



Niles-Maine District Library

Regular Meeting

Wednesday, July 18, 2018 7:00 PM



**NILES-MAINE DISTRICT LIBRARY
REGULAR MEETING AGENDA**

July 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 Tentative Budget and Appropriations Public Hearing on June 20, 2018 4
 - B. Approve the Minutes of the Regular Board Meeting of June 20, 2018 5
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Reports 10
 - B. Approve payment of the bills for operating expenses of \$270,196.40, payroll expenses of \$283,853.46, for a total monthly expense of \$554,049.86
6. Director's Report
 - A. Highlights 29
 - B. Monthly Statistics 43
7. Communications
 - A. Patron Suggestions 47
8. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
9. Secretary's Report
 - A. A copy of Ordinance 18-03, an Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Niles-Maine District Library, was mailed to the Illinois Department of Labor on June 25, 2018. Publication of the Notice of Determination for Ordinance 18-03 was made in the Niles Herald Spectator on Thursday, July 5, 2018.
 - B. A certified copy of Ordinance 18-04, an Ordinance for Budget and Appropriations of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning

Board Meeting Agenda - July 18, 2018

July 1, 2018 and Ending June 30, 2019, along with a Certificate of Publication was filed with the Cook County Clerk on Wednesday, July 11, 2018. The Ordinance was published in the Niles Herald Spectator on Thursday, July 5, 2018

10. New Business

- A. Vote to reimburse Trustee Linda Ryan for a total of \$2,553.20 for her expenses associated with attending the Annual Conference of the American Library Association June 21-24, 2018 in New Orleans 49
- B. Approve the expenditure of \$6,245.88 from the Special Reserve Fund for seven network switches from CDW Government LLC 51
- C. Approve a change order to the awarded Nedro Decorating, Inc., contract in the amount of \$4,800 for exterior painting of the Library building bringing the total contract value to \$49,000 54

11. Unfinished Business

12. Other

13. Adjournment

NILES-MAINE DISTRICT LIBRARY
Minutes of the Tentative Budget and Appropriations Public Hearing
June 20, 2018
6:55 PM
New 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, Dianne Olson, Patti Rozanski,
Linda Ryan, Tim Spadoni

Library Staff Present

Susan Lempke-Library Director; Greg Pritz-Assistant Director/Business & Operations Manager; Cyndi Rademacher-Assistant Director; Diane Winberg-Administrative Assistant; Sasha Vasilic-Public Relations & Marketing Supervisor; Suzy Wulf-Digital Services Supervisor; Victoria Luz-Technical Services Supervisor

Others Present

Lily Haugen, Carina Milano, Maddie Warren

Call to Order

The Tentative Budget and Appropriations Public Hearing was called to order at 6:55 PM. Dennis Martin arrived at 6:58 PM.

Roll Call

Roll call was taken by Ms. Winberg.

Pledge of Allegiance

President Dimond led the Pledge of Allegiance.

Public Hearing

President Dimond announced the purpose of the Public Hearing. She noted that on Page 3, Section 4, the total appropriation of \$14,782,382 is a typo, and was changed to show the corrected total appropriation of \$14,604,240. The Trustees were provided with a corrected page.

Public Comments: Tentative Budget and Appropriations for Fiscal Year 2018/2019

President Dimond asked if there were any comments from the public concerning Ordinance 18-01, a Tentative Ordinance Providing for Budget and Appropriations of the Niles-Maine District Library for the Fiscal Year Beginning July 1, 2018, and Ending June 30, 2019, to take the floor. There were no comments from the public concerning Ordinance 18-01.

Adjournment

Hearing no comments, President Dimond MOVED to adjourn the public hearing at 6:59 PM.

President

Secretary

**Niles-Maine District Library
Regular Board Meeting Minutes
June 20, 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, Patti Rozanski, Linda Ryan, Tim Spadoni.

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; Sasha Vasilic, PR & Marketing Supervisor; Victoria Luz, Technical Services Supervisor; Suzy Wulf, Digital Services Supervisor

Others Present

Lily Haugen, Carina Milano, Maddie Warren

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 7:00 PM.

Roll Call

The roll was taken by Ms. Winberg.

Approval of Minutes

May 16, 2018

Trustee Rozanski MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of May 16, 2018. Trustee Ryan seconded.

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

Trustee Martin asked that the second paragraph Public Comments reflect exactly what he said which was "Mr. Dennis Martin addressed the Board by proposing a 5% cut in the budget with a list of possible places to cut..." President Dimond asked whether the movant and seconder agreed with the correction to the Minutes under Public Comments. Trustees Rozanski and Ryan said yes.

The correction was noted and made to the original Minutes.

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

Public Comment

President Dimond took this opportunity to refer to the response she gave Trustee Rozanski as to whether Trustees were allowed to speak during Public Comment which was that she was not aware of any rules prohibiting Trustees to speak during Public Comment. Since then, she has learned from the Office of the Attorney General of the State of Illinois that the intent of the Open Meetings Act is to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly. Further, as specified in Section 2.06(g), OMA is intended to provide the right to address the Board to members of the public, not to the Board members themselves. President Dimond added that the Trustees have every opportunity to talk and express their opinions throughout the Board meeting. Therefore, Trustees will not be given the floor to address the Board during Public Comment.

Treasurer's Report

The Library Board reviewed the May 2018 Treasurer's Report as presented by Treasurer Tim Spadoni. The Financial Report as prepared by Treasurer Tim Spadoni for May was provided as follows:

June 20, 2018

May is the eleventh month of the fiscal year; 91.6% of the way through our fiscal budget. This is a fairly short report as all categories are running on or under budget with no items of particular note.

Page 10

Revenues

Overall revenues are at 99% of budget.

Property Taxes – No substantial change from last month.

Expenditures

Salaries – Continued under budget by \$92,321.

Page 11

Library Materials – There is budget variance for specific line items, however the overall category is exactly on budget.

Library Operating Expenditures - No substantial change from last month with the over-all category continues under budget at an amount of \$55,433.

Page 12

General and Administration – The category is running under budget by \$35,219.

Page 13 – The categories on this page have no substantial change from last month.

Page 14 - Similar as last month, all items are running on or under budget.

Total Expenditures – Running 8% under budget.

At the end of his report, Trustee Spadoni commended Director Susan Lempke for adhering to the budget as set by the Board.

Trustee Ryan gave a kudos to the staff who have worked on the success of the Passport service. She is also very happy to see that consulting fees are down. She'd rather see funds spent on library patrons and materials. President Dimond added that in order to cut back on legal fees, the Board jointly agreed that they would call for legal advice, if necessary.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$346,356.24, payroll expenses of \$280,964.70, for a total monthly expense of \$627,320.94. Trustee Ryan seconded.

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

Director's Report

Ms. Lempke proudly presented the Board with a video filmed by staff member, Srdjan Vasilic, on the various goings-on throughout the Library and the daily behind the scenes look at staff at work.

Ms. Lempke presented highlights including:

- “Coming Together in Skokie and Niles Township” selects a culture to highlight in the community each year—the 2019 culture will be Polish. Since Niles has such a large Polish community (18% of the Village of Niles), our library will be taking a lead role. One of our staff members, Digital Services Assistant Bernadetta Koryciarz, has been asked by the Coming Together committee to head the Polish community leaders in looking for programs with speakers, performers, and cultural venues. This is a great opportunity for the Library and its Polish community. The kick-off for the program will be on Sunday, January 27th.
- Ms. Lempke invited the Trustees to view the paint samples for the stucco on the Library’s exterior walls and to let her know their preference.
- The Board was invited to attend the Chamber’s Annual Golf Outing on July 17 and asked to RSVP so that reservations can be made.

Communications

As provided in the Board Packet.

Liaison Reports

Friends of the Library

Trustee Drblik reported that the Friends will be meeting on Thursday June 21, which will be their first meeting on the new scheduled day for their meetings.

Legislative

There was no report.

RAILS

There was no report.

New Business

Chapter One Newsletter

Trustee Rozanski MOVED the Library Board of Trustees approve payment to Visographic in the amount of \$5,669.90. Trustee Olson seconded.

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

Ordinance 18-02

Trustee Spadoni MOVED the Library Board of Trustees adopt Ordinance 18-02, an Ordinance Setting the Schedule of Meetings of the Board of Trustees of the Niles-Maine District Library for the Fiscal Year Commencing July 1, 2018 and Ending June 30, 2019. Trustee Rozanski seconded.

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

Ordinance 18-03

Trustee Spadoni MOVED the Library Board of Trustees adopt Ordinance 18-03, an Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Niles-Maine District Library. Trustee Rozanski seconded.

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

Non-Resident Library Card

Trustee Rozanski MOVED the Library Board of Trustees approve that the Niles-Maine District Library continue to participate in the Non-Resident Library Card Illinois Program and charge an annual fee of \$293.00 based on the formula established by the Illinois State Library. Trustee Ryan seconded.

Regular Board Meeting – June 20, 2018

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

Ordinance 18-04

Trustee Spadoni MOVED the Library Board of Trustees adopt Ordinance 18-04, an Ordinance Providing for Budget and Appropriations of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019. Trustee Ryan seconded.

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

Disability Insurance

Trustee Spadoni MOVED the Library Board of Trustees approve the renewal of the Short Term Disability and Long Term Disability Insurance through Principal Insurance for \$1,008.68 per month (\$12,106.16 annually) at current enrollment levels for the 2018-2019 fiscal year. Trustee Rozanski seconded.

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

Resolution 18-01

Trustee Spadoni MOVED the Library Board of Trustees adopt Resolution 18-01, a Resolution approving the destruction of certain closed session meeting recordings of the Board of Library Trustees of the Niles-Maine District Library. Trustee Olson seconded.

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

Discussion of July 4th Parade

Discussion was held on the Library Board marching separately from the Library. Other organizations within the Village have their trustees marching together at the very beginning of the parade. To make this change may be a little too late for this year's parade, but it could be considered for next year. The consensus of the Board was that the Library Trustees should continue marching along with its Library staff. Reactions from the Board included that it would seem strange and that this is a very happy time and it should be shared with the staff. It was suggested that the Trustees could wear something like a hat so that they are recognized as Library Trustees.

Executive Session

Trustee Rozanski MOVED the Library Board of Trustees enter into Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Niles-Maine District Library; and the discussion of minutes of closed session meetings. Trustee Ryan seconded.

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

Executive Session started 8:10 PM. Executive Session ended at 9:00 PM.

The Regular Board Meeting resumed at 9:01 PM with all Board members present.

Action Following Executive Session

Action on Closed Session Minutes

Trustee Rozanski MOVED the Library Board of Trustees approve the Executive Session Minutes of December 13, 2017 and to release the Minutes for public inspection. Trustee Ryan seconded.

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

Action on Library Director's Salary Increase

Trustee Rozanski MOVED the Library Board of Trustees approve the salary increase for Library Director, Susan Lempke, by 2.5% effective June 20, 2018, plus a bonus of \$2,000 in recognition for the accomplishment of her goals for the previous year. Trustee Ryan seconded.

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

Regular Board Meeting – June 20, 2018

Action on Title Change for Library Director

Trustee Rozanski MOVED the Library Board of Trustees approve that the title Library Director be changed to Executive Director. Trustee Spadoni seconded.

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

Action on Library Director's Goals for Upcoming Year

Trustee Rozanski MOVED the Library Board of Trustees approve the possible goals as set forth by Susan Lempke for the upcoming year. Trustee Spadoni seconded.

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

Unfinished Business

None.

Other

None.

Adjournment

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

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

The meeting adjourned at 9:06 PM.

President

Secretary

Niles-Maine District Library

Balance Sheet

June 30, 2018

	GENERAL FUND 6/30/2018	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,231,689)	(\$118,783)	\$1,460,642	\$110,169
Investments	\$8,664,417			\$8,664,417
Total Cash and Investments	\$7,432,729	(\$118,783)	\$1,460,642	\$8,774,587
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	\$116,732			\$116,732
Total Prepaid Items	\$116,732	\$0	\$0	\$116,732
Total Assets	\$10,455,594	\$17,832	\$1,460,642	\$11,934,067
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$210,217	\$15,349	\$0	\$225,566
Other Liabilities	\$42,954	\$9,529		\$52,483
Deferred Revenues	\$2,973,353	\$140,428		\$3,113,780
Total Liabilities	\$3,226,524	\$165,305	\$0	\$3,391,829
Fund Balance				
Fund Balance	\$7,229,070	(\$147,474)	\$1,460,642	\$8,542,238
Total Fund Balance	\$7,229,070	(\$147,474)	\$1,460,642	\$8,542,238
Total Liabilities and Fund Balance	\$10,455,594	\$17,832	\$1,460,642	\$11,934,067

Niles-Maine District Library

Income Statement-Consolidated

June 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Actual % of Annual Budget
Revenues							
Property Taxes		\$20,000	(\$20,000)	\$6,660,199	\$6,718,474	(\$58,275)	99%
Replacement Taxes				\$124,969	\$145,000	(\$20,031)	86%
Per Capita Grant				\$44,478	\$44,478	\$0	100%
Grants-Other		\$83	(\$83)	\$3,500	\$1,000	\$2,500	350%
Investment Income	\$10,344	\$6,667	\$3,678	\$118,100	\$80,000	\$38,100	148%
Fines	\$2,763	\$2,083	\$679	\$28,915	\$25,000	\$3,915	116%
Lost Books	\$1,171	\$625	\$546	\$11,132	\$7,500	\$3,632	148%
Pay For Print	\$1,790	\$2,083	(\$293)	\$22,640	\$25,000	(\$2,360)	91%
Book Sale	\$1,221	\$1,333	(\$112)	\$11,651	\$16,000	(\$4,349)	73%
Passports	\$3,561	\$2,083	\$1,478	\$24,316	\$25,000	(\$684)	97%
Non-Resident Fees				\$464		\$464	
Flash Drive & Ear Bud Sales	\$11		\$11	\$65		\$65	
Commissions & Fees	\$8		\$8	\$27		\$27	
Donations	\$0		\$0	\$3,173		\$3,173	
Miscellaneous	\$119	\$113	\$7	\$12,160	\$1,350	\$10,810	901%
Total Revenues	\$20,989	\$35,071	(\$14,082)	\$7,065,789	\$7,088,802	(\$23,013)	100%
Expenditures							
Salaries							
Library Director	\$11,112	\$10,827	(\$285)	\$129,380	\$129,919	\$539	100%
Payroll-Department Managers	\$14,916	\$14,792	(\$124)	\$178,166	\$177,499	(\$667)	100%
Payroll-Division Supervisors	\$39,513	\$37,599	(\$1,915)	\$453,845	\$451,186	(\$2,659)	101%
Payroll-Librarian I	\$103,358	\$106,710	\$3,351	\$1,216,473	\$1,280,515	\$64,042	95%
Payroll-Library Grade V	\$67,236	\$64,108	(\$3,127)	\$774,210	\$769,300	(\$4,910)	101%
Payroll-Library Grade VI	\$32,825	\$29,479	(\$3,346)	\$370,612	\$353,748	(\$16,864)	105%
Payroll-Library Pages	\$9,435	\$10,963	\$1,528	\$83,781	\$131,561	\$47,780	64%
Payroll-Sundays	\$4,761	\$6,667	\$1,905	\$86,144	\$80,000	(\$6,144)	108%
Adjustments	\$2,000	\$833	(\$1,167)	\$7,521	\$10,000	\$2,479	75%
Substitutes	\$403	\$1,250	\$847	\$8,606	\$15,000	\$6,394	57%
Total Salaries	\$285,559	\$283,227	(\$2,332)	\$3,308,739	\$3,398,728	\$89,989	97%

