



Niles-Maine District Library

Regular Meeting

Wednesday, October 18, 2017 7:00 PM



**NILES-MAINE DISTRICT LIBRARY
REGULAR MEETING AGENDA
October 18, 2017
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois**

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - A. Approve the Regular Board Meeting Minutes of September 20, 2017 4
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve payment of the bills for operating expenses of \$198,232.20, payroll expenses of \$281,165.13, and Special Reserve Expenses of \$0.00 for a total monthly expense of \$479,397.33 14
6. Director's Report
 - A. Highlights 26
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 - A. Patron Suggestions 43
8. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
9. New Business
 - A. Discussion of the Purpose of the Library
 - B. Review of 2018 Per Capita Grant Requirements
 - C. Adopt Ordinance 17-07, an Ordinance Levying and Assessing Taxes of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2017, and Ending June 30, 2018 47
 - D. Approve transfer of \$500,000 to the Illinois Municipal Retirement Fund 54
 - E. Review of Administrative Policy 3.11, Unattended Children with possible action 55

Board Meeting Agenda - October 18, 2017

- F. Approve purchase of computer equipment
 - G. Discussion of Program Committee/Personnel Committee
 - H. Information on the Library and sales tax
 - 10. Unfinished Business
 - 11. Other
 - 12. Adjournment
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NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
September 20, 2017
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

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

Trustees Present

Karen Dimond, Carolyn Drblik, Dennis Martin, Dianne Olson, Patti Rozanski, Linda Ryan. Trustee Tim Spadoni gave previous notice.

Library Staff Present

Susan Lempke-Library Director; Greg Pritz, Assistant Director and Business Manager; Cyndi Rademacher-Assistant Director; Diane Winberg, Administrative Assistant; Dodie Frisbie, Adult Services Supervisor; Arianne Carey, Youth Services Supervisor; Suzanne Wulf, Digital Services Supervisor; Sasha Vasilic, Public Relations & Marketing Supervisor; Dave Dabrowski, Maintenance Services Supervisor; Victoria Luz, Technical Services Supervisor

Others Present

Niles Residents: Joe Makula, Kathy Nichols, Alice Egan, Gloria Ciaccio

Call to Order

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

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Dimond led the Pledge of Allegiance.

Approval of Minutes

President Dimond informed the Board that Trustee Spadoni asked that a correction be made in his comment under Public Comments to reflect exactly what was said. The Board received a copy of the amended minutes at the places.

Trustee Rozanski MOVED the Library Board of Trustees approve the revised Minutes of the Regular Board Meeting July 19, 2017. Trustee Ryan seconded.

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

Public Comment

President Dimond quickly reviewed the Library's policy for speakers during Public Comment.

Mr. Joe Makula addressed property taxes. He spoke on the number of people employed by the Library which is currently at 117 compared to 60 employed back in the early 90's. Employment costs are the main driver of the tax burden. The only way to cut taxes is by cutting back on employment. His recommendation to the Board is that they cut employment by 10%—11 people. We need an immediate hiring freeze, which would cause attrition and positions would be eliminated. This would be done for economic reasons. It isn't an easy thing to do, but it's done in the real world.

Ms. Kathy Nichols, a resident of Niles for the past 46 years, wanted to compliment the children's programming at the Library. She attended the Fandom Fest which was marvelous. The size of the Fest was just perfect. It was one of this summer's highlights. She finished by saying that no library can possibly have everything that people want or need.

Ms. Alice Egan, a resident of Niles for the past 54 years, has enjoyed the children's storytimes with her children and now with her grandchildren. She takes advantage of the many programs offered now that she is retired. She especially has enjoyed the Shakespeare Project. She reserves many books through inter-library loan and visits neighboring libraries and enjoys many of their programs.

Ms. Gloria, Ciaccio, a resident of Niles for the past 50 years, loves the Library. She hopes that reciprocal borrowing never stops. She asked for more senior programming and movies.

Based on some of the comments made, Trustee Martin asked how he would go about putting some of these items on the agenda so that they can be addressed. President Dimond replied that they can be addressed towards the end of the meeting during "Other."

Treasurer's Report

The Library Board reviewed the August 2017 Treasurer's Report as presented by Business Manager, Greg Pritz in the absence of Treasurer Tim Spadoni.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$237,996.40, payroll expenses of \$265,438.36, Special Reserve Expenses of \$11,607.00 for a total monthly expense of \$515,041.76. Trustee Ryan seconded.

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

Director's Report

- Ms. Lempke reported on the success of the Library's first Fandom Fest. A "ton of compliments" have been received.
- Ms. Lempke referred to the Chicago Metropolitan Agency for Planning report which offers a great deal of information on the needs of those residents of unincorporated Maine Township and Northfield Township.
- Ms. Lempke gave attention to the mailbox design that was created by a patron who attended a Library Silhouette class.
- Ms. Lempke reported that the Library's IPLAR report was submitted on time.
- The Niles Art and Culture Advisory Council is currently working on a public art project which will allow local artists to display their work throughout the Village.
- In response to Trustee Drblik's request for Mr. Pritz to provide the Board with specific details and procedures from the U. S. Department of State Passport Services, Ms. Lempke reported that this information is found in the Passport Agent's Reference Guide from the Department of State, but that the information is "*Sensitive but unclassified. This Guide is for the exclusive use of officially designated Passport Application Acceptance Agents.*" This information will not be shared with the Board or anyone else. Ms. Lempke said that the rules will be followed scrupulously. She did attach to her Report the initial document received from the Chicago Passport Agency on its Passport Acceptance Program. Ms. Lempke added that the Library is opened 70 hours per week and the Passport Service will be available for most of those hours. Until we can determine how busy the Library will be offering this service, staff will work in shifts at the Passport desk along with their other responsibilities. Mr. Pritz added that the Library promised the Passport Department 55 hours per week of passport service. Staff won't be sitting at this desk, but will be available on call. The application process should take 15 minutes. This 15-minute application process for a new passport will make the Library \$25.00.

Communications

They were included in the Board packet.

Ms. Lempke made reference to the many compliments received by Digital Services Assistant Matt Yoon. Talking with Matt one day, he told her that he's just doing his job, but glad to know that he makes a difference in people's lives when he helps them with things like job applications.

Trustee Drblik questioned the comment made on unattended children in the Library. She asked what the age was for a young child to be allowed in the library unattended by an adult. Ms. Lempke replied 8 years of age.

Liaison Reports

Friends of the Library

There was no report.

President Dimond asked whether her letter was mailed to Mr. Hanusiak inviting him to attend the Library's September Board Meeting. Ms. Lempke responded that the letter was mailed, but a response was not received. Mr. Hanusiak did not attend the Friends' September meeting. Trustee Marin said that he knows Mr. Hanusiak personally and that he would follow-up on the letter with him.

Legislative

There was no report.

RAILS

There was no report.

New Business

Recommended Action on Repair of Concrete Foundation

Trustee Rozanski MOVED the Library Board of Trustees award Charles McQuillan a contract in the amount of \$9,100 to repair the concrete foundation wall on the northwest corner and the north facing wall of the library building and install a protective coating to ensure the integrity of the foundation wall. McQuillan will also remove and replace the concrete slab in front of the library building on the southeast corner of the parking lot where the slab has been damaged and has sunken creating a safety hazard. Trustee Ryan seconded.

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

Recommended Action on Disposal of Property

Trustee Rozanski MOVED the Library Board of Trustees adopt Ordinance 17-06, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles-Maine District Library and Authorizing its Conveyance or Sale. Trustee Ryan seconded.

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

Discussion to determine the amount of the 2017-18 levy

Mr. Pritz led a discussion with the Board with a Power Point presentation on the 2017 Property Tax Levy. The Board was provided with a copy of the Power Point presentation. The discussion covered:

- What does property tax revenue mean to us?
- 2016 Property Tax Levy
- Are Library Taxes Going Up?
- Considerations for 2017 Property Tax Levy
- Niles-Maine Property Tax Levy History
- General Fund Projection
- Special Revenue Funds
- Limitations for 2017 Property Tax Levy
- What if the Board increased the levy by 2.1%?

After the discussion, the Trustees were given an opportunity to ask questions. President Dimond then asked each Trustee to express their opinion on the tax levy in terms of lowering it, raising it, or keeping it the same.

Trustee Martin—Let's go back to "core library stuff." Rather than assuming a rate of 2.7%, let's do something to reduce this rate by cutting programs, cut people, find ways to scale back. Trustee Martin's opinion is not to raise the levy, but to find ways to cut back.

Trustee Ryan—"I am really nervous about a property tax freeze." Trustee Ryan's opinion is to raise the tax levy by 2.1%.

Trustee Drblik—She feels that the TIF districts and a property tax freeze would not affect the Library. The Library's Administration needs to evaluate staffing and programming. Costs need to be reviewed and re-evaluated. She cannot make a decision on a levy when she can't even confirm what money is being spent on. Trustee Drblik requested this data to make a valid decision.

Trustee Rozanski—"My biggest concern is the Library going in the red." She is very satisfied with the information that the Board is provided regarding costs. A property tax freeze is a real concern and we need to look at how we spend our money. Trustee Rozanski's opinion is to raise the tax levy by 2.1%.

Trustee Olsen—"The Library is not just a place for books. The Library is so central to our community. It is a place for knowledge and education for all and not just for our residents. I am a librarian and libraries are changing all around the world. We are headed in the right direction." Trustee Olsen's opinion is to raise the tax levy by 2.1% and to keep innovation coming, but to keep expenses down. She mentioned that the difference between her 2010 tax bill and her current tax bill was only \$13.00. She wishes all of her expenses went up only that much.

President Dimond—"I like to be frugal, but some things are out of our control." Ms. Dimond said her biggest concern is a potential tax freeze. If it happens, the chance to capture income will be gone. She feels that to be fiscally responsible, we have to get that additional income now because we may not be able to next year. Trustee Dimond is in favor to raise the tax levy by 2.1%.

Based on the outcome of the discussion, the Board determined the tax levy rate to be at 2.1%. The Ordinance will be prepared for the October Board Meeting for an actual vote.

Other

Trustee Martin asked that Mr. Makula's suggestion for a hiring freeze be addressed and put on next month's agenda for discussion.

Trustee Drblik suggested the formation of Committees to obtain and review information on personnel and programming and events. The Committees would consist of members from the Board, staff, and community. President Dimond said that she would take this under consideration and to see what other individuals would be interested to serve on these committees.

President Dimond asked that Trustee Spadoni be given a chance to express his thoughts on the formation of these committees.

Adjournment

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

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

The meeting adjourned at 9:38 PM.

President

Secretary

Niles Public Library District

Balance Sheet

September 30, 2017

	GENERAL FUND 9/30/2017	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,136,944)	\$83,793	\$1,501,766	\$448,616
Investments	\$9,470,683			\$9,470,683
Total Cash and Investments	\$8,333,740	\$83,793	\$1,501,766	\$9,919,299
Receivables				
Property Tax Receivable, net	\$2,882,651	\$136,615		\$3,019,267
Replacement Tax Receivable	\$23,481			\$23,481
Total Receivables	\$2,906,133	\$136,615	\$0	\$3,042,748
Prepaid Items				
Prepaid Expense	\$150			\$150
Total Prepaid Items	\$150	\$0	\$0	\$150
Total Assets	\$11,240,023	\$220,409	\$1,501,766	\$12,962,198
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$125,601	\$29,005	\$0	\$154,606
Other Liabilities	\$11,200			\$11,200
Deferred Revenues	\$2,973,353	\$140,428		\$3,113,780
Total Liabilities	\$3,110,154	\$169,433	\$0	\$3,279,587
Fund Balance				
Fund Balance	\$8,248,512	\$50,976	\$1,501,766	\$9,801,253
Total Fund Balance	\$8,248,512	\$50,976	\$1,501,766	\$9,801,253
Total Liabilities and Fund Balance	\$11,358,665	\$220,409	\$1,501,766	\$13,080,840

Niles Public Library District
Income Statement-Consolidated
September 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$6,243	\$84,785	(\$78,542)	\$3,003,044	\$3,040,098	(\$37,054)	\$6,718,474	45%
Replacement Taxes		\$1,450	(\$1,450)	\$24,564	\$66,700	(\$42,136)	\$145,000	17%
Per Capita Grant							\$44,478	
Grants-Other		\$83	(\$83)		\$250	(\$250)	\$1,000	
Investment Income	\$16,195	\$6,667	\$9,529	\$12,179	\$20,000	(\$7,821)	\$80,000	15%
Fines	\$3,789	\$2,083	\$1,705	\$8,334	\$6,250	\$2,084	\$25,000	33%
Lost Books	\$1,276	\$625	\$651	\$3,306	\$1,875	\$1,431	\$7,500	44%
Pay For Print	\$60	\$2,083	(\$2,023)	\$4,546	\$6,250	(\$1,704)	\$25,000	18%
Book Sale	\$1,400	\$1,333	\$67	\$3,990	\$4,000	(\$10)	\$16,000	25%
Passports		\$2,083	(\$2,083)		\$6,250	(\$6,250)	\$25,000	
Flash Drive & Ear Bud Sales				\$7		\$7		
Commissions & Fees	\$16		\$16	\$33		\$33		
Donations	\$1		\$1	\$1		\$1		
Miscellaneous	\$54	\$113	(\$59)	\$659	\$338	\$321	\$1,350	49%
Total Revenues	\$29,032	\$101,306	(\$72,273)	\$3,060,661	\$3,152,010	(\$91,349)	\$7,088,802	43%
Expenditures								
Salaries								
Library Director	\$10,733	\$10,827	\$93	\$32,200	\$32,480	\$279	\$129,919	25%
Payroll-Department Managers	\$14,382	\$14,792	\$409	\$43,147	\$44,375	\$1,228	\$177,499	24%
Payroll-Division Supervisors	\$37,199	\$37,599	\$400	\$111,477	\$112,796	\$1,319	\$451,186	25%
Payroll-Librarian I	\$95,921	\$106,710	\$10,788	\$289,718	\$320,129	\$30,410	\$1,280,515	23%
Payroll-Library Grade V	\$70,179	\$64,108	(\$6,071)	\$186,604	\$192,325	\$5,721	\$769,300	24%
Payroll-Library Grade VI	\$33,743	\$29,479	(\$4,264)	\$69,301	\$88,437	\$19,136	\$353,748	20%
Payroll-Library Pages	\$10,752	\$10,963	\$211	(\$25)	\$32,890	\$32,915	\$131,561	0%
Payroll-Sundays	\$8,872	\$6,667	(\$2,205)	\$22,102	\$20,000	(\$2,102)	\$80,000	28%
Adjustments		\$833	\$833	\$3,121	\$2,500	(\$621)	\$10,000	31%
Substitutes	\$1,740	\$1,250	(\$490)	\$3,885	\$3,750	(\$135)	\$15,000	26%
Total Salaries	\$283,524	\$283,227	(\$297)	\$761,530	\$849,682	\$88,152	\$3,398,728	22%

Niles Public Library District
Income Statement-Consolidated

September 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$11,174	\$14,833	\$3,659	\$45,943	\$44,500	(\$1,443)	\$178,000	26%
Books-Youth Services	\$5,362	\$6,667	\$1,305	\$13,097	\$20,000	\$6,903	\$80,000	16%
Books-Teen	\$880	\$1,271	\$391	\$3,111	\$3,812	\$701	\$15,250	20%
Downloadables	\$3,515	\$5,000	\$1,485	\$29,750	\$15,000	(\$14,750)	\$60,000	50%
Periodicals	\$4	\$2,742	\$2,738	\$13,528	\$8,225	(\$5,303)	\$32,900	41%
AV-Adult	\$9,197	\$10,417	\$1,220	\$27,398	\$31,250	\$3,852	\$125,000	22%
AV-Youth Services	\$5,642	\$3,467	(\$2,175)	\$12,350	\$10,400	(\$1,950)	\$41,600	30%
AV-Teen	\$1,133	\$979	(\$154)	\$1,880	\$2,937	\$1,057	\$11,750	16%
Online Databases	\$741	\$17,917	\$17,176	\$67,774	\$53,750	(\$14,024)	\$215,000	32%
Total Library Materials	\$37,648	\$63,292	\$25,643	\$214,831	\$189,875	(\$24,956)	\$759,500	28%
Library Operating Expenditures								
CCS Charges	\$6,516	\$6,522	\$7	\$19,547	\$19,567	\$20	\$78,269	25%
Processing & Supplies	\$3,246	\$2,083	(\$1,163)	\$15,135	\$6,250	(\$8,885)	\$25,000	61%
Internet Charges	\$1,101	\$1,533	\$432	\$3,657	\$4,600	\$943	\$18,400	20%
Software, Licenses	\$60	\$4,844	\$4,784	\$2,415	\$27,031	\$24,615	\$70,623	3%
Printing	\$749	\$3,708	\$2,959	\$8,027	\$11,125	\$3,098	\$45,200	18%
Library Supplies	(\$48)	\$692	\$740	\$676	\$2,075	\$1,399	\$8,300	8%
Programming & Support-Adult	\$2,442	\$2,953	\$511	\$13,142	\$8,860	(\$4,282)	\$35,440	37%
Programming & Support-Juvenile	\$1,791	\$3,327	\$1,536	\$12,707	\$9,981	(\$2,726)	\$39,925	32%
Programming & Support-Events	\$100	\$800	\$700	\$595	\$2,400	\$1,805	\$11,600	5%
Programming & Support-Teen	\$511	\$706	\$196	\$1,522	\$2,119	\$597	\$8,475	18%
Public Performing Rights				\$1,281	\$1,400	\$119	\$1,400	91%
Computer Charges OCLC	\$1,091	\$1,091		\$3,273	\$3,273	\$0	\$13,093	25%
Miscellaneous	\$223	\$83	(\$139)	\$596	\$250	(\$346)	\$1,000	60%
Per Capita Grant Expenditures	\$600	\$3,706	\$3,106	\$1,421	\$11,119	\$9,698	\$44,478	3%
Grant - Other Expenditures		\$83	\$83	\$750	\$250	(\$500)	\$1,000	75%
Volunteers	\$250	\$245	(\$5)	\$250	\$735	\$485	\$2,938	9%
Total Library Operating Expenditures	\$18,632	\$32,378	\$13,747	\$84,994	\$111,035	\$26,041	\$405,141	21%

