.43	MIDWEST TAPE	\$5,389.04	-- Materials	01-4433-44-00	AV-Adult
76214	\$21,584.43	MIDWEST TAPE	\$288.64	-- Materials	01-4434-44-00	AV-Youth Services
76214	\$21,584.43	MIDWEST TAPE	\$51.99	-- Materials	01-4435-44-00	AV-Teen
76214	\$21,584.43	MIDWEST TAPE	\$2,105.47	-- Materials	01-4433-44-00	AV-Adult
76214	\$21,584.43	MIDWEST TAPE	\$308.28	-- Materials	01-4434-44-00	AV-Youth Services
76214	\$21,584.43	MIDWEST TAPE	\$36.78	-- Materials	01-4435-44-00	AV-Teen
76215	\$175.00	Mitchell Levin	\$175.00	-- Program: Wrigley Field's Amazing Vendors	01-5323-53-01	Programming & Support-Adult-Adult Services
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$160.23	-- Materials	01-4414-44-00	Books-Youth Services
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$111.14	-- Materials	01-4413-44-00	Books-Adult
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$102.69	-- Materials	01-4413-44-00	Books-Adult
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$111.00	-- Materials	01-4413-44-00	Books-Adult
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$50.00	-- Materials	01-4413-44-00	Books-Adult
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$97.21	-- Materials	01-4413-44-00	Books-Adult
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$99.35	-- Materials	01-4413-44-00	Books-Adult
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$103.74	-- Materials	01-4413-44-00	Books-Adult
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$200.00	-- Materials	01-4413-44-00	Books-Adult
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$98.28	-- Materials	01-4413-44-00	Books-Adult
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$103.62	-- Materials	01-4413-44-00	Books-Adult
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$102.74	-- Materials	01-4413-44-00	Books-Adult
76216	\$1,540.00	MULTICULTURAL BOOKS & VIDEOS	\$200.00	-- Materials	01-4413-44-00	Books-Adult
76217	\$2,954.75	NICOR GAS	\$2,954.75	-- 02/08 ~ 031218 32 Days	01-5710-57-00	Gas
76218	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lot Lease April 2018	01-5491-54-09	Parking Lease-Administrative Services
76219	\$1,694.90	CORNELIUS M. O'SHEA	\$1,694.90	-- EE Reimbursement PLA Conference	01-5430-54-01	Professional Development-Adult Services
76220	\$748.00	OAK BROOK MECHANICAL SERVICES	\$748.00	-- PM Inspection	08-6720-67-00	Contractual Maintenance
76221	\$15.26	MICHAELENE ORZECZOWSKI	\$15.26	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76222	\$3,472.75	OVERDRIVE, INC.	\$679.93	-- Materials	01-4420-44-00	Downloadables

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 18, 2018

Total Check						
Check#	Amount	Payee Name	Amount	Description	Account#	Account description
76222	\$3,472.75	OVERDRIVE, INC.	\$764.91	-- Materials	01-4420-44-00	Downloadables
76222	\$3,472.75	OVERDRIVE, INC.	\$712.36	-- Materials	01-4420-44-00	Downloadables
76222	\$3,472.75	OVERDRIVE, INC.	\$540.74	-- Materials	01-4420-44-00	Downloadables
76222	\$3,472.75	OVERDRIVE, INC.	\$774.81	-- Materials	01-4420-44-00	Downloadables
76223	\$144.76	Peapod	\$144.76	-- Kidspage Snacks	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76224	\$103.50	PENGUIN RANDOM HOUSE LLC	\$75.00	-- Materials	01-4434-44-00	AV-Youth Services
76224	\$103.50	PENGUIN RANDOM HOUSE LLC	\$28.50	-- Materials	01-4434-44-00	AV-Youth Services
76225	\$1,015.82	PLIC - SBD GRAND ISLAND	\$1,015.82	-- April 2018 Payment	01-5634-56-00	Life, LTD, AD&D, STD
76226	\$1,810.00	PROQUEST LLC	\$1,810.00	-- Materials	01-4487-44-00	Online Databases
76227	\$4,445.28	RAILS	\$4,445.28	-- Gale Analytics on Demand 3/31/18 ~ 3/30/19	01-5435-54-09	Professional Collection-Administrative Services
76228	\$575.00	RECORD INFORMATION SERVICES, INC.	\$575.00	-- Materials	01-5313-53-04	Software, Licenses-Tech Services
76229	\$198.20	RECORDED BOOKS, LLC	\$156.80	-- Materials	01-4434-44-00	AV-Youth Services
76229	\$198.20	RECORDED BOOKS, LLC	\$41.40	-- Materials	01-4434-44-00	AV-Youth Services
76230	\$1,220.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76230	\$1,220.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
76230	\$1,220.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$120.00	-- Materials	01-4414-44-00	Books-Youth Services
76230	\$1,220.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76230	\$1,220.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
76231	\$47.13	SHELL	\$47.13	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
76232	\$740.02	SIMPLEXGRINNELL	\$740.02	-- Alarm & Detection Regular Labor	08-6720-67-00	Contractual Maintenance
76233	\$500.00	SKOKIE PUBLIC LIBRARY	\$500.00	-- Coming Together Author Event	01-5325-53-09	Programming & Support-Events-Administrative Services
76234	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance
76235	\$42.51	Stacy Moss-Paul	\$27.90	-- EE Mileage Reimbursement -Indian Prairie Public Library	01-5431-54-01	Mileage-Adult Services
76235	\$42.51	Stacy Moss-Paul	\$14.61	-- EE Mileage Reimbursement -CCS Headquarters	01-5431-54-01	Mileage-Adult Services
76236	\$181.08	SUPERIOR COPIES	\$181.08	-- Job Search Flyers	01-5320-53-07	Printing-Marketing & PR Services
76237	\$1,119.80	SUSAN LEMPKE	\$31.00	-- EE Reimbursement - Trustee Meet & Greet	01-5470-54-09	Trustee Expense-Administrative Services
76237	\$1,119.80	SUSAN LEMPKE	\$1,088.80	-- EE Reimbursement -PLA	01-5430-54-09	Professional Development-Administrative Services
76238	\$1,771.34	SUZANNE WULF	\$1,303.07	-- EE Reimbursement PLA Conference	01-5430-54-03	Professional Development-Digital Services
76238	\$1,771.34	SUZANNE WULF	\$109.49	-- EE Reimbursement -ALA	01-5430-54-03	Professional Development-Digital Services
76238	\$1,771.34	SUZANNE WULF	\$358.78	-- EE Reimbursement - ALA Flight	01-5430-54-03	Professional Development-Digital Services
76239	\$850.00	THE SHAKESPEARE PROJECT OF CHICAGO	\$850.00	-- Program: Much Ado About Nothing	01-5323-53-01	Programming & Support-Adult-Adult Services
76240	\$1,098.00	TranscriptionGear.Com	\$1,098.00	-- Digital Conference Recorder Replacement	08-6740-67-00	Equipment Maintenance
76241	\$3,493.00	TUMBLEWEED PRESS INC.	\$3,493.00	-- Materials	01-4487-44-00	Online Databases
76242	\$152.15	UNIQUE MANAGEMENT SERVICES, INC.	\$152.15	-- Collection Agency Fee	01-5462-54-08	Collection Services-PAtron Services
76243	\$181.09	VERIZON WIRELESS	\$181.09	-- Monthly Cell Phone Bill 02/03 ~ 03/02/2018	01-5465-54-09	Telephone-Administrative Services
76244	\$53.89	VERNON LIBRARY SUPPLIES, INC.	\$53.89	-- Label Shields	01-5457-54-02	Office Supplies-Youth Services
76245	\$342.79	VILLAGE OF NILES	\$342.79	-- Automatic Water Meter Reading	01-5730-57-00	Water

**Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 18, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76246	\$4,181.71	VISA	\$33.00	-- P.O. #83164	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76246	\$4,181.71	VISA	\$32.13	-- P.O. #83172	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76246	\$4,181.71	VISA	\$106.70	-- PO. # 83180	01-5323-53-03	Programming & Support-Adult-Digital Services
76246	\$4,181.71	VISA	\$25.00	-- PO. # 83180	01-5430-54-07	Professional Development-Marketing & PR Services
76246	\$4,181.71	VISA	\$21.00	-- PO. # 83180	01-5323-53-03	Programming & Support-Adult-Digital Services
76246	\$4,181.71	VISA	\$260.00	-- PO. #84581	01-4423-44-00	Periodicals
76246	\$4,181.71	VISA	\$32.24	-- PO. #83188	01-5435-54-04	Professional Collection-Tech Services
76246	\$4,181.71	VISA	\$7.98	-- March Receipts	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
76246	\$4,181.71	VISA	\$6.00	-- March Receipts	01-5313-53-06	Software, Licenses-IT Services
76246	\$4,181.71	VISA	\$2.00	-- March Receipts	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
76246	\$4,181.71	VISA	\$24.90	-- March Receipts	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
76246	\$4,181.71	VISA	\$80.69	-- March Receipts	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
76246	\$4,181.71	VISA	\$120.00	-- March Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
76246	\$4,181.71	VISA	\$80.00	-- March Receipts	01-5430-54-04	Professional Development-Tech Services
76246	\$4,181.71	VISA	\$19.38	-- March Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76246	\$4,181.71	VISA	\$21.03	-- March Receipts	01-5312-53-06	Internet Charges-IT Services
76246	\$4,181.71	VISA	\$1.03	-- March Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76246	\$4,181.71	VISA	\$48.97	-- March Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76246	\$4,181.71	VISA	\$25.37	-- March Receipts	01-5320-53-07	Printing-Marketing & PR Services
76246	\$4,181.71	VISA	\$305.00	-- March Receipts	01-5430-54-09	Professional Development-Administrative Services
76246	\$4,181.71	VISA	\$13.99	-- March Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76246	\$4,181.71	VISA	\$14.96	-- March Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76246	\$4,181.71	VISA	\$43.56	-- March Receipts	01-5320-53-07	Printing-Marketing & PR Services
76246	\$4,181.71	VISA	\$41.16	-- March Receipts	01-5430-54-06	Professional Development-IT Services
76246	\$4,181.71	VISA	\$42.90	-- March Receipts	01-5452-54-07	Consultants-Marketing & PR Services
76246	\$4,181.71	VISA	\$167.95	-- March Receipts	01-5452-54-07	Consultants-Marketing & PR Services
76246	\$4,181.71	VISA	\$24.37	-- March Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76246	\$4,181.71	VISA	\$42.72	-- March Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76246	\$4,181.71	VISA	\$147.50	-- March Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76246	\$4,181.71	VISA	\$56.00	-- March Receipts	01-5430-54-04	Professional Development-Tech Services
76246	\$4,181.71	VISA	\$366.30	-- March Receipts	01-5430-54-04	Professional Development-Tech Services
76246	\$4,181.71	VISA	\$366.30	-- March Receipts	01-5430-54-04	Professional Development-Tech Services
76246	\$4,181.71	VISA	\$22.89	-- March Receipts	01-5430-54-04	Professional Development-Tech Services
76246	\$4,181.71	VISA	\$1,149.68	-- March Receipts	01-5430-54-04	Professional Development-Tech Services
76246	\$4,181.71	VISA	\$61.96	-- March Receipts	01-5313-53-06	Software, Licenses-IT Services
76246	\$4,181.71	VISA	\$3.77	-- March Receipts	01-5461-54-09	Subscriptions & Dues-Administrative Services
76246	\$4,181.71	VISA	\$75.00	-- March Receipts	01-5430-54-03	Professional Development-Digital Services

**Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 18, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76246	\$4,181.71 VISA		\$181.13	-- March Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76246	\$4,181.71 VISA		\$20.81	-- March Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76246	\$4,181.71 VISA		\$610.20	-- March Receipts	01-5312-53-06	Internet Charges-IT Services
76246	\$4,181.71 VISA		\$13.99	-- March Receipts	01-4420-44-00	Downloadables
76246	\$4,181.71 VISA		\$13.99	-- March Receipts	01-4420-44-00	Downloadables
76247	\$528.34 VISION SERVICE PLAN OF ILLINOIS		\$528.34	-- April 2018 Payment	01-5632-56-00	Vision
76248	\$5,891.36 VISOGRAPHIC		\$5,891.36	-- 26000-Spring Chapter One Newsletter	01-5320-53-07	Printing-Marketing & PR Services
76249	\$1,572.00 VOLGISTICS INC.		\$1,572.00	-- Volunteer Database	01-5313-53-06	Software, Licenses-IT Services
76250	\$13.99 ZION-BENTON PUBLIC LIBRARY DISTRICT		\$13.99	-- Lost Book Refund	01-3620-36-00	Lost Books

Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2993	Accounts Payable	Manual Check	3/8/2018	MARQUEE MOVIE PRESENTATI	\$0.00	\$200.00	(\$200.00)	3/31/2018	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$200.00)
Total Payments:	(\$200.00)
Total Change in Register Balance:	(\$200.00)

**Director's Report
March/April 2018**



From the writing station in KidSpace

Adult Programs

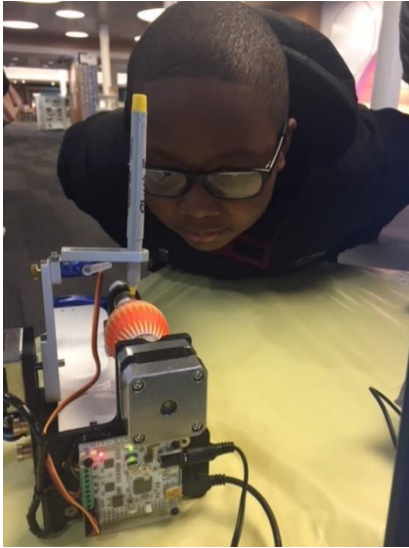
From Dodie: The theme for March was baseball, baseball, and baseball, in honor of the Chicago Civil War exhibit from the Elmhurst History Museum. After the VIP event, we had a public kick-off where we heard Baseball Historian George Castle talking about the Cubs, had a virtual reality baseball game going on in the board room, patrons could make a baseball button of their choice, and snacks were served.

The excitement continued throughout the month. The theme of the Senior Coffee Hour was “Baseball in the Movies” presented by Marquee Film Talk – these were clips of a multitude of famous baseball movies. Then Neil hosted Sox historian, Rich Lindbergh with his “Stealing First in a 2-Team Town”. Around March 18th we had “Root for Your Home Team Family Event” where we welcomed Southpaw, the Sox mascot. KidSpace helped with a pitching game and baseball tattoos in the board room. Candy guessing jars are at the Adult Services and Digital Services desks. We’ve started our Triple Play Movie Series. This month *Eight Men Out* was shown.

From Suzy: Jabez gave a presentation on using apps to make money. This was a timely and new topic that the attendees were excited to learn more about.

Bobby taught a 2-part class on building a computer and as can be expected it went much better the second time through. In the class Bobby provides an overview on computer parts, smart shopping and recycling. The second class is hands-on and the attendees have the opportunity to interact with the components on the computer. The library is fortunate to be able to utilize Bobby’s skill set and knowledge for this program.

Bernadetta and Matt offered our first program with the EggBot. The EggBot is an open source art robot that prints on round objects such as Christmas ornaments, ping-pong balls or plastic eggs. Attendees of the class created designs in Inkscape and then their designs were transferred to the eggs using the EggBot. The technology is fairly inexpensive, but it is amazing what it can do and fascinating to watch.



Since the class was only limited to 10 participants, Bernadetta did a drop-in demonstration in the lobby on a busy Saturday afternoon. 82 people stopped by to check out the EggBot and watch it work. The EggBot drew a crowd of kids, teens, adult and seniors!



Youth Programs

From Arianne

KidSpace

One of the amazing elements at play in our community is the ethnic diversity. Some of the schools we serve have populations in which 80% of households speak another language other than English in their homes. NMDL is lucky enough to have several multilingual staff members, and one of them, Bernadetta Koryciarz, leads a school-year storytime series in Polish.