Niles-Maine District Library
Income Statement-Consolidated

June 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Actual % of Annual Budget
Library Materials							
Books-Adult	\$15,671	\$14,833	(\$838)	\$186,866	\$178,000	(\$8,866)	105%
Books-Youth Services	\$14,100	\$6,667	(\$7,433)	\$81,691	\$80,000	(\$1,691)	102%
Books-Teen	\$1,274	\$1,271	(\$3)	\$15,748	\$15,250	(\$498)	103%
Downloadables	\$1,505	\$5,000	\$3,495	\$60,234	\$60,000	(\$234)	100%
Periodicals	\$809	\$2,742	\$1,932	\$32,430	\$32,900	\$470	99%
AV-Adult	\$15,709	\$10,417	(\$5,293)	\$117,069	\$125,000	\$7,931	94%
AV-Youth Services	\$12,147	\$3,467	(\$8,680)	\$39,756	\$41,600	\$1,844	96%
AV-Teen	\$1,236	\$979	(\$257)	\$10,615	\$11,750	\$1,135	90%
Online Databases		\$17,917	\$17,917	\$215,000	\$215,000		100%
Total Library Materials	\$62,452	\$63,292	\$840	\$759,409	\$759,500	\$91	100%
Library Operating Expenditures							
CCS Charges	\$6,516	\$6,522	\$7	\$78,188	\$78,269	\$81	100%
Processing & Supplies	\$1,301	\$2,083	\$782	\$39,347	\$25,000	(\$14,347)	157%
Internet Charges	\$1,177	\$1,533	\$356	(\$1,044)	\$18,400	\$19,444	(6)%
Software, Licenses	\$3,537	\$4,844	\$1,306	\$39,725	\$70,623	\$30,898	56%
Printing	\$1,350	\$3,708	\$2,359	\$38,722	\$45,200	\$6,478	86%
Library Supplies	\$1,058	\$692	(\$366)	\$5,328	\$8,300	\$2,972	64%
Programming & Support-Adult	(\$474)	\$2,953	\$3,427	\$32,935	\$35,440	\$2,505	93%
Programming & Support-Juvenile	\$3,190	\$3,327	\$137	\$43,801	\$39,925	(\$3,876)	110%
Programming & Support-Events		\$800	\$800	\$5,729	\$11,600	\$5,871	49%
Programming & Support-Teen	\$251	\$706	\$455	\$6,292	\$8,475	\$2,183	74%
Public Performing Rights				\$2,140	\$1,400	(\$740)	153%
Computer Charges OCLC	\$1,035	\$1,091	\$56	\$12,419	\$13,093	\$674	95%
Miscellaneous	\$202	\$83	(\$118)	\$2,558	\$1,000	(\$1,558)	256%
Per Capita Grant Expenditures	\$5,972	\$3,706	(\$2,265)	\$45,096	\$44,478	(\$618)	101%
Grant - Other Expenditures	\$3,569	\$83	(\$3,486)	\$4,419	\$1,000	(\$3,419)	442%
Volunteers		\$245	\$245	\$823	\$2,938	\$2,115	28%
Total Library Operating Expenditures	\$28,684	\$32,378	\$3,695	\$356,478	\$405,141	\$48,663	88%

Niles-Maine District Library
Income Statement-Consolidated

June 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Actual % of Annual Budget
General and Administration							
Janitorial Supplies	\$1,744	\$2,667	\$923	\$28,200	\$32,000	\$3,800	88%
Copiers	\$208	\$1,000	\$792	\$8,822	\$12,000	\$3,178	74%
Professional Development	\$6,568	\$3,915	(\$2,653)	\$47,884	\$46,982	(\$902)	102%
Mileage	\$539	\$296	(\$243)	\$3,512	\$3,550	\$38	99%
Professional Collection	\$200	\$300	\$100	\$7,777	\$3,600	(\$4,177)	216%
Legal Fees	\$413	\$1,000	\$587	\$5,740	\$12,000	\$6,260	48%
Consultants	\$5,887	\$2,250	(\$3,637)	\$14,610	\$27,000	\$12,390	54%
Kitchen Supplies	\$191	\$83	(\$107)	\$753	\$1,000	\$247	75%
Promotional Expense	\$1,781	\$2,500	\$719	\$18,715	\$30,000	\$11,285	62%
Office Supplies	\$1,456	\$1,500	\$44	\$14,066	\$18,000	\$3,934	78%
Postage & Freight	\$414	\$1,500	\$1,086	\$18,788	\$18,000	(\$788)	104%
Publication of Notices-Legal	\$45	\$100	\$55	\$1,475	\$1,200	(\$275)	123%
Subscriptions & Dues		\$705	\$705	\$6,609	\$8,465	\$1,856	78%
Collection Services	(\$3)	\$83	\$86	\$1,502	\$1,000	(\$502)	150%
Telephone	\$1,339	\$1,375	\$36	\$17,588	\$16,500	(\$1,088)	107%
Trustee Expense	\$2,658	\$500	(\$2,158)	\$3,967	\$6,000	\$2,033	66%
Payroll Service	\$1,231	\$1,375	\$144	\$15,777	\$16,500	\$723	96%
Bank Fees	\$155	\$208	\$54	(\$1,508)	\$2,500	\$4,008	(60)%
Parking Lease	\$881	\$881		\$10,572	\$10,572	\$0	100%
Total General and Administration	\$25,707	\$22,239	(\$3,467)	\$224,846	\$266,869	\$42,023	84%
Vehicle Operation							
Gas, Oil, Grease		\$83	\$83	\$553	\$1,000	\$447	55%
Repairs & Maintenance		\$150	\$150		\$1,800	\$1,800	
Miscellaneous		\$8	\$8		\$100	\$100	
Auto Insurance				\$1,586	\$1,586		100%
Total Vehicle Operation	\$0	\$242	\$242	\$2,139	\$4,486	\$2,347	48%

Niles-Maine District Library
Income Statement-Consolidated

June 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Actual % of Annual Budget
Employee Fringe Benefits							
Deferred Compensation	\$17,992	\$19,583	\$1,591	\$758,197	\$735,000	(\$23,197)	103%
Group Health	\$36,039	\$44,167	\$8,127	\$484,572	\$530,000	\$45,428	91%
Health Reimbursement Account	\$7,699	\$5,500	(\$2,199)	\$49,617	\$66,000	\$16,383	75%
Dental	\$946	\$1,667	\$721	\$17,970	\$20,000	\$2,030	90%
Vision	\$483	\$583	\$100	\$6,267	\$7,000	\$733	90%
FSA fee	\$156	\$100	(\$56)	\$1,096	\$1,200	\$104	91%
Life, LTD, AD&D, STD	\$1,014	\$1,500	\$486	\$12,292	\$18,000	\$5,708	68%
Total Employee Fringe Benefits	\$64,329	\$73,100	\$8,771	\$1,330,012	\$1,377,200	\$47,188	97%
Utilities							
Gas	\$334	\$1,250	\$916	\$14,910	\$15,000	\$90	99%
Electric	\$7,528	\$8,333	\$805	\$83,940	\$100,000	\$16,060	84%
Water	\$808	\$667	(\$142)	\$8,266	\$8,000	(\$266)	103%
Total Utilities	\$8,670	\$10,250	\$1,580	\$107,116	\$123,000	\$15,884	87%
Capital Expenditures							
Special Reserve - Building		\$35,667	\$35,667	\$46,924	\$428,000	\$381,076	11%
Special Reserve - Equipment		\$10,000	\$10,000	\$5,809	\$120,000	\$114,191	5%
Total Capital Expenditures	\$0	\$45,667	\$45,667	\$52,732	\$548,000	\$495,268	10%
Audit							
Audit Expense				\$19,900	\$16,400	(\$3,500)	121%
Total Audit Expenditures	\$0	\$0	\$0	\$19,900	\$16,400	(\$3,500)	121%
Liability Insurance							
Liability Insurance				\$29,868	\$29,868		100%
Total Liability Expenditures	\$0	\$0	\$0	\$29,868	\$29,868	\$0	100%

