



Niles-Maine District Library

Regular Meeting

Wednesday, April 17, 2019 7:00 PM



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

April 17, 2019

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
 - A. Approve the Minutes of the Regular Board Meeting of March 20, 2019 4
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Reports 9
 - B. Approve payment of the bills for operating expenses of \$218,593.52; payroll expenses of \$279,079.90 for a total monthly expense of \$497,673.42 15
7. Director's Report
 - A. Highlights 28
 - B. Monthly Statistics 44
8. Communications 48
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. New Business
 - A. Award R.A. Peterson Co., a contract in the amount of \$22,750.00 to repair, seal, and stripe the library parking lot which will be paid from the Special Reserve Fund 50
 - B. Approve expenditure of \$7,154.54 from Special Reserve Fund for two Apple MacBook Pro laptops including support from CDW-G Government LLC 56
 - C. Approve the Second Amended and Restated Intergovernmental Utilities Purchasing Cooperative Agreement between the Niles-Maine District Library and IUPC to provide electricity and natural gas to the Library 59
 - D. Award Flader Plumbing and Heating a contract in the amount of \$6,940.20 to furnish and install new plumbing fixtures in the two bathrooms in KidSpace which will be paid 71

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- from the Special Reserve Fund
- E. Award Pinnacle Flooring Company a contract in the amount of \$17,800.00 to demo the two bathrooms in KidSpace, remove all material, furnish and install greenboard, and furnish and install tile which will be paid from the Special Reserve Fund 79
- F. Delivery of the 2019/2020 budget and scheduling of special budget meeting
- 11. Unfinished Business
- A. Report on public participation in board meetings with possible action on Administrative Policy 3.27 Public Participation and Comment at Board Meeting 87
- B. Status of agenda links for the monthly library board meeting videos
- 12. Other
- 13. Adjournment

**Niles-Maine District Library
Regular Board Meeting Minutes
March 20, 2019
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois**

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

Trustees Present

Karen Dimond, Dennis Martin, Dianne Olson, Patti Rozanski, Linda Ryan, Tim Spadoni. Carolyn Drblik arrived at 7:48 PM.

Library Staff Present

Susan Lempke-Library Director; Greg Pritz, Assistant Director and Business Manager; Diane Winberg, Administrative Assistant; Dave Dabrowski, Maintenance Services Supervisor; Victoria Luz, Technical Services Supervisor

Others Present

Steve Doughty, Niles Resident

Call to Order

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

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Dimond led the Pledge of Allegiance.

Approval of Minutes

Regular Board Meeting on February 20, 2019

Trustee Rozanski MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of February 20, 2019. Trustee Ryan seconded.

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

Public Comment

There were none.

Treasurer's Report

The Library Board reviewed the February 2019 Treasurer's Report as presented by Treasurer Tim Spadoni.

The Financial Report as prepared by Treasurer Tim Spadoni for February was provided as follows:

March 20, 2019

February is the eight month of the fiscal year and 66.66% of the budget. The Library's overall expenditures are at 61% of the total budget

Page 10

Revenues – Revenues are in line per expectations.

Salaries - On budget.

Page 11

Library Materials – Running slightly higher than budget due to subscription-based costs as discussed during the previous board meetings.

Library Operating Expenditures – At 53%, the overall category is running under budget.

Page 12

General and Administrations: At 56%, the overall category continues well under budget.

Page 13

No items of note.

Page 14

Other than the Worker's Compensation and Unemployment Compensation line items as detailed in previous meetings, all line items are running under budget.

At this time, Mr. Pritz noted that on Page 18, Check Detail and Account Distribution, a double payment of \$65.00 was made to the American Library Association for Tim Spadoni's membership renewal. The overpayment was a result of duplicate statements.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$210,807.01, payroll expense of \$289,283.58, for a total monthly expense of \$500,090.59. Trustee Ryan seconded.

Mr. Pritz asked that the payment of the bills be amended to reflect the actual payment for operating expenses of \$210,742.01 after the second payment to ALA was deducted which would change the total monthly expense to \$500,025.59. President Dimond asked the movant and seconder if they accepted the amended motion for payment of the bills. Both Trustees Rozanski and Ryan said yes.

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

Director's Report

Ms. Lempke reported on succession planning which was addressed at the Trustee Forum which she attended on March 16. The succession planning process would be developed for her position by the Board who would have to replace her should she leave. Ms. Lempke asked the Board for direction on starting a succession plan.

Ms. Lempke gave an update on the planning of the Library 60th Anniversary celebration saying that over 200 invitations were emailed to Village dignitaries, staff and some former staff. Staff are hard at work creating display panels depicting the Library's history. A public anniversary celebration will be held on Sunday, April 14, and there will be an event at Golf Mill on April 28.

Communications

As provided in the Board Packet.

Liaison Reports

Friends of the Library

There was no report.

Legislative

There was no report.

RAILs

Ms. Lempke reported on GALE and RAILS working together to give residents access to accredited high school diplomas and career certificates across the state through an innovative program, *Career Online High School* (COHS). Several public libraries throughout Illinois are offering the COHS program to adults who have library cards. A library's cost to participate in this program is approximately \$1,200. Each student enrolled is paired with an academic coach who offers ongoing guidance and encouragement, evaluating performance and connects the student with resources. President Dimond asked Ms. Lempke to provide the Board with more information on this program.

President Dimond took this opportunity to report on the Trustee Forum which covered topics on corporate library cards and the codes of conduct for library patrons.

Trustee Spadoni gave much kudos on the job fair for teens. He thanked the library's passport agents for their fantastic work, and congratulated Sasha on the birth of his daughter.

New Business

Visographic

Trustee Rozanski MOVED the Library Board of Trustees approve payment to Visographic in the amount of \$5,669.90 for the publication of the winter issue of Chapter One. Trustee Olson seconded.

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

Serving of Alcohol at Invitation-Only Library Event

Trustee Spadoni MOVED the Library Board of Trustees approve serving alcohol at the invitation-only party celebrating the Library District's 60th Anniversary on Friday, April 12 from 6:30-8:00 PM, subject to all restrictions set forth in Administrative Policy 3.31 Alcoholic Liquor Policy. Trustee Ryan seconded.

Ms. Lempke added that, if the Board approves the serving of alcohol, she will then obtain a permit from the Village.

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

Lending Regulations

Trustee Rozanski MOVED the Library Board of Trustees approve changes to the Lending Regulation Policy 3.05. Trustee Olson seconded.

The proposed changes to the lending regulation policy were:

- Change replacement cost to Library purchase price
- Remove reference to \$5.00 processing fee
- Clarify language regarding the additional fee added to accounts sent to collection (\$10)
- Adjust fines on hotspots to match fines on other equipment
- Reduce restriction on Playaway Launchpads by increasing the limit to 2 with one renewal on each and opening up lending to reciprocal borrowers

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

Approve Proposed Salary Schedule

Trustee Spadoni MOVED the Library Board of Trustees approve proposed changes to the Salary Schedule. Trustee Rozanski seconded.

Mr. Pritz provided the Board with copies of the proposed changes for which he gave a PowerPoint presentation. The proposed changes to the Salary Schedule dated 2015-2016 were:

- Raise the minimum and maximum of each level by 6.22%

Regular Board Meeting – March 20, 2019

- Insert a level between Supervisor (Grade 3) and Librarian (Grade 4) for Assistant Supervisors in recognition of their added responsibilities
- Insert a level between Library Assistant (Grade 5) and Clerk (Grade 6) for Patron Services Assistant I, which is the highest level of clerk

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

The changes to the Salary Schedule will become effective July 1, 2019.

Proposed Salary Increase for 2019/2020 Budget

Trustee Spadoni MOVED the Library Board of Trustees approve the proposed salary increase of 3% for raises awarded during the 2019/2020 fiscal year. Trustee Olson seconded.

A total raise program equal to 3% of which 1.9% will be cost of living and 1.1% will be merit was proposed. This program is consistent with prior years and competitive with similar organizations.

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

At this time, President Dimond stated that due to a competing event, Mr. Doughty came in after Public Comments on the agenda. For this reason, President Dimond invited Mr. Doughty to speak.

Mr. Doughty stated that he would like the Board's consideration to allow the public an opportunity to comment on agenda items before a vote is taken. He asked for clarification as to whether the approved 3% raise includes a cost of living increase. President Dimond responded that it does. Mr. Doughty thanked Greg Pritz the great job done in the selection process of the Library's new auditing firm. He asked that since there is a contract, what can the Library do if they are not happy with the firm. Mr. Pritz responded that the contract is for one year and that it will be reviewed at that time.

Unfinished Business

Review of Administrative Policy 3.27 Public Participation and Comment at Board Meetings with possible action

Ms. Lempke provided the Board with a copy of the current Policy 3.27, a copy of the suggested changes made by the Library Attorney, and a copy of the proposed policy. The Board reviewed the suggested changes and it was agreed that the changes suggested by the Library's Attorney be accepted with a few amendments as follows:

Item 8, line 2—add “may respond to questions as appropriate”

Item 9—change “Abusive and profane comments” to Abusive or profane comments”

Item 10—change that time limit may be modified instead of extended upon a majority vote of the Board

In response to Trustee Drblik's statement that many Boards allow their public to comment before a vote is taken, President Dimond asked Ms. Lempke to investigate this matter.

Trustee Rozanski MOVED the Library Board of Trustees approve the changes to Administrative Policy 3.27 Public Participation and Comment at Board Meetings along with the few friendly amendments made by the Library Board. Trustee Ryan seconded.

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

Other

There was none.

Adjournment

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

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

The meeting adjourned at 9:20 PM.

President

Secretary

DRAFT

Niles-Maine District Library

Balance Sheet

March 31, 2019

	GENERAL FUND 3/31/2019	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,157,311)	\$223,804	\$1,164,921	\$231,415
Investments	\$10,673,078			\$10,673,078
Total Cash and Investments	\$9,515,768	\$223,804	\$1,164,921	\$10,904,493
Receivables				
Property Tax Receivable, net	\$2,847,045	\$282,323		\$3,129,368
Accrued Interest Receivable	\$26,410			\$26,410
Replacement Tax Receivable	\$20,844			\$20,844
Total Receivables	\$2,894,299	\$282,323	\$0	\$3,176,621
Prepaid Items				
Prepaid Expense	\$950			\$950
Total Prepaid Items	\$950	\$0	\$0	\$950
Total Assets	\$12,411,016	\$506,127	\$1,164,921	\$14,082,064
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$150,435	\$24,428	\$7,617	\$182,480
Other Liabilities	\$53,599	\$3		\$53,601
Deferred Revenues	\$2,847,045	\$282,323		\$3,129,368
Total Liabilities	\$3,051,078	\$306,754	\$7,617	\$3,365,449
Fund Balance				
Fund Balance	\$9,359,938	\$199,373	\$1,157,304	\$10,716,615
Total Fund Balance	\$9,359,938	\$199,373	\$1,157,304	\$10,716,615
Total Liabilities and Fund Balance	\$12,411,016	\$506,127	\$1,164,921	\$14,082,064

Niles-Maine District Library Income Statement-Consolidated

March 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$2,579,314	\$2,663,825	(\$84,511)	\$6,659,170	\$6,592,966	\$66,203	\$6,659,562	100%
Replacement Taxes	\$6,100	\$12,083	(\$5,983)	\$67,990	\$108,750	(\$40,760)	\$145,000	47%
Per Capita Grant				\$71,605	\$71,605		\$71,605	100%
Grants-Other		\$83	(\$83)		\$750	(\$750)	\$1,000	
Investment Income	\$14,367	\$8,333	\$6,034	\$151,620	\$75,000	\$76,620	\$100,000	152%
Fines	\$3,000	\$2,083	\$916	\$24,895	\$18,750	\$6,145	\$25,000	100%
Lost Books	\$21	\$875	(\$854)	\$5,952	\$7,875	(\$1,923)	\$10,500	57%
Pay For Print	\$2,632	\$1,708	\$924	\$15,785	\$15,375	\$410	\$20,500	77%
Book Sale	\$880	\$833	\$46	\$7,564	\$7,500	\$64	\$10,000	76%
Passports	\$6,828	\$2,917	\$3,911	\$36,873	\$26,250	\$10,623	\$35,000	105%
Non-Resident Fees				\$954		\$954		
Flash Drive & Ear Bud Sales	\$2		\$2	\$41		\$41		
Commissions & Fees	(\$5)		(\$5)	(\$16)		(\$16)		
Donations	\$1		\$1	\$373		\$373		
Miscellaneous	\$124	\$113	\$11	\$1,341	\$1,013	\$328	\$1,350	99%
Total Revenues	\$2,613,264	\$2,692,854	(\$79,590)	\$7,044,147	\$6,925,834	\$118,313	\$7,079,517	100%
Expenditures								
Salaries								
Library Director	\$11,002	\$11,094	\$92	\$99,016	\$99,843	\$827	\$133,124	74%
Payroll-Department Managers	\$15,438	\$15,340	(\$98)	\$138,527	\$138,062	(\$465)	\$184,083	75%
Payroll-Division Supervisors	\$45,138	\$45,080	(\$58)	\$404,964	\$405,721	\$758	\$540,962	75%
Payroll-Librarian I	\$96,555	\$98,817	\$2,262	\$877,987	\$889,357	\$11,370	\$1,185,809	74%
Payroll-Library Grade V	\$63,414	\$68,150	\$4,736	\$608,689	\$613,347	\$4,658	\$817,796	74%
Payroll-Library Grade VI	\$30,473	\$31,029	\$557	\$286,043	\$279,265	(\$6,778)	\$372,353	77%
Payroll-Library Pages	\$7,924	\$11,548	\$3,623	\$68,705	\$103,931	\$35,226	\$138,575	50%
Payroll-Sundays	\$7,072	\$7,500	\$428	\$65,801	\$67,500	\$1,699	\$90,000	73%
Adjustments	\$2,000	\$833	(\$1,167)	\$6,437	\$7,500	\$1,063	\$10,000	64%
Substitutes	\$238	\$2,333	\$2,095	\$2,873	\$21,000	\$18,127	\$28,000	10%
Total Salaries	\$279,254	\$291,725	\$12,472	\$2,559,042	\$2,625,526	\$66,485	\$3,500,702	73%

Niles-Maine District Library
Income Statement-Consolidated

March 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$17,669	\$15,083	(\$2,586)	\$138,674	\$135,750	(\$2,924)	\$181,000	77%
Books-Youth Services	\$6,848	\$6,667	(\$181)	\$57,470	\$60,000	\$2,530	\$80,000	72%
Books-Teen	\$1,739	\$1,271	(\$469)	\$9,826	\$11,437	\$1,611	\$15,250	64%
Downloadables	\$3,343	\$6,667	\$3,324	\$59,228	\$60,000	\$772	\$80,000	74%
Periodicals	\$277	\$2,742	\$2,465	\$32,812	\$24,675	(\$8,137)	\$32,900	100%
AV-Adult	\$9,606	\$10,167	\$561	\$95,262	\$91,500	(\$3,762)	\$122,000	78%
AV-Youth Services	\$3,659	\$3,317	(\$342)	\$25,687	\$29,850	\$4,163	\$39,800	65%
AV-Teen	\$1,150	\$979	(\$170)	\$7,032	\$8,812	\$1,780	\$11,750	60%
Online Databases	\$11,024	\$17,500	\$6,476	\$174,130	\$157,500	(\$16,630)	\$210,000	83%
Total Library Materials	\$55,314	\$64,392	\$9,078	\$600,122	\$579,525	(\$20,597)	\$772,700	78%
Library Operating Expenditures								
CCS Charges	\$7,665	\$7,577	(\$88)	\$68,985	\$68,190	(\$795)	\$90,920	76%
Processing & Supplies	\$1,293	\$2,792	\$1,499	\$21,296	\$25,125	\$3,829	\$33,500	64%
Internet Charges	\$871	\$1,533	\$662	\$816	\$13,800	\$12,984	\$18,400	4%
Software, Licenses	\$3,540	\$6,306	\$2,766	\$21,814	\$56,751	\$34,937	\$75,668	29%
Printing		\$3,575	\$3,575	\$24,854	\$32,175	\$7,321	\$42,900	58%
Library Supplies	\$33	\$575	\$542	\$3,758	\$5,175	\$1,417	\$6,900	54%
Programming & Support-Adult	\$2,769	\$2,520	(\$250)	\$24,893	\$22,676	(\$2,217)	\$30,235	82%
Programming & Support-Juvenile	\$2,011	\$2,894	\$883	\$23,936	\$26,044	\$2,108	\$34,725	69%
Programming & Support-Events	\$1,447	\$508	(\$938)	\$4,009	\$4,575	\$566	\$6,100	66%
Programming & Support-Teen	\$813	\$577	(\$236)	\$6,285	\$5,194	(\$1,091)	\$6,925	91%
Public Performing Rights	\$550	\$167	(\$383)	\$1,863	\$1,500	(\$363)	\$2,000	93%
Miscellaneous	\$339	\$208	(\$130)	\$2,246	\$1,875	(\$371)	\$2,500	90%
Per Capita Grant Expenditures	\$5,029	\$5,967	\$938	\$48,462	\$53,704	\$5,242	\$71,605	68%
Grant - Other Expenditures		\$83	\$83		\$2,500	\$2,500	\$2,750	
Volunteers	\$300	\$238	(\$63)	\$1,872	\$2,137	\$265	\$2,850	66%
Total Library Operating Expenditures	\$26,659	\$35,519	\$8,860	\$255,089	\$321,421	\$66,332	\$427,978	60%

Niles-Maine District Library
Income Statement-Consolidated

March 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$5,440	\$2,667	(\$2,774)	\$26,423	\$24,000	(\$2,423)	\$32,000	83%
Copiers	\$234	\$833	\$599	\$6,408	\$7,500	\$1,092	\$10,000	64%
Professional Development	\$1,287	\$2,991	\$1,705	\$21,314	\$26,920	\$5,606	\$35,894	59%
Mileage	\$279	\$304	\$25	\$2,498	\$2,737	\$239	\$3,650	68%
Professional Collection		\$688	\$688	\$2,846	\$6,188	\$3,341	\$8,250	34%
Legal Fees	\$227	\$604	\$377	\$4,024	\$5,438	\$1,414	\$7,250	55%
Consultants		\$1,250	\$1,250	\$5,623	\$11,250	\$5,627	\$15,000	37%
Kitchen Supplies-Administrative Services	\$129	\$83	(\$45)	\$1,029	\$750	(\$279)	\$1,000	103%
Promotional Expense	\$1,805	\$1,750	(\$55)	\$15,028	\$15,750	\$722	\$21,000	72%
Office Supplies	\$618	\$2,279	\$1,661	\$12,330	\$20,512	\$8,183	\$27,350	45%
Postage & Freight	\$390	\$1,897	\$1,507	\$12,706	\$17,070	\$4,364	\$22,760	56%
Publication of Notices-Legal		\$100	\$100	\$1,001	\$900	(\$101)	\$1,200	83%
Subscriptions & Dues	\$155	\$708	\$553	\$4,288	\$6,371	\$2,083	\$8,495	50%
Collection Services	\$41	\$83	\$42	\$1,073	\$750	(\$323)	\$1,000	107%
Telephone	\$676	\$1,375	\$699	\$11,971	\$12,375	\$404	\$16,500	73%
Trustee Expense		\$417	\$417	\$520	\$3,750	\$3,230	\$5,000	10%
Payroll Service	\$1,274	\$1,458	\$185	\$12,488	\$13,125	\$637	\$17,500	71%
Bank Fees	\$125	\$100	(\$25)	\$941	\$900	(\$41)	\$1,200	78%
Parking Lease	\$881	\$881		\$7,929	\$7,929	\$0	\$10,572	75%
Total General and Administration	\$13,561	\$20,469	\$6,908	\$150,440	\$184,215	\$33,776	\$245,621	61%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$413	\$750	\$337	\$1,000	41%
Repairs & Maintenance		\$150	\$150		\$1,350	\$1,350	\$1,800	
Miscellaneous		\$8	\$8	\$6	\$75	\$69	\$100	6%
Auto Insurance				\$1,732	\$1,732		\$1,732	100%
Total Vehicle Operation	\$0	\$242	\$242	\$2,151	\$3,907	\$1,756	\$4,632	46%

Niles-Maine District Library
Income Statement-Consolidated

March 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$12,734	\$12,659	(\$76)	\$144,897	\$142,731	(\$2,166)	\$180,706	80%
Group Health	\$37,482	\$40,056	\$2,575	\$345,044	\$360,506	\$15,462	\$480,675	72%
Health Reimbursement Account	\$1,735	\$5,500	\$3,765	\$38,310	\$49,500	\$11,190	\$66,000	58%
Dental	\$2,242	\$1,667	(\$575)	\$21,359	\$15,000	(\$6,359)	\$20,000	107%
Vision	\$494	\$583	\$89	\$4,481	\$5,250	\$769	\$7,000	64%
FSA fee		\$100	\$100		\$900	\$900	\$1,200	
Life, LTD, AD&D, STD	\$1,080	\$1,083	\$4	\$10,176	\$9,750	(\$426)	\$13,000	78%
Total Employee Fringe Benefits	\$55,767	\$61,648	\$5,881	\$564,268	\$583,637	\$19,368	\$768,581	73%
Utilities								
Gas	\$2,232	\$1,000	(\$1,232)	\$9,097	\$9,000	(\$97)	\$12,000	76%
Electric	\$6,920	\$7,500	\$580	\$68,589	\$67,500	(\$1,089)	\$90,000	76%
Water	\$195	\$808	\$614	\$4,429	\$7,275	\$2,846	\$9,700	46%
Total Utilities	\$9,347	\$9,308	(\$39)	\$82,114	\$83,775	\$1,661	\$111,700	74%
Capital Expenditures								
Special Reserve - Building		\$61,083	\$61,083	\$157,140	\$549,750	\$392,610	\$733,000	21%
Special Reserve - Equipment		\$14,217	\$14,217	\$122,246	\$127,950	\$5,704	\$170,600	72%
Total Capital Expenditures	\$0	\$75,300	\$75,300	\$279,386	\$677,700	\$398,314	\$903,600	31%
Audit								
Audit Expense				\$21,200	\$21,200		\$21,200	100%
Total Audit Expenditures	\$0	\$0	\$0	\$21,200	\$21,200	\$0	\$21,200	100%
Liability Insurance								
Liability Insurance				\$33,720	\$33,720		\$33,720	100%
Total Liability Expenditures	\$0	\$0	\$0	\$33,720	\$33,720	\$0	\$33,720	100%

