



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

**July 19, 2017**

**7:00 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

**Revised 7/19/17**

ORDER OF BUSINESS

1. Call to Order
2. Consent Agenda
  - A. Approve Minutes of the Tentative Budget and Appropriations Public Hearing of June 21, 2017 3
  - B. Approve the Revised Minutes of the Regular Board Meeting of June 21, 2017 4
  - C. Approve payment of the bills for operating expenses of \$257,999.65, payroll expenses of \$280,069.11, and Special Reserve expenses of \$11,763.34 for a total monthly expense of \$549,832.10 8
3. Public Comment
4. Treasurer's Report 25
5. Director's Report
  - A. Highlights 31
  - B. Monthly Statistics 41
6. Communications 45
7. Liaison Reports
  - A. Friends of the Library
  - B. Legislative
  - C. RAILS
8. Secretary's Report
  - A. A copy of Ordinance 17-04, an 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) was mailed to the Illinois Department of Labor and to the Secretary of State, Index Division, on June 22, 2017. Publication of Notice of Determination for Ordinance 17-04 was made in the Niles Herald Spectator on Thursday, June 29, 2017
9. New Business
  - A. Approve the 2017-2018 Strategic Plan Work Plan 50
10. Unfinished Business

## Board Meeting Agenda - July 19, 2017

- A. Approve the recommend 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 reserve the right to purchase all or part of the Exterior Sign Package at its discretion 56

11. Other

12. Adjournment

**NILES PUBLIC LIBRARY DISTRICT**  
**Minutes of the Tentative Budget and Appropriations Public Hearing**  
**June 21, 2017**  
**6:55 PM**  
**New Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

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

**Trustees Present**

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

**Library Staff Present**

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

**Others Present**

Sara Marcus, Public; Joe Makula, Public; Dave Carrabotta, Public; Steven Yasell, Public, Alex Krug, Product Architecture

**Call to Order**

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

**Roll Call**

Roll call was taken by Ms. Winberg.

**Pledge of Allegiance**

President Dimond led the Pledge of Allegiance.

**Public Hearing**

President Dimond announced the purpose of the Public Hearing.

**Public Comments: Tentative Budget and Appropriations for Fiscal Year 2016/2017**

President Dimond asked if there were any comments from the public concerning Ordinance 16-01, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District for the Fiscal Year Beginning July 1, 2016, and Ending June 30, 2017, to take the floor. Mr. Joe Makula came forward. He addressed his concerns regarding program participation by non-residents and the cost involved in holding the Fandom Fest on Saturday, August 19.

**Adjournment**

Hearing no further comments, President Dimond MOVED to adjourn the public hearing at 7:00 PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**NILES PUBLIC LIBRARY DISTRICT  
Regular Board Meeting Minutes  
June 21, 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**

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

**Library Staff Present**

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

**Others Present**

Sara Marcus, Public; Joe Makula, Public; Dave Carrabotta, Public; Steven Yasell, Public, Alex Krug, Products Architecture; Tom Robb, *The Journal & Topics*

**Call to Order**

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

**Roll Call**

The roll was taken by Ms. Winberg.

**Consent Agenda**

President Dimond asked the Board whether they would like to remove Item D., the Ordinance setting the schedule of Board Meetings for the Fiscal Year 2017/2018, for discussion. The Board agreed.

Trustee Ryan MOVED the Library Board of Trustees:

- A. Approve Revised Minutes of the Regular Board Meeting of May 17, 2017;
- B. Approve payment of the bills for operating expenses of \$339,318.64; payroll expenses of \$260,605.38; Special Reserve expenses of \$2,589.51; for a total monthly expense of \$602,513.53;
- C. Approve payment to Visographic in the amount of \$5,891.36 for the publication of the summer Chapter One newsletter;
- E. Adopt Ordinance 17-04 for the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Niles Public Library District.

Trustee Olson seconded.

President Dimond asked Ms. Winberg what revision was made to the Minutes. The revision was made to the start and end times of the Executive Session.

A vote was taken on Consent Agenda Items A., B., C., and E.

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

Regular Board Meeting-June 21, 2017

**Consent Agenda Item D., Ordinance 17-03**

Trustee Rozanski MOVED the Library Board of Trustees adopt Ordinance 17-03 Setting the Schedule of Meetings of the Board of Trustees of the Niles-Maine District Library for the Fiscal Year Commencing July 1, 2017 and Ending June 30, 2018. Trustee Spadoni seconded.

After some discussion, the Board agreed to change the December meeting date from the 20<sup>th</sup> to the 13<sup>th</sup>.

Trustees Rozanski and Spadoni accepted the amendment to the Ordinance and asked that the Ordinance be amended to reflect this change. A vote was taken.

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

**Public Comment**

There were none.

**Change in Agenda Order**

Trustee Dimond suggested that New Business, Item D., approval of the recommended purchase of the Exterior Sign Package from ASI be moved so that the presentation by Mr. Alex Krug of ASI can be made at this time.

Trustee Rozanski MOVED that the change in agenda order be made. Trustee Ryan seconded.

On a voice vote, all Trustees voted "aye".

Mr. Krug presented the Board with a Power Point presentation giving the details of the bid as submitted by ASI.

**The Board, not realizing that the motion for the approval of the recommended purchase of the Exterior Sign Package from ASI was never made, agreed to table the motion until further information is received. The Trustees asked Mr. Krug to provide them with a copy of his presentation.**

**Treasurer's Report**

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

Mr. Spadoni reported that we are 11/12 through the year at this point which is 91.67%. So the benchmark for year to date spending is 92%.

On the balance sheet, prepaid expenses are increasing as we start to encounter expenses which are being paid for the new year. Expenses related to next year's property and casualty insurance contracts are examples of this.

Revenue is running behind this month primarily due to the fact that the state has not yet funded the Per Capita Grant which was announced earlier in the year. We have been receiving this in the May timeframe over the past couple of years and have not yet seen that money in June.

Salaries reflects the bonus the board awarded Susan in the adjustments account.

Operating expenses are overspent in the month due primarily to the activity in the per capita account. This is where we accounted for the payment the board approved for Communico (\$12,500) as well as other

expenditures. Printing is also higher due to expenditures related to summer reading. Overall this category is at 88% which is running about 4% under expectations.

## Regular Board Meeting-June 21, 2017

General and administrative expenses are \$9K over budget this month due primarily to the excess spending in the promotional line item as we get ready for the 4<sup>th</sup> of July parade and prepare to communicate our name

change to the community. However, the total General and Administration category is running at 82% which is 10% below expectations.

Employee fringe benefits are \$8K under for the month related to lower than expected reimbursement requests for Health and Dental. IMRF costs for the month are \$19,002.

Mr. Spadoni asked that the Board please let him know if they needed any additional information or analysis.

### **Director's Report**

- A breakdown of tasks needed to accomplish the first year of the Strategic Plan will be presented to the Board in July
- An update on the Passport Agency process was given
- Logs used for all of the Summer Reading Clubs were presented
- Update on the Public Arts & Culture Advisory Council
- Special events: July 1—Unveiling of the Library's new name  
July 4—Village Parade

### **Communications**

They were included in the Board packet.

### **Liaison Reports**

#### Friends of the Library

Trustee Spadoni reported that the Friends requested that a letter be written to reconcile the account for the funds withheld from the book sale as decided by the Library Board. The Friends do not meet over the summer and will resume their meetings in September. Mr. Spadoni added that he's hopeful that the Friends can revitalize as an organization that is more focused on getting volunteers and planning future fundraising events.

#### Legislative

Ms. Lempke reported that we were very successful in getting federal officials to sign LSTA and IAL letters to advocate library funding for delivery service between libraries.

#### RAILS

There was no report.

At this time, President Dimond asked Ms. Lempke to report on the Fandom Fest and the staff's involvement to prepare and work this event.

### **New Business**

#### Ordinance 17-05

Trustee Ryan MOVED 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. Trustee Drblik seconded.

Regular Board Meeting-June 21, 2017

Mr. Pritz provided the Board with a presentation on the budget focusing on staff salaries as requested by Trustee Drblik and he talked about the minimum wage.

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

Non-Resident Library Card Fee

Trustee Rozanski MOVED 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. Trustee Ryan seconded.

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

Disability Insurance and Life and Accidental Life and Dismemberment Insurance

Trustee Rozanski MOVED 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. Trustee Ryan seconded.

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

**Unfinished Business**

Library Rules

Trustee Spadoni MOVED the Library Board of Trustees approved the recommended changes to Administrative Policy 3.02 Library Rules. Trustee Ryan seconded.

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

Discussion: Board President's Decision on Board Committees

President Dimond asked the Board for their thoughts on whether or not they felt committees were needed. She suggested that if there is a special project, a committee can be formed at that time. The Board agreed.

**Adjournment**

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

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

The meeting adjourned at 9:17 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	
75128	Accounts Payable	Computer Check	7/17/2017	ADAFRUIT	\$0.00	\$325.00	(\$325.00)	7/31/2017	Outstanding
75129	Accounts Payable	Computer Check	7/17/2017	AFLAC	\$0.00	\$339.04	(\$664.04)	7/31/2017	Outstanding
75130	Accounts Payable	Computer Check	7/17/2017	ALGONQUIN AREA PUBLIC LIBR	\$0.00	\$28.70	(\$692.74)	7/31/2017	Outstanding
75131	Accounts Payable	Computer Check	7/17/2017	Alicia Swiz	\$0.00	\$200.00	(\$892.74)	7/31/2017	Outstanding
75132	Accounts Payable	Computer Check	7/17/2017	SYNCB/ AMAZON	\$0.00	\$49.95	(\$942.69)	7/31/2017	Outstanding
75133	Accounts Payable	Computer Check	7/17/2017	AMERICAN GRAPHICS LLC	\$0.00	\$1,274.50	(\$2,217.19)	7/31/2017	Outstanding
75134	Accounts Payable	Computer Check	7/17/2017	MARIE CLAIRE AMORELLA	\$0.00	\$19.99	(\$2,237.18)	7/31/2017	Outstanding
75135	Accounts Payable	Computer Check	7/17/2017	ANDERSON-SAFFORD	\$0.00	\$83.70	(\$2,320.88)	7/31/2017	Outstanding
75136	Accounts Payable	Computer Check	7/17/2017	ART EXCURSIONS, INC.	\$0.00	\$350.00	(\$2,670.88)	7/31/2017	Outstanding
75137	Accounts Payable	Computer Check	7/17/2017	AT&T	\$0.00	\$41.13	(\$2,712.01)	7/31/2017	Outstanding
75138	Accounts Payable	Computer Check	7/17/2017	AT&T	\$0.00	\$428.72	(\$3,140.73)	7/31/2017	Outstanding
75139	Accounts Payable	Computer Check	7/17/2017	AUTOMATIC BUILDING CONTRO	\$0.00	\$1,104.00	(\$4,244.73)	7/31/2017	Outstanding
75140	Accounts Payable	Computer Check	7/17/2017	BAKER & TAYLOR	\$0.00	\$141.99	(\$4,386.72)	7/31/2017	Outstanding
75141	Accounts Payable	Computer Check	7/17/2017	Barbara J Segota	\$0.00	\$4.99	(\$4,391.71)	7/31/2017	Outstanding
75142	Accounts Payable	Computer Check	7/17/2017	DONNA BLOCK	\$0.00	\$271.91	(\$4,663.62)	7/31/2017	Outstanding
75143	Accounts Payable	Computer Check	7/17/2017	BARRY BRADFORD	\$0.00	\$300.00	(\$4,963.62)	7/31/2017	Outstanding
75144	Accounts Payable	Computer Check	7/17/2017	Brendan Poznar	\$0.00	\$250.00	(\$5,213.62)	7/31/2017	Outstanding
75145	Accounts Payable	Computer Check	7/17/2017	BRODART CO.	\$0.00	\$10,176.00	(\$15,389.62)	7/31/2017	Outstanding
75146	Accounts Payable	Computer Check	7/17/2017	CALL ONE	\$0.00	\$1,216.26	(\$16,605.88)	7/31/2017	Outstanding
75147	Accounts Payable	Computer Check	7/17/2017	CENGAGE LEARNING, INC.	\$0.00	\$853.91	(\$17,459.79)	7/31/2017	Outstanding
75148	Accounts Payable	Computer Check	7/17/2017	CHICAGO TRIBUNE	\$0.00	\$19.49	(\$17,479.28)	7/31/2017	Outstanding
75149	Accounts Payable	Computer Check	7/17/2017	CINTAS CORPORATION LOC. 769	\$0.00	\$437.40	(\$17,916.68)	7/31/2017	Outstanding
75150	Accounts Payable	Computer Check	7/17/2017	COMED	\$0.00	\$7,745.54	(\$25,662.22)	7/31/2017	Outstanding
75151	Accounts Payable	Computer Check	7/17/2017	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$26,162.22)	7/31/2017	Outstanding
75152	Accounts Payable	Computer Check	7/17/2017	COMPENDIUM LIBRARY SERVI	\$0.00	\$2,195.00	(\$28,357.22)	7/31/2017	Outstanding
75153	Accounts Payable	Computer Check	7/17/2017	COOPERATIVE COMPUTER SERV	\$0.00	\$8,148.00	(\$36,505.22)	7/31/2017	Outstanding
75154	Accounts Payable	Computer Check	7/17/2017	COVERALL NORTH AMERICA, IN	\$0.00	\$2,350.00	(\$38,855.22)	7/31/2017	Outstanding
75155	Accounts Payable	Computer Check	7/17/2017	ATHENA M. CROUSE	\$0.00	\$27.34	(\$38,882.56)	7/31/2017	Outstanding
75156	Accounts Payable	Computer Check	7/17/2017	D&Z HOUSE OF BOOKS	\$0.00	\$341.77	(\$39,224.33)	7/31/2017	Outstanding
75157	Accounts Payable	Computer Check	7/17/2017	DEMCO, INC.	\$0.00	\$553.80	(\$39,778.13)	7/31/2017	Outstanding
75158	Accounts Payable	Computer Check	7/17/2017	DES PLAINES PUBLIC LIBRARY	\$0.00	\$16.99	(\$39,795.12)	7/31/2017	Outstanding
75159	Accounts Payable	Computer Check	7/17/2017	EBSCO	\$0.00	\$82.11	(\$39,877.23)	7/31/2017	Outstanding
75160	Accounts Payable	Computer Check	7/17/2017	Eileen O'Donnell	\$0.00	\$4.00	(\$39,881.23)	7/31/2017	Outstanding
75161	Accounts Payable	Computer Check	7/17/2017	Emily Mendoza	\$0.00	\$21.66	(\$39,902.89)	7/31/2017	Outstanding
75162	Accounts Payable	Computer Check	7/17/2017	FIFTH THIRD BANK	\$0.00	\$1,878.22	(\$41,781.11)	7/31/2017	Outstanding
75163	Accounts Payable	Computer Check	7/17/2017	FINDAWAY WORLD, LLC	\$0.00	\$3,304.69	(\$45,085.80)	7/31/2017	Outstanding
75164	Accounts Payable	Computer Check	7/17/2017	FLEXSOURCE, LLC	\$0.00	\$496.00	(\$45,581.80)	7/31/2017	Outstanding
75165	Accounts Payable	Computer Check	7/17/2017	FLOOR INNOVATIONS	\$0.00	\$1,560.00	(\$47,141.80)	7/31/2017	Outstanding
75166	Accounts Payable	Computer Check	7/17/2017	Paul Foxworth	\$0.00	\$22.49	(\$47,164.29)	7/31/2017	Outstanding