Niles-Maine District Library
Income Statement-Consolidated

June 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Actual % of Annual Budget
Social Security							
Social Security	\$21,202	\$20,833	(\$368)	\$247,594	\$250,000	\$2,407	99%
Total Social Security Expenditures	\$21,202	\$20,833	(\$368)	\$247,594	\$250,000	\$2,407	99%
Workers' Compensation							
Workers' Compensation				\$26,011	\$27,489	\$1,478	95%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$26,011	\$27,489	\$1,478	95%
Unemployment Compensation							
Unemployment Compensation	\$1,264	\$1,667	\$403	\$19,324	\$20,000	\$676	97%
Total Unemployment Compensation Expenditures	\$1,264	\$1,667	\$403	\$19,324	\$20,000	\$676	97%
Building & Equipment Maintenance							
Repairs & Improvements	\$2,518	\$4,667	\$2,149	\$57,269	\$56,000	(\$1,269)	102%
Contractual Maintenance	\$983	\$2,975	\$1,992	\$45,819	\$35,700	(\$10,119)	128%
Non-Contractual Maintenance	\$3,000	\$3,220	\$220	\$38,219	\$38,640	\$421	99%
Equipment Maintenance	\$1,750	\$1,750	\$0	\$22,617	\$21,000	(\$1,617)	108%
Non Capital Expenses	\$4,601	\$2,083	(\$2,518)	\$9,726	\$25,000	\$15,274	39%
Furniture & Fixtures		\$2,979	\$2,979	\$11,336	\$35,743	\$24,407	32%
Total Building & Equipment Maintenance Expenditures	\$12,852	\$17,674	\$4,821	\$184,985	\$212,083	\$27,098	87%
Total Expenditures	\$510,717	\$570,569	\$59,851	\$6,669,153	\$7,438,764	\$769,611	90%
NET SURPLUS/(DEFICIT)	(\$489,729)	(\$535,498)	\$45,769	\$396,636	(\$349,962)	\$746,598	(113)%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76484	Accounts Payable	Computer Check	7/18/2018	AFLAC	\$0.00	\$339.04	(\$339.04)	7/31/2018	Outstanding
76485	Accounts Payable	Computer Check	7/18/2018	Agnieszka Sarafin	\$0.00	\$250.00	(\$589.04)	7/31/2018	Outstanding
76486	Accounts Payable	Computer Check	7/18/2018	Alexa Hansen	\$0.00	\$8.00	(\$597.04)	7/31/2018	Outstanding
76487	Accounts Payable	Computer Check	7/18/2018	ALLIANCE ENTERTAINMENT	\$0.00	\$264.68	(\$861.72)	7/31/2018	Outstanding
76488	Accounts Payable	Computer Check	7/18/2018	SYNCB/ AMAZON	\$0.00	\$3,514.82	(\$4,376.54)	7/31/2018	Outstanding
76489	Accounts Payable	Computer Check	7/18/2018	AMERICAN EAGLE PRODUCTION	\$0.00	\$1,150.00	(\$5,526.54)	7/31/2018	Outstanding
76490	Accounts Payable	Computer Check	7/18/2018	ANDERSON-SAFFORD	\$0.00	\$52.42	(\$5,578.96)	7/31/2018	Outstanding
76491	Accounts Payable	Computer Check	7/18/2018	AT&T	\$0.00	\$43.73	(\$5,622.69)	7/31/2018	Outstanding
76492	Accounts Payable	Computer Check	7/18/2018	AT&T	\$0.00	\$378.58	(\$6,001.27)	7/31/2018	Outstanding
76493	Accounts Payable	Computer Check	7/18/2018	Autism-Products.com	\$0.00	\$463.89	(\$6,465.16)	7/31/2018	Outstanding
76494	Accounts Payable	Computer Check	7/18/2018	BERNADETTA KORYCIARZ	\$0.00	\$325.71	(\$6,790.87)	7/31/2018	Outstanding
76495	Accounts Payable	Computer Check	7/18/2018	Books & Treasures INC	\$0.00	\$559.55	(\$7,350.42)	7/31/2018	Outstanding
76496	Accounts Payable	Computer Check	7/18/2018	CALL ONE	\$0.00	\$1,294.93	(\$8,645.35)	7/31/2018	Outstanding
76497	Accounts Payable	Computer Check	7/18/2018	ARIANNE CAREY	\$0.00	\$62.87	(\$8,708.22)	7/31/2018	Outstanding
76498	Accounts Payable	Computer Check	7/18/2018	CDW GOVERNMENT, INC.	\$0.00	\$2,340.53	(\$11,048.75)	7/31/2018	Outstanding
76499	Accounts Payable	Computer Check	7/18/2018	CECILIA CYGNAR	\$0.00	\$30.53	(\$11,079.28)	7/31/2018	Outstanding
76500	Accounts Payable	Computer Check	7/18/2018	CENGAGE LEARNING, INC.	\$0.00	\$762.46	(\$11,841.74)	7/31/2018	Outstanding
76501	Accounts Payable	Computer Check	7/18/2018	CHRIS CHRISTMAS	\$0.00	\$150.00	(\$11,991.74)	7/31/2018	Outstanding
76502	Accounts Payable	Computer Check	7/18/2018	CINTAS CORPORATION LOC. 769	\$0.00	\$330.38	(\$12,322.12)	7/31/2018	Outstanding
76503	Accounts Payable	Computer Check	7/18/2018	COMED	\$0.00	\$7,527.98	(\$19,850.10)	7/31/2018	Outstanding
76504	Accounts Payable	Computer Check	7/18/2018	COMMUNICATION REVOLVING F	\$0.00	\$478.00	(\$20,328.10)	7/31/2018	Outstanding
76505	Accounts Payable	Computer Check	7/18/2018	COMPUTYPE, INC.	\$0.00	\$750.31	(\$21,078.41)	7/31/2018	Outstanding
76506	Accounts Payable	Computer Check	7/18/2018	COOPERATIVE COMPUTER SERV	\$0.00	\$7,550.53	(\$28,628.94)	7/31/2018	Outstanding
76507	Accounts Payable	Computer Check	7/18/2018	COVERALL NORTH AMERICA, IN	\$0.00	\$3,000.00	(\$31,628.94)	7/31/2018	Outstanding
76508	Accounts Payable	Computer Check	7/18/2018	CREATIVE PROMOTIONAL PROD	\$0.00	\$716.53	(\$32,345.47)	7/31/2018	Outstanding
76509	Accounts Payable	Computer Check	7/18/2018	DAVID DABROWSKI	\$0.00	\$30.52	(\$32,375.99)	7/31/2018	Outstanding
76510	Accounts Payable	Computer Check	7/18/2018	DEMCO, INC.	\$0.00	\$92.07	(\$32,468.06)	7/31/2018	Outstanding
76511	Accounts Payable	Computer Check	7/18/2018	DISPLAYS2GO	\$0.00	\$547.97	(\$33,016.03)	7/31/2018	Outstanding
76512	Accounts Payable	Computer Check	7/18/2018	Divya Mani	\$0.00	\$1,575.00	(\$34,591.03)	7/31/2018	Outstanding
76513	Accounts Payable	Computer Check	7/18/2018	Divya Mani	\$0.00	\$43.99	(\$34,635.02)	7/31/2018	Outstanding
76514	Accounts Payable	Computer Check	7/18/2018	Divya Mani	\$0.00	\$1,950.00	(\$36,585.02)	7/31/2018	Outstanding
76515	Accounts Payable	Computer Check	7/18/2018	Donna Block	\$0.00	\$153.54	(\$36,738.56)	7/31/2018	Outstanding
76516	Accounts Payable	Computer Check	7/18/2018	EASYPERMIT POSTAGE	\$0.00	\$400.00	(\$37,138.56)	7/31/2018	Outstanding
76517	Accounts Payable	Computer Check	7/18/2018	EBSCO	\$0.00	\$11,256.36	(\$48,394.92)	7/31/2018	Outstanding
76518	Accounts Payable	Computer Check	7/18/2018	Eliana Frost	\$0.00	\$29.95	(\$48,424.87)	7/31/2018	Outstanding
76519	Accounts Payable	Computer Check	7/18/2018	MARYELLEN ESSIG	\$0.00	\$875.80	(\$49,300.67)	7/31/2018	Outstanding
76520	Accounts Payable	Computer Check	7/18/2018	F.J. KERRIGAN	\$0.00	\$415.00	(\$49,715.67)	7/31/2018	Outstanding
76521	Accounts Payable	Computer Check	7/18/2018	FIFTH THIRD BANK	\$0.00	\$3,649.36	(\$53,365.03)	7/31/2018	Outstanding
76522	Accounts Payable	Computer Check	7/18/2018	FINDAWAY WORLD, LLC	\$0.00	\$3,440.99	(\$56,806.02)	7/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76523	Accounts Payable	Computer Check	7/18/2018	Fire & Security Systems, Inc	\$0.00	\$159.00	(\$56,965.02)	7/31/2018	Outstanding
76524	Accounts Payable	Computer Check	7/18/2018	FLEXSOURCE, LLC	\$0.00	\$946.00	(\$57,911.02)	7/31/2018	Outstanding
76525	Accounts Payable	Computer Check	7/18/2018	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,710.31	(\$59,621.33)	7/31/2018	Outstanding
76526	Accounts Payable	Computer Check	7/18/2018	DEBORAH GRAHAM	\$0.00	\$68.82	(\$59,690.15)	7/31/2018	Outstanding
76527	Accounts Payable	Computer Check	7/18/2018	GRAINGER	\$0.00	\$1,015.60	(\$60,705.75)	7/31/2018	Outstanding
76528	Accounts Payable	Computer Check	7/18/2018	GRETA ULRICH	\$0.00	\$8.72	(\$60,714.47)	7/31/2018	Outstanding
76529	Accounts Payable	Computer Check	7/18/2018	GREY HOUSE PUBLISHING	\$0.00	\$494.00	(\$61,208.47)	7/31/2018	Outstanding
76530	Accounts Payable	Computer Check	7/18/2018	HEALTHCARE SERVICE CORPOR	\$0.00	\$42,404.30	(\$103,612.77)	7/31/2018	Outstanding
76531	Accounts Payable	Computer Check	7/18/2018	HUNTLEY AREA PUBLIC LIBRAR	\$0.00	\$29.00	(\$103,641.77)	7/31/2018	Outstanding
76532	Accounts Payable	Computer Check	7/18/2018	ILLINOIS JUGGLING INSTITUTE, I	\$0.00	\$350.00	(\$103,991.77)	7/31/2018	Outstanding
76533	Accounts Payable	Computer Check	7/18/2018	INGRAM LIBRARY SERVICES	\$0.00	\$30,846.77	(\$134,838.54)	7/31/2018	Outstanding
76534	Accounts Payable	Computer Check	7/18/2018	IRON MOUNTAIN	\$0.00	\$201.83	(\$135,040.37)	7/31/2018	Outstanding
76535	Accounts Payable	Computer Check	7/18/2018	JOAN MCGEE	\$0.00	\$225.00	(\$135,265.37)	7/31/2018	Outstanding
76536	Accounts Payable	Computer Check	7/18/2018	JUDITH MCNULTY	\$0.00	\$1,043.92	(\$136,309.29)	7/31/2018	Outstanding
76537	Accounts Payable	Computer Check	7/18/2018	JAMIE KING	\$0.00	\$1,414.34	(\$137,723.63)	7/31/2018	Outstanding
76538	Accounts Payable	Computer Check	7/18/2018	KIPP BROTHERS	\$0.00	\$722.17	(\$138,445.80)	7/31/2018	Outstanding
76539	Accounts Payable	Computer Check	7/18/2018	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$315.00	(\$138,760.80)	7/31/2018	Outstanding
76540	Accounts Payable	Computer Check	7/18/2018	KONICA MINOLTA BUSINESS SO	\$0.00	\$208.41	(\$138,969.21)	7/31/2018	Outstanding
76541	Accounts Payable	Computer Check	7/18/2018	Kristy Kjell	\$0.00	\$1,012.50	(\$139,981.71)	7/31/2018	Outstanding
76542	Accounts Payable	Computer Check	7/18/2018	LAKESHORE LEARNING MATERI	\$0.00	\$839.93	(\$140,821.64)	7/31/2018	Outstanding
76543	Accounts Payable	Computer Check	7/18/2018	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$295.90	(\$141,117.54)	7/31/2018	Outstanding
76544	Accounts Payable	Computer Check	7/18/2018	April Lee	\$0.00	\$97.12	(\$141,214.66)	7/31/2018	Outstanding
76545	Accounts Payable	Computer Check	7/18/2018	CATHERINE LEVINSON	\$0.00	\$15.12	(\$141,229.78)	7/31/2018	Outstanding
76546	Accounts Payable	Computer Check	7/18/2018	LIBRARIES FIRST	\$0.00	\$13,589.00	(\$154,818.78)	7/31/2018	Outstanding
76547	Accounts Payable	Computer Check	7/18/2018	LOW VOLTAGE SOLUTIONS INC.	\$0.00	\$1,320.00	(\$156,138.78)	7/31/2018	Outstanding
76548	Accounts Payable	Computer Check	7/18/2018	Luke Ratburn	\$0.00	\$450.00	(\$156,588.78)	7/31/2018	Outstanding
76549	Accounts Payable	Computer Check	7/18/2018	MANAGEMENT ASSOCIATION	\$0.00	\$100.00	(\$156,688.78)	7/31/2018	Outstanding
76550	Accounts Payable	Computer Check	7/18/2018	Menards	\$0.00	\$562.30	(\$157,251.08)	7/31/2018	Outstanding
76551	Accounts Payable	Computer Check	7/18/2018	MIDWEST TAPE	\$0.00	\$21,468.52	(\$178,719.60)	7/31/2018	Outstanding
76552	Accounts Payable	Computer Check	7/18/2018	Montessori N' Such, Inc	\$0.00	\$285.89	(\$179,005.49)	7/31/2018	Outstanding
76553	Accounts Payable	Computer Check	7/18/2018	MULTICULTURAL BOOKS & VID	\$0.00	\$1,180.12	(\$180,185.61)	7/31/2018	Outstanding
76554	Accounts Payable	Computer Check	7/18/2018	NICOR GAS	\$0.00	\$333.78	(\$180,519.39)	7/31/2018	Outstanding
76555	Accounts Payable	Computer Check	7/18/2018	NILES CHAMBER OF COMMERCE	\$0.00	\$105.00	(\$180,624.39)	7/31/2018	Outstanding
76556	Accounts Payable	Computer Check	7/18/2018	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$181,505.39)	7/31/2018	Outstanding
76557	Accounts Payable	Computer Check	7/18/2018	KATHLEEN M. OBIREK	\$0.00	\$300.00	(\$181,805.39)	7/31/2018	Outstanding
76558	Accounts Payable	Computer Check	7/18/2018	OverDrive, INC.	\$0.00	\$1,476.90	(\$183,282.29)	7/31/2018	Outstanding
76559	Accounts Payable	Computer Check	7/18/2018	Patricia Ansuini	\$0.00	\$7.00	(\$183,289.29)	7/31/2018	Outstanding
76560	Accounts Payable	Computer Check	7/18/2018	Peapod	\$0.00	\$219.16	(\$183,508.45)	7/31/2018	Outstanding
76561	Accounts Payable	Computer Check	7/18/2018	Play Therapy Supply Supply LLC	\$0.00	\$60.53	(\$183,568.98)	7/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76562	Accounts Payable	Computer Check	7/18/2018	PLIC - SBD GRAND ISLAND	\$0.00	\$1,014.25	(\$184,583.23)	7/31/2018	Outstanding
76563	Accounts Payable	Computer Check	7/18/2018	POLONIA BOOKSTORE, INC.	\$0.00	\$121.35	(\$184,704.58)	7/31/2018	Outstanding
76564	Accounts Payable	Computer Check	7/18/2018	PRECISION PAGES INC.	\$0.00	\$5,676.00	(\$190,380.58)	7/31/2018	Outstanding
76565	Accounts Payable	Computer Check	7/18/2018	PressReader	\$0.00	\$9,013.00	(\$199,393.58)	7/31/2018	Outstanding
76566	Accounts Payable	Computer Check	7/18/2018	CYNTHIA RADEMACHER	\$0.00	\$75.55	(\$199,469.13)	7/31/2018	Outstanding
76567	Accounts Payable	Computer Check	7/18/2018	JOHN RADZKO	\$0.00	\$13.08	(\$199,482.21)	7/31/2018	Outstanding
76568	Accounts Payable	Computer Check	7/18/2018	Rainbow Book Company	\$0.00	\$59.85	(\$199,542.06)	7/31/2018	Outstanding
76569	Accounts Payable	Computer Check	7/18/2018	RECORDED BOOKS, LLC	\$0.00	\$250.80	(\$199,792.86)	7/31/2018	Outstanding
76570	Accounts Payable	Computer Check	7/18/2018	Relevant, LLC dba Omnigraphics, Inc.	\$0.00	\$245.55	(\$200,038.41)	7/31/2018	Outstanding
76571	Accounts Payable	Computer Check	7/18/2018	Roberta Randall	\$0.00	\$300.00	(\$200,338.41)	7/31/2018	Outstanding
76572	Accounts Payable	Computer Check	7/18/2018	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$200,888.41)	7/31/2018	Outstanding
76573	Accounts Payable	Computer Check	7/18/2018	LINDA RYAN	\$0.00	\$2,553.20	(\$203,441.61)	7/31/2018	Outstanding
76574	Accounts Payable	Computer Check	7/18/2018	SAFESPACE CONCEPTS, INC.	\$0.00	\$315.85	(\$203,757.46)	7/31/2018	Outstanding
76575	Accounts Payable	Computer Check	7/18/2018	SAGE PUBLICATIONS INC.	\$0.00	\$127.29	(\$203,884.75)	7/31/2018	Outstanding
76576	Accounts Payable	Computer Check	7/18/2018	SASHA VASILIC	\$0.00	\$256.73	(\$204,141.48)	7/31/2018	Outstanding
76577	Accounts Payable	Computer Check	7/18/2018	MIKE SCHNEIDER	\$0.00	\$350.00	(\$204,491.48)	7/31/2018	Outstanding
76578	Accounts Payable	Computer Check	7/18/2018	School Outfitters	\$0.00	\$660.31	(\$205,151.79)	7/31/2018	Outstanding
76579	Accounts Payable	Computer Check	7/18/2018	ServerSupply	\$0.00	\$1,530.54	(\$206,682.33)	7/31/2018	Outstanding
76580	Accounts Payable	Computer Check	7/18/2018	Shahneeza Laliwala	\$0.00	\$480.00	(\$207,162.33)	7/31/2018	Outstanding
76581	Accounts Payable	Computer Check	7/18/2018	Shahneeza Laliwala	\$0.00	\$720.00	(\$207,882.33)	7/31/2018	Outstanding
76582	Accounts Payable	Computer Check	7/18/2018	Shreya Patel	\$0.00	\$1,012.50	(\$208,894.83)	7/31/2018	Outstanding
76583	Accounts Payable	Computer Check	7/18/2018	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$209,008.83)	7/31/2018	Outstanding
76584	Accounts Payable	Computer Check	7/18/2018	SRDJAN VASILIC	\$0.00	\$300.00	(\$209,308.83)	7/31/2018	Outstanding
76585	Accounts Payable	Computer Check	7/18/2018	Stacy Moss-Paul	\$0.00	\$152.75	(\$209,461.58)	7/31/2018	Outstanding
76586	Accounts Payable	Computer Check	7/18/2018	STEINER ELECTRIC COMPANY	\$0.00	\$380.00	(\$209,841.58)	7/31/2018	Outstanding
76587	Accounts Payable	Computer Check	7/18/2018	JULIE STRUNCK	\$0.00	\$90.99	(\$209,932.57)	7/31/2018	Outstanding
76588	Accounts Payable	Computer Check	7/18/2018	SUPERIOR COPIES	\$0.00	\$191.15	(\$210,123.72)	7/31/2018	Outstanding
76589	Accounts Payable	Computer Check	7/18/2018	SUSAN LEMPKE	\$0.00	\$974.12	(\$211,097.84)	7/31/2018	Outstanding
76590	Accounts Payable	Computer Check	7/18/2018	TFH (USA) Ltd	\$0.00	\$483.00	(\$211,580.84)	7/31/2018	Outstanding
76591	Accounts Payable	Computer Check	7/18/2018	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$1,670.00	(\$213,250.84)	7/31/2018	Outstanding
76592	Accounts Payable	Computer Check	7/18/2018	Trent James	\$0.00	\$395.00	(\$213,645.84)	7/31/2018	Outstanding
76593	Accounts Payable	Computer Check	7/18/2018	PETRA VAN NUIS	\$0.00	\$300.00	(\$213,945.84)	7/31/2018	Outstanding
76594	Accounts Payable	Computer Check	7/18/2018	VILLAGE OF NILES	\$0.00	\$808.21	(\$214,754.05)	7/31/2018	Outstanding
76595	Accounts Payable	Computer Check	7/18/2018	VISA	\$0.00	\$9,202.23	(\$223,956.28)	7/31/2018	Outstanding
76596	Accounts Payable	Computer Check	7/18/2018	VISION SERVICE PLAN OF ILLINO	\$0.00	\$528.34	(\$224,484.62)	7/31/2018	Outstanding
76597	Accounts Payable	Computer Check	7/18/2018	VISOGRAPHIC	\$0.00	\$295.73	(\$224,780.35)	7/31/2018	Outstanding
76598	Accounts Payable	Computer Check	7/18/2018	WESTERN IRRIGATION, INC.	\$0.00	\$571.50	(\$225,351.85)	7/31/2018	Outstanding
76599	Accounts Payable	Computer Check	7/18/2018	SUZANNE WULF	\$0.00	\$616.33	(\$225,968.18)	7/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

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

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$225,968.18)
Total Payments:	(\$225,968.18)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$225,968.18)