Niles-Maine District Library
Income Statement-Consolidated

March 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$20,734	\$21,611	\$877	\$190,163	\$194,495	\$4,333	\$259,327	73%
Total Social Security Expenditures	\$20,734	\$21,611	\$877	\$190,163	\$194,495	\$4,333	\$259,327	73%
Workers' Compensation								
Workers' Compensation				\$24,309	\$26,219	\$1,910	\$26,219	93%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$24,309	\$26,219	\$1,910	\$26,219	93%
Unemployment Compensation								
Unemployment Compensation	\$1,533	\$1,667	\$134	\$9,185	\$15,000	\$5,815	\$20,000	46%
Total Unemployment Compensation Expenditures	\$1,533	\$1,667	\$134	\$9,185	\$15,000	\$5,815	\$20,000	46%
Building & Equipment Maintenance								
Repairs & Improvements	\$1,129	\$5,417	\$4,287	\$35,567	\$48,750	\$13,183	\$65,000	55%
Contractual Maintenance	\$8,139	\$2,917	(\$5,222)	\$34,765	\$26,250	(\$8,515)	\$35,000	99%
Non-Contractual Maintenance	\$533	\$3,220	\$2,687	\$30,758	\$28,980	(\$1,778)	\$38,640	80%
Equipment Maintenance	\$795	\$2,375	\$1,580	\$4,735	\$21,375	\$16,640	\$28,500	17%
Non Capital Expenses		\$2,167	\$2,167	\$13,929	\$19,500	\$5,571	\$26,000	54%
Furniture & Fixtures	\$2,906	\$1,083	(\$1,823)	\$12,398	\$9,750	(\$2,648)	\$13,000	95%
Total Building & Equipment Maintenance Expenditures	\$13,502	\$17,178	\$3,677	\$132,153	\$154,605	\$22,452	\$206,140	64%
Total Expenditures	\$475,669	\$599,058	\$123,389	\$4,903,340	\$5,504,945	\$601,606	\$7,302,120	67%
NET SURPLUS/(DEFICIT)	\$2,137,595	\$2,093,796	\$43,799	\$2,140,807	\$1,420,888	\$719,919	(\$222,603)	(962)%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77441	Accounts Payable	Computer Check	4/17/2019	Adina Greenwood	\$0.00	\$17.00	(\$17.00)	4/30/2019	Outstanding
77442	Accounts Payable	Computer Check	4/17/2019	AFLAC	\$0.00	\$450.06	(\$467.06)	4/30/2019	Outstanding
77443	Accounts Payable	Computer Check	4/17/2019	ALA MEMBER SERVICES	\$0.00	\$185.00	(\$652.06)	4/30/2019	Outstanding
77444	Accounts Payable	Computer Check	4/17/2019	SHAMSHEER ALI	\$0.00	\$17.99	(\$670.05)	4/30/2019	Outstanding
77445	Accounts Payable	Computer Check	4/17/2019	ALLIANCE ENTERTAINMENT	\$0.00	\$184.67	(\$854.72)	4/30/2019	Outstanding
77446	Accounts Payable	Computer Check	4/17/2019	AMARK INDUSTRIES	\$0.00	\$2,313.60	(\$3,168.32)	4/30/2019	Outstanding
77447	Accounts Payable	Computer Check	4/17/2019	SYNCB/ AMAZON	\$0.00	\$2,835.42	(\$6,003.74)	4/30/2019	Outstanding
77448	Accounts Payable	Computer Check	4/17/2019	ANDERSON-SAFFORD	\$0.00	\$142.10	(\$6,145.84)	4/30/2019	Outstanding
77449	Accounts Payable	Computer Check	4/17/2019	Andrea E. Prieto Garcia	\$0.00	\$4.99	(\$6,150.83)	4/30/2019	Outstanding
77450	Accounts Payable	Computer Check	4/17/2019	April Lee	\$0.00	\$65.57	(\$6,216.40)	4/30/2019	Outstanding
77451	Accounts Payable	Computer Check	4/17/2019	AT&T	\$0.00	\$43.81	(\$6,260.21)	4/30/2019	Outstanding
77452	Accounts Payable	Computer Check	4/17/2019	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$6,410.21)	4/30/2019	Outstanding
77453	Accounts Payable	Computer Check	4/17/2019	BIBLIOTHECA, LLC	\$0.00	\$1,279.20	(\$7,689.41)	4/30/2019	Outstanding
77454	Accounts Payable	Computer Check	4/17/2019	Books & Treasures INC	\$0.00	\$541.18	(\$8,230.59)	4/30/2019	Outstanding
77455	Accounts Payable	Computer Check	4/17/2019	ARIANNE CAREY	\$0.00	\$201.86	(\$8,432.45)	4/30/2019	Outstanding
77456	Accounts Payable	Computer Check	4/17/2019	Carol Swinford	\$0.00	\$150.00	(\$8,582.45)	4/30/2019	Outstanding
77457	Accounts Payable	Computer Check	4/17/2019	CARY AREA PUBLIC LIBRARY DI	\$0.00	\$5.00	(\$8,587.45)	4/30/2019	Outstanding
77458	Accounts Payable	Computer Check	4/17/2019	CDW GOVERNMENT, INC.	\$0.00	\$8,922.99	(\$17,510.44)	4/30/2019	Outstanding
77459	Accounts Payable	Computer Check	4/17/2019	CECILIA CYGNAR	\$0.00	\$106.85	(\$17,617.29)	4/30/2019	Outstanding
77460	Accounts Payable	Computer Check	4/17/2019	CENGAGE LEARNING, INC.	\$0.00	\$598.21	(\$18,215.50)	4/30/2019	Outstanding
77461	Accounts Payable	Computer Check	4/17/2019	CHAMPION DRYWALL, INC.	\$0.00	\$4,900.00	(\$23,115.50)	4/30/2019	Outstanding
77462	Accounts Payable	Computer Check	4/17/2019	Chester Jaskowiak	\$0.00	\$16.98	(\$23,132.48)	4/30/2019	Outstanding
77463	Accounts Payable	Computer Check	4/17/2019	CHICAGO TRIBUNE	\$0.00	\$67.49	(\$23,199.97)	4/30/2019	Outstanding
77464	Accounts Payable	Computer Check	4/17/2019	CHRIS CHRISTMAS	\$0.00	\$500.00	(\$23,699.97)	4/30/2019	Outstanding
77465	Accounts Payable	Computer Check	4/17/2019	CHRIS' LANDSCAPE, INC.	\$0.00	\$3,670.00	(\$27,369.97)	4/30/2019	Outstanding
77466	Accounts Payable	Computer Check	4/17/2019	CINTAS CORPORATION LOC. 769	\$0.00	\$630.57	(\$28,000.54)	4/30/2019	Outstanding
77467	Accounts Payable	Computer Check	4/17/2019	COMED	\$0.00	\$6,919.80	(\$34,920.34)	4/30/2019	Outstanding
77468	Accounts Payable	Computer Check	4/17/2019	COMPUTYPE, INC.	\$0.00	\$811.75	(\$35,732.09)	4/30/2019	Outstanding
77469	Accounts Payable	Computer Check	4/17/2019	COOPERATIVE COMPUTER SERV	\$0.00	\$7,665.05	(\$43,397.14)	4/30/2019	Outstanding
77470	Accounts Payable	Computer Check	4/17/2019	COPIER DYNAMICS	\$0.00	\$315.00	(\$43,712.14)	4/30/2019	Outstanding
77471	Accounts Payable	Computer Check	4/17/2019	CRYSTAL LAKE PUBLIC LIBRARY	\$0.00	\$4.81	(\$43,716.95)	4/30/2019	Outstanding
77472	Accounts Payable	Computer Check	4/17/2019	D&Z HOUSE OF BOOKS	\$0.00	\$1,106.64	(\$44,823.59)	4/30/2019	Outstanding
77473	Accounts Payable	Computer Check	4/17/2019	DEMCO, INC.	\$0.00	\$2,602.95	(\$47,426.54)	4/30/2019	Outstanding
77474	Accounts Payable	Computer Check	4/17/2019	DENISE REDA	\$0.00	\$14.28	(\$47,440.82)	4/30/2019	Outstanding
77475	Accounts Payable	Computer Check	4/17/2019	DES PLAINES PUBLIC LIBRARY	\$0.00	\$220.87	(\$47,661.69)	4/30/2019	Outstanding
77476	Accounts Payable	Computer Check	4/17/2019	Donna Block	\$0.00	\$181.55	(\$47,843.24)	4/30/2019	Outstanding
77477	Accounts Payable	Computer Check	4/17/2019	Downing Music	\$0.00	\$350.00	(\$48,193.24)	4/30/2019	Outstanding
77478	Accounts Payable	Computer Check	4/17/2019	EASYPERMIT POSTAGE	\$0.00	\$400.00	(\$48,593.24)	4/30/2019	Outstanding
77479	Accounts Payable	Computer Check	4/17/2019	EBSCO	\$0.00	\$3,624.00	(\$52,217.24)	4/30/2019	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77480	Accounts Payable	Computer Check	4/17/2019	ELA AREA PUBLIC LIBRARY DIST	\$0.00	\$12.16	(\$52,229.40)	4/30/2019	Outstanding
77481	Accounts Payable	Computer Check	4/17/2019	MARYELLEN ESSIG	\$0.00	\$48.49	(\$52,277.89)	4/30/2019	Outstanding
77482	Accounts Payable	Computer Check	4/17/2019	EVANSTON PUBLIC LIBRARY	\$0.00	\$19.98	(\$52,297.87)	4/30/2019	Outstanding
77483	Accounts Payable	Computer Check	4/17/2019	FINDAWAY WORLD, LLC	\$0.00	\$326.18	(\$52,624.05)	4/30/2019	Outstanding
77484	Accounts Payable	Computer Check	4/17/2019	Fire & Security Systems, Inc	\$0.00	\$159.00	(\$52,783.05)	4/30/2019	Outstanding
77485	Accounts Payable	Computer Check	4/17/2019	FLEXSOURCE, LLC	\$0.00	\$392.00	(\$53,175.05)	4/30/2019	Outstanding
77486	Accounts Payable	Computer Check	4/17/2019	FREMONT PUBLIC LIBRARY	\$0.00	\$24.99	(\$53,200.04)	4/30/2019	Outstanding
77487	Accounts Payable	Computer Check	4/17/2019	DOROTHEA FRISBIE	\$0.00	\$15.29	(\$53,215.33)	4/30/2019	Outstanding
77488	Accounts Payable	Computer Check	4/17/2019	Fun Express, LLC	\$0.00	\$33.50	(\$53,248.83)	4/30/2019	Outstanding
77489	Accounts Payable	Computer Check	4/17/2019	FUNNY VALENTINE PRESS	\$0.00	\$200.00	(\$53,448.83)	4/30/2019	Outstanding
77490	Accounts Payable	Computer Check	4/17/2019	GARVEY'S OFFICE PRODUCTS	\$0.00	\$3,341.06	(\$56,789.89)	4/30/2019	Outstanding
77491	Accounts Payable	Computer Check	4/17/2019	GLENVIEW PUBLIC LIBRARY	\$0.00	\$114.53	(\$56,904.42)	4/30/2019	Outstanding
77492	Accounts Payable	Computer Check	4/17/2019	GMA Cleaning Inc.	\$0.00	\$3,100.00	(\$60,004.42)	4/30/2019	Outstanding
77493	Accounts Payable	Computer Check	4/17/2019	GRAINGER	\$0.00	\$109.60	(\$60,114.02)	4/30/2019	Outstanding
77494	Accounts Payable	Computer Check	4/17/2019	GROOT, INC.	\$0.00	\$232.60	(\$60,346.62)	4/30/2019	Outstanding
77495	Accounts Payable	Computer Check	4/17/2019	HALL PASS	\$0.00	\$12.00	(\$60,358.62)	4/30/2019	Outstanding
77496	Accounts Payable	Computer Check	4/17/2019	HEALTHCARE SERVICE CORPOR	\$0.00	\$43,343.64	(\$103,702.26)	4/30/2019	Outstanding
77497	Accounts Payable	Computer Check	4/17/2019	HOH WATER TECHNOLOGY, INC.	\$0.00	\$945.24	(\$104,647.50)	4/30/2019	Outstanding
77498	Accounts Payable	Computer Check	4/17/2019	INGRAM LIBRARY SERVICES	\$0.00	\$22,462.56	(\$127,110.06)	4/30/2019	Outstanding
77499	Accounts Payable	Computer Check	4/17/2019	IRON MOUNTAIN	\$0.00	\$338.58	(\$127,448.64)	4/30/2019	Outstanding
77500	Accounts Payable	Computer Check	4/17/2019	J & D Instant Signs, Inc	\$0.00	\$675.00	(\$128,123.64)	4/30/2019	Outstanding
77501	Accounts Payable	Computer Check	4/17/2019	Jamie Martin	\$0.00	\$450.00	(\$128,573.64)	4/30/2019	Outstanding
77502	Accounts Payable	Computer Check	4/17/2019	Janice Sison	\$0.00	\$43.90	(\$128,617.54)	4/30/2019	Outstanding
77503	Accounts Payable	Computer Check	4/17/2019	Jeanne M Streb	\$0.00	\$18.00	(\$128,635.54)	4/30/2019	Outstanding
77504	Accounts Payable	Computer Check	4/17/2019	JOAN MCGEE	\$0.00	\$375.00	(\$129,010.54)	4/30/2019	Outstanding
77505	Accounts Payable	Computer Check	4/17/2019	JOAN MCGEE	\$0.00	\$75.00	(\$129,085.54)	4/30/2019	Outstanding
77506	Accounts Payable	Computer Check	4/17/2019	Johnson Controls Fire Protection LP	\$0.00	\$658.30	(\$129,743.84)	4/30/2019	Outstanding
77507	Accounts Payable	Computer Check	4/17/2019	Kathleen Weiss	\$0.00	\$55.69	(\$129,799.53)	4/30/2019	Outstanding
77508	Accounts Payable	Computer Check	4/17/2019	JAMIE KING	\$0.00	\$89.78	(\$129,889.31)	4/30/2019	Outstanding
77509	Accounts Payable	Computer Check	4/17/2019	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$215.00	(\$130,104.31)	4/30/2019	Outstanding
77510	Accounts Payable	Computer Check	4/17/2019	KONICA MINOLTA BUSINESS SO	\$0.00	\$233.90	(\$130,338.21)	4/30/2019	Outstanding
77511	Accounts Payable	Computer Check	4/17/2019	Krystyna Jaroc	\$0.00	\$350.00	(\$130,688.21)	4/30/2019	Outstanding
77512	Accounts Payable	Computer Check	4/17/2019	KSIEGARNIA QUO VADIS	\$0.00	\$23.95	(\$130,712.16)	4/30/2019	Outstanding
77513	Accounts Payable	Computer Check	4/17/2019	Kyle T Dinchak	\$0.00	\$19.95	(\$130,732.11)	4/30/2019	Outstanding
77514	Accounts Payable	Computer Check	4/17/2019	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$685.32	(\$131,417.43)	4/30/2019	Outstanding
77515	Accounts Payable	Computer Check	4/17/2019	Lavenir	\$0.00	\$1,862.50	(\$133,279.93)	4/30/2019	Outstanding
77516	Accounts Payable	Computer Check	4/17/2019	LINCOLNWOOD PUBLIC LIBRAR	\$0.00	\$46.24	(\$133,326.17)	4/30/2019	Outstanding
77517	Accounts Payable	Computer Check	4/17/2019	Menards	\$0.00	\$756.62	(\$134,082.79)	4/30/2019	Outstanding
77518	Accounts Payable	Computer Check	4/17/2019	Michael Gershbein	\$0.00	\$200.00	(\$134,282.79)	4/30/2019	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77519	Accounts Payable	Computer Check	4/17/2019	MIDWEST TAPE	\$0.00	\$18,819.62	(\$153,102.41)	4/30/2019	Outstanding
77520	Accounts Payable	Computer Check	4/17/2019	MULTICULTURAL BOOKS & VID	\$0.00	\$1,069.82	(\$154,172.23)	4/30/2019	Outstanding
77521	Accounts Payable	Computer Check	4/17/2019	NICHE ACADEMY	\$0.00	\$2,400.00	(\$156,572.23)	4/30/2019	Outstanding
77522	Accounts Payable	Computer Check	4/17/2019	Nicole Mysliwec	\$0.00	\$19.99	(\$156,592.22)	4/30/2019	Outstanding
77523	Accounts Payable	Computer Check	4/17/2019	NICOR GAS	\$0.00	\$2,232.30	(\$158,824.52)	4/30/2019	Outstanding
77524	Accounts Payable	Computer Check	4/17/2019	NILES CHAMBER OF COMMERCE	\$0.00	\$280.00	(\$159,104.52)	4/30/2019	Outstanding
77525	Accounts Payable	Computer Check	4/17/2019	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$159,985.52)	4/30/2019	Outstanding
77526	Accounts Payable	Computer Check	4/17/2019	MICHAELENE ORZECHOWSKI	\$0.00	\$41.18	(\$160,026.70)	4/30/2019	Outstanding
77527	Accounts Payable	Computer Check	4/17/2019	OverDrive, INC.	\$0.00	\$3,286.97	(\$163,313.67)	4/30/2019	Outstanding
77528	Accounts Payable	Computer Check	4/17/2019	PARK RIDGE PUBLIC LIBRARY	\$0.00	\$178.88	(\$163,492.55)	4/30/2019	Outstanding
77529	Accounts Payable	Computer Check	4/17/2019	Patricia Stepaniak	\$0.00	\$200.00	(\$163,692.55)	4/30/2019	Outstanding
77530	Accounts Payable	Computer Check	4/17/2019	PENGUIN RANDOM HOUSE LLC	\$0.00	\$559.50	(\$164,252.05)	4/30/2019	Outstanding
77531	Accounts Payable	Computer Check	4/17/2019	PLIC - SBD GRAND ISLAND	\$0.00	\$1,079.57	(\$165,331.62)	4/30/2019	Outstanding
77532	Accounts Payable	Computer Check	4/17/2019	POLONIA BOOKSTORE, INC.	\$0.00	\$125.27	(\$165,456.89)	4/30/2019	Outstanding
77533	Accounts Payable	Computer Check	4/17/2019	PowerHouse Unlimited Inc	\$0.00	\$491.86	(\$165,948.75)	4/30/2019	Outstanding
77534	Accounts Payable	Computer Check	4/17/2019	PROSPECT HEIGHTS PUBLIC LIB	\$0.00	\$15.00	(\$165,963.75)	4/30/2019	Outstanding
77535	Accounts Payable	Computer Check	4/17/2019	RECORD INFORMATION SERVIC	\$0.00	\$575.00	(\$166,538.75)	4/30/2019	Outstanding
77536	Accounts Payable	Computer Check	4/17/2019	RECORDED BOOKS, LLC	\$0.00	\$318.00	(\$166,856.75)	4/30/2019	Outstanding
77537	Accounts Payable	Computer Check	4/17/2019	Relevant, LLC dba Omnigraphics, Inc.	\$0.00	\$245.55	(\$167,102.30)	4/30/2019	Outstanding
77538	Accounts Payable	Computer Check	4/17/2019	SARAH J. PARKER	\$0.00	\$350.00	(\$167,452.30)	4/30/2019	Outstanding
77539	Accounts Payable	Computer Check	4/17/2019	SMITHEREEN PEST MANAGEMEN	\$0.00	\$118.00	(\$167,570.30)	4/30/2019	Outstanding
77540	Accounts Payable	Computer Check	4/17/2019	STEINER ELECTRIC COMPANY	\$0.00	\$2,207.95	(\$169,778.25)	4/30/2019	Outstanding
77541	Accounts Payable	Computer Check	4/17/2019	SUPERIOR COPIES	\$0.00	\$254.00	(\$170,032.25)	4/30/2019	Outstanding
77542	Accounts Payable	Computer Check	4/17/2019	Tatiana M Overlin	\$0.00	\$34.99	(\$170,067.24)	4/30/2019	Outstanding
77543	Accounts Payable	Computer Check	4/17/2019	Technology Management Rev Fund	\$0.00	\$550.00	(\$170,617.24)	4/30/2019	Outstanding
77544	Accounts Payable	Computer Check	4/17/2019	The Marion Consort	\$0.00	\$500.00	(\$171,117.24)	4/30/2019	Outstanding
77545	Accounts Payable	Computer Check	4/17/2019	THE SHAKESPEARE PROJECT OF C	\$0.00	\$850.00	(\$171,967.24)	4/30/2019	Outstanding
77546	Accounts Payable	Computer Check	4/17/2019	THE SHAKESPEARE PROJECT OF C	\$0.00	\$850.00	(\$172,817.24)	4/30/2019	Outstanding
77547	Accounts Payable	Computer Check	4/17/2019	THE SOCIETY FOR ARTS	\$0.00	\$550.00	(\$173,367.24)	4/30/2019	Outstanding
77548	Accounts Payable	Computer Check	4/17/2019	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$795.00	(\$174,162.24)	4/30/2019	Outstanding
77549	Accounts Payable	Computer Check	4/17/2019	ULINE	\$0.00	\$117.31	(\$174,279.55)	4/30/2019	Outstanding
77550	Accounts Payable	Computer Check	4/17/2019	UNIQUE MANAGEMENT SERVICE	\$0.00	\$161.10	(\$174,440.65)	4/30/2019	Outstanding
77551	Accounts Payable	Computer Check	4/17/2019	VERIZON WIRELESS	\$0.00	\$632.51	(\$175,073.16)	4/30/2019	Outstanding
77552	Accounts Payable	Computer Check	4/17/2019	VILLAGE OF NILES	\$0.00	\$194.78	(\$175,267.94)	4/30/2019	Outstanding
77553	Accounts Payable	Computer Check	4/17/2019	VISA	\$0.00	\$6,252.53	(\$181,520.47)	4/30/2019	Outstanding
77554	Accounts Payable	Computer Check	4/17/2019	VISION SERVICE PLAN OF ILLINO	\$0.00	\$567.63	(\$182,088.10)	4/30/2019	Outstanding
77555	Accounts Payable	Computer Check	4/17/2019	William Kowalski	\$0.00	\$183.57	(\$182,271.67)	4/30/2019	Outstanding
77556	Accounts Payable	Computer Check	4/17/2019	William M Cook	\$0.00	\$500.00	(\$182,771.67)	4/30/2019	Outstanding
77557	Accounts Payable	Computer Check	4/17/2019	WINNETKA-NORTHFIELD PUBLIC	\$0.00	\$29.95	(\$182,801.62)	4/30/2019	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77558	Accounts Payable	Computer Check	4/17/2019	RICHARD WOZNICZKA	\$0.00	\$11.77	(\$182,813.39)	4/30/2019	Outstanding
77559	Accounts Payable	Computer Check	4/17/2019	SUZANNE WULF	\$0.00	\$8.00	(\$182,821.39)	4/30/2019	Outstanding
77560	Accounts Payable	Computer Check	4/17/2019	BETTY ZHAN	\$0.00	\$23.30	(\$182,844.69)	4/30/2019	Outstanding
77561	Accounts Payable	Computer Check	4/17/2019	ZION-BENTON PUBLIC LIBRARY D	\$0.00	\$81.98	(\$182,926.67)	4/30/2019	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$182,926.67)
Total Payments:	(\$182,926.67)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$182,926.67)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 17, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77441	\$17.00	Adina Greenwood	\$17.00	Lost Book Refund	01-3620-36-00	Lost Books
77442	\$450.06	AFLAC	\$450.06	-- Monthly Payment March 2019	01-2140-00-00	Payroll Clearing
77443	\$185.00	ALA MEMBER SERVICES	\$185.00	-- Membership Renewal #2022942 K.W.	01-5430-54-03	Professional Development-Digital Services
77444	\$17.99	SHAMSHEER ALI	\$17.99	Lost Book Refund	01-3620-36-00	Lost Books
77445	\$184.67	ALLIANCE ENTERTAINMENT	\$69.71	-- Materials	01-4433-44-00	AV-Adult
77445	\$184.67	ALLIANCE ENTERTAINMENT	\$11.49	Materials	01-4433-44-00	AV-Adult
77445	\$184.67	ALLIANCE ENTERTAINMENT	\$103.47	Materials	01-4435-44-00	AV-Teen
77446	\$2,313.60	AMARK INDUSTRIES	\$2,313.60	Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77447	\$2,835.42	SYNCB/ AMAZON	\$90.00	-- PO # 85111	01-5323-53-01	Programming & Support-Adult-Adult Services
77447	\$2,835.42	SYNCB/ AMAZON	\$16.99	-- PO # 85111	01-5323-53-03	Programming & Support-Adult-Digital Services
77447	\$2,835.42	SYNCB/ AMAZON	\$2,084.32	-- PO #85139	08-6740-67-00	Equipment Maintenance
77447	\$2,835.42	SYNCB/ AMAZON	\$44.09	-- PO #85146	01-5457-54-09	Office Supplies-Administrative Services
77447	\$2,835.42	SYNCB/ AMAZON	\$32.89	-- PO #85149	01-5326-53-02	Programming & Support-Teen-Youth Services
77447	\$2,835.42	SYNCB/ AMAZON	\$132.19	PO85178	01-5456-54-01	Promotional Expense-Adult Services
77447	\$2,835.42	SYNCB/ AMAZON	\$92.66	PO 85169	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77447	\$2,835.42	SYNCB/ AMAZON	\$13.99	PO 85169	01-5323-53-03	Programming & Support-Adult-Digital Services
77447	\$2,835.42	SYNCB/ AMAZON	\$52.50	PO85158	01-5457-54-02	Office Supplies-Youth Services
77447	\$2,835.42	SYNCB/ AMAZON	\$9.88	PO85158	01-5457-54-01	Office Supplies-Adult Services
77447	\$2,835.42	SYNCB/ AMAZON	\$239.97	PO85164	08-6770-67-00	Furniture & Fixtures
77447	\$2,835.42	SYNCB/ AMAZON	\$25.94	PO85164	01-5324-53-03	Programming & Support-Juvenile-Digital Services
77448	\$142.10	ANDERSON-SAFFORD	\$142.10	-- Stamps	01-5457-54-04	Office Supplies-Tech Services
77449	\$4.99	Andrea E. Prieto Garcia	\$4.99	Lost Book Refund	01-3620-36-00	Lost Books
77450	\$65.57	April Lee	\$30.00	EE Reimbursement Montessori Workshop	01-5430-54-02	Professional Development-Youth Services
77450	\$65.57	April Lee	\$28.20	EE Reimbursement Montessori Workshop	01-5431-54-02	Mileage-Youth Services
77450	\$65.57	April Lee	\$7.37	Mileage	01-5431-54-02	Mileage-Youth Services
77451	\$43.81	AT&T	\$43.81	-- Monthly Service 2/17-3/16/2019	01-5465-54-09	Telephone-Administrative Services
77452	\$150.00	BERNADETTA KORYCIARZ	\$150.00	-- Program: World Language Storytime- Polish	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77453	\$1,279.20	BIBLIOTHECA, LLC	\$1,279.20	Command CTR Annual Supt & Maintenance Renewal Cont	01-5313-53-06	Software, Licenses-IT Services
77454	\$541.18	Books & Treasures INC	\$231.46	-- Materials	01-4413-44-00	Books-Adult
77454	\$541.18	Books & Treasures INC	\$309.72	-- Materials	01-4413-44-00	Books-Adult
77455	\$201.86	ARIANNE CAREY	\$89.95	EE Reimbursement-Polish Youth Showcase	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77455	\$201.86	ARIANNE CAREY	\$111.91	EE Reimbursement-Lego Day	01-5326-53-02	Programming & Support-Teen-Youth Services
77456	\$150.00	Carol Swinford	\$150.00	-- Program: Shade of Blue Ranch	01-5323-53-01	Programming & Support-Adult-Adult Services
77457	\$5.00	CARY AREA PUBLIC LIBRARY DISTRICT	\$5.00	Processing Fee	01-3620-36-00	Lost Books
77458	\$8,922.99	CDW GOVERNMENT, INC.	\$1,305.99	-- INV#'s RJF3009 / RJQ9774 / RJN5021 PO#85141	08-6760-67-00	Non Capital Expenses
77458	\$8,922.99	CDW GOVERNMENT, INC.	\$7,617.00	-- Software Licenses	40-5810-58-00	Special Reserve - Equipment
77459	\$106.85	CECILIA CYGNAR	\$65.90	-- EE Reimbursement	01-5351-53-01	Per Capita Grant Expenditures-Adult Services
77459	\$106.85	CECILIA CYGNAR	\$40.95	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
77460	\$598.21	CENGAGE LEARNING, INC.	\$23.19	-- Materials	01-4413-44-00	Books-Adult
77460	\$598.21	CENGAGE LEARNING, INC.	\$25.59	-- Materials	01-4413-44-00	Books-Adult
77460	\$598.21	CENGAGE LEARNING, INC.	\$23.19	-- Materials	01-4413-44-00	Books-Adult
77460	\$598.21	CENGAGE LEARNING, INC.	\$26.39	-- Materials	01-4413-44-00	Books-Adult
77460	\$598.21	CENGAGE LEARNING, INC.	\$62.38	Materials	01-4413-44-00	Books-Adult
77460	\$598.21	CENGAGE LEARNING, INC.	\$54.38	Materials	01-4413-44-00	Books-Adult
77460	\$598.21	CENGAGE LEARNING, INC.	\$47.18	Materials	01-4413-44-00	Books-Adult
77460	\$598.21	CENGAGE LEARNING, INC.	\$30.39	Materials	01-4413-44-00	Books-Adult
77460	\$598.21	CENGAGE LEARNING, INC.	\$153.56	Materials	01-4413-44-00	Books-Adult
77460	\$598.21	CENGAGE LEARNING, INC.	\$151.96	Materials	01-4413-44-00	Books-Adult
77461	\$4,900.00	CHAMPION DRYWALL, INC.	\$4,900.00	Reconfigure IT Offices	08-6710-67-00	Repairs & Improvements
77462	\$16.98	Chester Jaskowiak	\$16.98	Lost Book Refund	01-3620-36-00	Lost Books
77463	\$67.49	CHICAGO TRIBUNE	\$67.49	-- -- Legal Notice -Public Bid	01-5459-54-09	Publication of Notices-Legal