Several East Maine 63 elementary schools (Apollo, Washington, and Mark Twain) hosted Family Literacy Nights at the Library in March. Mark Twain Elementary was here the night of Wednesday, March 7. They chartered a bus to bring families to the Library and hosted a dinner in the Commons meeting room. The teachers set up stations throughout the space and sent the families on a scavenger hunt that included meeting the KidSpace Librarians, listening to Principal Lewis Roberts read stories, crafting in the Lower Level meeting room, and taking a building tour with Miss Mikey.



Our fourth annual Lego Day was a whirlwind day of fun at the library. Second Sunday Breakfast Bingo kicked things off in the morning. The CHILUG team (Chicago Area Lego Users Group) put on a spectacular spread of Lego fun. Families also enjoyed the baseball card program put on by Digital Services and the movie poster exhibit on the first floor.



The Baseball Exhibit has provided some fun programming opportunities for KidSpace. We examined some of the science behind the game with Miracle Mud and Other Wacky Stories. Ms. Cate had kids dissect a baseball, discuss the use of mud in the game, and build their own balls to see what designs went the furthest. We also had Ms. Mikey run a program in Studio B using the laser engraver to personalize mini baseball bats.



Teen

TeenTech Week falls in March, and our Teen Librarian Donna Block set up a Sphero Robot Painting experience to take into the schools. Maine East, Maine South, Niles West, Notre Dame, and Emerson all participated.



Creative Studio and Databases

From Suzy:

This month there were 26 3D print submissions, 13 poster print submission and 7 VHS to DVD conversion sessions. For the second year we offered poster prints at half off in the month of March. This a great way to promote the poster printer and increase the usage of this great service.

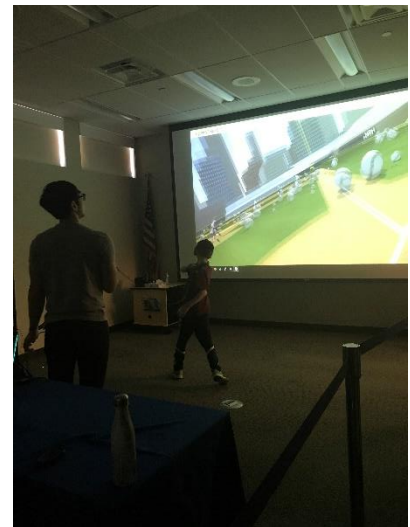


Kathleen and Bobby utilized Studio A for a green screen program where attendees had a baseball card created with a custom background. As expected the response was fantastic and we were able to make people aware of the offerings in Studio A.

For the VIP Baseball Exhibit kickoff event Jason and Bobby manned the green screen. Unfortunately, they encountered a number of technology issues and we unable to take a lot of photos. We have decided to stop using the Veescape app and have switched

to the PhotoKey software, which we will be rolling out at the Night of Roses event.

Matt and I provided a virtual reality component for the Baseball Exhibit public kickoff. The game we had featured (Big Hit VR Baseball) was engaging, simple, and very fun. The users enjoyed the experience of the batting practice in a virtual reality.



We added Gale Legal Forms to our database offerings and this product provides access to the most robust collection of accessible legal information available. The forms are officially approved forms actually used at a typical law firm and are state-specific. Many of the forms and documents are available in Word or Adobe format and can be edited and used with minor modifications to suit users' needs by simply "filling in the blanks" with relevant and accurate information. Kathleen successfully negotiated the price, thereby saving the library \$1,264 and netting 6 months of free access.

Additionally, Kathleen was able to negotiate the Consumer Reports database invoice down from an 8% to a 3% increase. PressReader is at 587 downloads for March -- a huge increase as over our monthly average of 105. Staff received PressReader training this month which may have helped to increase or buffer usage. Usage for Financial Ratings Series and Medicare Database was double our monthly average. This is likely due to the looming April 15 tax return deadline.

Community Engagement

From Sasha:



Robin (Marketing Assistant) and Annette (Graphic Design Coordinator) recently promoted the baseball exhibit, library programs and services, and more at the MaineStreamers luncheon at Chateau Ritz. MaineStreamers is a social group for seniors in Maine Township. Many of our patrons who live in the northern part of the District attend the luncheon regularly, so it was a great way to reach out to them

Staff news

A group of supervisors and librarians attended the biennial Public Library Association Conference in Philadelphia. Despite a nor-easter forcing some of us to rearrange flights, and some of us arriving early and some arriving late, the conference itself was highly productive. We attended sessions on everything from



programs for millennials to coordinating library card sign-ups with schools to coaching staff and how to measure program success. Suzy Wulf presented a program: “alongside New York Public Library and Wilmington Public Library on the circulation of hotspots. The attendees enjoyed the presentation and the feedback was very positive.”

Everyone spent time on the exhibit floor talking with vendors—it’s a great opportunity to see what’s new and also to give vendors feedback on areas we’d like to see improved. Some of the most valuable information comes through conversations with other attendees, too. Last but not least, Arianne and Victoria tried to win the Library a book bike! (We still don’t know if we won.)

All of us very much appreciate the Board’s support for professional development opportunities like PLA. By the way, you might want to mark your calendars for PLA 2020, which will be in Nashville.

CCS Migration



From Cyndi: In March we held 14 inter-departmental training sessions. These were in addition to the 25 sessions held in February. We are in Phase One of the migration--Technical Services downtime, which will last until Saturday, April 14. We then move into Phase Two--OFFLINE (meaning information collected to be uploaded at go live) until Monday, April 16 closing. Then the most exciting part—Phase Three, when we Go Live in Polaris on Tuesday,

April 17 (hopefully) by library opening.

The staff have practiced to a basic level of understanding of their primary activities in LEAP or Staff Client: Searching, placing holds, circulation, picklist, interlibrary loan, outreach, cataloging, acquisitions, processing, and serials. They have had training in patron registration, tracking display items, selection reports, power searching, printing, status changes and item format changes.

Marketing led patron communications through the new catalog web page, catalog customization, migration bookmarks, signage, and media coverage and updates to catalog links and IP address. Technical Services successfully pushed very hard to get as many items as possible ordered, received, cataloged and processed prior to downtime.

Patron Services will store material returned in offline that cannot be checked in or shelved and will accomplish a tremendously well-orchestrated check-in and reshelving project after go live.

IT will bridge the gaps to make the physical connections, configuration updates, oversight of IP, SIP, and API connections with the self-checkout machines, induction station, materials sorter, and the necessary cross checks to insure successful transfer of offline data. Digital Services will shepherd the databases and e-material through migration and confirm functionality as the switches from Sirsi to Polaris are made up to several days after migration.

For Outreach and Acquisitions, the configuration work in Polaris will begin after migration. The modules need to be set up and records created or modified.

From Victoria I attended a workshop with Cyndi in Naperville focusing on Technical Services workflows. It was interesting to see what processes were changed or eliminated in some libraries to both expedite the flow of materials while using less staff. There is a direct correlation between specialized services (broken out collections, stickers, etc.) and the time it takes to get materials to patrons. Where to strike the balance between what serves our internal customers (staff) and external customers (patrons) best = providing extraordinary results while keeping costs down. For example, some libraries have the staff in public service departments like Youth Services place their own browsing stickers on items, and don't have specialized collections. Some of the libraries presenting also outsource a good deal of processing. Either way the responsibility doesn't fall on TS. With our current structure, I don't feel changing our process of processing would be cost effective. However, with changes like EDI (electronic data interface) it will give us an opportunity to change how we acquire our materials. This process also requires training and the responsibility on our selectors. There will be a lot of lead work to get this process in place. We will do it a vendor and a

collection at a time. Once the process is complete, it should yield excellent results in getting the orders to acquisitions and to our vendors more quickly and efficiently.

Following with the EDI path, I met with representatives of Midwest Tapes (I also spoke with them while at PLA). Midwest Tape is going to be our pilot vendor for EDI after we begin the new fiscal year. They will partner with us to get everything that is needed for our success into place. We already use the cart method of ordering. Other libraries had to have their IT dept develop some workarounds with their processes and EDI, I am confident we will be able to jump those hurdles as well. Also our two primary vendors, Midwest Tape and Ingram both agree that their EDI and Polaris pair very well. They also offer vendor preliminary data records. I am especially anxious to see how well this will work with Midwest Tape and our Blu-ray/DVD collections. This would potentially be a big time-saver for me. I am excited to see what we can do with this new endeavor. Stay tuned!

Volunteers

From Cyndi: There were 8 adult applicants, 11 teen applicants, and 3 youth applicants in March. Placement is dependent on department need. I've asked other libraries which company they use for background checks on volunteers. Skokie only checks volunteers delivering to home bound patrons and Gail Borden Library only does an Illinois check through the Illinois State Police which costs \$15 each. Our company at \$12 each for a national search is more thorough and a better deal. I'm working now on how and when to tell volunteer about the test and the logistics of the request form for doing background checks on adult volunteers in time for the Book Buddy orientation.

Interesting patron questions

These are just a few of the more challenging questions patrons brought to the Reference and other desks this month.

From Dodie:

1. What action by the federal government in march of 2009 involving "money by fiat" is the author referencing when he writes of it having dangerous long-term consequences akin to leaving the gold standard?
2. I remember a famous psychology experiment using goggles that indicated the brain must learn to see upside down as it processes the inverted image on the eye's retina. is that still considered valid?
3. Why is the year 1848 considered significant in the Austro-Hungarian Empire and can I order a fictional and short non-fictional treatment of that reputedly pivotal year?
4. I know when the equinox is, but when is the equinox, when day and night are really of equal length? It was referenced in the Sunday comics.
5. A woman with a strong Russian accent called asking about help voting. After I realized she wanted to know where to vote in the Russian elections, I checked the Russian embassy website. it wasn't easy to find it so I called one of my Russian speaking friends at the Skokie Library. She said you could vote at the embassy or consulates in Washington, D.C., New York, Houston and Seattle. She mentioned there was early voting at some other sites, but that was over. Found contacts for the U.S.-Russian Chamber of Commerce in Chicago. found a list of Ethnic organizations at www.icirr.gov (Illinois Coalition for Immigrant and Refugee Rights) but none were for Russians. Had a call from a librarian at the Indian Trails Library and found she was also working on the same question. We compiled our findings and I later talked to the patron.

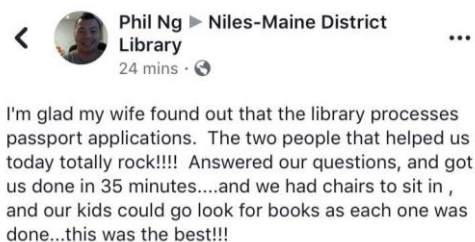
6. A woman called from her hospital room. She was looking for contact information on manufacturers of non-toxic mattresses. found about 15 companies, but most wanted to be contacted by email. Found some numbers in Mergent, S & P, and Reference USA. For some I had to go to NASS.org (National Association of Secretaries of State) which allowed me to search their corporate registries. One company, Avocado Mattress, was registered in New Jersey with helpful information, but was also listed as a foreign corporation in Georgia and Tennessee. The Georgia database gave the information on the registrar of the filing, which gave me a phone number. One company was in the Illinois Corporate listing, with no phone number, but the registrar was name and address in Niles, IL, just off Lehigh. Faxed the information to the number the patron provided.

From Suzy's staff member Bobby: "A young kid had come to the lower level with his mom looking for books on coding. I knew we had some books in the studio collection so I walked them over from the bookshelves to the front of the desk. So I showed him some of the starter books for python, since that's a beginners programming language, and I also remembered the Raspberry Pi. I told the kid and his mother about them and explained how they could check one out for free and use it to practice coding in Linux (the kid had heard about Linux before and was excited). He left with a couple books, a Raspberry Pi, and a burning desire to learn."

Marketing notes

From Sasha: The Public Relations and Marketing Department has been busy promoting the baseball exhibit, informing our patrons about the new catalog, preparing for Summer Reading, and more. Recently we were featured on WGN Radio during the "Neighborhood News" segment about the baseball exhibit. You can listen to the segment on their website at: www.wgnradio.com/category/news/neighborhood-news/

We receive a lot of love from patrons on our social media pages. Recently we received great feedback about passport services on Facebook.



Staffing changes

Welcome to:

Jaquilin Chacko, hired for PT position of Patron Services Clerk (13 hrs)

Dominika Koziol, hired for PT position of Library Page (15 hrs)

Alexa Hansen, hired for FT position of Digital Services Librarian

April Lee, hired for FT position of Youth and Teen Services Librarian – Preschool and Daycare Liaison

FOIA Request

3.16.2018—Joseph Makula "Boardbook agenda for Niles Maine District Library Meeting of March, 14, 2018"

Trustee Calendar

April

- 4/8—Open House for public for National Library Week 1:30-3 Board Room
- 4/9—Friends of the Library meeting
- 4/18—Regular meeting of the Board of Trustees—first presentation of the 2018-19 Budget
- 4/27—Niles Night of Roses, Chateau Ritz, 6-9:30

May

- 5/1—Deadline for filing Statement of Economic Interest
- 5/2—Special Board Meeting for the Discussion of the 2018-19 Budget & Appropriations**
- 5/14—Friends of the Library meeting
- 5/16—Regular meeting of the Board of Trustees—approval of Tentative Budget & Appropriations
- 5/18—Laconi Trustee Banquet Carleton of Oak Park Hotel, 6-9—notify Susan if you want to attend by May 14

June

- 6/20—Public Hearing of the Tentative Budget & Appropriations
- 6/20—Regular meeting of the Board of Trustees—approval of the Final Budget & Appropriations
- 6/22-26-- ALA Conference: New Orleans, June 22-26, 2018

July

- 7/1/18—New fiscal year begins
- 7/4—Independence Day Parade, 8:30 a.m. at Notre Dame School
- 7/18—Regular meeting of the Board of Trustees

August

- 8/15—Regular meeting of the Board of Trustees

September

- 9/13--Friends of the Library meeting
- 9/19—Regular meeting of the Board of Trustees—determination of the levy amount

October

- 10/8—Friends of the Library meeting
- 10/17—Regular meeting of the Board of Trustees—adoption of the 2018-19 Levy ordinance

