



**Niles Public Library District**

**Regular Board Meeting**

**Wednesday, June 21, 2017 7:00 PM**

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

**June 21, 2017**

**7:00 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

ORDER OF BUSINESS

1. Call to Order
2. Consent Agenda
  - A. Approve Minutes of the Regular Board Meeting of May 17, 2017 4
  - B. Approve payment of the bills for operating expenses of 339,318.64, payroll expenses of \$260,605.38, and Special Reserve Expenses of \$2,589.51, for a total monthly expense of \$602,513.53 9
  - C. Approve payment to Visographic in the amount of \$5,891.36 for the publication of the summer Chapter One Newsletter
  - D. Adopt Ordinance 17-03 Setting the Schedule of Meeting of the Board of Trustees of the Niles-Maine District Library for the Fiscal Year Commencing July 1, 2017 and Ending June 30, 2018 28
  - E. Adopt Ordinance 17-04 for the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Niles Public Library District 29
3. Public Comment
4. Treasurer's Report 32
5. Director's Report
  - A. Highlights 38
  - B. Monthly Statistics 46
6. Communications 50
7. Liaison Reports
  - A. Friends of the Library
  - B. Legislative
  - C. RAILS
8. New Business
  - A. Adopt Ordinance 17-05, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois (Niles-Maine District Library effective July 1, 2017) for the Fiscal Year beginning July 1, 2017 and Ending June 30, 2018 55
  - B. Approve that the Niles Public Library District continue to participate in the Non-Resident Library Card Illinois Program and charge an annual fee of \$261.00 based on 60

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the formula established by the Illinois State Library.

- C. Approve the recommended renewal of the Short Term Disability and Long Term Disability plans through Principal Insurance and discontinue the Life Insurance and Accidental Death and Dismemberment Insurance beginning on August 1, 2017 and ending on June 30, 2018 61
  - D. Approve the recommended purchase of the Exterior Sign Package from ASI for a sum not to exceed \$123,013.52. Funds from the Special Reserve Fund will be used for this purchase and the Board of Trustees reserves the right to purchase all or part of the Exterior Sign Package at its discretion. 63
9. Unfinished Business
- A. Approve the recommended changes to Administrative Policy 3.02 Library Rules 78
  - B. Discussion: Board President's decision on Board committees
10. Other
11. Adjournment

**NILES PUBLIC LIBRARY DISTRICT  
Regular Board Meeting Minutes  
May 17, 2017  
7:00 PM  
Board Room  
6960 Oakton Street  
Niles, Illinois**

***A video recording of this meeting can be viewed on the Library's website [www.nileslibrary.org](http://www.nileslibrary.org).***

**Trustees Present**

Linda Ryan, Karen Dimond, Tim Spadoni, Carolyn Drblik, Patti Rozanski. Barbara Nakanishi and Rob Breit gave previous notice.

**Library Staff Present**

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

**Others Present**

Igor Studenkov, *Niles Bugle*; Dennis Martin; Dianne Olson

**Call to Order**

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

**Roll Call**

The roll was taken by Ms. Winberg.

**Pledge of Allegiance**

President Ryan led the Pledge of Allegiance.

**Consent Agenda**

Trustee Rozanskii MOVED the Library Board of Trustees approve:

- A. Minutes of the Regular Board Meeting of April 19, 2017;
- B. Minutes of the Special Board Meeting of April 26, 2017;
- C. Payment of the bills for operating expenses of \$225,417.82; payroll expenses of \$283,634.47; Special Reserve expenses of \$17,612.68; for a total monthly expense of \$526,664.97.

Trustee Dimond seconded.

President Ryan asked that Item C. be removed from the Consent Agenda because of a change in the Payment of the Bills.

Trustee Rozanski removed Item C to approve payment of the bills. Trustee Dimond seconded.

A vote was taken on Consent Agenda Items A. and B.

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

**Payment of the Bills**

Trustee Spadoni MOVED the Library Board of Trustees approve payment of the bills for operating expenses of \$225,417.82; payroll expenses of \$283,634.47; Special Reserve expenses of \$17,612.68; for a total monthly expense of \$526,664.97. Trustee Dimond seconded.

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Mr. Pritz explained that the operating expenses changed due to data entry errors which caused an increase of \$200 in payables.

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

### **Swearing in of Trustees**

Ms. Winberg, a Notary, gave the Oath of Office to the newly elected Trustees, Dennis Martin and Dianne Olson.

President Ryan took this opportunity to thank the Board for allowing her to serve as their Board President for the last two years. Ms. Ryan said it was a most memorable and fulfilling experience.

### **Election of Officers**

#### **President**

Nominations being in order for President, Ms. Rozanski nominated Karen Dimond for the office of President. There being no further nominations, Ms. Dimond accepted the nomination.

An official vote was taken and Ms. Dimond was unanimously elected President.

#### **Vice President**

Nominations being in order for Vice President, Ms. Dimond nominated Linda Ryan for the office of Vice President. There being no further nominations, Ms. Ryan accepted the nomination.

An official vote was taken and Ms. Ryan was unanimously elected Vice President.

#### **Secretary**

Nominations being in order for Secretary, Ms. Rozanski nominated Dianne Olson for the office of Secretary. There being no further nominations, Ms. Olson accepted the nomination.

An official vote was taken and Ms. Olson was unanimously elected Secretary.

#### **Treasurer**

Nominations being in order for Treasurer, Ms. Rozanski nominated Tim Spadoni for the office of Treasurer. There being no further nominations, Mr. Spadoni accepted the nomination.

An official vote was taken and Mr. Spadoni was unanimously elected Treasurer.

After Ms. Dimond took her seat as Board President, she thanked Ms. Ryan for her hard work over the last two years.

### **Public Comment**

There were none.

### **Treasurer's Report**

The Library Board reviewed the April 2017 Treasurer's Report as presented by Treasurer Spadoni.

Mr. Spadoni reported that we are currently in the tenth month of the fiscal year and, therefore, we are at the 83.3% point of the budget. Our revenue is higher than expected primarily due to an increase in collected property taxes and investment income. The monthly payroll is slightly higher than budgeted due to a five-week month, but overall the salaries expenditures are right on target. The Library Operating Expenses account is under budget due to lower per capita expenses, software, and printing costs. These lower line items were somewhat offset by higher processing supplies incurred with reformatting part of the collection. However, the total for the Library Operating Expenses account is well under budget. The General and Administration expenses are also under budget due to decreased spending for legal fees, consultants, promotional items, trustee expenses and office supplies. Under the Building and Equipment Maintenance account, the Non-

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Contractual Maintenance line item is twice what we budgeted due to unanticipated HVAC expenditures from the loss of some of our vintage 1998 pumps and motors. However, overall, this account is well under budget.

### **Director's Report**

- Neil O'Shea has arranged to do an oral history as given by the Library's first Board President, Mr. Rudolph Hazucha along with his wife, Winifred. The interview will take place on Saturday, May 20.
- Ms. Lempke provided the Board with the current Organization Chart. An Assistant Director and the Supervisors each gave the Board a short oral briefing of what their jobs encompass.

### **Communications**

They were included in the Board packet.

### **Committee Reports**

President Dimond said she would like to address who would like to serve on which committees at a future meeting.

#### **Building & Grounds Committee**

##### **Technology**

### **Liaison Reports**

#### **Friends of the Library**

There was no report.

#### **Legislative**

Ms. Lempke reported that she emailed the Trustees requesting that they contact their Senators to sign the LSTA and IAL letters.

#### **RAILS**

Ms. Lempke gave the new trustees a brief explanation on the role of RAILS and its services.

### **Secretary's Report**

Secretary Olson reported that a Notice for a Public Hearing on June 21, 2017, at the hour of 6:55 PM at the Niles Public Library District (Niles-Maine District Library effective July 1, 2017), Board Room, 6960 Oakton Street, Niles, Illinois, concerning Tentative Ordinance 17-02, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Fiscal Year beginning July 1, 2017 and ending June 30, 2018, was published in the Journal Topics and News on Wednesday, May 17, 2017. Copies of the aforementioned Tentative Ordinance will be available in the administrative office of the Niles Public Library District after May 18<sup>th</sup>, from 9:00 AM to 5:00 PM, Monday through Friday.

### **New Business**

#### **Trustee Procedures and Guidelines**

Trustee Ryan MOVED the Library Board of Trustees adopt the Trustee Procedures and Guidelines for 2017-2019. Trustee Rozanski seconded.

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

#### **McClure Inserra & Company**

Trustee Spadoni MOVED the Library Board of Trustees approve the appointment of and payment to McClure Inserra & Company Chartered in the estimated amount of \$16,400 to perform the audit of the Niles Public Library District as of and for the year ending June 30, 2017. Trustee Ryan seconded.

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

Renewal of Insurance Plan

Trustee Spadoni MOVED the Library Board of Trustees approve the recommended renewal of the healthcare insurance plan with Blue Cross Blue Shield (E2EC1705) beginning on July 1, 2017 and ending on June 30, 2018.

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

Health Insurance Price Tags

Trustee Rozanski MOVED the Library Board of Trustees approve the recommended price tags to be charged for health insurance beginning on July 1, 2017 and ending on June 30, 2017. Trustee Ryan seconded.

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

Liability and Workers' Compensation Insurance

Trustee Rozanski MOVED the Library Board of Trustees approve the recommended purchase of Liability and Workers' Compensation insurance in the total amount of \$58,943 for the 2017-2018 fiscal years as follows: Utica Insurance in the amount of \$28,033/Liability Insurance Fund; Travelers Insurance in the amount of \$3,421/Liability Insurance Fund; Harford Insurance in the amount of \$27,489/Workers' Compensation Fund for a total of \$58,943. Trustee Ryan seconded.

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

Discussion of Revision to Policy 3.02 Library Rules

Ms. Lempke explained that she asked Attorney Dennis Walsh to review Policy 3.02 Library Rules. The changes made proved to be extremely detailed, changing the document from 2 pages to 6, and she asked the Board for their general thoughts on whether there was a benefit to keeping the rules simpler. The Board asked that she come back next month with her recommended changes.

Permission for Vendors to Sell Goods at Library Event

Trustee Rozanski MOVED the Library Board of Trustees allow vendors to set up tables and sell goods during the special library event Fandom Fest: Comics and Pop Culture on August 19, 2017. Trustee Ryan seconded.

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

Electronic Content Consortium

Trustee Rozanski MOVED the Library Board of Trustees approve the Intergovernmental Agreement to establish the Electronic Content Consortium. Trustee Ryan seconded.

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

Ordinance 17-02

Trustee Ryan MOVED the Library Board of Trustees adopt Ordinance 17-02, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois (Niles-Maine District Library effective July 1, 2017), for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018. Trustee Rozanski seconded.

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

President Dimond reminded the Board that the Public Hearing regarding the Tentative Budget Ordinance is scheduled just before the June Board Meeting at 6:55 PM.

Purchase of Storage Area Network Controllers

Trustee Rozanski MOVED the Library Board of Trustees approve the expenditure not to exceed \$6,600 from the Special Reserve Fund to purchase Hewlett Packard Storage Area Network (SAN) controllers from VirTek, a Hewlett Packard authorized partner and reseller. Trustee Ryan seconded.

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

Replacement Printers

Trustee Rozanski MOVED the Library Board of Trustees approve the expenditure not to exceed \$12,500 from the Special Reserve Fund to purchase replacement Hewlett Packard printers. Trustee Ryan seconded.

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

Unfinished Business

There was none.

Executive Session – Trustee Rozanski MOVED the Library Board of Trustees enter into executive session for the Library Director’s annual review. Trustee Ryan seconded.

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

Executive Session started at **8:56 PM**. Executive Session ended at **9:49 PM**.

The Regular Board Meeting resumed at 9:50 PM with all of the Board present.

Final Action on Executive Session

Trustee Rozanski MOVED the Library Board of Trustees approve the salary increase for Library Director, Susan Lempke, by 2.5% effective May 20, 2017, plus a bonus of \$2,000 in recognition for the accomplishment of her goals for the previous year. Trustee Ryan seconded.

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

Adjournment

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

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

The meeting adjourned at 9:51 PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74982	Accounts Payable	Computer Check	6/21/2017	Advocate Charitable Foundation	\$0.00	\$303.00	(\$303.00)	6/30/2017	Outstanding
74983	Accounts Payable	Computer Check	6/21/2017	AFLAC	\$0.00	\$339.04	(\$642.04)	6/30/2017	Outstanding
74984	Accounts Payable	Computer Check	6/21/2017	ALA	\$0.00	\$497.00	(\$1,139.04)	6/30/2017	Outstanding
74985	Accounts Payable	Computer Check	6/21/2017	Alexandra Vintila	\$0.00	\$19.99	(\$1,159.03)	6/30/2017	Outstanding
74986	Accounts Payable	Computer Check	6/21/2017	ALLIANCE ENTERTAINMENT	\$0.00	\$1,968.87	(\$3,127.90)	6/30/2017	Outstanding
74987	Accounts Payable	Computer Check	6/21/2017	AMARK INDUSTRIES	\$0.00	\$1,731.60	(\$4,859.50)	6/30/2017	Outstanding
74988	Accounts Payable	Computer Check	6/21/2017	SYNCB/ AMAZON	\$0.00	\$944.55	(\$5,804.05)	6/30/2017	Outstanding
74989	Accounts Payable	Computer Check	6/21/2017	AMERICAN GRAPHICS LLC	\$0.00	\$450.00	(\$6,254.05)	6/30/2017	Outstanding
74990	Accounts Payable	Computer Check	6/21/2017	ANDERSON-SAFFORD	\$0.00	\$276.55	(\$6,530.60)	6/30/2017	Outstanding
74991	Accounts Payable	Computer Check	6/21/2017	Andrea Yannella	\$0.00	\$15.95	(\$6,546.55)	6/30/2017	Outstanding
74992	Accounts Payable	Computer Check	6/21/2017	AT&T	\$0.00	\$43.55	(\$6,590.10)	6/30/2017	Outstanding
74993	Accounts Payable	Computer Check	6/21/2017	AT&T	\$0.00	\$428.72	(\$7,018.82)	6/30/2017	Outstanding
74994	Accounts Payable	Computer Check	6/21/2017	AUTOMATIC BUILDING CONTRO	\$0.00	\$1,104.00	(\$8,122.82)	6/30/2017	Outstanding
74995	Accounts Payable	Computer Check	6/21/2017	AVCAFE	\$0.00	\$42.18	(\$8,165.00)	6/30/2017	Outstanding
74996	Accounts Payable	Computer Check	6/21/2017	BAKER & TAYLOR	\$0.00	\$687.45	(\$8,852.45)	6/30/2017	Outstanding
74997	Accounts Payable	Computer Check	6/21/2017	BCLS Landscape Brick Paving	\$0.00	\$2,055.00	(\$10,907.45)	6/30/2017	Outstanding
74998	Accounts Payable	Computer Check	6/21/2017	MELISSA ANN BEREK	\$0.00	\$21.15	(\$10,928.60)	6/30/2017	Outstanding
74999	Accounts Payable	Computer Check	6/21/2017	BIBLIOTHECA, LLC	\$0.00	\$3,902.40	(\$14,831.00)	6/30/2017	Outstanding
75000	Accounts Payable	Computer Check	6/21/2017	DONNA BLOCK	\$0.00	\$244.95	(\$15,075.95)	6/30/2017	Outstanding
75001	Accounts Payable	Computer Check	6/21/2017	BUTLER CHEMICAL CO., INC.	\$0.00	\$382.00	(\$15,457.95)	6/30/2017	Outstanding
75002	Accounts Payable	Computer Check	6/21/2017	CALL ONE	\$0.00	\$1,202.70	(\$16,660.65)	6/30/2017	Outstanding
75003	Accounts Payable	Computer Check	6/21/2017	ARIANNE CAREY	\$0.00	\$188.62	(\$16,849.27)	6/30/2017	Outstanding
75004	Accounts Payable	Computer Check	6/21/2017	CDW GOVERNMENT, INC.	\$0.00	\$941.51	(\$17,790.78)	6/30/2017	Outstanding
75005	Accounts Payable	Computer Check	6/21/2017	CENGAGE LEARNING, INC.	\$0.00	\$1,562.69	(\$19,353.47)	6/30/2017	Outstanding
75006	Accounts Payable	Computer Check	6/21/2017	Christine Thornton	\$0.00	\$300.00	(\$19,653.47)	6/30/2017	Outstanding
75007	Accounts Payable	Computer Check	6/21/2017	CHRIS CHRISTMAS	\$0.00	\$300.00	(\$19,953.47)	6/30/2017	Outstanding
75008	Accounts Payable	Computer Check	6/21/2017	CYNTHIA CLAMPITT	\$0.00	\$135.00	(\$20,088.47)	6/30/2017	Outstanding
75009	Accounts Payable	Computer Check	6/21/2017	COMED	\$0.00	\$6,023.93	(\$26,112.40)	6/30/2017	Outstanding
75010	Accounts Payable	Computer Check	6/21/2017	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$26,612.40)	6/30/2017	Outstanding
75011	Accounts Payable	Computer Check	6/21/2017	COMPUTYPE, INC.	\$0.00	\$720.98	(\$27,333.38)	6/30/2017	Outstanding
75012	Accounts Payable	Computer Check	6/21/2017	COOK AND KOCHER INSURANCE	\$0.00	\$55,522.00	(\$82,855.38)	6/30/2017	Outstanding
75013	Accounts Payable	Computer Check	6/21/2017	COOPERATIVE COMPUTER SERV	\$0.00	\$7,398.00	(\$90,253.38)	6/30/2017	Outstanding
75014	Accounts Payable	Computer Check	6/21/2017	COVERALL NORTH AMERICA, IN	\$0.00	\$2,900.00	(\$93,153.38)	6/30/2017	Outstanding
75015	Accounts Payable	Computer Check	6/21/2017	CREATIVE PROMOTIONAL PROD	\$0.00	\$8,087.32	(\$101,240.70)	6/30/2017	Outstanding
75016	Accounts Payable	Computer Check	6/21/2017	ATHENA M. CROUSE	\$0.00	\$31.24	(\$101,271.94)	6/30/2017	Outstanding
75017	Accounts Payable	Computer Check	6/21/2017	CECILIA CYGNAR	\$0.00	\$14.09	(\$101,286.03)	6/30/2017	Outstanding
75018	Accounts Payable	Computer Check	6/21/2017	David Clark	\$0.00	\$225.00	(\$101,511.03)	6/30/2017	Outstanding
75019	Accounts Payable	Computer Check	6/21/2017	DEMCO, INC.	\$0.00	\$3,079.89	(\$104,590.92)	6/30/2017	Outstanding
75020	Accounts Payable	Computer Check	6/21/2017	DOOR SYSTEMS, INC.	\$0.00	\$277.10	(\$104,868.02)	6/30/2017	Outstanding