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 17, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77464	\$500.00	CHRIS CHRISTMAS	\$500.00	Knights of Niles Chess Club	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77465	\$3,670.00	CHRIS' LANDSCAPE, INC.	\$3,670.00	-- Landscaping Contract	08-6720-67-00	Contractual Maintenance
77466	\$630.57	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77466	\$630.57	CINTAS CORPORATION LOC. 769	\$135.00	-- Ultraclean Bathrooms	08-6720-67-00	Contractual Maintenance
77466	\$630.57	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77466	\$630.57	CINTAS CORPORATION LOC. 769	\$165.19	Mat Service	08-6720-67-00	Contractual Maintenance
77467	\$6,919.80	COMED	\$6,919.80	-- SVC 2/8/2019 - 3/11/2019 (31Days)	01-5720-57-00	Electric
77468	\$811.75	COMPUTYPE, INC.	\$771.75	Zebra Labels	01-5311-53-04	Processing & Supplies-Tech Services
77468	\$811.75	COMPUTYPE, INC.	\$40.00	Zebra Labels	01-5311-53-00	Processing & Supplies
77469	\$7,665.05	COOPERATIVE COMPUTER SERVICE	\$7,665.05	-- CCS/OCLC Charges March 2019	01-5310-53-09	CCS Charges-Administration
77470	\$315.00	COPIER DYNAMICS	\$315.00	-- Remove PapeCutter Blade for Svc - Reinstall & Test	08-6710-67-00	Repairs & Improvements
77471	\$4.81	CRYSTAL LAKE PUBLIC LIBRARY	\$4.81	Quarterly Billing 10/1/18-12/31/18	01-3620-36-00	Lost Books
77472	\$1,106.64	D&Z HOUSE OF BOOKS	\$1,106.64	Materials	01-4413-44-00	Books-Adult
77473	\$2,602.95	DEMCO, INC.	\$2,185.30	-- Office Supplies	01-5311-53-04	Processing & Supplies-Tech Services
77473	\$2,602.95	DEMCO, INC.	\$417.65	-- Office Supplies	01-5457-54-02	Office Supplies-Youth Services
77474	\$14.28	DENISE REDA	\$14.28	EE Reimbursement- Movie	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77475	\$220.87	DES PLAINES PUBLIC LIBRARY	\$211.91	Quarterly Billing 10/1/18-12/31/18	01-3620-36-00	Lost Books
77475	\$220.87	DES PLAINES PUBLIC LIBRARY	\$8.96	remaining balance for quarterly billing supplemental report	01-3620-36-00	Lost Books
77476	\$181.55	Donna Block	\$4.99	-- EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
77476	\$181.55	Donna Block	\$176.56	-- EE Reimbursement - IYSI	01-5430-54-02	Professional Development-Youth Services
77477	\$350.00	Downing Music	\$350.00	Todd Downing Music Bibliobop-	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77478	\$400.00	EASYPERMIT POSTAGE	\$400.00	Sendpro Postage	01-5458-54-08	Postage & Freight-Patron Services
77479	\$3,624.00	EBSCO	\$3,624.00	Consumer Reports	01-4487-44-00	Online Databases
77480	\$12.16	ELA AREA PUBLIC LIBRARY DISTRICT	\$12.16	Quarterly Billing 10/1/18-12/31/18	01-3620-36-00	Lost Books
77481	\$48.49	MARYELLEN ESSIG	\$48.49	-- EE Mileage Reimbursement ZBPL	01-5431-54-01	Mileage-Adult Services
77482	\$19.98	EVANSTON PUBLIC LIBRARY	\$19.98	Quarterly Billing 10/1/18-12/31/18	01-3620-36-00	Lost Books
77483	\$326.18	FINDAWAY WORLD, LLC	\$326.18	Materials	01-4434-44-00	AV-Youth Services
77484	\$159.00	Fire & Security Systems, Inc	\$159.00	-- Qtrly Fire Alarm/Radio Monitoring	08-6720-67-00	Contractual Maintenance
77485	\$392.00	FLEXSOURCE, LLC	\$64.00	Monthly Fee Dental, FSA, HRA	01-2140-00-00	Payroll Clearing
77485	\$392.00	FLEXSOURCE, LLC	\$176.00	Monthly Fee Dental, FSA, HRA	01-5630-56-00	Dental
77485	\$392.00	FLEXSOURCE, LLC	\$152.00	Monthly Fee Dental, FSA, HRA	01-5625-56-00	Health Reimbursement Account
77486	\$24.99	FREMONT PUBLIC LIBRARY	\$24.99	Quarterly Billing 10/1/18-12/31/18	01-3620-36-00	Lost Books
77487	\$15.29	DOROTHEA FRISBIE	\$15.29	-- EE Reimbursement	01-5323-53-01	Programming & Support-Adult-Adult Services
77488	\$33.50	Fun Express, LLC	\$33.50	-- Pre-School Program Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77489	\$200.00	FUNNY VALENTINE PRESS	\$200.00	-- Program: Senior Coffee Hour	01-5323-53-01	Programming & Support-Adult-Adult Services
77490	\$3,341.06	GARVEY'S OFFICE PRODUCTS	\$158.35	- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
77490	\$3,341.06	GARVEY'S OFFICE PRODUCTS	\$22.19	- Office Supplies	01-5457-54-04	Office Supplies-Tech Services
77490	\$3,341.06	GARVEY'S OFFICE PRODUCTS	\$11.98	- Office Supplies	01-5457-54-01	Office Supplies-Adult Services
77490	\$3,341.06	GARVEY'S OFFICE PRODUCTS	\$1,421.47	-- Worksurface for IT Department	08-6770-67-00	Furniture & Fixtures
77490	\$3,341.06	GARVEY'S OFFICE PRODUCTS	\$1,315.17	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77490	\$3,341.06	GARVEY'S OFFICE PRODUCTS	\$93.22	Seat Cushions	08-6770-67-00	Furniture & Fixtures
77490	\$3,341.06	GARVEY'S OFFICE PRODUCTS	\$18.98	Disposable Containers 8qt	01-5420-54-05	Janitorial Supplies-Maintenance Services
77490	\$3,341.06	GARVEY'S OFFICE PRODUCTS	\$128.53	Office Supplies	01-5455-54-09	Kitchen Supplies-Administrative Services
77490	\$3,341.06	GARVEY'S OFFICE PRODUCTS	\$92.32	Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
77490	\$3,341.06	GARVEY'S OFFICE PRODUCTS	\$78.85	Office Supplies	01-5322-53-08	Library Supplies-Patron Services
77491	\$114.53	GLENVIEW PUBLIC LIBRARY	\$89.54	Supplemental 4/14/18-9/30/18	01-3620-36-00	Lost Books
77491	\$114.53	GLENVIEW PUBLIC LIBRARY	\$24.99	Quarterly Billing 10/1/18-12/31/18	01-3620-36-00	Lost Books
77492	\$3,100.00	GMA Cleaning Inc.	\$3,100.00	Cleaning Service 3/1-3/31/19	08-6730-67-00	Non-Contractual Maintenance
77493	\$109.60	GRAINGER	\$109.60	-- Lamps & Bags	01-5420-54-05	Janitorial Supplies-Maintenance Services
77494	\$232.60	GROOT, INC.	\$232.60	Refuse Services	08-6730-67-00	Non-Contractual Maintenance
77495	\$12.00	HALL PASS	\$6.00	Background checks	01-5450-54-07	Legal Fees-Marketing & PR Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 17, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77495	\$12.00	HALL PASS	\$6.00	Background checks	01-5450-54-08	Legal Fees-Patron Services
77496	\$43,343.64	HEALTHCARE SERVICE CORPORATION	\$43,343.64	-- Group Medical Ins April 2019	01-5620-56-00	Group Health
77497	\$945.24	HOH WATER TECHNOLOGY, INC.	\$945.24	Boiler Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$217.46	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$14.45	-- Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$60.15	-- Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$265.85	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$37.60	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$75.98	-- Materials	01-4434-44-00	AV-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$151.97	-- Materials	01-4435-44-00	AV-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$82.63	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$133.28	-- Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$28.49	-- Materials	01-4435-44-00	AV-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$239.94	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$5.08	-- Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$210.90	-- Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$15.87	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$151.12	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$2,324.45	-- Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$71.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$1,671.09	-- Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$3.45	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$347.32	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$57.67	-- Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$20.32	-- Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$17.25	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$3.59	-- Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$115.56	-- Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$86.71	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$5.62	-- Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$237.65	-- Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$99.17	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$94.98	-- Materials	01-4434-44-00	AV-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$19.76	-- Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$22.65	-- Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$27.00	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$75.98	-- Materials	01-4434-44-00	AV-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$128.95	-- Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$258.90	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$147.71	-- Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$19.32	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$876.02	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$370.10	-- Materials	01-4414-44-00	Books-Youth Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated April 17, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$35.19	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$666.68	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$961.17	-- Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$47.74	-- Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$48.30	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$21.12	-- Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$18.58	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$167.28	-- Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$541.99	-- Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$94.98	-- Materials	01-4435-44-00	AV-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$32.81	-- Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$91.52	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$16.78	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$146.90	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$6.90	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$106.82	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$17.99	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$10.79	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$4.83	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$1,434.78	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$10.73	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$13.11	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$454.43	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$133.15	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$11.99	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$12.42	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$23.38	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$78.34	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$24.95	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$28.89	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$194.39	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$26.05	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$6.21	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$1,114.57	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$47.74	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$20.70	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$344.29	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$20.33	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$232.29	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$16.56	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$35.15	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$32.70	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$17.97	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$106.08	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$7.80	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$458.99	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$26.98	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$17.94	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$58.80	Materials	01-4413-44-00	Books-Adult

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Check Detail and Account Distribution
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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$6.59	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$300.00	lpage Reviews	01-5313-53-06	Software, Licenses-IT Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$10.19	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$28.49	Materials	01-4435-44-00	AV-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$23.69	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$227.88	Materials	01-4435-44-00	AV-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$153.69	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$241.72	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$53.07	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$21.45	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$8.28	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$668.24	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$46.26	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$20.90	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$16.56	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$111.49	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$17.96	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$518.15	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$80.72	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$134.95	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$21.39	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$516.34	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$69.77	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$28.16	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$17.25	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$163.61	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$19.16	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$1.38	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$259.65	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$75.98	Materials	01-4434-44-00	AV-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$1.38	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$591.32	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$175.89	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$49.51	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$22.08	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$786.22	Materials	01-4413-44-00	Books-Adult
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$45.37	Materials	01-4414-44-00	Books-Youth Services
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$21.45	Materials	01-4415-44-00	Books-Teen
77498	\$22,462.56	INGRAM LIBRARY SERVICES	\$20.01	Materials	01-5311-53-04	Processing & Supplies-Tech Services
77499	\$338.58	IRON MOUNTAIN	\$338.58	Off Site File Storage	01-5350-53-09	Miscellaneous-Administrative Services
77500	\$675.00	J & D Instant Signs, Inc	\$675.00	Foamcore Book Signs	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
77501	\$450.00	Jamie Martin	\$450.00	Miss Jamie's Farm-Bibliobop August 9, 2019	01-1310-00-00	Prepaid Expense
77502	\$43.90	Janice Sison	\$21.95	-- Lost Check Refund	01-3620-36-00	Lost Books
77502	\$43.90	Janice Sison	\$21.95	Lost Book Refund	01-3620-36-00	Lost Books
77503	\$18.00	Jeanne M Streb	\$18.00	Lost Book Refund	01-3620-36-00	Lost Books
77504	\$375.00	JOAN MCGEE	\$75.00	-- Program: Chair Yoga for Adults	01-5323-53-01	Programming & Support-Adult-Adult Services
77504	\$375.00	JOAN MCGEE	\$75.00	-- Program: Chair Yoga for Adults	01-5323-53-01	Programming & Support-Adult-Adult Services
77504	\$375.00	JOAN MCGEE	\$225.00	Yogs for Ages 4 to Grade 8	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77505	\$75.00	JOAN MCGEE	\$75.00	-- Program: Chair Yoga For Adults	01-5323-53-01	Programming & Support-Adult-Adult Services
77506	\$658.30	Johnson Controls Fire Protection LP	\$658.30	Sprinkler head relocation	08-6710-67-00	Repairs & Improvements
77507	\$55.69	Kathleen Weiss	\$20.51	EE Reimbursement Mango Language snacks	01-5351-53-03	Per Capita Grant Expenditures-Digital Services

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77507	\$55.69	Kathleen Weiss	\$35.18	EE Reimbursement-Munchies & Mutual Funds	01-5323-53-03	Programming & Support-Adult-Digital Services
77508	\$89.78	JAMIE KING	\$89.78	EE Mileage Reimbursement	01-5431-54-04	Mileage-Tech Services
77509	\$215.00	KLEIN, THORPE & JENKINS, LTD.	\$215.00	Misc Services	01-5450-54-09	Legal Fees-Administrative Services
77510	\$233.90	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$233.90	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77511	\$350.00	Krystyna Jaroc	\$350.00	Polish Youth Showcase	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
77512	\$23.95	KSIEGARNIA QUO VADIS	\$23.95	Materials	01-4413-44-00	Books-Adult
77513	\$19.95	Kyle T Dinchak	\$19.95	Lost Book Refund	01-3620-36-00	Lost Books
77514	\$685.32	LAUBE IMAGING PRODUCTS, INC.	\$165.52		01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77514	\$685.32	LAUBE IMAGING PRODUCTS, INC.	\$519.80	Printing supplies-large printer	01-5320-53-07	Printing-Marketing & PR Services
77515	\$1,862.50	Lavenir	\$1,862.50	Polaris project	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
77516	\$46.24	LINCOLNWOOD PUBLIC LIBRARY DISTRICT	\$46.24	Quarterly Supplemental 10/1/18-12/31/18	01-3620-36-00	Lost Books
77517	\$756.62	Menards	\$252.95	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77517	\$756.62	Menards	\$205.31	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77517	\$756.62	Menards	\$93.94	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77517	\$756.62	Menards	\$21.94	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77517	\$756.62	Menards	\$78.99	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77517	\$756.62	Menards	\$103.49	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77518	\$200.00	Michael Gershbein	\$200.00	-- Program: Be Safe Online	01-5323-53-03	Programming & Support-Adult-Digital Services
77519	\$18,819.62	MIDWEST TAPE	\$3,813.29	-- Materials	01-4433-44-00	AV-Adult
77519	\$18,819.62	MIDWEST TAPE	\$554.76	-- Materials	01-4434-44-00	AV-Youth Services
77519	\$18,819.62	MIDWEST TAPE	\$196.40	-- Materials	01-4435-44-00	AV-Teen
77519	\$18,819.62	MIDWEST TAPE	\$1,648.87	-- Materials	01-4413-44-00	Books-Adult
77519	\$18,819.62	MIDWEST TAPE	\$1,015.76	-- Materials	01-4434-44-00	AV-Youth Services
77519	\$18,819.62	MIDWEST TAPE	\$70.47	-- Materials	01-4435-44-00	AV-Teen
77519	\$18,819.62	MIDWEST TAPE	\$5,000.00	Hoopla	01-4487-44-00	Online Databases
77519	\$18,819.62	MIDWEST TAPE	\$3,342.97	Materials	01-4433-44-00	AV-Adult
77519	\$18,819.62	MIDWEST TAPE	\$301.11	Materials	01-4434-44-00	AV-Youth Services
77519	\$18,819.62	MIDWEST TAPE	\$105.71	Materials	01-4435-44-00	AV-Teen
77519	\$18,819.62	MIDWEST TAPE	\$2,689.13	Materials	01-4433-44-00	AV-Adult
77519	\$18,819.62	MIDWEST TAPE	\$316.58	Materials	01-4434-44-00	AV-Youth Services
77519	\$18,819.62	MIDWEST TAPE	\$141.69	Materials	01-4435-44-00	AV-Teen
77520	\$1,069.82	MULTICULTURAL BOOKS & VIDEOS	\$50.00	-- Materials	01-4413-44-00	Books-Adult
77520	\$1,069.82	MULTICULTURAL BOOKS & VIDEOS	\$105.77	-- Materials	01-4413-44-00	Books-Adult
77520	\$1,069.82	MULTICULTURAL BOOKS & VIDEOS	\$199.66	-- Materials	01-4413-44-00	Books-Adult
77520	\$1,069.82	MULTICULTURAL BOOKS & VIDEOS	\$156.86	Materials	01-4414-44-00	Books-Youth Services
77520	\$1,069.82	MULTICULTURAL BOOKS & VIDEOS	\$103.58	Materials	01-4413-44-00	Books-Adult
77520	\$1,069.82	MULTICULTURAL BOOKS & VIDEOS	\$101.44	Materials	01-4413-44-00	Books-Adult
77520	\$1,069.82	MULTICULTURAL BOOKS & VIDEOS	\$102.51	Materials	01-4413-44-00	Books-Adult
77520	\$1,069.82	MULTICULTURAL BOOKS & VIDEOS	\$250.00	Materials	01-4413-44-00	Books-Adult
77521	\$2,400.00	NICHE ACADEMY	\$2,400.00	Niche Academy	01-4487-44-00	Online Databases
77522	\$19.99	Nicole Mysliwicz	\$19.99	Lost Book Refund	01-3620-36-00	Lost Books
77523	\$2,232.30	NICOR GAS	\$2,232.30	-- 02/08/2019 - 03/12/2019 (32 Days)	01-5710-57-00	Gas
77524	\$280.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$200.00	-- Night of Roses Full Page Ad	01-5456-54-09	Promotional Expense-Administrative Services
77524	\$280.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$80.00	-- Breakfast Sponsor for Niles Morning Network	01-5430-54-03	Professional Development-Digital Services
77525	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease April 2019	01-5491-54-09	Parking Lease-Administrative Services
77526	\$41.18	MICHAELENE ORZECZOWSKI	\$41.18	Mileage	01-5431-54-02	Mileage-Youth Services
77527	\$3,286.97	OverDrive, INC.	\$1,452.28	Materials	01-4420-44-00	Downloadables
77527	\$3,286.97	OverDrive, INC.	\$886.82	Materials	01-4420-44-00	Downloadables
77527	\$3,286.97	OverDrive, INC.	\$947.87	Materials	01-4420-44-00	Downloadables
77528	\$178.88	PARK RIDGE PUBLIC LIBRARY	\$149.89	Quarterly Billing 10/1/18-12/31/18	01-3620-36-00	Lost Books
77528	\$178.88	PARK RIDGE PUBLIC LIBRARY	\$8.00	Supplemental 4/14/18-9/30/18	01-3620-36-00	Lost Books