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75167	Accounts Payable	Computer Check	7/17/2017	FRED PRYOR SEMINARS	\$0.00	\$537.00	(\$47,701.29)	7/31/2017	Outstanding
75168	Accounts Payable	Computer Check	7/17/2017	DOROTHEA FRISBIE	\$0.00	\$30.35	(\$47,731.64)	7/31/2017	Outstanding
75169	Accounts Payable	Computer Check	7/17/2017	FSS TECHNOLOGIES	\$0.00	\$150.00	(\$47,881.64)	7/31/2017	Outstanding
75170	Accounts Payable	Computer Check	7/17/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,927.18	(\$50,808.82)	7/31/2017	Outstanding
75171	Accounts Payable	Computer Check	7/17/2017	DEBORAH GRAHAM	\$0.00	\$96.36	(\$50,905.18)	7/31/2017	Outstanding
75172	Accounts Payable	Computer Check	7/17/2017	GRAINGER	\$0.00	\$873.32	(\$51,778.50)	7/31/2017	Outstanding
75173	Accounts Payable	Computer Check	7/17/2017	Great Lakes Elevator Service, Inc	\$0.00	\$2,987.40	(\$54,765.90)	7/31/2017	Outstanding
75174	Accounts Payable	Computer Check	7/17/2017	GROOT INDUSTRIES, INC.	\$0.00	\$435.82	(\$55,201.72)	7/31/2017	Outstanding
75175	Accounts Payable	Computer Check	7/17/2017	HEALTHCARE SERVICE CORPOR	\$0.00	\$44,807.14	(\$100,008.86)	7/31/2017	Outstanding
75176	Accounts Payable	Computer Check	7/17/2017	HOUCHEN BINDERY, LTD.	\$0.00	\$286.00	(\$100,294.86)	7/31/2017	Outstanding
75177	Accounts Payable	Computer Check	7/17/2017	HP INC.	\$0.00	\$11,763.34	(\$112,058.20)	7/31/2017	Outstanding
75178	Accounts Payable	Computer Check	7/17/2017	HUNTLEY AREA PUBLIC LIBRAR	\$0.00	\$45.94	(\$112,104.14)	7/31/2017	Outstanding
75179	Accounts Payable	Computer Check	7/17/2017	ILLINOIS JUGGLING INSTITUTE, I	\$0.00	\$350.00	(\$112,454.14)	7/31/2017	Outstanding
75180	Accounts Payable	Computer Check	7/17/2017	IMPERIAL SERVICE SYSTEMS, IN	\$0.00	\$270.00	(\$112,724.14)	7/31/2017	Outstanding
75181	Accounts Payable	Computer Check	7/17/2017	INGRAM LIBRARY SERVICES	\$0.00	\$17,644.91	(\$130,369.05)	7/31/2017	Outstanding
75182	Accounts Payable	Computer Check	7/17/2017	IRON MOUNTAIN	\$0.00	\$161.99	(\$130,531.04)	7/31/2017	Outstanding
75183	Accounts Payable	Computer Check	7/17/2017	Jen Palmer Hellige	\$0.00	\$200.00	(\$130,731.04)	7/31/2017	Outstanding
75184	Accounts Payable	Computer Check	7/17/2017	Kanopy LLC	\$0.00	\$5,000.00	(\$135,731.04)	7/31/2017	Outstanding
75185	Accounts Payable	Computer Check	7/17/2017	Kathleen Gallegos	\$0.00	\$200.00	(\$135,931.04)	7/31/2017	Outstanding
75186	Accounts Payable	Computer Check	7/17/2017	JAMIE KING	\$0.00	\$334.35	(\$136,265.39)	7/31/2017	Outstanding
75187	Accounts Payable	Computer Check	7/17/2017	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$205.60	(\$136,470.99)	7/31/2017	Outstanding
75188	Accounts Payable	Computer Check	7/17/2017	JASON KOLLUM	\$0.00	\$700.00	(\$137,170.99)	7/31/2017	Outstanding
75189	Accounts Payable	Computer Check	7/17/2017	KONE INC.	\$0.00	\$673.00	(\$137,843.99)	7/31/2017	Outstanding
75190	Accounts Payable	Computer Check	7/17/2017	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,904.90	(\$139,748.89)	7/31/2017	Outstanding
75191	Accounts Payable	Computer Check	7/17/2017	KOREAN BOOKS	\$0.00	\$550.68	(\$140,299.57)	7/31/2017	Outstanding
75192	Accounts Payable	Computer Check	7/17/2017	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$552.76	(\$140,852.33)	7/31/2017	Outstanding
75193	Accounts Payable	Computer Check	7/17/2017	SUSAN LEMPKE	\$0.00	\$45.13	(\$140,897.46)	7/31/2017	Outstanding
75194	Accounts Payable	Computer Check	7/17/2017	Libcel Mercado	\$0.00	\$975.00	(\$141,872.46)	7/31/2017	Outstanding
75195	Accounts Payable	Computer Check	7/17/2017	Libcel Mercado	\$0.00	\$975.00	(\$142,847.46)	7/31/2017	Outstanding
75196	Accounts Payable	Computer Check	7/17/2017	LIBRARIES FIRST	\$0.00	\$13,589.00	(\$156,436.46)	7/31/2017	Outstanding
75197	Accounts Payable	Computer Check	7/17/2017	LINCOLNWOOD PUBLIC LIBRAR	\$0.00	\$14.95	(\$156,451.41)	7/31/2017	Outstanding
75198	Accounts Payable	Computer Check	7/17/2017	Lisa Zago	\$0.00	\$375.00	(\$156,826.41)	7/31/2017	Outstanding
75199	Accounts Payable	Computer Check	7/17/2017	LOW VOLTAGE SOLUTIONS INC.	\$0.00	\$1,200.00	(\$158,026.41)	7/31/2017	Outstanding
75200	Accounts Payable	Computer Check	7/17/2017	VICTORIA LUZ	\$0.00	\$180.53	(\$158,206.94)	7/31/2017	Outstanding
75201	Accounts Payable	Computer Check	7/17/2017	MANAGEMENT ASSOCIATION	\$0.00	\$250.00	(\$158,456.94)	7/31/2017	Outstanding
75202	Accounts Payable	Computer Check	7/17/2017	MCHENRY PUBLIC LIBRARY DI	\$0.00	\$19.50	(\$158,476.44)	7/31/2017	Outstanding
75203	Accounts Payable	Computer Check	7/17/2017	JUDITH MCNULTY	\$0.00	\$12.00	(\$158,488.44)	7/31/2017	Outstanding
75204	Accounts Payable	Computer Check	7/17/2017	MEILAHN MFG. COMPANY	\$0.00	\$2,595.00	(\$161,083.44)	7/31/2017	Outstanding
75205	Accounts Payable	Computer Check	7/17/2017	MENARDS	\$0.00	\$311.84	(\$161,395.28)	7/31/2017	Outstanding

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75206	Accounts Payable	Computer Check	7/17/2017	MIDWEST TAPE	\$0.00	\$15,176.42	(\$176,571.70)	7/31/2017	Outstanding
75207	Accounts Payable	Computer Check	7/17/2017	MARY MILLER	\$0.00	\$93.75	(\$176,665.45)	7/31/2017	Outstanding
75208	Accounts Payable	Computer Check	7/17/2017	MULTICULTURAL BOOKS & VID	\$0.00	\$964.71	(\$177,630.16)	7/31/2017	Outstanding
75209	Accounts Payable	Computer Check	7/17/2017	SARAH MUSKIVITCH	\$0.00	\$58.76	(\$177,688.92)	7/31/2017	Outstanding
75210	Accounts Payable	Computer Check	7/17/2017	Neil Firstenleit	\$0.00	\$325.00	(\$178,013.92)	7/31/2017	Outstanding
75211	Accounts Payable	Computer Check	7/17/2017	Nicole Palazzo	\$0.00	\$975.00	(\$178,988.92)	7/31/2017	Outstanding
75212	Accounts Payable	Computer Check	7/17/2017	Nicole Palazzo	\$0.00	\$975.00	(\$179,963.92)	7/31/2017	Outstanding
75213	Accounts Payable	Computer Check	7/17/2017	NICOR GAS	\$0.00	\$325.30	(\$180,289.22)	7/31/2017	Outstanding
75214	Accounts Payable	Computer Check	7/17/2017	NILES CHAMBER OF COMMERCE	\$0.00	\$215.00	(\$180,504.22)	7/31/2017	Outstanding
75215	Accounts Payable	Computer Check	7/17/2017	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$181,385.22)	7/31/2017	Outstanding
75216	Accounts Payable	Computer Check	7/17/2017	Noah Schroer	\$0.00	\$29.99	(\$181,415.21)	7/31/2017	Outstanding
75217	Accounts Payable	Computer Check	7/17/2017	NORTHBROOK PUBLIC LIBRARY	\$0.00	\$36.95	(\$181,452.16)	7/31/2017	Outstanding
75218	Accounts Payable	Computer Check	7/17/2017	OAK BROOK MECHANICAL SERV	\$0.00	\$2,506.03	(\$183,958.19)	7/31/2017	Outstanding
75219	Accounts Payable	Computer Check	7/17/2017	OMNIGRAPHICS, INC.	\$0.00	\$81.85	(\$184,040.04)	7/31/2017	Outstanding
75220	Accounts Payable	Computer Check	7/17/2017	MICHAELENE ORZECOWSKI	\$0.00	\$8.56	(\$184,048.60)	7/31/2017	Outstanding
75221	Accounts Payable	Computer Check	7/17/2017	OVERDRIVE, INC.	\$0.00	\$1,691.17	(\$185,739.77)	7/31/2017	Outstanding
75222	Accounts Payable	Computer Check	7/17/2017	PARK RIDGE PUBLIC LIBRARY	\$0.00	\$15.98	(\$185,755.75)	7/31/2017	Outstanding
75223	Accounts Payable	Computer Check	7/17/2017	PENGUIN RANDOM HOUSE LLC	\$0.00	\$52.50	(\$185,808.25)	7/31/2017	Outstanding
75224	Accounts Payable	Computer Check	7/17/2017	PERMACARD	\$0.00	\$1,576.82	(\$187,385.07)	7/31/2017	Outstanding
75225	Accounts Payable	Computer Check	7/17/2017	PLIC - SBD GRAND ISLAND	\$0.00	\$1,907.00	(\$189,292.07)	7/31/2017	Outstanding
75226	Accounts Payable	Computer Check	7/17/2017	POLONIA BOOKSTORE, INC.	\$0.00	\$554.34	(\$189,846.41)	7/31/2017	Outstanding
75227	Accounts Payable	Computer Check	7/17/2017	PressReader	\$0.00	\$8,750.00	(\$198,596.41)	7/31/2017	Outstanding
75228	Accounts Payable	Computer Check	7/17/2017	CYNTHIA RADEMACHER	\$0.00	\$231.64	(\$198,828.05)	7/31/2017	Outstanding
75229	Accounts Payable	Computer Check	7/17/2017	JOHN RADZKO	\$0.00	\$3.21	(\$198,831.26)	7/31/2017	Outstanding
75230	Accounts Payable	Computer Check	7/17/2017	RECORDED BOOKS, LLC	\$0.00	\$94.80	(\$198,926.06)	7/31/2017	Outstanding
75231	Accounts Payable	Computer Check	7/17/2017	RHODE ISLAND NOVELTY	\$0.00	\$78.18	(\$199,004.24)	7/31/2017	Outstanding
75232	Accounts Payable	Computer Check	7/17/2017	Richard J. Koz	\$0.00	\$750.00	(\$199,754.24)	7/31/2017	Outstanding
75233	Accounts Payable	Computer Check	7/17/2017	MARY ANN ROHN	\$0.00	\$32.54	(\$199,786.78)	7/31/2017	Outstanding
75234	Accounts Payable	Computer Check	7/17/2017	ROUND LAKE AREA LIBRARY	\$0.00	\$48.98	(\$199,835.76)	7/31/2017	Outstanding
75235	Accounts Payable	Computer Check	7/17/2017	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$200,385.76)	7/31/2017	Outstanding
75236	Accounts Payable	Computer Check	7/17/2017	SAGE PUBLICATIONS INC.	\$0.00	\$121.59	(\$200,507.35)	7/31/2017	Outstanding
75237	Accounts Payable	Computer Check	7/17/2017	DR. LINDA SASSER	\$0.00	\$300.00	(\$200,807.35)	7/31/2017	Outstanding
75238	Accounts Payable	Computer Check	7/17/2017	SCHMAUS CASH REGISTER COM	\$0.00	\$315.00	(\$201,122.35)	7/31/2017	Outstanding
75239	Accounts Payable	Computer Check	7/17/2017	RUTH SCHUSTER	\$0.00	\$124.87	(\$201,247.22)	7/31/2017	Outstanding
75240	Accounts Payable	Computer Check	7/17/2017	Sedra Khan	\$0.00	\$200.00	(\$201,447.22)	7/31/2017	Outstanding
75241	Accounts Payable	Computer Check	7/17/2017	SHELL	\$0.00	\$39.14	(\$201,486.36)	7/31/2017	Outstanding
75242	Accounts Payable	Computer Check	7/17/2017	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$201,600.36)	7/31/2017	Outstanding
75243	Accounts Payable	Computer Check	7/17/2017	STEINER ELECTRIC COMPANY	\$0.00	\$750.40	(\$202,350.76)	7/31/2017	Outstanding
75244	Accounts Payable	Computer Check	7/17/2017	SUPERIOR COPIES	\$0.00	\$116.75	(\$202,467.51)	7/31/2017	Outstanding

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75245	Accounts Payable	Computer Check	7/17/2017	Tom Watson	\$0.00	\$300.00	(\$202,767.51)	7/31/2017	Outstanding
75246	Accounts Payable	Computer Check	7/17/2017	KATHY TOY	\$0.00	\$1,675.00	(\$204,442.51)	7/31/2017	Outstanding
75247	Accounts Payable	Computer Check	7/17/2017	SASHA VASILIC	\$0.00	\$71.16	(\$204,513.67)	7/31/2017	Outstanding
75248	Accounts Payable	Computer Check	7/17/2017	VERIZON WIRELESS	\$0.00	\$72.62	(\$204,586.29)	7/31/2017	Outstanding
75249	Accounts Payable	Computer Check	7/17/2017	VERY SMART PEOPLE	\$0.00	\$200.00	(\$204,786.29)	7/31/2017	Outstanding
75250	Accounts Payable	Computer Check	7/17/2017	VILLAGE OF NILES	\$0.00	\$342.32	(\$205,128.61)	7/31/2017	Outstanding
75251	Accounts Payable	Computer Check	7/17/2017	Viorica Stoica	\$0.00	\$16.00	(\$205,144.61)	7/31/2017	Outstanding
75252	Accounts Payable	Computer Check	7/17/2017	VIRTEK	\$0.00	\$2,650.00	(\$207,794.61)	7/31/2017	Outstanding
75253	Accounts Payable	Computer Check	7/17/2017	VISA	\$0.00	\$10,124.75	(\$217,919.36)	7/31/2017	Outstanding
75254	Accounts Payable	Computer Check	7/17/2017	VISION SERVICE PLAN OF ILLINO	\$0.00	\$659.81	(\$218,579.17)	7/31/2017	Outstanding
75255	Accounts Payable	Computer Check	7/17/2017	VISOGRAPHIC	\$0.00	\$1,340.50	(\$219,919.67)	7/31/2017	Outstanding
75256	Accounts Payable	Computer Check	7/17/2017	WESTERN IRRIGATION, INC.	\$0.00	\$375.00	(\$220,294.67)	7/31/2017	Outstanding
75257	Accounts Payable	Computer Check	7/17/2017	SUZANNE WULF	\$0.00	\$155.16	(\$220,449.83)	7/31/2017	Outstanding
75258	Accounts Payable	Computer Check	7/17/2017	Zachary Hindman	\$0.00	\$200.00	(\$220,649.83)	7/31/2017	Outstanding

**Summary by Transaction Type**

<b>Total Deposits</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	(\$220,649.83)
<b>Total Payments:</b>	<b>(\$220,649.83)</b>
<b>Total Change in Register Balance:</b>	<b>(\$220,649.83)</b>

