



Niles-Maine District Library

Regular Meeting

Wednesday, October 17, 2018 7:00 PM



**NILES-MAINE DISTRICT LIBRARY
REGULAR MEETING AGENDA
October 17, 2018
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois**

ORDER OF BUSINESS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
 - A. Approve the Minutes of the Regular Board Meeting of September 19, 2018 4
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve payment of the bills for operating expenses of \$206,110.75, payroll expenses of \$283,623.61, Special Reserve expense of \$49,000.00 for a total monthly expense of \$538,734.36 14
7. Director's Report
 - A. Highlights 27
 - B. Monthly Statistics 40
8. Communications
 - A. Patron Suggestions 44
 - B. Communications 46
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. New Business
 - A. Adopt Ordinance 18-05, an Ordinance Levying and Assessing Taxes of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2018, and Ending June 30, 2019 47
11. Executive Session
 - A. To discuss the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, the public or public property

Board Meeting Agenda - October 17, 2018

- B. To discuss the purchase or lease of real property for the use of the public body
- 12. Other
- 13. Adjournment

**Niles-Maine District Library
Regular Board Meeting Minutes
September 19, 2018
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois**

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

Trustees Present

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

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; Suzanne Wulf, Digital Services Supervisor; Rich Wozniczka, IT Services 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 August 15, 2018

Trustee Rozanski MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of August 15, 2018. Trustee Olson seconded.

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

Treasurer's Report

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

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

September 19, 2018

August is the second month of the fiscal year, 16.6% of the way through the budget.

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Revenues

Investment Income – Investment Income is greater than expected due to higher than expected interest rates.

Salaries - On budget.

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Library Materials - Materials are higher than budget due to subscription based costs which were discussed during the previous board meeting.

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General and Administrations: The overall category is on budget.

Vehicle Operations: Discussed during the previous board meeting.

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

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

All other items on or close to on budget.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$247,007.78, payroll expense of \$284,403.48, and Special Reserve expenses of \$52,745.88, for a total monthly expense of \$584,157.14.

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

Director's Report

Ms. Lempke presented highlights including:

- Best.Deal.Ever! – Library Card Campaign
- Library Audit – Presentation to the Board in November
- Update on the Library's caulking and painting projects
- Successful event at Triumvera located in the very far northern end of the Library District (unincorporated Glenview)
- Consideration of holiday treats for staff from the Board
- First aid training for staff, scheduled fire drill, and future staff training dealing with homelessness and mental illness

Board members took this opportunity to commend Suzy Wulf on saving the Library \$5,700; to commend Neil O'Shea on his involvement with the Niles Historical Society and his seat on their Board; to commend Victoria Luz on her work with the Niles Art Guild; commended Robin Komie on her hard work with local businesses to offer discounts to library cardholders; and they thanked all those involved in the continued success of the Library's Passport Service.

Communications

As provided in the Board Packet.

Liaison Reports

Friends of the Library – No meeting.

Legislative

There was no report.

RAILS

There was no report.

Secretary's Report

Trustee Olson reported that 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.

New Business

Chapter One

Trustee Rozanski MOVED the Library Board of Trustees approve payment to Visographic in the amount of \$5,669.90. Trustee Ryan seconded.

Regular Board Meeting – September 19, 2018

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

Library Closing for Staff In-Service Day

Trustee Rozanski MOVED the Library Board of Trustees approve closing the Library for the annual Staff In-Service Day on Friday, January 18, 2019. Trustee Ryan seconded.

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

Time Change for October 17 Regular Board Meeting

Trustee Rozanski MOVED 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.

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

Date Change for May 2019 Board Meeting

Trustee Rozanski MOVED the Library Board of Trustees approve moving the Regular Meeting of the Board of Trustees from May 15, 2019, to May 22, 2019. Trustee Spadoni seconded.

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

Purchase of Security Cameras and Video Management Licenses

Trustee Rozanski MOVED 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. Trustee Ryan seconded.

Mr. Pritz presented the Board with a PowerPoint presentation on the 2018-2019 Safety and Security Projects. He added that the new security camera system is expandable and that the cameras can be moved around. The licenses are renewable every five years. In case of a power outage, there will be 30 minutes of useable power. He also said the second part of the project will be a door access control system in spring 2019.

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

Presentation on Recommended Changes to Chapter One with Discussion

Sasha Vasilic presented the Board with a report on the current state of Chapter One including the cost of printing and mailing of the newsletter which has gone down from \$6,400 to \$5,700. He presented results from surveys taken and possible improvements. Comparisons of other library newsletters were made, and compared to most, Chapter One falls right in the middle. His recommendation is to publish the newsletter every two months, using the same paper. After going around the table, the consensus of the Board was to change the publication of the Chapter One from four issues to six issues on a trial basis with a re-evaluation in one year. Ms. Lempke added that it will take a few cycles for this change to happen.

A short break was taken at 9:20 PM. The meeting resumed at 9:25 PM with all of the Board present.

Discussion to Determine the Amount of the 2018 Property Tax Levy

Mr. Pritz presented the Board with a PowerPoint presentation on the 2018 Property Tax Levy. After some discussion, the consensus of the Board is to make the 2018 Property Tax Levy equal to the 2017 Property Tax Levy—no increase. The Levy Ordinance will be prepared for the Board to approve at the October meeting.

Unfinished Business

There was none.

Other

There was none.

