



## **Niles-Maine District Library**

### **Regular Meeting**

**Wednesday, September 19, 2018 7:00 PM**



**NILES-MAINE DISTRICT LIBRARY  
REGULAR MEETING AGENDA  
September 19, 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 August 15, 2018	4
4. Public Comment	
5. Treasurer's Report	
A. Review Financial Reports	9
B. Approve payment of the bills for operating expenses of \$247,007.78, payroll expenses of \$284,403.48, Special Reserve expense of \$52,745.88, for a total of \$584,157.14	15
6. Director's Report	
A. Highlights	31
B. Monthly Statistics	43
7. Communications	
A. Patron Suggestions	47
B. Communications	49
8. Liaison Reports	
A. Friends of the Library	
B. Legislative	
C. RAILS	
9. Secretary's Report	
A. A certified copy of the Report of Receipts and Expenditures for the Niles-Maine District Library for the six months ending June 30, 2018, was filed with the Cook County Clerk on August 16, 2018	
10. New Business	
A. Approve payment to Visographic in the amount of \$5,669.90	50
B. Approve closing the Library for the annual Staff In-Service Day on Friday, January 18, 2019	51
C. Approve changing the time of the October 17 Regular Meeting of the Board of Trustees	52

**Board Meeting Agenda - September 19, 2018**

from 7:00 PM to 8:00 PM

- D. Approve moving the Regular Meeting of the Board of Trustees from May 15, 2019 to May 22, 2019 53
- E. Approve the expenditure not to exceed \$23,952.11 from the Special Reserve Fund to purchase security cameras and video management licenses from CDW-G 54
- F. Presentation on Recommended Changes to Chapter One with Discussion
- G. Discussion to Determine the Amount of the 2018 Property Tax Levy
- 11. Unfinished Business
- 12. Other
- 13. Adjournment

**Niles-Maine District Library  
Regular Board Meeting Minutes  
August 15, 2018  
7:00 PM  
Board Room  
6960 Oakton Street  
Niles, Illinois**

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

**Trustees Present**

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

**Library Staff Present**

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

**Others Present**

**Call to Order**

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

**Pledge of Allegiance**

President Dimond led the Pledge of Allegiance.

**Roll Call**

The roll was taken by Ms. Winberg.

**Approval of Minutes**

**Regular Board Meeting on July 18, 2018**

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

Trustee Drblik asked that "with Karen Dimond's responses" be added to her statement under the Approval of Minutes of June 20, 2018. Referring to the motion for the Change Order for Exterior Painting, Trustee Drblik asked that her request for Nedro Decorating to submit a completed bid form indicating their cost breakdown and services to be provided and that Greg Pritz said he would have them do so and get her a copy, be added to the Minutes.

Trustee Drblik then referred to "Other" in the Minutes and asked that what she said be accurately written referring to her conversation with the Assistant Attorney General Melissa Holister; her request for an explanation of the various levies; and the approval of agenda items prior to the board meeting. After the Board's review of these changes, it was agreed that Trustee Drblik's changes be accepted to the first two items listed and that the third item remain the way it was written.

President Dimond asked whether the movant and seconder agreed with these changes to the Minutes. Both Trustees Rozanski and Spadoni agreed with the changes.

President Dimond asked that the Minutes of July 18, 2018, be approved as amended.

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

The changes were made to the original minutes.

### **Treasurer's Report**

The Library Board reviewed the July 2018 Treasurer's Report as presented by Treasurer Tim Spadoni.

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

#### **August 15, 2018**

July is the first month of the fiscal year, 8.3% of the way through the budget. Since incomes and expenditures are not evenly spaced, a number of the line items are not at the 8.3% level of the budget.

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Revenues

Per Capita Grant – Unlike last year, this year the per capita grant was received at the beginning of the fiscal year.

#### **Page 10**

Library Materials - Materials are a little higher than budget due primarily to subscription based costs for a number of the line items such as Books-Adults, Downloadables, Periodicals and Online Databases. In addition to the database annual subscriptions that come due this time of year, there are also a number of prepaid standing orders for materials. The Library receives a price break for ordering a certain number of materials that are delivered throughout the year.

#### **Page 11**

General and Administrations: The overall category is slightly over budget. The expense in the Consultants line item was for IT services for the year.

Vehicle Operations: The Auto Insurance was an upfront payment for the year.

#### **Page 12**

No items of note except for the Liability insurance which is a one-time payment for the year.

#### **Page 13**

Worker's Compensation: The Worker's Compensation was a one-time upfront cost for the entire year.

### **Payment of the Bills**

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$282,302.52, and payroll expense of \$280,328.92, Special Reserve expenses of \$60,000.00, for a total monthly expense of \$662,631.44.

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

### **Director's Report**

Ms. Lempke presented highlights including:

- Current TIFs discussed at the Village's TIF Review Board
- ComEd Energy Report
- IPLAR Report due on September 1

Ms. Lempke gave an update of the Strategic Plan for the third quarter:

—Focus One

Exceptional Customer Service: Navigation of interior space; improving customer interactions; creating a Library App; continued cross-training of staff to develop best practices

—Focus Two

Expanded community engagement: exploring options for expanded service in the northwest part of the district explore; staff's involvement in community partnerships: The Chamber, the Historical Society, Arts & Culture Council; school liaisons are very visible out in the community

—Focus Three

Staff development: CCS training on their report modules; monthly statistics

—Focus Four

Enhanced community awareness and alignment: an analysis is being done of Chapter One using online surveys and print surveys

At this time, Marketing and Publicity Supervisor, Sasha Vasilic, gave the Board an explanation on the collection of data that was collected from the various surveys and questionnaires and that additional outreach into the community is still needed. Ms. Lempke mentioned that a recommendation on Chapter One will be prepared for the September Board Meeting.

The fourth quarter (December) will include the development of the plan for January 2019 through July 2020. Ms. Lempke will provide a final report on the outcome for the first 18 months of the plan.

Referring to “Business Office Changes” in the Director’s Report, Trustee Drblik asked Mr. Pritz what expenses would be reported on through the implementation of the new expense reporting feature in Paycom. Mr. Pritz responded that all out-of-pocket expenses incurred by employees such as travel and purchases made for programs. The target date for this expense reporting through Paycom is October 1. Ms. Lempke added that all travel is pre-approved by supervisors and signed-off by her.

### **Communications**

As provided in the Board Packet.

### **Liaison Reports**

#### Legislative

There was no report.

#### RAILS

There was no report.

### **New Business**

#### Administrative Policy 3.33 on the Disposal of Surplus Property

Trustee Ryan MOVED the Library Board of Trustees approve Administrative Policy 3.33 on the Disposal of Surplus Property. Trustee Rozanski seconded.

Ms. Lempke explained to the Board that there is currently no policy in place for the disposal of any type of surplus property. The Board reviewed and discussed the recommended new policy. It was agreed that the Board will delegate to the Director the authority to (1) deem property to be surplus and (2) to dispose all surplus property in any one of the following manners as listed in the proposed policy.

President Dimond asked that the recommended new Policy 3.33 be approved as amended.

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

President Dimond called a recess at 8:07 PM. The meeting resumed at 8:10 PM with all present.

Not in sequence with the agenda, Trustee Drblik asked to report on the Friends of the Library.

Friends of the Library

Trustee Drblik reported that the Friends met on July 26. They discussed ideas for purchases that would be made with the funds from the Friends' account. Further discussion on the purchases will be held at the September meeting. Ms. Drblik informed the Board of the recent passing of Chris Hanusiak's father.

Then, referring to the Trustee Calendar which lists that the determination of the levy amount will take place at September's meeting, Trustee Drblik asked if it would be possible for Mr. Pritz to include a copy of his Power Point presentation on the levy with the delivery of the September board packet so that the Trustees have a chance to review it. If it is not ready to include in the board packet delivery, President Dimond asked Mr. Pritz to email the Board his presentation before the September board meeting if it is finished. She added that if more time is needed for discussion by the Board, the levy amount can be determined at the October meeting and the adoption of the levy ordinance can take place in November. Ms. Lempke added that the deadline is the first Tuesday in December.

Trustee Drblik asked whether the trustee nomination papers would be available at the Library. Ms. Lempke said the nomination papers are available online and that packets will be available at the Library prior to September 18 which is the first date to start collecting signatures on nomination petitions for the April 2019 election.

Discussion of how to place an item on the agenda, with possible action

President Dimond referred to the Library's Bylaws, the last paragraph under Library Director, which she read out loud designating the Director as the person who creates the meeting agenda. The Board was provided with the Library Bylaws along with a packet which included excerpts on Effective Board Meetings from the *Public Library Trustee Manual, 2016*; and the Niles-Maine District Library Trustee Guidelines—Setting the Meeting Agendas. The Guidelines were adopted by the Library Board in May of 2017. Ms. Dimond asked Ms. Lempke to give a little historical background on the preparation of agendas.

President Dimond feels that she in the past has given Trustees every opportunity to have items placed on the agenda for discussion. There have been items which were not placed on the agenda due to inappropriate wording and, instead, suggested that they be mentioned under "Other" during the meeting. It is then, that the Board decides whether an item should be added to the next month's agenda for further discussion and possible action. Generally, most items suggested for the agenda, are placed on the agenda for discussion. Items for the agenda should be sent to the Board President or Director no later than one week prior to the Board Meeting. Changes to the posted agenda need to be made and posted 48 hours prior to the scheduled board meeting. There was no further discussion and no action was taken to change the procedure to place an item on the agenda.

Discussion of trustee expenses, with possible action

President Dimond referred to the Illinois "Local Government Travel Expense Control Act." The Board was provided with copies of the recent statute along with the Library's Policy 4.16—Travel Expenses for employees and elected officials of the Library for the purposes of official business conducted on behalf of the Library.

Trustee Spadoni MOVED that the Library Board of Trustees approve the amended change to the current travel policy 4.16—Travel Expenses, 5. Approval of Expenses, 1. **Expenses for Members of the Library Board of Trustees**, adding at the end that Board members may seek pre-approval by the Board on an estimate of expenses before they are incurred. Trustee Rozanski seconded.

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

Unfinished Business

There was none.

Other

There was none.

Regular Board Meeting – August 15, 2018

**Adjournment**

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

On a voice vote, all Trustees voted “aye” to adjourn.

The meeting adjourned at 8:55 PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

DRAFT

# Niles-Maine District Library

## Balance Sheet

August 31, 2018

	GENERAL FUND 8/31/2018	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash	(\$1,357,633)	\$188,087	\$1,400,642	\$231,095
Investments	\$10,620,918			\$10,620,918
<b>Total Cash and Investments</b>	<b>\$9,263,285</b>	<b>\$188,087</b>	<b>\$1,400,642</b>	<b>\$10,852,014</b>
<b>Receivables</b>				
Property Tax Receivable, net	\$2,847,045	\$282,323		\$3,129,368
Accrued Interest Receivable	\$26,410			\$26,410
Replacement Tax Receivable	\$20,844			\$20,844
<b>Total Receivables</b>	<b>\$2,894,299</b>	<b>\$282,323</b>	<b>\$0</b>	<b>\$3,176,621</b>
<b>Prepaid Items</b>				
Prepaid Expense	\$0			\$0
<b>Total Prepaid Items</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Assets</b>	<b>\$12,157,583</b>	<b>\$470,410</b>	<b>\$1,400,642</b>	<b>\$14,028,635</b>
 <b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$178,106	\$22,241	\$52,746	\$253,092
Other Liabilities	\$52,893	\$3		\$52,896
Deferred Revenues	\$2,847,045	\$282,323		\$3,129,368
<b>Total Liabilities</b>	<b>\$3,078,044</b>	<b>\$304,566</b>	<b>\$52,746</b>	<b>\$3,435,356</b>
<b>Fund Balance</b>				
Fund Balance	\$9,079,540	\$165,844	\$1,347,896	\$10,593,279
<b>Total Fund Balance</b>	<b>\$9,079,540</b>	<b>\$165,844</b>	<b>\$1,347,896</b>	<b>\$10,593,279</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$12,157,583</b>	<b>\$470,410</b>	<b>\$1,400,642</b>	<b>\$14,028,635</b>

# Niles-Maine District Library Income Statement-Consolidated

August 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$1,465,326	\$1,531,699	(\$66,373)	\$3,144,275	\$2,996,803	\$147,472	\$6,659,562	47%
Replacement Taxes	\$2,107	\$12,083	(\$9,977)	\$22,950	\$24,167	(\$1,217)	\$145,000	16%
Per Capita Grant				\$71,605	\$71,605		\$71,605	100%
Grants-Other		\$83	(\$83)		\$167	(\$167)	\$1,000	
Investment Income	\$16,876	\$8,333	\$8,543	\$29,794	\$16,667	\$13,127	\$100,000	30%
Fines	\$4,175	\$2,083	\$2,092	\$6,940	\$4,167	\$2,773	\$25,000	28%
Lost Books	\$327	\$875	(\$548)	\$979	\$1,750	(\$771)	\$10,500	9%
Pay For Print	\$8	\$1,708	(\$1,701)	\$1,724	\$3,417	(\$1,693)	\$20,500	8%
Book Sale	\$475	\$833	(\$359)	\$1,689	\$1,667	\$23	\$10,000	17%
Passports	\$1,610	\$2,917	(\$1,307)	\$3,801	\$5,833	(\$2,032)	\$35,000	11%
Non-Resident Fees	\$147		\$147	\$147		\$147		
Flash Drive & Ear Bud Sales	\$1		\$1	\$1		\$1		
Commissions & Fees	(\$23)		(\$23)	(\$20)		(\$20)		
Donations	\$0		\$0	\$3		\$3		
Miscellaneous	\$109	\$113	(\$3)	(\$64)	\$225	(\$289)	\$1,350	(5)%
<b>Total Revenues</b>	<b>\$1,491,138</b>	<b>\$1,560,728</b>	<b>(\$69,590)</b>	<b>\$3,283,825</b>	<b>\$3,126,466</b>	<b>\$157,358</b>	<b>\$7,079,517</b>	<b>46%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$11,002	\$11,094	\$92	\$22,004	\$22,187	\$184	\$133,124	17%
Payroll-Department Managers	\$15,353	\$15,340	(\$13)	\$30,269	\$30,681	\$412	\$184,083	16%
Payroll-Division Supervisors	\$44,201	\$45,080	\$879	\$89,704	\$90,160	\$456	\$540,962	17%
Payroll-Librarian I	\$97,759	\$98,817	\$1,059	\$193,082	\$197,635	\$4,553	\$1,185,809	16%
Payroll-Library Grade V	\$66,577	\$68,150	\$1,573	\$134,524	\$136,299	\$1,775	\$817,796	16%
Payroll-Library Grade VI	\$33,834	\$31,029	(\$2,805)	\$63,385	\$62,059	(\$1,326)	\$372,353	17%
Payroll-Library Pages	\$8,740	\$11,548	\$2,808	\$16,896	\$23,096	\$6,200	\$138,575	12%
Payroll-Sundays	\$7,039	\$7,500	\$461	\$15,399	\$15,000	(\$399)	\$90,000	17%
Adjustments		\$833	\$833		\$1,667	\$1,667	\$10,000	
Substitutes	\$395	\$2,333	\$1,938	\$607	\$4,667	\$4,060	\$28,000	2%
<b>Total Salaries</b>	<b>\$284,901</b>	<b>\$291,725</b>	<b>\$6,824</b>	<b>\$565,869</b>	<b>\$583,450</b>	<b>\$17,581</b>	<b>\$3,500,702</b>	<b>16%</b>

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

August 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Library Materials</b>								
Books-Adult	\$18,159	\$15,083	(\$3,075)	\$43,155	\$30,167	(\$12,988)	\$181,000	24%
Books-Youth Services	\$7,576	\$6,667	(\$909)	\$11,132	\$13,333	\$2,201	\$80,000	14%
Books-Teen	\$1,761	\$1,271	(\$490)	\$2,553	\$2,542	(\$11)	\$15,250	17%
Downloadables	\$6,683	\$6,667	(\$16)	\$30,851	\$13,333	(\$17,517)	\$80,000	39%
Periodicals	\$189	\$2,742	\$2,553	\$13,568	\$5,483	(\$8,085)	\$32,900	41%
AV-Adult	\$12,554	\$10,167	(\$2,387)	\$27,488	\$20,333	(\$7,154)	\$122,000	23%
AV-Youth Services	\$2,734	\$3,317	\$583	\$3,675	\$6,633	\$2,958	\$39,800	9%
AV-Teen	\$1,423	\$979	(\$444)	\$1,724	\$1,958	\$235	\$11,750	15%
Online Databases	\$8,250	\$17,500	\$9,250	\$71,201	\$35,000	(\$36,201)	\$210,000	34%
<b>Total Library Materials</b>	<b>\$59,327</b>	<b>\$64,392</b>	<b>\$5,065</b>	<b>\$205,346</b>	<b>\$128,783</b>	<b>(\$76,563)</b>	<b>\$772,700</b>	<b>27%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$10,432	\$7,577	(\$2,855)	\$16,948	\$15,153	(\$1,794)	\$90,920	19%
Processing & Supplies	\$6,567	\$2,792	(\$3,775)	\$9,951	\$5,583	(\$4,368)	\$33,500	30%
Internet Charges	\$1,184	\$1,533	\$349	\$2,367	\$3,067	\$699	\$18,400	13%
Software, Licenses		\$6,306	\$6,306	\$1,822	\$12,611	\$10,789	\$75,668	2%
Printing	\$6,990	\$3,575	(\$3,415)	\$6,990	\$7,150	\$160	\$42,900	16%
Library Supplies	\$435	\$575	\$140	\$1,384	\$1,150	(\$234)	\$6,900	20%
Programming & Support-Adult	\$4,236	\$2,520	(\$1,717)	\$9,236	\$5,039	(\$4,197)	\$30,235	31%
Programming & Support-Juvenile	\$2,480	\$2,894	\$414	\$7,933	\$5,788	(\$2,146)	\$34,725	23%
Programming & Support-Events		\$508	\$508	\$42	\$1,017	\$975	\$6,100	1%
Programming & Support-Teen	\$1,357	\$577	(\$780)	\$2,195	\$1,154	(\$1,040)	\$6,925	32%
Public Performing Rights		\$167	\$167	\$1,313	\$333	(\$980)	\$2,000	66%
Miscellaneous	\$404	\$208	(\$195)	\$404	\$417	\$13	\$2,500	16%
Per Capita Grant Expenditures	\$11,352	\$5,967	(\$5,385)	\$25,052	\$11,934	(\$13,118)	\$71,605	35%
Grant - Other Expenditures		\$83	\$83		\$1,917	\$1,917	\$2,750	
Volunteers		\$237	\$237		\$475	\$475	\$2,850	
<b>Total Library Operating Expenditures</b>	<b>\$45,437</b>	<b>\$35,519</b>	<b>(\$9,918)</b>	<b>\$85,636</b>	<b>\$72,788</b>	<b>(\$12,848)</b>	<b>\$427,978</b>	<b>20%</b>