Monthly Statistical Report -- March 2018

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	244	361	-32.41%			
Total District Cardholders	21,801	24,865	-12.32%			
Patron Visits	33,401	25,141	32.85%			
Unique Library Cards Used	4,868	5,110	-4.74%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	46,925	50,835	-7.69%	396,663	410,951	-3.48%
Teens	4,331	4,158	4.16%	33,702	33,862	-0.47%
Juvenile	45,150	44,665	1.09%	383,867	391,095	-1.85%
Digital	1,988	1,675	18.69%	17,063	15,351	11.15%
Equipment	92	116	-20.69%	1,017	875	16.23%
TOTAL Loan of Library Materials	98,486	101,449	-2.92%	832,312	852,134	-2.33%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	21,734	23,931	-9.18%	186,042	189,693	-1.92%
Periodical	1,219	1,128	8.07%	9,591	9,884	-2.96%
Audio	5,195	5,326	-2.46%	42,375	41,471	2.18%
DVD	18,777	20,450	-8.18%	158,655	169,903	-6.62%
TOTAL Adult Loans	46,925	50,835	-7.69%	396,663	410,951	-3.48%
Teens						
Print	3,357	3,050	10.07%	25,413	24,937	1.91%
Periodical	33	21	57.14%	222	147	51.02%
Audio	598	649	-7.86%	5,103	5,557	-8.17%
DVD	343	438	-21.69%	2,964	3,221	-7.98%
TOTAL Teen Loans	4,331	4,158	4.16%	33,702	33,862	-0.47%
Juvenile						
Print	35,868	33,874	5.89%	299,491	293,144	2.17%
Periodical	198	203	-2.46%	1,706	1,947	-12.38%
Audio	2,170	2,548	-14.84%	20,516	24,311	-15.61%
DVD	6,914	8,040	-14.00%	62,154	71,693	-13.31%
TOTAL Juvenile Loans	45,150	44,665	1.09%	383,867	391,095	-1.85%
Equipment Loan	92	116	-20.69%	1,017	875	16.23%
Digital Loan (ebooks, eaudiobooks)	1,988	1,675	18.69%	17,063	15,351	11.15%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	13,465	15,236	-11.62%	111,735	107,736	3.71%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,802	7,815	-0.17%	62,144	67,021	-7.28%
Holds Made Available	10,273	11,282	-8.94%	86,979	93,269	-6.74%
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	53	69	-23.19%	501	633	-20.85%
Circulating--Juvenile	6,288	5,506	14.20%	48,548	42,398	14.51%
Circulating--Teen	307	254	20.87%	2,219	2,530	-12.29%
Circulating--Adult	2,194	2,157	1.72%	16,755	14,644	14.42%
TOTAL In-House Use of Materials	8,842	7,986	10.72%	68,023	60,205	12.99%
Items moved on Shelf	4,964	6,602	-24.81%	46,753	35,889	30.27%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,410	1,395	1.08%	11,523	12,382	-6.94%
Digital Services	2,889	2,810	2.81%	23,512	24,657	-4.64%
Kidspace Express Internet	37	22	68.18%	333	243	37.04%
Kidspace	1,834	1,415	29.61%	14,211	13,310	6.77%
Kidspace iPad Usage	300	365	-17.81%	3,130	3,593	-12.89%
Teen Underground	357	292	22.26%	3,432	2,550	34.59%
TOTAL Users	6,827	6,299	8.38%	56,141	56,735	-1.05%
Patron Wi-Fi Uses	19,961	13,372	49.27%	112,026	110,402	1.47%
Scanning & Fax Pages	5,160	3,749	37.64%	43,165	36,379	18.65%
Print & Copy Pages	20,575	20,174	1.99%	125,305	157,256	-20.32%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	26	32	-18.75%	273	360	-24.17%
Large Scale Poster Printer	13	31	-58.06%	31	38	-18.42%
VHS to DVD Conversion	7	15	-53.33%	68	111	-38.74%
TOTAL Use of Staff Mediated Equipment	46	78	-41.03%	372	509	-26.92%

Monthly Statistical Report -- March 2018

USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	34	51	-33.33%	728	466	56.22%
Study Rooms 1-5	669	659	1.52%	4,743	4,998	-5.10%
Creative Studio A	87	51	70.59%	451	303	48.84%
TOTAL Users of Staff Mediated Spaces	790	761	3.81%	5,922	5,767	2.69%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	31,758	31,190	1.82%			
Facebook "Likes"	1,533	1,305	17.47%			
Buzz Blog views	763	591	29.10%			
Media Hits (includes print and online articles and listings)	24	12	100.00%			
e-News Subscribers	16,459	14,810	11.13%			
New Resident Letters (Feb)	31	75	-58.67%			
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,353	2,749	277,859			
Non-shelved materials	16	-	50,492			
Equipment	-	6	94			
Total	2,369	2,755	328,445			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	99	123	-19.51%	898	1,533	-41.42%
Test Proctoring	9	10	-10.00%	54	108	-50.00%
Passports Processed	192	-		462	-	
Voters' Registration	3	-		5	28	-82.14%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services (3rd Floor)	959	1,042	-7.97%	7,845	8,264	-5.07%
Commons Desk	60	54	11.11%	79	460	-82.83%
Fiction/Audiovisual Services Desk (2nd Floor)	1,603	1,847	-13.21%	13,827	13,505	2.38%
Patron Services	5,127	5,836	-12.15%	55,019	66,843	-17.69%
Technology Desk	2,165	2,204	-1.77%	17,832	13,601	31.11%
Teen UnderGround Desk	584	494	18.22%	6,999	4,912	42.49%
Outreach Service	2,738	3,029	-9.61%	22,124	24,911	-11.19%
Youth Service/KidSpace Desk	4,995	3,795	31.62%	40,458	34,117	18.59%
Total Service Interactions	18,231	18,301	-0.38%	164,183	166,613	-1.46%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	5,369	5,414	-0.83%	44,939	45,179	-0.53%
Items Received from CCS Libraries for Patrons	3,525	3,627	-2.81%	30,120	32,014	-5.92%
Items Lent to OCLC Libraries	326	103	216.50%	2,814	3,141	-10.41%
Items Received from OCLC Libraries for Patrons	38	91	-58.24%	721	849	-15.08%
Total Interlibrary Loan	9,258	9,235	0.25%	78,594	81,183	-3.19%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	181	227	-20.26%			
Number of Visits	188	212	-11.32%			
Institutions						
Number of Institution Deposit Collections	12	12	0.00%			
Number of Visits	12	12	0.00%			
Schools						
Items Delivered	518	720	-28.06%			
Number of Trips	20	27	-25.93%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	22	212				
Adult and Outreach Services & Programs	4	19				
Digital Services & Programs	-	-				
Patron Services	7	28				
Teen Services & Programs	27	60				
Youth Services & Programs	45	138				
Total Volunteers and Hours This Month	105	457				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>66</i>	<i>421</i>				

Monthly Statistical Report -- March 2018

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Youth Programs	87	3,505	99	3,075	13.98%
Teens Programs	20	472	15	475	-0.63%
Adults Programs	43	1,951	33	725	169.10%
Digital Services Programs	17	116	25	192	-39.58%
Outside Meetings	16	400	25	510	-21.57%
TOTAL PROGRAMS AND EXHIBITS	183	6,444	197	4,977	29.48%
Programs-Youth Audience					
1KBK added visits	ongoing	27			
1KBK registrations	1	7			
Bibliobop Dance Parties!	1	68			
Book Buddies	1	2			
CHILUG Lego Day	1	563			
CTIS Family Book Chat: <i>Amina's Voice</i>	1	3			
Ernie Banks: Baseball is Beautiful Storytime	1	0			
Family Movie: <i>Coco</i>	1	80			
Homework Help	3	36			
In-house Toys and Games	1	497			
I-Spy tank	1	170			
Laser Engrave a Mini Baseball Bat	1	8			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club	4	84			
Minecraft Open Play	1	14			
Miracle Mud and Other Wacky Baseball Science	1	21			
Reading Patch Club added visits	ongoing	23			
Reading Patch Club registrations	1	73			
Reading with Rover	2	28			
Root for Your Home Team & Sox Southpaw Mascot Visit	1	42			
School's Out Movie: Air Bud Seventh Inning Fetch	1	40			
Second Saturday Breakfast Bingo	1	43			
Second Sunday: The Musical Irish Traveler	1	52			
Story: Babytime	4	172			
Story: Evening Family Storytime	4	52			
Story: Rise & Shine Storytime	4	102			
Story: Storytime for 2s and 3s	8	155			
Story: Storytime for 4s and 5s	4	125			
Teacher Use of Die Cut Machine	1	2			
Video Games	1	129			
Volunteer in KidSpace Program	6	37			
Wonder Ground: Water	9	108			
World Language Storytime (Polish, Russian, Spanish)	3	66			
Writing Center	1	212			
Youth Services Community Engagement Programs					
Elementary Outreach to the Classroom	7	114			
Elementary School-Wide Program at the Library	3	261			
Elementary Classroom Vists to the Library	4	78			
Famished for Fiction	2	11			
Total Youth Services Programs	87	3,505	99	3,075	13.98%
Programs--Teen Audience					
Baseball Trivia Contest	1	0			
Baseball: Take Me Out To the Ball Game Treats	1	13			
Craft Service: Project Linus	1	13			
CTIS Ebru Live: Experience the Art of Paper Marbling	1	28			
Games	1	10			
Libraries are for Creating Crafts	1	23			
Maker Lab: Make Cubs/Sox LED Wrist Band	1	6			
Movies in the Underground: <i>The Sandlot</i>	1	7			
Painting 2.0 with Sphero In-house	1	9			
Stop Motion Animation Shorts	1	6			
Teen Advisory Board	1	11			
Teen Choice Awards Voting	1	8			
Videogames	1	53			
Teen Community Engagement Programs					
Jr/High School: Read Across America @ Gemini	1	45			
Jr/High School Visit: Painting with Sphero Teen Tech Week	5	230			
Outreach: Expanded Learning @ Gemini	1	10			
Total Teen Programs	20	472	15	475	-0.63%

Monthly Statistical Report -- March 2018

General Programs--Adult Audience	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Sox vs. Cubs: The Chicago Civil Wars Baseball Exhibit Visits	1	812			
Sox vs. Cubs Official Exhibit Kickoff	1	120			
Sox vs. Cubs Opening Day Reception	1	90			
Book Discussions - Literary	2	18			
Candy Jars Contest for Baseball Exhibit	3	242			
Citizenship Education Classes	2	12			
CJE Senior Life	1	0			
George Castle Talks Cubs	1	22			
How to Land a Job in 90 Days	1	7			
Job Counseling	1	3			
New Release Movie - <i>3 Billboards Outside Ebbing, MO.</i>	1	51			
New Yorker Discussion Group	4	40			
Niles Genealogy Interest Group	1	5			
Niles Songwriters	1	2			
Oakton Community College English as a Second Language	7	295			
Root for Your Home Team & Sox Southpaw Mascot Visit	1	150			
SCORE Mentoring Sessions	6	6			
Senior Coffee Hours: Baseball in the Movies	1	26			
Small Business Counseling	4	6			
Stealing First in a Two Team Town - Richard Lindberg	1	19			
Triple Play Movie Series <i>Eight Men Out</i>	1	3			
Adult Community Engagement Programs					
BookBites Popular Fiction Discussion	1	22			
Total Adult Programs	43	1,951	33	725	169.10%
Digital Services Programs --Adult Audience					
1-2-1 Instruction	5	5			
Baseball Button Making	1	4			
Building a PC	2	19			
Create Your Own Baseball Card	1	48			
Design Easter Eggs with an Eggbot	1	6			
Earn Extra Money with Apps	1	7			
Maker Lab	1	7			
Silhouette Studio for Beginners	1	3			
Silhouette Wednesdays	2	8			
Tablet Tuesday	1	4			
Virtual Fridays	1	5			
Total Digital Services (DS) Programs	17	116	25	192	-39.58%
Community Meetings in Library Spaces	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Niles Township Toastmasters	2	40			
Mather H.S. Alumni Scholarship Fund Business Meeting	1	6			
Niles All American Toastmasters Club	2	20			
Toastmasters International Speech Contest	1	60			
Ukranian Women in Business	1	25			
Jewish Genealogical Society of Illinois	1	10			
Tech Genius Club	2	18			
Niles Historical Society-Information Table	2	53			
Hasan Siddiqui/IT Training	3	30			
William Brandeis Movie Poster Exhibit	1	138			
Total Community Meetings	16	400	25	510	-21.57%
GRAND TOTAL PROGRAMS AND ATTENDANCE	183	6,444	197	4,977	29.48%

Patron Suggestions and Comments for April 2018

Responses to Patron Suggestions and Comments

Suggestions

Check into the idea of keeping the Library opened 24 hours. Find seniors to work it or maybe retired workers. W. R.

That would be ideal, of course, but I don't think volunteers of any age are going to want to work overnight. It would be extremely expensive to go from 70 hours open to 168 hours open. But thank you for sharing your thoughts with us.

Please get an outside ash tray for incoming smokers. Thank you. W. F. J. R.

We will consider your suggestion—thanks.

Move acting area to a separate room or to the lower level. W. R.

I'm sorry, I'm not sure what "acting area" refers to.

The launch pads are hidden and there are lots of parents that don't know about them!! They are wonderful, and a sign should be put up at all the checkout stations. E. K.

We are glad to hear you are finding them useful, and we appreciate your suggestions for marketing the Launchpads!

Get some writing clubs or a Holocaust club. ☺ J. L.

Those are interesting ideas—please stop by the adult department desk and tell the staff more about what you have in mind.

Help Ms. Susan—My name is Bridget Wrona. I am a real estate agent with Re/Max City located at 7020 W. Higgins in Chicago, Harlem/I-90. I live in Niles. I was wondering if you would allow me to advertise my services to homeowners that frequent the library here. Could I post my info on the bulletin board, community board? I could come in and help create one. Please let me know if that is possible. I would be most grateful. B W., Niles.

I'm sorry—we don't allow businesses to advertise at the library. There are so many, and we wouldn't be able to fit everyone who was interested. I really appreciate your asking before posting, and wish you good luck in your career.

Comments

I noticed the new Niles-Maine signage on the old white exterior of building on Oakton St. TO me the signage could have been larger and placed on the front of old brown bricks with larger letters spread out. The new signage is too small and really has a quick glance look. K. A., Niles.

It's possible that the Board of Trustees will consider adding more signage to the building in the future. Thanks for sharing your observations.

Thank you to Bernadette and Pete!! I appreciate their patience and courtesy! L. S.

Thank you to Bernadette for showing me how to delete folders in Gmail!! L. S.

The people here at the Niles Library are unfailingly helpful. M. J.

Thank you so much for taking the time to write! It's great to hear that members of the public appreciate our great staff.

April 18, 2018

New Business - Recommended Actions

A. Recommended Action on Spring Issue of Chapter One

MOVE that the Library Board of Trustees approve payment to Visographic in the amount of \$5,891.36.

Memorandum A of Recommended Board Action

This payment is for the printing of the spring issue of our Library's newsletter, Chapter One.

April 18, 2018

New Business—Recommended Actions

B. Recommended Action on Renewal of Adobe Creative Cloud Desktop Apps

MOVE the Library Board of Trustees approve the expenditure not to exceed \$13,350.00 for the renewal of 15 Adobe Creative Cloud Desktop Apps 1-year subscription licenses from CDW-G.

Memorandum B of Recommended Board Action

The Adobe Creative Cloud Desktop Apps suite is a bundled government only subscription licensing that allows per computer installation of all the Adobe Creative Cloud applications. The breakdown of installations is as follows; 10 for Digital Services, 4 for Publicity & Marketing Services, 1 for IT Services. The Library is able to purchase these discounted 1-year software license subscription renewals from the State of Illinois negotiated Cumulative Licensing Program with Adobe systems. CDW-G is an authorized Adobe government customer reseller.

The software suite is a vital component in fulfilling each department's day to day service role, including the creation of Print, Web, Audio & Video content by both Staff & Patrons.


Please see the price quote following for additional details.

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

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

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JRWV885	4/10/2018	JRWS596	259487	\$13,350.00

QUOTE DETAILS					
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE	
 Adobe Creative Cloud desktop apps - Term License (1 month) + Adobe Enterpri Mfg. Part#: 65223879AC02A24-12 UNSPSC: 43232112 Electronic distribution - NO MEDIA Contract: Standard Pricing	15	3125111	\$890.00	\$13,350.00	
SHIPPING DETAILS			SUBTOTAL	\$13,350.00	
Shipping Address: NILES PUBLIC LIBRARY RICHARD WOZNICZKA 6960 W OAKTON ST NILES, IL 60714-3098 Phone: (847) 967-8554 Shipping Method: ELECTRONIC DISTRIBUTION Payment Terms: Net 30 Days-Govt State/Local			SHIPPING	\$0.00	
			SALES TAX	\$0.00	
			GRAND TOTAL	\$13,350.00	
			Convert Quote to Order		

Need Assistance? CDW•G SALES CONTACT INFORMATION



Jacob George | (866) 682-3510 | jacogeo@cdwg.com

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This email was sent to rwoz@nileslibrary.org.
 Please add cdwsales@cdwemail.com to your address book.