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated July 17, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
15713	\$1,650.00	BEN ANNETTE MCQUADE	\$1,650.00	HRA Reimbursement	01-5625-56-00	Health Reimbursement Account
75128	\$325.00	ADAFRUIT	\$325.00	EggBot Pro	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75129	\$339.04	AFLAC	\$339.04	Employee Payments - June 2017	01-2140-00-00	Payroll Clearing
75130	\$28.70	ALGONQUIN AREA PUBLIC LIBRARY	\$28.70	Lost Book Payment	01-3620-36-00	Lost Books
75131	\$200.00	Alicia Swiz	\$200.00	Program: Fangirls & Feminism 08/19 -02	01-1310-00-00	Prepaid Expense
75132	\$49.95	SYNCB/ AMAZON	\$49.95	Simplicity Patterens 1140	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75133	\$1,274.50	AMERICAN GRAPHICS LLC	\$1,274.50	New Logo	01-5320-53-09	Printing-Administration Services
75134	\$19.99	MARIE CLAIRE AMORELLA	\$19.99	Lost Book Refund	01-3620-36-00	Lost Books
75135	\$83.70	ANDERSON-SAFFORD	\$38.25	Office Supplies - Julian Line dater	01-5457-54-04	Office Supplies-Tech Services
75135	\$83.70	ANDERSON-SAFFORD	\$45.45	Corporate Pocket Seal	01-5457-54-09	Office Supplies-Administrative Services
75136	\$350.00	ART EXCURSIONS, INC.	\$350.00	Program: The Art of Paul Gaurigurin	01-5323-53-01	Programming & Support-Adult-Adult Services
75137	\$41.13	AT&T	\$41.13	Phone Chares	01-5465-54-09	Telephone-Administrative Services
75138	\$428.72	AT&T	\$428.72	Internet Connection	01-5312-53-06	Internet Charges-IT Services
75139	\$1,104.00	AUTOMATIC BUILDING CONTROLS	\$1,104.00	Qtrly Billing July 2017 ~ Sept 2017	08-6720-67-00	Contractual Maintenance
75140	\$141.99	BAKER & TAYLOR	\$105.53	Materials Books	01-4413-44-00	Books-Adult
75140	\$141.99	BAKER & TAYLOR	\$36.46	Materials	01-4413-44-00	Books-Adult
75141	\$4.99	Barbara J Segota	\$4.99	Lost Book Refund	01-3620-36-00	Lost Books
75142	\$271.91	DONNA BLOCK	\$26.43	EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
75142	\$271.91	DONNA BLOCK	\$10.97	EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
75142	\$271.91	DONNA BLOCK	\$183.77	EE Travel Expense	01-5430-54-02	Professional Development-Youth Services
75142	\$271.91	DONNA BLOCK	\$14.27	EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
75142	\$271.91	DONNA BLOCK	\$36.47	EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
75143	\$300.00	BARRY BRADFORD	\$300.00	Program- Diana: Life & Death - 08/31 -01	01-1310-00-00	Prepaid Expense
75144	\$250.00	Brendan Poznar	\$250.00	Teen Summer Internship	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
75145	\$10,176.00	BRODART CO.	\$10,176.00	Service for June 2017 ~ May 2018	01-4413-44-00	Books-Adult
75146	\$1,216.26	CALL ONE	\$1,216.26	Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
75147	\$853.91	CENGAGE LEARNING, INC.	\$65.22	Materials Books	01-4413-44-00	Books-Adult
75147	\$853.91	CENGAGE LEARNING, INC.	\$265.40	Materials	01-4413-44-00	Books-Adult
75147	\$853.91	CENGAGE LEARNING, INC.	\$287.14	Materials Books	01-4413-44-00	Books-Adult
75147	\$853.91	CENGAGE LEARNING, INC.	\$107.96	Materials Books	01-4413-44-00	Books-Adult
75147	\$853.91	CENGAGE LEARNING, INC.	\$80.96	Materials	01-4413-44-00	Books-Adult
75147	\$853.91	CENGAGE LEARNING, INC.	\$47.23	Materials	01-4413-44-00	Books-Adult
75148	\$19.49	CHICAGO TRIBUNE	\$19.49	Legal Nitoce	01-5460-54-09	Publication of Notices-Advertisements
75149	\$437.40	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75149	\$437.40	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75149	\$437.40	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75150	\$7,745.54	COMED	\$7,745.54	5/9 ~6/8/2017 30 Days	01-5720-57-00	Electric
75151	\$500.00	COMMUNICATION REVOLVING FUND	\$500.00	Internet Connections	01-5312-53-06	Internet Charges-IT Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated July 17, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75152	\$2,195.00	COMPENDIUM LIBRARY SERVICES LLC	\$2,195.00	Desk Tracker Subscription	01-5313-53-09	Software, Licenses-Administrative Services
75153	\$8,148.00	COOPERATIVE COMPUTER SERVICE	\$750.00	SIP License - Kanopy	01-5310-53-00	CCS Charges
75153	\$8,148.00	COOPERATIVE COMPUTER SERVICE	\$6,471.00	CCS Membership Fee - June 2017	01-5310-53-00	CCS Charges
75153	\$8,148.00	COOPERATIVE COMPUTER SERVICE	\$927.00	OCLC - June 2017	01-5329-53-00	Computer Charges OCLC
75154	\$2,350.00	COVERALL NORTH AMERICA, INC.	\$2,350.00	Monthly Cleaning - June	08-6730-67-00	Non-Contractual Maintenance
75155	\$27.34	ATHENA M. CROUSE	\$27.34	EE Reimbursement	01-5457-54-08	Office Supplies-Patron Services
75156	\$341.77	D&Z HOUSE OF BOOKS	\$341.77	Materials Books	01-4414-44-00	Books-Youth Services
75157	\$553.80	DEMCO, INC.	\$6.97	Office Supplies	01-5457-54-08	Office Supplies-Patron Services
75157	\$553.80	DEMCO, INC.	\$106.96	Office Supplies	01-5457-54-01	Office Supplies-Adult Services
75157	\$553.80	DEMCO, INC.	\$439.87	Stationary Step Stools	08-6770-67-00	Furniture & Fixtures
75158	\$16.99	DES PLAINES PUBLIC LIBRARY	\$16.99	Lost Book Refund	01-3620-36-00	Lost Books
75159	\$82.11	EBSCO	\$71.11	Materials	01-4423-44-00	Periodicals
75159	\$82.11	EBSCO	\$11.00	Materials	01-4423-44-00	Periodicals
75160	\$4.00	Eileen O'Donnell	\$4.00	Lost Book Refund	01-3620-36-00	Lost Books
75161	\$21.66	Emily Mendoza	\$21.66	EE Mileage Reimbursement	01-5431-54-07	Mileage-Marketing & PR Services
75162	\$1,878.22	FIFTH THIRD BANK	\$1,878.22	FSA Employee Payment	01-1125-00-00	Cash-Flexible Spending Account
75163	\$3,304.69	FINDAWAY WORLD, LLC	\$2,689.81	Materials- AV	01-4434-44-00	AV-Youth Services
75163	\$3,304.69	FINDAWAY WORLD, LLC	\$614.88	Materials	01-4434-44-00	AV-Youth Services
75164	\$496.00	FLEXSOURCE, LLC	\$100.00	PCOR Fee	01-5633-56-00	FSA fee
75164	\$496.00	FLEXSOURCE, LLC	\$396.00	Monthly Fee - FSA, HRA Health/Dental	01-5633-56-00	FSA fee
75165	\$1,560.00	FLOOR INNOVATIONS	\$1,560.00	Carpet & Floor Maintenance	08-6710-67-00	Repairs & Improvements
75166	\$22.49	Paul Foxworth	\$22.49	ILA Reaching Forward	01-5430-54-02	Professional Development-Youth Services
75167	\$537.00	FRED PRYOR SEMINARS	\$358.00	OSHA Compliance 2017 Event # 199752	01-5430-54-09	Professional Development-Administrative Services
75167	\$537.00	FRED PRYOR SEMINARS	\$179.00	OSHA Compliance 2017 Event # 199752	01-5435-54-05	Professional Collection-Maintenance Services
75168	\$30.35	DOROTHEA FRISBIE	\$30.35	EE Reimbursement - Senior Coffe Hour	01-5323-53-01	Programming & Support-Adult-Adult Services
75169	\$150.00	FSS TECHNOLOGIES	\$150.00	Qtrly - Fire Alarm Monitoring/Radio Lease - 7/1 ~ 9/30/2017	08-6720-67-00	Contractual Maintenance
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$431.00	Stainless Steel Cans	08-6770-67-00	Furniture & Fixtures
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$53.35	Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$54.35	Office Supplies	01-5457-54-01	Office Supplies-Adult Services
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$69.81	Office Supplies	01-5457-54-02	Office Supplies-Youth Services
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$49.37	Office Supplies	01-5457-54-04	Office Supplies-Tech Services
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$58.28	Supplies	01-5457-54-03	Office Supplies-Digital Services
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$42.57	Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$56.58	Supplies	01-5457-54-06	Office Supplies-IT Services
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$175.07	Supplies	01-5457-54-09	Office Supplies-Administrative Services
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$809.23	Cleaning Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$942.50		01-5457-54-09	Office Supplies-Administrative Services
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$158.70		01-5455-54-00	Kitchen Supplies

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated July 17, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$6.48	Offices Suppies	01-5457-54-09	Office Supplies-Administrative Services
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$9.57	Offices Suppies	01-5457-54-03	Office Supplies-Digital Services
75170	\$2,927.18	GARVEY'S OFFICE PRODUCTS	\$10.32	Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
75171	\$96.36	DEBORAH GRAHAM	\$3.96	EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
75171	\$96.36	DEBORAH GRAHAM	\$35.54	EE Reimbursement - SRC/Volunteers	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75171	\$96.36	DEBORAH GRAHAM	\$33.92	EE Reimbursement - SRC/Volunteers	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75171	\$96.36	DEBORAH GRAHAM	\$3.98	EE Reimbursement - Puzzles	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75171	\$96.36	DEBORAH GRAHAM	\$18.96	EE Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75172	\$873.32	GRAINGER	\$873.32	Maint Supplies	08-6770-67-00	Furniture & Fixtures
75173	\$2,987.40	Great Lakes Elevator Service, Inc	\$2,987.40	Furnish & Intstall Pit Ladder- Elevator	08-6710-67-00	Repairs & Improvements
75174	\$435.82	GROOT INDUSTRIES, INC.	\$435.82	Monthly Service - Garbage/Recycling	08-6730-67-00	Non-Contractual Maintenance
75175	\$44,807.14	HEALTHCARE SERVICE CORPORATION	\$44,807.14	Group Medical Insurance - July 2017	01-5620-56-00	Group Health
75176	\$286.00	HOUCHEM BINDERY, LTD.	\$286.00	Materials	01-5311-53-00	Processing & Supplies
75177	\$11,763.34	HP INC.	\$11,763.34	Equipment Purchase - Printers	40-5810-58-00	Special Reserve - Equipment
75177	\$11,763.34	HP INC.	\$11,763.34	Equipment Purchase - Printers	40-2110-00-00	Special Reserve - Accounts Payable
75178	\$45.94	HUNTLEY AREA PUBLIC LIBRARY	\$20.98	Lost Book Payment	01-3620-36-00	Lost Books
75178	\$45.94	HUNTLEY AREA PUBLIC LIBRARY	\$24.96	Lost Book Refund	01-3620-36-00	Lost Books
75179	\$350.00	ILLINOIS JUGGLING INSTITUTE, INC.	\$350.00	Program: Niles Block Party 08/26 -02	01-1310-00-00	Prepaid Expense
75180	\$270.00	IMPERIAL SERVICE SYSTEMS, INC.	\$270.00	2ND FLOOR WINDOW WASHING OUTSIDE	08-6730-67-00	Non-Contractual Maintenance
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$154.96	Materials Books	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$41.95	Materials Books	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$30.51	Materials Books	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$8.40	Materials Books	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$1.38	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$125.29	Materials Books	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$23.30	Materials Books	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$5.52	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$53.82	Materials Books	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$2.76	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$85.00	Materials Books	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$9.60	Materials Books	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$9.60	Materials Books	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$26.99	Materials Books	01-4435-44-00	AV-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$0.69	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$563.72	Materials Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$22.19	Materials Books	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$430.72	Materials Books	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$324.95	Materials Books	01-4414-44-00	Books-Youth Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated July 17, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$204.05	Materials Books	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$36.57	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$376.80	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$5.52	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$532.20	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$275.44	Materials	01-4435-44-00	AV-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$18.87	Materials Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$1.38	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$16.79	Materials Books	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$289.00	Materials Books	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$27.84	Materials Books	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$18.99	Materials Books	01-4435-44-00	AV-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$105.09	Materials Books	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$103.84	Materials Books	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$28.04	Materials Books	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$13.11	Materials Books	01-5311-53-00	Processing & Supplies
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$230.83	Materials Books	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$19.76	Materials Books	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$548.71	Materials Books	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$25.53	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$6.29	Materials Books	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$22.78	Materials Books	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$458.45	Materials Books	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$8.28	Materials Books	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$85.00	Materials	01-5435-54-04	Professional Collection-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$263.66	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$60.36	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$798.14	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$50.37	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$656.02	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$100.99	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$901.66	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$41.40	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$521.83	Materials	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$242.77	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$91.47	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$717.26	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$21.39	Materials	01-5311-53-00	Processing & Supplies

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated July 17, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$83.55	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$115.92	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$2.76	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$48.29	Materials	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$102.82	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$30.48	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$2,414.15	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$73.83	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$292.67	Materials	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$757.29	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$38.79	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$35.99	Materials	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$11.99	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$463.89	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$93.99	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$101.92	Materials	01-4435-44-00	AV-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$10.99	Materials	01-4434-44-00	AV-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$40.59	Materials	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$141.60	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$47.51	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$8.97	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$1.38	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$48.03	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$970.96	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$113.98	Materials	01-4435-44-00	AV-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$17.99	Materials	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$46.77	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$106.82	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$1.38	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$252.69	Materials	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$41.63	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$27.49	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$76.03	Materials	01-4414-44-00	Books-Youth Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$4.83	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$30.55	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$4.79	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$6.59	Materials	01-4415-44-00	Books-Teen

