



Niles-Maine District Library

Regular Meeting

Wednesday, March 14, 2018 7:00 PM



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

March 14, 2018

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 Minutes of the Regular Board Meeting of February 21, 2018 4
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Reports 9
 - B. Approve payment of the bills for Operating Expenses of \$190,257.45, Payroll Expenses of \$286,203.80, Special Reserve Expenses of \$0.00, for a total monthly expense of \$476,461.25 15
6. Director's Report
 - A. Highlights 27
 - B. Monthly Statistics 35
7. Communications
 - A. Patron Suggestions 39
8. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
9. Secretary's Report
 - A. Certified copies of the Report of Receipts and Expenditures for the Niles-Maine District Library for the six months ending December 31, 2016; the twelve months ending June 30, 2017; and the six months ending December 31, 2017 were filed with the Cook County Clerk on February 22, 2018
 - B. A certified copy of the Report of the Statement of Operations for the Niles-Maine District Library for the twelve months ending June 30, 2017, will be filed with Cook County Clerk upon receipt of the Certificate of Publication. The Statement of Operations was published in the Niles-Herald Spectator on March 8, 2018

Board Meeting Agenda - March 14, 2018

10. New Business
 - A. Discussion with possible motion on the requirements of State statutes regarding hiring library personnel under 75 ILCS 16/30 41
 - B. Notification of the Board regarding the request for proposals from auditing firms to perform the annual audit of the Library's accounts for the fiscal year ending June 30, 2018 43
 - C. Notification of the Board regarding the request for proposals from contracting and/or trade firms to perform various services and replace equipment at the Library 47
 - D. Overview of PowerPac, the new patron catalog
 - E. Discussion: Look at trends affecting libraries
11. Unfinished Business
12. Other
13. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
February 21, 2018
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

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

Trustees Present

Karen Dimond, Carolyn Drblik, Dennis Martin, Dianne Olson, Patti Rozanski, Tim Spadoni. Linda Ryan arrived at 7:01 PM.

Library Staff Present

Susan Lempke-Library Director; Greg Pritz, Assistant Director and Business Manager; Diane Winberg, Administrative Assistant; Dave Dabrowski, Maintenance Services Supervisor; Dodie Frisbie, Adult Services Supervisor; Suzy Wulf, Digital Services Supervisor; Victoria Luz, Technical Services Supervisor; Ruth Schuster, Digital Services Librarian

Others Present

Elizabeth Houlihan, New Yorker Discussion Group; Niles Residents, Joe Makula and David Carrabotta; Gene Schuster

Call to Order

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

Pledge of Allegiance

President Dimond led the Pledge of Allegiance.

Roll Call

The roll was taken by Ms. Winberg.

Presentation of Certificate of Retirement

President Dimond, on behalf of the Library Board and staff, recognized Digital Services Librarian Ruth Schuster with a Certificate of Retirement in appreciation for her 18 years of service and commitment to the Niles Library.

Approval of Minutes

Trustee Spadoni MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of January 17, 2018. Trustee Rozanski seconded.

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

Public Comment

President Dimond invited those who signed in to speak.

Ms. Elizabeth Houlihan of the New Yorker Discussion Group thanked the Library and its Board for hosting their weekly discussion. The Group started in January with six participants and has grown to 12 with the Library's help by posting the weekly discussion on its digital marquis, its calendar and website. A sign of the group's success is that people don't just come once but they keep returning. One member reads his issue of the New Yorker on Flipster.

Mr. Joe Makula addressed the Board on a stack of 630 emails he received through a FOIA request on the library's outreach to school. He stated that all of the schools are tax-funded with libraries that hold thousands

of books. There is no need for library staff to bring books to these schools. All of the kids come to the library on their own at least once a week. There is no accurate way to measure the return of these visits by staff. Currently, there are five staff members who visit the schools regularly and deliver books. The school teachers can come to the library if more books are needed for their lesson plans. He feels that these five staff members can be used in other areas of the Library. We're stepping in where we don't need to be.

Mr. David Carrabotta expressed disappointment with tax increases of over one half million dollars. He expects government bodies that he funds with his tax dollars to accomplish really good things responsibly. Looking at the numbers reported by the Library, there is no reason why the Library's levy amount could have remained the same or they could have reduced the levy by 5% saving the taxpayers \$375,000. Instead the Library increased its tax levy by 2%. He asked when is this going to stop? His answer to the residents of Niles, when it comes to the Niles-Maine District Library, it is not. He asked the Board to consider "Bill Pay" for the Library's payment of bills.

Treasurer's Report

The Library Board reviewed the January 2018 Treasurer's Report as presented by Treasurer Tim Spadoni. The Financial Report as prepared by Treasurer Tim Spadoni for February was provided as follows: January is the seventh month of the fiscal year. We are 58.33% of the way through our fiscal budget.

Income Statement

Page 8

Revenues – Running under budget by \$6,391.

Salaries – Continued under budget by \$76,674, due primarily to under budget spending for Library Pages and Librarian I line items.

Page 9

Library Materials - Slightly over budget at 60%.

Library Operating Expenditures - The over-all category continues is well under budget at an amount of \$77,296.

Page 10

General and Administration – The category is running under budget by \$26,816.

Page 11

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

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All items are running on or under budget except for Worker's Compensation due to its payment not being spread out over the 12-month year.

Total Expenditures – Running 3.3% under budget.

At the end of his report, Trustee Spadoni provided the Board with Business Manager Greg Pritz's education and work credentials.

Ms. Lempke presented the Board with a short video on IMRF's 2017 financial returns.

Mr. Pritz provided the Board with a Summary of Investment Returns for the year ending December 31, 2017.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$220,206.18, payroll expenses of \$278,316.94, Special Reserve Expenses of \$4,002.20, for a total monthly expense of \$502,525.32. Trustee Ryan seconded.

Trustee Martin questioned the many food charges on the VISA statement. Ms. Lempke responded that all of food charges are for programs and for meetings that the Library hosts. There is an answer for all expenditures. All invoices along with back-up information are provided in the Blue Box which is made available to the Trustees at every Board Meeting. Trustee Dimond encouraged Trustee Martin to do so for future meetings so that he can review the detail he would like to see for VISA expenditures.

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

Director's Report

Ms. Lempke presented highlights including:

- A recap of the Strategic Plan for the second quarter:
 - Focus One
Exceptional Customer Service: Interior Signage; Communico; Sirsi-Dynex/Polaris migration; Staff Intranet; Cross Training
 - Focus Two
Expanded community engagement: explore community partnerships;
 - Focus Three
Staff development: Project Outcome; Passport service
 - Focus Four
Enhanced community awareness and alignment: exterior signage; Chapter One
- Substantial savings by staff
- Sponsors for the Baseball Exhibit – CIBC Bank and Journal and Topics Newspapers
- Passport Service update: 206 applications have been processed. The execution fee the library receives will increase to \$35 effective April 1, 2018.
- Library trend which eliminates fines for overdue items which could be a future agenda item for the Board's discussion and consideration
- VIP Reception for the Baseball Exhibit on Friday, March 2
- Proposed budget calendar
- A reminder for the Trustees to complete their Statement of Economic Interest
- Reminder that the March Board Meeting will be held one week earlier—March 14
- Open House on April 8 for National Library Week. This will be an opportunity for some of our Trustees who can make it to meet with Library patrons over cake and coffee in the Board Room from 1:30-3 PM.

President Dimond added that she along with Trustee Spadoni and staff attended the ILA Legislative Breakfast on February 19 and had the opportunity to speak with almost 20 legislators regarding initiatives and some concerns of ILA. She asked Mr. Pritz to give a brief explanation on the change in the accounting method that the State will require of Libraries.

Trustee Martin raised a question regarding the hiring of staff.

Trustee Drblik asked the Board to understand that the role of the Trustees is to review and approve all staffing changes as we used to in the past. Hires and resignations were a part of the agenda.

President Dimond said that the subject of hiring staff is not a part of this agenda. She asked that Trustee Drblik put together a motion for next month's agenda which should be sent to her and to Ms. Lempke for consideration.

President Dimond asked Ms. Lempke to periodically provide the Board with an updated organization chart.

Communications

They were included in the Board packet.

Ms. Lempke highlighted a patron's long-term suggestion for an underground parking garage, "This parking lot is very dangerous." Also, a completely anonymous donation of \$100 was received with a note attached sent by the bank, "It's really nice that you automatically renew books without holds so patrons are not charged fines. Thank you."

Liaison Reports

Friends of the Library

The February meeting was cancelled.

Legislative

As reported on earlier by President Dimond.

RAILS

RAILS is scheduled to debut their new pass Explore More Illinois in spring 2018. It will allow cardholders from participating libraries to take advantage of free/discounted admissions from a wide variety of Illinois museums and cultural attractions.

New Business

Serving Alcohol at Library Event

Trustee Spadoni MOVED the Library Board of Trustees approve serving alcohol at the kick-off event of the Sox Vs Cubs baseball exhibit on Friday, March 2, 2018, from 6:30-8:30 PM, subject to all restrictions set forth in Administrative Policy 3.31 Alcoholic Liquor Policy. Trustee Rozanski seconded.

Questions regarding the effect it may have on other cultures, the cost and benefit of serving alcohol at the event were answered.

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

Changes to Lending Regulation Policy 3.05

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

Proposed changes to the lending regulation policy are:

1. Delete sentence regarding 6-week teach loan period
2. Refund period for lost and paid is reduced to 60 days
3. Add clarifying language to the sentence regarding refunds on accounts sent to collection
4. Change Hot Pick limit to 6 and add statement, 3 books & 3 DVDs
5. Delete the line on the circulation of Book Discussion Bags
6. For videogames add the statement, holds for NMDL cards only

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

Discussion: Looking at trends affecting libraries

Ms. Lempke suggested that this discussion be postponed until another time due to the length of time spent on discussions after her Director's Report. The Board agreed.

Budget review process recommendation with vote (Trustee Drblik)

President Dimond asked Trustee Drblik to present the motion she prepared for the Board to vote on regarding her recommendations for a revised budget process as discussed in the November, December, and January meetings.

Trustee Drblik MOVED that the Library Board of Trustees implement a budget review process that would include performance measures to show effectiveness by linking expenditures with measurements. Trustee Rozanski seconded.

After listening to everything Trustee Drblik had to say about her recommendations to change the budget review process, President Dimond asked the Board their thoughts on Trustee Drblik's recommendations. The consensus was that the Board receives enough budget information and that the Board has total trust in Susan Lempke and Greg Pritz and that the motion on the table is too broad.

Roll call vote: Ayes: Drblik, Martin. Nays: Dimond, Olson, Rozanski, Ryan, Spadoni. Motion did not pass.

Trustee Olson asked to say that some people will be displeased with the recent vote, but please know that according to Robert's Rules of Orders and Trustee Facts File, you had the opportunity to speak and make your motion which failed to win. It's now time to gracefully submit and recognize the action that has been taken. Cheerfully assist and then be quiet until you can fulfil a cure for next time.

Unfinished Business

None.

Other

None.

Adjournment

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

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

The meeting adjourned at 9:20 PM.

President

Secretary

Niles-Maine District Library

Balance Sheet

February 28, 2018

	GENERAL FUND 2/28/2018	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,134,228)	(\$93,705)	\$1,491,430	\$263,497
Investments	\$7,683,817			\$7,683,817
Total Cash and Investments	\$6,549,589	(\$93,705)	\$1,491,430	\$7,947,314
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	\$15,986			\$15,986
Total Prepaid Items	\$15,986	\$0	\$0	\$15,986
Total Assets	\$9,471,707	\$42,910	\$1,491,430	\$11,006,048
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$17,035	\$2,497	\$0	\$19,532
Other Liabilities	\$13,715	\$9,529		\$23,244
Deferred Revenues	\$2,973,353	\$140,428		\$3,113,780
Total Liabilities	\$3,004,103	\$152,453	\$0	\$3,156,556
Fund Balance				
Fund Balance	\$6,467,605	(\$109,543)	\$1,491,430	\$7,849,492
Total Fund Balance	\$6,467,605	(\$109,543)	\$1,491,430	\$7,849,492
Total Liabilities and Fund Balance	\$9,471,707	\$42,910	\$1,491,430	\$11,006,048

Niles-Maine District Library Income Statement-Consolidated

February 28, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$741,627	\$797,417	(\$55,790)	\$3,935,959	\$3,982,300	(\$46,341)	\$6,718,474	59%
Replacement Taxes		\$17,400	(\$17,400)	\$59,211	\$85,550	(\$26,339)	\$145,000	41%
Per Capita Grant							\$44,478	
Grants-Other		\$83	(\$83)		\$667	(\$667)	\$1,000	
Investment Income	\$13,400	\$6,667	\$6,733	\$67,154	\$53,333	\$13,821	\$80,000	84%
Fines	\$2,196	\$2,083	\$113	\$19,480	\$16,667	\$2,814	\$25,000	78%
Lost Books	\$789	\$625	\$164	\$7,044	\$5,000	\$2,044	\$7,500	94%
Pay For Print	\$1,234	\$2,083	(\$849)	\$13,605	\$16,667	(\$3,062)	\$25,000	54%
Book Sale	\$966	\$1,333	(\$368)	\$6,356	\$10,667	(\$4,310)	\$16,000	40%
Passports	\$3,066	\$2,083	\$983	\$5,777	\$16,667	(\$10,889)	\$25,000	23%
Non-Resident Fees	\$89		\$89	\$356		\$356		
Flash Drive & Ear Bud Sales				\$42		\$42		
Commissions & Fees	(\$8)		(\$8)	\$25		\$25		
Donations	\$3,101		\$3,101	\$3,166		\$3,166		
Miscellaneous	\$232	\$113	\$119	\$754	\$900	(\$146)	\$1,350	56%
Total Revenues	\$766,692	\$829,888	(\$63,196)	\$4,118,929	\$4,188,416	(\$69,487)	\$7,088,802	58%
Expenditures								
Salaries								
Library Director	\$10,733	\$10,827	\$93	\$86,068	\$86,613	\$545	\$129,919	66%
Payroll-Department Managers	\$14,916	\$14,792	(\$124)	\$118,503	\$118,333	(\$171)	\$177,499	67%
Payroll-Division Supervisors	\$37,703	\$37,599	(\$104)	\$300,667	\$300,791	\$124	\$451,186	67%
Payroll-Librarian I	\$105,071	\$106,710	\$1,639	\$805,855	\$853,677	\$47,822	\$1,280,515	63%
Payroll-Library Grade V	\$66,120	\$64,108	(\$2,011)	\$511,750	\$512,867	\$1,117	\$769,300	67%
Payroll-Library Grade VI	\$33,374	\$29,479	(\$3,895)	\$246,550	\$235,832	(\$10,718)	\$353,748	70%
Payroll-Library Pages	\$8,917	\$10,963	\$2,046	\$49,269	\$87,707	\$38,438	\$131,561	37%
Payroll-Sundays	\$7,375	\$6,667	(\$709)	\$60,050	\$53,333	(\$6,717)	\$80,000	75%
Adjustments		\$833	\$833	\$5,521	\$6,667	\$1,145	\$10,000	55%
Substitutes	\$786	\$1,250	\$464	\$6,679	\$10,000	\$3,321	\$15,000	45%
Total Salaries	\$284,994	\$283,227	(\$1,767)	\$2,190,912	\$2,265,818	\$74,906	\$3,398,728	64%