Adjournment

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

Regular Board Meeting – September 19, 2018

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

September 30, 2018

	GENERAL FUND 9/30/2018	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,317,928)	\$148,758	\$1,347,896	\$178,726
Investments	\$10,132,960			\$10,132,960
Total Cash and Investments	\$8,815,032	\$148,758	\$1,347,896	\$10,311,686
Receivables				
Property Tax Receivable, net	\$2,847,045	\$282,323		\$3,129,368
Accrued Interest Receivable	\$26,410			\$26,410
Replacement Tax Receivable	\$20,844			\$20,844
Total Receivables	\$2,894,299	\$282,323	\$0	\$3,176,621
Prepaid Items				
Prepaid Expense	\$0			\$0
Total Prepaid Items	\$0	\$0	\$0	\$0
Total Assets	\$11,709,330	\$431,081	\$1,347,896	\$13,488,307
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$150,294	\$18,578	\$49,000	\$217,873
Other Liabilities	\$53,862	\$3		\$53,864
Deferred Revenues	\$2,847,045	\$282,323		\$3,129,368
Total Liabilities	\$3,051,201	\$300,904	\$49,000	\$3,401,104
Fund Balance				
Fund Balance	\$8,658,130	\$130,177	\$1,298,896	\$10,087,202
Total Fund Balance	\$8,658,130	\$130,177	\$1,298,896	\$10,087,202
Total Liabilities and Fund Balance	\$11,709,330	\$431,081	\$1,347,896	\$13,488,307

Niles-Maine District Library

Income Statement-Consolidated

September 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$3,440	\$66,596	(\$63,156)	\$3,147,715	\$3,063,399	\$84,316	\$6,659,562	47%
Replacement Taxes		\$12,083	(\$12,083)	\$22,950	\$36,250	(\$13,300)	\$145,000	16%
Per Capita Grant				\$71,605	\$71,605		\$71,605	100%
Grants-Other		\$83	(\$83)		\$250	(\$250)	\$1,000	
Investment Income	\$15,839	\$8,333	\$7,506	\$45,633	\$25,000	\$20,633	\$100,000	46%
Fines	\$1,620	\$2,083	(\$463)	\$8,560	\$6,250	\$2,310	\$25,000	34%
Lost Books	\$811	\$875	(\$64)	\$1,790	\$2,625	(\$835)	\$10,500	17%
Pay For Print	\$3,517	\$1,708	\$1,809	\$5,241	\$5,125	\$116	\$20,500	26%
Book Sale	\$1,274	\$833	\$441	\$2,963	\$2,500	\$463	\$10,000	30%
Passports	\$3,465	\$2,917	\$548	\$7,266	\$8,750	(\$1,484)	\$35,000	21%
Non-Resident Fees	\$147		\$147	\$293		\$293		
Flash Drive & Ear Bud Sales	\$2		\$2	\$3		\$3		
Commissions & Fees	(\$3)		(\$3)	(\$22)		(\$22)		
Donations	\$0		\$0	\$3		\$3		
Miscellaneous	\$123	\$113	\$10	\$59	\$338	(\$278)	\$1,350	4%
Total Revenues	\$30,235	\$95,625	(\$65,390)	\$3,314,060	\$3,222,091	\$91,969	\$7,079,517	47%
Expenditures								
Salaries								
Library Director	\$11,002	\$11,094	\$92	\$33,005	\$33,281	\$276	\$133,124	25%
Payroll-Department Managers	\$15,135	\$15,340	\$206	\$45,404	\$46,021	\$617	\$184,083	25%
Payroll-Division Supervisors	\$45,405	\$45,080	(\$325)	\$135,109	\$135,240	\$131	\$540,962	25%
Payroll-Librarian I	\$98,014	\$98,817	\$803	\$291,097	\$296,452	\$5,356	\$1,185,809	25%
Payroll-Library Grade V	\$69,202	\$68,150	(\$1,053)	\$203,726	\$204,449	\$723	\$817,796	25%
Payroll-Library Grade VI	\$32,097	\$31,029	(\$1,068)	\$95,482	\$93,088	(\$2,394)	\$372,353	26%
Payroll-Library Pages	\$7,732	\$11,548	\$3,816	\$24,628	\$34,644	\$10,016	\$138,575	18%
Payroll-Sundays	\$5,484	\$7,500	\$2,016	\$20,883	\$22,500	\$1,617	\$90,000	23%
Adjustments		\$833	\$833		\$2,500	\$2,500	\$10,000	
Substitutes	\$425	\$2,333	\$1,909	\$1,031	\$7,000	\$5,969	\$28,000	4%
Total Salaries	\$284,496	\$291,725	\$7,229	\$850,365	\$875,175	\$24,810	\$3,500,702	24%