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

August 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>General and Administration</b>								
Janitorial Supplies	\$1,536	\$2,667	\$1,131	\$6,261	\$5,333	(\$928)	\$32,000	20%
Copiers	\$1,181	\$833	(\$348)	\$1,706	\$1,667	(\$39)	\$10,000	17%
Professional Development	\$310	\$2,991	\$2,681	\$2,941	\$5,982	\$3,041	\$35,894	8%
Mileage	\$251	\$304	\$53	\$393	\$608	\$216	\$3,650	11%
Professional Collection		\$688	\$688	\$360	\$1,375	\$1,015	\$8,250	4%
Legal Fees	\$69	\$604	\$535	\$381	\$1,208	\$827	\$7,250	5%
Consultants		\$1,250	\$1,250	\$4,260	\$2,500	(\$1,760)	\$15,000	28%
Kitchen Supplies-Administrative Services	\$320	\$83	(\$237)	\$320	\$167	(\$153)	\$1,000	32%
Promotional Expense	\$4,497	\$1,750	(\$2,747)	\$6,755	\$3,500	(\$3,255)	\$21,000	32%
Office Supplies	\$3,016	\$2,279	(\$737)	\$3,875	\$4,558	\$683	\$27,350	14%
Postage & Freight	\$1,142	\$1,897	\$754	\$4,244	\$3,793	(\$451)	\$22,760	19%
Publication of Notices-Legal	\$483	\$100	(\$383)	\$483	\$200	(\$283)	\$1,200	40%
Subscriptions & Dues	\$888	\$708	(\$180)	\$1,338	\$1,416	\$78	\$8,495	16%
Collection Services		\$83	\$83	(\$3)	\$167	\$170	\$1,000	0%
Telephone	\$3,031	\$1,375	(\$1,656)	\$4,556	\$2,750	(\$1,806)	\$16,500	28%
Trustee Expense		\$417	\$417		\$833	\$833	\$5,000	
Payroll Service	\$1,382	\$1,458	\$77	\$2,610	\$2,917	\$306	\$17,500	15%
Bank Fees	\$96	\$100	\$4	\$176	\$200	\$24	\$1,200	15%
Parking Lease	\$881	\$881		\$1,762	\$1,762	\$0	\$10,572	17%
<b>Total General and Administration</b>	<b>\$19,084</b>	<b>\$20,468</b>	<b>\$1,384</b>	<b>\$42,418</b>	<b>\$40,937</b>	<b>(\$1,482)</b>	<b>\$245,621</b>	<b>17%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$18	\$83	\$66	\$46	\$167	\$121	\$1,000	5%
Repairs & Maintenance		\$150	\$150		\$300	\$300	\$1,800	
Miscellaneous		\$8	\$8		\$17	\$17	\$100	
Auto Insurance				\$1,732	\$1,732		\$1,732	100%
<b>Total Vehicle Operation</b>	<b>\$18</b>	<b>\$242</b>	<b>\$224</b>	<b>\$1,778</b>	<b>\$2,215</b>	<b>\$438</b>	<b>\$4,632</b>	<b>38%</b>

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

August 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$17,574	\$17,459	(\$115)	\$35,069	\$34,918	(\$150)	\$180,706	19%
Group Health	\$38,515	\$40,056	\$1,541	\$75,198	\$80,113	\$4,914	\$480,675	16%
Health Reimbursement Account	\$8,322	\$5,500	(\$2,822)	\$13,834	\$11,000	(\$2,834)	\$66,000	21%
Dental	\$2,477	\$1,667	(\$811)	\$5,809	\$3,333	(\$2,475)	\$20,000	29%
Vision	\$495	\$583	\$88	\$966	\$1,167	\$201	\$7,000	14%
FSA fee		\$100	\$100		\$200	\$200	\$1,200	
Life, LTD, AD&D, STD	\$1,103	\$1,083	(\$20)	\$2,549	\$2,167	(\$382)	\$13,000	20%
<b>Total Employee Fringe Benefits</b>	<b>\$68,486</b>	<b>\$66,449</b>	<b>(\$2,038)</b>	<b>\$133,424</b>	<b>\$132,897</b>	<b>(\$526)</b>	<b>\$768,581</b>	<b>17%</b>
<b>Utilities</b>								
Gas		\$1,000	\$1,000		\$2,000	\$2,000	\$12,000	
Electric	\$8,991	\$7,500	(\$1,491)	\$17,967	\$15,000	(\$2,967)	\$90,000	20%
Water	\$815	\$808	(\$7)	\$1,451	\$1,617	\$166	\$9,700	15%
<b>Total Utilities</b>	<b>\$9,806</b>	<b>\$9,308</b>	<b>(\$498)</b>	<b>\$19,418</b>	<b>\$18,617</b>	<b>(\$801)</b>	<b>\$111,700</b>	<b>17%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building	\$46,500	\$61,083	\$14,583	\$106,500	\$122,167	\$15,667	\$733,000	15%
Special Reserve - Equipment	\$6,246	\$14,217	\$7,971	\$6,246	\$28,433	\$22,187	\$170,600	4%
<b>Total Capital Expenditures</b>	<b>\$52,746</b>	<b>\$75,300</b>	<b>\$22,554</b>	<b>\$112,746</b>	<b>\$150,600</b>	<b>\$37,854</b>	<b>\$903,600</b>	<b>12%</b>
<b>Audit</b>								
Audit Expense	\$2,300		(\$2,300)	\$2,300		(\$2,300)	\$21,200	11%
<b>Total Audit Expenditures</b>	<b>\$2,300</b>	<b>\$0</b>	<b>(\$2,300)</b>	<b>\$2,300</b>	<b>\$0</b>	<b>(\$2,300)</b>	<b>\$21,200</b>	<b>11%</b>
<b>Liability Insurance</b>								
Liability Insurance				\$33,720	\$33,720		\$33,720	100%
<b>Total Liability Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,720</b>	<b>\$33,720</b>	<b>\$0</b>	<b>\$33,720</b>	<b>100%</b>

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

August 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Social Security</b>								
Social Security	\$21,178	\$21,611	\$433	\$42,062	\$43,221	\$1,159	\$259,327	16%
<b>Total Social Security Expenditures</b>	<b>\$21,178</b>	<b>\$21,611</b>	<b>\$433</b>	<b>\$42,062</b>	<b>\$43,221</b>	<b>\$1,159</b>	<b>\$259,327</b>	<b>16%</b>
<b>Workers' Compensation</b>								
Workers' Compensation				\$26,219	\$26,219		\$26,219	100%
<b>Total Workers' Compensation Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,219</b>	<b>\$26,219</b>	<b>\$0</b>	<b>\$26,219</b>	<b>100%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$817	\$1,667	\$849	\$1,803	\$3,333	\$1,531	\$20,000	9%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$817</b>	<b>\$1,667</b>	<b>\$849</b>	<b>\$1,803</b>	<b>\$3,333</b>	<b>\$1,531</b>	<b>\$20,000</b>	<b>9%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$6,598	\$5,417	(\$1,182)	\$13,875	\$10,833	(\$3,042)	\$65,000	21%
Contractual Maintenance	\$2,803	\$2,917	\$114	\$4,641	\$5,833	\$1,193	\$35,000	13%
Non-Contractual Maintenance	\$3,222	\$3,220	(\$2)	\$3,441	\$6,440	\$2,999	\$38,640	9%
Equipment Maintenance		\$2,375	\$2,375		\$4,750	\$4,750	\$28,500	
Non Capital Expenses	\$3,909	\$2,167	(\$1,742)	\$3,909	\$4,333	\$425	\$26,000	15%
Furniture & Fixtures	\$912	\$1,083	\$171	\$6,061	\$2,167	(\$3,894)	\$13,000	47%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$17,444</b>	<b>\$17,178</b>	<b>(\$265)</b>	<b>\$31,927</b>	<b>\$34,357</b>	<b>\$2,430</b>	<b>\$206,140</b>	<b>15%</b>
<b>Total Expenditures</b>	<b>\$581,544</b>	<b>\$603,858</b>	<b>\$22,315</b>	<b>\$1,304,665</b>	<b>\$1,271,138</b>	<b>(\$33,527)</b>	<b>\$7,302,120</b>	<b>18%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$909,595</b>	<b>\$956,870</b>	<b>(\$47,276)</b>	<b>\$1,979,159</b>	<b>\$1,855,329</b>	<b>\$123,831</b>	<b>(\$222,603)</b>	<b>(889)%</b>

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

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76714	Accounts Payable	Computer Check	9/19/2018	AFLAC	\$0.00	\$511.03	(\$511.03)	9/30/2018	Outstanding
76715	Accounts Payable	Computer Check	9/19/2018	ALLIANCE ENTERTAINMENT	\$0.00	\$314.07	(\$825.10)	9/30/2018	Outstanding
76716	Accounts Payable	Computer Check	9/19/2018	ALLIANCE PRINTERS AND PUBLI	\$0.00	\$90.00	(\$915.10)	9/30/2018	Outstanding
76717	Accounts Payable	Computer Check	9/19/2018	SYNCB/ AMAZON	\$0.00	\$1,431.08	(\$2,346.18)	9/30/2018	Outstanding
76718	Accounts Payable	Computer Check	9/19/2018	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$190.00	(\$2,536.18)	9/30/2018	Outstanding
76719	Accounts Payable	Computer Check	9/19/2018	Amerykafilm, LLC	\$0.00	\$300.00	(\$2,836.18)	9/30/2018	Outstanding
76720	Accounts Payable	Computer Check	9/19/2018	Angelique M Overlin	\$0.00	\$24.99	(\$2,861.17)	9/30/2018	Outstanding
76721	Accounts Payable	Computer Check	9/19/2018	AT&T	\$0.00	\$43.73	(\$2,904.90)	9/30/2018	Outstanding
76722	Accounts Payable	Computer Check	9/19/2018	AT&T	\$0.00	\$385.10	(\$3,290.00)	9/30/2018	Outstanding
76723	Accounts Payable	Computer Check	9/19/2018	AUTOMATIC BUILDING CONTRO	\$0.00	\$564.00	(\$3,854.00)	9/30/2018	Outstanding
76724	Accounts Payable	Computer Check	9/19/2018	BAKER & TAYLOR	\$0.00	\$19.88	(\$3,873.88)	9/30/2018	Outstanding
76725	Accounts Payable	Computer Check	9/19/2018	BB HOLIDAY DECORATING	\$0.00	\$2,853.82	(\$6,727.70)	9/30/2018	Outstanding
76726	Accounts Payable	Computer Check	9/19/2018	BCLS Landscape Brick Paving	\$0.00	\$3,674.00	(\$10,401.70)	9/30/2018	Outstanding
76727	Accounts Payable	Computer Check	9/19/2018	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$10,551.70)	9/30/2018	Outstanding
76728	Accounts Payable	Computer Check	9/19/2018	BIBLIOTHECA, LLC	\$0.00	\$4,070.03	(\$14,621.73)	9/30/2018	Outstanding
76729	Accounts Payable	Computer Check	9/19/2018	BLICK ART MATERIALS	\$0.00	\$51.22	(\$14,672.95)	9/30/2018	Outstanding
76730	Accounts Payable	Computer Check	9/19/2018	Books & Treasures INC	\$0.00	\$778.10	(\$15,451.05)	9/30/2018	Outstanding
76731	Accounts Payable	Computer Check	9/19/2018	MAUREEN BRADY	\$0.00	\$150.00	(\$15,601.05)	9/30/2018	Outstanding
76732	Accounts Payable	Computer Check	9/19/2018	Brian J Galvan	\$0.00	\$8.99	(\$15,610.04)	9/30/2018	Outstanding
76733	Accounts Payable	Computer Check	9/19/2018	C. ACITELLI HEATING & PIPING	\$0.00	\$879.26	(\$16,489.30)	9/30/2018	Outstanding
76734	Accounts Payable	Computer Check	9/19/2018	CALL ONE	\$0.00	\$2,626.91	(\$19,116.21)	9/30/2018	Outstanding
76735	Accounts Payable	Computer Check	9/19/2018	CDW GOVERNMENT, INC.	\$0.00	\$6,634.67	(\$25,750.88)	9/30/2018	Outstanding
76736	Accounts Payable	Computer Check	9/19/2018	CECILIA CYGNAR	\$0.00	\$44.82	(\$25,795.70)	9/30/2018	Outstanding
76737	Accounts Payable	Computer Check	9/19/2018	CENGAGE LEARNING, INC.	\$0.00	\$754.16	(\$26,549.86)	9/30/2018	Outstanding
76738	Accounts Payable	Computer Check	9/19/2018	CHICAGO TRIBUNE	\$0.00	\$483.49	(\$27,033.35)	9/30/2018	Outstanding
76739	Accounts Payable	Computer Check	9/19/2018	CINTAS CORPORATION LOC. 769	\$0.00	\$911.45	(\$27,944.80)	9/30/2018	Outstanding
76740	Accounts Payable	Computer Check	9/19/2018	COMED	\$0.00	\$8,991.03	(\$36,935.83)	9/30/2018	Outstanding
76741	Accounts Payable	Computer Check	9/19/2018	Continental Construction Company, I	\$0.00	\$46,000.00	(\$82,935.83)	9/30/2018	Outstanding
76742	Accounts Payable	Computer Check	9/19/2018	COOPERATIVE COMPUTER SERV	\$0.00	\$10,431.93	(\$93,367.76)	9/30/2018	Outstanding
76743	Accounts Payable	Computer Check	9/19/2018	CORNELIUS M. O'SHEA	\$0.00	\$158.00	(\$93,525.76)	9/30/2018	Outstanding
76744	Accounts Payable	Computer Check	9/19/2018	COVERALL NORTH AMERICA, IN	\$0.00	\$3,000.00	(\$96,525.76)	9/30/2018	Outstanding
76745	Accounts Payable	Computer Check	9/19/2018	ATHENA M. CROUSE	\$0.00	\$100.13	(\$96,625.89)	9/30/2018	Outstanding
76746	Accounts Payable	Computer Check	9/19/2018	DAVID DABROWSKI	\$0.00	\$23.98	(\$96,649.87)	9/30/2018	Outstanding
76747	Accounts Payable	Computer Check	9/19/2018	DEMCO, INC.	\$0.00	\$973.34	(\$97,623.21)	9/30/2018	Outstanding
76748	Accounts Payable	Computer Check	9/19/2018	Donna Block	\$0.00	\$24.00	(\$97,647.21)	9/30/2018	Outstanding
76749	Accounts Payable	Computer Check	9/19/2018	EASYPERMIT POSTAGE	\$0.00	\$1,076.36	(\$98,723.57)	9/30/2018	Outstanding
76750	Accounts Payable	Computer Check	9/19/2018	ELM USA Inc.	\$0.00	\$185.95	(\$98,909.52)	9/30/2018	Outstanding
76751	Accounts Payable	Computer Check	9/19/2018	Estevan P Montano	\$0.00	\$200.00	(\$99,109.52)	9/30/2018	Outstanding
76752	Accounts Payable	Computer Check	9/19/2018	FIFTH THIRD BANK	\$0.00	\$1,824.98	(\$100,934.50)	9/30/2018	Outstanding

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

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76753	Accounts Payable	Computer Check	9/19/2018	FINDAWAY WORLD, LLC	\$0.00	\$344.94	(\$101,279.44)	9/30/2018	Outstanding
76754	Accounts Payable	Computer Check	9/19/2018	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$101,675.44)	9/30/2018	Outstanding
76755	Accounts Payable	Computer Check	9/19/2018	FLOOR INNOVATIONS	\$0.00	\$2,045.00	(\$103,720.44)	9/30/2018	Outstanding
76756	Accounts Payable	Computer Check	9/19/2018	Francisco Avila	\$0.00	\$26.00	(\$103,746.44)	9/30/2018	Outstanding
76757	Accounts Payable	Computer Check	9/19/2018	DOROTHEA FRISBIE	\$0.00	\$134.23	(\$103,880.67)	9/30/2018	Outstanding
76758	Accounts Payable	Computer Check	9/19/2018	GARVEY'S OFFICE PRODUCTS	\$0.00	\$3,671.21	(\$107,551.88)	9/30/2018	Outstanding
76759	Accounts Payable	Computer Check	9/19/2018	GENESIS TECHNOLOGIES, INC.	\$0.00	\$892.70	(\$108,444.58)	9/30/2018	Outstanding
76760	Accounts Payable	Computer Check	9/19/2018	LESLIE GODDARD	\$0.00	\$300.00	(\$108,744.58)	9/30/2018	Outstanding
76761	Accounts Payable	Computer Check	9/19/2018	DEBORAH GRAHAM	\$0.00	\$366.67	(\$109,111.25)	9/30/2018	Outstanding
76762	Accounts Payable	Computer Check	9/19/2018	GRAINGER	\$0.00	\$810.00	(\$109,921.25)	9/30/2018	Outstanding
76763	Accounts Payable	Computer Check	9/19/2018	GRETA ULRICH	\$0.00	\$38.70	(\$109,959.95)	9/30/2018	Outstanding
76764	Accounts Payable	Computer Check	9/19/2018	GROOT, INC.	\$0.00	\$222.27	(\$110,182.22)	9/30/2018	Outstanding
76765	Accounts Payable	Computer Check	9/19/2018	HALL PASS	\$0.00	\$6.00	(\$110,188.22)	9/30/2018	Outstanding
76766	Accounts Payable	Computer Check	9/19/2018	Harjeet Bhatti	\$0.00	\$4.99	(\$110,193.21)	9/30/2018	Outstanding
76767	Accounts Payable	Computer Check	9/19/2018	HEALTHCARE SERVICE CORPOR	\$0.00	\$44,282.98	(\$154,476.19)	9/30/2018	Outstanding
76768	Accounts Payable	Computer Check	9/19/2018	Jayne D. Herring	\$0.00	\$575.00	(\$155,051.19)	9/30/2018	Outstanding
76769	Accounts Payable	Computer Check	9/19/2018	HOOPLA	\$0.00	\$5,000.00	(\$160,051.19)	9/30/2018	Outstanding
76770	Accounts Payable	Computer Check	9/19/2018	HOUCHEM BINDERY, LTD.	\$0.00	\$166.80	(\$160,217.99)	9/30/2018	Outstanding
76771	Accounts Payable	Computer Check	9/19/2018	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$540.00	(\$160,757.99)	9/30/2018	Outstanding
76772	Accounts Payable	Computer Check	9/19/2018	INGRAM LIBRARY SERVICES	\$0.00	\$25,092.10	(\$185,850.09)	9/30/2018	Outstanding
76773	Accounts Payable	Computer Check	9/19/2018	IRON MOUNTAIN	\$0.00	\$403.66	(\$186,253.75)	9/30/2018	Outstanding
76774	Accounts Payable	Computer Check	9/19/2018	JOAN MCGEE	\$0.00	\$75.00	(\$186,328.75)	9/30/2018	Outstanding
76775	Accounts Payable	Computer Check	9/19/2018	Johnson Controls Fire Protection LP	\$0.00	\$351.06	(\$186,679.81)	9/30/2018	Outstanding
76776	Accounts Payable	Computer Check	9/19/2018	Jorge Perez	\$0.00	\$150.00	(\$186,829.81)	9/30/2018	Outstanding
76777	Accounts Payable	Computer Check	9/19/2018	JUDITH MCNULTY	\$0.00	\$16.90	(\$186,846.71)	9/30/2018	Outstanding
76778	Accounts Payable	Computer Check	9/19/2018	KAPCO	\$0.00	\$275.27	(\$187,121.98)	9/30/2018	Outstanding
76779	Accounts Payable	Computer Check	9/19/2018	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$63.00	(\$187,184.98)	9/30/2018	Outstanding
76780	Accounts Payable	Computer Check	9/19/2018	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,181.39	(\$188,366.37)	9/30/2018	Outstanding
76781	Accounts Payable	Computer Check	9/19/2018	KSIEGARNIA QUO VADIS	\$0.00	\$939.56	(\$189,305.93)	9/30/2018	Outstanding
76782	Accounts Payable	Computer Check	9/19/2018	April Lee	\$0.00	\$12.64	(\$189,318.57)	9/30/2018	Outstanding
76783	Accounts Payable	Computer Check	9/19/2018	CATHERINE LEVINSON	\$0.00	\$12.48	(\$189,331.05)	9/30/2018	Outstanding
76784	Accounts Payable	Computer Check	9/19/2018	LIBRARY FURNITURE INTERNATI	\$0.00	\$8,991.00	(\$198,322.05)	9/30/2018	Outstanding
76785	Accounts Payable	Computer Check	9/19/2018	Library Ideas LLC	\$0.00	\$629.80	(\$198,951.85)	9/30/2018	Outstanding
76786	Accounts Payable	Computer Check	9/19/2018	VICTORIA LUZ	\$0.00	\$65.74	(\$199,017.59)	9/30/2018	Outstanding
76787	Accounts Payable	Computer Check	9/19/2018	MAKERBOT INDUSTRIES LLC	\$0.00	\$300.14	(\$199,317.73)	9/30/2018	Outstanding
76788	Accounts Payable	Computer Check	9/19/2018	Manufactures' News, Inc	\$0.00	\$437.90	(\$199,755.63)	9/30/2018	Outstanding
76789	Accounts Payable	Computer Check	9/19/2018	MARQUEE MOVIE PRESENTATI	\$0.00	\$175.00	(\$199,930.63)	9/30/2018	Outstanding
76790	Accounts Payable	Computer Check	9/19/2018	MARTINA MATHISEN	\$0.00	\$300.00	(\$200,230.63)	9/30/2018	Outstanding
76791	Accounts Payable	Computer Check	9/19/2018	MCCLURE INSERRA & COMPANY	\$0.00	\$2,300.00	(\$202,530.63)	9/30/2018	Outstanding

