



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

**June 20, 2018**

**7:00 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

ORDER OF BUSINESS

- |                                                                                                                                                                                                                                |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1. Call to Order                                                                                                                                                                                                               |    |
| 2. Approval of Minutes                                                                                                                                                                                                         |    |
| A. Approve the Minutes of the Regular Board Meeting of May 16, 2018                                                                                                                                                            | 3  |
| 3. Public Comment                                                                                                                                                                                                              |    |
| 4. Treasurer's Report                                                                                                                                                                                                          |    |
| A. Review Financial Reports                                                                                                                                                                                                    | 9  |
| B. Approve payment of the bills for operating expenses of \$346,356.24, payroll expenses of \$280,964.70, for a total monthly expense of \$627,320.94                                                                          |    |
| 5. Director's Report                                                                                                                                                                                                           |    |
| A. Highlights                                                                                                                                                                                                                  | 29 |
| B. Monthly Statistics                                                                                                                                                                                                          | 39 |
| 6. Communications                                                                                                                                                                                                              |    |
| A. Patron Suggestions                                                                                                                                                                                                          | 43 |
| B. Communications                                                                                                                                                                                                              | 45 |
| 7. Liaison Reports                                                                                                                                                                                                             |    |
| A. Friends of the Library                                                                                                                                                                                                      |    |
| B. Legislative                                                                                                                                                                                                                 |    |
| C. RAILS                                                                                                                                                                                                                       |    |
| 8. New Business                                                                                                                                                                                                                |    |
| A. Approve payment to Visographic in the amount of \$5,669.90                                                                                                                                                                  | 50 |
| B. Adopt Ordinance 18-02, an Ordinance Setting the Schedule of Meetings of the Board of Trustees of the Niles-Maine District Library for the Fiscal Year Commencing July 1, 2018 and Ending June 30, 2019                      | 51 |
| C. Adopt Ordinance 18.03, an Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers and mechanics Employed by the Niles-Maine District Library                                                                     | 53 |
| D. Approve that the Niles-Maine District Library continue to participate in the Non-Resident Library Card Illinois Program and charge an annual fee of \$293.00 based on the formula established by the Illinois State Library | 69 |

## Board Meeting Agenda - June 20, 2018

- E. Adopt Ordinance 18-04, an Ordinance Providing for Budget and Appropriations of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2018 and Ending June 30 2019 70
- F. Approve the renewal of the Short Term Disability and Long Term Disability Insurance through Principal Insurance for \$1,008.68 per month (\$12,104.16 annually) at current enrollment levels for the 2018-2019 fiscal year. 76
- G. Adopt Resolution 18-01, a Resolution approving the destruction of certain closed session meeting recordings of the Board of Library Trustees of the Niles-Maine District Library 78
- H. Discussion of July 4th Parade
- 9. Unfinished Business - None
- 10. Executive Session - To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Niles-Maine District Library; discussion of minutes of closed session meeting
- 11. Possible Action following Closed Session
- 12. Other
- 13. Adjournment

**Niles-Maine District Library  
Regular Board Meeting Minutes  
May 16, 2018  
7:00 PM  
Board Room  
6960 Oakton Street  
Niles, Illinois**

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

**Trustees Present**

Karen Dimond, Dennis Martin, Dianne Olson, Patti Rozanski, Linda Ryan, Tim Spadoni. Carolyn Drblik attended by phone at 7:03 PM.

**Library Staff Present**

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

**Others Present**

Ross Klicker, Village of Niles; Joe Makula, Niles Resident; Tom Robb, Journal Topics & News

**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.

**Pledge of Allegiance**

President Dimond led the Pledge of Allegiance.

**Roll Call**

President Dimond announced that Trustee Drblik planned to call into the Board meeting. Trustee Drblik joined the meeting at 7:03 PM.

The roll was taken by Ms. Winberg.

**Approval of Minutes**

**April 18, 2018**

Trustee Rozanski MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of April 18, 2018. Trustee Ryan seconded.

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

**May 2, 2018**

Trustee Rozanski MOVED the Library Board of Trustees approve the Minutes of the Special Board Meeting of May 2, 2018. Trustee Ryan seconded.

President Dimond asked that a correction be made in the second sentence of the second paragraph under New Business so that it reads "Trustee Drblik requested" and not Trustee Dimond.

President Dimond asked whether the movant and seconder agreed with the correction to the Minutes under New Business. Trustees Rozanski and Ryan said yes.

The correction was noted and made to the original Minutes.

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

**Ross Klicker, Village of Niles**

Mr. Ross Klicker, Economic Development Coordinator for the Village of Niles, thanked the Board for the invitation to come in and speak on the economic growth of Niles. He talked on the future plans of the Village and how they will attract new residents and businesses. He discussed the great role the Library plays in the Village through its many offerings and programs. The Library along with the parks and schools are what attracts young families to Niles and the Village will continue to support the Library in its endeavors.

**Public Comment**

President Dimond invited those who signed in to speak.

Mr. Joe Makula addressed the money he feels is being wasted on school visits by librarians and library programs with low attendance. He would like to see the Library's budget cut by 5%.

Mr. Dennis Martin addressed the Board by proposing a 5% cut in the budget with a proposed list of cuts including looking more closely at spend for library materials, cutting money for new furniture and fixtures, placing a salary freeze on Library employees, phasing out Chapter One over two years, cutting promotional spending, cutting the adjustments line, eliminating trustee funding, eliminating time and a half on Sundays, and eliminating comp time for salaried employees. Before he could finish, his five-minute limit to speak was up.

At this time, Trustee Rozanski asked whether as Trustees, are we allowed to speak during Public Comment. President Dimond responded that she is not aware of any rules prohibiting Trustees to speak during Public Comment.

**Treasurer's Report**

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

**May 16, 2018**

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

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**Revenues**

Overall revenues are at 98% of budget.

**Property Taxes** – No substantial change from last month.

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

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

**Expenditures**

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

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

**Library Operating Expenditures** - No substantial change from last month with the over-all category continues well under budget at an amount of \$94,100.

**Page 13**

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

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

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

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

**Total Expenditures** – Running 9.5% under budget.

At this time, Trustee Drblik requested that the Check Detail and Account Distribution Report give more detailed information on what the payment was for i.e., payment to Ingram should include titles and the quantity purchased. President Dimond asked the Board for a show of hands from those who would like to see more detailed descriptions on purchases in this Report. No hands were raised except for a verbal yes from Trustee Drblik by phone. President Dimond reminded the Board that they have the right to call Susan Lempke and Greg Pritz with any specific questions regarding the payment of bills and that all bills were available for review at every regular board meeting.

#### **Payment of the Bills**

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$220,337.66, payroll expenses of \$274,247.35, Special Reserve Expenses of \$19,180.00, for a total monthly expense of \$513,765.01. Trustee Ryan seconded.

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

#### **Director's Report**

President Dimond thanked those who, representing the Library, attended the Night of the Roses.

Ms. Lempke presented highlights including:

A recap of the Strategic Plan for the third quarter:

- Exceptional Customer Service: Sirsi-Dynex/Polaris migration and the training of the staff; working on a solution for better navigation of the Library;
- Expanded community engagement: The Library together with the Public Arts and Culture Advisory Council, is forming an Artists' Guild which will be housed in the Library giving local artists a space to meet and collaborate their ideas and work. Victoria Luz will be the Library's contact person;
- Enhanced community awareness and alignment: Summer concert series at Dee Park.

Ms. Lempke provided the Board with a list of available databases along with the cost of the database and the cost per use of the database as received from the vendors. These numbers are analyzed by staff to help them make decisions regarding the databases.

Next, as requested by President Dimond, Ms. Lempke provided the Board with an updated organization chart showing the chain of command with names and vacancies.

Trustee Spadoni asked the Board to encourage patrons who may have an issue with any of the Trustees to attend a Board meeting so that they can express their feelings.

#### **Communications**

As provided in the Board Packet.

#### **Liaison Reports**

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

Ms. Lempke reported that the Friends are moving their meeting from the third Monday to the third Thursday of the month.

Regular Board Meeting – May 16, 2018

Trustee Drblik reported that the May meeting was cancelled due to lack of attendance.

Legislative

Ms. Lempke reported that the US Senate voted to reinstate net neutrality but it still has a long way to go since the policy still needs the support of the House majority and signed by the President.

RAILS

Ms. Lempke reported that RAILS is running its board election and that she, on behalf of the Library and its Board, has voted.

**Secretary's Report**

A Notice of Public Hearing on June 30, 2018, at the hour of 6:55 PM at the Niles-Maine District Library, Board Room, 6960 Oakton Street, Niles, Illinois, concerning Tentative Ordinance 18-01, a Tentative Ordinance Providing for Budget and Appropriations of the Niles-Maine District Library for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019, was published in the Journal Topics and News on Wednesday, May 16, 2018. Copies of the aforementioned Tentative Ordinance will be available in the administrative office of the Niles-Maine District Library after May 16<sup>th</sup>, from 9:00 AM to 5:00 PM, Monday through Friday.

**New Business**

Laptop Purchase

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

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

Exterior Caulking of the Library Building

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

Mr. Pritz reviewed the bidding process for all three projects: exterior caulking of the Library building, exterior painting of the Library building, and the replacement of the Library's 250-ton chiller on the Library building. All bids received were summarized and included in the prepared motions.

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

Exterior Painting of the Library Building

Trustee Rozanski MOVED the Library Board of Trustees award Nedro Decorating, Inc., a contract in the amount of \$44,200 for exterior painting of the Library building. Trustee Ryan seconded.

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

Chiller Replacement on the Library Building

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

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

Liability and Workers' Compensation Insurance

Trustee Rozanski MOVED the Library Board of Trustees approve the recommended purchase of Liability and Workers' Compensation Insurance in the total amount of \$61,671 for the 2018-2019 fiscal year. Trustee Ryan seconded.

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

Library Audit

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

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

Healthcare Insurance Plan

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

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

Health Insurance Price Tags

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

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

Trustee Martin left the meeting at 9:17 PM and returned at 9:23 PM.

Ordinance 18-01

Trustee Rozanski MOVED the Library Board of Trustees adopt Ordinance 18-01, a Tentative Ordinance Providing for Budget and Appropriations of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019. Trustee Ryan seconded.

Ms. Lempke provided the Board with a second presentation of the 2018/2019 tentative budget reflecting a potential savings of \$98,530. Trustee Martin said that the recommended cuts were wiped out by the salary increase, and he recommended a 5% decrease of the entire budget. Trustee Dimond took an informal vote but the majority of the Board was not in favor of his proposal. After a long discussion, including Trustee Martin's repetition and expansion of the list of budget cuts he proposed during public comments, a majority of the Board was in agreement with the reduction of \$98,530 as presented by Ms. Lempke. The reductions were made in promotional, consulting, furniture, equipment, printing and supplies. Throughout the discussion, Trustees Drblik and Martin made suggestions for additional cuts in the budget. President Dimond went around the table asking the Board whether they were in agreement to adopt these further cuts as suggested by Trustees Drblik and Martin. The majority did not support additional changes.

President Dimond asked that the original motion be amended to adopt Ordinance 18-01, reflecting a reduction of \$98,500 from the tentative budget.

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

Unfinished Business

None.

Other

None.

Regular Board Meeting – May 16, 2018

**Adjournment**

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

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

The meeting adjourned at 9:55 PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

DRAFT

# Niles-Maine District Library

## Balance Sheet

May 31, 2018

	GENERAL FUND 5/31/2018	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash	(\$1,134,823)	(\$72,296)	\$1,460,642	\$253,522
Investments	\$9,100,155			\$9,100,155
<b>Total Cash and Investments</b>	<b>\$7,965,332</b>	<b>(\$72,296)</b>	<b>\$1,460,642</b>	<b>\$9,353,677</b>
<b>Receivables</b>				
Property Tax Receivable, net	\$2,882,651	\$136,615		\$3,019,267
Replacement Tax Receivable	\$23,481			\$23,481
<b>Total Receivables</b>	<b>\$2,906,133</b>	<b>\$136,615</b>	<b>\$0</b>	<b>\$3,042,748</b>
<b>Prepaid Items</b>				
Prepaid Expense	\$75,274			\$75,274
<b>Total Prepaid Items</b>	<b>\$75,274</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,274</b>
<b>Total Assets</b>	<b>\$10,946,739</b>	<b>\$64,319</b>	<b>\$1,460,642</b>	<b>\$12,471,700</b>
 <b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$277,333	\$26,519	\$0	\$303,852
Other Liabilities	\$12,378	\$9,529		\$21,906
Deferred Revenues	\$2,973,353	\$140,428		\$3,113,780
<b>Total Liabilities</b>	<b>\$3,263,063</b>	<b>\$176,476</b>	<b>\$0</b>	<b>\$3,439,539</b>
<b>Fund Balance</b>				
Fund Balance	\$7,683,675	(\$112,156)	\$1,460,642	\$9,032,161
<b>Total Fund Balance</b>	<b>\$7,683,675</b>	<b>(\$112,156)</b>	<b>\$1,460,642</b>	<b>\$9,032,161</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$10,946,739</b>	<b>\$64,319</b>	<b>\$1,460,642</b>	<b>\$12,471,700</b>

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

May 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$33,886	\$84,785	(\$50,898)	\$6,660,199	\$6,698,474	(\$38,275)	\$6,718,474	99%
Replacement Taxes	\$26,750	\$1,450	\$25,300	\$124,969	\$145,000	(\$20,031)	\$145,000	86%
Per Capita Grant		\$44,478	(\$44,478)	\$44,478	\$44,478	\$0	\$44,478	100%
Grants-Other	\$3,500	\$83	\$3,417	\$3,500	\$917	\$2,583	\$1,000	350%
Investment Income	\$17,423	\$6,667	\$10,757	\$107,755	\$73,333	\$34,422	\$80,000	135%
Fines	\$2,168	\$2,083	\$85	\$26,153	\$22,917	\$3,236	\$25,000	105%
Lost Books	\$999	\$625	\$374	\$9,960	\$6,875	\$3,085	\$7,500	133%
Pay For Print	\$2,720	\$2,083	\$636	\$20,850	\$22,917	(\$2,066)	\$25,000	83%
Book Sale	\$1,544	\$1,333	\$211	\$10,430	\$14,667	(\$4,237)	\$16,000	65%
Passports	\$4,906	\$2,083	\$2,823	\$20,755	\$22,917	(\$2,161)	\$25,000	83%
Non-Resident Fees	\$41		\$41	\$464		\$464		
Flash Drive & Ear Bud Sales	\$6		\$6	\$55		\$55		
Commissions & Fees	(\$1)		(\$1)	\$19		\$19		
Donations	\$6		\$6	\$3,173		\$3,173		
Miscellaneous	\$102	\$113	(\$10)	\$12,041	\$1,238	\$10,804	\$1,350	892%
<b>Total Revenues</b>	<b>\$94,050</b>	<b>\$145,784</b>	<b>(\$51,734)</b>	<b>\$7,044,800</b>	<b>\$7,053,731</b>	<b>(\$8,931)</b>	<b>\$7,088,802</b>	<b>99%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$10,733	\$10,827	\$93	\$118,268	\$119,092	\$824	\$129,919	91%
Payroll-Department Managers	\$14,916	\$14,792	(\$124)	\$163,251	\$162,707	(\$543)	\$177,499	92%
Payroll-Division Supervisors	\$38,259	\$37,599	(\$660)	\$414,331	\$413,587	(\$744)	\$451,186	92%
Payroll-Librarian I	\$104,637	\$106,710	\$2,073	\$1,113,115	\$1,173,805	\$60,690	\$1,280,515	87%
Payroll-Library Grade V	\$68,515	\$64,108	(\$4,407)	\$706,975	\$705,192	(\$1,783)	\$769,300	92%
Payroll-Library Grade VI	\$31,036	\$29,479	(\$1,557)	\$337,787	\$324,269	(\$13,518)	\$353,748	95%
Payroll-Library Pages	\$8,611	\$10,963	\$2,352	\$74,346	\$120,598	\$46,252	\$131,561	57%
Payroll-Sundays	\$6,854	\$6,667	(\$188)	\$81,383	\$73,333	(\$8,050)	\$80,000	102%
Adjustments		\$833	\$833	\$5,521	\$9,167	\$3,645	\$10,000	55%
Substitutes	\$380	\$1,250	\$870	\$8,203	\$13,750	\$5,547	\$15,000	55%
<b>Total Salaries</b>	<b>\$283,942</b>	<b>\$283,227</b>	<b>(\$714)</b>	<b>\$3,023,180</b>	<b>\$3,115,501</b>	<b>\$92,321</b>	<b>\$3,398,728</b>	<b>89%</b>