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
Payment number	Amount_1	Payee name	Amount	Description_1	Account number_1	Account description
76484	\$339.04	AFLAC	\$339.04	-- Monthly Payment June 2018	01-2140-00-00	Payroll Clearing
76485	\$250.00	Agnieszka Sarafin	\$250.00	-- Program Silky Necklace	01-5323-53-03	Programming & Support-Adult-Digital Services
76486	\$8.00	Alexa Hansen	\$8.00	-- EE Reimbursement - Harry Potter Program	01-5323-53-03	Programming & Support-Adult-Digital Services
76487	\$264.68	ALLIANCE ENTERTAINMENT	\$24.34	-- Materials	01-4433-44-00	AV-Adult
76487	\$264.68	ALLIANCE ENTERTAINMENT	\$240.34	-- Materials	01-4435-44-00	AV-Teen
76488	\$3,514.82	SYNCB/ AMAZON	\$208.82	-- PO #83339	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76488	\$3,514.82	SYNCB/ AMAZON	\$47.98	-- PO #83367	01-5323-53-03	Programming & Support-Adult-Digital Services
76488	\$3,514.82	SYNCB/ AMAZON	\$42.19	-- PO #83367	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76488	\$3,514.82	SYNCB/ AMAZON	\$1,079.59	-- PO # 83374	01-5322-53-03	Library Supplies-Digital Services
76488	\$3,514.82	SYNCB/ AMAZON	\$117.66	-- PO # 83374	01-5323-53-01	Programming & Support-Adult-Adult Services
76488	\$3,514.82	SYNCB/ AMAZON	\$34.88	-- PO #83355	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76488	\$3,514.82	SYNCB/ AMAZON	\$55.90	-- PO #83355	01-5456-54-07	Promotional Expense-Marketing & PR Services
76488	\$3,514.82	SYNCB/ AMAZON	\$10.97	-- PO #83355	01-5457-54-07	Office Supplies-Marketing & PR Services
76488	\$3,514.82	SYNCB/ AMAZON	\$42.49	-- PO #83355	01-5456-54-07	Promotional Expense-Marketing & PR Services
76488	\$3,514.82	SYNCB/ AMAZON	\$1,673.46	-- PO #83386	08-6760-67-00	Non Capital Expenses
76488	\$3,514.82	SYNCB/ AMAZON	\$196.89	-- PO #84399	01-4413-44-00	Books-Adult
76488	\$3,514.82	SYNCB/ AMAZON	\$3.99	-- PO #84399	01-5311-53-04	Processing & Supplies-Tech Services
76489	\$1,150.00	AMERICAN EAGLE PRODUCTIONS	\$1,150.00	-- Program Charlotte's Web	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76490	\$52.42	ANDERSON-SAFFORD	\$52.42	-- Self Inking Stamp	01-5457-54-08	Office Supplies-Patron Services
76491	\$43.73	AT&T	\$43.73	-- Monthly Service May 17 ~ Jun 16 2018	01-5465-54-09	Telephone-Administrative Services
76492	\$378.58	AT&T	\$384.43	-- Internet Connection	01-5312-53-06	Internet Charges-IT Services
76493	\$463.89	Autism-Products.com	\$463.89	-- Kidspace	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76494	\$325.71	BERNADETTA KORYCIARZ	\$24.96	-- EE Mileage Reimbursement- NPL,WNL,OPL	01-5431-54-03	Mileage-Digital Services
76494	\$325.71	BERNADETTA KORYCIARZ	\$300.75	-- EE Reimbursement Maker Space Supplies	01-5323-53-03	Programming & Support-Adult-Digital Services
76495	\$559.55	Books & Treasures INC	\$248.89	-- Materials	01-4413-44-00	Books-Adult
76495	\$559.55	Books & Treasures INC	\$310.66	-- Materials	01-4413-44-00	Books-Adult
76496	\$1,294.93	CALL ONE	\$1,294.93	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
76497	\$62.87	ARIANNE CAREY	\$62.87	-- EE Reimbursement - Breakfast Bingo	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76498	\$2,340.53	CDW GOVERNMENT, INC.	\$1,622.66	-- PO #83378 / Quote #HXJB819	08-6740-67-00	Equipment Maintenance
76498	\$2,340.53	CDW GOVERNMENT, INC.	\$31.77	-- Camera Holder	08-6760-67-00	Non Capital Expenses
76498	\$2,340.53	CDW GOVERNMENT, INC.	\$267.25	-- BTI Battery / Axis Pendant Kit	08-6760-67-00	Non Capital Expenses
76498	\$2,340.53	CDW GOVERNMENT, INC.	\$418.85	-- APC Smart UPS	08-6760-67-00	Non Capital Expenses
76499	\$30.53	CECILIA CYGNAR	\$11.45	-- EE Reimbursement Book Bites	01-5323-53-01	Programming & Support-Adult-Adult Services
76499	\$30.53	CECILIA CYGNAR	\$19.08	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
76500	\$762.46	CENGAGE LEARNING, INC.	\$162.69	-- Materials	01-4413-44-00	Books-Adult
76500	\$762.46	CENGAGE LEARNING, INC.	\$266.15	-- Materials	01-4413-44-00	Books-Adult
76500	\$762.46	CENGAGE LEARNING, INC.	\$245.16	-- Materials	01-4413-44-00	Books-Adult
76500	\$762.46	CENGAGE LEARNING, INC.	\$65.22	-- Materials	01-4413-44-00	Books-Adult
76500	\$762.46	CENGAGE LEARNING, INC.	\$23.24	-- Materials	01-4413-44-00	Books-Adult
76501	\$150.00	CHRIS CHRISTMAS	\$150.00	-- Program Chess Tourment	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76502	\$330.38	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
76502	\$330.38	CINTAS CORPORATION LOC. 769	\$165.19	-- Matt Service	08-6720-67-00	Contractual Maintenance
76503	\$7,527.98	COMED	\$7,527.98	-- 5/8 ~ 6/7/2018 30 Days	01-5720-57-00	Electric
76504	\$478.00	COMMUNICATION REVOLVING FUND	\$478.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
76505	\$750.31	COMPUTYPE, INC.	\$750.31	-- 25000 Zebra Lables	01-5311-53-04	Processing & Supplies-Tech Services
76506	\$7,550.53	COOPERATIVE COMPUTER SERVICE	\$6,515.65	-- CCS Membership Fee June 2018	01-5310-53-09	CCS Charges-Administration
76506	\$7,550.53	COOPERATIVE COMPUTER SERVICE	\$1,034.88	-- OCLC Jed Charge June 2018	01-5329-53-09	Computer Charges OCLC-Administrative Services

Niles-Maine District Library
Check Detail and Account Distribution
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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76507	\$3,000.00	COVERALL NORTH AMERICA, INC.	\$3,000.00	-- Monthly Service June 2018	08-6730-67-00	Non-Contractual Maintenance
76508	\$716.53	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$199.19	-- Vehicle Window Decals	01-5456-54-09	Promotional Expense-Administrative Services
76508	\$716.53	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$517.34	--Post Its	01-5320-53-02	Printing-Youth Services
76509	\$30.52	DAVID DABROWSKI	\$30.52	-- EE Mileage Reimbursement - Fire Suppression	01-5431-54-05	Mileage-Maintenance Services
76510	\$92.07	DEMCO, INC.	\$29.69	-- Suppiles Color Coded Tape	01-5311-53-04	Processing & Supplies-Tech Services
76510	\$92.07	DEMCO, INC.	\$62.38	-- Tech Supplies	01-5322-53-04	Library Supplies-Tech Services
76511	\$547.97	DISPLAYS2GO	\$547.97	-- Frames/Sign Holders	01-5351-53-07	Per Capita Grant Expenditures-Marketing & PR Services
76512	\$1,575.00	Divya Mani	\$1,575.00	-- PLA iii High School Intern	01-5352-53-02	Grant - Other Expenditures-Youth Services
76513	\$43.99	Divya Mani	\$43.99	-- EE Reimbursement - Program Supplies	01-5352-53-02	Grant - Other Expenditures-Youth Services
76514	\$1,950.00	Divya Mani	\$1,950.00	-- PLA iii High School Intern July 1 ~ August 11	01-5352-53-02	Grant - Other Expenditures-Youth Services
76515	\$153.54	Donna Block	\$153.54	-- EE Reimbursement - Arts & Craft Supplies/Playbill	01-5326-53-02	Programming & Support-Teen-Youth Services
76516	\$400.00	EASYPERMIT POSTAGE	\$400.00	-- Replishish Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
76517	\$11,256.36	EBSCO	\$63.28	-- Materials	01-4423-44-00	Periodicals
76517	\$11,256.36	EBSCO	\$11,193.08	-- Materials	01-4423-44-00	Periodicals
76518	\$29.95	Eliana Frost	\$29.95	-- Lost Book Refund	01-3620-36-00	Lost Books
76519	\$875.80	MARYELLEN ESSIG	\$875.80	-- EE Reimbursement -ALA Conference	01-5430-54-01	Professional Development-Adult Services
76520	\$415.00	F.J. KERRIGAN	\$415.00	-- RPZ Check	08-6710-67-00	Repairs & Improvements
76521	\$3,649.36	FIFTH THIRD BANK	\$3,649.36	-- FSA EE Payments May & June 2018	01-1125-00-00	Cash-Flexible Spending Account
76522	\$3,440.99	FINDAWAY WORLD, LLC	\$221.20	-- Materials	01-4434-44-00	AV-Youth Services
76522	\$3,440.99	FINDAWAY WORLD, LLC	\$3,219.79	-- Materials	01-4434-44-00	AV-Youth Services
76523	\$159.00	Fire & Security Systems, Inc	\$159.00	-- Fire Alarm/Radio Monitoring 7/1 ~ 9/30/2018	08-6720-67-00	Contractual Maintenance
76524	\$946.00	FLEXSOURCE, LLC	\$150.00	-- HRA Dental/Medical & FSA Document Retatement	01-5630-56-00	Dental
76524	\$946.00	FLEXSOURCE, LLC	\$150.00	-- HRA Dental/Medical & FSA Document Retatement	01-5625-56-00	Health Reimbursement Account
76524	\$946.00	FLEXSOURCE, LLC	\$150.00	-- HRA Dental/Medical & FSA Document Retatement	01-2140-00-00	Payroll Clearing
76524	\$946.00	FLEXSOURCE, LLC	\$100.00	-- PCOR Fee Return	01-5633-56-00	FSA fee
76524	\$946.00	FLEXSOURCE, LLC	\$56.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5633-56-00	FSA fee
76524	\$946.00	FLEXSOURCE, LLC	\$164.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5625-56-00	Health Reimbursement Account
76524	\$946.00	FLEXSOURCE, LLC	\$176.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5630-56-00	Dental
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$144.67	-- Supplies	01-5457-54-09	Office Supplies-Administrative Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$54.95	-- Supplies	01-5457-54-02	Office Supplies-Youth Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$9.79	-- Supplies	01-5457-54-09	Office Supplies-Administrative Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$41.94	-- Supplies	01-5457-54-09	Office Supplies-Administrative Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$101.42	-- Supplies	01-5457-54-01	Office Supplies-Adult Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$11.67	-- Supplies	01-5457-54-08	Office Supplies-Patron Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$7.27	-- Supplies	01-5457-54-02	Office Supplies-Youth Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$76.90	-- Supplies	01-5457-54-09	Office Supplies-Administrative Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$190.79	-- Office Supplies	01-5455-54-09	Kitchen Supplies-Administrative Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$870.45	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$34.29	-- Supplies	01-5457-54-02	Office Supplies-Youth Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$16.49	-- Supplies	01-5457-54-04	Office Supplies-Tech Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$22.74	-- Supplies	01-5457-54-09	Office Supplies-Administrative Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$89.98	-- First Aid Kit / Infectious Waste Liners	01-5420-54-05	Janitorial Supplies-Maintenance Services
76525	\$1,710.31	GARVEY'S OFFICE PRODUCTS	\$36.96	-- Compositon Books	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76526	\$68.82	DEBORAH GRAHAM	\$37.85	-- EE Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76526	\$68.82	DEBORAH GRAHAM	\$30.97	-- EE Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76527	\$1,015.60	GRAINGER	\$430.86	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76527	\$1,015.60	GRAINGER	\$584.74	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76528	\$8.72	GRETA ULRICH	\$8.72	-- EE Mileage Reimbursement NPL	01-5431-54-01	Mileage-Adult Services

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76529	\$494.00	GREY HOUSE PUBLISHING	\$494.00	-- Materials	01-4413-44-00	Books-Adult
76530	\$42,404.30	HEALTHCARE SERVICE CORPORATION	\$42,404.30	-- Group Medical Ins July 2018	01-5620-56-00	Group Health
76531	\$29.00	HUNTLEY AREA PUBLIC LIBRARY	\$29.00	-- Lost Book Refund	01-3620-36-00	Lost Books
76532	\$350.00	ILLINOIS JUGGLING INSTITUTE, INC.	\$350.00	-- Program Village of Niles Block Party 8/2018	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$165.97	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$1,908.01	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$97.68	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$79.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$51.21	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$225.91	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$231.21	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$145.23	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$370.41	-- Materials	01-4434-44-00	AV-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$190.94	-- Materials	01-4435-44-00	AV-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$124.80	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$2,444.25	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$514.23	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$140.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$679.97	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$497.06	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$1,359.19	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$57.96	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$827.93	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$2,130.57	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$84.87	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$603.18	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$768.27	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$77.36	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$35.19	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$44.63	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$176.81	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$28.12	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$4,261.33	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$588.58	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$30.36	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$29.94	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$184.19	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$10.71	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$1,068.96	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$163.85	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$48.34	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$20.70	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services

Niles-Maine District Library
Check Detail and Account Distribution
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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$369.27	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$941.60	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$41.40	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$830.57	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$1,268.23	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$60.81	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$150.86	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$7.17	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$72.90	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$41.77	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$16.06	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$26.44	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$82.97	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$182.13	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$3,020.23	-- Materials	01-4434-44-00	AV-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$282.57	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$53.27	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$162.56	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$52.71	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$142.05	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$175.43	-- Materials	01-4414-44-00	Books-Youth Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$16.92	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$14.99	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$1,686.82	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$316.00	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$14.39	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$77.23	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$70.35	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$6.57	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$7.80	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$8.99	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$8.99	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$32.70	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$53.39	-- Materials	01-4413-44-00	Books-Adult
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$33.55	-- Materials	01-4415-44-00	Books-Teen
76533	\$30,846.77	INGRAM LIBRARY SERVICES	\$11.98	-- Materials	01-4415-44-00	Books-Teen
76534	\$201.83	IRON MOUNTAIN	\$201.83	-- Off-Site Monthly Storage Fee	01-5350-53-09	Miscellaneous-Administrative Services
76535	\$225.00	JOAN MCGEE	\$225.00	-- Yoga Class for Children, June, July & August	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76536	\$1,043.92	JUDITH MCNULTY	\$1,043.92	-- EE Reimbursement - ALA Conference	01-5430-54-01	Professional Development-Adult Services
76537	\$1,414.34	JAMIE KING	\$1,360.49	-- EE Reimbursement - ALA Conference	01-5430-54-03	Professional Development-Digital Services
76537	\$1,414.34	JAMIE KING	\$53.85	-- EE Mileage Reimbursement	01-5431-54-04	Mileage-Tech Services
76538	\$722.17	KIPP BROTHERS	\$722.17	-- Summer Reading Prizes	01-5324-53-02	Programming & Support-Juvenile-Youth Services