Niles-Maine District Library
Income Statement-Consolidated

September 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$11,947	\$15,083	\$3,136	\$55,101	\$45,250	(\$9,852)	\$181,000	30%
Books-Youth Services	\$8,325	\$6,667	(\$1,658)	\$19,457	\$20,000	\$543	\$80,000	24%
Books-Teen	\$831	\$1,271	\$440	\$3,383	\$3,812	\$429	\$15,250	22%
Downloadables	\$2,804	\$6,667	\$3,862	\$33,655	\$20,000	(\$13,655)	\$80,000	42%
Periodicals		\$2,742	\$2,742	\$13,568	\$8,225	(\$5,343)	\$32,900	41%
AV-Adult	\$7,865	\$10,167	\$2,301	\$35,353	\$30,500	(\$4,853)	\$122,000	29%
AV-Youth Services	\$4,530	\$3,317	(\$1,213)	\$8,205	\$9,950	\$1,745	\$39,800	21%
AV-Teen	\$948	\$979	\$32	\$2,671	\$2,937	\$266	\$11,750	23%
Online Databases	\$25,490	\$17,500	(\$7,990)	\$96,691	\$52,500	(\$44,191)	\$210,000	46%
Total Library Materials	\$62,740	\$64,392	\$1,652	\$268,086	\$193,175	(\$74,911)	\$772,700	35%
Library Operating Expenditures								
CCS Charges	\$6,048	\$7,577	\$1,529	\$22,995	\$22,730	(\$265)	\$90,920	25%
Processing & Supplies	\$2,555	\$2,792	\$237	\$12,506	\$8,375	(\$4,131)	\$33,500	37%
Internet Charges	\$705	\$1,533	\$828	\$3,073	\$4,600	\$1,527	\$18,400	17%
Software, Licenses	\$1,799	\$6,306	\$4,507	\$3,621	\$18,917	\$15,296	\$75,668	5%
Printing	\$620	\$3,575	\$2,955	\$7,610	\$10,725	\$3,115	\$42,900	18%
Library Supplies	(\$26)	\$575	\$601	\$1,358	\$1,725	\$367	\$6,900	20%
Programming & Support-Adult	\$2,411	\$2,520	\$108	\$11,647	\$7,559	(\$4,089)	\$30,235	39%
Programming & Support-Juvenile	\$1,996	\$2,894	\$897	\$9,930	\$8,681	(\$1,249)	\$34,725	29%
Programming & Support-Events		\$508	\$508	\$42	\$1,525	\$1,483	\$6,100	1%
Programming & Support-Teen	\$190	\$577	\$387	\$2,384	\$1,731	(\$653)	\$6,925	34%
Public Performing Rights		\$167	\$167	\$1,313	\$500	(\$813)	\$2,000	66%
Miscellaneous	\$208	\$208	\$1	\$611	\$625	\$14	\$2,500	24%
Per Capita Grant Expenditures	\$6,107	\$5,967	(\$140)	\$31,159	\$17,901	(\$13,258)	\$71,605	44%
Grant - Other Expenditures		\$83	\$83		\$2,000	\$2,000	\$2,750	
Volunteers		\$237	\$237		\$712	\$712	\$2,850	
Total Library Operating Expenditures	\$22,613	\$35,519	\$12,906	\$108,249	\$108,307	\$58	\$427,978	25%

Niles-Maine District Library
Income Statement-Consolidated

September 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,859	\$2,667	\$808	\$8,120	\$8,000	(\$120)	\$32,000	25%
Copiers	\$210	\$833	\$623	\$1,916	\$2,500	\$584	\$10,000	19%
Professional Development	\$2,253	\$2,991	\$738	\$5,194	\$8,973	\$3,779	\$35,894	14%
Mileage	\$553	\$304	(\$249)	\$945	\$912	(\$33)	\$3,650	26%
Professional Collection		\$688	\$688	\$360	\$2,063	\$1,703	\$8,250	4%
Legal Fees	\$252	\$604	\$352	\$633	\$1,812	\$1,179	\$7,250	9%
Consultants		\$1,250	\$1,250	\$4,260	\$3,750	(\$510)	\$15,000	28%
Kitchen Supplies-Administrative Services	(\$20)	\$83	\$103	\$300	\$250	(\$50)	\$1,000	30%
Promotional Expense	\$1,367	\$1,750	\$383	\$8,122	\$5,250	(\$2,872)	\$21,000	39%
Office Supplies	\$67	\$2,279	\$2,212	\$3,942	\$6,837	\$2,895	\$27,350	14%
Postage & Freight	\$714	\$1,897	\$1,183	\$4,958	\$5,690	\$732	\$22,760	22%
Publication of Notices-Legal		\$100	\$100	\$483	\$300	(\$183)	\$1,200	40%
Subscriptions & Dues	\$707	\$708	\$1	\$2,045	\$2,124	\$79	\$8,495	24%
Collection Services		\$83	\$83	(\$3)	\$250	\$253	\$1,000	0%
Telephone	\$1,383	\$1,375	(\$8)	\$5,938	\$4,125	(\$1,813)	\$16,500	36%
Trustee Expense		\$417	\$417		\$1,250	\$1,250	\$5,000	
Payroll Service	\$1,412	\$1,458	\$47	\$4,022	\$4,375	\$353	\$17,500	23%
Bank Fees	\$98	\$100	\$2	\$275	\$300	\$25	\$1,200	23%
Parking Lease	\$881	\$881		\$2,643	\$2,643	\$0	\$10,572	25%
Total General and Administration	\$11,735	\$20,468	\$8,733	\$54,154	\$61,405	\$7,251	\$245,621	22%
Vehicle Operation								
Gas, Oil, Grease	\$47	\$83	\$36	\$93	\$250	\$157	\$1,000	9%
Repairs & Maintenance		\$150	\$150		\$450	\$450	\$1,800	
Miscellaneous		\$8	\$8		\$25	\$25	\$100	
Auto Insurance				\$1,732	\$1,732		\$1,732	100%
Total Vehicle Operation	\$47	\$242	\$194	\$1,825	\$2,457	\$632	\$4,632	39%