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

May 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Library Materials</b>								
Books-Adult	\$29,883	\$14,833	(\$15,049)	\$171,195	\$163,167	(\$8,028)	\$178,000	96%
Books-Youth Services	\$11,402	\$6,667	(\$4,735)	\$67,591	\$73,333	\$5,742	\$80,000	84%
Books-Teen	\$2,640	\$1,271	(\$1,369)	\$14,474	\$13,979	(\$495)	\$15,250	95%
Downloadables	\$5,691	\$5,000	(\$691)	\$58,729	\$55,000	(\$3,729)	\$60,000	98%
Periodicals	(\$183)	\$2,742	\$2,925	\$31,621	\$30,158	(\$1,462)	\$32,900	96%
AV-Adult	\$8,295	\$10,417	\$2,122	\$101,360	\$114,583	\$13,223	\$125,000	81%
AV-Youth Services	\$1,643	\$3,467	\$1,823	\$27,609	\$38,133	\$10,524	\$41,600	66%
AV-Teen	\$673	\$979	\$306	\$9,378	\$10,771	\$1,393	\$11,750	80%
Online Databases	\$14,269	\$17,917	\$3,647	\$215,000	\$197,083	(\$17,917)	\$215,000	100%
<b>Total Library Materials</b>	<b>\$74,313</b>	<b>\$63,292</b>	<b>(\$11,022)</b>	<b>\$696,958</b>	<b>\$696,208</b>	<b>(\$749)</b>	<b>\$759,500</b>	<b>92%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$6,516	\$6,522	\$7	\$71,672	\$71,747	\$75	\$78,269	92%
Processing & Supplies	\$2,751	\$2,083	(\$668)	\$38,046	\$22,917	(\$15,129)	\$25,000	152%
Internet Charges	\$1,184	\$1,533	\$349	(\$2,221)	\$16,867	\$19,088	\$18,400	(12)%
Software, Licenses	\$9,099	\$4,844	(\$4,256)	\$36,188	\$65,779	\$29,592	\$70,623	51%
Printing	\$11,175	\$3,708	(\$7,467)	\$37,372	\$41,492	\$4,119	\$45,200	83%
Library Supplies	(\$13)	\$692	\$705	\$4,270	\$7,608	\$3,339	\$8,300	51%
Programming & Support-Adult	\$2,848	\$2,953	\$106	\$35,281	\$32,487	(\$2,794)	\$35,440	100%
Programming & Support-Juvenile	\$12,305	\$3,327	(\$8,978)	\$40,611	\$36,598	(\$4,014)	\$39,925	102%
Programming & Support-Events		\$800	\$800	\$5,729	\$10,800	\$5,071	\$11,600	49%
Programming & Support-Teen	\$710	\$706	(\$3)	\$6,041	\$7,769	\$1,728	\$8,475	71%
Public Performing Rights	\$259		(\$259)	\$2,140	\$1,400	(\$740)	\$1,400	153%
Computer Charges OCLC	\$1,035	\$1,091	\$56	\$11,384	\$12,002	\$618	\$13,093	87%
Miscellaneous	\$202	\$83	(\$118)	\$2,356	\$917	(\$1,440)	\$1,000	236%
Per Capita Grant Expenditures	\$22,975	\$3,706	(\$19,268)	\$26,787	\$40,771	\$13,984	\$44,478	60%
Grant - Other Expenditures		\$83	\$83	\$850	\$917	\$67	\$1,000	85%
Volunteers		\$245	\$245	\$823	\$2,693	\$1,870	\$2,938	28%
<b>Total Library Operating Expenditures</b>	<b>\$71,046</b>	<b>\$32,378</b>	<b>(\$38,667)</b>	<b>\$317,330</b>	<b>\$372,762</b>	<b>\$55,433</b>	<b>\$405,141</b>	<b>78%</b>

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

May 31, 2018

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
<b>General and Administration</b>								
Janitorial Supplies	\$1,544	\$2,667	\$1,123	\$26,457	\$29,333	\$2,877	\$32,000	83%
Copiers	\$1,486	\$1,000	(\$486)	\$8,613	\$11,000	\$2,387	\$12,000	72%
Professional Development	\$2,307	\$3,915	\$1,608	\$41,316	\$43,067	\$1,751	\$46,982	88%
Mileage	\$698	\$296	(\$402)	\$2,973	\$3,254	\$281	\$3,550	84%
Professional Collection		\$300	\$300	\$7,577	\$3,300	(\$4,277)	\$3,600	210%
Legal Fees	\$237	\$1,000	\$763	\$5,327	\$11,000	\$5,673	\$12,000	44%
Consultants	\$211	\$2,250	\$2,039	\$8,723	\$24,750	\$16,027	\$27,000	32%
Kitchen Supplies	\$60	\$83	\$23	\$562	\$917	\$355	\$1,000	56%
Promotional Expense	\$3,129	\$2,500	(\$629)	\$16,934	\$27,500	\$10,566	\$30,000	56%
Office Supplies	\$608	\$1,500	\$892	\$23,074	\$16,500	(\$6,574)	\$18,000	128%
Postage & Freight	\$1,322	\$1,500	\$178	\$18,374	\$16,500	(\$1,874)	\$18,000	102%
Publication of Notices-Legal		\$100	\$100	\$1,149	\$1,100	(\$49)	\$1,200	96%
Publication of Notices-Advertisements	\$280		(\$280)	\$280		(\$280)		
Subscriptions & Dues	\$755	\$705	(\$50)	\$6,609	\$7,760	\$1,151	\$8,465	78%
Collection Services	(\$3)	\$83	\$86	\$1,505	\$917	(\$588)	\$1,000	150%
Telephone	\$1,699	\$1,375	(\$324)	\$16,249	\$15,125	(\$1,124)	\$16,500	98%
Trustee Expense	\$283	\$500	\$217	\$1,309	\$5,500	\$4,191	\$6,000	22%
Payroll Service	\$1,222	\$1,375	\$153	\$14,545	\$15,125	\$580	\$16,500	88%
Bank Fees	\$178	\$208	\$30	(\$1,857)	\$2,292	\$4,148	\$2,500	(74)%
Parking Lease	\$881	\$881		\$9,691	\$9,691	\$0	\$10,572	92%
<b>Total General and Administration</b>	<b>\$16,898</b>	<b>\$22,239</b>	<b>\$5,341</b>	<b>\$209,411</b>	<b>\$244,630</b>	<b>\$35,219</b>	<b>\$266,869</b>	<b>78%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$86	\$83	(\$3)	\$553	\$917	\$363	\$1,000	55%
Repairs & Maintenance		\$150	\$150		\$1,650	\$1,650	\$1,800	
Miscellaneous		\$8	\$8		\$92	\$92	\$100	
Auto Insurance				\$1,586	\$1,586		\$1,586	100%
<b>Total Vehicle Operation</b>	<b>\$86</b>	<b>\$242</b>	<b>\$156</b>	<b>\$2,139</b>	<b>\$4,244</b>	<b>\$2,105</b>	<b>\$4,486</b>	<b>48%</b>

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

May 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$18,047	\$19,583	\$1,536	\$740,205	\$715,417	(\$24,789)	\$735,000	101%
Group Health	\$40,331	\$44,167	\$3,835	\$448,533	\$485,833	\$37,300	\$530,000	85%
Health Reimbursement Account	\$3,579	\$5,500	\$1,921	\$41,918	\$60,500	\$18,582	\$66,000	64%
Dental	\$2,283	\$1,667	(\$617)	\$17,024	\$18,333	\$1,309	\$20,000	85%
Vision	\$505	\$583	\$78	\$5,784	\$6,417	\$632	\$7,000	83%
FSA fee	\$56	\$100	\$44	\$940	\$1,100	\$160	\$1,200	78%
Life, LTD, AD&D, STD	\$705	\$1,500	\$795	\$11,277	\$16,500	\$5,223	\$18,000	63%
<b>Total Employee Fringe Benefits</b>	<b>\$65,507</b>	<b>\$73,100</b>	<b>\$7,593</b>	<b>\$1,265,683</b>	<b>\$1,304,100</b>	<b>\$38,417</b>	<b>\$1,377,200</b>	<b>92%</b>
<b>Utilities</b>								
Gas	\$1,592	\$1,250	(\$342)	\$14,576	\$13,750	(\$826)	\$15,000	97%
Electric	\$6,302	\$8,333	\$2,031	\$76,412	\$91,667	\$15,255	\$100,000	76%
Water	\$335	\$667	\$332	\$7,458	\$7,333	(\$125)	\$8,000	93%
<b>Total Utilities</b>	<b>\$8,229</b>	<b>\$10,250</b>	<b>\$2,021</b>	<b>\$98,446</b>	<b>\$112,750</b>	<b>\$14,304</b>	<b>\$123,000</b>	<b>80%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building		\$35,667	\$35,667	\$46,924	\$392,333	\$345,410	\$428,000	11%
Special Reserve - Equipment		\$10,000	\$10,000	\$5,809	\$110,000	\$104,191	\$120,000	5%
<b>Total Capital Expenditures</b>	<b>\$0</b>	<b>\$45,667</b>	<b>\$45,667</b>	<b>\$52,732</b>	<b>\$502,333</b>	<b>\$449,601</b>	<b>\$548,000</b>	<b>10%</b>
<b>Audit</b>								
Audit Expense				\$19,900	\$16,400	(\$3,500)	\$16,400	121%
<b>Total Audit Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,900</b>	<b>\$16,400</b>	<b>(\$3,500)</b>	<b>\$16,400</b>	<b>121%</b>
<b>Liability Insurance</b>								
Liability Insurance				\$29,868	\$29,868		\$29,868	100%
<b>Total Liability Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,868</b>	<b>\$29,868</b>	<b>\$0</b>	<b>\$29,868</b>	<b>100%</b>

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

May 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Social Security</b>								
Social Security	\$21,067	\$20,833	(\$233)	\$226,392	\$229,167	\$2,775	\$250,000	91%
<b>Total Social Security Expenditures</b>	<b>\$21,067</b>	<b>\$20,833</b>	<b>(\$233)</b>	<b>\$226,392</b>	<b>\$229,167</b>	<b>\$2,775</b>	<b>\$250,000</b>	<b>91%</b>
<b>Workers' Compensation</b>								
Workers' Compensation				\$26,011	\$27,489	\$1,478	\$27,489	95%
<b>Total Workers' Compensation Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,011</b>	<b>\$27,489</b>	<b>\$1,478</b>	<b>\$27,489</b>	<b>95%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$1,423	\$1,667	\$244	\$18,060	\$18,333	\$273	\$20,000	90%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$1,423</b>	<b>\$1,667</b>	<b>\$244</b>	<b>\$18,060</b>	<b>\$18,333</b>	<b>\$273</b>	<b>\$20,000</b>	<b>90%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$8,000	\$4,667	(\$3,333)	\$54,750	\$51,333	(\$3,417)	\$56,000	98%
Contractual Maintenance	\$5,907	\$2,975	(\$2,932)	\$44,835	\$32,725	(\$12,110)	\$35,700	126%
Non-Contractual Maintenance	\$3,185	\$3,220	\$35	\$35,219	\$35,420	\$201	\$38,640	91%
Equipment Maintenance	\$5,332	\$1,750	(\$3,582)	\$20,867	\$19,250	(\$1,617)	\$21,000	99%
Non Capital Expenses	\$1,599	\$2,083	\$485	\$5,125	\$22,917	\$17,792	\$25,000	21%
Furniture & Fixtures		\$2,979	\$2,979	\$11,336	\$32,764	\$21,428	\$35,743	32%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$24,022</b>	<b>\$17,674</b>	<b>(\$6,349)</b>	<b>\$172,133</b>	<b>\$194,409</b>	<b>\$22,276</b>	<b>\$212,083</b>	<b>81%</b>
<b>Total Expenditures</b>	<b>\$566,532</b>	<b>\$570,569</b>	<b>\$4,036</b>	<b>\$6,158,242</b>	<b>\$6,868,195</b>	<b>\$709,954</b>	<b>\$7,438,764</b>	<b>83%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$472,482)</b>	<b>(\$424,785)</b>	<b>(\$47,697)</b>	<b>\$886,559</b>	<b>\$185,536</b>	<b>\$701,023</b>	<b>(\$349,962)</b>	<b>(253)%</b>

## Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76365	Accounts Payable	Computer Check	6/20/2018	AFLAC	\$0.00	\$339.04	(\$339.04)	5/31/2018	Outstanding
76366	Accounts Payable	Computer Check	6/20/2018	Alexa Hansen	\$0.00	\$21.57	(\$360.61)	5/31/2018	Outstanding
76367	Accounts Payable	Computer Check	6/20/2018	ALLIANCE ENTERTAINMENT	\$0.00	\$317.39	(\$678.00)	5/31/2018	Outstanding
76368	Accounts Payable	Computer Check	6/20/2018	AMARK INDUSTRIES	\$0.00	\$27.00	(\$705.00)	5/31/2018	Outstanding
76369	Accounts Payable	Computer Check	6/20/2018	SYNCB/ AMAZON	\$0.00	\$2,128.19	(\$2,833.19)	5/31/2018	Outstanding
76370	Accounts Payable	Computer Check	6/20/2018	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$215.00	(\$3,048.19)	5/31/2018	Outstanding
76371	Accounts Payable	Computer Check	6/20/2018	ANDERSON LOCK	\$0.00	\$195.00	(\$3,243.19)	5/31/2018	Outstanding
76372	Accounts Payable	Computer Check	6/20/2018	Ariana Vilcins	\$0.00	\$7.99	(\$3,251.18)	5/31/2018	Outstanding
76373	Accounts Payable	Computer Check	6/20/2018	AT&T	\$0.00	\$43.73	(\$3,294.91)	5/31/2018	Outstanding
76374	Accounts Payable	Computer Check	6/20/2018	AT&T	\$0.00	\$385.04	(\$3,679.95)	5/31/2018	Outstanding
76375	Accounts Payable	Computer Check	6/20/2018	AUTOMATIC BUILDING CONTRO	\$0.00	\$564.00	(\$4,243.95)	5/31/2018	Outstanding
76376	Accounts Payable	Computer Check	6/20/2018	KRYSTYNA BANEK	\$0.00	\$98.04	(\$4,341.99)	5/31/2018	Outstanding
76377	Accounts Payable	Computer Check	6/20/2018	BCLS Landscape Brick Paving	\$0.00	\$2,826.25	(\$7,168.24)	5/31/2018	Outstanding
76378	Accounts Payable	Computer Check	6/20/2018	BERNADETTA KORYCIARZ	\$0.00	\$34.80	(\$7,203.04)	5/31/2018	Outstanding
76379	Accounts Payable	Computer Check	6/20/2018	BRODART CO.	\$0.00	\$14,848.18	(\$22,051.22)	5/31/2018	Outstanding
76380	Accounts Payable	Computer Check	6/20/2018	CALL ONE	\$0.00	\$1,292.96	(\$23,344.18)	5/31/2018	Outstanding
76381	Accounts Payable	Computer Check	6/20/2018	ARIANNE CAREY	\$0.00	\$211.29	(\$23,555.47)	5/31/2018	Outstanding
76382	Accounts Payable	Computer Check	6/20/2018	CDW GOVERNMENT, INC.	\$0.00	\$10,638.26	(\$34,193.73)	5/31/2018	Outstanding
76383	Accounts Payable	Computer Check	6/20/2018	CECILIA CYGNAR	\$0.00	\$62.86	(\$34,256.59)	5/31/2018	Outstanding
76384	Accounts Payable	Computer Check	6/20/2018	CENGAGE LEARNING, INC.	\$0.00	\$11,760.63	(\$46,017.22)	5/31/2018	Outstanding
76385	Accounts Payable	Computer Check	6/20/2018	Chandrakant Patel	\$0.00	\$14.99	(\$46,032.21)	5/31/2018	Outstanding
76386	Accounts Payable	Computer Check	6/20/2018	CINTAS CORPORATION LOC. 769	\$0.00	\$793.39	(\$46,825.60)	5/31/2018	Outstanding
76387	Accounts Payable	Computer Check	6/20/2018	COMED	\$0.00	\$6,301.98	(\$53,127.58)	5/31/2018	Outstanding
76388	Accounts Payable	Computer Check	6/20/2018	COMMUNICATION REVOLVING F	\$0.00	\$478.00	(\$53,605.58)	5/31/2018	Outstanding
76389	Accounts Payable	Computer Check	6/20/2018	COOPERATIVE COMPUTER SERV	\$0.00	\$7,550.53	(\$61,156.11)	5/31/2018	Outstanding
76390	Accounts Payable	Computer Check	6/20/2018	COVERALL NORTH AMERICA, IN	\$0.00	\$2,900.00	(\$64,056.11)	5/31/2018	Outstanding
76391	Accounts Payable	Computer Check	6/20/2018	CREATIVE PROMOTIONAL PROD	\$0.00	\$1,856.14	(\$65,912.25)	5/31/2018	Outstanding
76392	Accounts Payable	Computer Check	6/20/2018	DAVE HERZOG'S MARIONETTES	\$0.00	\$300.00	(\$66,212.25)	5/31/2018	Outstanding
76393	Accounts Payable	Computer Check	6/20/2018	DAVID DABROWSKI	\$0.00	\$64.31	(\$66,276.56)	5/31/2018	Outstanding
76394	Accounts Payable	Computer Check	6/20/2018	DELL MARKETING L.P.	\$0.00	\$21,689.73	(\$87,966.29)	5/31/2018	Outstanding
76395	Accounts Payable	Computer Check	6/20/2018	DEMCO, INC.	\$0.00	\$2,424.48	(\$90,390.77)	5/31/2018	Outstanding
76396	Accounts Payable	Computer Check	6/20/2018	DENISE REDA	\$0.00	\$22.63	(\$90,413.40)	5/31/2018	Outstanding
76397	Accounts Payable	Computer Check	6/20/2018	DISCOVERY CENTER MUSEUM, O	\$0.00	\$495.00	(\$90,908.40)	5/31/2018	Outstanding
76398	Accounts Payable	Computer Check	6/20/2018	Donna Block	\$0.00	\$57.90	(\$90,966.30)	5/31/2018	Outstanding
76399	Accounts Payable	Computer Check	6/20/2018	DOOR SYSTEMS, INC.	\$0.00	\$282.50	(\$91,248.80)	5/31/2018	Outstanding
76400	Accounts Payable	Computer Check	6/20/2018	EASYPERMIT POSTAGE	\$0.00	\$1,264.57	(\$92,513.37)	5/31/2018	Outstanding
76401	Accounts Payable	Computer Check	6/20/2018	F.J. KERRIGAN	\$0.00	\$2,312.85	(\$94,826.22)	5/31/2018	Outstanding
76402	Accounts Payable	Computer Check	6/20/2018	FINDAWAY WORLD, LLC	\$0.00	\$303.69	(\$95,129.91)	5/31/2018	Outstanding
76403	Accounts Payable	Computer Check	6/20/2018	FIREFLY COMPUTERS, LLC	\$0.00	\$108.00	(\$95,237.91)	5/31/2018	Outstanding

## Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76404	Accounts Payable	Computer Check	6/20/2018	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$95,633.91)	5/31/2018	Outstanding
76405	Accounts Payable	Computer Check	6/20/2018	STEVEN FRENZEL	\$0.00	\$175.00	(\$95,808.91)	5/31/2018	Outstanding
76406	Accounts Payable	Computer Check	6/20/2018	Fun Express	\$0.00	\$1,917.86	(\$97,726.77)	5/31/2018	Outstanding
76407	Accounts Payable	Computer Check	6/20/2018	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,414.17	(\$99,140.94)	5/31/2018	Outstanding
76408	Accounts Payable	Computer Check	6/20/2018	LESLIE GODDARD	\$0.00	\$300.00	(\$99,440.94)	5/31/2018	Outstanding
76409	Accounts Payable	Computer Check	6/20/2018	Grace M Praznowski	\$0.00	\$4.99	(\$99,445.93)	5/31/2018	Outstanding
76410	Accounts Payable	Computer Check	6/20/2018	DEBORAH GRAHAM	\$0.00	\$5.34	(\$99,451.27)	5/31/2018	Outstanding
76411	Accounts Payable	Computer Check	6/20/2018	GRAINGER	\$0.00	\$499.59	(\$99,950.86)	5/31/2018	Outstanding
76412	Accounts Payable	Computer Check	6/20/2018	GRETA ULRICH	\$0.00	\$11.99	(\$99,962.85)	5/31/2018	Outstanding
76413	Accounts Payable	Computer Check	6/20/2018	HALL PASS	\$0.00	\$90.00	(\$100,052.85)	5/31/2018	Outstanding
76414	Accounts Payable	Computer Check	6/20/2018	HEALTHCARE SERVICE CORPOR	\$0.00	\$46,840.33	(\$146,893.18)	5/31/2018	Outstanding
76415	Accounts Payable	Computer Check	6/20/2018	HOOPLA	\$0.00	\$1,868.12	(\$148,761.30)	5/31/2018	Outstanding
76416	Accounts Payable	Computer Check	6/20/2018	ILLINOIS CPA SOCIETY	\$0.00	\$325.00	(\$149,086.30)	5/31/2018	Outstanding
76417	Accounts Payable	Computer Check	6/20/2018	INGRAM LIBRARY SERVICES	\$0.00	\$26,459.10	(\$175,545.40)	5/31/2018	Outstanding
76418	Accounts Payable	Computer Check	6/20/2018	IRON MOUNTAIN	\$0.00	\$201.83	(\$175,747.23)	5/31/2018	Outstanding
76419	Accounts Payable	Computer Check	6/20/2018	J & D Instant Signs, Inc	\$0.00	\$930.00	(\$176,677.23)	5/31/2018	Outstanding
76420	Accounts Payable	Computer Check	6/20/2018	James T Thomasino	\$0.00	\$29.99	(\$176,707.22)	5/31/2018	Outstanding
76421	Accounts Payable	Computer Check	6/20/2018	Johnson Controls Fire Protection LP	\$0.00	\$2,996.00	(\$179,703.22)	5/31/2018	Outstanding
76422	Accounts Payable	Computer Check	6/20/2018	THE JOURNAL & TOPICS	\$0.00	\$80.20	(\$179,783.42)	5/31/2018	Outstanding
76423	Accounts Payable	Computer Check	6/20/2018	JUDITH MCNULTY	\$0.00	\$43.71	(\$179,827.13)	5/31/2018	Outstanding
76424	Accounts Payable	Computer Check	6/20/2018	Kanopy LLC	\$0.00	\$1,868.12	(\$181,695.25)	5/31/2018	Outstanding
76425	Accounts Payable	Computer Check	6/20/2018	Kara M Bourke	\$0.00	\$12.99	(\$181,708.24)	5/31/2018	Outstanding
76426	Accounts Payable	Computer Check	6/20/2018	Kathleen Weiss	\$0.00	\$31.44	(\$181,739.68)	5/31/2018	Outstanding
76427	Accounts Payable	Computer Check	6/20/2018	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$147.00	(\$181,886.68)	5/31/2018	Outstanding
76428	Accounts Payable	Computer Check	6/20/2018	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,486.31	(\$183,372.99)	5/31/2018	Outstanding
76429	Accounts Payable	Computer Check	6/20/2018	KOREAN BOOKS	\$0.00	\$551.45	(\$183,924.44)	5/31/2018	Outstanding
76430	Accounts Payable	Computer Check	6/20/2018	Kristy Kjell	\$0.00	\$1,012.50	(\$184,936.94)	5/31/2018	Outstanding
76431	Accounts Payable	Computer Check	6/20/2018	MARY MILLER	\$0.00	\$188.22	(\$185,125.16)	5/31/2018	Outstanding
76432	Accounts Payable	Computer Check	6/20/2018	Matt Wilhelm Inc	\$0.00	\$575.00	(\$185,700.16)	5/31/2018	Outstanding
76433	Accounts Payable	Computer Check	6/20/2018	MELISSA MAYBERRY	\$0.00	\$175.00	(\$185,875.16)	5/31/2018	Outstanding
76434	Accounts Payable	Computer Check	6/20/2018	Menards	\$0.00	\$258.67	(\$186,133.83)	5/31/2018	Outstanding
76435	Accounts Payable	Computer Check	6/20/2018	MIDWEST TAPE	\$0.00	\$9,331.18	(\$195,465.01)	5/31/2018	Outstanding
76436	Accounts Payable	Computer Check	6/20/2018	MONARCH FIRE PROTECTION, I	\$0.00	\$450.00	(\$195,915.01)	5/31/2018	Outstanding
76437	Accounts Payable	Computer Check	6/20/2018	MORE THAN SCORES THAN TES	\$0.00	\$100.00	(\$196,015.01)	5/31/2018	Outstanding
76438	Accounts Payable	Computer Check	6/20/2018	MPLC	\$0.00	\$259.27	(\$196,274.28)	5/31/2018	Outstanding
76439	Accounts Payable	Computer Check	6/20/2018	MULTICULTURAL BOOKS & VID	\$0.00	\$1,028.14	(\$197,302.42)	5/31/2018	Outstanding
76440	Accounts Payable	Computer Check	6/20/2018	NICOR GAS	\$0.00	\$1,591.80	(\$198,894.22)	5/31/2018	Outstanding
76441	Accounts Payable	Computer Check	6/20/2018	NILES CHAMBER OF COMMERCE	\$0.00	\$415.00	(\$199,309.22)	5/31/2018	Outstanding
76442	Accounts Payable	Computer Check	6/20/2018	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$200,190.22)	5/31/2018	Outstanding

## Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76443	Accounts Payable	Computer Check	6/20/2018	MICHAELENE ORZECOWSKI	\$0.00	\$46.60	(\$200,236.82)	5/31/2018	Outstanding
76444	Accounts Payable	Computer Check	6/20/2018	OVERDRIVE, INC.	\$0.00	\$5,663.26	(\$205,900.08)	5/31/2018	Outstanding
76445	Accounts Payable	Computer Check	6/20/2018	WILLIAM PACK	\$0.00	\$325.00	(\$206,225.08)	5/31/2018	Outstanding
76446	Accounts Payable	Computer Check	6/20/2018	Patricia Ansuini	\$0.00	\$15.00	(\$206,240.08)	5/31/2018	Outstanding
76447	Accounts Payable	Computer Check	6/20/2018	Peapod	\$0.00	\$180.96	(\$206,421.04)	5/31/2018	Outstanding
76448	Accounts Payable	Computer Check	6/20/2018	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$57.69	(\$206,478.73)	5/31/2018	Outstanding
76449	Accounts Payable	Computer Check	6/20/2018	PLIC - SBD GRAND ISLAND	\$0.00	\$705.22	(\$207,183.95)	5/31/2018	Outstanding
76450	Accounts Payable	Computer Check	6/20/2018	Pyong Faulkner	\$0.00	\$3.99	(\$207,187.94)	5/31/2018	Outstanding
76451	Accounts Payable	Computer Check	6/20/2018	CYNTHIA RADEMACHER	\$0.00	\$197.78	(\$207,385.72)	5/31/2018	Outstanding
76452	Accounts Payable	Computer Check	6/20/2018	RECORDED BOOKS, LLC	\$0.00	\$31.50	(\$207,417.22)	5/31/2018	Outstanding
76453	Accounts Payable	Computer Check	6/20/2018	RHODE ISLAND NOVELTY	\$0.00	\$365.00	(\$207,782.22)	5/31/2018	Outstanding
76454	Accounts Payable	Computer Check	6/20/2018	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$208,332.22)	5/31/2018	Outstanding
76455	Accounts Payable	Computer Check	6/20/2018	SASHA VASILIC	\$0.00	\$30.00	(\$208,362.22)	5/31/2018	Outstanding
76456	Accounts Payable	Computer Check	6/20/2018	SCHOLASTIC INC.	\$0.00	\$2,940.80	(\$211,303.02)	5/31/2018	Outstanding
76457	Accounts Payable	Computer Check	6/20/2018	SCREAMING GALAXY LLC	\$0.00	\$450.00	(\$211,753.02)	5/31/2018	Outstanding
76458	Accounts Payable	Computer Check	6/20/2018	Serim Surucu	\$0.00	\$230.00	(\$211,983.02)	5/31/2018	Outstanding
76459	Accounts Payable	Computer Check	6/20/2018	SHELL	\$0.00	\$86.13	(\$212,069.15)	5/31/2018	Outstanding
76460	Accounts Payable	Computer Check	6/20/2018	Shreya Patel	\$0.00	\$1,012.50	(\$213,081.65)	5/31/2018	Outstanding
76461	Accounts Payable	Computer Check	6/20/2018	SMILEMAKERS	\$0.00	\$384.74	(\$213,466.39)	5/31/2018	Outstanding
76462	Accounts Payable	Computer Check	6/20/2018	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$213,580.39)	5/31/2018	Outstanding
76463	Accounts Payable	Computer Check	6/20/2018	Stacy Moss-Paul	\$0.00	\$102.95	(\$213,683.34)	5/31/2018	Outstanding
76464	Accounts Payable	Computer Check	6/20/2018	State Industrial Products	\$0.00	\$431.21	(\$214,114.55)	5/31/2018	Outstanding
76465	Accounts Payable	Computer Check	6/20/2018	STEINER ELECTRIC COMPANY	\$0.00	\$356.00	(\$214,470.55)	5/31/2018	Outstanding
76466	Accounts Payable	Computer Check	6/20/2018	SUPERIOR COPIES	\$0.00	\$694.45	(\$215,165.00)	5/31/2018	Outstanding
76467	Accounts Payable	Computer Check	6/20/2018	The Hanover Insurance Group	\$0.00	\$26,219.00	(\$241,384.00)	5/31/2018	Outstanding
76468	Accounts Payable	Computer Check	6/20/2018	THE OFFICE OF THE STATE FIRE M	\$0.00	\$140.00	(\$241,524.00)	5/31/2018	Outstanding
76469	Accounts Payable	Computer Check	6/20/2018	Thomas Broderick	\$0.00	\$40.00	(\$241,564.00)	5/31/2018	Outstanding
76470	Accounts Payable	Computer Check	6/20/2018	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$5,084.00	(\$246,648.00)	5/31/2018	Outstanding
76471	Accounts Payable	Computer Check	6/20/2018	TRAVELERS	\$0.00	\$3,538.00	(\$250,186.00)	5/31/2018	Outstanding
76472	Accounts Payable	Computer Check	6/20/2018	TYCO INTEGRATED SECURITY L	\$0.00	\$351.06	(\$250,537.06)	5/31/2018	Outstanding
76473	Accounts Payable	Computer Check	6/20/2018	U.S. FIRE & SAFETY EQUIPMENT C	\$0.00	\$284.85	(\$250,821.91)	5/31/2018	Outstanding
76474	Accounts Payable	Computer Check	6/20/2018	UNIQUE MANAGEMENT SERVICE	\$0.00	\$8.95	(\$250,830.86)	5/31/2018	Outstanding
76475	Accounts Payable	Computer Check	6/20/2018	UTICA NATIONAL INSURANCE G	\$0.00	\$31,914.00	(\$282,744.86)	5/31/2018	Outstanding
76476	Accounts Payable	Computer Check	6/20/2018	VERIZON WIRELESS	\$0.00	\$362.09	(\$283,106.95)	5/31/2018	Outstanding
76477	Accounts Payable	Computer Check	6/20/2018	VILLAGE OF NILES	\$0.00	\$334.98	(\$283,441.93)	5/31/2018	Outstanding
76478	Accounts Payable	Computer Check	6/20/2018	VILLAGE PLUMBING & SEWER SE	\$0.00	\$1,662.50	(\$285,104.43)	5/31/2018	Outstanding
76479	Accounts Payable	Computer Check	6/20/2018	VISA	\$0.00	\$8,783.30	(\$293,887.73)	5/31/2018	Outstanding
76480	Accounts Payable	Computer Check	6/20/2018	VISION SERVICE PLAN OF ILLINO	\$0.00	\$550.80	(\$294,438.53)	5/31/2018	Outstanding
76481	Accounts Payable	Computer Check	6/20/2018	VISOGRAPHIC	\$0.00	\$9,522.23	(\$303,960.76)	5/31/2018	Outstanding

## Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76482	Accounts Payable	Computer Check	6/20/2018	SUZANNE WULF	\$0.00	\$118.78	(\$304,079.54)	5/31/2018	Outstanding
76483	Accounts Payable	Computer Check	6/20/2018	SHARON YIESLA, HORTICULTURA	\$0.00	\$175.00	(\$304,254.54)	5/31/2018	Outstanding

### Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$304,254.54)
Total Payments:	(\$304,254.54)
Total Change in Register Balance:	(\$304,254.54)

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated June 20, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76365	\$339.04	AFLAC	\$339.04	-- EE Monthly Payment May 2018	01-2140-00-00	Payroll Clearing
76366	\$21.57	Alexa Hansen	\$16.57	-- EE Milage Reimbursement -EPL	01-5431-54-03	Mileage-Digital Services
76366	\$21.57	Alexa Hansen	\$5.00	-- EE Reimbursement -Training	01-5323-53-03	Programming & Support-Adult-Digital Services
76367	\$317.39	ALLIANCE ENTERTAINMENT	\$317.39	-- Materials	01-4433-44-00	AV-Adult
76368	\$27.00	AMARK INDUSTRIES	\$27.00	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76369	\$2,128.19	SYNCB/ AMAZON	\$118.91	-- PO #83302	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76369	\$2,128.19	SYNCB/ AMAZON	\$221.24	-- PO # 83287	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76369	\$2,128.19	SYNCB/ AMAZON	\$225.00	-- PO # 83287	01-5323-53-01	Programming & Support-Adult-Adult Services
76369	\$2,128.19	SYNCB/ AMAZON	\$281.80	-- PO # 83287	01-5323-53-01	Programming & Support-Adult-Adult Services
76369	\$2,128.19	SYNCB/ AMAZON	\$33.91	-- PO #83289	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76369	\$2,128.19	SYNCB/ AMAZON	\$28.95	-- PO #83309	01-5322-53-03	Library Supplies-Digital Services
76369	\$2,128.19	SYNCB/ AMAZON	\$187.03	-- PO #83309	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76369	\$2,128.19	SYNCB/ AMAZON	\$12.76	-- PO #83317	01-5457-54-01	Office Supplies-Adult Services
76369	\$2,128.19	SYNCB/ AMAZON	\$18.28	-- PO #83317	01-5323-53-03	Programming & Support-Adult-Digital Services
76369	\$2,128.19	SYNCB/ AMAZON	\$243.60	-- PO #83317	01-5323-53-01	Programming & Support-Adult-Adult Services
76369	\$2,128.19	SYNCB/ AMAZON	\$29.78	-- PO #83317	01-5323-53-01	Programming & Support-Adult-Adult Services
76369	\$2,128.19	SYNCB/ AMAZON	\$205.40	-- PO #83317	01-5323-53-01	Programming & Support-Adult-Adult Services
76369	\$2,128.19	SYNCB/ AMAZON	\$200.88	-- PO #84399	01-4413-44-00	Books-Adult
76369	\$2,128.19	SYNCB/ AMAZON	\$136.00	-- PO #84399	01-4413-44-00	Books-Adult
76369	\$2,128.19	SYNCB/ AMAZON	\$9.35	-- PO #84399	01-4414-44-00	Books-Youth Services
76369	\$2,128.19	SYNCB/ AMAZON	\$29.95	-- PO #84464	01-4435-44-00	AV-Teen
76369	\$2,128.19	SYNCB/ AMAZON	\$136.00	-- PO #84399	01-4413-44-00	Books-Adult
76369	\$2,128.19	SYNCB/ AMAZON	\$9.35	-- PO #84399	01-4414-44-00	Books-Youth Services
76370	\$215.00	AMERICAN LIBRARY ASSOCIATION	\$215.00	-- Membership Renewal -V. Luz	01-5461-54-04	Subscriptions & Dues-Tech Services
76371	\$195.00	ANDERSON LOCK	\$195.00	-- Reprogram New Lock	08-6710-67-00	Repairs & Improvements
76372	\$7.99	Ariana Vilcins	\$7.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76373	\$43.73	AT&T	\$43.73	-- Monthly Service April 17 ~ May 16 2018	01-5465-54-09	Telephone-Administrative Services
76374	\$385.04	AT&T	\$385.04	-- Internet Connection	01-5312-53-06	Internet Charges-IT Services
76375	\$564.00	AUTOMATIC BUILDING CONTROLS	\$564.00	-- Qtrly Billing July 2018 ~ September 2018	08-6720-67-00	Contractual Maintenance
76376	\$98.04	KRYSTYNA BANEK	\$47.00	-- EE Reimbursement Parking, Reaching Forward & Mileage	01-5430-54-01	Professional Development-Adult Services
76376	\$98.04	KRYSTYNA BANEK	\$51.04	-- EE Reimbursement Parking, Reaching Forward & Mileage	01-5431-54-01	Mileage-Adult Services
76377	\$2,826.25	BCLS Landscape Brick Paving	\$2,826.25	-- Landscaping for the year	08-6710-67-00	Repairs & Improvements
76378	\$34.80	BERNADETТА KORYCIARZ	\$19.80	-- EE Mileage Reimbursement & Reaching Forward	01-5431-54-03	Mileage-Digital Services
76378	\$34.80	BERNADETТА KORYCIARZ	\$15.00	-- EE Mileage Reimbursement & Reaching Forward	01-5430-54-03	Professional Development-Digital Services
76379	\$14,848.18	BRODART CO.	\$14,848.18	-- Service for June 2018 ~ May 2019	01-4413-44-00	Books-Adult
76380	\$1,292.96	CALL ONE	\$1,292.96	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
76381	\$211.29	ARIANNE CAREY	\$103.70	-- EE Reimbursement - Mother's Day Tea/Breakfast Bingo	01-5326-53-02	Programming & Support-Teen-Youth Services
76381	\$211.29	ARIANNE CAREY	\$23.04	-- EE Reimbursement - Shrinkly Dink & Ink	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76381	\$211.29	ARIANNE CAREY	\$43.60	-- EE Mileage Reimbursement - PAS Meeting	01-5431-54-02	Mileage-Youth Services
76381	\$211.29	ARIANNE CAREY	\$40.95	-- EE Reimbursement - Lego Day	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76382	\$10,638.26	CDW GOVERNMENT, INC.	\$139.50	-- Renewal of Cloning Software	01-5313-53-06	Software, Licenses-IT Services
76382	\$10,638.26	CDW GOVERNMENT, INC.	\$8,900.00	-- Software Licenses July-2018 ~ June 2019	01-5313-53-03	Software, Licenses-Digital Services
76382	\$10,638.26	CDW GOVERNMENT, INC.	\$1,598.76	-- 3 Axis Security Cameras	08-6760-67-00	Non Capital Expenses