Niles Public Library District
Income Statement-Consolidated

September 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$2,499	\$2,667	\$168	\$7,894	\$8,000	\$106	\$32,000	25%
Copiers	\$158	\$1,000	\$842	\$2,442	\$3,000	\$558	\$12,000	20%
Professional Development	\$4,251	\$3,915	(\$336)	\$7,027	\$11,745	\$4,719	\$46,982	15%
Mileage	\$193	\$296	\$102	\$363	\$887	\$524	\$3,550	10%
Professional Collection		\$300	\$300	\$149	\$900	\$751	\$3,600	4%
Legal Fees	\$376	\$1,000	\$624	\$830	\$3,000	\$2,170	\$12,000	7%
Consultants		\$2,250	\$2,250	\$845	\$6,750	\$5,905	\$27,000	3%
Kitchen Supplies		\$83	\$83		\$250	\$250	\$1,000	
Promotional Expense	\$771	\$2,500	\$1,729	\$4,556	\$7,500	\$2,944	\$30,000	15%
Office Supplies	\$984	\$1,500	\$516	\$7,766	\$4,500	(\$3,266)	\$18,000	43%
Postage & Freight	\$508	\$1,500	\$992	\$4,605	\$4,500	(\$105)	\$18,000	26%
Publication of Notices-Legal		\$100	\$100	\$483	\$300	(\$183)	\$1,200	40%
Subscriptions & Dues	\$1	\$705	\$704	\$2,047	\$2,116	\$69	\$8,465	24%
Collection Services	\$60	\$83	\$23	\$873	\$250	(\$623)	\$1,000	87%
Telephone	\$2,675	\$1,375	(\$1,300)	\$5,546	\$4,125	(\$1,421)	\$16,500	34%
Trustee Expense		\$500	\$500	\$31	\$1,500	\$1,469	\$6,000	1%
Payroll Service	\$1,216	\$1,375	\$159	\$3,623	\$4,125	\$502	\$16,500	22%
Bank Fees	\$78	\$208	\$130	(\$2,735)	\$625	\$3,360	\$2,500	(109)%
Parking Lease	\$881	\$881		\$2,643	\$2,643	\$0	\$10,572	25%
Total General and Administration	\$14,651	\$22,239	\$7,588	\$48,987	\$66,717	\$17,730	\$266,869	18%
Vehicle Operation								
Gas, Oil, Grease	\$16	\$83	\$67	\$97	\$250	\$153	\$1,000	10%
Repairs & Maintenance		\$150	\$150		\$450	\$450	\$1,800	
Miscellaneous		\$8	\$8		\$25	\$25	\$100	
Auto Insurance				\$1,586	\$1,586		\$1,586	100%
Total Vehicle Operation	\$16	\$242	\$226	\$1,683	\$2,311	\$628	\$4,486	38%

Niles Public Library District
Income Statement-Consolidated

September 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$19,870	\$19,583	(\$287)	\$58,960	\$58,750	(\$210)	\$735,000	8%
Group Health	\$39,368	\$44,167	\$4,799	\$124,099	\$132,500	\$8,401	\$530,000	23%
Health Reimbursement Account	\$2,064	\$5,500	\$3,436	\$15,187	\$16,500	\$1,313	\$66,000	23%
Dental	\$3,491	\$1,667	(\$1,824)	\$5,861	\$5,000	(\$861)	\$20,000	29%
Vision	\$548	\$583	\$36	\$1,729	\$1,750	\$21	\$7,000	25%
FSA fee	\$60	\$100	\$40	\$180	\$300	\$120	\$1,200	15%
Life, LTD, AD&D, STD	\$1,012	\$1,500	\$488	\$3,020	\$4,500	\$1,480	\$18,000	17%
Total Employee Fringe Benefits	\$66,413	\$73,100	\$6,687	\$209,036	\$219,300	\$10,264	\$1,377,200	15%
Utilities								
Gas	\$88	\$1,250	\$1,162	\$373	\$3,750	\$3,377	\$15,000	2%
Electric	\$8,404	\$8,333	(\$71)	\$26,660	\$25,000	(\$1,660)	\$100,000	27%
Water	\$991	\$667	(\$324)	\$3,300	\$2,000	(\$1,300)	\$8,000	41%
Total Utilities	\$9,483	\$10,250	\$767	\$30,333	\$30,750	\$417	\$123,000	25%
Capital Expenditures								
Special Reserve - Building		\$35,667	\$35,667	\$11,607	\$107,000	\$95,393	\$428,000	3%
Special Reserve - Equipment		\$10,000	\$10,000	\$6,615	\$30,000	\$23,385	\$120,000	6%
Total Capital Expenditures	\$0	\$45,667	\$45,667	\$18,222	\$137,000	\$118,778	\$548,000	3%
Audit								
Audit Expense		\$10,000	\$10,000	\$3,000	\$13,000	\$10,000	\$16,400	18%
Total Audit Expenditures	\$0	\$10,000	\$10,000	\$3,000	\$13,000	\$10,000	\$16,400	18%
Liability Insurance								
Liability Insurance				\$29,868	\$29,868		\$29,868	100%
Total Liability Expenditures	\$0	\$0	\$0	\$29,868	\$29,868	\$0	\$29,868	100%

Niles Public Library District
Income Statement-Consolidated

September 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$20,207	\$20,833	\$627	\$58,585	\$62,500	\$3,915	\$250,000	23%
Total Social Security Expenditures	\$20,207	\$20,833	\$627	\$58,585	\$62,500	\$3,915	\$250,000	23%
Workers' Compensation								
Workers' Compensation	(\$1,478)		\$1,478	\$26,011	\$27,489	\$1,478	\$27,489	95%
Total Workers' Compensation Expenditures	(\$1,478)	\$0	\$1,478	\$26,011	\$27,489	\$1,478	\$27,489	95%
Unemployment Compensation								
Unemployment Compensation	\$772	\$1,667	\$894	\$2,550	\$5,000	\$2,450	\$20,000	13%
Total Unemployment Compensation Expenditures	\$772	\$1,667	\$894	\$2,550	\$5,000	\$2,450	\$20,000	13%
Building & Equipment Maintenance								
Repairs & Improvements	\$15,595	\$4,667	(\$10,928)	\$24,922	\$14,000	(\$10,922)	\$56,000	45%
Contractual Maintenance	\$5,411	\$2,975	(\$2,436)	\$8,486	\$8,925	\$439	\$35,700	24%
Non-Contractual Maintenance	\$218	\$3,220	\$3,002	\$6,754	\$9,660	\$2,906	\$38,640	17%
Equipment Maintenance	\$4,103	\$1,750	(\$2,353)	\$6,863	\$5,250	(\$1,613)	\$21,000	33%
Non Capital Expenses	\$429	\$2,083	\$1,654	\$2,488	\$6,250	\$3,762	\$25,000	10%
Furniture & Fixtures	\$731	\$2,979	\$2,248	\$3,542	\$8,936	\$5,394	\$35,743	10%
Total Building & Equipment Maintenance Expenditures	\$26,486	\$17,674	(\$8,813)	\$53,055	\$53,021	(\$35)	\$212,083	25%
Total Expenditures	\$476,355	\$580,568	\$104,213	\$1,542,686	\$1,797,548	\$254,862	\$7,438,764	21%
NET SURPLUS/(DEFICIT)	(\$447,322)	(\$479,263)	\$31,940	\$1,517,976	\$1,354,463	\$163,513	(\$349,962)	(434)%