Niles-Maine District Library
Income Statement-Consolidated

September 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$17,905	\$17,459	(\$445)	\$52,973	\$52,378	(\$596)	\$180,706	29%
Group Health	\$37,576	\$40,056	\$2,481	\$112,774	\$120,169	\$7,395	\$480,675	23%
Health Reimbursement Account	\$722	\$5,500	\$4,778	\$14,556	\$16,500	\$1,944	\$66,000	22%
Dental	\$1,743	\$1,667	(\$76)	\$7,552	\$5,000	(\$2,552)	\$20,000	38%
Vision	\$495	\$583	\$88	\$1,461	\$1,750	\$289	\$7,000	21%
FSA fee		\$100	\$100		\$300	\$300	\$1,200	
Life, LTD, AD&D, STD	\$1,086	\$1,083	(\$3)	\$3,635	\$3,250	(\$385)	\$13,000	28%
Total Employee Fringe Benefits	\$59,527	\$66,449	\$6,922	\$192,951	\$199,346	\$6,395	\$768,581	25%
Utilities								
Gas		\$1,000	\$1,000		\$3,000	\$3,000	\$12,000	
Electric	\$9,410	\$7,500	(\$1,910)	\$27,376	\$22,500	(\$4,876)	\$90,000	30%
Water	\$765	\$808	\$43	\$2,216	\$2,425	\$209	\$9,700	23%
Total Utilities	\$10,175	\$9,308	(\$866)	\$29,592	\$27,925	(\$1,667)	\$111,700	26%
Capital Expenditures								
Special Reserve - Building	\$49,000	\$61,083	\$12,083	\$155,500	\$183,250	\$27,750	\$733,000	21%
Special Reserve - Equipment		\$14,217	\$14,217	\$6,246	\$42,650	\$36,404	\$170,600	4%
Total Capital Expenditures	\$49,000	\$75,300	\$26,300	\$161,746	\$225,900	\$64,154	\$903,600	18%
Audit								
Audit Expense	\$7,000	\$5,300	(\$1,700)	\$9,300	\$5,300	(\$4,000)	\$21,200	44%
Total Audit Expenditures	\$7,000	\$5,300	(\$1,700)	\$9,300	\$5,300	(\$4,000)	\$21,200	44%
Liability Insurance								
Liability Insurance				\$33,720	\$33,720		\$33,720	100%
Total Liability Expenditures	\$0	\$0	\$0	\$33,720	\$33,720	\$0	\$33,720	100%