Niles-Maine District Library
Check Detail and Account Distribution
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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77528	\$178.88	PARK RIDGE PUBLIC LIBRARY	\$20.99	Quarterly Supplemental 10/1/18-12/31/18	01-3620-36-00	Lost Books
77529	\$200.00	Patricia Stepaniak	\$200.00	Ignas, the boy with the colorful head	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
77530	\$559.50	PENGUIN RANDOM HOUSE LLC	\$531.00	Materials	01-4434-44-00	AV-Youth Services
77530	\$559.50	PENGUIN RANDOM HOUSE LLC	\$28.50	Materials	01-4434-44-00	AV-Youth Services
77531	\$1,079.57	PLIC - SBD GRAND ISLAND	\$1,079.57	-- April 2019 Payment	01-5634-56-00	Life, LTD, AD&D, STD
77532	\$125.27	POLONIA BOOKSTORE, INC.	\$125.27	-- Materials	01-4414-44-00	Books-Youth Services
77533	\$491.86	PowerHouse Unlimited Inc	\$491.86	Replacement vacuum cleaner	01-5420-54-05	Janitorial Supplies-Maintenance Services
77534	\$15.00	PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT	\$15.00	Supplemental 4/14/18-9/30/18	01-3620-36-00	Lost Books
77535	\$575.00	RECORD INFORMATION SERVICES, INC.	\$575.00	-- Renewal Staff Software	01-5313-53-09	Software, Licenses-Administrative Services
77536	\$318.00	RECORDED BOOKS, LLC	\$37.40	-- Materials	01-4434-44-00	AV-Youth Services
77536	\$318.00	RECORDED BOOKS, LLC	\$152.20	-- Materials	01-4434-44-00	AV-Youth Services
77536	\$318.00	RECORDED BOOKS, LLC	\$87.00	Materials	01-4434-44-00	AV-Youth Services
77536	\$318.00	RECORDED BOOKS, LLC	\$41.40	Materials	01-4434-44-00	AV-Youth Services
77537	\$245.55	Relevant, LLC dba Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
77537	\$245.55	Relevant, LLC dba Omnigraphics, Inc.	\$81.85	Materials	01-4413-44-00	Books-Adult
77537	\$245.55	Relevant, LLC dba Omnigraphics, Inc.	\$81.85		2149100 01-4413-44-00	Books-Adult
77538	\$350.00	SARAH J. PARKER	\$350.00	-- Program: Musical Bibliobop	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77539	\$118.00	SMITHEREEN PEST MANAGEMENT	\$118.00	Monthly Service Fee	08-6720-67-00	Contractual Maintenance
77540	\$2,207.95	STEINER ELECTRIC COMPANY	\$2,207.95	LED light fixtures	08-6720-67-00	Contractual Maintenance
77541	\$254.00	SUPERIOR COPIES	\$254.00	copies	01-5320-53-07	Printing-Marketing & PR Services
77542	\$34.99	Tatiana M Overlin	\$34.99	Lost Book Refund	01-3620-36-00	Lost Books
77543	\$550.00	Technology Management Rev Fund	\$550.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
77544	\$500.00	The Marion Consort	\$500.00	Music of Downton Abbey - September 29, 2019	01-1310-00-00	Prepaid Expense
77545	\$850.00	THE SHAKESPEARE PROJECT OF CHICAGO	\$850.00	-- Program: The Roaring Girl	01-5323-53-01	Programming & Support-Adult-Adult Services
77546	\$850.00	THE SHAKESPEARE PROJECT OF CHICAGO	\$850.00	-- Program: Moby Dick Reshearsed	01-5323-53-01	Programming & Support-Adult-Adult Services
77547	\$550.00	THE SOCIETY FOR ARTS	\$250.00	-- Program License Fee for Cicha Noc	01-5327-53-01	Public Performing Rights-Adult Services
77547	\$550.00	THE SOCIETY FOR ARTS	\$300.00	-- Program License Fee for Kamerdyner	01-5327-53-01	Public Performing Rights-Adult Services
77548	\$795.00	TODAY'S BUSINESS SOLUTIONS, INC.	\$795.00	Annual Simple Scan license	08-6740-67-00	Equipment Maintenance
77549	\$117.31	ULINE	\$117.31	-- White Corr Pad	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77550	\$161.10	UNIQUE MANAGEMENT SERVICES, INC.	\$161.10	-- Collection Agency Fee	01-5462-54-08	Collection Services-PATron Services
77551	\$632.51	VERIZON WIRELESS	\$632.51	Mobile Phone Charges	01-5465-54-09	Telephone-Administrative Services
77552	\$194.78	VILLAGE OF NILES	\$194.78	-- Water Meter Reading	01-5730-57-00	Water
77553	\$6,252.53	VISA	\$228.50	March 2019 Receipts	01-5430-54-09	Professional Development-Administrative Services
77553	\$6,252.53	VISA	\$598.06	March 2019 Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77553	\$6,252.53	VISA	\$39.97	March 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77553	\$6,252.53	VISA	\$2,565.00	M-factor	01-5313-53-07	Software, Licenses-Marketing & PR Services
77553	\$6,252.53	VISA	\$76.92	March 2019 Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77553	\$6,252.53	VISA	\$20.99	March 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77553	\$6,252.53	VISA	\$18.99	March 2019 Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77553	\$6,252.53	VISA	\$16.49	March 2019 Receipts	01-4413-44-00	Books-Adult
77553	\$6,252.53	VISA	\$13.49	March 2019 Receipts	01-4413-44-00	Books-Adult
77553	\$6,252.53	VISA	\$53.96	March 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77553	\$6,252.53	VISA	\$260.00	March 2019 Receipts	01-4423-44-00	Periodicals
77553	\$6,252.53	VISA	\$156.84	March 2019 Receipts	01-5430-54-03	Professional Development-Digital Services
77553	\$6,252.53	VISA	\$573.27	March 2019 Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77553	\$6,252.53	VISA	\$124.58	March 2019 Receipts	01-5325-53-07	Programming & Support-Events-MARKETING & PR Services
77553	\$6,252.53	VISA	\$13.99	NetFlix	01-5326-53-02	Programming & Support-Teen-Youth Services
77553	\$6,252.53	VISA	\$30.00	March 2019 Receipts	01-5325-53-07	Programming & Support-Events-MARKETING & PR Services
77553	\$6,252.53	VISA	\$22.88	March 2019 Receipts	01-5456-54-02	Promotional Expense-Youth Services
77553	\$6,252.53	VISA	\$299.85	Comcast	01-5312-53-06	Internet Charges-IT Services
77553	\$6,252.53	VISA	\$320.00	March 2019 Receipts	01-5430-54-09	Professional Development-Administrative Services

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77553	\$6,252.53	VISA	\$16.94	March 2019 Receipts	01-4423-44-00	Periodicals
77553	\$6,252.53	VISA	\$229.32	March 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77553	\$6,252.53	VISA	\$21.02	Comcast	01-5312-53-06	Internet Charges-IT Services
77553	\$6,252.53	VISA	\$30.00	March 2019 Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77553	\$6,252.53	VISA	\$248.55	4Imprint	01-5456-54-01	Promotional Expense-Adult Services
77553	\$6,252.53	VISA	\$13.99	NetFlix	01-4420-44-00	Downloadables
77553	\$6,252.53	VISA	\$13.99	NetFlix	01-4420-44-00	Downloadables
77553	\$6,252.53	VISA	\$13.99	NetFlix	01-4420-44-00	Downloadables
77553	\$6,252.53	VISA	\$13.99	NetFlix	01-4420-44-00	Downloadables
77553	\$6,252.53	VISA	\$117.00	March 2019 Receipts	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
77553	\$6,252.53	VISA	\$99.96	March 2019 Receipts	01-5313-53-06	Software, Licenses-IT Services
77554	\$567.63	VISION SERVICE PLAN OF ILLINOIS	\$567.63	-- April 2019 Payment	01-5632-56-00	Vision
77555	\$183.57	William Kowalski	\$183.57	-- Author Expense Reimbursement - Coming Together	01-5351-53-01	Per Capita Grant Expenditures-Adult Services
77556	\$500.00	William M Cook	\$500.00	-- NMDL 60th Anniversary Party	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
77557	\$29.95	WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT	\$15.00	Quarterly Billing 10/1/18-12/31/18	01-3620-36-00	Lost Books
77557	\$29.95	WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT	\$14.95	Quarterly Billing 7/1/18-9/30/18	01-3620-36-00	Lost Books
77558	\$11.77	RICHARD WOZNICZKA	\$11.77	EE Reimbursement-CCS IT Meeting	01-5430-54-06	Professional Development-IT Services
77559	\$8.00	SUZANNE WULF	\$8.00	-- EE Reimbursement - Shelves for Creative Studios	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77560	\$23.30	BETTY ZHAN	\$23.30	-- EE Mileage Reimbursement	01-5431-54-04	Mileage-Tech Services
77561	\$81.98	ZION-BENTON PUBLIC LIBRARY DISTRICT	\$59.99	Supplemental 4/14/18-9/30/18	01-3620-36-00	Lost Books
77561	\$81.98	ZION-BENTON PUBLIC LIBRARY DISTRICT	\$21.99	Quarterly Billing 4/30/18-6/30/18	01-3620-36-00	Lost Books

Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
3006	Accounts Payable	Manual Check	3/20/2019	LIBRARY FURNITURE INTERNATI	\$0.00	\$1,681.00	(\$1,681.00)	3/31/2019	Cleared
3007	Accounts Payable	Manual Check	3/20/2019	Lone Tree Manor Restaurant	\$0.00	\$100.00	(\$1,781.00)	3/31/2019	Cleared

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$1,781.00)
Total Payments:	(\$1,781.00)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$1,781.00)



Director's Activities

I attended several Coming Together events, including two lunches featuring Polish food, so I ate well in March! I have already told you how much Bernadetta did to make the celebration such a success, and I must also give a big shout-out to Cecilia Cygnar in Adult Services. Cecilia found the featured book, persuaded the author to come visit, hosted him throughout his time, and made sure he got reimbursed for his travel expenses. She did a wonderful job, ably assisted by Dodie.

Now that Coming Together is off our plate, our attention has been split between preparations for the 60th Anniversary celebration(s) and the 2019 budget. Greg, the marketing team, and Victoria (as Art & Display Committee Chair) did a great job preparing interesting panels and pictures for the Franklin Gallery, which I think our residents will enjoy. Hopefully some of them will find themselves in the pictures!

Greg and I have now met with each of the department heads to review their budget requests for the coming year. Each supervisor reviewed their past spending and activity and thoughtfully planned for next year. We will have a preliminary budget ready for the Board to review at Wednesday's meeting.

I attended the Trustee Forum in Oakbrook together with Karen Dimond and Carolyn Drblik. It was entertaining and informative to see Library Attorney Dennis Walsh playing the role of the Library Director in a mock board meeting. As I mentioned at last month's meeting, one of the presentations was on the importance of succession planning for the Library, so I anticipate that being one of my goals for next year.

Coming Together

From Dodie: Coming Together took off this month. Cecilia hosted two book discussions of the chosen title *The Best Polish Restaurant in Buffalo*. She also hosted two Coming Together Films – *The Zookeeper's Wife* and *Polish Wedding*. Krystyna hosted a Coming Together Film *The Fourth Partition*, with 41 attendees. Cecilia also hosted *Coming Together: Polish Presence in American Screen Images Program* with Joseph Zurawski. Maryellen hosted the program *Coming Together – Polish Chicago: Immigrant Group to Middle Class*, with a very healthy attendance of 45—a lot for a history program.

Our feted author, William Kowalski, arrived in town from Nova Scotia on Sunday, March 17th. On Monday the Village of Niles hosted a luncheon with the author and members of the Coming Together Committee at the Lone Tree Manor Restaurant on Milwaukee Avenue in Niles. The author talked about his writing career and his book, *The Best Polish Restaurant in Buffalo*. Later in the day, the Niles-Maine District Library hosted the spotlight event of “An Evening with William Kowalski”.



Mr. Kowalski had been scheduled to talk to two groups of high school students at Niles West and Niles North on Tuesday. Unfortunately, Mr. Kowalski fell ill and was unable to address the students. After he returned home, Mr. Kowalski sent a link to a video about writing and self-expression that he created specifically for the students. The special luncheon with Polish-themed food on the menu (prepared by the culinary students at Niles West) went on without our guest author on Tuesday at lunch time at Niles West. And, what a feast it was! The food these student chefs created was simply amazing!

From Arianne: The “Paint your Story” program as part of our Coming Together programming allowed host Patricia S. to share her experiences growing up in Poland to inspire our young patrons to tell their own stories with paint.



Our Polish Youth Showcase was such a fun day! We had just over 200 patrons come through, watching the area Polish Schools, Polska Szkoła im. Mikołaja Kopernika, Polska Szkoła im. Marii Skłodowskiej-Curie, and Polska Szkoła im. Jana Ignacego Paderewskiego highlight their students' talent and culture. Patrons were also invited to try their hand at pisanki (egg painting), wycinanki (paper cutting), pajaki (paper chandeliers) and adding paper flowers to a Marzanna Doll. Additional support came from the Polish Teachers Association in America - Zrzeszenie Nauczycieli Polskich w Ameryce, Lowell Foods, and the Polish Roman Catholic Union of America. To encourage everyone to visit our art display and other exhibits, Bernadetta Koryciarz created a scavenger hunt. After answering questions about Polish history, art, and music guests received a bag full of Polish sweets donated by Lowell Foods.



Adult Programs

From *Dodie*: The Shakespeare Project of Chicago was back yet again this month with a lovely presentation of *Moby Dick* followed by an after-performance discussion of the play. It was another “sell out” with 91 in attendance and 35 for the post performance discussion.



The Senior Coffee Hour this month was a presentation by RJ Lindsey about *Kodak, George Eastman, and the Brownie Camera*. With the \$1 Brownie Box Camera, snapshot photography became possible. Many historical events were recorded through the lens of the Kodak camera – including the photos of the Titanic survivors taken by 17-year-old Bernice Palmer aboard the rescue ship *Carpathia*; Arctic explorer Robert Peary carried four Kodak cameras; a Vest Pocket Kodak recorded the WWI Christmas Truce along the Western Front, and on and on. Mr. Lindsey, as

George Eastman, demonstrated many of the original cameras shown below – all purchased on eBay. Remember, “if it isn’t an Eastman, it isn’t a Kodak.” It was a fascinating story.

Can’t forget *Money Smart Week*! Judy has worked diligently to sponsor many *Money Smart Week Programs*. There was *Home Buying 101*, *Show Me the Money* (30 people had 40 searches and 59 claims – several for around \$100), and the ever extremely popular *Wills and Trusts* with local attorney, Jacob J. Ehrensaft.

From *Suzy*: Bernadetta hosted Polish artist, Kasia Derda, as part of *Coming Together* for a program on photography. It was an engaging presentation with helpful photography tips and personal stories about her work. The attendees asked great questions and were excited to learn more about this art. Bernadetta worked together with Arianne on the Polish Youth Showcase, which was the unofficial closing of *Coming Together*. There were three Polish schools participating and it was a wonderful event.



Tommy taught a Word Basics class that drew in a great crowd on a Saturday morning. The attendees were very interested in learning how to use the software and appreciated Tommy's patience and expertise.



Alexa led the first Generation U program with Stacy assisting, and attendees created their own Dino Terrarium in a mason jar. They had 6 patrons in the targeted demographic attend the program, which was better than anticipated.

Bernadetta and Pete continue to offer the Polish Computer Help program on a drop-in basis once a month. This month they had two people attend with a list of questions and specific issues to troubleshoot.

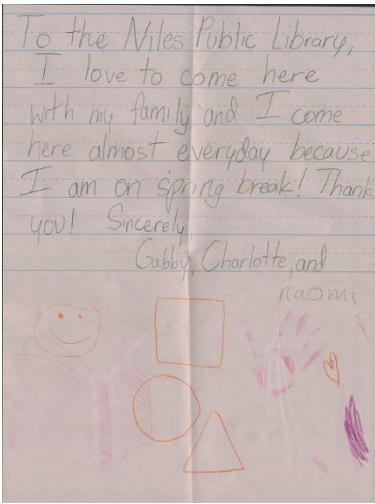
Patron Comments from DS Program Surveys

- From Jason's *St. Patrick's Day Lucky Charm* class
 - "I liked learning something new and taking a finished project home!"
 - Jason was "helpful and patient and his methods of teaching, demonstrated, not just verbal, were appreciated"
- From Ruth's *Adult Computer Boot Camp* class
 - "Ruth's zest and enthusiasm"
 - Terrific instructor (Ruth). I'm excited about getting on the computer"
- From Tommy's *Microsoft Word Basics* class
 - "The teacher was very clear and informative and patient."
 - "Very informative and very easy to understand."
- From Alexa's *Silhouette Wednesday- Hello Spring Trays* class
 - "Liked everything, especially Alexa's patience."
 - "Got to be creative. Great instructor! Thanks Alexa!"
 - "Super fun! Created a great project. Learned a lot. Very organized!"
- From Bernadetta's *3D Print: Design the Hancock Building* class
 - Liked "everything...explanation by teacher and her patience"
 - "Working at own pace with REALLY good instructions"
- From Bernadetta's *Skype Essentials* class
 - Liked "Bernadetta's enthusiasm and gusto"
 - "Good teacher, takes time"
 - "Bernadetta is a patient teacher!"

Youth Programs

From Arianne: [KidSpace](#)

We hosted our annual Lego Day with ChiLUG, though it was a beautiful sunny day. This did affect our numbers, as we had about half the attendees we have had in the past. It goes to show you that outside forces affect our attendance.



Spring Break is split this year, although the majority of area schools were out the week of March 25. We were quite busy throughout the week. We inadvertently hosted two School's Out Movies, as the change in date did not make the Chapter One copy. The program that was promoted in Chapter One and the website had 30 in attendance and the program that was promoted in-house had 30 in attendance. It was a tie.

Growing Neighbors saw a significant increase in attendance this session. Ms. Cate believes the change occurred when she shifted from making announcements over the loudspeaker to personally inviting library patrons. Those who were personally invited, often returned at least one subsequent time after their first experience.



Wonder Ground Wonder Ground got wet and wild this month as our young scientist focused on the science of water. Below you can see the most popular activity: tie dye pop-up cloths. They used markers to color these compressed towels, and then applied water. This activity demonstrates capillarity (the absorption of liquids through small gaps and holes in certain materials).



Teen



Teen Underground had some slower nights, attributed to Culver kids' grading quarter ending, which usually has them home getting work done instead of hanging out all night here. We have been excited to see more teens interested in learning how to use our button maker. Ms. Rachel reports at least 15 teens learning how to use it and a couple of small groups working on decorating and making their own buttons. Our TU notebook has been getting some really cool, positive notes and drawings recently. She has noticed a few people sitting down at that long table where the computers used to be just so they could write and add to our existing pages. She recently did a sweep for inappropriate comments and only had to take out one page, so they are using the chance to share their art and writing responsibly.

Donna and Rachel put on a Teen Story Time. They had a good crowd of mixed teens (teens who stayed for the whole time and teens who came in and out to listen) and everyone was respectful with their volume throughout. It's such an easy thing to do to promote our collection, they both look forward to doing it again.

Bullet journal club is another low-maintenance program. We have basically all the materials we need and they don't need to be replaced often. We had six teens at the first meeting, which isn't too bad considering it didn't go in Chapter One! We have had teens coming in and asking when the next meeting is so they don't miss it.

The Teen Advisory Board was very productive this month. We had six teens participate, they were split up into three sets of pairs. Two teens work on creating signs for the passive programs we put out at the display table, another two teens cutting out words and pages from withdrawn books for the passive programs, and the final pair pulling books for the display and deciding how to decorate and organize the table. We had a lot of fun!

Comments/Compliments

The Teen Librarians both received very nice cards from Niles West after visiting and speaking at Ask an Expert Day. The cards were signed by the teachers and students. One read, "Ms. Colias, Thanks for coming to talk to our reading class. We appreciate you taking the time to come visit us." The kids all signed their names, but one boy I already knew from my time at SPL also wrote, "Thank you for coming and see you soon 😊"

Email to the Library Director

Susan,

I have to tell you about something that happened with my daughter, Emilie, who frequents the Teen Underground. Emilie informed me that a boy asked for her phone number while she was there. She told Rachel about it & Rachel informed her that this boy was WAY too old and nipped it in the bud.

I cannot express how grateful I am for Rachel. My child feels comfortable speaking with her – which is HUGE – especially for teenagers....and to have a trusted adult speak to teenagers in a way they understand (without being condescending, etc)...it makes my heart happy.

Thank you for employing Rachel for the Teen Underground. She makes a difference in my teenager's library experience (and mine).

Sincerely, Beth C., Employee AND Patron

Ms. Corsello, a teacher from Emerson, retweeted a post Rachel made about how great our teens are with the following comment, "The NMD Library is where it's at!!! Students, if you find yourself saying, 'I'm bored', check out the Teen Underground and introduce yourself to the coolest librarian you'll ever meet, Miss Rachel!"

The Teen Librarians set up a display with books paired with complementary CDs from our collection and the Instagram post got the following response, "I love this whole library but ya'll are definitely my favorite department for this"

Creative Studio

I asked Suzy last year to begin evaluating whether we could move to a format for maker activities where there was a space patrons could work on their own projects instead of the more class-focused use of maker tools. Suzy has since experimented with staffing levels for the desk to see if they can sometimes have one person on the desk (which turns out to be very challenging as it is a very active desk). They have developed a schedule that they think will work, have gotten great support from Dave and Rich to prepare the room for the equipment and supplies, and have spent a few months with each of them learning to use the various pieces of equipment. In the past, there tended to be one or two experts on a tool, but now with them taking turns staffing the space, they will all need to assist and instruct.

Suzy and her fantastic team rose to the challenge I set, and I am delighted to say that the Creative Studio Makerspace will be open to patrons beginning May 1st. We'll tell you more about it next month.

From Suzy: This month there were 34 3D prints, 23 poster prints and 4 VHS to DVD conversions. We held the annual poster print sale which generated a uptick in usage of the poster printer.

Bernadetta took 3D printing to the next level with her class on designing a Hancock building which started out as nine rectangles on the workplane. It was a great project for patrons to improve their 3D design skills.



Alexa hosted a Silhouette program for patrons to create trays with spring themes and the program coincidentally was on the first day of Spring. Everyone enjoyed themselves and were very creative with their designs.

With the opening of the Creative Studio Makerspace less than a month away, staff have been busy learning to use the equipment in the space. I have been busy organizing and getting the space ready to go.

