



Niles-Maine District Library

Regular Meeting

Wednesday, May 16, 2018 7:00 PM



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

May 16, 2018

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised 5/14/2018

ORDER OF BUSINESS

1. Call to Order
2. Pledge or Allegiance
3. Approval of Minutes
 - A. Approve the Minutes of the Regular Board Meeting of April 18, 2018 4
 - B. Approve the Minutes of the Special Board Meeting of May 2, 2018 9
4. Ross Klicker, Economic Development Coordinator, Village of Niles
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Reports 10
 - B. Approve payment of the bills for Operating Expenses of \$220,337.66, Payroll Expenses of \$274,247.35, Special Reserve Expenses of \$19,180.00, for a total monthly expense of \$513,765.01 17
7. Director's Report
 - A. Highlights 33
 - B. Monthly Statistics 45
 - C. Strategic Plan Update
8. Communications
 - A. Patron Suggestions 49
 - B. May Communications 52
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. Secretary's Report - A Notice of Public Hearing on June 20, 2018, at the hour of 6:55 PM at the Niles-Maine District Library, Board Room, 6960 Oakton Street, Niles, Illinois, concerning Tentative Ordinance 18-01, a Tentative Ordinance Providing for Budget and Appropriations of the Niles-Maine District Library for the Fiscal Year Beginning July 1,

Board Meeting Agenda - May 16, 2018

2018 and Ending June 30, 2019, was published in the Journal Topics and News on Wednesday, May 16, 2018. Copies of the aforementioned Tentative Ordinance will be available in the administrative office of the Niles-Maine District Library after May 16th, from 9:00 AM to 5:00 PM, Monday through Friday

11. New Business

- A. Approve the recommended purchase of twelve laptop computers, peripherals, and a charging storage cart from Dell Computers in the amount of \$21,689.73 53
- B. Award Continental Construction Company, Inc., a contract in the amount of \$106,000 for exterior caulking of the Library building 60
- C. Award Nedro Decorating, Inc., a contract in the amount of \$44,200 for exterior painting of the Library building 65
- D. Award C. Acitelli Heating & Piping Contractors, Inc., a contract in the amount of \$147,160 for the 250-ton chiller replacement on the Library building 71
- E. Approve the recommended purchase Liability and Workers' Compensation insurance in the total amount of \$61,671 for the 2018-2019 fiscal year 87
- F. Approve the appointment of and payment to McClure Inserra & Company Chartered in the estimated amount of \$17,200 to perform the audit of the Niles-Maine District Library as of and for the year ending June 30, 2018 88
- G. Approve the recommended renewal of the healthcare insurance plan with Blue Cross Blue Shield (E2ED1705) beginning on July 1, 2018 and ending on June 30, 2019 95
- H. Approve the recommended price tags to be charged for health insurance beginning on July 1, 2018 and ending on June 30, 2019 96
- I. Adopt Ordinance 18-01, Tentative 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 97

12. Unfinished Business

13. Other

14. Adjournment

**Niles-Maine District Library
Regular Board Meeting Minutes
April 18, 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

Dianne Olson, Tim Spadoni. Patti Rozanski, Linda Ryan. Karen Dimond gave previous notice. Dennis Martin arrived at 7:02 PM. Carolyn Drblik attended by phone.

Library Staff Present

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

Others Present

Niles Resident, Joe Makula

Call to Order

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

Vice President Linda Ryan announced that Trustee Drblik, due to illness, will be in attendance at the Board meeting by use of a telephone conference call.

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

Vice President Ryan led the Pledge of Allegiance.

Approval of Minutes

Trustee Spadoni MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of March 14, 2018. Trustee Olson seconded.

Trustee Drblik asked that under New Business, Discussion with possible motion the requirements of State Statutes regarding hiring library personnel under 75 ILCS 16/30, be corrected to read Trustee Drblik MOVED the Library Board of Trustees approve the reversal of the current personnel approval procedure for hiring personnel by Library Director, Susan Lempke, for hiring employees, fixing compensation and removal of employees which is in violation of Illinois State Statute 75 ILCS 16/30-55.35.

Vice President Ryan asked whether the movant and seconder agreed with the correction to the original possible motion and to approve the amended change on page 3 of the Minutes. Trustees Spadoni and Olson said yes.

The correction was noted and made to the original Minutes.

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

Public Comment

Vice President Ryan invited those who signed in to speak.

Mr. Joe Makula addressed the publication of public bids in a newspaper, such as the *Journal*, that he thinks has a better serving area. He then addressed the attendance of less than 10 people at 29 library programs. He feels that programs with low attendance should be eliminated.

Treasurer's Report

The Library Board reviewed the March 2018 Treasurer's Report as presented by Treasurer Tim Spadoni. The Financial Report as prepared by Treasurer Tim Spadoni for March was provided as follows: March is the ninth month of the fiscal year; 75% of the way through our fiscal budget.

Income Statement

Page 9

Revenues

Overall revenues are at 96% of budget.

Property Taxes – We have, for the most part, received our property taxes. There could be small amounts posted and transferred to the Library from the county from time to time but nothing significant. The collected amount is less than the budgeted amount due to the transfer of monies to the TIF districts as well as refunds and other adjustments made by the county.

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

Book Sale – We are running under budget for this category. I suggested to Susan that we promote the book sale in the Chapter One newsletter since it is possible that a number of our patrons do not know about the items for purchase.

Passports – The current monthly income exceeds the anticipated monthly income.

Miscellaneous - This month we had two significant receipts. The first receipt was for \$9,717.68 from a class action lawsuit which was filed some time ago (not by us) having to do with overcharges related to the purchase of LCD screens. The notice of settlement was forwarded to Rich Wozniczka (IT) who compiled a list of qualifying purchases for the refund. The second item was for \$1,000.00 from the sale of the decommissioned Epson large format printer out of Marketing/PR.

Expenditures

Salaries – Continued under budget by \$85,701.

Page 10

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

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

Software Licenses – A large portion of this category has not be used. For example, we budgeted \$7,000 for scheduling software and with the changes occurring with Polaris and Communico, we postponed this expenditure. We were also able to secure \$19,000 in savings on several software products by purchasing them at the end of the previous fiscal year. However, some items will occur this fiscal year as in the Adobe renewal of \$13,500 to be discussed during our meeting.

Per Capita Grant Expenditures - If we receive the Per Capita Grant, we will be able to spend a significant portion of it as well as allocate some expenditures we have already made to this line item which qualify for the grant. However, we are not certain of the conditions of the grant (if they are changing,) due to the lateness of the distribution.

Page 11

General and Administration – The category is running under budget by \$32,414.

Professional Collection – \$4,445.28 of this month's expenditure is for the renewal of Gale Analytics. In previous fiscal years, this has been charged to the Materials - Online Database line item. However, it is really part of the professional collection as items or subscriptions solely for the use of staff, and should be charged to the professional collection.

Page 12

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

Deferred Compensation - \$500,000 of the budgeted \$735,000 was designated for the one-time payment to the Illinois Municipal Fund. In November meeting, the Board approved a \$532,000 payment to the Fund (the IMRF calculated amount).

Capital Expenditures – A number of items have yet to be charged to this account.

Special Reserve Building - The Fire Alarm which will be discussed today will come out of this fund. \$11,609 of the signage contract will be charged in April. The electrical contract for the monument sign on Oakton Court will be paid next month.

Other items, such as the chiller, caulking and painting will all likely happen after the end of the current fiscal year so they will be accounted for in the next year's budget.

Audit – The audit ran \$3,500 more than was budgeted. This should be accounted for in next year's budget.

Page 13

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

Total Expenditures – Running 7% under budget.

Trustee Martin asked whether he can obtain the financial reports in Excel format so that he can manipulate the information in a way that he can have a better understanding of the data. Ms. Lempke responded that it is bad practice to send out financial documents in a format that can be altered. Ms. Lempke suggested that Mr. Martin request Greg Pritz to sort a report in a way that would be helpful to him. Trustee Martin responded that he did not want to create more work than needed.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$232,522.94, payroll expenses of \$271,405.47, Special Reserve Expenses of \$11,608.71, for a total monthly expense of \$515,537.12. Trustee Spadoni seconded.

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

Director's Report

Ms. Lempke reported that the migration process to Polaris is complete and all of the vendors have been moved for the first time in 20 years. "It went incredibly smoothly and I am very proud of my staff."

Ms. Lempke made reference to the Trustee Calendar asking those on the Board who planned to attend the Night of the Roses on Friday, April 27, to please let Diane Winberg know so that reservations can be made. Right then, Trustees Linda Ryan, Tim Spadoni, Dianne Olson and Patti Rozanski said that they will be attending. Trustees Drblik and Martin said that they would not be able to make the Night of the Roses.

Just as a reminder, Ms. Lempke mentioned that the deadline for the filing of the Statement of Economic Interest is due on May 1.

Ms. Lempke asked the Board to schedule a Special Board Meeting prior to next month's Board meeting to discuss the tentative budget for 2018/2019 on Wednesday, May 2.

Ms. Lempke added that at the May Board meeting, she will be reviewing the next quarter of the Strategic Plan. Also, within the next month, Ms. Lempke will provide the Board with an update of her work and goals for the last year which will be reviewed during her performance evaluation which will be held in Executive Session at the May Board meeting.

Ms. Lempke thanked Trustees Dimond, Martin, and Olson for joining her in greeting and having conversation with library patrons during an open house for Library Week. It was a good time and the cupcakes attracted a big crowd. Trustee Drblik suggested that another event like this be held again six months.

Trustee Olson requested that the Special Board Meeting on May 2 start at 7:30 PM. Going around the table, the Board agreed to the time change.

At this time, Trustee Spadoni commented on the fun picture of Victoria Luz and Arianne Carey posing on a book bike at the ALA conference. He also commented on how well the staff helps with the very challenging questions and issues received from patrons.

Trustee Martin asked Ms. Lempke to provide the Board with an updated organization chart since there have been so many changes in the staff. Ms. Lempke said she would have an updated chart ready for the Special Board Meeting on May 2.

Communications

They were included in the Board packet. At this time, Trustee Ryan thanked Donna Block for coming to Maine South. A big kudos— "she's really on the ball, always doing things that the kids love."

Liaison Reports

Friends of the Library

Trustee Drblik reported that the April meeting was cancelled.

Legislative

There was no report.

RAILS

There was no report.

New Business

Spring Issue of Chapter One

Trustee Rozanski MOVED the Library Board of Trustees approve payment to Visographic in the amount of \$5,891.36 for the spring issue of Chapter One. Trustee Spadoni seconded.

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

Regular Board Meeting – April 18, 2018

Renewal of Adobe Creative Cloud Desktop Apps

Trustee Rozanski MOVED the Library Board of Trustees approve the expenditure not to exceed \$13,500.00 for the renewal of 15 Adobe Creative Cloud Desktop Apps 1-year subscription licenses from CDW-G. Trustee Olson seconded.

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

Fire Alarm Control Panel

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

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

Distribution of the draft 2018-2019 budget

Mr. Pritz provided the Board with a draft of the proposed budget for the fiscal year 2018-2019. Vice President Ryan asked that the Board take the time to review the proposed budget and to direct all of their questions to President Dimond who will compile the questions for discussion at the Special Board Meeting on May 2. This will avoid any duplicate questions.

Unfinished Business

None.

Other

None.

Adjournment

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

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

The meeting adjourned at 8:04 PM.

President

Secretary

**Niles-Maine District Library
Special Board Meeting Minutes
May 2, 2018
7:30 PM
Board Room
6960 Oakton Street
Niles, Illinois**

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

Trustees Present

Karen Dimond, Carolyn Drblik, Dennis Martin, Dianne Olson, Tim Spadoni, Patti Rozanski, Linda Ryan

Library Staff Present

Susan Lempke-Library Director, Greg Pritz-Assistant Director/Business & Operations Manager; Cyndi Rademacher, Assistant Director; Arianne Carey, Youth/Teen Services Supervisor; Dave Dabrowski, Maintenance Services Supervisor; Victoria Luz, Technical Services Supervisor; Sasha Vasilic, PR & Marketing

Call to Order

The Special Board Meeting of the Niles-Maine District Library Board of Trustees was called to order at 7:30 PM.

Roll Call

Roll call was taken by Ms. Lempke.

Pledge of Allegiance

President Dimond led the Pledge of Allegiance.

Public Comment

There were none.

New Business

Presentation and Review of Proposed 2018/2019 Budget

Assistant Director/Business & Operations Manager Greg Pritz gave a presentation on the proposed 2018-2019 Budget. The Board then reviewed the Budget materials they had received and asked questions.

At the end of the discussion, President Dimond asked the Board members if they would like to request any additional information. She reminded them that Trustee Dimond requested a copy of the database usage chart, which Ms. Lempke agreed to give to the Board. She asked for the Board members to indicate if they wanted staff to prepare a list of employees by department, including their names, positions, approved hours, and salary, as requested by Trustee Drblik, but the majority of the Board said no. She also asked for the Board members to indicate if they wanted staff to list what purchases were planned for each line of the materials budget, as requested by Trustee Drblik, but the majority of the Board said no. Trustee Drblik stated that she believes it is her right as a trustee to be given any information she requests, and that it should not be put to a vote.

Adjournment

Trustee Rozanski motioned to adjourn. Trustee Ryan seconded.

Voice vote taken. All ayes. No nays. Motion carried.

The meeting ended at 10:55 PM

President

Secretary

Niles-Maine District Library Board Meeting Financial Report

May 16, 2018

April is the tenth month of the fiscal year; 83.33% of the way through our fiscal budget.

Page 11

Revenues

Overall revenues are at 98% of budget.

Property Taxes – No substantial change from last month.

Per Capita Grant – We have received the \$44,478 Per Capita Grant from the state.

Investment Income – Our Investment Income is doing better than anticipated with the Year to Date amount over ten thousand dollars more than the budgeted amount for the year. We currently have two months remaining for this fiscal year.

Expenditures

Salaries – Continued under budget by \$93,035.

Page 12

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 well under budget at an amount of \$94,100.

Page 13

General and Administration – The category is running under budget by \$29,878.

Page 14 – The categories on this page have no substantial change from last month.

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

Page 15 - Similar as last month, all items are running on or under budget except for Worker's Compensation due to its payment not being spread out over the 12 month year.

Total Expenditures – Running 9.5% under budget.

Niles-Maine District Library

Balance Sheet

April 30, 2018

	GENERAL FUND 4/30/2018	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,053,343)	(\$40,909)	\$1,479,822	\$385,570
Investments	\$9,396,639			\$9,396,639
Total Cash and Investments	\$8,343,297	(\$40,909)	\$1,479,822	\$9,782,209
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	\$14,397			\$14,397
Total Prepaid Items	\$14,397	\$0	\$0	\$14,397
Total Assets	\$11,263,827	\$95,706	\$1,479,822	\$12,839,355
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$166,360	\$12,924	\$19,180	\$198,464
Other Liabilities	\$13,116	\$9,529		\$22,645
Deferred Revenues	\$2,973,353	\$140,428		\$3,113,780
Total Liabilities	\$3,152,829	\$162,880	\$19,180	\$3,334,890
Fund Balance				
Fund Balance	\$8,110,997	(\$67,174)	\$1,460,642	\$9,504,465
Total Fund Balance	\$8,110,997	(\$67,174)	\$1,460,642	\$9,504,465
Total Liabilities and Fund Balance	\$11,263,827	\$95,706	\$1,479,822	\$12,839,355

Niles-Maine District Library

Income Statement-Consolidated

April 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$41,109	\$20,000	\$21,109	\$6,626,313	\$6,613,689	\$12,623	\$6,718,474	99%
Replacement Taxes	\$26,242		\$26,242	\$98,220	\$143,550	(\$45,330)	\$145,000	68%
Per Capita Grant	\$44,478		\$44,478	\$44,478		\$44,478	\$44,478	100%
Grants-Other		\$83	(\$83)		\$833	(\$833)	\$1,000	
Investment Income	\$10,874	\$6,667	\$4,207	\$90,332	\$66,667	\$23,665	\$80,000	113%
Fines	\$2,303	\$2,083	\$220	\$23,985	\$20,833	\$3,152	\$25,000	96%
Lost Books	\$919	\$625	\$294	\$8,961	\$6,250	\$2,711	\$7,500	119%
Pay For Print	\$1,542	\$2,083	(\$541)	\$18,131	\$20,833	(\$2,703)	\$25,000	73%
Book Sale	\$802	\$1,333	(\$531)	\$8,886	\$13,333	(\$4,448)	\$16,000	56%
Passports	\$4,750	\$2,083	\$2,667	\$15,849	\$20,833	(\$4,984)	\$25,000	63%
Non-Resident Fees	\$67		\$67	\$423		\$423		
Flash Drive & Ear Bud Sales	\$7		\$7	\$49		\$49		
Commissions & Fees	(\$1)		(\$1)	\$20		\$20		
Donations	\$0		\$0	\$3,167		\$3,167		
Miscellaneous	\$344	\$113	\$231	\$11,939	\$1,125	\$10,814	\$1,350	884%
Total Revenues	\$133,435	\$35,071	\$98,364	\$6,950,750	\$6,907,948	\$42,803	\$7,088,802	98%
Expenditures								
Salaries								
Library Director	\$10,733	\$10,827	\$93	\$107,535	\$108,266	\$731	\$129,919	83%
Payroll-Department Managers	\$14,916	\$14,792	(\$124)	\$148,335	\$147,916	(\$419)	\$177,499	84%
Payroll-Division Supervisors	\$37,703	\$37,599	(\$104)	\$376,072	\$375,988	(\$84)	\$451,186	83%
Payroll-Librarian I	\$100,894	\$106,710	\$5,815	\$1,008,478	\$1,067,096	\$58,618	\$1,280,515	79%
Payroll-Library Grade V	\$64,633	\$64,108	(\$524)	\$638,460	\$641,083	\$2,624	\$769,300	83%
Payroll-Library Grade VI	\$30,418	\$29,479	(\$939)	\$306,751	\$294,790	(\$11,961)	\$353,748	87%
Payroll-Library Pages	\$8,524	\$10,963	\$2,439	\$65,735	\$109,634	\$43,899	\$131,561	50%
Payroll-Sundays	\$7,465	\$6,667	(\$799)	\$74,529	\$66,667	(\$7,862)	\$80,000	93%
Adjustments		\$833	\$833	\$5,521	\$8,333	\$2,812	\$10,000	55%
Substitutes	\$608	\$1,250	\$642	\$7,823	\$12,500	\$4,677	\$15,000	52%
Total Salaries	\$275,894	\$283,227	\$7,334	\$2,739,238	\$2,832,273	\$93,035	\$3,398,728	81%

Niles-Maine District Library
Income Statement-Consolidated

April 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$9,086	\$14,833	\$5,747	\$141,312	\$148,333	\$7,021	\$178,000	79%
Books-Youth Services	\$3,134	\$6,667	\$3,533	\$56,189	\$66,667	\$10,477	\$80,000	70%
Books-Teen	\$929	\$1,271	\$342	\$11,834	\$12,708	\$874	\$15,250	78%
Downloadables	\$1,745	\$5,000	\$3,255	\$53,038	\$50,000	(\$3,038)	\$60,000	88%
Periodicals	\$16,038	\$2,742	(\$13,297)	\$31,804	\$27,417	(\$4,387)	\$32,900	97%
AV-Adult	\$10,592	\$10,417	(\$175)	\$93,065	\$104,167	\$11,102	\$125,000	74%
AV-Youth Services	\$1,269	\$3,467	\$2,197	\$25,966	\$34,667	\$8,701	\$41,600	62%
AV-Teen	\$1,173	\$979	(\$194)	\$8,705	\$9,792	\$1,086	\$11,750	74%
Online Databases	\$8,325	\$17,917	\$9,592	\$200,731	\$179,167	(\$21,564)	\$215,000	93%
Total Library Materials	\$52,292	\$63,292	\$11,000	\$622,644	\$632,917	\$10,272	\$759,500	82%
Library Operating Expenditures								
CCS Charges	\$6,516	\$6,522	\$7	\$65,157	\$65,224	\$68	\$78,269	83%
Processing & Supplies	\$4,954	\$2,083	(\$2,870)	\$35,295	\$20,833	(\$14,461)	\$25,000	141%
Internet Charges	\$884	\$1,533	\$650	(\$3,405)	\$15,333	\$18,739	\$18,400	(19)%
Software, Licenses	\$7,213	\$4,844	(\$2,370)	\$27,088	\$60,936	\$33,848	\$70,623	38%
Printing	\$998	\$3,708	\$2,710	\$26,197	\$37,783	\$11,586	\$45,200	58%
Library Supplies	\$250	\$692	\$442	\$4,283	\$6,917	\$2,634	\$8,300	52%
Programming & Support-Adult	\$3,949	\$2,953	(\$996)	\$32,433	\$29,533	(\$2,900)	\$35,440	92%
Programming & Support-Juvenile	\$2,919	\$3,327	\$408	\$28,306	\$33,271	\$4,965	\$39,925	71%
Programming & Support-Events	\$654	\$800	\$146	\$5,729	\$10,000	\$4,271	\$11,600	49%
Programming & Support-Teen	\$476	\$706	\$230	\$5,331	\$7,063	\$1,731	\$8,475	63%
Public Performing Rights				\$1,881	\$1,400	(\$481)	\$1,400	134%
Computer Charges OCLC	\$1,035	\$1,091	\$56	\$10,349	\$10,911	\$562	\$13,093	79%
Miscellaneous	\$404	\$83	(\$320)	\$2,155	\$833	(\$1,321)	\$1,000	215%
Per Capita Grant Expenditures	\$2,086	\$3,706	\$1,620	\$3,813	\$37,065	\$33,252	\$44,478	9%
Grant - Other Expenditures		\$83	\$83	\$850	\$833	(\$17)	\$1,000	85%
Volunteers	\$49	\$245	\$196	\$823	\$2,448	\$1,625	\$2,938	28%
Total Library Operating Expenditures	\$32,386	\$32,378	(\$7)	\$246,284	\$340,384	\$94,100	\$405,141	61%