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75021	Accounts Payable	Computer Check	6/21/2017	EASYPERMIT POSTAGE	\$0.00	\$300.00	(\$105,168.02)	6/30/2017	Outstanding
75022	Accounts Payable	Computer Check	6/21/2017	EBSCO INFORMATION SERVICES	\$0.00	\$3,416.00	(\$108,584.02)	6/30/2017	Outstanding
75023	Accounts Payable	Computer Check	6/21/2017	Emily Mendoza	\$0.00	\$22.28	(\$108,606.30)	6/30/2017	Outstanding
75024	Accounts Payable	Computer Check	6/21/2017	FIFTH THIRD BANK	\$0.00	\$1,878.22	(\$110,484.52)	6/30/2017	Outstanding
75025	Accounts Payable	Computer Check	6/21/2017	FILTER SERVICES OF ILLINOIS	\$0.00	\$611.08	(\$111,095.60)	6/30/2017	Outstanding
75026	Accounts Payable	Computer Check	6/21/2017	FINDAWAY WORLD, LLC	\$0.00	\$277.44	(\$111,373.04)	6/30/2017	Outstanding
75027	Accounts Payable	Computer Check	6/21/2017	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$111,769.04)	6/30/2017	Outstanding
75028	Accounts Payable	Computer Check	6/21/2017	DOROTHEA FRISBIE	\$0.00	\$13.06	(\$111,782.10)	6/30/2017	Outstanding
75029	Accounts Payable	Computer Check	6/21/2017	Fun Express	\$0.00	\$125.43	(\$111,907.53)	6/30/2017	Outstanding
75030	Accounts Payable	Computer Check	6/21/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$3,389.20	(\$115,296.73)	6/30/2017	Outstanding
75031	Accounts Payable	Computer Check	6/21/2017	GROOT INDUSTRIES, INC.	\$0.00	\$217.91	(\$115,514.64)	6/30/2017	Outstanding
75032	Accounts Payable	Computer Check	6/21/2017	HEALTHCARE SERVICE CORPOR	\$0.00	\$46,545.94	(\$162,060.58)	6/30/2017	Outstanding
75033	Accounts Payable	Computer Check	6/21/2017	JAYNE D. HERRING	\$0.00	\$550.00	(\$162,610.58)	6/30/2017	Outstanding
75034	Accounts Payable	Computer Check	6/21/2017	ILLINOIS CPA SOCIETY	\$0.00	\$320.00	(\$162,930.58)	6/30/2017	Outstanding
75035	Accounts Payable	Computer Check	6/21/2017	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$100.00	(\$163,030.58)	6/30/2017	Outstanding
75036	Accounts Payable	Computer Check	6/21/2017	INGRAM LIBRARY SERVICES	\$0.00	\$26,442.12	(\$189,472.70)	6/30/2017	Outstanding
75037	Accounts Payable	Computer Check	6/21/2017	IRON MOUNTAIN	\$0.00	\$161.99	(\$189,634.69)	6/30/2017	Outstanding
75038	Accounts Payable	Computer Check	6/21/2017	Jen Palmer Hellige	\$0.00	\$200.00	(\$189,834.69)	6/30/2017	Outstanding
75039	Accounts Payable	Computer Check	6/21/2017	THE JOURNAL & TOPICS	\$0.00	\$176.44	(\$190,011.13)	6/30/2017	Outstanding
75040	Accounts Payable	Computer Check	6/21/2017	Karen Gruenke	\$0.00	\$33.00	(\$190,044.13)	6/30/2017	Outstanding
75041	Accounts Payable	Computer Check	6/21/2017	KIMBERLY BOLAN & ASSOCIATE	\$0.00	\$5,750.00	(\$195,794.13)	6/30/2017	Outstanding
75042	Accounts Payable	Computer Check	6/21/2017	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$656.00	(\$196,450.13)	6/30/2017	Outstanding
75043	Accounts Payable	Computer Check	6/21/2017	KONE INC.	\$0.00	\$2,280.00	(\$198,730.13)	6/30/2017	Outstanding
75044	Accounts Payable	Computer Check	6/21/2017	KONICA MINOLTA BUSINESS SO	\$0.00	\$155.08	(\$198,885.21)	6/30/2017	Outstanding
75045	Accounts Payable	Computer Check	6/21/2017	KOREAN BOOKS	\$0.00	\$553.75	(\$199,438.96)	6/30/2017	Outstanding
75046	Accounts Payable	Computer Check	6/21/2017	BERNADETTE KORYCIARZ	\$0.00	\$21.85	(\$199,460.81)	6/30/2017	Outstanding
75047	Accounts Payable	Computer Check	6/21/2017	Lego Education	\$0.00	\$4,204.15	(\$203,664.96)	6/30/2017	Outstanding
75048	Accounts Payable	Computer Check	6/21/2017	LIBRARIES FIRST	\$0.00	\$14,140.00	(\$217,804.96)	6/30/2017	Outstanding
75049	Accounts Payable	Computer Check	6/21/2017	LIBRARY FURNITURE INTERNATI	\$0.00	\$4,462.00	(\$222,266.96)	6/30/2017	Outstanding
75050	Accounts Payable	Computer Check	6/21/2017	MANAGEMENT ASSOCIATION	\$0.00	\$1,360.00	(\$223,626.96)	6/30/2017	Outstanding
75051	Accounts Payable	Computer Check	6/21/2017	Matthew Schnirer	\$0.00	\$6.99	(\$223,633.95)	6/30/2017	Outstanding
75052	Accounts Payable	Computer Check	6/21/2017	MELISSA MAYBERRY	\$0.00	\$350.00	(\$223,983.95)	6/30/2017	Outstanding
75053	Accounts Payable	Computer Check	6/21/2017	JOAN MCGEE	\$0.00	\$225.00	(\$224,208.95)	6/30/2017	Outstanding
75054	Accounts Payable	Computer Check	6/21/2017	JUDITH MCNULTY	\$0.00	\$41.90	(\$224,250.85)	6/30/2017	Outstanding
75055	Accounts Payable	Computer Check	6/21/2017	BETSEY MEANS	\$0.00	\$350.00	(\$224,600.85)	6/30/2017	Outstanding
75056	Accounts Payable	Computer Check	6/21/2017	Melvin J Biske	\$0.00	\$325.00	(\$224,925.85)	6/30/2017	Outstanding
75057	Accounts Payable	Computer Check	6/21/2017	MENARDS	\$0.00	\$435.93	(\$225,361.78)	6/30/2017	Outstanding
75058	Accounts Payable	Computer Check	6/21/2017	MIDWEST TAPE	\$0.00	\$7,243.12	(\$232,604.90)	6/30/2017	Outstanding
75059	Accounts Payable	Computer Check	6/21/2017	MARY MILLER	\$0.00	\$145.77	(\$232,750.67)	6/30/2017	Outstanding

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75060	Accounts Payable	Computer Check	6/21/2017	MOVIE LICENSING USA	\$0.00	\$1,281.00	(\$234,031.67)	6/30/2017	Outstanding
75061	Accounts Payable	Computer Check	6/21/2017	MPLC	\$0.00	\$254.19	(\$234,285.86)	6/30/2017	Outstanding
75062	Accounts Payable	Computer Check	6/21/2017	MULTICULTURAL BOOKS & VID	\$0.00	\$1,034.29	(\$235,320.15)	6/30/2017	Outstanding
75063	Accounts Payable	Computer Check	6/21/2017	NICOR GAS	\$0.00	\$951.06	(\$236,271.21)	6/30/2017	Outstanding
75064	Accounts Payable	Computer Check	6/21/2017	NILES CHAMBER OF COMMERCE	\$0.00	\$885.00	(\$237,156.21)	6/30/2017	Outstanding
75065	Accounts Payable	Computer Check	6/21/2017	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$238,037.21)	6/30/2017	Outstanding
75066	Accounts Payable	Computer Check	6/21/2017	NILES HISTORICAL SOCIETY	\$0.00	\$40.00	(\$238,077.21)	6/30/2017	Outstanding
75067	Accounts Payable	Computer Check	6/21/2017	NOAH RIEMER PRODUCTIONS L	\$0.00	\$550.00	(\$238,627.21)	6/30/2017	Outstanding
75068	Accounts Payable	Computer Check	6/21/2017	CORNELIUS M. O'SHEA	\$0.00	\$36.97	(\$238,664.18)	6/30/2017	Outstanding
75069	Accounts Payable	Computer Check	6/21/2017	OAK BROOK MECHANICAL SERV	\$0.00	\$3,900.00	(\$242,564.18)	6/30/2017	Outstanding
75070	Accounts Payable	Computer Check	6/21/2017	Oliwia Bleszko	\$0.00	\$11.99	(\$242,576.17)	6/30/2017	Outstanding
75071	Accounts Payable	Computer Check	6/21/2017	OMNIGRAPHICS, INC.	\$0.00	\$201.25	(\$242,777.42)	6/30/2017	Outstanding
75072	Accounts Payable	Computer Check	6/21/2017	MICHAELENE ORZECHOWSKI	\$0.00	\$31.57	(\$242,808.99)	6/30/2017	Outstanding
75073	Accounts Payable	Computer Check	6/21/2017	OVERDRIVE, INC.	\$0.00	\$7,200.25	(\$250,009.24)	6/30/2017	Outstanding
75074	Accounts Payable	Computer Check	6/21/2017	PEAPOD	\$0.00	\$502.18	(\$250,511.42)	6/30/2017	Outstanding
75075	Accounts Payable	Computer Check	6/21/2017	PLIC - SBD GRAND ISLAND	\$0.00	\$1,467.45	(\$251,978.87)	6/30/2017	Outstanding
75076	Accounts Payable	Computer Check	6/21/2017	POLONIA BOOKSTORE, INC.	\$0.00	\$681.61	(\$252,660.48)	6/30/2017	Outstanding
75077	Accounts Payable	Computer Check	6/21/2017	JOHN RADZKO	\$0.00	\$14.99	(\$252,675.47)	6/30/2017	Outstanding
75078	Accounts Payable	Computer Check	6/21/2017	RAILS	\$0.00	\$12,500.00	(\$265,175.47)	6/30/2017	Outstanding
75079	Accounts Payable	Computer Check	6/21/2017	RAINBOW AAT	\$0.00	\$100.00	(\$265,275.47)	6/30/2017	Outstanding
75080	Accounts Payable	Computer Check	6/21/2017	RECORDED BOOKS, LLC	\$0.00	\$136.20	(\$265,411.67)	6/30/2017	Outstanding
75081	Accounts Payable	Computer Check	6/21/2017	RHODE ISLAND NOVELTY	\$0.00	\$112.56	(\$265,524.23)	6/30/2017	Outstanding
75082	Accounts Payable	Computer Check	6/21/2017	Rizwan Merchant	\$0.00	\$9.99	(\$265,534.22)	6/30/2017	Outstanding
75083	Accounts Payable	Computer Check	6/21/2017	MARY ANN ROHN	\$0.00	\$2.68	(\$265,536.90)	6/30/2017	Outstanding
75084	Accounts Payable	Computer Check	6/21/2017	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$266,086.90)	6/30/2017	Outstanding
75085	Accounts Payable	Computer Check	6/21/2017	RUTH SCHUSTER	\$0.00	\$102.64	(\$266,189.54)	6/30/2017	Outstanding
75086	Accounts Payable	Computer Check	6/21/2017	SECOND SENSE	\$0.00	\$150.00	(\$266,339.54)	6/30/2017	Outstanding
75087	Accounts Payable	Computer Check	6/21/2017	CLARA SHEFFER	\$0.00	\$19.64	(\$266,359.18)	6/30/2017	Outstanding
75088	Accounts Payable	Computer Check	6/21/2017	SIMPLEXGRINNELL	\$0.00	\$2,996.00	(\$269,355.18)	6/30/2017	Outstanding
75089	Accounts Payable	Computer Check	6/21/2017	Sinia Evenstad	\$0.00	\$26.95	(\$269,382.13)	6/30/2017	Outstanding
75090	Accounts Payable	Computer Check	6/21/2017	SMITHEREEN PEST MANAGEMEN	\$0.00	\$228.00	(\$269,610.13)	6/30/2017	Outstanding
75091	Accounts Payable	Computer Check	6/21/2017	SULLIVAN ROOFING, INC.	\$0.00	\$2,350.00	(\$271,960.13)	6/30/2017	Outstanding
75092	Accounts Payable	Computer Check	6/21/2017	SUPERIOR COPIES	\$0.00	\$1,171.70	(\$273,131.83)	6/30/2017	Outstanding
75093	Accounts Payable	Computer Check	6/21/2017	Therese Cuitino	\$0.00	\$43.19	(\$273,175.02)	6/30/2017	Outstanding
75094	Accounts Payable	Computer Check	6/21/2017	KATHY TOY	\$0.00	\$2,650.00	(\$275,825.02)	6/30/2017	Outstanding
75095	Accounts Payable	Computer Check	6/21/2017	TRAVELERS	\$0.00	\$3,421.00	(\$279,246.02)	6/30/2017	Outstanding
75096	Accounts Payable	Computer Check	6/21/2017	TYCO INTEGRATED SECURITY L	\$0.00	\$332.76	(\$279,578.78)	6/30/2017	Outstanding
75097	Accounts Payable	Computer Check	6/21/2017	GRETA ULRICH	\$0.00	\$10.00	(\$279,588.78)	6/30/2017	Outstanding
75098	Accounts Payable	Computer Check	6/21/2017	SRDJAN VASILIC	\$0.00	\$6.84	(\$279,595.62)	6/30/2017	Outstanding

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75099	Accounts Payable	Computer Check	6/21/2017	VERIZON WIRELESS	\$0.00	\$108.78	(\$279,704.40)	6/30/2017	Outstanding
75100	Accounts Payable	Computer Check	6/21/2017	VILLAGE OF NILES	\$0.00	\$363.01	(\$280,067.41)	6/30/2017	Outstanding
75117	Accounts Payable	Computer Check	6/21/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$111.98	(\$280,179.39)	6/30/2017	Outstanding
75118	Accounts Payable	Computer Check	6/21/2017	VILLAGE PLUMBING & SEWER SE	\$0.00	\$1,235.50	(\$281,414.89)	6/30/2017	Outstanding
75119	Accounts Payable	Computer Check	6/21/2017	VISA	\$0.00	\$5,861.98	(\$287,276.87)	6/30/2017	Outstanding
75120	Accounts Payable	Computer Check	6/21/2017	VISION SERVICE PLAN OF ILLINO	\$0.00	\$659.81	(\$287,936.68)	6/30/2017	Outstanding
75121	Accounts Payable	Computer Check	6/21/2017	VISOGRAPHIC	\$0.00	\$9,930.20	(\$297,866.88)	6/30/2017	Outstanding
75122	Accounts Payable	Computer Check	6/21/2017	BETH WEIS	\$0.00	\$550.00	(\$298,416.88)	6/30/2017	Outstanding
75123	Accounts Payable	Computer Check	6/21/2017	WESTERN IRRIGATION, INC.	\$0.00	\$1,059.50	(\$299,476.38)	6/30/2017	Outstanding
75124	Accounts Payable	Computer Check	6/21/2017	WESTON WOODS STUDIOS	\$0.00	\$701.24	(\$300,177.62)	6/30/2017	Outstanding
75125	Accounts Payable	Computer Check	6/21/2017	SUZANNE WULF	\$0.00	\$85.87	(\$300,263.49)	6/30/2017	Outstanding

**Summary by Transaction Type**

<b>Total Deposits</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	<b>(\$300,263.49)</b>
<b>Total Payments:</b>	<b>(\$300,263.49)</b>
<b>Total Change in Register Balance:</b>	<b>(\$300,263.49)</b>

**Niles Public Library District**  
**Check Detail and Account Distribution**  
**Check dated June 21, 2017**

Check#	Total Check Amount	Payee name	Amount	Description	Account #	Account description
74982	\$303.00	Advocate Charitable Foundation	\$303.00	Donation In-Kind	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
74983	\$339.04	AFLAC	\$339.04	Employee Payments - May 17	01-2140-00-00	Payroll Clearing
74984	\$497.00	ALA	\$300.00	Member 0256553 Renewal & Registrations Conf.#308921	01-5470-54-09	Trustee Expense-Administrative Services
74984	\$497.00	ALA	\$197.00	Member 0256553 Renewal & Registrations Conf.#308921	01-5461-54-02	Subscriptions & Dues-Youth Services
74985	\$19.99	Alexandra Vintila	\$19.99	Refund - Returned Lost Book	01-3620-36-00	Lost Books
74986	\$1,968.87	ALLIANCE ENTERTAINMENT	\$256.37		01-4435-44-00	AV-Teen
74986	\$1,968.87	ALLIANCE ENTERTAINMENT	\$19.43		01-4433-44-00	AV-Adult
74986	\$1,968.87	ALLIANCE ENTERTAINMENT	\$448.85		01-4434-44-00	AV-Youth Services
74986	\$1,968.87	ALLIANCE ENTERTAINMENT	\$408.39	Materials Music	01-4433-44-00	AV-Adult
74986	\$1,968.87	ALLIANCE ENTERTAINMENT	\$188.08	Materials Music	01-4435-44-00	AV-Teen
74986	\$1,968.87	ALLIANCE ENTERTAINMENT	\$4.34	Materials Music	01-4434-44-00	AV-Youth Services
74986	\$1,968.87	ALLIANCE ENTERTAINMENT	\$422.01	Material Music	01-4433-44-00	AV-Adult
74986	\$1,968.87	ALLIANCE ENTERTAINMENT	\$20.50	Material Music	01-4435-44-00	AV-Teen
74986	\$1,968.87	ALLIANCE ENTERTAINMENT	\$12.25	Material Music	01-4433-44-00	AV-Adult
74986	\$1,968.87	ALLIANCE ENTERTAINMENT	\$13.75	Materials	01-4433-44-00	AV-Adult
74986	\$1,968.87	ALLIANCE ENTERTAINMENT	\$157.37	Materials	01-4434-44-00	AV-Youth Services
74986	\$1,968.87	ALLIANCE ENTERTAINMENT	\$23.78	Materials	01-4435-44-00	AV-Teen
74987	\$1,731.60	AMARK INDUSTRIES	\$1,731.60	TOLIET PAPER, PAPER TOWELS,	01-5420-54-05	Janitorial Supplies-Maintenance Services
74988	\$944.55	SYNCB/ AMAZON	\$200.00		01-5323-53-01	Programming & Support-Adult-Adult Services
74988	\$944.55	SYNCB/ AMAZON	\$45.98		01-5324-53-02	Programming & Support-Juvenile-Youth Services
74988	\$944.55	SYNCB/ AMAZON	\$54.55		01-5351-53-03	Per Capita Grant Expenditures-Digital Services
74988	\$944.55	SYNCB/ AMAZON	\$6.29	Teflon Sheet	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
74988	\$944.55	SYNCB/ AMAZON	\$276.61	JetPro / Jet Opaque	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
74988	\$944.55	SYNCB/ AMAZON	\$20.25	Glossy Permanent Vinyl	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
74988	\$944.55	SYNCB/ AMAZON	\$239.70		01-5351-53-03	Per Capita Grant Expenditures-Digital Services
74988	\$944.55	SYNCB/ AMAZON	\$25.70	Wireless Keyboard	08-6770-67-00	Furniture & Fixtures
74988	\$944.55	SYNCB/ AMAZON	\$80.68	SanDisk	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
74989	\$450.00	AMERICAN GRAPHICS LLC	\$450.00		01-5320-53-02	Printing-Youth Services
74990	\$276.55	ANDERSON-SAFFORD	\$56.35	Rubber Stamps	01-5457-54-09	Office Supplies-Administrative Services
74990	\$276.55	ANDERSON-SAFFORD	\$44.15	Rubber Stamps	01-5457-54-01	Office Supplies-Adult Services
74990	\$276.55	ANDERSON-SAFFORD	\$176.05	Rubber Stamps	01-5457-54-04	Office Supplies-Tech Services
74991	\$15.95	Andrea Yannella	\$15.95	Refund - Returned Lost Book	01-3620-36-00	Lost Books
74992	\$43.55	AT&T	\$43.55	911 Locator	01-5465-54-09	Telephone-Administrative Services
74993	\$428.72	AT&T	\$428.72		01-5312-53-06	Internet Charges-IT Services
74994	\$1,104.00	AUTOMATIC BUILDING CONTROLS	\$1,104.00	QTRLY BILLING 4-17/6-17 TEMP CONTROL SERV AGREEMENT	08-6720-67-00	Contractual Maintenance
74995	\$42.18	AVCAFE	\$21.19	Materials - Games	01-4434-44-00	AV-Youth Services
74995	\$42.18	AVCAFE	\$20.99	Materials - Games	01-4434-44-00	AV-Youth Services
74996	\$687.45	BAKER & TAYLOR	\$644.00	Materials - Books	01-4413-44-00	Books-Adult

**Niles Public Library District**  
**Check Detail and Account Distribution**  
**Check dated June 21, 2017**

Check#	Total Check Amount	Payee name	Amount	Description	Account #	Account description
74996	\$687.45	BAKER & TAYLOR	\$43.45	Materials - Books	01-4414-44-00	Books-Youth Services
74997	\$2,055.00	BCLS Landscape Brick Paving	\$2,055.00	Landscaping	08-6730-67-00	Non-Contractual Maintenance
74998	\$21.15	MELISSA ANN BEREK	\$21.15	EE Reimbursement	01-4413-44-00	Books-Adult
74999	\$3,902.40	BIBLIOTHECA, LLC	\$3,902.40		01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75000	\$244.95	DONNA BLOCK	\$244.95	EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
75001	\$382.00	BUTLER CHEMICAL CO., INC.	\$382.00		08-6740-67-00	Equipment Maintenance
75002	\$1,202.70	CALL ONE	\$1,202.70	Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
75003	\$188.62	ARIANNE CAREY	\$24.28	EE Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75003	\$188.62	ARIANNE CAREY	\$25.52	EE Reimbursement	01-5430-54-02	Professional Development-Youth Services
75003	\$188.62	ARIANNE CAREY	\$45.11	EE Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75003	\$188.62	ARIANNE CAREY	\$50.97	EE Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75003	\$188.62	ARIANNE CAREY	\$42.74	EE Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75004	\$941.51	CDW GOVERNMENT, INC.	\$239.51	Aerohive 30W Indoor Poe Injector / Mounting Brackets	40-5810-58-00	Special Reserve - Equipment
75004	\$941.51	CDW GOVERNMENT, INC.	\$239.51	Aerohive 30W Indoor Poe Injector / Mounting Brackets	40-2110-00-00	Special Reserve - Accounts Payable
75004	\$941.51	CDW GOVERNMENT, INC.	\$702.00		08-6740-67-00	Equipment Maintenance
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$20.14	MATERIALS BOOKS	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$30.39	MATERIALS BOOKS	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$49.58	MATERIALS BOOKS	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$50.38	MATERIALS BOOKS	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$162.69	MATERIALS BOOKS	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$236.16	MATERIALS BOOKS	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$295.39	MATERIALS BOOKS	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$378.00	Materials - Books	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$65.22	Materials- Books	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$80.96	MATERIALS BOOKS	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$92.96	Materials - Books	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$47.23	Materials - Books	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$21.59	Materials - Books	01-4413-44-00	Books-Adult
75005	\$1,562.69	CENGAGE LEARNING, INC.	\$32.00	Materials - Books	01-4413-44-00	Books-Adult
75006	\$300.00	Christine Thornton	\$300.00	2nd Installment	01-5323-53-01	Programming & Support-Adult-Adult Services
75007	\$300.00	CHRIS CHRISTMAS	\$300.00	Program-Create your own Chess Pieces & Tournament - 7/21 -02	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75008	\$135.00	CYNTHIA CLAMPITT	\$135.00	Waltzing Australia 7/24 -01	01-1310-00-00	Prepaid Expense
75009	\$6,023.93	COMED	\$6,023.93	Acct.#2207584005	01-5720-57-00	Electric
75010	\$500.00	COMMUNICATION REVOLVING FUND	\$500.00		01-5312-53-06	Internet Charges-IT Services
75011	\$720.98	COMPUTYPE, INC.	\$713.99		01-5311-53-04	Processing & Supplies-Tech Services
75011	\$720.98	COMPUTYPE, INC.	\$363.99		01-5311-53-04	Processing & Supplies-Tech Services
75012	\$55,522.00	COOK AND KOCHER INSURANCE GROUP	\$27,489.00	WC Policy # #83WECBM2495	01-1310-00-00	Prepaid Expense
75012	\$55,522.00	COOK AND KOCHER INSURANCE GROUP	\$28,033.00	General Liability	01-1310-00-00	Prepaid Expense