Niles-Maine District Library
Income Statement-Consolidated

September 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$21,150	\$21,611	\$460	\$63,212	\$64,832	\$1,619	\$259,327	24%
Total Social Security Expenditures	\$21,150	\$21,611	\$460	\$63,212	\$64,832	\$1,619	\$259,327	24%
Workers' Compensation								
Workers' Compensation	(\$1,910)		\$1,910	\$24,309	\$26,219	\$1,910	\$26,219	93%
Total Workers' Compensation Expenditures	(\$1,910)	\$0	\$1,910	\$24,309	\$26,219	\$1,910	\$26,219	93%
Unemployment Compensation								
Unemployment Compensation	\$657	\$1,667	\$1,010	\$2,459	\$5,000	\$2,541	\$20,000	12%
Total Unemployment Compensation Expenditures	\$657	\$1,667	\$1,010	\$2,459	\$5,000	\$2,541	\$20,000	12%
Building & Equipment Maintenance								
Repairs & Improvements		\$5,417	\$5,417	\$13,875	\$16,250	\$2,375	\$65,000	21%
Contractual Maintenance	\$1,359	\$2,917	\$1,558	\$5,999	\$8,750	\$2,751	\$35,000	17%
Non-Contractual Maintenance	\$6,250	\$3,220	(\$3,030)	\$9,691	\$9,660	(\$31)	\$38,640	25%
Equipment Maintenance	\$868	\$2,375	\$1,507	\$868	\$7,125	\$6,257	\$28,500	3%
Non Capital Expenses		\$2,167	\$2,167	\$3,909	\$6,500	\$2,591	\$26,000	15%
Furniture & Fixtures	\$605	\$1,083	\$478	\$6,666	\$3,250	(\$3,416)	\$13,000	51%
Total Building & Equipment Maintenance Expenditures	\$9,081	\$17,178	\$8,097	\$41,008	\$51,535	\$10,527	\$206,140	20%
Total Expenditures	\$536,312	\$609,158	\$72,846	\$1,840,977	\$1,880,296	\$39,319	\$7,302,120	25%
NET SURPLUS/(DEFICIT)	(\$506,077)	(\$513,533)	\$7,457	\$1,473,083	\$1,341,795	\$131,288	(\$222,603)	(662)%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
76837	Accounts Payable	Computer Check	10/17/2018	AFLAC	\$0.00	\$511.03	(\$511.03)	10/31/2018	Outstanding
76838	Accounts Payable	Computer Check	10/17/2018	Alexa Hansen	\$0.00	\$16.43	(\$527.46)	10/31/2018	Outstanding
76839	Accounts Payable	Computer Check	10/17/2018	ALLIANCE ENTERTAINMENT	\$0.00	\$605.88	(\$1,133.34)	10/31/2018	Outstanding
76840	Accounts Payable	Computer Check	10/17/2018	SYNCB/ AMAZON	\$0.00	\$315.86	(\$1,449.20)	10/31/2018	Outstanding
76841	Accounts Payable	Computer Check	10/17/2018	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$207.00	(\$1,656.20)	10/31/2018	Outstanding
76842	Accounts Payable	Computer Check	10/17/2018	Andrew Connors	\$0.00	\$375.00	(\$2,031.20)	10/31/2018	Outstanding
76843	Accounts Payable	Computer Check	10/17/2018	AT&T	\$0.00	\$43.73	(\$2,074.93)	10/31/2018	Outstanding
76844	Accounts Payable	Computer Check	10/17/2018	AT&T	\$0.00	\$384.51	(\$2,459.44)	10/31/2018	Outstanding
76845	Accounts Payable	Computer Check	10/17/2018	BAKER & TAYLOR ENTERTAINME	\$0.00	\$204.20	(\$2,663.64)	10/31/2018	Outstanding
76846	Accounts Payable	Computer Check	10/17/2018	STEVE BELLIVEAU	\$0.00	\$395.00	(\$3,058.64)	10/31/2018	Outstanding
76847	Accounts Payable	Computer Check	10/17/2018	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$3,208.64)	10/31/2018	Outstanding
76848	Accounts Payable	Computer Check	10/17/2018	BERNADETTA KORYCIARZ	\$0.00	\$89.38	(\$3,298.02)	10/31/2018	Outstanding
76849	Accounts Payable	Computer Check	10/17/2018	BLACKBAUD	\$0.00	\$1,799.00	(\$5,097.02)	10/31/2018	Outstanding
76850	Accounts Payable	Computer Check	10/17/2018	Books & Treasures INC	\$0.00	\$543.20	(\$5,640.22)	10/31/2018	Outstanding
76851	Accounts Payable	Computer Check	10/17/2018	BRODART CO.	\$0.00	\$962.80	(\$6,603.02)	10/31/2018	Outstanding
76852	Accounts Payable	Computer Check	10/17/2018	CALL ONE	\$0.00	\$1,338.80	(\$7,941.82)	10/31/2018	Outstanding
76853	Accounts Payable	Computer Check	10/17/2018	ARIANNE CAREY	\$0.00	\$44.14	(\$7,985.96)	10/31/2018	Outstanding
76854	Accounts Payable	Computer Check	10/17/2018	CECILIA CYGNAR	\$0.00	\$2.40	(\$7,988.36)	10/31/2018	Outstanding
76855	Accounts Payable	Computer Check	10/17/2018	CENGAGE LEARNING, INC.	\$0.00	\$745.34	(\$8,733.70)	10/31/2018	Outstanding
76856	Accounts Payable	Computer Check	10/17/2018	CHRIS CHRISTMAS	\$0.00	\$500.00	(\$9,233.70)	10/31/2018	Outstanding
76857	Accounts Payable	Computer Check	10/17/2018	CINTAS CORPORATION LOC. 769	\$0.00	\$758.26	(\$9,991.96)	10/31/2018	Outstanding
76858	Accounts Payable	Computer Check	10/17/2018	COMED	\$0.00	\$9,409.53	(\$19,401.49)	10/31/2018	Outstanding
76859	Accounts Payable	Computer Check	10/17/2018	COOPERATIVE COMPUTER SERV	\$0.00	\$6,047.57	(\$25,449.06)	10/31/2018	Outstanding
76860	Accounts Payable	Computer Check	10/17/2018	COVERALL NORTH AMERICA, IN	\$0.00	\$5,800.00	(\$31,249.06)	10/31/2018	Outstanding
76861	Accounts Payable	Computer Check	10/17/2018	DEMCO, INC.	\$0.00	\$645.62	(\$31,894.68)	10/31/2018	Outstanding
76862	Accounts Payable	Computer Check	10/17/2018	Divya Mani	\$0.00	\$100.00	(\$31,994.68)	10/31/2018	Outstanding
76863	Accounts Payable	Computer Check	10/17/2018	Donna Block	\$0.00	\$52.85	(\$32,047.53)	10/31/2018	Outstanding
76864	Accounts Payable	Computer Check	10/17/2018	EASYPERMIT POSTAGE	\$0.00	\$709.53	(\$32,757.06)	10/31/2018	Outstanding
76865	Accounts Payable	Computer Check	10/17/2018	EBSCO	\$0.00	\$25,159.00	(\$57,916.06)	10/31/2018	Outstanding
76866	Accounts Payable	Computer Check	10/17/2018	MARYELLEN ESSIG	\$0.00	\$37.06	(\$57,953.12)	10/31/2018	Outstanding
76867	Accounts Payable	Computer Check	10/17/2018	FIFTH THIRD BANK	\$0.00	\$1,824.98	(\$59,778.10)	10/31/2018	Outstanding
76868	Accounts Payable	Computer Check	10/17/2018	FINDAWAY WORLD, LLC	\$0.00	\$307.43	(\$60,085.53)	10/31/2018	Outstanding
76869	Accounts Payable	Computer Check	10/17/2018	Fire & Security Systems, Inc	\$0.00	\$159.00	(\$60,244.53)	10/31/2018	Outstanding