Niles-Maine District Library
Income Statement-Consolidated

February 28, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$7,143	\$14,833	\$7,691	\$111,695	\$118,667	\$6,971	\$178,000	63%
Books-Youth Services	\$4,937	\$6,667	\$1,729	\$47,950	\$53,333	\$5,383	\$80,000	60%
Books-Teen	\$1,603	\$1,271	(\$332)	\$9,377	\$10,167	\$790	\$15,250	61%
Downloadables	\$2,197	\$5,000	\$2,803	\$47,792	\$40,000	(\$7,792)	\$60,000	80%
Periodicals	\$242	\$2,742	\$2,500	\$15,270	\$21,933	\$6,663	\$32,900	46%
AV-Adult	\$3,573	\$10,417	\$6,843	\$64,007	\$83,333	\$19,326	\$125,000	51%
AV-Youth Services	\$599	\$3,467	\$2,868	\$21,671	\$27,733	\$6,063	\$41,600	52%
AV-Teen	\$673	\$979	\$306	\$6,076	\$7,833	\$1,757	\$11,750	52%
Online Databases	\$19,587	\$17,917	(\$1,670)	\$175,111	\$143,333	(\$31,778)	\$215,000	81%
Total Library Materials	\$40,554	\$63,292	\$22,738	\$498,949	\$506,333	\$7,384	\$759,500	66%
Library Operating Expenditures								
CCS Charges	\$6,516	\$6,522	\$7	\$52,125	\$52,180	\$54	\$78,269	67%
Processing & Supplies	\$264	\$2,083	\$1,820	\$29,810	\$16,667	(\$13,144)	\$25,000	119%
Internet Charges	\$1,191	\$1,533	\$342	(\$5,786)	\$12,267	\$18,053	\$18,400	(31)%
Software, Licenses	\$336	\$4,844	\$4,507	\$14,701	\$51,249	\$36,548	\$70,623	21%
Printing	\$678	\$3,708	\$3,030	\$18,691	\$30,367	\$11,676	\$45,200	41%
Library Supplies	\$3,158	\$692	(\$2,466)	\$4,089	\$5,533	\$1,444	\$8,300	49%
Programming & Support-Adult	\$3,616	\$2,953	(\$663)	\$25,818	\$23,627	(\$2,191)	\$35,440	73%
Programming & Support-Juvenile	\$2,145	\$3,327	\$1,183	\$23,888	\$26,617	\$2,729	\$39,925	60%
Programming & Support-Events	\$1,056	\$800	(\$256)	\$4,619	\$8,400	\$3,781	\$11,600	40%
Programming & Support-Teen	\$378	\$706	\$328	\$4,411	\$5,650	\$1,239	\$8,475	52%
Public Performing Rights				\$1,881	\$1,400	(\$481)	\$1,400	134%
Computer Charges OCLC	\$642	\$1,091	\$450	\$8,279	\$8,729	\$450	\$13,093	63%
Miscellaneous	\$202	\$83	(\$119)	\$1,751	\$667	(\$1,084)	\$1,000	175%
Per Capita Grant Expenditures	\$1,093	\$3,706	\$2,613	\$1,328	\$29,652	\$28,324	\$44,478	3%
Grant - Other Expenditures		\$83	\$83	\$850	\$667	(\$183)	\$1,000	85%
Volunteers		\$245	\$245	\$774	\$1,959	\$1,184	\$2,938	26%
Total Library Operating Expenditures	\$21,275	\$32,378	\$11,104	\$187,229	\$275,627	\$88,398	\$405,141	46%

Niles-Maine District Library
Income Statement-Consolidated

February 28, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$2,442	\$2,667	\$225	\$19,304	\$21,333	\$2,029	\$32,000	60%
Copiers		\$1,000	\$1,000	\$5,560	\$8,000	\$2,440	\$12,000	46%
Professional Development	\$5,729	\$3,915	(\$1,814)	\$25,499	\$31,321	\$5,823	\$46,982	54%
Mileage	\$198	\$296	\$98	\$1,596	\$2,367	\$771	\$3,550	45%
Professional Collection	\$68	\$300	\$232	\$564	\$2,400	\$1,836	\$3,600	16%
Legal Fees	\$84	\$1,000	\$916	\$4,886	\$8,000	\$3,114	\$12,000	41%
Consultants	\$211	\$2,250	\$2,039	\$3,590	\$18,000	\$14,410	\$27,000	13%
Kitchen Supplies	\$82	\$83	\$2	\$377	\$667	\$290	\$1,000	38%
Promotional Expense	\$1,141	\$2,500	\$1,359	\$13,482	\$20,000	\$6,518	\$30,000	45%
Office Supplies	\$783	\$1,500	\$717	\$20,221	\$12,000	(\$8,221)	\$18,000	112%
Postage & Freight	\$609	\$1,500	\$891	\$13,480	\$12,000	(\$1,480)	\$18,000	75%
Publication of Notices-Legal		\$100	\$100	\$528	\$800	\$272	\$1,200	44%
Subscriptions & Dues	\$547	\$705	\$158	\$5,318	\$5,643	\$325	\$8,465	63%
Collection Services	\$110	\$83	(\$27)	\$1,290	\$667	(\$624)	\$1,000	129%
Telephone	\$44	\$1,375	\$1,331	\$11,480	\$11,000	(\$480)	\$16,500	70%
Trustee Expense	\$138	\$500	\$362	\$669	\$4,000	\$3,331	\$6,000	11%
Payroll Service	\$1,682	\$1,375	(\$307)	\$11,067	\$11,000	(\$67)	\$16,500	67%
Bank Fees	\$71	\$208	\$137	(\$2,210)	\$1,667	\$3,876	\$2,500	(88)%
Parking Lease	\$881	\$881		\$7,048	\$7,048	\$0	\$10,572	67%
Total General and Administration	\$14,819	\$22,239	\$7,420	\$143,748	\$177,912	\$34,165	\$266,869	54%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$339	\$667	\$328	\$1,000	34%
Repairs & Maintenance		\$150	\$150		\$1,200	\$1,200	\$1,800	
Miscellaneous		\$8	\$8		\$67	\$67	\$100	
Auto Insurance				\$1,586	\$1,586		\$1,586	100%
Total Vehicle Operation	\$0	\$242	\$242	\$1,925	\$3,519	\$1,594	\$4,486	43%

Niles-Maine District Library
Income Statement-Consolidated

February 28, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$18,021	\$19,583	\$1,562	\$687,258	\$656,667	(\$30,591)	\$735,000	94%
Group Health	\$41,295	\$44,167	\$2,872	\$328,503	\$353,333	\$24,830	\$530,000	62%
Health Reimbursement Account	\$5,586	\$5,500	(\$86)	\$28,450	\$44,000	\$15,550	\$66,000	43%
Dental	\$1,589	\$1,667	\$77	\$12,995	\$13,333	\$338	\$20,000	65%
Vision	\$505	\$583	\$78	\$4,290	\$4,667	\$376	\$7,000	61%
FSA fee	\$56	\$100	\$44	\$772	\$800	\$28	\$1,200	64%
Life, LTD, AD&D, STD	\$1,016	\$1,500	\$484	\$8,519	\$12,000	\$3,481	\$18,000	47%
Total Employee Fringe Benefits	\$68,069	\$73,100	\$5,031	\$1,070,787	\$1,084,800	\$14,013	\$1,377,200	78%
Utilities								
Gas	\$2,171	\$1,250	(\$921)	\$7,705	\$10,000	\$2,295	\$15,000	51%
Electric	\$5,880	\$8,333	\$2,453	\$58,528	\$66,667	\$8,139	\$100,000	59%
Water	\$329	\$667	\$338	\$6,467	\$5,333	(\$1,134)	\$8,000	81%
Total Utilities	\$8,380	\$10,250	\$1,870	\$72,700	\$82,000	\$9,299	\$123,000	59%
Capital Expenditures								
Special Reserve - Building		\$35,667	\$35,667	\$16,135	\$285,333	\$269,199	\$428,000	4%
Special Reserve - Equipment		\$10,000	\$10,000	\$5,809	\$80,000	\$74,191	\$120,000	5%
Total Capital Expenditures	\$0	\$45,667	\$45,667	\$21,944	\$365,333	\$343,390	\$548,000	4%
Audit								
Audit Expense				\$19,900	\$16,400	(\$3,500)	\$16,400	121%
Total Audit Expenditures	\$0	\$0	\$0	\$19,900	\$16,400	(\$3,500)	\$16,400	121%
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-Maine District Library
Income Statement-Consolidated