Databases and Downloadables

From Suzy: Engagement with Creativebug is growing! Patrons watched 42 hours of video to complete 38 crafting classes. Art + Design and Sewing were the most popular topics. Mango Languages introduced a new interface and 85 learning sessions were held in March – three times the monthly average for this fiscal year. Hoopla continues to break records breaking the previous record with 1380 titles borrowed.

Community Engagement

I voted on an electronic motion from the District 63 Education Foundation Board to accept funding from Maine Township—that group only meets in person once a year and is able to conduct most business electronically. Suzy attended the Niles Chamber of Commerce Director’s meeting and the Scholarship meeting this month. Judy attended a Chamber program committee meeting and a meeting with the Economic Development and Neighborhood Renewal Committee at the Village. Greg and I attended the Niles Journal Candidate Forum before the election.

From Dodie: Wynn edited Neil O’Shea’s final Veterans History Project interview with William Carr. He forwarded the amended text to Neil for his final approval. Neil continues to be dedicated to the vets he worked with for so long.

Passport Service

From Athena: In the month of March we accepted 209 applications, which is the *busiest* month since starting this service. To date we have accepted 1,944 applications.

Lilibeth Centeno and Maria Skoufos have successfully completed Passport Acceptance Agent training. I am still waiting for them to receive their agent IDs to begin accepting applications, which will bring us to a total of 21 active Passport Acceptance Agents.

Test Proctoring

From Dodie: Maryellen and Wynn have done a great job of organizing our Proctoring Service. This service is invaluable to online students who have to find a place to be supervised while they take an exam. This month we proctored a total of 9 exams.

CCS

We hosted the CCS Governing Board in March—Diane put together a very nice continental breakfast for the 25 directors. At that meeting we approved the updated strategic plan for CCS, and approved next year’s budget. This was also the first meeting attended by Indian Trails. It’s a District library serving Wheeling, parts of Buffalo Grove, and parts of Prospect Heights, and their very good collection will be a great addition to the pool of materials available to our patrons.

From Cyndi: I’m continuing to compile and edit the Polaris implementation manual as the goto place to answer questions on NMDL ILS policies and procedures. Exploring the CCS web reports continues to offer helpful information to staff. The public access services (PAS) technical group met to discuss public catalog issues and

share how libraries are using the catalog to promote summer reading. Rich Wozniczka attended the IT group and Victoria Luz and Jamie King attended the acquisitions technical group meeting in March to discuss their respective subject issues. We are working on improving communication with online library card registrants and gathering data on the impact of fines on use of the library.

Tech Services

From Cyndi: Congratulations to Victoria Luz who was selected to participate in the Illinois Library Association's Elevate Illinois Libraries Leadership Program.

Victoria and I reviewed the Technical Services Department's expenditures to prepare the next budget. Tech department procedures were revised to redirect more withdrawn items towards the Library Sale. We are hosting the World Language Networking Group in May--the topic will be purchasing, cataloging and processing Spanish language materials.

Staff notes

From Suzy: I moderated a panel on Libraries & Consumer Technology hosted by the LACONI Technology Section at Oak Park Public Library. Bernadetta attended and we both learned how other libraries are providing access to technology through programming, circulation and outreach.

I coordinated a video overview of the Library Market calendar product that was attended by Dodie, Arianne, Greg, Sarah, Alexa and Cecilia. Alexa held a training for Library staff on using Microsoft forms for program submissions; 4 people attended. Kathleen hosted a webinar for staff on the updated Mango Languages interface; 14 staff attended.

Kathleen attended Electronic Resources and Libraries Conference in Austin. Athens Moreno (Glencoe), Sarah Strzalka (Schaumburg), and Kathleen presented a session titled "Dollar Dollar Bills: Vendor Negotiations" to 160 conference attendees. The session was designed to deliver tips, tactics, and templates that may be used to save money during vendor negotiations. She also completed a four-week ALA-RUSA online course on project management strategies for libraries. The course includes case studies, reading assignments, lectures, discussion, and a final group project.

Alexa completed a four-week Infopeople online course on Adult Understanding and Applying Adult Learning Theory to Improve Library Services.

Staff update

44 full-time 62 part-time 3 PT vacancies 7 substitutes

Resignations

Part-time Children's Librarian Barbara Zukowski

Hiring

Maintenance and Security Supervisor Dave Dabrowski decided to take his open full-time Maintenance Assistant position and divide it into two part time positions to improve flexibility and reduce costs. Welcome to John Zuckerman and Jose (Eddie) Hauad! (John moves from Substitute to Part Time.)

Marketing notes

From Sasha: Newsletter Photo Contest: In order to create some buzz around the exciting changes to our newsletter, we launched a newsletter photo contest. Patrons are invited to submit photos of themselves or their families inside the Library. The winner will be featured on the cover of the new issue coming out next month. So far we have about seven entries, with some great photos to choose from. Last day to enter the contest is Sunday, April 14.

60th Anniversary: Don't forget to mark your calendars for two special public events in honor of the 60th Anniversary. On Sunday, April 14 from 2-4 p.m. we're hosting a Sock Hop Party. From 2-2:45 p.m. kids will enjoy dancing, a hula hoop contest, and bubbles. From 2:45-4 p.m. everyone is invited to the Third Floor for cake, crafts, and more. The public is invited to check out the special exhibit curated in honor of the anniversary. On Sunday, April 28 from 11 a.m.-1 p.m. we're hosting a 60th Birthday Bash for kids and their families. The event will feature a magician, balloon animals, and face painting. The venue will be Center Court of Golf Mill Shopping Center, which we thought would be a great place to interact with potential cardholders.

Library Praise: We're always happy to read positive reviews of library programs, services, and resources. Below is an example from a couple months ago from Twitter.



Watching Paint Dry @janemmason · Feb 15



Replying to @NMDLibrary

Thank you, @NMDLibrary . So important to our community! A welcome safe place. Free and full of knowledge, entertainment and inspiration! #librariesareunderrated

Technology

From Rich: March and the last of winter's misery hit the IT department pretty hard with both Greg and myself getting sick. Luckily it was not at the same time and we were still able to meet key project and other milestone dates.

Major Projects Update Work continues in the Server room. An existing sprinkler head has been moved and new walls and doors are up framing the relocated IT Services Supervisor Office and the IT Office. Work has also begun on the HVAC, Lighting, Electrical, Data, Ceiling and Floors of the spaces. Painting and Carpeting will be next and then we will be able to move in.

Work is finishing up on the Security Camera System Replacement & Expansion Project. A few remaining cabling runs are being completed by the second week of April and then the cameras will be installed completing this project.

2019-2020 Budget I continue to refine the budget for next year. I have been focused on working with our networking consultants on the parts lists for all the components that make up the Server Virtualization Infrastructure, Storage Area Network (SAN), Server & SAN Switches and the Backup Systems. I have also began pricing out the hardware with the various pre-bid National & State contracts the library has access to so that the project can be budgeted appropriately.

I'm happy to report positive progress with Bibliotheca in regards to the multiple year renewal for the support agreement on all our Patron Self Service & Automation Systems. The library will be able to take advantage of an almost 20% discount for renewing our 5-year support agreement. Additionally, the library will be able spread the cost by making yearly payments without any financing fees.

2019-2020 E-rate I have completed on the 2019-2020 E-rate grant requests. The requests total \$70,621.87 and cover ISP costs, replacement of the core Server & SAN Switches, UPSs powering Servers & Network Switches and Network Cabling. I am very pleased to report that since I began requesting E-rate Grant funding for the library in 2016, the library has directly received reimbursement and/or services & hardware totaling over \$126,000.

Niles-Maine District Library E-rate Grant Summary

	Original Requested Amount	Committed Amount	Total Disbursement Amount
2019	\$70,621.87		
2018	\$62,931.91	\$62,931.91	\$39,869.93
2017	\$30,225.20	\$43,032.09	\$40,929.43
2016	\$49,063.29	\$49,227.97	\$45,627.97
			\$126,427.33

Notes

Currently in E-Rate funding year 2018, total reflects to date distributions. Last distributions will be in September/October 2019.

Amounts between Requested, Committed and Disbursement vary due to changes in cost and availability in hardware/services and whether the library delayed/canceled/modified a project.

New and Replacement technology equipment We have purchased new iPads for Patron Services to assist staff with circulation tasks and hold pick list operations in the building as well as to allow for easier community engagement. These tablets are very versatile and will allow the staff to better serve the patrons.

I also worked with the Lisandra Strickling, Business Office Coordinator, to use the library's VISA rewards points to obtain 2 replacement iPads for Youth and Adult services at a savings of \$1,118.00. These iPads and the others will be used for many tasks including but not limited to:

- Patron assistance in the collections
- Reference assistance with the Library's Online Subscription Resources
- Weeding the collections
- Programming
- Public Relations and Marketing support via easier picture and movie sharing
- Community Outreach

I have also been working with Suzanne Wulf, Digital Services Supervisor, to prepare a purchase request for 2 Apple MacBook Pro laptops for use in the newly created Creative Studio Maker Space. These laptops will have the Adobe Creative Suite available for users who want to create files for the laser cutter, design graphics to cut on the vinyl cutter or print on the poster printer. They will also be able to be used for video editing and 3D workflows.

Repairs We had the East facing side of the Outdoor Digital Sign repaired due to several bad display boards. As mentioned in last month's report I have requested funds in next year's budget to replace the Outdoor Digital Sign as the three main boards that make up the base of the sign are past their expected life cycle.

The AC wall unit in the IDF closet will most likely need to be replaced as repair parts are no longer available for that unit. A portable AC unit continues to be in operation until a replacement can be ordered and installed.

Interesting Patron Questions and Comments

From Dodie:

1. Pat fielded questions about the films of Lina Wertmuller and Rainer W. Fassbinder.
2. Pat also was asked to gather stats from the State Climatologist Office of Illinois – in particular the Climate of Illinois narrative.
3. How many botanic gardens are there in Northern Illinois?
4. Stacy had a patron call the Reference desk for information about two churches: St. John's Lutheran and St. Matthew's. The caller, from Minnesota, was researching his family history and it turned out some of his relatives lived in Niles during the 1850's. Stacy was able to locate information about these two churches using our amazing local history reference collection. She found a program from St. John's centennial program (1859-1959)! Stacy was able to photocopy the pages in the program with the history of the church, emailed them, and then converted them into PDFs. The patron was visiting family in the area and dropped by the library to look at all of the info Stacy found. He was quite pleased!
5. Wynn assisted a patron in his early twenties who was searching for information on how to become a truck driver. He wanted a copy of the Wisconsin Commercial Driver's Manual and tutorial books on taking truck driving exams. Wynn was able to locate the manual in PDF format online and find him several recently published prep titles. This patron was particularly grateful for the info and materials as he had been unable to track them down on his own.
6. Wynn helped a patron, who had just seen a production of *A Streetcar Named Desire* at Oakton Community College, track down a copy of the play to read for the first time and also found her the classic film adaption DVD to check out.

Proposed Budget Calendar

February 20, 2018	Presentation of 2019-2020 Budget Calendar
March 8, 2018	First draft of budget requests due to Director and Business Manager from Adult Services, Digital Services, IT Services, Maintenance & Security, PR & Marketing, Technical Services, and Youth & Teen Services
March 11-29, 2018	Analysis and cross-checking
April 17, 2018	Draft of Tentative Budget and Appropriation Ordinance presented to Board of Trustees
First week of May	Notice filed of Public Hearing on the Tentative Budget and Appropriation Ordinance to be held on June 20, 2018
May 20, 2018	Special meeting of the Board to discuss budget line items and make any resulting adjustments
May 20, 2018	Passage of the Tentative Budget and Appropriation Ordinance
June 20, 2018	Public Hearing on Tentative Budget and Appropriation Ordinance
June 20, 2018	Passage of Final Budget and Appropriation Ordinance

Note: The public must have 30 days to review the Tentative Budget and Appropriation Ordinance, so the choice is:

- Approve the tentative B&A at the Special Board Meeting in May and the final B&A in June so it is in place for the beginning of the fiscal year, or
- Approve the tentative B&A at either the May Board meeting or a special board meeting in late May or early June and the final B&A at the July Board meeting after the fiscal year has begun.

Klein Thorpe & Jenkins has a recommended approval date of August 7th and no later than September 24th. It has been the Board's preference for the past few years to have the budget approved by July 1, but it is not a legal requirement.

Committees

Safety and OSHA Compliance Committee from Cyndi: As research for the updating of the Emergency Manual the committee members attended a Laconi workshop where Matt DeCirce of Polygon discussed disaster preparedness and recovery. He spoke of the need for a complete inventory to understand the type of material/ records/documents we have, how they are stored, which are critical and how they will be recovered should disaster strike.

Heather Becker from the Conservation Center also spoke about the difference between restoration and conservation and the need to identify items that will need special handling. She suggested that the "human element" be addressed in the recovery process. Disasters are high stress situations for staff on both a personal as well as professional level. It is important to develop a relationship with recovery services before

the disaster happens so that things can move as quickly as possible to get the library up and running and providing services to patrons who may also be suffering and looking for information.

Athena attended How to Save a Life: A Seminar on the Opioid Crisis with Narcan/Naloxone Certification and came back with the product and the training we needed to be prepared. Supervisors have been trained. Additional training to follow. The committee is investigating an online training program with J.J. Keller which will allow us to not only expand the blood borne pathogen training to more staff but to train new maintenance staff and others through assigned classes.

Sunshine Committee *From Dodie:* The Sunshine Committee hosted their first ever BAKE SALE. It was an astounding success. There will definitely be more in the future. I think we've raised enough money to fund our popular Hot Dog Day in June. Many thanks to all who participated – both the bakers and the buyers.

FOIA Requests

4.7.2019 Carolyn Drblik Re: IMRF Resolution 18-02 – List of Employees and Yearly Amounts. Please provide the names of all employees, who received “*cash payments made separately from salary and made in lieu of or related to healthcare benefits as earnings reportable to IMRF*” along with their yearly total amount for 2016, 2017, 2018 and thru March for 2019.

4.7.2019 Carolyn Drblik Re: Employees Hourly Category and Grade. Please provide the names and positions of all library employees by their respective hourly categories listed below. Kindly include their salary grade. 1) under 20 hours; 2) 21-29 hours; 3) 30 and above –for part time employees; 4) full time

Trustee Calendar

April

4/12—**60th Anniversary VIP after-hours event 6:30-8pm**

4/14—60th Anniversary Public Event

4/17—Regular meeting of the Board of Trustees—Board receives proposed budget

4/26—Chamber's Niles Night of Roses Banquet

4/30--Early advance deadline for attending ALA Annual Conference, Washington DC (\$335 reg)

May

5/1—**Deadline for filing Statement of Economic Interest**

5/10—Laconi Trustee Banquet, Hotel Arista, Naperville—let Susan know if you want to attend

5/20—**Special Board meeting to discuss and approve Tentative Budget & Appropriations Ordinance.**

5/22—**Date moved--**Regular meeting of the Board of Trustees—Election of Officers

June

6/13—Advance deadline for attending ALA Annual Conference, Washington DC (\$365 reg)

6/19—Public Hearing of the Budget & Appropriations Ordinance 6:55 PM

6/19—Regular meeting of the Board of Trustees, following Public Hearing—Budget & Appropriations Ordinance adopted

6/21-25-- ALA Annual Conference: June 21-25, 2019 Washington DC

July

7/1—New fiscal year begins

7/4—Independence Day Parade 8 am Notre Dame High School

7/17—Regular meeting of the Board of Trustees

August

8/21—Regular meeting of the Board of Trustees

September

9/18—Regular meeting of the Board of Trustees—Discussion to determine 2019 Levy amount

PLA Conference: Feb 25-29, 2020 Nashville

Monthly Statistical Report -- March 2019

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	216	244	-11.48%			
Renewed District Cards	172	-				
Total District Cardholders	23,248	21,801	6.64%			
Patron Visits	30,521	33,401	-8.62%			
Unique Library Cards Used	4,486	4,868	-7.85%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	42,534	46,925	-9.36%	365,073	396,663	-7.96%
Teens	3,037	4,331	-29.88%	28,582	33,702	-15.19%
Juvenile	42,959	45,150	-4.85%	367,179	393,867	-6.78%
Digital	2,694	1,988	35.51%	22,685	17,063	32.95%
Equipment	179	92	94.57%	1,194	1,017	17.40%
TOTAL Loan of Library Materials	91,403	98,486	-7.19%	784,713	842,312	-6.84%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print: Fiction & Nonfiction	20,775	21,734	-4.41%	175,885	186,042	-5.46%
Magazine	1,387	1,219	13.78%	10,854	9,591	13.17%
Multimedia: Audio	3,460	5,195	-33.40%	35,028	42,375	-17.34%
Multimedia: Visual	16,912	18,777	-9.93%	143,306	158,655	-9.67%
TOTAL Adult Loans	42,534	46,925	-9.36%	365,073	396,663	-7.96%
Teens						
Print: Fiction & Nonfiction	2,271	3,357	-32.35%	21,731	25,413	-14.49%
Magazine	19	33	-42.42%	171	222	-22.97%
Multimedia: Audio	64	598	-89.30%	1,127	5,103	-77.91%
Multimedia: Visual	683	343	99.13%	5,553	2,964	87.35%
TOTAL Teen Loans	3,037	4,331	-29.88%	28,582	33,702	-15.19%
Youth						
Print: Fiction & Nonfiction	34,492	35,868	-3.84%	294,615	299,491	-1.63%
Magazine	245	198	23.74%	2,181	11,706	-81.37%
Multimedia: Audio	538	2,170	-75.21%	5,842	20,516	-71.52%
Multimedia: Visual	7,684	6,914	11.14%	64,541	62,154	3.84%
TOTAL Youth Loans	42,959	45,150	-4.85%	367,179	393,867	-6.78%
Equipment Loan	179	92	94.57%	1,194	1,017	17.40%
Digital eBooks and eAudiobooks	2,694	1,988	35.51%	22,685	17,063	32.95%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	14,999	13,465	11.39%	139,391	115,655	20.52%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed Through our Interface	7,291	7,802	-6.55%	68,549	62,144	10.31%
Holds Made Available	7,036	10,273	-31.51%	60,613	86,979	-30.31%
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
TOTAL In-House Use of Materials	7,926	8,842	-10.36%	68,241	68,023	0.32%
Items moved on Shelf	5,742	4,964	15.67%	51,326	46,753	9.78%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,451	1,410	2.91%	12,343	11,523	7.12%
Digital Services	2,545	2,889	-11.91%	22,328	23,512	-5.04%
KidSpace Express Internet	26	37	-29.73%	281	333	-15.62%
KidSpace	1,233	1,834	-32.77%	11,969	14,211	-15.78%
KidSpace iPad Usage	320	300	6.67%	3,025	3,130	-3.35%
Teen Underground	358	357	0.28%	3,517	3,432	2.48%
TOTAL Users	5,933	6,827	-13.10%	53,463	56,141	-4.77%
Patron Wi-Fi Uses	12,825	19,961	-35.75%	104,139	131,961	-21.08%
Scanning & Fax Pages	5,454	5,160	5.70%	46,771	48,312	-3.19%
Print & Copy Pages	22,041	20,575	7.13%	167,182	145,873	14.61%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	34	26	30.77%	331	273	21.25%
Large Scale Poster Printer	23	13	76.92%	54	31	74.19%
VHS to DVD Conversion	4	7	-42.86%	65	68	-4.41%
TOTAL Use of Staff Mediated Equipment	61	46	32.61%	450	372	20.97%
USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	74	34	117.65%	568	890	-36.18%
Study Rooms 1-5	780	669	16.59%	5,585	4,743	17.75%
Creative Studio A	93	87	6.90%	537	451	19.07%
Community Meetings in the Library	32	16	100.00%	166	168	-1.19%
TOTAL Users of Staff Mediated Spaces	979	806	21.46%	6,856	6,252	9.66%

Monthly Statistical Report -- March 2019

MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	29,808	31,758	-6.14%			
Facebook "Likes"	1,699	1,533	10.83%			
Buzz Blog views	768	763	0.66%			
Veterans History Blog views	703	-				
Library Scoop Podcast listens	72	-				
Media Hits (includes print and online articles and listings)	11	24	-54.17%			
e-News Subscribers	15,288	16,459	-7.11%			
PR Hosted Community Engagement Event Participants	-	-				
New Resident Letters (February)	48	31	54.84%			
LIBRARY HOLDINGS	Library Holdings	Items Added	Items Withdrawn			
Shelved materials	292,500	3,093	26			
Equipment	125	0	-			
eBooks & eAudiobooks (OverDrive, Axis 360)	121,675					
Databases	81					
Total	414,381					
LIBRARY SERVICES	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Notary Public	122	99	23.23%	925	898	3.01%
Tests Proctored	9	9	0.00%	96	54	77.78%
Passports Processed	209	192	8.85%	1,100	462	138.10%
Voters' Registration	-	3	-100.00%	6	5	20.00%
1-2-1 Instruction	5	8	-37.50%	42	-	
Book Concierge	-	-		4	-	
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	542	857	-36.76%	5,073	14,649	-65.37%
Ready Assistance	7,698	9,571	-19.57%	72,354	81,485	-11.21%
Reference/Research	4,930	6,395	-22.91%	47,687	53,648	-11.11%
TOTAL All Service Desks	13,170	16,823	-21.71%	125,114	149,782	-16.47%
Adult Services (3rd Floor)	1,003	959	4.59%	7,964	7,845	1.52%
Commons Desk	10	60	-83.33%	159	79	101.27%
Fiction/Audiovisual Services Desk (2nd Floor)	1,272	1,603	-20.65%	13,827	11,909	16.11%
Patron Services	4,169	5,127	-18.69%	41,088	55,019	-25.32%
Technology Desk	1,748	2,165	-19.26%	16,169	17,832	-9.33%
Teen UnderGround Desk	884	584	51.37%	7,443	6,999	6.34%
Outreach Service	2,117	2,738	-22.68%	20,353	22,124	-8.00%
Youth Service/KidSpace Desk	3,172	4,995	-36.50%	29,522	40,458	-27.03%
Total Service Interactions	14,375	18,231	-21.15%	136,525	162,265	-15.86%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,705	5,836	-19.38%	40,364	44,939	-10.18%
Items Received from CCS Libraries for Patrons	3,080	3,925	-21.53%	27,379	30,120	-9.10%
Items Lent to OCLC Libraries	311	322	-3.42%	2739	2,814	-2.67%
Items Received from OCLC Libraries for Patrons	47	30	56.67%	427	721	-40.78%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	184	181	1.66%			
Number of Visits	123	188	-34.57%			
Institutions						
Number of Institution Deposit Collections	12	12	0.00%			
Number of Visits	12	12	0.00%			
Schools						
Items Delivered	811	518	56.56%			
Number of Trips	26	20	30.00%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	13	99				
Adult and Outreach Services & Programs	3	11				
Digital Services & Programs	2	18				
Patron Services	9	41				
Teen Services & Programs	6	9				
Youth Services & Programs	36	141				
Total Volunteers and Hours This Month	69	319				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>105</i>	<i>457</i>				