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated June 20, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76383	\$62.86	CECILIA CYGNAR	\$12.95	-- EE Reimbursement Bookbites	01-5323-53-01	Programming & Support-Adult-Adult Services
76383	\$62.86	CECILIA CYGNAR	\$28.93	-- EE Reimbursement -AVID Meeting	01-5430-54-01	Professional Development-Adult Services
76383	\$62.86	CECILIA CYGNAR	\$20.98	-- EE Mileage Reimbursement Bookbites & AVID	01-5431-54-01	Mileage-Adult Services
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$25.59	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$23.20	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$25.59	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$49.58	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$46.38	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$21.59	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$28.79	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$191.93	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$265.40	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$80.96	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$65.22	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$92.96	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$74.22	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$236.16	-- Materials	01-4413-44-00	Books-Adult
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$1,671.79	-- Materials	01-4487-44-00	Online Databases
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$818.09	-- Materials	01-4487-44-00	Online Databases
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$1,580.72	-- Materials	01-4487-44-00	Online Databases
76384	\$11,760.63	CENGAGE LEARNING, INC.	\$6,462.46	-- Materials	01-4487-44-00	Online Databases
76385	\$14.99	Chandrakant Patel	\$14.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$635.38	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$13.75	-- Materials	01-4435-44-00	AV-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$46.23	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$441.75	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$62.31	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$159.48	-- Materials	01-4434-44-00	AV-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$86.98	-- Materials	01-4435-44-00	AV-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$153.77	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$20.32	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$156.88	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$18.12	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$209.10	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$41.77	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$1,289.24	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$18.63	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$182.75	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$42.09	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated June 20, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$136.15	-- Materials	01-5326-53-04	Programming & Support-Teen-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$32.32	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$17.94	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$52.25	-- Materials	01-4435-44-00	AV-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$777.79	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$78.45	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$24.74	-- Materials	01-4435-44-00	AV-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$13.80	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$520.25	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$14.10	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$149.26	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$6.59	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$31.63	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$276.78	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$171.28	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$6.21	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$369.86	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$735.46	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$32.43	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$186.24	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$559.19	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$714.11	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$29.67	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$146.60	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$64.02	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$377.98	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$9.66	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$154.87	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$687.98	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$595.32	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$20.32	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$24.15	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$473.75	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$31.78	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$29.25	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$124.71	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$377.47	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$9.00	-- Materials	01-4415-44-00	Books-Teen

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated June 20, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$158.55	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$86.11	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$6.59	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$586.31	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$563.98	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$20.33	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$36.57	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$216.11	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$137.34	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$31.77	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$50.52	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$14.37	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$263.54	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$16.80	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$371.67	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$282.40	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$22.50	-- Materials	01-4434-44-00	AV-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$38.47	-- Materials	01-4435-44-00	AV-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$538.99	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$981.63	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$269.56	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$54.51	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$675.33	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$21.99	-- Materials	01-4435-44-00	AV-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$63.41	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$21.39	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$137.66	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$110.67	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$10.19	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$133.73	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$69.27	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$224.69	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated June 20, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$19.78	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$16.18	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$158.20	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$29.88	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$432.71	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$72.33	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$180.26	-- Materials	01-4434-44-00	AV-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$37.80	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$853.47	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$101.23	-- Materials	01-4435-44-00	AV-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$6.21	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$371.58	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$319.79	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$1,475.69	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$42.09	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$30.50	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$25.19	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$15.29	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$9.59	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$866.15	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$279.42	-- Materials	01-4415-44-00	Books-Teen
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$128.85	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$851.32	-- Materials	01-4413-44-00	Books-Adult
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$1,312.73	-- Materials	01-4414-44-00	Books-Youth Services
76417	\$26,459.10	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76418	\$201.83	IRON MOUNTAIN	\$201.83	-- Monthly Storage Fee	01-5350-53-09	Miscellaneous-Administrative Services
76419	\$930.00	J & D Instant Signs, Inc	\$160.00	-- Summer Reading Signage	01-5320-53-01	Printing-Adult Services
76419	\$930.00	J & D Instant Signs, Inc	\$540.00	-- Summer Reading Signage	01-5320-53-02	Printing-Youth Services
76419	\$930.00	J & D Instant Signs, Inc	\$230.00	-- Summer Reading Signage	01-5320-53-07	Printing-Marketing & PR Services
76420	\$29.99	James T Thomasino	\$29.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76421	\$2,996.00	Johnson Controls Fire Protection LP	\$2,996.00	-- Annual Renewal - Fire Alarm	08-6720-67-00	Contractual Maintenance
76422	\$80.20	THE JOURNAL & TOPICS	\$80.20	-- Notice of Public Hearing	01-5460-54-09	Publication of Notices-Advertisements
76423	\$43.71	JUDITH MCNULTY	\$43.71	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
76424	\$1,868.12	Kanopy LLC	\$1,868.12	-- Video Programs	01-4487-44-00	Online Databases

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated June 20, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76425	\$12.99	Kara M Bourke	\$12.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76426	\$31.44	Kathleen Weiss	\$31.44	-- EE Mileage Reimbursement - Rails Meeting	01-5431-54-03	Mileage-Digital Services
76427	\$147.00	KLEIN, THORPE & JENKINS, LTD.	\$147.00	-- Misc Services	01-5450-54-09	Legal Fees-Administrative Services
76428	\$1,486.31	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$370.98	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76428	\$1,486.31	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$215.39	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76428	\$1,486.31	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$183.44	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76428	\$1,486.31	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$186.13	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76428	\$1,486.31	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$286.41	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76428	\$1,486.31	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$243.96	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76429	\$551.45	KOREAN BOOKS	\$307.22	-- Materials	01-4413-44-00	Books-Adult
76429	\$551.45	KOREAN BOOKS	\$244.23	-- Materials	01-4413-44-00	Books-Adult
76430	\$1,012.50	Kristy Kjell	\$1,012.50	-- Summer Reading Intern	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76431	\$188.22	MARY MILLER	\$35.98	-- EE Reimbursement - May Teen Advisory Board	01-5326-53-02	Programming & Support-Teen-Youth Services
76431	\$188.22	MARY MILLER	\$35.75	-- EE Mileage Reimbursement YALD Meeting	01-5431-54-02	Mileage-Youth Services
76431	\$188.22	MARY MILLER	\$116.49	-- EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
76432	\$575.00	Matt Wilhelm Inc	\$575.00	-- Program -BMX Champion Matt Wilhelm	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76433	\$175.00	MELISSA MAYBERRY	\$175.00	-- Program Excel Basic	01-5323-53-03	Programming & Support-Adult-Digital Services
76434	\$258.67	Menards	\$82.96	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76434	\$258.67	Menards	\$77.93	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76434	\$258.67	Menards	\$97.78	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76435	\$9,331.18	MIDWEST TAPE	\$1,310.44	-- Materials	01-4433-44-00	AV-Adult
76435	\$9,331.18	MIDWEST TAPE	\$1,281.06	-- Materials	01-4433-44-00	AV-Adult
76435	\$9,331.18	MIDWEST TAPE	\$44.98	-- Materials	01-4435-44-00	AV-Teen
76435	\$9,331.18	MIDWEST TAPE	\$3,976.50	-- Materials	01-4433-44-00	AV-Adult
76435	\$9,331.18	MIDWEST TAPE	\$58.48	-- Materials	01-4434-44-00	AV-Youth Services
76435	\$9,331.18	MIDWEST TAPE	\$67.44	-- Materials	01-4435-44-00	AV-Teen
76435	\$9,331.18	MIDWEST TAPE	\$1,409.52	-- Materials	01-4433-44-00	AV-Adult
76435	\$9,331.18	MIDWEST TAPE	\$1,048.57	-- Materials	01-4434-44-00	AV-Youth Services
76435	\$9,331.18	MIDWEST TAPE	\$134.19	-- Materials	01-4435-44-00	AV-Teen
76436	\$450.00	MONARCH FIRE PROTECTION, INC.	\$450.00	Annual Fire Sprinkler Inspection	08-6720-67-00	Contractual Maintenance
76437	\$100.00	MORE THAN SCORES THAN TESTS	\$100.00	-- Program: Parenting Workshop	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76438	\$259.27	MPLC	\$259.27	2018/2019 Performing Rights License	01-5327-53-09	Public Performing Rights-Administrative Services
76439	\$1,028.14	MULTICULTURAL BOOKS & VIDEOS	\$197.52	-- Materials	01-4413-44-00	Books-Adult
76439	\$1,028.14	MULTICULTURAL BOOKS & VIDEOS	\$50.00	-- Materials	01-4413-44-00	Books-Adult
76439	\$1,028.14	MULTICULTURAL BOOKS & VIDEOS	\$104.70	-- Materials	01-4413-44-00	Books-Adult
76439	\$1,028.14	MULTICULTURAL BOOKS & VIDEOS	\$99.30	-- Materials	01-4413-44-00	Books-Adult
76439	\$1,028.14	MULTICULTURAL BOOKS & VIDEOS	\$102.69	-- Materials	01-4413-44-00	Books-Adult
76439	\$1,028.14	MULTICULTURAL BOOKS & VIDEOS	\$111.00	-- Materials	01-4413-44-00	Books-Adult
76439	\$1,028.14	MULTICULTURAL BOOKS & VIDEOS	\$113.19	-- Materials	01-4413-44-00	Books-Adult
76439	\$1,028.14	MULTICULTURAL BOOKS & VIDEOS	\$249.74	-- Materials	01-4413-44-00	Books-Adult
76440	\$1,591.80	NICOR GAS	\$1,591.80	--4/11 ~ 5/10/2018 (30 days)	01-5710-57-00	Gas
76441	\$415.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$200.00	-- Program Full Page Ad	01-5460-54-09	Publication of Notices-Advertisements
76441	\$415.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$215.00	-- Annual Membership Renewal	01-5461-54-09	Subscriptions & Dues-Administrative Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated June 20, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76442	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lot Lease	01-5491-54-09	Parking Lease-Administrative Services
76443	\$46.60	MICHAELENE ORZECZOWSKI	\$46.60	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76444	\$5,663.26	OVERDRIVE, INC.	\$659.31	-- Materials	01-4420-44-00	Downloadables
76444	\$5,663.26	OVERDRIVE, INC.	\$865.87	-- Materials	01-4420-44-00	Downloadables
76444	\$5,663.26	OVERDRIVE, INC.	\$1,162.73	-- Materials	01-4420-44-00	Downloadables
76444	\$5,663.26	OVERDRIVE, INC.	\$449.29	-- Materials	01-4420-44-00	Downloadables
76444	\$5,663.26	OVERDRIVE, INC.	\$690.84	-- Materials	01-4420-44-00	Downloadables
76444	\$5,663.26	OVERDRIVE, INC.	\$1,339.79	-- Materials	01-4420-44-00	Downloadables
76444	\$5,663.26	OVERDRIVE, INC.	\$495.43	-- Materials	01-4420-44-00	Downloadables
76445	\$325.00	WILLIAM PACK	\$325.00	-- Program -Senior Coffee Hour -Bicentennial Illinois at 200	01-5323-53-01	Programming & Support-Adult-Adult Services
76446	\$15.00	Patricia Ansuini	\$15.00	-- EE Reimbursement Reaching Forward 2018	01-5430-54-01	Professional Development-Adult Services
76447	\$180.96	Peapod	\$180.96	--Kidspace Snacks	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76448	\$57.69	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$57.69	-- Qrtly Lease - Sendpro 03/4 ~6/3/2018	01-5458-54-08	Postage & Freight-Patron Services
76449	\$705.22	PLIC - SBD GRAND ISLAND	\$705.22	-- June 2018 Payment	01-5634-56-00	Life, LTD, AD&D, STD
76450	\$3.99	Pyong Faulkner	\$3.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76451	\$197.78	CYNTHIA RADEMACHER	\$172.78	--EE Milage Reimbursement	01-5431-54-09	Mileage-Administrative Services
76451	\$197.78	CYNTHIA RADEMACHER	\$25.00	-- EE Reimbursement -Gardening Program & Food for Pantry	01-5323-53-01	Programming & Support-Adult-Adult Services
76452	\$31.50	RECORDED BOOKS, LLC	\$31.50	-- Materials	01-4434-44-00	AV-Youth Services
76453	\$365.00	RHODE ISLAND NOVELTY	\$365.00	-- Program Supplies - Kidspace	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76454	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76454	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
76455	\$30.00	SASHA VASILIC	\$30.00	-- EE Reimbursement -Temp Permit Summer Reading	01-5456-54-07	Promotional Expense-Marketing & PR Services
76456	\$2,940.80	SCHOLASTIC INC.	\$2,940.80	-- Kidspace Books	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76457	\$450.00	SCREAMING GALAXY LLC	\$450.00	-- Program Live Music Bibilbop	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76458	\$230.00	Serim Surucu	\$230.00	-- Program -Art of Paper Marbling	01-5323-53-03	Programming & Support-Adult-Digital Services
76459	\$86.13	SHELL	\$43.12	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
76459	\$86.13	SHELL	\$43.01	-- Gas For Van	01-5510-55-00	Gas, Oil, Grease
76460	\$1,012.50	Shreya Patel	\$1,012.50	-- Summer Reading Intern	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76461	\$384.74	SMILEMAKERS	\$384.74	-- Summer Reading Prizes	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76462	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance
76463	\$102.95	Stacy Moss-Paul	\$29.32	-- EE Mileage Reimbursement- LLD	01-5431-54-01	Mileage-Adult Services
76463	\$102.95	Stacy Moss-Paul	\$58.64	-- EE Reimbursement - Program League of Their Own	01-5323-53-01	Programming & Support-Adult-Adult Services
76463	\$102.95	Stacy Moss-Paul	\$14.99	-- EE Reimbursement - Meetup Subscription	01-5323-53-01	Programming & Support-Adult-Adult Services
76464	\$431.21	State Industrial Products	\$431.21	-- D.Stroy Drain Fresh & A.Salt Floor Wash	08-6710-67-00	Repairs & Improvements
76465	\$356.00	STEINER ELECTRIC COMPANY	\$356.00	-- LED Lamps	08-6720-67-00	Contractual Maintenance
76466	\$694.45	SUPERIOR COPIES	\$207.15	-- Summer Reading Book Marks	01-5320-53-02	Printing-Youth Services
76466	\$694.45	SUPERIOR COPIES	\$487.30	-- Passport Brochures	01-5320-53-08	Printing-Patron Services
76467	\$26,219.00	The Hanover Insurance Group	\$26,219.00	-- WC Policy #D596956	01-1310-00-00	Prepaid Expense
76468	\$140.00	THE OFFICE OF THE STATE FIRE MARSHAL	\$140.00	-- Boiler Inspection	08-6740-67-00	Equipment Maintenance
76469	\$40.00	Thomas Broderick	\$40.00	-- Lost Book Refund	01-3620-36-00	Lost Books
76470	\$5,084.00	TODAY'S BUSINESS SOLUTIONS, INC.	\$5,084.00	-- Annual Billing 6/4/2018 ~ 6/3/2019	08-6740-67-00	Equipment Maintenance
76471	\$3,538.00	TRAVELERS	\$3,538.00	-- Policy #0106126119 LB	01-1310-00-00	Prepaid Expense
76472	\$351.06	TYCO INTEGRATED SECURITY LLC	\$351.06	-- Qtrly Billing- Burglar Alarm 6/1 ~ 8/31/2018	08-6720-67-00	Contractual Maintenance