**Niles Public Library District**  
**Check Detail and Account Distribution**  
**Check dated June 21, 2017**

Check#	Total Check Amount	Payee name	Amount	Description	Account #	Account description
75013	\$7,398.00	COOPERATIVE COMPUTER SERVICE	\$6,471.00	CCS Membership Fee - May 2017	01-5310-53-00	CCS Charges
75013	\$7,398.00	COOPERATIVE COMPUTER SERVICE	\$927.00	OCLC Charge	01-5329-53-00	Computer Charges OCLC
75014	\$2,900.00	COVERALL NORTH AMERICA, INC.	\$2,900.00	Monthly Cleaning - May	08-6730-67-00	Non-Contractual Maintenance
75015	\$8,087.32	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$574.34		01-5456-54-07	Promotional Expense-Marketing & PR Services
75015	\$8,087.32	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$862.31		01-5456-54-07	Promotional Expense-Marketing & PR Services
75015	\$8,087.32	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$2,043.50		01-5456-54-07	Promotional Expense-Marketing & PR Services
75015	\$8,087.32	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$930.55		01-5456-54-07	Promotional Expense-Marketing & PR Services
75015	\$8,087.32	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$2,992.02	Ben Tote Bag-Teal	01-5456-54-07	Promotional Expense-Marketing & PR Services
75015	\$8,087.32	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$684.60	Sip-ACup	01-5456-54-07	Promotional Expense-Marketing & PR Services
75016	\$31.24	ATHENA M. CROUSE	\$31.24	EE Mileage Reimbursement	01-5431-54-08	Mileage-Patron services
75017	\$14.09	CECILIA CYGNAR	\$2.14	EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
75017	\$14.09	CECILIA CYGNAR	\$11.95	EE Reimbursement	01-5323-53-01	Programming & Support-Adult-Adult Services
75018	\$225.00	David Clark	\$225.00	A Journey Through Histor Program 7/26 01	01-1310-00-00	Prepaid Expense
75019	\$3,079.89	DEMCO, INC.	\$352.59		08-6770-67-00	Furniture & Fixtures
75019	\$3,079.89	DEMCO, INC.	\$504.00		08-6770-67-00	Furniture & Fixtures
75019	\$3,079.89	DEMCO, INC.	\$1,058.90		08-6770-67-00	Furniture & Fixtures
75019	\$3,079.89	DEMCO, INC.	\$1,164.40	Jewel Cases	01-5311-53-04	Processing & Supplies-Tech Services
75020	\$277.10	DOOR SYSTEMS, INC.	\$277.10		08-6720-67-00	Contractual Maintenance
75021	\$300.00	EASYPERMIT POSTAGE	\$300.00	Replenish Postage Metter - June 17	01-5458-54-00	Postage & Freight
75022	\$3,416.00	EBSCO INFORMATION SERVICES	\$3,416.00	Consumer Reports	01-4487-44-00	Online Databases
75023	\$22.28	Emily Mendoza	\$22.28	EE Travel Expense	01-5430-54-07	Professional Development-Marketing & PR Services
75024	\$1,878.22	FIFTH THIRD BANK	\$1,878.22	FSA Employee Payment	01-1125-00-00	Cash-Flexible Spending Account
75025	\$611.08	FILTER SERVICES OF ILLINOIS	\$611.08		01-5420-54-05	Janitorial Supplies-Maintenance Services
75026	\$277.44	FINDAWAY WORLD, LLC	\$277.44	Materials Books	01-4434-44-00	AV-Youth Services
75027	\$396.00	FLEXSOURCE, LLC	\$396.00	Monthly Fees - FSA/HRA - Health/Dental	01-5633-56-00	FSA fee
75028	\$13.06	DOROTHEA FRISBIE	\$9.00	EE Reimbursement	01-5430-54-01	Professional Development-Adult Services
75028	\$13.06	DOROTHEA FRISBIE	\$4.06	EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
75029	\$125.43	Fun Express	\$125.43		01-5324-53-02	Programming & Support-Juvenile-Youth Services
75030	\$3,389.20	GARVEY'S OFFICE PRODUCTS	\$792.16		01-5420-54-05	Janitorial Supplies-Maintenance Services
75030	\$3,389.20	GARVEY'S OFFICE PRODUCTS	\$456.95		01-5420-54-05	Janitorial Supplies-Maintenance Services
75030	\$3,389.20	GARVEY'S OFFICE PRODUCTS	\$451.02		01-5420-54-05	Janitorial Supplies-Maintenance Services
75030	\$3,389.20	GARVEY'S OFFICE PRODUCTS	\$339.99		08-6770-67-00	Furniture & Fixtures
75030	\$3,389.20	GARVEY'S OFFICE PRODUCTS	\$339.99		08-6770-67-00	Furniture & Fixtures
75030	\$3,389.20	GARVEY'S OFFICE PRODUCTS	\$65.94		01-5457-54-09	Office Supplies-Administrative Services
75030	\$3,389.20	GARVEY'S OFFICE PRODUCTS	\$544.67		01-5420-54-05	Janitorial Supplies-Maintenance Services
75030	\$3,389.20	GARVEY'S OFFICE PRODUCTS	\$278.37		01-5457-54-09	Office Supplies-Administrative Services
75030	\$3,389.20	GARVEY'S OFFICE PRODUCTS	\$27.56	Office Supplies	01-5457-54-07	Office Supplies-Marketing & PR Services
75030	\$3,389.20	GARVEY'S OFFICE PRODUCTS	\$177.48	Office Supplies	01-5457-54-02	Office Supplies-Youth Services

**Niles Public Library District**  
**Check Detail and Account Distribution**  
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Check#	Total Check Amount	Payee name	Amount	Description	Account #	Account description
75030	\$3,389.20	GARVEY'S OFFICE PRODUCTS	\$19.14	Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
75030	\$3,389.20	GARVEY'S OFFICE PRODUCTS	\$18.86	Office Supplies	01-5457-54-04	Office Supplies-Tech Services
75031	\$217.91	GROOT INDUSTRIES, INC.	\$217.91	Garbage / Recycling Charge	08-6730-67-00	Non-Contractual Maintenance
75032	\$46,545.94	HEALTHCARE SERVICE CORPORATION	\$46,545.94	Group Medical Insurance - June 2017	01-5620-56-00	Group Health
75033	\$550.00	JAYNE D. HERRING	\$550.00	Program- Glass Fussion Workshop - 7/23 -03	01-5323-53-03	Programming & Support-Adult-Digital Services
75034	\$320.00	ILLINOIS CPA SOCIETY	\$320.00	Renew - Membership- Pritz	01-1310-00-00	Prepaid Expense
75035	\$100.00	ILLINOIS LIBRARY ASSOCIATION	\$100.00	2017 ILA Membership - J. King	01-5461-54-04	Subscriptions & Dues-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$424.75		01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$96.83		01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$33.53		01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$13.80		01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$116.30		01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$50.95		01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$31.73		01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$2.76		01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$7.34	MATERIALS	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$591.55	MATERIALS	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$19.76	MATERIALS	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$630.56	MATERIALS	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$40.71	MATERIALS	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$139.41		01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$169.95		01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$11.98		01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$38.40		01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$3.45		01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$530.00		01-5351-53-02	Per Capita Grant Expenditures-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$942.88		01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$75.93		01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$43.47		01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$153.02		01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$16.38		01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$33.29		01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$992.54		01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$3.45		01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$573.81	Materials - Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$36.53	Materials - Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$432.56	Materials - Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$38.64	Materials - Books	01-5311-53-04	Processing & Supplies-Tech Services

**Niles Public Library District**  
**Check Detail and Account Distribution**  
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Check#	Total Check Amount	Payee name	Amount	Description	Account #	Account description
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$28.72	Materials - Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$9.72	Materials - Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$6.59	Materials - Books	01-5326-53-04	Programming & Support-Teen-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$217.41	Materials - Books	01-5326-53-04	Programming & Support-Teen-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$110.33	Materials - Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$2.76	Materials - Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$35.08	Materials - Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$9.60	Materials - Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$0.69	Materials - Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$39.80	Materials - Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$0.69	Materials - Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$28.79	Materials - Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$25.12	Materials - Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$40.49	Materials - Books	01-4435-44-00	AV-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$2.07	Materials - Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$11.29	Materials - Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$170.96	Materials - Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$124.59	Materials - Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$47.49	Materials - Books	01-4434-44-00	AV-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$22.49	Materials - Books	01-4435-44-00	AV-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$2.07	Materials - Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$15.54	Materials - Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$158.82	Materials - Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$265.94	Materials - Books	01-4435-44-00	AV-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$110.57	Materials - Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$51.58	Materials - Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$6.21	Materials - Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$30.16	Materials - Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$246.94	Materials - Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$76.23	Materials - Books	01-4435-44-00	AV-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$2.07	Materials - Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$14.39	Materials - Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$145.70	Materials - Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$20.35	Materials - Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$52.61	Materials - Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$8.28	Materials - Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$543.40	Materials - Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$17.25	Materials - Books	01-5311-53-04	Processing & Supplies-Tech Services

**Niles Public Library District**  
**Check Detail and Account Distribution**  
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Check#	Total Check Amount	Payee name	Amount	Description	Account #	Account description
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$47.66	Materials - Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$234.47	Materials - Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$213.43	Materials - Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$30.48	Materials - Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$8.97	Materials - Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$262.64	Materials - Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$52.62	Materials - Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$81.83	Materials - Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$17.25	Materials - Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$28.16	Materials Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$143.43	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$331.23	Materials Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$20.32	Materials Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$42.31	Materials Books	01-4435-44-00	AV-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$10.35	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$25.35	Materials Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$37.75	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$81.34	Materials Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$200.49	Materials Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$16.56	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$275.14	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$60.24	Materials Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$212.91	Materials Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$14.49	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$300.31	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$478.60	Materials Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$1,142.52	Materials Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$175.68	Materials Books	01-4434-44-00	AV-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$83.49	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$11.69	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$807.03	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$190.68	Materials Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$539.43	Materials Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$44.16	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$49.12	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$8.97	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$20.98	Materials Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$38.23	Materials Books	01-4413-44-00	Books-Adult

**Niles Public Library District**  
**Check Detail and Account Distribution**  
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Check#	Total Check Amount	Payee name	Amount	Description	Account #	Account description
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$150.43	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$9.45	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$105.96	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$4.83	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$471.82	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$114.12	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$4.83	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$114.73	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$4.83	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$46.23	Materials Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$100.11	Materials Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$10.78	Materials Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$56.99	Materials Books	01-4435-44-00	AV-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$92.36	Material Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$444.04	Material Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$63.79	Material Books	01-4434-44-00	AV-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$10.79	Material Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$132.97	Material Books	01-4435-44-00	AV-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$6.90	Material Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$346.61	Material Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$1,144.21	Material Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$11.29	Material Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$18.63	Material Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$35.91	Material Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$1,838.49	Material Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$74.22	Material Books	01-4435-44-00	AV-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$3.45	Material Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$717.19	Material Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$41.22	Material Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$114.40	Material Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$16.56	Material Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$130.67	Material Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$668.02	Material Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$34.23	Material Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$30.48	Material Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$31.05	Material Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$379.34	Material Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$42.55	Material Books	01-4415-44-00	Books-Teen

**Niles Public Library District**  
**Check Detail and Account Distribution**  
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Check#	Total Check Amount	Payee name	Amount	Description	Account #	Account description
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$40.36	Material Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$52.03	Material Books	01-4435-44-00	AV-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$8.97	Material Books	01-5311-53-00	Processing & Supplies
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$314.96	Material Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$80.03	Material Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$818.52	Material Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$245.21	Material Books	01-4435-44-00	AV-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$3.45	Material Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$14.99	Material Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$62.45	Material Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$377.96	Material Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$124.01	Material Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$26.22	Material Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$14.99	Material Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$85.82	Material Books	01-4413-44-00	Books-Adult
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$697.89	Material Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$10.73	Material Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$22.77	Material Books	01-5311-53-04	Processing & Supplies-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$217.64	Material Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$157.52	Material Books	01-4414-44-00	Books-Youth Services
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$38.77	Material Books	01-4415-44-00	Books-Teen
75036	\$26,442.12	INGRAM LIBRARY SERVICES	\$62.99	Material Books	01-4435-44-00	AV-Teen
75037	\$161.99	IRON MOUNTAIN	\$161.99	Off Site Monthly Fee	01-5350-53-09	Miscellaneous-Administrative Services
75038	\$200.00	Jen Palmer Hellige	\$200.00	Engineering Adventure 7/28 -02	01-1310-00-00	Prepaid Expense
75039	\$176.44	THE JOURNAL & TOPICS	\$72.18	Legal Notice	01-5460-54-09	Publication of Notices-Advertisements
75039	\$176.44	THE JOURNAL & TOPICS	\$104.26	Legal Notice	01-5460-54-09	Publication of Notices-Advertisements
75040	\$33.00	Karen Gruenke	\$33.00	Refund - Returned Lost Book	01-3620-36-00	Lost Books
75041	\$5,750.00	KIMBERLY BOLAN & ASSOCIATES, LLC	\$5,750.00	STRATEGIC PLANNING CONSULTANT FINAL PYMT	01-5452-54-09	Consultants-Administrative Services
75042	\$656.00	KLEIN, THORPE & JENKINS, LTD.	\$656.00	Matter ID 0244-001	01-5450-54-09	Legal Fees-Administrative Services
75043	\$2,280.00	KONE INC.	\$2,280.00	Annual Elevator Service	08-6720-67-00	Contractual Maintenance
75044	\$155.08	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$155.08	Copiers	01-5425-54-06	Copiers-IT Services
75045	\$553.75	KOREAN BOOKS	\$244.84	Materials	01-4413-44-00	Books-Adult
75045	\$553.75	KOREAN BOOKS	\$308.91	Materials	01-4413-44-00	Books-Adult
75046	\$21.85	BERNADETTA KORYCIARZ	\$21.85	EE Travel Expense	01-5430-54-03	Professional Development-Digital Services
75047	\$4,204.15	Lego Education	\$4,204.15		01-5351-53-02	Per Capita Grant Expenditures-Youth Services
75048	\$14,140.00	LIBRARIES FIRST	\$14,140.00	Brainfuse 2017 Sub	01-1310-00-00	Prepaid Expense
75049	\$4,462.00	LIBRARY FURNITURE INTERNATIONAL, INC.	\$4,462.00		08-6770-67-00	Furniture & Fixtures
75050	\$1,360.00	MANAGEMENT ASSOCIATION	\$1,260.00	2017-2018 Membership Dues	01-5430-54-09	Professional Development-Administrative Services

**Niles Public Library District**  
**Check Detail and Account Distribution**  
**Check dated June 21, 2017**

Check#	Total Check Amount	Payee name	Amount	Description	Account #	Account description
75050	\$1,360.00	MANAGEMENT ASSOCIATION	\$100.00	2017 Laconi Library Survey	01-5430-54-09	Professional Development-Administrative Services
75051	\$6.99	Matthew Schnirer	\$6.99	Refund - Returned Lost Book	01-3630-36-00	Pay For Print
75052	\$350.00	MELISSA MAYBERRY	\$350.00	Microsoft Excel Parts 1 & 2 - 7/18~20 -03	01-1310-00-00	Prepaid Expense
75053	\$225.00	JOAN MCGEE	\$225.00	Program-Yoga for Kids -6/19 , 7/17, 8/21- 02@75	01-1310-00-00	Prepaid Expense
75054	\$41.90	JUDITH MCNULTY	\$17.52	EE Travel Expense	01-5430-54-01	Professional Development-Adult Services
75054	\$41.90	JUDITH MCNULTY	\$24.38	EE Reimbursement	01-5325-53-01	Programming & Support-Events-Adult Services
75055	\$350.00	BETSEY MEANS	\$350.00	History Comes Alive Program - 7/12 -01	01-1310-00-00	Prepaid Expense
75056	\$325.00	Melvin J Biske	\$325.00	Melikin Puppets -7/09 - 02	01-1310-00-00	Prepaid Expense
75057	\$435.93	MENARDS	\$71.10		01-5420-54-05	Janitorial Supplies-Maintenance Services
75057	\$435.93	MENARDS	\$35.07		01-5420-54-05	Janitorial Supplies-Maintenance Services
75057	\$435.93	MENARDS	\$24.36		01-5420-54-05	Janitorial Supplies-Maintenance Services
75057	\$435.93	MENARDS	\$170.84		01-5420-54-05	Janitorial Supplies-Maintenance Services
75057	\$435.93	MENARDS	\$21.16	MAINT SUPPLIES	01-5420-54-05	Janitorial Supplies-Maintenance Services
75057	\$435.93	MENARDS	\$68.30	MAINT SUPPLIES	01-5420-54-05	Janitorial Supplies-Maintenance Services
75057	\$435.93	MENARDS	\$45.10	MAINT SUPPLIES	01-5420-54-05	Janitorial Supplies-Maintenance Services
75058	\$7,243.12	MIDWEST TAPE	\$1,743.55	Materials	01-4433-44-00	AV-Adult
75058	\$7,243.12	MIDWEST TAPE	\$163.32	Materials	01-4434-44-00	AV-Youth Services
75058	\$7,243.12	MIDWEST TAPE	\$221.90	Materials	01-4435-44-00	AV-Teen
75058	\$7,243.12	MIDWEST TAPE	\$1,144.95	Materials	01-4433-44-00	AV-Adult
75058	\$7,243.12	MIDWEST TAPE	\$198.69	Materials	01-4435-44-00	AV-Teen
75058	\$7,243.12	MIDWEST TAPE	\$66.65	Materials	01-4434-44-00	AV-Youth Services
75058	\$7,243.12	MIDWEST TAPE	\$2,483.12	Materials	01-4433-44-00	AV-Adult
75058	\$7,243.12	MIDWEST TAPE	\$219.21	Materials	01-4434-44-00	AV-Youth Services
75058	\$7,243.12	MIDWEST TAPE	\$68.97	Materials	01-4435-44-00	AV-Teen
75058	\$7,243.12	MIDWEST TAPE	\$1,022.12	Material	01-4433-44-00	AV-Adult
75058	\$7,243.12	MIDWEST TAPE	\$135.62	Material	01-4434-44-00	AV-Youth Services
75059	\$145.77	MARY MILLER	\$15.98	EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
75059	\$145.77	MARY MILLER	\$23.75	EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
75059	\$145.77	MARY MILLER	\$9.58	EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
75059	\$145.77	MARY MILLER	\$96.46	EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
75060	\$1,281.00	MOVIE LICENSING USA	\$1,281.00	Renewal - Movie Licensing	01-1310-00-00	Prepaid Expense
75061	\$254.19	MPLC	\$254.19		01-5327-53-09	Public Performing Rights-Administrative Services
75062	\$1,034.29	MULTICULTURAL BOOKS & VIDEOS	\$199.05	Adult Books	01-4413-44-00	Books-Adult
75062	\$1,034.29	MULTICULTURAL BOOKS & VIDEOS	\$49.11	Adult Books	01-4413-44-00	Books-Adult
75062	\$1,034.29	MULTICULTURAL BOOKS & VIDEOS	\$249.79	Adult Books	01-4413-44-00	Books-Adult
75062	\$1,034.29	MULTICULTURAL BOOKS & VIDEOS	\$111.09	Adult Books	01-4413-44-00	Books-Adult
75062	\$1,034.29	MULTICULTURAL BOOKS & VIDEOS	\$106.94	Adult Books	01-4413-44-00	Books-Adult
75062	\$1,034.29	MULTICULTURAL BOOKS & VIDEOS	\$113.19	Adult Books	01-4413-44-00	Books-Adult

**Niles Public Library District**  
**Check Detail and Account Distribution**  
**Check dated June 21, 2017**

Check#	Total Check Amount	Payee name	Amount	Description	Account #	Account description
75062	\$1,034.29	MULTICULTURAL BOOKS & VIDEOS	\$100.42	Adult Books	01-4413-44-00	Books-Adult
75062	\$1,034.29	MULTICULTURAL BOOKS & VIDEOS	\$104.70	Adult Books	01-4413-44-00	Books-Adult
75063	\$951.06	NICOR GAS	\$951.06	4/11 ~ 5/11/2017 (30 Days)	01-5710-57-00	Gas
75064	\$885.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$150.00	Program Book Ad	01-5456-54-09	Promotional Expense-Administrative Services
75064	\$885.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$715.00	Night of Roses	01-5470-54-09	Trustee Expense-Administrative Services
75064	\$885.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$20.00	Women in business	01-5430-54-01	Professional Development-Adult Services
75065	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00		01-5491-54-09	Parking Lease-Administrative Services
75066	\$40.00	NILES HISTORICAL SOCIETY	\$40.00	Membership Renewal	01-1310-00-00	Prepaid Expense
75067	\$550.00	NOAH RIEMER PRODUCTIONS LLC	\$550.00	Family Concert - 7/28 - 02	01-1310-00-00	Prepaid Expense
75068	\$36.97	CORNELIUS M. O'SHEA	\$36.97	EE Reimbursement	01-5323-53-01	Programming & Support-Adult-Adult Services
75069	\$3,900.00	OAK BROOK MECHANICAL SERVICES	\$3,900.00		08-6710-67-00	Repairs & Improvements
75070	\$11.99	Olivia Bleszko	\$11.99	Lost Book - Found & Refunded	01-3620-36-00	Lost Books
75071	\$201.25	OMNIGRAPHICS, INC.	\$81.85	MATERIALS	01-4413-44-00	Books-Adult
75071	\$201.25	OMNIGRAPHICS, INC.	\$119.40	Materials	01-4415-44-00	Books-Teen
75072	\$31.57	MICHAELENE ORZECZOWSKI	\$31.57	EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
75073	\$7,200.25	OVERDRIVE, INC.	\$132.77	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
75073	\$7,200.25	OVERDRIVE, INC.	\$1,143.76	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
75073	\$7,200.25	OVERDRIVE, INC.	\$1,055.46	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
75073	\$7,200.25	OVERDRIVE, INC.	\$270.96	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
75073	\$7,200.25	OVERDRIVE, INC.	\$2,423.17	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
75073	\$7,200.25	OVERDRIVE, INC.	\$648.89	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
75073	\$7,200.25	OVERDRIVE, INC.	\$716.86	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
75073	\$7,200.25	OVERDRIVE, INC.	\$42.96	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
75073	\$7,200.25	OVERDRIVE, INC.	\$738.43	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
75073	\$7,200.25	OVERDRIVE, INC.	\$26.99	MATERIAL DOWNLOADS	01-4420-44-00	Downloadables
75074	\$502.18	PEAPOD	\$361.04		01-5324-53-02	Programming & Support-Juvenile-Youth Services
75074	\$502.18	PEAPOD	\$141.14		01-5326-53-02	Programming & Support-Teen-Youth Services
75075	\$1,467.45	PLIC - SBD GRAND ISLAND	\$1,467.45	June 2017 Payment	01-5634-56-00	Life, LTD, AD&D, STD
75076	\$681.61	POLONIA BOOKSTORE, INC.	\$249.15	Materials	01-4413-44-00	Books-Adult
75076	\$681.61	POLONIA BOOKSTORE, INC.	\$308.87	Materials	01-4413-44-00	Books-Adult
75076	\$681.61	POLONIA BOOKSTORE, INC.	\$123.59	Materials	01-4414-44-00	Books-Youth Services
75077	\$14.99	JOHN RADZKO	\$14.99	EE Reimbursement	01-5420-54-05	Janitorial Supplies-Maintenance Services
75078	\$12,500.00	RAILS	\$12,500.00	Cloud Platform	01-5351-53-06	Per Capita Grant Expenditures-IT Services
75079	\$100.00	RAINBOW AAT	\$100.00	Program- Paws to Relax	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75080	\$136.20	RECORDED BOOKS, LLC	\$136.20	Material	01-4434-44-00	AV-Youth Services
75081	\$112.56	RHODE ISLAND NOVELTY	\$112.56	Freight Charge	01-5324-53-00	Programming & Support-Juvenile
75082	\$9.99	Rizwan Merchant	\$9.99	Lost Book - Found and Fee Returned	01-3620-36-00	Lost Books
75083	\$2.68	MARY ANN ROHN	\$2.68	EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services