Niles-Maine District Library
Income Statement-Consolidated

April 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$3,773	\$2,667	(\$1,106)	\$24,913	\$26,667	\$1,754	\$32,000	78%
Copiers	\$664	\$1,000	\$336	\$7,127	\$10,000	\$2,873	\$12,000	59%
Professional Development	\$4,280	\$3,915	(\$365)	\$39,008	\$39,152	\$143	\$46,982	83%
Mileage	\$439	\$296	(\$143)	\$2,275	\$2,958	\$683	\$3,550	64%
Professional Collection	\$2,479	\$300	(\$2,179)	\$7,577	\$3,000	(\$4,577)	\$3,600	210%
Legal Fees	\$84	\$1,000	\$916	\$5,090	\$10,000	\$4,910	\$12,000	42%
Consultants	\$4,711	\$2,250	(\$2,461)	\$8,512	\$22,500	\$13,988	\$27,000	32%
Kitchen Supplies	\$125	\$83	(\$42)	\$502	\$833	\$331	\$1,000	50%
Promotional Expense	\$91	\$2,500	\$2,409	\$13,805	\$25,000	\$11,195	\$30,000	46%
Office Supplies	\$870	\$1,500	\$630	\$22,466	\$15,000	(\$7,466)	\$18,000	125%
Postage & Freight	\$2,622	\$1,500	(\$1,122)	\$17,052	\$15,000	(\$2,052)	\$18,000	95%
Publication of Notices-Legal		\$100	\$100	\$1,149	\$1,000	(\$149)	\$1,200	96%
Subscriptions & Dues	\$532	\$705	\$173	\$5,854	\$7,054	\$1,201	\$8,465	69%
Collection Services	\$101	\$83	(\$18)	\$1,508	\$833	(\$674)	\$1,000	151%
Telephone	\$1,519	\$1,375	(\$144)	\$14,551	\$13,750	(\$801)	\$16,500	88%
Trustee Expense	\$326	\$500	\$174	\$1,026	\$5,000	\$3,974	\$6,000	17%
Payroll Service	\$1,205	\$1,375	\$170	\$13,323	\$13,750	\$427	\$16,500	81%
Bank Fees	\$73	\$208	\$135	(\$2,035)	\$2,083	\$4,118	\$2,500	(81)%
Parking Lease	\$881	\$881		\$8,810	\$8,810	\$0	\$10,572	83%
Total General and Administration	\$24,775	\$22,239	(\$2,536)	\$192,513	\$222,391	\$29,878	\$266,869	72%
Vehicle Operation								
Gas, Oil, Grease	\$81	\$83	\$2	\$467	\$833	\$366	\$1,000	47%
Repairs & Maintenance		\$150	\$150		\$1,500	\$1,500	\$1,800	
Miscellaneous		\$8	\$8		\$83	\$83	\$100	
Auto Insurance				\$1,586	\$1,586		\$1,586	100%
Total Vehicle Operation	\$81	\$242	\$160	\$2,053	\$4,003	\$1,949	\$4,486	46%

Niles-Maine District Library
Income Statement-Consolidated

April 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$17,498	\$19,583	\$2,086	\$722,158	\$695,833	(\$26,325)	\$735,000	98%
Group Health	\$41,295	\$44,167	\$2,872	\$408,202	\$441,667	\$33,465	\$530,000	77%
Health Reimbursement Account	\$6,764	\$5,500	(\$1,264)	\$38,340	\$55,000	\$16,660	\$66,000	58%
Dental	\$386	\$1,667	\$1,280	\$14,741	\$16,667	\$1,926	\$20,000	74%
Vision	\$505	\$583	\$78	\$5,279	\$5,833	\$554	\$7,000	75%
FSA fee	\$56	\$100	\$44	\$884	\$1,000	\$116	\$1,200	74%
Life, LTD, AD&D, STD	\$1,038	\$1,500	\$462	\$10,572	\$15,000	\$4,428	\$18,000	59%
Total Employee Fringe Benefits	\$67,542	\$73,100	\$5,558	\$1,200,176	\$1,231,000	\$30,824	\$1,377,200	87%
Utilities								
Gas	\$2,324	\$1,250	(\$1,074)	\$12,984	\$12,500	(\$484)	\$15,000	87%
Electric	\$6,107	\$8,333	\$2,226	\$70,110	\$83,333	\$13,224	\$100,000	70%
Water	\$313	\$667	\$354	\$7,123	\$6,667	(\$457)	\$8,000	89%
Total Utilities	\$8,744	\$10,250	\$1,506	\$90,217	\$102,500	\$12,283	\$123,000	73%
Capital Expenditures								
Special Reserve - Building	\$19,180	\$35,667	\$16,487	\$46,924	\$356,667	\$309,743	\$428,000	11%
Special Reserve - Equipment		\$10,000	\$10,000	\$5,809	\$100,000	\$94,191	\$120,000	5%
Total Capital Expenditures	\$19,180	\$45,667	\$26,487	\$52,732	\$456,667	\$403,934	\$548,000	10%
Audit								
Audit Expense				\$19,900	\$16,400	(\$3,500)	\$16,400	121%
Total Audit Expenditures	\$0	\$0	\$0	\$19,900	\$16,400	(\$3,500)	\$16,400	121%
Liability Insurance								
Liability Insurance				\$29,868	\$29,868		\$29,868	100%
Total Liability Expenditures	\$0	\$0	\$0	\$29,868	\$29,868	\$0	\$29,868	100%

Niles-Maine District Library
Income Statement-Consolidated

April 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$20,457	\$20,833	\$376	\$205,325	\$208,333	\$3,008	\$250,000	82%
Total Social Security Expenditures	\$20,457	\$20,833	\$376	\$205,325	\$208,333	\$3,008	\$250,000	82%
Workers' Compensation								
Workers' Compensation				\$26,011	\$27,489	\$1,478	\$27,489	95%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$26,011	\$27,489	\$1,478	\$27,489	95%
Unemployment Compensation								
Unemployment Compensation	\$1,733	\$1,667	(\$66)	\$16,637	\$16,667	\$30	\$20,000	83%
Total Unemployment Compensation Expenditures	\$1,733	\$1,667	(\$66)	\$16,637	\$16,667	\$30	\$20,000	83%
Building & Equipment Maintenance								
Repairs & Improvements	(\$2,678)	\$4,667	\$7,345	\$46,751	\$46,667	(\$84)	\$56,000	83%
Contractual Maintenance	\$4,418	\$2,975	(\$1,443)	\$38,929	\$29,750	(\$9,179)	\$35,700	109%
Non-Contractual Maintenance	\$3,122	\$3,220	\$98	\$32,034	\$32,200	\$166	\$38,640	83%
Equipment Maintenance	\$795	\$1,750	\$955	\$15,535	\$17,500	\$1,965	\$21,000	74%
Non Capital Expenses		\$2,083	\$2,083	\$3,526	\$20,833	\$17,307	\$25,000	14%
Furniture & Fixtures	\$1,170	\$2,979	\$1,809	\$11,336	\$29,786	\$18,450	\$35,743	32%
Total Building & Equipment Maintenance Expenditures	\$6,827	\$17,674	\$10,847	\$148,111	\$176,736	\$28,625	\$212,083	70%
Total Expenditures	\$509,911	\$570,569	\$60,658	\$5,591,709	\$6,297,627	\$705,917	\$7,438,764	75%
NET SURPLUS/(DEFICIT)	(\$376,476)	(\$535,498)	\$159,022	\$1,359,041	\$610,321	\$748,720	(\$349,962)	(388)%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76251	Accounts Payable	Computer Check	5/16/2018	A Touch of Class Ensemble	\$0.00	\$400.00	(\$400.00)	4/30/2018	Outstanding
76252	Accounts Payable	Computer Check	5/16/2018	AFLAC	\$0.00	\$339.04	(\$739.04)	4/30/2018	Outstanding
76253	Accounts Payable	Computer Check	5/16/2018	Afsheen Amer	\$0.00	\$16.95	(\$755.99)	4/30/2018	Outstanding
76254	Accounts Payable	Computer Check	5/16/2018	ALLIANCE ENTERTAINMENT	\$0.00	\$51.95	(\$807.94)	4/30/2018	Outstanding
76255	Accounts Payable	Computer Check	5/16/2018	AMARK INDUSTRIES	\$0.00	\$2,803.40	(\$3,611.34)	4/30/2018	Outstanding
76256	Accounts Payable	Computer Check	5/16/2018	SYNCB/ AMAZON	\$0.00	\$740.04	(\$4,351.38)	4/30/2018	Outstanding
76257	Accounts Payable	Computer Check	5/16/2018	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$657.00	(\$5,008.38)	4/30/2018	Outstanding
76258	Accounts Payable	Computer Check	5/16/2018	ANDERSON-SAFFORD	\$0.00	\$36.00	(\$5,044.38)	4/30/2018	Outstanding
76259	Accounts Payable	Computer Check	5/16/2018	Angrypop Exhibit Services, LLC	\$0.00	\$250.00	(\$5,294.38)	4/30/2018	Outstanding
76260	Accounts Payable	Computer Check	5/16/2018	Animal Farm Music, LLC	\$0.00	\$600.00	(\$5,894.38)	4/30/2018	Outstanding
76261	Accounts Payable	Computer Check	5/16/2018	AT&T	\$0.00	\$43.73	(\$5,938.11)	4/30/2018	Outstanding
76262	Accounts Payable	Computer Check	5/16/2018	AT&T	\$0.00	\$384.64	(\$6,322.75)	4/30/2018	Outstanding
76263	Accounts Payable	Computer Check	5/16/2018	Relevant, LLC d b a Omnigraphics, In	\$0.00	\$81.85	(\$6,404.60)	4/30/2018	Outstanding
76264	Accounts Payable	Computer Check	5/16/2018	BAKER & TAYLOR	\$0.00	\$12.49	(\$6,417.09)	4/30/2018	Outstanding
76265	Accounts Payable	Computer Check	5/16/2018	STANLEY D. BANASH	\$0.00	\$150.00	(\$6,567.09)	4/30/2018	Outstanding
76266	Accounts Payable	Computer Check	5/16/2018	BLOCK ELECTRIC COMPANY, IN	\$0.00	\$8,725.00	(\$15,292.09)	4/30/2018	Outstanding
76267	Accounts Payable	Computer Check	5/16/2018	CALL ONE	\$0.00	\$1,294.92	(\$16,587.01)	4/30/2018	Outstanding
76268	Accounts Payable	Computer Check	5/16/2018	ARIANNE CAREY	\$0.00	\$176.11	(\$16,763.12)	4/30/2018	Outstanding
76269	Accounts Payable	Computer Check	5/16/2018	CECILIA CYGNAR	\$0.00	\$60.99	(\$16,824.11)	4/30/2018	Outstanding
76270	Accounts Payable	Computer Check	5/16/2018	Celina Kania	\$0.00	\$22.99	(\$16,847.10)	4/30/2018	Outstanding
76271	Accounts Payable	Computer Check	5/16/2018	CENGAGE LEARNING, INC.	\$0.00	\$642.85	(\$17,489.95)	4/30/2018	Outstanding
76272	Accounts Payable	Computer Check	5/16/2018	CENTER POINT LARGE PRINT	\$0.00	\$29.16	(\$17,519.11)	4/30/2018	Outstanding
76273	Accounts Payable	Computer Check	5/16/2018	Charles Menicocci	\$0.00	\$100.00	(\$17,619.11)	4/30/2018	Outstanding
76274	Accounts Payable	Computer Check	5/16/2018	CINTAS CORPORATION LOC. 769	\$0.00	\$628.20	(\$18,247.31)	4/30/2018	Outstanding
76275	Accounts Payable	Computer Check	5/16/2018	Code Play Learn, Inc	\$0.00	\$1,872.00	(\$20,119.31)	4/30/2018	Outstanding
76276	Accounts Payable	Computer Check	5/16/2018	COMED	\$0.00	\$6,107.33	(\$26,226.64)	4/30/2018	Outstanding
76277	Accounts Payable	Computer Check	5/16/2018	COMMUNICATION REVOLVING F	\$0.00	\$478.00	(\$26,704.64)	4/30/2018	Outstanding
76278	Accounts Payable	Computer Check	5/16/2018	COMPENDIUM LIBRARY SERVI	\$0.00	\$2,195.00	(\$28,899.64)	4/30/2018	Outstanding
76279	Accounts Payable	Computer Check	5/16/2018	COOPERATIVE COMPUTER SERV	\$0.00	\$7,550.53	(\$36,450.17)	4/30/2018	Outstanding
76280	Accounts Payable	Computer Check	5/16/2018	COVERALL NORTH AMERICA, IN	\$0.00	\$2,900.00	(\$39,350.17)	4/30/2018	Outstanding
76281	Accounts Payable	Computer Check	5/16/2018	Daniel O'Reilley Jr	\$0.00	\$9.95	(\$39,360.12)	4/30/2018	Outstanding
76282	Accounts Payable	Computer Check	5/16/2018	DEMCO, INC.	\$0.00	\$3,943.90	(\$43,304.02)	4/30/2018	Outstanding
76283	Accounts Payable	Computer Check	5/16/2018	DES PLAINES PUBLIC LIBRARY	\$0.00	\$25.70	(\$43,329.72)	4/30/2018	Outstanding
76284	Accounts Payable	Computer Check	5/16/2018	Dave DiNaso	\$0.00	\$375.00	(\$43,704.72)	4/30/2018	Outstanding
76285	Accounts Payable	Computer Check	5/16/2018	EBSCO	\$0.00	\$18,370.27	(\$62,074.99)	4/30/2018	Outstanding
76286	Accounts Payable	Computer Check	5/16/2018	Elham Adam Shamoun	\$0.00	\$13.95	(\$62,088.94)	4/30/2018	Outstanding
76287	Accounts Payable	Computer Check	5/16/2018	Elvira Tokic	\$0.00	\$13.99	(\$62,102.93)	4/30/2018	Outstanding
76288	Accounts Payable	Computer Check	5/16/2018	FIFTH THIRD BANK	\$0.00	\$1,824.98	(\$63,927.91)	4/30/2018	Outstanding
76289	Accounts Payable	Computer Check	5/16/2018	FINDAWAY WORLD, LLC	\$0.00	\$266.19	(\$64,194.10)	4/30/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76290	Accounts Payable	Computer Check	5/16/2018	FireLogic	\$0.00	\$645.00	(\$64,839.10)	4/30/2018	Outstanding
76291	Accounts Payable	Computer Check	5/16/2018	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$65,235.10)	4/30/2018	Outstanding
76292	Accounts Payable	Computer Check	5/16/2018	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,186.08	(\$66,421.18)	4/30/2018	Outstanding
76293	Accounts Payable	Computer Check	5/16/2018	DEBORAH GRAHAM	\$0.00	\$48.57	(\$66,469.75)	4/30/2018	Outstanding
76294	Accounts Payable	Computer Check	5/16/2018	GRAINGER	\$0.00	\$313.76	(\$66,783.51)	4/30/2018	Outstanding
76295	Accounts Payable	Computer Check	5/16/2018	GROOT, INC.	\$0.00	\$222.27	(\$67,005.78)	4/30/2018	Outstanding
76296	Accounts Payable	Computer Check	5/16/2018	HALLETT MOVERS	\$0.00	\$1,170.00	(\$68,175.78)	4/30/2018	Outstanding
76297	Accounts Payable	Computer Check	5/16/2018	HEALTHCARE SERVICE CORPOR	\$0.00	\$47,803.98	(\$115,979.76)	4/30/2018	Outstanding
76298	Accounts Payable	Computer Check	5/16/2018	Jayne D. Herring	\$0.00	\$550.00	(\$116,529.76)	4/30/2018	Outstanding
76299	Accounts Payable	Computer Check	5/16/2018	HOUCHEN BINDERY, LTD.	\$0.00	\$145.70	(\$116,675.46)	4/30/2018	Outstanding
76300	Accounts Payable	Computer Check	5/16/2018	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$2,361.08	(\$119,036.54)	4/30/2018	Outstanding
76301	Accounts Payable	Computer Check	5/16/2018	INGRAM LIBRARY SERVICES	\$0.00	\$11,061.14	(\$130,097.68)	4/30/2018	Outstanding
76302	Accounts Payable	Computer Check	5/16/2018	Innovative Users Group	\$0.00	\$100.00	(\$130,197.68)	4/30/2018	Outstanding
76303	Accounts Payable	Computer Check	5/16/2018	IRON MOUNTAIN	\$0.00	\$403.66	(\$130,601.34)	4/30/2018	Outstanding
76304	Accounts Payable	Computer Check	5/16/2018	ISLMA	\$0.00	\$10.00	(\$130,611.34)	4/30/2018	Outstanding
76305	Accounts Payable	Computer Check	5/16/2018	JANWAY COMPANY USA, INC.	\$0.00	\$213.41	(\$130,824.75)	4/30/2018	Outstanding
76306	Accounts Payable	Computer Check	5/16/2018	Johnson Controls	\$0.00	\$10,455.00	(\$141,279.75)	4/30/2018	Outstanding
76307	Accounts Payable	Computer Check	5/16/2018	JUDITH MCNULTY	\$0.00	\$292.74	(\$141,572.49)	4/30/2018	Outstanding
76308	Accounts Payable	Computer Check	5/16/2018	Julit Youkhanna	\$0.00	\$19.99	(\$141,592.48)	4/30/2018	Outstanding
76309	Accounts Payable	Computer Check	5/16/2018	Kathleen Weiss	\$0.00	\$28.12	(\$141,620.60)	4/30/2018	Outstanding
76310	Accounts Payable	Computer Check	5/16/2018	JAMIE KING	\$0.00	\$116.85	(\$141,737.45)	4/30/2018	Outstanding
76311	Accounts Payable	Computer Check	5/16/2018	KINOKUNIYA BOOKSTORES	\$0.00	\$210.00	(\$141,947.45)	4/30/2018	Outstanding
76312	Accounts Payable	Computer Check	5/16/2018	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$84.00	(\$142,031.45)	4/30/2018	Outstanding
76313	Accounts Payable	Computer Check	5/16/2018	KONE INC.	\$0.00	\$2,354.76	(\$144,386.21)	4/30/2018	Outstanding
76314	Accounts Payable	Computer Check	5/16/2018	KONICA MINOLTA BUSINESS SO	\$0.00	\$663.72	(\$145,049.93)	4/30/2018	Outstanding
76315	Accounts Payable	Computer Check	5/16/2018	KOREAN BOOKS	\$0.00	\$785.69	(\$145,835.62)	4/30/2018	Outstanding
76316	Accounts Payable	Computer Check	5/16/2018	Krista August	\$0.00	\$175.00	(\$146,010.62)	4/30/2018	Outstanding
76317	Accounts Payable	Computer Check	5/16/2018	KSIEGARNIA QUO VADIS	\$0.00	\$666.64	(\$146,677.26)	4/30/2018	Outstanding
76318	Accounts Payable	Computer Check	5/16/2018	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$118.00	(\$146,795.26)	4/30/2018	Outstanding
76319	Accounts Payable	Computer Check	5/16/2018	April Lee	\$0.00	\$2.50	(\$146,797.76)	4/30/2018	Outstanding
76320	Accounts Payable	Computer Check	5/16/2018	JOHN LYNN	\$0.00	\$250.00	(\$147,047.76)	4/30/2018	Outstanding
76321	Accounts Payable	Computer Check	5/16/2018	MAKERBOT INDUSTRIES LLC	\$0.00	\$171.93	(\$147,219.69)	4/30/2018	Outstanding
76322	Accounts Payable	Computer Check	5/16/2018	MANAGEMENT ASSOCIATION	\$0.00	\$1,550.00	(\$148,769.69)	4/30/2018	Outstanding
76323	Accounts Payable	Computer Check	5/16/2018	Jaime Martin	\$0.00	\$450.00	(\$149,219.69)	4/30/2018	Outstanding
76324	Accounts Payable	Computer Check	5/16/2018	Mary J Miller	\$0.00	\$49.99	(\$149,269.68)	4/30/2018	Outstanding
76325	Accounts Payable	Computer Check	5/16/2018	MARY MILLER	\$0.00	\$119.39	(\$149,389.07)	4/30/2018	Outstanding
76326	Accounts Payable	Computer Check	5/16/2018	Menards	\$0.00	\$187.20	(\$149,576.27)	4/30/2018	Outstanding
76327	Accounts Payable	Computer Check	5/16/2018	MIDWEST TAPE	\$0.00	\$11,334.72	(\$160,910.99)	4/30/2018	Outstanding
76328	Accounts Payable	Computer Check	5/16/2018	MULTICULTURAL BOOKS & VID	\$0.00	\$659.69	(\$161,570.68)	4/30/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76329	Accounts Payable	Computer Check	5/16/2018	NICHE ACADEMY	\$0.00	\$2,400.00	(\$163,970.68)	4/30/2018	Outstanding
76330	Accounts Payable	Computer Check	5/16/2018	NICOR GAS	\$0.00	\$2,323.98	(\$166,294.66)	4/30/2018	Outstanding
76331	Accounts Payable	Computer Check	5/16/2018	NILES CHAMBER OF COMMERCE	\$0.00	\$275.00	(\$166,569.66)	4/30/2018	Outstanding
76332	Accounts Payable	Computer Check	5/16/2018	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$167,450.66)	4/30/2018	Outstanding
76333	Accounts Payable	Computer Check	5/16/2018	Bridget M. O'Keefe	\$0.00	\$18.99	(\$167,469.65)	4/30/2018	Outstanding
76334	Accounts Payable	Computer Check	5/16/2018	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$168,217.65)	4/30/2018	Outstanding
76335	Accounts Payable	Computer Check	5/16/2018	OCLC, Inc	\$0.00	\$692.90	(\$168,910.55)	4/30/2018	Outstanding
76336	Accounts Payable	Computer Check	5/16/2018	MICHAELENE ORZECHOWSKI	\$0.00	\$17.44	(\$168,927.99)	4/30/2018	Outstanding
76337	Accounts Payable	Computer Check	5/16/2018	OVERDRIVE, INC.	\$0.00	\$1,717.06	(\$170,645.05)	4/30/2018	Outstanding
76338	Accounts Payable	Computer Check	5/16/2018	Peapod	\$0.00	\$231.16	(\$170,876.21)	4/30/2018	Outstanding
76339	Accounts Payable	Computer Check	5/16/2018	PENGUIN RANDOM HOUSE LLC	\$0.00	\$506.25	(\$171,382.46)	4/30/2018	Outstanding
76340	Accounts Payable	Computer Check	5/16/2018	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$543.90	(\$171,926.36)	4/30/2018	Outstanding
76341	Accounts Payable	Computer Check	5/16/2018	PITNEY BOWES INC.	\$0.00	\$28.45	(\$171,954.81)	4/30/2018	Outstanding
76342	Accounts Payable	Computer Check	5/16/2018	PLIC - SBD GRAND ISLAND	\$0.00	\$1,037.63	(\$172,992.44)	4/30/2018	Outstanding
76343	Accounts Payable	Computer Check	5/16/2018	RAINBOW AAT	\$0.00	\$50.00	(\$173,042.44)	4/30/2018	Outstanding
76344	Accounts Payable	Computer Check	5/16/2018	MEGAN RAYSBY	\$0.00	\$500.00	(\$173,542.44)	4/30/2018	Outstanding
76345	Accounts Payable	Computer Check	5/16/2018	RECORDED BOOKS, LLC	\$0.00	\$185.19	(\$173,727.63)	4/30/2018	Outstanding
76346	Accounts Payable	Computer Check	5/16/2018	RESERVE ACCOUNT	\$0.00	\$2,050.00	(\$175,777.63)	4/30/2018	Outstanding
76347	Accounts Payable	Computer Check	5/16/2018	Roy G LaRoussa Jr	\$0.00	\$10.96	(\$175,788.59)	4/30/2018	Outstanding
76348	Accounts Payable	Computer Check	5/16/2018	Shakeia Taylor	\$0.00	\$50.00	(\$175,838.59)	4/30/2018	Outstanding
76349	Accounts Payable	Computer Check	5/16/2018	SHELL	\$0.00	\$38.48	(\$175,877.07)	4/30/2018	Outstanding
76350	Accounts Payable	Computer Check	5/16/2018	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$175,991.07)	4/30/2018	Outstanding
76351	Accounts Payable	Computer Check	5/16/2018	STEINER ELECTRIC COMPANY	\$0.00	\$572.60	(\$176,563.67)	4/30/2018	Outstanding
76352	Accounts Payable	Computer Check	5/16/2018	SULLIVAN ROOFING, INC.	\$0.00	\$922.00	(\$177,485.67)	4/30/2018	Outstanding
76353	Accounts Payable	Computer Check	5/16/2018	SUPERIOR COPIES	\$0.00	\$998.09	(\$178,483.76)	4/30/2018	Outstanding
76354	Accounts Payable	Computer Check	5/16/2018	SUSAN LEMPKE	\$0.00	\$10.00	(\$178,493.76)	4/30/2018	Outstanding
76355	Accounts Payable	Computer Check	5/16/2018	TASB, INC.	\$0.00	\$3,000.00	(\$181,493.76)	4/30/2018	Outstanding
76356	Accounts Payable	Computer Check	5/16/2018	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$1,381.40	(\$182,875.16)	4/30/2018	Outstanding
76357	Accounts Payable	Computer Check	5/16/2018	TREEHOUSE	\$0.00	\$5,925.00	(\$188,800.16)	4/30/2018	Outstanding
76358	Accounts Payable	Computer Check	5/16/2018	UNIQUE MANAGEMENT SERVICE	\$0.00	\$161.10	(\$188,961.26)	4/30/2018	Outstanding
76359	Accounts Payable	Computer Check	5/16/2018	VERIZON WIRELESS	\$0.00	\$180.75	(\$189,142.01)	4/30/2018	Outstanding
76360	Accounts Payable	Computer Check	5/16/2018	VILLAGE OF NILES	\$0.00	\$312.92	(\$189,454.93)	4/30/2018	Outstanding
76361	Accounts Payable	Computer Check	5/16/2018	VIRTEK	\$0.00	\$4,500.00	(\$193,954.93)	4/30/2018	Outstanding
76362	Accounts Payable	Computer Check	5/16/2018	VISA	\$0.00	\$4,123.07	(\$198,078.00)	4/30/2018	Outstanding
76363	Accounts Payable	Computer Check	5/16/2018	VISION SERVICE PLAN OF ILLINO	\$0.00	\$550.80	(\$198,628.80)	4/30/2018	Outstanding
76364	Accounts Payable	Computer Check	5/16/2018	SUZANNE WULF	\$0.00	\$237.84	(\$198,866.64)	4/30/2018	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	(\$198,866.64)
Total Payments:	(\$198,866.64)
Total Change in Register Balance:	(\$198,866.64)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated May 16, 2018