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
75503	Accounts Payable	Computer Check	10/18/2017	AFLAC	\$0.00	\$339.04	(\$339.04)	10/31/2017	Outstanding
75504	Accounts Payable	Computer Check	10/18/2017	ALLIANCE ENTERTAINMENT	\$0.00	\$388.54	(\$727.58)	10/31/2017	Outstanding
75505	Accounts Payable	Computer Check	10/18/2017	AMARK INDUSTRIES	\$0.00	\$1,800.80	(\$2,528.38)	10/31/2017	Outstanding
75506	Accounts Payable	Computer Check	10/18/2017	SYNCB/ AMAZON	\$0.00	\$4,118.33	(\$6,646.71)	10/31/2017	Outstanding
75507	Accounts Payable	Computer Check	10/18/2017	AMERICAN GRAPHICS LLC	\$0.00	\$310.00	(\$6,956.71)	10/31/2017	Outstanding
75508	Accounts Payable	Computer Check	10/18/2017	ANDERSON LOCK	\$0.00	\$330.00	(\$7,286.71)	10/31/2017	Outstanding
75509	Accounts Payable	Computer Check	10/18/2017	AT&T	\$0.00	\$43.75	(\$7,330.46)	10/31/2017	Outstanding
75510	Accounts Payable	Computer Check	10/18/2017	AT&T	\$0.00	\$302.36	(\$7,632.82)	10/31/2017	Outstanding
75511	Accounts Payable	Computer Check	10/18/2017	AURORA SIGN COMPANY	\$0.00	\$2,850.00	(\$10,482.82)	10/31/2017	Outstanding
75512	Accounts Payable	Computer Check	10/18/2017	Donna Block	\$0.00	\$30.54	(\$10,513.36)	10/31/2017	Outstanding
75513	Accounts Payable	Computer Check	10/18/2017	CALL ONE	\$0.00	\$2,465.20	(\$12,978.56)	10/31/2017	Outstanding
75514	Accounts Payable	Computer Check	10/18/2017	ARIANNE CAREY	\$0.00	\$112.11	(\$13,090.67)	10/31/2017	Outstanding
75515	Accounts Payable	Computer Check	10/18/2017	CENGAGE LEARNING, INC.	\$0.00	\$1,938.78	(\$15,029.45)	10/31/2017	Outstanding
75516	Accounts Payable	Computer Check	10/18/2017	Charles Menicocci	\$0.00	\$100.00	(\$15,129.45)	10/31/2017	Outstanding
75517	Accounts Payable	Computer Check	10/18/2017	CINTAS CORPORATION LOC. 769	\$0.00	\$437.40	(\$15,566.85)	10/31/2017	Outstanding
75518	Accounts Payable	Computer Check	10/18/2017	COMED	\$0.00	\$8,404.40	(\$23,971.25)	10/31/2017	Outstanding
75519	Accounts Payable	Computer Check	10/18/2017	COMMUNICATION REVOLVING F	\$0.00	\$478.00	(\$24,449.25)	10/31/2017	Outstanding
75520	Accounts Payable	Computer Check	10/18/2017	COOPERATIVE COMPUTER SERV	\$0.00	\$7,606.72	(\$32,055.97)	10/31/2017	Outstanding
75521	Accounts Payable	Computer Check	10/18/2017	CREATIVE PROMOTIONAL PROD	\$0.00	\$605.36	(\$32,661.33)	10/31/2017	Outstanding
75522	Accounts Payable	Computer Check	10/18/2017	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$125.03	(\$32,786.36)	10/31/2017	Outstanding
75523	Accounts Payable	Computer Check	10/18/2017	CECILIA CYGNAR	\$0.00	\$30.18	(\$32,816.54)	10/31/2017	Outstanding
75524	Accounts Payable	Computer Check	10/18/2017	DEMCO, INC.	\$0.00	\$1,415.89	(\$34,232.43)	10/31/2017	Outstanding
75525	Accounts Payable	Computer Check	10/18/2017	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$34,732.43)	10/31/2017	Outstanding
75526	Accounts Payable	Computer Check	10/18/2017	EBSCO	\$0.00	\$3.66	(\$34,736.09)	10/31/2017	Outstanding
75527	Accounts Payable	Computer Check	10/18/2017	FIFTH THIRD BANK	\$0.00	\$1,674.90	(\$36,410.99)	10/31/2017	Outstanding
75528	Accounts Payable	Computer Check	10/18/2017	FINDAWAY WORLD, LLC	\$0.00	\$258.70	(\$36,669.69)	10/31/2017	Outstanding
75529	Accounts Payable	Computer Check	10/18/2017	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$37,065.69)	10/31/2017	Outstanding
75530	Accounts Payable	Computer Check	10/18/2017	DOROTHEA FRISBIE	\$0.00	\$35.84	(\$37,101.53)	10/31/2017	Outstanding
75531	Accounts Payable	Computer Check	10/18/2017	FSS TECHNOLOGIES	\$0.00	\$150.00	(\$37,251.53)	10/31/2017	Outstanding
75532	Accounts Payable	Computer Check	10/18/2017	Fun Express	\$0.00	\$94.92	(\$37,346.45)	10/31/2017	Outstanding
75533	Accounts Payable	Computer Check	10/18/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,532.48	(\$38,878.93)	10/31/2017	Outstanding
75534	Accounts Payable	Computer Check	10/18/2017	GLENVIEW PUBLIC LIBRARY	\$0.00	\$19.95	(\$38,898.88)	10/31/2017	Outstanding
75535	Accounts Payable	Computer Check	10/18/2017	GRAINGER	\$0.00	\$163.47	(\$39,062.35)	10/31/2017	Outstanding
75536	Accounts Payable	Computer Check	10/18/2017	GROOT INDUSTRIES, INC.	\$0.00	\$217.91	(\$39,280.26)	10/31/2017	Outstanding
75537	Accounts Payable	Computer Check	10/18/2017	H-O-H WATER TECHNOLOGY, IN	\$0.00	\$245.04	(\$39,525.30)	10/31/2017	Outstanding
75538	Accounts Payable	Computer Check	10/18/2017	HAINES & COMPANY, INC.	\$0.00	\$415.50	(\$39,940.80)	10/31/2017	Outstanding
75539	Accounts Payable	Computer Check	10/18/2017	HALL PASS	\$0.00	\$27.00	(\$39,967.80)	10/31/2017	Outstanding
75540	Accounts Payable	Computer Check	10/18/2017	HEALTHCARE SERVICE CORPOR	\$0.00	\$45,876.68	(\$85,844.48)	10/31/2017	Outstanding
75541	Accounts Payable	Computer Check	10/18/2017	HOUCHEN BINDERY, LTD.	\$0.00	\$293.40	(\$86,137.88)	10/31/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
75542	Accounts Payable	Computer Check	10/18/2017	HP INC.	\$0.00	\$429.00	(\$86,566.88)	10/31/2017	Outstanding
75543	Accounts Payable	Computer Check	10/18/2017	INGRAM LIBRARY SERVICES	\$0.00	\$15,637.96	(\$102,204.84)	10/31/2017	Outstanding
75544	Accounts Payable	Computer Check	10/18/2017	IRON MOUNTAIN	\$0.00	\$222.54	(\$102,427.38)	10/31/2017	Outstanding
75545	Accounts Payable	Computer Check	10/18/2017	Jorge Perez	\$0.00	\$150.00	(\$102,577.38)	10/31/2017	Outstanding
75546	Accounts Payable	Computer Check	10/18/2017	Karen Sutter	\$0.00	\$22.60	(\$102,599.98)	10/31/2017	Outstanding
75547	Accounts Payable	Computer Check	10/18/2017	JAMIE KING	\$0.00	\$44.51	(\$102,644.49)	10/31/2017	Outstanding
75548	Accounts Payable	Computer Check	10/18/2017	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$348.90	(\$102,993.39)	10/31/2017	Outstanding
75549	Accounts Payable	Computer Check	10/18/2017	KONICA MINOLTA BUSINESS SO	\$0.00	\$158.04	(\$103,151.43)	10/31/2017	Outstanding
75550	Accounts Payable	Computer Check	10/18/2017	KOREAN BOOKS	\$0.00	\$563.43	(\$103,714.86)	10/31/2017	Outstanding
75551	Accounts Payable	Computer Check	10/18/2017	BERNADETTE KORYCIARZ	\$0.00	\$247.37	(\$103,962.23)	10/31/2017	Outstanding
75552	Accounts Payable	Computer Check	10/18/2017	KSIEGARNIA QUO VADIS	\$0.00	\$461.48	(\$104,423.71)	10/31/2017	Outstanding
75553	Accounts Payable	Computer Check	10/18/2017	LAFORCE	\$0.00	\$139.92	(\$104,563.63)	10/31/2017	Outstanding
75554	Accounts Payable	Computer Check	10/18/2017	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$118.00	(\$104,681.63)	10/31/2017	Outstanding
75555	Accounts Payable	Computer Check	10/18/2017	SUSAN LEMPKE	\$0.00	\$22.97	(\$104,704.60)	10/31/2017	Outstanding
75556	Accounts Payable	Computer Check	10/18/2017	R. J. LINDSEY	\$0.00	\$300.00	(\$105,004.60)	10/31/2017	Outstanding
75557	Accounts Payable	Computer Check	10/18/2017	LOW VOLTAGE SOLUTIONS INC.	\$0.00	\$1,200.00	(\$106,204.60)	10/31/2017	Outstanding
75558	Accounts Payable	Computer Check	10/18/2017	MAKERBOT INDUSTRIES LLC	\$0.00	\$144.98	(\$106,349.58)	10/31/2017	Outstanding
75559	Accounts Payable	Computer Check	10/18/2017	MANAGEMENT ASSOCIATION	\$0.00	\$40.94	(\$106,390.52)	10/31/2017	Outstanding
75560	Accounts Payable	Computer Check	10/18/2017	Mark Lazerus	\$0.00	\$125.00	(\$106,515.52)	10/31/2017	Outstanding
75561	Accounts Payable	Computer Check	10/18/2017	BERNARD D. MARTIN	\$0.00	\$250.00	(\$106,765.52)	10/31/2017	Outstanding
75562	Accounts Payable	Computer Check	10/18/2017	MARTINA MATHISEN	\$0.00	\$250.00	(\$107,015.52)	10/31/2017	Outstanding
75563	Accounts Payable	Computer Check	10/18/2017	MELISSA MAYBERRY	\$0.00	\$175.00	(\$107,190.52)	10/31/2017	Outstanding
75564	Accounts Payable	Computer Check	10/18/2017	JOAN MCGEE	\$0.00	\$225.00	(\$107,415.52)	10/31/2017	Outstanding
75565	Accounts Payable	Computer Check	10/18/2017	CHARLES MCQUILLAN	\$0.00	\$9,100.00	(\$116,515.52)	10/31/2017	Outstanding
75566	Accounts Payable	Computer Check	10/18/2017	MENARDS	\$0.00	\$221.86	(\$116,737.38)	10/31/2017	Outstanding
75567	Accounts Payable	Computer Check	10/18/2017	MIDWEST TAPE	\$0.00	\$11,990.68	(\$128,728.06)	10/31/2017	Outstanding
75568	Accounts Payable	Computer Check	10/18/2017	MARY MILLER	\$0.00	\$47.00	(\$128,775.06)	10/31/2017	Outstanding
75569	Accounts Payable	Computer Check	10/18/2017	MORE THAN SCORES THAN TES	\$0.00	\$250.00	(\$129,025.06)	10/31/2017	Outstanding
75570	Accounts Payable	Computer Check	10/18/2017	MSF Graphics Inc.	\$0.00	\$145.00	(\$129,170.06)	10/31/2017	Outstanding
75571	Accounts Payable	Computer Check	10/18/2017	MULTICULTURAL BOOKS & VID	\$0.00	\$1,194.92	(\$130,364.98)	10/31/2017	Outstanding
75572	Accounts Payable	Computer Check	10/18/2017	SARAH MUSKIVITCH	\$0.00	\$53.61	(\$130,418.59)	10/31/2017	Outstanding
75573	Accounts Payable	Computer Check	10/18/2017	NICOR GAS	\$0.00	\$88.20	(\$130,506.79)	10/31/2017	Outstanding
75574	Accounts Payable	Computer Check	10/18/2017	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$131,387.79)	10/31/2017	Outstanding
75575	Accounts Payable	Computer Check	10/18/2017	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$132,135.79)	10/31/2017	Outstanding
75576	Accounts Payable	Computer Check	10/18/2017	OMNIGRAPHICS, INC.	\$0.00	\$119.40	(\$132,255.19)	10/31/2017	Outstanding
75577	Accounts Payable	Computer Check	10/18/2017	MICHAELENE ORZECOWSKI	\$0.00	\$26.32	(\$132,281.51)	10/31/2017	Outstanding
75578	Accounts Payable	Computer Check	10/18/2017	OVERDRIVE, INC.	\$0.00	\$3,479.43	(\$135,760.94)	10/31/2017	Outstanding
75579	Accounts Payable	Computer Check	10/18/2017	PARK RIDGE PUBLIC LIBRARY	\$0.00	\$21.99	(\$135,782.93)	10/31/2017	Outstanding
75580	Accounts Payable	Computer Check	10/18/2017	ROCHELLE PENNINGTON	\$0.00	\$200.00	(\$135,982.93)	10/31/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
75581	Accounts Payable	Computer Check	10/18/2017	PLIC - SBD GRAND ISLAND	\$0.00	\$1,012.11	(\$136,995.04)	10/31/2017	Outstanding
75582	Accounts Payable	Computer Check	10/18/2017	POLONIA BOOKSTORE, INC.	\$0.00	\$118.31	(\$137,113.35)	10/31/2017	Outstanding
75583	Accounts Payable	Computer Check	10/18/2017	CYNTHIA RADEMACHER	\$0.00	\$400.56	(\$137,513.91)	10/31/2017	Outstanding
75584	Accounts Payable	Computer Check	10/18/2017	RAINBOW AAT	\$0.00	\$175.00	(\$137,688.91)	10/31/2017	Outstanding
75585	Accounts Payable	Computer Check	10/18/2017	Ramo Agoviku	\$0.00	\$4.99	(\$137,693.90)	10/31/2017	Outstanding
75586	Accounts Payable	Computer Check	10/18/2017	RECORDED BOOKS, LLC	\$0.00	\$218.25	(\$137,912.15)	10/31/2017	Outstanding
75587	Accounts Payable	Computer Check	10/18/2017	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$138,462.15)	10/31/2017	Outstanding
75588	Accounts Payable	Computer Check	10/18/2017	CLARA SHEFFER	\$0.00	\$10.66	(\$138,472.81)	10/31/2017	Outstanding
75589	Accounts Payable	Computer Check	10/18/2017	SHELL	\$0.00	\$41.16	(\$138,513.97)	10/31/2017	Outstanding
75590	Accounts Payable	Computer Check	10/18/2017	SMARTYPANTSWORLD LLC	\$0.00	\$499.00	(\$139,012.97)	10/31/2017	Outstanding
75591	Accounts Payable	Computer Check	10/18/2017	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$139,126.97)	10/31/2017	Outstanding
75592	Accounts Payable	Computer Check	10/18/2017	Sonali Dev	\$0.00	\$250.00	(\$139,376.97)	10/31/2017	Outstanding
75593	Accounts Payable	Computer Check	10/18/2017	SPOTLIGHT INC.	\$0.00	\$1,975.00	(\$141,351.97)	10/31/2017	Outstanding
75594	Accounts Payable	Computer Check	10/18/2017	STEINER ELECTRIC COMPANY	\$0.00	\$3,961.54	(\$145,313.51)	10/31/2017	Outstanding
75595	Accounts Payable	Computer Check	10/18/2017	Steven Petrovas	\$0.00	\$35.00	(\$145,348.51)	10/31/2017	Outstanding
75596	Accounts Payable	Computer Check	10/18/2017	SUPERIOR COPIES	\$0.00	\$321.25	(\$145,669.76)	10/31/2017	Outstanding
75597	Accounts Payable	Computer Check	10/18/2017	Sweet Reminder	\$0.00	\$650.00	(\$146,319.76)	10/31/2017	Outstanding
75598	Accounts Payable	Computer Check	10/18/2017	THE OFFICE OF THE STATE FIRE M	\$0.00	\$200.00	(\$146,519.76)	10/31/2017	Outstanding
75599	Accounts Payable	Computer Check	10/18/2017	UNIQUE MANAGEMENT SERVICE	\$0.00	\$125.30	(\$146,645.06)	10/31/2017	Outstanding
75600	Accounts Payable	Computer Check	10/18/2017	VERIZON WIRELESS	\$0.00	\$165.67	(\$146,810.73)	10/31/2017	Outstanding
75602	Accounts Payable	Computer Check	10/18/2017	VILLAGE OF NILES	\$0.00	\$990.69	(\$147,801.42)	10/31/2017	Outstanding
75603	Accounts Payable	Computer Check	10/18/2017	VISA	\$0.00	\$5,737.06	(\$153,538.48)	10/31/2017	Outstanding
75604	Accounts Payable	Computer Check	10/18/2017	VISION SERVICE PLAN OF ILLINO	\$0.00	\$597.58	(\$154,136.06)	10/31/2017	Outstanding
75605	Accounts Payable	Computer Check	10/18/2017	WESTON WOODS STUDIOS	\$0.00	\$431.68	(\$154,567.74)	10/31/2017	Outstanding
75606	Accounts Payable	Computer Check	10/18/2017	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$1,216.00	(\$155,783.74)	10/31/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$155,783.74)
Total Payments:	(\$155,783.74)
Total Change in Register Balance:	(\$155,783.74)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated October 18, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75503	\$339.04	AFLAC	\$339.04	EE Payments September 2017	01-2140-00-00	Payroll Clearing
75504	\$388.54	ALLIANCE ENTERTAINMENT	\$30.23	Materials	01-4433-44-00	AV-Adult
75504	\$388.54	ALLIANCE ENTERTAINMENT	\$358.31	Materials	01-4435-44-00	AV-Teen
75505	\$1,800.80	AMARK INDUSTRIES	\$1,800.80	Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75506	\$4,118.33	SYNCB/ AMAZON	\$189.90	Program Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75506	\$4,118.33	SYNCB/ AMAZON	\$25.72	PO #45903 The Black Knights Paperback	01-4413-44-00	Books-Adult
75506	\$4,118.33	SYNCB/ AMAZON	\$386.45	PO # 82897 - 2 x Extron XPA 1002/60-849-01	08-6740-67-00	Equipment Maintenance
75506	\$4,118.33	SYNCB/ AMAZON	\$164.94	PO #82891 Tema 72-6948 Audio	08-6740-67-00	Equipment Maintenance
75506	\$4,118.33	SYNCB/ AMAZON	\$3,351.32	PO #82872 -Computer Supplies	08-6740-67-00	Equipment Maintenance
75507	\$310.00	AMERICAN GRAPHICS LLC	\$310.00	Vinyl w/Laminate	01-5320-53-07	Printing-Marketing & PR Services
75508	\$330.00	ANDERSON LOCK	\$330.00	Repair Entry Lock	08-6710-67-00	Repairs & Improvements
75509	\$43.75	AT&T	\$43.75	Monthly Charges 9/16 - 10/15/2017	01-5465-54-09	Telephone-Administrative Services
75510	\$302.36	AT&T	\$302.36	Internet Connection	01-5312-53-06	Internet Charges-IT Services
75511	\$2,850.00	AURORA SIGN COMPANY	\$2,850.00	Repair Outdoor Signs	08-6710-67-00	Repairs & Improvements
75512	\$30.54	Donna Block	\$14.56	EE Reimbursement - Food -Movie Teen UnderGround	01-5326-53-02	Programming & Support-Teen-Youth Services
75512	\$30.54	Donna Block	\$15.98	EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
75513	\$2,465.20	CALL ONE	\$2,465.20	Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
75514	\$112.11	ARIANNE CAREY	\$112.11	EE Reimbursement- Craft Supplies Fandom Fest	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75515	\$1,938.78	CENGAGE LEARNING, INC.	\$65.22	Materials	01-4413-44-00	Books-Adult
75515	\$1,938.78	CENGAGE LEARNING, INC.	\$192.68	Materials	01-4413-44-00	Books-Adult
75515	\$1,938.78	CENGAGE LEARNING, INC.	\$27.74	Materials	01-4413-44-00	Books-Adult
75515	\$1,938.78	CENGAGE LEARNING, INC.	\$186.68	Materials	01-4413-44-00	Books-Adult
75515	\$1,938.78	CENGAGE LEARNING, INC.	\$24.40	Materials	01-4413-44-00	Books-Adult
75515	\$1,938.78	CENGAGE LEARNING, INC.	\$236.16	Materials	01-4413-44-00	Books-Adult
75515	\$1,938.78	CENGAGE LEARNING, INC.	\$77.20	Materials	01-4413-44-00	Books-Adult
75515	\$1,938.78	CENGAGE LEARNING, INC.	\$47.23	Materials	01-4413-44-00	Books-Adult
75515	\$1,938.78	CENGAGE LEARNING, INC.	\$26.99	Materials	01-4413-44-00	Books-Adult
75515	\$1,938.78	CENGAGE LEARNING, INC.	\$313.48	Materials	01-4413-44-00	Books-Adult
75515	\$1,938.78	CENGAGE LEARNING, INC.	\$741.00	Materials	01-4487-44-00	Online Databases
75516	\$100.00	Charles Menicocci	\$100.00	Adult Event - VHP Student	01-5325-53-01	Programming & Support-Events-Adult Services
75517	\$437.40	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75517	\$437.40	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75517	\$437.40	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75518	\$8,404.40	COMED	\$8,404.40	8/08-9/6/2017 - 29 Days	01-5720-57-00	Electric
75519	\$478.00	COMMUNICATION REVOLVING FUND	\$478.00	Internet Connections	01-5312-53-06	Internet Charges-IT Services
75520	\$7,606.72	COOPERATIVE COMPUTER SERVICE	\$6,515.65	CCS Membership Fee - September 2017	01-5310-53-09	CCS Charges-Administration
75520	\$7,606.72	COOPERATIVE COMPUTER SERVICE	\$1,091.07	OCLC JED September 2017	01-5329-53-09	Computer Charges OCLC-Administrative Services
75521	\$605.36	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$605.36	Mouse Pads	01-5456-54-07	Promotional Expense-Marketing & PR Services
75522	\$125.03	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	\$125.03	TGame	01-4435-44-00	AV-Teen
75523	\$30.18	CECILIA CYGNAR	\$25.90	EE Reimbursement	01-5323-53-01	Programming & Support-Adult-Adult Services
75523	\$30.18	CECILIA CYGNAR	\$4.28	EE Reimbursement	01-5431-54-01	Mileage-Adult Services
75524	\$1,415.89	DEMCO, INC.	\$23.34	2018 Desk Calendar	01-5457-54-02	Office Supplies-Youth Services
75524	\$1,415.89	DEMCO, INC.	\$1,442.55	Materials	01-5311-53-04	Processing & Supplies-Tech Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated October 18, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75525	\$500.00	EASYPERMIT POSTAGE	\$500.00	Replenish Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
75526	\$3.66	EBSCO	\$3.66	Materials	01-4423-44-00	Periodicals
75527	\$1,674.90	FIFTH THIRD BANK	\$1,674.90	FSA Employee Payment	01-1125-00-00	Cash-Flexible Spending Account
75528	\$258.70	FINDAWAY WORLD, LLC	\$258.70	Materials	01-4434-44-00	AV-Youth Services
75529	\$396.00	FLEXSOURCE, LLC	\$60.00	Monthly Fees -FSA/HRA Health & Dental	01-5633-56-00	FSA fee
75529	\$396.00	FLEXSOURCE, LLC	\$156.00	Monthly Fees -FSA/HRA Health & Dental	01-5625-56-00	Health Reimbursement Account
75529	\$396.00	FLEXSOURCE, LLC	\$180.00	Monthly Fees -FSA/HRA Health & Dental	01-5630-56-00	Dental
75530	\$35.84	DOROTHEA FRISBIE	\$10.00	EE Reimbursement	01-5430-54-01	Professional Development-Adult Services
75530	\$35.84	DOROTHEA FRISBIE	\$25.84	EE Reimbursement	01-5431-54-01	Mileage-Adult Services
75531	\$150.00	FSS TECHNOLOGIES	\$150.00	Qtrly-Fire Alarm/Radio Monitoring 10/1 ~ 12/31/2017	08-6720-67-00	Contractual Maintenance
75532	\$94.92	Fun Express	\$94.92	Craft Supplies	01-5457-54-02	Office Supplies-Youth Services
75533	\$1,532.48	GARVEY'S OFFICE PRODUCTS	\$4.79	Supplies	01-5457-54-04	Office Supplies-Tech Services
75533	\$1,532.48	GARVEY'S OFFICE PRODUCTS	\$7.98	Binder	01-5457-54-09	Office Supplies-Administrative Services
75533	\$1,532.48	GARVEY'S OFFICE PRODUCTS	\$463.16	Supplies	01-5457-54-09	Office Supplies-Administrative Services
75533	\$1,532.48	GARVEY'S OFFICE PRODUCTS	\$123.65	Supplies	01-5457-54-02	Office Supplies-Youth Services
75533	\$1,532.48	GARVEY'S OFFICE PRODUCTS	\$94.90	Supplies	01-5457-54-01	Office Supplies-Adult Services
75533	\$1,532.48	GARVEY'S OFFICE PRODUCTS	\$13.29	Supplies	01-5457-54-05	Office Supplies-Maintenance Services
75533	\$1,532.48	GARVEY'S OFFICE PRODUCTS	\$71.91	Supplies	01-5457-54-08	Office Supplies-Patron Services
75533	\$1,532.48	GARVEY'S OFFICE PRODUCTS	\$752.80	Desk w/Lock	08-6770-67-00	Furniture & Fixtures
75534	\$19.95	GLENVIEW PUBLIC LIBRARY	\$19.95	Lost Book Refund Item #31170006183648	01-3620-36-00	Lost Books
75535	\$163.47	GRAINGER	\$163.47	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75536	\$217.91	GROOT INDUSTRIES, INC.	\$217.91	Monthly Service -Garbage/Recycling	08-6730-67-00	Non-Contractual Maintenance
75537	\$245.04	H-O-H WATER TECHNOLOGY, INC.	\$245.04	Water Filters	01-5420-54-05	Janitorial Supplies-Maintenance Services
75538	\$415.50	HAINES & COMPANY, INC.	\$415.50	12 Month Directory Lease	01-4413-44-00	Books-Adult
75539	\$27.00	HALL PASS	\$27.00	Background Checks	01-5450-54-09	Legal Fees-Administrative Services
75540	\$45,876.68	HEALTHCARE SERVICE CORPORATION	\$45,876.68	Group Medical Insurance October 2017	01-5620-56-00	Group Health
75541	\$293.40	HOUCHEM BINDERY, LTD.	\$293.40	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75542	\$429.00	HP INC.	\$429.00	HP Color MFP	08-6760-67-00	Non Capital Expenses
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$210.02	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$57.00	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$31.61	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$12.42	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$333.87	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$122.10	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$151.96	Materials	01-4434-44-00	AV-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$2.76	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$288.03	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$44.17	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$217.54	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$19.32	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$315.57	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$52.44	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$10.35	Materials	01-5311-53-04	Processing & Supplies-Tech Services