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

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76792	Accounts Payable	Computer Check	9/19/2018	Menards	\$0.00	\$466.49	(\$202,997.12)	9/30/2018	Outstanding
76793	Accounts Payable	Computer Check	9/19/2018	Michael Gershbein	\$0.00	\$200.00	(\$203,197.12)	9/30/2018	Outstanding
76794	Accounts Payable	Computer Check	9/19/2018	MIDWEST TAPE	\$0.00	\$10,384.05	(\$213,581.17)	9/30/2018	Outstanding
76795	Accounts Payable	Computer Check	9/19/2018	MULTICULTURAL BOOKS & VID	\$0.00	\$603.42	(\$214,184.59)	9/30/2018	Outstanding
76796	Accounts Payable	Computer Check	9/19/2018	NILES CHAMBER OF COMMERCE	\$0.00	\$255.00	(\$214,439.59)	9/30/2018	Outstanding
76797	Accounts Payable	Computer Check	9/19/2018	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$215,320.59)	9/30/2018	Outstanding
76798	Accounts Payable	Computer Check	9/19/2018	JOHN NYGRO	\$0.00	\$300.00	(\$215,620.59)	9/30/2018	Outstanding
76799	Accounts Payable	Computer Check	9/19/2018	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$216,368.59)	9/30/2018	Outstanding
76800	Accounts Payable	Computer Check	9/19/2018	MICHAELENE ORZECHOWSKI	\$0.00	\$15.53	(\$216,384.12)	9/30/2018	Outstanding
76801	Accounts Payable	Computer Check	9/19/2018	OverDrive, INC.	\$0.00	\$6,654.68	(\$223,038.80)	9/30/2018	Outstanding
76802	Accounts Payable	Computer Check	9/19/2018	PENGUIN RANDOM HOUSE LLC	\$0.00	\$412.50	(\$223,451.30)	9/30/2018	Outstanding
76803	Accounts Payable	Computer Check	9/19/2018	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$57.69	(\$223,508.99)	9/30/2018	Outstanding
76804	Accounts Payable	Computer Check	9/19/2018	PLIC - SBD GRAND ISLAND	\$0.00	\$1,103.13	(\$224,612.12)	9/30/2018	Outstanding
76805	Accounts Payable	Computer Check	9/19/2018	POLONIA BOOKSTORE, INC.	\$0.00	\$121.83	(\$224,733.95)	9/30/2018	Outstanding
76806	Accounts Payable	Computer Check	9/19/2018	Product Architecture + Design	\$0.00	\$500.00	(\$225,233.95)	9/30/2018	Outstanding
76807	Accounts Payable	Computer Check	9/19/2018	ReadyRefresh	\$0.00	\$29.91	(\$225,263.86)	9/30/2018	Outstanding
76808	Accounts Payable	Computer Check	9/19/2018	RECORDED BOOKS, LLC	\$0.00	\$2,194.00	(\$227,457.86)	9/30/2018	Outstanding
76809	Accounts Payable	Computer Check	9/19/2018	Relevant, LLC dba Omnigraphics, Inc.	\$0.00	\$468.95	(\$227,926.81)	9/30/2018	Outstanding
76810	Accounts Payable	Computer Check	9/19/2018	Robert Jensen	\$0.00	\$50.00	(\$227,976.81)	9/30/2018	Outstanding
76811	Accounts Payable	Computer Check	9/19/2018	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$228,526.81)	9/30/2018	Outstanding
76812	Accounts Payable	Computer Check	9/19/2018	Rylee Nicole	\$0.00	\$270.00	(\$228,796.81)	9/30/2018	Outstanding
76813	Accounts Payable	Computer Check	9/19/2018	Sarah Grover	\$0.00	\$225.00	(\$229,021.81)	9/30/2018	Outstanding
76814	Accounts Payable	Computer Check	9/19/2018	SARAH MUSKIVITCH	\$0.00	\$42.30	(\$229,064.11)	9/30/2018	Outstanding
76815	Accounts Payable	Computer Check	9/19/2018	SASHA VASILIC	\$0.00	\$23.76	(\$229,087.87)	9/30/2018	Outstanding
76816	Accounts Payable	Computer Check	9/19/2018	Schillers Audio Visual	\$0.00	\$3,519.99	(\$232,607.86)	9/30/2018	Outstanding
76817	Accounts Payable	Computer Check	9/19/2018	Scott Turow	\$0.00	\$500.00	(\$233,107.86)	9/30/2018	Outstanding
76818	Accounts Payable	Computer Check	9/19/2018	Sergey Girel	\$0.00	\$16.99	(\$233,124.85)	9/30/2018	Outstanding
76819	Accounts Payable	Computer Check	9/19/2018	SHELL	\$0.00	\$17.51	(\$233,142.36)	9/30/2018	Outstanding
76820	Accounts Payable	Computer Check	9/19/2018	Sleep Baby Love, Inc	\$0.00	\$250.00	(\$233,392.36)	9/30/2018	Outstanding
76821	Accounts Payable	Computer Check	9/19/2018	SMITHEREEN PEST MANAGEMEN	\$0.00	\$228.00	(\$233,620.36)	9/30/2018	Outstanding
76822	Accounts Payable	Computer Check	9/19/2018	SUPERIOR COPIES	\$0.00	\$546.00	(\$234,166.36)	9/30/2018	Outstanding
76823	Accounts Payable	Computer Check	9/19/2018	Technology Management Rev Fund	\$0.00	\$478.00	(\$234,644.36)	9/30/2018	Outstanding
76824	Accounts Payable	Computer Check	9/19/2018	THE CHILD'S WORLD	\$0.00	\$466.70	(\$235,111.06)	9/30/2018	Outstanding
76825	Accounts Payable	Computer Check	9/19/2018	THE SHAKESPEARE PROJECT OF C	\$0.00	\$850.00	(\$235,961.06)	9/30/2018	Outstanding
76826	Accounts Payable	Computer Check	9/19/2018	ANN M. TORRALBA	\$0.00	\$400.00	(\$236,361.06)	9/30/2018	Outstanding
76827	Accounts Payable	Computer Check	9/19/2018	Trisha L Galvan	\$0.00	\$7.95	(\$236,369.01)	9/30/2018	Outstanding
76828	Accounts Payable	Computer Check	9/19/2018	VALUE LINE PUBLISHING, INC.	\$0.00	\$3,250.00	(\$239,619.01)	9/30/2018	Outstanding
76829	Accounts Payable	Computer Check	9/19/2018	VERIZON WIRELESS	\$0.00	\$360.56	(\$239,979.57)	9/30/2018	Outstanding
76830	Accounts Payable	Computer Check	9/19/2018	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$992.92	(\$240,972.49)	9/30/2018	Outstanding

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

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
76831	Accounts Payable	Computer Check	9/19/2018	Victoria Pelarenos	\$0.00	\$180.00	(\$241,152.49)	9/30/2018	Outstanding
76832	Accounts Payable	Computer Check	9/19/2018	VILLAGE OF NILES	\$0.00	\$815.15	(\$241,967.64)	9/30/2018	Outstanding
76833	Accounts Payable	Computer Check	9/19/2018	VISA	\$0.00	\$5,267.33	(\$247,234.97)	9/30/2018	Outstanding
76834	Accounts Payable	Computer Check	9/19/2018	VISION SERVICE PLAN OF ILLINO	\$0.00	\$573.81	(\$247,808.78)	9/30/2018	Outstanding
76835	Accounts Payable	Computer Check	9/19/2018	VISOGRAPHIC	\$0.00	\$5,669.90	(\$253,478.68)	9/30/2018	Outstanding
76836	Accounts Payable	Computer Check	9/19/2018	SUZANNE WULF	\$0.00	\$15.91	(\$253,494.59)	9/30/2018	Outstanding

**Summary by Transaction Type**

<b>Total Deposits</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	<b>(\$253,494.59)</b>
<b>Total Payments:</b>	<b>(\$253,494.59)</b>
Adjustments:	
Payment Adjustments	<b>\$0.00</b>
Deposit Adjustments	<b>\$0.00</b>
<b>Total Adjustments:</b>	<b>\$0.00</b>
<b>Total Change in Register Balance:</b>	<b>(\$253,494.59)</b>

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated September 19, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76714	\$511.03	AFLAC	\$511.03	-- Monthly Payment August 2018	01-2140-00-00	Payroll Clearing
76715	\$314.07	ALLIANCE ENTERTAINMENT	\$299.82	-- Materials	01-4433-44-00	AV-Adult
76715	\$314.07	ALLIANCE ENTERTAINMENT	\$14.25	-- Materials	01-4435-44-00	AV-Teen
76716	\$90.00	ALLIANCE PRINTERS AND PUBLISHERS, INC.	\$90.00	-- Renewal 8/21/2018 ~ 8/20/2019	01-4423-44-00	Periodicals
76717	\$1,431.08	SYNCB/ AMAZON	\$27.86	-- PO #83449	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76717	\$1,431.08	SYNCB/ AMAZON	\$16.99	-- PO #83462	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76717	\$1,431.08	SYNCB/ AMAZON	\$43.79	-- PO #83462	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76717	\$1,431.08	SYNCB/ AMAZON	\$27.50	-- PO #83462	01-5457-54-07	Office Supplies-Marketing & PR Services
76717	\$1,431.08	SYNCB/ AMAZON	\$94.66	-- PO #83462	01-5326-53-02	Programming & Support-Teen-Youth Services
76717	\$1,431.08	SYNCB/ AMAZON	\$821.71	-- PO #83471	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76717	\$1,431.08	SYNCB/ AMAZON	\$25.83	** PO #83476	01-5326-53-02	Programming & Support-Teen-Youth Services
76717	\$1,431.08	SYNCB/ AMAZON	\$47.26	** PO #83476	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76717	\$1,431.08	SYNCB/ AMAZON	\$136.00	** PO #83476	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76717	\$1,431.08	SYNCB/ AMAZON	\$189.48	** PO #83487	01-4413-44-00	Books-Adult
76718	\$190.00	AMERICAN LIBRARY ASSOCIATION	\$190.00	-- Membership Renewal D.Graham	01-5461-54-02	Subscriptions & Dues-Youth Services
76719	\$300.00	Amerykafilm, LLC	\$300.00	-- Program Fourth Partition	01-5323-53-01	Programming & Support-Adult-Adult Services
76720	\$24.99	Angelique M Overlin	\$24.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76721	\$43.73	AT&T	\$43.73	** Monthly Service Jul 17 ~ Aug16, 2018	01-5465-54-09	Telephone-Administrative Services
76722	\$385.10	AT&T	\$385.10	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
76723	\$564.00	AUTOMATIC BUILDING CONTROLS	\$564.00	-- Qtrly Billing Oct 2018 ~ Dec 2018	08-6720-67-00	Contractual Maintenance
76724	\$19.88	BAKER & TAYLOR	\$19.78	-- Materials	01-4414-44-00	Books-Youth Services
76724	\$19.88	BAKER & TAYLOR	\$0.10	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76725	\$2,853.82	BB HOLIDAY DECORATING	\$2,853.82	-- Holiday Decorating 2018	01-5456-54-09	Promotional Expense-Administrative Services
76726	\$3,674.00	BCLS Landscape Brick Paving	\$3,674.00	-- Two New Signs	08-6710-67-00	Repairs & Improvements
76727	\$150.00	BERNADETTE KORYCIARZ	\$150.00	-- Program -World Language Storytime Polish	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76728	\$4,070.03	BIBLIOTHECA, LLC	\$3,636.00	-- Tech Processing Suppiles	01-5311-53-04	Processing & Supplies-Tech Services
76728	\$4,070.03	BIBLIOTHECA, LLC	\$570.04	-- Patron Services Suppiles	01-5322-53-08	Library Supplies-Patron Services
76729	\$51.22	BLICK ART MATERIALS	\$51.22	-- Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76730	\$778.10	Books & Treasures INC	\$246.25	-- Materials	01-4413-44-00	Books-Adult
76730	\$778.10	Books & Treasures INC	\$308.62	-- Materials	01-4413-44-00	Books-Adult
76730	\$778.10	Books & Treasures INC	\$223.23	-*- Materials	01-4414-44-00	Books-Youth Services
76731	\$150.00	MAUREEN BRADY	\$150.00	-- Program - Tracing a Chicago Family's Roots: A Case Study	01-5323-53-01	Programming & Support-Adult-Adult Services
76732	\$8.99	Brian J Galvan	\$8.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76733	\$879.26	C. ACITELLI HEATING & PIPING	\$266.00	-- Repair Carrier Split System	08-6710-67-00	Repairs & Improvements
76733	\$879.26	C. ACITELLI HEATING & PIPING	\$613.26	-- Repair Carrier Unit in IT Room	08-6710-67-00	Repairs & Improvements
76734	\$2,626.91	CALL ONE	\$1,291.27	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
76734	\$2,626.91	CALL ONE	\$1,335.64	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
76735	\$6,634.67	CDW GOVERNMENT, INC.	\$87.19	--PO #83326 -Quote #JVLQ571	08-6760-67-00	Non Capital Expenses
76735	\$6,634.67	CDW GOVERNMENT, INC.	\$301.60	-- 2 Aerohive WiFi Access	08-6760-67-00	Non Capital Expenses
76735	\$6,634.67	CDW GOVERNMENT, INC.	\$6,245.88	-- Quote #JQZJ031 PO. #83434	40-5810-58-00	Special Reserve - Equipment
76736	\$44.82	CECILIA CYGNAR	\$35.88	-- EE Reimbursement -CTIS & BookBites	01-5323-53-01	Programming & Support-Adult-Adult Services
76736	\$44.82	CECILIA CYGNAR	\$8.94	-- EE Mileage Reimbursement -BookBites	01-5431-54-01	Mileage-Adult Services
76737	\$754.16	CENGAGE LEARNING, INC.	\$231.93	-- Materials	01-4413-44-00	Books-Adult
76737	\$754.16	CENGAGE LEARNING, INC.	\$24.79	-- Materials	01-4413-44-00	Books-Adult