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April 18, 2018

New Business—Recommended Actions

C. Recommended Action on Fire Alarm Control Panel

MOVE the Library Board of Trustees approve the recommended expenditure of \$11,775 from the Special Reserve Fund for the installation of a new hybrid fire alarm control panel and remote annunciator.

Memorandum C of Recommended Board Action

The Village of Niles Fire Inspector reviewed the Library's fire alarm system recently and found that although the alarm/strobe coverage throughout the building was functioning well and had been brought up to code, the fire alarm control panel which controls the alarm/strobes and communicates with the fire department was beyond its serviceable life and highly recommended that the panel be replaced with current technology. The Library's zoned fire alarm control panel is approximately 20 years old.

The Library's system is proprietary technology and provided and maintained by SimplexGrinnell. The attached quote is from SimplexGrinnell and presented for your reference.



91 N Mitchell Ct
 ADDISON, IL 60101-5608
 (630) 948 1100
 FAX: (630) 948 1150
 www.simplexgrinnell.com

SimplexGrinnell Quotation

TO:
 Niles Public Library
 6960 W Oakton St
 NILES, IL 60714-3098

Project: Niles Public Library 4005 upgr
 Customer Reference: Niles Public Library - 4005 up
 SimplexGrinnell Reference: 311484449
 Date: 04/12/2018
 Page 1 of 5

SimplexGrinnell is pleased to offer for your consideration this quotation for the above project.

QUANTITY	MODEL NUMBER	DESCRIPTION
		4007ES facp
1	4007-9102	4007ES HYBRID FACP, PLATINUM
2	4007-9801	ZONE-RELAY MODULE
1	4007-9802	25V REGULATOR MODULE
1	4007-9809	ALM/SUPV/TBL RELAY MODULE
1	4606-9205	4007ES COLOR LCD ANNUN, PLAT
1	2975-9463	4606-9202 SF BRACKET, RED
2	2081-9275	BATTERY 18AH
		Install

Total net selling price, FOB shipping point, \$11,775.00

Comments

Summary

Provide new fire alarm control panel upgrade.

Scope

Remove existing 4005 zoned fire alarm control panel and replace with a new 4007ES hybrid fire alarm control panel. Remove RCU and SCU remote annunciators and replace with new 4606 LCD remote annunciator. Blank off box from RCU. Provide programming 10% test of existing devices and certification of new equipment. Provide fire alarm control panel build drawings only.

Clarifications

This proposal is based upon site survey.

Existing FACP consists of 19 zones, 4 nac circuits and 2 relay circuits.

All existing peripheral equipment and devices are to remain and be reused.

All existing cabling is assumed in good condition and shall be reused.

If existing cabling and devices are found to be defective a change order will be issued to the customer to cover the costs of repair and or replacement.

THIS QUOTATION AND ANY RESULTING CONTRACT SHALL BE SUBJECT TO THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO.
 Fire, Security, Communications, Sales & Service
 Offices & Representatives in Principal Cities throughout North America



Project: Niles Public Library 4005 upgr
Customer Reference: Niles Public Library - 4005 up
SimplexGrinnell Reference: 311484449
Date: 04/12/2018
Page 2 of 5

SimplexGrinnell Quotation

Comments (continued)

This proposal does not include permits or review fees.

Installation is not provided. Parts and Smarts only.

This proposal is subject to AHJ approval.

Full building fire alarm drawings are not provided for.

This proposal does not include premium time. Overtime or holiday work required (as a result of project delays created by others) will be justification for a Change Order.

This proposal is valid for 60 days.

This proposal does not include procurement or coordination of monitoring service for the fire alarm/security system.

This proposal includes a one (1) year standard parts and labor warranty in accordance with SimplexGrinnell terms and conditions

Terms and conditions of customer's purchase order/contract shall be subject to SimplexGrinnell review. Final agreement to terms shall be by written agreement between customer and SimplexGrinnell.

Please contact Craig Penzien at 630-948-1134 with any questions you have regarding this proposal

TERMS AND CONDITIONS

1. Payment. Payments shall be invoiced and due in accordance with the terms and conditions set forth above. Work performed on a time and material basis shall be at the then-prevailing Company rate for material, labor, and related items, in effect at the time supplied under this Agreement. Company shall invoice Customer for progress payments to one hundred (100%) percent based upon equipment delivered or stored, and services performed. Customers without established satisfactory credit shall make payments of cash in advance, upon delivery or as otherwise specified by Company. Where Customer establishes and maintains satisfactory credit, payments shall be due and payable thirty (30) days from date of invoice. Company reserves the right to revoke or modify Customer's credit at its sole discretion. The Customer's failure to make payment when due is a material breach of this Agreement.

If Customer fails to make any payment when due, in addition to any other rights and remedies available, Company shall have the right, at Company's sole discretion, to stop performing any Services and/or withhold further deliveries of materials, until the account is current. In the event payment is not received when due, Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law. Customer agrees to pay all costs of collection, including without limitation costs, fees, and attorneys' fees. Customer's failure to make payment when due is a material breach of this Agreement until the account is current.

2. Pricing. The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as set forth in the Scope of Work ("Equipment" and "Services"). If the actual number of devices installed or services to be performed is greater than that set forth in the Scope of Work, the price will be increased accordingly. If this Agreement extends beyond one year, SimplexGrinnell may increase prices upon notice to the Customer. Customer agrees to pay all taxes, permits, and other charges, including but not limited to state and local sales and excise taxes, however designated, levied or based on the service charges pursuant to this Agreement.

3. Alarm Monitoring Services. Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Company's standard alarm monitoring services agreement.

4. Code Compliance. Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Customer acknowledges that the Authority Having Jurisdiction (e.g. Fire Marshal) may establish additional requirements for compliance with local codes. Any additional services or equipment required will be provided at an additional cost to Customer.

5. Limitation of Liability; Limitations of Remedy. It is understood and agreed by the Customer that Company is not an insurer and that insurance coverage, if any, shall be obtained by the Customer and that amounts payable to company hereunder are based upon the value of the services and the scope of liability set forth in this Agreement and are unrelated to the value of the Customer's property and the property of others located on the premises. Customer agrees to look exclusively to the Customer's insurer to recover for injuries or damage in the event of any loss or injury and that Customer releases and waives all right of recovery against Company arising by way of subrogation. Company makes no warranty or Warranty, including any implied warranty of merchantability or fitness for a particular purpose that equipment or services supplied by Company will detect or avert occurrences or the consequences therefrom that the equipment or service was designed to detect or avert. It is impractical and extremely difficult to fix the actual

damages, if any, which may proximately result from failure on the part of Company to perform any of its obligations under this Agreement. Accordingly, Customer agrees that, Company shall be exempt from liability for any loss, damage or injury arising directly or indirectly from occurrences, or the consequences therefrom, which the equipment or service was designed to detect or avert. Should Company be found liable for any loss, damage or injury arising from a failure of the equipment or service in any respect, Company's liability shall be limited to an amount equal to the Agreement price (as increased by the price for any additional work) or (where the time and material payment term is selected, Customer's time and material payments to Company. Where this Agreement covers multiple sites, liability shall be limited to the amount of the payments allocable to the site where the incident occurred. Such sum shall be complete and exclusive. If Customer desires Company to assume greater liability, the parties shall amend this Agreement by attaching a rider setting forth the amount of additional liability and the additional amount payable by the Customer for the assumption by Company of such greater liability, provided however that such rider shall in no way be interpreted to hold Company as an insurer. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGE, LOSS, INJURY, OR ANY OTHER CLAIM ARISING FROM ANY SERVICING, ALTERATIONS, MODIFICATIONS, CHANGES, OR MOVEMENTS OF THE COVERED SYSTEM(S) OR ANY OF ITS COMPONENT PARTS BY THE CUSTOMER OR ANY THIRD PARTY, COMPANY SHALL NOT BE LIABLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO DAMAGES ARISING FROM THE USE, LOSS OF THE USE, PERFORMANCE, OR FAILURE OF THE COVERED SYSTEM(S) TO PERFORM. The limitations of liability set forth in this Agreement shall inure to the benefit of all parents, subsidiaries and affiliates of company, whether direct or indirect, company's employees, agents, officers and directors.

6. Reciprocal Waiver of Claims (SAFETY Act). Certain of SimplexGrinnell's systems and services have received Certification and/or Designation as Qualified Anti-Terrorism Technologies ("QATT") under the Support Anti-terrorism by Fostering Effective Technologies Act of 2002, 6 U.S.C. §§ 441-444 (the "SAFETY Act"). As required under 6 C.F.R. 25.5 (e), to the maximum extent permitted by law, SimplexGrinnell and Customer hereby agree to waive their right to make any claims against the other for any losses, including business interruption losses, sustained by either party or their respective employees, resulting from an activity resulting from an "Act of Terrorism" as defined in 6 C.F.R. 25.2, when QATT have been deployed in defense against, response to, or recovery from: such Act of Terrorism.

7. General Provisions. Customer has selected the service level desired after considering and balancing various levels of protection afforded, and their related costs. Customer acknowledges and agrees that by this Agreement, Company, unless specifically stated, does not undertake any obligation to maintain or render Customer's system or equipment as Year 2000 compliant, which shall mean, capable of correctly handling the processing of calendar dates before or after: December 31, 1999. All work to be performed by Company will be performed during normal working hours of normal working days (8:00 a.m. - 5:00 p.m., Monday through Friday, excluding Company holidays), as defined by Company, unless additional times are specifically described in this Agreement.

Company will perform the services described in the Scope of Work section ("Services") for one or more system(s) or

equipment as described in the Scope of Work section or the listed attachments ("Covered System(s)").

The Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. UNLESS OTHERWISE SPECIFIED IN THIS AGREEMENT, ANY INSPECTION (AND, IF SPECIFIED, TESTING) PROVIDED UNDER THIS AGREEMENT DOES NOT INCLUDE ANY MAINTENANCE, REPAIRS, ALTERATIONS, REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENTS WHATSOEVER, NOR DOES IT INCLUDE THE CORRECTION OF ANY DEFICIENCIES IDENTIFIED BY COMPANY TO CUSTOMER. COMPANY SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURRING WHILE COMPANY IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAR. THIS AGREEMENT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PARTS THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS OR EXTERIOR TO THE BUILDING, ELECTRICAL WIRING, AND PIPING.

8. Customer Responsibilities. Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling of materials, light, water, heat, heat tracing, electrical service, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom.

Customer shall further:

- supply required schematics and drawings unless they are to be supplied by Company in accordance with this Agreement;
- Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Company as soon as possible under the circumstances.
- Provide Company access to any system(s) to be serviced,
- Comply with all laws, codes, and regulations pertaining to the equipment and/or services provided under this agreement.

9. Excavation. In the event the Work includes excavation, Customer shall pay, as an extra to the contract price, the cost of any additional work performed by Company dues to water, quicksand, rock or other unforeseen condition or obstruction encountered or shoring required.

10. Structure and Site Conditions. While employees of Company will exercise reasonable care in this respect, Company shall be under no responsibility for loss or damage due to the character, condition or use of foundations, walls, or other structures not erected by it or resulting from the excavation in proximity thereto, or for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of

SALE AND INSTALLATION AGREEMENT
(continued)

foundation, walls or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of Customer. Customer shall have all things in readiness for installation including, without limitation, structure to support the sprinkler system and related equipment (including tanks), other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event Customer fails to have all things in readiness at the time scheduled for receipt of materials, Customer shall reimburse Company for all expenses caused by such failure. Failure to make areas available to Company during performance in accordance with schedules that are the basis for Company's proposal shall be considered a failure to have things in readiness in accordance with the terms of this Agreement.

11. Confined Space. If access to confined space by Company is required for the performance of Services, Services shall be scheduled and performed in accordance with Company's then-current hourly rate.

12. Hazardous Materials. Customer represents that, except to the extent that Company has been given written notice of the following hazards prior to the execution of this Agreement, to the best of Customer's knowledge there is no:

- "permit confined space," as defined by OSHA,
- risk of infectious disease,
- need for air monitoring, respiratory protection, or other medical risk,
- asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "Hazardous Conditions".

Company shall have the right to rely on the representations listed above. If hazardous conditions are encountered by Company during the course of Company's work, the discovery of such materials shall constitute an event beyond Company's control and Company shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Customer as certified in writing by an independent testing agency, and Customer shall pay disruption expenses and re-mobilization expenses as determined by Company.

This Agreement does not provide for the cost of capture, containment or disposal of any hazardous waste materials, or hazardous materials, encountered in any of the Covered System(s) and/or during performance of the Services. Said materials shall at all times remain the responsibility and property of Customer. Company shall not be responsible for the testing, removal or disposal of such hazardous materials.

13. OSHA Compliance. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the enforcement of the Occupational Safety Health Act (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Company.

14. Interferences. Customer shall be responsible to coordinate the work of other trades (including but not limited to ducting, piping, and electrical) and for and additional costs incurred by Company arising out of interferences to Company's work caused by other trades.

15. Modifications and Substitutions. Company reserves the right to modify materials, including substituting materials of later design, providing that such modifications or substitutions will not materially affect the performance of the Covered System(s).

16. Changes, Alterations, Additions. Changes, alterations and additions to the Scope of Work, plans, specifications or construction schedule shall be invalid unless approved in writing by Company. Should changes be approved by Company, that increase or decrease the cost of the work to Company, the parties shall agree, in writing, to the change in price prior to

performance of any work. However, if no agreement is reached prior to the time for performance of said work, and Company elects to perform said work so as to avoid delays, then Company's estimate as to the value of said work shall be deemed accepted by Customer. In addition, Customer shall pay for all extra work requested by Customer or made necessary because of incompleteness or inaccuracy of plans or other information submitted by Customer with respect to the location, type of occupancy, or other details of the work to be performed. In the event the layout of Customer's facilities has been altered, or is altered by Customer prior to the completion of the Work, Customer shall advise Company, and prices, delivery and completion dates shall be changed by Company as may be required.

17. Commodities Availability. Company shall not be responsible for failure to provide services, deliver products, or otherwise perform work required by this Agreement due to lack of available steel products or products made from plastics or other commodities. 1) In the event Company is unable, after reasonable commercial efforts, to acquire and provide steel products, or products made from plastics or other commodities, if required to perform work required by this Agreement, Customer hereby agrees that Company may terminate the Agreement, or the relevant portion of the Agreement, at no additional cost and without penalty. Customer agrees to pay Company in full for all work performed up to the time of any such termination. 2) If Company is able to obtain the steel products or products made from plastics or other commodities, but the price of any of the products has risen by more than 10% from the date of the bid, proposal or date Company executed this Agreement, whichever occurred first, then Company may pass through that increase through a reasonable price increase to reflect increased cost of materials.

18. Project Claims. Any claim of failure to perform against Company arising hereunder shall be deemed waived unless received by Company, in writing specifically setting forth the basis for such claim, within ten (10) days after such claims arises.

19. Backcharges. No charges shall be levied against the Seller unless seventy-two (72) hours prior written notice is given to Company to correct any alleged deficiencies which are alleged to necessitate such charges and unless such alleged deficiencies are solely and directly caused by Company.

20. System Equipment. The purchase of equipment or peripheral devices (including but not limited to smoke detectors, passive infrared detectors, card readers, sprinkler system components, extinguishers and hoses) from Company shall be subject to the terms and conditions of this Agreement. If, in Company's sole judgment, any peripheral device or other system equipment, which is attached to the Covered System(s), whether provided by Company or a third party, interferes with the proper operation of the Covered System(s), Customer shall remove or replace such device or equipment promptly upon notice from Company. Failure of Customer to remove or replace the device shall constitute a material breach of this Agreement. If Customer adds any third party device or equipment to the Covered System(s), Company shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

21. Reports. Where inspection and/or test services are selected, such inspection and/or test shall be completed on Company's then current Report form, which shall be given to Customer, and, where applicable, Company may submit a copy thereof to the local authority having jurisdiction. The Report and recommendations by Company are only advisory in nature and are intended to assist Customer in reducing the risk of loss to property by indicating obvious defects or impairments noted to the system and equipment inspected and/or tested. They are not intended to imply that no other defects or hazards exist or that all aspects of the Covered System(s), equipment, and components are under control at the time of inspection. Final responsibility for the condition and operation of the Covered System(s) and equipment and components lies with Customer.