February 28, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$21,147	\$20,833	(\$314)	\$164,682	\$166,667	\$1,985	\$250,000	66%
Total Social Security Expenditures	\$21,147	\$20,833	(\$314)	\$164,682	\$166,667	\$1,985	\$250,000	66%
Workers' Compensation								
Workers' Compensation				\$26,011	\$27,489	\$1,478	\$27,489	95%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$26,011	\$27,489	\$1,478	\$27,489	95%
Unemployment Compensation								
Unemployment Compensation	\$3,770	\$1,667	(\$2,103)	\$12,109	\$13,333	\$1,224	\$20,000	61%
Total Unemployment Compensation Expenditures	\$3,770	\$1,667	(\$2,103)	\$12,109	\$13,333	\$1,224	\$20,000	61%
Building & Equipment Maintenance								
Repairs & Improvements	\$2,556	\$4,667	\$2,111	\$45,046	\$37,333	(\$7,712)	\$56,000	80%
Contractual Maintenance	\$3,235	\$2,975	(\$260)	\$27,671	\$23,800	(\$3,871)	\$35,700	78%
Non-Contractual Maintenance	\$3,248	\$3,220	(\$28)	\$25,364	\$25,760	\$396	\$38,640	66%
Equipment Maintenance	\$1,437	\$1,750	\$313	\$13,532	\$14,000	\$468	\$21,000	64%
Non Capital Expenses	\$336	\$2,083	\$1,747	\$3,526	\$16,667	\$13,140	\$25,000	14%
Furniture & Fixtures	\$272	\$2,979	\$2,707	\$10,166	\$23,829	\$13,663	\$35,743	28%
Total Building & Equipment Maintenance Expenditures	\$11,084	\$17,674	\$6,590	\$125,305	\$141,389	\$16,084	\$212,083	59%
Total Expenditures	\$474,092	\$570,568	\$96,476	\$4,566,069	\$5,156,489	\$590,421	\$7,438,764	61%
NET SURPLUS/(DEFICIT)	\$292,600	\$259,319	\$33,281	(\$447,140)	(\$968,073)	\$520,933	(\$349,962)	128%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76062	Accounts Payable	Computer Check	3/14/2018	AFLAC	\$0.00	\$339.04	(\$339.04)	2/28/2018	Outstanding
76063	Accounts Payable	Computer Check	3/14/2018	ALLIANCE ENTERTAINMENT	\$0.00	\$174.40	(\$513.44)	2/28/2018	Outstanding
76064	Accounts Payable	Computer Check	3/14/2018	AMARK INDUSTRIES	\$0.00	\$1,731.60	(\$2,245.04)	2/28/2018	Outstanding
76065	Accounts Payable	Computer Check	3/14/2018	SYNCB/ AMAZON	\$0.00	\$863.39	(\$3,108.43)	2/28/2018	Outstanding
76066	Accounts Payable	Computer Check	3/14/2018	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$606.00	(\$3,714.43)	2/28/2018	Outstanding
76067	Accounts Payable	Computer Check	3/14/2018	Amy Lowe	\$0.00	\$375.00	(\$4,089.43)	2/28/2018	Outstanding
76068	Accounts Payable	Computer Check	3/14/2018	ANDERSON LOCK	\$0.00	\$1,335.50	(\$5,424.93)	2/28/2018	Outstanding
76069	Accounts Payable	Computer Check	3/14/2018	AT&T	\$0.00	\$43.73	(\$5,468.66)	2/28/2018	Outstanding
76070	Accounts Payable	Computer Check	3/14/2018	AT&T	\$0.00	\$392.36	(\$5,861.02)	2/28/2018	Outstanding
76071	Accounts Payable	Computer Check	3/14/2018	AURORA SIGN COMPANY	\$0.00	\$745.00	(\$6,606.02)	2/28/2018	Outstanding
76072	Accounts Payable	Computer Check	3/14/2018	Relevant, LLC d b a Omnigraphics, In	\$0.00	\$59.70	(\$6,665.72)	2/28/2018	Outstanding
76073	Accounts Payable	Computer Check	3/14/2018	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$6,815.72)	2/28/2018	Outstanding
76074	Accounts Payable	Computer Check	3/14/2018	CATS Creating Arts Together with So	\$0.00	\$350.00	(\$7,165.72)	2/28/2018	Outstanding
76075	Accounts Payable	Computer Check	3/14/2018	CECILIA CYGNAR	\$0.00	\$292.63	(\$7,458.35)	2/28/2018	Outstanding
76076	Accounts Payable	Computer Check	3/14/2018	CENGAGE LEARNING, INC.	\$0.00	\$5,710.30	(\$13,168.65)	2/28/2018	Outstanding
76077	Accounts Payable	Computer Check	3/14/2018	CINTAS CORPORATION LOC. 769	\$0.00	\$291.60	(\$13,460.25)	2/28/2018	Outstanding
76078	Accounts Payable	Computer Check	3/14/2018	CLARA SHEFFER	\$0.00	\$24.36	(\$13,484.61)	2/28/2018	Outstanding
76079	Accounts Payable	Computer Check	3/14/2018	COMED	\$0.00	\$5,880.09	(\$19,364.70)	2/28/2018	Outstanding
76080	Accounts Payable	Computer Check	3/14/2018	COMMUNICATION REVOLVING F	\$0.00	\$478.00	(\$19,842.70)	2/28/2018	Outstanding
76081	Accounts Payable	Computer Check	3/14/2018	Constance Beckman	\$0.00	\$22.99	(\$19,865.69)	2/28/2018	Outstanding
76082	Accounts Payable	Computer Check	3/14/2018	COOPERATIVE COMPUTER SERV	\$0.00	\$7,157.20	(\$27,022.89)	2/28/2018	Outstanding
76083	Accounts Payable	Computer Check	3/14/2018	COVERALL NORTH AMERICA, IN	\$0.00	\$2,800.00	(\$29,822.89)	2/28/2018	Outstanding
76084	Accounts Payable	Computer Check	3/14/2018	DEMCO, INC.	\$0.00	\$484.02	(\$30,306.91)	2/28/2018	Outstanding
76085	Accounts Payable	Computer Check	3/14/2018	DES PLAINES PUBLIC LIBRARY	\$0.00	\$15.00	(\$30,321.91)	2/28/2018	Outstanding
76086	Accounts Payable	Computer Check	3/14/2018	DIJANA NEDELJKOVIC	\$0.00	\$100.00	(\$30,421.91)	2/28/2018	Outstanding
76087	Accounts Payable	Computer Check	3/14/2018	Donna Block	\$0.00	\$32.18	(\$30,454.09)	2/28/2018	Outstanding
76088	Accounts Payable	Computer Check	3/14/2018	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$30,954.09)	2/28/2018	Outstanding
76089	Accounts Payable	Computer Check	3/14/2018	ELMHURST HISTORICAL MUSEU	\$0.00	\$1,750.00	(\$32,704.09)	2/28/2018	Outstanding
76090	Accounts Payable	Computer Check	3/14/2018	EVANSTON PUBLIC LIBRARY	\$0.00	\$55.00	(\$32,759.09)	2/28/2018	Outstanding
76091	Accounts Payable	Computer Check	3/14/2018	FIFTH THIRD BANK	\$0.00	\$1,824.98	(\$34,584.07)	2/28/2018	Outstanding
76092	Accounts Payable	Computer Check	3/14/2018	FINDAWAY WORLD, LLC	\$0.00	\$239.95	(\$34,824.02)	2/28/2018	Outstanding
76093	Accounts Payable	Computer Check	3/14/2018	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$35,220.02)	2/28/2018	Outstanding
76094	Accounts Payable	Computer Check	3/14/2018	DOROTHEA FRISBIE	\$0.00	\$99.86	(\$35,319.88)	2/28/2018	Outstanding
76095	Accounts Payable	Computer Check	3/14/2018	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,343.56	(\$36,663.44)	2/28/2018	Outstanding
76096	Accounts Payable	Computer Check	3/14/2018	GEOFF AKINS	\$0.00	\$565.00	(\$37,228.44)	2/28/2018	Outstanding
76097	Accounts Payable	Computer Check	3/14/2018	DEBORAH GRAHAM	\$0.00	\$88.34	(\$37,316.78)	2/28/2018	Outstanding
76098	Accounts Payable	Computer Check	3/14/2018	GRETA ULRICH	\$0.00	\$31.98	(\$37,348.76)	2/28/2018	Outstanding
76099	Accounts Payable	Computer Check	3/14/2018	GREY HOUSE PUBLISHING	\$0.00	\$5,490.00	(\$42,838.76)	2/28/2018	Outstanding
76100	Accounts Payable	Computer Check	3/14/2018	GROOT INDUSTRIES, INC.	\$0.00	\$447.87	(\$43,286.63)	2/28/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76101	Accounts Payable	Computer Check	3/14/2018	HEALTHCARE SERVICE CORPOR	\$0.00	\$47,803.98	(\$91,090.61)	2/28/2018	Outstanding
76102	Accounts Payable	Computer Check	3/14/2018	INGRAM LIBRARY SERVICES	\$0.00	\$11,118.15	(\$102,208.76)	2/28/2018	Outstanding
76103	Accounts Payable	Computer Check	3/14/2018	IRON MOUNTAIN	\$0.00	\$201.83	(\$102,410.59)	2/28/2018	Outstanding
76104	Accounts Payable	Computer Check	3/14/2018	Jelena Gasic	\$0.00	\$15.49	(\$102,426.08)	2/28/2018	Outstanding
76105	Accounts Payable	Computer Check	3/14/2018	JUDITH MCNULTY	\$0.00	\$33.67	(\$102,459.75)	2/28/2018	Outstanding
76106	Accounts Payable	Computer Check	3/14/2018	KARINA GUICO	\$0.00	\$200.00	(\$102,659.75)	2/28/2018	Outstanding
76107	Accounts Payable	Computer Check	3/14/2018	KIRSTEN VEGA	\$0.00	\$3.99	(\$102,663.74)	2/28/2018	Outstanding
76108	Accounts Payable	Computer Check	3/14/2018	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$84.00	(\$102,747.74)	2/28/2018	Outstanding
76109	Accounts Payable	Computer Check	3/14/2018	KOREAN BOOKS	\$0.00	\$548.50	(\$103,296.24)	2/28/2018	Outstanding
76110	Accounts Payable	Computer Check	3/14/2018	MELISSA MAYBERRY	\$0.00	\$350.00	(\$103,646.24)	2/28/2018	Outstanding
76111	Accounts Payable	Computer Check	3/14/2018	MENARDS	\$0.00	\$61.43	(\$103,707.67)	2/28/2018	Outstanding
76112	Accounts Payable	Computer Check	3/14/2018	Michael Osacky	\$0.00	\$500.00	(\$104,207.67)	2/28/2018	Outstanding
76113	Accounts Payable	Computer Check	3/14/2018	MIDWEST TAPE	\$0.00	\$3,695.69	(\$107,903.36)	2/28/2018	Outstanding
76114	Accounts Payable	Computer Check	3/14/2018	MORE THAN SCORES THAN TES	\$0.00	\$100.00	(\$108,003.36)	2/28/2018	Outstanding
76115	Accounts Payable	Computer Check	3/14/2018	MULTICULTURAL BOOKS & VID	\$0.00	\$1,125.43	(\$109,128.79)	2/28/2018	Outstanding
76116	Accounts Payable	Computer Check	3/14/2018	NICOR GAS	\$0.00	\$2,170.58	(\$111,299.37)	2/28/2018	Outstanding
76117	Accounts Payable	Computer Check	3/14/2018	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$112,180.37)	2/28/2018	Outstanding
76118	Accounts Payable	Computer Check	3/14/2018	OAK BROOK MECHANICAL SERV	\$0.00	\$475.32	(\$112,655.69)	2/28/2018	Outstanding
76119	Accounts Payable	Computer Check	3/14/2018	MICHAELENE ORZECOWSKI	\$0.00	\$71.40	(\$112,727.09)	2/28/2018	Outstanding
76120	Accounts Payable	Computer Check	3/14/2018	OVERDRIVE, INC.	\$0.00	\$2,169.10	(\$114,896.19)	2/28/2018	Outstanding
76121	Accounts Payable	Computer Check	3/14/2018	PADDY LYNN	\$0.00	\$350.00	(\$115,246.19)	2/28/2018	Outstanding
76122	Accounts Payable	Computer Check	3/14/2018	PENGUIN RANDOM HOUSE LLC	\$0.00	\$77.25	(\$115,323.44)	2/28/2018	Outstanding
76123	Accounts Payable	Computer Check	3/14/2018	PLIC - SBD GRAND ISLAND	\$0.00	\$1,015.64	(\$116,339.08)	2/28/2018	Outstanding
76124	Accounts Payable	Computer Check	3/14/2018	POLONIA BOOKSTORE, INC.	\$0.00	\$117.35	(\$116,456.43)	2/28/2018	Outstanding
76125	Accounts Payable	Computer Check	3/14/2018	RAINBOW AAT	\$0.00	\$150.00	(\$116,606.43)	2/28/2018	Outstanding
76126	Accounts Payable	Computer Check	3/14/2018	ROBERT SOTO	\$0.00	\$30.00	(\$116,636.43)	2/28/2018	Outstanding
76127	Accounts Payable	Computer Check	3/14/2018	Robin Komie	\$0.00	\$21.98	(\$116,658.41)	2/28/2018	Outstanding
76128	Accounts Payable	Computer Check	3/14/2018	ROCHELLE PENNINGTON	\$0.00	\$200.00	(\$116,858.41)	2/28/2018	Outstanding
76129	Accounts Payable	Computer Check	3/14/2018	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$117,408.41)	2/28/2018	Outstanding
76130	Accounts Payable	Computer Check	3/14/2018	S&P GLOBAL MARKET INTELLIG	\$0.00	\$9,400.00	(\$126,808.41)	2/28/2018	Outstanding
76131	Accounts Payable	Computer Check	3/14/2018	SASHA VASILIC	\$0.00	\$129.68	(\$126,938.09)	2/28/2018	Outstanding
76132	Accounts Payable	Computer Check	3/14/2018	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$127,052.09)	2/28/2018	Outstanding
76133	Accounts Payable	Computer Check	3/14/2018	SRDJAN VASILIC	\$0.00	\$14.61	(\$127,066.70)	2/28/2018	Outstanding
76134	Accounts Payable	Computer Check	3/14/2018	STORMWIND LLC	\$0.00	\$3,990.00	(\$131,056.70)	2/28/2018	Outstanding
76135	Accounts Payable	Computer Check	3/14/2018	SUPERIOR COPIES	\$0.00	\$678.06	(\$131,734.76)	2/28/2018	Outstanding
76136	Accounts Payable	Computer Check	3/14/2018	SUSAN LEMPKE	\$0.00	\$549.83	(\$132,284.59)	2/28/2018	Outstanding
76137	Accounts Payable	Computer Check	3/14/2018	SUZANNE WULF	\$0.00	\$77.99	(\$132,362.58)	2/28/2018	Outstanding
76138	Accounts Payable	Computer Check	3/14/2018	TEAM ONE REPAIR, INC.	\$0.00	\$3,112.00	(\$135,474.58)	2/28/2018	Outstanding
76139	Accounts Payable	Computer Check	3/14/2018	The Korea Daily	\$0.00	\$200.00	(\$135,674.58)	2/28/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
76140	Accounts Payable	Computer Check	3/14/2018	TYCO INTEGRATED SECURITY L	\$0.00	\$351.06	(\$136,025.64)	2/28/2018	Outstanding
76141	Accounts Payable	Computer Check	3/14/2018	UNIQUE MANAGEMENT SERVICE	\$0.00	\$170.05	(\$136,195.69)	2/28/2018	Outstanding
76142	Accounts Payable	Computer Check	3/14/2018	VILLAGE OF NILES	\$0.00	\$329.00	(\$136,524.69)	2/28/2018	Outstanding
76143	Accounts Payable	Computer Check	3/14/2018	VISA	\$0.00	\$7,129.48	(\$143,654.17)	2/28/2018	Outstanding
76144	Accounts Payable	Computer Check	3/14/2018	VISION SERVICE PLAN OF ILLINO	\$0.00	\$550.80	(\$144,204.97)	2/28/2018	Outstanding
76145	Accounts Payable	Computer Check	3/14/2018	X-PERT LANDSCAPING INC.	\$0.00	\$2,478.75	(\$146,683.72)	2/28/2018	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$146,683.72)
Total Payments:	(\$146,683.72)
Total Change in Register Balance:	(\$146,683.72)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated March 14, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76062	\$339.04	AFLAC	\$339.04	-- EE Payments February 2018	01-2140-00-00	Payroll Clearing
76063	\$174.40	ALLIANCE ENTERTAINMENT	\$159.41	-- Materials	01-4433-44-00	AV-Adult
76063	\$174.40	ALLIANCE ENTERTAINMENT	\$14.99	-- Materials	01-4435-44-00	AV-Teen
76064	\$1,731.60	AMARK INDUSTRIES	\$1,731.60	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76065	\$863.39	SYNCB/ AMAZON	\$42.48	-- PO. #83158	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76065	\$863.39	SYNCB/ AMAZON	\$122.65	-- PO. #83158	01-5323-53-03	Programming & Support-Adult-Digital Services
76065	\$863.39	SYNCB/ AMAZON	\$117.57	-- PO #83165	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76065	\$863.39	SYNCB/ AMAZON	\$39.98	-- PO #83165	01-5323-53-03	Programming & Support-Adult-Digital Services
76065	\$863.39	SYNCB/ AMAZON	\$120.00	-- PO #83165	01-5323-53-01	Programming & Support-Adult-Adult Services
76065	\$863.39	SYNCB/ AMAZON	\$372.99	-- PO #83165	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76065	\$863.39	SYNCB/ AMAZON	\$47.72	-- PO #84692	01-4415-44-00	Books-Teen
76066	\$606.00	AMERICAN LIBRARY ASSOCIATION	\$63.00	-- Membership Renewal - DG-1261797, TS-2069829, AC-1143397	01-5470-54-09	Trustee Expense-Administrative Services
76066	\$606.00	AMERICAN LIBRARY ASSOCIATION	\$330.00	-- Membership Renewal - DG-1261797, TS-2069829, AC-1143397	01-5461-54-02	Subscriptions & Dues-Youth Services
76066	\$606.00	AMERICAN LIBRARY ASSOCIATION	\$213.00	-- Membership Renewal K.W.	01-5430-54-03	Professional Development-Digital Services
76067	\$375.00	Amy Lowe	\$375.00	-- Program: Live Music Bibliohop	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76068	\$1,335.50	ANDERSON LOCK	\$1,335.50	-- 6000 Inverter / 6000 Series	08-6710-67-00	Repairs & Improvements
76069	\$43.73	AT&T	\$43.73	-- Monthly Service 1/17 ~ 2/16/2018	01-5465-54-09	Telephone-Administrative Services
76070	\$392.36	AT&T	\$392.36	-- Internet Connection	01-5312-53-06	Internet Charges-IT Services
76071	\$745.00	AURORA SIGN COMPANY	\$745.00	-- LED Lamp Board	08-6710-67-00	Repairs & Improvements
76072	\$59.70	Relevant, LLC d b a Omnigraphics, Inc.	\$59.70	-- Materials	01-4415-44-00	Books-Teen
76073	\$150.00	BERNADETTA KORYCIARZ	\$150.00	-- Program World Language Storytime -Polish	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76074	\$350.00	CATS Creating Arts Together with Song	\$350.00	--Program Kidspace Dia de los Ninos/Dia de los Libros	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76075	\$292.63	CECILIA CYGNAR	\$292.63	-- EE Reimbursement ALA MidWinter	01-5430-54-01	Professional Development-Adult Services
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$21.59	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$65.22	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$28.49	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$127.45	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$207.67	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$108.71	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$51.18	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$80.96	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$27.99	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$92.96	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$47.23	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$4,326.00	-- Materials	01-4487-44-00	Online Databases
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$101.57	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$52.78	-- Materials	01-4413-44-00	Books-Adult
76076	\$5,710.30	CENGAGE LEARNING, INC.	\$370.50	-- Materials	01-4487-44-00	Online Databases
76077	\$291.60	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76077	\$291.60	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
76078	\$24.36	CLARA SHEFFER	\$6.86	-- EE Reimbursement - Spanish Storytime Snack	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76078	\$24.36	CLARA SHEFFER	\$17.50	-- EE Reimbursement -Opening Minds	01-5430-54-02	Professional Development-Youth Services
76079	\$5,880.09	COMED	\$5,880.09	-- 1/09 ~ 2/08/2018 - 30 Days	01-5720-57-00	Electric