Check#	Amount	Payee Name	Amount	Description	Account#	Account description
76251	\$400.00	A Touch of Class Ensemble	\$400.00	--Program -Tempero Brasileiro Concert	01-5323-53-01	Programming & Support-Adult-Adult Services
76252	\$339.04	AFLAC	\$339.04	-- EE Monthly Payment April 2018	01-2140-00-00	Payroll Clearing
76253	\$16.95	Afsheen Amer	\$16.95	-- Lost Book Refund	01-3620-36-00	Lost Books
76254	\$51.95	ALLIANCE ENTERTAINMENT	\$51.95	-- Materials	01-4433-44-00	AV-Adult
76255	\$2,803.40	AMARK INDUSTRIES	\$2,803.40	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76256	\$740.04	SYNCB/ AMAZON	\$59.99	-- PO # 83236	01-5456-54-07	Promotional Expense-Marketing & PR Services
76256	\$740.04	SYNCB/ AMAZON	\$149.00	-- PO #83239	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76256	\$740.04	SYNCB/ AMAZON	\$170.57	-- PO #83239	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76256	\$740.04	SYNCB/ AMAZON	\$37.24	-- PO #83239	01-5322-53-03	Library Supplies-Digital Services
76256	\$740.04	SYNCB/ AMAZON	\$107.98	-- PO #83229	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76256	\$740.04	SYNCB/ AMAZON	\$61.68	-- PO #83229	01-5323-53-03	Programming & Support-Adult-Digital Services
76256	\$740.04	SYNCB/ AMAZON	\$39.96	-- PO #83229	01-5326-53-02	Programming & Support-Teen-Youth Services
76256	\$740.04	SYNCB/ AMAZON	\$13.01	-- PO #83229	01-5355-53-02	Volunteers-Youth Services
76256	\$740.04	SYNCB/ AMAZON	\$41.78	-- PO #83223	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76256	\$740.04	SYNCB/ AMAZON	\$159.99	-- PO #83223	01-5326-53-02	Programming & Support-Teen-Youth Services
76257	\$657.00	AMERICAN LIBRARY ASSOCIATION	\$161.00	-- Membership Renewal L.Ryan	01-5470-54-09	Trustee Expense-Administrative Services
76257	\$657.00	AMERICAN LIBRARY ASSOCIATION	\$233.00	-- Membership Renewal -C. Cygnar	01-5430-54-01	Professional Development-Adult Services
76257	\$657.00	AMERICAN LIBRARY ASSOCIATION	\$263.00	-- Membership Renewal S.D.L	01-5461-54-09	Subscriptions & Dues-Administrative Services
76258	\$36.00	ANDERSON-SAFFORD	\$36.00	-- Selfinking Stamp	01-5355-53-09	Volunteers-Administrative Services
76259	\$250.00	Angrypop Exhibit Services, LLC	\$250.00	--Deinstallation of Baseball Exhibit	01-5325-53-01	Programming & Support-Events-Adult Services
76260	\$600.00	Animal Farm Music, LLC	\$600.00	-- Program Field Day & Family Concert	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76261	\$43.73	AT&T	\$43.73	-- Monthly Service 3/17-4/16/2018	01-5465-54-09	Telephone-Administrative Services
76262	\$384.64	AT&T	\$384.64	-- Internet Connection	01-5312-53-06	Internet Charges-IT Services
76263	\$81.85	Relevant, LLC d b a Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
76264	\$12.49	BAKER & TAYLOR	\$12.49	-- Materials	01-4413-44-00	Books-Adult
76265	\$150.00	STANLEY D. BANASH	\$150.00	-- Program Illinois -The Road to Statehood	01-5323-53-01	Programming & Support-Adult-Adult Services
76266	\$8,725.00	BLOCK ELECTRIC COMPANY, INC.	\$8,725.00	-- Flood Light for New Sign	40-5805-58-00	Special Reserve - Building
76267	\$1,294.92	CALL ONE	\$1,294.92	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
76268	\$176.11	ARIANNE CAREY	\$86.11	-- EE Reimbursement - Breakfast Bingo/Polaris Rollout	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76268	\$176.11	ARIANNE CAREY	\$90.00	-- EE Reimbursement - Dia de los Ninos Program	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76269	\$60.99	CECILIA CYGNAR	\$36.09	-- EE Mileage Reimbursement-Bookbites/Fremont PLD	01-5431-54-01	Mileage-Adult Services
76269	\$60.99	CECILIA CYGNAR	\$11.95	-- EE Reimbursement -Bookbites	01-5323-53-01	Programming & Support-Adult-Adult Services
76269	\$60.99	CECILIA CYGNAR	\$12.95	-- EE Reimbursement -BookBites	01-5323-53-01	Programming & Support-Adult-Adult Services
76270	\$22.99	Celina Kania	\$22.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76271	\$642.85	CENGAGE LEARNING, INC.	\$82.37	-- Materials	01-4413-44-00	Books-Adult
76271	\$642.85	CENGAGE LEARNING, INC.	\$131.95	-- Materials	01-4413-44-00	Books-Adult
76271	\$642.85	CENGAGE LEARNING, INC.	\$31.19	-- Materials	01-4413-44-00	Books-Adult
76271	\$642.85	CENGAGE LEARNING, INC.	\$24.79	-- Materials	01-4413-44-00	Books-Adult
76271	\$642.85	CENGAGE LEARNING, INC.	\$65.22	--Materials	01-4413-44-00	Books-Adult
76271	\$642.85	CENGAGE LEARNING, INC.	\$24.00	--Materials	01-4413-44-00	Books-Adult
76271	\$642.85	CENGAGE LEARNING, INC.	\$80.96	-- Materials	01-4413-44-00	Books-Adult
76271	\$642.85	CENGAGE LEARNING, INC.	\$47.23	-- Materials	01-4413-44-00	Books-Adult
76271	\$642.85	CENGAGE LEARNING, INC.	\$51.98	-- Materials	01-4413-44-00	Books-Adult
76271	\$642.85	CENGAGE LEARNING, INC.	\$52.78	-- Materials	01-4413-44-00	Books-Adult

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated May 16, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76271	\$642.85	CENGAGE LEARNING, INC.	\$24.79	-- Materials	01-4413-44-00	Books-Adult
76271	\$642.85	CENGAGE LEARNING, INC.	\$25.59	-- Materials	01-4413-44-00	Books-Adult
76272	\$29.16	CENTER POINT LARGE PRINT	\$29.16	-- Materials	01-4413-44-00	Books-Adult
76273	\$100.00	Charles Menicocci	\$100.00	-- Gradute Student Transcriber Schaeffer Veterans History	01-5351-53-01	Per Capita Grant Expenditures-Adult Services
76274	\$628.20	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76274	\$628.20	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76274	\$628.20	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76274	\$628.20	CINTAS CORPORATION LOC. 769	\$190.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76275	\$1,872.00	Code Play Learn, Inc	\$1,872.00	--Program -Scratch Programming Camp	01-5323-53-03	Programming & Support-Adult-Digital Services
76276	\$6,107.33	COMED	\$6,107.33	-- 3/9-04/09/2018 - 31 Days	01-5720-57-00	Electric
76277	\$478.00	COMMUNICATION REVOLVING FUND	\$478.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
76278	\$2,195.00	COMPENDIUM LIBRARY SERVICES LLC	\$2,195.00	-- Desk Tracker Renewal 5/16/2018 ~ 5/15/2019	01-5313-53-09	Software, Licenses-Administrative Services
76279	\$7,550.53	COOPERATIVE COMPUTER SERVICE	\$6,515.65	-- CCS Membership Fee April	01-5310-53-09	CCS Charges-Administration
76279	\$7,550.53	COOPERATIVE COMPUTER SERVICE	\$1,034.88	-- OCLC JED Charge April	01-5329-53-09	Computer Charges OCLC-Administrative Services
76280	\$2,900.00	COVERALL NORTH AMERICA, INC.	\$2,900.00	-- Monthly Service April	08-6730-67-00	Non-Contractual Maintenance
76281	\$9.95	Daniel O'Reilly Jr	\$9.95	-- Lost Book Refund	01-3620-36-00	Lost Books
76282	\$3,943.90	DEMCO, INC.	\$105.90	-- Supplies	01-5311-53-04	Processing & Supplies-Tech Services
76282	\$3,943.90	DEMCO, INC.	\$1,770.00	-- Supplies	01-5311-53-04	Processing & Supplies-Tech Services
76282	\$3,943.90	DEMCO, INC.	\$137.97	-- Supplies	01-5322-53-08	Library Supplies-Patron Services
76282	\$3,943.90	DEMCO, INC.	\$1,930.03	-- Supplies	01-5311-53-04	Processing & Supplies-Tech Services
76283	\$25.70	DES PLAINES PUBLIC LIBRARY	\$25.70	-- Lost Book Refund	01-3620-36-00	Lost Books
76284	\$375.00	Dave DiNaso	\$375.00	-- Program -Second Sunday Family Program	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76285	\$18,370.27	EBSCO	\$27.50	-- Materials	01-4423-44-00	Periodicals
76285	\$18,370.27	EBSCO	\$2,397.81	-- Materials	01-5435-54-04	Professional Collection-Tech Services
76285	\$18,370.27	EBSCO	\$1,916.57	-- Materials	01-4423-44-00	Periodicals
76285	\$18,370.27	EBSCO	\$14,028.39	-- Materials	01-4423-44-00	Periodicals
76286	\$13.95	Elham Adam Shamoun	\$13.95	-- Lost Book Refund	01-3620-36-00	Lost Books
76287	\$13.99	Elvira Tokic	\$13.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76288	\$1,824.98	FIFTH THIRD BANK	\$1,824.98	-- FSA Employee Payments	01-1125-00-00	Cash-Flexible Spending Account
76289	\$266.19	FINDAWAY WORLD, LLC	\$266.19	-- Materials	01-4434-44-00	AV-Youth Services
76290	\$645.00	FireLogic	\$645.00	-- Quote #1810 PO #83274	01-5351-53-09	Per Capita Grant Expenditures-Administrative Services
76291	\$396.00	FLEXSOURCE, LLC	\$56.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5633-56-00	FSA fee
76291	\$396.00	FLEXSOURCE, LLC	\$164.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5625-56-00	Health Reimbursement Account
76291	\$396.00	FLEXSOURCE, LLC	\$176.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5630-56-00	Dental
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$34.20	-- Supplies	01-5457-54-02	Office Supplies-Youth Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$13.94	-- Supplies	01-5457-54-09	Office Supplies-Administrative Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$61.40	-- Supplies	01-5455-54-09	Kitchen Supplies-Administrative Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$34.20	-- Supplies	01-5457-54-02	Office Supplies-Youth Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$285.94	-- Supplies	01-5457-54-09	Office Supplies-Administrative Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$254.25	-- Janitoiral Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$67.91	-- Office Supplies	01-5457-54-02	Office Supplies-Youth Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$28.82	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$63.72	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$14.99	-- Office Supplies	01-5457-54-03	Office Supplies-Digital Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated May 16, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$25.95	-- Office Supplies	01-5457-54-07	Office Supplies-Marketing & PR Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$65.59	-- Office Supplies	01-5457-54-04	Office Supplies-Tech Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$153.82	-- Office Supplies	01-5457-54-02	Office Supplies-Youth Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$60.44	-- Office Supplies	01-5457-54-01	Office Supplies-Adult Services
76292	\$1,186.08	GARVEY'S OFFICE PRODUCTS	\$20.91	-- Supplies	01-5457-54-02	Office Supplies-Youth Services
76293	\$48.57	DEBORAH GRAHAM	\$8.99	-- EE Reimbursement -Earth Day	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76293	\$48.57	DEBORAH GRAHAM	\$30.00	-- EE Reimbursement - Homework Help	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76293	\$48.57	DEBORAH GRAHAM	\$9.58	-- EE Reimbursement - Rover	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76294	\$313.76	GRAINGER	\$108.18	-- 2.26pm Aerator	01-5420-54-05	Janitorial Supplies-Maintenance Services
76294	\$313.76	GRAINGER	\$205.58	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76295	\$222.27	GROOT, INC.	\$222.27	--Monthly Service Garbage /Recycling	08-6730-67-00	Non-Contractual Maintenance
76296	\$1,170.00	HALLETT MOVERS	\$1,170.00	-- P/U & Deliver Library Carts	08-6770-67-00	Furniture & Fixtures
76297	\$47,803.98	HEALTHCARE SERVICE CORPORATION	\$47,803.98	-- Group Medical Ins May 2018	01-5620-56-00	Group Health
76298	\$550.00	Jayne D. Herring	\$550.00	-- Program - Fused Glass Wall Pocket Vase	01-5323-53-03	Programming & Support-Adult-Digital Services
76299	\$145.70	HOUCHEM BINDERY, LTD.	\$145.70	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76300	\$2,361.08	ILLINOIS LIBRARY ASSOCIATION	\$450.00	--2018 Reaching Forward Conference -3 Registrations	01-5430-54-02	Professional Development-Youth Services
76300	\$2,361.08	ILLINOIS LIBRARY ASSOCIATION	\$100.00	-- Membership Renewal -J.King	01-5461-54-04	Subscriptions & Dues-Tech Services
76300	\$2,361.08	ILLINOIS LIBRARY ASSOCIATION	\$600.00	--2018 Reaching Forward Conference -10 Registrations	01-5430-54-01	Professional Development-Adult Services
76300	\$2,361.08	ILLINOIS LIBRARY ASSOCIATION	\$300.00	--2018 Reaching Forward Conference -10 Registrations	01-5430-54-02	Professional Development-Youth Services
76300	\$2,361.08	ILLINOIS LIBRARY ASSOCIATION	\$150.00	--2018 Reaching Forward Conference -10 Registrations	01-5430-54-03	Professional Development-Digital Services
76300	\$2,361.08	ILLINOIS LIBRARY ASSOCIATION	\$450.00	--2018 Reaching Forward Conference -10 Registrations	01-5430-54-07	Professional Development-Marketing & PR Services
76300	\$2,361.08	ILLINOIS LIBRARY ASSOCIATION	\$311.08	-- IRead Program	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$15.23	--Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$65.40	--Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$8.09	--Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$21.99	--Materials	01-4435-44-00	AV-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$0.69	--Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$73.78	--Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$52.76	--Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$2.07	--Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$41.17	--Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$27.66	--Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$25.78	--Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$85.44	--Materials	01-4435-44-00	AV-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$2.07	--Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$215.61	--Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$62.32	--Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$79.59	--Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$9.66	--Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$73.61	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$41.23	-- Materials	01-4435-44-00	AV-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$208.20	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$516.64	-- Materials	01-4414-44-00	Books-Youth Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated May 16, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$152.41	-- Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$40.02	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$238.76	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$53.07	-- Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$169.85	-- Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$11.04	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$49.72	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$184.16	-- Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$122.21	-- Materials	01-4434-44-00	AV-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$823.12	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$551.47	-- Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$57.00	-- Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$28.29	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$48.00	-- Materials	01-5435-54-04	Professional Collection-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$335.74	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$55.33	-- Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$52.49	-- Materials	01-4435-44-00	AV-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$33.88	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$209.68	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$113.13	-- Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$56.79	-- Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$38.48	-- Materials	01-4435-44-00	AV-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$17.94	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$949.97	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$157.50	-- Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$23.46	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$79.56	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$148.49	-- Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$648.07	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$213.16	-- Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$65.66	-- Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$24.84	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$103.96	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$19.20	-- Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$10.73	-- Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$126.25	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$19.20	-- Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$31.05	-- Materials	01-4415-44-00	Books-Teen

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated May 16, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$8.28 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$178.76 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$12.43 -- Materials		01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$10.16 -- Materials		01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$21.99 -- Materials		01-4435-44-00	AV-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$7.59 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$9.02 -- Materials		01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$162.13 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$123.06 -- Materials		01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$13.18 -- Materials		01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$8.97 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$179.82 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$7.18 -- Materials		01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$20.89 -- Materials		01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$6.21 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$195.65 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$46.87 -- Materials		01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$23.38 -- Materials		01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$53.97 -- Materials		01-4435-44-00	AV-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$2.07 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$118.47 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$46.17 -- Materials		01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$10.73 -- Materials		01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$5.52 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$125.26 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$17.52 -- Materials		01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$1.38 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$84.43 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$61.56 -- Materials		01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$21.99 -- Materials		01-4434-44-00	AV-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$6.21 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$61.56 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$49.33 -- Materials		01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$4.14 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$13.79 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$42.55 -- Materials		01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$0.69 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$178.62 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$6.59 -- Materials		01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$4.83 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$14.97 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$20.84 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$88.13 -- Materials		01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$16.78 -- Materials		01-4415-44-00	Books-Teen