Monthly Statistical Report -- March 2019

LIBRARY EXHIBIT						
Coming Together Polish American Art Exhibit						
LIBRARY PROGRAMS AND EVENTS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change	
Youth Programs	96	2,841	87	3,505	-18.94%	
Teens Programs	18	389	20	472	-17.58%	
Adults Programs	41	872	43	1,951	-55.30%	
Digital Services Programs	16	131	17	116	12.93%	
PR Community Engagement Events	-	-	-	-	-	
TOTAL PROGRAMS AND EVENTS	171	4,233	167	6,044	-29.96%	
Programs-Youth Audience						
1KBK added visits	ongoing	3				
1KBK registrations	1	0				
Bibliobop Dance Party!	1	65				
Coming Together: Book Craft - The Glass Mountain: Tales from Poland (wycinanki)	1	7				
Coming Together: Chat and Chomp - <i>The Weight of Water</i>	1	3				
Coming Together: Storytime with the Author - <i>Ignaz, the Boy with the Colorful Head</i>	1	12				
Coming Together: Paint Your Story	1	20				
Coming Together: Polish Youth Showcase	1	220				
Coming Together: Polish Youth Showcase Scavenger Hunt	1	58				
Drama Club	1	4				
Drawing Cute Animals	1	13				
Family Movie: <i>Ralph Breaks the Internet</i>	1	60				
Growing Neighbors	1	21				
Homework Help	3	15				
I Spy Tank (passive)	1	128				
In-house Toys and Games	1	312				
Laser Engrave a Wooden Ruler	1	8				
Lego Day with ChiLUG	1	212				
Lego WeDo Robotics	1	16				
Mega Mondays-Maker Mon, Mon on the Move, Lego, Yoga	4	86				
Reading Patch Club Registrations	1	1				
Reading Patch Club added visits	ongoing	2				
Reading with Rover	1	13				
Scavenger Hunt: Library Signage	1	39				
School's Out Movie: <i>Spiderman into the Spiderverse</i>	2	60				
Second Saturday Breakfast Bingo	1	46				
Second Sunday: Jason Kollum Juggler	1	102				
Story: Babytime	4	137				
Story: Baby Lapsit	5	22				
Story: Evening Family Storytime	4	49				
Story: Rise & Shine Storytime	4	135				
Story: Storytime for 2s and 3s	8	211				
Story: Storytime for 4s and 5s	4	60				
Teacher use of Die Cut Machine	1	2				
Toddler Playgroup	1	24				
Volunteer in KidSpace	7	21				
Video Games	1	68				
Wonder Ground: Air	8	82				
World Language Storytime (Polish, Spanish)	3	73				
Writing Center (passive)	1	180				
Youth Services Community Engagement Programs						
Elementary sessions at TLC Spring Break Camp	3	73				
Famished for Fiction (Homeschool)	1	4				
Preschool visits to the classroom						
Howard Leisure, Grennan Heights, Oakton Manor, SJB, Stellina Daycare	10	174				
Total Youth Services Programs	96	2,841	87	3,505	-18.94%	
Programs--Teen Audience						
After School Fun (Button Making, Instant Camera)	1	45				
Bullet Journals	1	6				
Dungeons and Dragons Free Play	1	4				
Coming Together: Book Talk <i>Anna and the Swallow Man</i>	1	8				
Coming Together: Kolaczki Cookies	1	14				
Games	1	9				
Lincoln Cup Winners Victory Lap and Lunch in a Limo	1	6				
Movies in Teen Underground: <i>Avengers - Infinity War</i>	1	15				
Service Project: Linus Blankets	1	12				
Teen Advisory Board	1	6				
Teen Storytime	1	10				
Video Games	1	107				
Writing Research and Opinion Papers	1	2				
Teen Services Community Engagement programs						
After School Club (Poetry Club at Niles West)	1	7				
Ask an Expert Day at Niles West	1	24				
Famished for Fiction (Culver, Gemini)	2	38				
Maine East Job Fair	1	76				
Total Teen Programs	18	389	20	472	-17.58%	

Coming Together Summary		
Audience	Programs	Attendance
Youth	6	320
Teen	2	22
Adult	7	196
	15	538

Monthly Statistical Report -- March 2019

General Programs--Adult Audience	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Book Discussion: Book Buzz	2	11			
Chair Yoga for Adults	1	24			
Coming Together Book Discussion: <i>The Best Polish Restaurant in Buffalo</i>	2	4			
Coming Together Film: <i>Zookeeper's Wife</i>	1	30			
Coming Together Film: <i>Polish Wedding</i>	1	21			
Coming Together Film: <i>The Fourth Partition</i>	1	41			
Coming Together - An Evening with William Kowalski	1	34			
Coming Together - Polish Presence in American Screen Images	1	21			
Coming Together - Polish Chicago: Immigrant Group to Middle Class	1	45			
How to Land a Job in 90 Days/Power Employment Workshop	0	0			
Job Counseling	1	2			
Low Vision Support Group (VIM)	1	6			
Low Vision Support Group (VIM) Book Discussion	1	5			
Money Smart Week: Home Buying 101	1	23			
Money Smart Week: Show Me the Money	1	30			
Money Smart Week: Wills & Trusts	1	70			
New Release Movie: <i>Operation Finale</i>	1	15			
New Yorker Discussion Group	4	42			
Oakton Community College English as a Second Language	6	237			
SCORE Small Business Counseling	8	0			
Senior Coffee: <i>The Story of Kodak, George Eastman, and the Brownie Camera</i>	1	24			
Shakespeare Project of Chicago: <i>Moby Dick</i>	1	91			
Shakespeare Project of Chicago Post Performance Discussion	1	35			
YS Early Educator Teacher Workshop Making the Most of Your Group Time	1	38			
Adult Community Engagement Programs					
BookBites Book Popular Book Discussion	1	23			
Total Adult Programs	41	872	43	1,951	-55.30%
Digital Services Programs -- Adult Audience					
3D Print: Design the Hancock Building	1	9			
Adult Computer Boot Camp	3	25			
DIY Dino Terrarium	1	11			
Fantasy Baseball	1	1			
Microsoft Word Basics	1	11			
NMDL Fantasy Baseball League Draft Night	1	0			
Pisanka Galore: Coming Together	1	12			
Pomoc Komputerowa w Języku Polskim	1	2			
Silhouette Wednesday	1	8			
Skype Essential	1	8			
St. Patrick's Day Lucky Charm	1	7			
Tablet Tuesday	1	6			
Think Art Photography: Coming Together	1	26			
Virtual Fridays	1	5			
Total Digital Services Programs	16	131	17	116	12.93%
GRAND TOTAL PROGRAMS AND ATTENDANCE	171	4,233	167	6,044	-29.96%
Community Meetings in Library Spaces	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Jewish Genealogical Society of Illinois - Board Meeting	1	12			
Ukrainian Women in Business	1	20			
Toastmasters Area 63 Speech Contest	1	50			
Niles Social Media Breakfast - Chamber	1	27			
Quilters' Group	1	6			
Niles Toastmasters Club	3	45			
Karol Verson Film Discussion Group	5	100			
Karol Verson Play Discussion Group	3	60			
Toastmasters Division Speech Contest	1	50			
Burning Bush Condo Association	1	15			
Daughters of the Amrican Revolution	1	7			
SAP Study Group	7	42			
Khalid Baloch Study Group	2	6			
CMBO NGO First Meeting	1	50			
CCS IT Technical Group	1	25			
CCS Governing Board Meeting	1	28			
Niles Art Guild Meeting	1	15			
Total Community Meetings	32	558	16	400	39.50%

Patron Suggestions and Comments for April 2019

Responses to Patron Suggestions and Comments

Suggestions

At least 3% of Niles-Maine Library's budget of \$13,000,000.00 or \$390,000 should go toward the Niles-Maine Library's retirement for its personnel. This is more than a suggestion. This is doing the employees right!!! So, please do it. Besides the IRMF funds. Of course, 3% or \$390,000 will go up as the budget gets bigger, 3% will equate to \$390,000. Please implement this course of action asap. Take care of our employees! Thank you. S. A., Niles

It is very kind of you to advocate for the staff, and I appreciate it! Your suggestion will go to the Board, but for clarification, the Library's 2018-19 budget is \$7,302,000, including special reserve spending. Thank you very much for looking out for the staff.

We could use better lighting on the 3rd floor in the evening hours. Thank you.
Thank you for letting us know—we will investigate.

Spring-clean "PLEASE" power-wash the parking lot. It's icky ☺ E. B., Niles.
Done! And thanks for the heads-up.

Frustrations

None

Comments

Staff member "Josh" in the computer department downstairs was excellent helping a difficult patron. Jos was calm, polite and resourceful. Staff member, Josh, is a keeper! Nice work! M. H., Niles.

Thank you Jason! I appreciate your patience and courtesy! AND KNOWLEDGE! L. S.

We love this library. Thank you for having a great stock of books, especially large-print books, and DVDs!
The Library personnel are very helpful and kind as well. Keep up the great effort! J. J.

Thank you all so much for taking the time to write. It's always wonderful to hear that our staff and library are appreciated by the community.



March 20, 2019

April Lee
Niles Public Library
Children's Department
6960 Oakton Street
Niles, Illinois 60714

Dear April,

On behalf of Bright Beginnings Preschool, I would like to thank you for the fun in-school field trip that you provided. The three year old preschool staff and children loved the time that was spent with you!

Thank you for accommodating class times and schedules. The preschool staff thank you for choosing books which were engaging and new to the students. The teachers commented on the fact that the books held the children's interest, and were most enjoyable. Thank you so much for sharing your special talent with the children and staff!

We are grateful for the excellent services that the Niles Public Library offers to the Niles Park District. Thank you again for your assistance and we look forward to you being a part of our preschoolers' education in the future.

Thank you again April,

Maura LoVerde
Preschool Director

New Business - Recommended Actions

A. Recommended Action to Award Parking Lot Contract

MOVE the Library Board of Trustees award R.A. Peterson Co. a contract in the amount of \$22,750.00 to repair, seal, and stripe the Library parking lot. This amount will be paid from the Special Reserve Fund

Memorandum A of Recommended Board Action

The Library parking lot is in need of repairs, sealing and striping. The last time the Library addressed the parking lot was in May, 2014, nearly 5 years ago. At that time relatively minor repairs were made in the lot around the entrances and in some high traffic areas. This time, the parking lot needs more extensive repairs as the heavy traffic areas are settling around some of the drains and the back portion of the lot where the trucks come onto the property and the Oakton Street driveway. In addition, the lot needs to be sealed (including crack repair), and restriped.

Since preliminary bids showed that the cost of this project would most likely exceed the \$25,000 bid threshold, the board authorized staff to solicit bids for this project in February at which time a notice was published in the Pioneer Press. The bid opening was held on March 25, 2019 at 1:30PM. Five bids had been submitted as follows:

Bidder Name	Bid Amount
R. A. Peterson Co.	\$ 22,750.00
Rose Paving LLC	\$ 24,592.60
ACCU-Paving	\$ 24,725.00
Pavement Systems Inc	\$ 34,856.00
Chicagoland Paving Contractors	\$ 50,000.00

The bids were all reviewed to determine their suitability and the lowest bidder was determined to have work experience in the area appropriate to the job. The lowest bidder was determined to be R. A. Peterson Co. in the amount of \$22,750.00.

The proposals from the three bidders follow this page.

Bid Proposal Form

Niles-Maine District Library: Parking Lot Repair, Sealing, and Striping

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

Issue for Bid: March 1, 2019
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: March 25, 2019 1:30 p.m. at the Library

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

BASE BID

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

Sum: Twenty Two Thousand Seven Fifty DOLLARS (\$ 22,750.)

PHASE INCLUDING LABOR	BID AMOUNT
--------------------------	------------

REMOVAL AND DISPOSAL OF OLD PAVING MATERIAL	\$ 4050
FURNISH AND INSTALL OF NEW PAVING MATERIAL	\$ 9450
SEALING	\$ 7000 / 1.350 crackseal
STRIPING	\$ 900
PERMITS AND FEES	WAIVED
OTHER (ITEMIZED)	

R.A. Peterson Co
 (Name of Company)

Joel Klinefelter Proj. Mgr.
 (Name of Bidder) (Title)

1951 N. 25th Ave Franklin Park, IL 60151
 (Street Address, City, State, Zip)

847 343-6072
 (Telephone Number)

Joel Klinefelter 3-18-2019
 (Signed | Dated)

Bid Proposal Form

Niles-Maine District Library: Parking Lot Repair, Sealing, and Striping

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

BASE BID

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

DOLLARS (\$ 24,592.60)

PHASE INCLUDING LABOR	BID AMOUNT
----------------------------------	-------------------

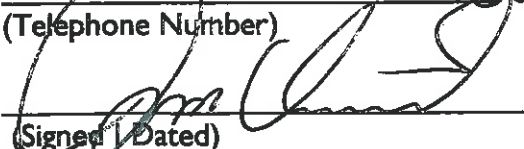
REMOVAL AND DISPOSAL OF OLD PAVING MATERIAL	8,680 8,680
FURNISH AND INSTALL OF NEW PAVING MATERIAL	8,680
SEALING	4,147.80
STRIPING	788.32
PERMITS AND FEES	229.40
OTHER (ITEMIZED) <i>Cracksealing</i>	2,067.08

Rose Paving LLC
 (Name of Company)

Brad Benson Account Executive
 (Name of Bidder) (Title)

7300 W 100th Place Bridgeview, IL 60455
 (Street Address, City, State, Zip)

708-638-1568
 (Telephone Number)

, 2019
 (Signed) (Dated)

Bid Proposal Form

Niles-Maine District Library: Parking Lot Repair, Sealing, and Striping

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Attn: Susan Lempke, Library Director
6960 W Oakton Street
Niles, IL 60714

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

BASE BID

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

Sum: Twenty Four Thousand,
Seven Hundred Twenty Five and 00/100 DOLLARS (\$ 24,725.00)

PHASE Base Bid = Patches "Yellow" **BID AMOUNT**
INCLUDING LABOR

REMOVAL AND DISPOSAL OF OLD PAVING MATERIAL	6,200.00
FURNISH AND INSTALL OF NEW PAVING MATERIAL	10,275.00
SEALING	5,500.00
STRIPING	2,500.00
PERMITS AND FEES	250.00
OTHER(ITEMIZED)	See attached site plan for representative area see attached proposal for ADD Alternate options

Accu-paving
(Name of Company)

Drew Mertes Estimator/Project Manager
(Name of Bidder) (Title)

2665 S. 25th Ave. Broadview, IL 60155
(Street Address, City, State, Zip)

708-343-5900
(Telephone Number)

 3/25/2019
(Signed | Dated)

Bid Proposal Form

Niles-Maine District Library: Parking Lot Repair, Sealing, and Striping

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

Issue for Bid: March 1, 2019
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: March 25, 2019 1:30 p.m. at the Library

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

BASE BID

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

Sum:

thirty four thousand eight hundred fifty six DOLLARS (\$ 34,856.00)

PHASE	BID AMOUNT
INCLUDING LABOR	
REMOVAL AND DISPOSAL OF OLD PAVING MATERIAL	\$ 9,000 -
FURNISH AND INSTALL OF NEW PAVING MATERIAL	\$ 14,501 -
SEALING	\$ 7,364 -
STRIPING	\$ 1,340 -
PERMITS AND FEES	-
OTHER (ITEMIZED) Crack fill	\$ 2,651 -

Pavement Systems Inc
 (Name of Company)

Kyle Arlen Estimator
 (Name of Bidder) (Title)

13820 S California Ave Blue Island IL
 (Street Address, City, State, Zip) 60406

708-396-8888
 (Telephone Number)

March 25, 2019
 (Signed | Dated)

Bid Proposal Form

Niles-Maine District Library: Parking Lot Repair, Sealing, and Striping

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

Issue for Bid: March 1, 2019
Pre Bid Walk-Thru: To be arranged with David Dabrowski
ddabrowski@nileslibrary.org
Bid Due Date: March 25, 2019 1:30 p.m. at the Library

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

BASE BID

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

Fifty Thousand and 00/100 DOLLARS (\$50,000.00)

PHASE INCLUDING LABOR	BID AMOUNT
-----------------------	------------

REMOVAL AND DISPOSAL OF OLD PAVING MATERIAL	\$ 6,500 ⁻ (4" = 305 sy 6" = 270 sy)
FURNISH AND INSTALL OF NEW PAVING MATERIAL	\$ 27,250 ⁻
SEALING	\$ 8,000 ⁻
STRIPING	\$ 2,000 ⁻
PERMITS AND FEES	\$ 250 ⁻
OTHER (ITEMIZED)	\$ 6,000 ⁻ (3 CB Adjustments 1 CB Recan)

chicagoland Paving Contractors
 (Name of Company)

William R. Bowes v.p.
 (Name of Bidder) (Title)

225 Telsor Rd., Lake Zurich IL 60047
 (Street Address, City, State, Zip)

847 550 9681
 (Telephone Number)

[Signature] 3/25/2019
 (Signed | Dated)

19-135 e/m
 BID DATE: 3-25-19
 BID TIME: 1:30
 WITH PRINTS: LG SM NO
 COMPLETE DATE/DAYS 10%

April 17, 2019

New Business—Recommended Actions

B. Recommended Action on Purchase of Two Apple MacBook Pro Laptops

MOVE the Library Board of Trustees approve the expenditure of \$7,154.54 from Special Reserve Fund for two Apple MacBook Pro laptops including support from CDW Government LLC.

Memorandum B of Recommended Board Action

This is for 2 Apple MacBook Pro laptops for use in the newly created Creative Studio Maker Space on the lower level. They will have the Adobe Creative Suite available for users who want to create files for the laser cutter, design graphics to cut on the vinyl cutter or print on the poster printer. They will also be able to be used for video editing and 3D workflows.

Apple Inc. recommended that the library purchase from an Apple Inc. government channel partner who can sell off the discounted Apple's State and Local Government pricing catalog. IT Services has provided a single quote from CDWG because all Apple Inc. authorized government channel partners sell off the same discounted Apple's State and Local Government pricing catalog.

Please see the price quote following for additional details.

Thank you for choosing CDW-G. We have received your quote. | [View in browser](#)



HARDWARE | SOFTWARE | SOLUTIONS | CLOUD | BRANDS | BLOG | DEALS

Review and Complete Purchase



Richard Wozniczka,

Thank you for considering CDW-G for your computing needs. The details of your quote are below. Click the button below to convert your quote to an order.

Convert Quote to Order

Quote #	Quote Date	Quote Reference	Customer #
KNPP180	04/11/2019	KNPP180	259487

Order Details

Item	Qty	CDW #	Unit Price	Ext. Price
 <p>Apple MacBook Pro Touch Bar 15.4" Core i7 2.6GHz 16GB RAM 1TB - Space Gray Mfg. Part#: Z0V1-2000387031 Contract: Standard Pricing</p>	2	5360435	\$3,250.00	\$6,500.00
 <p>APPLECARE+ FOR MB PRO 15' Mfg. Part#: S6054LL/A Electronic distribution - NO MEDIA Contract: Standard Pricing</p>	2	4665368	\$327.27	\$654.54

Subtotal	\$7,154.54
Sales Tax	\$0.00
Grand Total	\$7,154.54

Shipping Info

Shipping Address

6960 W Oakton St, Niles, IL 60714-3025

Phone

(847) 967-8554

Shipping Method

UPS Ground (1- 2 day)

Payment Terms

Net 30 Days-Govt State/Local

**Sales Contact Info**

Jacob George | (866) 682-3510 | jacogeo@cdwg.com

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 [My Account](#)

 [Support](#)

 [Call 800.800.4239](tel:800.800.4239)

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This email was sent to rwoz@nileslibrary.org. Please add cdwsales@cdwemail.com to your address book.

© 2019 200 N. Milwaukee Avenue, Vernon Hills, IL 60061

SPS-OC:002 | SPS 1 | Customer#: 259487 | SPS038f32e8-a962-4263-b941-b77b3e4b9796

New Business—Recommended Actions

C. Recommended Action on Intergovernmental Agreement for Electricity and Natural Gas

MOVE the Library Board of Trustees approve the Second Amended and Restated Intergovernmental Utilities Purchasing Cooperative Agreement between the Niles-Maine District Library and IUPC to provide electricity and natural gas to the Library.

Memorandum C of Recommended Board Action

The Library purchases electricity from Commonwealth Edison and natural gas from Vista Energy. Over the years we have tried to find a utility purchasing mechanism which would lower overall energy costs. Recently, we became aware of the Intergovernmental Utilities Purchasing Cooperative (IUPC) which includes approximately 150 small governmental units in Illinois using 150 million KWh of electricity (NMDL uses 950,000) and 5 million therms of natural gas (NMDL uses 25,000).

The IUPC is able to purchase electricity and natural gas at favorable prices due to the volume of their purchases. We asked the IUPC to look back at the Library's usage over the past year and reprice it using the historical rates they had and the result is that the Library would have saved \$4,850 and \$750 on electric and gas purchases for a total of \$5,600. The Library budgeted 90,000 for electricity purchases and 9,700 for natural gas purchases for the current fiscal year. Therefore, the calculated savings percentages would be 5.4% and 7.7% respectively with an overall savings of 5.6%. Prospective savings will depend on the markets and the hedging operations of the cooperative but we expect to see similar numbers.

Should the board approve this agreement, we will be issuing a cancelation letter to Vista Energy informing them of the board's decision.

The Intergovernmental Agreement and the cancelation letter to Vista Energy follow.

**SECOND AMENDED AND RESTATED
INTERGOVERNMENTAL UTILITIES PURCHASING
COOPERATIVE AGREEMENT**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is entered into as of the 17th day of April, 2019 by and between the Public Agencies listed on Exhibit A attached hereto and incorporated herein.

WITNESSETH:

WHEREAS, all parties to this Agreement are public agencies (collectively, the “Public Agencies”) as defined in Section 1.01 below; and

WHEREAS, said Public Agencies are members of the Intergovernmental Utilities Purchasing Cooperative Agreement currently in effect; and

WHEREAS, the purpose of the Cooperative is to purchase natural gas, electricity and other utility services from time to time at reduced rates; and

WHEREAS, pursuant to Article IX of the current Intergovernmental Utilities Purchasing Cooperative Agreement, the Public Agencies may amend said agreement; and

WHEREAS, the Public Agencies are authorized to enter into this Intergovernmental Agreement pursuant to Article VII, Section 10 of the Illinois Constitution and the Illinois *Intergovernmental Cooperation Act*, 5 ILCS 220/1 *et seq*; and

WHEREAS, the Public Agencies agree to be members of the Cooperative pursuant to the terms and conditions contained in this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions contained in this Intergovernmental Agreement, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Public Agencies agree as follows:

**ARTICLE I.
DEFINITIONS AND PURPOSE**

Section 1.01. Definitions. The following words and phrases shall have the following meanings for all purposes of this Agreement.

“*Administrative Costs*” shall mean the costs incurred by the Cooperative to operate and perform its functions, and as further defined in Section 7.03 hereof.

“*Electricity*” shall mean electric power.

“*Gas*” shall mean natural gas.

“Member” shall mean a Public Agency that is bound by the terms and conditions of this Agreement.

“Public Agency” shall mean all public agencies as defined in Section 3 of the *Intergovernmental Cooperation Act*, as may be amended from time to time (5 ILCS 220/3).

Section 1.02. Purpose. The Intergovernmental Utilities Purchasing Cooperative (“Cooperative”) is established for the purpose of purchasing Gas, Electricity and other utility services directly from suppliers so as to reduce the costs thereof to Public Agencies.

ARTICLE II. MEMBERS

Section 2.01. Admittance. Public Agencies may be admitted to membership in the Cooperative upon such conditions and terms as recommended by the Governing Board.

Section 2.02. Evidence of Enrollment. All new members must adopt a resolution authorizing the Public Agency to enter into this Agreement and to be bound by the terms and conditions hereof. Said resolution shall be in the form prescribed on Exhibit B attached hereto.