**Niles Public Library District**  
**Check Detail and Account Distribution**  
**Check dated June 21, 2017**

Check#	Total Check Amount	Payee name	Amount	Description	Account #	Account description
75084	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	Materials	01-4413-44-00	Books-Adult
75084	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	Materials	01-4413-44-00	Books-Adult
75085	\$102.64	RUTH SCHUSTER	\$102.64	EE Reimbursement - SD Cards & Cases	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75086	\$150.00	SECOND SENSE	\$150.00	Program- Practical Help for Low Vision -07/18 -01	01-1310-00-00	Prepaid Expense
75087	\$19.64	CLARA SHEFFER	\$5.89	EE Reimbursement -	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75087	\$19.64	CLARA SHEFFER	\$13.75	EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
75088	\$2,996.00	SIMPLEXGRINNELL	\$2,996.00	Annual Renewal	08-6720-67-00	Contractual Maintenance
75089	\$26.95	Sinia Evenstad	\$26.95	Refund - Returned Lost Book	01-3620-36-00	Lost Books
75090	\$228.00	SMITHEREEN PEST MANAGEMENT	\$114.00		08-6720-67-00	Contractual Maintenance
75090	\$228.00	SMITHEREEN PEST MANAGEMENT	\$114.00	Monthly Service	08-6720-67-00	Contractual Maintenance
75091	\$2,350.00	SULLIVAN ROOFING, INC.	\$2,350.00	W/O # B70403005	40-5805-58-00	Special Reserve - Building
75091	\$2,350.00	SULLIVAN ROOFING, INC.	\$2,350.00	W/O # B70403005	40-2110-00-00	Special Reserve - Accounts Payable
75092	\$1,171.70	SUPERIOR COPIES	\$1,000.60		01-5320-53-02	Printing-Youth Services
75092	\$1,171.70	SUPERIOR COPIES	\$171.10		01-5320-53-01	Printing-Adult Services
75093	\$43.19	Therese Cuitino	\$17.20	Refund - Returned Lost Book	01-3620-36-00	Lost Books
75093	\$43.19	Therese Cuitino	\$25.99	Refund - Returned Lost Book	01-3620-36-00	Lost Books
75094	\$2,650.00	KATHY TOY	\$2,650.00	Consulting / Training	01-5452-54-09	Consultants-Administrative Services
75095	\$3,421.00	TRAVELERS	\$3,421.00	Policy-0306126119 LB	01-1310-00-00	Prepaid Expense
75096	\$332.76	TYCO INTEGRATED SECURITY LLC	\$332.76		08-6720-67-00	Contractual Maintenance
75097	\$10.00	GRETA ULRICH	\$10.00	EE Reimbursement	01-5430-54-01	Professional Development-Adult Services
75098	\$6.84	SRDJAN VASILIC	\$6.84	EE Milage Reimbursement	01-5431-54-08	Mileage-Patron services
75099	\$108.78	VERIZON WIRELESS	\$108.78	MONTHLY CELL PHONE BILL	01-5465-54-09	Telephone-Administrative Services
75100	\$363.01	VILLAGE OF NILES	\$362.55	AUTOMATIC WATER METE READING 5-04-17	01-5730-57-00	Water
75100	\$363.01	VILLAGE OF NILES	\$0.46	Automatic Metter Reading	01-5730-57-00	Water
75117	\$111.98	GARVEY'S OFFICE PRODUCTS	\$68.36	Supplies	01-5322-53-09	Library Supplies-Administrative Services
75117	\$111.98	GARVEY'S OFFICE PRODUCTS	\$43.62	Supplies	01-5322-53-07	Library Supplies-Marketing & PR Services
75118	\$1,235.50	VILLAGE PLUMBING & SEWER SERVICE, INC.	\$1,235.50		08-6710-67-00	Repairs & Improvements
75119	\$5,861.98	VISA	\$3.64	MAY RECEIPTS	01-5458-54-00	Postage & Freight
75119	\$5,861.98	VISA	\$9.91	MAY RECEIPTS	01-5456-54-07	Promotional Expense-Marketing & PR Services
75119	\$5,861.98	VISA	\$243.74	MAY RECEIPTS	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75119	\$5,861.98	VISA	\$150.00	MAY RECEIPTS	01-5323-53-01	Programming & Support-Adult-Adult Services
75119	\$5,861.98	VISA	\$280.00	MAY RECEIPTS	01-5325-53-09	Programming & Support-Events-Administrative Services
75119	\$5,861.98	VISA	\$86.75	MAY RECEIPTS	01-5456-54-07	Promotional Expense-Marketing & PR Services
75119	\$5,861.98	VISA	\$143.44	MAY RECEIPTS	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75119	\$5,861.98	VISA	\$31.45	MAY RECEIPTS	01-5311-53-04	Processing & Supplies-Tech Services
75119	\$5,861.98	VISA	\$31.33	MAY RECEIPTS	01-5325-53-09	Programming & Support-Events-Administrative Services
75119	\$5,861.98	VISA	\$46.95	MAY RECEIPTS	01-5325-53-09	Programming & Support-Events-Administrative Services
75119	\$5,861.98	VISA	\$149.00	MAY RECEIPTS	01-5324-53-02	Programming & Support-Juvenile-Youth Services

**Niles Public Library District**  
**Check Detail and Account Distribution**  
**Check dated June 21, 2017**

Check#	Total Check Amount	Payee name	Amount	Description	Account #	Account description
75119	\$5,861.98	VISA	\$704.00	MAY RECEIPTS	08-6740-67-00	Equipment Maintenance
75119	\$5,861.98	VISA	\$939.97	MAY RECEIPTS	08-6760-67-00	Non Capital Expenses
75119	\$5,861.98	VISA	\$10.99	MAY RECEIPTS	01-5326-53-02	Programming & Support-Teen-Youth Services
75119	\$5,861.98	VISA	\$83.90	MAY RECEIPTS	01-5322-53-02	Library Supplies-Youth Services
75119	\$5,861.98	VISA	\$799.00	MAY RECEIPTS	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75119	\$5,861.98	VISA	\$20.00	MAY RECEIPTS	01-5326-53-02	Programming & Support-Teen-Youth Services
75119	\$5,861.98	VISA	\$50.00	MAY RECEIPTS	01-5470-54-00	Trustee Expense
75119	\$5,861.98	VISA	\$11.96	MAY RECEIPTS	01-5470-54-00	Trustee Expense
75119	\$5,861.98	VISA	\$143.36	MAY RECEIPTS	01-5455-54-09	Kitchen Supplies-Administrative Services
75119	\$5,861.98	VISA	\$87.73	MAY RECEIPTS	01-5320-53-07	Printing-Marketing & PR Services
75119	\$5,861.98	VISA	\$46.97	MAY RECEIPTS	01-5325-53-09	Programming & Support-Events-Administrative Services
75119	\$5,861.98	VISA	\$13.00	MAY RECEIPTS	01-5325-53-09	Programming & Support-Events-Administrative Services
75119	\$5,861.98	VISA	\$47.98	MAY RECEIPTS	01-5325-53-09	Programming & Support-Events-Administrative Services
75119	\$5,861.98	VISA	\$290.00	MAY RECEIPTS	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75119	\$5,861.98	VISA	\$200.00	MAY RECEIPTS	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75119	\$5,861.98	VISA	\$11.99	MAY RECEIPTS	01-4420-44-00	Downloadables
75119	\$5,861.98	VISA	\$11.99	MAY RECEIPTS	01-4420-44-00	Downloadables
75119	\$5,861.98	VISA	\$11.99	MAY RECEIPTS	01-5326-53-02	Programming & Support-Teen-Youth Services
75119	\$5,861.98	VISA	\$229.85	MAY RECEIPTS	01-5312-53-06	Internet Charges-IT Services
75119	\$5,861.98	VISA	\$21.06	MAY RECEIPTS	01-5312-53-06	Internet Charges-IT Services
75119	\$5,861.98	VISA	\$34.58	Discount School Supply	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75119	\$5,861.98	VISA	\$369.00	Project Close Out (2/28/2017)	08-6770-67-00	Furniture & Fixtures
75119	\$5,861.98	VISA	\$119.96	Skokie Paint	01-5420-54-05	Janitorial Supplies-Maintenance Services
75119	\$5,861.98	VISA	\$264.00	Base Limousine	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75119	\$5,861.98	VISA	\$123.00	Membership for Trustee	01-5470-54-00	Trustee Expense
75119	\$5,861.98	VISA	\$54.49	AdaFruit	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75120	\$659.81	VISION SERVICE PLAN OF ILLINOIS	\$659.81	June Payment	01-5632-56-00	Vision
75121	\$9,930.20	VISOGRAPHIC	\$314.21	Book Marks	01-5320-53-07	Printing-Marketing & PR Services
75121	\$9,930.20	VISOGRAPHIC	\$5,891.36	26000 Chapter One Newsletter	01-5320-53-07	Printing-Marketing & PR Services
75121	\$9,930.20	VISOGRAPHIC	\$2,528.07		01-5320-53-02	Printing-Youth Services
75121	\$9,930.20	VISOGRAPHIC	\$1,196.56	Summer Reading Flyers	01-5320-53-02	Printing-Youth Services
75122	\$550.00	BETH WEIS	\$550.00	Community Lego Build - 7/29 -08	01-1310-00-00	Prepaid Expense
75123	\$1,059.50	WESTERN IRRIGATION, INC.	\$775.00	Repairs	08-6710-67-00	Repairs & Improvements
75123	\$1,059.50	WESTERN IRRIGATION, INC.	\$284.50	Repair Broken Mainline	08-6710-67-00	Repairs & Improvements
75124	\$701.24	WESTON WOODS STUDIOS	\$701.24	Materials	01-4434-44-00	AV-Youth Services
75125	\$85.87	SUZANNE WULF	\$38.63	EE Mileage Reimbursement - Fountainale	01-5431-54-03	Mileage-Digital Services
75125	\$85.87	SUZANNE WULF	\$12.89	EE Mileage Reimbursement -Indian Trails	01-5431-54-03	Mileage-Digital Services
75125	\$85.87	SUZANNE WULF	\$34.35	EE Mileage Reimbursement	01-5431-54-03	Mileage-Digital Services

## Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2971	Accounts Payable	Manual Check	5/25/2017	Roman Endeavors, Inc	\$0.00	\$375.00	(\$375.00)	5/31/2017	Outstanding

**Summary by Transaction Type**

<b>Total Deposits</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	(\$375.00)
<b>Total Payments:</b>	<b>(\$375.00)</b>
<b>Total Change in Register Balance:</b>	<b>(\$375.00)</b>

**Niles Public Library District**  
**\_SPECIAL RESERVE**

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
<b>40-5805-58-00, Special Reserve - Building</b>									
5/24/2017	11299	Invoice	2285-362	SULLIVAN ROOFING, INC.	SULLIVAN ROOFING	Posted	5/31/2017	\$2,350.00	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								<b>\$2,350.00</b>	<b>\$0.00</b>
<b>40-5810-58-00, Special Reserve - Equipment</b>									
5/2/2017	HRS5219	Invoice	2285-148	CDW GOVERNMENT, INC.	CDW GOVERNMENT	Posted	5/31/2017	\$239.51	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								<b>\$239.51</b>	<b>\$0.00</b>
<b>Grand Totals:</b>								<b>\$2,589.51</b>	<b>\$0.00</b>

**Niles Public Library District**  
**\_SPECIAL RESERVE**

Report name: \_SPECIAL RESERVE REPORT

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (5/1/2017 to 5/31/2017)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

**ORDINANCE 17-03**

**ORDINANCE SETTING THE SCHEDULE OF MEETINGS  
OF THE BOARD OF TRUSTEES OF THE  
NILES-MAINE DISTRICT LIBRARY DISTRICT FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018**

**BE IT ORDAINED** by the Board of Trustees of the Niles-Maine District Library that during the fiscal year commencing July 1, 2017 and ending June 30, 2018, the following meetings of the Board of Trustees are called and will be held and conducted:

2017:	July 19	Regular Meeting
	August 16	Regular Meeting
	September 20	Regular Meeting
	October 18	Regular Meeting
	November 15	Regular Meeting
	December 20	Regular Meeting
2018:	January 17	Regular Meeting
	February 21	Regular Meeting
	March 21	Regular Meeting
	April 18	Regular Meeting
	May 16	Regular Meeting
	June 20	Regular Meeting

All of the aforesaid meetings will be held in the Board Room of the library building, 6960 Oakton Street, Niles, Illinois, at 7:00 p.m., unless otherwise designated or modified by Board resolution.

**PASSED AND ENACTED** by the Board of Trustees of the NILES-MAINE DISTRICT LIBRARY, Cook County, Illinois on the 21<sup>th</sup> day of June, 2017.

AYES:	NAYS:	ABSTAIN:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	ABSENT:
_____	_____	_____
_____	_____	_____
_____	_____	_____

NILES-MAINE DISTRICT LIBRARY

BY: \_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Secretary

**ORDINANCE NO. 17-04**

**ORDINANCE ADOPTING THE PREVAILING WAGE  
RATES FOR LABORERS, WORKERS AND MECHANICS  
EMPLOYED BY THE NILES PUBLIC LIBRARY DISTRICT  
(NILES-MAINE DISTRICT LIBRARY EFFECTIVE JULY 1, 2017)**

**WHEREAS**, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, being 820 ILCS 130/0.01 et seq. (formerly known as §§39s-1 through 39s-12, ch. 48, Illinois Revised Statutes, 1973); and

**WHEREAS**, the aforesaid Act requires that the Niles Public Library District of the County of Cook, State of Illinois, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workmen in the locality of said Library District employed in performing construction of public works, for said Library District.

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

**Section I:** To the extent and as required by "An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public work", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workmen engaged in the construction of public works coming under the jurisdiction of the Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County as determined by the Department of Labor of the State of Illinois as of June 5, 2017 a copy of that determination being incorporated herein as listed on the Department of Labor of the State of Illinois website. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

**Section 2:** Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of this Library District to the extent required by the aforesaid Act.

**Section 3:** The Secretary of the Library District Board of Trustees shall publicly post or keep available for inspection by interested party in the main office of this Library District this determination or any revisions of such prevailing rate of wage.

**Section 4:** The Secretary of the Library District Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of any determination stating the particular rates and the particular class of workmen whose wages will be affected by such rates.

**Section 5:** The Secretary of the Library District Board of Trustees shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

**Section 6:** Within 30 days after filing a certified copy of this Ordinance with the Secretary of State, the Secretary shall cause a notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Such publication shall constitute notice that this is the determination of the Board of Library Trustees of the Niles Public Library District and is effective.

**ADOPTED** this 21st day of June, 2017, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED** by the President and Board of Trustees of the Niles Public Library District this  
21<sup>st</sup> day of June, 2017.

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**Karen Dimond, President  
Board of Library Trustees  
Niles Public Library District**

**ATTEST:**

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**Dianne Olson, Secretary  
Board of Library Trustees  
Niles Public Library District**

# Niles Public Library District

## Balance Sheet

May 31, 2017

	GENERAL FUND 5/31/2017	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash	(\$1,447,653)	\$147,640	\$1,534,341	\$234,328
Investments	\$8,790,160			\$8,790,160
<b>Total Cash and Investments</b>	<b>\$7,342,507</b>	<b>\$147,640</b>	<b>\$1,534,341</b>	<b>\$9,024,488</b>
<b>Receivables</b>				
Property Tax Receivable, net	\$3,244,733	\$136,711		\$3,381,444
Replacement Tax Receivable	\$24,226			\$24,226
<b>Total Receivables</b>	<b>\$3,268,959</b>	<b>\$136,711</b>	<b>\$0</b>	<b>\$3,405,670</b>
<b>Prepaid Items</b>				
Prepaid Expense	\$78,909			\$78,909
<b>Total Prepaid Items</b>	<b>\$78,909</b>	<b>\$0</b>	<b>\$0</b>	<b>\$78,909</b>
<b>Total Assets</b>	<b>\$10,690,375</b>	<b>\$284,351</b>	<b>\$1,534,341</b>	<b>\$12,509,068</b>
 <b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$268,994	\$31,949	\$2,590	\$303,532
Accounts Payable-Friends of the Library				
Other Liabilities	\$23,036			\$23,036
Deferred Revenues	\$2,892,223	\$121,858		\$3,014,081
<b>Total Liabilities</b>	<b>\$3,184,252</b>	<b>\$153,807</b>	<b>\$2,590</b>	<b>\$3,340,649</b>
<b>Fund Balance</b>				
Fund Balance	\$7,506,123	\$130,544	\$1,531,751	\$9,168,418
<b>Total Fund Balance</b>	<b>\$7,506,123</b>	<b>\$130,544</b>	<b>\$1,531,751</b>	<b>\$9,168,418</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$10,690,375</b>	<b>\$284,351</b>	<b>\$1,534,341</b>	<b>\$12,509,068</b>

**Niles Public Library District**  
**Income Statement-Consolidated**

May 31, 2017

	<b>Month Actual</b>	<b>Month Budget</b>	<b>Month Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Actual % of Annual Budget</b>
<b>Revenues</b>								
Property Taxes	\$20,570	\$68,000	(\$47,430)	\$7,026,348	\$6,800,000	\$226,348	\$6,800,000	103%
Replacement Taxes	\$22,963	\$12,083	\$10,880	\$149,320	\$132,917	\$16,403	\$145,000	103%
Per Capita Grant		\$44,157	(\$44,157)		\$44,157	(\$44,157)	\$44,157	
Grants-Other		\$83	(\$83)		\$917	(\$917)	\$1,000	
Investment Income	\$14,426	\$5,000	\$9,426	\$82,252	\$55,000	\$27,252	\$60,000	137%
Fines	\$1,937	\$4,167	(\$2,230)	\$21,278	\$45,833	(\$24,555)	\$50,000	43%
Lost Books	\$819	\$625	\$194	\$9,049	\$6,875	\$2,174	\$7,500	121%
Pay For Print	\$6	\$1,667	(\$1,661)	\$21,699	\$18,333	\$3,366	\$20,000	108%
Non-Resident Fees	\$80		\$80	\$746		\$746		
Flash Drive & Ear Bud Sales	\$11		\$11	\$65		\$65		
Commissions & Fees	(\$15)		(\$15)	\$12		\$12		
Donations-Friends of the Library		\$117	(\$117)		\$1,283	(\$1,283)	\$1,400	
Donations				\$1,236		\$1,236		
Miscellaneous	\$1,494	\$113	\$1,382	\$35,863	\$1,238	\$34,625	\$1,350	2,657%
<b>Total Revenues</b>	<b>\$62,291</b>	<b>\$136,011</b>	<b>(\$73,721)</b>	<b>\$7,347,867</b>	<b>\$7,106,553</b>	<b>\$241,315</b>	<b>\$7,130,407</b>	<b>103%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$10,559	\$10,508	(\$52)	\$115,683	\$115,586	(\$97)	\$126,094	92%
Payroll-Department Managers	\$14,382	\$14,361	(\$22)	\$157,934	\$157,968	\$34	\$172,329	92%
Payroll-Division Supervisors	\$36,506	\$36,481	(\$25)	\$400,981	\$401,294	\$313	\$437,775	92%
Payroll-Librarian I	\$97,480	\$101,000	\$3,519	\$1,077,849	\$1,110,995	\$33,146	\$1,211,994	89%
Payroll-Library Grade V	\$59,592	\$59,874	\$281	\$656,142	\$658,609	\$2,466	\$718,482	91%
Payroll-Library Grade VI	\$28,174	\$25,476	(\$2,698)	\$298,479	\$280,236	(\$18,243)	\$305,712	98%
Payroll-Library Pages	\$8,504	\$10,240	\$1,735	\$93,241	\$112,635	\$19,393	\$122,874	76%
Payroll-Sundays	\$5,429	\$7,167	\$1,737	\$74,488	\$78,833	\$4,346	\$86,000	87%
Adjustments	\$2,000	\$833	(\$1,167)	\$2,000	\$9,167	\$7,167	\$10,000	20%
Substitutes	\$784	\$917	\$133	\$10,958	\$10,083	(\$874)	\$11,000	100%
<b>Total Salaries</b>	<b>\$263,412</b>	<b>\$266,855</b>	<b>\$3,443</b>	<b>\$2,887,754</b>	<b>\$2,935,405</b>	<b>\$47,651</b>	<b>\$3,202,260</b>	<b>90%</b>