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated September 19, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76737	\$754.16	CENGAGE LEARNING, INC.	\$124.77	-- Materials	01-4413-44-00	Books-Adult
76737	\$754.16	CENGAGE LEARNING, INC.	\$75.17	-- Materials	01-4413-44-00	Books-Adult
76737	\$754.16	CENGAGE LEARNING, INC.	\$13.59	-- Materials	01-4413-44-00	Books-Adult
76737	\$754.16	CENGAGE LEARNING, INC.	\$79.18	-- Materials	01-4413-44-00	Books-Adult
76737	\$754.16	CENGAGE LEARNING, INC.	\$204.73	-- Materials	01-4413-44-00	Books-Adult
76738	\$483.49	CHICAGO TRIBUNE	\$483.49	-- Publication of Budget & Prevailing Rate of Wages	01-5459-54-09	Publication of Notices-Legal
76739	\$911.45	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
76739	\$911.45	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
76739	\$911.45	CINTAS CORPORATION LOC. 769	\$226.69	-- Mat Service	08-6720-67-00	Contractual Maintenance
76739	\$911.45	CINTAS CORPORATION LOC. 769	\$177.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
76739	\$911.45	CINTAS CORPORATION LOC. 769	\$177.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
76740	\$8,991.03	COMED	\$8,991.03	-- SVC 7/9 ~ 8/7/2018 (29 Days)	01-5720-57-00	Electric
76741	\$46,000.00	Continental Construction Company, Inc	\$46,000.00	-- Invoice #2 Final - Caulking Replacement	40-5805-58-00	Special Reserve - Building
76742	\$10,431.93	COOPERATIVE COMPUTER SERVICE	\$6,515.65	-- CCS Membership Aug 2018 / OCLC JED July/Aug 2018	01-5310-53-09	CCS Charges-Administration
76742	\$10,431.93	COOPERATIVE COMPUTER SERVICE	\$3,916.28	-- CCS Membership Aug 2018 / OCLC JED July/Aug 2018	01-5310-53-09	CCS Charges-Administration
76743	\$158.00	CORNELIUS M. O'SHEA	\$158.00	-- EE Reimbursement -Notary	01-5461-54-01	Subscriptions & Dues-Adult Services
76744	\$3,000.00	COVERALL NORTH AMERICA, INC.	\$3,000.00	-- Monthly Service July 2018	08-6730-67-00	Non-Contractual Maintenance
76745	\$100.13	ATHENA M. CROUSE	\$47.37	-- EE Reimbursement	01-5457-54-08	Office Supplies-Patron Services
76745	\$100.13	ATHENA M. CROUSE	\$52.76	-- EE Mileage Reimbursement	01-5431-54-08	Mileage-Patron services
76746	\$23.98	DAVID DABROWSKI	\$23.98	-- EE Mileage Reimbursement	01-5431-54-05	Mileage-Maintenance Services
76747	\$973.34	DEMCO, INC.	\$151.44	-- Supplies	08-6770-67-00	Furniture & Fixtures
76747	\$973.34	DEMCO, INC.	\$35.42	-- Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76747	\$973.34	DEMCO, INC.	\$677.93	-- Tech Processing Supplies	01-5311-53-04	Processing & Supplies-Tech Services
76747	\$973.34	DEMCO, INC.	\$108.55	-- Tech Processing Supplies	01-5311-53-01	Processing & Supplies-Adult Services
76748	\$24.00	Donna Block	\$13.01	-- EE Reimbursement -Movie in Underground	01-5326-53-02	Programming & Support-Teen-Youth Services
76748	\$24.00	Donna Block	\$10.99	-- EE Reimbursement -Teen Movie in Underground	01-5326-53-02	Programming & Support-Teen-Youth Services
76749	\$1,076.36	EASYPERMIT POSTAGE	\$255.43	-- SendPro Postage	01-5458-54-08	Postage & Freight-Patron Services
76749	\$1,076.36	EASYPERMIT POSTAGE	\$500.00	-- Replenish Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
76749	\$1,076.36	EASYPERMIT POSTAGE	\$320.93	-- Send Pro Postage	01-5458-54-08	Postage & Freight-Patron Services
76750	\$185.95	ELM USA Inc.	\$185.95	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76751	\$200.00	Estevan P Montano	\$200.00	-- Program -Sell Your Stuff Online	01-5323-53-01	Programming & Support-Adult-Adult Services
76752	\$1,824.98	FIFTH THIRD BANK	\$1,824.98	-- FSA EE Payments August 2018	01-1125-00-00	Cash-Flexible Spending Account
76753	\$344.94	FINDAWAY WORLD, LLC	\$307.45	-- Materials	01-4434-44-00	AV-Youth Services
76753	\$344.94	FINDAWAY WORLD, LLC	\$37.49	-- Materials	01-4434-44-00	AV-Youth Services
76754	\$396.00	FLEXSOURCE, LLC	\$56.00	-- Monthly Fee FSA/Health & Dental HRA	01-2140-00-00	Payroll Clearing
76754	\$396.00	FLEXSOURCE, LLC	\$164.00	-- Monthly Fee FSA/Health & Dental HRA	01-5625-56-00	Health Reimbursement Account
76754	\$396.00	FLEXSOURCE, LLC	\$176.00	-- Monthly Fee FSA/Health & Dental HRA	01-5630-56-00	Dental
76755	\$2,045.00	FLOOR INNOVATIONS	\$2,045.00	-- Carpet/Upholstery/Floor Maintenance	08-6710-67-00	Repairs & Improvements
76756	\$26.00	Francisco Avila	\$26.00	-- Lost Book Refund	01-3620-36-00	Lost Books
76757	\$134.23	DOROTHEA FRISBIE	\$22.40	** EE Reimbursement -Senior Coffee Hour	01-5323-53-01	Programming & Support-Adult-Adult Services
76757	\$134.23	DOROTHEA FRISBIE	\$111.83	-- EE Reimbursement - Outreach & GAR Program	01-5323-53-01	Programming & Support-Adult-Adult Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$41.20	-- Office Supplies -PO #83446	01-5457-54-02	Office Supplies-Youth Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$147.47	-- Office Supplies -PO #83446	01-5457-54-04	Office Supplies-Tech Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$82.26	-- Office Supplies -PO #83446	01-5457-54-09	Office Supplies-Administrative Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated September 19, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$70.92	-- Office Supplies -PO #83446	01-5457-54-01	Office Supplies-Adult Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$56.09	-- Office Supplies -PO #83446	01-5455-54-09	Kitchen Supplies-Administrative Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$285.57	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$734.50	-- Janitorial Supplies	08-6770-67-00	Furniture & Fixtures
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$493.00	-- Office Supplies PO #83464	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$141.93	-- Office Supplies PO #83464	01-5457-54-02	Office Supplies-Youth Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$38.29	-- Office Supplies PO #83464	01-5326-53-02	Programming & Support-Teen-Youth Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$65.38	-- Office Supplies PO #83464	01-5457-54-03	Office Supplies-Digital Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$15.53	-- Office Supplies PO #83464	01-5326-53-02	Programming & Support-Teen-Youth Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$812.50	-- Office Supplies PO #83489	01-5457-54-09	Office Supplies-Administrative Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$71.10	-- Office Supplies PO #83489	01-5457-54-01	Office Supplies-Adult Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$132.80	-- Office Supplies PO #83489	01-5457-54-09	Office Supplies-Administrative Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$51.46	-- 482.67	01-5457-54-01	Office Supplies-Adult Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$14.80	-- 482.67	01-5457-54-08	Office Supplies-Patron Services
76758	\$3,671.21	GARVEY'S OFFICE PRODUCTS	\$416.41	-- 482.67	01-5457-54-09	Office Supplies-Administrative Services
76759	\$892.70	GENESIS TECHNOLOGIES, INC.	\$892.70	-- PO #83465 Toner Cartridge	01-5457-54-03	Office Supplies-Digital Services
76760	\$300.00	LESLIE GODDARD	\$300.00	-- Program - History Come Alive	01-5323-53-01	Programming & Support-Adult-Adult Services
76761	\$366.67	DEBORAH GRAHAM	\$366.67	-- EE Reimbursement SRC	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76762	\$810.00	GRAINGER	\$378.00	-- Gooseneck Faucet	01-5420-54-05	Janitorial Supplies-Maintenance Services
76762	\$810.00	GRAINGER	\$432.00	-- PO #83470	01-5420-54-05	Janitorial Supplies-Maintenance Services
76763	\$38.70	GRETA ULRICH	\$22.89	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
76763	\$38.70	GRETA ULRICH	\$15.81	-- EE Mileage Reimbursement DPL	01-5431-54-01	Mileage-Adult Services
76764	\$222.27	GROOT, INC.	\$222.27	-- Monthly Service Garbage/Recyle	08-6730-67-00	Non-Contractual Maintenance
76765	\$6.00	HALL PASS	\$6.00	-- Background Check Fee	01-5450-54-07	Legal Fees-Marketing & PR Services
76766	\$4.99	Harjeet Bhatti	\$4.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76767	\$44,282.98	HEALTHCARE SERVICE CORPORATION	\$44,282.98	-- Group Medical Ins Sept. 2018	01-5620-56-00	Group Health
76768	\$575.00	Jayne D. Herring	\$575.00	-- Program -Fused Glass Wine Bottles	01-5323-53-03	Programming & Support-Adult-Digital Services
76769	\$5,000.00	HOOPLA	\$5,000.00	-- Materials	01-4487-44-00	Online Databases
76770	\$166.80	HOUCHEM BINDERY, LTD.	\$166.80	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76771	\$540.00	ILLINOIS LIBRARY ASSOCIATION	\$150.00	--Membership Renewal-S.Vasilic,D.Frisbe,D.Block, J.McNulty	01-5461-54-07	Subscriptions & Dues-Marketing & PR Services
76771	\$540.00	ILLINOIS LIBRARY ASSOCIATION	\$250.00	--Membership Renewal-S.Vasilic,D.Frisbe,D.Block, J.McNulty	01-5461-54-01	Subscriptions & Dues-Adult Services
76771	\$540.00	ILLINOIS LIBRARY ASSOCIATION	\$100.00	--Membership Renewal-S.Vasilic,D.Frisbe,D.Block, J.McNulty	01-5461-54-02	Subscriptions & Dues-Youth Services
76771	\$540.00	ILLINOIS LIBRARY ASSOCIATION	\$40.00	-- Membership Renewal B. Koryciarz	01-5461-54-03	Subscriptions & Dues-Digital Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$212.57	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$89.81	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$1,099.93	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$42.72	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$41.40	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$1,113.99	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$363.34	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$31.74	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$151.87	-- Materials	01-4413-44-00	Books-Adult

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated September 19, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$1,387.71	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$24.84	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$498.44	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$28.07	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$190.19	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$31.05	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$435.00	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$243.43	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$22.02	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$14.49	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$70.12	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$303.96	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$161.45	-- Materials	01-4434-44-00	AV-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$62.36	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$113.97	-- Materials	01-4435-44-00	AV-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$35.66	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$100.09	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$694.91	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$9.01	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$22.08	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$115.06	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$18.99	-- Materials	01-4434-44-00	AV-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$35.05	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$37.99	-- Materials	01-4435-44-00	AV-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$79.36	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$39.81	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$3.45	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$289.04	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$1,038.10	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$48.30	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$162.48	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$21.43	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated September 19, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$666.28	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$463.77	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$20.32	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$43.47	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$124.83	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$47.63	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$10.73	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$24.89	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$104.47	-- Materials	01-4434-44-00	AV-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$38.94	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$28.49	-- Materials	01-4435-44-00	AV-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$196.54	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$397.32	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$31.74	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$20.38	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$33.30	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$11.37	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$686.46	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$150.76	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$1,604.66	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$81.81	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$20.87	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$102.16	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$194.54	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$158.61	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$47.49	-- Materials	01-4435-44-00	AV-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$370.93	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$921.28	-- Materials	01-4434-44-00	AV-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$484.40	-- Materials	01-4435-44-00	AV-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$397.22	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$1,069.91	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$47.61	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$23.98	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$272.62	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$11.73	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$31.47	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$158.20	-- Materials	01-4413-44-00	Books-Adult

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated September 19, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$17.97	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$7.80	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$109.22	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$98.16	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$16.79	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$8.99	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$22.80	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$350.99	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$11.98	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$163.74	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$56.00	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$100.31	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$206.49	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$10.73	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$9.66	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$123.78	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$66.38	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$26.91	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$21.71	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$49.17	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$35.98	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$13.78	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$181.58	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$98.34	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$18.86	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$227.94	-- Materials	01-4434-44-00	AV-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$602.41	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$45.36	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$847.01	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$44.16	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$522.08	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$60.65	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$22.02	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$13.11	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$14.68	-- Materials	01-4413-44-00	Books-Adult