Section 2.03. Obligation to Purchase Gas and or Electricity. When a Member first joins the Cooperative, before any purchase of Gas or Electricity can be made on behalf of the Member, the Member must provide to the Cooperative’s Administrator (as defined in Section 4.01(1a)) with twenty-four months of Gas and Electricity (collectively “Power”) usage history, as well as account data for all of the Member’s Power meters. To the extent possible, each Member shall inform the Administrator (as defined in Section 4.01(b)) of any events which may have an impact on the Power needs of the Member prior to the occurrence of such events. The Administrator shall propose a Member’s monthly gas purchase. Each Member shall be individually liable to purchase and pay for all of the Power purchased on the Member’s behalf.

ARTICLE III. DURATION

Section 3.01. Duration. The Cooperative shall continue in perpetuity or until the Governing Board approves its termination.

ARTICLE IV. GOVERNING BOARD

Section 4.01. Governing Board Authority. The Governing Board is the chief policy making body of the Cooperative and shall adopt policies necessary to ensure the effective operation of the Cooperative. The Governing Board shall have the power to enter into any and all contracts necessary to carry out the purposes of the Cooperative. The Governing Board has the following specific authorities:

- a. The Governing Board shall review and adopt an annual budget. Additionally, the Governing Board shall set Member fees on an annual basis as necessary for the operation of the Cooperative and may approve expenditures as they are presented on a monthly basis.
- b. The Governing Board shall employ an Administrator and ensure that the Administrator carries out Cooperative policies and performs those functions necessary to facilitate the efficient operation of the Cooperative. The Governing Board may employ such other individuals as it deems necessary.
- c. The Governing Board shall have such other powers to conduct business and perform its functions as permitted by law.

Section 4.02. Governing Board Members. Each Member shall appoint a person to be a representative on the Governing Board. Each Governing Board member shall serve a one (1) year term beginning on July 1 and terminating on June 30 of each fiscal year.

Section 4.03. Alternates and Vacancies. In case of an absence of a Governing Board member, an alternate or other designee from the Member shall act as its Governing Board member during such absence. In the event of a vacancy on the Governing Board, the Member shall fill the vacancy by appointment of another individual and said person shall serve the remainder of said term.

Section 4.04. Quorum and Voting Procedures. A quorum shall consist of the members present at any Governing Board meeting. Notification of all Governing Board meetings, with the topic(s) for discussion, shall be provided to each member prior to the actual meeting. The Governing Board by motion and approval of those present at the meeting shall assign the Executive Committee with the power to enter into timely contracts for electricity and natural gas. Each Governing Board member shall have one vote. An affirmative vote of a majority of the members present shall be required for passage of any proposition, unless otherwise specifically stated in this Agreement. Proxy voting shall not be permitted.

Section 4.05. Meetings. The Governing Board shall hold at least six meetings each calendar year, beginning July 1st of each year. A calendar of meetings shall be adopted by the Governing Board at its first meeting of each fiscal year. Additionally, the Chairman, or any two Governing Board members, may call a special meeting by providing at least forty-eight (48) hours advanced written notice to each Governing Board member. Notwithstanding anything herein to the contrary, all meetings of the Governing Board shall comply with the *Open Meetings Act* (5 ILCS 120/1 *et seq.*).

Section 4.06. Governing Board Officers. The Governing Board shall have officers as provided in Article VI hereof.

Section 4.07. Compensation. Governing Board members shall not be compensated for service to the Cooperative as officers or otherwise.

**ARTICLE V.
EXECUTIVE COMMITTEE**

Section 5.01. Executive Committee Authority. The Executive Committee is a committee of the Governing Board, which shall have the following specific powers.

- a. Unless otherwise duly delegated to the Administrator, the Executive Committee shall review and approve all contracts.
- b. The Executive Committee shall select Gas and Electricity suppliers and shall establish the parameters under which Members may purchase such utilities.
- c. The Executive Committee shall enter into contracts on behalf of the Cooperative to purchase Gas and Electricity.

The Executive Committee shall inform the Governing Board on a continuing basis of issues pertaining to the status of the Cooperative. The Executive Committee shall have such other powers as granted by the Governing Board.

Section 5.02. Executive Committee Members. The Executive Committee shall consist of seven members, which shall be elected by the Governing Board. Executive Committee members shall be selected from the Governing Board. Executive Committee members shall serve for a period of three years from the date of their election. Executive Committee elections will be held at a Governing Board organizational meeting in May of each year.

Section 5.03. Alternates and Vacancies. In the event of a vacancy on the Executive Committee, the vacancy shall be filled by the Governing Board in accordance with the election process set forth in Section 5.02.

Section 5.04. Quorum and Voting Procedures. A quorum shall consist of a majority of the members of the Executive Committee. Each Executive Committee member shall have one vote. An affirmative vote of a majority of the members present shall be required for passage of any proposition, unless otherwise specifically stated in this Agreement. Proxy voting shall not be permitted.

Section 5.05. Meetings. The Executive Committee shall hold meetings as needed. The Administrator shall inform Executive Committee members of all meetings to be held and the topic for discussion. Additionally, the Chairperson, or any two Executive Committee members, may call a special meeting by providing at least forty-eight (48) hours advanced written notice to each Executive Committee member. Notwithstanding anything herein to the contrary, all meetings of the Executive Committee shall comply with the *Open Meetings Act* (5 ILCS 120/1 *et seq.*).

Section 5.06. Executive Committee Officers. The Executive Committee shall have a Chairperson who shall preside at all meetings of the Executive Committee. Additionally, the

Executive Committee shall have a Treasurer and a Secretary which shall perform the functions stated in Sections 6.06 and 6.07 respectively. The Executive Committee may have such other officers as it deems necessary. All officers of the Executive Committee shall be members of the Executive Committee and shall be elected by the Executive Committee. A vacancy in any Executive Committee office shall be filled upon approval by the Executive Committee.

Section 5.07. Compensation. Executive Committee members shall not be compensated for service to the Cooperative as officers or otherwise.

ARTICLE VI. GOVERNING BOARD OFFICERS

Section 6.01. Governing Board Officers. The officers of the Governing Board shall be the elected members of the Executive Committee. The officers shall consist of a Chairperson, a Treasurer, a Secretary and such other officers as may be determined by the Governing Board.

Section 6.02. Removal. The Governing Board may remove any officer elected or appointed by the Governing Board when in its judgment the best interests of the Cooperative would be served thereby.

Section 6.03. Vacancies. A vacancy in an office because of death, resignation, removal or otherwise, may be filled by the Chairperson for the unexpired portion of the term.

Section 6.04. Chairperson. The Chairperson, or in his or her absence, the Vice Chairperson, shall preside at all meetings of the Governing Board.

Section 6.05. Treasurer. If required by the Governing Board, the Treasurer shall, at the expense of the Cooperative, give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Governing Board shall determine. He or she shall: (a) have charge and custody of and be responsible for all funds and securities of the Cooperative; receive and give receipts for money due and payable to the Cooperative from any sources whatsoever and deposit all such moneys in the name of the Cooperative in such banks, trust companies or other depositories as shall be selected by the Governing Board; (b) in general perform all duties incident to the office of Treasurer and such other duties as from time-to-time may be assigned to him or her by the Governing Board.

Section 6.06. Secretary. The Secretary shall: (a) keep the minutes of the meetings of the Governing Board; (b) see that all notices are given in accordance with the provisions of this Agreement and as required by law; (c) be custodian of the records; (d) certify the resolutions of the Governing Board and any committees thereof and other documents of the Cooperative as true and correct copies thereof; and (e) in general perform all duties incident to the office of Secretary and such other duties as may from time-to-time be assigned to him or her by the Governing Board.

ARTICLE VII. FINANCES

Section 7.01. Fiscal Year. The fiscal year of the Cooperative shall be from July 1 through June 30.

Section 7.02. Member Fees. Each Member shall pay its share of the Administrative Costs (as defined in Section 7.03 below) associated with operating the Cooperative. The Member Fee shall be recommended by the Executive Committee and approved by the Governing Board at the annual May organizational meeting.

Section 7.03. Administrative Costs. Administrative costs are the expenses incurred by the Cooperative so that it may operate and perform the functions contemplated under this Agreement. Administrative Costs include, but are not limited to office supplies, professional fees and such other expenses approved by the Executive Committee. The Executive Committee may assess special assessments as needed with approval by the Governing Board.

Section 7.04. Payment of Bills. Members shall promptly and fully pay all invoices received from the Cooperative. If a Member fails to pay any invoice tendered by the Cooperative, the Member shall be responsible for all costs and expenses associated with the collection of such sum, including, but not limited to, legal fees.

ARTICLE VIII. TERMINATION OF MEMBERSHIP

Section 8.01. Voluntary Withdrawal by Member. Any Member may withdraw from the Cooperative by providing at least six (6) months prior written notice of its intent to withdraw to the Chairperson of the Governing Board. Such termination notice shall specify the Effective Date of termination. The Effective Date of any Member's withdrawal from the Cooperative shall be after the expiration of all of the Member's contractual obligations to the Cooperative for the purchase of Gas and Electricity. The Effective Date of any Member's withdrawal from the Cooperative may not occur during the Member's first two (2) years as a Member of the Cooperative.

Section 8.02. Removal of Member. If any Member fails to make any payment as and when required, or breaches any other provision of this Agreement or Cooperative policy, such Member may be removed from membership in the Cooperative as follows:

- a. Notice. Upon approval of the Governing Board, a written notice shall be forwarded to the governing body of the Member in question, specifying the items which the Governing Board deems sufficient to justify removal of the Member from the Cooperative. The notification shall specify the period of time in which such items are to be corrected or appropriate corrective steps are to be taken.

- b. Hearing. Should the Member fail to take the remedial action required in the aforementioned notice to the satisfaction of the Governing Board, the Governing Board shall, upon reasonable written notice, call a special meeting, at which time the matter shall be brought before the Governing Board for hearing and action. At least ten (10) days written notice of time and place of such hearing shall be given to the Member in question by certified mail. The Member in question shall be permitted to appear and to submit reasons why it should not be removed from membership.
- c. Action. A 2/3rd vote of the Governing Board members in attendance at any scheduled meeting shall be required to terminate the membership of a Member. Removal from membership shall not relieve the Member of the obligations it incurred during its membership in the Cooperative. Termination shall become effective as determined by the Governing Board.

Section 8.03 Accounting Upon Withdrawal or Removal. If a Member withdraws or is removed from the Cooperative said Member shall forfeit any right or claim to any assets of the Cooperative whether real, personal or otherwise.

ARTICLE IX. AMENDMENTS

Section 9.01. Amendment. This Agreement may be amended by the affirmative vote of the Governing Board. Each Member shall receive at least thirty (30) days' advance written notice of the meeting at which the amendment will be presented and shall be provided with a copy of the proposed amendment.

Section 9.02. New Members. The addition of a new member to the Cooperative shall be effectuated through revising Exhibit A to this Agreement and shall not be considered an amendment for the purposes of Section 9.01.

ARTICLE X. DISSOLUTION

Section 10.01. Dissolution. In the event that the Cooperative is dissolved pursuant to Article III, the Cooperative's assets and liabilities shall be distributed in a fair and equitable manner as determined by the Governing Board.

EXHIBIT A
List accounts here

Member Name	Service Address	Town	State	LDC	LDC Account #
Niles-Maine District Library, 6960 W Oakton Ct, Niles IL 60714, Nicor Gas, #9882640000					
Niles-Maine District Library, 6960 W Oakton St, Niles IL 60714, ComEd Electric, # 2207584005					

By: _____

Name: Susan Dove Lempke

Title: Executive Director

Date: 4/17/2019

EXHIBIT B

**RESOLUTION AUTHORIZING MEMBERSHIP IN THE
INTERGOVERNMENTAL UTILITIES PURCHASING COOPERATIVE**

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 authorizes units of local Government, including school districts, to contract or otherwise associate themselves in any manner not prohibited by law or by ordinance; and

WHEREAS, the *Intergovernmental Cooperation Act* (5 ILCS 220/1 *et seq.*) authorizes public agencies to exercise power or powers, privileges or authority, which may be exercised by such public agency individually to be exercised and enjoyed jointly with any other public agency in this State; and

WHEREAS, substantial saving can be made in the cost of purchasing natural gas and or electricity from sources other than the local utilities and higher volume purchasing permits additional saving to be realized; and

WHEREAS, this public agency has reviewed the provisions of the Intergovernmental Utilities Purchasing Cooperative Agreement and through the passage of this resolution, desires to become a member of the IUPC and to be subject to its terms and conditions; and

WHEREAS, this public agency does find that it is in the best interest of its citizens that it become a member of the Intergovernmental Utilities Purchasing Cooperative.

NOW, THEREFORE, BE IT RESOLVED by the Trustees of the **Niles-Maine District Library** as follows:

Section 1. The **Niles-Maine District Library** finds that it is in the best interests of the Library to join the Intergovernmental Utilities Purchasing Cooperative.

Section 2. The **Niles-Maine District Library** authorizes its President to execute the Intergovernmental Utilities Purchasing Cooperative Agreement dated September 2016.

Section 3. This Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this **17th** day of **April** , **2019** , by its members, in the following roll call vote:

Ayes:

Nays:

Absent:

By: **Karen Dimond**
President

ATTEST: _____

By: **Dianne Olson**
Secretary

April 17, 2019

Vista Energy Marketing LP
3200 SW Fwy Ste 2240
Houston TX 77027

VIA EMAIL: info@vistaenergymarketing.com

Vista Energy Marketing LP Customer Service,

Niles-Maine District Library will begin purchasing natural gas from an alternative supplier beginning on June 1, 2019. According to our records the renewal date for our account is May 31, 2019. Please confirm these dates immediately upon receipt of this letter. In accordance with the terms and conditions of our existing agreement, please consider this our required notice of cancellation. Your last day of gas delivery to our account will be May 31, 2019. We will not be responsible for payment of natural gas supplies nominated by your company after the date noted above.

The Niles-Maine District Library account number is:

9882640000

Please assist us in making this an orderly transition by doing the following:

1. Confirm your receipt of this letter
2. If our account is in a Pool, please notify the utility that our account is to be removed from your Pool effective as of the date stated above and forward a copy of that request to us for our records.
3. Do not make any other changes to our account's transportation program with the utility.
4. If applicable, please supply a report stating our ending storage balance as of the last day of deliveries noted above.
5. If applicable, please credit us on your last invoice for any gas that is remaining in our storage account.

Thank you.

Sincerely,

Susan Dove Lempke
Executive Director

New Business—Recommended Actions

D. Recommended Action on New Plumbing Fixtures for Bathrooms in KidSpace

MOVE the Library Board of Trustees award Flader Plumbing and Heating a contract in the amount of \$6,940.20 to furnish and install new plumbing fixtures in the two bathrooms in KidSpace,. This amount will be paid from the Special Reserve Fund.

Memorandum D of Recommended Board Action

The bathrooms in KidSpace are in need of refurbishment. This project is in the budget for the current year. The Library has decided to serve as its own general contractor on this project since the overall impact to operations is minimal. The work includes demo, construction, and plumbing. The Library solicited bids from several vendors to provide the required services. The table below shows all of the responses we received.

Bidder	Demo	Construction and Tile	Plumbing	Total	
Pinnacle Flooring Company	\$ 3,000.00	\$ 14,800.00		\$ 17,800.00	
Dallia Floor & Wall Co., Inc.		\$ 13,012.00		\$ 13,012.00	*
Commercial Floor Covering	\$ 8,860.00	\$ 15,887.00		\$ 24,747.00	
Flader Plumbing and Heating			\$ 6,940.20	\$ 6,940.20	
F. J.Kerrigan Plumbing Co.	\$ 4,575.00		\$ 9,935.00	\$ 14,510.00	
Non-Conforming Bid			\$ 4,925.00	\$ 4,925.00	**

* Does not include furnishing, installing, and finishing greenboard for approximately \$2,500 additional.

** Bidder does not pay prevailing wage to labor which disqualifies him.

The total of the project using the two highlighted bidders is \$24,740.20 which is below the State procurement process minimum.

See the bids following this page.

708
774-2826



18522 81st Avenue, Tinley Park, IL 60487

P: 708-712-2410
steve@pinnacleflooringcompany.com

March 21, 2019

Niles-Maine District Library
6960 Oakton St.
Niles, IL 60714
Attn: Dave Dabrowski

17,800.

Re: Toilet Room Remodel

Dear Dave,

We have visited the Project Site to familiarize ourselves with the existing conditions and propose to provide all labor, material, equipment, and insurance to complete the work as described below for the lump sum amount of **Seventeen Thousand Eight Hundred Dollars (\$17,800)**.

In Men's & Women's Toilet Rooms:

- Remove the existing wall tile and wall board down to the framing members.
- Remove the existing floor tile to the concrete slab. **Area of removal includes the ceramic tile corridor outside the toilet rooms.**
- Provide new 5/8" gypsum wallboard (GreenBoard) in the toilet rooms.
- Provide new Subway tile in running bond pattern, from floor to ceiling on all toilet room walls.
- Prepare the concrete floor slab as required to receive new ceramic tile.
- Provide new ceramic floor tile in toilet rooms and the corridor. Include \$5/sf tile material allowance.
- Install Owner furnished vinyl cove base in the corridor.

13,500.

ALTERNATES:

1. If Removal of all Floor Tile & Setting Materials and all Wall Tile & Wallboard is completed by Others: **DEDUCT \$3,000**
2. If all new wallboard is provided and finished to Level 2 by Others: **DEDUCT \$1,750**

Exclude: Tax, All Removal/Reinstallation of Fixtures, Devices & Accessories, Waterproofing, Floor Leveling, Patching/Repair/Undercutting of Doors & Frames, All Ceiling Work, epoxy grout

Sincerely,
Pinnacle Flooring Company, Inc.

Stephen Bradarich

PHONE: (847)677-1774
FAX: (847)677-1775
Email: Sales@Dalliafloors.com

PROPOSAL
Dallia Floor & Wall Co., Inc.
4007 Golf Rd.
Skokie, Illinois 60076

Date: 2/27/19
No: 18551
Phone: 847-663-6440
Fax:
Email: ddabrowski@nileslibrary.org

Niles-Maine District Library
Attn: Dave Dabrowski
6960 Oakton Street
Niles, IL 60714

Vinyl Tile Ceramic
Wood Marble Glass
Linoleum Sheet Goods

We propose to furnish all materials and labor to install area below _____
At: Niles-Maine District Library _____

As follows:

EAST AND WEST BATHS AND OUTER HALLWAY:

NO OBMO

1. Existing wall tile and backerboard removed by others.
2. Existing ceramic (on floors) removed by others.
3. New greenboard drywall on all walls by others.
4. Furnish and install American Olean's Profiles Series 3x6 ceramic White tile, #25, laid brick pattern on all walls floor to ceiling.
5. Furnish and install porcelain floor tile # _____ using a \$5.00 allowance per square foot for tile laid square to walls.
6. Furnish and install vinyl base on hallway walls only.
7. Furnish and install White wall grout.
8. Furnish and install Light Gray grout on floor.

Total material, and labor: \$12,947.00

If we are required to remove debris from job site, add \$65.00
Thank you.

**Terms: 50% Deposit,
Balance Upon Completion**
Price includes State Sales
Tax on Material Only

PROPOSAL GUARANTEED FOR 30 DAYS
WORK GUARANTEED FOR ONE YEAR UPON
COMPLETION OF JOB

For the sum of _____
50% Deposit Requested _____
Extras _____
Total Balance _____

**PLEASE SIGN AND
RETURN ORIGINAL**

There is a 2-hour minimum charge on all jobs.

Purchaser agrees to pay any expenses incurred by
Dallia Floor & Wall Co, Inc. in collecting amounts
due, including attorney's fees.

1% interest per month will be added to all accounts
30days past due

This proposal is submitted in behalf of Dallia Floor & Wall Co. Signature of customer and dealer constitutes a contract.

X _____ 20_____
Customer Acceptance

X _____ 20_____
Acceptance by Dallia Floor & Wall Co.

◦ Moving of appliances, furniture and materials at owner's risk
◦ Expansion and contraction due to atmospheric conditions is beyond control.

◦ 70° room temperature is essential for satisfactory installation of all resilient floors
◦ Not responsible for cutting down any doors unless specifically stated in contract



8201 W. 183rd Street, Suite G, Tinley Park, IL 60487
 Billing: P.O. Box 7738 Champaign IL 61826
 Phone: 708-864-4072



LIC# 104.016483 IL
 8201 W. 183rd Street, Suite G, Tinley Park, IL 60487
 Billing: P.O. Box 8280 Champaign, IL 61826
 Phone: 217-344-8300 Fax: 217-367-3407

SUBMITTED BY: TSI COMMERCIAL FLOORCOVERING

ESTIMATOR: Ashley Weiss **EMAIL:** ashley.weiss@tsicfc.com
VP OF OPERATIONS: FRANK BAI0 **EMAIL:** frank.baio@tsicfc.com

PHONE: 708-864-4362
PHONE: 708-864-4067

TO: Niles Library	DATE: 3/21/19
ATTENTION: Dave Dabrowski	JOB: Niles Library Restroom Renovation
EMAIL: ddabrowski@nileslibrary.org	JOB LOCATION: Niles, IL

We propose to furnish and install the following in accordance with site visit scope and measurements.

- Dumpster:** \$500.00
- Demo:**
 - Floor Tile Demo \$2,090.00
 - Wall Tile Demo \$6,270.00
- 3/16" Self-Leveling:** \$1,204.00
- Floor Tile:**
 - Floor Material (12" x 24" Tile) \$1,125.00
 - Floor Sundries/Install \$4,700.00
- Wall Tile:**
 - Wall Material (3" x 6" Tile) \$2,192.00
 - Wall Sundries/Install \$7,870.00
- Vinyl Base:**
 - 4" Vinyl Base TBD \$326.00

8860 DBMO

15.887 TILE

ALTERNATE:

- Install Floor/Wall Tile Directly Over Existing Tile
- Floor Material (12" x 24") ~~\$1,125.00~~
 - Floor Sundries/Install ~~\$6,790.00~~
 - Wall Material (3" x 6" Tile) ~~\$2,192.00~~
 - Wall Sundries/Install ~~\$9,868.00~~

Job Specific Notes:

Drywall Demo included in Ceramic Demo - New Cement Board by Others
 Electrical and Plumbing to be Removed and Made Safe By Others
 Fixtures to be Removed and Reinstalled By Others
 If Installing Over Existing - Plumbing and Electrical Shimming By Others, Door Trim Down By Others

Exclusions: Removal of existing flooring/adhesives, floor prep, cleaning/waxing/sealing, protection, premium time, underlayment, Moisture control systems, epoxy grout/setting materials, floor leveling.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs must be executed upon written orders, and is an extra charge over and above the estimate. It is mutually agreed that all materials and articles furnished hereunder shall remain the property of Commercial Floor Covering or Advanced Commercial Roofing until all payments specified have been made in full. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Buyer agrees that if collection becomes necessary, full costs of collection, including reasonable attorney or collection fees and costs, shall be paid by buyer in addition to full invoice amount. Remittance due by terms stated above or as specified on invoice.

THE PRICES, SPECIFICATIONS AND CONDITIONS OUTLINED IN THIS BID ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.