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated May 16, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$7.80	-- Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$158.53	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$163.90	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$13.79	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$23.96	-- Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$121.49	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$56.99	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$10.95	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$260.25	-- Materials	01-4413-44-00	Books-Adult
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$85.81	-- Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$66.59	-- Materials	01-4415-44-00	Books-Teen
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$16.56	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$7.34	-- Materials	01-4414-44-00	Books-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$10.99	-- Materials	01-4434-44-00	AV-Youth Services
76301	\$11,061.14	INGRAM LIBRARY SERVICES	\$219.67	-- Materials	01-4435-44-00	AV-Teen
76302	\$100.00	Innovative Users Group	\$100.00	--One Year IUG Institutional Membership	01-5461-54-09	Subscriptions & Dues-Administrative Services
76303	\$403.66	IRON MOUNTAIN	\$201.83	--Off-Site Monthly Storage Fee	01-5350-53-09	Miscellaneous-Administrative Services
76303	\$403.66	IRON MOUNTAIN	\$201.83	--Off Site Monthly Storage Fee	01-5350-53-09	Miscellaneous-Administrative Services
76304	\$10.00	ISLMA	\$10.00	Lincoln Award Reading Program Registraion Mary Miller	01-5326-53-02	Programming & Support-Teen-Youth Services
76305	\$213.41	JANWAY COMPANY USA, INC.	\$213.41	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76306	\$10,455.00	Johnson Controls	\$10,455.00	-- Fire Panel Upgrade	40-5805-58-00	Special Reserve - Building
76307	\$292.74	JUDITH MCNULTY	\$12.00	-- EE Travel Expense	01-5430-54-01	Professional Development-Adult Services
76307	\$292.74	JUDITH MCNULTY	\$280.74	EE Reimbursement - Navigating Job Search Program	01-5323-53-01	Programming & Support-Adult-Adult Services
76308	\$19.99	Julit Youkhanna	\$19.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76309	\$28.12	Kathleen Weiss	\$28.12	--EE Mileage Reimbursement -STDL	01-5431-54-03	Mileage-Digital Services
76310	\$116.85	JAMIE KING	\$116.85	-- EE Mileage Reimbursement	01-5431-54-04	Mileage-Tech Services
76311	\$210.00	KINOKUNIYA BOOKSTORES	\$210.00	-- Materials	01-4414-44-00	Books-Youth Services
76312	\$84.00	KLEIN, THORPE & JENKINS, LTD.	\$84.00	-- Misc Services	01-5450-54-09	Legal Fees-Administrative Services
76313	\$2,354.76	KONE INC.	\$2,354.76	-- Annual Elevator Service	08-6720-67-00	Contractual Maintenance
76314	\$663.72	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$251.05	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76314	\$663.72	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$412.67	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76315	\$785.69	KOREAN BOOKS	\$309.68	-- Materials	01-4413-44-00	Books-Adult
76315	\$785.69	KOREAN BOOKS	\$238.78	-- Materials	01-4413-44-00	Books-Adult
76315	\$785.69	KOREAN BOOKS	\$237.23	-- Materials	01-4414-44-00	Books-Youth Services
76316	\$175.00	Krista August	\$175.00	-- Program -Giants in the Park	01-5323-53-01	Programming & Support-Adult-Adult Services
76317	\$666.64	KSIEGARNIA QUO VADIS	\$666.64	-- Materials	01-4413-44-00	Books-Adult
76318	\$118.00	LAUBE IMAGING PRODUCTS, INC.	\$118.00	-- Printing Supplies	01-5322-53-03	Library Supplies-Digital Services
76319	\$2.50	April Lee	\$2.50	-- EE Mileage Reimbursement -School Introductions	01-5431-54-02	Mileage-Youth Services
76320	\$250.00	JOHN LYNN	\$250.00	-- Program Main Street, Illinois	01-5323-53-01	Programming & Support-Adult-Adult Services
76321	\$171.93	MAKERBOT INDUSTRIES LLC	\$171.93	-- PO. #83240	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76322	\$1,550.00	MANAGEMENT ASSOCIATION	\$1,300.00	2018-2019 Membership Dues	01-5430-54-09	Professional Development-Administrative Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated May 16, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76322	\$1,550.00	MANAGEMENT ASSOCIATION	\$250.00	--HR Roundtable Series 2018~19	01-5430-54-09	Professional Development-Administrative Services
76323	\$450.00	Jaime Martin	\$450.00	-- Program - Live Music Bibliobop	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76324	\$49.99	Mary J Miller	\$49.99	-- Lost Bood Refund	01-3620-36-00	Lost Books
76325	\$119.39	MARY MILLER	\$29.97	-- EE Reimbursement - April Teen Advisory Board	01-5326-53-02	Programming & Support-Teen-Youth Services
76325	\$119.39	MARY MILLER	\$27.45	-- EE Reimbursement Comic Book Day	01-5326-53-02	Programming & Support-Teen-Youth Services
76325	\$119.39	MARY MILLER	\$61.97	-- EE Reimbursement Craft Supplies Bullet Journaling	01-5326-53-02	Programming & Support-Teen-Youth Services
76326	\$187.20	Menards	\$79.15	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76326	\$187.20	Menards	\$88.07	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76326	\$187.20	Menards	\$19.98	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76327	\$11,334.72	MIDWEST TAPE	\$292.37	--Materials	01-4433-44-00	AV-Adult
76327	\$11,334.72	MIDWEST TAPE	\$53.98	--Materials	01-4433-44-00	AV-Adult
76327	\$11,334.72	MIDWEST TAPE	\$4,594.26	-- Materials	01-4433-44-00	AV-Adult
76327	\$11,334.72	MIDWEST TAPE	\$503.04	-- Materials	01-4435-44-00	AV-Teen
76327	\$11,334.72	MIDWEST TAPE	\$4,245.63	-- Materials	01-4433-44-00	AV-Adult
76327	\$11,334.72	MIDWEST TAPE	\$156.66	-- Materials	01-4434-44-00	AV-Youth Services
76327	\$11,334.72	MIDWEST TAPE	\$119.95	-- Materials	01-4435-44-00	AV-Teen
76327	\$11,334.72	MIDWEST TAPE	\$1,353.84	-- Materials	01-4433-44-00	AV-Adult
76327	\$11,334.72	MIDWEST TAPE	\$14.99	-- Materials	01-4435-44-00	AV-Teen
76328	\$659.69	MULTICULTURAL BOOKS & VIDEOS	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76328	\$659.69	MULTICULTURAL BOOKS & VIDEOS	\$111.00	-- Materials	01-4413-44-00	Books-Adult
76328	\$659.69	MULTICULTURAL BOOKS & VIDEOS	\$249.58	-- Materials	01-4413-44-00	Books-Adult
76328	\$659.69	MULTICULTURAL BOOKS & VIDEOS	\$49.11	-- Materials	01-4413-44-00	Books-Adult
76329	\$2,400.00	NICHE ACADEMY	\$2,400.00	-- Materials	01-4487-44-00	Online Databases
76330	\$2,323.98	NICOR GAS	\$2,323.98	-- 3/12 ~04/11/2018 (30 days)	01-5710-57-00	Gas
76331	\$275.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$165.00	-- Night of Roses	01-5470-54-09	Trustee Expense-Administrative Services
76331	\$275.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$55.00	-- Night of Roses	01-5430-54-09	Professional Development-Administrative Services
76331	\$275.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$55.00	-- Night of Roses	01-5430-54-07	Professional Development-Marketing & PR Services
76332	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lot Fee	01-5491-54-09	Parking Lease-Administrative Services
76333	\$18.99	Bridget M. O'Keefe	\$18.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76334	\$748.00	OAK BROOK MECHANICAL SERVICES	\$748.00	-- PM Inspections	08-6720-67-00	Contractual Maintenance
76335	\$692.90	OCLC, Inc	\$692.90	-- Materials	01-5313-53-04	Software, Licenses-Tech Services
76336	\$17.44	MICHAELENE ORZECZOWSKI	\$17.44	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76337	\$1,717.06	OVERDRIVE, INC.	\$977.34	-- Materials	01-4420-44-00	Downloadables
76337	\$1,717.06	OVERDRIVE, INC.	\$739.72	-- Materials	01-4420-44-00	Downloadables
76338	\$231.16	Peapod	\$231.16	-- Kidspace Snacks	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76339	\$506.25	PENQUIN RANDOM HOUSE LLC	\$506.25	-- Materials	01-4434-44-00	AV-Youth Services
76340	\$543.90	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$543.90	-- Qtrly Lease Mail Machine 2/28~5/27/2018	01-5458-54-09	Postage & Freight-Administrative Services
76341	\$28.45	PITNEY BOWES INC.	\$28.45	--Shipping Labels	01-5458-54-08	Postage & Freight-Patron Services
76342	\$1,037.63	PLIC - SBD GRAND ISLAND	\$1,037.63	--May 2018 Payment	01-5634-56-00	Life, LTD, AD&D, STD
76343	\$50.00	RAINBOW AAT	\$50.00	-- Program- Paws to Relax	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76344	\$500.00	MEGAN RAYSBY	\$500.00	-- Program -Summer Reading Lick-Off	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76345	\$185.19	RECORDED BOOKS, LLC	\$87.00	-- Materials	01-4434-44-00	AV-Youth Services
76345	\$185.19	RECORDED BOOKS, LLC	\$62.20	-- Materials	01-4434-44-00	AV-Youth Services
76345	\$185.19	RECORDED BOOKS, LLC	\$35.99	-- Materials	01-4434-44-00	AV-Youth Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated May 16, 2018

Check#	Amount	Payee Name	Amount	Description	Account#	Account description
76346	\$2,050.00	RESERVE ACCOUNT	\$2,050.00	--Summer 2018 Charter One Postage	01-5458-54-07	Postage & Freight-Marketing & PR Services
76347	\$10.96	Roy G LaRoussa Jr	\$10.96	-- Lost Book Refund	01-3620-36-00	Lost Books
76348	\$50.00	Shakeia Taylor	\$50.00	--Program Leagues of Their Own	01-5323-53-01	Programming & Support-Adult-Adult Services
76349	\$38.48	SHELL	\$38.48	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
76350	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance
76351	\$572.60	STEINER ELECTRIC COMPANY	\$572.60	--Led Lamps	08-6720-67-00	Contractual Maintenance
76352	\$922.00	SULLIVAN ROOFING, INC.	\$922.00	--Roof Repairs	08-6710-67-00	Repairs & Improvements
76353	\$998.09	SUPERIOR COPIES	\$998.09	-- Summer Reading Teen Flyers	01-5320-53-07	Printing-Marketing & PR Services
76354	\$10.00	SUSAN LEMPKE	\$10.00	-- EE Reimbursement -Senior Coffee Hour	01-5323-53-01	Programming & Support-Adult-Adult Services
76355	\$3,000.00	TASB, INC.	\$3,000.00	-- BoardBook Subscription	01-5313-53-09	Software, Licenses-Administrative Services
76356	\$1,381.40	TODAY'S BUSINESS SOLUTIONS, INC.	\$60.00	--1st Qtr 2018 Simple Scan Station	01-5313-53-06	Software, Licenses-IT Services
76356	\$1,381.40	TODAY'S BUSINESS SOLUTIONS, INC.	\$526.40	-- 1st Qtr 2018 Cost per Fax Program	01-5311-53-09	Processing & Supplies-Administrative Services
76356	\$1,381.40	TODAY'S BUSINESS SOLUTIONS, INC.	\$795.00	-- SimpleScan Agreement	08-6740-67-00	Equipment Maintenance
76357	\$5,925.00	TREEHOUSE	\$5,925.00	-- Materials	01-4487-44-00	Online Databases
76358	\$161.10	UNIQUE MANAGEMENT SERVICES, INC.	\$161.10	--Collection Agency Fee	01-5462-54-08	Collection Services-PATron Services
76359	\$180.75	VERIZON WIRELESS	\$180.75	-- Monthly Cell Phone Bill 3/03 ~ 04/02/2018	01-5465-54-09	Telephone-Administrative Services
76360	\$312.92	VILLAGE OF NILES	\$312.92	-- Automatic Water Meter Reading	01-5730-57-00	Water
76361	\$4,500.00	VIRTEK	\$4,500.00	-- Technology Service & Support	01-5452-54-06	Consultants-IT Services
76362	\$4,123.07	VISA	\$66.00	-- PO #84564	01-4423-44-00	Periodicals
76362	\$4,123.07	VISA	\$33.00	-- PO #83218	01-5435-54-04	Professional Collection-Tech Services
76362	\$4,123.07	VISA	\$361.95	-- PO #83230	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76362	\$4,123.07	VISA	\$34.68	-- PO #83253	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76362	\$4,123.07	VISA	\$264.96	-- PO #83242	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76362	\$4,123.07	VISA	\$21.25	-- April Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
76362	\$4,123.07	VISA	\$299.00	-- April Receipts	01-5313-53-03	Software, Licenses-Digital Services
76362	\$4,123.07	VISA	\$89.70	-- April Receipts	01-5420-54-05	Janitorial Supplies-Maintenance Services
76362	\$4,123.07	VISA	\$21.03	-- April Receipts	01-5312-53-06	Internet Charges-IT Services
76362	\$4,123.07	VISA	\$2.39	-- April Receipts	01-5313-53-03	Software, Licenses-Digital Services
76362	\$4,123.07	VISA	\$320.00	-- April Receipts	01-5430-54-03	Professional Development-Digital Services
76362	\$4,123.07	VISA	\$13.99	-- April Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76362	\$4,123.07	VISA	\$9.99	-- April Receipts	01-5323-53-03	Programming & Support-Adult-Digital Services
76362	\$4,123.07	VISA	\$45.60	-- April Receipts	01-5323-53-03	Programming & Support-Adult-Digital Services
76362	\$4,123.07	VISA	\$30.59	-- April Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76362	\$4,123.07	VISA	\$129.25	-- April Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76362	\$4,123.07	VISA	\$42.90	-- April Receipts	01-5452-54-07	Consultants-Marketing & PR Services
76362	\$4,123.07	VISA	\$167.95	-- April Receipts	01-5452-54-07	Consultants-Marketing & PR Services
76362	\$4,123.07	VISA	\$25.00	-- April Receipts	01-5430-54-03	Professional Development-Digital Services
76362	\$4,123.07	VISA	\$4.00	-- April Receipts	01-5325-53-07	Programming & Support-Events-MARKETING & PR Services
76362	\$4,123.07	VISA	\$57.82	-- April Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
76362	\$4,123.07	VISA	\$80.00	-- April Receipts	01-5430-54-04	Professional Development-Tech Services
76362	\$4,123.07	VISA	\$69.00	-- April Receipts	01-5461-54-03	Subscriptions & Dues-Digital Services
76362	\$4,123.07	VISA	\$42.74	-- April Receipts	01-5510-55-00	Gas, Oil, Grease
76362	\$4,123.07	VISA	\$79.99	-- April Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76362	\$4,123.07	VISA	\$63.73	-- April Receipts	01-5455-54-09	Kitchen Supplies-Administrative Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated May 16, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76362	\$4,123.07	VISA	\$124.58	-- April Receipts	01-5420-54-05	Janitorial Supplies-Maintenance Services
76362	\$4,123.07	VISA	\$96.90	-- April Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76362	\$4,123.07	VISA	\$276.75	-- April Receipts	01-5313-53-06	Software, Licenses-IT Services
76362	\$4,123.07	VISA	\$2.21	-- April Receipts	01-5313-53-06	Software, Licenses-IT Services
76362	\$4,123.07	VISA	\$660.00	-- April Receipts	01-5313-53-06	Software, Licenses-IT Services
76362	\$4,123.07	VISA	\$25.00	-- April Receipts	01-5313-53-06	Software, Licenses-IT Services
76362	\$4,123.07	VISA	\$400.00	-- April Receipts	01-5325-53-01	Programming & Support-Events-Adult Services
76362	\$4,123.07	VISA	\$13.99	-- April Receipts	01-4420-44-00	Downloadables
76362	\$4,123.07	VISA	\$13.99	-- April Receipts	01-4420-44-00	Downloadables
76362	\$4,123.07	VISA	\$133.14	-- April Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76363	\$550.80	VISION SERVICE PLAN OF ILLINOIS	\$550.80	--May 2018 Payment	01-5632-56-00	Vision
76364	\$237.84	SUZANNE WULF	\$11.66	--EE Mileage Reimbursement -OPPL	01-5431-54-03	Mileage-Digital Services
76364	\$237.84	SUZANNE WULF	\$226.18	-- EE Mileage Reimbursement -IL State Library Springfield	01-5431-54-03	Mileage-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
2994	Accounts Payable	Manual Check	4/16/2018	Illinois Department of Revenue	\$0.00	\$368.00	(\$368.00)	4/30/2018	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$368.00)
Total Payments:	(\$368.00)
Total Change in Register Balance:	(\$368.00)

Niles-Maine District Library
_SPECIAL RESERVE

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5805-58-00, Special Reserve - Building									
4/9/2018	108145	Invoice	2397-357	BLOCK ELECTRIC COMPANY	BLOCK ELECTRIC C	Posted	4/30/2018	\$8,725.00	\$0.00
5/1/2018	REF# 311484732	Invoice	2397-679	Johnson Controls Fire Protecti	Johnson Controls-REF	Posted	4/30/2018	\$10,455.00	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								\$19,180.00	\$0.00
Grand Totals:								\$19,180.00	\$0.00

Niles-Maine District Library

_SPECIAL RESERVE

Report name: _SPECIAL RESERVE REPORT

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (4/1/2018 to 4/30/2018)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

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



Beautifully organized carts of materials waiting to be checked in during the migration

I spoke about this at the last meeting, but I would also like to put in writing how very impressed I was with the planning, training, and execution of the migration from our old ILS (Integrated Library System) to the new one. The Polaris teams were ably led through the process by Assistant Director Cyndi Rademacher, who continues to respond to patron and staff observations and is working with each department to make sure they are able to do their work smoothly and efficiently.

Other key staff members throughout this process were Rich Wozniczka, Victoria Luz, Jamie King, Arianne Carey, Kathleen Weiss, Cecilia Cygnar and Athena Crouse. I thank them for their leadership and appreciate the hundreds if not thousands of decisions they helped make along the way.

CCS, our ILS consortium, also did an excellent job of communicating, planning and executing this very significant process. They also managed to get us the statistics we need to report to our Boards, though I must warn you that because they combine two different sets of stats, they may not be completely consistent this time.

Program Management

In public comments, a patron has criticized our programs that include fewer than 10 people—he compares this to the size of the District at 58,000 and feels they shouldn't be run at all. I must disagree. There are programs that are suitable for a large group, but other programs must be small, particularly when they are classes. For instance, here are the Digital Services programs for last month:

Class	Instructor	Attendance
Adult Computer Boot Camp	Ruth	6
Android Basics	Bobby	8

Edytor Tekstu Microsoft Word	Bernadetta	6
Intermediate Microsoft Excel 2016	Melissa Mayberry	11
Introduction to Google Hangouts	Jabez	4
Maker Lab	Suzy & Alexa	6
Microsoft Excel 2016 Basics	Melissa Mayberry	10
Mousercize	Ruth	2
Request a Ride with Uber, Lyft, & GoGo Grandparent	Mather LifeWays	7
Sew a Pillowcase	Bernadetta & Ruth	5
Silhouette Wednesdays	Bernadetta	12
Tablet Tuesday	Alexa & Bernadetta	1
Virtual Fridays	Matthew	3

Some of them like Tablet Tuesday are walk-in programs hosted by staff—when someone needs help, they can come get it. Most of these programs are for older residents who struggle more with technology. Others are hands-on and require a good ratio of teacher : pupils for the attendees to walk out with the new learning they came for. You will see in the patron comments that once again this month we have multiple comments from multiple residents thanking the different members of the Digital Services team for their help, their skills, and their patience. It will be increasingly hard to function in society being digitally illiterate, and the Library is playing an important role in providing both equipment and assistance to our residents.

Program planning is an art and a science—it is never possible to perfectly predict how many attendees you will have. All you can do is assess the program afterwards, try to understand what had an impact on the attendance, and decide whether to do the program or a similar program again. Numbers tell part of the story, but by no means all of it.

Youth Programs

From Arianne: KidSpace



We had several no-cost programs this month: recycling supplies and plastic bottles and turning them into mini chia pet (or grass seed) gardens! We also ran a baseball themed Bedtime Math where we talked about the All American Women's Baseball League, using the bases to relay location, and the speed of today's fast balls.

This year's Reading Challenge saw 10 teams. This translates to forty-seven 6th/7th/8th graders assembling their own teams to read thirty titles. They challenge other teams in weekly meets where they answer questions about the books in three different rounds. These kids take the challenge seriously, and are amped up to take the stage each week. The final meet wraps with a

pizza party and the winning team sets their sights on the grand prize: lunch at a local restaurant, during the school day, ferried by stretch limo. Could it get any cooler? They think not.

NMDL has been partnering with Advocate Lutheran General in an early literacy initiative. Both the American Academy of Pediatrics, and the Association for Library Services for Children recommend reading to young children and babies. We, along with 6 other area libraries, participated in Advocate's first annual Ready to Read Rally on April 9th. The libraries set up early literacy stations to model the 5 strategies to promote literacy: reading, writing, singing, talking, and playing. We also ran 4 storytimes throughout the morning for patients and area day cares that walked to the event. The event also kicked off the hospital's Book Nook – an effort to give a new or gently used paperback at wellness visits.



Borrowing from other cultures is super cool when you get to celebrate children and books. And that is just what we did last month, celebrating Dia de los Ninos. This day is a celebration of children, families and reading. We bring in a musician storyteller to lead the event, a little in English, and a little in Spanish. The families enjoy the music and stories, then sit down to craft. The event concludes with a taste of tres leches cake, a Mexican specialty.



This month in the Wonder Ground patrons learned about motion. They built tall towers and knocked them down. They folded paper airplanes and watched them glide through the air. And they designed and engineered their own balls from everyday materials. This gave the Wonder Grounders a better understanding that materials have properties that determine how a ball moves.



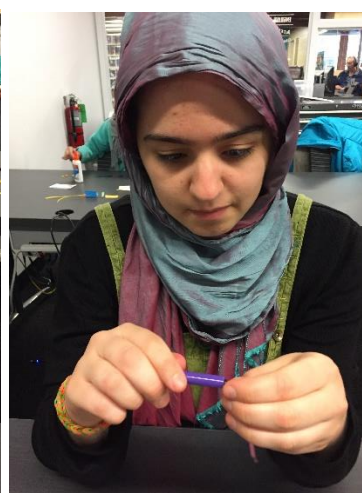
Teen

Teen Librarian Donna Block won a PLA “Inclusive Internship Initiative” grant for the 2018 summer. The grant provides \$3,500 to pay for a full-time summer high school intern, and for a trip for the intern and a mentor to Washington, DC. We are in the process of hiring an intern from a promising pool of 22 candidates. One of the intern’s primary duties will be to develop a project to help further an aspect of the library’s strategic plan.