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated March 14, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76080	\$478.00	COMMUNICATION REVOLVING FUND	\$478.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
76081	\$22.99	Constance Beckman	\$22.99	Lost Book Refund	01-3620-36-00	Lost Books
76082	\$7,157.20	COOPERATIVE COMPUTER SERVICE	\$6,515.65	-- CCS Membership Fee February 2018	01-5310-53-09	CCS Charges-Administration
76082	\$7,157.20	COOPERATIVE COMPUTER SERVICE	\$641.55	-- OCLC Jed Charge February 2018	01-5329-53-09	Computer Charges OCLC-Administrative Services
76083	\$2,800.00	COVERALL NORTH AMERICA, INC.	\$2,800.00	-- Monthly Service February 2018	08-6730-67-00	Non-Contractual Maintenance
76084	\$484.02	DEMCO, INC.	\$103.23	-- Cabinets	01-5322-53-01	Library Supplies-Adult Services
76084	\$484.02	DEMCO, INC.	\$108.80	-- Cabinets	01-5458-54-01	Postage & Freight-Adult Services
76084	\$484.02	DEMCO, INC.	\$271.99	-- Cabinets	08-6770-67-00	Furniture & Fixtures
76085	\$15.00	DES PLAINES PUBLIC LIBRARY	\$15.00	Lost Book Refund	01-3620-36-00	Lost Books
76086	\$100.00	DIJANA NEDELJKOVIC	\$100.00	-- Bartending SVC., Baseball Exhibit VIP Opening Reception	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
76087	\$32.18	Donna Block	\$17.70	-- EE Reimbursement - Food for Book Discussion	01-5326-53-02	Programming & Support-Teen-Youth Services
76087	\$32.18	Donna Block	\$5.49	-- EE Reimbursement - Pizza-Movie Teen Underground	01-5326-53-02	Programming & Support-Teen-Youth Services
76087	\$32.18	Donna Block	\$8.99	-- EE Reimbursement - Candy Teen Job Fair	01-5326-53-02	Programming & Support-Teen-Youth Services
76088	\$500.00	EASYPERMIT POSTAGE	\$500.00	-- Replenish Postage Metter	01-5458-54-09	Postage & Freight-Administrative Services
76089	\$1,750.00	ELMHURST HISTORICAL MUSEUM	\$1,750.00	-- Program - Sox vs Cubs Exhibit	01-5323-53-01	Programming & Support-Adult-Adult Services
76090	\$55.00	EVANSTON PUBLIC LIBRARY	\$55.00	Lost Book Refund	01-3620-36-00	Lost Books
76091	\$1,824.98	FIFTH THIRD BANK	\$1,824.98	-- FSA Employee Payments February	01-1125-00-00	Cash-Flexible Spending Account
76092	\$239.95	FINDAWAY WORLD, LLC	\$239.95	-- Materials	01-4434-44-00	AV-Youth Services
76093	\$396.00	FLEXSOURCE, LLC	\$56.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5633-56-00	FSA fee
76093	\$396.00	FLEXSOURCE, LLC	\$164.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5625-56-00	Health Reimbursement Account
76093	\$396.00	FLEXSOURCE, LLC	\$176.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5630-56-00	Dental
76094	\$99.86	DOROTHEA FRISBIE	\$8.46	-- EE Reimbursement Baseball Exhibit	01-5325-53-01	Programming & Support-Events-Adult Services
76094	\$99.86	DOROTHEA FRISBIE	\$91.40	-- EE Reimbursement Baseball Exhibit VIP Party	01-5325-53-01	Programming & Support-Events-Adult Services
76095	\$1,343.56	GARVEY'S OFFICE PRODUCTS	\$447.11	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76095	\$1,343.56	GARVEY'S OFFICE PRODUCTS	\$125.47	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
76095	\$1,343.56	GARVEY'S OFFICE PRODUCTS	\$28.84	-- Office Supplies	01-5457-54-02	Office Supplies-Youth Services
76095	\$1,343.56	GARVEY'S OFFICE PRODUCTS	\$8.99	-- Office Supplies	01-5457-54-08	Office Supplies-Patron Services
76095	\$1,343.56	GARVEY'S OFFICE PRODUCTS	\$43.44	-- Office Supplies	01-5457-54-04	Office Supplies-Tech Services
76095	\$1,343.56	GARVEY'S OFFICE PRODUCTS	\$201.75	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76095	\$1,343.56	GARVEY'S OFFICE PRODUCTS	\$81.72	-- Office Supplies	01-5455-54-09	Kitchen Supplies-Administrative Services
76095	\$1,343.56	GARVEY'S OFFICE PRODUCTS	\$327.31	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
76095	\$1,343.56	GARVEY'S OFFICE PRODUCTS	\$54.03	-- Office Supplies	01-5457-54-04	Office Supplies-Tech Services
76095	\$1,343.56	GARVEY'S OFFICE PRODUCTS	\$47.90	-- Office Supplies	01-5457-54-01	Office Supplies-Adult Services
76096	\$565.00	GEOFF AKINS	\$565.00	-- Program Kidspace - Bubbllle Wonders	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76097	\$88.34	DEBORAH GRAHAM	\$88.34	-- EE Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76098	\$31.98	GRETA ULRICH	\$31.98	-- EE Reimbursement for Reading Advisory Group	01-5323-53-01	Programming & Support-Adult-Adult Services
76099	\$5,490.00	GREY HOUSE PUBLISHING	\$5,490.00	-- Materials	01-4487-44-00	Online Databases
76100	\$447.87	GROOT INDUSTRIES, INC.	\$447.87	-- Monthly Service Garbage/Recycling	08-6730-67-00	Non-Contractual Maintenance
76101	\$47,803.98	HEALTHCARE SERVICE CORPORATION	\$47,803.98	-- Group Medical Ins March 2018	01-5620-56-00	Group Health
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$101.53	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$477.22	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$12.40	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services

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Check Detail and Account Distribution
Checks dated March 14, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$74.48	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$748.24	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$120.06	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$107.34	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$57.59	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$20.32	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$9.66	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$68.35	-- Materials	01-5435-54-04	Professional Collection-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$404.26	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$356.17	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$42.35	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$22.77	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$220.88	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$240.21	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$11.73	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$33.59	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$734.60	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$37.95	-- Materials	01-4435-44-00	AV-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$122.37	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$82.40	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$48.03	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$428.43	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$18.63	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$69.07	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$43.98	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$113.97	-- Materials	01-4435-44-00	AV-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$61.97	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$4.19	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$237.04	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$241.72	-- Materials	01-4435-44-00	AV-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$101.90	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$96.00	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$66.60	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$6.57	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$11.70	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$11.70	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$35.37	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$11.99	-- Materials	01-4415-44-00	Books-Teen

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$173.20	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$166.35	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$125.52	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$159.94	-- Materials	01-4435-44-00	AV-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$321.77	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$447.16	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$57.33	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$26.91	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$132.99	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$21.80	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$80.12	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$66.19	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$25.42	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$33.87	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$54.87	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$89.38	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$7.79	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$347.11	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$114.60	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$12.97	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$319.56	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$161.93	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$15.82	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$14.49	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$9.00	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$46.50	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$17.97	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$246.20	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$603.55	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$27.11	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$32.43	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$14.66	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$102.79	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$7.79	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$197.16	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$28.17	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$11.97	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$9.66	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services

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Check Detail and Account Distribution
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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$121.55	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$18.99	-- Materials	01-4435-44-00	AV-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$7.79	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$43.12	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$4.79	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$25.19	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$11.98	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$24.72	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$19.18	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$154.89	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$7.90	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$201.15	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$17.25	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$96.69	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$66.50	-- Materials	01-4435-44-00	AV-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$70.63	-- Materials	01-4413-44-00	Books-Adult
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$52.63	-- Materials	01-4414-44-00	Books-Youth Services
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$41.78	-- Materials	01-4415-44-00	Books-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$19.24	-- Materials	01-4435-44-00	AV-Teen
76102	\$11,118.15	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76103	\$201.83	IRON MOUNTAIN	\$201.83	-- Off Site Monthly Storage Fee	01-5350-53-09	Miscellaneous-Administrative Services
76104	\$15.49	Jelena Gasic	\$15.49	Lost Book Refund	01-3620-36-00	Lost Books
76105	\$33.67	JUDITH MCNULTY	\$10.78	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
76105	\$33.67	JUDITH MCNULTY	\$22.89	-- EE Mileage Reimbursement - BAPL	01-5431-54-01	Mileage-Adult Services
76106	\$200.00	KARINA GUICO	\$200.00	-- Program Butterfly Earrings Quilling	01-5326-53-02	Programming & Support-Teen-Youth Services
76107	\$3.99	KIRSTEN VEGA	\$3.99	Lost Book Refund	01-3620-36-00	Lost Books
76108	\$84.00	KLEIN, THORPE & JENKINS, LTD.	\$84.00	-- Receipt & review of Board Packet	01-5450-54-09	Legal Fees-Administrative Services
76109	\$548.50	KOREAN BOOKS	\$310.65	-- Materials	01-4413-44-00	Books-Adult
76109	\$548.50	KOREAN BOOKS	\$237.85	-- Materials	01-4413-44-00	Books-Adult
76110	\$350.00	MELISSA MAYBERRY	\$350.00	-- Program: Excel Basics & Intermediate Excel	01-5323-53-03	Programming & Support-Adult-Digital Services
76111	\$61.43	MENARDS	\$61.43	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76112	\$500.00	Michael Osacky	\$500.00	-- Program: Baseball in the Attic	01-5323-53-01	Programming & Support-Adult-Adult Services
76113	\$3,695.69	MIDWEST TAPE	\$1,785.47	-- Materials	01-4433-44-00	AV-Adult
76113	\$3,695.69	MIDWEST TAPE	\$46.46	-- Materials	01-4434-44-00	AV-Youth Services
76113	\$3,695.69	MIDWEST TAPE	\$1,628.38	-- Materials	01-4433-44-00	AV-Adult
76113	\$3,695.69	MIDWEST TAPE	\$235.38	-- Materials	01-4434-44-00	AV-Youth Services
76114	\$100.00	MORE THAN SCORES THAN TESTS	\$100.00	-- Program: Parenting Workshop	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76115	\$1,125.43	MULTICULTURAL BOOKS & VIDEOS	\$48.04	-- Materials	01-4413-44-00	Books-Adult
76115	\$1,125.43	MULTICULTURAL BOOKS & VIDEOS	\$100.42	-- Materials	01-4413-44-00	Books-Adult
76115	\$1,125.43	MULTICULTURAL BOOKS & VIDEOS	\$104.70	-- Materials	01-4413-44-00	Books-Adult
76115	\$1,125.43	MULTICULTURAL BOOKS & VIDEOS	\$104.84	-- Materials	01-4413-44-00	Books-Adult