Signature: _____ **Date of Acceptance:** _____

Quotation



Date	Quotation Number
4/8/2019	E-16291

Name / Address
Niles Public Library Attn: Dave Dabrowski 6960 West Oakton Street Niles, IL 60714

Job location
Niles Public Library Attn: Dave Dabrowski 6960 West Oakton Street Niles, IL 60714

Estimator	D. Flader	Terms	1/2 down - bal. on completion	
Description		Qty	Cost	Total
We submit the following quote for the work to be done at the above address on the Bathrooms located in the Children's area.			0.00	0.00T
-Demo fixtures -Lower waste line for toilet and lavatory in left bathroom -Raise / lower floor drains in each bathroom -Run new 1/2" copper hot water line down wall to underside of lavatory -Furnish and install 2- new mixing valves under lavatories -Furnish and install new wall mount toilets -Re-install wall mount lavatories -Furnish and install new Sloan flush valves -Furnish and install new Sloan faucets (battery operated) -Furnish and install new Grab bars -Furnish and install new Mirrors over lavatories CONTRACTED/QUOTED PLUMBING WORK		1	6,940.20	6,940.20
All quotations are valid for 30 days. By signing this document I agree to, have the work completed, the terms and conditions of the quotation and of Flader Plumbing and Heating Co. Any special order material is subject to a 20% restocking fee if changed or cancelled. (terms and conditions are available on our website at www.fladerplumbing.com) All work will be done in a neat and workmanlike manner during normal business hours M-F 7:30am-4PM. Any permits or fees associated with permits or inspections are billed over and above the contract price. Thank you for the opportunity to bid on this work. Please feel free to call with any questions.			0.00	0.00T
Douglas S. Flader			0.00	0.00T

Total

Signature

F.J. KERRIGAN

PLUMBING CO.

COMPLETE PLUMBING SERVICE

PH. 847.251.2695
FAX 847.251.9433

811 Ridge Road
Wilmette, IL 60091

PROPOSAL

Niles Library
6960 Oakton St.
Niles, IL 60714

March 29, 2019

NET ON COMPLETION

To adjust two (2) floor drain strainer assemblies for new tile. To adjust water and waste for new fixture installation. To return after tile work and decorating. To furnish and install two (2) American Standard model 2257.101.020 Aftwall toilets with Sloan model 116-1.6.XL. Regal flush valves and church model 295-C open front toilet seats. To reinstall two lavatories. To furnish and install two (2) Sloan model EAF150CP optima lavatory faucets. To furnish and install two (2) watts USG-B mixing valves. To furnish and install two (2) Bobrick model B-2908 24" X 36" tempered glass mirrors. To furnish and install two (2) Bobrick model B-6806, 24" stainless steel grab bars. To furnish and install two (2) Bobrick model B-6806 36" stainless steel grab bars. All work to be performed during normal week day work hours.

\$9,935.00

THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

A MONTHLY INTEREST CHARGE OF .75% WILL BE ADDED TO PAYMENTS DUE AND UNPAID. IF COLLECTION OR LEGAL ACTION IS TAKEN TO COLLECT UNPAID BALANCES REASONABLE COSTS OF COLLECTION, INCLUDING REASONABLE ATTORNEY'S FEES AND COSTS WILL BE ADDED TO UNPAID AMOUNTS.

FOR CONTRACTS WITH THE OWNERS OF THE PROJECT: THE LAW REQUIRES THAT THE CONTRACTOR SHALL SUBMIT A SWORN STATEMENT OF PERSONS FURNISHING MATERIALS AND LABOR BEFORE ANY PAYMENTS ARE REQUIRED TO BE MADE TO THE CONTRACTOR. (770 ILCS 60/5.)

I, The Homeowner, have received from the contractor a copy of the pamphlet entitled "Home Repair: Know Your Rights"

If acceptable, please check the items desired, sign one copy & return.

ACCEPTED

BY _____

Phone # _____

SUBMITTED

BY Gary W. Trapp

Gary Trapp

F.J. KERRIGAN

PLUMBING CO.

COMPLETE PLUMBING SERVICE

PH. 847.251.2695
FAX 847.251.9433

811 Ridge Road
Wilmette, IL 60091

PROPOSAL

Niles Library
6960 Oakton St.
Niles, IL 60714
Attention: Dave Dabrowski

March 29, 2019

NET ON COMPLETION

Re: Bathroom Upgrades

To remove two (2) toilets and flush valves, two (2) lavatory faucet, two (2) wall hung lavatories, two (2) mirrors, and four (4) safety bars. The two lavatories to be cleaned and stored on site for reuse. All other items to be hauled from the site and be disposed. To plug water and waste openings. To demo the bathroom walls to the studs. All removed material and debris to be hauled from the site and be disposed. All work to be performed during normal week day work hours.

\$4,575.00

THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

A MONTHLY INTEREST CHARGE OF .75% WILL BE ADDED TO PAYMENTS DUE AND UNPAID. IF COLLECTION OR LEGAL ACTION IS TAKEN TO COLLECT UNPAID BALANCES REASONABLE COSTS OF COLLECTION, INCLUDING REASONABLE ATTORNEY'S FEES AND COSTS WILL BE ADDED TO UNPAID AMOUNTS.

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I, The Homeowner, have received from the contractor a copy of the pamphlet entitled "Home Repair: Know Your Rights"

If acceptable, please check the items desired, sign one copy & return.

ACCEPTED

BY _____

Phone # _____

SUBMITTED

BY  _____

Gary Trapp

New Business - Recommended Actions

E. Recommended Action on Demo and Construction of KidSpace Bathrooms

MOVE the Library Board of Trustees award Pinnacle Flooring Company a contract in the amount of \$17,800.00 to demo the two bathrooms in KidSpace, remove all material, furnish and install greenboard, and furnish and install tile. This amount will be paid from the Special Reserve Fund.

Memorandum E of Recommended Board Action

The bathrooms in KidSpace are in need of refurbishment. This project is in the budget for the current year. The Library has decided to serve as its own general contractor on this project since the overall impact to operations is minimal. The work includes demo, construction, and plumbing. The Library solicited bids from several vendors to provide the required services. The table below shows all of the responses we received.

Bidder	Demo	Construction and Tile	Plumbing	Total
Pinnacle Flooring Company	\$ 3,000.00	\$ 14,800.00		\$ 17,800.00
Dallia Floor & Wall Co., Inc.		\$ 13,012.00		\$ 13,012.00 *
Commercial Floor Covering	\$ 8,860.00	\$ 15,887.00		\$ 24,747.00
Flader Plumbing and Heating			\$ 6,940.20	\$ 6,940.20
F. J.Kerrigan Plumbing Co.	\$ 4,575.00		\$ 9,935.00	\$ 14,510.00
Non-Conforming Bid			\$ 4,925.00	\$ 4,925.00 **

* Does not include furnishing, installing, and finishing greenboard for approximately \$2,500 additional.

** Bidder does not pay prevailing wage to labor which disqualifies him.

We recommend that Pinnacle be awarded the demo and construction and tile contract. Dallia’s bid did not include furnishing, installing, and finishing greenboard which was estimated to cost approximately \$2,500 additional to be comparable to the Pinnacle bid.

The total of the project using the two highlighted bidders is \$24,740.20 which is below the State procurement process minimum.

See the bids following this page.

708
774-2826

PINNACLE FLOORING COMPANY

18522 81st Avenue, Tinley Park, IL 60487

P: 708-712-2410
steve@pinnacleflooringcompany.com

March 21, 2019

Niles-Maine District Library
6960 Oakton St.
Niles, IL 60714
Attn: Dave Dabrowski

17,800.

Re: Toilet Room Remodel

Dear Dave,

We have visited the Project Site to familiarize ourselves with the existing conditions and propose to provide all labor, material, equipment, and insurance to complete the work as described below for the lump sum amount of **Seventeen Thousand Eight Hundred Dollars (\$17,800)**.

In Men's & Women's Toilet Rooms:

- Remove the existing wall tile and wall board down to the framing members.
- Remove the existing floor tile to the concrete slab. **Area of removal includes the ceramic tile corridor outside the toilet rooms.**
- Provide new 5/8" gypsum wallboard (GreenBoard) in the toilet rooms.
- Provide new Subway tile in running bond pattern, from floor to ceiling on all toilet room walls.
- Prepare the concrete floor slab as required to receive new ceramic tile.
- Provide new ceramic floor tile in toilet rooms and the corridor. Include \$5/sf tile material allowance.
- Install Owner furnished vinyl cove base in the corridor.

13,500.

ALTERNATES:

1. If Removal of all Floor Tile & Setting Materials and all Wall Tile & Wallboard is completed by Others: **DEDUCT \$3,000**
2. If all new wallboard is provided and finished to Level 2 by Others: **DEDUCT \$1,750**

Exclude: Tax, All Removal/Reinstallation of Fixtures, Devices & Accessories, Waterproofing, Floor Leveling, Patching/Repair/Undercutting of Doors & Frames, All Ceiling Work, epoxy grout

Sincerely,
Pinnacle Flooring Company, Inc.

Stephen Bradarich

PHONE: (847)677-1774
FAX: (847)677-1775
Email: Sales@Dalliafloors.com

PROPOSAL
Dallia Floor & Wall Co., Inc.
4007 Golf Rd.
Skokie, Illinois 60076

Date: 2/27/19
No: 18551
Phone: 847-663-6440
Fax:
Email:
ddabrowski@nileslibrary.org

Niles-Maine District Library
Attn: Dave Dabrowski
6960 Oakton Street
Niles, IL 60714

Vinyl Tile Ceramic
Wood Marble Glass
Linoleum Sheet Goods

We propose to furnish all materials and labor to install area below _____
At: Niles-Maine District Library _____

As follows:

EAST AND WEST BATHS AND OUTER HALLWAY:

NO OBMO

1. Existing wall tile and backerboard removed by others.
2. Existing ceramic (on floors) removed by others.
3. New greenboard drywall on all walls by others.
4. Furnish and install American Olean's Profiles Series 3x6 ceramic White tile, #25, laid brick pattern on all walls floor to ceiling.
5. Furnish and install porcelain floor tile # _____ using a \$5.00 allowance per square foot for tile laid square to walls.
6. Furnish and install vinyl base on hallway walls only.
7. Furnish and install White wall grout.
8. Furnish and install Light Gray grout on floor.

Total material, and labor: \$12,947.00

If we are required to remove debris from job site, add \$65.00
Thank you.

**Terms: 50% Deposit,
Balance Upon Completion**
Price includes State Sales
Tax on Material Only

PROPOSAL GUARANTEED FOR 30 DAYS
WORK GUARANTEED FOR ONE YEAR UPON
COMPLETION OF JOB

For the sum of _____
50% Deposit Requested _____
Extras _____
Total Balance _____

**PLEASE SIGN AND
RETURN ORIGINAL**

There is a 2-hour minimum charge on all jobs.

Purchaser agrees to pay any expenses incurred by
Dallia Floor & Wall Co, Inc. in collecting amounts
due, including attorney's fees.

1% interest per month will be added to all accounts
30days past due

This proposal is submitted in behalf of Dallia Floor & Wall Co. Signature of customer and dealer constitutes a contract.

X _____ 20_____
Customer Acceptance

X _____ 20_____
Acceptance by Dallia Floor & Wall Co.

◦ Moving of appliances, furniture and materials at owner's risk
◦ Expansion and contraction due to atmospheric conditions is beyond control.

◦ 70° room temperature is essential for satisfactory installation of all resilient floors
◦ Not responsible for cutting down any doors unless specifically stated in contract



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 Billing: P.O. Box 7738 Champaign IL 61826
 Phone: 708-864-4072



LIC# 104.016483 IL
 8201 W. 183rd Street, Suite G, Tinley Park, IL 60487
 Billing: P.O. Box 8280 Champaign, IL 61826
 Phone: 217-344-8300 Fax: 217-367-3407

SUBMITTED BY: TSI COMMERCIAL FLOORCOVERING

ESTIMATOR: Ashley Weiss **EMAIL:** ashley.weiss@tsicfc.com
VP OF OPERATIONS: FRANK BAI0 **EMAIL:** frank.baio@tsicfc.com

PHONE: 708-864-4362
PHONE: 708-864-4067

TO: Niles Library	DATE: 3/21/19
ATTENTION: Dave Dabrowski	JOB: Niles Library Restroom Renovation
EMAIL: ddabrowski@nileslibrary.org	JOB LOCATION: Niles, IL

We propose to furnish and install the following in accordance with site visit scope and measurements.

- Dumpster:** \$500.00
- Demo:**
 - Floor Tile Demo \$2,090.00
 - Wall Tile Demo \$6,270.00
- 3/16" Self-Leveling:** \$1,204.00
- Floor Tile:**
 - Floor Material (12" x 24" Tile) \$1,125.00
 - Floor Sundries/Install \$4,700.00
- Wall Tile:**
 - Wall Material (3" x 6" Tile) \$2,192.00
 - Wall Sundries/Install \$7,870.00
- Vinyl Base:**
 - 4" Vinyl Base TBD \$326.00

8860 DBMO

15.887 TILE

- ALTERNATE:**
 Install Floor/Wall Tile Directly Over Existing Tile
- Floor Material (12" x 24") ~~\$1,125.00~~
 - Floor Sundries/Install ~~\$6,790.00~~
 - Wall Material (3" x 6" Tile) ~~\$2,192.00~~
 - Wall Sundries/Install ~~\$9,868.00~~

Job Specific Notes:

Drywall Demo included in Ceramic Demo - New Cement Board by Others
 Electrical and Plumbing to be Removed and Made Safe By Others
 Fixtures to be Removed and Reinstalled By Others
 If Installing Over Existing - Plumbing and Electrical Shimming By Others, Door Trim Down By Others

Exclusions: Removal of existing flooring/adhesives, floor prep, cleaning/waxing/sealing, protection, premium time, underlayment, Moisture control systems, epoxy grout/setting materials, floor leveling.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs must be executed upon written orders, and is an extra charge over and above the estimate. It is mutually agreed that all materials and articles furnished hereunder shall remain the property of Commercial Floor Covering or Advanced Commercial Roofing until all payments specified have been made in full. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Buyer agrees that if collection becomes necessary, full costs of collection, including reasonable attorney or collection fees and costs, shall be paid by buyer in addition to full invoice amount. Remittance due by terms stated above or as specified on invoice.

THE PRICES, SPECIFICATIONS AND CONDITIONS OUTLINED IN THIS BID ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.

Signature: _____ **Date of Acceptance:** _____

Quotation



Date	Quotation Number
4/8/2019	E-16291

Name / Address
Niles Public Library Attn: Dave Dabrowski 6960 West Oakton Street Niles, IL 60714

Job location
Niles Public Library Attn: Dave Dabrowski 6960 West Oakton Street Niles, IL 60714

Estimator	D. Flader	Terms	1/2 down - bal. on completion	
Description		Qty	Cost	Total
We submit the following quote for the work to be done at the above address on the Bathrooms located in the Children's area.			0.00	0.00T
-Demo fixtures -Lower waste line for toilet and lavatory in left bathroom -Raise / lower floor drains in each bathroom -Run new 1/2" copper hot water line down wall to underside of lavatory -Furnish and install 2- new mixing valves under lavatories -Furnish and install new wall mount toilets -Re-install wall mount lavatories -Furnish and install new Sloan flush valves -Furnish and install new Sloan faucets (battery operated) -Furnish and install new Grab bars -Furnish and install new Mirrors over lavatories CONTRACTED/QUOTED PLUMBING WORK		1	6,940.20	6,940.20
All quotations are valid for 30 days. By signing this document I agree to, have the work completed, the terms and conditions of the quotation and of Flader Plumbing and Heating Co. Any special order material is subject to a 20% restocking fee if changed or cancelled. (terms and conditions are available on our website at www.fladerplumbing.com) All work will be done in a neat and workmanlike manner during normal business hours M-F 7:30am-4PM. Any permits or fees associated with permits or inspections are billed over and above the contract price. Thank you for the opportunity to bid on this work. Please feel free to call with any questions.			0.00	0.00T
Douglas S. Flader			0.00	0.00T

Total

Signature

F.J. KERRIGAN

PLUMBING CO.

COMPLETE PLUMBING SERVICE

PH. 847.251.2695
FAX 847.251.9433

811 Ridge Road
Wilmette, IL 60091

PROPOSAL

Niles Library
6960 Oakton St.
Niles, IL 60714

March 29, 2019

NET ON COMPLETION

To adjust two (2) floor drain strainer assemblies for new tile. To adjust water and waste for new fixture installation. To return after tile work and decorating. To furnish and install two (2) American Standard model 2257.101.020 AFWALL toilets with Sloan model 116-1.6.XL. Regal flush valves and church model 295-C open front toilet seats. To reinstall two lavatories. To furnish and install two (2) Sloan model EAF150CP optima lavatory faucets. To furnish and install two (2) watts USG-B mixing valves. To furnish and install two (2) Bobrick model B-2908 24" X 36" tempered glass mirrors. To furnish and install two (2) Bobrick model B-6806, 24" stainless steel grab bars. To furnish and install two (2) Bobrick model B-6806 36" stainless steel grab bars. All work to be performed during normal week day work hours.

\$9,935.00

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FOR CONTRACTS WITH THE OWNERS OF THE PROJECT: THE LAW REQUIRES THAT THE CONTRACTOR SHALL SUBMIT A SWORN STATEMENT OF PERSONS FURNISHING MATERIALS AND LABOR BEFORE ANY PAYMENTS ARE REQUIRED TO BE MADE TO THE CONTRACTOR. (770 ILCS 60/5.)

I, The Homeowner, have received from the contractor a copy of the pamphlet entitled "Home Repair: Know Your Rights"

If acceptable, please check the items desired, sign one copy & return.

ACCEPTED

BY _____

Phone # _____

SUBMITTED

BY  _____

Gary Trapp

F.J. KERRIGAN

PLUMBING CO.

COMPLETE PLUMBING SERVICE

PH. 847.251.2695
FAX 847.251.9433

811 Ridge Road
Wilmette, IL 60091

PROPOSAL

Niles Library
6960 Oakton St.
Niles, IL 60714
Attention: Dave Dabrowski

March 29, 2019

NET ON COMPLETION

Re: Bathroom Upgrades

To remove two (2) toilets and flush valves, two (2) lavatory faucet, two (2) wall hung lavatories, two (2) mirrors, and four (4) safety bars. The two lavatories to be cleaned and stored on site for reuse. All other items to be hauled from the site and be disposed. To plug water and waste openings. To demo the bathroom walls to the studs. All removed material and debris to be hauled from the site and be disposed. All work to be performed during normal week day work hours.

\$4,575.00

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If acceptable, please check the items desired, sign one copy & return.

ACCEPTED

BY _____

Phone # _____

SUBMITTED

BY  _____

Gary Trapp

Memo for Agenda Item 11.A Review of Administration Policy 3.27 Public Participation and Comment at Board Meeting

From: Susan Dove Lempke, Executive Director

The Public Participation and Comment policy has been on the agenda for the January, February, and March meetings, and Trustee Drblik's requested it be on the April agenda. At the March meeting, the Board instructed me to investigate whether other libraries and other local governmental organizations allow the public to speak on each agenda item as requested by a resident at the March meeting.

School Districts

Our two school districts, D63 and D71 only allow public comment at the beginning of the meeting

Other local school districts (D34, D62, D64, D207, D219) all only allow comment once except D34, which allows comment at the beginning and end of the meeting

Park Districts

The Niles Park District allows comment at the end of the meeting unless it is moved earlier

The Golf Maine Park District allows comment at the beginning of the meeting

Village of Niles

Allows comment only at the beginning of the meeting, "except with the consent of two of the members present."

Townships

Both Niles Township and Maine Township allow public comment only at the beginning of the meeting

Libraries

The following libraries only allow public comment once: Algonquin, Prospect Heights, Des Plaines, Messenger (North Aurora), South Holland, Wheaton, Kankakee, McHenry, Rock Island, Warrenville, Galesburg, Sugar Grove, Helen Plum (Lombard), Cary Area, Skokie, Lincolnwood.

The Morton Grove Public Library allows public comment at the beginning and end of the meeting.

The Glenview Public Library requires that speakers fill out a form at the beginning of their meeting indicating what agenda item they want to speak about. I have requested more information on whether they speak before the agenda item or at the beginning.

Summary

Everywhere I checked except the Glenview Public Library restricts public comment to one or two slots per meeting. While the Village of Niles has a contingency for trustees to allow additional comments, it is rarely if ever used. Niles-Maine District residents, all 58,000 of them, may contact Board members by mail, email, and phone, in addition to speaking during public comment. It was my recommendation several years ago that public comment move from the end of the meeting to the beginning, and I welcome public input, but I respectfully recommend that the policy remain as it now stands.

3.22 PUBLIC PARTICIPATION AND COMMENT AT BOARD MEETING

The Board of Library Trustees of the Niles-Maine District Library encourages and welcomes public participation and input, and will hear any interested individual pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board while permitting the Board to conduct its meeting in an efficient and effective manner.

Therefore, at each regular meeting, a period of time not to exceed 30 minutes will be devoted to concerns presented by the public. Before appearing before the Board, the members of the public are urged to seek solutions to their concerns through administrative channels. If there are no members of the public wishing to address the Board, the Board may continue with its meeting.

The following rules shall govern speakers who address the Board:

1. Members of the public wishing to speak are encouraged and asked to, but are not required to sign up with the Director or Board President before the Board Meeting and provide their name, address and topic on which they wish to speak. Members of the public who sign up in advance will be allowed to speak first in the order that they signed up. If time remains in the Public Comment portion of the meeting, other members of the public who did not sign up will be allowed to provide 5 minutes of public comment each until the 30-minute period has expired. No person may assign their time to any other person. The speakers' concerns or comments should be limited to Library business but public comment will be entertained on any subject matter.
2. Public participation and comment will be permitted during the "Public Comment" portion of the Agenda. As the Illinois Open Meetings Act is intended to provide the right to address the Board to members of the public and not to the Board members themselves, no Board member shall address the Board during the Public Comment portion of the Agenda.
3. The Board President or person presiding over the meeting will ask if anyone wishes to address the Board who did not sign up in advance of the meeting and will determine the order in which the speakers are recognized.
4. The time allowed for each person to speak will be five (5) minutes per person, per meeting. Only one person may speak at a time during the Public Comment period. Speakers are asked to strictly adhere to time allocated and to be brief and to the point.
5. Speakers must state their name at the start of his or her public comment session.

6. Speakers may provide written copies of their concern and/or pre-prepared copies of his or her public comments to the Board prior to his or her public comment session. Requests to append written statements or correspondence to the meeting minutes will not be favored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board will be included in the Board's files, but will not be attached to the meeting minutes.
7. A group of three (3) or more individuals speaking on the same topic are asked to designate a single spokesperson to present the group's public comments.
8. Board members will generally not respond to comments from speakers. The Board President or other presiding officer may respond to questions as appropriate and, for example, direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.
9. Abusive and profane comments will not be permitted and shall promptly be ruled out of order by the President or other presiding officer.
10. Individuals addressing the Board must at all times adhere to the Library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
11. The thirty-minute time limit and/or five-minute maximum per speaker may be modified upon a majority vote of the Board.

The Board vests in the Board President or presiding officer, the authority to terminate the remarks of speakers who fail to adhere to the above rules.

All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.

No final action may be taken on any public comment or concern which requires a resolution, or written contract, or which has the effect of approving any expenditure of funds. The Board may, however, direct that any matter raised on these subjects be set for a future agenda, including the preparation of resolutions or other documents for consideration at such time.

Adopted by the Niles Public Library District Board of Trustees 4.20.11; 3.20.19