**Niles-Maine District Library
Check Detail and Account Distribution
Checks dated October 18, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$174.17	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$55.31	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$50.80	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$13.80	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$223.12	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$28.69	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$38.95	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$13.80	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$74.52	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$61.56	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$30.48	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$8.97	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$105.48	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$19.20	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$49.72	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$113.98	Materials	01-4435-44-00	AV-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$2.07	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$46.33	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$8.47	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$20.89	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$2.76	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$58.73	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$44.14	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$19.74	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$4.83	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$23.22	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$398.17	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$25.34	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$20.32	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$9.66	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$220.95	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$502.50	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$20.33	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$22.08	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$89.62	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$440.77	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$57.99	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$28.29	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$104.88	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$47.49	Materials	01-4435-44-00	AV-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$45.57	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$95.21	Materials	01-4413-44-00	Books-Adult

**Niles-Maine District Library
Check Detail and Account Distribution
Checks dated October 18, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$112.25	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$131.60	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$424.56	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$51.37	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$17.25	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$419.09	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$683.95	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$22.15	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$12.42	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$11.37	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$86.23	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$59.90	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$1,566.83	Materials	01-4434-44-00	AV-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$151.97	Materials	01-4435-44-00	AV-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$40.56	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$47.19	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$462.60	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$355.18	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$151.86	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$188.55	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$10.16	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$14.49	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$45.20	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$1,361.32	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$530.18	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$19.76	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$49.68	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$50.97	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$158.20	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$6.90	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$74.23	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$7.80	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$52.33	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$7.80	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$30.00	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$9.61	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$4.79	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$138.71	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$4.83	Materials	01-5311-53-04	Processing & Supplies-Tech Services

Niles-Maine District Library
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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$129.31	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$85.81	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$29.29	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$9.66	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$676.83	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$502.19	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$10.16	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$26.22	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$18.49	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$52.19	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$40.68	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$227.96	Materials	01-4434-44-00	AV-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$227.96	Materials	01-4435-44-00	AV-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$147.83	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$9.59	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$5.52	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$14.55	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$23.96	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$121.49	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$58.18	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$11.98	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$5.97	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$29.38	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$10.19	Materials	01-4415-44-00	Books-Teen
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$141.28	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$84.11	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$5.52	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$70.94	Materials	01-4413-44-00	Books-Adult
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$10.16	Materials	01-4414-44-00	Books-Youth Services
75543	\$15,637.96	INGRAM LIBRARY SERVICES	\$1.38	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75544	\$222.54	IRON MOUNTAIN	\$222.54	Off Site Monthly Storage Fee & Supplies	01-5350-53-09	Miscellaneous-Administrative Services
75545	\$150.00	Jorge Perez	\$150.00	Program- Spanish Story Time	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75546	\$22.60	Karen Sutter	\$22.60	Lost Book Refund - I Love you, Dear Dragon	01-3620-36-00	Lost Books
75547	\$44.51	JAMIE KING	\$44.51	EE Mileage Reimbursement	01-5431-54-04	Mileage-Tech Services
75548	\$348.90	KLEIN, THORPE & JENKINS, LTD.	\$348.90	MISC Services Matter ID-0244-001	01-5450-54-09	Legal Fees-Administrative Services
75549	\$158.04	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$158.04	Patron Copiers/Printers Monthly Fee	01-5425-54-06	Copiers-IT Services
75550	\$563.43	KOREAN BOOKS	\$247.65	Materials	01-4413-44-00	Books-Adult
75550	\$563.43	KOREAN BOOKS	\$315.78	Materials	01-4413-44-00	Books-Adult
75551	\$247.37	BERNADETТА KORYCIARZ	\$150.00	Presenter -Kidspace Program	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75551	\$247.37	BERNADETТА KORYCIARZ	\$86.67	EE Reimbursement	01-5431-54-03	Mileage-Digital Services
75551	\$247.37	BERNADETТА KORYCIARZ	\$10.70	EE Reimbursement	01-5430-54-03	Professional Development-Digital Services
75552	\$461.48	KSIEGARNIA QUO VADIS	\$390.44	Materials	01-4413-44-00	Books-Adult

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated October 18,2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75552	\$461.48	KSIEGARNIA QUO VADIS	\$71.04	Materials	01-4433-44-00	AV-Adult
75553	\$139.92	LAFORCE	\$139.92	Corbin Russwin Keyway	08-6710-67-00	Repairs & Improvements
75554	\$118.00	LAUBE IMAGING PRODUCTS, INC.	\$118.00	Epson Matte Paper Roll	01-5320-53-03	Printing-Digital Services
75555	\$22.97	SUSAN LEMPKE	\$22.97	EE Reimbursement - Food CCS Governing Board	01-5430-54-09	Professional Development-Administrative Services
75556	\$300.00	R. J. LINDSEY	\$300.00	Program- Random E Olds	01-5323-53-01	Programming & Support-Adult-Adult Services
75557	\$1,200.00	LOW VOLTAGE SOLUTIONS INC.	\$1,200.00	20%	08-6710-67-00	Repairs & Improvements
75558	\$144.98	MAKERBOT INDUSTRIES LLC	\$144.98	Large GiTD PLA	01-5323-53-03	Programming & Support-Adult-Digital Services
75559	\$40.94	MANAGEMENT ASSOCIATION	\$40.94	All-In-One Poster	01-5457-54-09	Office Supplies-Administrative Services
75560	\$125.00	Mark Lazerus	\$125.00	Program- If These Walls Could Talk- Blackhawks History	01-5323-53-01	Programming & Support-Adult-Adult Services
75561	\$250.00	BERNARD D. MARTIN	\$250.00	Program - Chordmasters- Volunteer Luncheon	01-5355-53-01	Volunteers-Adult Services
75562	\$250.00	MARTINA MATHISEN	\$250.00	Program -Sizzling Stories of Broadway	01-5323-53-01	Programming & Support-Adult-Adult Services
75563	\$175.00	MELISSA MAYBERRY	\$175.00	Program- Microsoft PowerPoint 2016	01-5323-53-03	Programming & Support-Adult-Digital Services
75564	\$225.00	JOAN MCGEE	\$225.00	Program- Yoga-Stretch, Bend and Breathe	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75565	\$9,100.00	CHARLES MCQUILLAN	\$9,100.00	New Side Walk ? Repari Wall	08-6710-67-00	Repairs & Improvements
75566	\$221.86	MENARDS	\$116.73	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75566	\$221.86	MENARDS	\$54.50	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75566	\$221.86	MENARDS	\$50.63	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75567	\$11,990.68	MIDWEST TAPE	\$1,730.63	Materials	01-4433-44-00	AV-Adult
75567	\$11,990.68	MIDWEST TAPE	\$450.50	Materials	01-4434-44-00	AV-Youth Services
75567	\$11,990.68	MIDWEST TAPE	\$108.48	Materials	01-4435-44-00	AV-Teen
75567	\$11,990.68	MIDWEST TAPE	\$540.97	Materials	01-4433-44-00	AV-Adult
75567	\$11,990.68	MIDWEST TAPE	\$51.71	Materials	01-4434-44-00	AV-Youth Services
75567	\$11,990.68	MIDWEST TAPE	\$1,197.31	Materials	01-4433-44-00	AV-Adult
75567	\$11,990.68	MIDWEST TAPE	\$89.19	Materials	01-4434-44-00	AV-Youth Services
75567	\$11,990.68	MIDWEST TAPE	\$3,391.89	Materials	01-4433-44-00	AV-Adult
75567	\$11,990.68	MIDWEST TAPE	\$19.48	Materials	01-4434-44-00	AV-Youth Services
75567	\$11,990.68	MIDWEST TAPE	\$2,213.85	Materials	01-4433-44-00	AV-Adult
75567	\$11,990.68	MIDWEST TAPE	\$2,196.67	Materials	01-4434-44-00	AV-Youth Services
75568	\$47.00	MARY MILLER	\$47.00	EE Reimbursement - Craft Supplies	01-5326-53-02	Programming & Support-Teen-Youth Services
75569	\$250.00	MORE THAN SCORES THAN TESTS	\$250.00	Program-Unpacking Financial Aid,Practice-ACT/SAT	01-5326-53-02	Programming & Support-Teen-Youth Services
75570	\$145.00	MSF Graphics Inc.	\$145.00	Grandmothers Peace Postcards	01-5456-54-09	Promotional Expense-Administrative Services
75571	\$1,194.92	MULTICULTURAL BOOKS & VIDEOS	\$50.00	Materials Books	01-4413-44-00	Books-Adult
75571	\$1,194.92	MULTICULTURAL BOOKS & VIDEOS	\$200.00	Materials Books	01-4413-44-00	Books-Adult
75571	\$1,194.92	MULTICULTURAL BOOKS & VIDEOS	\$200.00	Materials Books	01-4413-44-00	Books-Adult
75571	\$1,194.92	MULTICULTURAL BOOKS & VIDEOS	\$200.00	Materials Books	01-4413-44-00	Books-Adult
75571	\$1,194.92	MULTICULTURAL BOOKS & VIDEOS	\$200.00	Materials Books	01-4413-44-00	Books-Adult
75571	\$1,194.92	MULTICULTURAL BOOKS & VIDEOS	\$241.29	Materials Books	01-4413-44-00	Books-Adult
75571	\$1,194.92	MULTICULTURAL BOOKS & VIDEOS	\$103.63	Materials Books	01-4413-44-00	Books-Adult
75572	\$53.61	SARAH MUSKIVITCH	\$26.86	EE Reimbursement - Breakfast Bingo -Food	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75572	\$53.61	SARAH MUSKIVITCH	\$26.75	EE Mileage Reimburtment	01-5431-54-02	Mileage-Youth Services
75573	\$88.20	NICOR GAS	\$88.20	08/10 -09/12/2017 (32 Days)	01-5710-57-00	Gas
75574	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	Parking Lot Lease - October 2017	01-5491-54-09	Parking Lease-Administrative Services
75575	\$748.00	OAK BROOK MECHANICAL SERVICES	\$748.00	PM Inspections	08-6720-67-00	Contractual Maintenance

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated October 18,2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75576	\$119.40	OMNIGRAPHICS, INC.	\$59.70	Materials	01-4415-44-00	Books-Teen
75576	\$119.40	OMNIGRAPHICS, INC.	\$59.70	Materials	01-4415-44-00	Books-Teen
75577	\$26.32	MICHAELENE ORZECZOWSKI	\$20.97	EE Reimbursement - Adaptive Hour	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75577	\$26.32	MICHAELENE ORZECZOWSKI	\$5.35	EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
75578	\$3,479.43	OVERDRIVE, INC.	\$111.99	Materials	01-4420-44-00	Downloadables
75578	\$3,479.43	OVERDRIVE, INC.	\$1,008.64	Materials	01-4420-44-00	Downloadables
75578	\$3,479.43	OVERDRIVE, INC.	\$708.26	Materials	01-4420-44-00	Downloadables
75578	\$3,479.43	OVERDRIVE, INC.	\$751.87	Materials	01-4420-44-00	Downloadables
75578	\$3,479.43	OVERDRIVE, INC.	\$898.67	Materials	01-4420-44-00	Downloadables
75579	\$21.99	PARK RIDGE PUBLIC LIBRARY	\$21.99	Refund-Lost Item #31467007882800 - Duck for President	01-3620-36-00	Lost Books
75580	\$200.00	ROCHELLE PENNINGTON	\$200.00	Program-Hidden History of Dicken's a Christmas Carol	01-5323-53-01	Programming & Support-Adult-Adult Services
75581	\$1,012.11	PLIC - SBD GRAND ISLAND	\$1,012.11	October Payment	01-5634-56-00	Life, LTD, AD&D, STD
75582	\$118.31	POLONIA BOOKSTORE, INC.	\$118.31	Materials	01-4414-44-00	Books-Youth Services
75583	\$400.56	CYNTHIA RADEMACHER	\$400.56	EE Reimbursements - ALA	01-5430-54-09	Professional Development-Administrative Services
75584	\$175.00	RAINBOW AAT	\$175.00	Program- Reading with Rover	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75585	\$4.99	Ramo Agoviku	\$4.99	Lost Book Refund	01-3620-36-00	Lost Books
75586	\$218.25	RECORDED BOOKS, LLC	\$53.40	Materials	01-4434-44-00	AV-Youth Services
75586	\$218.25	RECORDED BOOKS, LLC	\$53.40	Materials	01-4434-44-00	AV-Youth Services
75586	\$218.25	RECORDED BOOKS, LLC	\$66.00	Materials	01-4434-44-00	AV-Youth Services
75586	\$218.25	RECORDED BOOKS, LLC	\$24.60	Materials	01-4434-44-00	AV-Youth Services
75586	\$218.25	RECORDED BOOKS, LLC	\$20.85	Materials	01-4433-44-00	AV-Adult
75587	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	Materials	01-4413-44-00	Books-Adult
75587	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	Materials	01-4413-44-00	Books-Adult
75588	\$10.66	CLARA SHEFFER	\$8.77	EE Reimbursement - Crafts/Halloween	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75588	\$10.66	CLARA SHEFFER	\$1.89	EE Reimbursement - Spanish Storytime	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75589	\$41.16	SHELL	\$41.16	Gas for Van	01-5510-55-00	Gas, Oil, Grease
75590	\$499.00	SMARTYPANTSWORLD LLC	\$499.00	Program-Second Sunday, Big Balloon Show	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75591	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	Monthly Service	08-6720-67-00	Contractual Maintenance
75592	\$250.00	Sonali Dev	\$250.00	Program - Author Presentation / Sonali Dev	01-5323-53-01	Programming & Support-Adult-Adult Services
75593	\$1,975.00	SPOTLIGHT INC.	\$1,975.00	Rewire Parking Lot Lights	08-6710-67-00	Repairs & Improvements
75594	\$3,961.54	STEINER ELECTRIC COMPANY	\$3,961.54	LED Lamps 50W & 80W	08-6720-67-00	Contractual Maintenance
75595	\$35.00	Steven Petrovas	\$35.00	Lost Book Refund	01-3620-36-00	Lost Books
75596	\$321.25	SUPERIOR COPIES	\$41.00	Note Cards	01-5320-53-07	Printing-Marketing & PR Services
75596	\$321.25	SUPERIOR COPIES	\$280.25	Job Search Flyers	01-5320-53-07	Printing-Marketing & PR Services
75597	\$650.00	Sweet Reminder	\$650.00	Program-Veterans History Project Breakfast	01-5323-53-01	Programming & Support-Adult-Adult Services
75598	\$200.00	THE OFFICE OF THE STATE FIRE MARSHAL	\$200.00	Boiler Inspection	08-6740-67-00	Equipment Maintenance
75599	\$125.30	UNIQUE MANAGEMENT SERVICES, INC.	\$125.30	Collection Agency Fee	01-5462-54-08	Collection Services-PATron Services
75600	\$165.67	VERIZON WIRELESS	\$165.67	Monthly Cell Phone Bill- 9/3 ~10/02/2017	01-5465-54-09	Telephone-Administrative Services
75602	\$990.69	VILLAGE OF NILES	\$990.68	Automatic Water Meter Reading	01-5730-57-00	Water
75602	\$990.69	VILLAGE OF NILES	\$0.01	Automatic Meter Reading	01-5730-57-00	Water
75603	\$5,737.06	VISA	\$34.95	EventBrite & Nintendo	01-5311-53-04	Processing & Supplies-Tech Services
75603	\$5,737.06	VISA	\$83.98	EventBrite & Nintendo	01-5430-54-07	Professional Development-Marketing & PR Services
75603	\$5,737.06	VISA	\$97.59	Silhouette America	01-5326-53-02	Programming & Support-Teen-Youth Services