**Niles-Maine District Library  
Check Detail and Account Distribution  
Checks dated July 17, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$232.07	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$11.98	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$7.59	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$3.45	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$39.00	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$14.22	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$14.98	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$3.45	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$22.77	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$74.70	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$10.19	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$4.79	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$3.90	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$69.86	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$121.49	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$189.84	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$8.28	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$19.19	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$52.47	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$11.98	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$136.56	Materials	01-4413-44-00	Books-Adult
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$11.98	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$11.98	Materials	01-4415-44-00	Books-Teen
75181	\$17,644.91	INGRAM LIBRARY SERVICES	\$49.77	Materials	01-4413-44-00	Books-Adult
75182	\$161.99	IRON MOUNTAIN	\$161.99	Off Site Monthly Storage Fee	01-5350-53-09	Miscellaneous-Administrative Services
75183	\$200.00	Jen Palmer Hellige	\$200.00	Engineering Adventure 8/18 -02	01-1310-00-00	Prepaid Expense
75184	\$5,000.00	Kanopy LLC	\$5,000.00	Video Program	01-4487-44-00	Online Databases
75185	\$200.00	Kathleen Gallegos	\$200.00	Program: Baby Art 08/05 -02	01-1310-00-00	Prepaid Expense
75186	\$334.35	JAMIE KING	\$93.84	EE Mileage Reimbursement	01-5431-54-04	Mileage-Tech Services
75186	\$334.35	JAMIE KING	\$240.51	ALA Conference	01-5430-54-04	Professional Development-Tech Services
75187	\$205.60	KLEIN, THORPE & JENKINS, LTD.	\$205.60	Legal Services	01-5450-54-00	Legal Fees
75188	\$700.00	JASON KOLLUM	\$700.00	Program: See a Jugglar Be a Juggler 08/09 -02	01-1310-00-00	Prepaid Expense
75189	\$673.00	KONE INC.	\$673.00	Annual Code Required Testing	08-6720-67-00	Contractual Maintenance
75190	\$1,904.90	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$342.88	Staff Copier/Printer - Monthly Fee	01-5425-54-06	Copiers-IT Services
75190	\$1,904.90	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$233.07	Staff Copier/Printer - Monthly Fee	01-5425-54-06	Copiers-IT Services
75190	\$1,904.90	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$225.50	Staff Copier/Printer - Monthly Fee	01-5425-54-06	Copiers-IT Services
75190	\$1,904.90	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$233.03	Staff Copier/Printer - Monthly Fee	01-5425-54-06	Copiers-IT Services
75190	\$1,904.90	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$354.32	Staff Copier/Printer - Monthly Fee	01-5425-54-06	Copiers-IT Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated July 17, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75190	\$1,904.90	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$354.32	Staff Copier/Printer - Monthly Fee	01-5425-54-06	Copiers-IT Services
75190	\$1,904.90	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$161.78	Patron Copiers/Printers Monthly Fee	01-5425-54-06	Copiers-IT Services
75191	\$550.68	KOREAN BOOKS	\$236.60	Materials	01-4413-44-00	Books-Adult
75191	\$550.68	KOREAN BOOKS	\$314.08	Materials	01-4413-44-00	Books-Adult
75192	\$552.76	LAUBE IMAGING PRODUCTS, INC.	\$552.76	Supplies	01-5320-53-07	Printing-Marketing & PR Services
75193	\$45.13	SUSAN LEMPKE	\$45.13	EE Reimbursement	01-5430-54-09	Professional Development-Administrative Services
75194	\$975.00	Libcel Mercado	\$975.00	Summer Reading Internship - June 2017	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
75195	\$975.00	Libcel Mercado	\$975.00	Summer Reading Internship - July 2017	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75196	\$13,589.00	LIBRARIES FIRST	\$13,589.00	Annual Fee MyMediaMall July 2017 ~ 6/2018	01-1310-00-00	Prepaid Expense
75197	\$14.95	LINCOLNWOOD PUBLIC LIBRARY DISTRICT	\$14.95	Lost Book Payment	01-3620-36-00	Lost Books
75198	\$375.00	Lisa Zago	\$375.00	Program Dinosaur Hunter 08/13 -02	01-1310-00-00	Prepaid Expense
75199	\$1,200.00	LOW VOLTAGE SOLUTIONS INC.	\$1,200.00	20%	08-6710-67-00	Repairs & Improvements
75200	\$180.53	VICTORIA LUZ	\$74.32	EE Reimbursement - ALA parking & lunch	01-5430-54-04	Professional Development-Tech Services
75200	\$180.53	VICTORIA LUZ	\$48.00	EE Reimbursement - ALA Posters	08-6770-67-00	Furniture & Fixtures
75200	\$180.53	VICTORIA LUZ	\$58.21	EE Mileage Reimbursement	01-5430-54-04	Professional Development-Tech Services
75201	\$250.00	MANAGEMENT ASSOCIATION	\$250.00	HR Roundtable Seria 2017-18, Palatine	01-5430-54-09	Professional Development-Administrative Services
75202	\$19.50	MCHENRY PUBLIC LIBRARY DISTRICT	\$19.50	Lost Book Payment	01-3620-36-00	Lost Books
75203	\$12.00	JUDITH MCNULTY	\$12.00	Travel Expense - ALA	01-5430-54-01	Professional Development-Adult Services
75204	\$2,595.00	MEILAHN MFG. COMPANY	\$2,595.00	Cabinets for LL Digital Services	08-6770-67-00	Furniture & Fixtures
75205	\$311.84	MENARDS	\$120.76	MAINT SUPPLIES	01-5420-54-05	Janitorial Supplies-Maintenance Services
75205	\$311.84	MENARDS	\$78.42	MAINT SUPPLIES	01-5420-54-05	Janitorial Supplies-Maintenance Services
75205	\$311.84	MENARDS	\$56.11	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75205	\$311.84	MENARDS	\$56.55	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75206	\$15,176.42	MIDWEST TAPE	\$1,627.05	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$142.05	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$2,218.82	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$2,496.98	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$134.94	Materials	01-4435-44-00	AV-Teen
75206	\$15,176.42	MIDWEST TAPE	\$986.65	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$98.93	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$1,566.68	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$1,769.97	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$190.44	Materials	01-4435-44-00	AV-Teen
75206	\$15,176.42	MIDWEST TAPE	\$20.23	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$239.09	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$14.99	Materials	01-4435-44-00	AV-Teen
75206	\$15,176.42	MIDWEST TAPE	\$146.93	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$238.46	Materials	01-4434-44-00	AV-Youth Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated July 17, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75206	\$15,176.42	MIDWEST TAPE	\$28.47	Materials	01-4435-44-00	AV-Teen
75206	\$15,176.42	MIDWEST TAPE	\$148.68	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$104.91	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$252.63	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$308.65	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$22.49	Materials	01-4435-44-00	AV-Teen
75206	\$15,176.42	MIDWEST TAPE	\$149.87	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$432.14	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$119.96	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$261.68	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$135.95	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$128.14	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$67.97	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$244.33	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$46.47	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$5.39	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$176.36	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$316.36	Materials	01-4434-44-00	AV-Youth Services
75206	\$15,176.42	MIDWEST TAPE	\$154.67	Materials	01-4433-44-00	AV-Adult
75206	\$15,176.42	MIDWEST TAPE	\$179.09	Materials	01-4434-44-00	AV-Youth Services
75207	\$93.75	MARY MILLER	\$50.00	EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
75207	\$93.75	MARY MILLER	\$43.75	ALA Conference	01-5430-54-02	Professional Development-Youth Services
75208	\$964.71	MULTICULTURAL BOOKS & VIDEOS	\$102.51	Materials Books	01-4413-44-00	Books-Adult
75208	\$964.71	MULTICULTURAL BOOKS & VIDEOS	\$100.37	Materials Books	01-4413-44-00	Books-Adult
75208	\$964.71	MULTICULTURAL BOOKS & VIDEOS	\$50.00	Materials Books	01-4413-44-00	Books-Adult
75208	\$964.71	MULTICULTURAL BOOKS & VIDEOS	\$250.00	Materials Books	01-4413-44-00	Books-Adult
75208	\$964.71	MULTICULTURAL BOOKS & VIDEOS	\$153.76	Materials Books	01-4414-44-00	Books-Youth Services
75208	\$964.71	MULTICULTURAL BOOKS & VIDEOS	\$105.79	Materials Books	01-4413-44-00	Books-Adult
75208	\$964.71	MULTICULTURAL BOOKS & VIDEOS	\$110.09	Materials Books	01-4413-44-00	Books-Adult
75208	\$964.71	MULTICULTURAL BOOKS & VIDEOS	\$92.19	Materials Books	01-4413-44-00	Books-Adult
75209	\$58.76	SARAH MUSKIVITCH	\$15.27	EE Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75209	\$58.76	SARAH MUSKIVITCH	\$12.88	EE Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75209	\$58.76	SARAH MUSKIVITCH	\$8.66	EE Reimbursement - Ribbons	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75209	\$58.76	SARAH MUSKIVITCH	\$21.95	EE Travel Expense - Reaching Forward Conference	01-5430-54-02	Professional Development-Youth Services
75210	\$325.00	Neil Firstenleit	\$325.00	Program- live Music Bibliobop - 08/11 - 02	01-1310-00-00	Prepaid Expense
75211	\$975.00	Nicole Palazzo	\$975.00	Summer Reading Internship - June 2017	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
75212	\$975.00	Nicole Palazzo	\$975.00	Summer Reading Internship - July 2017	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75213	\$325.30	NICOR GAS	\$325.30	5/11 ~ 6/12/2017 (32 Days)	01-5710-57-00	Gas

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated July 17, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75214	\$215.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$215.00	Annual Membership Renewal	01-5461-54-09	Subscriptions & Dues-Administrative Services
75215	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	Parking Lot Lease - July 2017	01-5491-54-09	Parking Lease-Administrative Services
75216	\$29.99	Noah Schroer	\$29.99	Lost Book Refund	01-3620-36-00	Lost Books
75217	\$36.95	NORTHBROOK PUBLIC LIBRARY	\$17.95	Lost Book Payment	01-3620-36-00	Lost Books
75217	\$36.95	NORTHBROOK PUBLIC LIBRARY	\$19.00	Lost Book Payment	01-3620-36-00	Lost Books
75218	\$2,506.03	OAK BROOK MECHANICAL SERVICES	\$2,506.03	Service Call - B side not operating	08-6710-67-00	Repairs & Improvements
75219	\$81.85	OMNIGRAPHICS, INC.	\$81.85	Materials	01-4413-44-00	Books-Adult
75220	\$8.56	MICHAELENE ORZECZOWSKI	\$8.56	EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
75221	\$1,691.17	OVERDRIVE, INC.	\$42.00	Materials	01-4420-44-00	Downloadables
75221	\$1,691.17	OVERDRIVE, INC.	\$365.92	Materials	01-4420-44-00	Downloadables
75221	\$1,691.17	OVERDRIVE, INC.	\$126.94	Materials	01-4420-44-00	Downloadables
75221	\$1,691.17	OVERDRIVE, INC.	\$1,156.31	Materials	01-4420-44-00	Downloadables
75222	\$15.98	PARK RIDGE PUBLIC LIBRARY	\$15.98	Lost Book Refund	01-3620-36-00	Lost Books
75223	\$52.50	PENGUIN RANDOM HOUSE LLC	\$52.50	Materials	01-4434-44-00	AV-Youth Services
75224	\$1,576.82	PERMACARD	\$1,576.82	Small Key Tag	01-5456-54-08	Promotional Expense-Patron Services
75225	\$1,907.00	PLIC - SBD GRAND ISLAND	\$1,907.00	July 2017 Payment	01-5634-56-00	Life, LTD, AD&D, STD
75226	\$554.34	POLONIA BOOKSTORE, INC.	\$297.19	Materials	01-4413-44-00	Books-Adult
75226	\$554.34	POLONIA BOOKSTORE, INC.	\$257.15	Materials	01-4413-44-00	Books-Adult
75227	\$8,750.00	PressReader	\$8,750.00	Annual Billing 6/1/2017 ~ 5/31/2018	01-4487-44-00	Online Databases
75228	\$231.64	CYNTHIA RADEMACHER	\$77.04	EE Mileage Reimbursement	01-5430-54-09	Professional Development-Administrative Services
75228	\$231.64	CYNTHIA RADEMACHER	\$154.60	Garden Plants	08-6710-67-00	Repairs & Improvements
75229	\$3.21	JOHN RADZKO	\$3.21	EE Mileage Reimbursement	01-5431-54-05	Mileage-Maintenance Services
75230	\$94.80	RECORDED BOOKS, LLC	\$53.40	Materials	01-4434-44-00	AV-Youth Services
75230	\$94.80	RECORDED BOOKS, LLC	\$41.40	Materials	01-4434-44-00	AV-Youth Services
75231	\$78.18	RHODE ISLAND NOVELTY	\$78.18	Crayon Set	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75232	\$750.00	Richard J. Koz	\$750.00	Program: Svengoolie 08/19 -02	01-1310-00-00	Prepaid Expense
75233	\$32.54	MARY ANN ROHN	\$32.54	EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
75234	\$48.98	ROUND LAKE AREA LIBRARY	\$48.98	Lost Book Refund	01-3620-36-00	Lost Books
75235	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	Materials	01-4413-44-00	Books-Adult
75235	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	Materials	01-4413-44-00	Books-Adult
75236	\$121.59	SAGE PUBLICATIONS INC.	\$121.59	Materials	01-4413-44-00	Books-Adult
75237	\$300.00	DR. LINDA SASSER	\$300.00	Program: Healthy Brain, Healthy Memory 08/09 -01	01-1310-00-00	Prepaid Expense
75238	\$315.00	SCHMAUS CASH REGISTER COMPANY	\$315.00	Renewal - Maintenance Agreement	08-6740-67-00	Equipment Maintenance
75239	\$124.87	RUTH SCHUSTER	\$124.87	EE Travel Expense - ALA	01-5430-54-03	Professional Development-Digital Services
75240	\$200.00	Sedra Khan	\$200.00	Summer Reading Internship	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
75241	\$39.14	SHELL	\$39.14	Gas for Vam	01-5510-55-00	Gas, Oil, Grease
75242	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	Monthly Service	08-6720-67-00	Contractual Maintenance
75243	\$750.40	STEINER ELECTRIC COMPANY	\$750.40	Fluorescent Lamps	08-6710-67-00	Repairs & Improvements

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated July 17, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75244	\$116.75	SUPERIOR COPIES	\$56.35	Online Resources Cards	01-5320-53-07	Printing-Marketing & PR Services
75244	\$116.75	SUPERIOR COPIES	\$60.40	Mailing Labels - New Logo	01-5320-53-07	Printing-Marketing & PR Services
75245	\$300.00	Tom Watson	\$300.00	Program Meet Tom Watson, Author or StickDog -07/26-02	01-1310-00-00	Prepaid Expense
75246	\$1,675.00	KATHY TOY	\$1,675.00	Consulting/Training	01-5452-54-09	Consultants-Administrative Services
75247	\$71.16	SASHA VASILIC	\$71.16	EE Mileage Reimbursement	01-5431-54-07	Mileage-Marketing & PR Services
75248	\$72.62	VERIZON WIRELESS	\$72.62	Monthly Cell Phone Bill	01-5465-54-09	Telephone-Administrative Services
75249	\$200.00	VERY SMART PEOPLE	\$200.00	Program:Android Basics 08/23 -01	01-1310-00-00	Prepaid Expense
75250	\$342.32	VILLAGE OF NILES	\$0.45	Automatic Water Meter Reading	01-5730-57-00	Water
75250	\$342.32	VILLAGE OF NILES	\$341.87	Automatic Water Meter Reading	01-5730-57-00	Water
75251	\$16.00	Viorica Stoica	\$16.00	Returned Lost book - Refund	01-3620-36-00	Lost Books
75252	\$2,650.00	VIRTEK	\$2,650.00	SAN Controller Upgrade	01-5452-54-06	Consultants-IT Services
75253	\$10,124.75	VISA	\$694.40	Muslin Drawstring Bags	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75253	\$10,124.75	VISA	\$39.00	Renewal - Bottomline Personal June 17~ May 18	01-4423-44-00	Periodicals
75253	\$10,124.75	VISA	\$139.99	Neon Glow Putty Balls	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75253	\$10,124.75	VISA	\$64.96	Staples	01-5320-53-07	Printing-Marketing & PR Services
75253	\$10,124.75	VISA	\$312.50	June Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75253	\$10,124.75	VISA	\$11.99	June Receipts	01-4420-44-00	Downloadables
75253	\$10,124.75	VISA	\$11.99	June Receipts	01-4420-44-00	Downloadables
75253	\$10,124.75	VISA	\$229.85	June Receipts	01-5312-53-06	Internet Charges-IT Services
75253	\$10,124.75	VISA	\$33.46	June Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
75253	\$10,124.75	VISA	\$71.55	June Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75253	\$10,124.75	VISA	\$12.65	June Receipts	01-5323-53-06	Programming & Support-Adult-IT Services
75253	\$10,124.75	VISA	\$27.94	June Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75253	\$10,124.75	VISA	\$29.97	June Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75253	\$10,124.75	VISA	\$576.00	June Receipts	01-5313-53-06	Software, Licenses-IT Services
75253	\$10,124.75	VISA	\$16.80	June Receipts	01-5313-53-06	Software, Licenses-IT Services
75253	\$10,124.75	VISA	\$199.31	June Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75253	\$10,124.75	VISA	\$281.78	June Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75253	\$10,124.75	VISA	\$1,422.73	June Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75253	\$10,124.75	VISA	\$238.37	June Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75253	\$10,124.75	VISA	\$21.06	June Receipts	01-5312-53-06	Internet Charges-IT Services
75253	\$10,124.75	VISA	\$125.97	June Receipts	01-5420-54-05	Janitorial Supplies-Maintenance Services
75253	\$10,124.75	VISA	\$53.04	June Receipts	01-5420-54-05	Janitorial Supplies-Maintenance Services
75253	\$10,124.75	VISA	\$240.57	June Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75253	\$10,124.75	VISA	\$380.00	June Receipts	01-5320-53-07	Printing-Marketing & PR Services
75253	\$10,124.75	VISA	\$43.48	June Receipts	01-5324-53-04	Programming & Support-Juvenile-Tech Services
75253	\$10,124.75	VISA	\$27.42	June Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75253	\$10,124.75	VISA	\$11.59	June Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services