22. Limited Warranty. Subject to the limitations below, Company warrants any equipment (as distinguished from the Software) installed pursuant to this Agreement to be free from defects in material and workmanship under normal use for a period of one (1) year from the date of first beneficial use or all or any part of the Covered System(s) or 18 months after Equipment shipments, whichever is earlier, provided however, that Company's sole liability, and Customer's sole remedy, under this limited warranty shall be limited to the repair or replacement of the Equipment or any part thereof, which Company determines is defective, at Company's sole option and subject to the availability of service personnel and parts, as determined by Company. Company warrants expendable items, including, but not limited to, video and print heads, television camera tubes, video monitor displays tubes, batteries and certain other products in accordance with the applicable manufacturer's warranty. Company does not warrant devices designed to fail in protecting the System, such as, but not limited to, fuses and circuit breakers.

Company warrants that any Company software described in this Agreement, as well as software contained in or sold as part of any Equipment described in this Agreement, will reasonably conform to its published specifications in effect at the time of delivery and for ninety (90) days after delivery. However, Customer agrees and acknowledges that the software may have inherent defects because of its complexity. Company's sole obligation with respect to software, and Customer's sole remedy, shall be to make available published modifications, designed to correct inherent defects, which become available during the warranty period.

If Repair Services are included in this Agreement, Company warrants that its workmanship and material for repairs made pursuant to this Agreement will be free from defects for a period of ninety (90) days from the date of furnishing.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER. COMPANY MAKES NO WARRANTY OR REPRESENTATION, AND UNDERTAKES NO OBLIGATION TO ENSURE BY THE SERVICES PERFORMED UNDER THIS AGREEMENT, THAT COMPANY'S PRODUCTS OR THE SYSTEMS OR EQUIPMENT OF THE CUSTOMER WILL CORRECTLY HANDLE THE PROCESSING OF CALENDAR DATES BEFORE OR AFTER DECEMBER 31, 1999.

Warranty service will be performed during Company's normal working hours. If Customer requests warranty service at other than normal working hours, service will be performed at Company's then current rates for after hours services. All repairs or adjustments that are or may become necessary shall be performed by and authorized representative of Company. Any repairs, adjustments or interconnections performed by Customer or any third party shall void all warranties.

23. Indemnity. Customer agrees to indemnify, hold harmless and defend Company against any and all losses, damages, costs, including expert fees and costs, and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, including specifically any damages resulting from the exposure of workers to Hazardous Conditions whether or not Customer pre-notifies Company of the existence of said hazardous conditions, arising in any way from any act or omission of Customer or Company relating in any way to this Agreement, including but not limited to the Services under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Company reserves the right to select counsel to represent it in any such action.

24. Insurance. Customer shall name Company, its officers, employees, agents, subcontractors, suppliers, and

SALE AND INSTALLATION AGREEMENT
(continued)

representatives as additional insureds on Customer's general liability and auto liability policies.

25. Termination. Any termination under the terms of this Agreement shall be made in writing. In the event Customer terminates this Agreement prior to completion for any reason not arising solely from Company's performance or failure to perform, Customer understands and agrees that Company will incur costs of administration and preparation that are difficult to estimate or determine. Accordingly, should Customer terminate this Agreement as described above, Customer agrees to pay all charges incurred for products and equipment installed and services performed, and in addition pay an amount equal to twenty (20%) percent of the price of products and equipment not yet delivered and Services not yet performed, return all products and equipment delivered and pay a restocking fee of twenty (20%) percent of the price of products or equipment returned.

Company may terminate this Agreement immediately at its sole discretion upon the occurrence of any Event of Default as hereinafter defined. Company may also terminate this Agreement at its sole discretion upon notice to Customer if Company's performance of its obligations under this Agreement becomes impracticable due to obsolescence of equipment at Customer's premises or unavailability of parts.

26. No Option to Solicit. Customer shall not, directly or indirectly, on its own behalf or on behalf of any other person, business, corporation or entity, solicit or employ any Company employee, or induce any Company employee to leave his or her employment with Company, for a period of two years after the termination of this Agreement.

27. Default. An Event of Default shall be 1) failure of the Customer to pay any amount within ten (10) days after the amount is due and payable, 2) abuse of the System or the Equipment, 3) dissolution, termination, discontinuance, insolvency or business failure of Customer. Upon the occurrence of an Event of Default, Company may pursue one or more of the following remedies, 1) discontinue furnishing Services, 2) by written notice to Customer declare the balance of unpaid amounts due and to become due under the this Agreement to be immediately due and payable, provided that all past due amounts shall bear interest at the rate of 1 1/2% per month (18% per year) or the highest amount permitted by law, 3) receive immediate possession of any equipment for which Customer has not paid, 4) proceed at law or equity to enforce performance by Customer or recover damages for breach of this Agreement, and 5) recover all costs and expenses, including without limitation reasonable attorneys' fees, in connection with enforcing or attempting to enforce this Agreement.

28. Exclusions. Unless expressly included in the Scope of Work, this Agreement expressly excludes, without limitation, testing inspection and repair of duct detectors, beam detectors, and UV/IR equipment; provision of fire watches; clearing of ice blockage; draining of improperly pitched piping; replacement of batteries; recharging of chemical suppression systems; reloading of, upgrading, and maintaining computer software; system upgrades and the replacement of obsolete systems, equipment, components or parts; making repairs or replacements necessitated by reason of negligence or misuse of components or equipment or changes to Customer's premises, vandalism, corrosion (including but not limited to micro-bacterially induced corrosion ("MIC")), power failure, current fluctuation, failure due to non-Company installation, lightning, electrical storm, or other severe weather, water, accident, fire, acts of God or any other cause external to the Covered System(s). Repair Services provided pursuant to this Agreement do not cover and specifically excludes system upgrades and the replacement of obsolete systems, equipment, components or parts. All such services may be provided by Company at Company's sole discretion at an additional charge. If Emergency Services are expressly included in the scope of work section, the Agreement price does not include travel expenses.

29. Force Majeure; Delays. Company shall not be liable for any damage or penalty for delays or failure to perform work due to acts of God, acts or omissions of Customer, acts of civil or military authorities, Government regulations or priorities, fires, epidemics, quarantine, restrictions, war, riots, civil disobedience or unrest, strikes, delays in transportation, vehicle shortages, differences with workmen, inability to obtain necessary labor, material or manufacturing facilities, defaults of Company's subcontractors, failure or delay in furnishing complete information by Customer with respect to location or other details of work to be performed, impossibility or impracticability of performance or any other cause or causes beyond Company's control, whether or not similar to the foregoing. In the event of any delay caused as aforesaid, completion shall be extended for a period equal to any such delay, and this contract shall not be void or voidable as a result of the delay. In the event work is temporarily discontinued by any of the foregoing, all unpaid installments of the contract price, less an amount equal to the value of material and labor not furnished, shall be due and payable upon receipt of invoice by Customer.

30. One-Year Limitation on Actions; Choice of Law. It is agreed that no suit, or cause of action or other proceeding shall be brought against either party more than one (1) year after the accrual of the cause of action or one (1) year after the claim

arises, whichever is shorter, whether known or unknown when the claim arises or whether based on tort, contract, or any other legal theory. The laws of Massachusetts shall govern the validity, enforceability, and interpretation of this Agreement.

31. Assignment. Customer may not assign this Agreement without Company's prior written consent. Company may assign this Agreement to an affiliate without obtaining Customer's consent.

32. Entire Agreement. The parties intend this Agreement, together with any attachments or Riders (collectively the "Agreement") to be the final, complete and exclusive expression of their Agreement and the terms and conditions thereof. This Agreement supersedes all prior representations, understandings or agreements between the parties, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Company unless made in writing and signed by an Authorized Representative of Company.

33. Severability. If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, this Agreement will continue to be valid as to the other provisions and the remainder of the affected provision.

34. Legal Fees. Company shall be entitled to recover from the customer all reasonable legal fees incurred in connection with Company enforcing the terms and conditions of this Agreement.

35. License Information (Security System Customers): AL Alabama Electronic Security Board of Licensure 7956 Vaughn Road, Pmb 392, Montgomery, Alabama 36116 (334) 264-9388; AR Regulated by: Arkansas Board of Private Investigators And Private Security Agencies, #1 State Police Plaza Drive, Little Rock 72209 (501)618-8600; CA Alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, Ca, 95814. Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act: NY Licensed by N.Y.S. Department of the State: TX Texas Commission on Private Security, 5805 N. Lamar Blvd., Austin, 78752-4422, 512-424-7710. License numbers available at www.simplexgrinnell.com or contact your local SimplexGrinnell office.

(Rev. 10/08)

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IMPORTANT NOTICE TO CUSTOMER

In accepting this Proposal, Customer agrees to the terms and conditions contained herein including those on the following pages of this Agreement and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE FOLLOWING PAGES. This Proposal shall be void if not accepted in writing within thirty (30) days from the date of the Proposal.**

<p>Offered By: SimplexGrinnell LP License#:</p> <p>91 N Mitchell Ct ADDISON, IL 60101-5608</p> <p>Telephone: (630) 948 1100</p> <p>Representative: _____</p>	<p>Accepted By: (Customer)</p> <p>Company: _____</p> <p>Address: _____</p> <p>Signature: _____</p> <p>Title: _____</p> <p>P.O.#: _____ Date: _____</p>
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Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America

Features

Remote Color Touchscreen LCD annunciators for use with Simplex® model 4007ES fire alarm control panels

4.3" (109 mm) diagonal color touchscreen display:

- Provides the display features of the 4007ES fire alarm control panel at a remote location
- Convenient and intuitive user interface provides detailed system status and individual point information
- LED status indicators include Alarm, Priority 2, Supervisory, Trouble, Alarm Silenced, and Status of AC Power at the control panel
- Supports dual language selection, including unicode character languages
- Keyswitch is used to enable default access level; additional user access levels are passcode protected; keyswitch and user access levels are configurable
- Tone-alert sounder provides local audible indication
- Three programmable control switches with status LEDs and provisions for custom labeling

Additional features:

- Available with platinum or red trim
- Information is transmitted over a single unshielded twisted pair; separate wiring is required for 24 VDC power
- Mounts flush on RACO 944, 5-gang electrical box (supplied separately)
- Up to 6 Color Touchscreen LCD Annunciators per 4007ES fire alarm control panel

Mounting box options (ordered separately, see page 2 for more details):

- Surface mount boxes in red or platinum
- Semi-flush mount boxes in red or platinum, may be used for legacy annunciator retrofit applications

Description

Local Annunciation and Control. 4606-9200 Series LCD Annunciators allows 4007ES fire alarm control panels to provide information and control switches at convenient locations away from the control panel. The color touchscreen LCD with backlighting displays information in clear and descriptive language. (English is standard, other languages can be programmed.) Typical content includes: point status (alarm, trouble, etc.), alarm type (smoke detector, manual station, etc.), number of system alarms, supervisory conditions, troubles, and custom location labels up to 40 characters long.

Communications. Data communications require a single unshielded twisted pair that supports other annunciators on the same communications channel.

* This product has been approved by the California State Fire Marshal (CSFM) pursuant to Section 13144.1 of the California Health and Safety Code. See CSFM Listing 7300-0026:0382 for allowable values and/or conditions concerning material presented in this document. NYC Fire Dept COA #6191. Additional listings may be applicable; contact your local Simplex product supplier for the latest status. Listings and approvals under Simplex Time Recorder Co. are the property of Tyco Fire Protection Products.



4606-9205 LCD Annunciator with Platinum Trim



4606-9202 LCD Annunciator with Red Trim

Description (Continued)

Indications. Alarm, Priority 2, Supervisory, Trouble, and Alarm Silenced conditions are indicated by dedicated LEDs and a tone-alert audible indication. Each condition will cause the display to present a dedicated acknowledge push-button switch that silences the tone-alert but leaves the LED on until all conditions in that category are restored to normal.

Custom Background. The 4007ES control panel supports a custom background image that is also displayed on each of the color touchscreen annunciators when status is normal. File types supported are JPG, BMP, GIF, and PNG. Recommended image type is JPG, recommended image size is 480 x 240, and the file size limit is 100 kb.

Operation

Keyswitch Access. Touchscreen display access can be controlled by a keyswitch with a key that is removable only in the disabled position. Access is configurable per annunciator.

Enabled Operations. When the keyswitch is on, system status indications will be displayed as they occur with individual point detail as programmed at the control panel, and soft keys will be displayed to allow user actions.

Screen Backlight. When the display has not been touched, and no new system status has occurred for 60 seconds, the backlight dims to 20% of normal brightness. If there is no activity in the system (System is Normal), the standby screen displays current time and date to verify proper operation. If an event occurs, or with the keyswitch activated, and the screen is touched, the backlight returns to full intensity.

Lamp Test. The display menu provides a lamp test feature that when selected, activates the 9 panel LEDs for 5 seconds. Dual-color LEDs will blink alternately.

Product Selection

Model*	Color	Description	Dimensions
4606-9202(BA)	Red	Remote Color Touchscreen LCD Annunciator; for flush mounting in a 5-gang RACO 944 box, or equal, supplied separately	Annunciator: 13" W x 5.21" H x 2" D (330 mm x 132 mm x 51 mm)
4606-9205(BA)	Platinum		RACO 944 Box (reference): 12 1/4" W x 4 1/2" H x 2 1/2" D (311 mm x 114 mm x 64 mm)
2875-9461	Red	Surface mount metal box for above annunciators	12 1/4" W x 4 1/2" H x 2 1/2" D (311 mm x 114 mm x 64 mm)
2975-9462	Platinum		
2975-9463	Red	Semi-flush mount metal box adapter for above annunciators; use for mounting on existing 2-gang, 4-gang, 6-gang, or 4" (102 mm) square flush mounted boxes	12 1/4" W x 4 1/2" H x 1 3/4" D (311 mm x 114 mm x 44 mm)
2975-9464	Platinum		

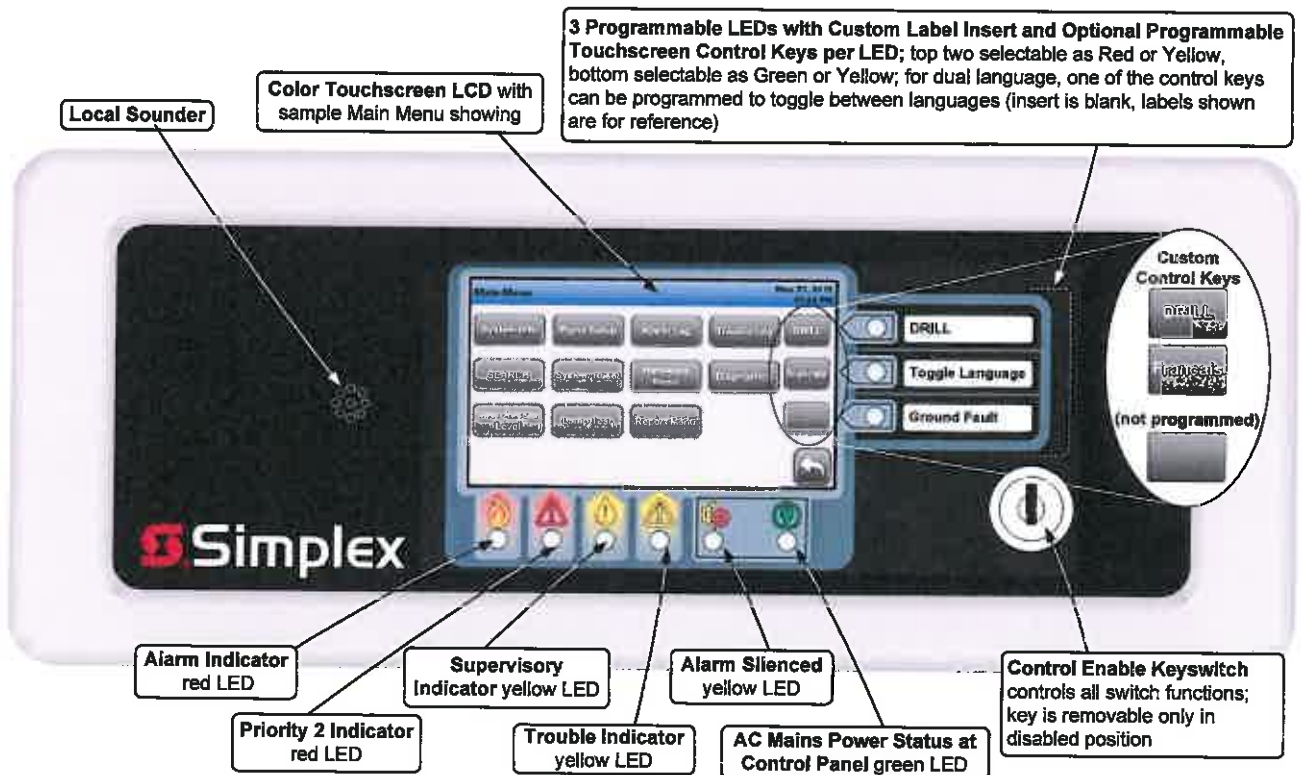
* Models with (BA) are available assembled in the USA by adding the suffix "BA".