**Niles-Maine District Library
Check Detail and Account Distribution
Checks dated October 18, 2017**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75603	\$5,737.06	VISA	\$20.90	September Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75603	\$5,737.06	VISA	\$71.00	September Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
75603	\$5,737.06	VISA	\$125.00	September Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
75603	\$5,737.06	VISA	\$125.00	September Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
75603	\$5,737.06	VISA	\$0.96	September Receipts	01-5461-54-09	Subscriptions & Dues-Administrative Services
75603	\$5,737.06	VISA	\$3.97	September Receipts	01-5458-54-09	Postage & Freight-Administrative Services
75603	\$5,737.06	VISA	\$21.06	September Receipts	01-5312-53-06	Internet Charges-IT Services
75603	\$5,737.06	VISA	\$299.85	September Receipts	01-5312-53-06	Internet Charges-IT Services
75603	\$5,737.06	VISA	\$11.99	September Receipts	01-4420-44-00	Downloadables
75603	\$5,737.06	VISA	\$15.00	September Receipts	01-5430-54-09	Professional Development-Administrative Services
75603	\$5,737.06	VISA	\$327.00	September Receipts	01-5430-54-02	Professional Development-Youth Services
75603	\$5,737.06	VISA	\$45.00	September Receipts	01-5457-54-04	Office Supplies-Tech Services
75603	\$5,737.06	VISA	\$101.88	September Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75603	\$5,737.06	VISA	\$10.95	September Receipts	01-5430-54-01	Professional Development-Adult Services
75603	\$5,737.06	VISA	\$600.00	September Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75603	\$5,737.06	VISA	\$230.00	September Receipts	01-5430-54-02	Professional Development-Youth Services
75603	\$5,737.06	VISA	\$230.00	September Receipts	01-5430-54-01	Professional Development-Adult Services
75603	\$5,737.06	VISA	\$230.00	September Receipts	01-5430-54-09	Professional Development-Administrative Services
75603	\$5,737.06	VISA	\$67.47	September Receipts	01-5420-54-05	Janitorial Supplies-Maintenance Services
75603	\$5,737.06	VISA	\$260.00	September Receipts	01-5430-54-09	Professional Development-Administrative Services
75603	\$5,737.06	VISA	\$3.83	September Receipts	01-5458-54-09	Postage & Freight-Administrative Services
75603	\$5,737.06	VISA	\$119.98	September Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75603	\$5,737.06	VISA	\$230.00	September Receipts	01-5430-54-03	Professional Development-Digital Services
75603	\$5,737.06	VISA	\$65.02	September Receipts	01-5430-54-09	Professional Development-Administrative Services
75603	\$5,737.06	VISA	\$160.00	September Receipts	01-5430-54-02	Professional Development-Youth Services
75603	\$5,737.06	VISA	\$129.87	September Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75603	\$5,737.06	VISA	\$640.00	September Receipts	01-5430-54-09	Professional Development-Administrative Services
75603	\$5,737.06	VISA	\$415.00	September Receipts	01-5430-54-04	Professional Development-Tech Services
75603	\$5,737.06	VISA	\$388.41	September Receipts	01-5430-54-04	Professional Development-Tech Services
75603	\$5,737.06	VISA	\$23.30	September Receipts	01-5430-54-04	Professional Development-Tech Services
75603	\$5,737.06	VISA	\$210.00	September Receipts	01-5430-54-07	Professional Development-Marketing & PR Services
75603	\$5,737.06	VISA	\$150.00	September Receipts	01-5430-54-07	Professional Development-Marketing & PR Services
75603	\$5,737.06	VISA	\$360.00	September Receipts	01-5430-54-09	Professional Development-Administrative Services
75603	\$5,737.06	VISA	\$59.99	September Receipts	01-5313-53-06	Software, Licenses-IT Services
75603	\$5,737.06	VISA	\$64.49	September Receipts	01-5430-54-02	Professional Development-Youth Services
75603	\$5,737.06	VISA	\$11.99	September Receipts	01-4420-44-00	Downloadables
75603	\$5,737.06	VISA	\$11.99	September Receipts	01-4420-44-00	Downloadables
75604	\$597.58	VISION SERVICE PLAN OF ILLINOIS	\$597.58	October Payment	01-5632-56-00	Vision
75605	\$431.68	WESTON WOODS STUDIOS	\$431.68	Materials	01-4434-44-00	AV-Youth Services
75606	\$1,216.00	VERNON LIBRARY SUPPLIES, INC.	\$1,216.00	Label Shields Roll	01-5311-53-04	Processing & Supplies-Tech Services

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
29750	Accounts Payable	Manual Check	9/29/2017	PETER A. MOTYL	\$0.00	\$775.36	(\$775.36)	9/30/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$775.36)
Total Payments:	(\$775.36)
Total Change in Register Balance:	(\$775.36)



A love-note from the Writing Center in KidSpace

Recently, I was standing at the crossing to the Culver parking lot when I ran into a long-time library patron. I knew her and her three kids during the many years in Youth Services, but I hadn't seen her in the library for a while. So I was pleasantly surprised when she started talking about how much her now-adult children are using the Creative Studio—one of them has needed to do a lot of voice recording, and another has been using the laser cutter to make things. I thanked her for letting me know, and she started to turn away, but then she turned back and indicated the papers she was holding: "Oh, and thank you so much for your support of local businesses. It means a lot!"

The Board hears comments from a handful of residents who want to see their taxes lowered. These people are citizens and they have a right to speak—that's what public comments are for. The Board doesn't hear from the people who are just living busy lives and use the library and are grateful for its resources, but it's very important to remember that they are out there. They don't all check out books, but they are using the library in a variety of ways.

Chapter One

As part of our Strategic Plan, there are several goals relating to Chapter One. I asked Sasha to review what he has done already.

From Sasha: As part of the Strategic Plan, one of our investments is to evaluate intent, scope, and content of the Chapter One newsletter. We're working on a plan for user experience testing and surveying program attendees to determine if it's the best way to deliver program and service information. I'm especially looking forward to this part of the Strategic Plan.

In the Director's Report for the June 2016 meeting, I reported price quotes from multiple printing companies with the goal of lowering costs of the Chapter One newsletter. Out of five quotes, our current printer Viso Graphic came in with the least expensive cost of \$5,891.36 per issue. The other four quotes were \$6,740 (Vogue Printers), \$6,545 (Creekside Printing), \$6,990 (Vision Integrated Graphics Group), and \$7,950 (DreamWorks Graphic Communications, LLC).

For the sake of comparison, in Fall 2015 the cost of the newsletter was \$6,442.49. After evaluating the newsletter, we were able to decrease the cost to \$5,891.36. Currently, the Library saves \$2,204.52 annually on newsletter production. One of the ways we decreased the cost was by changing the paper. Instead of consistently using the same paper, our printer will print on paper that's in the same family as our previous paper choice. It helps keep the costs down without lowering the newsletter quality.

Background Information on TIFs

In light of the Village's recent hiring of consultants to explore four potential TIFs in Niles, President Karen Dimond requested some background information. Greg Pritz has prepared this short summary. Much of it directly quotes "TIFs 101" on the Cook County Clerk's website.



From Greg: "TIF" stands for "Tax Increment Financing," a special tool that municipalities can use to generate money for economic development in a specific geographic area.

TIFs allow a city to re-invest all new incremental property tax dollars in the neighborhood from which they came for a 23-year period.

These incremental revenues arise when new development takes place in the TIF district, or if the value of existing properties rises, resulting in higher tax bills.

These funds can be spent on public works projects or given as subsidies to encourage private development. But TIFs can also make it easier for a city to acquire private property and demolish buildings to make way for new construction.

Illinois state law allows municipalities to create TIFs in areas that are "blighted," or in danger of becoming blighted (often called a "conservation area" TIF). The municipality first hires a consultant to do an eligibility study. If the area meets the State standards, then the municipality conducts a further study of the area and writes a plan and budget including an overview of the development priorities for the area and how TIF dollars will be spent during the TIF's 23-year life. The plan and budget is then presented to the municipal council for approval.

TIFs are politically appealing tools because they do not require the municipality to raise your tax rate. Instead, TIFs generate money for redevelopment by raising the value of the property that is taxed. It works like this:

- When the TIF is established, the County looks at the equalized assessed value of all the property in the TIF before implementation and adds it up.*
- Once a TIF is established, taxing bodies get no new incremental revenue from the TIF. Their share of the property taxes is "frozen" at the level it was at just before the TIF was approved. The taxes on all the new property value in the TIF go into the TIF fund and are reinvested in that area.*

Currently, there are two TIF Districts in Niles. These districts have seen an increase of \$45.4 Million of equalized assessed value since their inception. For the 2016 tax levy year, this increase in equalized assessed value resulted in revenue to the TIF Districts of \$3.6 Million. So, \$3.6 Million was taken out of all of the levies

filed by governmental units covering these properties and deposited in the TIF District accounts. **For the Library, this means that almost \$200,000 of the 2016 Niles-Maine District Library property tax levy was deposited in the TIF District accounts instead of the Library accounts.** Since one of the districts is new there will be additional growth in the equalized assessed value of another \$30 Million or so which would result in another \$130,000 to \$150,000 being diverted from the NMDL account to the TIF Districts accounts annually for a total of \$330,000 to \$350,000 annually.

Recently, the Village of Niles hired a consultant to perform an eligibility study for all of the retail properties on the entire length of Milwaukee Avenue (this is being broken into three separate TIF Districts to accommodate the division between Niles and Maine Townships as well as the interruption of the planned districts by the City of Chicago.) and the retail area at the corner of Oakton Street and Waukegan Road (including the Niles - Maine District Library). In total there will be four new districts should the eligibility studies prove that these districts are eligible to be formed under the State law. Since the eligibility studies have just recently been approved, it is not possible to know the total of the equalized assessed value of all of the property or what the growth in equalized assessed value is anticipated over time.

Programs

From Arianne: [KidSpace](#)

Playdoh Day was Wednesday, September 10. We have celebrated this iconic polymer for a number of years, and it never fails to attract a crowd. Young and old alike dig in with both hands, rolling snakes, molding shapes, and twisting braids. That all-too-familiar smell fills the large meeting room and inevitably colors are mixed, creating a beautiful shade of brown. Some families don't allow the precious material at home, so this program is an annual pilgrimage of play.



KidSpace is relaunching a program for special needs patrons and their families. Formerly “Special Sunday”, we are again offering a quarterly program called “Adaptive Hour”. The concept is to offer an experience in the KidSpace that is open to these patrons and their families, without the commotion of the general public, or the anxiety of disturbing other library users. Their children will be free to move through the space and take part

in the adapted activities at their own speed, among their peers. With input from the Maine-Niles Association of Special Recreation, we have revamped the structure and made an effort to reach out to both their membership and the students at EM63. We look forward to this program offering a stress-free, unencumbered experience at the Library.

Homework Help is back in the lineup. This weekly program gives National Honor Society teens a chance to earn service hours and pairs them with area students who could use some support. This program is a win/win for all involved. Often parents are thrilled to have a little help on the homework front, kids are excited to work with the big kids, and the teens are the rock-star helpers. This program takes place most Monday nights unless there is a holiday, or the teens are studying for finals.

Teen

September is a busy month for college prep programming. We offered an ACT/SAT practice test and results review. This is a great chance for students to experience a safe dry-run and sample the two different formats. Parents and teens were also invited to a program outlining the various financial aid options. We are also partnering with the Illinois Student Assistance Corps for free help with the FAFSA (Free Application for Federal Student Aid).

From Dodie: The Shakespeare program on September 15th was the North American premier of *Shakeshafte* by Rowan Williams, former Archbishop of Canterbury, and had a capacity crowd of 115 attendees.



This month's Senior Coffee Hour was a musical concert of *The Best of George & Ira Gershwin* performed by vocalist, Robbie Malkowski, and jazz keyboardist, Dave Turner. This celebration on the actual birthday of George Gershwin was very well received by the 55 attendees.

Oakton Community College ELL (English Language Learner) programs continue to have high attendance. The total attendance for the eight classes this month was 437 people.

Judy McNulty combined the popular *Wills & Trusts Program* (40 attendees) with the *I-Cash* representative from the State Treasurer's Unclaimed Property Division all while graciously serving coffee in the Commons. Searches found over \$700 for patrons (41 searches and 24 claims) who stopped by the desk. This month she also scheduled her usual *Job Counseling*, *Power Employment Workshop*, *CJE Seniorlife*, and *SCORE sessions*.

Maryellen hosted the *Sustainable Fall Garden Clean-up* as part of the Niles-Maine Library Garden Club. 14 very engaged gardeners attended.

Greta's evening book discussion continues to grow. Cecilia celebrated a record of 26 people who attended her off site *BookBites* book discussion. What book title was that? It was *All the Stars in the Heavens* by Adriana Trigiani.

This month Neil hosted Chicago veteran, Michael Duffy, on September 27th as part of the Chicago History Author Series. Duffy shared from his book *From Chicago to Vietnam: A Memoir of War*.

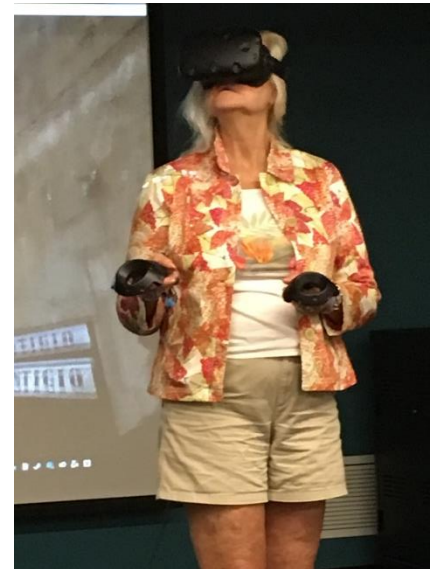
Creative Studio

From Suzy: It was a busy month for programming in the department. Bobby led a popular Android basics class, Bernadetta facilitated two Make and Take programs, Matt provided an overview of Excel, and Ruth gave an introduction to Inkscape.

The Introduction to Virtual Reality program was offered for the second time and had an increase in attendance, which was good to see. Attendees enjoyed a presentation on the development of this technology and were fascinated by the hand-on experience. Below are some of the patron comments from the class,

“This small class made it hands-on great. Never knew what VR was and now I had a new and wonderful experience. This was fun and exciting and informative. Learned about new(ish) technology. Thanks!”

“Fantastic instructions, use of technology I wouldn't have access to otherwise.”



In the Laser Cut String Art Pendant class, patrons cut different shapes of pendants on the laser cutter. Then, they threaded accessories with many different colors of string. The results were beautiful!

This month there were 16 3D print jobs, 5 poster prints and 7 VHS to DVD conversion sessions. There was over 100% increase in usage of Studio A and there are two students who come in regularly for practicing and recording voice animation.

Community Engagement

Oakton Community College is going through its accreditation process now, and one of the last steps was an interview with representatives from the community such as the mayor of Skokie, high school superintendents, and other people who work with OCC. I spoke about how valuable the ESL and Literacy classes have been to the many recent immigrants who live in Niles and unincorporated Maine township—OCC is truly carrying out its mission as a community college. Cyndi went with me, since she has been working with Oakton and also serves as a volunteer ESL teacher herself. I feel very fortunate to be able to offer such a meaningful program to our patrons at no cost aside from the space.

From Arianne: I have been meeting with the Expanded Learning Community Partners at East Maine School District 63. The group offers a networking opportunity for area service providers and the area education

network to learn about each other's offerings and come together to support local families. We are looking at partnership opportunities as national grant monies are coming online.



From Dodie: The Polska Szkoła J. Paderewskiego School of Polish Language has extended an invitation to Krystyna Banek to be a judge for their reading competition “I Know What I’m Reading About” – to be held on Saturday, November 4th.

From Cyndi: Mr. William Brandeis returned with his ever popular Movie Poster Exhibit & Matching Game. Patrons play with age-appropriate game sheets to enter a drawing to win a \$30 Visa card. This was Bill’s fourth visit to the library in the past year, which amounts to a total gift of \$120 to the lucky winners.

From Suzy: I coordinated with Beverly Kinowski from the Niles Fire Station to participate in the Open House and Pancake Breakfast at Station 3. She was impressed with the green screen photos at Night of Roses and wanted to include us in their event. Matt and Jason customized a green screen background featuring a fire truck and the event sponsors.



Bernadetta and I arrived at the Fire Station early on Saturday morning to set up the green screen, lights, iPad, and the printer. Attendees posed for green screen pictures in firefighter gear. We took pictures of 135 kids, parents, and firefighters!

It was a wonderful opportunity to be involved in a local community event as well as a chance to promote the library and the upcoming Maker Fest.

CCS Migration

From Cyndi: Polaris training continued this month with a 2-day Advanced Circulation Workshop at CCS, our 2-day Technical Services Workflow site visit, a wrap session for the staff PowerPAC Discovery Project, a Polaris led PowerPAC webinar, both a joint Circulation/ILL and PAS Technical Group meetings, and the Governing Board meeting. Rich and I worked on distributing usernames, passwords, and login instructions for LEAP and the STAFF CLIENT. Staff now have access to the NMDL PowerPAC catalog which will replace Enterprise, in addition to LEAP which replaces Workflows at the Public Services desks and the Staff Client which replaces Workflows for acquisitions, cataloguing, outreach, interlibrary loan and offline mode operation. Staff also have access to the test database. Data testing began in earnest with last Friday’s CCS Newsletter and will continue for the next few months. The training computers are set and ready for data testing, webinar watching, and staff training. We have touched on the subject of training in our weekly meetings and the need to require it to be scheduled, logged and evaluated. The public service training team and I will be structuring this training in November.