**Niles-Maine District Library  
Check Detail and Account Distribution  
Checks dated July 17, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75253	\$10,124.75	VISA	\$62.80	June Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75253	\$10,124.75	VISA	\$41.51	June Receipts	01-5456-54-06	Promotional Expense-IT Services
75253	\$10,124.75	VISA	\$4,603.00	June Receipts	01-5313-53-06	Software, Licenses-IT Services
75253	\$10,124.75	VISA	\$127.63	Finance Charge & Late Fee	01-5490-54-09	Bank Fees-Administrative Services
75254	\$659.81	VISION SERVICE PLAN OF ILLINOIS	\$659.81	July Payment	01-5632-56-00	Vision
75255	\$1,340.50	VISOGRAPHIC	\$522.06	Letterhead	01-5320-53-09	Printing-Administration Services
75255	\$1,340.50	VISOGRAPHIC	\$818.44	Envelops	01-5320-53-09	Printing-Administration Services
75256	\$375.00	WESTERN IRRIGATION, INC.	\$375.00	Irrigation Start-up	08-6710-67-00	Repairs & Improvements
75257	\$155.16	SUZANNE WULF	\$155.16	EE Imbursement - ALA Conferense	01-5430-54-03	Professional Development-Digital Services
75258	\$200.00	Zachary Hindman	\$200.00	Transcriber- Veterans History Project	01-5351-53-01	Per Capita Grant Expenditures-Adult Services

## 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>40-5810-58-00, Special Reserve - Equipment</b>									
6/7/2017	58570859	Invoice	2289-0372	HP INC.	HP INC.-58570859	Posted	6/30/2017	\$11,763.34	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								<b><i>\$11,763.34</i></b>	<b><i>\$0.00</i></b>
<b><i>Grand Totals:</i></b>								<b><i>\$11,763.34</i></b>	<b><i>\$0.00</i></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 (6/1/2017 to 6/30/2017)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

# Niles Public Library District

## Balance Sheet

June 30, 2017

	GENERAL FUND 6/30/2017	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash	(\$1,401,950)	\$96,690	\$1,531,752	\$226,491
Investments	\$8,186,500			\$8,186,500
<b>Total Cash and Investments</b>	<b>\$6,784,550</b>	<b>\$96,690</b>	<b>\$1,531,752</b>	<b>\$8,412,992</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	\$96,698			\$96,698
<b>Total Prepaid Items</b>	<b>\$96,698</b>	<b>\$0</b>	<b>\$0</b>	<b>\$96,698</b>
<b>Total Assets</b>	<b>\$10,150,208</b>	<b>\$233,401</b>	<b>\$1,531,752</b>	<b>\$11,915,360</b>
 <b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$188,907	\$22,267	\$11,763	\$222,937
Accounts Payable-Friends of the Library				
Other Liabilities	\$19,802			\$19,802
Deferred Revenues	\$2,892,223	\$121,858		\$3,014,081
<b>Total Liabilities</b>	<b>\$3,100,931</b>	<b>\$144,125</b>	<b>\$11,763</b>	<b>\$3,256,820</b>
<b>Fund Balance</b>				
Fund Balance	\$7,049,276	\$89,275	\$1,519,988	\$8,658,540
<b>Total Fund Balance</b>	<b>\$7,049,276</b>	<b>\$89,275</b>	<b>\$1,519,988</b>	<b>\$8,658,540</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$10,150,208</b>	<b>\$233,401</b>	<b>\$1,531,752</b>	<b>\$11,915,360</b>

# Niles Public Library District Income Statement-Consolidated

June 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Actual % of Annual Budget
<b>Revenues</b>							
Property Taxes				\$7,026,348	\$6,800,000	\$226,348	103%
Replacement Taxes		\$12,083	(\$12,083)	\$149,320	\$145,000	\$4,320	103%
Per Capita Grant					\$44,157	(\$44,157)	
Grants-Other		\$83	(\$83)		\$1,000	(\$1,000)	
Investment Income	\$10,409	\$5,000	\$5,409	\$92,661	\$60,000	\$32,661	154%
Fines	\$2,569	\$4,167	(\$1,597)	\$23,847	\$50,000	(\$26,153)	48%
Lost Books	\$1,577	\$625	\$952	\$10,626	\$7,500	\$3,126	142%
Pay For Print	\$2,391	\$1,667	\$725	\$24,091	\$20,000	\$4,091	120%
Non-Resident Fees				\$746		\$746	
Flash Drive & Ear Bud Sales				\$65		\$65	
Commissions & Fees	(\$4)		(\$4)	\$8		\$8	
Donations-Friends of the Library		\$117	(\$117)		\$1,400	(\$1,400)	
Donations				\$1,236		\$1,236	
Miscellaneous	\$3,477	\$113	\$3,365	\$39,340	\$1,350	\$37,990	2,914%
<b>Total Revenues</b>	<b>\$20,420</b>	<b>\$23,854</b>	<b>(\$3,434)</b>	<b>\$7,368,287</b>	<b>\$7,130,407</b>	<b>\$237,880</b>	<b>103%</b>
<b>Expenditures</b>							
<b>Salaries</b>							
Library Director	\$10,733	\$10,508	(\$226)	\$126,417	\$126,094	(\$323)	100%
Payroll-Department Managers	\$14,382	\$14,361	(\$22)	\$172,316	\$172,329	\$12	100%
Payroll-Division Supervisors	\$38,364	\$36,481	(\$1,882)	\$439,345	\$437,775	(\$1,570)	100%
Payroll-Librarian I	\$100,130	\$101,000	\$869	\$1,177,979	\$1,211,994	\$34,015	97%
Payroll-Library Grade V	\$67,418	\$59,874	(\$7,545)	\$723,561	\$718,482	(\$5,079)	101%
Payroll-Library Grade VI	\$33,638	\$25,476	(\$8,162)	\$332,116	\$305,712	(\$26,404)	109%
Payroll-Library Pages	\$10,625	\$10,240	(\$385)	\$103,866	\$122,874	\$19,008	85%
Payroll-Sundays	\$6,492	\$7,167	\$675	\$80,979	\$86,000	\$5,021	94%
Adjustments		\$833	\$833	\$2,000	\$10,000	\$8,000	20%
Substitutes	\$106	\$917	\$810	\$11,064	\$11,000	(\$64)	101%
<b>Total Salaries</b>	<b>\$281,888</b>	<b>\$266,855</b>	<b>(\$15,033)</b>	<b>\$3,169,642</b>	<b>\$3,202,260</b>	<b>\$32,617</b>	<b>99%</b>

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

June 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Actual % of Annual Budget
<b>Library Materials</b>							
Books-Adult	\$17,401	\$14,458	(\$2,943)	\$176,648	\$173,500	(\$3,148)	102%
Books-Youth Services	\$10,695	\$6,250	(\$4,445)	\$78,483	\$75,000	(\$3,483)	105%
Books-Teen	\$971	\$1,250	\$279	\$15,068	\$15,000	(\$68)	100%
Downloadables	\$1,715	\$6,667	\$4,952	\$80,582	\$80,000	(\$582)	101%
Periodicals	\$121	\$3,000	\$2,879	\$31,381	\$36,000	\$4,619	87%
AV-Adult	\$7,819	\$10,083	\$2,264	\$119,948	\$121,000	\$1,052	99%
AV-Youth Services	\$10,429	\$3,500	(\$6,929)	\$40,570	\$42,000	\$1,430	97%
AV-Teen	\$929	\$1,000	\$71	\$10,603	\$12,000	\$1,397	88%
Online Databases	\$13,750	\$15,417	\$1,667	\$184,641	\$185,000	\$359	100%
<b>Total Library Materials</b>	<b>\$63,830</b>	<b>\$61,625</b>	<b>(\$2,205)</b>	<b>\$737,925</b>	<b>\$739,500</b>	<b>\$1,575</b>	<b>100%</b>
<b>Library Operating Expenditures</b>							
CCS Charges	\$7,221	\$6,471	(\$750)	\$78,402	\$77,654	(\$748)	101%
Processing & Supplies	\$601	\$1,333	\$733	\$29,363	\$16,000	(\$13,363)	184%
Internet Charges	\$1,180	\$1,408	\$229	\$13,524	\$16,900	\$3,376	80%
Software, Licenses	\$7,391	\$6,759	(\$631)	\$68,808	\$81,113	\$12,305	85%
Printing	\$3,729	\$3,729	\$0	\$38,557	\$44,750	\$6,193	86%
Library Supplies	(\$81)	\$675	\$756	\$7,444	\$8,100	\$656	92%
Programming & Support-Adult	\$426	\$1,913	\$1,486	\$25,229	\$22,955	(\$2,274)	110%
Programming & Support-Juvenile	\$3,447	\$3,404	(\$43)	\$35,652	\$40,850	\$5,198	87%
Programming & Support-Events		\$492	\$492	\$5,150	\$5,900	\$750	87%
Programming & Support-Teen	\$483	\$608	\$125	\$7,389	\$7,300	(\$89)	101%
Public Performing Rights		\$117	\$117	\$1,973	\$1,400	(\$573)	141%
Computer Charges OCLC	\$927	\$927	\$0	\$11,124	\$11,126	\$2	100%
Miscellaneous	\$162	\$83	(\$79)	\$2,047	\$1,000	(\$1,047)	205%
Per Capita Grant Expenditures	\$4,802	\$3,680	(\$1,122)	\$47,976	\$44,157	(\$3,819)	109%
Grant - Other Expenditures		\$83	\$83		\$1,000	\$1,000	
Volunteers		\$125	\$125	\$810	\$1,500	\$690	54%
<b>Total Library Operating Expenditures</b>	<b>\$30,288</b>	<b>\$31,809</b>	<b>\$1,520</b>	<b>\$373,447</b>	<b>\$381,705</b>	<b>\$8,258</b>	<b>98%</b>

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

June 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Actual % of Annual Budget
<b>General and Administration</b>							
Janitorial Supplies	\$1,300	\$2,667	\$1,367	\$31,895	\$32,000	\$105	100%
Copiers	\$1,905	\$983	(\$922)	\$8,075	\$11,800	\$3,725	68%
Professional Development	\$1,538	\$2,368	\$830	\$23,838	\$28,415	\$4,577	84%
Mileage	\$202	\$213	\$10	\$3,249	\$2,550	(\$699)	127%
Professional Collection	\$264	\$83	(\$181)	\$3,341	\$1,000	(\$2,341)	334%
Legal Fees	\$206	\$2,083	\$1,878	\$13,886	\$25,000	\$11,114	56%
Consultants	\$4,325	\$5,417	\$1,092	\$58,200	\$65,000	\$6,800	90%
Kitchen Supplies	\$159	\$125	(\$34)	\$1,035	\$1,500	\$465	69%
Promotional Expense	\$3,835	\$1,913	(\$1,922)	\$23,757	\$22,950	(\$807)	104%
Office Supplies	\$1,711	\$2,083	\$373	\$18,131	\$25,000	\$6,869	73%
Postage & Freight		\$1,500	\$1,500	\$15,163	\$18,000	\$2,837	84%
Publication of Notices-Advertisements	\$19	\$100	\$81	\$1,793	\$1,200	(\$593)	149%
Subscriptions & Dues	\$186	\$990	\$804	\$9,105	\$11,885	\$2,780	77%
Collection Services	(\$60)	\$83	\$143	\$62	\$1,000	\$938	6%
Telephone	\$1,330	\$1,083	(\$247)	\$16,434	\$13,000	(\$3,434)	126%
Trustee Expense		\$333	\$333	\$1,654	\$4,000	\$2,346	41%
Payroll Service	\$1,267	\$1,250	(\$17)	\$15,945	\$15,000	(\$945)	106%
Bank Fees	\$264	\$275	\$11	\$2,171	\$3,300	\$1,129	66%
Parking Lease	\$881	\$881		\$10,572	\$10,572		100%
<b>Total General and Administration</b>	<b>\$19,333</b>	<b>\$24,431</b>	<b>\$5,098</b>	<b>\$258,307</b>	<b>\$293,172</b>	<b>\$34,865</b>	<b>88%</b>
<b>Vehicle Operation</b>							
Gas, Oil, Grease	\$39	\$83	\$44	\$621	\$1,000	\$379	62%
Repairs & Maintenance		\$150	\$150	\$395	\$1,800	\$1,405	22%
Miscellaneous		\$8	\$8		\$100	\$100	
Auto Insurance				\$1,956	\$1,435	(\$521)	136%
<b>Total Vehicle Operation</b>	<b>\$39</b>	<b>\$242</b>	<b>\$203</b>	<b>\$2,973</b>	<b>\$4,335</b>	<b>\$1,362</b>	<b>69%</b>

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

June 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Actual % of Annual Budget
<b>Employee Fringe Benefits</b>							
Deferred Compensation	\$19,894	\$20,833	\$940	\$2,227,264	\$250,000	(\$1,977,264)	891%
Group Health	\$37,029	\$43,347	\$6,318	\$469,803	\$520,158	\$50,355	90%
Health Reimbursement Account	\$8,548	\$5,500	(\$3,048)	\$70,186	\$66,000	(\$4,186)	106%
Dental	\$4,557	\$1,667	(\$2,890)	\$19,955	\$20,000	\$45	100%
Vision	\$542	\$583	\$41	\$6,413	\$7,000	\$587	92%
FSA fee	\$496	\$100	(\$396)	\$1,792	\$1,200	(\$592)	149%
Life, LTD, AD&D, STD	\$1,907	\$1,500	(\$407)	\$18,455	\$18,000	(\$455)	103%
<b>Total Employee Fringe Benefits</b>	<b>\$72,973</b>	<b>\$73,530</b>	<b>\$557</b>	<b>\$2,813,869</b>	<b>\$882,358</b>	<b>(\$1,931,511)</b>	<b>319%</b>
<b>Utilities</b>							
Gas	\$325	\$1,250	\$925	\$11,979	\$15,000	\$3,021	80%
Electric	\$7,746	\$8,333	\$588	\$85,369	\$100,000	\$14,631	85%
Water	\$342	\$667	\$324	\$6,099	\$8,000	\$1,901	76%
<b>Total Utilities</b>	<b>\$8,413</b>	<b>\$10,250</b>	<b>\$1,837</b>	<b>\$103,447</b>	<b>\$123,000</b>	<b>\$19,553</b>	<b>84%</b>
<b>Capital Expenditures</b>							
Special Reserve - Building		\$8,550	\$8,550	\$34,992	\$102,600	\$67,608	34%
Special Reserve - Equipment	\$11,763	\$12,333	\$570	\$61,983	\$148,000	\$86,017	42%
<b>Total Capital Expenditures</b>	<b>\$11,763</b>	<b>\$20,883</b>	<b>\$9,120</b>	<b>\$96,975</b>	<b>\$250,600</b>	<b>\$153,625</b>	<b>39%</b>
<b>Audit</b>							
Audit Expense				\$14,500	\$15,000	\$500	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>97%</b>
<b>Liability Insurance</b>							
Liability Insurance				\$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>100%</b>

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

June 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Actual % of Annual Budget
<b>Social Security</b>							
Social Security	\$20,124	\$20,631	\$507	\$231,366	\$247,573	\$16,207	93%
<b>Total Social Security Expenditures</b>	<b>\$20,124</b>	<b>\$20,631</b>	<b>\$507</b>	<b>\$231,366</b>	<b>\$247,573</b>	<b>\$16,207</b>	<b>93%</b>
<b>Workers' Compensation</b>							
Workers' Compensation				\$22,767	\$22,168	(\$599)	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>103%</b>
<b>Unemployment Compensation</b>							
Unemployment Compensation	\$1,375	\$1,458	\$83	\$19,206	\$17,500	(\$1,706)	110%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$1,375</b>	<b>\$1,458</b>	<b>\$83</b>	<b>\$19,206</b>	<b>\$17,500</b>	<b>(\$1,706)</b>	<b>110%</b>
<b>Building &amp; Equipment Maintenance</b>							
Repairs & Improvements	\$9,533	\$3,833	(\$5,700)	\$58,898	\$46,000	(\$12,898)	128%
Contractual Maintenance	\$2,478	\$3,333	\$855	\$39,162	\$40,000	\$838	98%
Non-Contractual Maintenance	\$3,056	\$1,250	(\$1,806)	\$39,451	\$15,000	(\$24,451)	263%
Equipment Maintenance	\$315	\$5,250	\$4,935	\$31,593	\$63,000	\$31,407	50%
Non Capital Expenses		\$833	\$833	\$7,347	\$10,000	\$2,653	73%
Furniture & Fixtures	\$4,387	\$5,071	\$684	\$38,274	\$60,850	\$22,576	63%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$19,770</b>	<b>\$19,571</b>	<b>(\$199)</b>	<b>\$214,725</b>	<b>\$234,850</b>	<b>\$20,125</b>	<b>91%</b>
<b>Total Expenditures</b>	<b>\$529,796</b>	<b>\$531,285</b>	<b>\$1,489</b>	<b>\$8,088,309</b>	<b>\$6,443,181</b>	<b>(\$1,645,129)</b>	<b>126%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$509,377)</b>	<b>(\$507,431)</b>	<b>(\$1,946)</b>	<b>(\$720,022)</b>	<b>\$687,226</b>	<b>(\$1,407,248)</b>	<b>(105)%</b>



As of July 1, 2017, the Nilis Public Library District became the Nilis-Maine District Library—as the Marketing Department says, “New name. Same great library.” It was a great opportunity to remember the Library’s past history and how far it has come. We were joined that morning by five of the trustees (Karen Dimond, Dianne Olson, Linda Ryan, Patti Rozanski, and Tim Spadoni) as well as Mayor Andrew Przybylo and Village Manager Steve Vinezeano for a quick ceremony followed by cupcakes with a cute Nilis-Maine pennant topper.