Suppression Products

Note: Suppression is required where annunciator communications and power wiring exits and enters a building

Model	Description	Additional Reference
2081-9044	Overvoltage Protector, rated for up to 200 mA; use for RUI communications	Data Sheet S2081-0016
2081-9028	Isolated Loop Circuit Protector (iLCP), rated for 5 A maximum; use for 24 VDC power wiring when above 200 mA	Data Sheet S2081-0008

Operator Information



Specifications

General Operating Specifications			
Voltage	18 to 32 VDC, system supplied		
Current Details	Condition	Current	Details
	Alarm	124 mA	Backlight at full intensity and tone-alert sounding
	Display Active	70 mA	Backlight at full intensity, occurs when activity is in process
	Standby	45 mA	Backlight dimmed to 20% of full intensity, occurs after 1 minute of no system activity
Operating Temperature Range	32° to 120° F (0° to 49° C)		
Operating Humidity Range	Up to 93% RH, non-condensing at 100° F (38° C)		
Communications			
For 4007ES Panels	Type	RUI (Remote Unit Interface) external annunciator communications line SLC (signaling line circuit)	
	Capacity	Up to 6 Color Touchscreen LCD Annunciators	
Wiring Requirements			
Standard Wiring Type	Unshielded twisted pair (UTP), 18 AWG (0.82 mm ²) for most applications, see below		
Wiring Characteristics	0.58 µF (580 nF) maximum capacitance between conductors; 35 Ω maximum total line resistance		
RUI Data	Wiring Applications Requiring Shielded, Twisted Pair (STP)	<ol style="list-style-type: none"> 1. Wiring that leaves the building. RUI wiring also requires 2081-9044 Overvoltage Protectors on each end. 2. Wiring run in 500 ft (152 m) or more of conduit. 3. Wiring closely bunched with standard IDNet communications or TrueAlert addressable communications (not required when run with IDNet+ communications). 	
	Class B "T-Tap" wiring distance	Up to 10,000 ft (3048 m) total wiring; up to 2500 ft (762 m) to farthest device	
	Class X wiring distance	Up to 2500 ft (762 m)	
Power Wiring	Terminals for 18 to 12 AWG (0.82 mm ² to 3.31 mm ²) wires for 24 VDC system power		
Earth Wiring	A dedicated earth ground connection to the electrical box is required for proper ESD and EMI protection; wire in accordance with NFPA 70 (<i>National Electrical Code</i>) Article 250		
Mounting Information			
Boxes for Flush Mounting (supplied separately)	5-gang masonry box, RACO # 944, 2 1/2" (64 mm) deep or equal		
Additional Reference			
Installation Instructions	579-1172		
4007ES Data Sheets	S4007-0001, 4007ES Hybrid		
	S4007-0002, 4007ES with IDNAC Notification		

Operator Screen Reference (shown approximately full size; refer to page 4 for additional screen reference)



Operator Screen Reference

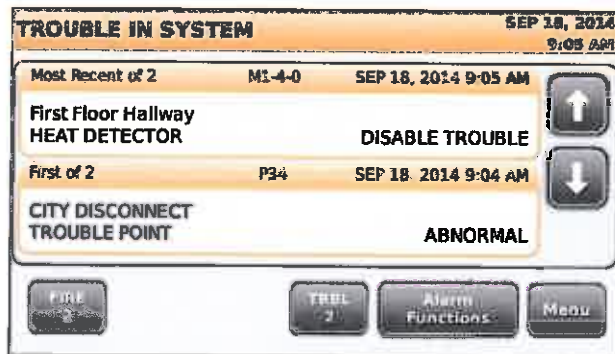
Main Menu Screen provides easy navigation to the function required. Buttons A, B, and C have programmable functions.



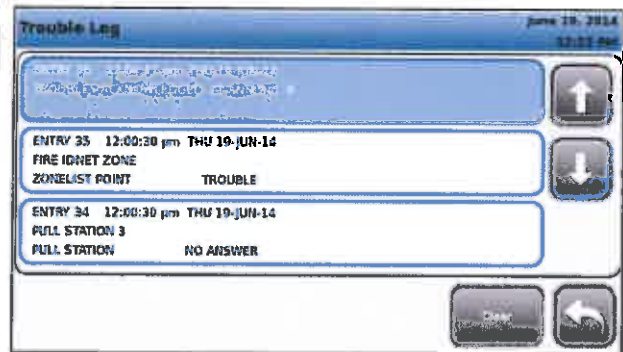
System Alarm Screen identifies active alarms with custom labels displayed, arrows allow navigation through the list



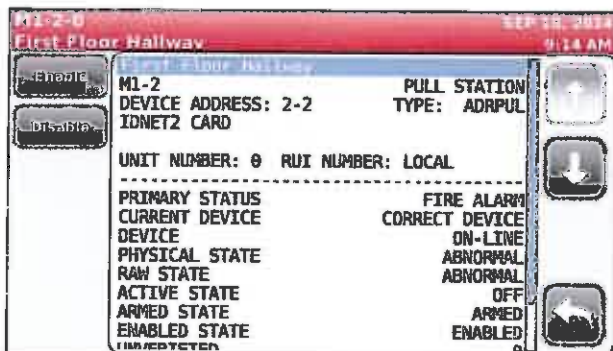
System Trouble Screen identifies active troubles with custom labels displayed, arrows allow navigation through the list



Trouble Log Screen allows review of past troubles with time stamp and point details shown.



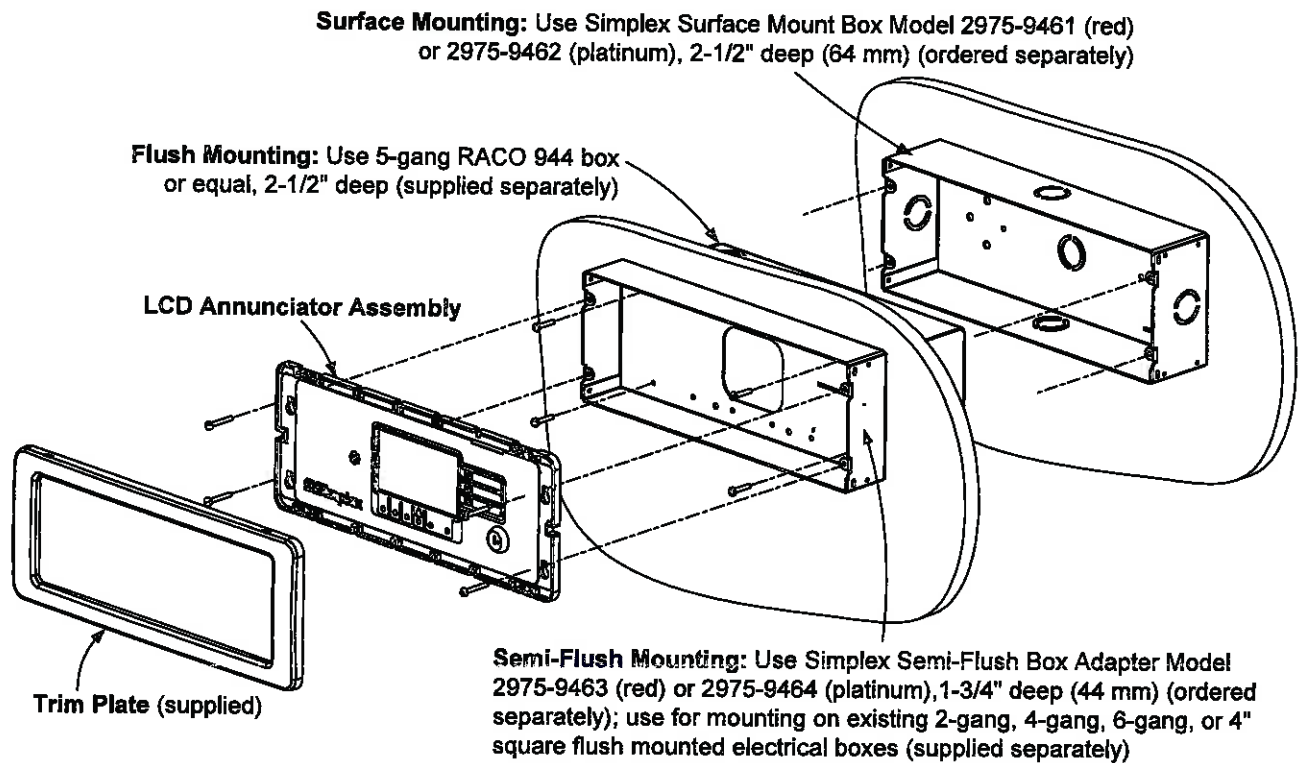
Point Information Screen allows review of point details, arrows allow navigation through the information.



User Access Login Screen controls access to panel operations as determined per panel.



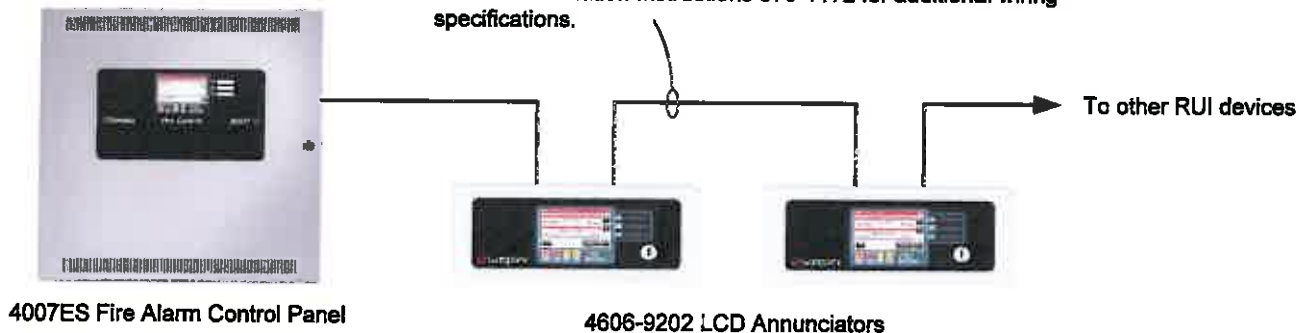
Mounting Information



Wiring Reference

Interconnection Wiring Notes:

1. Communications require 18 to 12 AWG unshielded twisted pair.
2. Power requires two, 18 to 12 AWG wires for 24 VDC system power, plus Earth Ground to each electrical box.
3. Refer to Installation Instructions 579-1172 for additional wiring specifications.



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www.simplex-fire.com

S4606-0003 6/2015

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UL, ULC, CSFM Listed;
FM, NYC Fire Dept Approved*

4007ES Hybrid, Fire Detection and Control Panel with
Addressable and/or Conventional Initiation

Features

Flexible standard combination of conventional and addressable initiation satisfies a wide variety of new and retrofit applications

4.3" (109 mm) Diagonal color touchscreen display:

- Convenient and intuitive user interface provides detailed system status and individual point information
- Supports dual language selection, including unicode character languages
- A custom background display appears when operation is normal (see page 6 for details)

Eight Point Zone/Relay Module:

- Each point is selectable as an IDC input or Relay output, Class A IDCs require 2 points (one out and one return); one module is standard, up to 3 additional modules can be field installed for a total of 4 eight point zone/relay modules per system
- Each point on the IDC/Relay Module can be configured as a control relay rated 2 A @ 30 VDC (resistive) as either normally open or normally closed
- Can be powered directly from the power supply or through the optional 25 VDC Regulator Module
- IDC end-of-line resistor value can be selected from a wide range of resistance values for retrofit convenience

Electrically isolated IDNet+ addressable initiating device SLC:

- Provides built-in short circuit isolation for monitoring and control of TrueAlarm analog sensors and IDNet communications monitoring and control devices; for use with either shielded or unshielded, twisted or untwisted single pair wiring; outputs are Class A or Class B
- Standard panel SLC provides up to 100 addressable points; optional additional loop expansion modules provide an additional isolated loop with short circuit isolation for the IDNet+ channel; each loop expansion module also provides an additional 75 addressable points to the IDNet+ channel capacity for a total of up to 250 addressable points

Power Supply Features:

- Four Notification Appliance Circuits (NACs) selectable as Class A or Class B with 6 A total available current
- NAC end-of-line resistor value can be selected from a wide range of resistance values for retrofit convenience
- Additional notification power capacity is available using the 4009 IDNet NAC Extender
- Battery backup charging of up to 33 Ah; up to 18 Ah for cabinet mounted batteries and up to 33 Ah batteries for mounting in close-nipped remote battery cabinet

General Mechanical:

- Compact red or platinum cabinet for convenient surface or semi-flush mounting; rated NEMA 1 and IP30

* This product has been approved by the California State Fire Marshal (CSFM) pursuant to Section 13144.1 of the California Health and Safety Code. See CSFM Listing 7165-0028:0378 for allowable values and/or conditions concerning material presented in this document. NYC Fire Dept COA #6151. Additional listings may be applicable; contact your local Simplex product supplier for the latest status. Listings and approvals under Simplex Time Recorder Co. are the property of Tyco Fire Protection Products.



4007ES Hybrid Panel Front View

Software Feature Summary:

- Current and previous panel configuration are both maintained in on-board memory to allow easy selection of desired revision
- An internal Ethernet service port and an internal serial service port are available for service computer connections to perform configuration updates, downloads and uploads; report downloads, and system software updates (Ethernet port only); the serial port provides the connection for the optional TrueInsight Module
- An internal USB interface allows a compatible portable memory device (memory stick/thumb drive) to store job revisions, update revised jobs and panel software, and save detailed system reports from the panel without requiring a service computer

Optional modules and connections include:

- Point or Event DACT assembly that is compatible with IP Communicators
- Up to two additional IDNet+ addressable device output loop connections with short circuit fault protection and with 75 additional point capacity each
- Front mounted 48 LED annunciator with custom label inserts provides 24 Yellow LEDs, 20 Red LEDs, and 4 Red/Green LEDs; LEDs are programmable for up to 24 IDC zones of alarm and trouble annunciation or as required for custom annunciation requirements
- Remote LED annunciator support via RUI (remote unit interface) communications port for use with unshielded, twisted pair wiring (UTP)
- Alarm relays and auxiliary relays
- City connections, with or without disconnect switch
- 4003EC Voice Control Panels
- 4009 IDNet NAC Extenders to extend NAC capability for power and distance
- Battery brackets for seismic area protection (see page 2)

4007ES Listings reference:

- UL 864, Fire Detection and Control (UOJZ)
- ULC S527, Control Units for Fire Alarm Systems

Introduction

4007ES Series Fire Detection and Control Panels provide extensive installation, operator, and service features with point and module capacities suitable for a wide range of system applications. The convenient and intuitive color touchscreen provides easy access for typical system response actions and for detailed system review or configuration updates with password control to limit user access.