From Victoria: On September 14th and 15th we had our onsite visit with Polaris to go over our current work flow and how it will translate into Polaris terms. Tech collectively spent 45 hours in the site visit. It was very

helpful to see what the actual catalog and staff client looks like and how it operates. We were able to get a vision for how we could replicate the work we are doing now and what improvements can be made to further streamline our processes, with the goal of getting the material into the hands of our patrons. Additionally, Carol, Elbert, David, Jamie, & I participated in the PowerPac Discovery Project that Cyndi created for our migration to Polaris. We each chose at least five library websites that are already using Polaris to perform certain tasks and rate them to discover the best and worst of these sites and how we'd ideally choose to set up ours next April. Also Jamie and I have been meeting weekly with the in-house migration group. We are collectively handling the tasks set forth by CCS and making preparations for data mapping and other policies that will comprise our data in Polaris.

Volunteers

NMDL is fortunate to have a wonderful group of volunteers who make it possible for us to achieve many things that we couldn't without their assistance. Each year we say thank you. In next month's report, I will include some pictures from the event and give you an idea of who they are and the kinds of things they accomplish for us. Cyndi Rademacher has overseen the adult volunteers for many years and continues that important responsibility as Assistant Director.

From Cyndi: Dodie, Victoria and Emily have added their creative flair to this year's Volunteer Luncheon which will be on Thursday, October 19th at 11:30am. We are expecting about 35 volunteers. We're using a soda fountain theme and the Chord Masters Barbershop Quartet will perform.

Two adults interested in volunteering attended an evening Volunteer Information Session. They are both college students. One would like to volunteer in the evening after classes as a Book Buddy, the other would like an assignment that will accommodate her bringing along her 5-year old.

Passport Service

We know from an envelope we received from the State Department that we have been assigned a facility number, so that is progress. We are anxious to begin this before the winter rush gets started, and pushing as we can to move things along.



Databases and downloadables

From Suzy: We launched a new streaming video service, Kanopy. Kanopy features thousands of award-winning documentaries, training films, indie films, and theatrical releases. It is a pay-per-use service and the library only pays for the content that the patron views. NMDL patrons seem to like the service and there were 96 films viewed last month.

Building maintenance

From Greg: Maintenance has started to plan for some significant exterior projects in the spring. It has been over twenty years since the exterior of the building has been caulked and painted.

The caulking where the stucco surface meets other surfaces on the building is dried out and cracked which compromises its ability to prevent water infiltration and further damage. Therefore, the caulking on the building at each joint and around all openings needs to be stripped and replaced. We have started to do some exploratory bidding and what we are finding is that the cost of this project will likely be between \$20,000 and \$25,000. If we see pricing consistently over \$25,000 (the state procurement limit) we will go to the formal bidding process.

The exterior stucco and wood soffits around the building is faded and in need of painting. These surfaces have required little maintenance in the past twenty years. The exploratory bidding we have done exceeds the \$25,000 state procurement limit so we will formally bid this project. Initial estimates are in the \$80,000 to \$100,000 range. Though this may seem very high, a very significant portion of the cost is related to scaffolding the building to provide a stable work surface for the painting crew.

During the summer, the chiller on the roof of the Library has required significant maintenance as components begin to fail. Though we didn't expect to replace the chiller until 2020, we have been advised that its useful life may be at an end. The unit is 20 years old and is using 20-year-old technology. Replacing the chiller before the end of the fiscal year will avoid increasingly costly repairs in the near term and allow the Library to take advantage of newer more efficient technology which will result in lower energy consumption in the future. The anticipated cost of the replacement is between \$200,000 and \$250,000 and therefore be subject to the state procurement rules for purchases greater than \$25,000.

We continue to explore options for repairing the copper roof of the portico covering the main entrance. The roof leaks in one corner and is causing rot of the substrate. We have received estimates up to \$42,000. The difficulty is that the domed canopy is an architectural feature of the building which is visible from many angles, but removing the existing copper to make the repair will damage it. We continue to look for solutions on this.

E-rate savings

From Greg: During the last fiscal year, working with E-Rate funding has allowed the Library IT staff to refresh our existing wireless network at a fraction (20%) of the cost. The Library replaced all 18 access points which were over 6 years old and at capacity. This upgrade cost the Library a little under \$8,500 for which we received a value of \$42,000. E-Rate reimbursed the Library \$33,798.72.

In addition to the equipment purchase, E-Rate provides for the reimbursement of internet connection costs and voice circuit costs at 80% and 40% respectively. Last fiscal year the Library spent just under \$25,000 for these two expense categories. The costs have been submitted for reimbursement in the amount of \$15,429.25 which we expect to receive within the next 60 days.

In total, for the last fiscal year, the Library received (or is about to receive) a grand total of \$49,227.97 in E-Rate reimbursements out of projects and expenses which cost \$67,009.64.

Interesting Patron comments and questions

Reported to the KidSpace desk:

Thank you for having books about LGBTQ families.

In Digital Services, Pete assisted a Polish couple in translating passport information. Bobby used the Google Translate app on his phone to assist a Korean man with the copier.

Neil had three interesting Reference questions:

1. Which Skokie school districts do not use the ELIS, the online licensure system?
2. AESOP Time Management for substitute teachers
3. Where can I get a one-page listing of Chicago aldermen and their phone numbers?

Val de la Calle got a reference question about what is the turnover/retention rate of principals and teachers in Illinois?

Staff notes

We have had some significant staff anniversaries lately. Cecilia Cygnar (aka Cinema Cecilia from Adult Services) and Clara Sheffer (aka Ms. Clara from KidSpace) each reached their 20th anniversary. Ellen Wolf reached her 25th anniversary as a Page, and it is mind-boggling to imagine the number of books, CDs, DVDs, etc. she must have shelved in her time here. Last but not least, Valerie Clark (Reference Librarian extraordinaire) has reached her 30th anniversary. Congratulations to all!

From Suzy: After interviewing four qualified candidates, we hired Kathleen Weiss to fill the position of Digital Services Assistant Supervisor. Kathleen is a Technology and Instruction Librarian at Northbrook Public Library. With her technology and leadership skills we are confident that she will be a wonderful addition to the Digital Services team. Her start date is 10/24/17. And from our newest DS Assistant, Tommy: "In my month of being here, I have interacted with many patrons. I have had an overwhelmingly positive and friendly welcome here. The patrons are constantly complimenting our department and telling me that they appreciate how much we do."

Staff training

From Cyndi: I attended an OSHA workshop with Business Coordinator Lisandra Strickling and Maintenance Supervisor Dave Dabrowski. It was a helpful reminder of the complexities of safety issues and that we often don't get a second chance to be safe. I'm reading a fascinating book on the subject titled *Black Box Thinking: The Surprising Truth about Success*, by Matthew Syed, which focuses on the value and importance of learning from our mistakes as organizations as well as individually.

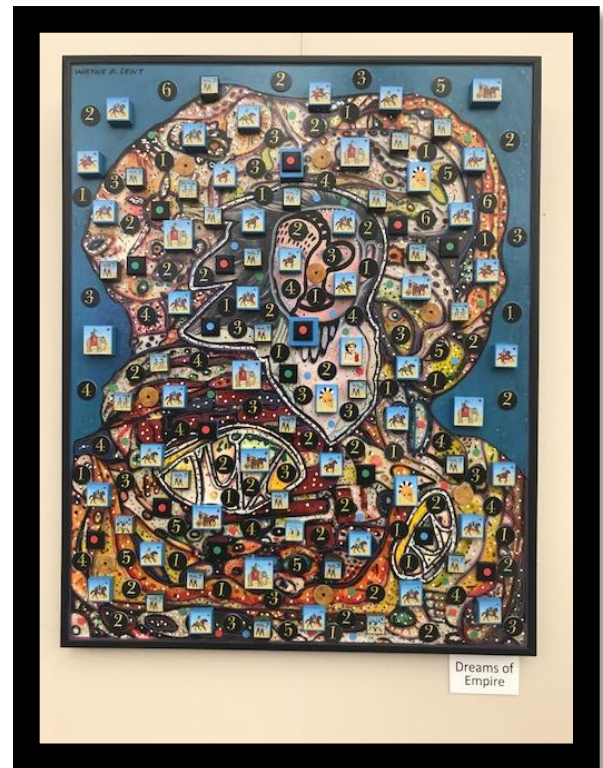
I completed a 24-hour Gale Course on technical writing and have already been able to apply new techniques to my writing, particularly on the recent Polaris login instruction sheets I created. Several staff commented that the instructions were helpful!

Committees

New committee: Safety and OSHA Compliance Committee I have assigned Cyndi Rademacher to chair the S-OSHA Committee. They are tasked with reviewing the list of OSHA requirements, ensuring that the revised Employee Safety Manual is complete and in accordance with the law, and working together to train the staff once the manual is finalized. The S-OSHA Committee will review documents annually.

Sunshine from Dodie: We celebrated National Biscotti & Coffee Day on Friday, September 29th. We had regular, decaf, and vanilla brewed coffee and a selection of K cups. Staff brought in biscotti of all kinds and Elbert even baked his own biscotti (which were out of this world!!).

Display and Art from Victoria: For the months of September and October, *Dreamscapes: an inner voyage of the imagination*, the art of Wayne Lent, will be featured in our Franklin Gallery. Wayne has described that the boundaries, directions, and substance of his art work is to realize that both art and life are on one hand a joyous battle of duty and on the other hand nothing more than a passing dream. Wayne has exhibited at The Art Institute of Chicago and been reviewed in many publications including *Art in America*. Wayne is also an avid user of our library. Please check out his work in the gallery.



Communico from Suzy: The Communico group met a few times this month to preview our Communico site and get familiar with the meeting room and program management features. We are working on guidelines for posting programs and a staff training plan. Next up is the import of the test data and staff testing.

FOIA requests

We received the following FOIA request this month:

10.5.2017—Carolyn Drblik Copies of all receipts, invoices and purchase orders for the purpose of Fandom Fest; Staff hours for the preparation and actual day of Fandom Fest including each staff member's name and hours worked; Volunteers names and hours worked. *We had to consult Klein Thorpe & Jenkins whether we should redact the volunteer names since they are not employees.*

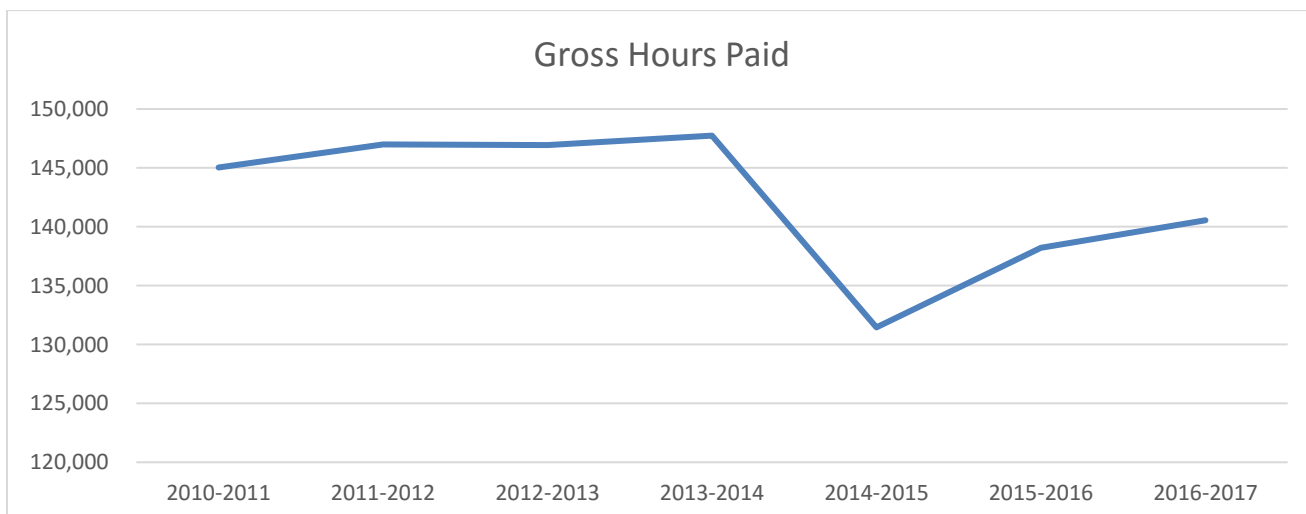
Should the Library cut staff by 10%?

From Greg and Susan: At the September 20th board meeting Joe Makula suggested during the Public Comment portion of the agenda that the Library consider implementing a 10% across the board cut in employment. This topic was also discussed during the Other part of the agenda when Trustee Dennis Martin endorsed Mr. Makula's suggestion.

Looking back seven years, we found the following in the Library payroll system:

Fiscal Year	Full Time Hours Paid	Part Time Hours Paid	Gross Hours Paid
2010-2011	95,164	49,867	145,031
2011-2012	92,500	54,503	147,003
2012-2013	96,397	50,535	146,931
2013-2014	97,451	50,291	147,741
2014-2015	82,561	48,896	131,458
2015-2016	84,340	53,884	138,224
2016-2017	85,670	54,883	140,553

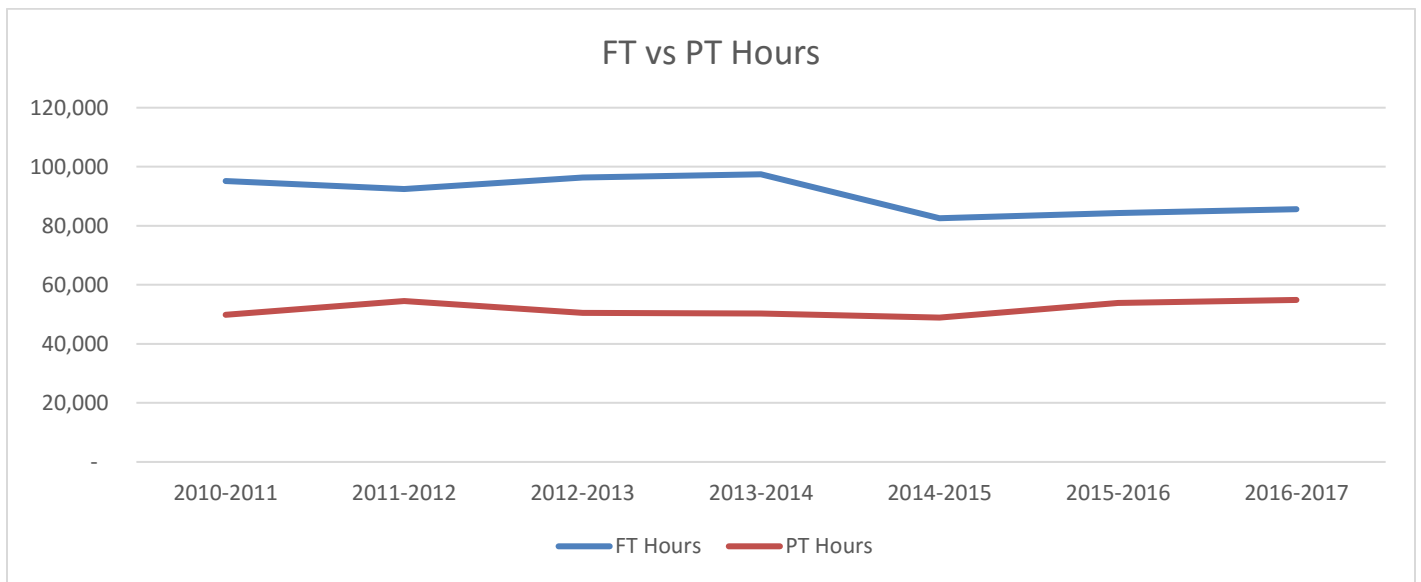
The gross hours paid to employees in the payroll system rose to a high point of 147,741 hours in 2013-2014 when the board voted on implementing the Retirement Incentive Program which resulted in the retirement of 5 employees (a reduction of approximately 10,000 hours annually). This retirement program was initiated by staff as part of an overall reorganization plan developed by the two Assistant Directors and the Business Manager. During the same timeframe, the board initiated a hiring freeze pending the completion of the study by Matrix. This board action reduced the gross paid hours by another 6,300 hours. The chart below depicts Gross Hours Paid over time:



Much of the impact of the hiring freeze and the resulting reduction of staff hours was felt by the non-exempt supervisory employees, who often had to fill in on desks and in programs, cutting back on their ability to perform their management responsibilities.

After the Matrix study was completed, the hiring freeze was lifted so the Library could implement the recommendations including the replacement of some key positions and the creation of the Digital Services Department. As the Digital Services team has been built out over the last two years, the gross hours paid to employees has increased to 140,553 which is still 7,200 hours less than the high point in 2013-2014.