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76539	\$315.00	KLEIN, THORPE & JENKINS, LTD.	\$315.00	-- Misc Service	01-5450-54-09	Legal Fees-Administrative Services
76540	\$208.41	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$208.41	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76541	\$1,012.50	Kristy Kjell	\$1,012.50	-- Summer Reading Intern - July	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76542	\$839.93	LAKESHORE LEARNING MATERIALS	\$839.93	-- Learning Materials	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76543	\$295.90	LAUBE IMAGING PRODUCTS, INC.	\$295.90	-- Epson Ink	01-5320-53-07	Printing-Marketing & PR Services
76544	\$97.12	April Lee	\$75.21	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76544	\$97.12	April Lee	\$21.91	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76545	\$15.12	CATHERINE LEVINSON	\$15.12	-- EE Reimbursement Tuesday Night Film Series	01-5323-53-01	Programming & Support-Adult-Adult Services
76546	\$13,589.00	LIBRARIES FIRST	\$13,589.00	-- MyMediaMall Participation 7/1/2018~6/30/2019	01-5323-53-01	Programming & Support-Adult-Adult Services
76547	\$1,320.00	LOW VOLTAGE SOLUTIONS INC.	\$1,320.00	-- 20% of Proposal 30-8395 PR #1 -	08-6710-67-00	Repairs & Improvements
76548	\$450.00	Luke Ratburn	\$450.00	-- Program Dungeons & Dragons Character Creation & Advent	01-5326-53-02	Programming & Support-Teen-Youth Services
76549	\$100.00	MANAGEMENT ASSOCIATION	\$100.00	-- 2018 Laconi Library Survey	01-5430-54-09	Professional Development-Administrative Services
76550	\$562.30	Menards	\$171.40	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76550	\$562.30	Menards	\$70.21	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76550	\$562.30	Menards	\$48.52	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76550	\$562.30	Menards	\$103.78	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76550	\$562.30	Menards	\$207.93	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76551	\$21,468.52	MIDWEST TAPE	\$1,774.82	-- Materials	01-4433-44-00	AV-Adult
76551	\$21,468.52	MIDWEST TAPE	\$377.81	-- Materials	01-4434-44-00	AV-Youth Services
76551	\$21,468.52	MIDWEST TAPE	\$51.99	-- Materials	01-4435-44-00	AV-Teen
76551	\$21,468.52	MIDWEST TAPE	\$3,579.52	-- Materials	01-4433-44-00	AV-Adult
76551	\$21,468.52	MIDWEST TAPE	\$677.98	-- Materials	01-4434-44-00	AV-Youth Services
76551	\$21,468.52	MIDWEST TAPE	\$52.48	-- Materials	01-4435-44-00	AV-Teen
76551	\$21,468.52	MIDWEST TAPE	\$2,872.30	-- Materials	01-4433-44-00	AV-Adult
76551	\$21,468.52	MIDWEST TAPE	\$908.49	-- Materials	01-4434-44-00	AV-Youth Services
76551	\$21,468.52	MIDWEST TAPE	\$176.83	-- Materials	01-4435-44-00	AV-Teen
76551	\$21,468.52	MIDWEST TAPE	\$1,132.47	-- Materials	01-4433-44-00	AV-Adult
76551	\$21,468.52	MIDWEST TAPE	\$218.12	-- Materials	01-4434-44-00	AV-Youth Services
76551	\$21,468.52	MIDWEST TAPE	\$161.18	-- Materials	01-4435-44-00	AV-Teen
76551	\$21,468.52	MIDWEST TAPE	\$2,351.48	-- Materials	01-4433-44-00	AV-Adult
76551	\$21,468.52	MIDWEST TAPE	\$1,732.18	-- Materials	01-4434-44-00	AV-Youth Services
76551	\$21,468.52	MIDWEST TAPE	\$91.47	-- Materials	01-4435-44-00	AV-Teen
76551	\$21,468.52	MIDWEST TAPE	\$2,981.87	-- Materials	01-4433-44-00	AV-Adult
76551	\$21,468.52	MIDWEST TAPE	\$1,138.61	-- Materials	01-4434-44-00	AV-Youth Services
76551	\$21,468.52	MIDWEST TAPE	\$185.17	-- Materials	01-4435-44-00	AV-Teen
76551	\$21,468.52	MIDWEST TAPE	\$992.51	-- Materials	01-4433-44-00	AV-Adult
76551	\$21,468.52	MIDWEST TAPE	\$11.24	-- Materials	01-4434-44-00	AV-Youth Services
76552	\$285.89	Montessori N' Such, Inc	\$311.54	-- Crafts & Such	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76553	\$1,180.12	MULTICULTURAL BOOKS & VIDEOS	\$200.00	-- Materials	01-4413-44-00	Books-Adult
76553	\$1,180.12	MULTICULTURAL BOOKS & VIDEOS	\$50.00	-- Materials	01-4413-44-00	Books-Adult
76553	\$1,180.12	MULTICULTURAL BOOKS & VIDEOS	\$96.14	-- Materials	01-4413-44-00	Books-Adult
76553	\$1,180.12	MULTICULTURAL BOOKS & VIDEOS	\$91.86	-- Materials	01-4413-44-00	Books-Adult
76553	\$1,180.12	MULTICULTURAL BOOKS & VIDEOS	\$111.00	-- Materials	01-4413-44-00	Books-Adult
76553	\$1,180.12	MULTICULTURAL BOOKS & VIDEOS	\$114.24	-- Materials	01-4413-44-00	Books-Adult
76553	\$1,180.12	MULTICULTURAL BOOKS & VIDEOS	\$119.49	-- Materials	01-4413-44-00	Books-Adult
76553	\$1,180.12	MULTICULTURAL BOOKS & VIDEOS	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76553	\$1,180.12	MULTICULTURAL BOOKS & VIDEOS	\$147.39	-- Materials	01-4414-44-00	Books-Youth Services
76554	\$333.78	NICOR GAS	\$333.78	--5/11 ~6/10/2018 (31 Days)	01-5710-57-00	Gas

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76555	\$105.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$105.00	-- 2018 Annual Golf Outing & Dinner	01-5470-54-09	Trustee Expense-Administrative Services
76556	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease July 2018	01-5491-54-09	Parking Lease-Administrative Services
76557	\$300.00	KATHLEEN M. OBIREK	\$300.00	-- Program - Miniature Patio Garden	01-5323-53-01	Programming & Support-Adult-Adult Services
76558	\$1,476.90	OverDrive, INC.	\$1,054.76	-- Materials	01-4420-44-00	Downloadables
76558	\$1,476.90	OverDrive, INC.	\$32.19	-- Materials	01-4420-44-00	Downloadables
76558	\$1,476.90	OverDrive, INC.	\$389.95	-- Materials	01-4420-44-00	Downloadables
76559	\$7.00	Patricia Ansuini	\$7.00	-- EE Reimbursement - Hamiltunes	01-5323-53-01	Programming & Support-Adult-Adult Services
76560	\$219.16	Peapod	\$106.29	-- Kidspage Order	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76560	\$219.16	Peapod	\$112.87	-- Kisspace Order	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76561	\$60.53	Play Therapy Supply Supply LLC	\$60.53	-- Kidspage Senory Toys	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76562	\$1,014.25	PLIC - SBD GRAND ISLAND	\$1,014.25	-- July 2018 Payment	01-5634-56-00	Life, LTD, AD&D, STD
76563	\$121.35	POLONIA BOOKSTORE, INC.	\$121.35	-- Materials	01-4414-44-00	Books-Youth Services
76564	\$5,676.00	PRECISION PAGES INC.	\$2,976.00	-- 1-Year Hosting, Maintenance, Backup & Monitoring	01-5452-54-06	Consultants-IT Services
76564	\$5,676.00	PRECISION PAGES INC.	\$2,700.00	-- Web Development	01-5452-54-07	Consultants-Marketing & PR Services
76565	\$9,013.00	PressReader	\$9,013.00	-- Annual Billing 7/1/2018 - 06/30/2019	01-4487-44-00	Online Databases
76566	\$75.55	CYNTHIA RADEMACHER	\$75.55	-- EE Mileage Reimbursement	01-5431-54-09	Mileage-Administrative Services
76567	\$13.08	JOHN RADZKO	\$13.08	-- EE Mileage Reimbursement	01-5431-54-05	Mileage-Maintenance Services
76568	\$59.85	Rainbow Book Company	\$59.85	-- Materials	01-4414-44-00	Books-Youth Services
76569	\$250.80	RECORDED BOOKS, LLC	\$172.80	-- Materials	01-4434-44-00	AV-Youth Services
76569	\$250.80	RECORDED BOOKS, LLC	\$53.40	-- Materials	01-4434-44-00	AV-Youth Services
76569	\$250.80	RECORDED BOOKS, LLC	\$24.60	-- Materials	01-4434-44-00	AV-Youth Services
76570	\$245.55	Relevant, LLC dba Omnigraphics, Inc.	\$163.70	-- Materials	01-4413-44-00	Books-Adult
76570	\$245.55	Relevant, LLC dba Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
76571	\$300.00	Roberta Randall	\$300.00	-- Program Senior Coffee Hour - Jackie Kennedy	01-5323-53-01	Programming & Support-Adult-Adult Services
76572	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
76572	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76573	\$2,553.20	LINDA RYAN	\$2,553.20	-- Reimbursement - ALA Annual Conference	01-5470-54-09	Trustee Expense-Administrative Services
76574	\$315.85	SAFESPACE CONCEPTS, INC.	\$315.85	-- Motion by Design	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76575	\$127.29	SAGE PUBLICATIONS INC.	\$127.29	-- Materials	01-4413-44-00	Books-Adult
76576	\$256.73	SASHA VASILIC	\$157.50	-- EE Mileage Reimbursement	01-5431-54-07	Mileage-Marketing & PR Services
76576	\$256.73	SASHA VASILIC	\$99.23	-- EE Reimbursement	01-5456-54-07	Promotional Expense-Marketing & PR Services
76577	\$350.00	MIKE SCHNEIDER	\$350.00	-- Program Live Music Bibliobop	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76578	\$660.31	School Outfitters	\$103.51	-- Kidspage Learning Resources	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76578	\$660.31	School Outfitters	\$243.96	-- Kidspage Learning Resources	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76578	\$660.31	School Outfitters	\$188.45	-- Kidspage Learning Resources	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76578	\$660.31	School Outfitters	\$124.39	-- Kidspage Learning Resources	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76579	\$1,530.54	ServerSupply	\$1,530.54	-- Video Security Storage	08-6760-67-00	Non Capital Expenses
76580	\$480.00	Shahneeza Laliwala	\$480.00	-- High School Summer Intern	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76581	\$720.00	Shahneeza Laliwala	\$720.00	-- High School Summer Intern	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76582	\$1,012.50	Shreya Patel	\$1,012.50	-- Summer Reading Intern - July	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76583	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	-- Monthly Sevice Fee	08-6720-67-00	Contractual Maintenance
76584	\$300.00	SRDJAN VASILIC	\$300.00	-- Videography Services	01-5351-53-09	Per Capita Grant Expenditures-Administrative Services
76585	\$152.75	Stacy Moss-Paul	\$19.99	-- EE Reimbursement Adult 20's/30's Programing	01-5323-53-01	Programming & Support-Adult-Adult Services
76585	\$152.75	Stacy Moss-Paul	\$132.76	-- EE Reimbursement Prizes for Participants -Hamiltunes	01-5351-53-01	Per Capita Grant Expenditures-Adult Services
76586	\$380.00	STEINER ELECTRIC COMPANY	\$380.00	-- Power System Sales & Service	08-6720-67-00	Contractual Maintenance
76587	\$90.99	JULIE STRUNCK	\$90.99	-- Lost Books Refund	01-3620-36-00	Lost Books
76588	\$191.15	SUPERIOR COPIES	\$168.60	-- Summer Teen Flyer	01-5320-53-02	Printing-Youth Services
76588	\$191.15	SUPERIOR COPIES	\$22.55	-- Bookmarks	01-5320-53-02	Printing-Youth Services

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76589	\$974.12	SUSAN LEMPKE	\$974.12	-- EE Reimbursement - ALA Conference	01-5430-54-09	Professional Development-Administrative Services
76590	\$483.00	TFH (USA) Ltd	\$483.00	-- Special Needs Toys	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76591	\$1,670.00	TODAY'S BUSINESS SOLUTIONS, INC.	\$1,670.00	-- Credit Card Terminals and Sotdware	01-5313-53-06	Software, Licenses-IT Services
76592	\$395.00	Trent James	\$395.00	-- Program Second Sunday Family Program	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76593	\$300.00	PETRA VAN NUIS	\$300.00	-- Program -Sunday Jazz Concert	01-5323-53-01	Programming & Support-Adult-Adult Services
76594	\$808.21	VILLAGE OF NILES	\$808.21	-- Automatic Water Meter Reading	01-5730-57-00	Water
76595	\$9,202.23	VISA	\$346.74	-- PO. #83333	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76595	\$9,202.23	VISA	\$920.23	-- PO #83344	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76595	\$9,202.23	VISA	\$375.00	-- PO #83368	01-5430-54-07	Professional Development-Marketing & PR Services
76595	\$9,202.23	VISA	\$69.34	-- PO #83384	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76595	\$9,202.23	VISA	\$707.20	-- PO #84355	01-4423-44-00	Periodicals
76595	\$9,202.23	VISA	\$39.00	-- PO #84356	01-4423-44-00	Periodicals
76595	\$9,202.23	VISA	\$434.65	-- June Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76595	\$9,202.23	VISA	\$29.48	-- June Receipts	01-5320-53-02	Printing-Youth Services
76595	\$9,202.23	VISA	\$28.46	-- June Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
76595	\$9,202.23	VISA	\$941.41	-- June Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76595	\$9,202.23	VISA	\$21.03	-- June Receipts	01-5312-53-06	Internet Charges-IT Services
76595	\$9,202.23	VISA	\$104.48	-- June Receipts	08-6710-67-00	Repairs & Improvements
76595	\$9,202.23	VISA	\$20.00	-- June Receipts	01-5320-53-02	Printing-Youth Services
76595	\$9,202.23	VISA	\$13.99	-- June Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76595	\$9,202.23	VISA	\$299.85	-- June Receipts	01-5312-53-06	Internet Charges-IT Services
76595	\$9,202.23	VISA	\$38.97	-- June Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76595	\$9,202.23	VISA	\$4.20	-- June Receipts	01-5458-54-04	Postage & Freight-Tech Services
76595	\$9,202.23	VISA	\$7.99	-- June Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76595	\$9,202.23	VISA	\$39.15	-- June Receipts	08-6710-67-00	Repairs & Improvements
76595	\$9,202.23	VISA	\$42.90	-- June Receipts	01-5452-54-07	Consultants-Marketing & PR Services
76595	\$9,202.23	VISA	\$167.95	-- June Receipts	01-5452-54-07	Consultants-Marketing & PR Services
76595	\$9,202.23	VISA	\$72.20	-- June Receipts	01-5430-54-02	Professional Development-Youth Services
76595	\$9,202.23	VISA	\$72.20	-- June Receipts	01-5430-54-02	Professional Development-Youth Services
76595	\$9,202.23	VISA	\$72.20	-- June Receipts	01-5430-54-02	Professional Development-Youth Services
76595	\$9,202.23	VISA	\$72.20	-- June Receipts	01-5430-54-02	Professional Development-Youth Services
76595	\$9,202.23	VISA	\$2.16	-- June Receipts	01-5430-54-02	Professional Development-Youth Services
76595	\$9,202.23	VISA	\$101.13	-- June Receipts	08-6740-67-00	Equipment Maintenance
76595	\$9,202.23	VISA	\$25.96	-- June Receipts	08-6740-67-00	Equipment Maintenance
76595	\$9,202.23	VISA	\$190.00	-- June Receipts	01-5430-54-02	Professional Development-Youth Services
76595	\$9,202.23	VISA	\$67.98	-- June Receipts	08-6710-67-00	Repairs & Improvements
76595	\$9,202.23	VISA	\$75.93	-- June Receipts	01-5420-54-05	Janitorial Supplies-Maintenance Services
76595	\$9,202.23	VISA	\$61.62	-- June Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76595	\$9,202.23	VISA	\$16.80	-- June Receipts	01-5313-53-06	Software, Licenses-IT Services
76595	\$9,202.23	VISA	\$576.00	-- June Receipts	01-5313-53-06	Software, Licenses-IT Services
76595	\$9,202.23	VISA	\$21.67	-- June Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76595	\$9,202.23	VISA	\$400.00	-- June Receipts	01-5430-54-02	Professional Development-Youth Services
76595	\$9,202.23	VISA	\$45.00	-- June Receipts	01-5460-54-09	Publication of Notices-Advertisements
76595	\$9,202.23	VISA	\$228.44	-- June Receipts	08-6760-67-00	Non Capital Expenses
76595	\$9,202.23	VISA	\$2.28	-- June Receipts	08-6760-67-00	Non Capital Expenses
76595	\$9,202.23	VISA	\$9.81	-- June Receipts	01-5458-54-09	Postage & Freight-Administrative Services
76595	\$9,202.23	VISA	\$254.87	-- June Receipts	01-5313-53-07	Software, Licenses-Marketing & PR Services
76595	\$9,202.23	VISA	\$254.87	-- June Receipts	01-5313-53-07	Software, Licenses-Marketing & PR Services