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated June 20, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76473	\$284.85	U.S. FIRE & SAFETY EQUIPMENT COMPANY	\$284.85	-- Annual Maint- Fire Extenguishers	08-6730-67-00	Non-Contractual Maintenance
76474	\$8.95	UNIQUE MANAGEMENT SERVICES, INC.	\$8.95	-- Collection Agency Fee	01-5462-54-08	Collection Services-PAtron Services
76475	\$31,914.00	UTICA NATIONAL INSURANCE GROUP	\$31,914.00	-- AC# 100883536	01-1310-00-00	Prepaid Expense
76476	\$362.09	VERIZON WIRELESS	\$181.32	-- Monthly Cell Phone Bill 4/3 ~ 5/02/2018	01-5465-54-09	Telephone-Administrative Services
76476	\$362.09	VERIZON WIRELESS	\$180.77	-- Monthly Cell Phone May 3 ~ June 2	01-5465-54-09	Telephone-Administrative Services
76477	\$334.98	VILLAGE OF NILES	\$334.98	-- Automatic Water Meter Reading	01-5730-57-00	Water
76478	\$1,662.50	VILLAGE PLUMBING & SEWER SERVICE, INC.	\$1,662.50	-- Rodded Sewer Line	08-6710-67-00	Repairs & Improvements
76479	\$8,783.30	VISA	\$21.39	-- PO #83290	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76479	\$8,783.30	VISA	\$47.40	-- PO #83290	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76479	\$8,783.30	VISA	\$282.72	-- PO #83290	01-5470-54-09	Trustee Expense-Administrative Services
76479	\$8,783.30	VISA	\$322.91	-- PO #83290	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76479	\$8,783.30	VISA	\$745.00	-- PO #83271	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76479	\$8,783.30	VISA	\$519.26	-- PO #83314	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76479	\$8,783.30	VISA	\$339.30	-- PO #83320	01-5323-53-03	Programming & Support-Adult-Digital Services
76479	\$8,783.30	VISA	\$40.00	-- May Receipts	01-5430-54-01	Professional Development-Adult Services
76479	\$8,783.30	VISA	\$564.40	-- May Receipts	01-5430-54-01	Professional Development-Adult Services
76479	\$8,783.30	VISA	\$21.03	-- May Receipts	01-5312-53-06	Internet Charges-IT Services
76479	\$8,783.30	VISA	\$12.61	-- May Receipts	01-5430-54-03	Professional Development-Digital Services
76479	\$8,783.30	VISA	\$369.00	-- May Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76479	\$8,783.30	VISA	\$28.58	-- May Receipts	01-5320-53-07	Printing-Marketing & PR Services
76479	\$8,783.30	VISA	\$299.85	-- May Receipts	01-5312-53-06	Internet Charges-IT Services
76479	\$8,783.30	VISA	\$68.28	-- May Receipts	01-5456-54-09	Promotional Expense-Administrative Services
76479	\$8,783.30	VISA	\$212.27	-- May Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76479	\$8,783.30	VISA	\$640.40	-- May Receipts	01-5430-54-09	Professional Development-Administrative Services
76479	\$8,783.30	VISA	\$13.99	-- May Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76479	\$8,783.30	VISA	\$245.50	-- May Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76479	\$8,783.30	VISA	\$300.98	-- May Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76479	\$8,783.30	VISA	\$663.39	-- May Receipts	01-5430-54-01	Professional Development-Adult Services
76479	\$8,783.30	VISA	\$350.00	-- May Receipts	01-5430-54-01	Professional Development-Adult Services
76479	\$8,783.30	VISA	\$10.41	-- May Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76479	\$8,783.30	VISA	\$952.03	-- May Receipts	01-5456-54-02	Promotional Expense-Youth Services
76479	\$8,783.30	VISA	\$42.90	-- May Receipts	01-5452-54-07	Consultants-Marketing & PR Services
76479	\$8,783.30	VISA	\$167.95	-- May Receipts	01-5452-54-07	Consultants-Marketing & PR Services
76479	\$8,783.30	VISA	\$297.50	-- May Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76479	\$8,783.30	VISA	\$59.99	-- May Receipts	01-5313-53-03	Software, Licenses-Digital Services
76479	\$8,783.30	VISA	\$7.94	-- May Receipts	01-5323-53-03	Programming & Support-Adult-Digital Services
76479	\$8,783.30	VISA	\$13.99	-- May Receipts	01-4420-44-00	Downloadables
76479	\$8,783.30	VISA	\$13.99	-- May Receipts	01-4420-44-00	Downloadables
76479	\$8,783.30	VISA	\$36.13	-- May Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76479	\$8,783.30	VISA	\$100.00	-- May Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76479	\$8,783.30	VISA	\$20.99	-- May Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76479	\$8,783.30	VISA	\$90.94	-- May Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76479	\$8,783.30	VISA	\$31.92	-- May Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated June 20, 2018**

<b>Check#</b>	<b>Total Check Amount</b>	<b>Payee Name</b>	<b>Amount</b>	<b>Description</b>	<b>Account#</b>	<b>Account description</b>
76479	\$8,783.30	VISA	\$400.00	-- May Receipts	08-6710-67-00	Repairs & Improvements
76479	\$8,783.30	VISA	\$171.83	-- May Receipts	08-6710-67-00	Repairs & Improvements
76479	\$8,783.30	VISA	\$21.53	-- PO #83311	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76479	\$8,783.30	VISA	\$130.35	-- PO #83311	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76479	\$8,783.30	VISA	\$119.60	-- PO #83311	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76480	\$550.80	VISION SERVICE PLAN OF ILLINOIS	\$550.80	-- June Payment	01-5632-56-00	Vision
76481	\$9,522.23	VISOGRAPHIC	\$3,852.33	- Summer Reading Postcards/Flyers/Logs	01-5320-53-02	Printing-Youth Services
76481	\$9,522.23	VISOGRAPHIC	\$5,669.90	-- 25000 Summer Charter One Newsletter	01-5320-53-07	Printing-Marketing & PR Services
76482	\$118.78	SUZANNE WULF	\$73.31	-- EE Mileage Reimbursement -Rails/EPL/ITPL	01-5431-54-03	Mileage-Digital Services
76482	\$118.78	SUZANNE WULF	\$21.71	-- EE Reimbursement	01-5430-54-03	Professional Development-Digital Services
76482	\$118.78	SUZANNE WULF	\$23.76	-- EE Mileage Reimbursement Laconi Workshop	01-5431-54-03	Mileage-Digital Services
76483	\$175.00	SHARON YIESLA, HORTICULTURAL SERVICES	\$175.00	--Program It's not a Bug, It's Abiotic	01-5323-53-01	Programming & Support-Adult-Adult Services

## Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2995	Accounts Payable	Manual Check	5/25/2018	LACONI, LGPPL	\$0.00	\$15.00	(\$15.00)	5/31/2018	Outstanding

### Summary by Transaction Type

<b>Total Deposits</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	<b>(\$15.00)</b>
<b>Total Payments:</b>	<b>(\$15.00)</b>
<b>Total Change in Register Balance:</b>	<b>(\$15.00)</b>

## Director's Report May/June 2018

### Coming Together in Skokie & Niles Township

We have participated for the last few years in the set of programs known as Coming Together. It started out being a Skokie initiative, but has expanded to include Lincolnwood, Morton Grove, and Niles. Each year, a particular culture or community is celebrated in January, February and March. The culture chosen for 2019 is Polish, and because Niles has such a large Polish-American population, the Skokie Public Library has recommended that our library take the lead this year. Some of our responsibilities will include choosing titles for book discussions and for use at Niles North and Niles West, bringing in the book authors for visits and escorting them, and hosting a press conference. In addition, one of our staff members, Digital Services Assistant Bernadetta Koryciarz, will be taking a lead role in working with Polish community members to plan the programs and work with the potential speakers, performers, and cultural venues. It will be a very busy 6 months, but a great opportunity to highlight the Niles-Maine District Library and its great staff. I'll report on this each month, and you may want to put Sunday, January 27<sup>th</sup>, 2019 on your calendar because that will be the big kick-off with many performances.

### Youth Programs

From Arianne:

#### KidSpace

This year and last, we used the annual bookmark contest to promote the Summer Reading Challenge. This year, the theme, *Reading Takes You Everywhere*, lent itself to some lovely entries. Winners received a classroom set of professionally printed bookmarks, and some simple art supplies.



Tradition has been to enjoy a Mother's Day Tea for the May Second Sunday program. This year we hosted families for a storytime, hand print craft, and a tea party treat. This is always a fun afternoon with lots of love in the air.



We held our first of three Summer Reading Volunteer Orientation sessions at the end of May. Parents and teens have been asking throughout the month about opportunities to volunteer at the library. We waive the requirement for returning volunteers, though everyone will get a refresher before their first shift.

Summer Reading Challenge promotions at the schools is a big part of our May calendar. We visited 145 classrooms in the District and spoke to over 3,420 students about the summer of fun on the calendar. We passed out flyers highlighting the game and all of our programming. We also passed out a postcard to be filled in with a graphic of a place, either real or imaginary to show, *Reading Takes You Everywhere*. There is a bulletin board in Youth Services filled with colorful entries.

Teen



Free Comic Book Day was a great success with 209 comics distributed by the Niles Teen Advisory Board to Niles Patrons in the Commons area. Additionally, that day teens created 37 *You are a Super Hero* cards for hospitalized kids. During finals week in May 122 teens gathered in the Teen Underground for study snacks. Certificates for both the ABE and Read for a Lifetime along with prize books were mailed to 9 high school readers. The Niles Teen Tournament of Books was completed with the book *Scythe* by Neal Shusterman selected as the winner.



During May the 61 teens enjoyed placing their dream clouds on the My Future Dreams passive program on the brick wall in the Teen Underground. Some of their dreams:

Work for NASA  
Become a cardiologist

To travel the world  
To be a ninja

Have a podcast and be a journalist  
To be a teacher

To go to MIT  
To be a teacher

The therapy dogs returned for the last installment of high school finals. They are always well received, and bring quite a few smiles to the Teen Underground.



Out of 2 dozen applicants, we selected 4 high school intern candidates for interviews and hired two. Divya Mani is a rising junior at Maine East High School, and has been hired full-time through the PLA Inclusive Internship Initiative. As part of her internship, she'll be helping to develop targeted marketing to teens, and also helping to identify new ways to engage with the community. Shahneza Laliwala, our part-time intern, is a rising senior at Niles West High School. She is helping with programming in Teen and KidSpace.

Fun update: The sphero painting at Notre Dame was a hit. They had a naming contest for the painting students made with Donna in March. The winning name is "Colors of the World." "Aurora Borealis" was a runner-up. The painting will be mounted, framed and hung in the library's makerspace. Teen Services conducted 53 classroom visits, promoting the Teen Summer Reading Challenge to 1,542 students.

We bid adieu to Teen Services librarian, Mary Miller this month. We wish her well in her retirement.

### Adult Programs

*From Dodie:* Cecilia hosted another one of her popular Shakespeare Project Programs – *Much Ado About Nothing*. It was the usual blockbuster with 84 attendees.

**Bicentennial Programs:** We hosted two of these in May, Cecilia had presenter Nancy McCully talk about fascinating historical sites in Illinois starting with Lewis & Clarke's first winter here. Then Maryellen hosted Jeff Mishur who talked about the art of *Illinois Sculptor Lorado Taft*.



Our Senior Coffee Hour was *A Patriotic Salute to the Red, White & Blue* with a piano concert by Mick Archer. Seniors enjoyed his rousing renditions of many familiar tunes.

We are sad to see the Sox vs. Cubs Baseball Exhibit end. It brought a lot of people into the library. We had several baseball-themed programs in May. Aileen (with Elbert's help) hosted a *Baseball Bingo for Adults*. The 15 attendees had a wonderful time! Neil hosted Chicago sports historians, Joel Levin and Lloyd Rutsky, for a boisterous program about *Wrigley's Amazing*

*Vendors.* It set an all-time record for a Chicago History program at 78 patrons! Stacy had the program *Leagues of Their Own: The Civil War, Baseball Women, and the Negro Leagues*. 28 people attended and Stacy reports, “Everyone seemed to be engaged and receiving the information presented to them and enjoying their own personal stories and memories of Negro Leagues baseball.” Stacy also helped with the installation of a special exhibit to go along with this program – “Negro Leagues and Its Chicago Connection.”



Neil hosted the bi-monthly meeting of the Niles Genealogy Interest Group. They used the library’s databases and online resources to strengthen their family trees. Using his personal subscription to Genealogy Bank, My Heritage and FindMyPast to aid their research, he executed 8 “Level Four” reference transactions.

The Great American Read is off to a great start. We now have two tables of books from the GAR list – which include some of the children’s books. We are grateful to Sasha and his team for their help in creating great looking ballots and posters for the ballot boxes.

*From Suzy:* Choose Privacy Week is held annually May 1-7, and this year we participated by offering a number of classes on this topic. Kathleen taught a seminar on how to use LastPass to manage passwords and accounts. Michael Gershbein of VerySmartPeople (VSP) presented on how to stay as private as possible online. Bobby and Kathleen hosted a cryptoparty where they empowered users with the tools needed to protect their privacy online.

Alexa hosted a workshop on productivity apps that 9 staff members attended. It was great practice for Alexa and the staff found the information relevant and useful. We hope to offer additional staff trainings in the future, and this program will be offered to the public in August.

Alexa and Kathleen joined forces for "May the 4<sup>th</sup> be with you" (a.k.a. Star Wars Day). Hosting a fandom maker lab on a Friday night brought an entirely different crowd to the library. Patrons explored Thingiverse for 3D prints, designed buttons, and created vinyl cut-outs for coffee tumblers.



**Creative Studio**

*From Suzy:* Bernadetta and Ruth hosted a sewing workshop on making pajama pants. During the class, patrons gained valuable patternmaking and sewing skills. This was an excellent beginner sewing class and participants were excited to learn how simple it can be to make a pattern and a garment for themselves.

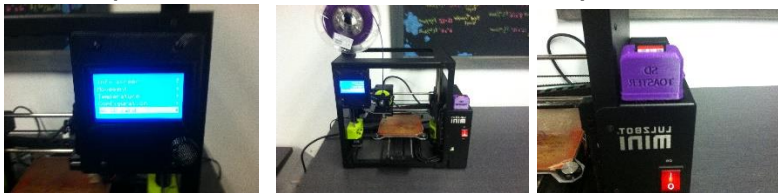


Jason and Jabez led a class for attendees to design custom T-shirts with their name and a number of a back of a baseball jersey. This program was a good tie-in with the baseball exhibit and the attendees loved their shirts.

During the Maker Lab attendees noted that they enjoyed getting the help they needed, using the equipment they don't have at home and "having a chance to practice what I've learned."

This month there were 33 3D print submissions and 11 VHS to DVD conversions. We added a GoPro Hero 6 and Insta360 camera to the circulating technology collection.

Pete installed the Lulzbot Mini Graphical LCD Controller on the 3D printer. We can now print from an SD card instead of using a laptop, which makes the printer much more portable. The installation was a very involved process, but Pete was able effectively make the LCD Controller operational.



**Databases**

*From Suzy:* Financial Ratings Series/Medicare Database was up to 122 sessions in May -- almost triple the monthly average! This database offers resources for financial strength ratings and financial planning tools covering Insurance, Banks, Mutual Funds and Stocks. Ancestry is up to 1053 sessions in May. The monthly average is 568 sessions for FY17-18. Increased usage likely has to do with the Niles Genealogy Interest Group meeting on Sunday, May 20.

After having EBSCO Discovery Service (EDS) for two years, we have decided discontinue this resource. Unfortunately, library users were not interacting it with the way that we had intended. We will continue to research ways to promote the usage of the online databases.

### **Community Engagement**

*From Dodie:* Judy attended the Business Interest Group meeting at the St. Charles Public Library and a meeting with the Niles Chamber and the Village Economic Development and Neighborhood Renewal Committee.

Neil (with Susan Lempke's permission) has accepted Katie Schneider's invitation to join the new board of the Niles Historical Society. He attended a 90-minute planning meeting and looks forward to being on the board. Neil posted to the Veterans History Blog which had 292 views last month. He visits almost weekly with the Vietnam Veterans who meet at the local Dunkin' Donuts. Neil attended the annual Memorial Day observance sponsored by the Niles-Park Ridge VFW Post 3579 at the Niles Waterfall.

*From Cyndi:* Our volunteer Library Gardeners planted and continue to monitor the Library containers, and tend to the plots at Farm on Franks. The first of the harvest is ready to pick for the food pantry.



### **CCS**

*From Victoria:* We have begun to lay the groundwork for EDI (electronic data interchange). This will change the way our selectors provide information to Tech and how Tech places orders with our vendors. There is quite a bit of set-up that needs to happen, but once that is in place should make the process from selection to materials out on the shelves for patrons, even more smooth and efficient.

*From Cyndi:* Working with Tech Services towards implementation of ordering by EDI for the new fiscal year. Continuing to trouble shoot configuration and staff use of the database. Working with reports to cross check the data and inter-department procedures.

We experienced the benefit of moving to a cloud-based product when the CCS server collocation site had issues that left CCS without service for 24 hrs with no effect on Polaris and our work or patron access. The collocation site announced that they will also be down for maintenance for additional time later in the month. This will also not effect Polaris.

### **Passport Service**

*From Athena:* We had our first-ever Passport Inspection on May 22, 2018. Crystal Baldwin from the State Department spent about 1 hour at our facility. She checked out our spaces, discussed trends and tips, as well as performed a mock trial with Samantha Menard, one of our Acceptance Agents. At the end of her visit she expressed how easy we made her visit and how happy she was with the 100% she was giving us! On June 6, 2018 we received a letter from the Director, Sean Loftus, congratulating us on our 100% and thanking us for our hard work and dedication to the passport acceptance procedure.

For the month of May 2018, we accepted and processed 122 applications and our year to date totals are 745 applications. March and April were the peak months with 192 and 161 applications respectively. Now that Summer is upon us, I anticipate there to be less of an impact on the workflow of the department. Jackie Chacko, Kathy Reem and Danijela Milovanovic will begin Passport Acceptance Agent training.

### **Interesting patron questions**

1. For the Preakness Stakes on Saturday, what is the weather forecast and which horses would be favored on a muddy track?
2. Is there any historical basis for a book about Sarah or Hagar, wife or wives, of the Biblical figure, Abraham, having an Egyptian wife?
3. From Cecilia: "A lady came up to the ref desk with an old book on the Civil War (The Pictorial History of the Great Civil War by John Laird Wilson) who was told she could get it appraised here. I told her that even though we do not appraise materials here, we could find her some place that would. I found a used and antique bookseller (Uncharted Books) in the city on the Northwest side. I called them to find out if they appraise old books. They said they did. In addition to that information, I also gave her printouts for 3-4 other used bookstores in the Chicago area (and one in Evanston).