National Poetry Month was celebrated at the April Teen Advisory Board with the teens designing poems in a pocket and creating a Poetry and Verse Novel Display. On April 26, 386 poems were distributed on Poem in a Pocket Day at senior housing, several schools, the Niles senior center, and library patrons. Poem in a Pocket Day is an annual event sponsored by the Academy of American Poets during National Poetry Month. It promotes the idea that poetry is best when it is shared. Response from an Outreach Patron:

Thank you for including the poem by E. E. Cummings with the books you dropped off today. It was a nice surprise and I enjoyed it. – Sharron Cook

Two craft programs, Teen Bullet Journaling and a multigenerational Quilled Butterfly earrings were very successful with making and taking home either a colorful journal or a whimsical set of earrings.



Adult Programs

From Dodie: Money Smart Week and Poetry Month have joined Baseball to dominate programming this April. Money Smart Week was a big success with programs like Wills & Trusts, Identity Theft, Property Taxes and Finding Missing Money Fast, where 14 people with 60 searches found a combined \$5000.00! During the week we handed out Savings Fitness guides from US Dept of Labor and RefUSA earbuds, Consumer Action Handbooks for 2018, and RefUSA glasses-cleaning cloths.



Identity Theft Money Smart Week

The poetry contest attracted a number of poets, many of them repeat participants and a few newcomers who will have their poems judged by some outstanding judges from the literary field. 26 poems were submitted. To commemorate Poetry Month Emily Dickinson, the Belle of Amherst invited us into her home to talk about her poetry and her life.

The Baseball exhibit is still busy especially now that baseball season is here.



The popular History Comes Alive Series featured Rochelle Pennington who talked about the sinking of the SS Edmund Fitzgerald – an American Great Lakes freighter that sank in a Lake Superior storm on November 10, 1975. The ship and its entire crew of 29 were lost. It was a mesmerizing story. Gordon Lightfoot made it the subject of his 1976 hit song “The Wreck of the Edmund Fitzgerald” after reading an article about it in *Newsweek*.

From Suzy: Jabez taught an Introduction to Google Hangout, where he demonstrated how to make phone calls within the USA and Video calls through this free service. Attendee asked great questions regarding how Hangouts links to Google Voices and were very impressed with the amount of people you can talk to through Hangout.

Bernadetta offered Microsoft Word class in Polish language. Attendees were very thankful to learn basic functions of the ribbon in their own language. After the lecture they practiced adding and editing a text as well as saving it.

Creative Studio and Databases

From Suzy: Ruth and Bernadetta taught a hands-on sewing class where attendees learned how to sew a pillowcase with only 3 seams. Attendees were taught the Burrito method and French seams. It was a perfect beginner project and everyone was happy to take home a functional and handmade project.



This month there were 10 3D print submissions, 6 poster print submission and 12 VHS to DVD conversion

Niles Night of Roses



For the second year the Digital Services team contributed to the Niles Night of Roses by taking green screen photos. Bernadetta and Kathleen worked the event, taking, editing and printing pictures. This was a team effort with Jason designing a background and Matthew introducing us to PhotoKey 8, a new green software. Overall, it was a very successful event. At the end of the party attendees had a nice souvenir to take home to remember that night.

- Niche Academy saw a huge increase with 753 sessions in April compared to the monthly average of 105 sessions for FY17-18. This likely has to do with views of the catalog tutorial videos posted to Niche Academy this month.
- The library will trial RomanceBookCloud through August. Patrons can access to over 1200 Romance titles. Dodie, Greta, Pat, and I will promote the resource via a Romance book display titled "Summer of Love". If the resource resonates with patrons we can consider subscribing. RomanceBookCloud comes from the makers of Tumblebooks.
- Mango Languages is up to 215 sessions in April. The monthly average is 73 sessions for FY17-18. 74% of sessions were for Russian language skills followed by 13% for ESL.
- Usage for Lynda.com is up 81% from last month. Statistics, pivot tables, and productivity apps make up the most popular classes for April.
- Reference USA is up to 2122 searches in April. The monthly average is 544 for FY17-18.

Taxes!

From Dodie: Last filing day was April 17.

Printed in-house (before hard copy received): 3,670 Federal and 1,285 IL

Hard copy received: 8,000 Federal and 1,250 IL forms and instructions

Total distributed to library patrons: 9,770 Federal and 2,135 State forms and books.

Kudos to Judy McNulty, our Business Librarian, for managing and overseeing everything Taxes and for her dedicated effort for this year's Money Smart Week. She planned all seven of our programs – including 5 for the Adult Services Department and 2 of the YA/Teen Audience. She also coordinated the Lobby display of Money Smart themed materials which netted a checkout of 187 books.

Community Engagement

From Dodie: On Fri. 4/20 Dodie, volunteer Marilyn, and Karen Ciecko had a table at the annual Golf Mill Swing Into Spring Senior Expo for 4 hours. They handed out program flyers, candy, and Jumbo pens and met and greeted Niles Seniors. People had some wonderful things to say about the library – we enjoyed the love! We also had another opportunity to explain why the library changed its name.

In celebration of National Poetry Month and Poem in Your Pocket Day - Mary Miller, Teen Librarian, once again gave Outreach an assortment of poems to hand out to our Homebound patrons and left some at one of our most popular retirement homes, Brookdale Plaza.

Staff news

From Cyndi: I presented as part of a 3-person panel at Reaching Forward, A Professional Development Conference for Library Staff. Our topic was *Taking Customer Service to the Next Level with Volunteers*.

Do you have dinosaurs in need of docents? Do you have pianos in need of playing? Or gardens in need of watering? Connecting with your community is the key! Folks who love their local library are eager to be part of it! Come learn how three libraries have taken customer service to the next level by moving volunteers from behind the stacks to the heart of the library and its services. We had 55 attendees.



From Sasha: I am on the Illinois Library Association Marketing Forum Board (say that in one breath!), where I will be the Manager starting this summer. Recently, the Forum organized their first-ever mini conference for library marketers and beyond in Illinois. Around 80 people were in attendance with more than 20 people on the waitlist. I booked a speaker to present about visual merchandising in libraries and a \$1,000 sponsorship to help cover the costs of the conference.

I also recently presented with Sue Wilsey (previous Marketing Supervisor at NMDL) at the Reaching Forward Conference in Rosemont, IL. This is the third time I have presented at this conference. The topic this year was dynamic marketing techniques for today's libraries. The presentation was well received with more than 60 people in attendance (it was the last session of the day on a Friday). I shared examples of the great visual displays around the Library.

From Dodie: Krystyna Banek attended the Polish American Librarians Association's (PALA) 8th Annual Meeting. She was introduced to the young Polish filmmaker, Rafal Muskala who is the director of the movie *The Fourth*

Partition. This film had a world premiere in November 2013 where it was awarded the “Discovering Eye Award” and the “Best Documentary Debut”. Krystyna is working to get this movie shown at our library.

Judy attended the kickoff Money Smart Week Breakfast downtown. Author Beth Kobliner was the keynote speaker – she shared insights on helping students and parents bridge their financial literacy gap between school and home. The Money Smart Kid essay winners were announced. fifth through eighth grade students from area schools were asked to write 300 words on “What are the potential devastating effects of a natural disaster (fire, flood, hurricane, etc.) on a family’s financial situation, including tips and resources to help prepare for potential future unexpected crises?”

Volunteers

From Cyndi: Within departments, preparations for the rush of summer reading volunteers, “Book Buddy” volunteers, and digital service volunteers is in full swing. We decided to begin carrying out background checks began for adults as Book Buddy volunteers because of their close and ongoing work with children.

Library Gardeners are planting vegetables in their plot at Farm on Franks for the food pantry. Roberta started seeds that are ready for transplanting. The Garden Club plot is also an opportunity for education and hands on learning for patrons interested in gardening. They will also be planting the containers in May.

Interesting patron questions

From Neil: For my novel I need background information for two addresses and their neighborhoods in New York in the 1930s, 135th E. 50th St and 135 E. 15th Street.

Could I somehow translate the back of this seed packet printed in Polish using the scanning station?

Marketing notes

From Sasha: Once the month of April concludes, the Public Relations and Marketing Department is in the home stretch before the launch of the Summer Reaching Challenge. It’s also the same time we finish the production of the Chapter One summer newsletter, which is typically a 6 week process. Annette (Graphic Design Coordinator) has been super busy with both projects in addition to her daily tasks of designing promotional posters and more. Robin (Marketing Assistant) has been keeping our patrons engaged on our social media platforms. It’s important for us to stay connected with our patrons online. She answers questions about programs, services, and more. Matt (Digital Content Coordinator) has been working on designing program and service advertisements that will run on all 6 of our self-checkout screens. This is a new avenue of promotion for us, so we’re looking forward to hearing feedback from patrons and staff.



Passport service being promoted on the self-check screen

Staffing changes

Christi Gamboa, hired for PT position of Library Page (10.5 hrs)

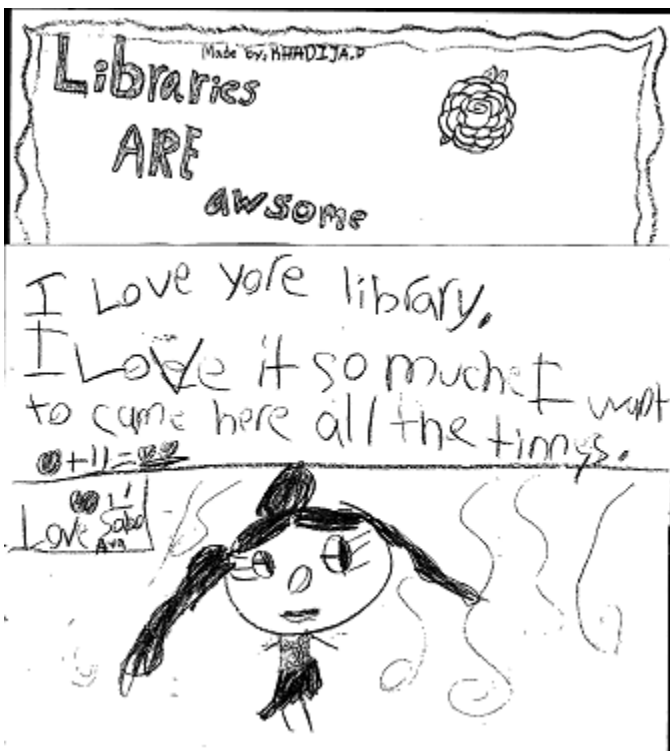
Christine Warta, hired for PT position of Library Page (12.0 hrs)

Melanie Hirsch, hired for temporary FT position of Technical Services Acquisitions Assistant

Teen Librarian Mary Miller, who has worked here for over 20 years, has announced her retirement as of June 2. She has cultivated a wonderful Young Adult Fiction collection, and nurtured the Teen Advisory Board for many years, and we appreciate her excellent taste and her dedication to her patrons. Youth & Teen Services Supervisor Arianne Carey will analyze this position and determine what the needs of the patrons and the department are before hiring.

Committees

Art & Display From Victoria: Sox vs. Cubs: A Chicago Civil War is wrapping up its time in the Franklin Gallery. I am currently working to get something scheduled with the Golf-Maine Park District and their senior art classes for an exhibit.



FOIA Requests

4.13.2018 **Dennis Martin**

“For exterior caulking at Niles-Maine District Library. Please explain how individuals or bidders are notified of this project. Please indicate all methods used to contact individuals or bidders; email, phone, website, newspapers or other forms of contact. Please also explain who will be present at the opening of bids. What is the process and timing to review the bids and who is involved in making decisions to award contract. What is process and procedure in scoring responses from bidders on project. How many responses are required excluding responses withdrawn or rejected in order to move forward in selection? Is it required to have more than 1 response to move forward with award of contract.”

4.13.2018 **Dennis Martin**

“For exterior painting at Niles-Maine District Library. Please explain how individuals or bidders are notified of this project. Please indicate all methods used to contact individuals or bidders; email, phone, website, newspapers or other forms of contact. Please also explain who will be present at the opening of bids. What is the process and timing to review the bids and who is involved in making decisions to award contract. What is process and procedure in scoring responses from bidders on project. How many responses are required (meaning not rejected) in order to move forward in selection? Do you need more than 1 or 2 etc to move forward with award of contract.”

4.13.2018 **Dennis Martin**

“For replacement of its 250 ton water chiller please explain how bidders are notified for this project. Please indicate all methods used to contact bidders and individuals interested in bidding on this project; email, phone, website, newspapers or other forms of contact. Please also explain who will be present at the opening of bids. What is the process and timing to review the bids and who is involved in making decisions to award contract. What is process and procedure in scoring responses from bidders on project. How many responses are required excluding responses withdrawn or rejected in order to move forward in selection? Is it required to have more than 1 response to move forward with award of contract.”

4.13.2018 **Dennis Martin**

Electronic copy of all pages of credit card statements for Jan 1 through Dec. 31, 2017 (charges, summary, payments, credits, history, rewards—all pages. Please provide in Excel format. No need to print this out. This request is same as Joe’s. You probably could export what you gave Joe and put in Excel.

4.13.2018 Carolyn Drblik

“paper copies and an electronic copy in Word or Excel of:

1. A list of exempt library employees by name, position/title, and department or area. Indicate all comp hours per exempt employee by week for the Period of January 1, 2017 through April 12, 2018.
2. A list of non-exempt library employees by name, position/title, and department or area. Indicate all comp hours per exempt employee by week for the Period of January 1, 2017 through April 12, 2018.
3. A list of overtime hours by employee, including name, position/title, and department or area, exempt or non-exempt by week for the Period of January 1, 2017 through April 12, 2018.”

4.13.2018 Carolyn Drblik

“paper copies and an electronic copy in Word or Excel of all contributions or donations made by the library to charitable organizations, private and public entities, etc. between January 1, 2017 through April 12, 2018. Please include the name of the recipient, date and amount of the contribution or donation, and the purpose.”

4.13.2018 Carolyn Drblik

“paper copies and an electronic copy in Word or Excel of the 2017 IMRF report and payments submitted to IMRF. Also provide copies of any attachments or additional information pertaining to this report.”

4.13.2018 Carolyn Drblik

“paper copies and an electronic copy in Word or Excel of the original Culver Parking Agreement and any amendments through April 12, 2018.”

4.13.2018 Jared Ruteki Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), the Better Government Association requests your government body's full payroll expenditures for the year 2017, including salary and all additional payments. This request includes, but is not limited to, the following information: Last name, First name, Middle name (or initial, if available), Suffix (e.g. Jr., if available), Title, Department, Annual Base Salary, Overtime, holiday pay, bonus compensation and any other additional payments made to employees excluding costs such as insurance, pension or benefit payments, Start date. Please include compensation for any and all elected officials as well.

5.4.2018 Dan Granadon I was wondering if there was a copy of the sign in sheet for the pre bid for painting of the library. I missed the pre bid and was wondering who was bidding. Thank u

Trustee Calendar

May
5/14—Friends of the Library meeting
5/16—Regular meeting of the Board of Trustees—approval of Tentative Budget & Appropriations
5/18—Laconi Trustee Banquet Carleton of Oak Park Hotel, 6-9—notify Susan if you want to attend by May 14

June
6/21—Friends of the Library Meeting (new time: Third Thursday year round)
6/20—Public Hearing of the Tentative Budget & Appropriations
6/20—Regular meeting of the Board of Trustees—approval of the Final Budget & Appropriations
6/22-26-- ALA Conference: New Orleans, June 22-26, 2018

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

Monthly Statistical Report -- April 2018

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	171	294	-41.84%			
Total District Cardholders	21,862	24,546	-10.93%			
Patron Visits	29,415	29,900	-1.62%			
Unique Library Cards Used	5,997	4,667	28.50%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	40,017	45,187	-11.44%	436,680	456,138	-4.27%
Teens	3,412	3,964	-13.93%	37,114	37,826	-1.88%
Juvenile	41,399	43,591	-5.03%	425,266	434,686	-2.17%
Digital	2,118	1,643	28.91%	19,181	16,994	12.87%
Equipment	100	113	-11.50%	1,117	988	13.06%
TOTAL Loan of Library Materials	87,046	94,498	-7.89%	919,358	946,632	-2.88%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	19,018	20,458	-7.04%	205,060	210,151	-2.42%
Periodical	1,046	1,042	0.38%	10,637	10,926	-2.65%
Audio	4,074	5,169	-21.18%	46,449	46,640	-0.41%
DVD	15,879	18,518	-14.25%	174,534	188,421	-7.37%
TOTAL Adult Loans	40,017	45,187	-11.44%	436,680	456,138	-4.27%
Teens						
Print	2,601	3,030	-14.16%	28,014	27,967	0.17%
Periodical	20	12	66.67%	242	159	52.20%
Audio	464	534	-13.11%	5,567	6,091	-8.60%
DVD	327	388	-15.72%	3,291	3,609	-8.81%
TOTAL Teen Loans	3,412	3,964	-13.93%	37,114	37,826	-1.88%
Juvenile						
Print	33,543	33,295	0.74%	333,034	326,439	2.02%
Periodical	225	208	8.17%	1,931	2,155	-10.39%
Audio	1,969	2,109	-6.64%	22,485	26,420	-14.89%
DVD	5,662	7,979	-29.04%	67,816	79,672	-14.88%
TOTAL Juvenile Loans	41,399	43,591	-5.03%	425,266	434,686	-2.17%
Equipment Loan	100	113	-11.50%	1,117	988	13.06%
Digital Loan (ebooks, eaudiobooks)	2,118	1,643	28.91%	19,181	16,994	12.87%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	19,772	18,185	8.73%	131,507	125,921	4.44%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	5,874	6,670	-11.93%			
Holds Made Available	8,101	10,069	-19.55%			
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
TOTAL In-House Use of Materials 4/17-4/30 only	4,151	6,607	-37.17%	72,174	66,812	8.03%
Items moved on Shelf	4,017	5,680	-29.28%	50,770	41,569	22.13%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,378	1,313	4.95%	12,901	13,695	-5.80%
Digital Services	2,726	2,565	6.28%	26,238	27,222	-3.61%
Kidspac Express Internet	30	31	-3.23%	363	274	32.48%
Kidspac	1,274	1,214	4.94%	15,485	14,524	6.62%
Kidspac iPad Usage	350	350	0.00%	3,480	3,943	-11.74%
Teen Underground	263	229	14.85%	3,695	2,779	32.96%
TOTAL Users	6,021	5,702	5.59%	62,162	21,520	188.86%
Patron Wi-Fi Uses	19,596	12,179	60.90%	131,622	122,581	7.38%
Scanning & Fax Pages	6,377	4,421	44.24%	49,542	40,800	21.43%
Print & Copy Pages	18,505	17,768	4.15%	143,810	175,024	-17.83%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	10	53	-81.13%	283	413	-31.48%
Large Scale Poster Printer	7	19	-63.16%	38	57	-33.33%
VHS to DVD Conversion	12	7	71.43%	80	118	-32.20%
TOTAL Use of Staff Mediated Equipment	29	79	-63.29%	401	588	-31.80%
USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	48	92	-47.83%	824	558	47.67%
Study Rooms 1-5	616	623	-1.12%	5,359	5,621	-4.66%
Creative Studio A	83	50	66.00%	534	353	51.27%
TOTAL Users of Staff Mediated Spaces	747	765	-2.35%	6,717	6,532	2.83%

Monthly Statistical Report -- April 2018

MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	33,915	29,743	14.03%			
Facebook "Likes"	1,543	1,317	17.16%			
Buzz Blog views	617	548	12.59%			
Media Hits (includes print and online articles and listings)	47	20	135.00%			
e-News Subscribers	16,884	15,015	12.45%			
New Resident Letters (March)	11	36	-69.44%			
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,409	2,041	279,915			
Non-shelved materials	-	-	49,067			
Equipment	4	-	98			
Total	2,413	2,041	329,080			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	66	94	-29.79%	964	1,627	-40.75%
Test Proctoring	1	9	-88.89%	55	117	-52.99%
Passports Processed	161	-		623	-	
Voters' Registration	-	-		5	28	-82.14%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services (3rd Floor)	917	915	0.22%	8,710	9,179	-5.11%
Commons Desk	89	17	423.53%	180	477	-62.26%
Fiction/Audiovisual Services Desk (2nd Floor)	1,334	1,478	-9.74%	15,161	14,983	1.19%
Patron Services	4,525	4,873	-7.14%	20,085	71,716	-71.99%
Technology Desk	2,190	2,107	3.94%	20,022	15,708	27.46%
Teen UnderGround Desk	404	333	21.32%	7,395	5,245	40.99%
Outreach Service	2,057	2,399	-14.26%	24,181	27,310	-11.46%
Youth Service/KidSpace Desk	3,869	3,557	8.77%	44,315	37,674	17.63%
Total Service Interactions	15,385	15,679	-1.88%	140,049	182,292	-23.17%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	5,836	4,694	24.33%	50,775	49,873	1.81%
Items Received from CCS Libraries for Patrons	3,925	3,315	18.40%	34,045	35,329	-3.63%
Items Lent to OCLC Libraries	322	333	-3.30%	3,136	3,474	-9.73%
Items Received from OCLC Libraries for Patrons	30	26	15.38%	751	875	-14.17%
Total Interlibrary Loan	10,113	8,368	20.85%	88,707	89,551	-0.94%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	184	226	-18.58%			
Number of Visits	159	160	-0.63%			
Institutions						
Number of Institution Deposit Collections	9	10	-10.00%			
Number of Visits	9	10	-10.00%			
Schools						
Items Delivered	529	692	-23.55%			
Number of Trips	16	16	0.00%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	22	158				
Adult and Outreach Services & Programs	5	20				
Digital Services & Programs	1	8				
Patron Services	6	29				
Teen Services & Programs	15	33				
Youth Services & Programs	20	61				
Total Volunteers and Hours This Month	69	309				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>80</i>	<i>561</i>				