76870	Accounts Payable	Computer Check	10/17/2018	FLUORECYCLE, INC.	\$0.00	\$327.24	(\$60,571.77)	10/31/2018	Outstanding
76871	Accounts Payable	Computer Check	10/17/2018	DOROTHEA FRISBIE	\$0.00	\$15.57	(\$60,587.34)	10/31/2018	Outstanding
76872	Accounts Payable	Computer Check	10/17/2018	GARVEY'S OFFICE PRODUCTS	\$0.00	\$4,098.12	(\$64,685.46)	10/31/2018	Outstanding
76873	Accounts Payable	Computer Check	10/17/2018	Gary Wenstrup	\$0.00	\$150.00	(\$64,835.46)	10/31/2018	Outstanding
76874	Accounts Payable	Computer Check	10/17/2018	DEBORAH GRAHAM	\$0.00	\$21.88	(\$64,857.34)	10/31/2018	Outstanding
76875	Accounts Payable	Computer Check	10/17/2018	GRAINGER	\$0.00	\$570.60	(\$65,427.94)	10/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76876	Accounts Payable	Computer Check	10/17/2018	GROOT, INC.	\$0.00	\$449.54	(\$65,877.48)	10/31/2018	Outstanding
76877	Accounts Payable	Computer Check	10/17/2018	HAINES & COMPANY, INC.	\$0.00	\$463.50	(\$66,340.98)	10/31/2018	Outstanding
76878	Accounts Payable	Computer Check	10/17/2018	HEALTHCARE SERVICE CORPOR	\$0.00	\$43,343.64	(\$109,684.62)	10/31/2018	Outstanding
76879	Accounts Payable	Computer Check	10/17/2018	Homelessness Training Institute, LLC	\$0.00	\$1,075.00	(\$110,759.62)	10/31/2018	Outstanding
76880	Accounts Payable	Computer Check	10/17/2018	HOUCHEN BINDERY, LTD.	\$0.00	\$117.75	(\$110,877.37)	10/31/2018	Outstanding
76881	Accounts Payable	Computer Check	10/17/2018	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$560.00	(\$111,437.37)	10/31/2018	Outstanding
76882	Accounts Payable	Computer Check	10/17/2018	INGRAM LIBRARY SERVICES	\$0.00	\$20,982.92	(\$132,420.29)	10/31/2018	Outstanding
76883	Accounts Payable	Computer Check	10/17/2018	IRON MOUNTAIN	\$0.00	\$207.53	(\$132,627.82)	10/31/2018	Outstanding
76884	Accounts Payable	Computer Check	10/17/2018	JOAN MCGEE	\$0.00	\$300.00	(\$132,927.82)	10/31/2018	Outstanding
76885	Accounts Payable	Computer Check	10/17/2018	Jorge Perez	\$0.00	\$150.00	(\$133,077.82)	10/31/2018	Outstanding
76886	Accounts Payable	Computer Check	10/17/2018	Kathleen Weiss	\$0.00	\$30.52	(\$133,108.34)	10/31/2018	Outstanding
76887	Accounts Payable	Computer Check	10/17/2018	Kenyatta Takijah Forbes	\$0.00	\$495.00	(\$133,603.34)	10/31/2018	Outstanding
76888	Accounts Payable	Computer Check	10/17/2018	JAMIE KING	\$0.00	\$83.71	(\$133,687.05)	10/31/2018	Outstanding
76889	Accounts Payable	Computer Check	10/17/2018	KINOKUNIYA BOOKSTORES	\$0.00	\$210.00	(\$133,897.05)	10/31/2018	Outstanding
76890	Accounts Payable	Computer Check	10/17/2018	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$252.00	(\$134,149.05)	10/31/2018	Outstanding
76891	Accounts Payable	Computer Check	10/17/2018	KONICA MINOLTA BUSINESS SO	\$0.00	\$209.98	(\$134,359.03)	10/31/2018	Outstanding
76892	Accounts Payable	Computer Check	10/17/2018	April Lee	\$0.00	\$5.89	(\$134,364.92)	10/31/2018	Outstanding
76893	Accounts Payable	Computer Check	10/17/2018	MCCLURE INSERRA & COMPANY	\$0.00	\$7,000.00	(\$141,364.92)	10/31/2018	Outstanding
76894	Accounts Payable	Computer Check	10/17/2018	Menards	\$0.00	\$388.25	(\$141,753.17)	10/31/2018	Outstanding
76895	Accounts Payable	Computer Check	10/17/2018	MICROSYSTEMS, INC.	\$0.00	\$330.87	(\$142,084.04)	10/31/2018	Outstanding
76896	Accounts Payable	Computer Check	10/17/2018	MIDWEST TAPE	\$0.00	\$9,896.13	(\$151,980.17)	10/31/2018	Outstanding
76897	Accounts Payable	Computer Check	10/17/2018	MULTICULTURAL BOOKS & VID	\$0.00	\$554.54	(\$152,534.71)	10/31/2018	Outstanding
76898	Accounts Payable	Computer Check	10/17/2018	Nancy Ellen Baumet	\$0.00	\$650.00	(\$153,184.71)	10/31/2018	Outstanding
76899	Accounts Payable	Computer Check	10/17/2018	NEDROW Decorating Inc.	\$0.00	\$49,000.00	(\$202,184.71)	10/31/2018	Outstanding
76900	Accounts Payable	Computer Check	10/17/2018	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$203,065.71)	10/31/2018	Outstanding
76901	Accounts Payable	Computer Check	10/17/2018	MICHAELENE ORZECHOWSKI	\$0.00	\$31.34	(\$203,097.05)	10/31/2018	Outstanding
76902	Accounts Payable	Computer Check	10/17/2018	OverDrive, INC.	\$0.00	\$2,776.41	(\$205,873.46)	10/31/2018	Outstanding
76903	Accounts Payable	Computer Check	10/17/2018	PERMACARD	\$0.00	\$1,147.10	(\$207,020.56)	10/31/2018	Outstanding
76904	Accounts Payable	Computer Check	10/17/2018	PLIC - SBD GRAND ISLAND	\$0.00	\$1,086.47	(\$208,107.03)	10/31/2018	Outstanding
76905	Accounts Payable	Computer Check	10/17/2018	GREG PRITZ	\$0.00	\$163.50	(\$208,270.53)	10/31/2018	Outstanding
76906	Accounts Payable	Computer Check	10/17/2018	Rachel Colias	\$0.00	\$39.97	(\$208,310.50)	10/31/2018	Outstanding
76907	Accounts Payable	Computer Check	10/17/2018	RAINBOW AAT	\$0.00	\$150.00	(\$208,460.50)	10/31/2018	Outstanding
76908	Accounts Payable	Computer Check	10/17/2018	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$209,010.50)	10/31/2018	Outstanding
76909	Accounts Payable	Computer Check	10/17/2018	SHELL	\$0.00	\$47.27	(\$209,057.77)	10/31/2018	Outstanding
76910	Accounts Payable	Computer Check	10/17/2018	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$209,171.77)	10/31/2018	Outstanding
76911	Accounts Payable	Computer Check	10/17/2018	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$779.04	(\$209,950.81)	10/31/2018	Outstanding
76912	Accounts Payable	Computer Check	10/17/2018	Twisted Tree Yoga	\$0.00	\$210.00	(\$210,160.81)	10/31/2018	Outstanding
76913	Accounts Payable	Computer Check	10/17/2018	ULINE	\$0.00	\$104.46	(\$210,265.27)	10/31/2018	Outstanding
76914	Accounts Payable	Computer Check	10/17/2018	VILLAGE OF NILES	\$0.00	\$765.07	(\$211,030.34)	10/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