### **Marketing notes**

*From Sasha:*

At the end of May, the Public Relations and Marketing Department completed all the requests for the launch of Summer Reading Challenge (Kids/Teens) and The Great American Read (Adults). Summer Reading Challenge is a huge project for the PR & Marketing Department. Our job is to create all the print materials, coordinate promotion on all channels (ongoing throughout the summer), update all online platforms, and more. This year Annette designed over 30 pieces that ranged from tall banners to tri-fold brochures. Some of the other pieces include two different logs, a 4-page program flyer, a postcard promotion, and a GIANT game board for KidSpace, and multiple pieces for Teen Services and Adult Services. We hope that the giant banner hanging outside the library building catches yours and our patron's attention. You can't miss it!



Greg and I met with staff of VISOgraphic, the printing company that prints the Library's quarterly newsletter. The reason for the meeting was to understand the process of newsletter printing, to make sure we were getting the best price for printing our newsletter, to speak with their mailing experts, and to discuss other direct mail options. We also learned an easy way to find out where all our carrier routes are located. It was a very informative meeting!

### **Patron Services notes**

*From Athena:* Stephen Look has been working very hard along with the Pages to utilize our space as efficiently as possible. He has added numerous shelves where possible and along with the help of the Pages, shifted collections multiple times, to accommodate our ever-growing collection.

### **Staffing changes**

Victoria Buschner hired to the PT position of Patron Services Clerk

Syed Ali hired to the PT position of Digital Services Assistant

Charles Son hired to the PT position of Security Monitor

Matthew Yoon was hired by another library for a full time webmaster position, which creates vacancies in both PR/Marketing and in Digital Services, so this full time position will split into two part time positions once again. We wish Matthew well in his new job. Athena notes that she still has two more vacant positions to fill in Patron Services, and Arianne has 1.5 positions open in Youth/Teen Services.

### **Building & Technology**

Our architects (Dan and Tiffany from Product Architecture) stopped by with paint samples for the exterior painting job. Dave will be doing some test strips on the front of the building to decide between two shades of beige. I'll let you know when it goes up in case you want to take a look and weigh in.

Dave is also rearranging the Adult Services Office to make room for a small storage area where overflow materials can be kept. An example would be that in the summer, you need a great many copies of popular children's books like Harry Potter, but the rest of the year you don't need nearly that many and the shelves overflow. This will allow us to have everything collected in the same place where pages can still pull them for holds as needed. Adult Christmas materials would be another example.

Richard is working on adding a few security cameras in the spaces that currently don't have coverage. He is also looking into adding "panic buttons" at the public service desks that would call the police in a dire emergency—we are trying to improve our readiness in case of an active shooter type situation. And, Greg is working with Rich and Dave to investigate the cost of an automatic lock system to be able to better secure the behind-the-scenes areas of the building and regulate who has access to which area. This would likely be a more expensive change, so we will discuss this further with the Board later on.

Finally, we have a design from a landscape designer at Lurveys to add the landscaping for the two monument signs—you will recall that this is part of the Village's signage ordinance. While we are doing that, we asked for a design for the front (western-facing) garden too, which was designed at the time of the last building addition in 1998. Many of the original plants are of course gone now, and the piecemeal addition of other plants has resulted over time in a bit of a hodgepodge, so that will be replanted at the same time. We aren't making changes to any of the rest of the landscaping, which is looking good. At some point we may want to consider replacing the three ash trees that were taken down last year because of Emerald Ash Borer.

## Committees

**Art & Display** *From Victoria:* Coming soon are the paintings of Stanislaw Kielar for the month of July.



**Sunshine** *From Dodie:* The Sunshine Committee is planning their annual pot-luck Hot Dog Day for June.

## FOIA Requests

None

## Trustee Calendar

### June

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

### July

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

### August

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

### September

- 9/19—Regular meeting of the Board of Trustees—determination of the levy amount
- 9/20—Friends of the Library Meeting

### October

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

### November

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

**Monthly Statistical Report -- May 2018**

<b>PATRONS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
New District Card Registrations	164	216	-24.07%			
Total District Cardholders	21,844	24,391	-10.44%			
Patron Visits	27,303	28,874	-5.44%			
Unique Library Cards Used	4,175	4,634	-9.91%			
<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	40,881	45,038	-9.23%	477,561	501,176	-4.71%
Teens	3,413	4,257	-19.83%	40,527	42,083	-3.70%
Juvenile	36,345	39,958	-9.04%	461,611	474,644	-2.75%
Digital	1,864	1,786	4.37%	21,045	18,780	12.06%
Equipment	138	148	-6.76%	1,255	1,136	10.48%
<b>TOTAL Loan of Library Materials</b>	<b>82,641</b>	<b>91,187</b>	<b>-9.37%</b>	<b>1,001,999</b>	<b>1,037,819</b>	<b>-3.45%</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: Fiction & Nonfiction	19,688	20,953	-6.04%	224,748	231,104	-2.75%
Magazine	1,166	806	44.67%	11,803	11,732	0.61%
Multimedia: Audio & Visual	20,027	23,279	-13.97%	241,010	258,340	-6.71%
<b>TOTAL Adult Loans</b>	<b>40,881</b>	<b>45,038</b>	<b>-9.23%</b>	<b>477,561</b>	<b>501,176</b>	<b>-4.71%</b>
<b>Teens</b>						
Print: Fiction & Nonfiction	2,597	3,203	-18.92%	30,611	31,170	-1.79%
Magazine	16	11	45.45%	258	170	51.76%
Multimedia: Audio & Visual	800	1,043	-23.30%	9,658	10,743	-10.10%
<b>TOTAL Teen Loans</b>	<b>3,413</b>	<b>4,257</b>	<b>-19.83%</b>	<b>40,527</b>	<b>42,083</b>	<b>-3.70%</b>
<b>Juvenile</b>						
Print: Fiction & Nonfiction	28,440	31,111	-8.59%	361,474	357,550	1.10%
Magazine	305	203	50.25%	2,236	2,358	-5.17%
Multimedia: Audio & Visual	7,600	8,644	-12.08%	97,901	114,736	-14.67%
<b>TOTAL Juvenile Loans</b>	<b>36,345</b>	<b>39,958</b>	<b>-9.04%</b>	<b>461,611</b>	<b>474,644</b>	<b>-2.75%</b>
Equipment Loan	138	148	-6.76%	1,255	1,136	10.48%
Digital Loan (ebooks, eaudiobooks)	1,864	1,786	4.37%	21,045	18,780	12.06%
<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)	16,204	15,059	7.60%	147,711	140,980	4.77%
<b>HOLDS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
Holdings Placed	5,860	7,199	-18.60%			
Holdings Made Available	6,513	10,383	-37.27%			
<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>
<b>TOTAL In-House Use of Materials</b>	<b>6,509</b>	<b>5,112</b>	<b>27.33%</b>	<b>78,683</b>	<b>71,924</b>	<b>9.40%</b>
Items moved on Shelf	5,589	6,206	-9.94%	56,359	47,775	17.97%
<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	1,266	1,375	-7.93%	14,167	15,070	-5.99%
Digital Services	2,426	2,745	-11.62%	28,664	29,967	-4.35%
Kidspace Express Internet	10	21	-52.38%	373	295	26.44%
Kidspace	1,163	1,124	3.47%	16,648	15,648	6.39%
Kidspace iPad Usage	290	270	7.41%	3,770	4,213	-10.52%
Teen Underground	390	324	20.37%	4,085	3,103	31.65%
<b>TOTAL Users</b>	<b>5,545</b>	<b>5,859</b>	<b>-5.36%</b>	<b>67,707</b>	<b>23,259</b>	<b>191.10%</b>
Patron Wi-Fi Uses	14,674	12,717	15.39%	166,231	135,298	22.86%
Scanning & Fax Pages	6,849	4,200	63.07%	61,538	45,000	36.75%
Print & Copy Pages	16,576	16,180	2.45%	180,954	191,204	-5.36%
<b>USE OF STAFF MEDIATED EQUIPMENT</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
3D Printer	33	33	0.00%	316	446	-29.15%
Large Scale Poster Printer	0	4	-100.00%	38	61	-37.70%
VHS to DVD Conversion	11	3	266.67%	91	121	-24.79%
<b>TOTAL Use of Staff Mediated Equipment</b>	<b>44</b>	<b>40</b>	<b>10.00%</b>	<b>445</b>	<b>628</b>	<b>-29.14%</b>
<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	62	86	-27.91%	948	644	47.20%
Study Rooms 1-5	639	573	11.52%	5,998	6,194	-3.16%
Creative Studio A	119	56	112.50%	653	409	59.66%
<b>TOTAL Users of Staff Mediated Spaces</b>	<b>820</b>	<b>715</b>	<b>14.69%</b>	<b>7,599</b>	<b>7,247</b>	<b>4.86%</b>

**Monthly Statistical Report -- May 2018**

<b>MARKETING &amp; PR</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
Website Hits	28,153	30,386	-7.35%			
Facebook "Likes"	1,571	1,338	17.41%			
Buzz Blog views	557	765	-27.19%			
Media Hits (includes print and online articles and listings)	20	21	-4.76%			
e-News Subscribers	16,892	15,132	11.63%			
New Resident Letters (April)	56	36	55.56%			
<b>LIBRARY HOLDINGS</b>	<b>Items Added</b>	<b>Items Withdrawn</b>	<b>Library Holdings</b>			
Shelved materials	2,871	1,542	284,796			
Non-shelved materials	1,530	-	50,597			
Equipment	-	23	75			
<b>Total</b>	<b>4,401</b>	<b>1,565</b>	<b>335,468</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	76	94	-19.15%	1,040	1,721	-39.57%
Test Proctoring	11	22	-50.00%	66	139	-52.52%
Passports Processed	122	-		745		
Voters' Registration	1	-		6	28	-78.57%
<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>
Directional	457	2,089	-78.12%	15,819	62,219	-74.58%
Ready Assistance	7,910	6,439	22.85%	98,827	80,653	22.53%
Reference/Research	4,527	5,466	-17.18%	65,297	38,216	70.86%
<b>TOTAL All Service Desks</b>	<b>12,894</b>	<b>13,994</b>	<b>-7.86%</b>	<b>179,943</b>	<b>181,088</b>	<b>-0.63%</b>
<b>Adult Services (3rd Floor)</b>	<b>681</b>	<b>731</b>	<b>-6.84%</b>	<b>9,391</b>	<b>9,910</b>	<b>-5.24%</b>
<b>Commons Desk</b>	<b>28</b>	<b>14</b>	<b>100.00%</b>	<b>208</b>	<b>491</b>	<b>-57.64%</b>
<b>Fiction/Audiovisual Services Desk (2nd Floor)</b>	<b>1,178</b>	<b>1,565</b>	<b>-24.73%</b>	<b>16,339</b>	<b>16,548</b>	<b>-1.26%</b>
<b>Patron Services</b>	<b>4,711</b>	<b>4,649</b>	<b>1.33%</b>	<b>64,255</b>	<b>76,365</b>	<b>-15.86%</b>
<b>Technology Desk</b>	<b>2,185</b>	<b>2,212</b>	<b>-1.22%</b>	<b>22,207</b>	<b>17,920</b>	<b>23.92%</b>
<b>Teen UnderGround Desk</b>	<b>575</b>	<b>347</b>	<b>65.71%</b>	<b>7,970</b>	<b>5,592</b>	<b>42.53%</b>
<b>Outreach Service</b>	<b>2,522</b>	<b>2,507</b>	<b>0.60%</b>	<b>26,703</b>	<b>29,817</b>	<b>-10.44%</b>
<b>Youth Service/KidSpace Desk</b>	<b>2,361</b>	<b>3,309</b>	<b>-28.65%</b>	<b>46,676</b>	<b>40,983</b>	<b>13.89%</b>
<b>Total Service Interactions</b>	<b>14,241</b>	<b>15,334</b>	<b>-7.13%</b>	<b>193,749</b>	<b>197,626</b>	<b>-1.96%</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	3,752	4,899	-23.41%	54,527	54,772	-0.45%
Items Received from CCS Libraries for Patrons	2,644	3,168	-16.54%	36,689	38,497	-4.70%
Items Lent to OCLC Libraries	351	302	16.23%	3487	3,776	-7.65%
Items Received from OCLC Libraries for Patrons	30	103	-70.87%	781	978	-20.14%
<b>Total Interlibrary Loan</b>	<b>6,777</b>	<b>8,472</b>	<b>-20.01%</b>	<b>95,484</b>	<b>98,023</b>	<b>-2.59%</b>
<b>OUTREACH SERVICES</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
<b>Homebound</b>						
Number of Patrons	189	225	-16.00%			
Number of Visits	193	167	15.57%			
<b>Institutions</b>						
Number of Institution Deposit Collections	10	10	0.00%			
Number of Visits	10	10	0.00%			
<b>Schools</b>						
Items Delivered	226	287	-21.25%			
Number of Trips	10	14	-28.57%			
<b>VOLUNTEERS</b>	<b>Number of Volunteers</b>	<b>Hours of Service</b>				
Admin/Tech Serv/Maint/PR & Library Events	27	224				
Adult and Outreach Services & Programs	5	14				
Digital Services & Programs	0	0				
Patron Services	5	19				
Teen Services & Programs	10	14				
Youth Services & Programs	14	42				
<b>Total Volunteers and Hours This Month</b>	<b>61</b>	<b>313</b>				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>58</i>	<i>307</i>				

**Monthly Statistical Report -- May 2018**

<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	74	1,697	66	5,112	-66.80%
Teens Programs	12	627	10	1,711	-63.35%
Adults Programs	39	1,294	32	813	59.16%
Digital Services Programs	17	113	18	101	11.88%
Outside Meetings	24	288	0	0	
<b>TOTAL PROGRAMS AND EXHIBITS</b>	<b>166</b>	<b>4,019</b>	<b>126</b>	<b>7,737</b>	<b>-48.05%</b>
<b>Programs-Youth Audience</b>					
1KKB added visits	ongoing	14			
1KKB registrations	1	6			
Bibliobop Dance Parties!	1	49			
Family Movie: <i>Ferdinand</i>	1	60			
In-house Toys and Games	1	182			
I-Spy tank	1	41			
Knights of Niles Chess Club	3	62			
Meet Clark, the Cubs Mascot	1	150			
Mega Mondays-Drama, Mondays on the Move, Yoga	3	32			
Parenting Series: Keeping Kids Safe in the Internet Age	1	1			
Reading Patch Club added visits	ongoing	3			
Second Saturday Breakfast Bingo	1	32			
Second Sunday: <i>Mother's Day Tea</i>	1	65			
Special Storytime: Growing Neighbors	5	35			
Special Storytime: Women in Baseball	1	11			
Story: Baby Lapsit	1	4			
Story: Babytime	3	106			
Story: Evening Family Storytime	5	74			
Story: Rise & Shine Storytime	3	67			
Story: Storytime for 2s and 3s	2	39			
Story: Storytime for 4s and 5s	2	47			
Summer Reading Challenge Volunteer Orientation	1	22			
Teacher Use of Die Cut Machine	1	1			
Video Games	1	92			
Volunteer in KidSpace Program	12	36			
Wonder Ground: Motion	10	79			
World Language Storytime (Polish and Russian)	2	42			
Writing Center	1	180			
<b>Youth Services Community Engagement Programs</b>					
Elementary Classroom Visits to the Library	5	100			
Famished for Fiction	2	8			
Preschool Outreach to the Classroom	1	45			
Preschool Outreach to Teachers	1	12			
<b>Total Youth Services Programs</b>	<b>74</b>	<b>1,697</b>	<b>66</b>	<b>5,112</b>	<b>-66.80%</b>
<b>Programs--Teen Audience</b>					
College 101: Headed to College?					
Free Comic Book Day	1	209			
Passive Program: Dream Board	1	61			
Paws to Relax Service Dog Visit	1	23			
Poetry Lounge	1	27			
Teen Advisory Board	1	16			
Read for a Lifetime	1	9			
Service Project: Cards for Hospitalized Kids	1	10			
Teen Study Hall	1	122			
Videogames	1	77			
<b>Teen Community Engagement Programs</b>					
Famished for Fiction	1	11			
Jr. High/High School: After School Club Visits	2	62			
<b>Total Teen Programs</b>	<b>12</b>	<b>627</b>	<b>10</b>	<b>1,711</b>	<b>-63.35%</b>
<b>General Programs--Adult Audience</b>					
	<b>Number of Programs</b>	<b>Attendance</b>	<b>Programs Prior Year</b>	<b>Attendance Prior Year</b>	<b>% Change</b>
Sox vs. Cubs: The Chicago Civil Wars Baseball Exhibit Visits	1	297			
Sox vs. Cubs: Cubs Mascot Clark Visits the Library	1	150			
Book Discussions - Literary (Book Buzz)	2	14			
Candy Jars Contest for Baseball Exhibit	3	185			
Citizenship Education Classes	1	7			
CJE Senior Life	0	0			
How to Land A Job in 90 Days (PEW)	1	4			
IL Bicentennial Program: The Art of Lorado Taft	1	29			
IL Bicentennial Program: Stepping into IL History	1	42			

**Monthly Statistical Report -- May 2018**

Job Counseling	1	2			
Leagues of Their Own: Civil War, Negro Leagues & Bball	1	28			
New Release Movie: Same Kind of Different As Me	1	14			
New Yorker Discussion Group	3	26			
Niles Genealogy Interest Group	1	6			
Niles Songwriters	1	3			
Oakton Community College English as a Second Language	8	215			
SCORE Mentoring Sessions	1	5			
Senior Coffee Hour: Salute to Red, White & Blue Concert	1	26			
Shakespeare Project of Chicago: Much Ado About Nothing	1	84			
Shakespeare Project of Chicago: Post Discussion	1	37			
Small Business Counseling	3	2			
Triple Play Movie Series: For the Love of the Game	1	5			
Wrigley Field's Amazing Vendors	1	78			
<b>Adult Community Engagement Programs</b>					
BookBites Popular Fiction Discussion	1	18			
Low Vision Support Group (VIM)	1	10			
Low Vision Support Group (VIM) Book Discussion	1	7			
<b>Total Adult Programs</b>	<b>39</b>	<b>1,294</b>	<b>32</b>	<b>813</b>	<b>59.16%</b>
<b>Digital Services Programs --Adult Audience</b>					
1-2-1 Technology Help	2	2			
Cryptoparty	1	12			
Design Your Own Baseball T-shirt	1	8			
HTML & CSS Basics: Coding a Website	1	3			
Learn to Sew Pajama Pants	2	4			
Make a Food Stencil	1	11			
Maker Lab	1	5			
Password Management with LastPass	1	15			
Record Music in GarageBand	1	2			
Silhouette Wednesdays	2	15			
Star Wars Maker Lab	1	15			
Stay Private Online	1	16			
Tablet Tuesday	1	1			
Virtual Fridays	1	4			
<b>Total Digital Services (DS) Programs</b>	<b>17</b>	<b>113</b>	<b>18</b>	<b>101</b>	<b>11.88%</b>
<b>Community Meetings in Library Spaces</b>	<b>Number of Programs</b>	<b>Attendance</b>	<b>Programs Prior Year</b>	<b>Attendance Prior Year</b>	<b>% Change</b>
Khalid Baloch/Study Group	2	16			
Niles All American Toastmasters Club	2	30			
Tech Genius Club	1	9			
Karol Verson - Film Discussion Group	4	60			
Karol Verson - Play Discussion Group	3	30			
Jewish Genealogical Society of Illinois	1	10			
Niles Historical Society-Information Table	2	33			
Hasan Siddiqui/IT Training	7	70			
Niles Township Toastmasters	2	30			
<b>Total Community Meetings</b>	<b>24</b>	<b>288</b>			
<b>GRAND TOTAL PROGRAMS AND ATTENDANCE</b>	<b>166</b>	<b>4,019</b>	<b>126</b>	<b>7,737</b>	<b>-48.05%</b>

## Patron Suggestions and Comments for June 2018

### Responses to Patron Suggestions and Comments

#### Suggestions

Please put the Sunday ads back. Enjoy reading and looking. Thank you.