Just three days later, we rolled the new name out to the community with a new parade banner and an updated van in the Fourth of July Parade. (It was amazing to see how seamlessly the new name replaced the old name on three sides of the van.)

We have a temporary vinyl sign for the corner sign, but it is not a long-term solution since the letters beneath it aren’t flat, and they also shine through after dark.

### **New Performance Evaluation Form**

I met with 55 members of the staff over the course of one long day to introduce our new performance evaluation form, and by and large the staff responded very positively. In the coming year, we will be giving them a cost-of-living increase of 2.1%, and then they will have the opportunity to earn a merit increase in addition. I will explain further in my Director’s Report on Wednesday.

## Year-end Statistics

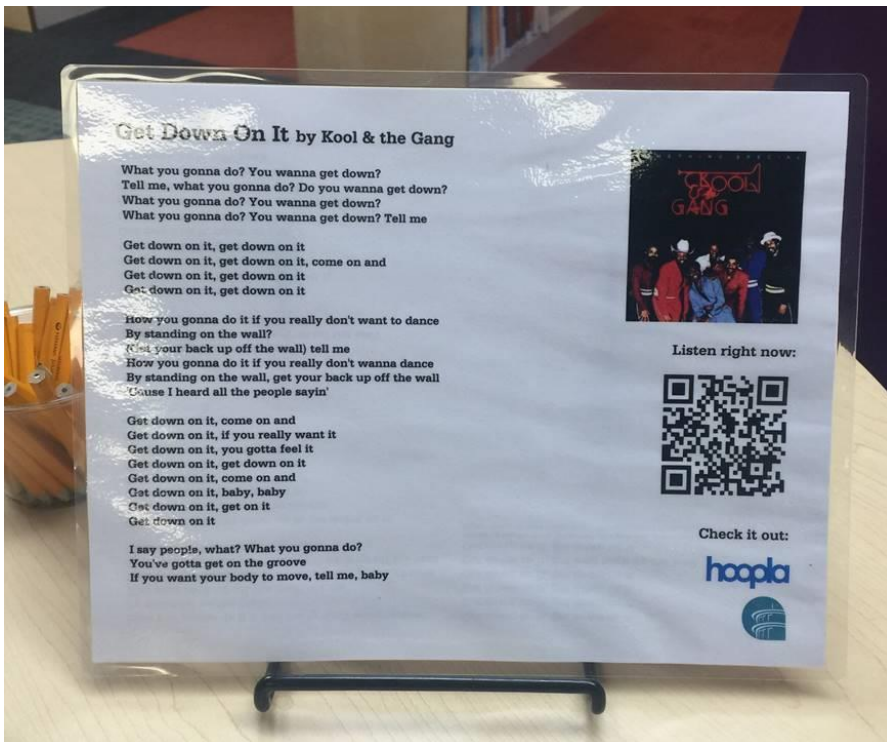
June 30<sup>th</sup> marks the end of our fiscal year, and I'm happy to say that our total circulation was up this year to 1,138,548 items checked out. We were up in all categories except juvenile DVDs, which were slightly down—not a surprise, because these days many parents stream videos on a wide variety of screens rather than using physical disks. I anticipate our DVD circulation in general to decline. You may note that our online database number is down from the previous year, but that relates to where the state wants electronic resources counted, and the digital loan number is up correspondingly. Perhaps surprisingly, our PC use is holding steady, and of course the WiFi number only increases as people bring more of their own devices in.

Use of Creative Studio A (with the digital recording and editing equipment) was up by 62% this year, so clearly increasing numbers of residents are realizing we have this equipment for them.

I will have more information on our program and other counts after I complete the Illinois Public Library Annual Report next month.

## June Display

You probably notice the displays throughout the library promoting our collections by theme, which take considerable staff time but really help patrons to see parts of the collection they may not know about. I want express my appreciation for the June display on the second floor landing highlighting June as African-American Music Month, curated by Stacy in Adult & Outreach Services. Stacy also collaborated with Youth Services Librarian Cate on a music scavenger hunt that included song lyrics, the hoopla logo (our online streaming service), and a QR Code programmed to link to a YouTube video of the song. It was thoughtfully presented and the turnover of the books and music on the display table was very quick. I love it when staff members go that extra mile like so many here do.



## **Programs**

*From Arianne: Youth & Teen Services*



We have completed our third month of the Writing Center in KidSpace. Preschool Liaison, Clara Sheffer, assembled a number of early literacy writing and prewriting activities at the craft paper-covered table. She has curated a year's worth of writing prompts and collected a number of materials like shape tracing templates, lined paper, blank scrap paper, donated stickers, and the old branded letterhead and envelopes. We even have a little plastic mail box where children can 'mail' their correspondence. Practice of these fine motor skills is one of the American Library Association's Every Child Ready to Read guidelines to support the early literacy skills a child needs to make the leap to literacy, and gives primary grade students the chance to practice writing in a fun way.

We have seen an increase in the number of PreReader registrants in the Summer Reading Challenge. The first two weeks of the program saw more PreReaders than the previous years' eight week total. We believe our partnerships with EM63 and District 71 have contributed to this bump. In addition to passing out the SRC logs and flyers to the K-8 students at EM63, the district sent home a Summer Reading Bingo card that highlighted our program and the kickoff weekend activities.

### **Looking Forward**

We are assembling a Parenting Series for the 2017/2018 school year. The first program will be a partnership with Digital Services, highlighting the free educational and entertainment resources available both through the Library and online. We already offer the Preschool and Daycare Fair, and various programs like "Strategizing for Financial Aid", so to add potential topics like "Strategies to Survive Your Child's Math Homework" (I, personally would have paid money for this one) or "Every Child Ready to Read –How Reading One Thousand Books Before Kindergarten is a Cinch" should be an easy addition to our lineup. It will give us a chance to serve our children through their parents and potentially partner with outside agencies that would like to find different pathways to the same audience.

*From Dodie: Adult & Outreach Services*

Maryellen had two hands-on art programs this month – a painting workshop on Modern Silhouettes and a coloring workshop on Design Your own Zendala. We hosted a Father's Day Concert which was a British Invasion Concert by the Dave Rudolf Band. The attendance was 55. I had The Cowboy Choir for the Senior Coffee Hour – Seniors adored singing these familiar, old-fashioned American songs of the West. Songs like Home on the Range, Happy Trails, and Red River Valley – songs by Gene Autry, Roy Rogers, and many more. Neil hosted another Chicago author program – this one featured Danuta Urbikas who presented a slide lecture, Poland in Chicago, to an appreciative audience of 17. Judy had her usual SCORE and Job Counseling sessions. Greta had her usual book discussions and Krystyna had her Polish language book discussion.

**Summer Reading Club:** Our department is trying something new this for year for the Summer Reading Club. Maryellen and I designed a BINGO game card. One of our patrons commented: “Whoever designed the BINGO game did a fabulous job. It is fun and expanding my brain, keeping my mind growing and growing. She commented that this game was “better than a book club” since she would rather “do an independent study at her own pace.” Thus far we have given out 183 BINGO cards and 420 books have been read. 95 staff cards have been given out. I will point out that I was able to get a 50% reduction in the price of the Grand Prize for patrons – a 15-minute helicopter tour of Chicago.

*From Suzy: Digital Services*

Matt offered another series on HTML & CSS Basics using the Treehouse database and it was a well-attended course. In addition to teaching the attendees the basics of coding a website, he also promoted the Treehouse and we saw an increase in usage this month.



Bernadetta led a 3-day sewing workshop where attendees learned how to safely operate sewing machines, thread a needle, wind a bobbin, and basic seams. In addition, they learned how to read and cut a pattern as well as how to choose fabrics for projects. The attendees of the class worked together and everyone completed an apron. I received the following comment from an attendee, “Teacher had excellent style informative, *Jill of All Trades*, patient, knowledgeable, personable. Thank you for offering this course. It is great to see courses where you can make something by hand and where technology is not involved.”



Ruth continues to build on the interest in Raspberry Pi’s by hosting a Pi club, which is less formal than the classes, but allows the users to experiment and set up a Pi.

**Creative Studio**



*From Suzy:*

This month there were 22 successful 3D prints, 2 poster prints, and 50 VHS conversions.

Bernadetta worked with the marketing director of Generations at Regency on designing and making t-shirts for the employees to wear in 4<sup>th</sup> of July parade. With Bernadetta’s guidance a team of four people made 20 t-shirts. They learned step-by-step of a t-shirt making and also they had fun bounding as a team. They were very

thankful that library provides the access to such impressive equipment. This partnership developed after Bernadetta made a connection with the Generations staff at the Creative Studio After Hours.

YA Librarian Donna Block and I partnered together to lead the Summer Creative Studio “VolunTeen” program for the second year. We hosted two orientation sessions with 11 teens in attendance. During the month of June 7 teens assisted with 8 classes.

## **Marketing**

*From Sasha:*

The BIG Fun Summer Reading Kickoff in early June was a huge hit! I was pleasantly surprised to see how packed the Library was considering it was a beautiful and sunny Saturday. TONS of kids came to play the Summer Reading Game. We had two capacity crowds for The Great Boodini Magic Show and more than 60 kids enjoyed getting their face painted. Yogli Mogli, a local frozen yogurt shop, served samples of their tasty products. Our event sponsor, The PrivateBank, also participated by passing out promotional prizes.

Amongst the Summer Reading Challenge, Chapter One, and other daily tasks, the Marketing Team has been working diligently on the new name promotional campaign. In a relatively short amount of time, the Marketing Team created new logo versions, updated the new name on promotional materials and online platforms, updated the library van vinyl, communicated with the local media, organized the Library’s participation in the 4<sup>th</sup> of July Parade/After Party, organized a New Name Celebration, and much more. Thank you to the Board Members, Mayor Andrew Przybylo, Village Manager Steve Vinezeano, and library staff members for the New Name Celebration. It was a perfect start to the Library’s new chapter.



*Plinko at the Grennan Heights Park following the parade*

The 4<sup>th</sup> of July Parade and After Party were a huge success for the Library. It was a great opportunity for us to promote our new name to the community. It was a warm morning, so our community members were grateful to receive a promotional paper fan with information about our new name. It was nice to hear all the compliments about the Library. We had more than 50 staff members and patrons participate in the parade this year. Following the parade is the After Party at Grennan Heights Park. Attendees flocked to our booth to play Bozo buckets and Plinko to win prizes.

## **Patron Services**

*From Athena:* Cyndi and I have worked with CCS for months trying to automate to an assumed lost process where the system automatically bills a patron's account once an item is 45 past due. The cost of the item and the processing fee are created as bills on the user's account. The assumed lost billing process is finally complete!

We have also started automating sending patrons to collections, once they meet the correct criteria. A bill is automatically created for the referral fee and the patron's status is now considered COLLECTION.

By automating these two processes we are saving staff time by no longer having to manually submit the patron to UNIQUE, as well as barring the patrons card and writing a note in the patron's account. The automating process runs every Sunday night, so there is a consistent schedule, which we hope will result in a more successful recovery rate of our materials or quicker payment for lost/damaged materials.

Automating accounts being sent to collection also means it costs us \$1.00 less per account. In the month of June 86 accounts were sent to collection, which means if we were still manually submitting accounts to collection it would have cost us an additional \$86.00 to the overall cost this month.

This new method makes it much easier for staff to fully understand what the patron owes, as well as making it more convenient for patrons to pay their outstanding bills and clear up their accounts, since they are now able to pay online any time of day or night!

UNIQUE has helped us to recover \$1,232 in cash and materials in the month of June.

I am continuing to manually create bills for those users who were sent to collection manually from 2011-2016, so CCS can convert these accounts to becoming automated.

**PASSPORTS:** We have received the links to receive training and a couple of my Team Leaders, Srdjan and Sam, as well as myself have started to go through the online training. There are a total of 12 modules to complete, each with an accompanying quiz and one final quiz at the end. I will begin scheduling the other selected staff to begin their online training.

**NOTARY:** I set up training for some of our notaries. I had previously attended a training session at the Roselle Library where Desiree from Roman Endeavors was leading the training. I walked away from that training having learned so much, and thought it would be a huge benefit to the rest of the notaries, since previously there was no official training. Desiree presented us with a copy of her power point presentation, a flash drive with some good resources for notaries, and a quiz at the end to see how much we learned during the training. All participants will also receive a certificate of completion for completing the training.

## **Technical Services**

*From Victoria:* Happy Fiscal New Year! My staff did an excellent job navigating and meeting the challenges of closing out the fiscal year. There was definitely an improvement from the end of last fiscal year and thank you to Dodie, Arianne, and their selectors for working to even out spending through the year. I hope to provide additional tools and revisions to the process, to further streamline with an end goal of getting the materials into the hands of the patrons more quickly.

We have had success within Tech Services tweaking our internal processes and expediting things even more quickly. A huge thank you to the Tech Team for assisting and participating in innovation and solutions to achieving a much faster turnaround from "box to shelf".

This past fiscal year (July 2016 through June 2017) Tech added 30,216 new items and average of 2,518 per month. We withdrew 28,742 items with an average of 2,395 per month. This puts us in the top five of twenty-five libraries in our consortium for items added each month.

## **CCS**

*From Cyndi:* The in-house CCS migration group meets 30 minutes weekly to divide up work to clean up our data, fill out requested profiles, and figure out who is attending which training sessions. Athena is looking at reports for CIRC cleanup and serving as Secretary of the joint CIRC/ILL Technical Group. Victoria is visiting other libraries to learn about EDI and chatted with Ingram at the conference about their Polaris integration. Jamie is working through reports prepared by Joel at CCS to look at our data, clean up where necessary, and raise great questions to facilitate the transition process. He has also just finished his 2-year term on SCRAP. Rich is doing a great job on the IT Advisory Committee and as Chair of the IT Tech group for the second year. He is offering guidance to CCS' new IT guy, and helped troubleshoot a hardware issue that was causing intermittent outages for the whole consortium. I will serve as Vice-Chair of the PAS (Public Access Services) technical group this term.

The first All-Staff Webinar is July 19 and Supervisors have been asked to schedule staff to attend. Supervisors have also been encouraged to list the tasks that their staff currently do with Sirsi to be sure that the Polaris training they receive covers current workflow and that any gaps are identified before the "Go Live" date.

## **Vets**

*From Dodie:* Neil O'Shea interviewed a Vietnam Nam veteran – Tom Anders. Neil is excited to connect with the Viet Nam vets. He has hired a high school student (with Per Capita Grant funds) to transcribe a VHP interview with Niles Bugle journalist David Besser. Being able to use grant funds for this ongoing project will really enable Neil to move forward more quickly on transcribing the interviews – a process which is arduous (to say the least)! Neil was also able to use a library student to transcribe the Niles History Project Hazuchas.