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

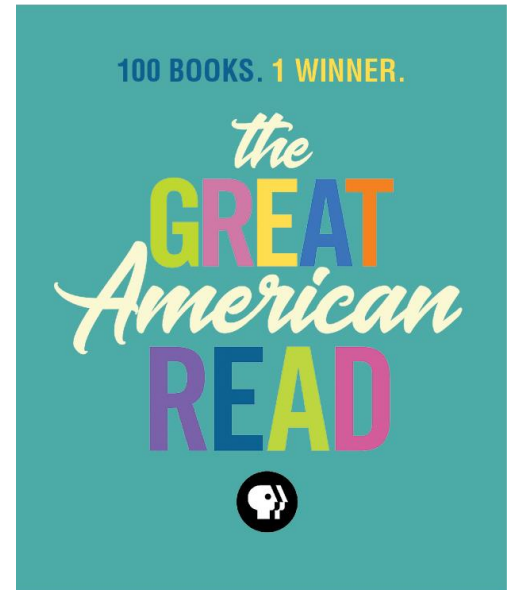
Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76595	\$9,202.23	VISA	\$254.87	-- June Receipts	01-5313-53-07	Software, Licenses-Marketing & PR Services
76595	\$9,202.23	VISA	\$311.76	-- June Receipts	08-6760-67-00	Non Capital Expenses
76595	\$9,202.23	VISA	\$199.95	-- June Receipts	01-5435-54-06	Professional Collection-IT Services
76595	\$9,202.23	VISA	\$400.00	-- June Receipts	01-5430-54-02	Professional Development-Youth Services
76595	\$9,202.23	VISA	\$254.87	-- June Receipts	01-5313-53-07	Software, Licenses-Marketing & PR Services
76595	\$9,202.23	VISA	\$254.87	-- June Receipts	01-5313-53-06	Software, Licenses-IT Services
76595	\$9,202.23	VISA	\$136.59	-- June Receipts	08-6760-67-00	Non Capital Expenses
76595	\$9,202.23	VISA	\$13.99	-- June Receipts	01-4420-44-00	Downloadables
76595	\$9,202.23	VISA	\$13.99	-- June Receipts	01-4420-44-00	Downloadables
76595	\$9,202.23	VISA	\$86.00	-- PO #84365	01-4435-44-00	AV-Teen
76596	\$528.34	VISION SERVICE PLAN OF ILLINOIS	\$528.34	-- July 2018 Payment	01-5632-56-00	Vision
76597	\$295.73	VISOGRAPHIC	\$295.73	--Summer Reading Kidapace Flyer	01-5320-53-02	Printing-Youth Services
76598	\$571.50	WESTERN IRRIGATION, INC.	\$571.50	-- Repair spray head nozzles	08-6710-67-00	Repairs & Improvements
76599	\$616.33	SUZANNE WULF	\$58.53	-- EE Mileage Reimbursement NPL, LGPPL, HPML	01-5431-54-03	Mileage-Digital Services
76599	\$616.33	SUZANNE WULF	\$557.80	-- EE Reimbursement - ALA Anual Conference	01-5430-54-03	Professional Development-Digital Services

Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2996	Accounts Payable	Manual Check	6/28/2018	UNITED STATES TREASURY	\$0.00	\$97.99	(\$97.99)	6/30/2018	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$97.99)
Total Payments:	(\$97.99)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$97.99)



Youth Programs

From Arianne:

KidSpace

Summer Reading is in full swing. 1600+ children have signed up for the program. Their goal is to read a little every day, record it on their log, and visit the library throughout the summer. For the Readers, each visit earns a token to be redeemed for little prizes and a chance to play on the game board ending in different activities such as using latitude and longitude to find hidden treasure on a map, Tenzi – a dice sorting game, Magnatiles – a 3 dimensional building game, or geographic memory. The Pre Readers get to play an early literacy game and earn a weekly prize.

The goal for both groups is to visit the library 7 times across the summer. This weekly visit encourages the habit of utilizing the library. It enforces the value and importance of literacy. It gives a chance for families to immerse themselves in what is available in our space. We also get to have conversations about the books kids are reading. The Share-A-Book sheets, an opportunity for the Readers to earn additional tokens, are one of the favorite element for parents. They are very happy to have a chance to encourage writing over the summer. Additionally, we give tweens and teens a meaningful volunteer opportunity. Over 100 area Jr. High and High School students work to cover the check in table and play the games with these young patrons.



We passed out blank post cards for the area students to return to the library showcasing their vacation or staycation plans. This third grader plans on including the library in his summer fun. Check out the bulletin board in KidSpace full of student art.



The Summer Reading Kickoff event was an afternoon of excitement. We brought in a face painter and balloon twister to amp up the fun.



Mondays on the Move programming was making Lego Marble Mazes. This was a fun simple engineering exercise and gave everyone a chance to build something to share with their peers. They also got to practice social exchanges, walking around and offering their maze to others.



Another favorite Mega Monday offering is Yoga. Children ages 4 and up come to enjoy stories with movement. This is such a lovely combination as the poses lend themselves so naturally to storytelling, and the participants are in perpetual motion themselves.



We used some of the Per Capita funds from 2017 to purchase the next level of Lego WeDo. Our first level has been put to good use; we thought that the 2.0 set would be well received, and goodness there was quite a bit of excitement. There are several advantages to the new sets - in addition to offering a bit more variety, they can be run on an app on the iPad mini. This allows for more surface area for construction, and cuts down on the set up and break down time for the program itself.

Teen



Mini food is a fun teen trend. We gathered to create Hamburger Cupcakes and Sugar Cookie Fries. Don't forget the red icing ketchup!

Project Playbill spans the summer months, offering teens a chance to write their own original short play. They cast it, build the scenery, gather props and costumes, and run it as a program for the children. This year's production, *Ever After Ever*, debuting on July 7.

Adult Programs

From Dodie: Bicentennial Programs: We hosted three of these in June. Cecilia hosted *Main Street, Illinois* which was a memorable and fun-filled slide show of the charms and traditions of Illinois small towns. Our presenter, John Lynn, has visited and photographed over 2,400 towns throughout the state. Neil hosted two programs. For *Illinois: The Road to Statehood* local author and historian Stan Banash charted the history of Illinois from 1673 to 1818. Neil also hosted *Giants in the Park* which was an illustrated lecture by Krista August based on her recent book profiling the 17 historic portrait statues of Chicago's Lincoln Park.

Our Senior Coffee Hour was *Wedding Bells Are Ringing*. The Seniors really enjoyed these wonderful wedding clips presented by Steven Frenzel of Marquee Film Talks.

Stacy, as part of her 20s/30s programming efforts, kicked off her new Tuesday Night Film Series by featuring movies in celebration of African-American Music Appreciation Month. The first film, *Beat Street*, is a pivotal film in the emergence of hip-hop into mainstream American culture. The second film was *School Daze*. Stacy also hosted the first (of a four-part series) session of *Adulting 101: Landing Your First Post-Graduation Job*. Five people in the targeted demographic of 18-39 attended. The smaller size of these programs allow the participants to ask meaningful questions, while receiving feedback specific to them. We are excited to be launching programming targeted to the 20s/30s audience. We know from feedback from other libraries that this age group is hard to get into the library. That's why some of Stacy's programs will be held off site.

We had the usual array of book discussions: BookBites, Book Buzz, the Low Vision Book Club, and the Pages Through Time Non-Fiction Discussion. Krystyna also had her Polish book discussion this month. Staff who attended the ALA Conference came back with even more great ideas for book discussions which is very motivating!! So many books, so little time!



Krystyna, in addition to her Polish book discussion, hosted a Polish language travel program – *Around the World with Rek Travel*.

The Great American Read Adult Summer Reading Program has started to pick up. Between patrons and staff, 53 ballots were turned in – that means 101 books read so far. The GAR Display on the second floor landing has had at least 74 books per month go out. The list of the 100 books is available at the GAR display. All are welcome to participate.

Tempero Brasileiro performed on a Sunday afternoon. This Brazilian music flute and guitar duo performed choro samba and other popular Brazilian music. 31 patrons were in attendance.

From Suzy: Digital Services kicked off the summer by hosting a variety of maker programs and technology learning sessions. The extreme heat did affect the attendance for some of our classes.

We were fortunate enough to have the artist Jayne Herring back to lead a popular workshop on fused glass. Attendees created a fused glass wall pocket vase and learned about the glass fusion process while creating a useful object.

Jason held a class to introduce attendees to the basic functions of Google Maps. They learned how to plan multi-stop routes, plan for different modes of transportation, save their directions and more. Bobby taught Adobe Lightroom using the iPads to a group of participants who were eager to learn about this software.

For the second year we partnered with *Code. Play. Learn.* to offer a six-session scratch coding camp for students Grades 4-6. Using MIT's Scratch programming platform, students were able to create their own interactive media, including stories, games and animations.

Bernadetta's Silhouette Wednesdays, the 4th of July T-shirts class was a huge hit! Attendees took this DIY project to the next level by learning how to layer different colors of a heat transfer vinyl. During the 4th of July parade a class attendee waved to Bernadetta. She was wearing the patriotic t-shirt made in the class. ☺



In this month's button making class, we made probably the most useful button, the multi-functional bottle opener. The bottle opener doesn't just open bottles but it holds keys, too! Students used Build-A-Button software and their creativity to come up with great designs. Some created bottle openers as wedding favors, or family picnic giveaways, others made them just for fun using beautiful images and inspirational messages.



Comments from Surveys-

"VR was really fun and it improved communication skills because it was a team game and I really hope that the VR happens in the library more frequently."

"I enjoyed the exposure to fused glass"

Creative Studio

From Suzy: This month there were 31 3D print submissions, 1 poster print submission and 7 VHS to DVD conversions. Studio A continues to experience high usage and we have a number of regular patrons using the lab to work on creative projects. From Alexa- A patron using Studio A was so impressed by the space. His friend was with him who belongs to another library and said that our equipment is amazing compared to theirs and that we have a really great space to work in.

At the beginning of the month, we began accepting study room bookings and room reservation requests online from NMDL cardholders. Our study rooms are very popular and the response from the online booking has been great.

Databases

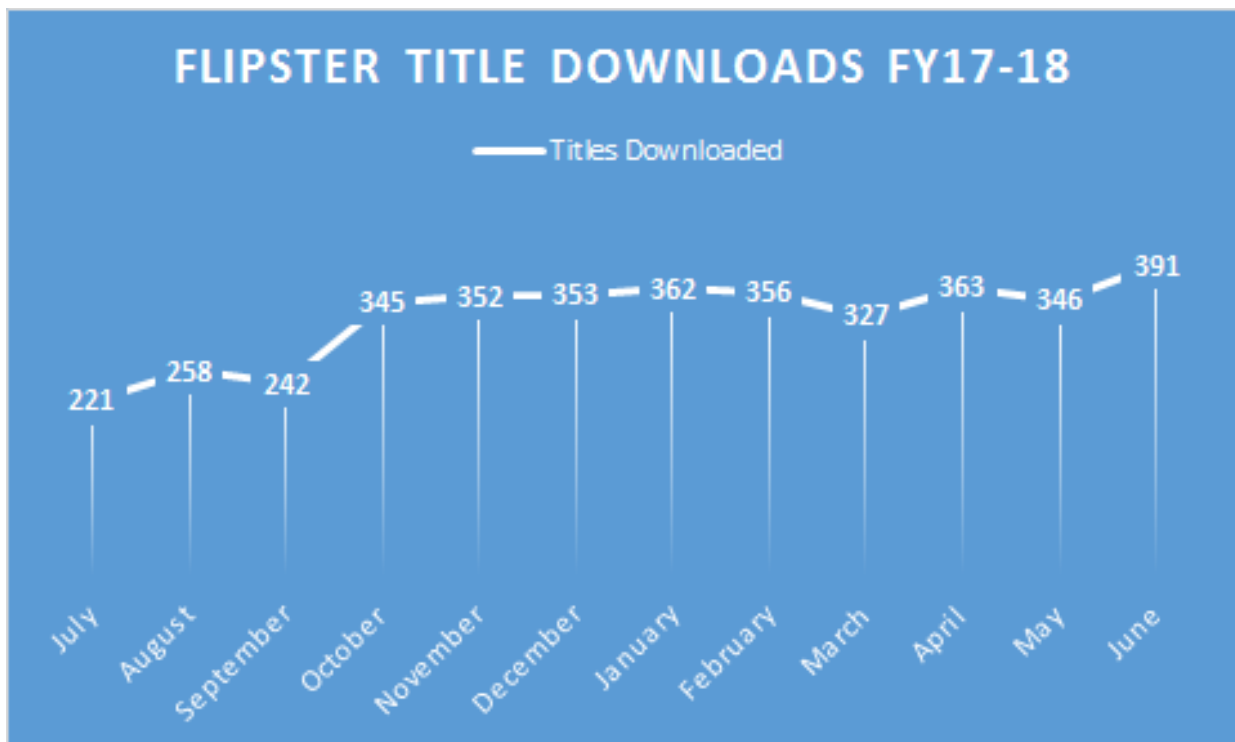
- *From Suzy:* Financial Ratings Series/Medicare Database had another high-use month -- 98 sessions in June -- almost triple the monthly average!

- Brainfuse continues to be a popular resource offering three different parts: Help Now, Learn Now, and Job Now.

Help Now is by far the most popular and offers live online tutoring to student’s kindergarten and up every day from 2—11 p.m. The average length of a tutoring session has increased to 25 minutes in FY17-18. Thirty-three tutoring sessions were provided in June 2018. According to Angie's List parents can expect the cost of a private tutor to be around \$30 to \$40 per hour, but as high as \$85, depending on the tutor's experience level and subject. It’s clear that we are providing a service to our residents that lower-income families would not be able to afford. Reference: <https://www.angieslist.com/articles/how-much-should-tutoring-cost.htm>

- Learn Now provides test prep. In June 21% of users took part in the U.S. Citizenship test prep program.
- JobNow provides resume and career counseling. 95% of usage was made up by users taking the eParachute quiz. eParachute is a partnership with the seminal *What Color is Your Parachute?* book that helps jobseekers identify careers that match their skills and interests.

- **FY17-18 usage for Flipster was outstanding with a 77% increase in title downloads** from July 2017 to June 2018.



Community Engagement

From Dodie: Valerie created a new ESL brochure (per Cyndi's recommendation). Valerie will be taking ESL tutors on a tour of the library in a few weeks.

The VIM (Visually Impaired Motivators) Low Vision Support Group sponsored an informative session with Linda Chamberlain, the RTA Mobility Coordinator for their monthly meeting. Linda talked about the Paratransit Service, reduced and free fares, RTA and PACE bus routes, and services that are available to those with low vision issues. She talked about the RTA board and persuaded at least one member of our group to join the board so as to give input on these services.

From Arianne:



We hosted our third annual Library Field Day at the Golf Maine Park District. They asked if we would be interested in joining their grand re-opening event celebrating the new splash pad and playground in conjunction with our SRC promotion. It was a day full of activities, the park district hosting in the morning, and the Library hosting in the afternoon. The event was moved into the gym due to the excessive heat, though no one seemed to mind sack races and field day fun inside. The games were followed by a concert by Animal Farm, a groovy hipster kids' band.

CCS

- Victoria Luz (Technical Services Supervisor) has been elected Vice Chair of the new CCS Acquisitions Technical Group, which will meet quarterly.
- Lead Cataloger Jamie King was appointed to the advisory group for Cataloging known as SCRAP.
- Assistant Director Cyndi Rademacher was elected Chair of the Public Access Services Technical Group, which will meet bimonthly. That group discusses the way patrons interact with the catalog and its underlying databases.

From Cyndi: We are pulling our second complete month of statistics from Polaris and continuing to tweak meshing the new data points with our past data points.

Upcoming additions to the public catalog include Community Profiles and Feature It! We are working to identify both the value to our community and the guidelines for use of both of these new elements.

Community Profiles allows organization within the community to add information to a webpage that links from a tab in the catalog header labeled, "Community." An example of a community partner that might interest some of our patrons would be the Niles Historical Society. Their representative would be given permission to add information about the society and events at the Cultural Center to their Society page. Community profiles are consortium wide.

Feature It! Allow us to create a "promotion," which will display a short, targeted message. It will display above catalog search result in a "You might also like..." section. These can be scoped to our Library and can be set to specific dates. The promotion will automatically disappear when the time has passed. They are triggered by search terms which we control.