76915	Accounts Payable	Computer Check	10/17/2018	VILLAGE OF NILES	\$0.00	\$700.00	(\$211,730.34)	10/31/2018	Outstanding
76916	Accounts Payable	Computer Check	10/17/2018	VISA	\$0.00	\$4,629.74	(\$216,360.08)	10/31/2018	Outstanding
76917	Accounts Payable	Computer Check	10/17/2018	VISION SERVICE PLAN OF ILLINO	\$0.00	\$573.81	(\$216,933.89)	10/31/2018	Outstanding
76918	Accounts Payable	Computer Check	10/17/2018	VISOGRAPHIC	\$0.00	\$472.06	(\$217,405.95)	10/31/2018	Outstanding
76919	Accounts Payable	Computer Check	10/17/2018	West Walker Publishing House	\$0.00	\$674.00	(\$218,079.95)	10/31/2018	Outstanding
76920	Accounts Payable	Computer Check	10/17/2018	SUZANNE WULF	\$0.00	\$20.06	(\$218,100.01)	10/31/2018	Outstanding
76921	Accounts Payable	Computer Check	10/17/2018	SHARON YIESLA, HORTICULTURA	\$0.00	\$175.00	(\$218,275.01)	10/31/2018	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$218,275.01)
Total Payments:	(\$218,275.01)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$218,275.01)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated October 17, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76837	\$511.03	AFLAC	\$511.03	-- Monthly Payment September 2018	01-2140-00-00	Payroll Clearing
76838	\$16.43	Alexa Hansen	\$8.00	-- Fandom Maker Lab	01-5323-53-03	Programming & Support-Adult-Digital Services
76838	\$16.43	Alexa Hansen	\$8.43	-- EE Reimbursement - Program-No Sew Sock Snowmen	01-5323-53-03	Programming & Support-Adult-Digital Services
76839	\$605.88	ALLIANCE ENTERTAINMENT	\$272.80	-- Materials	01-4433-44-00	AV-Adult
76839	\$605.88	ALLIANCE ENTERTAINMENT	\$20.99	-- Materials	01-4435-44-00	AV-Teen
76839	\$605.88	ALLIANCE ENTERTAINMENT	\$20.48	-- Materials	01-4433-44-00	AV-Adult
76839	\$605.88	ALLIANCE ENTERTAINMENT	\$291.61	-- Materials	01-4435-44-00	AV-Teen
76840	\$315.86	SYNCB/ AMAZON	\$33.98	-- PO #84085	01-4433-44-00	AV-Adult
76840	\$315.86	SYNCB/ AMAZON	\$97.07	-- PO #83511	01-5323-53-03	Programming & Support-Adult-Digital Services
76840	\$315.86	SYNCB/ AMAZON	\$52.20	-- PO #83496	01-5323-53-01	Programming & Support-Adult-Adult Services
76840	\$315.86	SYNCB/ AMAZON	\$69.67	-- PO #83513	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76840	\$315.86	SYNCB/ AMAZON	\$18.99	-- PO #83513	01-5457-54-01	Office Supplies-Adult Services
76840	\$315.86	SYNCB/ AMAZON	\$15.98	-- PO #83513	01-5323-53-03	Programming & Support-Adult-Digital Services
76840	\$315.86	SYNCB/ AMAZON	\$27.97	-- PO #83524	01-5322-53-03	Library Supplies-Digital Services
76841	\$207.00	AMERICAN LIBRARY ASSOCIATION	\$207.00	-- Membership Renewal D.Block	01-5461-54-02	Subscriptions & Dues-Youth Services
76842	\$375.00	Andrew Connors	\$375.00	-- Program: Flamenco Guitar Concert	01-5323-53-01	Programming & Support-Adult-Adult Services
76843	\$43.73	AT&T	\$43.73	-- Monthly Service Aug 17 ~ Sept 16 2018	01-5465-54-09	Telephone-Administrative Services
76844	\$384.51	AT&T	\$384.51	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
76845	\$204.20	BAKER & TAYLOR ENTERTAINMENT	\$203.18	-- Materials	01-4414-44-00	Books-Youth Services
76845	\$204.20	BAKER & TAYLOR ENTERTAINMENT	\$1.02	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76846	\$395.00	STEVE BELLIVEAU	\$395.00	-- Program- Getting Excited About Science	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76847	\$150.00	BERNADETTA KORYCIARZ	\$150.00	-- Program: World Language Storytime-Polish	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76848	\$89.38	BERNADETTA KORYCIARZ	\$89.38	-- EE Mileage Reimbursement	01-5431-54-03	Mileage-Digital Services
76849	\$1,799.00	BLACKBAUD	\$1,799.00	-- FE NXT WebPortal Implementation	01-5313-53-09	Software, Licenses-Administrative Services
76850	\$543.20	Books & Treasures INC	\$306.45	-- Materials	01-4413-44-00	Books-Adult
76850	\$543.20	Books & Treasures INC	\$236.75	-- Materials	01-4413-44-00	Books-Adult
76851	\$962.80	BRODART CO.	\$920.00	-- Tech Processing Supplies	01-5311-53-04	Processing & Supplies-Tech Services
76851	\$962.80	BRODART CO.	\$42.80	-- Tech Processing Supplies	01-5311-53-04	Processing & Supplies-Tech Services
76852	\$1,338.80	CALL ONE	\$1,338.80	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
76853	\$44.14	ARIANNE CAREY	\$44.14	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76854	\$2.40	CECILIA CYGNAR	\$2.40	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
76855	\$745.34	CENGAGE LEARNING, INC.	\$333.50	-- Materials	01-4413-44-00	Books-Adult
76855	\$745.34	CENGAGE LEARNING, INC.	\$107.16	-- Materials	01-4413-44-00	Books-Adult
76855	\$745.34	CENGAGE LEARNING, INC.	\$27.99	-- Materials	01-4413-44-00	Books-Adult
76855	\$745.34	CENGAGE LEARNING, INC.	\$49.58	-- Materials	01-4413-44-00	Books-Adult
76855	\$745.34	CENGAGE LEARNING, INC.	\$25.59	-- Materials	01-4413-44-00	Books-Adult
76855	\$745.34	CENGAGE LEARNING, INC.	\$25.59	-- Materials	01-4413-44-00	Books-Adult
76855	\$745.34	CENGAGE LEARNING, INC.	\$122.35	-- Materials	01-4413-44-00	Books-Adult
76855	\$745.34	CENGAGE LEARNING, INC.	\$26.39	-- Materials	01-4413-44-00	Books-Adult
76855	\$745.34	CENGAGE LEARNING, INC.	\$27.19	-- Materials	01-4413-44-00	Books-Adult
76856	\$500.00	CHRIS CHRISTMAS	\$500.00	-- Program-Knights of Niles Chess Club	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76857	\$758.26	CINTAS CORPORATION LOC. 769	\$226.69	-- Mat Service	08-6720-67-00	Contractual Maintenance
76857	\$758.26	CINTAS CORPORATION LOC. 769	\$177.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
76857	\$758.26	CINTAS CORPORATION LOC. 769	\$177.19	-- Mat Service	08-6720-67-00	Contractual Maintenance