**Niles Public Library District**  
**Income Statement-Consolidated**

May 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Library Materials</b>								
Books-Adult	\$14,684	\$14,458	(\$225)	\$159,247	\$159,042	(\$205)	\$173,500	92%
Books-Youth Services	\$11,621	\$6,250	(\$5,371)	\$67,788	\$68,750	\$962	\$75,000	90%
Books-Teen	\$1,679	\$1,250	(\$429)	\$14,098	\$13,750	(\$348)	\$15,000	94%
Downloadables	\$224	\$6,667	\$6,442	\$78,867	\$73,333	(\$5,534)	\$80,000	99%
Periodicals	(\$2,540)	\$3,000	\$5,540	\$31,260	\$33,000	\$1,740	\$36,000	87%
AV-Adult	\$7,045	\$10,083	\$3,039	\$112,129	\$110,917	(\$1,212)	\$121,000	93%
AV-Youth Services	\$2,633	\$3,500	\$867	\$30,141	\$38,500	\$8,359	\$42,000	72%
AV-Teen	\$2,050	\$1,000	(\$1,050)	\$9,674	\$11,000	\$1,326	\$12,000	81%
Online Databases	\$10,416	\$15,417	\$5,001	\$176,725	\$169,583	(\$7,141)	\$185,000	96%
<b>Total Library Materials</b>	<b>\$47,811</b>	<b>\$61,625</b>	<b>\$13,814</b>	<b>\$679,929</b>	<b>\$677,875</b>	<b>(\$2,054)</b>	<b>\$739,500</b>	<b>92%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$6,471	\$6,471	\$0	\$71,181	\$71,183	\$2	\$77,654	92%
Processing & Supplies	\$2,453	\$1,333	(\$1,120)	\$28,770	\$14,667	(\$14,103)	\$16,000	180%
Internet Charges	\$1,180	\$1,408	\$229	\$12,345	\$15,492	\$3,147	\$16,900	73%
Software, Licenses		\$6,759	\$6,759	\$55,583	\$74,354	\$18,770	\$81,113	69%
Printing	\$11,640	\$3,729	(\$7,910)	\$34,828	\$41,021	\$6,193	\$44,750	78%
Library Supplies	(\$11)	\$675	\$686	\$6,885	\$7,425	\$540	\$8,100	85%
Programming & Support-Adult	\$1,249	\$1,913	\$664	\$24,803	\$21,042	(\$3,761)	\$22,955	108%
Programming & Support-Juvenile	\$1,232	\$3,404	\$2,173	\$32,205	\$37,446	\$5,241	\$40,850	79%
Programming & Support-Events	\$491	\$492	\$1	\$5,150	\$5,408	\$259	\$5,900	87%
Programming & Support-Teen	\$775	\$608	(\$167)	\$6,905	\$6,692	(\$214)	\$7,300	95%
Public Performing Rights	\$254	\$117	(\$138)	\$1,973	\$1,283	(\$690)	\$1,400	141%
Computer Charges OCLC	\$927	\$927	\$0	\$10,197	\$10,199	\$2	\$11,126	92%
Miscellaneous	\$162	\$83	(\$79)	\$1,885	\$917	(\$968)	\$1,000	188%
Per Capita Grant Expenditures	\$24,186	\$3,680	(\$20,506)	\$43,174	\$40,477	(\$2,697)	\$44,157	98%
Grant - Other Expenditures		\$83	\$83		\$917	\$917	\$1,000	
Volunteers		\$125	\$125	\$810	\$1,375	\$565	\$1,500	54%
<b>Total Library Operating Expenditures</b>	<b>\$51,007</b>	<b>\$31,809</b>	<b>(\$19,199)</b>	<b>\$336,692</b>	<b>\$349,896</b>	<b>\$13,204</b>	<b>\$381,705</b>	<b>88%</b>

**Niles Public Library District**  
**Income Statement-Consolidated**

May 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>General and Administration</b>								
Janitorial Supplies	\$5,158	\$2,667	(\$2,492)	\$30,595	\$29,333	(\$1,261)	\$32,000	96%
Copiers	\$155	\$983	\$828	\$6,170	\$10,817	\$4,647	\$11,800	52%
Professional Development	\$1,471	\$2,368	\$897	\$22,300	\$26,047	\$3,747	\$28,415	78%
Mileage	\$202	\$213	\$11	\$3,047	\$2,338	(\$710)	\$2,550	119%
Professional Collection	\$2,540	\$83	(\$2,457)	\$3,077	\$917	(\$2,160)	\$1,000	308%
Legal Fees	\$742	\$2,083	\$1,341	\$13,680	\$22,917	\$9,236	\$25,000	55%
Consultants	\$8,400	\$5,417	(\$2,983)	\$53,875	\$59,583	\$5,708	\$65,000	83%
Kitchen Supplies	\$143	\$125	(\$18)	\$876	\$1,375	\$499	\$1,500	58%
Promotional Expense	\$8,279	\$1,913	(\$6,366)	\$19,922	\$21,038	\$1,116	\$22,950	87%
Office Supplies	\$864	\$2,083	\$1,219	\$16,421	\$22,917	\$6,496	\$25,000	66%
Postage & Freight	\$280	\$1,500	\$1,220	\$15,163	\$16,500	\$1,337	\$18,000	84%
Publication of Notices-Advertisements	\$176	\$100	(\$76)	\$1,773	\$1,100	(\$673)	\$1,200	148%
Subscriptions & Dues	\$247	\$990	\$743	\$8,919	\$10,895	\$1,976	\$11,885	75%
Collection Services		\$83	\$83	\$122	\$917	\$794	\$1,000	12%
Telephone	\$1,355	\$1,083	(\$272)	\$15,104	\$11,917	(\$3,187)	\$13,000	116%
Trustee Expense	\$1,200	\$333	(\$867)	\$1,654	\$3,667	\$2,013	\$4,000	41%
Payroll Service	\$1,300	\$1,250	(\$50)	\$14,678	\$13,750	(\$928)	\$15,000	98%
Bank Fees	\$125	\$275	\$150	\$1,907	\$3,025	\$1,118	\$3,300	58%
Parking Lease	\$881	\$881		\$9,691	\$9,691		\$10,572	92%
<b>Total General and Administration</b>	<b>\$33,519</b>	<b>\$24,431</b>	<b>(\$9,088)</b>	<b>\$238,975</b>	<b>\$268,741</b>	<b>\$29,766</b>	<b>\$293,172</b>	<b>82%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease		\$83	\$83	\$582	\$917	\$335	\$1,000	58%
Repairs & Maintenance		\$150	\$150	\$395	\$1,650	\$1,255	\$1,800	22%
Miscellaneous		\$8	\$8		\$92	\$92	\$100	
Auto Insurance				\$1,956	\$1,435	(\$521)	\$1,435	136%
<b>Total Vehicle Operation</b>	<b>\$0</b>	<b>\$242</b>	<b>\$242</b>	<b>\$2,933</b>	<b>\$4,093</b>	<b>\$1,160</b>	<b>\$4,335</b>	<b>68%</b>

**Niles Public Library District  
Income Statement-Consolidated**

May 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$19,002	\$20,833	\$1,831	\$2,207,371	\$229,167	(\$1,978,204)	\$250,000	883%
Group Health	\$38,675	\$43,347	\$4,671	\$432,767	\$476,812	\$44,045	\$520,158	83%
Health Reimbursement Account	\$5,679	\$5,500	(\$179)	\$63,073	\$60,500	(\$2,573)	\$66,000	96%
Dental	(\$128)	\$1,667	\$1,794	\$13,973	\$18,333	\$4,360	\$20,000	70%
Vision	\$542	\$583	\$41	\$5,871	\$6,417	\$546	\$7,000	84%
FSA fee	\$396	\$100	(\$296)	\$1,296	\$1,100	(\$196)	\$1,200	108%
Life, LTD, AD&D, STD	\$1,467	\$1,500	\$33	\$16,548	\$16,500	(\$48)	\$18,000	92%
<b>Total Employee Fringe Benefits</b>	<b>\$65,634</b>	<b>\$73,530</b>	<b>\$7,896</b>	<b>\$2,740,899</b>	<b>\$808,828</b>	<b>(\$1,932,071)</b>	<b>\$882,358</b>	<b>311%</b>
<b>Utilities</b>								
Gas	\$951	\$1,250	\$299	\$11,654	\$13,750	\$2,096	\$15,000	78%
Electric	\$6,024	\$8,333	\$2,309	\$77,623	\$91,667	\$14,044	\$100,000	78%
Water	\$363	\$667	\$304	\$5,757	\$7,333	\$1,576	\$8,000	72%
<b>Total Utilities</b>	<b>\$7,338</b>	<b>\$10,250</b>	<b>\$2,912</b>	<b>\$95,034</b>	<b>\$112,750</b>	<b>\$17,716</b>	<b>\$123,000</b>	<b>77%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building	\$2,350	\$8,550	\$6,200	\$34,992	\$94,050	\$59,058	\$102,600	34%
Special Reserve - Equipment	\$240	\$12,333	\$12,094	\$50,219	\$135,667	\$85,447	\$148,000	34%
<b>Total Capital Expenditures</b>	<b>\$2,590</b>	<b>\$20,883</b>	<b>\$18,294</b>	<b>\$85,211</b>	<b>\$229,717</b>	<b>\$144,505</b>	<b>\$250,600</b>	<b>34%</b>
<b>Audit</b>								
Audit Expense				\$14,500	\$15,000	\$500	\$15,000	97%
<b>Total Audit Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,500</b>	<b>\$15,000</b>	<b>\$500</b>	<b>\$15,000</b>	<b>97%</b>
<b>Liability Insurance</b>								
Liability Insurance				\$29,160	\$29,160		\$29,160	100%
<b>Total Liability Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,160</b>	<b>\$29,160</b>	<b>\$0</b>	<b>\$29,160</b>	<b>100%</b>

**Niles Public Library District**  
**Income Statement-Consolidated**

May 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Social Security</b>								
Social Security	\$18,741	\$20,631	\$1,890	\$211,242	\$226,942	\$15,700	\$247,573	85%
<b>Total Social Security Expenditures</b>	<b>\$18,741</b>	<b>\$20,631</b>	<b>\$1,890</b>	<b>\$211,242</b>	<b>\$226,942</b>	<b>\$15,700</b>	<b>\$247,573</b>	<b>85%</b>
<b>Workers' Compensation</b>								
Workers' Compensation				\$22,767	\$22,168	(\$599)	\$22,168	103%
<b>Total Workers' Compensation Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,767</b>	<b>\$22,168</b>	<b>(\$599)</b>	<b>\$22,168</b>	<b>103%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$1,283	\$1,458	\$175	\$17,831	\$16,042	(\$1,789)	\$17,500	102%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$1,283</b>	<b>\$1,458</b>	<b>\$175</b>	<b>\$17,831</b>	<b>\$16,042</b>	<b>(\$1,789)</b>	<b>\$17,500</b>	<b>102%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$6,195	\$3,833	(\$2,362)	\$49,364	\$42,167	(\$7,197)	\$46,000	107%
Contractual Maintenance	\$7,904	\$3,333	(\$4,570)	\$36,683	\$36,667	(\$17)	\$40,000	92%
Non-Contractual Maintenance	\$5,173	\$1,250	(\$3,923)	\$36,396	\$13,750	(\$22,646)	\$15,000	243%
Equipment Maintenance	\$1,788	\$5,250	\$3,462	\$31,278	\$57,750	\$26,472	\$63,000	50%
Non Capital Expenses	\$940	\$833	(\$107)	\$7,347	\$9,167	\$1,820	\$10,000	73%
Furniture & Fixtures	\$7,437	\$5,071	(\$2,366)	\$33,887	\$55,779	\$21,892	\$60,850	56%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$29,437</b>	<b>\$19,571</b>	<b>(\$9,866)</b>	<b>\$194,955</b>	<b>\$215,279</b>	<b>\$20,324</b>	<b>\$234,850</b>	<b>83%</b>
<b>Total Expenditures</b>	<b>\$520,773</b>	<b>\$531,285</b>	<b>\$10,512</b>	<b>\$7,557,883</b>	<b>\$5,911,896</b>	<b>(\$1,645,987)</b>	<b>\$6,443,181</b>	<b>117%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$458,483)</b>	<b>(\$395,274)</b>	<b>(\$63,209)</b>	<b>(\$210,016)</b>	<b>\$1,194,657</b>	<b>(\$1,404,673)</b>	<b>\$687,226</b>	<b>(31)%</b>



*Winifred and Rudolph Hauzucha, founding members of the Niles Public Library District*

We had the honor of a visit from the Hauzuchas (pictured above) together with their daughter, Julie. Winifred realized when teaching a group of Niles students that they couldn't do homework at the library because there wasn't one, so she set about making it happen. Her husband Rudolph became the first Library District President. The Hauzuchas moved before the existing library building was ever built, but they shared this and many other interesting memories in an Oral History interview with Reference Library Neil O'Shea. Neil hopes this will be the first of many Niles Citizen Histories parallel to the many Veterans' History Project interviews he has done. I am always grateful for Neil's elegant and thoughtful approach to the people he speaks with, and I also very much appreciate the assistance we got on this from Digital Services' Jason and Suzy to record the interview. The Hauzuchas look forward to visiting again, and would welcome the opportunity to connect with other early 1960s Niles residents.

Neil also has made contact with the Niles Vietnam Veterans who meet at Dunkin' Donuts and has secured nine assents to be interviewed for the Veterans' History Project. This month, in addition to posting to the VHP Blog he has continued with his transcription of the 3-hour interview of World War II veteran and Niles journalist, David Besser. He attended the annual Veterans Day Observance sponsored by Post 7712 at the Niles Waterfall. He was able to speak with Norbert Johnson, the Living Legend awardee from the Night of the Roses and he agreed to be interviewed for the Niles Citizen History Project.

### **Niles Night of Roses Special Award**

We were delighted to receive a special award from the Niles Chamber of Commerce at their Night of Roses event last month. In addition to the wonderful acknowledgement of the special role that the Library plays in serving the community, we also got the chance to highlight one of our resources. The Digital Services Department staff (Suzy, Jason, and Matt) brought out the portable green screen and iPad and created a "red carpet" event for Night of Roses attendees. They seemed delighted. Attendees from NPLD included Trustees Linda Ryan, Karen Dimond, Carolyn Drblik, Patti Rozanski, and Dennis Martin; Staff members Sasha Vasilic (who put together the application for another award that brought us to the Chambers' attention), our representative to the Chamber Judy McNulty, Victoria Luz, Suzy Wulf, Cyndi Rademacher, previous award-winner Neil O'Shea, and me. It was an exciting night for us all.

# Summer Reading Challenge

# READING BY DESIGN

Niles-Maine District Library

June-August 2017

## Programs

From Arianne: May Program Highlights for KidSpace:

May is always a month of wrapping the school year schedule, and building the Summer Reading Challenge. We closed out the Reading Patch Club, which included 217 students who read 20 books each to earn a certificate and patch unique to the genre they selected. We watched the Battle of the Books: Reading Challenge winners enjoy their prize of lunch at the Cheesecake Factory, limo transportation and all.

We also finished our World Language Storytime series, offering stories and crafts in Russian, Polish, and Spanish. All of these programs will be back in full force in the fall.

Preparation for the Summer Reading Challenge began in January, but the final weeks of the work call for all-hands-on-deck to accomplish the final preparations and rollout. PR & Marketing worked their magic, creating colorful and engaging materials and decorations. Librarian Debbie Graham has assembled the SRC Volunteer training schedule and has taken 2 groups through the process. She has also overseen the materials prep and bundling for class visits. Library Assistant Leslie Marley has made countless phone calls and emails to local restaurants to collect a fun collection of coupons to be passed out as finishing prizes. Liaisons Mikey Orzechowski and Clara Sheffer made arrangements to visit the over 3,200 students in our area schools and promote this program. Virtually all staff members have jumped into this effort to visit all of our classrooms. And, overseeing the entire program on her maiden SRC coordination voyage, is Sarah Muskivitch, our Program Coordinator and Assistant Dept. Head. Kudos to Sarah on this smooth rollout and exciting new look to the game. The prizes and activities will entertain and enrich the summer for all involved.

Using Per Capita Grant funds, we have hired two area high school students to work as SRC interns. Brendan Poznar and Sedra Khan will assist librarians with the Summer Reading Challenge and other KidSpace and Teen programs throughout the summer.

### May Program Highlights from Teen Underground

The Summer Reading Challenge also kicks into high gear for the Teen Department. By collaborating with teachers and librarians at both schools, teen summer reading logs were distributed to all 1600 students of

Emerson (District 64) and Gemini (District 63). High School Liaison, Donna Block also visited Niles West and Notre Dame to promote the program. All told, we had face time with 1,260 students.

Free Comic Book Day is always a fun event for the Teen Advisory Board. This year 215 comics distributed by the Niles Teen Advisory Board to patrons in the Commons area. The end of the year also brings finals. During finals week in May, 98 teens gathered in the Teen Underground for study snacks. We also hosted the Rainbow Therapy Dogs to provide a de-stressing activity.

The annual Poetry Lounge drew a crowd to enjoy an exclusive reading of the finalists' works from the Teen Poetry Contest, followed by an awards reception and light refreshments.

### **Looking Forward:**

A Niles team of seven teens were selected for the Best Fiction for Young Adults (BYFA) session at the Annual ALA Conference on Saturday June 24, 2017. They will have a chance to visit the conference and hear from the authors themselves, as well as providing feedback to the BFYA Committee about the books on the list. This is a very exciting opportunity for our teens.

*From Dodie:*

Our blockbuster program this month was the Shakespeare Project *Love's Labours Lost* with 94 for the main program and 34 for the after performance discussion. This month's Senior Coffee Hour was a partnership with Glen Saint Andrew Living Community who provided a physical therapist to talk about Fall Prevention for Seniors and also did a balance screening for attendees who were interested in this assessment. 25 attended. (Outreach works closely with Glen Saint Andrew – delivering books to homebound who live there and we also provide a monthly deposit collection of books for the residents.)

Other programs this month included a Polish Language Movie (something new are trying), a John Wayne Film Fest to celebrate the Duke's 100<sup>th</sup> birthday, a program on Homeowner's Insurance Basics and many others.

Summer Reading is here. We are excited to be doing something a little different this year with our BINGO cards. There are really fun prizes this year. The grand prize is a helicopter tour of Chicago and the two second place grand prizes are an architecture boat tour of Chicago with Wendella or a year family membership to the Botanic Gardens. These are of course restricted to District cardholders.

*From Suzy:* The sewing series taught by Darlene was very popular. One of the attendees enjoyed the class so much that she asked her daughter for a sewing machine for Mother's Day and has started sewing on her own.

Ruth taught a class on how to *Make Your TV Smart* where she taught attendees how to load software on Raspberry Pi's in order to view free programs online. Everyone freely collaborated and the spirit of adventure won the day.

### **Creative Studio**

*From Suzy:* This month there were 33 successful 3D prints, 4 poster prints, and 3 VHS conversions. Studio A accommodated a small band that needed to record their music. This was first time we had a variety of musical instruments and the Studio kept in most of the sound.

Bobby filmed and edited a video of the 3D printer in action. It has been sent it to the Marketing department to post on the website and social media. He did an excellent job capturing the 3D printing process in an engaging way.

### **Community engagement**

Cyndi, Suzy, Dodie and I attended the Maine Township Agency Day, where representatives of the various (mostly social service) agencies have a chance to network and explain what they do. There was a great customer service presentation followed by lunch, and we met lots of people—over 100 in attendance. It seemed like an especially good year to attend so we could spread the word about our new name, and I had a chance to chat with someone from the Maine Township Assessor’s Office—she said she talks to lots of people in unincorporated Maine Township about libraries, and she was visibly startled to hear that we are the library for that area! She had thought we were just for the village.

*From Suzy:* Bernadetta, Judy and Dodie and I worked together to host a Business After Hours Event in the Creative Studio for the Niles Chamber of Commerce This event was the perfect opportunity to highlight the resources in the Creative Studio to the business community. We used the 3D printer to print the post-it holders, laser cutter to engrave wine glasses, vinyl cutter to design t-shirts, tote bags, bumper stickers, tattoos, tumblers and many more items with a new library logo. The turnout was great with 26 people in attendance and 5 businesses applied for a business library card. Bernadetta is working with the marketing director from the Generations at Regency on designing and making t-shirts for the employees.



*From Dodie:*

**10<sup>TH</sup> Annual Low Vision Fair** The fair this year was held again at the Glenview Senior Center. This fair is put on as a joint effort by eight public libraries (The North Suburban Low Vision Consortium). This year’s speaker was a Low Vision Optometrist, Dr. Avjit Shahi, O.D. from Boyce Family Eye Care. Her topic was “Senior Eye Health”. We had Vendors of Assistive Technology and Low Vision Devices, as well as several agencies who work with low vision. Among them were the Blind Service Association, Hadley School for the Blind, the Illinois Talking Book Outreach Center, Mather LifeWays, Northshore University Health System, ITAC (free amplified phones), the Chicago Lighthouse, and Second Sense – Beyond Vision Loss. The Lions Club was there with their bus offering free diabetic retinopathy screening and Glenbrook Hospital Eye and Vision Center provided free glaucoma screening. We had a library table with information about library events and resources. The Low Vision Fair provides an opportunity for those with low vision to access all of these resources in one location. We had 175 attendees.

Outreach (Karen and Aileen) had the final pick up from schools for the end of the year. 27 bags were picked up this past Friday. One of our homebound seniors commented on how we open up her world and bring the outside in by our deliveries – and it’s not just about the books. It’s about the warm and friendly interactions she has with Karen and Aileen.

*From Victoria:* I was asked to be one of the speakers for Career Day at Culver School. While I was attending primarily as a parent, I took the opportunity to turn it also into an advertisement for the Library and its services. I highlighted some of our new Teen titles, told them all about our Digital Services, and what they offer and how they can use they can use the equipment for their summer reading projects! I even 3D-printed two mini-bulldogs (Culver’s mascot) to help show off our digital printer!

### **Database and Downloadables**

*From Suzy:* In May we had our highest ebook digital circulation with 1,786 checkouts. Niche Academy is off to a good start with 231 views this month.

### **Staff development**

A number of staff from Patron Services, Digital Services, Youth Services and Adult Services attended the annual Reaching Forward conference, which is a one-day event at Rosemont aimed at training paraprofessional and other support staff members. It’s a great opportunity for learning and networking with area library staff.