Regarding the full-time vs part-time employee mix, the high point in full-time employment came in the 2013-2014 timeframe when the Gross Hours Paid was 97,451 for full-time and 50,291 for part-time. In the most recent year just closed, the full-time hours are down nearly 12,000 hours at 85,670 and the part-time hours are up 4,600 hours at 54,883. This is a result of the Administration's philosophy of hiring part-time employees when possible to fill jobs. The following chart illustrates full-time hours vs part-time hours over time:



As the data shows, the Supervisors and Administration of the Library are committed to keeping staffing levels low while maintaining a high level of service with efficiency and effectiveness.

Trustee Calendar

October

10/9—Friends of the Library Meeting (cancelled)

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

10/18—Regular Meeting of the Board of Trustees: Passing of the levy ordinance

10/19—Volunteer Appreciation Luncheon

November

11/11—Makerfest

11/13—Friends of the Library Meeting

11/15—Regular Meeting of the Board of Trustees—Presentation of the Audit

December

Friends will have a holiday luncheon that replaces the meeting

12/13—Regular Meeting of the Board of Trustees (Note that this is one week early)

January

Friends will not meet

1/17—Regular Meeting of the Board of Trustees

1/19—Early bird registration for the Public Library Association Conference ENDS

1/26—Library closed for Staff InService Training Day

February

Friends will not meet

2/21—Regular Meeting of the Board of Trustees

March

3/12—Friends of the Library Meeting

3/14—Regular Meeting of the Board of Trustees (tentative: moved for PLA)

3/20-24—Public Library Association Conference, Philadelphia

PLA Conference: Philadelphia, March 20-24, 2018

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

CCS Migration from Sirsi-Dynix to Polaris April 2018

Monthly Statistical Report -- September 2017

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	270	349	-22.64%			
Total District Cardholders	23,824	25,438	-6.34%			
Patron Visits	28,402	29,290	-3.03%			
Unique Library Cards Used	4,468	4,758	-6.09%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	42,511	43,419	-2.09%	134,725	85,930	56.79%
Teens	3,482	2,950	18.03%	13,038	6,434	102.65%
Juvenile	38,184	39,493	-3.31%	129,198	131,290	-1.59%
Digital	1,735	1,564	10.93%	5,377	3,299	62.98%
Equipment	136	96	41.67%	432	232	85.87%
TOTAL Loan of Library Materials	86,048	87,522	-1.68%	282,770	227,185	24.47%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	20,785	19,953	4.17%	64,943	40,738	59.42%
Periodical	927	1,241	-25.30%	3,417	2,168	57.63%
Audio	4,329	4,403	-1.68%	13,953	8,732	59.79%
DVD	16,470	17,822	-7.59%	52,412	34,292	52.84%
TOTAL Adult Loans	42,511	43,419	-2.09%	134,725	85,930	56.79%
Teens						
Print	2,684	2,254	19.08%	9,894	4,938	100.36%
Periodical	37	16	131.25%	83	54	52.82%
Audio	407	375	8.53%	1,694	782	116.60%
DVD	354	305	16.07%	1,367	659	107.38%
TOTAL Teen Loans	3,482	2,950	18.03%	13,038	6,434	102.65%
Juvenile						
Print	29,753	30,005	-0.84%	97,849	95,970	1.96%
Periodical	133	222	-40.09%	579	872	-33.60%
Audio	2,077	2,067	0.48%	7,800	8,836	-11.72%
DVD	6,221	7,199	-13.59%	22,970	25,612	-10.32%
TOTAL Juvenile Loans	38,184	39,493	-3.31%	129,198	131,290	-1.59%
Equipment Loan	136	96	41.67%	432	232	85.87%
Digital Loan (ebooks, eaudiobooks)	1,735	1,564	10.93%	5,377	3,299	62.98%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	12,506	9,415	32.83%	31,370	21,921	43.10%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	6,597	7,020	-6.03%			
Holds Made Available	9,412	9,747	-3.44%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	52	77	-32.47%	167	153	9.15%
Circulating--Juvenile	4,411	3,853	14.48%	16,495	12,698	29.90%
Circulating--Teen	232	238	-2.52%	676	789	-84.29%
Circulating--Adult	1,572	1,409	11.57%	5,650	4,304	-68.51%
TOTAL In-House Use of Materials	6,267	5,577	12.37%	22,988	17,944	125.86%
Items moved on Shelf	5,881	4,234	38.90%	17,242	10,178	69.40%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change		Prior YTD	% Change
Digital Services Guest [Note: Tracking as of Jan 2016]	1,330	1,419	-6.27%	4,249	4,366	-2.68%
Digital Services	2,572	2,749	-6.44%	8,154	8,644	-5.67%
Kidspace Express Internet	42	14	200.00%	133	85	56.47%
Kidspace	1,572	1,161	35.40%	5,617	5,057	11.07%
Kidspace iPad Usage	430	402	6.97%	1,330	1,173	13.38%
Teen Underground	375	201	86.57%	1,503	1,170	28.46%
TOTAL Users	6,321	5,946	6.31%	20,986	20,495	2.40%
Patron Wi-Fi Uses	12,766	11,390	12.08%	39,331	37,097	6.02%
Scanning & Fax Pages	5,959	5,074	17.44%	18,993	14,569	30.37%
Print & Copy Pages	15,808	17,296	-8.60%	50,040	52,189	-4.12%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	16	26	-38.46%	56	92	-39.13%
Large Scale Poster Printer	7	-		8	2	300.00%
VHS to DVD Conversion	5	21	-76.19%	40	59	-32.20%
TOTAL Use of Staff Mediated Equipment	28	47	-40.43%	104	153	-32.03%

Monthly Statistical Report -- September 2017

USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	104	94	10.64%	253	193	31.09%
Study Rooms 1-5	574	462	24.24%	1,498	1,545	-3.04%
Creative Studio A	55	26	111.54%	133	70	90.00%
TOTAL Users of Staff Mediated Spaces	733	582	25.95%	1,884	1,808	4.20%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	29,019	29,497	-1.62%			
Facebook "Likes"	1,396	1,176	18.71%			
Buzz Blog views	465	461	0.87%			
Media Hits (includes print and online articles and listings)	12	63	-80.95%			
e-News Subscribers	15,793	13,812	14.34%			
New Resident Letters (Aug)	28	80	-65.00%			
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	1,904	1,322	274,394			
Non-shelved materials	1	-	34,474			
Equipment	-	-	97			
Total	1,905	1,322	308,965			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	121	187	-35.29%	342	686	-50.15%
Test Proctoring	5	10	-50.00%	23	31	-25.81%
Voters' Registration	-	10	-100.00%	2	19	-89.47%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services (3rd Floor)	752	844	-10.90%	2,491	2,446	1.84%
Commons Desk	-	109	-100.00%	4	176	-97.73%
Fiction/Audiovisual Services Desk (2nd Floor)	1,527	1,457	4.80%	4,870	4,114	18.38%
Patron Services	7,669	9,856	-22.19%	20,642	32,333	-36.16%
Technology Desk	2,122	1,223	73.51%	6,064	3,566	70.05%
Teen UnderGround Desk	849	382	122.25%	3,278	2,141	53.11%
Bulk Loan Items Delivered to Nursing Homes	580	590	-1.69%	1,490	1,640	-9.15%
Materials pulled for Homebound Users	719	877	-18.02%	2,248	2,576	-12.73%
Outreach Service	2,609	2,981	-12.48%	7,414	8,382	-11.55%
Youth Service/KidSpace Desk	4,011	3,551	12.95%	12,909	11,891	8.56%
Total Service Interactions	19,539	20,403	-4.23%	57,672	65,049	-11.34%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,496	4,980	-9.72%	14,193	14,999	-5.37%
Items Received from CCS Libraries for Patrons	3,300	3,551	-7.07%	10,302	11,094	-7.14%
Items Lent to OCLC Libraries	304	395	-23.04%	977	1255	-22.15%
Items Received from OCLC Libraries for Patrons	104	98	6.12%	301	308	-2.27%
Total Interlibrary Loan	8,204	9,024	-9.09%	25,773	27,656	-6.81%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	226	225	0.44%			
Number of Visits	149	187	-20.32%			
Institutions						
Number of Institution Deposit Collections	12	12	0.00%			
Number of Visits	12	12	0.00%			
Schools						
Items Delivered	741	626	18.37%			
Number of Trips	20	18	11.11%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	14	78				
Adult and Outreach Services & Programs	5	27				
Digital Services & Programs	2	3				
Patron Services	6	27				
Teen Services & Programs	8	16				
Youth Services & Programs	28	102				
Total Volunteers and Hours This Month	63	253				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>69</i>	<i>314</i>				

Monthly Statistical Report -- September 2017

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Youth Programs	62	1,763	71	2,483	-29.00%
Teens Programs	10	171	12	218	-21.56%
Adults Programs	30	786	47	934	-15.85%
Digital Services Programs	15	69	14	87	-20.69%
Outside Meetings	28	533	16	240	122.08%
TOTAL PROGRAMS AND EXHIBITS	145	3,322	160	3,962	-16.15%
Programs-Youth Audience					
1KBK added visits	ongoing	5			
1KBK registrations	1	2			
Adaptive Hour	1	8			
Bibliobop Dance Party: Mr. Singer & Kerry Appleberry	1	30			
Book Buddies	7	14			
Homework Help	2	43			
In-house Toys and Games	1	310			
I-Spy tank	1	67			
Laser Engrave SRC Gears	1	8			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club	3	36			
Family Movie: <i>Beauty and the Beast</i>	1	43			
North Branch Trail Partnership	1	3			
Play Doh Day	1	71			
Reading Patch Club added visits	ongoing	39			
Reading Patch Club registrations	1	20			
Scavenger Hunt Butterflies	1	6			
Second Saturday Bingo Breakfast	1	17			
Second Sunday - <i>Around the World Stories</i>	1	28			
Story: Babytime	3	112			
Story: Evening Family Storytime	4	54			
Story: Rise & Shine Storytime	4	113			
Story: Storytime for 2s and 3s	5	89			
Story: Storytime for 4s and 5s	4	48			
Teacher Use of Die Cut Machine	1	2			
Video Games	1	277			
Wonder Ground: <i>Library Science</i>	8	57			
World Language Storytime	3	68			
Writing Center	1	68			
Youth Services Community Engagement Programs					
Elementary Outreach to Parents	1	16			
Elementary visits to NMDL	3	53			
Elementary visits to the classroom	1	56			
Preschool Visits to Classroom/Daycare	4	76			
Total Youth Services Programs	62	1,763	71	2,483	-29.00%
Programs--Teen Audience					
Famished for Fiction	1	12			
Fandom Follow Up - Hack Your Fandom Photos	1	6			
Games	1	3			
Maker Lab: Bangles and Dangles	1	2			
Marbled Mugs	1	10			
Movies in the Underground: <i>It</i>	2	16			
Practice ACT and SAT	1	17			
Teen Advisory Board	1	8			
Unpacking Financial Aid	1	6			
Videogames	1	103			
Teen Community Engagement Programs					
Jr/High School Classroom Outreach	1	25			
Total Teen Programs	10	171	12	218	-21.56%
Programs--Adult Audience					
Aging in Place	1	12			
Book Discussions- Literary	2	16			
Citizenship Education Classes	3	30			
CJE Senior Life	2	1			
From Chicago to Vietnam: A Memoir of War	1	11			
Garden Club: Sustainable Fall Garden Clean-Up	1	14			
I-Cash: Finding Missing Money	1	41			
Job Counseling	0	0			

Monthly Statistical Report -- September 2017

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Programs--Adult Audience (Continued)					
New Release Movie: <i>My Cousin Rachel</i>	1	25			
Niles Genealogy Interest Group	1	4			
Niles Songwriters	1	6			
Oakton Community College English as a Second Language	8	437			
Power Employment Workshop	1	7			
SCORE Mentoring Sessions	4	5			
Senior Coffee Hour: Concert of Best Songs of Gershwin	1	55			
Shakespeare Project: <i>Shakeshafte</i>	1	115			
Stop Hackers Before They Hack You	1	7			
Wills and Trusts	1	40			
Adult Community Engagement Programs					
BookBites Popular Fiction Discussion	1	26			
Low Vision Book Discussion at Senior Center	1	5			
Low Vision support Group (VIM) at Senior Center	1	7			
Total Adult Programs	30	786	47	934	-15.85%
Programs--Digital Service--All Ages					
DS 1-2-1 Tech Help	5	5			
DS Android Basics	1	12			
DS Canva	1	6			
DS Inkscape for Beginners	1	3			
DS Introduction to Virtual Reality	1	8			
DS iPad Basics	1	2			
DS Laser Cut String Art Pendants	1	8			
DS Microsoft Excel 2016	1	9			
DS Skype Essential	1	3			
DS Tablet Tuesday	1	5			
DS Turn a Foam Pumpkin into a Shadow Box	1	8			
Total Digital Services Programs	15	69	14	87	-20.69%
LIBRARY PROGRAMS AND EXHIBITS					
LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Community Meetings in Library Spaces					
Niles All American Toastmasters Club	1	15			
Jewish Genealogical Society of Illinois	1	10			
OCC New Yorker Discussion Group	1	8			
The Harbour	4	60			
Niles Township Toastmasters	3	90			
Niles Historical Society	2	35			
Gale Career Online High School Presentation	1	14			
Girls Scouts of America - Culver School	1	20			
Ken Lubinski - Theatre Group Rehearsal	4	45			
Kiran Kalsoom-Muslim Homeschoolers Group	3	45			
Farah Adeel - Study Group	2	12			
LACONI Administrators Group	1	28			
CCS Governing Board	1	28			
Morton Grove Farmer's Market	1	10			
CCS PAS Technical Group Meeting	1	30			
William Brandeis Movie Poster Exhibit	1	83			
Total Community Meetings	28	533	16	240	122.08%
GRAND TOTAL PROGRAM AND ATTENDANCE	145	3,322	160	3,962	-16.15%

Patron Suggestions and Comments for October 2017

Responses to Patron Suggestions and Comments

Frustration

Please bring back the 3rd Hot Picks Display Shelf!!! And move away from the post. Post is most annoying. Find some other place for that desk. We enjoy those Hot Picks shelves a lot. A.S.

I wish we could do something about the post—I agree that it gets in the way, but it is weight-bearing and cannot be removed. We are experimenting with the area and appreciate hearing your feedback. Thank you for taking the time to write.

Library is great. But please remove TV from Lobby. We already have too much noise at stores etc. Silence is golden. C.M.

Thank you for the kind words. The TV should be silent unless there is a significant event going on. I will remind the staff to keep the sound off.

Suggestions

More movies for adults—different programs for adults. C. M.

We are always glad to hear from our patrons about what they would like. Thank you for letting us know, and if you have any suggestions for different adult programs, we would love to hear them.

Please implement “Baby Storytime” in the evenings so that working parent can also bring their kids. Sounds like a good program. So please evenings and/or weekends would be wonderful for children with working parents. Thank you. C. D.

Beginning in January, we are starting a Saturday morning program for babies from birth-12 months to accommodate our working families.

To Management: Sunday concerts would be an excellent idea. T.J.

Thank you for the suggestion—I will pass it along to our Adult Program Coordinator.

Hoping you bring back Mister Rogers Time. It was great!!! Also, it would be nice if you had a storytime on either Tuesday or Thursday.

We can consider your suggestion about Mister Rogers Time, and we’re glad you enjoyed it. We do have an evening Family Storytime on Tuesday evenings year-round, and for the school year we are offering a Storytime for 2s and 3s on Tuesday mornings. I hope one of these will work for you. Thanks for taking the time to write.

Please add more user time on the computers. Wilmette and Glenview offer more time.

We offer 60 minutes on a guest pass, and 90 minutes on a library card, but these times can be extended by the staff at the desk if no one else is waiting.

Would you consider purchasing the new book *Layered Colored Pencil Jewelry* by Mary Karg. S.C.

Thank you for the suggestion—I will pass it along to the librarian who selects crafts and artwork.

Urgent action now. Tomorrow is too late we had enough! Use some of your \$13 million revenue per year towards your employees’ pensions and/or retirement. For many of them putting away 10% of their salary is not enough for their retirement. I care and the Director, Assistant Director, Managers, and Trustees

should care enough and pass this to put 5% per year for your employees' retirement and/or pensions. The meeting rooms need to be used for political/economic action for indexes to stop and stop "ripping off" the middle class and also the "beverage" tax where many are caught between a hard plate to drink more tap water that already is too high or pay almost double for small bottled or canned beverages or 2 liters at the stores. The corporations, banks, and the richest in the U.S.A. have loopholes available to them and not available to the middle class, and they are off the "hook" paying their federal and state taxes when they are very much needed. We want the loopholes closed now and discussion about fixing these horrendous issues in our meeting rooms with or without the politicians at all levels. S.A.

I cannot address the political issues raised here, but I can assure you that the Board approved a pension for full time and some part time staff members last year. Thank you for your concern for the library workers!

Comments

I would like to tell you that you have a very hard working employee that helped me above and beyond others. Thank you, Elbert. A.S.

My compliments to Bernadette and Bobby. Once again they were both excellent. Everyone I have dealt with have been helpful and patient! I have had classes with Ruth Schuster—excellent instructor. L.S.

My thanks to Tommy for his courtesy and patience. I'm still in the learning stage! Tommy showed me "landscape"! L.S.

Dear Sirs, I give my recommendation of Matthew. Mr. Matthew is very cooperative and helpful. Y.S. Thank you for taking the time to write your nice comments about our great staff. I will be sure they and their supervisors see your notes.