## **Database and Downloadables**

*From Suzy:* Niche Academy is off to a great start with staff and patron viewing over 450 tutorials in the first two months. The most popular tutorial is for Gale Courses with 133 views with Hoopla second at 61 views. Treehouse has also seen a large increase since we increased the number of licenses. We went from 40 sign-ins in May to 128 in June.

Assistant Supervisor Darlene Fox reviewed the circulations by format in Hoopla for the year, and audiobooks have surpassed movies as the most checked out items in Hoopla. She compared circulation by format from FY2015-16 to FY 2016-17 and there was a 33% circulation increase for Hoopla.

Darlene negotiated with PressReader to reduce \$3790 from the renewal invoice.

## **Staff development**

Since ALA's Annual Meeting was here in Chicago, 13 members of the staff (including me) and one Trustee (Linda Ryan) attended at least one day. It was a terrific conference this year, and the staff notes on the sessions they attended are varied and interesting. This conference provides the widest opportunity for professional development since it includes all areas of librarianship and also has a tremendous number of exhibitors.

*From Suzy:* I attended the Makerspace Networking Group Meeting meeting at Fountaindale Public Library, where I was able to network with other makers and discuss prodecures and common issues.

Darlene and I participated in the annual My Media Mall meeting remotely and learned about the new app Libby. Ruth, Darlene and I attended ALA Annual Conference in Chicago. It was a wonderful opprotunity to learn about Project Outcome, how to collabortive with other organizations, user experience and much more. Bernadetta had an opprotunity to network with other librarian at a Polish American Librarian event.

Bobby took a course on podcasting basics where he learned how to setup and record a podcast.

### **Staff changes**

The part time Youth Services Librarian position was filled by Bridget Golembiewski at the beginning of June. Bridget is in library school now, so the position is temporarily a Youth Services Assistant, but when she receives her MLIS later this year, it will return to being a librarian position. Welcome, Bridget!

Digital Services Assistant Bobby Soto will be increasing his hours and moving to the Digital Services IT Assistant position as of August 1. As I explained in last month's meeting, we have the IT Department keeping their focus on the network, while the Digital Services Department will be taking on more of the day-to-day troubleshooting and escalating tickets to IT as needed.

### **FOIA requests**

We received the following FOIA requests this month:

**6.22.2017 Joseph Makula**—Part 1 “Man hours” spent on Comic Book Show training, researching, sourcing, designing, advertising and design, meetings, and all other effort to date.

Part 2 Also an estimate of the man hours needed yet to complete and put on this show and take it down.

**6.22.2017 Joseph Makula**—Part 1 Number of physical books loaned excluding renewals for the years of 2012, 2013, 2014, 2015, 2016, excluding books delivered on loan to schools, nursing homes, etc.

Part 2 Number of digital books loaned excluding renewals for the years of 2012, 2013, 2014, 2015, 2016

**6.29.2017 Joseph Makula**--For the comic book show: All plans, contracts, purchase invoices, studies, reports, letters, recorded information, papers, market study, and emails concerning this show including an accounting of funds spent and invoices payable.

**7.10.2017 Joseph Makula**--Of the reported circulation for the years 2012 thru 2016 what number of each category of circulation was to schools, nursing homes and other organizations not located in the library building, listed by category and organization.

These requests have all been answered. I will address Mr. Makula's concerns as I can best interpret them in my Director's Report at the Board meeting.

## Committees

Display and Art Committee *From Victoria*: The Culver School Art Show was up for the entirety of June. On June 30<sup>th</sup> we had a small closing reception for the participants and provided them an opportunity to pick up their art. For the month of July, the Franklin Gallery will be closed for repairs. Next up...Fandom Fest Art Show!



Fandom Fest: Comics and Pop Culture Committee *From Victoria*: planning continues. This month in addition to responding to FOIA requests, we have been closing in on the specifics for the event and pulling together a concise timeline for the day of. More information has been added to the website for publicity purposes.

## Trustee Calendar

### 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

### December

12/11—Friends of the Library Meeting

12/13—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 -- June 2017**

<b>PATRONS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
New District Card Registrations	372	445	-16.40%			
Total District Cardholders	24,056	25,600	-6.03%			
Patron Visits	38,378	36,473	5.22%			
Unique Library Cards Used	5,193	5,473	-5.12%			
<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	45,757	47,853	-4.38%	546,933	491,156	11.36%
Teens	4,893	4,756	2.88%	46,976	39,800	18.03%
Juvenile	48,317	50,949	-5.17%	522,961	474,206	10.28%
Digital	1,627	1,320	23.26%	20,407	15,535	31.36%
Equipment	135	113	19.47%	1,271	19	6589.47%
<b>TOTAL Loan of Library Materials</b>	<b>100,729</b>	<b>104,991</b>	<b>-4.06%</b>	<b>1,138,548</b>	<b>1,020,716</b>	<b>11.54%</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	21,502	21,981	-2.18%	252,606	224,954	12.29%
Periodical	926	1,054	-12.14%	12,658	10,306	22.82%
Audio	4,875	5,056	-3.58%	56,345	55,451	1.61%
DVD	18,454	19,762	-6.62%	225,324	200,445	12.41%
<b>TOTAL Adult Loans</b>	<b>45,757</b>	<b>47,853</b>	<b>-4.38%</b>	<b>546,933</b>	<b>491,156</b>	<b>11.36%</b>
<b>Teens</b>						
Print	3,781	3,520	7.41%	34,951	29,162	19.85%
Periodical	12	26	-53.85%	182	159	14.47%
Audio	743	799	-7.01%	7,498	6,347	18.13%
DVD	357	411	-13.14%	4,345	4,132	5.15%
<b>TOTAL Teen Loans</b>	<b>4,893</b>	<b>4,756</b>	<b>2.88%</b>	<b>46,976</b>	<b>39,800</b>	<b>18.03%</b>
<b>Juvenile</b>						
Print	36,356	37,041	-1.85%	393,906	343,522	14.67%
Periodical	213	314	-32.17%	2,571	1,414	81.82%
Audio	3,294	3,833	-14.06%	31,738	29,716	6.80%
DVD	8,454	9,761	-13.39%	94,746	99,554	-4.83%
<b>TOTAL Juvenile Loans</b>	<b>48,317</b>	<b>50,949</b>	<b>-5.17%</b>	<b>522,961</b>	<b>474,206</b>	<b>10.28%</b>
<b>Equipment Loan</b>	<b>135</b>	<b>113</b>	<b>19.47%</b>	<b>1,271</b>	<b>19</b>	<b>6589.47%</b>
<b>Digital Loan (ebooks, eaudiobooks)</b>	<b>1,627</b>	<b>1,320</b>	<b>23.26%</b>	<b>20,407</b>	<b>15,535</b>	<b>31.36%</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)	8,033	6,447	24.60%	145,555	163,454	-10.95%
<b>HOLDS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
Holds Placed	6,588	7,632	-13.68%			
Holds Made Available	10,638	11,295	-5.82%			
<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	80	76	5.26%	819	487	68.17%
Circulating--Juvenile	5,930	6,409	-7.47%	57,545	54,244	6.09%
Commons	-	-		-	1,205	-100.00%
Circulating--Teen	337	477	-29.35%	3,364	5,307	-36.61%
Circulating--Adult	246	1,912	-87.13%	16,789	22,498	-25.38%
<b>TOTAL In-House Use of Materials</b>	<b>6,593</b>	<b>8,874</b>	<b>-25.70%</b>	<b>78,517</b>	<b>83,741</b>	<b>-6.24%</b>
Items moved on Shelf	5,554	6,206	-10.51%			
<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]	1,341	1,506	-10.96%	16,411	8,492	93.25%
Digital Services	2,666	2,985	-10.69%	32,633	40,741	-19.90%
Kidspace Express Internet	40	153	-73.86%	522	2,129	-75.48%
Kidspace	2,180	2,139	1.92%	16,681	15,425	8.14%
Kidspace iPad Usage	450	450	0.00%	4,663	4,210	10.76%
Teen Underground	490	635	-22.83%	4,553	4,531	0.49%
<b>TOTAL Users</b>	<b>7,167</b>	<b>7,868</b>	<b>-8.91%</b>	<b>75,463</b>	<b>75,528</b>	<b>-0.09%</b>
Patron Wi-Fi Uses	13,948	13,787	1.17%	149,246	142,322	4.87%
Scanning & Fax Pages	5,453	3,985	36.84%	50,453	51,011	-1.09%
Print & Copy Pages	15,570	16,718	-6.87%	206,774	192,028	7.68%
<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	22	37	-40.54%	468	248	88.71%
Large Scale Poster Printer	2	-		63	4	1475.00%
VHS to DVD Conversion	50	5	900.00%	171	73	134.25%
<b>TOTAL Use of Staff Mediated Equipment</b>	<b>74</b>	<b>42</b>	<b>76.19%</b>	<b>702</b>	<b>325</b>	<b>116.00%</b>

**Monthly Statistical Report -- June 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	128	50	156.00%	772	763	1.18%
Study Rooms 1-5	497	487	2.05%	6,691	7,339	-8.83%
Creative Studio A	33	22	50.00%	442	273	61.90%
<b>TOTAL Users of Staff Mediated Spaces</b>	<b>658</b>	<b>559</b>	<b>17.71%</b>	<b>7,905</b>	<b>8,375</b>	<b>-5.61%</b>
<b>MARKETING &amp; PR</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
Website Hits	34,954	34,049	2.66%			
Facebook "Likes"	1,351	1,127	19.88%			
Buzz Blog views	648	586	10.58%			
Media Hits (includes print and online articles and listings)	26	33	-21.21%			
e-News Subscribers	15,477	13,262	16.70%			
New Resident Letters (May)	75	41	82.93%			
<b>LIBRARY HOLDINGS</b>	<b>Items Added</b>	<b>Items Withdrawn</b>	<b>Library Holdings</b>			
Shelved materials	2,591	1,309	269,469			
Non-shelved materials	-	-	34,509			
Equipment	-	2	97			
<b>Total</b>	<b>2,591</b>	<b>1,311</b>	<b>304,075</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	194	157	23.57%	1,915	1,472	30.10%
Test Proctoring	18	15	20.00%	157	141	11.35%
Voters' Registration	-	-		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>
Adult Services (3rd Floor)	879	806	9.06%	10,789	11,809	-8.64%
Commons Desk	1	2	-50.00%	492	640	-23.13%
Fiction/Audiovisual Services Desk (2nd Floor)	1,669	1,457	14.55%	18,217	23,090	-21.10%
Patron Services	5,806	12,418	-53.25%	82,171	101,666	-19.18%
Technology Desk	1,707	1,248	36.78%	19,647	17,422	12.77%
Teen UnderGround Desk	1,272	973	30.73%	6,864	6,323	8.56%
Outreach Service	2,869	2,992	-4.11%	32,688	28,309	15.47%
Youth Service/KidSpace Desk	5,114	4,775	7.10%	46,018	52,059	-11.60%
<b>Total Service Interactions</b>	<b>19,317</b>	<b>24,671</b>	<b>-21.70%</b>	<b>216,886</b>	<b>241,318</b>	<b>-10.12%</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	5,265	5,442	-3.25%	60,037	43,065	39.41%
Items Received from CCS Libraries for Patrons	3,342	4,157	-19.61%	41,839	38,985	7.32%
Items Lent to OCLC Libraries	202	416	-51.44%	3,978	3,780	5.24%
Items Received from OCLC Libraries for Patrons	79	117	-32.48%	1,057	1,342	-21.24%
<b>Total Interlibrary Loan</b>	<b>8,888</b>	<b>10,132</b>	<b>-12.28%</b>	<b>106,911</b>	<b>87,172</b>	<b>22.64%</b>
<b>OUTREACH SERVICES</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
<b>Homebound</b>						
Number of Patrons	221	259	-14.67%			
Number of Visits	165	200	-17.50%			
<b>Institutions</b>						
Number of Institution Deposit Collections	11	10	10.00%			
Number of Visits	11	10	10.00%			
<b>Schools</b>						
Items Delivered	277	226	22.57%			
Number of Trips	10	5	100.00%			
<b>VOLUNTEERS</b>	<b>Number of Volunteers</b>	<b>Hours of Service</b>				
Admin/Tech Serv/Maint/PR & Library Events	21	236				
Adult and Outreach Services & Programs	3	26				
Digital Services & Programs	5	23				
Patron Services	6	27				
Teen Services & Programs	8	52				
Youth Services & Programs	29	156				
Youth Services Summer Reading Volunteers	86	919				
<b>Total Volunteers and Hours This Month</b>	<b>158</b>	<b>1439</b>				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>168</i>	<i>1094</i>				

**Monthly Statistical Report -- June 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	210	11,576	242	11,946	-3.10%
Teens Programs	18	599	12	1,216	-50.74%
Adults Programs	37	644	45	1,125	-42.76%
Outside Meetings	15	287	8	130	120.77%
<b>TOTAL PROGRAMS AND EXHIBITS</b>	<b>280</b>	<b>13,106</b>	<b>307</b>	<b>14,417</b>	<b>-9.09%</b>
<b>Programs-Youth</b>					
1KBK registrations	1	4			
One Thousand Books before Kindergarden added visits	ongoing	19			
One Thousand Books before Kindergarden Graduation	1	20			
Babytime (parent & child)	4	165			
Bibliobop	1	65			
Book Buddies	52	104			
Book Buddies Orientation	2	10			
Elementary School Visits	3	616			
Engineering Adventure Camp	1	18			
Evening Family Storytime	4	68			
Family Concert: Alina Celeste	1	52			
Family Movie: Moana and An American Tail	2	70			
Free Kids Lunch	3	212			
In-house Toys and Games	1	192			
Kindle Book Club & Pizza	2	24			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club	4	101			
Minecraft for Younger Kids	1	5			
Preschool Visits to Classroom/Daycare	15	192			
Rise & Shine Storytime (parent & child)	4	130			
Second Saturday Bingo Breakfast	1	32			
Second Sunday - The Frog Lady	1	102			
Statute of Liberty Storytime	1	12			
Summer Reading Challenge Added Visits	1	5,470			
Summer Reading Challenge Field Day	1	120			
Summer Reading Challenge Finishers	1	167			
Summer Reading Challenge Registrations	ongoing	1,650			
Summer Reading Challenge Volunteer Orientation	2	62			
Summer Reading Challenge Volunteers	86	919			
Summer Reading Opening: Face Painting	1	60			
Summer Reading Opening: Magic Show	2	290			
Summer Reading Opening: Yogli Mogli	1	80			
Teacher Use of Die Cut Machine	1	1			
Video Games	1	322			
Wonder Ground	8	101			
Writing Center	1	95			
Young Artist Workshop	1	26			
<b>Total Youth Services Programs</b>	<b>210</b>	<b>11,576</b>	<b>242</b>	<b>11,946</b>	<b>-3.10%</b>
<b>Programs--Teen Audience</b>					
Books for Young Adults at ALA	1	7			
Drop in DIY	1	7			
Feminism 101	1	8			
Frankentoys	1	20			
Games	1	9			
Henna Design for Teens	1	14			
Maker Labs: Teen Dangles & Bangles	1	7			
Movie in the Underground: SuperHeroes	1	6			
Playbill Rehearsal	6	24			
Summer Reading Challenge	1	42			
Summer Reading Challenge Registrations	1	163			
Summer Reading Challenge Logs	Ongoing	115			
Teen Advisory Board (TAB)	1	9			
Videogames	1	168			
<b>Total Teen Programs</b>	<b>18</b>	<b>599</b>	<b>12</b>	<b>1,216</b>	<b>-50.74%</b>
<b>Programs--Adult Audience</b>					
BookBites Popular Fiction Discussion	1	20			
Book Discussions- Literary	2	13			
British Invasion Concert by Dave Rudolf - Father's Day	1	55			

**Monthly Statistical Report -- June 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>	
CJE Senior Life	1	0				
Design Your Own Zendala: A Coloring Workshop	1	5				
DS 1-2-1 Tech Help	7	7				
DS 3D Print a Necklace	1	5				
DS Adult Beginners Sewing Class	3	12				
DS Decorate a Bookbag	1	12				
DS Free Digital Movies, Movies, Music, and More	1	4				
DS HTML & CSS Basics	3	23				
DS Intro to Leather Work	1	8				
DS Open Maker Lab	1	2				
DS Pi Club	1	6				
DS Tablet Tuesday	1	1				
Job Counseling	3	4				
Low Vision Fair 10th Annual held at Glenview Senior Center	1	200				
Modern Silhouettes: A Painting Workshop	1	5				
Niles Songwriters	1	4				
Poland in Chicago Author Book Talk	1	11				
Polish Language Book Discussion	1	13				
SCORE Mentoring Sessions	1	5				
Senior Coffee Hour: Cowboy Choir Concert	1	46				
Summer Reading Challenge - Adult	1	183				
<b>Total Adult Programs</b>	<b>37</b>	<b>644</b>	<b>45</b>	<b>1,125</b>	<b>-42.76%</b>	
<b>Community Meetings in Library Spaces</b>						
Niles Township Toastmasters	2	70				
OCC New Yorker Magazine Discussion Group	2	16				
Niles All American Toastmasters Club	2	14				
Young Muslims' Ramadan Club	2	20				
Kenneth Lubinski-Improv Rehearsal	1	5				
Burning Bush Condo Association	1	20				
Girl Scouts of School District 63	1	100				
Monika Glockner (OCC Study Group)	1	16				
Jewish Genealogical Society of Illinois	1	10				
Niles Historical Society	1	11				
Rico Industries	1	5				
<b>Total Community Meetings</b>	<b>15</b>	<b>287</b>	<b>8</b>	<b>130</b>	<b>120.77%</b>	
<b>GRAND TOTAL PROGRAM AND ATTENDANCE</b>	<b>280</b>	<b>13,106</b>	<b>307</b>	<b>14,417</b>	<b>-9.09%</b>	

## Patron Suggestions and Comments for July 2017

### Responses to Patron Suggestions and Comments

#### Frustration

Poor lighting @ Hot Picks section—hard to read titles.