Flexible for new and retrofit applications. Standard conventional IDCs and addressable IDNet+ communications provide flexibility for both new and retrofit systems. IDC and NAC end-of-line resistor values are selectable to match a wide range of existing initiating device circuits and notification appliance circuits.

Operator Interface

Convenient Status Information. With the locking door closed, the glass window allows viewing of the display status LEDs. The user interface is a 4.3" diagonal color touchscreen LCD with separate status LEDs as shown below.

LED indicators describe the general category of activity being displayed with the LCD providing more detail. For the authorized user, unlocking the door provides access to the control functions and allows further inquiry by scrolling the display for additional detail.

Operator Interface and Software Features

- Convenient and detailed operator information is easily accessed using a logical, menu-driven touchscreen display with password access control
- Multiple automatic and manual diagnostics for maintenance reduction

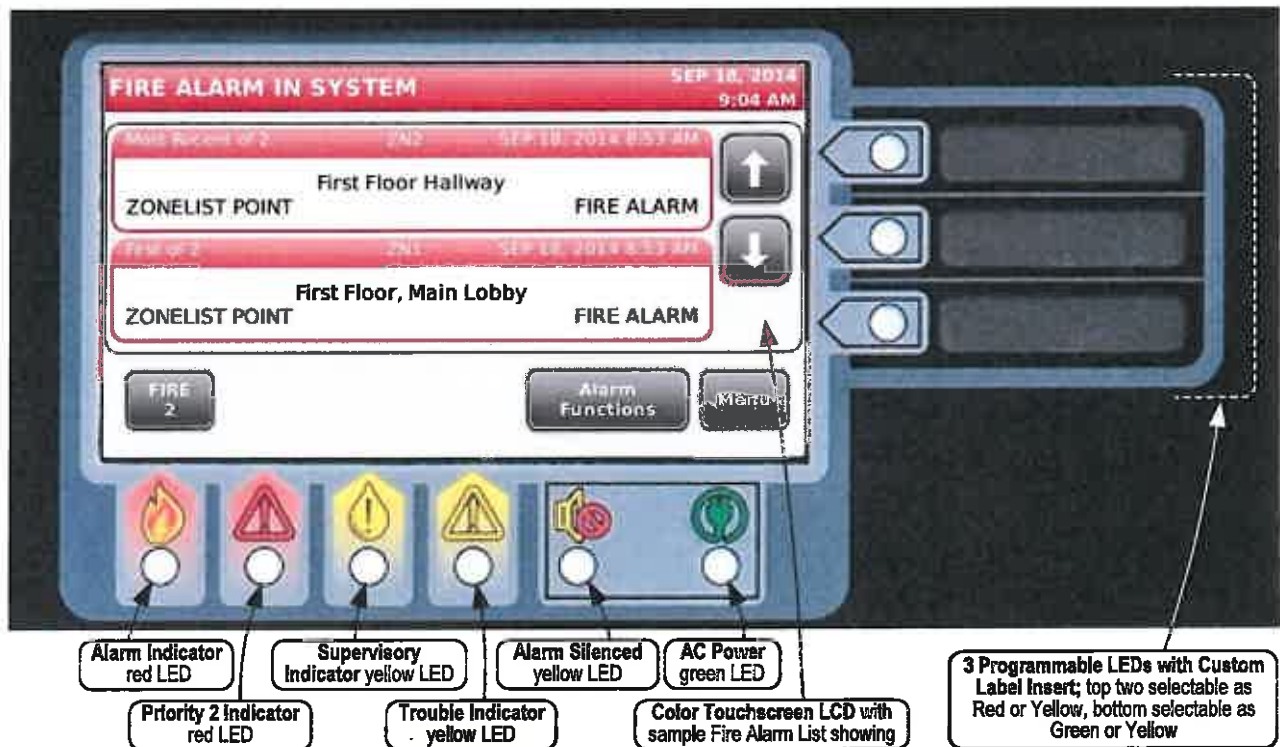
Operator Interface Features (Continued)

- Alarm and Trouble History Logs (up to 1000 entries for each, 2000 total events) are available for viewing from the display or to be downloaded to a service computer or to the USB drive
- Module level ground fault searching assists installation and service by locating and isolating modules with grounded wiring
- WALKTEST silent or audible system test performs an automatic self-resetting test cycle and supports up to 8 WALKTEST groups
- **Install Mode** allows grouping of multiple troubles for uninstalled modules and devices into a single trouble condition (typical with future phased expansion); with future equipment and devices grouped into a single trouble, operators can more clearly identify events from the commissioned and occupied areas

Mechanical Description

- Locking door with acrylic insert
- Latching front panel assembly swings forward for convenient internal access
- Smooth box surfaces are provided for locally cutting conduit entrance holes exactly where required
- Modules are power-limited (except as noted, such as relay modules)
- Battery compartment (bottom) accepts two batteries, up to 18 Ah, to be mounted within the cabinet without interfering with module space; charger capacity is up to 33 Ah; for batteries greater than 18 Ah, refer to page 6 for external battery cabinet details
- Cabinet assembly design has been seismic tested and is certified to IBC and CBC standards as well as to ASCE 7 categories A through F, requires battery brackets as detailed on data sheet S2081-0019

Touchscreen Display with LED Status Indicators (approximately full size)



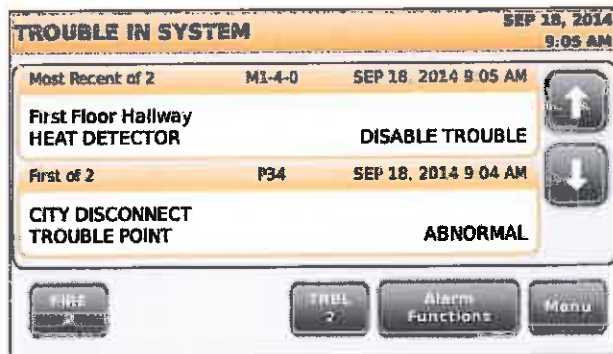
Main Menu Screen provides easy navigation to the function required. Buttons A, B, and C have programmable functions.



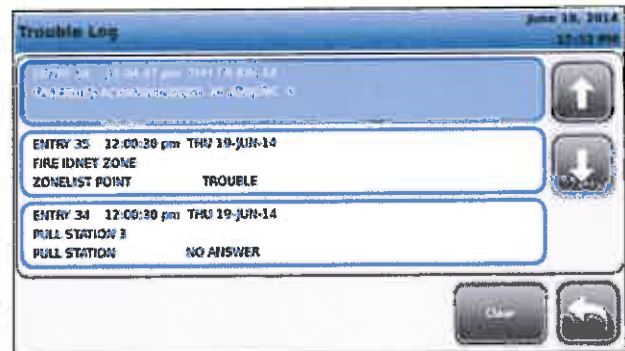
System Alarm Screen identifies active alarms with custom labels displayed, arrows allow navigation through the list



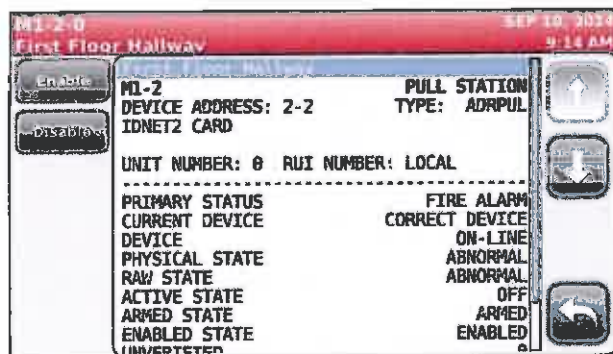
System Trouble Screen identifies active troubles with custom labels displayed, arrows allow navigation through the list



Trouble Log Screen allows review of past troubles with time stamp and point details shown.



Point Information Screen allows review of point details, arrows allow navigation through the information.



User Access Login Screen controls access to panel operations as determined per panel.



IDNet+ Addressable Device Control

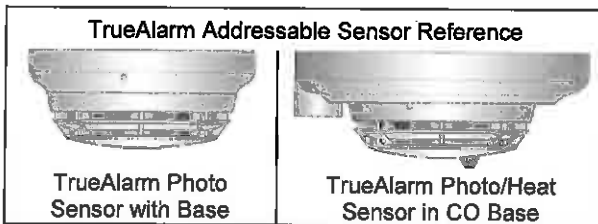
Overview. The 4007ES Hybrid provides an IDNet+ addressable initiating device Signaling Line Circuit (SLC) that supervises wiring connections and the individual device communications status on the SLC. With 2-wire IDNet+ SLCs, initiation, monitoring, and control devices such as manual fire alarm stations, TrueAlarm sensors, control relays, and sprinkler waterflow switches can communicate their identity and status and receive fire alarm system control. Additional addressable interface modules include circuit isolators, conventional IDC zone adapters, and interface to other system circuits such as fans, dampers, and elevator controls.

IDNet+ Addressable Device Operation

Each addressable device on the IDNet+ communication channel is continuously interrogated for status condition such as: normal, off-normal, alarm, supervisory, or trouble. Both Class B and Class A operation is available. Sophisticated poll and response communication techniques ensure supervision integrity and allow for "T-tapping" of the circuits for Class B operation. Devices with LEDs pulse the LED to indicate receipt of a communications poll and can be turned on steady from the panel. With addressable devices, the location and status of the connected device is monitored, logged, and displayed on the operator interface LCD with each device having its own 40 character custom label for precise identification.

TrueAlarm Addressable Sensor Operation

Addressable initiating device communications include operation of TrueAlarm smoke and temperature sensors. Smoke sensors transmit an output value based on their smoke chamber condition and the CPU maintains a current value, peak value, and an average value for each sensor. Status is determined by comparing the current sensor value to its average value. Tracking this average value as a continuously shifting reference point filters out environmental factors that cause shifts in sensitivity.



Programmable sensitivity of each sensor can be selected at the control panel for different levels of smoke obscuration (shown directly in percent) or for specific heat detection levels. To evaluate whether the sensitivity should be revised, the peak value is stored in memory and can be easily read (or downloaded as a report) and compared to the alarm threshold directly in percent.

CO sensor bases combine an electrolytic CO sensing module with a TrueAlarm analog sensor to provide a single multiple sensing assembly using one system address. The CO sensor can be enabled/disabled, and can be used in LED/Switch modes and custom control. (refer to data sheet S4098-0052 for details)

TrueAlarm heat sensors can be selected for fixed temperature detection, with or without rate-of-rise detection. Utility temperature sensing is also available, typically to provide freeze warnings or alert to HVAC system problems. Readings can selected as either Fahrenheit or Celsius.

TrueSense Early Fire Detection. Multi-sensor 4098-9754 provides photoelectric and heat sensor data using a single 40070ES IDNet+ address. The panel evaluates smoke activity, heat activity, *and their combination*, to provide TrueSense early detection. For more details on this operation, refer to data sheet S4098-0024.

Diagnostics and Default Device Type

Sensor Status. TrueAlarm operation allows the control panel to automatically indicate when a sensor is almost dirty, dirty, and excessively dirty. The NFPA 72 requirement for a test of the sensitivity range of the sensors is fulfilled by the ability of TrueAlarm operation to maintain the sensitivity level of each sensor. CO Sensors track their 10 year active life status providing indicators to assist with service planning. Indicators occur at: 1 year, 6 months, and end of life.

Modular TrueAlarm sensors use the same base and different sensor types (smoke or heat sensor) and can be easily interchanged to meet specific location requirements. This allows intentional sensor substitution during building construction when conditions are temporarily dusty. Instead of covering smoke sensors (causing them to be disabled), heat sensors may be installed without reprogramming the control panel. The control panel will indicate an incorrect sensor type, but the heat sensor will operate at a default sensitivity to provide heat detection for building protection at that location.

IDNet+ Device Wiring Reference

IDNet+ Addressable Channel Capacity. The 4007ES Hybrid provides an isolated output IDNet+ signaling line circuit (SLC) that supports up to 250 addressable monitor and control points intermixed on the same pair of wires. (250 total requires two 4007-9803 IDNet+ Loop Expansion Modules.)

IDNet+ SLC Wiring Specifications

Maximum Distance from Control Panel per Device Load	0 to 125	4000 ft (1219 m); 50 ohms
	126-250	2500 feet (762 m); 35 ohms
Total Wire Length Allowed With "T" Taps for Class B Wiring		Up to 12,500 ft (3.8 km); 0.60 μ F
Maximum Capacitance Between IDNet+ Channels		1 μ F
Loading per device		0.8 mA supv., 1 mA alarm; 2 mA per activated device LED
Wire Type and Connections		Shielded or unshielded, twisted or untwisted wire*
Connections		Terminal blocks for 18 to 12 AWG

Compatibility includes: IDNet communicating devices and TrueAlarm sensors including QuickConnect and QuickConnect2 sensors; see data sheet S4090-0011 for additional reference

* Some applications may require shielded wiring. Review your system with your local Simplex product supplier.

Power Supply Output and Zone/Relay Module Details

Power Supply Output Details:

- **RUI Communications** controls up to 10 remote devices at up to 2500 ft (762 m) for single run, or 10,000 ft (3048 m) total if wiring is Class B and T-tapped; selectable as Class B or Class A
- **Compatible RUI remote equipment** includes: 4606-9202 and 4606-9205 Color Touchscreen Annunciators (up to 6 total), 4100 Series 24 I/O and LED/Switch modules, 4602 Series LED/Switch and I/O Annunciator modules, including 4602-9101 Status Command Units (SCU), and 4602-9102 Remote Command Units (RCU)
- **IDNet+ SLC Output** provides electrically isolated Class B or Class A communication; standard capacity is up to 100 addressable points with expansion for up to 250 points using up to two 4007-9803 IDNet+ Loop Expansion Modules (as described on page 4)
- **6 A Output Rating.** This includes current for: special application notification appliances; IDNet devices; module currents; and auxiliary output current (battery charging, CPU, and power supply current does not subtract from the 6 A); when NACs are controlling Regulated 24 DC Appliances, total NAC current available is 3 A
- **Four on-board Class B/Class A NACs**, rated 3 A each for Special Application appliances; selectable for SmartSync horn and strobe control, or strobe synchronization; rated 2 A each for Regulated 24 DC appliances
- **NAC end-of-line (EOL) resistor values** are selectable as: 10 k Ω , 3.9 k Ω , 4.7 k Ω , 5.1 k Ω , 5.6 k Ω , or 15 k Ω

Power Supply Output Details (Continued):

- **Battery Charger** is dual rate, temperature compensated, and charges up to 18 Ah sealed lead-acid batteries mounted in the battery compartment, and charges up to 33 Ah batteries mounted in an external cabinet
- **Battery and Charger Monitoring** includes battery charger status and low or depleted battery conditions; status information provided to the master controller includes analog values for: battery voltage, charger voltage and current, actual system voltage and current, and NAC current
- **Low Battery Voltage Cutout** is selectable when required (required for ULC listing applications)
- **2 A Auxiliary Output (AUX/SNAC)** can be selected either as resettable auxiliary power of 2 A @ 24 VDC, or selected to be a simple NAC (SNAC) for sounder base power, 4-wire detector power, or door holder power

Zone/Relay Module Details:

- **Select as IDC or Relay;** configure up to 8, Class B IDCs, or up to 4, Class A IDCs; or up to 8, Relay outputs rated 2 A resistive @ 30 VDC (N.O. or N.C.); or combinations of IDCs and Relays; each zone is separately configurable as an IDC or Relay output
- **IDC Support.** Each IDC supports up to 30, two-wire devices
- **IDC EOL resistor values are selectable as:** 3.3 k Ω , 2 k Ω , 2.2 k Ω , 3.4 k Ω , 3.9 k Ω , 4.7 k Ω , 5.1 k Ω , 5.6 k Ω , 6.34/6.8 k Ω , and 3.6 k Ω + 1.1 k Ω ; see instructions for more details

Product Selection

Model*	Color	Description	Supv.	Alarm
4007-9101(BA)	Red	4007ES Hybrid with 4 conventional 3 A NACs and a 6 A output power supply/battery charger; includes IDNet+ communications for 100 addressable points and 1, 4007-9801 Zone/Relay module; Note: Add optional module and other currents separately for battery calculations; base panel current does not subtract from the 6 A power available for optional modules and external loads	145 mA	190 mA
4007-9102(BA)	Platinum			

* Models with (BA) are available assembled in the USA by adding the suffix "BA".