Monthly Statistical Report -- April 2018

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Youth Programs	77	2,790	87	3,712	-24.84%
Teens Programs	11	833	16	1,038	-19.75%
Adults Programs	51	1,747	44	1,510	15.70%
Digital Services Programs	25	149	18	103	44.66%
Outside Meetings	28	363	10	200	81.50%
TOTAL PROGRAMS AND EXHIBITS	192	5,882	175	6,563	-10.38%
Programs-Youth Audience					
1KBK added visits	ongoing	15			
1KBK registrations	1	4			
Ballet and Books	1	11			
Bedtime Math: Baseball	1	13			
Bibliobop Dance Parties!	1	81			
Book Buddies	2	7			
Dia de los Ninos	1	42			
Earth Day: DIY Chia Pets	1	27			
Family Movie: <i>Wonder</i>	1	45			
In-house Toys and Games	1	373			
I-Spy tank	1	55			
Knights of Niles Chess Club	3	54			
Mega Mondays-Drama, Minecraft, Yoga, Lego, Kid's Craft	5	61			
Parenting Series: Using Chores to Raise Responsible Kids	1	10			
Poetry Scavenger Hunt	1	119			
Reading Challenge	4	260			
Reading Patch Club added visits	ongoing	27			
Reading Patch Club registrations	1	3			
Reading with Rover	2	23			
Second Saturday Breakfast Bingo: Baseball Edition	1	34			
Second Sunday: <i>Bubble Wonders</i>	1	164			
Story: Baby Lapsit	1	3			
Story: Babytime	4	184			
Story: Evening Family Storytime	4	38			
Story: Rise & Shine Storytime	3	90			
Story: Storytime for 2s and 3s	8	145			
Story: Storytime for 4s and 5s	4	116			
Teacher Use of Die Cut Machine	1	3			
Video Games	1	86			
Volunteer in KidSpace Program	1	19			
Wonder Ground: Air	8	112			
World Language Storytime (Polish)	1	17			
Writing Center	1	149			
Youth Services Community Engagement Programs					
Elementary Outreach to the Classroom	3	81			
Elementary Classroom Vists to the Library	3	87			
Famished for Fiction	2	11			
Advocate Lutheran General Early Literacy Event	1	215			
Preschool Outreach to Teachers	1	6			
Total Youth Services Programs	77	2,790	87	3,712	-24.84%
Programs--Teen Audience					
Bullet Journaling	1	12			
College 101: Managing College Costs	1	6			
Craft: Quilled Earrings	1	19			
Games	1	4			
Movies in the Underground: <i>Wait Till Helen Comes</i>	1	2			
Poem in your Pocket	1	386			
Poetry Workshop	1	4			
Teen Advisory Board	1	16			
Read for a Lifetime	1	8			
Videogames	1	26			
Teen Community Engagement Programs					
Jr. High/High School Summer Reading Book Talks	1	350			
Total Teen Programs	11	833	16	1,038	-19.75%

Monthly Statistical Report -- April 2018

General Programs--Adult Audience	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Sox vs. Cubs: The Chicago Civil Wars Baseball Exhibit Visits	ongoing	236			
Baseball in the Attic	1	23			
Baseball Exhibit: Candy Jars Contest	ongoing	181			
Baseball Exhibit: Superdawg Drawing [March]	1	207			
Baseball Exhibit: Superdawg Drawing	ongoing	87			
Book Discussions - Literary	2	11			
Book Discussion: Pages Through Time Nonfiction	1	6			
Book Discussion: Polish Language Book	1	12			
Citizenship Education Classes	4	26			
CJE Senior Life	1	0			
History Comes Alive: The Edmund Fitzgerald	1	33			
Job Counseling	1	3			
Meet Emily Dickinson	1	25			
Navigating the Job Search	1	26			
New Release Movie - Only the Brave	1	15			
New Yorker Discussion Group	4	40			
Niles Songwriters	1	5			
Oakton Community College English as a Second Language	8	285			
Poetry Contest	1	26			
Senior Coffee Hour: Identity Theft	1	51			
Small Business Counseling	12	2			
Smart Money Week: Find Missing Money	1	14			
Smart Money Week: Property Taxes 101	1	31			
Smart Money Week: Wills & Trusts	1	65			
Triple Play Movie Series: The Babe	1	1			
Adult Community Engagement Programs					
BookBites Popular Fiction Discussion	1	22			
Senior Expo	1	300			
Low Vision Support Group (VIM)	1	7			
Low Vision Support Group (VIM) Book Discussion	1	7			
Total Adult Programs	51	1,747	44	1,510	15.70%
Digital Services Programs --Adult Audience					
1-2-1 Technology Help	8	8			
Adult Computer Boot Camp	3	6			
Android Basics	1	8			
Edytor Tekstu Microsoft Word	1	6			
Intermediate Microsoft Excel 2016	1	11			
Introduction to Google Hangouts	1	4			
Maker Lab	1	6			
Microsoft Excel 2016 Basics	1	10			
Mouserize	1	2			
Request a Ride with Uber, Lyft, & GoGo Grandparent	1	7			
Sew a Pillowcase	1	5			
Silhouette Wednesdays	2	12			
Tablet Tuesday	1	1			
Virtual Fridays	1	3			
Digital Services (DS) Community Engagement Programs					
Niles Night of Roses	1	60			
Total Digital Services (DS) Programs	25	149	18	103	44.66%
Community Meetings in Library Spaces	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Khalid Baloch/Study Group	2	16			
Niles All American Toastmasters Club	2	30			
Burning Bush Condo Association	1	20			
Karol Verson - Film Discussion Group	4	60			
Karol Verson - Play Discussion Group	4	60			
Jewish Genealogical Society of Illinois	1	10			
Woodley Park Condo Assoc/NS Management	1	15			
Niles Historical Society-Information Table	2	22			
Hasan Siddiqui/IT Training	8	80			
Wood River Condo Assoc/Rosen Management	1	20			
Niles Township Toastmasters	2	30			
Total Community Meetings	28	363	10	200	81.50%
GRAND TOTAL PROGRAMS AND ATTENDANCE	192	5,882	175	6,563	-10.38%

Patron Suggestions and Comments for May 2018

Responses to Patron Suggestions and Comments

Suggestions

Please offer a class introduction to computer coding. T. L., Niles

Here are our upcoming classes and our online resources for learning computer coding. There also is a children's coding class coming up over the summer. If none of these classes work well for your particular situation, please talk to the people at the Tech Desk so they will know what you are looking for.

- HTML & CSS Basics: Coding a Website
- Let's Code: Python
- Treehouse: <https://www.nileslibrary.org/treehouse-form>
 - Learn web design, coding and much more with Treehouse from the library! To obtain or renew an account, please register first by filling out the form by clicking on the link above the logo. If you already have a Treehouse account, log in on the official Treehouse website.
- Lynda.com: <https://www.lynda.com/portal/sip?org=nileslibrary.org>
 - *Learn coding skills with these top-quality courses taught by industry experts with Lynda.com. To log-in you will need to enter your Niles library card number and Library Card PIN. Your Library Card Pin is the password you use to log-in the Niles Public Library District catalog. If you have not set up an account in the catalog, your password is patron.*
- Gale Courses: <https://education.gale.com/l-nilespld/>
 - *Gale Courses offers a wide range of free instructor-led courses. Classes run for six weeks on a variety of topics including coding. Some classes can lead to certification. Niles Library cardholders only.*

Some area libraries have (1) automatic renewal option on guest computers; (2) universal phone charging station with chargers for most phones. S. F.

We are happy to extend your time on the computer at the desk if no one is waiting. Also, if you use your library card to login to your session, then you begin with a longer time period and you will be offered time extensions through the screen automatically, if no one is waiting. We will definitely look into a universal phone charging station. Thank you for the suggestion.

Why does the print have to be so little on the interlibrary loan books? I'm 78 years old. Now I have to kneel to see if I have any books. J. M.

On the hold shelf the printing is really, really too small. Can you go back to larger print? A person who uses the library.

We agree with you, and have put in a request to get this changed. We wish we could change it ourselves but the software won't let us. In the meantime, I'm very sorry for your inconvenience, and please feel free to ask the staff at the Info Desk to assist you.

Frustrations

Your new website is horrible. It is difficult to navigate and not user friendly. Your old site was so wonderful. Bad decision. A. C.

Your new computer system is junk. Old system 100% better. Someone sold a bill of goods on new system—CRAP. Disgruntled patron.

I think you must be talking about the new catalog, and I'm sorry you don't like it yet. We will continue to tweak it based on the suggestions we get, so please do let us know what specifically is a problem for you. It's brand new to us, too, so we are trying to get it right, but we know that it does have many features that patrons will find useful once they become better acquainted with it. Thanks for writing.

New phone call for holds is not good/does not mention how long item is being held for. P. M.

Thank you for letting us know—we are checking into this. The standard is that you have 7 days to pick up your hold, and the call should be coming soon after the item is placed on the shelf.

Where is BookMyne? It is great for phones. I can see, without going through the Internet, what is on hold or is available. It disappeared after the change in your system.

BookMyne is an app that unfortunately only worked with our old catalog. You can still access our new catalog via your phone, but we are working on another app that may also help. I appreciate hearing what in particular was useful to you.

I don't understand why your Mr. Martin hates us so much. First he wants to cancel home delivery and now he wants to cancel the Christmas decorations. I don't have much but here is \$5.00 to help pay for those things. I watch all of the videos. Keep up the good work.

Thank you for the donation.

Comments

We love Niles Library!



Alexa was very helpful to me on the computer today, as well as Peter and Jason who have helped me before and at different times. They all should get raises for the constant help and consideration. F. Y.

Thank you to Pete! L. S.

I had such a positive experience with the Digital Services department. I used the engraver machine for a homemade gift and the staff was AMAZING at helping and assisting and the machine itself is such a great investment for patrons at the Niles Library. Thank you for all you do!

Thanks to "Matt," I was able to print out documents for my upcoming trip. I am over 70 and tech ignorant. Matt was very helpful and generous with his time. P. D., Niles

Mr. Paul Kadur is around 90 years old so he dictated his appreciation and asked me to write this down. Peter Motyl was very helpful to me on the one-on-one session. He is very patient, genuine, and intelligent. He helped me a lot to understand computers.

Thank you all very much for taking the time to write. I can see that the Digital Services staff does an excellent job of serving their many patrons, and it is always great to hear that their hard work is appreciated!

Susan Lempke

From: Barbara Matush <bmatush2@yahoo.com>
Sent: Monday, April 30, 2018 7:57 PM
To: Susan Lempke
Subject: Polish Reading Book Club

To the Library Director at Niles IL

For over two years I have been attending the meetings of the Polish Reading Book Club conducted by Ms. Krystyna Banek.

Krystyna is a very professional lecturer who is interested in new products on the publishing market.

It suits us very well that we can suggest and influence what books will be purchased.

Krystyna takes into consideration different tastes.

Krystyna brings reviews of books she intends to buy so we can discuss them.

Krystyna has a very sophisticated taste and great insight in new products on the market.

Our meetings are very constructive.

Best regards,

Barbara Matush

Library card Nr 21491 00220 4150

04/28/2018

New Business - Recommended Actions

A. Recommended Action on Laptop Purchase

MOVE the Library Board of Trustees approve the expenditure of \$21,689.73 from Per Capita Grant funds for twelve laptop computers, peripherals, and a charging storage cart from Dell Computers.

Memorandum A of Recommended Board Action

11 of the laptops will be available for use by patrons in the Library. Patrons will be able to use the laptops in the various patron study rooms, meeting rooms and other patron areas. One of the laptops will be used for proctoring exams which is a service the Library already performs. Additionally, the new charging storage cart will store and charge the new laptops and any other existing patron devices. The remaining laptop will be assigned to the Digital Services supervisor for use at; meetings, programs, conferences and additional collaborative work.

The library, being a member of NASPO ValuePoint Cooperative Purchasing Organization, is able to make this purchase through the 2015-2020 Master Price Agreement for Computer Equipment, Peripherals, and Related Services prebid contract. Dell Computers was found to have the best equipment for the lowest price.

The total cost of the computer laptop workstations and the laptop cart comes to \$21,689.73. Standard Dell pricing for the same 12 computer laptop workstations and laptop cart comes to \$39,541.20. By using the Dell NASPO prebid contract pricing and additional discounts offered by Dell the library saves \$17,851.47 or 45 % off the standard Dell pricing.

Please see the price quote following for additional details.



A quote for your consideration!

Total: \$21,689.73

Based on your business needs, we put the following quote together to help with your purchase decision. Please review your quote details below, then contact your sales rep when you're ready to place your order.

Quote number: 3000024890277.1	Quote date: May 10, 2018	Quote expiration: Jun. 9, 2018	Deal ID: 15899502
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Company name: NILES PUBLIC LIBRARY DIST	Customer number: 38910543	Phone: (847) 663-6480
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Sales rep information: Shawn Kitterman Shawn_Kitterman@Dell.com (800) 456-3355 Ext: 5131143	Billing Information: NILES PUBLIC LIBRARY DIST 6960 OAKTON ST NILES IL 60714-3025 US (847) 663-6480
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Pricing Summary

Item	Qty	Unit Price	Subtotal
Dell Latitude 7390	12	\$1,688.19	\$20,258.28
Dell Optical Mouse - MS116 (Black)	12	\$11.99	\$143.88
Dell 3-Prong AC Adapter - 65 Watt	12	\$35.99	\$431.88
Tripp Lite 32Port AC Charging Cart Storage Station Chromebook Laptop Tablet - Cart for 32 Laptops - steel - black	1	\$855.69	\$855.69
		Subtotal:	\$21,689.73
		Shipping:	\$0.00
		Environmental Fees:	\$0.00
		Non-Taxable Amount:	\$21,689.73
		Taxable Amount:	\$0.00
		Estimated Tax:	\$0.00
		Total:	\$21,689.73

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Dear Customer,

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

Regards,

Shawn Kitterman

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

Shipping Group 1

Shipping Contact: ACCOUNTS PAYABLE	Shipping phone: (847) 663-6480	Shipping via: DELL Standard Delivery	Shipping Address: 6960 OAKTAN ST NILES IL 60714 US
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SKU	Description	Qty	Unit Price	Subtotal
	Dell Latitude 7390	12	\$1,688.19	\$20,258.28
	Estimated delivery date: May 24, 2018			
	Contract No: 99AGZ			
	Customer Agreement No: MHEC-07012015			
210-ANQM	Dell Latitude 7390	12	-	-
379-BCXH	Intel Core i5-8350U Processor (Quad Core, 6M Cache, 1.7GHz,15W)	12	-	-
619-AHKN	Win 10 Pro 64 English, French, Spanish	12	-	-
630-AAPK	No Productivity Software	12	-	-
338-BNEM	8th Generation Intel Core i5-8350U Processor (Quad Core, 6M Cache, 1.7GHz,15W, vPro)	12	-	-
631-ABOC	Intel vPro Technologys Advanced Management Features	12	-	-
370-ADIB	8GB, 1x8GB, 2400MHz DDR4 Memory	12	-	-
400-AOTF	M.2 256GB SATA Class 20 Solid State Drive	12	-	-
391-BDLV	13.3" FHD WVA (1920 x 1080) Anti-Glare Non-Touch, Camera & Microphone, WLAN/WWAN Capable	12	-	-
583-BDKG	Internal US English Qwerty Backlit Keyboard	12	-	-
570-AADK	No Mouse	12	-	-
555-BDVW	Intel Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Driver (2x2)	12	-	-

555-BDGD	Intel Dual Band Wireless AC 8265 (802.11ac) 2x2 + Bluetooth 4.2	12	-	-
362-BBBB	No Wireless WWAN Card	12	-	-
451-BBYE	Primary 4-cell 60W/HR Battery	12	-	-
492-BBXF	65W AC Adapter, 3-pin	12	-	-
346-BCOU	Single Pointing, 82 key with No Smartcard or Fingerprint Reader with Displayport over Type C	12	-	-
650-AAAM	No Anti-Virus Software	12	-	-
620-AAOH	No Media	12	-	-
817-BBBB	No FGA	12	-	-
537-BBBD	E5 Power Cord (US)	12	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)	12	-	-
340-BYPG	Quick Reference Guide, English/French	12	-	-
340-ACQQ	No Option Included	12	-	-
387-BBMF	Energy Star 6.1	12	-	-
452-BBSE	No Docking Station	12	-	-
389-BCGW	No UPC Label	12	-	-
332-1286	US Order	12	-	-
389-CGJO	Intel(R) Core(TM) i5 vPRO Label for KBL-R	12	-	-
525-0131	Dell Command Power Manager (DCPM)	12	-	-
525-BBCL	SupportAssist	12	-	-
640-BBLW	Dell(TM) Digital Delivery Cirrus Client	12	-	-
658-BBMR	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	12	-	-
658-BBRB	Waves Maxx Audio	12	-	-
658-BCUV	Dell Developed Recovery Environment	12	-	-
658-BDSH	Latitude 7390 Software Driver	12	-	-
800-BBGU	BTO Standard Shipment (VS)	12	-	-
430-XXYG	No Resource DVD / USB	12	-	-
340-AAPP	Direct ship Info Mod	12	-	-

340-BYQV	MIX SHIP Config (DAO), Latitude 7390	12	-	-
389-BEYY	Regulatory Label included	12	-	-
804-2167	Dell Limited Hardware Warranty Plus Service	12	-	-
804-2197	ProSupport Plus: Accidental Damage Service, 5 Years	12	-	-
804-2198	ProSupport Plus: Next Business Day Onsite, 5 Years	12	-	-
804-2199	ProSupport Plus: Keep Your Hard Drive, 5 Years	12	-	-
804-2200	ProSupport Plus: 7x24 Technical Support, 5 Years	12	-	-
997-8367	Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	12	-	-

SKU	Description	Qty	Unit Price	Subtotal
	Dell Optical Mouse - MS116 (Black)	12	\$11.99	\$143.88
	Estimated delivery date: May 16, 2018			
	Contract No: 99AGZ			
	Customer Agreement No: MHEC-07012015			

275-BBCB	Dell Optical Mouse-MS116 Black	12	-	-
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SKU	Description	Qty	Unit Price	Subtotal
	Dell 3-Prong AC Adapter - 65 Watt	12	\$35.99	\$431.88
	Estimated delivery date: May 16, 2018			
	Contract No: 99AGZ			
	Customer Agreement No: MHEC-07012015			

450-ABGE	Dell 3-Prong AC Adapter - 65 Watt	12	-	-
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SKU	Description	Qty	Unit Price	Subtotal
	Tripp Lite 32Port AC Charging Cart Storage Station Chromebook Laptop Tablet - Cart for 32 Laptops - steel - black	1	\$855.69	\$855.69
	Estimated delivery date: May 18, 2018			
	Contract No: 99AGZ			
	Customer Agreement No: MHEC-07012015			

A9235841	Tripp Lite 32Port AC Charging Cart Storage Station Chromebook Laptop Tablet - Cart for 32 Laptops - steel - black	1	-	-
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Subtotal:	\$21,689.73
Shipping:	\$0.00
Environmental Fees:	\$0.00
Estimated Tax:	\$0.00
Total:	\$21,689.73

Unless you have a separate written agreement that specifically applies to this order, your order is subject to [Dell's Terms of Sale](#) (for consumers the terms include a binding arbitration provision). Please see the legal disclaimers below for further information.

Important Notes

Terms of Sale

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: Dell's Terms of Sale (www.dell.com/learn/us/en/uscorp1/terms-of-sale), which include a binding consumer arbitration provision and incorporate Dell's U.S. Return Policy (www.dell.com/returnpolicy) and Warranty (for [Consumer warranties](#) ; for [Commercial warranties](#)).

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

If your purchase is for Mozy, in addition to the foregoing applicable terms, your use of the Mozy service is subject to the terms and conditions located at <https://mozy.com/about/legal/terms>.

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

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.**

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

If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

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

May 16, 2018

New Business—Recommended Actions

B. Recommended Action on Exterior Caulking of the Library Building

MOVE the Library Board of Trustees award Continental Construction Company, Inc. a contract in the amount of \$106,000 for exterior caulking of the Library building.

Memorandum B of Recommended Board

On March 22, 2018 the Library published a public notice for bids in the Niles Herald Spectator (Chicago Tribune) for exterior caulking. The work included removal of the existing caulk, surface preparation, installation of new caulking material, any scaffolding or other equipment, and all related permits and fees for all window openings, door frames, flashing, and joints between dissimilar materials. All interested parties were invited to make an appointment with Dave Dabrowski, Maintenance Supervisor to tour the building and ensure that they had a complete understanding of the scope of work.

On April 30, 2018 at 10:00AM all interested parties had submitted their bids to be opened by Susan Lempke, Library Director in the Lower Level Meeting Room of the Library.

There were four bidders who visited the Library and measured the building with Dave Dabrowski prior to making their bids. The bids are summarized below:

Contractor Name	Address	Total
Master Project, Inc.	4417 Melvina Avenue Chicago, IL	\$ 78,800
Continental Construction Company, Inc.	1919 Greenwood Street Evanston, IL	\$ 106,000
JSL Building Restoration Group, Inc.	10201 Franklin Avenue Franklin Park, IL	\$ 111,515
Berglund Construction Company	8410 South Chicago Ave Chicago, IL	\$ 170,000

Subsequent to the bid opening during the Library's due diligence process on the bidders and their bids, the lowest bidder, Master Project, Inc. informed the Library that their bid did not include a significant portion of the scope and therefore, they withdrew their bid. After Master Project, Inc.'s withdrawal, Continental Construction Company, Inc. became the lowest bidder. Our due diligence with Continental shows that they can perform the work as described to them in a timely fashion without materially impeding any of the activities in or around the Library. Therefore, we recommend making the contract award to Continental Construction Company, Inc.

The bids follow this page.