Niles-Maine District Library
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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76115	\$1,125.43	MULTICULTURAL BOOKS & VIDEOS	\$107.94	-- Materials	01-4413-44-00	Books-Adult
76115	\$1,125.43	MULTICULTURAL BOOKS & VIDEOS	\$104.79	-- Materials	01-4413-44-00	Books-Adult
76115	\$1,125.43	MULTICULTURAL BOOKS & VIDEOS	\$104.70	-- Materials	01-4413-44-00	Books-Adult
76115	\$1,125.43	MULTICULTURAL BOOKS & VIDEOS	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76115	\$1,125.43	MULTICULTURAL BOOKS & VIDEOS	\$200.00	-- Materials	01-4413-44-00	Books-Adult
76116	\$2,170.58	NICOR GAS	\$2,170.58	-- Gas - 1/10 ~ 2/08/2018 (29 days)	01-5710-57-00	Gas
76117	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lot Lease March 2018	01-5491-54-09	Parking Lease-Administrative Services
76118	\$475.32	OAK BROOK MECHANICAL SERVICES	\$475.32	-- Repair Leaks on VAV in circulation area	08-6710-67-00	Repairs & Improvements
76119	\$71.40	MICHAELENE ORZECOWSKI	\$71.40	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76120	\$2,169.10	OVERDRIVE, INC.	\$787.48	-- Materials	01-4420-44-00	Downloadables
76120	\$2,169.10	OVERDRIVE, INC.	\$676.83	-- Materials	01-4420-44-00	Downloadables
76120	\$2,169.10	OVERDRIVE, INC.	\$704.79	-- Materials	01-4420-44-00	Downloadables
76121	\$350.00	PADDY LYNN	\$350.00	-- Program: Meet Emily Dickinson	01-5323-53-01	Programming & Support-Adult-Adult Services
76122	\$77.25	PENGUIN RANDOM HOUSE LLC	\$43.50	-- Materials	01-4434-44-00	AV-Youth Services
76122	\$77.25	PENGUIN RANDOM HOUSE LLC	\$33.75	-- Materials	01-4434-44-00	AV-Youth Services
76123	\$1,015.64	PLIC - SBD GRAND ISLAND	\$1,015.64	-- March 2018 Payment	01-5634-56-00	Life, LTD, AD&D, STD
76124	\$117.35	POLONIA BOOKSTORE, INC.	\$117.35	-- Materials	01-4414-44-00	Books-Youth Services
76125	\$150.00	RAINBOW AAT	\$150.00	-- Program Reading with Rover	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76126	\$30.00	ROBERT SOTO	\$30.00	-- EE Reimbursement - Computer Parts for PC Building Program	01-5323-53-03	Programming & Support-Adult-Digital Services
76127	\$21.98	Robin Komie	\$21.98	-- EE Reimbursement -ICE Baseball Exhibit	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
76128	\$200.00	ROCHELLE PENNINGTON	\$200.00	-- Program: History Comes Alive-The Edmund Fitzgerald	01-5323-53-01	Programming & Support-Adult-Adult Services
76129	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
76129	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76130	\$9,400.00	S&P GLOBAL MARKET INTELLIGENCE	\$9,400.00	-- NetAdvantage Renewal 2/6/2018 ~ 2/6/2019	01-4487-44-00	Online Databases
76131	\$129.68	SASHA VASILIC	\$4.47	-- EE Reimbursement - Ice Staff Day	01-5325-53-09	Programming & Support-Events-Administrative Services
76131	\$129.68	SASHA VASILIC	\$43.19	-- EE Reimbursement Baseball Exhibit VIP Event	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
76131	\$129.68	SASHA VASILIC	\$37.05	-- EE Reimbursement Baseball Exhibit VIP Event	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
76131	\$129.68	SASHA VASILIC	\$44.97	-- EE Reimbursement Baseball Exhibit VIP Event	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
76132	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance
76133	\$14.61	SRDJAN VASILIC	\$14.61	-- EE Mileage Reimbursement	01-5431-54-08	Mileage-Patron services
76134	\$3,990.00	STORMWIND LLC	\$3,990.00	-- 12 Month Training for IT	01-5430-54-06	Professional Development-IT Services
76135	\$678.06	SUPERIOR COPIES	\$131.06	-- Covers & Spines	01-5320-53-07	Printing-Marketing & PR Services
76135	\$678.06	SUPERIOR COPIES	\$547.00	-- Brochures, Baseball Exhibit	01-5320-53-07	Printing-Marketing & PR Services
76136	\$549.83	SUSAN LEMPKE	\$549.83	-- EE Reimbursement -ALA	01-5430-54-09	Professional Development-Administrative Services
76137	\$77.99	SUZANNE WULF	\$22.94	-- EE Mileage Reimbursement - ILA	01-5431-54-03	Mileage-Digital Services
76137	\$77.99	SUZANNE WULF	\$17.99	-- EE Mileage Reimbursement -EPL	01-5431-54-03	Mileage-Digital Services
76137	\$77.99	SUZANNE WULF	\$37.06	-- EE Mileage Reimbursement - GBPL	01-5431-54-03	Mileage-Digital Services
76138	\$3,112.00	TEAM ONE REPAIR, INC.	\$3,112.00	-- 20 Maxstick Paper	01-5322-53-08	Library Supplies-Patron Services
76139	\$200.00	The Korea Daily	\$200.00	-- Subscription Renewal 3/01/2018 ~ 02/28/2019	01-4423-44-00	Periodicals
76140	\$351.06	TYCO INTEGRATED SECURITY LLC	\$351.06	-- Qtrly Billing 3/01 ~ 5/31/2018	08-6720-67-00	Contractual Maintenance
76141	\$170.05	UNIQUE MANAGEMENT SERVICES, INC.	\$170.05	-- Collection Agency Fee	01-5462-54-08	Collection Services-PAtron Services
76142	\$329.00	VILLAGE OF NILES	\$329.00	-- Automatic Water Meter Reading	01-5730-57-00	Water
76143	\$7,129.48	VISA	\$15.00	-- PO # 83149	01-5430-54-09	Professional Development-Administrative Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated March 14, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76143	\$7,129.48	VISA	\$75.00	-- PO # 83149	01-5470-54-09	Trustee Expense-Administrative Services
76143	\$7,129.48	VISA	\$25.00	-- PO # 83149	01-5430-54-09	Professional Development-Administrative Services
76143	\$7,129.48	VISA	\$25.00	-- PO # 83149	01-5430-54-03	Professional Development-Digital Services
76143	\$7,129.48	VISA	\$25.00	-- PO # 83149	01-5430-54-04	Professional Development-Tech Services
76143	\$7,129.48	VISA	\$25.00	-- PO # 83149	01-5430-54-01	Professional Development-Adult Services
76143	\$7,129.48	VISA	\$47.72	-- PO #84692	01-4415-44-00	Books-Teen
76143	\$7,129.48	VISA	\$59.50	-- PO #83135	01-5311-53-04	Processing & Supplies-Tech Services
76143	\$7,129.48	VISA	\$25.00	-- PO # 84742	01-4423-44-00	Periodicals
76143	\$7,129.48	VISA	\$85.65	-- PO. #83159	01-5323-53-03	Programming & Support-Adult-Digital Services
76143	\$7,129.48	VISA	\$18.45	-- PO. #83159	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76143	\$7,129.48	VISA	\$45.00	-- PO. #83159	01-5430-54-07	Professional Development-Marketing & PR Services
76143	\$7,129.48	VISA	\$510.87	-- February Receipts-1	08-6740-67-00	Equipment Maintenance
76143	\$7,129.48	VISA	\$648.00	-- February Receipts-1	08-6740-67-00	Equipment Maintenance
76143	\$7,129.48	VISA	\$107.75	-- February Receipts-1	08-6740-67-00	Equipment Maintenance
76143	\$7,129.48	VISA	\$336.00	-- February Receipts-1	08-6760-67-00	Non Capital Expenses
76143	\$7,129.48	VISA	\$101.76	-- February Receipts-1	08-6740-67-00	Equipment Maintenance
76143	\$7,129.48	VISA	\$85.24	-- February Receipts-1	08-6740-67-00	Equipment Maintenance
76143	\$7,129.48	VISA	\$146.80	-- PO #83164	01-5325-53-03	Programming & Support-Events-Digital Services
76143	\$7,129.48	VISA	\$44.62	-- February Receipts-2	01-5456-54-07	Promotional Expense-Marketing & PR Services
76143	\$7,129.48	VISA	\$116.11	-- February Receipts-2	01-5456-54-07	Promotional Expense-Marketing & PR Services
76143	\$7,129.48	VISA	\$4.12	-- February Receipts-2	01-5461-54-09	Subscriptions & Dues-Administrative Services
76143	\$7,129.48	VISA	\$15.00	-- February Receipts-2	01-5325-53-01	Programming & Support-Events-Adult Services
76143	\$7,129.48	VISA	\$21.03	-- February Receipts-2	01-5312-53-06	Internet Charges-IT Services
76143	\$7,129.48	VISA	\$48.55	-- February Receipts-2	01-5325-53-01	Programming & Support-Events-Adult Services
76143	\$7,129.48	VISA	\$17.25	-- February Receipts-2	01-5325-53-01	Programming & Support-Events-Adult Services
76143	\$7,129.48	VISA	\$84.65	-- February Receipts-2	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76143	\$7,129.48	VISA	\$78.66	-- February Receipts-2	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76143	\$7,129.48	VISA	\$13.99	-- February Receipts-2	01-5326-53-02	Programming & Support-Teen-Youth Services
76143	\$7,129.48	VISA	\$5.00	-- February Receipts-2	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
76143	\$7,129.48	VISA	\$35.00	-- February Receipts-2	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
76143	\$7,129.48	VISA	\$720.00	-- February Receipts-2	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76143	\$7,129.48	VISA	\$42.90	-- February Receipts-2	01-5452-54-07	Consultants-Marketing & PR Services
76143	\$7,129.48	VISA	\$167.95	-- February Receipts-2	01-5452-54-07	Consultants-Marketing & PR Services
76143	\$7,129.48	VISA	\$213.00	-- February Receipts-2	01-5461-54-03	Subscriptions & Dues-Digital Services
76143	\$7,129.48	VISA	\$15.00	-- February Receipts-2	01-5430-54-03	Professional Development-Digital Services
76143	\$7,129.48	VISA	\$50.00	-- February Receipts-2	01-5323-53-03	Programming & Support-Adult-Digital Services
76143	\$7,129.48	VISA	\$111.33	-- February Receipts-2	01-5325-53-01	Programming & Support-Events-Adult Services
76143	\$7,129.48	VISA	\$469.20	-- February Receipts-2	01-5430-54-02	Professional Development-Youth Services
76143	\$7,129.48	VISA	\$955.04	-- February Receipts-2	01-5456-54-07	Promotional Expense-Marketing & PR Services
76143	\$7,129.48	VISA	\$113.28	-- February Receipts-2	01-5313-53-06	Software, Licenses-IT Services
76143	\$7,129.48	VISA	\$351.96	-- February Receipts-2	01-5430-54-02	Professional Development-Youth Services
76143	\$7,129.48	VISA	\$30.98	-- February Receipts-2	01-5313-53-06	Software, Licenses-IT Services
76143	\$7,129.48	VISA	\$66.79	-- February Receipts-2	01-5323-53-03	Programming & Support-Adult-Digital Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated March 14, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76143	\$7,129.48	VISA	\$28.00	-- February Receipts-2	01-5323-53-03	Programming & Support-Adult-Digital Services
76143	\$7,129.48	VISA	\$14.05	-- February Receipts-2	01-5323-53-03	Programming & Support-Adult-Digital Services
76143	\$7,129.48	VISA	\$82.23	-- February Receipts-2	01-5457-54-09	Office Supplies-Administrative Services
76143	\$7,129.48	VISA	\$57.45	-- February Receipts-2	01-5457-54-09	Office Supplies-Administrative Services
76143	\$7,129.48	VISA	\$24.88	-- February Receipts-2	01-5456-54-07	Promotional Expense-Marketing & PR Services
76143	\$7,129.48	VISA	\$128.94	-- February Receipts-2	01-5326-53-02	Programming & Support-Teen-Youth Services
76143	\$7,129.48	VISA	\$3.00	-- February Receipts-2	01-5326-53-02	Programming & Support-Teen-Youth Services
76143	\$7,129.48	VISA	\$299.85	-- February Receipts-2	01-5312-53-06	Internet Charges-IT Services
76143	\$7,129.48	VISA	\$192.00	-- February Receipts-2	01-5313-53-07	Software, Licenses-Marketing & PR Services
76143	\$7,129.48	VISA	\$13.99	-- February Receipts-2	01-4420-44-00	Downloadables
76143	\$7,129.48	VISA	\$13.99	-- February Receipts-2	01-4420-44-00	Downloadables
76143	\$7,129.48	VISA	\$16.94	-- February Receipts-2	01-4423-44-00	Periodicals
76143	\$7,129.48	VISA	\$325.96	-- February Receipts-2	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
76143	\$7,129.48	VISA	\$59.97	-- PO #83147	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76143	\$7,129.48	VISA	\$16.08	-- PO #83147	01-5457-54-09	Office Supplies-Administrative Services
76144	\$550.80	VISION SERVICE PLAN OF ILLINOIS	\$550.80	-- March 2018 Payment	01-5632-56-00	Vision
76145	\$2,478.75	X-PERT LANDSCAPING INC.	\$395.00	-- Plow Service 2/5/2018	08-6720-67-00	Contractual Maintenance
76145	\$2,478.75	X-PERT LANDSCAPING INC.	\$270.00	-- Plow Service -2/7/2018	08-6720-67-00	Contractual Maintenance
76145	\$2,478.75	X-PERT LANDSCAPING INC.	\$890.00	-- Plow Service - 2/8, 2/09 & 2/10/2018	08-6720-67-00	Contractual Maintenance
76145	\$2,478.75	X-PERT LANDSCAPING INC.	\$653.75	-- Plow Service -2/11 ~ 2/12	08-6720-67-00	Contractual Maintenance
76145	\$2,478.75	X-PERT LANDSCAPING INC.	\$270.00	-- Plow Service 2/17	08-6720-67-00	Contractual Maintenance

Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2992	Accounts Payable	Manual Check	2/8/2018	VISA	\$0.00	\$25.00	(\$25.00)	1/31/2018	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$25.00)
Total Payments:	(\$25.00)
Total Change in Register Balance:	(\$25.00)

SOX *Vs.* CUBS

THE CHICAGO CIVIL WARS



Exhibit Sponsor

JOURNAL
& Topics Newspapers
Media Sponsor

Thank you to all of our Trustees for attending the VIP party to celebrate the opening of the Sox Vs. Cubs exhibit! Other guests included Mayor Andrew Przybylo, Village Manager Steve Vinezeano, Village Clerk Marlene Victorine, District 63 Superintendent Scott Clay, District 63 School Board President Alexandra Brook, former NMDL Library Director Linda Weiss, Niles Park District Board President Patrick Byrne, Niles Park District Commissioner Chris Zalinski, and many others. They enjoyed Chicago-style hot dogs generously provided by Richie Vaia of Chicago Dog, as well as Cracker Jack, ice cream cups, bubble gum, and other traditional baseball treats. We were delighted to accept the \$3,000 donation from CIBC Bank, and have appreciated the media support from the Niles Journal. It was a delightful evening that brought the community together in the library.