From Victoria: Tech Services has had an extremely busy June. We were wrapping up fiscal years in both SIRSI Dynix and Polaris, which required calibrating and recalibrating our processes to get the required work done. It has definitely been a learning experience and has also given us the opportunity (necessity) to take a microscopic look at what were doing and why we are doing it in our Acquisitions process.

Part of going through this process is the decision to explore and adapt EDI (Electronic Date Interchange) to our selecting, ordering, receiving, and invoicing processes. On June 27th, a couple of my staff members and Cyndi and I had a teleconference with Polaris and CCS staff to put through our first trial electronic order. This order was placed with our primary book vendor, Ingram. The lead work we did resulted in a nearly seamless test. Now we are waiting on Ingram's verification and approval of our files on their end. Once that happens, we will process the files on our end and have a second teleconference with Polaris and CCS. We continue to do the work of preparing templates and grids to achieve the most functionality the system can supply. Several of the other CCS libraries are at similar place in their move to incorporate EDI, and those ahead of us are finding success.

Passport Service

We are in the low period now for passport sign-ups, but even so there were 99 completed new passports in June.

Staffing changes

- Hiring of Rachel Colias to the FT position of Teen and Youth Services Librarian effective July 16, 2018
- Resignation of Christi Gamboa from the PT position of Library Page effective June 26, 2018
- Resignation of Vicky Buschner from the PT position of Library Page effective July 17, 2018
- Removed from the sub list for Youth Services: Stephanie Gray, Andrea Johnson, Colleen Luxem

Marketing notes



From Sasha:

The 4th of July Parade and After Party were a huge success for the Library. It was a great opportunity for us to promote our programs and services to the community. It was a hot morning, so parade attendees were grateful to receive a recycled paper fan with information about getting a library card printed on it. It was nice to hear all the compliments as we were marching along. More than 60 staff members and their families along with 3 dogs participated in the parade. Members of the Shakespeare Project of Chicago joined us as well. Following the parade was the After Party at Grennan Heights Park. Families flocked to our booth to play Bozo Buckets and Library Plinko to win prizes. We had nearly 400 interactions with members of the community over a two-hour period.

Now that Summer Reading and the 4th of July Parade are behind us, the PR & Marketing Department will start working on usability testing for Chapter One, and a library card sign-up campaign which will launch in September.

Staff notes

From Suzy: I gave a presentation as part of panel to a group of library staff about our experience migrating from Evanced to Communico for the LACONI Technology section.

I attended the ALA Annual Conference in New Orleans and went to sessions on artificial intelligence, the National Impact of Library Public Programs Assessment (NILPPA), and creating partnerships with other community organizations. Additionally, I presented alongside with two members of the PLA Committee on digital literacy initiatives in public libraries.

From Dodie: Maryellen and Judy both attended the ALA Annual Conference. Both have submitted reports and have shared them with the department. I appreciate it that the board allows them to attend because it is very motivating to hear what sorts of things that other libraries from around the country are doing. Our department hopes to implement some of these ideas.

From Teen Librarian Donna Block:



As our full-time intern, paid for by the PLA Inclusive Intern Initiative grant, Divya and I had the opportunity to travel to Washington, DC for a kick-off weekend on June 14-16. In addition to attending inspirational training sessions, we toured the Georgetown University Library and the Library of Congress. Divya is working on a pair of projects to further the library's strategic plan goals of engaging the community and serving underserved patrons.



Veterans History Project

Neil posted to the Veterans History Blog which had 385 views last month. He often visits the weekly get-together of the Niles Vietnam Veterans. This month he presented Niles resident Dennis Nilsson with his final booklet and obtained his signature of release.

Building and Technology

Dave has been diligently working over the past two years to reduce our electricity use. He has systematically swapped out many of the library's fixtures for LEDs. As a result, our monthly ComEd Energy Efficiency Program statement shows that not only are we using less energy (17% less compared with June 2017) but we are also doing better than comparable businesses.

Dave is working with our three vendors on the three projects approved by the Board for the building. The chiller has been ordered and is expected in early October. The caulking should have begun by the time of the Board meeting, and when it is finished the painting can begin. Dave has also been working on the reconfiguration of the Adult Services workroom to include a storage room. We are extremely fortunate to have such a capable and imaginative person to manage our facility!

Volunteer notes

Cyndi held a training session and found four resident volunteers as well as a student intern who will be helping with a project in Youth Services. Each of these volunteers brings their own professional background, including this time a retired Polish librarian and a software engineer. As sometimes happens, another volunteer finished training but found that the work was too physically taxing.

Library Gardeners continue to monitor the Library containers and tend to the Food Pantry plots at Farm on Franks.



Management Association = HR Source

We have a membership in the Management Association which allows us to get HR-related training and advice including a legal hotline—it's been very useful and reasonably priced for us. They have changed their name, so you will now see references to HR Source instead.

Interesting Patron Comments from Adult Services

From Neil:

1. I am interested in the material in the body, like tissues and fiber, between skin and bones. Oh, yes there's an article there on a potential new human organ "Interstitium" looks good. Can I have a copy?
2. Writing a grant, we have been invited to apply for a grant and need to strengthen the narrative with reference to peer-reviewed studies of the benefit of summer camps for marginalized or at-risk students.
3. I would like to find photos of the 1930's Meincke Honey Farm in Arlington Heights area that may be related to the cemetery relocation dispute because of the O'Hare annexation and the effect on Rest Haven Cemetery in Bensenville.

From Cecilia: One of our regular patrons is going to London soon and has watched a Great Courses DVD we got for him from ILL. In that show, the professor used these types of lithograph historical maps of London to depict what he was talking about. He wanted me to see if I could find a source of these maps online. I could not find specifically what he was looking for (the professor must have had the maps custom made or used a digital map-making software), but I printed out the email address for the professor at Loyola University who ran the Great Course instruction.

In addition to that, I recommended several travel/map stores that I've been to in London, including Storey's off Charing Cross Road and Stanfords in Covent Gardens. I printed out those addresses for him. He also wanted recommendations for other historical things to do. Not only did I recommend the new Shakespeare's Globe, but also the Rose Theatre site, which is being excavated and turned into a museum. This patron is an avid attendee of the library's Shakespeare Project.

From Val de la Calle: questions on the NCLEX-RN Drug Guides, the GMAT test, the National Geographic Special Edition periodical, and the Montessori method of education.

From Pat: I received an email from a patron saying, "Thanks for the list of art critics, and all you do for the patrons of the library, like me."

Committees

Sunshine *From Dodie:* The Sunshine Committee hosted their annual pot-luck Hot Dog Day for staff this month. It was an outstanding success with Dave grilling more than 90 hot dogs! Many thanks to Dave and to those who brought in the hot dogs, buns, salads, treats, baked beans, condiments, etc.

Safety and OSHA Compliance *From Cyndi:* The Safety Committee met and discussed the final production of the New Employee Safety Manual and the service desk flip-style reference guide. These will both be finished in Word to allow for easy updates. The committee will handle the production.

Lisi and Dave have the Safety Data Sheets up to date in duplicate, and have our required signs posted. We have acquired 4 Blood Borne Pathogen kits for distribution around the building in areas where knives and paper cutting equipment is used.

September is National Preparedness Month. We are planning an early Monday morning fire drill and staff First Aid & AED training in celebration. We will also host a RAILS workshop which 5 library staff will be able to attend for free. The workshop is a cooperative effort by the Midwest National Network of Medical Libraries and presented by the Depression and Bipolar Support Alliance of Chicago and is called, Mental Health First Aid. The aim of this 8-hour course is to give front line staff the skills to help recognize someone who is developing a mental health problem or experiencing a mental health crisis and the tools to get them the help they need.

Art & Display *From Victoria:* July's exhibit in the Franklin Gallery is a collection of oil paintings by Stanislaw Kielar. Stanislaw is a Niles resident who emigrated from Poland in 1987. After raising three, with his wife and have a career as a machinist, Stanislaw returned to his childhood passion, a love of painting. Please check out his twenty-two beautiful pieces in our gallery. This exhibit will be up until the 27th of July. We plan to have a small reception to showcase Stanislaw's work and possible meet other Polish-American artists from the community. In the 2000s he formed a club for Polish artists called ArtPo. Hopefully, the reception will be mutually beneficial with NMDL heading up CTIS with this year focusing on the Polish-American experience.



FOIA Requests

None

Trustee Calendar

July

- 7/1/18—New fiscal year begins
- 7/4—Independence Day Parade, 8:30 a.m. at Notre Dame School
- 7/17—Chamber Golf Outing
- 7/18—Regular meeting of the Board of Trustees
- 7/19—Friends of the Library Meeting

August

- 8/15—Regular meeting of the Board of Trustees
- 8/16—Friends of the Library Meeting

September

- 9/19—First date to collect signatures on nomination petitions for April 2019 election
- 9/19—Regular meeting of the Board of Trustees—determination of the levy amount
- 9/20—Friends of the Library Meeting

October

- 10/9-10/11—Illinois Library Association Annual Conference, Peoria
- 10/17—Regular meeting of the Board of Trustees—adoption of the 2018-19 Levy ordinance
- 10/18—Friends of the Library Meeting

November

- 11/14—Regular meeting of the Board of Trustees (Note early meeting for Thanksgiving)

December

- 12/10—First day to file nominating petitions for April 2019 election
- 12/17—Final day to file nominating petitions for April 2019 election
- 12/19—Regular meeting of the Board of Trustees

ALA Annual Conference: June 21-25, 2019 Washington DC

PLA Conference: Feb 25-29, 2020 Nashville

Monthly Statistical Report -- June 2018

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	264	372	-29.03%			
Total District Cardholders	22,142	24,056	-7.96%			
Patron Visits	41,860	38,378	9.07%			
Unique Library Cards Used	5,202	5,193	0.17%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	41,119	45,757	-10.14%	518,680	546,933	-5.17%
Teens	4,467	4,893	-8.71%	44,994	46,976	-4.22%
Juvenile	45,911	48,317	-4.98%	507,522	522,961	-2.95%
Digital	2,227	1,627	36.88%	23,970	20,407	17.46%
Equipment	123	135	-8.89%	1,378	1,271	8.42%
TOTAL Loan of Library Materials	93,847	100,729	-6.83%	1,096,544	1,138,548	-3.69%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print: Fiction & Nonfiction	20,053	21,502	-6.74%	244,801	252,606	-3.09%
Magazine	1,104	926	19.22%	12,907	12,658	1.97%
Multimedia: Audio & Visual	19,962	23,329	-14.43%	260,972	281,669	-7.35%
TOTAL Adult Loans	41,119	45,757	-10.14%	518,680	546,933	-5.17%
Teens						
Print: Fiction & Nonfiction	3,537	3,781	-6.45%	34,148	34,951	-2.30%
Magazine	10	12	-16.67%	268	182	47.25%
Multimedia: Audio & Visual	920	1,100	-16.36%	10,578	11,843	-10.68%
TOTAL Teen Loans	4,467	4,893	-8.71%	44,994	46,976	-4.22%
Juvenile						
Print: Fiction & Nonfiction	35,253	36,356	-3.03%	396,727	393,906	0.72%
Magazine	284	213	33.33%	2,520	2,571	-1.98%
Multimedia: Audio & Visual	10,374	11,748	-11.70%	108,275	126,484	-14.40%
TOTAL Juvenile Loans	45,911	48,317	-4.98%	507,522	522,961	-2.95%
Equipment Loan	123	135	-8.89%	1,378	1,271	8.42%
Digital Loan (ebooks, eaudiobooks)	2,227	1,627	36.88%	23,970	20,407	17.46%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	10,010	8,033	24.61%	157,721	149,013	5.84%
HOLDS	Current Month	Prior Year Same Month	% Change			
Hold Placed	6,576	6,588	-0.18%			
Hold Made Available	6,461	10,638	-39.26%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
TOTAL In-House Use of Materials	9,776	6,593	48.28%	88,459	78,517	12.66%
Items moved on Shelf	4,592	5,554	-17.32%	60,951	53,329	14.29%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,408	1,341	5.00%	15,575	16,411	-5.09%
Digital Services	2,489	2,666	-6.64%	31,153	32,633	-4.54%
Kidspace Express Internet	52	40	30.00%	425	335	26.87%
Kidspace	2,446	2,180	12.20%	19,094	17,828	7.10%
Kidspace iPad Usage	450	450	0.00%	4,220	4,663	-9.50%
Teen Underground	559	490	14.08%	4,644	3,593	29.25%
TOTAL Users	7,404	7,167	3.31%	75,111	26,419	184.31%
Patron Wi-Fi Uses	11,686	13,948	-16.22%	177,917	149,246	19.21%
Scanning & Fax Pages	6,474	5,453	18.72%	68,012	50,453	34.80%
Print & Copy Pages	17,908	15,570	15.02%	198,862	206,774	-3.83%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	31	22	40.91%	347	468	-25.85%
Large Scale Poster Printer	1	2	-50.00%	39	63	-38.10%
VHS to DVD Conversion	7	50	-86.00%	98	171	-42.69%
TOTAL Use of Staff Mediated Equipment	39	74	-47.30%	484	702	-31.05%
USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	52	50	4.00%	1,052	772	36.27%
Study Rooms 1-5	621	479	29.65%	6,619	6,691	-1.08%
Creative Studio A	79	33	139.39%	732	442	65.61%
TOTAL Users of Staff Mediated Spaces	752	562	33.81%	8,403	7,905	6.30%

Monthly Statistical Report -- June 2018

MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	32,906	34,954	-5.86%			
Facebook "Likes"	1,585	1,351	17.32%			
Buzz Blog views	650	648	0.31%			
Media Hits (includes print and online articles and listings)	42	26	61.54%			
e-News Subscribers	17,287	15,477	11.69%			
New Resident Letters (May)	174	41	324.39%			
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	3,232	2,936	288,005			
Non-shelved materials	-	-	296			
Equipment	-	-	86			
Total	3,232	2,936	288,387			
LIBRARY SERVICES	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Notary Public	61	194	-68.56%	1,101	1,915	-42.51%
Test Proctoring	9	18	-50.00%	75	157	-52.23%
Passports Processed	99	-		844	-	
Voters' Registration	0	-		6	28	-78.57%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	626	2,595	-75.88%	16,445	66,416	-75.24%
Ready Assistance	10,787	7,881	36.87%	109,614	89,785	22.08%
Reference/Research	6,158	7,390	-16.67%	71,455	42,556	67.91%
TOTAL All Service Desks	17,571	17,866	-1.65%	197,514	198,757	-0.63%
Adult Services (3rd Floor)	884	879	0.57%	10,275	10,789	-4.76%
Commons Desk	15	1	1400.00%	223	492	-54.67%
Fiction/Audiovisual Services Desk (2nd Floor)	1,335	1,669	-20.01%	17,674	18,217	-2.98%
Patron Services	4,995	5,806	-13.97%	69,250	82,171	-15.72%
Technology Desk	2,165	1,707	26.83%	24,372	19,627	24.18%
Teen UnderGround Desk	940	1,272	-26.10%	8,910	6,864	29.81%
Outreach Service	2,163	2,865	-24.50%	28,866	32,686	-11.69%
Youth Service/KidSpace Desk	6,406	5,114	25.26%	53,082	46,097	15.15%
Total Service Interactions	18,903	19,313	-2.12%	212,652	216,943	-1.98%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,377	5,265	-16.87%	58,904	60,037	-1.89%
Items Received from CCS Libraries for Patrons	4,422	3,342	32.32%	41,111	41,839	-1.74%
Items Lent to OCLC Libraries	311	202	53.96%	3,798	3,978	-4.52%
Items Received from OCLC Libraries for Patrons	87	79	10.13%	868	1,057	-17.88%
Total Interlibrary Loan	9,197	8,888	3.48%	104,681	106,911	-2.09%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	195	221	-11.76%			
Number of Visits	168	165	1.82%			
Institutions						
Number of Institution Deposit Collections	10	11	-9.09%			
Number of Visits	10	11	-9.09%			
Schools						
Items Delivered	160	277	-42.24%			
Number of Trips	9	10	-10.00%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	29	289				
Adult and Outreach Services & Programs	3	13				
Digital Services & Programs	6	50				
Patron Services	5	27				
Teen Services & Programs	24	135				
Youth Services & Programs	11	53				
Youth Services Summer Reading Volunteers	87	1,060				
Total Volunteers and Hours This Month	165	1,627				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>158</i>	<i>1,439</i>				