Looked forward to Sunday papers' coupons and reading material during the week. If you could save sale food flyers and coupons and have them displayed. Thank you.

We stopped putting them out temporarily because of quarreling amongst patrons over them. We will put them out again on a trial basis. Thanks for letting us know that you missed seeing them.

Show the *Pride of the Yankees* with Gary Cooper.

Thank you for the suggestion.

Since the previous Korean newspaper is now discontinued, I suggest that the Library orders another Korean newspaper: *Korean Times Chicago* (Hankook Ilbo). Many Korean members will benefit from it. I appreciate your consideration. S. P.

Thank you very much for the suggestion—a recommendation from the community on this is very helpful.

#### Frustrations

Font too small on hold wrappers!

We are unable to change the font, but we have made a request for improvement with our catalog company.

The toilets in the women's bathroom on the first floor need cleaning.

We would really appreciate it if you alert us to the problem at the time so we can send someone in to clean it.

The latch on one of the men's stalls, first floor washroom, does not work properly. Graffiti needs removal from the sign on the same door. P. R.

Thank you for letting us know.

We visited twice this week and both times found the children's department in disarray I make sure my kids clean-up after themselves. But it is more than books and toys being all over the place. The stuffed animal basket is covered in grime. The activity center has pen marks and stickers all over it. Needs to be better cleaned.

We will discuss ways that we can keep KidSpace in better order. Thanks for taking the time to write, and for making sure your kids clean up after themselves!

#### Comments

I loved "Leagues of Their Own." The speakers were wonderful. The audience participation was wonderful. M. C.

I like the Cubs/Sox exhibit except for the banner of a Cubs player hitting a Sox player.

Very nice people working here. Plus, clean premises. Very nice and quiet.

Way to go, Nicole—front desk, a very cheerful person. Greeting people with a big hello and just walking in, she greets people. M. K.

The people at Niles Library are unfailingly polite and helpful. M. J.

Shout out to Bobby! He is arguably the best staff member you have to offer. His connection with the youth is impeccable. Please consider giving him a raise.

Thank you to Pete and Jason. L. S.

Thank you all so much for taking the time to write. I will make sure the staff members and their supervisors all see your kind words. We're so glad you enjoyed the baseball exhibit and programs!



OFFICE OF THE COMPTROLLER  
STATE OF ILLINOIS

Susana A. Mendoza  
COMPTROLLER  
April 26, 2018

Judy McNulty  
Niles Public Library  
6960 W Oakton St,  
Niles, IL 60714

Dear Judy,

I would like to thank you for allowing us to present *Smart Consumer Illinois-Identity Theft/Fraud/Scams Workshop* on April 25th, 2018. We appreciate all your effort and enthusiasm in ensuring a successful presentation. I applaud you for your commitment to community service.

If we can be of further assistance to you or if you know of any other institutions in your community that would be interested in hosting one of our presentations, please let me know. I look forward to working with you on future projects.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrea Hernandez".

Andrea Hernandez  
Project Manager, Constituent Affairs  
Comptroller Susana A. Mendoza  
312 814 0034  
Andrea.Hernandez@Illinoiscomptroller.gov



# Cards for Hospitalized Kids

7290 W. Devon, • Chicago IL 60631

Dear Friends at Niles-Maine District Library,

Thank you so much for the beautiful cards.

Hospitalized kids often feel scared, lonely, isolated, different; they also often miss out on simple joys of childhood, such as attending school regularly. Receiving a card helps by brightening their day, making them feel special and showing them they aren't forgotten.

I know about the impact of cards not just from giving, but also from receiving. I underwent 20+ surgeries throughout my childhood. Receiving a handmade card gave me hope during my toughest hospital stay.

The cards are especially meaningful to our regular card-receiving kids, who endure frequent hospital stays due to chronic, life-threatening and/or terminal condition(s).

It also means a lot to the child's family, to know someone is wishing them well during the hardest time of their lives. The family of Ariel, who passed away from cancer, even chose to bury the cards with Ariel.

Thanks to people like you, kids at hospitals and Ronald McDonald Houses (RMHs) in all 50 states have received our cards. I hope you will continue making cards to help continue this impact.

I also encourage you to connect with us via social media, where you can view photos of patients with the cards, media articles, updates and more.

On behalf of our card-receiving patients around the country, I would like say thank you once again for helping us spread hope, joy & magic to sick kids!

Sincerely,



Jen Rubino

Founder and Executive Director of (CFHK)

[Jen@cardsforhospitalizedkids.com](mailto:Jen@cardsforhospitalizedkids.com)

*Doctors provide the medicine & we provide hope, joy & magic through cards*

May 15

Hi, Aileen,

Again I'm writing. This book about the wonderful work done in Cambodia by Wayne and Gail, was excellent. It is a work I never could do. These people are saints who will never be given that title.

Anyway, I googled Gail and came to find out she died of cancer two years ago in Maine, her home state.

When you read, the people in the stories are so real... thank you for another excellent choice.

Sr. Kathleen



# The Y. So Much More™

Thank you

Dear Niles-Maine District Library,  
Thank you for helping with the YMCA Healthy Kids Day on April 21<sup>st</sup>. The event was successful and we had over 130 families and individuals attend. By bringing in community organizations like the library, it shows the great community that we all live in. It also shows that the YMCA will be in Niles for many years to come. The YMCA also looks forward to working with you on the library's summer learning program. We will have information coming out soon about our back to school event in early September.

Thank you,  
Rich Marsoun



United States Department of State  
Chicago Passport Agency  
44132 Mercure Circle  
PO Box 1038  
Sterling, Virginia 20166-1038  
June 5, 2018

Niles – Maine District Library  
6960 W. Oakton  
Niles, Illinois 60714

Dear Niles- Maine,

We would like to take this opportunity to thank the Niles – Maine District Library for its continued passport application acceptance services, and to congratulate you and your Acceptance Agents for outstanding achievements in your operation of the Passport Application Acceptance Program.

The Niles – Maine District Library is a part of a small group of Passport Application Acceptance Facilities throughout Illinois to receive a perfect score on the Acceptance Facility Oversight “Acceptance Facility Review Report.”

Your Acceptance Facility Oversight inspection included one-on-one interviews with the Facility Manager, inspections of facility space and security features, as well as real – time observations of Acceptance Agents accepting and executing passport applications from the general public. With over 730 Facilities in the Chicago Passport Agency’s Region having undergone the same rigorous assessment, it is no small feat to be recognized as one of the best.

Through your facility’s hard work and vigilance, the U.S. Department of State is able to accomplish our mission to issue secure travel documents to U.S. citizens while providing the highest level of customer service, information security, professionalism, and integrity.

We thank you for your continued commitment to the Passport Application Acceptance Program and congratulate you on this outstanding achievement.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Loftus".

Sean Loftus  
Director

June 20, 2018

**New Business - Recommended Actions**

**A. Recommended Action on Chapter One**

MOVE the Library Board of Trustees approve payment to Visographic in the amount of \$5,669.90.

**Memorandum A of Recommended Board Action**

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

June 20, 2018

**New Business - Recommended Actions**

**B. Recommended Action on Ordinance 18-02**

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

**Memorandum B of Recommended Board Action**

All meetings are on the third Wednesday of the month except for November's meeting which is on the 14<sup>th</sup> since the third Wednesday is Thanksgiving Eve and the Library closes at 5 PM.

**ORDINANCE 18-02**

**ORDINANCE SETTING THE SCHEDULE OF MEETINGS  
OF THE BOARD OF TRUSTEES OF THE  
NILES-MAINE DISTRICT LIBRARY DISTRICT FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019**

**BE IT ORDAINED** by the Board of Trustees of the Niles-Maine District Library that during the fiscal year commencing July 1, 2018 and ending June 30, 2019, the following meetings of the Board of Trustees are called and will be held and conducted:

2018:	July 18	Regular Meeting
	August 15	Regular Meeting
	September 19	Regular Meeting
	October 17	Regular Meeting
	November 14	Regular Meeting
	December 19	Regular Meeting
2019:	January 16	Regular Meeting
	February 20	Regular Meeting
	March 20	Regular Meeting
	April 17	Regular Meeting
	May 15	Regular Meeting
	June 19	Regular Meeting

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

**PASSED AND ENACTED** by the Board of Trustees of the NILES-MAINE DISTRICT LIBRARY, Cook County, Illinois on the 20<sup>th</sup> day of June, 2018.

AYES:  _____  _____  _____  _____  _____  _____	NAYS:  _____  _____  _____  _____  _____	ABSTAIN:  _____  _____  _____  _____  _____  _____
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NILES-MAINE DISTRICT LIBRARY

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

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

**New Business—Recommended Actions**

**C. Recommended Action on Prevailing Wage Rates**

MOVE the Library Board of Trustees adopt Ordinance 18-03, an Ordinance Adopting the Prevailing Wage Rates for laborers, Workers and mechanics Employed by the Niles-Maine District Library.

**Memorandum C of Recommended Board Action**

The Ordinance is attached along with the Notice of Determination. State law requires us to adopt this ordinance every June.

**ORDINANCE NO. 18-03**

**ORDINANCE ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKERS AND MECHANICS EMPLOYED BY THE NILES-MAINE DISTRICT LIBRARY**

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

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

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

**Section I:** To the extent and as required by "An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public work", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workmen engaged in the construction of public works coming under the jurisdiction of the Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County as determined by the Department of Labor of the State of Illinois as of September 1, 2017 updated through May 30, 2018 a copy of that determination being incorporated herein as listed on the Department of Labor of the State of Illinois website. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

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

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

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

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

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

**ADOPTED** this 20th day of June, 2018, pursuant to a roll call vote as follows:

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

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

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

**APPROVED** by the President and Board of Trustees of the Niles Public Library District this  
20th day of June, 2018.

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**Karen Dimond, President  
Board of Library Trustees  
Niles-Maine District Library**

**ATTEST:**

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**Dianne Olson, Secretary  
Board of Library Trustees  
Niles-Maine District Library**

**SECRETARY'S CERTIFICATE**

I, Dianne Olson, the duly qualified Secretary of the Board of Library Trustees of the Niles-Maine District Library, Cook County, Illinois, and keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of Ordinance No. 18-03 entitled an "Ordinance Adopting The Prevailing Wage Rates For Laborers, Workers And Mechanics Employed By The Niles-Maine District Library," adopted by the Board of Library Trustees of the Niles Public Library District on June 20, 2018.

**IN WITNESS WHEREOF**, I hereunto set my hand this 20<sup>th</sup> day of June, 2018.

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Dianne Olson, Secretary  
Board of Library Trustees  
Niles-Maine District Library

**NOTICE OF DETERMINATION**

**NOTICE IS GIVEN** by the Board of Library Trustees of the Niles-Maine District Library that by Ordinance 18-03 adopted the 20<sup>th</sup> day of June, 2018, the Niles-Maine District Library has made a determination of the Prevailing Rate of Wages as required by Illinois Compiled Statutes, 820 ILCS 130/1-2.

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**Dianne Olson, Secretary  
Board of the Library Trustees  
Niles-Maine District Library**

**On August 31, 2017, IDOL published technical corrections to the rates originally posted on August 15, 2017. Revised rates are highlighted in yellow in the county rate schedules in which they appear. Additionally, rates for certain Electricians, Plumbers, and Pipefitters classifications that were mistakenly included in the rate schedules originally published for some counties were eliminated, and in Henry County, certain rates that had been erroneously included for the classification of Operating Engineers were eliminated. Revised rates published on August 31, 2017 are effective as of September 1, 2017.**

**On September 25, 2017, April 11, 2018, and May 24, 2018, IDOL published subsequent rounds of technical corrections to the Prevailing Wage schedules that were originally published on August 15, 2017. Rates revised on September 25, 2017 are highlighted in green in the county rate schedules in which they appear. Rates revised on April 11, 2018 are highlighted in blue in the county rate schedules in which they appear. Rates revised on May 24, 2018 are highlighted in gray in the county rate schedules in which they appear. The corrected rates published on September 25, 2017, April 11, 2018, and May 24, 2018 are effective as of the date of their publication.**

**Changes highlighted in pink are changes made pursuant to Section 9 challenges. These rates are effective as of the dates of their publication, which are catalogued below.**

**Following are changes made in connection with challenges to published rates brought pursuant to 820 ILCS 130/9. Changes are highlighted in pink on the referenced counties' rate schedules, and are effective as of the date of their publication**

- On November 7, 2017, IDOL published changes to the Pipefitter classification in Bureau, Cook, Dekalb, DuPage, Grundy, Iroquois, Kane, Kankakee, Kendall, Lake, LaSalle, Livingston, Marshall, McHenry, Putnam, and Will counties.
- On November 28, 2017, IDOL published a change to the foreman rate for the Traffic Safety Worker classification in Cook County.
- On January 24, 2018, IDOL published changes to the Truck Driver O&C 5 classification in Bond County.
- On February 13, 2018, IDOL published changes to the Truck Driver All classification for classes 1-5 in Douglas County.
- On May 30, 2018, IDOL Published changes to the Machinist classification in Boone, Bureau, Cook, Dekalb, Dupage, Ford, Grundy, Iroquois, Kane, Kankakee, Kendall, Lake, LaSalle, Lee, Livingston, Marshall, McHenry, Ogle, Putnam, Stephenson, Will, Winnebago, and Woodford Counties.

<b>Prevailing Wage rates for Cook County effective Sept. 1, 2017</b>												
<b>Trade Title</b>	<b>Region</b>	<b>Type</b>	<b>Class</b>	<b>Base Wage</b>	<b>Fore- man Wage</b>	<b>M-F OT</b>	<b>OSA</b>	<b>OSH</b>	<b>H/W</b>	<b>Pension</b>	<b>Vacation</b>	<b>Training</b>
ASBESTOS ABT-GEN	ALL	ALL		41.20	42.20	1.5	1.5	2	14.65	12.32	0.00	0.50
ASBESTOS ABT-MEC	ALL	BLD		37.46	39.96	1.5	1.5	2	11.62	11.06	0.00	0.72
BOILERMAKER	ALL	BLD		48.49	52.86	2	2	2	6.97	19.61	0.00	0.90
BRICK MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
CARPENTER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
CEMENT MASON	ALL	ALL		44.25	46.25	2	1.5	2	14.00	17.16	0.00	0.92
CERAMIC TILE FNSHER	ALL	BLD		38.56	38.56	1.5	1.5	2	10.65	11.18	0.00	0.68
COMM. ELECT.	ALL	BLD		43.10	45.90	1.5	1.5	2	8.88	13.22	1.00	0.85
ELECTRIC PWR EQMT OP	ALL	ALL		50.50	55.50	1.5	1.5	2	11.69	16.69	0.00	3.12
ELECTRIC PWR GRNDMAN	ALL	ALL		39.39	55.50	1.5	1.5	2	9.12	13.02	0.00	2.43
ELECTRIC PWR LINEMAN	ALL	ALL		50.50	55.50	1.5	1.5	2	11.69	16.69	0.00	3.12
ELECTRICIAN	ALL	ALL		47.40	50.40	1.5	1.5	2	14.33	16.10	1.00	1.18
ELEVATOR CONSTRUCTOR	ALL	BLD		51.94	58.43	2	2	2	14.43	14.96	4.16	0.90
FENCE ERECTOR	ALL	ALL		39.58	41.58	1.5	1.5	2	13.40	13.90	0.00	0.40
GLAZIER	ALL	BLD		42.45	43.95	1.5	1.5	2	14.04	20.14	0.00	0.94
HT/FROST INSULATOR	ALL	BLD		50.50	53.00	1.5	1.5	2	12.12	12.96	0.00	0.72
IRON WORKER	ALL	ALL		47.33	49.33	2	2	2	14.15	22.39	0.00	0.35
LABORER	ALL	ALL		41.20	41.95	1.5	1.5	2	14.65	12.32	0.00	0.50
LATHER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
MACHINIST	ALL	BLD		47.56	50.06	1.5	1.5	2	7.05	8.95	1.85	1.47
MARBLE FINISHERS	ALL	ALL		33.95	33.95	1.5	1.5	2	10.45	15.52	0.00	0.47
MARBLE MASON	ALL	BLD		44.63	49.09	1.5	1.5	2	10.45	16.28	0.00	0.59
MATERIAL TESTER I	ALL	ALL		31.20	31.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MATERIALS TESTER II	ALL	ALL		36.20	36.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MILLWRIGHT	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63