The Baseball Committee was spearheaded by Adult & Outreach Services Supervisor Dodie Frisbie. I thank her for her leadership, as well as Victoria and Dave for installing the exhibit, and Sasha and his excellent marketing team for all of their preparations.



Sad news

Back in June, I shared with you that we had the first Board President, Rudolph (Rudy) Hazucha, visiting the library with his wife Winifred. If you recall, she felt strongly that Niles needed a public library, and together they worked with the community to form the new library district in 1959. Sadly, their daughter called to report that Mr. Hazucha passed away at age 98. We are very glad he got a chance to see what their combined vision brought about.

Programs

From Dodie: Some of the program highlights this month included (as usual) our very popular Shakespeare Project. 82 patrons attended the presentation of *Women Beware Women*. For this month's Senior Coffee Hour, we had Chair Yoga. It was so well received and low cost that I think I will be offering it once a month during the Summer Quarter. My History Comes Alive was an early celebration of Women's History Month. Betsey Means, of WomanLore, performed a feisty dramatic rendition of Mother Jones. 25 were in attendance and patrons thoroughly enjoyed this historical dramatization. When Betsey comes onstage in costume – I don't even recognize her!

CTIS: We had two Coming Together in Skokie & Niles Township programs this month. We were so proud to host "Halal – Clean Eating & Conscious Living" (19 – even though we had a horrific snowstorm going on). The presenter and author of the cookbook spent all of her time researching this cookbook at the Niles-Maine District Library.

Maryellen hosted my program of the Lakeside Flutes Concert. It was very well received – with 58 in attendance. There were 20 plus flutes in this ensemble. Sunday afternoon music concerts are proving to be very popular. Cecilia hosted her "Recap of the Year 2017 in the Movies" as an Oscar preview. She had 17 attendees.

From Suzy:

During Virtual Friday a patron was thrilled to explore the paintings of Salvador Dali through the HTC Vive and the program, *Dreams of Dali*. Ruth led a program for attendees to customize a box using the laser cutter and acrylic sheets. The finished products are stunning!



Bernadetta continued her popular Silhouette programming and attendees created customized car decals and photo t-shirts. In the car decal class attendees created custom family stickers, made decals to promote a business, favorite book characters and funny

sayings. Each student left with a completed project and a vinyl applying kit.



Even after the biggest snow storm of the year 20 people showed up on a Saturday afternoon to create a custom photo t-shirt using the Creative Studio equipment.

Jabez led a class on Podcasting where he discussed the different formats for a podcast, the equipment needed and ways to share the podcast. Afterwards, many patrons followed up with Jabez to schedule some time in Studio A to get started on their own podcasts.

Youth Programs

From Arianne: February was a quick month, complete with every kid's favorite childhood memory: a snow day! Our winter book displays flew off the shelf as families were bundled up and spending more time indoors.



We took advantage of a day off of school on President's Day to offer a 3D print of Mt. Rushmore.

KidSpace librarian, Debbie Graham, represents the library in the planning stages of Coming Together in Skokie and Niles Township (CTIS). This year we had several fun cultural programs on the calendar. The first, was a Family Book Chat for the title *Yo Soy Muslim*. 17 members of the community came together to listen to the story and have a child-centered conversation about the themes in this lovely picture book. They also made paper lanterns to symbolize A second program was based on the mosaic arts. Children and their families got to complete a framed geometric design, and learn about the Islamic art of mosaic.



Mega Mondays continues to be a favorite week day activity at the Library. This month 27 patrons arrived to play with Legos. This program provides an opportunity to have a community experience, practice mathematical thinking, play with toys they might not have access to at home, and develop planning skills that can support them in their everyday lives.



Teen

The second annual Teen Job Fair was a great success, with 13 businesses participating and over 100 teens/parents in attendance. Businesses included Home Depot, Old Navy, Jewel, Dunkin Donuts, PetSmart, Panera, JumpZone, MNASR, Lurvey's, Aqua-Guard, Kumon, SportsKids and Village of Lincolnwood.



As part of the fair, our local ISAC rep also presented a free workshop for grades 7-12 called College to Jobs: Connecting the Dots to help teens start thinking about how much money they'll need to support themselves as adults, and the education they'll need to gain a career that will pay that amount.

Creative Studio and Databases

From Suzy: Kathleen successfully negotiated with two different database vendors for price reductions in our renewal prices and saved the library \$537. Axis360 circulation is higher than ever at 159. This mirrors the increase in usage seen with Overdrive. Our digital collections continue to increase in popularity.

This month there were 22 3D print submissions, one poster print submission and two VHS to DVD conversion sessions.



The Creative Studio has been busy this month and our patrons are creating and making. A local businessman printed six coasters with his logo to give to clients while a mom and her child printed a rocket ship for a homeschool STEM project.

Two patrons worked on their audition for a national talent search for voice-over. If they are chosen, they will get a trip to LA and be able to work in a major recording studio! Our Creative Studio makes following dreams possible as well providing patrons the opportunity to learn how participate and work in the global economy.

Sasha sent along these two tweets, which show how happy our residents are with the services we offer.



Watching Paint Dry @janemmason · Mar 1

You are my favorite library. I'll be there tonight for a special one-on-one session RE Podcasts. Thanks, Jabez.



Niles-Maine Library @NMDLibrary

Hello, March!! Not only are we excited about the new Sox vs. Cubs rivalry exhibit in our Franklin Gallery March 1 - May 31, it's also time to register for our Spring programs! Check out what we have in store for March: ...



Watching Paint Dry @janemmason · Mar 2

It was great! Niles-Maine library has SO many resources. I'm going to schedule sessions in the studios— who knew that is available? —and how cool!

@NMDLibrary

Community Engagement

From Suzy: I attended my first Chamber of Commerce Board meeting where we shared our impressions of the Leadership Lunch and the restructuring of dues for members. I volunteered to serve as a grader for the scholarship essay contest.

Passport Service

From Athena: In February we accepted 152 passport applications. To date we have accepted 269 passport applications. Nicole Hembree has completed her Passport Acceptance Agent training. The month of February we answered 121 questions regarding passports.

As a reminder: Starting April 2, 2018, the execution fee the library receives will increase to \$35.

Staff news

Cecilia Cygnar attended the ALA Midwinter Conference. She serves on the Committee for Notable Videos for Adults, which picked the top 15 documentaries of the year. You will find the list here:

<http://www.ala.org/news/press-releases/2017/01/2017-notable-videos-adults-announced>

Part-time Youth Services Librarian Bridget Golembiewski will be leaving. We will miss her but we're happy that she got a full-time job as a teen librarian at another library.

CCS Migration



From Cyndi: The majority of staff have completed formal training on Polaris and are now in the self-directed phase punctuated by department meetings where lessons will be reinforced. Data testing continues as well as testing of staff permission levels. Specific training for reports, interlibrary loan, and the homebound delivery services continues with select staff. Athena, Jamie and I continue data clean-up on staff cards, in-house cards, teacher cards, old collection accounts, accounts with bad address fields, and item statistical codes. Intra-department procedures for tracking items on displays, item status changes like repairs and withdrawals, and item location changes for storage are being discussed.

The new catalog is being designed along with a new catalog webpage with information and instructions for patrons. Offline migration procedures are being outlined within several departments to minimize disruption to the patron experience.

From Victoria: Jamie, Amelia, Magda, and I attended the two-day Acquisitions training at CCS. It was helpful to at last have this training. It was a great deal of information that needs to be processed and applied to our workflow. We are working to make preparations and discover the best method to track the materials from two fiscal years and two different integrated library systems. A training on this material (especially receiving new materials) with detailed description needs to be developed for the staff that was not in attendance.

Jamie and I presented a training for our catalogers. It went well and I believe the catalogers are quite adequately prepared.

We hosted a meeting with Brette Dorris from Ingram to get details on how Polaris works with Ingram and how best practices can be applied. Brette also supplied some tips and tricks for Public Services staff present. I also met with Brette at CCS at a special meeting for those of us in the consortium who will be using Ingram as their primary vendor.

Tech continues to work on clean-up of the catalog data to make sure it's in its best form for migration. My staff continues to work independently on training in Polaris to make sure they are well-versed in the areas needed to get their day-to-day work accomplished.

Marketing news

From Sasha: One of the main projects that the Public Relations and Marketing Department worked on in February was preparing for the launch of the baseball exhibit. Between creating Chapter One, print materials, signage, newsletters, website content, and coordinating with sponsors, the shortest month was one of the busiest!

By the time you read this report, you will already know about the \$3,000 donation from CIBC Bank for the exhibit. They will be known as the exhibit sponsor. We're also happy to announce that the Journal & Topics Newspaper is the exhibit media sponsor. Superdawg donated 3-\$25 gift cards to be used towards a drawing for those who visit the exhibit.



I hope you had the chance to check out the video clip online for the CBS news segment about the baseball exhibit. Following the exhibit kickoff, I was interviewed for the WGN Radio "Neighborhood News" segment. It aired in early March during two time slots on the radio. For as long as I've been at the Library (13 years), I don't remember these many news sources outside the Niles newspapers featuring us in their program. Huge success! We experienced high engagement on Facebook with nearly 3,000 people reached with a post announcing the exhibit and more than 1,200 people reached with the CBS news segment post. During the month of February the baseball webpage (www.nileslibrary.org/baseball) received more than 500 pageview.

At the time of writing this board report, more than 450 visitors checked out the baseball exhibit.

Interesting patron questions

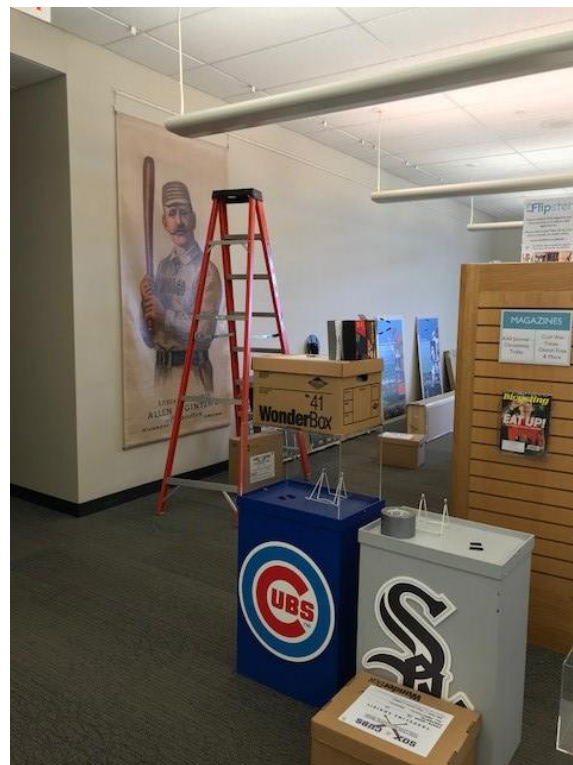
From Dodie: Can you find newspaper reviews of the December 26, 1967, televised Beatles documentary “Magical Mystery Tour”? Can you also find a timeline for the 1968 events in George Harrison’s personal and creative life?

Why would a 9-volt battery pick up fewer paperclips in an electromagnet experiment than a D-battery, and is that experiment appropriate for a 4th grader?

Pat assisted an adult patron who had suffered a brain injury and could only read at a lower grade level. This patron was looking for resources to help improve her reading skills. Pat collaborated with Maryann in KidSpace and they were able to introduce this patron to the Tumblebooks resource the library has. Patron is delighted! I think this story illustrates how important the library is to helping all in our community.

Committees

From Victoria: Art & Display: On February 15th, Dave, Dodie, and I worked with the curator of the exhibit, Sox vs. Cubs: The Chicago Civil Wars, to get it installed. It was a lot of work and some things required a plan A, B, and C. But the end results were worth it.



FOIA Request

We did not receive any FOIA requests this month.