I'm sorry you're having a hard time seeing the titles. According to the light meter, the lighting is more than adequate so we're puzzled why you are experiencing difficulty. Perhaps you can point out if there is some particular spot where it is hard to see?

I have said it many times before and I am saying it now, again. Four chairs on the 1<sup>st</sup> floor open area is absolutely not enough. What's the big deal to add more seating? There is plenty of room. The Library's redo has been a huge disappointment to me. The other area libraries seem to have lots of seating available. Isn't that the idea while browsing for book choices??

We have limited seating in that area because it is a high traffic area. The Commons forms a sort of hub for people moving through to the other three levels of the library, so we need to keep it clear of obstructions like additional seating. There is a great deal of seating on the second and third floors.

#### Suggestions

How about having an "antiques road show" event? B. N. Niles.

Thank you for the great suggestion! We will check into it.

Please get more books on model scale building (hobby). Thanks.

Thank you for the suggestion—it does look like there is not much available in the system at this time, so we will take a look.

In your "Hot Picks" section, why don't you designate one section of the seven that you have for "non-fiction" books? Nearly 90% of the Hot Picks are "fiction." Can we please have more than the 10% to the designated for "non-fiction." Thank you for taking the time to read these comments.

Thank you for writing. The Hot Picks are selected on the basis of popularity, so if the non-fiction becomes more popular, we will certainly dedicate more space to it. You may also be interested in browsing the new Adult Nonfiction section at the top of the third floor stairs and the nearby slatwall display.

Please have a staff member at all desks (there are 3 in the lobby) to assist patrons. Your staff is great, but there are different patron needs to address—quick and those that take more time to process. "Check Out" does NOT suffice.

I wish I knew which desk was understaffed and when you were here to be able to assess the situation. We certainly try to staff the desks according to patron needs, and I'm sorry if you were kept waiting.

Increase the number of classes for those that are overbooked. J. G. R.

We are looking into that possibility; we can see that many of our hands-on classes, which are small, get filled.

Regarding the alpha of the DVDs—since I am unfamiliar with a specific name of a movie I would like to watch, I am finding it a chore to locate one to my liking. How about placing the movies in genre order and

not in alpha? This way if I want Crime, Western, Sci-Fi, Comedy, etc., I can locate my preference quicker. Thank you!

In the library, we always have competing needs—some people are looking for a specific title and want to know exactly where it is; others are browsing and just want like things shelved together We do put browsing stickers on the spines of the DVDs in the hopes that it will help our browsers while we are still able to find specific titles.

Please get these books, if possible. New popular programming language from Google.

1. Programming in Go: Creative Applications for 21<sup>st</sup> Century-Mark Summerfield
2. Go Programming Language-Alan Donovan

Hello, could you please order a book of Russian author in Russian “Empire of Freedom” by Nikolay Zlobin. The book is in Russian. Thank you. Y. A., Des Plaines.

Thank you both for your suggestions—it is always helpful to get the names of particular books.

### Comments

1. Gail at the front desk is always so friendly and helpful! She’s a great ambassador for the Library! B. N., Niles.
2. Pete, thank you for your help! L. S.
3. Stacy on the 2<sup>nd</sup> floor extremely helpful! Thank you! N. K.
4. Jason, thank you for all of your help with the computer and pay station. L. S.
5. Bobby Soto was extremely helpful. T.
6. People @ Niles are much more pleasant and helpful than @ any other public library in my area. M. T., Des Plaines.
7. Just had an individual computer session with Matt. He was great! Very helpful. J. G. R.
8. The displays on top of the nonfiction and fiction readers are amazing. Please keep doing that! We’ve been introduced to many new favorites.

Thank you all so much for taking the time to write! I will be sure that each staff member and their supervisors see your notes.



To Dodi, Karen, and  
the other kind lady  
that you will kindly  
forgive me for my  
inability to remember

Everyone whom my Father gives me will come to me.  
I will never turn away anyone who comes to me. - John 6:37

To Dodi, Karen  
and I forgot  
the other kind  
ladies name.

Thank you  
so very  
much  
for the  
dedication

You gave  
me.

You were so kind in  
your efforts to give  
me DVD's that I  
enjoyed over all these years.

... as I often do!

You took efforts to  
bring me exactly what  
gave me pleasure whatever  
the weather and times.

You will always be  
in my thoughts  
all my best  
Rosetta.

**Rainbow Animal Assisted Therapy**  
6042 West Oakton Street  
Morton Grove, Illinois 60053  
773.283.1129  
www.rainbowaat.org



June 18, 2017

Niles Public Library  
6960 Oakton St  
Niles Il 60714

Dear Friend of Rainbow,

Thank you very much for your generous program donation of \$160.00

As always, the donation is being put to good use. Being a non-profit organization, we rely on donations to provide us with the tools to continue training our therapy dogs.

We enjoy the work being accomplished at your program and look forward to continuing our excellent relationship.

Please do not hesitate to contact us with questions.

Sincerely,

A handwritten signature in blue ink that reads "Barbara Sanders". The signature is fluid and cursive.

Barbara Sanders  
Nancy Byron  
Program Support Coordinators

*Rainbow Animal Assisted Therapy, Inc. is an Illinois 501(c)(3) not-for-profit corporation.*

July 19, 2017

## **New Business - Recommended Actions**

### **A. Recommended Action on Strategic Plan Work Plan**

MOVE the Library Board of approve the 2017-2018 Strategic Plan Work Plan

#### **Memorandum A of Recommended Board Action**

The Board of Trustees approved the 2017-2021 Strategic Plan on April 19, 2017. The Strategic Plan Work Plan breaks out the tasks planned for the first 12-18 months of working on the Strategic Plan. Because the Library has a very large migration project in April 2018, we avoided scheduling projects during the 3<sup>rd</sup> and 4<sup>th</sup> quarter, and all tasks will have to be worked around this major project. In addition, we will be launching our passport service, so the coming year is already very busy. The primary focuses of the initial work plan are looking carefully at Chapter One as a marketing tool, and tackling the issue mentioned by numerous patrons of the need to make the building and its collections less confusing.

## NMDL Strategic Plan Work Plan for July 2017-December 2018

### Strategic Focus: Exceptional Customer Service

Goal: To enhance the library user's experience

Outcome: The library is easy to use for all of its patrons

Investment	Project	Quarter 1-6	Estimated cost
<b>Upgrade wayfinding/navigation throughout the physical space</b>	Develop scripts for staff to describe to a patron where to go in the building that are as clear as possible	1-2	Staff time
	Develop an overall signage plan for collections and label each section clearly	2-3	Uncertain—multiple types of shelving to accommodate
	Label each room of the building that patrons use and have signs pointing to significant ones such as restrooms and meeting rooms	2	\$500
	Design and place a map on the first pole of the lobby that shows the four levels	3	\$200
	Use Communico to help direct people to upcoming events	2	\$800 for screens
	Station a staff member or volunteer at the entry during busy times to give directional help	1+	varies
<b>Improve internal and customer-facing processes, improving efficiency and ease of customer service interactions</b>	Migrate from Sirsi-Dynix to Polaris, developing new procedures and training staff on library card registration, placing holds etc with focus on respecting the patron's time and giving them a pleasant experience while maintaining integrity of the database	2-3-4	Staff time
<b><i>Enhance onboarding experience for new library users</i></b>		Year 2, post migration	Staff time
<b>Develop consistent standards for customer service</b>	Complete a Who Answers What Where directory that describes the responsibilities of each desk for staff	1	Staff time
	Implement a new Staff Intranet through Communico that will increase the ability of staff to get information quickly	5-6	Staff time
	Train staff to work desks in other departments so differences in approach can be observed and documented	3	Staff time

## Strategic Plan Focus Two: Expanded Community Engagement

Goal: To provide library services to all residents regardless of their physical location

Outcome: Library services provided to the entire District

Investment	Project	Quarter 1-6	Estimated cost
<b>Develop a task force to gather information and explore options for expanded service in the Northwest part of the District</b>	Develop internal task force to focus on data-gathering	1	Staff time
	Work with schools to get more in-depth information on students and their families	3	Staff time
	Review results of the CMAP survey on unincorporated Maine/Northfield Township	1	Staff time
	Look at bus routes and how effective they are in getting people to the building	1	Staff time
	Use reference tools such as the heat mapping in Ref USA and Public Records	5	Staff time (tools already purchased for public)
	Create a District inventory of people, housing stock, and resources	1-5	\$1000 consultant and staff time
	Begin determining makeup and responsibilities of community/staff task force	6	Staff time
<b><i>Evaluate service model and staffing levels throughout the library with the goal of freeing resources for community engagement</i></b>	Note: This is done constantly, but we can't do a full evaluation until after the ILS migration and after the passport service is well under way	Year 2-3	
<b>Commit more resources and attention to community engagement, in particular non-users and the underserved</b>	Plan 2018-19 budget with resources committed to community engagement	3	Staff time
<b>Explore community partnerships and establish the library as a central hub of information for the community and its agencies</b>	Participate in Village, school, park district, Chamber groups, developing relationships with people and organizations to assess ways in which we can assist them with their needs	1-6	Staff time
	Look at Skokie and Park Ridge community calendars; investigate current calendars and online community resources around Niles area	2	Staff time

## Strategic Plan Focus Three: Focused Staff Development

Goal: To give staff the expertise to work with the community effectively

Outcome: Programs, services and collections that best meet the needs of the community

Investment	Project	Quarter 1-6	Estimated cost
<b><i>Develop a program strategy emphasizing quality, flexibility and adaptability</i></b>		Year 2	
<b>Train staff to develop and rely upon data and analysis in evaluating success of collections, services and programs</b>	Train staff on collection development tools in new Polaris system	3-4	Staff time
	Create a visually simplified version of monthly statistics for staff to encourage analyzing statistics to measure success	1	Staff time
	Increase number of staff trained in Project Outcome	1/as available	Staff time
	Utilize Niche Academy to introduce resources to staff	1-6	Staff time (resource already purchased for public use)
<b>Increase staff's awareness and understanding of cultural differences, developing tools and techniques for working with patrons of specific cultures</b>	Complete passport training for selected staff, which includes information about working with other cultures; look for ways to pass this information along to the other staff	1-2-3	Staff time
	Consider what sorts of training staff need (homeless people, mentally ill; different cultures; gender sensitivity)	5	Staff time
	Seek continuing ed resources for staff members to have a better understanding of what works and what does not work with different communities, talking with local schools, township offices, nearby libraries etc. to piggyback on resources they may have already developed	1+	Staff time
<b><i>Consider best ways to provide library services and collections to non-English speakers</i></b>		Year 2-3	

## Strategic Plan Focus Four: Enhanced Community Awareness and Alignment

Goal: To connect the right people with the right content at the right time the right way

Outcome: A community of users who are better aware of library services via the channels that most meet their needs

Investment	Project	Quarter 1-6	Estimated cost
<b>Form a Marketing Steering Committee with representatives from PR &amp; Marketing, Admin, and key departments</b>		2	Staff time
<b>Finalize Library name change and related branding</b>	Develop a marketing plan that uses all available channels of communication to get the word out	1	Staff time
	Make sure name is changed across all platforms, documents, and written and spoken communication	1	Staff time
	Complete exterior signage project including <ul style="list-style-type: none"> <li>• Changing the name on the existing corner sign</li> <li>• Attaching the name to the exterior of the building on three sides</li> <li>• Install driveway sign so entry is visible to Oakton drivers</li> <li>• Install monument sign so turn-off is indicated for Waukegan drivers</li> </ul>	1	\$86,578 for signs \$12-15K for construction \$9,500 for electrical work \$3,000 for landscaping
	Consider adding banners to the parking lot and to the building to promote the library and special programs	3	\$10K
<b>Focus energy on targeted marketing</b>	Use Gale Analytics and other available tools to determine our largest population groups and their characteristics, especially their preferences in receiving information	5	Staff time
<b>Define best practices for each segment</b>		Year 2	
<b>Implement new targeted communication across relevant marketing channels</b>		Year 2-3	
<b>Evaluate intent, scope and content of print newsletter</b>	Collect newsletters from other libraries; compare our content, #pages, schedule, and quality	1	Staff time
	Analyze content of past two years of Chapter One	1	Staff time
	Design and execute user experience testing of Chapter One	1-2	Staff time + \$300 gift cards and treats
	Survey program attendees to determine if Chapter One is important way of delivering program information	1-2	Staff time

	Research options for delivery	2	Staff time
	Determine if delivered newsletters are reaching multi-unit dwellers	2	Staff time
<b><i>Evaluate promotional mechanisms for effectiveness</i></b>		Year 2	
<b><i>Identify barriers to customer service and communication</i></b>		Year 2	

July 19, 2017

## **Unfinished Business—Recommended Actions**

### **A. 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 A 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 Manger 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.

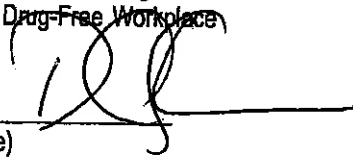
**-END-**

**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)



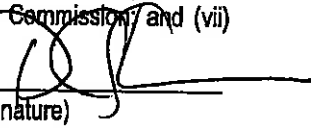
Business Development Manager  
Title

**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)



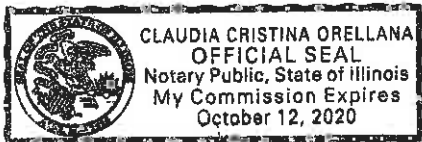
Business Development Manager  
Title

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

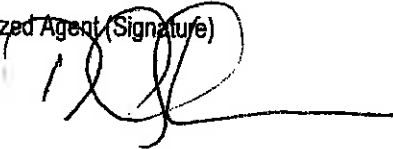
Dan A. Salalmone

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

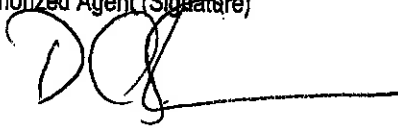
Dan A. Salalmone

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>9"(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

Page 3 of 5



**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	58,717.00	58,717.00

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) Tahilia 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.