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated September 19, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$160.19	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$189.95	-- Materials	01-4434-44-00	AV-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$66.48	-- Materials	01-4435-44-00	AV-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$165.61	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$516.99	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$353.36	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$33.81	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$81.45	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$9.89	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$240.15	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$14.36	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$28.49	-- Materials	01-4434-44-00	AV-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$149.09	-- Materials	01-4413-44-00	Books-Adult
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$42.30	-- Materials	01-4414-44-00	Books-Youth Services
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$22.02	-- Materials	01-4415-44-00	Books-Teen
76772	\$25,092.10	INGRAM LIBRARY SERVICES	\$6.21	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76773	\$403.66	IRON MOUNTAIN	\$201.83	-- Off-Site Monthly Storage Fee	01-5350-53-09	Miscellaneous-Administrative Services
76773	\$403.66	IRON MOUNTAIN	\$201.83	-- Materials	01-5350-53-09	Miscellaneous-Administrative Services
76774	\$75.00	JOAN MCGEE	\$75.00	-- Program - Chair Yoga Session for Adults	01-5323-53-01	Programming & Support-Adult-Adult Services
76775	\$351.06	Johnson Controls Fire Protection LP	\$351.06	-- Qtrly Billing- Burglar Alarm 9/1/2018 ~ 11/30/2018	08-6720-67-00	Contractual Maintenance
76776	\$150.00	Jorge Perez	\$150.00	-- Program -World Language Storytime -Spanish	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76777	\$16.90	JUDITH MCNULTY	\$16.90	-- EE Mileage Reimbursement -EPL	01-5431-54-01	Mileage-Adult Services
76778	\$275.27	KAPCO	\$275.27	-- Tech Processing Supplies PO #83474	01-5311-53-04	Processing & Supplies-Tech Services
76779	\$63.00	KLEIN, THORPE & JENKINS, LTD.	\$63.00	-- Misc Service	01-5450-54-09	Legal Fees-Administrative Services
76780	\$1,181.39	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$244.41	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76780	\$1,181.39	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$237.83	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76780	\$1,181.39	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$178.49	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76780	\$1,181.39	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$258.13	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76780	\$1,181.39	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$262.53	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76781	\$939.56	KSIEGARNIA QUO VADIS	\$939.56	-- Materials	01-4413-44-00	Books-Adult
76782	\$12.64	April Lee	\$12.64	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76783	\$12.48	CATHERINE LEVINSON	\$12.48	-- EE Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76784	\$8,991.00	LIBRARY FURNITURE INTERNATIONAL, INC.	\$3,725.00	-- Quote QT-997 PO #83388	01-5351-53-07	Per Capita Grant Expenditures-Marketing & PR Services
76784	\$8,991.00	LIBRARY FURNITURE INTERNATIONAL, INC.	\$1,566.00	-- Quote QT-997 PO #83390	01-5351-53-07	Per Capita Grant Expenditures-Marketing & PR Services
76784	\$8,991.00	LIBRARY FURNITURE INTERNATIONAL, INC.	\$3,700.00	-- Quote QT-1021 PO #83478	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76785	\$629.80	Library Ideas LLC	\$629.80	-- Materials	01-4435-44-00	AV-Teen
76786	\$65.74	VICTORIA LUZ	\$65.74	-- EE Mileage Reimbursement	01-5431-54-04	Mileage-Tech Services
76787	\$300.14	MAKERBOT INDUSTRIES LLC	\$300.14	-- PO #83445	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76788	\$437.90	Manufactures' News, Inc	\$437.90	-- Materials	01-4413-44-00	Books-Adult
76789	\$175.00	MARQUEE MOVIE PRESENTATIONS, LLC	\$175.00	-- Program Sr Coffee Hour-Bob Hope American Smart Aleck	01-5323-53-01	Programming & Support-Adult-Adult Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated September 19, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76790	\$300.00	MARTINA MATHISEN	\$300.00	-- Program -Senior Coffee Hour	01-5323-53-01	Programming & Support-Adult-Adult Services
76791	\$2,300.00	MCCLURE INSERRA & COMPANY CHARTERED	\$2,300.00	** Interim Billing for FYE 6/30/2018 Audit	02-6100-61-00	Audit Expense
76791	\$2,300.00	MCCLURE INSERRA & COMPANY CHARTERED	\$2,300.00	** Interim Billing for FYE 6/30/2018 Audit	02-2110-00-00	Audit Fund - Accounts Payable
76792	\$466.49	Menards	\$167.86	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76792	\$466.49	Menards	\$59.87	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76792	\$466.49	Menards	\$98.19	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76792	\$466.49	Menards	\$25.98	-- Outdoor Wall Clock	08-6770-67-00	Furniture & Fixtures
76792	\$466.49	Menards	\$114.59	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76793	\$200.00	Michael Gershbein	\$200.00	-- Program -Social Media for Businesses & Entrepreneurs	01-5323-53-03	Programming & Support-Adult-Digital Services
76794	\$10,384.05	MIDWEST TAPE	\$1,764.49	-- Materials	01-4433-44-00	AV-Adult
76794	\$10,384.05	MIDWEST TAPE	\$2,755.01	-- Materials	01-4433-44-00	AV-Adult
76794	\$10,384.05	MIDWEST TAPE	\$2,353.72	-- Materials	01-4433-44-00	AV-Adult
76794	\$10,384.05	MIDWEST TAPE	\$2,050.33	-- Materials	01-4433-44-00	AV-Adult
76794	\$10,384.05	MIDWEST TAPE	\$9.74	-- Materials	01-4434-44-00	AV-Youth Services
76794	\$10,384.05	MIDWEST TAPE	\$1,450.76	-- Materials	01-4433-44-00	AV-Adult
76795	\$603.42	MULTICULTURAL BOOKS & VIDEOS	\$195.33	-- Materials	01-4413-44-00	Books-Adult
76795	\$603.42	MULTICULTURAL BOOKS & VIDEOS	\$108.98	-- Materials	01-4413-44-00	Books-Adult
76795	\$603.42	MULTICULTURAL BOOKS & VIDEOS	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76795	\$603.42	MULTICULTURAL BOOKS & VIDEOS	\$49.11	-- Materials	01-4413-44-00	Books-Adult
76796	\$255.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$255.00	-- Streetpole Banner Sponsorship Renewal	01-5456-54-07	Promotional Expense-Marketing & PR Services
76797	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease Sept 2018	01-5491-54-09	Parking Lease-Administrative Services
76798	\$300.00	JOHN NYGRO	\$300.00	--Program -Talk on Frankenstein & Young Frankenstein	01-5323-53-01	Programming & Support-Adult-Adult Services
76799	\$748.00	OAK BROOK MECHANICAL SERVICES	\$748.00	-- PM Inspections	08-6720-67-00	Contractual Maintenance
76800	\$15.53	MICHAELNE ORZECOWSKI	\$15.53	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76801	\$6,654.68	OverDrive, INC.	\$63.00	-- Materials	01-4420-44-00	Downloadables
76801	\$6,654.68	OverDrive, INC.	\$39.95	-- Materials	01-4420-44-00	Downloadables
76801	\$6,654.68	OverDrive, INC.	\$1,523.23	-- Materials	01-4420-44-00	Downloadables
76801	\$6,654.68	OverDrive, INC.	\$1,165.79	-- Materials	01-4420-44-00	Downloadables
76801	\$6,654.68	OverDrive, INC.	\$1,293.30	-- Materials	01-4420-44-00	Downloadables
76801	\$6,654.68	OverDrive, INC.	\$1,589.70	-- Materials	01-4420-44-00	Downloadables
76801	\$6,654.68	OverDrive, INC.	\$979.71	-- Materials	01-4420-44-00	Downloadables
76802	\$412.50	PENGUIN RANDOM HOUSE LLC	\$306.00	-- Materials	01-4434-44-00	AV-Youth Services
76802	\$412.50	PENGUIN RANDOM HOUSE LLC	\$63.75	-- Materials	01-4434-44-00	AV-Youth Services
76802	\$412.50	PENGUIN RANDOM HOUSE LLC	\$22.50	-- Materials	01-4434-44-00	AV-Youth Services
76802	\$412.50	PENGUIN RANDOM HOUSE LLC	\$20.25	-- Materials	01-4434-44-00	AV-Youth Services
76803	\$57.69	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$57.69	-- Qrtly Lease -SendPro 6/4~09/03/2018	01-5458-54-08	Postage & Freight-Patron Services
76804	\$1,103.13	PLIC - SBD GRAND ISLAND	\$1,103.13	-- September 2018 Payment	01-5634-56-00	Life, LTD, AD&D, STD
76805	\$121.83	POLONIA BOOKSTORE, INC.	\$121.83	-- Materials	01-4414-44-00	Books-Youth Services
76806	\$500.00	Product Architecture + Design	\$500.00	-- Completion of Signage Project	40-5805-58-00	Special Reserve - Building
76807	\$29.91	ReadyRefresh	\$29.91	-- PO #83394	01-5322-53-04	Library Supplies-Tech Services
76808	\$2,194.00	RECORDED BOOKS, LLC	\$1,880.00	-- Materials	01-4433-44-00	AV-Adult
76808	\$2,194.00	RECORDED BOOKS, LLC	\$124.40	-- Materials	01-4434-44-00	AV-Youth Services
76808	\$2,194.00	RECORDED BOOKS, LLC	\$102.60	-- Materials	01-4434-44-00	AV-Youth Services
76808	\$2,194.00	RECORDED BOOKS, LLC	\$87.00	-- Materials	01-4434-44-00	AV-Youth Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated September 19, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76809	\$468.95	Relevant, LLC dba Omnigraphics, Inc.	\$327.40	-- Materials	01-4413-44-00	Books-Adult
76809	\$468.95	Relevant, LLC dba Omnigraphics, Inc.	\$59.70	-- Materials	01-4415-44-00	Books-Teen
76809	\$468.95	Relevant, LLC dba Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
76810	\$50.00	Robert Jensen	\$50.00	-- Program -Ghost Hunting 101	01-5326-53-02	Programming & Support-Teen-Youth Services
76811	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
76811	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76812	\$270.00	Rylee Nicole	\$270.00	-- Program -Introduction to Gore Makeup	01-5326-53-02	Programming & Support-Teen-Youth Services
76813	\$225.00	Sarah Grover	\$225.00	-- Program -Potty Training Workshop	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76814	\$42.30	SARAH MUSKIVITCH	\$17.07	-- EE Reimbursement -Breakfast Bingo	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76814	\$42.30	SARAH MUSKIVITCH	\$25.23	-- EE Reimbursement -Breakfast Bingo	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76815	\$23.76	SASHA VASILIC	\$23.76	-- EE Reimbursement --Meeting	01-5456-54-09	Promotional Expense-Administrative Services
76816	\$3,519.99	Schillers Audio Visual	\$3,519.99	-- PO #A83385	08-6760-67-00	Non Capital Expenses
76817	\$500.00	Scott Turow	\$500.00	-- Program -Author Talk Tied to Great American Read	01-5323-53-01	Programming & Support-Adult-Adult Services
76818	\$16.99	Sergey Girel	\$16.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76819	\$17.51	SHELL	\$17.51	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
76820	\$250.00	Sleep Baby Love, Inc	\$250.00	-- Program Toddlers & Preschooler Sleep Workshop	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76821	\$228.00	SMITHEREEN PEST MANAGEMENT	\$114.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance
76821	\$228.00	SMITHEREEN PEST MANAGEMENT	\$114.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance
76822	\$546.00	SUPERIOR COPIES	\$546.00	-- Brochures & Magnets	01-5320-53-07	Printing-Marketing & PR Services
76823	\$478.00	Technology Management Rev Fund	\$478.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
76824	\$466.70	THE CHILD'S WORLD	\$466.70	-- Materials	01-4414-44-00	Books-Youth Services
76825	\$850.00	THE SHAKESPEARE PROJECT OF CHICAGO	\$850.00	-- Program --Pericles, Prince of Tyre	01-5323-53-01	Programming & Support-Adult-Adult Services
76826	\$400.00	ANN M. TORRALBA	\$400.00	-- Program Live Music Bibliobop	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76827	\$7.95	Trisha L Galvan	\$7.95	-- Lost Book Refund	01-3620-36-00	Lost Books
76828	\$3,250.00	VALUE LINE PUBLISHING, INC.	\$3,250.00	-- Subscription Terms 8/15/2018 ~ 08/14/2019	01-4487-44-00	Online Databases
76829	\$360.56	VERIZON WIRELESS	\$180.28	-- Monthly Cell Phone Bill 7/3 ~ 8/02/2018	01-5465-54-09	Telephone-Administrative Services
76829	\$360.56	VERIZON WIRELESS	\$180.28	-- Monthly Cell Phone Bill 8/3 ~ 9/02/2018	01-5465-54-09	Telephone-Administrative Services
76830	\$992.92	VERNON LIBRARY SUPPLIES, INC.	\$992.92	-- Tech Processing Supplies	01-5311-53-04	Processing & Supplies-Tech Services
76831	\$180.00	Victoria Pelarenos	\$180.00	-- Program -Watercolor Painting for Teens	01-5326-53-02	Programming & Support-Teen-Youth Services
76832	\$815.15	VILLAGE OF NILES	\$815.15	-- Automatic Water Meter Reading	01-5730-57-00	Water
76833	\$5,267.33	VISA	\$349.99	-- PO #83420	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76833	\$5,267.33	VISA	\$27.14	-- PO #84197	01-4414-44-00	Books-Youth Services
76833	\$5,267.33	VISA	\$190.50	** August Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76833	\$5,267.33	VISA	\$22.46	** August Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76833	\$5,267.33	VISA	\$21.03	** August Receipts	01-5312-53-06	Internet Charges-IT Services
76833	\$5,267.33	VISA	\$4.20	** August Receipts	01-5458-54-04	Postage & Freight-Tech Services
76833	\$5,267.33	VISA	\$36.27	** August Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
76833	\$5,267.33	VISA	\$299.85	** August Receipts	01-5312-53-06	Internet Charges-IT Services
76833	\$5,267.33	VISA	\$13.99	** August Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76833	\$5,267.33	VISA	\$130.18	** August Receipts	01-5455-54-09	Kitchen Supplies-Administrative Services
76833	\$5,267.33	VISA	\$133.78	** August Receipts	01-5455-54-09	Kitchen Supplies-Administrative Services
76833	\$5,267.33	VISA	\$89.99	** August Receipts	01-5430-54-03	Professional Development-Digital Services
76833	\$5,267.33	VISA	\$20.98	** August Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76833	\$5,267.33	VISA	\$4.20	** August Receipts	01-5458-54-04	Postage & Freight-Tech Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated September 19, 2018**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76833	\$5,267.33	VISA	\$16.86	** August Receipts	01-5323-53-03	Programming & Support-Adult-Digital Services
76833	\$5,267.33	VISA	\$18.99	** August Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76833	\$5,267.33	VISA	\$641.19	** August Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76833	\$5,267.33	VISA	\$256.40	** August Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76833	\$5,267.33	VISA	\$252.26	** August Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76833	\$5,267.33	VISA	\$18.99	** August Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76833	\$5,267.33	VISA	\$723.36	** August Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76833	\$5,267.33	VISA	\$218.48	** August Receipts	01-5320-53-07	Printing-Marketing & PR Services
76833	\$5,267.33	VISA	\$555.21	** August Receipts	01-5320-53-07	Printing-Marketing & PR Services
76833	\$5,267.33	VISA	\$13.99	** August Receipts	01-4420-44-00	Downloadables
76833	\$5,267.33	VISA	\$13.99	** August Receipts	01-4420-44-00	Downloadables
76833	\$5,267.33	VISA	\$89.94	** August Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
76833	\$5,267.33	VISA	\$160.00	-- PO #83501	01-5430-54-02	Professional Development-Youth Services
76833	\$5,267.33	VISA	\$600.00	-- PO # 83495	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76833	\$5,267.33	VISA	\$108.65	-- PO #83488	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76833	\$5,267.33	VISA	\$60.00	-- PO # 83477	01-5430-54-04	Professional Development-Tech Services
76833	\$5,267.33	VISA	\$98.19	-- PO # 83480	01-5326-53-02	Programming & Support-Teen-Youth Services
76833	\$5,267.33	VISA	\$99.00	-- PO # 84203	01-4423-44-00	Periodicals
76834	\$573.81	VISION SERVICE PLAN OF ILLINOIS	\$573.81	-- September 2018 Payment	01-5632-56-00	Vision
76835	\$5,669.90	VISOGRAPHIC	\$5,669.90	-- 25000 Fall Charter One Newsletter	01-5320-53-07	Printing-Marketing & PR Services
76836	\$15.91	SUZANNE WULF	\$15.91	-- EE Mileage Reimbursement FPPL	01-5431-54-03	Mileage-Digital Services

**Niles-Maine District Library**

**\_SPECIAL RESERVE**

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
<b>40-5805-58-00, Special Reserve - Building</b>									
4/4/2018	1650.241	Invoice	2439-0367	Product Architecture + Design	Product Architecture-1	Posted	8/31/2018	\$500.00	\$0.00
8/31/2018	3199	Invoice	2439-0812	Continental Construction Compa	Continental Construc-3	Posted	8/31/2018	\$46,000.00	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								<b>\$46,500.00</b>	<b>\$0.00</b>
<b>40-5810-58-00, Special Reserve - Equipment</b>									
8/13/2018	NST7900 & NRK1074	Invoice	2439-0653	CDW GOVERNMENT, INC.	CDW GOVERNMENT	Posted	8/31/2018	\$6,245.88	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								<b>\$6,245.88</b>	<b>\$0.00</b>
<b>Grand Totals:</b>								<b>\$52,745.88</b>	<b>\$0.00</b>

# Niles-Maine District Library

## \_SPECIAL RESERVE

Report name: \_SPECIAL RESERVE REPORT

Output query name: \_SPECIAL RESERVE12 (Type: Invoice)

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (8/1/2018 to 8/31/2018)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Projects

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Project Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

**BEST.  
DEAL.  
EVER!**



Sign Up & Save at the Niles-Maine District Library

Sasha and his PR & Marketing team have created an outstanding library card campaign. It has a fresh look and voice, and staff have been very happy to hand it out at different events outside of the Library.

### **IPLAR Results 2017-18**

The Illinois Public Library Annual Report was turned in to the State Library before the deadline, so we will be eligible to apply for next year's Per Capita Grant. Each year it is a good deal of work to prepare, but helps us see trends over time, at least when the definitions don't change. One interesting number they use is not just the year's circulation, but the year's "use of resources," including database use and streaming resources. Our overall usage was 1,261,259. Our total number of library cards has dropped now that we are excluding all of the cards that are expired but can't be deleted because of fines. Our total number of active cards is 15,577, which is low for a District with almost 58,000 residents. I will be bringing more info about library cards to you in the next few months, so we can discuss how to better reach more of our taxpayers.

### **Business Office Update**

*From Greg:* We have been busy preparing for the annual financial audit of the Library by our accounting firm McClure Inserra. In order to keep the cost of the audit at a reasonable level, we prepare a significant number of documents and analysis for them. The audit fieldwork begins on Monday September 17<sup>th</sup>.

### **Youth Programs**

*From Arianne:* We had a delicious end-of-summer reading party for volunteers...an ice cream social! 85 volunteers donated at least 8 hours of volunteer time so received a letter confirming their time. At the party we have the kids do a survey of their experience, some of the comments included:

"the best part-new friends and candy worst-telling kids/parents to not take things from the game"

"The worst parts were when the volunteer area would be filled at a certain time and empty at other times. The best part was stamping and writing names. For some weird reason I find it satisfactory."

"The worst parts were when the children wouldn't cooperate. The best parts were when you can make new friends when volunteering."

"The worst parts were waking up early in the morning and having the harder challenges. The best parts were playing the games with the bigger kids and the little kids."

"The training was fine as a whole....I'm a professional"

Wonder Grounders are wild about microscopy! Kids love see getting up close and personal with the world around them--the ProScope is a huge hit in the WG. Small and mobile, the ProScope is an easy-to-use field microscope that uses an iPad's on-board camera to create digital microscopic images. We purchased 5 with the 2017 Per Capita Grant. Everything is more interesting under the lens of this brilliant little device, and it's sturdy so the librarian doesn't have to worry about it breaking.



Summer just isn't the same without a visit from Mr. Chris. We had our annual Knights of Niles Summer Chess Tournament. Players from rookie to superior spent the afternoon playing. We award the winners ribbons, and Mr. Chris gives them a free lesson here in the library.



### Teens

Dungeons & Dragons fans joined for a Saturday of intense gaming led by Dragon Master Luke Rathburn. Teens spent a day creating unique characters and then returned the following weekend to engage in an afternoon of play.

Slime! The teens gathered one late summer day to engage in chemistry by creating slime. It was sticky fun for all!



### **Adult Programs**

*From Dodie:* The free Ravinia tickets program this year was a huge success. We received a free pair of Tickets from Ravinia for 26 separate concerts. All tickets were used and patrons were delighted!

Krystyna had a whirlwind of three Polish Language Programs this month. She hosted Polish speaking attorney Mrs. Katarzyna Brukalo for an interesting and lively session about estate planning and trust law. She had 36.



Krystyna showed a Polish language documentary about Polish immigrants who came to Chicago in the 1970's and 1980's. She invited both the producer and the director to introduce the movie and answer questions from the audience. Krystyna also invited a journalist from the most popular of the Polish language newspapers - "Dziennik Zwiakowsky" - to this documentary showing. The Polish newspaper published a long article (that made it on the cover) about our library and about all of our Polish programming. There were almost 100 people at the movie. There are pictures of our library and members of the Polish Book Discussion in the Sunday, August 10<sup>th</sup> issue of the paper. We have this newspaper as part of our periodicals collection.



Krystyna also hosted her Polish language book discussion with 15 participants.

We had the usual array of book discussions: BookBites, Book Buzz, and Pages Through Time Non Fiction Book Discussion Group. The Great American Read Adult Summer Reading Program is ongoing. The total number of books read in August was 74.

Maryellen hosted a Niles-Maine Garden Club Program –*Miniature Patio Gardens* with 15 participants. Our Senior Coffee Hour was a dramatic presentation of Jackie Kennedy by actress, Roberta Randall. It was well received with 46 attendees. Dodie hosted a Sunday Afternoon Jazz Concert "Petra Sings and Andy Swings". There was a crowd of 71.

*From Suzy:* Tommy and Kathleen partnered together to offer a three-part series on the coding language Python. Users worked through online tutorials and coding challenges. Each session ended with Python Jeopardy. Three attendees were young professionals considering a career change. This was an excellent way to promote Treehouse as well as providing hands-on assistance for coding.

The Digital Services team conducted 6 sessions of 1-2-1 help for NMDL cardholders. During these sessions staff members provide individual instruction across of a variety of topics. Alexa received this feedback during a 1-2-1 session, "she told me that she's so grateful for people who have skills and knowledge to share it with

others that don't. And that I made her feel really comfortable with learning the programs and confident that she can succeed when she goes to use them on her own."

Kathleen held a staff training session on using the password management system LastPass.

## Creative Studio

From Suzy:



The artist Agnieszka Sarrafian drew an excited crowd to her Silky necklace workshop. She started with the history of silk and how to care for it. Then, she demonstrated step by step how to make a silky necklace: how to make a tube, choose the right beads and cover them with the silk, separate beads, and how to finish off the project. Each attendee took home one very unique, whimsical necklace.

Jason & Jabez led a workshop for attendees to design, cut and press custom creations onto a baby onesie. The smaller class size allowed the instructors the opportunity to provide individual assistance and the completed projects were stunning.



## Databases

From Suzy: We have started an online subscription to Valueline – a business and investment tool featuring stock information and industry profiles. Valueline will replace S&P Net Advantage with a cost savings of \$5784. Print Valueline is a popular reference resource that is only accessible in the library that patrons can now enjoy at home.

Students are headed back to school – and it shows with Brainfuse! Brainfuse offers live tutoring. Sixty tutoring sessions were held in August and 65% of those were for pre-calculus. Pre-calculus is typically taken during the junior year of high school.

Niche Academy features instructional videos to guide patrons in the use of our e-resources. In FY17-18 the most watched videos were the PowerPAC training videos Kathleen created. They accounted for 30% of all views. Overdrive and Gale Course tutorials made up 20% of views.

Treehouse is used to teach coding and computer science skills through videos and project-based learning. Usage for this resource hit a record of 335 in August – a 215% increase over the average monthly usage of 120 in FY17-18. Treehouse was used as part of a Python programming class taught by Tommy and Kathleen in August.

### **Community Engagement**

*From Dodie:* Cecilia attended the Coming Together meeting at the District 219 headquarters. She has done a lot of behind-the-scenes work in organizing the Niles component of Coming Together. She created the Google Sheet of all of the books and contacted the author, William Kowalski, of the adult title *The Best Polish Restaurant in Buffalo*. She has reserved dates and rooms for possible Polish-themed programs for January through March. She is working with the Adult Services Programmers to get our programs set up.

Neil posted to the Veterans History Blog which had 439 views last month. He once again visited the weekly get-together of the Niles Vietnam Veterans at Dunkin' Donuts to present Mr. Tuscano a 2<sup>nd</sup> draft of his interview. He met with Niles veteran Martin Passarella at the library to review the 2<sup>nd</sup> draft of his interview.

Neil attended and spoke briefly at a meeting of the Niles Historical Society as an invited member of the new board selected to participate in the renewal and modernizing of the NHS. He had a 2-hour refresher tour with lead docent Doris Gottschalk who would be happy to host a tour for interested library staff members in September.

*From Arianne:* The start of the school year brings the opportunity to reacquaint teachers with the many ways we support our District students. Our three School Liaisons have been visiting teacher inservices and new teacher orientations to share with them the many services we offer, including bulk loans, book talks, class field trips, and school wide literacy nights. They also have been hard at work attending district registrations, parent nights, and open houses. They have signed up patrons for over 30 new cards, and promoted the Library services in support of student achievement.

The third annual Village Community Block Party took place on Saturday, August 25 at the Niles Senior Center.



The Library partnered with the Village to take part in an afternoon of family fun including Studio B button making, crown and fish crafts, touch-a-truck with the fire and police, Safety Town, carnival games, field races, bingo, free hot dogs, a rubber ducky raffle race, and a resource fair. There really was something for everyone that day. We are happy the tradition continues.

*From Suzy:* Jason represented the Library and Digital Services Department at the Niles Block Party. Block party guests were able to create a unique button on-the-spot using old comics and our button maker. By the end of the party they made over 300 buttons! People loved the hands-on activity and it was a great way to market the circulating button makers. Shout out to Barb for helping Jason man the table!

*From Victoria:* As Chair of the Library's Art & Display Committee, I've begun working with the newly formed Niles Art Guild. They are planning to meet monthly at the library and are looking to host an art show featuring the work the Guild's artists. We are currently trying to come up with a theme and a timeframe for the art show.

*From Cyndi:* From Jan Susa of the Garden Club: The NMDL Garden Club plots at Farm on Franks has yielded 50 pounds of fresh produce for the Food Pantry. We are still getting tomatoes and a few cucumbers.