The ALA Annual Conference will be here in Chicago from June 23-27 at McCormick Place and various downtown hotels. I will be there all four days, and other staff members will be there to investigate the exhibits, attend sessions and speeches, and to attend preconferences.

*From Suzy:* I attended the webinar *Libraries as Innovation Hubs: Community Driven Design* where I learned how libraries are working together with their communities to solve problems using technological innovations.

### **Building and technology notes**

Dave has been gathering bids for repairs to the roof and the canopy, and for exterior painting. He also had to deal with a fan motor repair to the HVAC system, and working with BCLS Landscape to have the three ash trees which were infested by the Emerald Ash Borer removed.

Rich has been preparing to install the new SAN controllers the Board approved last month. This is a major rebuilding project.

### **Interesting Patron Questions**

From Reference Librarian Judy McNulty: Harper College student asked for the 1930 census for a report on a marine killed at Okinawa in 1944. Neil and I worked on this as it became extensive. Not only did his instructor want family history from census but also about the ship, the Corporals commanding officer, about the battle etc. I worked with student for 60 minutes and then suggested he ‘put it all together’ and find out what was missing then return to Ref on a Saturday when Neil could help more. Sure was fun and HARD to find only a bit of what was asked – assignment clear in what was expected – research not so easy. Used ancestry.com, WWII database, books, and articles.

From Adult Services Library Assistant Pat Ansuini: Some other interesting Reference questions included a request for information about one of the few men who refused to sign the Declaration of Independence (John Dickinson) and another from the husband whose wife claimed they were related to Polish royalty from a small

town destroyed in WWI with the name something like L\*\*\*\*\* or ski. Neil was able to help and, yes, Marie L\*\*\*\*\* from the town of T\*\*\*\*\* became the wife of Louis XV.

### **Staff changes**

We had approximately two weeks of being fully staffed before two Patron Services Clerks, Mary and Helene, resigned. It is a constant challenge to keep the necessary slots filled.

### **FOIA requests**

We received the following FOIA requests this month:

- 5/31/2017 Peter Ronza, Pontifex Consulting Group—a list of our library job classifications and pay structure
- 6/9/2017 Carolyn Drblik—The tasks used to process donated books, CDs etc by month from July 2016-May 2017, with the name, position, hours, pay rate and total salary paid to each individual along with the description of their pertinent tasks performed by month to process donated books, CDs, etc. for sale; the total number of items (books, CDs, etc.) processed for each month, listing separately the total items processed for patron donations and withdrawn library materials; the total amount of monthly sales for donated items listing separately the total sales for patron donated items and withdrawn library materials
- 6/9/2017 Carolyn Drblik—A list of the 2016-2017 programs and events by department with title, scheduled dates and name of supervisor
- 6/9/2017 Carolyn Drblik—A list of part time staff members by department with name of employee, position title, hourly salary and total salary paid per pay period to date for 2016-17 fiscal year

## Committees

Display and Art Committee *From Victoria*: The Culver School Art Show was installed on May 22nd. It is a sampling of work from first through eighth grades. The display case in the Commons came down June 2<sup>nd</sup> to make room for the Summer Reading display. The pieces from the display case were incorporated into the Franklin Gallery and will remain up until June 30<sup>th</sup>. Donna Lurie, Culver's art teacher and I have discussed having a small closing reception to give more patrons an opportunity to see the art and for students and their families, an opportunity to pick up their work.



Fandom Fest: Comics and Pop Culture Committee *From Victoria*: The committee is working on a timeline for deadlines to meet prior to the Fest and a timeline for the day of the event. We are finalizing our artists and vendors. We have booked and are contracting for our special guests/volunteers. We are working on our agreements for our artists and vendors. We have secured extra parking in both lots of Culver School. We are working on having an officer at our costume/weapons checkpoint. We are working on signage, both physical and digital. We have updated information on the website and we continue to gather promotional items and are working on giveaways/participation prizes. We have also had response from a couple food truck vendors and will check in with the Village of Niles regarding regulations.

CCS Migration Team: This cross-departmental team is working with Cyndi to prepare for the migration of our Integrated Library System to Polaris next spring. Each week they look at a task to get done to clean up the database, evaluate workflows, or get staff trained. The current big task is looking at other Polaris public catalogs to get a sense of how we would like ours to look—there are varying levels of customization. The project is enormous so it is great to be tackling it in small bites.

## Trustee Calendar

### June

Final month of the 2016-17 fiscal year

6/21—Budget and Appropriation Hearing 6:55

6/21—Regular Meeting of the Board of Trustees following B&A Hearing—approval of 2017-18 budget

6/23-6/27 ALA Annual Conference, Chicago

### July

Library name changes to Niles-Maine District Library

2017-18 fiscal year begins

**July 4—Independence Day Parade 8:45 am Notre Dame School**

July 18—Chamber of Commerce Golf Fundraiser/Dinner, Chevy Chase Golf Club, Wheeling (notify Susan by email if you want to go)

July 19—Regular Meeting of the Board of Trustees

### August

8/16—Regular Meeting of the Board of Trustees

8/19—Fandom Fest 11 am-3 pm

### September

9/11—Friends of the Library Meeting

9/20—Regular Meeting of the Board of Trustees

### October

10/9—Friends of the Library Meeting

10/10-10/12—Illinois Library Association Conference, Tinley Park

10/18—Regular Meeting of the Board of Trustees

### November

11/13—Friends of the Library Meeting

11/15—Regular Meeting of the Board of Trustees

PLA Conference: Philadelphia, March 20-24, 2018

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

**Monthly Statistical Report -- May 2017**

<b>PATRONS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
New District Card Registrations	216	234	-7.69%			
Total District Cardholders	24,391	25,480	-4.27%			
Patron Visits	28,874	27,676	4.33%			
Unique Library Cards Used	4,634	4,731	-2.05%			
<b>LOAN OF LIBRARY MATERIALS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Adult	45,038	45,766	-1.59%	501,176	443,303	13.05%
Teens	4,257	3,921	8.57%	42,083	35,044	20.09%
Juvenile	39,958	40,245	-0.71%	474,644	423,257	12.14%
Digital	1,786	1,488	20.03%	18,780	14,215	32.11%
Equipment	148	105	40.95%	1,136	636	78.62%
<b>TOTAL Loan of Library Materials</b>	<b>91,187</b>	<b>91,525</b>	<b>-0.37%</b>	<b>1,037,819</b>	<b>916,455</b>	<b>13.24%</b>
<b>LOAN OF MATERIAL BY TYPE</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
<b>Adult</b>						
Print	20,953	20,742	1.02%	231,104	202,973	13.86%
Periodical	806	1,266	-36.33%	11,732	9,252	26.81%
Audio	4,830	4,901	-1.45%	51,470	50,395	2.13%
DVD	18,449	18,857	-2.16%	206,870	180,683	14.49%
<b>TOTAL Adult Loans</b>	<b>45,038</b>	<b>45,766</b>	<b>-1.59%</b>	<b>501,176</b>	<b>443,303</b>	<b>13.05%</b>
<b>Teens</b>						
Print	3,203	2,873	11.49%	31,170	25,642	21.56%
Periodical	11	20	-45.00%	170	133	27.82%
Audio	664	657	1.07%	6,755	5,548	21.76%
DVD	379	371	2.16%	3,988	3,721	7.18%
<b>TOTAL Teen Loans</b>	<b>4,257</b>	<b>3,921</b>	<b>8.57%</b>	<b>42,083</b>	<b>35,044</b>	<b>20.09%</b>
<b>Juvenile</b>						
Print	31,111	29,319	6.11%	357,550	306,481	16.66%
Periodical	203	190	6.84%	2,358	1,100	114.36%
Audio	2,024	2,742	-26.19%	28,444	25,883	9.89%
DVD	6,620	7,994	-17.19%	86,292	89,793	-3.90%
<b>TOTAL Juvenile Loans</b>	<b>39,958</b>	<b>40,245</b>	<b>-0.71%</b>	<b>474,644</b>	<b>423,257</b>	<b>12.14%</b>
<b>Equipment Loan</b>	<b>148</b>	<b>105</b>	<b>40.95%</b>	<b>1,136</b>	<b>636</b>	<b>78.62%</b>
<b>Digital Loan (ebooks, eaudiobooks)</b>	<b>1,786</b>	<b>1,488</b>	<b>20.03%</b>	<b>18,780</b>	<b>14,215</b>	<b>32.11%</b>
<b>ONLINE DATABASE</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Online Database Uses (includes streaming services)	15,059	10,301	46.19%	137,522	157,007	-12.41%
<b>HOLDS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
Holds Placed	7,199	7,023	2.51%			
Holds Made Available	10,383	10,714	-3.09%			
<b>IN-HOUSE USE OF MATERIALS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Reference--All	53	64	-17.19%	739	424	74.29%
Circulating--Juvenile	4,599	3,305	39.15%	51,615	47,835	7.90%
Commons	-	148	-100.00%	-	1,205	-100.00%
Circulating--Teen	274	313	-12.46%	3,027	4,830	-37.33%
Circulating--Adult	186	1,846	-89.92%	16,543	20,586	-19.64%
<b>TOTAL In-House Use of Materials</b>	<b>5,112</b>	<b>5,676</b>	<b>-9.94%</b>	<b>71,924</b>	<b>74,880</b>	<b>-3.95%</b>
Items moved on Shelf	6,206	2,896	114.30%	47,775	44,942	6.30%
<b>PC USERS BY LOCATION</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Digital Services Guest [Note: Tracking as of Jan 2016]	1,375	1,324	3.85%	15,070	6,986	115.72%
Digital Services	2,745	2,640	3.98%	29,967	37,756	-20.63%
Kidspace Express Internet	21	182	-88.46%	482	1,976	-75.61%
Kidspace	1,124	842	33.49%	14,501	13,286	9.14%
Kidspace iPad Usage	270	310	-12.90%	4,213	3,760	12.05%
Teen Underground	324	76	326.32%	4,063	3,896	4.29%
<b>TOTAL Users</b>	<b>5,859</b>	<b>5,374</b>	<b>9.02%</b>	<b>68,296</b>	<b>67,660</b>	<b>0.94%</b>
Patron Wi-Fi Uses	12,717	12,273	3.62%	135,298	128,535	5.26%
Scanning & Fax Pages	4,200	3,430	22.45%	45,000	47,026	-4.31%
Print & Copy Pages	16,180	22,596	-28.39%	191,204	175,310	9.07%
<b>USE OF STAFF MEDIATED EQUIPMENT</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
3D Printer	33	42	-21.43%	446	211	111.37%
Large Scale Poster Printer	4	-		61	4	1425.00%
VHS to DVD Conversion	3	9	-66.67%	121	68	77.94%
<b>TOTAL Use of Staff Mediated Equipment</b>	<b>40</b>	<b>51</b>	<b>-21.57%</b>	<b>628</b>	<b>283</b>	<b>121.91%</b>

**Monthly Statistical Report -- May 2017**

<b>USERS OF STAFF MEDIATED SPACES BY LOCATION</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
KidSpace Study Room	86	64	34.38%	644	713	-9.68%
Study Rooms 1-5	573	577	-0.69%	6,194	6,852	-9.60%
Creative Studio A	56	47	19.15%	409	251	62.95%
<b>TOTAL Users of Staff Mediated Spaces</b>	<b>715</b>	<b>688</b>	<b>3.92%</b>	<b>7,247</b>	<b>7,816</b>	<b>-7.28%</b>
<b>MARKETING &amp; PR</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
Website Hits	30,386	30,707	-1.05%			
Facebook "Likes"	1,338	1,110	20.54%			
Buzz Blog views	765	633	20.85%			
Media Hits (includes print and online articles and listings)	21	59	-64.41%			
e-News Subscribers	15,132	12,944	16.90%			
New Resident Letters (April)	36	62	-41.94%			
<b>LIBRARY HOLDINGS</b>	<b>Items Added</b>	<b>Items Withdrawn</b>	<b>Library Holdings</b>			
Shelved materials	2,881	3,124	271,080			
Non-shelved materials	22	-	34,511			
Equipment	11	-	97			
<b>Total</b>	<b>2,914</b>	<b>3,124</b>	<b>305,688</b>			
<b>LIBRARY SERVICES</b>	<b>Current Month</b>	<b>Prior Year Same month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Notary Public	94	162	-41.98%	1,721	1,315	30.87%
Test Proctoring	22	17	29.41%	139	126	10.32%
Voters' Registration	-	8	-100.00%	28	8	250.00%
<b>SERVICE INTERACTIONS PER SERVICE DESKS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
<b>Adult Services (3rd Floor)</b>	<b>731</b>	<b>722</b>	<b>1.25%</b>	<b>9,910</b>	<b>11,003</b>	<b>-9.93%</b>
<b>Commons Desk</b>	<b>14</b>	<b>13</b>	<b>7.69%</b>	<b>491</b>	<b>638</b>	<b>-23.04%</b>
<b>Fiction/Audiovisual Services Desk (2nd Floor)</b>	<b>1,565</b>	<b>1,628</b>	<b>-3.87%</b>	<b>16,548</b>	<b>21,633</b>	<b>-23.51%</b>
<b>Patron Services</b>	<b>4,649</b>	<b>11,490</b>	<b>-59.54%</b>	<b>76,365</b>	<b>89,248</b>	<b>-14.44%</b>
<b>Technology Desk</b>	<b>2,212</b>	<b>1,078</b>	<b>105.19%</b>	<b>17,940</b>	<b>16,182</b>	<b>10.86%</b>
<b>Teen UnderGround Desk</b>	<b>347</b>	<b>385</b>	<b>-9.87%</b>	<b>5,592</b>	<b>5,350</b>	<b>4.52%</b>
<b>Outreach Service</b>	<b>2,507</b>	<b>2,763</b>	<b>-9.27%</b>	<b>29,819</b>	<b>25,317</b>	<b>17.78%</b>
<b>Youth Service/KidSpace Desk</b>	<b>3,309</b>	<b>3,159</b>	<b>4.75%</b>	<b>40,983</b>	<b>47,284</b>	<b>-13.33%</b>
<b>Total Service Interactions</b>	<b>15,334</b>	<b>21,238</b>	<b>-27.80%</b>	<b>197,648</b>	<b>216,655</b>	<b>-8.77%</b>
<b>INTERLIBRARY LOAN</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Items Lent to CCS Libraries	4,899	4,677	4.75%	54,772	37,623	45.58%
Items Received from CCS Libraries for Patrons	3,168	3,594	-11.85%	38,497	34,828	10.53%
Items Lent to OCLC Libraries	302	381	-20.73%	3,776	3,364	12.25%
Items Received from OCLC Libraries for Patrons	103	112	-8.04%	978	1,225	-20.16%
<b>Total Interlibrary Loan</b>	<b>8,472</b>	<b>8,764</b>	<b>-3.33%</b>	<b>98,023</b>	<b>77,040</b>	<b>27.24%</b>
<b>OUTREACH SERVICES</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
<b>Homebound</b>						
Number of Patrons	225	261	-13.79%			
Number of Visits	167	197	-15.23%			
<b>Institutions</b>						
Number of Institution Deposit Collections	10	10	0.00%			
Number of Visits	10	10	0.00%			
<b>Schools</b>						
Items Delivered	287	85	237.65%			
Number of Trips	14	14	0.00%			
<b>VOLUNTEERS</b>	<b>Number of Volunteers</b>	<b>Hours of Service</b>				
Admin/Tech Serv/Maint/PR & Library Events	20	141				
Adult and Outreach Services & Programs	4	34				
Digital Services & Programs	2	8				
Patron Services	6	33				
Teen Services & Programs	8	16				
Youth Services & Programs	18	76				
<b>Total Volunteers and Hours This Month</b>	<b>58</b>	<b>307</b>				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>65</i>	<i>328</i>				

**Monthly Statistical Report -- May 2017**

<b>LIBRARY PROGRAMS AND EXHIBITS</b>	<b>Number of Programs</b>	<b>Attendance</b>	<b>Programs Prior Year</b>	<b>Attendance Prior Year</b>	<b>% Change</b>
Youth Programs	67	5,112	76	5,711	-10.49%
Teens Programs	11	1,711	13	1,173	45.87%
Adults Programs	50	914	60	1,651	-44.64%
Outside Meetings	17	294	18	298	-1.34%
<b>TOTAL PROGRAMS AND EXHIBITS</b>	<b>145</b>	<b>8,031</b>	<b>167</b>	<b>8,833</b>	<b>-9.08%</b>
<b>Programs--Youth</b>					
1KBK registrations	1	10			
One Thousand Books before Kindergarden added visits	ongoing	17			
Babytime (parent & child)	4	148			
Bibliobop Live with Laura Doherty	1	80			
Big Kids Storytime	2	33			
Book Buddies	9	16			
Chess Club	2	63			
Elementary Liaison Summer Reading Challenge Promotion	8 schools	3,155			
Evening Family Storytime	5	125			
Family Movie: Storks	1	25			
Famished for Fiction	2	16			
I Spy Tank	1	55			
In-house Toys and Games	1	346			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club	4	55			
Preschool Liaison to parent events	3	76			
Preschool Visits to Classroom/Daycare	5	78			
Reading Challenge Lunch	1	6			
Reading Patch Club added visits	1	2			
Rise & Shine Storytime (parent & child)	3	59			
Summer Reading Bookmark contest	1	84			
Summer Reading Challenge Volunteer Orientation	1	16			
Second Saturday Bingo Breakfast	1	14			
Second Sunday - Mom's Day Tea	1	42			
StoryWalk at Farm on Franks	1	75			
Spring Block Party	1	39			
Teacher Use of Die Cut Machine	1	2			
Scavenger Hunt <i>Library Signage</i>	1	69			
Video Games	1	100			
Wonder Ground: Magnetism	8	119			
World Language Storytimes-Polish, Spanish, Russian	3	59			
Writing Center	1	128			
<b>Total Youth Services Programs</b>	<b>67</b>	<b>5,112</b>	<b>76</b>	<b>5,711</b>	<b>-10.49%</b>
<b>Programs--Teen Audience</b>					
Free Comic Book Day	1	215			
Movie in the Underground <i>Accepted</i>	1	2			
Road Map to Successful Digital Learning: K-8	1	9			
Summer Reading Challenge Promotion Visits	5 schools	1,260			
Teen Advisory Board (TAB)	1	6			
Teen Poetry Lounge	1	23			
Voting <i>Teen Choice Awards</i>	1	9			
PAWs to Relax Therapy Dog Visit	1	15			
Study Snacks	3	98			
Videogames	1	74			
<b>Total Teen Programs</b>	<b>11</b>	<b>1,711</b>	<b>13</b>	<b>1,173</b>	<b>45.87%</b>
<b>Programs--Adult Audience</b>					
BookBites Popular Fiction Discussion	1	17			
Book Discussions- Literary	2	14			
Book Discussion - Low Vision Group	1	5			
Citizenship Class	1	13			
CJE Senior Life	1	0			
"Dirty Waters," a Chicago History Author Event	1	27			
DS 1-2-1 Tech Help	3	3			
DS Adult Beginners Sewing Class	3	16			
DS Adult Computer Bootcamp	3	25			
DS Advanced 3D Printing	1	6			
DS Convert Handwriting into a Treasure	1	6			
DS Facebook 101	1	9			
DS Getting Started on Youtube	1	12			

**Monthly Statistical Report -- May 2017**

<b>LIBRARY PROGRAMS AND EXHIBITS (Cont.)</b>	<b>Number of Programs</b>	<b>Attendance</b>	<b>Programs Prior Year</b>	<b>Attendance Prior Year</b>	<b>% Change</b>
DS Google Drive	1	8			
DS Make a Wall Decal (Polish Language)	1	4			
DS Make Your TV Smart	1	7			
DS Open Lab	1	1			
DS Tablet Tuesday	1	4			
Homeowner's Insurance Basics	1	25			
Indigenous Grandmothers' Peace Circle	1	18			
Job Counseling	1	4			
John Wayne Film Fest	3	25			
Low Vision Fair 10th Annual held at Glenview Senior Center	1	175			
Low Vision Support Group Meeting	1	1			
New Release Movie: The Light Between the Oceans	2	22			
Niles Genealogy Interest Group	1	7			
Niles Songwriters	1	5			
Oakton ESL English as a Second Language Classes	8	276			
Polish Language Movie	1	17			
SCORE Small Business Counseling	1	8			
Senior Coffee Hour: Don't Let Falls Get You Down	1	25			
Shakespeare Project - Love's Labours Lost	1	95			
Shakespeare Project - Post Performance Discussion	1	34			
<b>Total Adult Programs</b>	<b>50</b>	<b>914</b>	<b>60</b>	<b>1,651</b>	<b>-44.64%</b>
<b>LIBRARY PROGRAMS AND EXHIBITS</b>	<b>Number of Programs</b>	<b>Attendance</b>	<b>Programs Prior Year</b>	<b>Attendance Prior Year</b>	<b>% Change</b>
<b>Community Meetings in Library Spaces</b>					
Jewish Genealogical Society of Illinois	1	10			
Niles All American Toastmasters	2	29			
Niles Township Toastmasters	2	40			
Muslim Homeschoolers	2	70			
OCC New Yorker Magazine Discussion Group	2	16			
Swatek Bucko Law Group, LLC	1	4			
Woodriver Condo Assoc./Rosen Management	1	10			
Niles Historical Society	2	35			
IMRF	1	15			
Kenneth Lubinski-Improv Rehearsal	1	5			
Young Muslim's Ramadan Club	1	10			
CDS-Club Demonstration Services (Costco)	1	50			
<b>Total Community Meetings</b>	<b>17</b>	<b>294</b>	<b>18</b>	<b>298</b>	<b>-1.34%</b>
<b>GRAND TOTAL PROGRAM AND ATTENDANCE</b>	<b>145</b>	<b>8,031</b>	<b>167</b>	<b>8,833</b>	<b>-9.08%</b>

## Patron Suggestions and Comments for June 2017

### Responses to Patron Suggestions and Comments

#### Frustration

Why don't we have more than one copy of the current *Artist* magazine in house? I am told that now it can be checked out for several weeks at a time. We have many copies of recent DVDs. If we only have one copy available of a current magazine, it should stay in house so many patrons can view it. Your current policy seems unfair and shortsighted! G. S., Niles

We did make a change to our policy last year to allow people to take out the new issues—I appreciate your giving us feedback on the change.