OPERATING ENGINEER	ALL	BLD	1	50.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	2	48.80	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	3	46.25	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	4	44.50	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	5	53.85	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	6	51.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	7	53.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	FLT	1	55.90	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	2	54.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	3	48.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	4	40.25	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	5	57.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	6	38.00	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	HWY	1	48.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	2	47.75	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	3	45.70	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	4	44.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	5	43.10	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	6	51.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	7	49.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
ORNAMNTL IRON WORKER	ALL	ALL		46.75	49.25	2	2	2	13.90	19.79	0.00	0.75
PAINTER	ALL	ALL		45.55	51.24	1.5	1.5	1.5	11.56	11.44	0.00	1.87
PAINTER SIGNS	ALL	BLD		37.45	42.05	1.5	1.5	2	2.60	3.18	0.00	0.00
PILEDRIVER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
PIPEFITTER	ALL	BLD		47.50	50.50	1.5	1.5	2	10.05	17.85	0.00	2.12
PLASTERER	ALL	BLD		42.75	45.31	1.5	1.5	2	14.00	15.71	0.00	0.89
PLUMBER	ALL	BLD		49.25	52.20	1.5	1.5	2	14.34	13.35	0.00	1.28
ROOFER	ALL	BLD		42.30	45.30	1.5	1.5	2	9.08	12.14	0.00	0.58
SHEETMETAL WORKER	ALL	BLD		43.50	46.98	1.5	1.5	2	11.03	23.43	0.00	0.78
SIGN HANGER	ALL	BLD		31.31	33.81	1.5	1.5	2	4.85	3.28	0.00	0.00

SPRINKLER FITTER	ALL	BLD		47.20	49.20	1.5	1.5	2	12.25	11.55	0.00	0.55
STEEL ERECTOR	ALL	ALL		42.07	44.07	2	2	2	13.45	19.59	0.00	0.35
STONE MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
TERRAZZO FINISHER	ALL	BLD		40.54	40.54	1.5	1.5	2	10.65	12.76	0.00	0.73
TERRAZZO MASON	ALL	BLD		44.38	47.88	1.5	1.5	2	10.65	14.15	0.00	0.82
TILE MASON	ALL	BLD		45.49	49.49	1.5	1.5	2	10.65	13.88	0.00	0.86
TRAFFIC SAFETY WRKR	ALL	HWY		33.50	35.85	1.5	1.5	2	6.00	7.25	0.00	0.50
TRUCK DRIVER	E	ALL	1	35.60	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	2	35.85	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	3	36.05	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	4	36.25	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	W	ALL	1	35.98	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	2	36.13	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	3	36.33	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	4	36.53	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TUCKPOINTER	ALL	BLD		45.42	46.42	1.5	1.5	2	8.32	15.42	0.00	0.80

**Legend**

**M-F OT** Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

**OSA** Overtime pay required for every hour worked on Saturdays

**OSH** Overtime pay required for every hour worked on Sundays and Holidays

**H/W** Health/Welfare benefit

**Explanations COOK COUNTY**

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

**TRUCK DRIVERS (WEST)** - That part of the county West of Barrington Road.

## EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date. ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

## CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean-up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

## COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

## MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

#### OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum;

Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.;

Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

#### OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane (over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall, Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000 pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

#### TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

#### TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

#### MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

## **New Business—Recommended Actions**

### **D. Recommended Action on Non-Resident Library Card Illinois Program**

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

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

Our annual non-resident fee is based on a formula established by the Illinois State Library. According to the formula, our income from local tax sources, which is \$6,718,501.00, as noted in the latest Illinois Public Library Annual Report, is divided by the District's population of 57,284. This produces a cost of service per capita, \$117.28, which is multiplied by the average number of persons per household in the District—2.5, according to the 2010 census. The result, \$293.21, is used to determine a minimum non-resident fee for a family card. The state formula permits library districts to the actual fee at or above this minimum level, as long as the fee is "fair and reasonable." Our recommendation is for an annual fee of \$293.00.

June 20, 2018

**New Business—Recommended Actions**

**E. Recommended Action on Ordinance 18-04**

MOVE the Library Board of Trustees adopt Ordinance 18-04, an **ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF THE NILES-MAINE DISTRICT LIBRARY, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019.**

**Memorandum E of Recommended Board Action**

Ordinance 18-04 reflects the budget and appropriations reflected in the tentative budget and appropriations Ordinance 18-01.

**ORDINANCE 18-04**  
**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS**  
**OF THE NILES-MAINE DISTRICT LIBRARY, COOK COUNTY, ILLINOIS, FOR**  
**THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019**

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

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

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

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

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

	<b>APPROPRIATION</b>		<b>BUDGET</b>
<b>Salaries</b>			
ADMINISTRATOR	\$ 266,248	\$	133,124
MANAGERS	\$ 368,166	\$	184,083
SUPERVISORS	\$ 1,081,924	\$	540,962
LIBRARIAN	\$ 2,371,618	\$	1,185,809
LIBRARY GRADE V	\$ 1,635,591	\$	817,796
LIBRARY GRADE VI	\$ 744,706	\$	372,353
LIBRARY PAGE	\$ 277,150	\$	138,575
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$ 256,000	\$	128,000
<b>TOTAL SALARIES</b>	<b>\$ 7,001,403</b>	<b>\$</b>	<b>3,500,701</b>
 <b>LIBRARY MATERIALS</b>			
BOOKS & PERIODICAL	\$ 634,800	\$	317,400
DOWNLOADABLES	\$ 160,000	\$	80,000
AV	\$ 347,100	\$	173,550
ONLINE DATABASES	\$ 420,000	\$	210,000
<b>TOTAL MATERIALS</b>	<b>\$ 1,561,900</b>	<b>\$</b>	<b>780,950</b>
 <b>OPERATING EXPENSES</b>			
<b>Processing &amp; Supplies</b>			
CCS CHARGES	\$ 181,840	\$	90,920
PROCESSING & SUPPLIES	\$ 80,800	\$	40,400
INTERNET CHARGES	\$ 36,800	\$	18,400

SOFTWARE, LICENSES	\$	151,336	\$	75,668
PRINTING	\$	85,800	\$	42,900
PROGRAMMING & SUPPORT	\$	159,970	\$	79,985
VOLUNTEERS	\$	5,700	\$	2,850
MISCELLANEOUS	\$	5,000	\$	2,500
<b>TOTAL PROCESSING &amp; SUPPLIES</b>	<b>\$</b>	<b>707,246</b>	<b>\$</b>	<b>353,623</b>

**Administration & General Office**

COPIERS	\$	20,000	\$	10,000
PROFESSIONAL DEVELOPMENT	\$	71,788	\$	35,894
MILEAGE REIMBURSEMENT	\$	7,300	\$	3,650
LEGAL FEES	\$	14,500	\$	7,250
CONSULTING	\$	30,000	\$	15,000
SUPPLIES	\$	120,700	\$	60,350
PROMOTIONAL EXPENSE	\$	42,000	\$	21,000
POSTAGE & FREIGHT	\$	45,520	\$	22,760
PUBLICATION OF NOTICES - LEGAL	\$	2,400	\$	1,200
SUBSCRIPTIONS & DUES	\$	16,990	\$	8,495
SERVICE FEES	\$	39,400	\$	19,700
TELEPHONE	\$	33,000	\$	16,500
TRUSTEE EXPENSE	\$	10,000	\$	5,000
PARKING LEASE AGREEMENT	\$	21,144	\$	10,572
<b>TOTAL ADMINISTRATION AND GENERAL OFFICE</b>	<b>\$</b>	<b>474,742</b>	<b>\$</b>	<b>237,371</b>

<b>VEHICLE EXPENSE TOTAL</b>	<b>\$</b>	<b>9,264</b>	<b>\$</b>	<b>4,632</b>
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**EMPLOYEE FRINGE BENEFITS**

PENSION PLAN	\$	361,412	\$	180,706
GROUP HEALTH	\$	961,350	\$	480,675
HEALTH REIMBURSEMENT	\$	132,000	\$	66,000
DENTAL, VISION, DISABILITY	\$	82,400	\$	41,200
<b>TOTAL FRINGE BENEFITS</b>	<b>\$</b>	<b>1,537,162</b>	<b>\$</b>	<b>768,581</b>

<b>TOTAL UTILITIES</b>	<b>\$</b>	<b>223,400</b>	<b>\$</b>	<b>111,700</b>
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<b>TOTAL OPERATING</b>	<b>\$</b>	<b>11,515,117</b>	<b>\$</b>	<b>5,757,558</b>
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**BUILDING & MAINTENANCE**

REPAIRS & IMPROVEMENTS	\$	130,000	\$	65,000
CONTRACTUAL MAINTENANCE	\$	70,000	\$	35,000
NON-CONTRACTUAL MAINTENANCE	\$	77,280	\$	38,640

EQUIPMENT MAINTENANCE	\$	57,000	\$	28,500
NON CAPITAL EXPENSES	\$	52,000	\$	26,000
FURNITURE & FIXTURES	\$	26,000	\$	13,000
<b>TOTAL BUILDING &amp; MAINTENANCE</b>	<b>\$</b>	<b>412,280</b>	<b>\$</b>	<b>206,140</b>

**SPECIAL RESERVE**

SPECIAL RESERVE - BUILDING	\$	1,466,000	\$	733,000
SPECIAL RESERVE - EQUIPMENT	\$	341,200	\$	170,600
<b>TOTAL SPECIAL RESERVE</b>	<b>\$</b>	<b>1,807,200</b>	<b>\$</b>	<b>903,600</b>

**SPECIAL FUNDS**

AUDIT	\$	42,400	\$	21,200
LIABILITY INSURANCE	\$	67,440	\$	33,720
SOCIAL SECURITY	\$	518,655	\$	259,327
ILLINOIS UNEMPLOYMENT TAXES	\$	40,000	\$	20,000
WORKERS' COMPENSATION INSURANCE	\$	52,438	\$	26,219
<b>TOTAL SPECIAL FUND ITEMS</b>	<b>\$</b>	<b>720,933</b>	<b>\$</b>	<b>360,466</b>

<b>SUPPLEMENTARY GRANTS</b>	<b>\$</b>	<b>148,710</b>	<b>\$</b>	<b>74,355</b>
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<b>GRAND TOTAL</b>	<b>\$</b>	<b>14,604,240</b>	<b>\$</b>	<b>7,302,120</b>
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SECTION 3: The several sums above mentioned and designed as appropriation, which is FOURTEEN MILLION SIX HUNDRED FOUR THOUSAND TWO HUNDRED FORTY AND NO/100 DOLLARS (\$14,604,240) be and are hereby appropriated as propriate fractional parts of the said amount FOURTEEN MILLION SIX HUNDRED FOUR THOUSAND TWO HUNDRED FORTY AND NO/100 DOLLARS (\$14,604,240) from the proceeds of the general property tax for corporate purposes and special taxes in addition to all other library taxes as provided by law.

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

SECTION 4: The cash on hand deemed by law as current assets available for library purposes as of June 30, 2018, is estimated to be \$9,000,000; the estimate of cash to be received during the 2018-2019 fiscal year from all sources is \$7,079,517; the estimate of expenditures appropriated for such fiscal year is \$14,782,382; and the estimated operating budget for such fiscal year is \$5,757,558. The estimated cash to be expected on hand deemed by law as current assets available for library purposes at the end of such year is \$10,321,959.

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

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

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

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

ADOPTED this 20th day of June, 2018, pursuant to a roll call vote as follows:

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

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

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

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

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Karen Dimond  
President of the Board of Trustees of the  
NILES-MAINE DISTRICT LIBRARY  
ATTESTED and SIGNED in my office,  
according to law, this 20th day of June 2018, at  
the said NILES-MAINE DISTRICT LIBRARY

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

## **New Business—Recommended Actions**

### **F. Recommended Action on Short and Long Term Disability Insurance**

MOVE the Library Board of Trustees approve the renewal of the Short Term Disability and Long Term Disability Insurance through Principal Insurance for \$1,008.68 per month (\$12,104.16 annually) at current enrollment levels for the 2018-2019 fiscal year.

### **Memorandum F of Recommended Board Action**

The disability plans are a supplement to the IMRF plans which are narrow in definition. The Principal plans add a short term disability feature and extend the long term disability terms offered through IMRF. This was last presented to and approved by the board of trustees on June 21, 2017. The renewal is for an increase of 2.5% overall (\$1,008.68 per month compared to \$983.69 per month) at current enrollment levels. Please see the attached renewal from Principal.

#### **IMRF disability plans**

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

The significant differences between IMRF disability and Principal disability are:

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

**RENEWAL RATES**  
Effective July 1, 2018

**LONG TERM DISABILITY**

Your rates are not changing.

Renewal rates are guaranteed through June 30, 2019.

**ALL MEMBERS**

Rates are expressed as a Percent of Covered Monthly Earnings

Covered Monthly Earnings/Lives	Current Rate	Current Monthly Premium	Renewal Rate	Renewal Monthly Premium
\$172,853 / 43	0.28%	\$483.99	0.28%	\$483.99
Renewal Premium Percent of Change				No change

**SHORT TERM DISABILITY - Rates are expressed as a Per**

Renewal rates are guaranteed through June 30, 2019.

**ALL MEMBERS**

Volume / Lives	Current Rate	Current Monthly Premium	Renewal Rate	Renewal Monthly Premium
\$24,985 / 43	\$0.20	\$499.70	\$0.21	\$524.69
Renewal Premium Percent of Change				5.0% Increase



Principal Life Insurance Company  
Des Moines, Iowa 50392  
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**New Business—Recommended Actions**

**G. Recommended Action on Resolution 18-01**

MOVE the Library Board of Trustees adopt Resolution 18-01, a resolution approving the destruction of certain closed session meeting recordings of the Board of Library Trustees of the Niles-Maine District Library.

**Memorandum G of Recommended Board Action**

The only meetings which are required to be recorded are closed/executive session meetings. The Open Meetings Act further requires that the recordings be retained for 18 months. After that time, the Board can order them to be destroyed, so long as minutes for the sessions have been approved. The Library's law firm Klein, Thorpe and Jenkins recommends in their annual list of deadlines: "The Board should also approve a resolution to destroy any closed session audio or video tapes that are more than 18 months old and for which closed session minutes have been approved."

The recordings are not intended to be held for historical purposes or for subsequent Trustees to listen to the recordings without having been part of the session themselves. They are held for 18 months in case of a court case arising out of actions taken in the session, and in case of an OMA protest that the session was held improperly. The law says that 18 months is sufficient for this purpose, so I recommend that the older recordings be destroyed.

RESOLUTION NO. 18-01

A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN CLOSED SESSION MEETING RECORDINGS OF THE BOARD OF LIBRARY TRUSTEES OF THE NILES-MAINE DISTRICT LIBRARY

WHEREAS, the Board of Library Trustees of the Niles-Maine District Library, Cook County, Illinois, has, on occasion, believed it to be necessary to meet in in closed session and have entered and conducted such meetings in accordance with the requirements of the Open Meetings Act (5 ILCS120/1, *et seq.*); and

WHEREAS, since January 1, 2004, the Open Meetings Act has required that a verbatim record of all closed sessions be kept in the form of an audio or video recording and that such recordings can be destroyed but only after the Board of Library Trustees (a) approves the meeting minutes for each completed closed session and (b) authorizes the destruction of such recordings, provided at least 18 months has passed since the date of the last such approval or authorization; and

WHEREAS, verbatim audio recordings of closed session meetings held by the board of Library Trustees of the Niles-Maine District Library have been made and retained by the Board Secretary or his or her designee pursuant to the requirements of the Open Meetings Act (5 ILCS 120/1, *et seq.*); and

WHEREAS, the Board of Library Trustees has approved written closed session minutes for all closed sessions that have taken place at least 18 months ago, and the audio recordings for all said executive sessions have been retained for at least 18 months.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Library Trustees of the Niles-Maine District Library, Cook County, Illinois, as follows:

SECTION 1: Each of the recitals in the Whereas paragraphs set forth above are incorporated into Section of this Resolution.

SECTION 2: The Board of Library Trustees resolves as follows: each of the audio recordings of closed session meetings, which were for meetings completed more than 18 months ago and for which written minutes have been prepared and approved by the Board of Library Trustees, shall be destroyed by the Board Secretary following the approval date of this Resolution.

SECTION 3: The Board Secretary shall be and is hereby authorized and directed as of the date of this Resolution to destroy the audio recordings of the closed session meetings from January 1, 2004 through January 1, 2017, in accordance with the Open Meetings Act and the approval given in this Resolution.

SECTION 4: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other sections, paragraphs, clauses, or provisions of this Resolution.

SECTION 5: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018, pursuant to a roll call vote as follows:

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

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

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

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
President, Board of Library Trustees  
of the Niles-Maine District Library,  
Cook County, Illinois

ATTEST:

\_\_\_\_\_  
Secretary, Board of Library Trustees  
of the Niles-Maine District Library,  
Cook County, Illinois

STATE OF ILLINOIS            )  
                                          ) SS  
COUNTY OF COOK            )

**SECRETARY’S CERTIFICATE**

I, Dianne Olson, the duly qualified and acting Secretary of the Board of Library Trustees of the Niles-Maine District Library, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

**RESOLUTION NO. 18-01**

“A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN CLOSED SESSION MEETING RECORDINGS OF THE BOARD OF LIBRARY TRUSTEES OF THE NILES-MAINE DISTRICT LIBRARY”

Adopted at a regular meeting of said Board of Library Trustees held on the 20<sup>th</sup> day of June, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand this 20<sup>th</sup> day of June, 2014.

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Dianne Olson, Secretary  
Board of Library Trustees of  
the Niles-Maine District Library  
Cook County, Illinois