## **CCS**

At last month's Governing Board meeting, we approved the addition of the Morton Grove Public Library to the consortium. We share many patrons who like to use both libraries, so this will be helpful to many. We have offered to assist them in sharing our expertise and experience.

*From Cyndi:* Kathleen from Digital Services has planned a test of "Feature It," the catalog option that can promote programs and databases by showing up in patron search results. The test will be over the winter quarter. The objective is to determine if it will generate results significant enough to justify the time spent programming them into the catalog.

CCS provided additional training on-site the Polaris reporting tool Simply Reports. Twenty staff from multiple departments attended training across three levels of reporting.

We are continuing to work on inter-department procedures for purchasing materials, moving materials between departments, and withdrawing materials. We are creating sticky notes for materials tracking by department to reduce the dependency on rubber bands that damage material.

*From Victoria:* In August, Tech Services began to see the of results of all the planning, preparation, and testing of our EDI set-up with Ingram. August saw us fully operational in placing EDI orders. We did a two-part training to onboard staff. (We were still waiting to have our Acquisitions team member, return September 4<sup>th</sup> from Family Leave and be brought up to speed on our new system.) Niles-Maine is one of seven out of 25 libraries to implement EDI. In September we plan to implement EDI with Midwest Tape, the vendor with whom we do the next largest volume of ordering.

## **Passport Service**

*From Athena:* In the month of August, we accepted 91 applications. Year to date we have accepted 149 applications. Since we started the passport program we have accepted 993 applications.

Elisa Coronado has successfully completed Passport Acceptance Agent training.

## **Staffing changes**

Resignation: Franklin Moy, Page

Resignation: Vlada Bernhardt, part-time Youth Services Librarian (Vlada will be a substitute as needed)

Hired: Reenie Ruckdaeschel, part-time Youth Services Librarian (replacing a librarian who left in the Spring)

## Staff notes

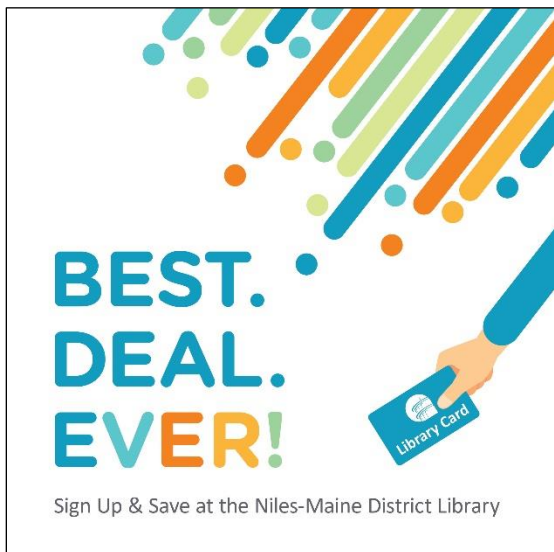
*From Suzy:* Kathleen and Alexa had a poster session accepted at the ILA Conference for their work on the Fandom Maker Labs.

*From Athena:* We have started cross-training a small group of Pages to perform Associate 1 & 2 duties. Everyone has been learning quickly and we anticipate everyone will be cross-trained by December 1st.

*From Dodie:* CPR/AED training: Many in our department took advantage of this training offered by the library. They are looking forward to the other training that will be offered – First Aid, Homelessness, and Mental Health. We would like to thank the library and the board for the opportunity to participate in this sort of training. We look forward to being able to better serve our patrons with this kind of training under our belts!

## Marketing notes

*From Sasha:* August was an extremely busy month for the PR & Marketing Department. We focused our time on Chapter One surveying and performing usability testing, finishing the production of the fall issue of Chapter One, training our new part-time staff member, working on pieces for the BEST. DEAL. EVER! campaign, and gearing up for the fall quarter.



**Library Card Campaign:** We officially kicked off the Best. Deal. EVER! library card campaign at the beginning of September. In the previous board report, I wrote about the general concept of the campaign. Since then we've completed a special brochure featuring the "deals" with your library card, a slideshow webpage that takes the print brochure and turns it into an interactive display. Check it out on our website at <https://spark.adobe.com/page/88jnocZ22bPuA/> or navigate from our website by clicking on the link in the carousel. We're trying to use original photos in our materials to showcase our staff, patrons, and spaces. Megan (Marketing Assistant) is a professional photographer, so we're lucky to have someone here to take photos on the spot. If you love the look of our campaign materials, you have Annette (Graphic Designer) to thank for the attractive and modern design.

During the month of September, if you renew or sign up for a new library card, you can enter a weekly drawing. New cardholders also receive a tote bag. At the time of writing this report, we have more than 110 entries in the weekly drawing.

We've connected with the Marketing Manager at Golf Mill Shopping Center to partner with promoting the campaign as well as library programs and services. We've also reached out to Pace about having campaign ads placing in the Niles Free Buses.

Robin (Marketing Coordinator) has been working with local businesses to offer special deals for library cardholders. She has been cold calling and visiting businesses in hopes of recruiting them for this partnership. How the deal works is if a patron shows their Niles-Maine library card, they receive a discount on service or goods. So far she has Costco, Kumon, Nancy's Pizza, Dear Frank's, and My Hair Salon on board.

## **Building Notes**

*From Dave:* Work continues on the exterior of the Library. The exterior caulking project is complete except for punch list items which will be completed shortly.

The exterior painting project has started and will continue for 2-3 weeks. The painters have started with restaining the soffits around the building and will move on to the walls shortly.

C. Acitelli has ordered the new chiller for the Chiller Replacement Project and he expects delivery to his site near the end of September. At this time he plans to start work during early October, but the scheduling of the installation is dependent on the weather. In order to avoid closing the Library for the implementation we need the weather to be moderate so there will be little need for cooling if any need at all.

The first phase of the IT reconfiguration project will be to build suitable storage for IT service spares and parts. We have solicited bids for the first phase and are now in the process of clearing space in the garage to build a secure storage area for IT equipment. We expect construction to begin soon.

The lights illuminating the glass wall in the Lobby continue to be a problem and after considerable experimentation it is clear that they are beyond repair. We have been soliciting bids to replace the lighting system which we expect to come in below \$2,500.

Lastly, we continue to look for ways to reduce our energy footprint for the Library. In 2017 the Library spent \$11,000 less in electricity than in 2016. This represents a 12.6% reduction which is driven entirely by a 12.6% reduction in usage. This year we are focusing our efforts on the lighting on the third floor. As lamps burn out we are replacing them with LED lamps which use less energy and create less heat.

## **Technology**

*From Rich:* The month of August went by very fast. We spent a good amount of time working on the Security Camera System Replacement & Expansion Project and Patron laptops. We also continued ongoing network support operations.

### Major Projects Update

We have been working on improving the security around the Library and have initiated a security project which takes into consideration access and video protection. The access part of the project addresses the numerous doors around the building and the manner in which we allow employees and patrons to access them. The video part of the project addresses the security cameras which help to provide security for our patrons (especially children) and our employees as well as safeguard the Library's assets.

The findings for the video security project were reviewed with Administration and we gathered quotes. These findings will be presented to the board at the September meeting for a decision.

### Patron Laptops

Work began on the new patron laptops the library board approved for purchase. They will be used by Library District patrons inside the library building in study rooms and other study areas. This will help provide access to digital resources for library district patrons when they use these collaborative spaces.

## 2017-2018 E-Rate reimbursement

We began completing the paperwork to request approved E-Rate grant funds to reimburse our Internet Access costs for the 2017-2018 budget year. These reimbursement requests are submitted after the last bill is received for these services.

## Power outage

On Friday August 30<sup>th</sup> the library experienced a power outage due to a traffic accident in the vicinity. The length of the power outage necessitated an automatic shutdown of the library's servers. Afterwards all network services returned to normal operations. The power outage also affected the sorter in Patron Services.

## **Volunteer notes**

*From Cyndi:* Two new adult volunteers were trained: Heather Kim as a computer monitor and Carole Abrams as Sale assistant.

## **Interesting Patron Questions and Comments**

*From Dodie:* Patron asked for the history of the Niles Free Bus Service. (Neil)

2. Niles Chamber member asked about benefits for direct mail marketing via post cards. Wanted examples and costs. Judy used topical books, EBSCO MasterFile articles and Google search for relevant studies.

3. Patron wanted a list of all the state Secretary of States with contact information, including emails. Needed the 49 outside of Illinois. (Neil)

4. From Gary: A woman came in and asked for info on a banker who had aided King Charles I. With some creative google searching came up with a Jakob Fugger or Jacob Fugger (1459-1525 AD) who lived in the formative years of the capitalist age, was Europe's first millionaire, and may have been the richest man in history. When Fugger said the Holy Roman Emperor Charles V (the most powerful ruler in Europe) would not have become emperor without him, he wasn't exaggerating. Not only did Fugger pay the bribes that secured his elevation, but Fugger had also financed Charles' grandfather and taken his family, the Hapsburgs, from the wings of European politics to center stage. Found him mentioned in 10 sources in Gale Virtual Reference.

5. From Gary: A gentleman came in looking for *Sentiment Analysis: Mining Opinions, Sentiments, and Emotions – the 1<sup>st</sup> edition* by Bing Liu. Also wanted *Equity Valuation Using Multiples: An Empirical Investigation (Schriften zum europaischen Management) 2007<sup>th</sup> edition* by Andreas Schreiner. Both were published in Europe and available at universities as internet resources. I was able to find them as pdf files online.

6. Val de la Calle fielded questions on travel books, computer books, calculus, body language and tips on how to use Excel. She also got questions on audiobooks on how to tango, travel to China and the Amazon, regular books on WWII historical fiction, George Baker music CD's and questions about how to download e-books.

## Committees



**Safety and OSHA Compliance** *From Cyndi:* Launched September's National Preparedness Month celebration with 23 staff members across multiple departments completing the Red Cross CPR AED training. Along with several other staff that have certification we now have 25 staff HeartSaver certified. With help from the NMDL Idea Factory I wrote a blog post on creating a family emergency plan.

The 40-page New Employee Safety Guide was proofed by several staff. Library maps were updated with emergency exits. Bobby has done some great line drawings to add some visual interest! It will be off to the printers soon.

**Art & Display** *From Victoria:* We have extended the Damen Silos exhibit to another month due to its popularity and the thoughtful conversation it has inspired. Dr. Ramirez-Knight is going to do a program (time and date soon to be determined) on his process of capturing these images and what they represent.

The Franklin Gallery will also be home to an exhibit of art by Polish American artists to celebrate this coming year's focused ethnicity for the collaborative program, Coming Together in Skokie. We also look forward to a special exhibit coming in April of 2019 celebrating the 60<sup>th</sup> Anniversary of the Niles-Maine Library District.

**Sunshine** *From Dodie:* The Sunshine Committee held our Annual Root Beer Float Day. The cost was \$1 per float. We used money in our kitty to buy the root beer and ice cream. Root Beer Float Day is always a joyous occasion!! A planning meeting to determine events for the next few months has been scheduled for September.

## FOIA Requests

**9.10.2018 Carolyn Drblik** Please provide me with paper copies and an electronic copy of the following "Chapter 1" information. List of recipients of "Chapter 1" in Glenview, IL including specific addresses for residences and businesses, P.O. boxes along with the respective quantity for 2017-2018. Kindly telephone me at 847-xxx-xxxx when this request is ready and I will arrange for pick-up of the paper documentation at the library. Please email the electronic copy to [xxxxxxxxxx.xx@gmail.com](mailto:xxxxxxxxxx@gmail.com).

**9.10.2018 Carolyn Drblik** Please provide me with paper copies and an electronic copy of the following "Chapter 1" information. List of recipients of "Chapter 1" in Des Plaines, IL including specific addresses for residences and businesses, P.O. boxes along with the respective quantity for 2017-2018. Kindly telephone me at 847-xxx-xxxx when this request is ready and I will arrange for pick-up of the paper documentation at the library. Please email the electronic copy to [xxxxxxxxxx.xx@gmail.com](mailto:xxxxxxxxxx.xx@gmail.com).

**9.10.2018 Carolyn Drblik** Please provide me with paper copies and an electronic copy of the following "Chapter 1" information. List of recipients of "Chapter 1" in Park Ridge, IL including specific addresses for residences and businesses, P.O. boxes along with the respective quantity for 2017-2018. Kindly telephone me at 847-xxx-xxxx when this request is ready and I will arrange for pick-up of the paper documentation at the library. Please email the electronic copy to [xxxxxxxxxx.xx@gmail.com](mailto:xxxxxxxxxx.xx@gmail.com).

**9.10.2018 Carolyn Drblik** Please provide me with paper copies and an electronic copy of the 2017 IMRF Actuarial Report and all pertinent documents. **Kindly telephone me at 847-xxx-xxxx** when this request is ready and I will arrange for pick-up of the paper documentation at the library. Please email the electronic copy to [xxxxxxxxxx.xx@gmail.com](mailto:xxxxxxxxxx@gmail.com).

**9.10.2018 Carolyn Drblik** Please provide me with paper copies and an electronic copy of the following “Chapter I” information.

1. All “Viseographic” invoices for “Chapter I” in 2015-2016, 2016-2017 and 2018-2019.
2. All agreements, contracts or any other correspondence from “Viseographic” explaining their services and costs for “Chapter I” in 2015-2016, 2016-2017, and 2017-2018.
3. All invoices for the distribution and postage of “Chapter I” in 2015-2016, 2016-2017 and 2018-2019. Provide the vendor’s agreement explaining their distribution process for 2015-2016, 2016-2017 and 2018-2019.
4. The names of any organizations and governmental agencies who were provided “Chapter I” publications, quantities and frequency during 2017-2018.
5. The quantity of “Chapter I” publications which were provided at the Niles Maine Library location quarterly for 2017-2018.

Kindly telephone me at 847-xxx-xxxx when this request is ready and I will arrange for pick-up of the paper documentation at the library. Please email the electronic copy to [xxxxxxxxxx.xx@gmail.com](mailto:xxxxxxxxxx.xx@gmail.com).

**9.10.2018 Carolyn Drblik** Please provide me with paper copies and an electronic copy of the following information. List of employee reimbursements by month for January 2018, June 2018 and July 2018. Please include the name of each employee, receipt name and purpose of request. **Kindly telephone me at 847-xxx-xxxx** when this request is ready and I will arrange for pick-up of the paper documentation at the library. Please email the electronic copy to [xxxxxxxxxx.xx@gmail.com](mailto:xxxxxxxxxx.xx@gmail.com).

**9.10.2018 Carolyn Drblik** Please provide me with paper copies and an electronic copy of the following 2017-2018 salary breakdown for each employee.

1. Employee’s name, title and area
2. Total bonus dollar amount and description of the approved accomplishment for the bonus
3. Total raise dollar amount
4. Total 2017-2018 yearly salary.

**Kindly telephone me at 847-xxx-xxxx** when this request is ready and I will arrange for pick-up of the paper documentation at the library. Please email the electronic copy to [xxxxxxxxxx.xx@gmail.com](mailto:xxxxxxxxxx.xx@gmail.com).

**9.10.2018 Carolyn Drblik** Please provide me with paper copies and an electronic copy of the following 2017-2018 information for each employee.

1. Employee’s name, title and area
2. Exempt or Non-Exempt status

**Kindly telephone me at 847-xxx-xxxx** when this request is ready and I will arrange for pick-up of the paper documentation at the library. Please email the electronic copy to [xxxxxxxxxx.xx@gmail.com](mailto:xxxxxxxxxx.xx@gmail.com).

## Trustee Calendar

### September

9/18—First date to collect signatures on nomination petitions for April 2019 election

9/19—Regular meeting of the Board of Trustees—determination of the levy amount

### October

10/9-10/11—Illinois Library Association Annual Conference, Peoria

10/17—Regular meeting of the Board of Trustees—adoption of the 2018-19 Levy ordinance

### November

11/2—Annual Veterans' History Project Breakfast (sign up online)