Module and Accessories Selection Information

Factory Programming Options	Model	Description
	4007-8810	Factory Programming (select)
	4007-0831	Custom Labels and Programming (requires 4007-8810)

Field Installed Optional Modules (refer to diagram on page 7 for module locations)

Model	Description	Supv.	Alarm
4007-9801	Eight Point Zone/Relay Module , each point is selectable as an IDC input or Relay output, Class A IDCs require 2 points (one out and one return); one module is included as standard, select up to 3 additional; current shown is for 8 Class B IDCs with 4 in alarm, <i>detector current is added separately</i>	83 mA max	351 mA max
4007-9802	25 VDC Regulator Module ; 2 A maximum output; use to power Zone/Relay modules connected to initiating devices requiring nominal 25 VDC voltage; refer to technical publication 579-832, <i>2-Wire Detector Compatibility Chart</i> for application details	with 1 module 190 mA with 2 modules 290 mA with 3 modules 380 mA	445 mA 801 mA 1156 mA
4007-9803	IDNet+ Loop Expansion Module ; provides an additional isolated loop with short circuit isolation to the existing IDNet+ channel, also provides an additional 75 addressable points to the IDNet+ channel capacity, maximum of two	NA	NA
4007-9805	Panel Mounted 48 LED Status Annunciator Module ; provides 24 Yellow LEDs, 20 Red LEDs, and 4 Red/Green LEDs that are programmable for up to 24 IDC zones of alarm and trouble annunciation, or as required for custom annunciation requirements	no LEDs on 10 mA with LEDs on 1.75 mA per LED, 105 mA max	10 mA
4007-9806	SDACT Module for Point or Event Reporting; order 2089-9047 connection cables as required (see cable details under accessories)	30 mA	40 mA
4007-9807	City Circuit Module with Disconnect Switch	20 mA	36 mA
4007-9808	City Circuit Module without Disconnect Switch	20 mA	36 mA
4007-9809	Relay Module ; relays for Alarm, Supervisory, and Trouble; rated 2 A resistive @ 32 VDC	15 mA	37 mA

continued on next page
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Module and Accessories Selection Information (Continued)

Field Installed Optional Modules

Model	Description		Supv.	Alarm
4190-8001*	Trueinsight Remote Service Gateway Module and Programming Selection			
4190-6106 *	Trueinsight Remote Service Gateway Module Installation Kit; includes module and harness; configured for dynamic IP address operation unless ordered with 4190-4016	Required Selection	62 mA	73 mA
4190-4016 *	Trueinsight Remote Service Gateway Module for fixed IP Addressing; optional, select if application will use fixed IP address			

* Refer to data sheet S4100-0063 for additional Trueinsight Service Gateway details

Batteries

Model	Capacity	Battery Mounting Details	
2081-9272	6.2 Ah	12 V Batteries for cabinet mounting; select one battery model per system; standby requirements; order quantity of two; to be wired in series for 24 VDC	
2081-9274	10 Ah		
2081-9288	12.7 Ah		
2081-9275	18 Ah		
2081-9287	25 Ah	For remote mount in Battery Box 4009-9801	Batteries for remote mounting; see battery cabinet details below
2081-9276	33 Ah	For remote mount in Battery Box 4009-9802	

Battery Accessories

Model	Color	Capacity	Dimensions	Description
4009-9801	Beige	For up to 25 Ah batteries	16 1/2" W x 13 1/2" H x 5 1/4" D (413 mm x 343 mm x 146 mm)	External battery cabinet without charger, with locking solid door and battery harness; for close-ripped mounting to fire alarm control panel cabinet
4009-9802	Beige	For up to 33 Ah batteries	25 1/2" W x 20 1/4" H x 4 1/2" D (654 mm x 527 mm x 105 mm)	

Accessories

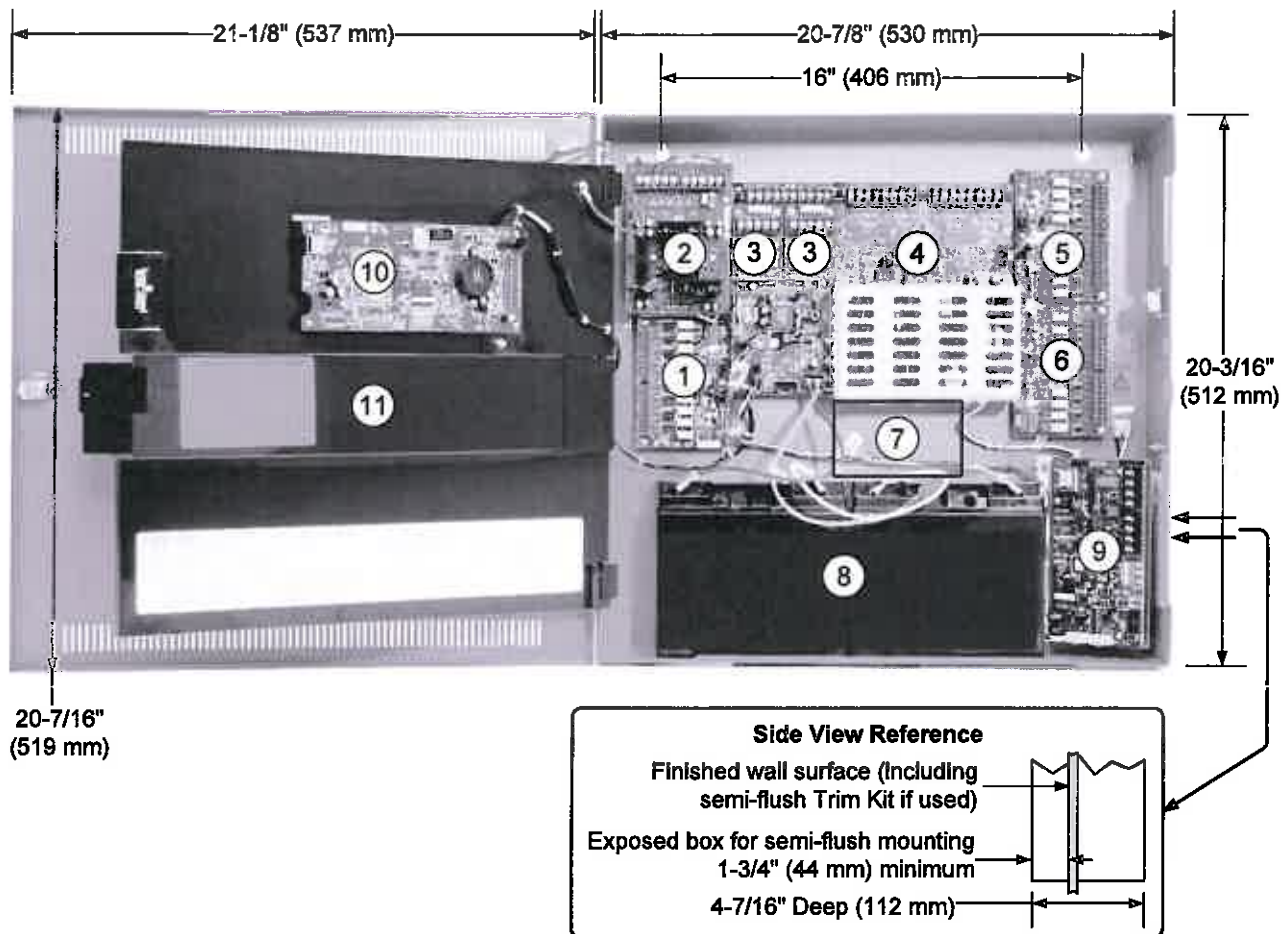
Model	Description
2080-9047	DACT cable, 14 ft (4.3 m) long, RJ45 plug one end, spade lugs on the other; order one per phone line connection required
2975-9812	Red semi-flush box trim; 1 1/16" (37 mm) wide, four corners and trim pieces for top, bottom, and sides
2975-9813	Platinum semi-flush box trim; 1 1/16" (37 mm) wide, four corners and trim pieces for top, bottom, and sides
2081-9031	Series resistor for WSO, IDCs (N.O. water flow and tamper on same circuit, wires after water flow and before tamper) 470 Ω, 1 W, encapsulated, two 18 AWG leads (0.82 mm ²), 2 1/2" L x 1 1/4" W x 1" H (64 mm x 35 mm x 25 mm)
4081-9002	3.3 kΩ, 1 W end-of-line resistor harness for non-addressable NACs
4081-9018	10 kΩ, 1 W end-of-line resistor harness for Class B non-addressable initiating zones

General Specifications

Input Power	120 VAC Input	2 A maximum @ 102 to 132 VAC, 50/60 Hz
	240 VAC Input	1 A maximum @ 204 to 264 VAC, 50/60 Hz
4007ES Hybrid Power Supply Output Ratings	Power Supply Output Rating	Including module currents and auxiliary power outputs; 6 A total
	NAC Ratings	3 A each for Special Application Appliances
		2 A each for Regulated 24 DC Appliances
	Auxiliary Power Tap	2 A maximum, 24 VDC nominal (19.5 to 31.1 VDC)
Special Application Non-Addressable Appliances		Output switches to battery backup during mains AC failure or brownout conditions
Regulated 24 DC Non-Addressable Appliances		Simplex horns, strobes, and combination horn/strobes and speaker/strobes (contact your Simplex product representative for compatible appliances)
Battery Charger Ratings (sealed lead-acid batteries)	Battery capacity range	Power for other UL listed appliances; use associated external synchronization modules where required
	Charger characteristics and performance	UL and ULC listed for battery charging of 6.2 Ah up to 33 Ah (batteries larger than 18 Ah require a remote battery cabinet)
		Temperature compensated, dual rate, recharges depleted batteries within 48 hours per UL Standard 864; to 70% capacity in 12 hours per ULC Standard S527
Custom Background Display Details		Supported file types: JPG, BMP, GIF, and PNG Recommended image type is JPG, recommended image size is 480 x 240, and the file size limit is 100 kb
Environmental	Operating Temperature	32° to 120°F (0° to 49° C)
	Operating Humidity	Up to 93% RH, non-condensing @ 90° F (32° C) maximum

Additional Technical Reference

Description	Document	Description	Document
Installation Manual	579-1102	Single Page Operator Instructions	579-1109
Zone/Relay Module Installation Manual	579-1103	2-Wire Detector Compatibility Chart	579-832
Detailed Operator's Manual	579-1165		



Module Locations:

1. Primary location for 4007-9801 Zone/Relay Module, or 4190-6106 TrueInsight Remote Service Gateway.
2. Location for additional 4007-9801 Zone/Relay Module, or (as shown) 4007-9802 25 V Regulator Module.
3. 4007-9803 IDNet+ Loop Expansion Modules, maximum of two (two are shown).
4. Power Supply Assembly.
5. Location for additional 4007-9801 Zone/Relay Module.
6. Location for additional 4007-9801 Zone/Relay Module.
7. 4007-9807 or 4007-9808 City Circuit Module, or 4007-9809 Relay Module.
8. Battery location for up to 18 Ah batteries. Note: No conduit entry or wiring in this area, 14-7/8\" (378 mm) wide.
9. 4007-9806 SDACT location.
10. CPU and User Interface assembly.
11. Location for optional 4007-9805 LED Module.

NOTE: A system ground must be provided for Earth Detection and transient protection devices. This connection shall be made to an approved, dedicated Earth connection per NFPA 70, Article 250, and NFPA 780.

4007ES Hybrid Additional Reference



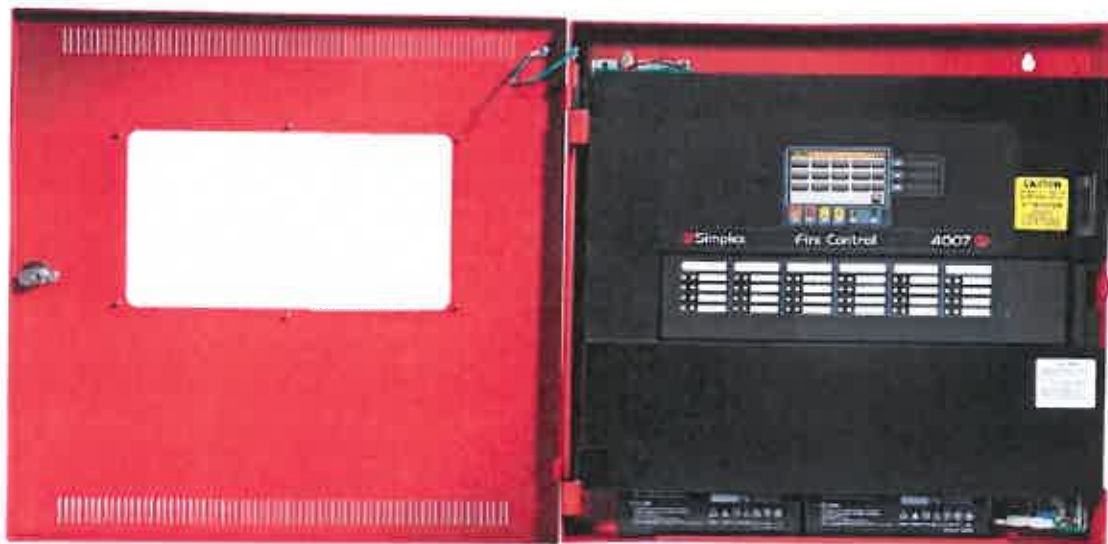
**4007ES Hybrid with optional 48 LED
Annunciator Module (4007-9805)**



**4606-9205 (Platinum) Color LCD
Touchscreen Remote Annunciator**



**4606-9202 (Red) Color LCD
Touchscreen Remote Annunciator**



4007ES Hybrid Operator View with door open

Additional Compatible Equipment and Reference

Subject	Data Sheet	Subject	Data Sheet
4009 IDNet NAC Extender	S4009-0002	Battery and Battery Cabinet Reference	S2081-0006
4003EC Voice Control Panel	S4003-0002	Seismic Battery Brackets Reference	S2081-0019
4606 Series Color LCD Touchscreen Remote Annunciator	S4606-0003	Addressable Device Compatibility, IDNet Communication Sensors and Devices	S4090-0011
Graphic I/O Modules	S4100-0005	Serial DACT (SDACT)	S2080-0009
4602 Series SCU/RCU	S4602-0001	TrueInsight Remote Service	S4100-0063

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