Niles-Maine District Library
Bid Tally Sheet
Exterior Caulking
Opened April 30, 2018

Contractor Name	Address	Bid Base	Alternatives	Total	Comments
Master Project, Inc.	4417 Melvina Avenue Chicago, IL	\$ 78,800	\$ -	\$ 78,800	Withdrawn-inadequate scope
Continental Construction Company, Inc	1919 Greenwood Street Evanston, IL	\$ 106,000	\$ -	\$ 106,000	
JSL Building Restoration Group, Inc.	10201 Franklin Avenue Franklin Park, IL	\$ 111,515	\$ -	\$ 111,515	
Berglund Construction Company	8410 South Chicago Ave Chicago, IL	\$ 170,000	\$ -	\$ 170,000	

Bid Proposal Form

Niles-Maine District Library: Exterior Caulking

Bid Proposal for: Niles-Maine District Library
 Attn: Susan Lempke, Library Director
 6960 W Oakton Street
 Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org

Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
 Bid bond or certified check equal to 10% of the total bid
 Signed Certificates at end of this Bid Document

BASE BID

Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

One hundred Six Thousand DOLLARS (\$ 106,000.)

PHASE	BID AMOUNT INCLUDING LABOR	
REMOVAL OF OLD SEALANT	TH	24,000.00
CLEAN BONDING SURFACE	TH	20,000.00
INSTALL NEW SEALANT	TH	46,000.00
PERMITS AND FEES	TH	2,000.00
SCAFFOLDING	TH	8,000.00
OTHER (ITEMIZED)	TH	16,000.00

Continental Construction Company, Inc
 (Name of Company)

Thomas W. Andrews President
 (Name of Bidder) (Title)

1919 Greenwood Street Evanston IL, 60201-3908
 (Street Address, City, State, Zip)

(847) 903-4180
 (Telephone Number)

Thomas W. Andrews 2018
 (Signed | Dated)

Bid Proposal Form

Niles-Maine District Library: Exterior Caulking

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: **March 22, 2018**
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org

Bid Due Date: **April 30, 2018 10:00 am at the Library**

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

One Hundred Eleven Thousand Five Hundred Fifteen DOLLARS (\$ 111,515.00)

PHASE	BID AMOUNT INCLUDING LABOR
REMOVAL OF OLD SEALANT	<u>\$ 22,757.00</u>
CLEAN BONDING SURFACE	<u>\$ 22,757.00</u>
INSTALL NEW SEALANT	<u>\$ 19,506.00</u>
PERMITS AND FEES	<u>\$ 3,500.00</u>
SCAFFOLDING	<u>\$ 18,000.00</u>
OTHER(ITEMIZED) MOBILIZATION	<u>\$ 24,995.00</u>

JSL Building Restoration Group, Inc.

(Name of Company)

Mark LaRose Vice President

(Name of Bidder)

(Title)

10201 Franklin Ave., Franklin Park, IL 60131

(Street Address, City, State, Zip)

847-671-8888

(Telephone Number)


(Signed | Dated)

April 30th, 2018

Bid Proposal Form

Niles-Maine District Library: Exterior Caulking

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org

Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

One Hundred Seventy Thousand DOLLARS (\$ 170,000.00)


PHASE	BID AMOUNT INCLUDING LABOR
REMOVAL OF OLD SEALANT	<u>\$ 65,000</u>
CLEAN BONDING SURFACE	<u>13,000</u>
INSTALL NEW SEALANT	<u>52,000</u>
PERMITS AND FEES	<u>Included</u>
SCAFFOLDING	<u>31,000</u>
OTHER (ITEMIZED) EIFS Repairs & Bond	<u>9,000</u>

Berglund Construction Company
(Name of Company)

Jack Tribbia President - Restoration
(Name of Bidder) (Title)

8410 S. South Chicago Avenue, Chicago, IL 60617
(Street Address, City, State, Zip)

773.374.1000
(Telephone Number)

 April 30, 2018
(Signed | Dated)

New Business—Recommended Actions

C. Recommended Action on Exterior Painting of the Library Building

MOVE the Library Board of Trustees award Nedro Decorating, Inc a contract in the amount of \$44,200 for exterior painting of the Library building.

Memorandum C of Recommended Board Action

On March 22, 2018 the Library published a public notice for bids in the Niles Herald Spectator (Chicago Tribune) for exterior painting. The work included scaffolding, surface preparation, priming, painting two finish coats all permits and related fees to paint the Library’s EIFS stucco, soffits, parking lot rails, tubular rails around the Library, metal stair stringers, and previously painted metal doors. All interested parties were invited to make an appointment with Dave Dabrowski, Maintenance Supervisor to tour the building and ensure that they had a complete understanding of the scope of work.

On April 30, 2018 at 10:00AM all interested parties had submitted their bids to be opened by Susan Lempke, Library Director in the Lower Level Meeting Room of the Library.

There were five bidders who visited the Library and measured the building with Dave Dabrowski prior to making their bids. The bids are summarized below:

Contractor Name	Address	Total
BP&T	800 Northwest Highway Mount Prospect, IL	\$ 25,800
Nedro Decorating, Inc	1019 Sill Avenue Aurora, IL	\$ 44,200
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

Subsequent to the bid opening during the Library’s due diligence process on the bidders and their bids, the lowest bidder, BP&T informed the Library that their bid did not include a significant portion of the scope and therefore, they withdrew their bid. After BP&T’s withdrawal, Nedro Decorating, Inc became the lowest bidder. Our due diligence with Nedro shows that they can perform the work as described to them in a timely fashion without materially impeding any of the activities in or around the Library. Therefore, we recommend making the contract award to Nedro Decorating, Inc.

The bids follow this page.

Niles-Maine District Library
Bid Tally Sheet
Exterior Painting
Opened April 30, 2018

Contractor Name	Address	Bid Base	Alternatives	Total	Comments
BP&T	800 Northwest Highway Mount Prospect, IL	\$ 25,800	\$ -	\$ 25,800	Withdrawn-inadequate scope
Nedro Decorating, Inc	1019 Sill Avenue Aurora, IL	\$ 44,200	\$ -	\$ 44,200	
Continental Construction Company, Inc	1919 Greenwood Street Evanston, IL	\$ 106,000	\$ -	\$ 106,000	
Oosterbann & Sons Co	2515 W 147th Street Posen, IL	\$ 109,000	\$ -	\$ 109,000	
ATP Enterprise Group	400 Central Avenue Northbrook, IL	\$ 111,000	\$ -	\$ 111,000	

Bid Proposal Form

Niles-Maine District Library: Exterior Painting

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org

Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

Forty Four THOUSAND TWO HUNDRED DOLLARS (\$ 44,200.00)


<u>PHASE</u>	<u>BID AMOUNT INCLUDING LABOR</u>
SURFACE PREPARATION	_____
PRIMER COAT	_____
FINISH COATS	_____
PERMITS AND FEES	_____
SCAFFOLDING	_____
OTHER(ITEMIZED)	_____

Nadran Decorating Inc.
(Name of Company)

Bryan Gibson PRESIDENT
(Name of Bidder) (Title)

1019 Sill Ave Aurora IL 60151
(Street Address, City, State, Zip)

630-897-4319
(Telephone Number)

, 2018
(Signed | Dated)

Bid Proposal Form

Niles-Maine District Library: Exterior Painting

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org

Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

One Hundred Six Thousand DOLLARS (\$ 106,000⁰⁰)

<u>PHASE</u>	<u>BID AMOUNT INCLUDING LABOR</u>
SURFACE PREPARATION	<u>15,000.00</u>
PRIMER COAT	<u>14,000.00</u>
FINISH COATS	<u>40,000.00</u>
PERMITS AND FEES	<u>6,000.00</u>
SCAFFOLDING	<u>10,000.00</u>
OTHER (ITEMIZED)	<u>21,000.00</u>

Continental Construction Company, Inc.
(Name of Company)

Thomas W Andrews President
(Name of Bidder) (Title)

1919 Greenwood Street Evanston IL 60201-3908
(Street Address, City, State, Zip)

(847) 903-4180
(Telephone Number)

Thomas W Andrews 2018
(Signed | Dated)

EA

Bid Proposal Form

Niles-Maine District Library: Exterior Painting

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

one hundred nine thousand DOLLARS (\$ 109,000)

PHASE	BID AMOUNT INCLUDING LABOR
SURFACE PREPARATION	<u>\$10,000 -</u>
PRIMER COAT	<u>\$46,000</u>
FINISH COATS	<u>\$46,000</u>
PERMITS AND FEES	<u>\$1,000</u>
SCAFFOLDING	<u>\$6,000</u>
OTHER (ITEMIZED)	<u>R</u>

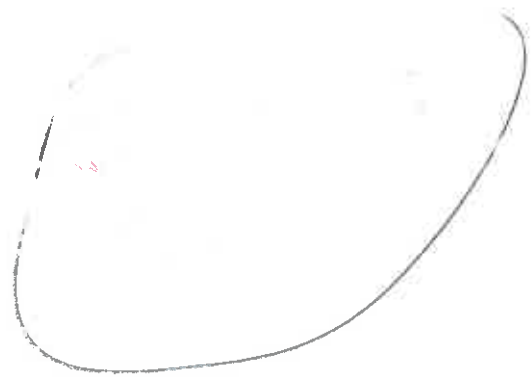
Oosterbaan & Sons Co.
(Name of Company)

Brandt Oosterbaan President
(Name of Bidder) (Title)

2515 W. 147th Street Posen, IL 60469
(Street Address, City, State, Zip)

(708)371-1020
(Telephone Number)

David Dabrowski April 27, 2018
(Signed | Dated)



New Business—Recommended Actions

D. Recommended Action on Chiller Replacement on the Library Building

MOVE the Library Board of Trustees award C. Acitelli Heating & Piping Contractors, Inc. a contract in the amount of \$147,160 for the 250-ton chiller replacement on the Library building.

Memorandum D of Recommended Board Action

On March 22, 2018 the Library published a public notice for bids in the Niles Herald Spectator (Chicago Tribune) for the 250-ton chiller replacement. The work included removal and disposal of the existing chiller, furnishing and installing the new chiller, and all related permits and fees. Further, all work should be performed in accordance with Federal, State, and local laws and ordinances. All interested parties were invited to make an appointment with Dave Dabrowski, Maintenance Supervisor to tour the building and ensure that they had a complete understanding of the scope of work.

On April 30, 2018 at 10:00AM all interested parties had submitted their bids to be opened by Susan Lempke, Library Director in the Lower Level Meeting Room of the Library.

There were ten bidders who visited the Library and assessed the project with Dave Dabrowski prior to making their bids. The bids are summarized below:

Contractor Name	Address	Bid Base	Alternatives	Total
C. Acitelli Heating & Piping Contractors, Inc.	813 South Villa Avenue Villa Park, IL	\$ 136,000	\$ 11,160	\$ 147,160
Voris Mechanical, Inc	370 Windy Point Drive Glendale Heights, IL	\$ 151,500	\$ -	\$ 151,500
Oak Brook Mechanical	961 S Route 83 Elmhurst IL	\$ 159,782	\$ -	\$ 159,782
F. E. Moran, Inc	2265 Carlson Drive Northbrook, IL	\$ 164,200		\$ 164,200
National Heat and Power	6340 Oakton Street Morton Grove, IL	\$ 165,200		\$ 165,200
The YMI Group	350 Crossen Avenue Elk Grove Village, IL	\$ 170,500		\$ 170,500
Hayes Mechanical	5959 South Harlem Ave Chicago, IL	\$ 170,000	\$ 6,360	\$ 176,360
Core Mechanical, Inc	4632 W Lawrence Ave Chicago, IL	\$ 177,350		\$ 177,350
Amber Mechanical Contractors	11950 S Central Ave Alsip, IL	\$ 206,000		\$ 206,000
Environmental Mechanical Services, Inc	2500 South 27th Street Broadview, IL	\$ 278,000		\$ 278,000

(cont'd on next page)

New Business—Recommended Actions

D. Recommended Action on Chiller Replacement on the Library Building (cont'd)

Subsequent to the bid opening during the Library's due diligence process on the bidders and their bids, the lowest bidder, C. Acitelli Heating & Piping Contractors, Inc. was determined to have the lowest viable bid. The Acitelli bid included three "alternative" items for \$11,160 for a card which enables communications to the HVAC system, sound attenuation, and vibration dampening. It also includes one-year warranty on parts and labor as well as parts only warranty for years 2 through 5. Therefore, we recommend making the contract award to C. Acitelli Heating & Piping Contractors, Inc.

The chiller replacement project qualifies for a credit from Commonwealth Edison because we are updating to a more efficient piece of equipment. We expect to receive a credit between \$8,000 and \$11,000 subsequent to the completion of the project.

The bids follow this page.

Niles-Maine District Library
Bid Tally Sheet
250 ton Chiller Replacement
Opened April 30, 2018

Contractor Name	Address	Bid Base	Alternatives	Total	Chiller Model	Parts 2-5	Parts/Labor
C. Acitelli Heating & Piping Contractors, Inc.	813 South Villa Avenue Villa Park, IL	\$ 136,000	\$ 11,160	\$ 147,160	#30RBX25054-LKJ-3 Carrier rotary scroll chiller	5 yr compressor parts only	1 yr parts and labor
Voris Mechanical, Inc	370 Windy Point Drive Glendale Heights, Ill	\$ 151,500	\$ -	\$ 151,500	#30RBX25054-LKJ-3 Carrier rotary scroll chiller	5 yr compressor parts only	1 yr parts and labor
Oak Brook Mechanical	961 S Route 83 Elmhurst IL	\$ 159,782	\$ -	\$ 159,782	#30RBX25054-LKJ-3 Carrier rotary scroll chiller	5 yr compressor parts only	1 yr parts and labor
F. E. Moran, Inc	2265 Carlson Drive Northbrook, IL	\$ 164,200		\$ 164,200			
National Heat and Power	6340 Oakton Street Morton Grove, IL	\$ 165,200		\$ 165,200			
The YMI Group	350 Crossen Avenue Elk Grove Village, IL	\$ 170,500		\$ 170,500			
Hayes Mechanical	5959 South Harlem Ave Chicago, Ill	\$ 170,000	\$ 6,360	\$ 176,360			
Core Mechanical, Inc	4632 W Lawrence Ave Chicago, Ill	\$ 177,350		\$ 177,350			
Amber Mechanical Contractors	11950 S Central Ave Alsip, IL	\$ 206,000		\$ 206,000			
Environmental Mechanical Services, Inc	2500 South 27th Street Broadview, Ill	\$ 278,000		\$ 278,000			

Bid Proposal Form

Niles-Maine District Library: 250-Ton Water Chiller

Bid Proposal for: Niles-Maine District Library
 Attn: Susan Lempke, Library Director
 6960 W Oakton Street
 Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
 Bid bond or certified check equal to 10% of the total bid
 Signed Certificates at end of this Bid Document

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

one hundred and thirty-six thousand DOLLARS (\$ 136,000)

PHASE	BID AMOUNT
INCLUDING LABOR	
REMOVAL AND DISPOSAL	
FURNISH AND INSTALL	
PERMITS AND RELATED FEES	
CRANE	
OTHER(ITEMIZED)	

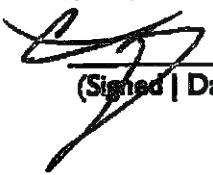
SEE ALTERNATES NEXT PAGE →

C. Acitelli Heating & Piping Contractors, Inc.
 (Name of Company)

Charles Acitelli, Jr. President
 (Name of Bidder) (Title)

813 S Villa Avenue, Villa Park, IL 60181
 (Street Address, City, State, Zip)

630-832-4645
 (Telephone Number)

 April 30, 2018
 (Signed | Dated)

C. ACITELLI HEATING & PIPING CONTRACTORS, INC.

• COMMERCIAL

• INDUSTRIAL

• RESIDENTIAL

813 South Villa Avenue, Villa Park, IL 60181 (630) 832-4645 Fax (630) 832-4651 www.acitelli.com

NILES-MANE DISTRICT LIBRARY

ALTERNATES

BACNET INTERFACE INCLUDING PROGRAMMING ASSISTANCE	\$ 2,880.00
ULTRA LOW SOUND PACKAGE WITH COMPRESSOR ATTENUATION	\$ 4,280.00
5 YEAR COMPRESSOR PARTS ONLY WARRANTY	\$ 4,000.00

Bid Proposal Form

Niles-Maine District Library: 250-Ton Water Chiller

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

One Hundred Fifty-One Thousand, Five Hundred Dollars and 00/100 DOLLARS (\$ 151,500.00)

PHASE	BID AMOUNT
INCLUDING LABOR	TBD
REMOVAL AND DISPOSAL	TBD
FURNISH AND INSTALL	TBD
PERMITS AND RELATED FEES	TBD
CRANE	TBD
OTHER (ITEMIZED)	TBD

Voris Mechanical Inc.

(Name of Company)

Kimberley A. Voris

President

(Name of Bidder)

(Title)

370 Windy Point Drive, Glendale Heights, IL, 60139

(Street Address, City, State, Zip)

630-469-7800

(Telephone Number)

Kimberley A. Voris 4-30, 2018
(Signed | Dated)

Bid Proposal Form

Niles-Maine District Library: 250-Ton Water Chiller

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid

Sum:
One Hundred Fifty Nine Thousand Seven DOLLARS (\$ 159,782.00)
Hundred Eighty Two DOLLARS

PHASE	BID AMOUNT
INCLUDING LABOR	
REMOVAL AND DISPOSAL	<u>\$3,000.00</u>
FURNISH AND INSTALL	<u>\$124,279.00</u>
PERMITS AND RELATED FEES	<u>\$2,500.00</u>
CRANE	<u>\$6,000.00</u>
OTHER(ITEMIZED) Electrical	<u>\$24,003.00</u>

Oak Brook Mechanical Services, Inc.
(Name of Company)

Mark Sullivan President
(Name of Bidder) (Title)

961 S. Route 83 Elmhurst, IL. 60126
(Street Address, City, State, Zip)

630-941-3555
(Telephone Number)

 April 18, 2018
(Signed | Dated)

Bid Proposal Form

Niles-Maine District Library: 250-Ton Water Chiller

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

One Hundred Sixty four thousand, two hundred DOLLARS (\$ 164,200)

<u>PHASE</u>	<u>BID AMOUNT</u>
INCLUDING LABOR	
REMOVAL AND DISPOSAL	<u>3,000</u>
FURNISH AND INSTALL	<u>JMT 145,700 145,700</u>
PERMITS AND RELATED FEES	<u>1,500</u>
CRANE	<u>4,000</u>
OTHER (ITEMIZED)	<u>electric: 10,000</u>

F. E. Moran, Inc.
(Name of Company)

June M. Tucker Sr. Vice President
(Name of Bidder) (Title)

2265 Carlson Drive Northbrook, IL 60062
(Street Address, City, State, Zip)

(847)498-4800
(Telephone Number)

June M. Tucker April 30, 2018
(Signed | Dated)

June M. Tucker/Sr. Vice President

Bid Proposal Form

Niles-Maine District Library: 250-Ton Water Chiller

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

One Hundred Sixty Five Thousand Two Hundred and 00/100 _____ DOLLARS (\$ 165,200.00)

PHASE	BID AMOUNT
INCLUDING LABOR	
REMOVAL AND DISPOSAL	\$6,339.00
FURNISH AND INSTALL	\$127,738.00
PERMITS AND RELATED FEES	\$500.00
CRANE	\$10,723.00
OTHER(ITEMIZED)	\$19,900.00 (Automatic Building Controls)

National Heat and Power

(Name of Company)

Bruce L. Hurvitz

Vice President

(Name of Bidder)

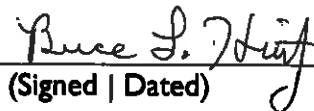
(Title)

6340 Oakton Street, Morton Grove, Illinois 60053

(Street Address, City, State, Zip)

(847) 965-3900

(Telephone Number)



April 30, 2018

(Signed | Dated)

Bid Proposal Form

Niles-Maine District Library: 250-Ton Water Chiller

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

one hundred seventy thousand five hundred DOLLARS (\$170,500.00)


<u>PHASE</u>	<u>BID AMOUNT</u>
INCLUDING LABOR	
REMOVAL AND DISPOSAL	
FURNISH AND INSTALL	<u>\$ to follow</u>
PERMITS AND RELATED FEES	<u>\$ to follow</u>
CRANE	<u>\$ to follow</u>
OTHER (ITEMIZED)	<u>\$ to follow</u>

The YMI Group
(Name of Company)

Albert Youna President
(Name of Bidder) (Title)

350 Crossen Avenue, Elk Grove Village, IL 60007
(Street Address, City, State, Zip)

(847)-258-4650
(Telephone Number)

 4/30, 2018
(Signed | Dated)

Bid Proposal Form

Niles-Maine District Library: 250-Ton Water Chiller

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

One Hundred Seventy Thousand _____ DOLLARS (\$ 170,000.00)

<u>PHASE</u>	<u>BID AMOUNT</u>
INCLUDING LABOR	
REMOVAL AND DISPOSAL	\$9,000.00
FURNISH AND INSTALL	\$140,000.00
PERMITS AND RELATED FEES	\$ 1,500.00
CRANE	\$7,000.00
OTHER (ITEMIZED)	\$12,500.00

Hayes Machanical

(Name of Company)

Chris Rasch Project Manager

(Name of Bidder) (Title)

5959 S Harlem Ave Chicago IL 60638

(Street Address, City, State, Zip)

773-292-2715

(Telephone Number)

Chris Rasch 4/30, 2018

(Signed | Dated)

April 30, 2018

Attn: David Dabrowski

**Niles-Maine District Library
6960 W Oakton St
Niles IL 60714**

**Subject: 250-Ton Chiller Replacement
Hayes Proposal No. 180476**

Thank you for allowing Hayes Mechanical to present this proposal for your review and consideration. Hayes Mechanical is pleased to submit this proposal for the subject above project.

We have included supervision, materials, labor, fringes, insurance, sales tax, construction equipment, crane, man-lifts, fork lifts, small tools, consumable supplies, overhead and profit for the firm lump sum price of...