CCS Migration Timeline

Sunday, April 8 5:00 pm Extraction of bibliographic database begins

During this time, no records can be added, removed, or changed in any way until the new system goes live

Friday, April 13 9:00 pm Extraction of patron database begins

During this time, we will be in “offline” mode, where the check-outs are collected. We will not be able to make any changes to the patron database until the new system goes live. Patrons will not be able to place holds but we will collect hold information and place holds manually when the system goes up. We will not be able to check in any materials

Tuesday, April 17 early morning Polaris Integrated Library System will go live

Check-outs from the past four days will be uploaded at CCS, and then we can start checking in the materials that were returned and placing new holds

Trustee Calendar

March

3/1—Website for filing Statement of Economic Interest opens

3/2—VIP event for the Baseball Exhibit opening

3/7—**Early bird deadline for ALA Annual Meeting, New Orleans—notify Susan if you wish to attend**

3/12—Friends of the Library meeting

3/14—Regular meeting of the Board of Trustees (Note that this is one week early)

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

April

4/8—Open House for public for National Library Week 1:30-3 Board Room

4/9—Friends of the Library meeting

4/18—Regular meeting of the Board of Trustees

4/27—Niles Night of Roses, Chateau Ritz, 6-9:30

May

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

5/14—Friends of the Library meeting

5/16—Regular meeting of the Board of Trustees—approval of Tentative Budget & Appropriations

5/18—Laconi Trustee Banquet Carleton of Oak Park Hotel, 6-9

June

6/20—Public Hearing of the Tentative Budget & Appropriations

6/20—Regular meeting of the Board of Trustees—approval of the Final Budget & Appropriations

6/22-26-- ALA Conference: New Orleans, June 22-26, 2018

July

7/1/18—New fiscal year begins

7/18—Regular meeting of the Board of Trustees

August

8/15—Regular meeting of the Board of Trustees

Monthly Statistical Report -- February 2018

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	149	295	-49.49%			
Total District Cardholders	23,461	25,175	-6.81%			
Patron Visits [*est.]	28,000*	28,264	-0.93%			
Unique Library Cards Used	4,281	4,736	-9.61%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	41,109	43,489	-5.47%	349,738	360,116	-2.88%
Teens	2,883	3,654	-21.10%	29,371	29,704	-1.12%
Juvenile	39,693	41,129	-3.49%	338,717	346,430	-2.23%
Digital	2,012	1,435	40.21%	15,075	13,676	10.23%
Equipment	100	81	23.46%	925	759	21.87%
TOTAL Loan of Library Materials	85,797	89,788	-4.44%	733,826	750,685	-2.25%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	18,562	19,935	-6.89%	164,308	165,762	-0.88%
Periodical	967	963	0.42%	8,372	8,756	-4.39%
Audio	4,700	4,493	4.61%	37,180	36,145	2.86%
DVD	16,880	18,098	-6.73%	139,878	149,453	-6.41%
TOTAL Adult Loans	41,109	43,489	-5.47%	349,738	360,116	-2.88%
Teens						
Print	2,123	2,543	-16.52%	22,056	21,887	0.77%
Periodical	15	18	-16.67%	189	126	50.00%
Audio	480	749	-35.91%	4,505	4,908	-8.21%
DVD	265	344	-22.97%	2,621	2,783	-5.82%
TOTAL Teen Loans	2,883	3,654	-21.10%	29,371	29,704	-1.12%
Juvenile						
Print	32,007	31,824	0.58%	263,623	259,270	1.68%
Periodical	206	212	-2.83%	1,508	1,744	-13.53%
Audio	1,787	2,578	-30.68%	18,346	21,763	-15.70%
DVD	5,693	6,515	-12.62%	55,240	63,653	-13.22%
TOTAL Juvenile Loans	39,693	41,129	-3.49%	338,717	346,430	-2.23%
Equipment Loan	100	81	23.46%	925	759	21.87%
Digital Loan (ebooks, eaudiobooks)	2,012	1,435	40.21%	15,075	13,676	10.23%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	9,941	15,585	-36.21%	98,270	92,500	6.24%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	6,520	7,363	-11.45%			
Holds Made Available	8,837	9,999	-11.62%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	54	43	25.58%	448	564	-20.57%
Circulating--Juvenile	4,910	4,654	5.50%	42,260	36,892	14.55%
Circulating--Teen	265	157	68.79%	1,912	2,276	-15.99%
Circulating--Adult	1,875	1,601	17.11%	14,561	12,487	16.61%
TOTAL In-House Use of Materials	7,104	6,455	10.05%	59,181	52,219	13.33%
Items moved on Shelf	3,413	3,765	-9.35%	41,789	29,287	42.69%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,166	1,307	-10.79%	10,113	10,987	-7.95%
Digital Services	2,410	2,711	-11.10%	20,623	21,847	-5.60%
Kidspage Express Internet	28	20	40.00%	296	221	33.94%
Kidspage	1,200	1,302	-7.83%	12,377	11,895	4.05%
Kidspage iPad Usage	320	420	-23.81%	2,830	3,228	-12.33%
Teen Underground	279	197	41.62%	3,075	2,258	36.18%
TOTAL Users	5,403	5,957	-9.30%	49,314	50,436	-2.22%
Patron Wi-Fi Uses	17,280	12,252	41.04%	112,000	97,030	15.43%
Scanning & Fax Pages	5,090	3,330	52.85%	43,152	32,630	32.25%
Print & Copy Pages	14,955	20,372	-26.59%	125,298	137,082	-8.60%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	22	46	-52.17%	247	328	-24.70%
Large Scale Poster Printer	1	2	-50.00%	18	7	157.14%
VHS to DVD Conversion	2	11	-81.82%	61	96	-36.46%
TOTAL Use of Staff Mediated Equipment	25	59	-57.63%	326	431	-24.36%

Monthly Statistical Report -- February 2018

USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	54	32	68.75%	660	415	59.04%
Study Rooms 1-5	537	654	-17.89%	4,074	4,339	-6.11%
Creative Studio A	44	32	37.50%	364	267	36.33%
TOTAL Users of Staff Mediated Spaces	635	718	-11.56%	5,098	5,021	1.53%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	30,974	29,063	6.58%			
Facebook "Likes"	1,496	1,283	16.60%			
Buzz Blog views	928	460	101.74%			
Media Hits (includes print and online articles and listings)	18	41	-56.10%			
e-News Subscribers	16,426	14,610	12.43%			
New Resident Letters (Jan)	87	73	19.18%			
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,010	1,685	277,969			
Non-shelved materials	-	-	50,376			
Equipment	-	1	100			
Total	2,010	1,686	328,445			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	106	123	-13.82%	799	1,410	-43.33%
Test Proctoring	8	7	14.29%	45	98	-54.08%
Passports Processed	153	-		270	-	
Voters' Registration	-	-		2	28	-92.86%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services (3rd Floor)	1,126	1,190	-5.38%	6,886	7,222	-4.65%
Commons Desk	5	31	-83.87%	19	406	-95.32%
Fiction/Audiovisual Services Desk (2nd Floor)	1,391	1,494	-6.89%	12,224	11,658	4.86%
Patron Services	4,861	4,821	0.83%	49,892	61,007	-18.22%
Technology Desk	1,923	2,080	-7.55%	15,667	11,397	37.47%
Teen UnderGround Desk	440	480	-8.33%	6,415	4,418	45.20%
Outreach Service	2,047	2,707	-24.38%	19,386	21,882	-11.41%
Youth Service/KidSpace Desk	4,065	4,277	-4.96%	35,463	30,322	16.95%
Total Service Interactions	15,858	17,080	-7.15%	145,952	148,312	-1.59%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,858	4,874	-0.33%	39,570	39,765	-0.49%
Items Received from CCS Libraries for Patrons	3,221	3,466	-7.07%	26,595	28,387	-6.31%
Items Lent to OCLC Libraries	296	327	-9.48%	2,488	3,038	-18.10%
Items Received from OCLC Libraries for Patrons	53	118	-55.08%	683	758	-9.89%
Total Interlibrary Loan	8,428	8,785	-4.06%	69,336	71,948	-3.63%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	197	224	-12.05%			
Number of Visits	153	174	-12.07%			
Institutions						
Number of Institution Deposit Collections	8	10	-20.00%			
Number of Visits	8	10	-20.00%			
Schools						
Items Delivered	1,061	988	7.39%			
Number of Trips	23	23	0.00%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	13	58				
Adult and Outreach Services & Programs	5	19				
Digital Services & Programs	-	-				
Patron Services	6	25				
Teen Services & Programs	7	13				
Youth Services & Programs	33	94				
Total Volunteers and Hours This Month	64	209				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>64</i>	<i>218</i>				

Monthly Statistical Report -- February 2018

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Youth Programs	95	2,481	91	2,326	6.66%
Teens Programs	16	355	9	336	5.65%
Adults Programs	46	983	39	1,585	-37.98%
Digital Services Programs	25	100	22	83	20.48%
Outside Meetings	17	237	21	211	12.32%
TOTAL PROGRAMS AND EXHIBITS	199	4,156	182	4,541	-8.48%
Programs-Youth Audience					
1KBK added visits	ongoing	3			
1KBK registrations	1	1			
3D Printing Mt Rushmore	1	16			
Bibliobop Dance Parties!	-	Snow Day			
Book Buddies	6	12			
CTIS Craft: Mosaic on Glass	1	29			
CTIS Family Bookchat: <i>Yo Soy Muslim</i>	1	17			
CTIS Ebru Live: Experience the Art of Paper Marbling	-	Snow Day			
Family Movie: Lego NINJAGO	1	30			
Foster Parenting Youth with Special Needs	1	0			
Homework Help	2	29			
In-house Toys and Games	1	415			
I-Spy tank	1	75			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club	4	67			
Reading Patch Club added visits	ongoing	59			
Reading Patch Club registrations	1	7			
Second Saturday Bingo Breakfast	1	25			
Second Sunday - The Puppet Place: Peter Rabbit	1	46			
Story: Baby Lapsit	1	11			
Story: Babytime	4	89			
Story: Evening Family Storytime	4	28			
Story: Rise & Shine Storytime	3	69			
Story: Storytime for 2s and 3s	8	122			
Story: Storytime for 4s and 5s	4	107			
Teacher Use of Die Cut Machine	1	3			
Video Games	1	93			
Volunteer in KidSpace Program	4	19			
Wonder Ground: Water	4	133			
World Language Storytime (Polish and Spanish)	2	36			
Writing Center	1	39			
Youth Services Community Engagement Programs					
Elementary Outreach to Teachers	2	101			
Elementary Outreach to Classrooms	22	622			
Famished for Fiction	1	5			
Preschool Visits to Classroom/Daycare	6	96			
Preschool Visits to the Library	4	77			
Total Youth Services Programs	95	2,481	91	2,326	6.66%
Programs--Teen Audience					
College to Jobs: Connecting the Dots	2	21			
Craft Project: Valentine Huggables	1	6			
CTIS Book Discussion: <i>Muslim Girl: A Coming of Age</i>	1	3			
Games	1	16			
Maker Lab: Wooden Puzzle Lab	1	1			
Movies in the Underground: A Monster Calls	1	5			
ACT/SAT English & Writing Workshop	1	5			
Teen Advisory Board	1	11			
Teen Choice Awards Voting	1	20			
Teen Job Fair	1	104			
Videogames	1	61			
Teen Community Engagement Programs					
Jr/High School After School Club	2	16			
Jr/High School Visit: SJB Science Fair Research	1	70			
Outreach: FCCLA Judge	1	16			
Total Teen Programs	16	355	9	336	5.65%
General Programs - Adult Audience					
Sox vs. Cubs: The Chicago Civil Wars Baseball Exhibit Visits	1	137			
How to Make a Balloon Column	1	6			
Book Discussions- Literary	2	15			
Citizenship Education Classes	0	0			
CJE Senior Life	1	0			

Monthly Statistical Report -- February 2018

General Programs--Adult Audience continued	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
CTIS Halal: Clean Eating, Conscious Living	1	19			
History Comes Alive: Mother Jones-The March of the Mill Childr	1	25			
Hooray for Bollywood: Let's Dance!	1	18			
Lakeside Flutes Concert	1	58			
Job Counseling	1	4			
Nominated Movie: Get Out	1	19			
Nominated Movie: Dunkirk	1	16			
New Yorker Discussion Group	4	44			
Niles Songwriters	1	2			
Oakton Community College English as a Second Language	8	379			
Pages Through Time Non-Fiction Book Discussion	1	14			
Polish Language Book Discussion	1	13			
Recap of 2017 Year in Movies - Oscar Preview	1	17			
SCORE Mentoring Sessions	12	10			
Senior Coffee Hour: Chair Yoga	1	22			
Shakespeare Project After Performance Discussion	1	48			
Shakespeare Project of Chicago: <i>Women Beware Women</i>	1	82			
Adult Community Engagement Programs					
BookBites Popular Fiction Discussion	1	22			
Low Vision Support Group (VIM)	1	8			
Low Vision Support Group (VIM) Book Discussion	1	5			
Total Adult Programs	46	983	39	1,585	-37.98%
Digital Services Programs					
1-2-1 Instruction	11	11			
Gardening Apps and Websites	1	7			
Getting Started with LinkedIn	1	8			
Hello eBooks	1	4			
Introduction to Apple Computer	1	4			
Laser Cut a Box	1	7			
Make a Photo T-Shirt	1	20			
Maker Lab	1	2			
Microsoft Word 2016	1	6			
Photo Editing in Adobe Lightroom for Mobile	1	1			
Pi Club	1	9			
Podcasting Basics	1	9			
Silhouette Wednesdays	1	5			
Tablet Tuesday	1	4			
Virtual Fridays	1	3			
Total Digital Services (DS) Programs	25	100	22	83	20.48%
Community Meetings in Library Spaces	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Barbara Nakanishi-Alumni Meeting	1	2			
CCS CIRC/ILL Technical Group Meeting	1	55			
Khalid Baloch/Study Group	7	35			
Niles All American Toastmasters Club	2	30			
Niles Township Toastmasters	3	90			
Rosen Management/Wood River Condo Association	1	7			
Tech Genius Club	2	18			
Total Community Meetings	17	237	21	211	12.32%
GRAND TOTAL PROGRAMS AND ATTENDANCE	199	4,156	182	4,541	-8.48%

Patron Suggestions and Comments for March 2018

Responses to Patron Suggestions and Comments

Suggestions

Since the display about baseball is going up, why don't you have the recording of the classic Abbot Costello baseball routine "Who's on First" on a hearing loop? Not only is it funny and about baseball, it would be an attraction and a big hit for you!!

Thanks for the suggestion!

My former library offered a free \$20 per year print/copy card per patron. It also carries over to the next year. (ELA Library is the library I am referring to.) Please consider this service for the Niles Library. N. N., Niles.

Thank you for letting us know—we can talk to Ela about how they did this, but of course the decision would be up to the Board of Trustees.

Please do not place foreign films/DVDs in the Grab n Go bins. Truly—these quick picks should always be in English!!! Not Portuguese, French, Spanish. To me, this is pure laziness that eliminates pages shelving items. They truly should be English.

Decisions on what go in the Grab n Go bins is based on what patrons check out. Our pages are very diligent and do not dump materials to avoid shelving them.

Have more activities!

I believe this suggestion was in the KidSpace box—we have many activities in KidSpace, and some of them are things to do independently such as the I Spy Box or the current Shamrock Scavenger Hunt. If you have a suggestion for a good activity, I'm sure the staff would love to hear it! Thanks for writing.

I want to write on the whiteboard with markers. M. L.

This also came from the KidSpace box, and refers to the giant whiteboard/magnetic board on the wall. We do not supply markers for this board as markers and small children are not a good combination. There is always some activity to do on the wall, such as putting together an oversize puzzle, but we will continue our policy of not handing our markers for it. Sorry!

Frustration

Study rooms need insulation. They are very noisy even with mild conversations next door.