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

### December

12/10—First day to file nominating petitions for April 2019 election

12/17—Final day to file nominating petitions for April 2019 election

12/19—Regular meeting of the Board of Trustees

### January

1/16—Regular meeting of the Board of Trustees

1/18—(Tentative) Library closed for Staff Training Day

1/27—Opening Ceremony for Coming Together--Poland

### February

2/18—Presidents' Day Legislative Breakfast

2/20—Regular meeting of the Board of Trustees

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

PLA Conference: Feb 25-29, 2020 Nashville

**Monthly Statistical Report -- Aug 2018**

<b>PATRONS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
New District Card Registrations	149	309	-51.78%			
Total District Cardholders	22,192	23,991	-7.50%			
Patron Visits	29,643	37,542	-21.04%			
Unique Library Cards Used	4,928	5,048	-2.38%			
<b>LOAN OF LIBRARY MATERIALS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Adult	43,152	47,306	-8.78%	84,736	92,214	-8.11%
Teens	3,892	4,772	-18.44%	8,361	9,556	-12.51%
Juvenile	38,532	42,134	-8.55%	82,772	91,014	-9.06%
Digital	2,532	1,795	41.06%	5,071	3,642	39.24%
Equipment	103	148	-30.41%	253	296	-14.53%
<b>TOTAL Loan of Library Materials</b>	<b>88,211</b>	<b>96,155</b>	<b>-8.26%</b>	<b>181,193</b>	<b>196,722</b>	<b>-7.89%</b>
<b>LOAN OF MATERIAL BY TYPE</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
<b>Adult</b>						
Print: Fiction & Nonfiction	21,511	22,523	-4.49%	41,823	44,158	-5.29%
Magazine	1,185	1,234	-3.97%	2,344	2,490	-5.86%
Multimedia: Audio	3,998	5,223	-23.45%	7,761	9,624	-19.36%
Multimedia: Visual	16,458	18,326	-10.19%	32,808	35,942	-8.72%
<b>TOTAL Adult Loans</b>	<b>43,152</b>	<b>47,306</b>	<b>-8.78%</b>	<b>84,736</b>	<b>92,214</b>	<b>-8.11%</b>
<b>Teens</b>						
Print: Fiction & Nonfiction	3,024	3,489	-13.33%	6,501	7,210	-9.83%
Magazine	17	35	-51.43%	20	46	-56.52%
Multimedia: Audio	148	599	-75.29%	328	1,287	-74.51%
Multimedia: Visual	703	649	8.32%	1,512	1,013	49.26%
<b>TOTAL Teen Loans</b>	<b>3,892</b>	<b>4,772</b>	<b>-18.44%</b>	<b>8,361</b>	<b>9,556</b>	<b>-12.51%</b>
<b>Youth</b>						
Print: Fiction & Nonfiction	29,752	31,684	-6.10%	63,822	68,096	-6.28%
Magazine	166	151	9.93%	571	446	28.03%
Multimedia: Audio	632	2,627	-75.94%	1,443	5,723	-74.79%
Multimedia: Visual	7,982	7,672	4.04%	16,936	16,749	1.12%
<b>TOTAL Youth Loans</b>	<b>38,532</b>	<b>42,134</b>	<b>-8.55%</b>	<b>82,772</b>	<b>91,014</b>	<b>-9.06%</b>
Equipment Loan	103	148	-30.41%	253	296	-14.53%
Digital eBooks and eAudiobooks	2,532	1,795	41.06%	5,071	3,642	39.24%
<b>ONLINE DATABASE</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Online Database Uses (includes streaming services)	10,637	10,494	1.36%	19,387	18,864	2.77%
<b>HOLDS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
Holds Placed Through our Interface	7,319	7,127	2.69%	20,395	13,786	47.94%
Holds Made Available	7,279	10,310	-29.40%	14,138	20,026	-29.40%
<b>IN-HOUSE USE OF MATERIALS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
<b>TOTAL In-House Use of Materials</b>	8,896	8,425	5.59%	18,356	16,721	9.78%
Items moved on Shelf	7,140	5,559	28.44%	13,913	11,361	22.46%
<b>PC USERS BY LOCATION</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Digital Services Guest	1,555	1,527	1.83%	3,097	2,919	6.10%
Digital Services	2,910	2,935	-0.85%	5,598	5,582	0.29%
Kidspace Express Internet	35	49	-28.57%	126	91	38.46%
Kidspace	1,637	1,910	-14.29%	4,014	4,045	-0.77%
Kidspace iPad Usage	380	450	-15.56%	830	900	-7.78%
Teen Underground	427	527	-18.98%	915	1,128	-18.88%
<b>TOTAL Users</b>	<b>6,944</b>	<b>7,398</b>	<b>-6.14%</b>	<b>14,580</b>	<b>14,665</b>	<b>-0.58%</b>
Patron Wi-Fi Uses	11,821	12,879	-8.21%	23,922	26,565	-9.95%
Scanning & Fax Pages	8,554	7,479	14.37%	14,762	13,034	13.26%
Print & Copy Pages	20,991	17,079	22.91%	39,055	34,232	14.09%
<b>USE OF STAFF MEDIATED EQUIPMENT ?</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
3D Printer	45	17	164.71%	87	40	117.50%
Large Scale Poster Printer	9	1	800.00%	12	1	1100.00%
VHS to DVD Conversion	15	15	0.00%	26	35	-25.71%
<b>TOTAL Use of Staff Mediated Equipment</b>	<b>69</b>	<b>33</b>	<b>109.09%</b>	<b>125</b>	<b>76</b>	<b>64.47%</b>
<b>USERS OF STAFF MEDIATED SPACES BY LOCATION</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
KidSpace Study Room	60	78	-23.08%	182	149	22.15%
Study Rooms 1-5	516	479	7.72%	1,066	924	15.37%
Creative Studio A	75	58	29.31%	159	78	103.85%
Community Meetings in the Library	13	18	-27.78%	25	37	-32.43%
<b>TOTAL Users of Staff Mediated Spaces</b>	<b>664</b>	<b>633</b>	<b>4.90%</b>	<b>1,432</b>	<b>1,188</b>	<b>20.54%</b>

**Monthly Statistical Report -- Aug 2018**

<b>MARKETING &amp; PR</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
Website Hits	29,956	34,113	-12.19%			
Facebook "Likes"	1,627	1,392	16.88%			
Buzz Blog views	512	702	-27.07%			
Veterans History Blog views	439	-				
Media Hits (includes print and online articles and listings)	18	28	-35.71%			
e-News Subscribers	17,514	14,762	18.64%			
New Resident Letters (July)	45	30	50.00%			
<b>LIBRARY HOLDINGS</b>	<b>Items Added</b>	<b>Items Withdrawn</b>	<b>Library Holdings</b>			
Shelved materials	3,034	3,743	292,925			
Equipment	6	1	108			
eBooks & eAudiobooks (Overdrive, Axis 360)	3,243	0	117,373			
Databases			80			
<b>Total</b>	<b>6,283</b>	<b>3,744</b>	<b>410,486</b>			
<b>LIBRARY SERVICES</b>	<b>Current Month</b>	<b>Prior Year Same month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Notary Public	74	108	-31.48%	210	221	-4.98%
Test Proctoring	3	4	-25.00%	15	13	15.38%
Passports Processed	91	-		149	-	
Voters' Registration	3	2	50.00%	3	2	50.00%
1-2-1 Instruction	6	3	100.00%	11	-	
<b>SERVICE INTERACTIONS PER SERVICE DESKS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Directional	611	7,205	-91.52%	1,141	10,881	-89.51%
Ready Assistance	11,554	10,022	15.29%	20,757	15,962	30.04%
Reference/Research	4,814	5,944	-19.01%	11,065	12,836	-13.80%
<b>TOTAL All Service Desks</b>	<b>16,979</b>	<b>23,171</b>	<b>-26.72%</b>	<b>32,963</b>	<b>39,679</b>	<b>-16.93%</b>
<b>Adult Services (3rd Floor)</b>	<b>924</b>	<b>830</b>	<b>11.33%</b>	<b>1,844</b>	<b>1,740</b>	<b>5.98%</b>
<b>Commons Desk</b>	<b>10</b>	<b>2</b>	<b>400.00%</b>	<b>14</b>	<b>6</b>	<b>133.33%</b>
<b>Fiction/Audiovisual Services Desk (2nd Floor)</b>	<b>1,384</b>	<b>1,622</b>	<b>-14.67%</b>	<b>2,776</b>	<b>3,392</b>	<b>-18.16%</b>
<b>Patron Services</b>	<b>8,058</b>	<b>11,781</b>	<b>-31.60%</b>	<b>12,698</b>	<b>12,973</b>	<b>-2.12%</b>
<b>Technology Desk</b>	<b>1,742</b>	<b>1,979</b>	<b>-11.98%</b>	<b>3,896</b>	<b>3,942</b>	<b>-1.17%</b>
<b>Teen UnderGround Desk</b>	<b>822</b>	<b>1,116</b>	<b>-26.34%</b>	<b>1,674</b>	<b>2,429</b>	<b>-31.08%</b>
<b>Outreach Service</b>	<b>2,465</b>	<b>2,636</b>	<b>-6.49%</b>	<b>4,925</b>	<b>4,805</b>	<b>2.50%</b>
<b>Youth Service/KidSpace Desk</b>	<b>3,038</b>	<b>4,519</b>	<b>-32.77%</b>	<b>7,999</b>	<b>9,379</b>	<b>-14.71%</b>
<b>Total Service Interactions</b>	<b>18,443</b>	<b>24,485</b>	<b>-24.68%</b>	<b>35,826</b>	<b>38,666</b>	<b>-7.34%</b>
<b>INTERLIBRARY LOAN</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Items Lent to CCS Libraries	4,643	4,946	-6.13%	9,152	9,697	-5.62%
Items Received from CCS Libraries for Patrons	3,247	3,638	-10.75%	6,635	7,002	-5.24%
Items Lent to OCLC Libraries	343	389	-11.83%	673	673	0.00%
Items Received from OCLC Libraries for Patrons	27	94	-71.28%	71	197	-63.96%
<b>OUTREACH SERVICES</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
<b>Homebound</b>						
Number of Patrons	188	226	-16.81%			
Number of Visits	189	194	-2.58%			
<b>Institutions</b>						
Number of Institution Deposit Collections	9	10	-10.00%			
Number of Visits	9	10	-10.00%			
<b>Schools</b>						
Items Delivered	264	117	125.64%			
Number of Trips	7	4	75.00%			
<b>VOLUNTEERS</b>	<b>Number of Volunteers</b>	<b>Hours of Service</b>				
Admin/Tech Serv/Maint/PR & Library Events	17	157				
Adult and Outreach Services & Programs	8	26				
Digital Services & Programs	8	38				
Patron Services	7	32				
Teen Services & Programs	9	25				
Youth Services & Programs	25	92				
<b>Total Volunteers and Hours This Month</b>	<b>74</b>	<b>370</b>				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>102</i>	<i>508</i>				



**Monthly Statistical Report -- Aug 2018**

<b>General Programs--Adult Audience</b>	<b>Number of Programs</b>	<b>Attendance</b>	<b>Programs Prior Year</b>	<b>Attendance Prior Year</b>	<b>% Change</b>
Book Discussions - Book Buzz	2	19			
Book Discussion - Pages Through Time non-Fiction	1	6			
Great American Read Summer Reading Participants	ongoing	37			
Great American Read Ballots for Voting	ongoing	48			
Jazz Concert: Petra Sings and Andy Swings	1	71			
Job Counseling	1	2			
Long Term Care Planning 101	1	14			
Miniature Patio Gardening - Niles-Maine Garden Club	1	15			
New Release Movie - <i>Phantom Thread</i>	1	17			
New Yorker Discussion Group	4	39			
Oakton Community College English as a Second Language	8	333			
Polish Language Book Discussion	1	15			
Polish Language Estate Planning	1	36			
Polish Language New Release Movie	1	98			
SCORE Mentoring Sessions	3	7			
Senior Coffee Hour: Jackie Kennedy Dramatic Presentation	1	46			
Small Business Counseling	1	2			
<b>Adult Community Engagement Programs</b>					
BookBites Popular Fiction Discussion	1	15			
Low Vision Support Group (VIM)	0	0			
Low Vision Support Group (VIM) Book Discussion	0	0			
<b>Total Adult Programs</b>	<b>29</b>	<b>820</b>	<b>21</b>	<b>400</b>	<b>105.00%</b>
<b>Digital Services Programs --Adult Audience</b>					
Android Basics	1	3			
Canva	1	6			
Design Your Own Baby Onesie	1	4			
Introduction to Google Drive	1	2			
Let's Code: Python	3	11			
Maker Lab	1	3			
Phone-ography   Mobile Photography	1	8			
Productivity Apps for Beginners	1	0			
Sew a Burp Cloth	1	3			
Silhouette Wednesdays	2	10			
Silky Necklace	1	14			
Tablet Tuesday	1	3			
Virtual Fridays	1	5			
<b>Total Digital Services (DS) Programs</b>	<b>16</b>	<b>72</b>	<b>21</b>	<b>190</b>	<b>-62.11%</b>
<b>GRAND TOTAL PROGRAMS AND ATTENDANCE</b>	<b>130</b>	<b>4,638</b>	<b>194</b>	<b>6,457</b>	<b>-28.17%</b>
<b>Community Meetings in Library Spaces</b>	<b>Number of Programs</b>	<b>Attendance</b>	<b>Programs Prior Year</b>	<b>Attendance Prior Year</b>	<b>% Change</b>
Ukrainian Women in Business	1	25			
Jewish Genealogical Society of Illinois	1	10			
Korean Culture Education Group	1	60			
Woodriver Condo Assoc/Rosen Management	1	12			
Niles Township Toastmasters	2	22			
Tech Genius Club	1	9			
Niles All American Speakers Club	1	5			
SAP Study Group	4	24			
Tam O'Shanter Townhome Association	1	11			
<b>Total Community Meetings</b>	<b>13</b>	<b>178</b>	<b>19</b>	<b>244</b>	<b>-27.05%</b>

## Patron Suggestions and Comments for September 2018

### Responses to Patron Suggestions and Comments

#### Suggestions

I would like to request Korea newspaper. Thank you. Y. H. N.

I'm happy to report that the Library has begun subscribing to [The Korea Times](#).

Dear Mrs. Susan Dove Lempke, thank you for providing good employment information. Also, the staff is knowledgeable and helpful. Some new information: The Counseling Center of Illinois, [www.duiillinois.com/food](http://www.duiillinois.com/food) offers food service manager certification training in POLISH ONLY. Location is 4515 N. Milwaukee Ave., Chicago. 773/777-6767. It is a free program. Also for information: The Polish Museum, 984 N. Milwaukee Ave., Chicago, 773/384-3352, is hosting the Lira Singers for a Christmas concert on December 16, 2PM and 6 PM. The Polish movies here are well attended! Keep up the good work! T. J.

Thank you for the kind words and for the information—I agree that our Polish programs are very well attended.

You should let people over 30 years of age to play FIFA.

We have not gotten requests for adults to be able to play videogames like FIFA in the Library, but if we find that we have a number of people who are interested we will consider looking for a space for it.

Could the Niles Library reconsider its policy on monthly magazines? The magazine, *The Artist*, never seems to be in-house. I am a Niles cardholder. Every time I want to view this magazine, I end up going to the Park Ridge Library. If this magazine is so popular, maybe you should order two copies. One that stays in house and one that leaves the library. Let's give people who come to the library on a regular basis a chance to read a magazine at the library as was intended and while it is still current. Lately, old copies of this magazine have all be checked out. If I wish to look up an old article for information, they are all gone. What happens to the old issues? I never see them in the sale area? Why not? Maybe the library could get a magazine called *International Artist*. It's a bi-monthly and much better than *The Artist* magazine. Park Ridge has it. Why not us? Why do we always have to play second fiddle to Park Ridge? Thank you.

Thank you for sharing your experience—we were not aware that there was a problem with being able to read *The Artist*. We can certainly consider adding another copy and also will consider your suggestion of *International Artist*.

Would you think about having romance NY best seller author Debbie Macomber back again? It's been decades ago. T. K.

We would love to host Debbie Macomber again, but we would have to be fortunate enough to catch her on an author tour as we did last time. We will check into it, though!

Old classic movies/DVD *The Conspirator* and Alfred Hitchcock's *Saboteur*.

Thank you for the suggestions—we actually own both of these.

DVD for Seniors: *The Cowboy and the Lady* with Gregory Peck and Merle Oberon.

We own this movie, but perhaps you are suggesting it as a possible program? We can consider that.

Would like to know if I can purchase a DVD called *Gypsy* with Natalie Wood? R. S.

We own the DVD of *Gypsy* that you can borrow—it will probably not end up in the sale any time soon, though.

Have a business card with registered appointments/events to remind patrons of their registered events. Also, clarify dates, times and room locations for events at the library in *Chapter One*.

By far the majority of our program registration takes place online, so there would be no opportunity to hand out an appointment reminder—however, many of our patrons find the emailed reminders to be very handy. We are always looking to improve our information in Chapter One, so thank you for the suggestion.

### **Frustrations**

I have called this problem to your attention before and obviously it is not important to the Board. The problem is with your notification of reserve books being held. Your message is more intent on giving the name of the library and address instead of the obvious information as to what is the length of time the library will hold the book for you. As if that is not enough misinformation, give him an extra day is back on the line with the same stupidity—try listening to this message!!! Such a waste of money—bring back the computer!!!

I can tell that you are very frustrated, and I wish you had put down contact information so we could try to understand your concern better as it is unclear to us. My guess is that you must be referring to phone notification of holds, because the email notification does include the specific date by which material must be picked up. Please check with the Patron Services Department to have your email address added to your account.

I have NO problem with the young people having their own room, but when their loudness affects my work, then TONE THEM DOWN. Fri., 8/31, 5:20 PM, complained to librarian about noise and she did NOTHING.

(Set of comments from one patron) Fri., 9/7 @ 5:40, Underground still too noisy, but I realize Ø will be done because librarian is part of it.

9/7 @ 5:50, NOISE has increased!!! Please set up a quieter computer lab for those of us who come to the library to do work. NOT PLAY!

9/7 @ 6:00, is it in the job description of a librarian to literally physically to party to/with the noisy young people? Just found out there are 2 librarians in there. My comments with participating was with only one. But still—TWO librarians are incapable of keeping the noise decibels to an acceptable level.

I'm sorry for the noise spilling out of Teen Underground. We're very happy to be building an excited group of teens to use their space, but we are working on some ways to reduce the decibel level.

### **Comments**

Thank you for the wonderful help, Kathleen. Hope to see you again. R. G.

Nicole—excellent employee. Very cheerful! Always greets people walking in with a great big hello. All employees should be like this. M. K.

Elbert and Gail—very nice people and helpful. Helped me find a non-HOT PICK cause I'm a Des Plaines resident. A. S.

Your employee, Athena, is most helpful, patient and accommodating. She is also friendly. She did wonderful solving my difficult problem. She went go and beyond expectation. Very satisfied and very thankful customer. You have a very nice library.

Kathleen and Alexa were so very professional and patient today while helping older patrons using technology. K. P.

Thank you all so much for your wonderful comments about our Patron Services and Digital Services staff members. They work hard and it is great to see them be recognized.

**Susan Dove Lempke**  
Executive Director



6960 Oakton Street, Niles, IL 60714  
847-663-6401 | [slempke@nileslibrary.org](mailto:slempke@nileslibrary.org)  
[www.nileslibrary.org](http://www.nileslibrary.org)

**From:** Maleka Sumar [<mailto:maleka143@gmail.com>]  
**Sent:** Friday, September 7, 2018 11:32 AM  
**To:** Susan Lempke <[slempke@nileslibrary.org](mailto:slempke@nileslibrary.org)>  
**Subject:** Excellent Staff with great service

Good Morning,

My name is Maleka Sumar and I live in the Triumvera Community on Central and Milwaukee. I wanted to take this opportunity to acknowledge the great visit that our community had with your Library staff earlier this week.

I was amazed with the variety of programs and services provided by Niles Public Library that was showcased that night. Your staff was very friendly, kind and enlightening. We look forward to visiting the library more often and attending the fun events.

Thank you so much for an excellent evening.

Best Regards,  
Maleka Sumar

September 19, 2018

**New Business – Recommended Actions**

**A. Recommended Action on Chapter One**

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

**Memorandum A of Recommended Board Action**

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

**New Business - Recommended Actions**

**B. Recommended Action on Closing the Library for Staff Training on Friday, January 18, 2019**

MOVE the Library Board of Trustees approve closing the Library for the annual Staff In-Service Day on Friday, January 18, 2019.

**Memorandum B of Recommended Board Action**

Because the Library is open 70 hours per week, it is very difficult to get the staff all together at once. It has been our practice to have a staff in-service once a year so that everyone hears the same information at the same time, can work in small groups, and can get to know people from other departments. The main topic for this year's retreat will include equity and diversity training, as called for in the Strategic Plan. It is also an opportunity to thank staff for their efforts, which is so important.

**New Business—Recommended Actions**

**C. Recommended Action on Changing the time of the October 17 Board Meeting to 8:00 PM**

MOVE the Library Board of Trustees approve changing the time of the October 17 Regular Meeting of the Board of Trustees from 7:00 PM to 8:00 PM.

**Memorandum C of Recommended Board Action**

The Library is honored to host author Scott Turow at 7:00 on the night of the Board meeting. I suggest that the Board consider delaying the start time of the Board meeting to allow trustees and staff to attend at least a portion of the special event.

## **New Business—Recommended Actions**

### **D. Recommended Action on Changing the May 2019 Board Meeting Date**

MOVE the Library Board of Trustees approve moving the Regular Meeting of the Board of Trustees from May 15, 2019 to May 22, 2019.