Monthly Statistical Report -- June 2018

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Youth Programs	67	10,389	125	11,576	-10.25%
Teens Programs	23	518	18	599	-13.52%
Adults Programs	29	294	17	564	-47.87%
Digital Services Programs	24	131	20	80	63.75%
Outside Meetings	26	354	15	287	23.34%
TOTAL PROGRAMS AND EXHIBITS	169	11,686	195	13,106	-10.83%
Programs-Youth Audience					
1KBK added visits	ongoing	11			
1KBK registrations	1	6			
1KBK Graduation Party	1	33			
Bibliobop Dance Parties!	1	132			
Book Buddies	8	22			
Book Buddies Orientation	1	9			
Cursive Club	1	10			
Family Movie	2	110			
In-house Toys and Games	1	263			
Kids Lunch	6	439			
Kindle Book Club	2	24			
Lego WeDo Robotics	1	12			
Mega Mondays-Drama, Mondays on the Move, Yoga, Lego	4	94			
Minecraft Open Play	1	5			
Scratch Coding Camp	6	89			
Second Saturday Breakfast Bingo	1	32			
Second Sunday: Dave Dinaso's Reptiles	1	168			
Story: Babytime	4	170			
Story: Evening Family Storytime	4	35			
Story: Rise & Shine Storytime	4	147			
SRC Kickoff Event	1	220			
SRC Registrations	1	1,600			
SRC Post Cards	ongoing	83			
SRC Added Visits	ongoing	5,357			
SRC Finishers	ongoing	165			
SRC Volunteer Orientation	2	49			
SRC Volunteer Program	1	486			
Video Games	1	258			
Wonder Ground: Backyard Summer Science	8	106			
Writing Center	1	227			
Preschool visits to the Library	2	27			
Youth Community Engagement Programs					
SRC Library Field Day and Concert at Dee Park	1	88			
Total Youth Services Programs	67	10,389	125	11,576	-10.25%
Programs--Teen Audience					
English Conversation Club	4	6			
Games	1	14			
Hamburger Cupcakes	1	15			
Movies in the Underground	1	6			
Teen Advisory Board	1	17			
Playbill	12	87			
Sphero Painting	1	15			
Video Games	1	108			
SRC Registrations	1	119			
SRC Return Visits	ongoing	131			
Total Teen Programs	23	518	18	599	-13.52%
General Programs--Adult Audience					
	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Adulting 101: Landing First Post-Graduation Job	1	5			
Book Discussions - Literary (Book Buzz)	2	13			
CJE Senior Life	1	0			
IL Bicentennial Program: The Road to Statehood	1	16			
IL Bicentennial Program: Giants in the Park	1	19			
IL Bicentennial Program: Main Street, Illinois	1	19			
Job Counseling	1	4			
New Release Movie: The Darkest Hour	1	17			
New Yorker Discussion Group	4	38			
Niles Songwriters	1	4			

Monthly Statistical Report -- June 2018

General Programs--Adult Audience, continued	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Oakton Community College English as a Second Language	1	39			
Pages Through Time Nonfiction Book Discussion	1	6			
Polish Language Book Discussion	1	13			
Polish Language Around the World with Rek Travel	1	18			
Senior Coffee Hour: Wedding Bells Are Ringing	1	13			
Small Business Counseling	4	4			
Tempero Brasileiro Sunday Concert	1	31			
Tuesday Night Film Series: Beat Street	1	-			
Tuesday Night Film Series: School Daze	1	2			
Adult Community Engagement Programs					
BookBites Popular Fiction Discussion	1	21			
Low Vision Support Group (VIM)	1	7			
Low Vision Support Group (VIM) Book Discussion	1	5			
Total Adult Programs	29	294	17	564	-47.87%
Digital Services Programs --Adult Audience					
1-2-1 Technology Help	6	6			
3D Printing Basics	1	3			
Airbnb for Beginners	1	8			
Creative Studio Summer Volunteer Orientation	3	15			
Design Your Own Bottle Opener	1	10			
Excel Basics	1	12			
Find Your Way with Google Maps	1	5			
Fused Glass Wall Pocket Vase	1	16			
Introduction to Google Docs	1	4			
Maker Lab	1	5			
Microsoft Word 2016	1	9			
Photo Editing in Adobe Lightroom for Mobile	1	6			
Silhouette for Beginners	1	3			
Silhouette Wednesday	2	15			
Tablet Tuesday	1	5			
Virtual Fridays	1	9			
Total Digital Services (DS) Programs	24	131	20	80	63.75%
Community Meetings in Library Spaces	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Khalid Baloch/Study Group	4	80			
Niles All American Toastmasters Club	2	30			
Burning Bush Condo Association	1	20			
Karol Verson - Film Discussion Group	1	10			
Hack Ridge Junior Developer Camp Planning Meeting	1	9			
Jewish Genealogical Society of Illinois	1	10			
Woodley Park Condo Assoc/NS Management	1	15			
Niles Historical Society-Information Table	2	33			
Hasan Siddiqui/IT Training	6	60			
Wood River Condo Assoc/Rosen Management	1	12			
Niles Township Toastmasters	2	22			
Niles International Township	1	50			
Ukrainian Women in Business	1	25			
DAR Membership Workshop	1	11			
Total Community Meetings	26	354	15	287	23.34%
GRAND TOTAL PROGRAMS AND ATTENDANCE	169	11,686	195	13,106	-10.83%

Patron Suggestions and Comments for July 2018

Responses to Patron Suggestions and Comments

Suggestions

To solve the Sunday insert dispute between patrons, I have a suggestion. The Tribune offers delivery for free of the Sunday sale ads. Email insideshopper.com. Ask for a couple dozen or three dozen Sunday inside shoppers. During the week you can put out a few everyday so many patrons have access. The inside shopper comes with the regular paper delivery and it does not cost anything. Any leftover ads can be recycled.

Thank you for the suggestion! We are experimenting with putting the two sets of coupons out again, but if we find we need more we will follow up on this.

Can the Library please make cassettes a possibility to checkout, please.

I'm afraid very few Library patrons have cassette players anymore. They occasionally are available in the sale items, though.

The library could use a separate table for patrons who want to apply for a new or renewed library card (near patron services area). The above would eliminate the wait time for the other ones just taking books out. Thank you. S. W.

Thank you for the suggestion—we will consider how we are using our current desks.

Fundamentals of Deep Learning book would be nice to have at this library. R. M.

Thank you for the suggestion—I will pass it along to the librarian who selects this area. In the meantime, it is available at other libraries in our consortium and we are happy to get it for you from another library.

This library is great, but I have one event suggestion which is a sleepover @ the library. NOT JOKING AT ALL. Any questions? Email me. V. P.

This would be a good topic for our Teen Advisory Board to consider—thanks for making the suggestion. We will follow up with you by email.

More games for Nintendo and for the KidSpace. Put a PS4, Xbox One, and Nintendo Switch, not Wii U and XBOX 360.

Thanks for letting us know what you would prefer. We will look into it.

Patron requested larger print on hold wrappers.

Unfortunately, we have no control over this, but we have requested it with our vendor.

Comments

Bernadetta was so helpful, patient & kind. She showed me how to email and I don't even have a cell phone. So sweet! Great library. S. H.

Thank you Pete for your patience! Dragging the document from Word to composed email is much easier! I hope I remember how to do it. L. S.

Thank you to Kathleen! I appreciate her help! L. S.

I just attended the session on Goggle Docs. It was very informative to me and the you man who presented the class, Jabez Patterson and his young helper, George, were very good and helpful to me. R. K.

Ms. April Lee at the KidSpace was amazing! I asked her help to search for some books and she was very helpful, kind, and patient. She found the books I requested even though it took some time to do the search. Great lady! Thank you!! 😊 A. T.

You should hire Shreya P., as a summer intern again. She's very helpful and nice!

A very special thanks to Stacy for the work she prepares for the film series. Thanks to Neil, too, for the genealogy sessions he leads. Neil and Stacy are tremendous assets to the Library. We're lucky to have them. T. G.

Thanks to each of you who took the time to let us know that you appreciate our great staff. I will be sure that they (and their supervisors) see your kind words.

July 18, 2018

New Business - Recommended Actions

A. Recommended Action on Trustee Travel Reimbursement Request

MOVE that the Library Board of Trustees vote to reimburse Trustee Linda Ryan for a total of \$2,553.20 for her expenses associated with attending the Annual Conference of the American Library Association June 21-24, 2018 in New Orleans, Louisiana.

Memorandum A of Recommended Board Action

According to the Travel Control Expense Act and Policy 4.16 Travel Expenses, all reimbursements to Library Board members must be approved by roll call vote in open session. Breakout of expenses is attached.

Niles Public Library District Travel Expense Report

Name: Linda Ryan
Department: Trustee
Job Title: _____
Expense Account: _____
Event: ALA Annual Conference
Place: New Orleans, LA
Dates (including travel): June 21-24, 2018

Please attach receipts for all items.
Meals or entertainment which are part of the program or event should be entered under Item 6.

	Total Trip Expense	To be Reimbursed
1. Registration Fees	\$ <u>460</u>	\$ <u>460</u>
2. Transportation	\$ <u>758.95</u>	\$ <u>758.95</u>
3. Hotel # Days <u>3</u> <i>(attach itemized bill)</i>	\$ <u>1,018.59</u>	\$ <u>1,018.59</u>
4. Incidentals (<i>tips, parking, tolls, etc.</i>)	\$ <u>84.20</u>	\$ <u>84.20</u>
5. Meals (\$50 per diem)	\$ <u>133.46</u>	\$ <u>133.46</u>
6. Extraordinary Expense <u>events x 3</u>	\$ <u>98.00</u>	\$ <u>98.00</u>
7. Mileage by private auto Miles _____ x Rate _____	\$ <u>0</u>	\$ <u>0</u>
Total \$	<u>2,553.20</u>	<u>2,553.20</u>

☆ Signature Linda Ryan Date July 6 - 2018
 Director Approval Susan Rimple Date 7-5-18

PAID

DATE 6/18
 ACCT. # 01-5470-54-09

New Business - Recommended Actions

B. Recommended Action on Special Reserve Fund Expenditure

MOVE the Library Board of Trustees approve the expenditure of \$6,245.88 from the Special Reserve Fund for seven network switches from CDW Government LLC.

Memorandum B of Recommended Board Action

The purchase of 7 replacement Hewlett Packard Enterprise Power over Ethernet (POE) network switches has been planned to provide the Patrons and Staff with a more robust and faster core network. These new network switches will be capable of powering additional wireless access points, IP security cameras and other POE network devices such as VOIP telephones as well as standard data connections.

Description	Vendor	Library Funding	E-Rate Funding	Total Cost
7 HPE Aruba 2930M-48G-POE+ 680W Network Switches with expansion & stacking modules	CDW Government LLC	\$6,245.88	\$24,983.53	\$31,229.41

The E-Rate Program administrator, Universal Service Administrative Company (USAC) reviewed our application and approved each funding request committing \$24,983.53 for this specific Technology Upgrade Project.

Please see the price quote following for additional details.

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.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JQZJ031	3/21/2018	JQZJ031	259487	\$31,229.41

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Aruba 2930M 48G POE+ 1-Slot - switch - 48 ports - managed - rack-mountable Mfg. Part#: JL322A UNSPSC: 43222612 Contract: Standard Pricing	7	4524263	\$2,553.14	\$17,871.98
Aruba X372 - power supply - hot-plug / redundant - 680 Watt Mfg. Part#: JL086A#ABA UNSPSC: 39121004 Contract: Standard Pricing	7	4360870	\$248.79	\$1,741.53
Aruba 3810M/2930M Smart Rate Module - expansion module Mfg. Part#: JL081A UNSPSC: 43201404 Contract: Standard Pricing	7	4601255	\$778.29	\$5,448.03
Aruba - network stacking module Mfg. Part#: JL325A UNSPSC: 43201404 Contract: Standard Pricing	7	4554280	\$396.73	\$2,777.11
HPE - expansion module Mfg. Part#: J9732A UNSPSC: 43201404 Contract: Standard Pricing	4	4361340	\$388.95	\$1,555.80
HPE - network stacking module - 2 ports Mfg. Part#: J9733A UNSPSC: 43201404 Contract: Standard Pricing	4	4361341	\$396.74	\$1,586.96
HPE stacking cable - 1.6 ft Mfg. Part#: J9734A UNSPSC: 26121609 Contract: Standard Pricing	1	4361342	\$58.01	\$58.01
HPE stacking cable - 3.3 ft Mfg. Part#: J9735A UNSPSC: 26121609 Contract: Standard Pricing	1	4361343	\$73.58	\$73.58
HPE stacking cable - 10 ft Mfg. Part#: J9736A	1	4361344	\$116.41	\$116.41

QUOTE DETAILS (CONT.)

UNSPSC: 26121609

Contract: Standard Pricing

PURCHASER BILLING INFO		SUBTOTAL	\$31,229.41
Billing Address: NILES PUBLIC LIBRARY ACCTS PAYABLE 6960 W OAKTON ST NILES, IL 60714-3098 Phone: (847) 967-8554 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		GRAND TOTAL	\$31,229.41
		DELIVER TO Shipping Address: NILES PUBLIC LIBRARY RICHARD WOZNICZKA 6960 W OAKTON ST NILES, IL 60714-3098 Phone: (847) 967-8554 Shipping Method: DROP SHIP-GROUND	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Jacob George

(866) 682-3510

jacogeo@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

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New Business—Recommended Actions

C. Recommended Action on Change Order for Exterior Painting

MOVE the Library Board of Trustees approve a change order to the awarded Nedro Decorating, Inc contract in the amount of \$4,800 for exterior painting of the Library building bringing the total contract value to \$49,000.

Memorandum C of Recommended Board Action

At the May 16th meeting of the Board of Trustees, Nedro Decorating Inc. was awarded a contract to paint the exterior of the Library building in the amount of \$44,200. The original bid by Nedro included a paint product which was not sufficient for the job. Subsequently, they submitted the attached change order for \$4,800 in additional cost to provide the appropriate paint for the job.

Including the change order for the new paint grade, Nedro Decorating is still the lowest qualified bidder for the exterior painting project at the Library as summarized below:

Contractor Name	Address	Total
BP&T	800 Northwest Highway Mount Prospect, IL	\$ 25,800
Nedro Decorating, Inc	1019 Sill Avenue Aurora, IL	\$ 49,000
Continental Construction Company, Inc	1919 Greenwood Street Evanston, IL	\$ 106,000
Oosterbann & Sons Co	2515 W 147th Street Posen, IL	\$ 109,000
ATP Enterprise Group	400 Central Avenue Northbrook, IL	\$ 111,000

The change order follows this page.

SPRAY PAINTING • SAND BLASTING • PROTECTIVE COATINGS • VINYL WALL COVERINGS



EXTERIOR PAINTING – NILES MAINE LIBRARY

Date: May 29, 2018

Project: Niles – Maine District Library

Bid on April 30, 2018 -----\$ 44,200.00

Total Add to use Elastomeric paint -----\$ 4,800.00 (120 gallons at \$40/gal)

Total contract price with elastomeric upgrade -----\$ 49,000.00

Bryan T Gibson - President

Authorized Signature – Niles Maine Library