We are looking into our options for improving the carrying of sound from room to room. Thank you for letting us know.

Second day in a row...no paper towels in the ladies' room on the 3rd floor.

I'm sorry for the inconvenience, but if you tell someone at the desk, they can call Maintenance.

Again, as usual, I go into the children's department to find three librarians just chit-chatting. It always seems over staffed. I rarely see kids talking to a librarian and never see a child waiting. Yet the front desk there was no one. Oh, one just came to the desk. Need more front desk clerks and less librarians. Would save tremendously on payroll dollars. Please take this seriously.

I am in KidSpace multiple times a day and very often see people working with children and their parents, grandparents, teachers and caregivers. I certainly understand that it may appear to be overstaffed when there are patrons waiting at the Patron Services Desk, but I assure you that it is not. Sometimes they are speaking with me, or a shelver, or they may be checking in between shifts. Because the desk is on the path to the program room, they sometimes may stop by the desk with a quick comment or question as they are waiting for a program to begin. I will certainly take your comments seriously and continue to make sure that no department is either understaffed or overstaffed.

I can't believe the way I was treated at Tech desk. I'm a senior who was treated very rudely. R. G., Niles
I'm sorry for the confusion over your phone call to change an appointment, which was misunderstood to be booking a study room, and I'm sorry that you felt you were treated rudely.

Comments

Yoga (chair) today, 2/27/18, was fantastic with Joan. Would love to see her back at the Library on a regular basis. Very worthwhile for body, mind, and spirit. C. B.

I am very grateful for the publication or copies of the township property tax listing made available. I could not obtain this listing at Skokie Library.

I can't tell you how much benefit I have received from the training I got on my new Kindle Fire. Kathleen Weiss did an amazing job walking me through the features it offers and also made me aware of the tremendous resources the library offers. I had no idea so much was available. I am very grateful for the training and service I received. K. H., Niles

I have been coming to use meeting rooms 3 days/week from summer 2017 until February 2018. The staff has been great! I am moving to Austin, TX, but will always remember the staff here in the Niles Public Library. P. D.

Just wanted to thank you all for your kindness and willingness to help. Also, thank you so much for offering scan & fax & computer services. It has made my life easier. T. O., Niles

Mr. Matt in computer teach area is wonderful! So helpful! He is a walking tech expert! M. H., Niles

Thank you to Jason for all of his help! L. S.

Thank you to Bobby and Matt! L. S.

Thank you all so much for letting us know how the library and its staff have helped you in your lives. I will be sure that each person and their supervisor sees your kind words.

Background information for Item A

Item A: Discussion with possible motion on the requirements of state statutes regarding hiring library personnel under 75 ILCS 16/30.

At the December 15, 2015 meeting, the Board voted to change Administrative Policy 4.02 Appointment to remove wording that required Board approval of each appointment and resignation. The previous Board President had already instructed the staff not to include the hirings and resignations of clerks and pages, so that was already in practice.

This is the section of the minutes from that meeting where Library Attorney Dennis Walsh of Klein, Thorpe & Jenkins gave his legal opinion, and the Board voted:

Unfinished Business

Policy 4.02 Appointment

Trustee Dimond MOVED the Library Board of Trustees approve the recommended changes to Policy 4.02 Appointment. Trustee Rozanski seconded.

During the discussion, Mr. Walsh reviewed the Illinois Statute and informed the Trustees that it is legal for the Board to delegate hiring authority to its Director, but that it is up to the Board to decide whether or not they want to. Either way, the Board would be in compliance with the Statute.

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

Ms. Lempke assured the Board that she will keep them fully informed of all hires.

As further background for the discussion, these are the specific paragraphs of 75 ILCS 16/30 which apply to the responsibilities of trustees in a public library district.

(75 ILCS 16/30-55)

Sec. 30-55. Powers of trustees. The board of trustees of a district shall carry out the spirit and intent of this Act in establishing, supporting, and maintaining a public library or libraries within the district and for providing library service.

(75 ILCS 16/30-55.10)

Sec. 30-55.10. Expenditure of moneys. The board shall have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the appropriate funds.

(75 ILCS 16/30-55.15)

Sec. 30-55.15. Supervision of facilities. The board shall have exclusive control of the construction of any library building and of the supervision, care, and custody of the grounds, rooms or buildings constructed, leased, or set apart for that purpose.

(75 ILCS 16/30-55.35)

Sec. 30-55.35. Administrator; legal counsel; consultants.

(a) The board may appoint and fix the compensation of a qualified librarian to act as administrator of the district's daily operations. The administrator may hire other employees deemed necessary by the administrator, fix their compensation, and remove those employees, subject to the approval of the board.

Independent Audit Services

Request for Proposal

Issue Date: March 14, 2018

Niles-Maine District Library

6960 Oakton Street

Niles, IL 60714

(847) 663-1234

I. Introduction

The Board of Trustees of the Niles-Maine District Library (“the District” or “the Library”) invites you to present a proposal to act as its independent auditor.

II. Background

The District began as a single room in Village Hall in 1956 staffed by volunteers. Throughout its 58-year history it has grown into a 68,000 square foot facility on the corner of Oakton Street and Waukegan Road in Niles. The Library consists of a thriving children’s department (KidSpace) including a space for middle schoolers (MiddleGround), an exciting teen area (Teen Underground), a new tech area, a vibrant adult area, a sleek new lobby, and a commons space.

There are 104 employees at the Library (43 full time and 61-part time) and the Library’s annual operating budget is approximately \$6.4 Million. The Library’s employees are covered by IMRF.

The District currently includes 59,000 people. Half of them live in the Village of Niles and the balance live in unincorporated Des Plaines and Glenview in Maine Township. In addition to purchasing and lending items, the Library provides ancillary services, such as meeting rooms, computers, WiFi, photocopiers, and voter registration. Most recently we added a passport service.

III. Service to Be Performed

Your proposal is expected to cover the completion of the audit of the District’s annual financial statement in compliance with generally accepted auditing standards as established by the American Institute of Certified Public Accountants as applicable to governmental units. The audit work includes electronic submission of the Audit Report and Annual Financial Report with the Comptroller and may include meetings with library staff and the District’s finance committee and/or board of trustees as necessary.

IV. Term of Engagement

A single-year contract for fiscal year 2017-2018 is contemplated. It is the intent of the District’s board of trustees to continue its relationship with the auditor for no less than three years, subject to the annual review by the board and the annual availability of an appropriation.

V. Key Personnel

Following are key contacts for information you may seek in preparing your proposal:

Ms. Susan Lempke	Library Director	(847) 663-6401 slempke@nileslibrary.org
Mr. Gregory J Pritz	Business Manager	(847) 663-6403 gpritz@nileslibrary.org
Ms. Karen Dimond	President of the Board	
Mr. Tim Spadoni	Treasurer of the Board	

Requests for additional information, visits to our site, review of prior financial statements, and/or appointments with library trustees and staff should be coordinated through Ms. Susan Lempke and/or Mr. Gregory J Pritz at the numbers and emails listed above.

VI. Relationship with Prior Auditor

These services have been provided by McClure Inserra & Company for a number of years. However, it is the practice of the library district to consider the services of various auditing firms from time to time. In preparing your proposal, be advised that management will give permission to contact the prior auditors.

VII. Other Information

A. Working Papers

The working papers shall be retained for at least five years. The working papers will be available for examination by authorized representatives of the State of Illinois, and, if required, the cognizant federal audit agency and the General Accounting Office.

B. Government Accounting Standards Board

The District implemented the requirements of GASB 34 and any and other GASB requirements pertaining to district libraries. It is expected that your firm will have experience and adequate staff available to meet the changes that have been brought forth by GASB and subsequent statements. The District expects the successful proposer to review all supplemental schedules and to advise, as necessary, on related accounting and reporting concerns.

C. Additional Information

Please visit <https://www.nileslibrary.org/foia-transparency-portal> to view audited financial statements from past years and other data which may inform your bid.

VIII. Your Response to This Request for Proposal

In responding to this request, we request the following information:

1. Provide a description of your firm's size, structure, and experience in providing auditing services to public libraries, as well as other government agencies.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to the Niles-Maine District Library.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
5. Identify the five largest clients your firm (or office) has lost in the past three years and the reasons. Also discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
6. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
7. Describe how your firm will approach the audit of the District, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with the management and finance committee of the board.
8. Set forth your fee proposal for the fiscal year 2017-2018 audit, with whatever guarantees can be given regarding increases in future years. You may also additionally propose fees for three- or five-year terms of engagement.
9. Furnish standard billing rates for classes of professional personnel for each of the last three years.
10. Provide the names and contact information for other, similarly sized public library clients of the partner and manager that will be assigned to our organization for reference purposes.
11. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our auditor is the best decision we could make.
12. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

IX. Evaluation of Proposals

The Niles-Maine District Library will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us. The District reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent auditor who, based on evaluation of all responses, applying all criteria and oral interviews if necessary, is determined to be the best qualified to do the audit. We anticipate the successful bidder will be notified by May 17, 2018.

Please submit your response to this request for proposal in hard copy and/or electronically by 5:00PM on April 30, 2018 to:

Gregory J. Pritz
Business Manager
Niles Public Library District
6960 Oakton Street
Niles, IL 60714
Email: gpritz@nileslibrary.org
Phone: 847-663-6403
FAX: 847-663-1360

X. Inquiries

If you have questions, please submit them by email to gpritz@nileslibrary.org. We would expect to provide the same answers to all of the prospective auditing firms being considered in this process.

XI. Conditions

A. Reservations

The District reserves the right to reject any and all proposals or parts of a proposal, to waive technicalities, and to adjust quantities.

B. Cost

The District shall not be responsible for any costs incurred related to preparing, submitting, or presenting its response to this RFP.

C. Selection

The District, in its discretion, may award the project to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the District, price and other factors listed in this RFP being considered.

D. Award

After review of the proposals, the Business Manager will forward his analysis of the responses to the District Board of Trustees at its regular meeting in May for a decision. The District will then notify the firm selected in writing.

End of RFP

**Legal Notice
Advertisement for Public Bid**

**INVITATION TO SUBMIT A SEALED BID TO REPLACE ITS 250-TON WATER
CHILLER AT THE NILES-MAINE DISTRICT LIBRARY**

The Niles-Maine District Library is accepting sealed bids from interested contractors to replace its 250-ton water chiller installed at the existing Library facility located at 6960 W Oakton St, Niles, IL 60714. The work includes removal and disposal of the existing chiller, furnishing and installing the new chiller, and all permits and related fees. The work must be performed in compliance with all Federal, State, and local laws and ordinances.

Sealed Bids are due no later than 10:00 a.m., Monday, April 30, 2018 at the Lower Level Meeting Room, Niles-Maine District Library, 6960 W Oakton St, Niles, IL 60714. Bids shall be submitted in a sealed envelope clearly marked as "SEALED BID-CHILLER" and addressed to:

Susan Lempke
Library Director
Niles-Maine District Library
6960 W Oakton St
Niles, IL 60714

Faxed or emailed bids will not be accepted.

Bids will be publicly opened immediately following close of bidding. The Board of Trustees reserves the right to reject any and all bids or parts thereof, or waive any irregularities or informalities in bidding. All Bidders must comply with applicable Illinois Law requiring the payment of prevailing wages by all contractors working on public works.

Bid Documents and additional project information can be obtained by contacting Diane Winberg at dwinberg@nileslibrary.org. Examination of the building may be arranged with Dave Dabrowski, Maintenance Supervisor at ddabrowski@nileslibrary.org.

**Legal Notice
Advertisement for Public Bid**

**INVITATION TO SUBMIT A SEALED BID FOR EXTERIOR CAULKING AT THE
NILES-MAINE DISTRICT LIBRARY**

The Niles-Maine District Library is accepting sealed bids from interested contractors for exterior caulking at the existing Library facility located at 6960 W Oakton St, Niles, IL 60714. The work includes removal of the existing caulk, surface preparation, and installation of new caulking material, any scaffolding or other equipment, and all related permits and fees. The scope of work includes all windows, door frames, flashing, and joints between dissimilar materials.

Sealed Bids are due no later than 10:00 a.m., Monday, April 30, 2018 at the Lower Level Meeting Room, Niles-Maine District Library, 6960 W Oakton St, Niles, IL 60714. Bids shall be submitted in a sealed envelope clearly marked as "SEALED BID-EXTERIOR PAINTING" and addressed to:

Susan Lempke
Library Director
Niles-Maine District Library
6960 W Oakton St
Niles, IL 60714

Faxed or emailed bids will not be accepted.

Bids will be publicly opened immediately following close of bidding. The Board of Trustees reserves the right to reject any and all bids or parts thereof, or waive any irregularities or informalities in bidding. All Bidders must comply with applicable Illinois Law requiring the payment of prevailing wages by all contractors working on public works.

Bid Documents and additional project information can be obtained by contacting Diane Winberg at dwinberg@nileslibrary.org. Examination of the building may be arranged with Dave Dabrowski, Maintenance Supervisor at ddabrowski@nileslibrary.org.

**Legal Notice
Advertisement for Public Bid**

**INVITATION TO SUBMIT A SEALED BID FOR EXTERIOR PAINTING AT THE
NILES-MAINE DISTRICT LIBRARY**

The Niles-Maine District Library is accepting sealed bids from interested contractors for exterior painting at the existing Library facility located at 6960 W Oakton St, Niles, IL 60714. The work includes scaffolding, surface preparation, priming (where necessary), painting (two finish coats), and all permits and related fees. The scope of work includes the Library's exterior EIFS stucco, soffits, railings surrounding the parking lot, tubular steel railings around the building, metal stair stringers, and previously painted metal doors.

Sealed Bids are due no later than 10:00 a.m., Monday, April 30, 2018 at the Lower Level Meeting Room, Niles-Maine District Library, 6960 W Oakton St, Niles, IL 60714. Bids shall be submitted in a sealed envelope clearly marked as "SEALED BID-EXTERIOR PAINTING" and addressed to:

Susan Lempke
Library Director
Niles-Maine District Library
6960 W Oakton St
Niles, IL 60714

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