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

The swearing in of the new Board members and the election of officers normally takes place at the May Board meeting. Because this year, the third Wednesday in May comes before the third Monday in May, this puts the Board meeting ahead of the day when new Board members can legally be sworn in and the new Board constituted. I recommend moving the meeting date to the fourth Wednesday, May 22, so that the new Board can be seated and the election of officers take place without delay.

**New Business - Recommended Actions**

**E. Recommended Action on Security Cameras**

MOVE the Library Board of Trustees approve the expenditure not to exceed \$23,952.11 from the Special Reserve Fund to purchase security cameras and video management licenses from CDW-G.

**Memorandum E of Recommended Board Action**

There are two safety and security projects scheduled for the current fiscal year. The first is the door access control system project and the second is the security camera replacement and extension project.

The goal of the door access project is to increase control over access to the Library and all of its various rooms and offices by implementing a wireless keyfob system. This will reduce the operating cost by eliminating key tracking and retrieval as well as the occasional lock maintenance when critical keys are lost and provide a higher level of security.

The goal of the security camera project is to replace aging equipment (10 years or more) and extend monitoring into several areas including KidSpace, closed meeting rooms, adult and teen study rooms and computer areas and all emergency exits. We will also be able to standardize on a specific camera model and move to a digital platform.

This motion only deals with the security camera project.

The project includes the purchase of 35 cameras so that there will be a total of 40 cameras inside the Library. It also includes the licenses necessary for the video management system which will allow the Library to record, store, and retrieve images. Of the 40 cameras, 36 will be placed in patron areas and the remainder will be placed in staff areas. In the patron areas 17 cameras will be placed in spaces used by kids and teens focusing our resources on the community’s most vulnerable population. The balance of the cameras will be placed to observe entrances, closed meeting rooms, and other public areas.

We solicited five bids for the project. One supplier opted not to submit a bid. The four bids we received are summarized below:

	<b>CDW-G</b>	<b>B&amp;H Photo *</b>	<b>SHI</b>	<b>GovConnection</b>	<b>List Price</b>
<b>Security Cameras</b>	<b>\$16,335.11</b>	<b>\$16,373.97</b>	<b>\$18,332.00</b>	<b>\$17,691.11</b>	<b>\$19,734.00</b>
<b>Licenses</b>	<b>\$7,617.00</b>	<b>\$8,441.00</b>	<b>\$7,617.00</b>	<b>\$8,963.09</b>	<b>\$10,549.00</b>
<b>Project Total Cost</b>	<b>\$23,952.11</b>	<b>\$24,814.97</b>	<b>\$25,949.00</b>	<b>\$26,654.20</b>	<b>\$30,283.00</b>

<b>Savings off List</b>	<b>Savings off List</b>	<b>Savings off List</b>	<b>Savings off List</b>
<b>21%</b>	<b>18%</b>	<b>14%</b>	<b>12%</b>
<b>\$6,330.89</b>	<b>\$5,468.03</b>	<b>\$4,334.00</b>	<b>\$3,628.80</b>

\* added \$34.97 for missing item in quote

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


**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KBNW794	8/30/2018	KBNW794	259487	<b>\$16,335.11</b>

QUOTE DETAILS					
ITEM		QTY	CDW#	UNIT PRICE	EXT. PRICE
	<a href="#">AXIS M3058-PLVE Network Camera - network surveillance camera</a> Mfg. Part#: 01178-001 UNSPSC: 46171610 Contract: Standard Pricing	12	5073020	\$698.00	\$8,376.00
	<a href="#">AXIS M3046-V - network surveillance camera</a> Mfg. Part#: 0806-001 UNSPSC: 46171610 Contract: Standard Pricing	19	4088338	\$309.00	\$5,871.00
	<a href="#">AXIS P3227-LV Network Camera - network surveillance camera</a> Mfg. Part#: 0885-001 UNSPSC: 46171610 Contract: Standard Pricing	2	4675393	\$648.00	\$1,296.00
	<a href="#">AXIS M3046-V - network surveillance camera</a> Mfg. Part#: 01116-001 UNSPSC: 46171610 Contract: Standard Pricing	2	4748173	\$298.00	\$596.00
	<a href="#">AXIS threaded rod mount</a> Mfg. Part#: 01464-001 UNSPSC: 45121518 Contract: Standard Pricing	1	5127128	\$35.99	\$35.99
	<a href="#">AXIS camera mounting bracket</a> Mfg. Part#: 5504-531 UNSPSC: 45121518 Contract: Standard Pricing	2	3783634	\$33.00	\$66.00
	<a href="#">AXIS T94K01D Pendant Kit - camera dome mounting kit</a> Mfg. Part#: 5505-081	2	3549839	\$35.99	\$71.98

UNSPSC: 45121518 Contract: Standard Pricing		
	<a href="#">AXIS camera junction box plate</a>	1 4234898 \$22.14 \$22.14
	Mfg. Part#: 5801-421	
	UNSPSC: 31162313	
	Contract: Standard Pricing	
<b>SHIPPING DETAILS</b>		<b>SUBTOTAL</b> \$16,335.11
<b>Shipping Address:</b>		<b>SHIPPING</b> \$0.00
NILES-MAINE DISTRICT LIBRARY		<b>SALES TAX</b> \$0.00
RICHARD WOZNICZKA		<b>GRAND TOTAL</b> <b>\$16,335.11</b>
6960 W OAKTON ST		<b>Convert Quote to Order</b>
NILES, IL 60714-3025		
<b>Phone:</b> (847) 967-8554		
<b>Shipping Method:</b> NiteMoves Local Super-Saver		
<b>Payment Terms:</b> Net 30 Days-Govt State/Local		

Need Assistance? CDW•G SALES CONTACT INFORMATION

	<b>Jacob George</b>   (866) 682-3510   <a href="mailto:jacogeo@cdwg.com">jacogeo@cdwg.com</a>
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**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KBKT554	8/28/2018	KBKT554	259487	<b>\$7,617.00</b>

QUOTE DETAILS					
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE	
 <b><a href="#">XProtect Professional Camera License - license - 1 camera</a></b> Mfg. Part#: XPPCL-35 Electronic distribution - NO MEDIA Contract: MARKET	31	5194696	\$106.00	\$3,286.00	
 <b><a href="#">MILESTONE XPP CAMERA LIC</a></b> Mfg. Part#: Y5XPPCL-35 Electronic distribution - NO MEDIA Contract: MARKET	31	5248698	\$66.00	\$2,046.00	
 <b><a href="#">Milestone Care Premium - technical support - for XProtect Professional - 5</a></b> Mfg. Part#: MCPR-Y5XPPCL-35 UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: MARKET	40	5252092	\$30.00	\$1,200.00	
 <b><a href="#">MILESTONE CARE PREM START-UP FEE</a></b> Mfg. Part#: MCPR-START-35 Electronic distribution - NO MEDIA Contract: MARKET	1	5262354	\$1,085.00	\$1,085.00	

SHIPPING DETAILS	SUBTOTAL	
<b>Shipping Address:</b> NILES-MAINE DISTRICT LIBRARY RICHARD WOZNICZKA 6960 W OAKTON ST NILES, IL 60714-3025 <b>Phone:</b> (847) 967-8554 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$7,617.00</b>
	<b>Convert Quote to Order</b>	

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**Jacob George** | (866) 682-3510 | [jacogeo@cdwg.com](mailto:jacogeo@cdwg.com)

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Please add [cdwsales@cdwemail.com](mailto:cdwsales@cdwemail.com) to your address book.

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 New York, NY 10001  
 420 Ninth Avenue  
 Tel. No. (212) 444-6600  
 Fax. No. (212) 239-7770

Page: 1



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Quote No.: 757258330

Date: 08/27/18

Sold To:

Niles Public Library  
 6960 Oakton Street  
 Attn: Accounts Payable  
 NILES, IL 60714

Bill Phone: (847)663-1234

Cust Code: 61578213  
 P.O. No.:

Terms: 30 DAY  
 Slsman: 2GT

\*\*\*\*\*  
 Ship-Via: MULTIPLE  
 \*\*\*\*\*

Qty	Brand	Item Description SKU#/Catalog#	Price	Total
12	AXIS	M3058-PLVE 12MP 360 PANO MINI DOME CAM/REG #AXM3058PLVE #1178001 Free Standard Shipping in the Contiguous (lower-48) USA.	698.00	8,376.00
19	AXIS	M3046-V 4MP DOME CAMERA/REG #AXME046V #0806001 Free Standard Shipping in the Contiguous (lower-48) USA.	309.00	5,871.00
2	AXIS	M3046-V 4MP FXD MN-DOM/HDMI/WIDE/1.8mm/REG #AX01116001 #01116001 Free Standard Shipping in the Contiguous (lower-48) USA.	298.00	596.00
2	AXIS	P3227-LV 5MP NETWORK CAMERA/REG #AX0885001 #0885001 Free Standard Shipping in the Contiguous (lower-48) USA.	648.00	1,296.00
2	AXIS	WHITE MOUNT BRACKET f/MOUNTING TRIPOD/REG #AXWMBMTP #5503911 This Is A Special Order Item, And Is Not Returnable.	49.00	98.00
2	AXIS	T94K01D PENDANT KIT/REG #AXT94K01DPK #5505081 Free Standard Shipping in the Contiguous (lower-48) USA.	39.00	78.00
1	AXIS	BRACKET f/MOUNTING CAMERA ON 4" SQUARE/REG #AX5801421 #5801421	24.00	24.00
31	MILESTONE	XPROTECT PROFESSIONAL CAMERA LICENSE/REG #MIMILXPPCL #XPPCL This Is A Special Order Item, And Is Not Returnable.	119.00	3,689.00

B&H Photo - Video, Inc.  
 New York, NY 10001  
 420 Ninth Avenue  
 Tel. No. (212) 444-6600  
 Fax. No. (212) 239-7770

Page: 2

Quote No.: 757258330

\*\*\*\*\*  
 Cust Code: 61578213      Terms: 30 DAY      Ship-Via: MULTIPLE  
 P.O. No.:                      Slsman: 2GT      \*\*\*\*\*

Qty	Brand	Item Description SKU#/Catalog#	Price	Total
31	MILESTONE	5-YR SUP f/XPROTECT PRO CAMERA LICENSE/REG #MIY5XPPCL                      #Y5XPPCL This Is A Special Order Item, And Is Not Returnable.	72.00	2,232.00
40	MILESTONE	5YR CARE PREM f/XPRTCT PRO DEVICE LCNS/REG #MIMCPRY5XPPC                      #MCPRY5XPPCL This Is A Special Order Item, And Is Not Returnable.	33.00	1,320.00
1	MILESTONE	MILESTONE CARE PREM START-UP FEE/REG #MIMCPRSTART                      #MCPRSTART	1,200.00	1,200.00

@PLEASE NOTE: -----  
 @ Certain items may be enforced by vendor to sell at the  
 @ vendor-imposed price posted at the time of order.  
 @ \*\*\*\*\*UPCOMING SCHEDULE CHANGE \*\*\*\*\*  
 @ We will be open on Labor Day,  
 @ Monday September 3 from 10:00 AM - 7:00 PM  
 @ \*\*\*\*\*  
 @ We will be closing on Sunday September 9th, at 1:00 PM  
 @ and will remain closed thru Tuesday September 11th  
 @ We will reopen Wednesday September 12, at 9:00 AM





Pricing Proposal  
 Quotation #: 15884145  
 Created On: 8/30/2018  
 Valid Until: 8/31/2018

## City of Niles

## Inside Account Executive

### Richard Wozniczka

IL  
 United States  
 Phone: 847-663-6480  
 Fax:  
 Email: rwoz@nileslibrary.org

### Stefanie Weg

290 Davidson Ave.  
 Somerset, NJ 08873  
 Phone: 732-652-0325  
 Fax: 732-564-8224  
 Email: Stefanie\_Weg@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 AXIS M3058-PLVE Network Camera - Network surveillance camera - dome - outdoor - dustproof / waterproof / vandal-proof - color (Day&Night) - 12 MP - 3584 x 2668 - 1080p - fixed iris - fixed focal - HDMI - LAN 10/100 - MJPEG, H.264, MPEG-4 AVC - PoE Axis Communications - Part#: 01178-001	12	\$786.00	\$9,432.00
2 AXIS M3046-V - Network surveillance camera - dome - dustproof / waterproof / vandal-proof - color (Day&Night) - 4 MP - 2688 x 1520 - M12 mount - fixed iris - fixed focal - HDMI - LAN 10/100 - MPEG-4, MJPEG, H.264 - PoE Axis Communications - Part#: 0806-001	19	\$344.00	\$6,536.00
3 AXIS M3046-V - Network surveillance camera - dome - dustproof / waterproof / vandal-proof - color (Day&Night) - 4 MP - 2304 x 1296 - M12 mount - fixed iris - fixed focal - HDMI - LAN 10/100 - MPEG-4, MJPEG, H.264 - PoE Axis Communications - Part#: 01116-001	2	\$344.00	\$688.00
4 AXIS P3227-LV Network Camera - Network surveillance camera - dome - color (Day&Night) - 3072 x 1728 - vari-focal - LAN 10/100 - MPEG-4, MJPEG, H.264 - PoE Plus Axis Communications - Part#: 0885-001	2	\$725.00	\$1,450.00
5 AXIS - Threaded rod mount - ceiling mountable (pack of 10) - for AXIS M3057-PLVE Network Camera, M3058-PLVE Network Camera Axis Communications - Part#: 01464-001	1	\$37.00	\$37.00
6 AXIS - Camera mounting bracket - for AXIS Companion Dome V, Companion Dome WV, M3004, M3005, M3044, M3045, M3046 Axis Communications - Part#: 5503-911	2	\$46.00	\$92.00
7 AXIS T94K01D Pendant Kit - Camera dome mounting kit - pendant mountable - for AXIS P3214, P3215, P3346, P3354 12, P3354 6mm, P3364, P3365, P3367, P3384 Axis Communications - Part#: 5505-081	2	\$37.00	\$74.00
8 AXIS - Camera junction box plate - for AXIS Companion Dome V, M3044, M3045, M3046, M3104, M3105, M3106 Axis Communications - Part#: 5801-421	1	\$23.00	\$23.00

9	XPROTECT PROFESSIONAL CAMERA LICENSE Axis Communications - Part#: MIL-XPPCL XPPCL	31	\$106.00	\$3,286.00
10	Milestone Product Maintenance Agreement - New releases update - for XProtect Professional - 1 camera - 5 years Milestone Systems - Part#: Y5XPPCL	31	\$66.00	\$2,046.00
11	5yr Care Premium Professional License Milestone AV Technologies - Part#: MCPR-Y5XPPCL	40	\$30.00	\$1,200.00
12	Milestone Care Premium Start-up Fee-20 Milestone AV Technologies - Part#: MCPR-START	1	\$1,085.00	\$1,085.00
			Total	\$25,949.00

**Additional Comments**

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

*The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.*

**ORDERING INFORMATION**  
GovConnection, Inc. DBA Connection

**Please contact your account manager with any questions.**

<p><b><u>Ordering Address</u></b>          GovConnection, Inc.          732 Milford Road          Merrimack, NH 03054</p>	<p><b><u>Remittance Address</u></b>          GovConnection, Inc.          Box 536477          Pittsburgh, PA 15253-5906</p>
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**Please reference the Contract # on all purchase orders.**

**TERMS & CONDITIONS**

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

*Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: [www.govconnection.com](http://www.govconnection.com) or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

**Please forward your Contract or Purchase Order to:**  
[SLEDOPS@connection.com](mailto:SLEDOPS@connection.com)  
**QUESTIONS: Call 800-800-0019**  
**FAX: 603.683.0374**

# SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Elizabeth Smith  
**Phone:** (800) 800-0019 ext. 34322  
**Fax:** (603) 683-1596  
**Email:** elizabeth.smith@connection.com

**# 24659379.02-W1**  
*PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING*

**Date:** 9/11/2018  
**Valid Through:** 10/11/2018  
**Account #:**

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Richard Wozniczka  
**Email:** rwoz@nileslibrary.org  
**Phone:** (847) 663-6480 x6635  
**Fax:** (847) 663-1350

QUOTE PROVIDED TO:	SHIP TO:
<b>Niles Public Library District</b> Richard Wozniczka 6960 W Oakton St Niles, IL 60714-3098  (847) 663-6480 x6635	<b>Niles Public Library District</b> Richard Wozniczka 6960 W Oakton St Niles, IL 60714-3098  (847) 663-6480 x6635

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	58.00 lbs	NET 30	

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* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	12	35465967	01178-001	12MP M3058-PLVE 360-Degree Outdoor Ready Network Camera Axis Communications	Axis Communications	\$ 761.11	\$ 9,133.32
2	19	31899987	0806-001	4MP M3046-V Fixed Mini Dome Network Camera Axis Communications	Axis Communications	\$ 330.80	\$ 6,285.20
3	2	34304352	01116-001	3MP M3046-V Fixed Mini Dome Camera with 1.8mm Lens Axis Communications	Axis Communications	\$ 330.80	\$ 661.60
4	2	34245882	0885-001	5MP P3227-LV Fixed Dome Network Camera Axis Communications	Axis Communications	\$ 698.35	\$ 1,396.70
5	1	35466038	01464-001	T91A13 Threaded Ceiling Mount, 10-Pack Axis Communications	Axis Communications	\$ 34.97	\$ 34.97
6	2	15466701	5503-911	Mount Bracket, White (10-Pack) Axis Communications	Axis Communications	\$ 43.93	\$ 87.86
7	2	17964922	5505-081	T94K01D Pendant Kit Axis Communications	Axis Communications	\$ 34.97	\$ 69.94
8	1	33974012	5801-421	T94B02M J-Box / Gang Box Plate Axis Communications	Axis Communications	\$ 21.52	\$ 21.52
9							\$ -
10							\$ -
11	31	17417401	XPPCL-20	Corp. Blue XProtect Professional Camera License Milestone Systems A/S	Milestone Systems A/S	\$ 125.05	\$ 3,876.55
12	31		Y5XPPCL	5YR Care Plus FOR XPPCL Milestone Systems A/S	Milestone Systems A/S	\$ 77.29	\$ 2,395.99
13	40		MCPR-Y5XPPCL	5yr Care Premium Professional License Milestone Systems A/S	Milestone Systems A/S	\$ 35.22	\$ 1,408.80
14	1	31843123	MCPR-START-20	Corp. MILESTONE CARE PREMIUM START-UP FEE-20 Milestone Systems A/S	Milestone Systems A/S	\$ 1,281.75	\$ 1,281.75
<b>Subtotal</b>						<b>\$</b>	<b>26,654.20</b>
<b>Fee</b>						<b>\$</b>	<b>0.00</b>
<b>Shipping and Handling</b>						<b>\$</b>	<b>0.00</b>

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GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Elizabeth Smith  
**Phone:** (800) 800-0019 ext. 34322  
**Fax:** (603) 683-1596  
**Email:** elizabeth.smith@connection.com

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* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
						Tax	Exempt!
						<b>Total</b>	<b>\$ 26,654.20</b>