One Hundred Seventy Thousand & 000/100.....(\$170,000.00)

Scope/Base of Work:

1. We have based our proposal on the replacement of existing chiller with *Carrier Model # 30RBX25054-LKJ-3*, 250-ton air cooled chiller. (see attached submittal)
2. We have base our proposal on working (5) days a week (8) hours a day, Monday thru Friday with no overtime or holidays included.
3. Our proposal will be a turnkey replacement of exiting air cooled chiller, including the following items:
 - a. Permits & Fee's
 - b. Crane Rental
 - c. Piping & Electrical Work, including BAS work.
 - d. Pipe Insulation
 - e. Dispose of existing chiller per EPA regulations
 - f. Test & Balance
 - g. Start-up
 - h. (1) Year parts/labor on chiller, with optional *(\$4,500.00)* extended compressor warranty, years 2-5.

Note: *We have pre-applied for a Com Ed rebate and have been told that you'll be entitled to a rebate of approx \$11,000.00. Hayes will take care of all the paperwork and have the check sent directly to you.*

Note: *North parking lot will need to be shut down and secured the morning of crane lift and chiller replacement.*

Alternate # 1- Provide and install Hail guards

Your investment for the work outlined is. **\$ 1,860.00**

Alternate # 1- Compressor Warranty Years 2-5.

Your investment for the work outlined is. **\$ 4,500.00**

Exclusions:

1. Any/all work associated with hazardous, toxic, or contaminated materials. This shall include but not be limited to lead, inorganic arsenic and asbestos.
2. Structural & engineered study.
3. Any and all overtime.
4. Painting & Labeling.
5. Modification to any equipment including: removal and/or reinstallation of structural steel, walls, openings, etc. which may be required to facilitate installation of equipment.
6. Delays caused by unscheduled owner inspections, and owner performed tests or the failure of existing valves in each system to be shutdown and/or isolated.
7. Liquidated Damages.

Our terms are thirty (30) days net upon invoicing, and 1½ % per month service charge will be added to all delinquent accounts

We await the opportunity to discuss our proposal or your valued order to proceed as outlined.

If you have any questions please feel free to contact me.

Sincerely,

Chris Rasch

Chris Rasch

crasch@hayesmechanical.com

Project Manager

773-292-2715

Bid Proposal Form

Niles-Maine District Library: 250-Ton Water Chiller

Bid Proposal for: Niles-Maine District Library
 Attn: Susan Lempke, Library Director
 6960 W Oakton Street
 Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
 Bid bond or certified check equal to 10% of the total bid
 Signed Certificates at end of this Bid Document

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid

Sum: \$177,350.00 DOLLARS (\$ 177,350.00)

<u>PHASE</u>	<u>BID AMOUNT</u>
INCLUDING LABOR	\$10,000.00
REMOVAL AND DISPOSAL	\$144,850.00
FURNISH AND INSTALL	-0-
PERMITS AND RELATED FEES	\$12,500.00
CRANE	\$8,000.00
OTHER (ITEMIZED) Electric Piping	\$2,000.00

Core Mechanical, Inc.
 (Name of Company)

Chrissy O'Donnell VP of Operations
 (Name of Bidder) (Title)

4632 W. Lawrence Avenue - Chicago, IL 60630
 (Street Address, City, State, Zip)

(773) 267-6300
 (Telephone Number)

Chrissy O'Donnell April 30, 2018
 (Signed | Dated)

Bid Proposal Form

Niles-Maine District Library: 250-Ton Water Chiller

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

_____ DOLLARS (\$ 206,000)

PHASE
INCLUDING LABOR
REMOVAL AND DISPOSAL
FURNISH AND INSTALL
PERMITS AND RELATED FEES
CRANE
OTHER(ITEMIZED)

BID AMOUNT

_____ *provided upon*
_____ *award*

Amber Mechanical Contractors, Inc
(Name of Company)

William J Beukema Jr Co-President
(Name of Bidder) (Title)

11950 S Central Ave Alsip IL 60803-3402
(Street Address, City, State, Zip)

708-597-9700
(Telephone Number)

 4/30, 2018
(Signed | Dated)

Bid Proposal Form

Niles-Maine District Library: 250-Ton Water Chiller

Bid Proposal for: Niles-Maine District Library
Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

Issue for Bid: March 22, 2018
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: April 30, 2018 10:00 am at the Library

Included in Sealed Bid: Lump Sum Base Bid
Bid bond or certified check equal to 10% of the total bid
Signed Certificates at end of this Bid Document

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

Two Hundred Seventy Eight Thousand DOLLARS (\$ 278,000)

<u>PHASE</u>	<u>BID AMOUNT</u>
INCLUDING LABOR	
REMOVAL AND DISPOSAL	<u>16,900</u>
FURNISH AND INSTALL	<u>245,100</u>
PERMITS AND RELATED FEES	<u>8,500</u>
CRANE	<u>7,500</u>
OTHER (ITEMIZED)	<u>-0-</u>

Environment Mechanical Services, Inc.

(Name of Company)

Kathryn Telecki President

(Name of Bidder)

(Title)

2500 S. 27th Ave., Broadview, IL 60155

(Street Address, City, State, Zip)

708-345-1555

(Telephone Number)

[Signature] April 30, 2018
(Signed | Dated)

New Business - Recommended Actions

E. Recommended Action on Liability and Workers' Compensation Insurance

MOVE the Library Board of Trustees approve the recommended purchase Liability and Workers' Compensation insurance in the total amount of \$61,671 for the 2018-2019 fiscal year as follows:

Vendor	Amount	Source
Utica Insurance	\$30,182	Liability Insurance Fund
Utica Insurance	\$1,732	General Fund
Travelers Insurance	\$3,538	Liability Insurance Fund
Hanover Insurance	\$26,219	Workers' Compensation Fund
Total	\$61,671	

Memorandum E of Recommended Board Action

Our insurance broker, Cook & Kocher, took our business to market to get the most competitive pricing. The market exercise included our legacy insurance underwriters as well as other major players. From this activity, Cook and Kocher assembled the best proposal to keep our insurance costs at a reasonable level. The net effect is that our insurance costs will increase next year by \$2,728 or 4.62%.

This year, we are proposing the addition of two types of insurance. The first is to insure the Library against Abuse and Molestation Charges. Increasingly we have seen an acceleration of these types of charges in the media and think that it is time to insure the Library against this risk. The aggregate insurance limit is \$1,000,000 with a \$0 deductible and costs \$250 per year.

We are also proposing the addition of Cyber protection to insure against the inadvertent release of Library employees' private data resulting in losses to the affected employees. The aggregate insurance limit is \$1,000,000 with a \$10,000 deductible and costs \$2,264 per year.

The two proposed policies total \$2,514 per year and have been added to the Liability Package line of the chart below. Excluding these additional policies, the Liability package cost would be \$24,551 resulting in a 5.24% increase over the previous year and a total of \$59,157 which is 0.36% higher than the previous year.

The following table shows the coverage and associated costs:

Insurance Type	Vendor	2017-2018	2018-2019	Percentage Change
Liability Package	Utica	\$23,329	\$27,065	16.01%
Auto	Utica	\$1,586	\$1,732	9.21%
Umbrella	Utica	\$3,118	\$3,117	(0.03%)
Workers Comp	The Hartford -Hanover	\$27,489	\$26,219	(4.62%)
Commercial Crime	Travelers	\$3,421	\$3,538	3.42%
Total Premium		\$58,943	\$61,671	
Dollar Difference			\$2,728	
Percentage Difference			4.63%	

May 16, 2018

New Business—Recommended Actions

F. Recommended Action on Library Audit

MOVE the Library Board of Trustees approve the appointment of and payment to McClure Inserra & Company Chartered in the estimated amount of \$17,200 to perform the audit of the Niles-Maine District Library as of and for the year ending June 30, 2018.

Memorandum F of Recommended Board Action

A copy of the engagement letter is attached.

The current year fee estimate includes \$1,500 related to the adoption of GASB 75-Other Postemployment Benefits which requires additional audit testing, presentation, and disclosures in the audit report. This additional fee is for the implementation year and we should see the fee subside a bit next year.



May 7, 2018

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

Dear Board Members and Management:

Enclosed is our engagement letter for the June 30, 2018 audit. This year, GASB 75 – Other Postemployment Benefits becomes effective. Because this will require an additional investment of time during the audit, we have disclosed a separate fee in the engagement letter to assist you in implementing this change.

Thank you for letting us be of service to you and the Library. As always, we are looking forward to working with you and the Library staff again this year.

Sincerely,

Judy A. Walther

Enclosure



May 7, 2018

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

Dear Board Members and Management:

We are pleased to confirm our understanding of the services we are to provide Niles-Maine District Library for the year ended June 30, 2018. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information including the related notes to the financial statements, which collectively comprise the basic financial statements, of Niles-Maine District Library as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Niles-Maine District Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Niles-Maine District Library's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

Audit Objective

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

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

Audit Procedures – General

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

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

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

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

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

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

Other Services

We will prepare financial statements of Niles-Maine District Library in conformity with U.S. generally accepted accounting principles based on the information provided by you. As part of our engagement, we will also prepare the Annual Financial Report required to be filed with the Office of the Comptroller of the State of Illinois for the year ended June 30, 2018. We will perform the services in accordance with applicable professional standards. All of the other services are limited to the services described above. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles. Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and

fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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

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

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

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

Engagement Administration, Fees, and Other

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

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

We expect to begin our audit mid- September 2018 and plan to issue our report no later than your November 2018 Board of Trustees meeting. Paul V. Inserra is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be based on time spent at our standard hourly rates plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We estimate the fee to be \$15,700 for the audit, financial statement preparation, the annual financial state report and management letter (if necessary). This is also the year to implement GASB 75 – Other Postemployment Benefits, which includes additional audit testing, recording, presentation and disclosure of the liability and expense for postemployment benefits. The additional fee for the implementation year is \$1,500.

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

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

Sincerely,

McClure, Inserra & Co., Chtd.

McClure, Inserra & Company, Chartered

RESPONSE:

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

By: _____

Title: _____

Date: _____

New Business—Recommended Actions

G. Recommended Action on Healthcare Insurance Plan

MOVE the Library Board of Trustees approve the recommended renewal of the healthcare insurance plan with Blue Cross Blue Shield (E2EC1705) beginning on July 1, 2018 and ending on June 30, 2018.

Memorandum G of Recommended Board Action

Current contract with Blue Cross Blue Shield

Currently we offer all full time employees healthcare coverage provided by Blue Cross Blue Shield. The plan is a grandfathered plan which means that it is a traditional pre-Affordable Care Act plan which has four levels of coverage. The Library subsidizes single employee coverage at 90% and coverage in excess of single coverage at 75%.

The table below illustrates our current contract (2017-2018) with expected enrollment numbers for 2018-2019:

Coverage Level	Enrolled	Monthly Cost	Price Tag	Net Cost	Total
Employee	30	\$ 963.65	\$ 96.00	\$ 867.65	\$ 26,029.50
Employee + spouse	7	\$2,198.96	\$ 405.00	\$1,793.96	\$ 12,557.72
Employee + child	0	\$1,344.30	\$ 195.00	\$1,149.30	\$ -
Employee + family	2	\$2,548.92	\$ 493.00	\$2,055.92	\$ 4,111.84
Total Monthly Cost					\$ 42,699.06
Total Annual Cost					\$ 512,388.72

Blue Cross Blue Shield Renewal

Blue Cross Blue Shield submitted rates for the same grandfathered plan for 2018-2019 to the Library which shows the following:

Coverage Level	Expected Enrollment	Proposed Monthly Cost	Proposed Price Tag	Net Cost	Total
Employee	30	\$ 939.34	\$ 94.00	\$ 845.34	\$ 25,360.20
Employee + spouse	7	\$2,042.11	\$ 370.00	\$1,672.11	\$ 11,704.77
Employee + child	0	\$1,291.95	\$ 182.00	\$1,109.95	\$ -
Employee + family	2	\$2,394.74	\$ 458.00	\$1,936.74	\$ 3,873.48
Total Monthly Cost					\$ 40,938.45
Total Annual Cost					\$ 491,261.40

Keeping the enrollment levels constant, the new pricing from Blue Cross Blue Shield represents a **blended decrease of %4.3 or \$21,127.32** which is well below the non-grandfathered pricing we received.

New Business—Recommended Actions

H. Recommended Action on Health Insurance Pricetags

MOVE the Library Board of Trustees approve the recommended price tags to be charged for health insurance beginning on July 1, 2018 and ending on June 30, 2019.

Monthly Price Tags	2018-2019 Monthly	2018-2019 Per Payroll
Employee	\$ 94.00	\$ 47.00
Employee + spouse	\$ 370.00	\$ 185.00
Employee + child	\$ 182.00	\$ 91.00
Employee + family	\$ 458.00	\$ 229.00

Memorandum H of Recommended Board Action

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

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

This table has resulted in affordable “price tags” (the amount which is charged to employees each month and each pay). The table below shows the price tags which are applicable for the 2017-2018 fiscal year as well as the recommended price tags for the 2018-2019 fiscal year.

Monthly Price Tags	2017- 2018 Monthly	2017-2018 Per Payroll	2018-2019 Monthly	2018-2019 Per Payroll	Monthly Change	Per Payroll Change
Employee	\$96.00	\$48.00	\$94.00	\$47.00	(\$2.00)	(\$1.00)
Employee + spouse	\$405.00	\$202.50	\$370.00	\$185.00	(\$35.00)	(\$17.50)
Employee + child	\$195.00	\$97.50	\$182.00	\$91.00	(\$13.00)	(\$6.50)
Employee + family	\$493.00	\$246.50	\$458.00	\$229.00	(\$35.00)	(\$17.50)

May 16, 2018

New Business—Recommended Actions

I. Recommended Action on Ordinance 18-01

MOVE the Library Board of Trustees adopt **Ordinance 18-01, TENTATIVE 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.**

Memorandum I of Recommended Board Action

Ordinance 18-01 reflects the budget and appropriations reflected in the annual budget documents distributed to the Board.

**ORDINANCE 18-01
TENTATIVE 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**

WHEREAS, the Board of Trustees of the Niles-Maine District Library, Cook County, Illinois, caused to be prepared in tentative form a Budget, and the Secretary of the Board will make the same conveniently available to public inspection for at least 30 days prior to final action thereon, and

WHEREAS, a public hearing will be held as to such Budget on the 20th day of June, 2018, and notice of said hearing will be given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

BE IT ORDAINED by the Board of Trustees of the NILES-MAINE DISTRICT LIBRARY, County of Cook and State of Illinois.

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby budgeted and appropriated for general corporate purposes and to defray and for the payment of all expenses and liabilities of the Niles-Maine District Library for the fiscal year hereby adopted as beginning July 1, 2018 and ending June 30, 2019.

SECTION 2: That the items budgeted as appropriated and the objects and purposes of the same are as follows:

	APPROPRIATION		BUDGET
Salaries			
ADMINISTRATOR	\$ 266,248	\$	133,124
MANAGERS	\$ 368,166	\$	184,083
SUPERVISORS	\$ 1,081,924	\$	540,962
LIBRARIAN	\$ 2,371,618	\$	1,185,809
LIBRARY GRADE V	\$ 1,635,591	\$	817,796
LIBRARY GRADE VI	\$ 744,706	\$	372,353
LIBRARY PAGE	\$ 277,150	\$	138,575
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$ 256,000	\$	128,000
TOTAL SALARIES	\$ 7,001,403	\$	3,500,701
 LIBRARY MATERIALS			
BOOKS & PERIODICAL	\$ 634,800	\$	317,400
DOWNLOADABLES	\$ 160,000	\$	80,000
AV	\$ 347,100	\$	173,550
ONLINE DATABASES	\$ 420,000	\$	210,000
TOTAL MATERIALS	\$ 1,561,900	\$	780,950

OPERATING EXPENSES

Processing & Services

CCS CHARGES	\$	181,840	\$	90,920
PROCESSING & SUPPLIES	\$	80,800	\$	40,400
INTERNET CHARGES	\$	36,800	\$	18,400
SOFTWARE, LICENSES	\$	161,636	\$	80,818
PRINTING	\$	105,800	\$	52,900
PROGRAMMING & SUPPORT	\$	159,970	\$	79,985
VOLUNTEERS	\$	5,700	\$	2,850
MISCELLANEOUS	\$	5,000	\$	2,500
			\$	368,773

TOTAL PROCESSING & SUPPLIES

\$ 737,546

Math error correction.
Total was reduced \$5,000
from original of 373,773.

Administration & General Office

COPIERS	\$	20,000	\$	10,000
PROFESSIONAL DEVELOPMENT	\$	71,788	\$	35,894
MILEAGE REIMBURSEMENT	\$	7,300	\$	3,650
LEGAL FEES	\$	14,500	\$	7,250
CONSULTING	\$	82,000	\$	41,000
SUPPLIES	\$	135,700	\$	67,850
PROMOTIONAL EXPENSE	\$	52,000	\$	26,000
POSTAGE & FREIGHT	\$	45,520	\$	22,760
PUBLICATION OF NOTICES - LEGAL	\$	2,400	\$	1,200
SUBSCRIPTIONS & DUES	\$	16,990	\$	8,495
SERVICE FEES	\$	39,400	\$	19,700
TELEPHONE	\$	33,000	\$	16,500
TRUSTEE EXPENSE	\$	10,000	\$	5,000
PARKING LEASE AGREEMENT	\$	21,144	\$	10,572
TOTAL ADMINISTRATION AND GENERAL OFFICE	\$	551,742	\$	275,871

VEHICLE EXPENSE TOTAL

\$ 9,264

\$ 4,632

This amount includes the finalized vehicle insurance quote of \$1,732-increase of \$132 over original budget estimate.

EMPLOYEE FRINGE BENEFITS

PENSION PLAN	\$	361,412	\$	180,706
GROUP HEALTH	\$	961,350	\$	480,675
HEALTH REIMBURSEMENT	\$	132,000	\$	66,000
DENTAL, VISION, DISABILITY	\$	82,400	\$	41,200
TOTAL FRINGE BENEFITS	\$	1,537,162	\$	768,581
TOTAL UTILITIES	\$	223,400	\$	111,700
TOTAL OPERATING	\$	11,622,417	\$	5,811,208

BUILDING & MAINTENANCE

New total includes the effects of the change in vehicle expense and the correction of the math error. This total is \$4,868 less than the original.

REPAIRS & IMPROVEMENTS	\$	130,000	\$	65,000
CONTRACTUAL MAINTENANCE	\$	70,000	\$	35,000
NON-CONTRACTUAL MAINTENANCE	\$	77,280	\$	38,640
EQUIPMENT MAINTENANCE	\$	57,000	\$	28,500
NON CAPITAL EXPENSES	\$	52,000	\$	26,000
FURNITURE & FIXTURES	\$	89,360	\$	44,680
TOTAL BUILDING & MAINTENANCE	\$	475,640	\$	237,820

SPECIAL RESERVE

SPECIAL RESERVE - BUILDING	\$	1,466,000	\$	733,000
SPECIAL RESERVE - EQUIPMENT	\$	367,600	\$	183,800
TOTAL SPECIAL RESERVE	\$	1,833,600	\$	916,800

SPECIAL FUNDS

AUDIT	\$	42,400	\$	21,200
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Actual Audit bid of \$17,200 plus \$4,000 of actuarial costs to facilitate the implementation of GASB 75. \$4,800 more than original budget of \$16,400.

LIABILITY INSURANCE	\$	67,440	\$	33,720
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SOCIAL SECURITY

Actual insurance cost from proposal \$2,720 more than the original budget amount of \$31,000. Includes additional coverages for Abuse and Cyber per memo.

	\$	518,655	\$	259,327
ILLINOIS UNEMPLOYMENT TAXES	\$	40,000	\$	20,000
WORKERS' COMPENSATION INSURANCE	\$	52,438	\$	26,219

TOTAL SPECIAL FUND ITEMS

Actual insurance from cost proposal of \$26,219 which is \$2,781 less than the original budget amount of \$29,000.

\$	720,933	\$	360,466
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This total has increased by \$4,739 to account for the increases in insurance and audit expenses to reflect the actual proposals.

SUPPLEMENTARY GRANTS	\$	148,710	\$	74,355
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GRAND TOTAL	\$	14,801,300	\$	7,400,650
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SECTION 3: The several sums above mentioned and designed as appropriation, which is FOURTEEN MILLION EIGHT HUNDRED ONE THOUSAND THREE HUNDRED AND NO/100 DOLLARS (\$14,801,300) be and are hereby appropriated as propriate fractional parts of the said amount FOURTEEN MILLION EIGHT HUNDRED ONE THOUSAND THREE HUNDRED AND NO/100 DOLLARS (\$14,801,300) from the proceeds of the general property tax for corporate purposes and special taxes in addition to all other library taxes as provided by law.

That all of the unexpended balance of any item or items of any general appropriation made in this Ordinance be expended in making up any insufficiency in any item in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

SECTION 4: The cash on hand deemed by law as current assets available for library purposes as of June 30, 2018, is estimated to be \$9,000,000; the estimate of cash to be received during the 2018-2019 fiscal year from all sources is \$7,079,517; the estimate of expenditures appropriated for such fiscal year is \$14,782,382; and the estimated operating budget for such fiscal year is \$5,811,208. The estimated cash to be expected on hand deemed by law as current assets available for library purposes at the end of such year is \$10,268,309.

SECTION 5: That the invalidity of any portion of this Ordinance or any of the items hereof shall not render invalid any other portion or item thereof which can be given effect with such invalid portion or portions eliminated.

SECTION 6: That all ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby repealed.

SECTION 7: That the Board of Trustees of the Niles-Maine District Library has established a special reserve fund to be accumulated from the unexpended balance from the proceeds received from the library taxes levied for the 1977 and subsequent years, said fund to be accumulated and set aside as a special reserve fund for the purpose in accordance with 75 ILCS 16/40-50 and that said Board of Trustees shall adopt a plan or plans pursuant to the provisions of 75 ILCS 16/40-5 of the Public Library District Act of 1991.

SECTION 8: That this Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

ADOPTED this 16th day of May, 2018, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Karen Dimond
President of the Board of Trustees of the
NILES-MAINE DISTRICT LIBRARY
ATTESTED and SIGNED in my office,
according to law, this 16th day of May 2018, at
the said NILES-MAINE DISTRICT LIBRARY

Dianne Olson
Secretary, Board of Trustees
NILES-MAINE DISTRICT LIBRARY