Thank you for putting out books for display on gay parents. This is valuable for children to see to hopefully ensure that they grow up with one less prejudice.

You're welcome!



FIRE DEPARTMENT

MAYOR

Andrew Przybylo

VILLAGE MANAGER

Steven C. Vinezeano

VILLAGE CLERK

Marlene J. Victorine

TRUSTEES

George D. Alpogianis

John C. Jekot

Joe LoVerde

Danette O'Donovan Matyas

Denise McCreery

Dean Strzelecki



Chief Martin C. Feld
Niles Fire Department
8360 West Dempster Street
Niles, Illinois 60714

October 3, 2017

Suzanne Wulf
Niles-Maine District library
6960 Oakton Street
Niles, Illinois 60714

Dear Ms. Wulf,

We would like to express our sincere appreciation to you and your staff for taking green screen photos of guests at our Open House and Pancake Breakfast on Saturday, September 30, 2017. The photos were a huge hit and loved by everyone.

The event was a big success! There were approximately 400 guests, 211 had breakfast. Everyone was excited to see what firefighters do, see the vehicles up close, touch the equipment, try on firefighter gear, talk to and get information from Niles Family Services, Advocate Lutheran General Hospital, Reliable Fire Extinguisher, and build a project to take home with Home Depot.

Thank you again for your help in making this community event a positive experience for all.

My Sincere Gratitude,

Martin C. Feld

Martin C. Feld
Chief, Niles Fire Department



Dear Susan,

Thank you so much for allowing LAACONI to use your beautiful library on September 22 for our program. Your staff were all so helpful and welcoming, from booking the room, to helping with set-up, and getting our speaker ready to go with her presentation. We could not have asked for a better experience. I hope our paths cross again soon! Best -

Kate Buckson

New Business—Recommended Actions

A. Recommended Action on Ordinance 17-07

New Business—Recommended Actions

MOVE the Library Board of Trustees adopt Ordinance 17-07, an Ordinance Levying and Assessing Taxes of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2017, and Ending June 30, 2018.

Memorandum A of Recommended Board Action

The Ordinance is attached.

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

**ORDINANCE LEVYING AND ASSESSING TAXES OF
THE NILES-MAINE DISTRICT LIBRARY, COOK COUNTY, ILLINOIS,
FOR THE FISCAL YEAR BEGINNING, JULY 1, 2017,
AND ENDING JUNE 30, 2018**

adopted at a meeting of the said Board of Library Trustees held on the 18th day of October, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of October, 2017.

Dianne Olson, Secretary

ORDINANCE 17-07

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE NILES-MAINE DISTRICT
LIBRARY, COOK COUNTY, ILLINOIS, FOR THE
FISCAL YEAR BEGINNING JULY 1, 2017, AND ENDING JUNE 30, 2018**

BE IT ORDAINED by the Board of Library Trustees of the Niles-Maine District Library as follows:

Section 1: That the sum of dollars be and the same is assessed and levied from and against all taxable property within the limits of the said Niles-Maine District Library as the same is assessed and equalized for State and County purposes for the current year, 2017, and are to be applied in liquidation of the appropriations heretofore made by Ordinance 17-07 adopted by the Board of Library Trustees of the Niles-Maine District Library at a meeting thereof convened and held on October 18, 2017, and duly published as provided by law; the various objects and purposes for which said appropriations were made and are set forth under the column entitled "Appropriation" and the specific amount hereby levied for each object and purpose is set forth under the column entitled "Amount To Be Raised By Tax Levy," as follows:

	<u>CORPORATE FUND</u>	
	Appropriation	Amount to be Raised by Tax Levy
Total Salaries	\$6,797,456	\$3,401,655
Total Materials	\$1,519,000	\$1,189,840
 Operating Expense		
Processing and Services	\$719,326	\$359,663
Administration & General Office	\$533,738	\$266,869
Total Vehicle Operations	\$8,972	\$4,335
Utilities	\$246,000	\$123,000
Total Operating Expense	\$1,508,036	\$753,867
 Employee Fringe Benefits		
Retirement Benefit	\$1,470,000	\$250,000
Group Health	\$1,192,000	\$596,000
Other Staff Expenses	\$92,400	\$46,200
Total Fringe Benefits	\$2,754,400	\$892,200
 Grand Total--Corporate Fund	\$12,578,892	\$6,237,562

The foregoing appropriations are appropriated from the proceeds of a special tax for corporate purposes. Said appropriations, less estimated amounts receivable from other sources, are hereby levied from the tax for general corporate purposes.

AUDIT FUND

Audit Fund	\$32,800	\$12,000
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax for audit expense purposes and are in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for audit expense purposes in addition to all other library district taxes.

SOCIAL SECURITY FUND

Social Security Fund	\$500,000	\$250,000
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax to pay the Library District's contribution to Social Security and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special law for Social Security contributions in addition to all other library district taxes as provided by law.

PUBLIC LIABILITY INSURANCE

Public Liability Insurance	\$29,868	\$1,000
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax for public liability insurance purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for public liability insurance purposes in addition to all other library district taxes.

WORKERS' COMPENSATION INSURANCE

Workers' Compensation Insurance	\$40,000	\$23,000
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The foregoing appropriations are hereby appropriated from the proceeds of special tax for Workers' Compensation insurance purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for Workers' Compensation insurance purposes in addition to all other library district taxes.

UNEMPLOYMENT COMPENSATION INSURANCE

Unemployment Compensation Insurance	\$54,978	\$25,000
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The foregoing appropriations is hereby appropriated from the proceeds of a special tax for unemployment compensation insurance purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for unemployment compensation insurance purposes in addition to all other library district taxes.

LIBRARY BUILDING AND SITES FUND

Repairs and Replacements	\$112,000	\$92,000
Equipment Maintenance	\$240,680	\$184,000
Furniture and Fixtures	\$71,486	\$35,000
Total Library Building and Sites	\$424,166	\$311,000

The foregoing appropriations is hereby appropriated from the proceeds of a special tax for Library building and site purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for Library building and sites purposes in addition to all other library district taxes.

PURCHASE OF SITES AND BUILDING, MAINTENANCE AND EQUIPMENT

Building, Equipment and Maintenance	\$1,096,000	\$0
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The foregoing appropriation is appropriated from the proceeds of a special tax for the purchase of sites and buildings, construction and equipment of buildings, rental of buildings for library purposes and for maintenance, repairs and alterations of library buildings and equipment and are in addition to all other library district taxes as provided by law.

Said appropriations are hereby levied from the proceeds of a special tax for the purchase of sites and buildings, construction and equipment of buildings, rental of buildings for library purposes and for maintenance, repairs and alterations of library buildings and equipment and are in addition to all other library district taxes.

	Appropriation	Amount to be Raised by Tax Levy
TOTAL CORPORATE FUND	\$12,578,892	\$6,237,562
TOTAL AUDIT EXPENSE FUND	\$32,800	\$12,000
TOTAL SOCIAL SECURITY FUND	\$500,000	\$250,000
TOTAL PUBLIC LIABILITY INSURANCE	\$59,736	\$1,000
TOTAL WORKERS' COMPENSATION	\$40,000	\$23,000
TOTAL UNEMPLOYMENT INSURANCE	\$54,978	\$25,000
TOTAL LIBRARY BUILDING AND SITES	\$424,166	\$311,000
TOTAL SPECIAL RESERVE	\$1,096,000	\$0
 GRAND TOTAL	 \$14,786,572	 \$6,859,562

Section 2: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

Section 3: That this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

ADOPTED this 18TH day of October, 2017, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Karen Dimond, President

ATTEST:

Dianne Olson, Secretary

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, **Karen Dimond**, hereby certify that I am the presiding officer of **THE NILES-MAINE DISTRICT LIBRARY**, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code-Truth in Taxation Law

(35 ILCS 200/18-60 through 18-85(2002))

This certificate applies to the 2017 tax levy.

Karen Dimond
President of the Board of Library Trustees of the
Niles-Maine District Library

Date

New Business - Recommended Actions

B. Recommended Action on Transfer of Funds to IMRF

MOVE the Library Board of Trustees transfer \$500,000 to the Illinois Municipal Retirement Fund (IMRF).

Memorandum B of Recommended Board Action

We recommend transferring \$500,000 to IMRF to reduce the Library District's unfunded liability.

In December 2016 the Library transferred \$2 Million to IMRF to significantly reduce the unfunded liability in the Library's IMRF accounts. As of the end of the calendar year, the unfunded liability has been reduced to \$532,000. The transfer of an additional \$500,000 will bring the Library's accounts to nearly 100% funded. The initial \$2 Million plus the \$500,000 contribution will bring the total transfer up to \$2.5 Million. In total, this will save the Library \$187,500 per year by keeping the Library's contribution rate low. The savings associated with the \$500,000 transfer is estimated to be \$37,500 per year.

The initial Library contribution rate was 8.12%. As of January 1st, the Library's contribution rate will adjust to 7.31%. Without the initial contribution, the Library's contribution rate would have been 13.7%. We expect the additional contribution to further depress the contribution rate for 2019.

The \$500,000 contribution has been budgeted for the 2017-2018 fiscal year. For the contribution to have the intended impact it must be received by IMRF prior to the end of 2017.

3.11 UNATTENDED CHILDREN

1. The Library strives to be a pleasant place for all children to visit and use its many resources. The staff is always ready to help and be of service to any child. However, staff cannot be responsible for unattended children. For the welfare of all children who visit, parents must use the following guidelines when bringing children to the Library.
 - a. Children who are not yet in third grade should always be under the supervision of a responsible person. A responsible person is an adult or a child who is in sixth grade or higher. When a young child is attending a program, a responsible person must remain in the Library during the program.
 - b. Unattended children in third grade and up are free to utilize the Library provided their behavior is not disruptive to other patrons or staff members. Parents are responsible for their children's behavior on Library premises. It is not the Library's responsibility to provide child care.
2. When the Library is closing and a child of any age needs to telephone to be picked up, the child may use the telephone at the KidSpace desk.
3. If a child under eighth grade is discovered to be unaccompanied at Library closing, an attempt will be made to contact the parents. If the parents cannot be contacted within fifteen minutes, a representative of the Library will contact the police department to assist in handling the situation.

New Business—Recommended Actions

C. Recommended Action on Purchase of Computer Equipment

MOVE the Library Board of Trustees approve the expenditure not to exceed \$5,807.87 from the Special Reserve Fund to extend the wireless network, replace network switches, and replace batteries.

Memorandum C of Recommended Board Action

The upgrade of wireless access points has been planned so as to provide the Patrons and Staff with more robust and reliable wireless networks. Both the Patrons and Staff have greatly increased their dependence and usage of the wireless networks over the past several years and these new units will provide for greater reliability and expanded capabilities. This purchase provides for the purchase of 10 additional access points, an increase of 55%.

The battery purchase is for the replacement of expired batteries in the server array in the data center. These batteries are an integral part of bringing the systems down in a controlled manner in the case of a significant power interruption.

The network switch purchase is for the replacement of switches which were purchased over five years ago. The new switches will provide greater reliability and new capabilities over the aged equipment.

This project is being funded through the Federal E-Rate Program as follows:

E-rate Funding Request #		Description	Vendor	Library Funding	E-Rate Funding	Total Cost
1799111327		10 Aerohive AP250 Wireless Access with 5 year support	CDW Government LLC	\$1,400.00	\$5,600.00	\$7,000.00
1799111379		APC UPS Battery Replacements	CDW Government LLC	\$405.67	\$1,622.66	\$2,028.33
			CDW Government LLC Total	\$1,805.67	\$7,222.66	\$9,028.33
1799111349		6 HPE ProCurve 2920-48G-POE+ 740W Network Switches with expansion modules	Cdi Computers (US) Corp	\$4,002.20	\$16,008.80	\$20,011.00
			Cdi Computers (US) Corp Total	\$4,002.20	\$16,008.80	\$20,011.00
				Library Funding	E-Rate Funding	Total Cost
Grand Total				\$5,807.87	\$23,231.46	\$29,039.33

This is the second year that the Library has been able to apply for funding from the Federal E-Rate Program. This was possible because of the Library Board's adoption of a newer Internet Policy that complies with the Federal Child Internet Protection Act (CIPA). The Library followed the E-Rate mandated bidding and procurement process and submitted these vendors' bids and quotes as being the lowest cost and best qualified for certification. The E-Rate Program administrator, Universal Service Administrative Company (USAC), reviewed our application and approved each funding request committing \$30,990.72 for these specific Technology Upgrade Projects. The Library District will pay \$5,807.87 and receive \$29,039.33 of total value.

Richard Wozniczka

From: Jacob George <jacogeo@cdwg.com>
Sent: Monday, May 8, 2017 9:22 AM
To: Richard Wozniczka
Subject: CDW-G Quote Confirmation: Quote #HXCG524/P.O. Ref. HXCG524

Follow Up Flag: Follow up
Flag Status: Flagged

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QUOTE CONFIRMATION





DEAR RICHARD WOZNICZKA,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

[Convert Quote to Order](#)

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HXCG524	5/8/2017	HXCG524	259487	\$13,500.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
 AEROHIVE AP250 FCC 3Y HM NG ONLINE Mfg. Part#: AH-ERATE-NGCS-3YR-250-FCC Contract: Standard Pricing	10	3931124	\$650.00	\$6,500.00
 Aerohive AP250 - wireless access point Mfg. Part#: AH-ERATE-NGCS-5YR-250-FCC UNSPSC: 43222631 Contract: Standard Pricing	10	4082602	\$700.00	\$7,000.00

SHIPPING DETAILS	SUBTOTAL	\$13,500.00
Shipping Address: NILES PUBLIC LIBRARY RICHARD WOZNICZKA 6960 W OAKTON ST NILES, IL 60714-3098 Phone: (847) 967-8554	SHIPPING	\$0.00
	GRAND TOTAL	\$13,500.00

[Convert Quote to Order](#)

QUOTE



130 SOUTH TOWN CENTRE BLVD.
MARKHAM, ONTARIO L6G 1B8
1.888.226.5727
CDICOMPUTERS.COM

Customer: Niles Public Library District
Contact: RICHARD WOZNICZKA
Order: 856266
Date: 09-May-2017
Expiry Date: 09-Jun-2017

Paul Copeland x3709
PCopeland@cdicomputers.com

Invoice To:

Niles Public Library District
GREG PRITZ
6960 W Oakton St

Niles
IL, USA 60714
Phone: 8476636462

ShipTo:

Niles Public Library District
RICHARD WOZNICZKA
6960 W Oakton St

Niles
IL, USA 60714
Phone: 8476636462

PO Number: Tax Exempt ID: 36-2418085 Entered By: Paul Copeland

No	SKU#	Item Description	Notes	Unit Price	Qty	Ext Price
1		NEW IN BOX HP ARUBA 2920 48G POE+ 740W 10/100/1000 (J9836A)		\$2,235.00	6	\$13,410.00
2		NEW IN BOX HP 2920 2-PORT 10GBE BASE-T MODULE (J9732A)		\$395.00	8	\$3,160.00
3		NEW IN BOX HP PROCURVE 2920 2-PORT STACKING MODULE (J9733A)		\$320.00	6	\$1,920.00
4		NEW IN BOX HP PROCURVE 2920 3.0M STACKING CBL (J9736A)		\$157.00	3	\$471.00
5		NEW IN BOX HP PROCURVE 2920 0.5M STACKING CBL (J9734A)		\$90.00	9	\$810.00
6		HP LIFETIME WARRANTY		\$0.00	256	\$0.00

Terms	Notes
NET 30 DAYS	SPIN #143035862

Subtotal:	\$19,771.00
Shipping:	\$240.00
Tax:	\$0.00
Total:	\$20,011.00

Shipping Method: SELECT CARRIER: Currency: US

We thank you for placing your order with CDI Computer Dealers Inc.
ALL ITEMS ARE SOLD AS IS UNLESS A WARRANTY IS SPECIFIED ON THIS DOCUMENT.

[View in a browser](#)

QUOTE CONFIRMATION



**DEAR RICHARD WOZNICZKA,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

[Convert Quote to Order](#)

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HXJB819	5/11/2017	HXJB819	259487	\$2,028.33

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
 APC RBC105 Replacement Battery Cartridge Mfg. Part#: APCRBC105 UNSPSC: 26111710 Contract: Standard Pricing	3	1259193	\$347.35	\$1,042.05
 APC RBC55 Replacement Battery Cartridge Mfg. Part#: RBC55 UNSPSC: 26111710 Contract: Standard Pricing	3	922881	\$328.76	\$986.28

SHIPPING DETAILS	SUBTOTAL	
Shipping Address:	SHIPPING	\$0.00
NILES PUBLIC LIBRARY RICHARD WOZNICZKA 6960 W OAKTON ST NILES, IL 60714-3098 Phone: (847) 967-8554 Shipping Method: Dynamex Messenger Overnight Noon Payment Terms: Net 30 Days-Govt State/Local	GRAND TOTAL	\$2,028.33

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Need Assistance? CDW•G SALES CONTACT INFORMATION

**Jacob George** | (866) 682-3510 | jacogeo@cdwg.com**Help and Information:** [Support](#) | [About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

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

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