I miss the cart with all the TV series. A lot easier for seniors to find and even know about the series. M. C. Thank you for letting us know your opinion on this—we will consider how to meet your needs.

We want Golf Magazine please.

Thank you for the suggestion—we will look into it.

#### Comments

You are the best “libraryen” ever by A. H.

To Stacy's boss—Stacy helped me find books and movies I would be interested in reading and seeing. She even printed up a list of award-winning female authors for me. Every time I have visited the library, she has provided excellent service! Thank you Stacy! M. E., Morton Grove

“Reading by Design” is a great idea. It gets people to try new genres in reading and sample different resources and programs. It gets patrons to try things they otherwise might not have. Kudos!

Best Lybrary Ever. That name suits you more than Niles Public Library. This is the best library on the whole world! I can find any book I want in here and also a DVD! My little sister finally has a quiet place to work! We both love this “niles Public Library” so much! And the ice cream shop is nearby, so I can check out a book and read with some ice cream! (I don't know why, maybe because it's awesome, my sister loves the computer area!!! Sorry for not giving you much data about me but mom says not to anyway. I love this Lybrary!!! E. G.

Thank you so much for the nice comments! We love to hear what's working and about great staff members like Stacy.

## Diane Winberg

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**From:** Susan Lempke  
**Sent:** Monday, May 15, 2017 10:17 AM  
**To:** ##Everyone, Everywhere  
**Subject:** FW: Our Night of Roses Special Recognition Award

Passing along a nice compliment from Trustee Karen Dimond.

**From:** Karen Dimond  
**Sent:** Sunday, May 14, 2017 10:07 PM  
**To:** Susan Lempke <slempke@nileslibrary.org>  
**Subject:** Re: Our Night of Roses Special Recognition Award

I had a lovely time and I really liked your speech about the library founders. **Thanks to the whole library staff for bringing this honor to us.** Karen

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**From:** Susan Lempke  
**Sent:** Sunday, May 14, 2017 1:07:15 PM  
**To:** ##Everyone, Everywhere  
**Cc:** #Library Trustees  
**Subject:** Our Night of Roses Special Recognition Award



I'm sorry that all of you couldn't be with us on Friday night when the Library received a Special Recognition Award from the Niles Chamber of Commerce (which is the organization for local businesses). Kudos to Sasha for submitting our application for an award, which reminded them to give us this special award, to Judy for her work with the Chamber,

and to Suzy, Jason and Matthew for setting up a special Night of Roses red carpet green screen. But kudos also go to the entire staff of this Library, who work faithfully and diligently every day on behalf of the community.

Here is the text of the speech I gave that night, in case you'd like to see. I am so proud to be the Director of such a wonderful organization!

**On behalf of the staff and Board of Trustees, thank you so much for this honor. In a few weeks, we are going to have the opportunity to meet Winifred and Rudolph Hazucha, who are in their 90s and helped start the Niles Public Library District almost 60 years ago. Mr. Hazucha was the first Board President, and we are looking forward to hearing their memories.**

**I think they will be surprised to see what the Library looks like now. Back when they started, it was books alone, and of course today we are still all about books—we have over 200,000 of them in our collection. But things have changed a bit. Now you can check out a book like, say, *To Kill a Mockingbird* in print, in Large Print, on CD, an e-book, an e-audiobook, the same book in Polish, Russian or Spanish. You business owners can check out a go-pro camera and then come into the library and edit your video to promote your business. You can create a flyer in the creative studio and print it out as a poster for your shop. Your children and grandchildren can stop by KidSpace and use the early literacy activities, or the new Writing Center, or come to a good old-fashioned storytime just like we had 60 years ago. If you can't make it into the library because of ill health, we will deliver your check-outs to you. In the more than 35 years since we joined the Niles Chamber of Commerce, the Library has continued to adapt to meet the changing needs of people in Niles and unincorporated Maine Township.**

**Beginning on July 1, we will become the Niles-Maine District Library, but we will still be your community library. Thank you again.**

Susan Dove Lempke  
Library Director  
Niles Public Library District  
6960 Oakton, Niles IL 60714  
847-663-6401

5/28/17

Dear Neil and Susan,

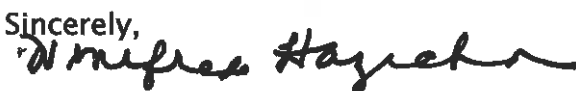
Our recent trip to the Niles Library on May 20th was quite a memorable experience. The library has become, under your direction, a place full of vitality and excitement. The number of people using the library that day shows how greatly it is treasured. It was amazing to see how the remarks of a few school children eventually led to this wonderful facility. Under the chairmanship of Mrs Aigner and many volunteers, a dream came true. The Library Boards should be congratulated on the further development of this viable institution.

We want to thank you for your warm reception and for the lovely roses and gifts given to us that day. We are grateful that this vision has grown into this marvelous building and its facilities. All past and present staff and volunteers are to be commended for bringing this great institution to life.

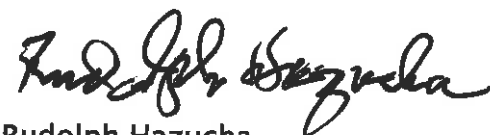
Please convey our thanks to the present Library board for inviting us to be part of the history of the Niles Library.

Thanks, Neil, for sending the lovely picture of us with Susan. We would like to come back at some point and take a more detailed look at the historical documents that you have and perhaps pay a visit to the Niles Historical Society.

Sincerely,



Winifred Hazucha



Rudolph Hazucha



Julie (Hazucha) Westbrook

To Manager  
of Niles Public  
Library

Dear Niles Public  
Library,  
I love this library  
and all the books  
we get from  
here. *Serounimo stiltion*  
is one of my  
favorite series and  
I like the Author  
Dar Pilkey.

**New Business - Recommended Actions**

**A. Recommended Action on Ordinance 17-05**

MOVE the Library Board of Trustees adopt Ordinance 17-05, an ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS (NILES-MAINE DISTRICT LIBRARY EFFECTIVE JULY 1, 2017), FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

**Memorandum A of Recommended Board Action**

Ordinance 17-05 reflects the budget and appropriations reflected in the tentative budget and appropriations Ordinance 17-02.

**ORDINANCE 17-05  
 ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
 OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS  
 (NILES-MAINE DISTRICT LIBRARY EFFECTIVE JULY 1, 2017, FOR  
 THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018**

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

WHEREAS, a public hearing was held as to such Budget on the 21st day of June, 2017, and notice of said hearing was 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 PUBLIC LIBRARY DISTRICT, County of Cook and State of Illinois **(NILES-MAINE DISTRICT LIBRARY EFFECTIVE JULY 1, 2017.**

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 Public Library District **(NILES-MAINE DISTRICT LIBRARY EFFECTIVE JULY 1, 2017)** for the fiscal year hereby adopted as beginning July 1, 2017 and ending June 30, 2018.

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

	APPROPRIATION	BUDGET
Salaries		
ADMINISTRATOR	\$ 259,839	\$ 129,919
MANAGERS	\$ 354,997	\$ 177,499
SUPERVISORS	\$ 902,372	\$ 451,186
LIBRARIAN	\$ 2,561,031	\$ 1,280,515
LIBRARY GRADE V	\$ 1,538,599	\$ 769,300
LIBRARY GRADE VI	\$ 707,495	\$ 353,748
LIBRARY PAGE	\$ 263,122	\$ 131,561
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$ 210,000	\$ 105,000
TOTAL SALARIES	\$ 6,797,456	\$ 3,398,728
LIBRARY MATERIALS		
BOOKS & PERIODICAL	\$ 612,300	\$ 306,150
DOWNLOADABLES	\$ 120,000	\$ 60,000
AV	\$ 356,700	\$ 178,350
ONLINE DATABASES	\$ 430,000	\$ 215,000
TOTAL MATERIALS	\$ 1,519,000	\$ 759,500
OPERATING EXPENSES		
Processing & Services		
CCS CHARGES	\$ 156,539	\$ 78,269
PROCESSING & SUPPLIES	\$ 50,000	\$ 25,000
INTERNET CHARGES	\$ 36,800	\$ 18,400
SOFTWARE, LICENSES	\$ 141,246	\$ 70,623
PRINTING	\$ 90,400	\$ 45,200
LIBRARY SUPPLIES	\$ 16,600	\$ 8,300

PROGRAMMING & SUPPORT	\$	190,880	\$	95,440
VOLUNTEERS	\$	5,876	\$	2,938
PUBLIC PERFORMANCE RIGHTS	\$	2,800	\$	1,400
COMPUTER CHARGES - OCLC	\$	26,186	\$	13,093
MISCELLANEOUS	\$	2,000	\$	1,000
TOTAL PROCESSING & SUPPLIES	\$	719,326	\$	359,663
Administration & General Office				
JANITORIAL SUPPLIES	\$	64,000	\$	32,000
COPIERS	\$	24,000	\$	12,000
PROFESSIONAL DEVELOPMENT	\$	101,164	\$	50,582
MILEAGE REIMBURSEMENT	\$	7,100	\$	3,550
LEGAL FEES	\$	24,000	\$	12,000
CONSULTING	\$	54,000	\$	27,000
SUPPLIES	\$	38,000	\$	19,000
PROMOTIONAL EXPENSE	\$	60,000	\$	30,000
POSTAGE & FREIGHT	\$	36,000	\$	18,000
PUBLICATION OF NOTICES - LEGAL	\$	2,400	\$	1,200
SUBSCRIPTIONS & DUES	\$	16,930	\$	8,465
COLLECTION SERVICES	\$	2,000	\$	1,000
TELEPHONE	\$	33,000	\$	16,500
TRUSTEE EXPENSE	\$	12,000	\$	6,000
PAYROLL SERVICE	\$	33,000	\$	16,500
BANK FEES	\$	5,000	\$	2,500
PARKING LEASE AGREEMENT	\$	21,144	\$	10,572
TOTAL ADMINISTRATION AND GENERAL OFFICE	\$	533,738	\$	266,869
VEHICLE EXPENSE TOTAL	\$	8,972	\$	4,486
Employee Fringe Benefits				
PENSION PLAN	\$	1,470,000	\$	735,000
GROUP HEALTH	\$	1,060,000	\$	530,000
HEALTH REIMBURSEMENT	\$	132,000	\$	66,000
DENTAL, VISION, DISABILITY	\$	92,400	\$	46,200
TOTAL FRINGE BENEFITS	\$	2,754,400	\$	1,377,200
TOTAL UTILITIES	\$	246,000	\$	123,000
TOTAL OPERATING	\$	12,578,892	\$	6,289,446
Building & Maintenance				
REPAIRS & IMPROVEMENTS	\$	112,000	\$	56,000
CONTRACTUAL MAINTENANCE	\$	71,400	\$	35,700
NON-CONTRACTUAL MAINTENANCE	\$	77,280	\$	38,640
EQUIPMENT MAINTENANCE	\$	42,000	\$	21,000
NON CAPITAL EXPENSES	\$	50,000	\$	25,000
FURNITURE & FIXTURES	\$	71,486	\$	35,743
TOTAL BUILDING & MAINTENANCE	\$	424,166	\$	212,083
Special Reserve				
SPECIAL RESERVE - EQUIPMENT	\$	1,096,000	\$	548,000
TOTAL SPECIAL RESERVE	\$	1,096,000	\$	548,000
Special Funds				
AUDIT	\$	32,800	\$	16,400
LIABILITY INSURANCE	\$	59,736	\$	29,868

SOCIAL SECURITY	\$	500,000	\$	250,000
ILLINOIS UNEMPLOYMENT TAXES	\$	54,978	\$	27,489
WORKERS' COMPENSATION INSURANCE	\$	40,000	\$	20,000
TOTAL SPECIAL FUND ITEMS	\$	687,514	\$	343,757
SUPPLEMENTARY GRANTS	\$	90,954	\$	45,477
GRAND TOTAL	\$	14,877,526	\$	7,438,763

SECTION 3: The several sums above mentioned and designed as appropriation, which is FOURTEEN MILLION EIGHT HUNDRED SEVENTY SEVEN THOUSAND FIVE HUNDRED TWENTY SIX AND NO/100 (\$14,877,526) be and are hereby appropriated as propriate fractional parts of the said amount FOURTEEN MILLION EIGHT HUNDRED SEVENTY SEVEN THOUSAND FIVE HUNDRED TWENTY SIX AND NO/100 (\$14,877,526) 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, 2017, is estimated to be \$8,400,000; the estimate of cash to be received during the 2017-2018 fiscal year from all sources is \$7,088,802; the estimate of expenditures appropriated for such fiscal year is \$14,877,526; and the estimated operating budget for such fiscal year is \$6,289,446. 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 \$611,276.

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 Public Library District (**NILES-MAINE DISTRICT LIBRARY EFFECTIVE JULY 1, 2017**) 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 21st day of June, 2017, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Karen Dimond  
President of the Board of Trustees of the  
NILES PUBLIC LIBRARY DISTRICT (**NILES-MAINE  
DISTRICT LIBRARY EFFECTIVE JULY 1, 2017**)  
ATTESTED and SIGNED in my office,  
according to law, this 21<sup>st</sup> day of June 2017, at the  
said NILES PUBLIC LIBRARY DISTRICT (**NILES-  
MAINE DISTRICT LIBRARY EFFECTIVE JULY 1,  
2017**)

\_\_\_\_\_  
Dianne Olson  
Secretary, Board of Trustees NILES PUBLIC  
LIBRARY DISTRICT (**NILES-MAINE DISTRICT  
LIBRARY EFFECTIVE JULY 1, 2017**)

## **New Business—Recommended Actions**

### **B. Recommended Action on Non-Resident Library Card**

MOVE the Library Board of Trustees approve that the Niles Public Library District continue to participate in the Non-Resident Library Card Illinois Program and charge an annual fee of \$261.00 based on the formula established by the Illinois State Library.

### **Memorandum B of Recommended Board Action**

Our annual non-resident fee is based on a formula established by the Illinois State Library. According to the formula, our income from local tax sources, which is \$5,972,652, as noted in the latest Illinois Public Library Annual Report, is divided by the District's population of 57,284. This produces a cost of service per capita, \$104.26, which is multiplied by the average number of persons per household in the District—2.5, according to the 2010 census. The result, \$260.66, is used to determine a minimum nonresident fee for a family card. The state formula permits library districts to set the actual fee at or above this minimum level, as long as the fee is "fair and reasonable." Our recommendation is for an annual fee of \$261.00.

## **New Business—Recommended Actions**

### **C. Recommended Action on Disability Insurance and Life and Accidental Life and Dismemberment Insurance**

MOVE the Library Board of Trustees approve the recommended renewal of the Short Term Disability and Long Term Disability plans through Principal Insurance and discontinue the Life Insurance and Accidental Death and Dismemberment Insurance beginning on August 1, 2017 and ending on June 30, 2018.

#### **Memorandum C of Recommended Board Action**

##### **Current disability plan circumstances**

The Library currently offers Short Term and Long Term Disability, Life Insurance and Accidental Death and Dismemberment through Principal Life Insurance. The total monthly cost for this coverage is \$1,467 or approximately \$18,000 annually and the benefit provided is generally 60% of wages. With the adoption of IMRF, the Library became eligible for coverage under the IMRF plans once the waiting periods were completed. IMRF has a 12 month waiting period to become eligible for these benefits. Given the Library enrollment date of August 1, 2016, the Library was in the position of continuing to provide these benefits through July 31, 2017.

##### **IMRF disability plans**

IMRF offers Disability coverage and Life Insurance but does not offer Accidental Death and Dismemberment. The Disability coverage offered by IMRF is split into two products. The first is temporary disability and the second is permanent disability. Permanent disability covers an employee only if that employee is permanently and totally disabled and completely incapable of performing any assigned job duties by any employer for the balance of his/her working life. Temporary disability covers an employee who cannot perform any assigned tasks for up to 30 months depending on the length of IMRF employment. The benefit is generally equal to 50% of wages.

The significant differences between IMRF disability and Principal disability are:

1. The narrow definition of IMRF disability (employee cannot perform any assigned tasks by employer) compared to that of Principal (employee cannot perform the majority of tasks related to his/her job description).
2. The lack of long term disability insurance unless an employee is permanently and totally disabled.
3. The limit of 30 months of disability coverage (covered employees may only receive coverage equal to one half of the time they were IMRF employees up to a total of 30 months of coverage).
4. IMRF benefit is equal to 50% of wages and Principal benefit is equal to 60% of wages.

##### **Current life insurance plan**

The Library offers one times pay capped at \$50,000 with AD&D. An employee's beneficiaries (where the employee earns \$50,000) could expect to receive \$50,000 in the case of death or \$100,000 in the case of accidental death. Further, covered employees who lose one or more of their extremities accidentally would also receive an insurance benefit.

##### **IMRF life insurance**

IMRF covers loss of life equal to one times pay capped at \$118,500 with no AD&D after an employee has been an IMRF employee for 12 months. IMRF does not offer AD&D.

## **Recommendation**

We recommend that the board of trustees continue the disability coverage through Principal Life Insurance and eliminate the life insurance and AD&D policy offering.

The new disability coverage would require employees to exhaust their sick time before drawing benefits which would reduce costs significantly and would reduce overall benefits by any amounts received through IMRF.

The cost of the new program would be \$967.40 per month (\$11,608.80 annually) depending on final enrollment and would only be available to full time employees who are scheduled to work 37.5 hours per week.

June 21, 2017

## **New Business—Recommended Actions**

### **D. Recommended Action on Exterior Sign Package**

MOVE the Library Board of Trustees approve the recommended purchase of the Exterior Sign Package from ASI for a sum not to exceed \$123,013.52. Funds from the Special Reserve Fund will be used for this purchase and the board of Trustees reserves the right to purchase all or part of the Exterior Sign Package at its discretion.

### **Memorandum D of Recommended Board Action**

The technical specifications for the Exterior Sign Package were developed by Product Architecture + Design to meet the needs of patrons of the Niles Public Library District and the residents of the district. The bid solicitation was advertised and posted in accordance with the State Procurement Law. During the solicitation process, ten firms expressed interest in the project:

- ASI Signage
- Fathom Media, Inc
- Omega Sign and Lighting, Inc
- Correct Digital Displays
- Classy Signs
- Direct Embed Coating Systems, LLC
- Continental Construction, Inc
- Crescent Decal Specialists
- DeSign Group Signage Co
- Heritage Signs, Ltd

Only one firm, ASI, submitted a bid.

The bid, which follows, includes installation assuming that any electrical work to bring utilities to the site will be performed separately. That electrical work will be bid once the work plan has been finalized and is estimated to be approximately \$10,000.



June 2, 2017

Ms. Susan Lempke  
Library Director  
Niles Public Library District  
6960 W. Oakton Street  
Niles, IL 60714

Re: Exterior Signage Bid

Ms. Lempke,

Enclosed please find our bid package for the fabrication and installation of exterior signage per the drawings and specifications as developed by product architecture + design. Included in our bid package are the following items:

- Bid Form
- ASI Quotation #75887
- Bid Bond
- Power of Attorney

Thank you very much for the opportunity and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Salamone', with a long horizontal line extending to the right.

Dan Salamone  
Business Development Manager

---

ASI, Illinois  
2650-C West Bradley Place  
Chicago, Illinois 60618

ph 773.871.0100  
fx 773.871.0382

asignage.com

May 10, 2017

# Bid Proposal Form

## Niles Public Library District: Exterior Signage Package

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

**Issue for Bid:** May 10, 2017  
**Pre Bid Walk-Thru:** May 18, 2017 | 10:00 am at the Library  
**Bid Due Date:** May 29, 2017 | 2:00 pm at the Library

**Included in Sealed Bid:** Lump Sum Base Bid with each sign type broken out separate with associated labor.  
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, including the Drawings and Addenda numbered 1, the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:


One Hundred Twenty Three Thousand Thirteen & 52/100 DOLLARS(\$ 123,013.52 )

<u>SIGN TYPE:</u>	<u>BID AMOUNT INCLUDING INSTALL</u>
Sign Type 1:	\$7,433.00
Sign Type 2:	\$8,489.00
Sign Type 3a:	\$25,057.00
Sign Type 3b:	\$4,064.00
Sign Type 4:	\$56,717.00
Sign Type 5:	\$19,435.02
Payment & Performance Bond	\$1,818.00

ASI Signage Innovations  
(Name of Company)

Dan A. Salamone : Business Development Manager  
(Name of Bidder) (Title)

2630-C W. Bradley Place Chicago, IL 60618  
(Street Address, City, State, Zip)

773.871.0100  
(Telephone Number)  6.2, 2017  
(Signed | Dated)

Niles Public Library District: Exterior Signage Package  
May 10, 2017: Issue for Bid

**BID DESCRIPTION:**

By submitting this bid the undersigned acknowledges:

- a) They have received the contract documents including:
  - a. instructions to Bidders (including all riders),
  - b. Construction Documents & Plans by Product Architecture + Design, Titled ISSUED FOR BID and Dated 01/04/2017 including sheets:
    - i. A0.0: Cover Sheets and Notes
    - ii. A0.1: Plat of Survey
    - iii. A1.0: Site Plan: New Work
    - iv. A1.1: Sign Plan Type 1: Plans, Elevations and Details
    - v. A1.2: Sign Plan Type 2: Plans, Elevations and Details
    - vi. A1.3: Sign Plan Type 3: Plans, Elevations and Details
    - vii. A1.4: Sign Plan Type 3: Plans, Elevations and Details
    - viii. A1.5: Sign Plan Type 4: Plans, Elevations and Details
    - ix. A1.6: Sign Plan Type 5: Plans, Elevations and Details
    - x. E1.0: Electrical Cover Sheets and Notes
    - xi. E1.1: Electrical Site Plan and Schedules
- b) That the Form of Contract to be used for the project is the American Institute of Architects A105-2007 Owner/Contractor Agreement-Small Commercial Project
- c) They have sole responsibility for labor, materials and equipment for their selected trade item as dictated by the Contract Documents and Invitation to bid.
- d) Bidders may withdraw or cancel a bid at any time prior to the bid opening time provided written notification is received. After the opening time, no bids can be withdrawn or cancelled for a period of sixty (60) calendar days.
- e) The Niles Public Library District is a tax-exempt organization, no sales, excise or use tax to be included in your bid. All other taxes are included in your bid.
- f) They will pay applicable Prevailing Wage and benefits to their employees and submit proof of doing so to Niles Public Library District prior to receiving payments.
- g) That you have read and agreed to all the information contained in the Instructions to Bidders dated April 17, 2017
- h) That they are responsible for any and all OSHA regulations relative to the scope of their work, including providing any and all required Personal Protective Equipment (PPE).
- i) That their proposal is considered accepted only when the Owner (Niles Public Library District) executes the contract.
- j) They are aware that the comparison of proposal is a subjective process requiring evaluation of a multiple of factors including price, experience, references, compatibility of materials in use at the Project Site, availability of maintenance or repair work, and ability to timely coordinate and complete the work assigned to that trade.
- k) That the Owner reserves the right to waive irregularities, technicalities and formalities and to reject any or all proposals.
- l) That this project may occur in multiple phases for the purposes of keeping regular operating hours. Please include escalation should any projects span to the next fiscal year.

**Niles Public Library District: Exterior Signage Package  
May 10, 2017: Issue for Bid**

**product architecture + design**

- m) All bids over \$50,000 are to include the price for a payment and performance bond. The selected bidder must submit payment and performance bonds to the owner within 10 days receiving notice to proceed. The performance bond to be provided (AIA Form) shall contain the following language "Any suit under this bond must be instituted before the expiration of the statute of limitation applicable to any claims against the Contractor named herein".
- n) They shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Owner and/or Architect and/or Construction Manager in enforcing the terms and provisions of this Agreement and in defending any proceedings to which the Owner and/or Architect and/or Construction Manager is made party as result of the conduct, acts, errors or omissions of the undersigned.
- o) Bidder must be licensed to do work in the Village of Niles. License fees are the responsibility of each subcontractor.
- p) Daily clean-up is expected. All debris will be removed to dumpster that is provided by the flooring contractor as required on a daily basis. Contractor will take great care to keep the areas outside the work area clean and free of dust and debris. Failure to follow will result in a backcharge to contractor.

**-END-**

**CERTIFICATIONS OF COMPLIANCE WITH ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

ASI Signage Innovations  
Name of Bidder (Please Print)

Dan A. Salamone  
Authorized Agent (Signature)

Business Development Manager  
Title

**CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

ASI Signage Innovations  
Name of Bidder (Please Print)

Dan A. Salamone  
Authorized Agent (Signature)

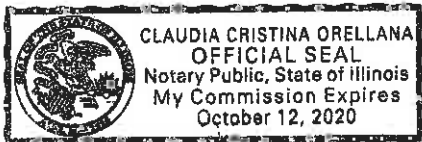
Business Development Manager  
Title

State of: Illinois

County of Cook

Signed and sworn before me this 2nd day of June, 2017.

My commission expires: 10/12/2020



Claudia Orellana  
Notary Public Signature

**CERTIFICATIONS BY BIDDER**

**Eligibility to Bid**

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

ASI Signage Innovations

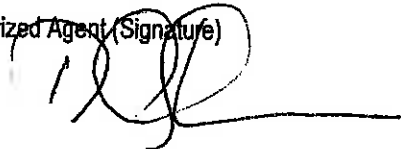
Dan A. Salalmone

Name of Bidder (Please Print)

Authorized Agent (Signature)

Business Development Manager

Title



**Compliance with Illinois Human Rights Act**

The undersigned hereby certifies that the Bidder is in compliance with the Title 7 of the 1964 Civil Rights Act as amended and the Illinois Human Rights Act as amended under Compliance with Legislation in Instructions to Bidder.

ASI Signage Innovations

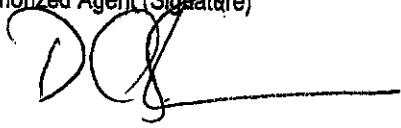
Dan A. Salalmone

Name of Bidder (Please Print)

Authorized Agent (Signature)

Business Development Manager

Title



**-END-**

**Quote No. CHIC 75887**

June 1, 2017

Page 1 of 5



**Customer** Niles Public Library District  
**Location** Primary Location  
**Reference** Exterior Signage

**Bill to**  
 Niles Public Library District  
 Ms. Susan Lempke  
 6960 Oakton St  
 Niles, IL 60714  
 US  
 T: (847) 663-1234

**Ship to**  
 Niles Public Library District  
 Ms. Susan Lempke  
 6960 Oakton St  
 Niles, IL 60714  
 US  
 T: (847) 663-1234

<b>Valid Until</b>	08/01/2017	<b>Revision Date</b>	08/01/2017	<b>Lead Time</b>	8 - 9 Weeks	<b>SR</b>	Dan Salamone
<b>F.O.B.</b>	Job Site	<b>Revision No</b>		<b>Ship Method</b>	Installed	<b>PM</b>	Susan Dutka
<b>Terms</b>	1/2 Deposit balance Net 30						
<b>Estimator</b>	Terry Maxfield						

No.	Item	Description	Qty	UOM	Unit Price	Extension
1.	Sign Type: 1	Sign Type: 1 Custom Ground Mounted Sign	1	Each	7,433.00	7,433.00

Sign consists of:

18"(h) x 70"(w) x 10"(deep) Non-Illuminated Post Mounted Aluminum Cabinet

Background & Post Color: Custom Bronze painted finish

Posts: 3"(sq) x 54"(h) (42" below grade)

10"(h) x 6'10"(w) x 1"(thick) Frosted Acrylic "Divider" Panel Mounted to Top of Sign Cabinet

1/2"(thick) LPS Cut Out Aluminum Dimensional Graphics

(6) 5"(h) Triangular Arrows (\*)

(10) 4"(h) Letters to read: ENTER (2-readings) (\*\*)

(14) 8"(h) Letters to read: LIBRARY (2-readings) (\*\*)

(\*) Painted White

(\*\*) Painted Bronze

Typestyle: Gil Sans MT

Mounting: VHB & Silicone

Installation based on direct burial mounting at Niles, IL jobsite.

continued on next page

**Quote No. CHIC 75887**

June 1, 2017

Page 2 of 5



**Customer** Niles Public Library District  
**Location** Primary Location  
**Reference** Exterior Signage

No.	Item	Description	Qty	UOM	Unit Price	Extension
2.	Sign Type: 2	<p>Sign Type: 2 Custom Ground Mounted Sign</p> <p>Sign consists of:</p> <p>12"(h) x 33"(w) x 6"(deep) Non-Illuminated Post Mounted Aluminum Cabinet                      Background &amp; Post Color: Custom Bronze painted finish                      Posts: 3"(sq) x 45"(h) (36" below grade)</p> <p>8"(h) x 29"(w) x 1"(thick) Frosted Acrylic "Divider" Panel Mounted to Top of Sign Cabinet</p> <p>1/4"(thick) LPS Cut Out Aluminum Dimensional Graphics                      (8) 3"(h) Triangular Arrows (*)                      (10) 3"(h) Letters to read: ENTER (2-readings) (*)                      (14) 5"(h) Letters to read: LIBRARY (2-readings) (**)                      (*) Painted White                      (**) Painted Bronze                      Typestyle: Gil Sans MT                      Mounting: VHB &amp; Silicone</p> <p>Installation based on direct burial mounting at Niles, IL jobsite.</p>	2	Each	4,244.50	8,489.00
3.	Sign Type: 3A	<p>Sign Type: 3A Building ID &amp; Address Sign</p> <p>(2-Readings)                      24"(h) x 2"(deep) LF Series Fabricated Stainless Steel Dimensional Letters                      Finish: Brushed face &amp; returns, vertical grain                      Mounting: Pins                      Typestyle: Gil Sans MT                      Letters to read: NILES-MAINE DISTRICT LIBRARY</p> <p>(1-Reading)                      4"(h) x 1/2"(thick) LPS Series Cut Out Stainless Steel Dimensional Number                      Finish: Brushed face &amp; returns, vertical grain                      Mounting: Pins                      Typestyle: Gil Sans MT                      Letters to read: 6960</p> <p>Installation based on mounting to face of parapet wall and canopy structure at Niles, IL jobsite.</p>	1	Each	25,057.00	25,057.00

continued on next page

**Quote No. CHIC 75887**

June 1, 2017

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**Customer** Niles Public Library District  
**Location** Primary Location  
**Reference** Exterior Signage



No.	Item	Description	Qty	UOM	Unit Price	Extension
4.	Sign Type: 3B	<p>Sign Type: 3B Building ID Sign</p> <p>12"(h) x 2"(deep) LF Series Fabricated Aluminum Dimensional Letters                      Painted Finish: Custom Bronze Color                      Mounting: Pins                      Typestyle: Gil Sans MT                      Letters to read: NILES-MAINE DISTRICT LIBRARY</p> <p>Installation based on mounting to wood panel surface at Niles, IL jobsite.</p>	1	Each	4,064.50	4,064.50
5.	Sign Type: 4	<p>Sign Type: 4 Main ID Sign (Rehabilitation)</p> <p>(3) 54"(h) x 72"(w) x 1"(thick) Fabricated Aluminum Panel                      Painted Finish: To match custom Gray color                      Mounting: TBD - Panels to be mounted to existing sign structure</p> <p>1/2"(thick) LPS Aluminum Dimensional Graphics                      Finish: Painted White                      Mounting: Threaded Pins &amp; Nuts</p> <p>(3) 45"(h) x 20"(w) 11-Piece Logo                      (75) 7"(h) Letters to read: NILES MAINE DISTRICT LIBRARY (3-readings)                      Typestyle: Gil Sans MT                      Mounting: Mounted to above 3-aluminum panels</p> <p>(3) 42"(h) x 72"(w) LED Display Unit                      19mm Full Color                      Recess mounted into existing exterior sign.</p> <p>Installation cost to include the removal of existing LED displays/upper sign panels and installation of new.</p>	1	Each	56,717.00	56,717.00

continued on next page

**Quote No. CHIC 75887**

June 1, 2017

Page 4 of 5



**Customer** Niles Public Library District  
**Location** Primary Location  
**Reference** Exterior Signage

No.	Item	Description	Qty	UOM	Unit Price	Extension
6.	Sign Type: 5A	Sign Type: 5A  72"(h) x 24"(w) Exterior Vinyl Banners with double sided graphics  Banners to have 3"(h) pocket at top & bottom to accept mounted poles  (18) Sets of banner hardware for mounting to standard light poles; 1"(diam) Pole with flange plates  Installation based on mounting to light poles at 9-locations approximately 25'0" to top of banner at Niles, IL location.	18	Each	868.11	15,625.98
7.	Sign Type: 5B	Sign Type: 5B  60"(h) x 24"(w) Exterior Vinyl Banners with single sided graphics  Banners to have 3"(h) pocket at top & bottom to accept mounted poles  (6) Sets of banner hardware for mounting to brick wall surface.  Installation based on mounting to wall surface approximately 8'0" to top of banner at Niles, IL location.	6	Each	634.84	3,809.04
8.	Bond			Each	1,818.00	1,818.00
<b>Subtotal</b>						<b>123,013.52</b>
<b>Sales Tax (0 %)</b>						<b>0.00</b>
<b>Deposit Required</b>						<b>61,500.00</b>
<b>Total</b>						<b>123,013.52</b>

Quote Valid Until: August 1, 2017

By signing below, I approve and authorize this quote and acknowledge that I have read and agree to the attached terms and conditions.

Submitted by \_\_\_\_\_ Date \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 Print Name

continued on next page

**Quote No. CHIC 75887**

June 1, 2017

Page 5 of 5



**Customer** Niles Public Library District  
**Location** Primary Location  
**Reference** Exterior Signage

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**Conditions**

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All pricing requires the customer provide final, usable, artwork in electronic form (i.e. Adobe illustrator file in outlines). Additional services for artwork touch-up or altering may incur additional charges.

Lead times are defined as the period of time to complete fabrication and delivery of product. This time period follows final approval of all details required to make the product. Lead times do not include time for design services, approvals, price negotiations, message schedule development, location plan development, etc.

Pricing is based on exact quantities shown. Changes in services, quantities or delivery timeline may alter the per unit price.

This quotation is valid for 60 days from the date of its creation.

Final delivery dates are determined by ASI PROJECT MANAGEMENT. The final date is estimated upon receipt of the order via an electronic order acknowledgment, and finalized after the LAUNCH DATE.

Standard purchaser credit agreement applicable to all customers and projects.

A minimum order charge may apply and will be added to the final invoice.

# Document A310™ ... 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Latimer Associates, Inc.  
dba ASI Signage Innovations  
1219 Zimmerman Drive South  
Grinnell, IA 50112

### SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America

One Tower Square  
Hartford, CT 06183

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

### OWNER:

(Name, legal status and address)

Niles Public Library District  
6960 W. Oakton Street  
Niles, IL 60714

BOND AMOUNT: \$ 10%

Ten Percent of Amount Bid

### PROJECT:

(Name, location or address, and Project number, if any)

Niles Public Library District: Exterior Signage Package

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.


When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 2nd day of June, 2017


  
\_\_\_\_\_  
(Witness)

Latimer Associates, Inc. dba ASI Signage Innovations  
(Principal) \_\_\_\_\_ (Seal)

By:   
\_\_\_\_\_  
(Title)

  
\_\_\_\_\_  
(Witness)

Travelers Casualty and Surety Company of America  
(Surety) \_\_\_\_\_ (Seal)

By:   
\_\_\_\_\_  
(Title) Tahitia M. Fry Attorney-in-Fact  
Surety Phone No. 860-277-0111



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 231532

Certificate No. 007180715

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Patrick T. Pribyl, Debra J. Scarborough, Christy M. Braile, Mary T. Flanigan, Jeffrey C. Carey, Charles R. Teter III, Laura M. Buhrmester, Charissa D. Lecuyer, Evan D. Sizemore, Rebecca S. Leal, Larissa Smith, C. Stephens Griggs, Tahitia M. Fry, and Megan L. Burns-Hasty

of the City of Kansas City, State of Missouri, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 10th day of April, 2017.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: [Signature]
Robert L. Raney, Senior Vice President

On this the 10th day of April, 2017, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2021.



[Signature]
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

JUN 02 2017

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

*Kevin E. Hughes*  
Kevin E. Hughes, Assistant Secretary



To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at [www.travelersbond.com](http://www.travelersbond.com). Please refer to the Attorney-in-Fact number, the above-named individuals and the details of the bond to which the power is attached.

June 21, 2017

**Unfinished Business—Recommended Actions**

**A. Recommended Action on Revisions to Policy 3.02 Library Rules**

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

**Memorandum A of Recommended Board Action**

At the last Board meeting, we discussed the level of specific detail wanted in the Library Rules policy. The Director was instructed to revise the policy provided by Dennis Walsh of Klein Thorpe & Jenkins to fit her recommendations.

The Director and Assistant Director looked at the rules separately, made changes, and compared notes. We found that we had almost complete agreement on rules that we felt did not suit our library's culture (such as a restriction on moving furniture) and on certain rules that were spelled out with an abundance of detail (such as the explanation of service animals—we refer instead to ADA regulations). The remaining rules reflect our current practice while being short enough for staff and patrons to read and comprehend.

### 3.02 LIBRARY RULES

The Board of Trustees of the Niles Public Library District believes that all people have the right to use the materials, services, and facilities of the Library without disruption from others. Patrons and staff also have the right to a secure and comfortable environment. Any action that materially and substantially interfere with the operation of the Library, such as those that produce excessive noise, a significant safety hazard, or a significant security risk will not be permitted. The following Library Rules have been established to maintain these rights:

1. The use of the Library or its services may be limited when excessive demands of groups or individuals tend to curtail services to the general public.
2. The use of the Library or its services may be denied for due cause. Such cause includes but is not limited to disturbance of other patrons or any other objectionable conduct on Library premises. All behavior that is disruptive, such behavior not in accordance with the normal use of the Library or that hinders the use of the Library for another person is prohibited. This includes, but is not limited to indecent behavior, offensive or unbecoming conduct or language, blocking the stairways or entrance or exits, and verbal or physical harassment including stalking, staring, lurking, offensive touching and engaging in or soliciting any obscene acts, such as sex acts and indecent exposure. Viewing internet images that display nudity in a sexual context or sexual activity is prohibited.
3. In dealing with disturbances, the staff will take appropriate action under the circumstances and follow the below procedure:
  - a. issue an initial warning to tone down the level of talking or stop the disturbance;
  - b. issue a second warning including a statement that any further disturbances will be grounds for ejection; and
  - c. if necessary, request that the patron(s) leave the premises. An incident report will be filed whenever this action is taken (see *Appendix C: Forms*). Library personnel will take into consideration the health and safety of all patrons when implementing this policy.

If patrons do not comply with a request to leave, the Person-In-Charge of the Library shall be contacted and the Police Department called to handle the situation.

4. Smoking, the use of chewing tobacco and electronic smoking devices is prohibited in all areas of the Library building.
5. The use, possession, or distribution of controlled substances, drug paraphernalia, and the use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute, is prohibited in all areas of the Library. Use of alcohol is only permitted at designated events with the approval of the Library Board and with appropriate Village licensing.
6. Animals, except for service animals as defined by the ADA, are not permitted in the Library. The Library welcomes services animals, and service animals are permitted in any area of the Library where members of the public are permitted to go-
7. Parents are responsible for the behavior and welfare of their children while they are on Library property. Failing to provide proper supervision of children is prohibited. Minor children must not

be left at the Library at closing time. Any minor children left at the Library after closing time will become the responsibility of the Niles Police Department after notification by Library staff.

8. The violation of federal or state laws and local ordinances and/or Library policies will not be permitted on Library property. Theft, vandalism, and mutilation of Library property are criminal offenses that will be prosecuted. Mutilation of Library materials by marking, underlining, removing pages, removing electronic detection devices or in any way defacing Library property is prohibited. The Library reserves the right to inspect all bags, purses, briefcases, backpacks and other such items when staff members have cause to believe that this rule has been violated.
9. The possession or use of weapons is prohibited on Library property and in the course of Library-related activities except for law enforcement and/or security personnel while engaged in official duties is prohibited.

For the safety and security of our patrons and staff, the Library prohibits hazardous materials and substances, including Infectious or biologically hazardous from being brought onto the Library premises except for Library business.

10. Entering unauthorized areas, remaining in the building after closing or when requested to leave is prohibited.
11. Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate impede the use of the Library by other users is prohibited.
12. Shaving, bathing and laundering clothes in the public restrooms is prohibited.
13. Entering the Library with equipment that presents a hazard, including but not limited to, bicycles, grocery carts, etc., is prohibited. Bikes must be parked in designated bicycle racks.
14. Users are not permitted to leave personal belongings when they leave the building. The Library is not responsible for any loss of user's personal belongings, through theft or otherwise.
15. Roller skates, roller blades, skateboards, cleats and other similar equipment may not be worn in the Library or used on Library property.
16. Patrons whose bodily hygiene is so offensive as to constitute a nuisance to others may be required to leave the building.
17. Patrons must have proper clothing and must wear shirts and footwear. Wear shoes or other footwear and clothing that provide appropriate body coverage at all times.
18. Failure to comply with the Library Rules or with a reasonable staff request may result in removal from the premises and exclusion from the Library for a period from one day to one year, or arrest and prosecution depending upon the nature of the misconduct. Violations may also result in restriction or termination of Library privileges, including use of computers and other Library resources. The Library Director will file a report with the Library Board in cases of continued, wanton or severe violations of Library policy and when all Library services are denied in excess of twenty-four hours to a patron for such violations. A patron who is excluded for a period of more than twenty-four hours may request in writing that the Board of Library Trustees review the decision at the next regularly scheduled monthly Board meeting.
19. The staff on behalf of the Library Board shall have the authority to exclude from the use of the Library any person or persons who willfully violate an ordinance or regulation prescribed by the Library Board.

20. To maintain a safe environment, adult visitors to the Youth Services Department/KidSpace who are unaccompanied by a child may be approached and questioned about the purpose of their visit. Visitors who are not actively using resources specific to the Youth Services Department may be asked to leave.
21. Selling products or services and soliciting donations are prohibited on Library property, except when approved by the Library Director.
22. The Library District will not display literature of individual candidates for office, or messages or information regarding campaign events, nor is the Library intended to be used as a mechanism for building support for candidates for public office or other ballot measures. This provision shall not prevent the display of information related to nonpartisan programs sponsored by neutral organizations or entities designed to inform and educate citizens of election issues and candidates. As such, the Library may allow display of published materials that provide an overview of all sides in an upcoming election, such as the *Voters Guide* from the League of Women Voters.
23. Display of any material does not constitute an endorsement by the Library District Board or staff, and the Library District makes no claim as to the accuracy of the material.
24. The Library District will not be responsible for acquiring materials, replacing them, or seeing that all issues are represented.
25. No campaign signage may be posted outdoors on the Library District building, grounds, or property.
26. Distribution of campaign literature, leaflets, position papers, survey-taking, collecting signatures on petitions, solicitation, fundraising, proselytizing and similar activities in the Library building or in the immediate area surrounding the entrance or exits of the Library building is prohibited. If engaging in these activities outside on Library grounds, patrons may not be disturbed or impeded by such activities as they enter or exit the building.
27. Public presentations by candidates for office or supporters of ballot issues are permitted in the Library District's meeting room only if they are sponsored by a non-partisan organization and all candidates or sides of an issue are invited to participate. Otherwise, public presentations by individual candidates or supporters or opponents of a ballot issue will not be held in the Library building.
28. The Library District's facilities may not be used as a campaign headquarters or meeting site for campaign committees."

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