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated October 17, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76857	\$758.26	CINTAS CORPORATION LOC. 769	\$177.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
76858	\$9,409.53	COMED	\$9,409.53	-- SVC 8/07 ~ 9/06/2018 (30 Days)	01-5720-57-00	Electric
76859	\$6,047.57	COOPERATIVE COMPUTER SERVICE	\$6,047.57	-- CCS/OCLC Charges September 2018	01-5310-53-09	CCS Charges-Administration
76860	\$5,800.00	COVERALL NORTH AMERICA, INC.	\$5,800.00	-- Monthly Service August 2018 & Sept 2018	08-6730-67-00	Non-Contractual Maintenance
76861	\$645.62	DEMCO, INC.	\$350.79	-- Multimedia Drawers	08-6770-67-00	Furniture & Fixtures
76861	\$645.62	DEMCO, INC.	\$294.83	-- Tech Processing Supplies	01-5311-53-04	Processing & Supplies-Tech Services
76862	\$100.00	Divya Mani	\$100.00	-- Program Snapchat Lens Studio	01-5326-53-02	Programming & Support-Teen-Youth Services
76863	\$52.85	Donna Block	\$52.85	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76864	\$709.53	EASYPERMIT POSTAGE	\$400.00	-- Replenish Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
76864	\$709.53	EASYPERMIT POSTAGE	\$309.53	-- Send Pro Postage	01-5458-54-08	Postage & Freight-Patron Services
76865	\$25,159.00	EBSCO	\$25,159.00	-- Materials	01-4487-44-00	Online Databases
76866	\$37.06	MARYELLEN ESSIG	\$37.06	-- EE Mileage Reimbursement -CLPL	01-5431-54-01	Mileage-Adult Services
76867	\$1,824.98	FIFTH THIRD BANK	\$1,824.98	-- FSA EE Payments September	01-1125-00-00	Cash-Flexible Spending Account
76868	\$307.43	FINDAWAY WORLD, LLC	\$37.49	-- Materials	01-4434-44-00	AV-Youth Services
76868	\$307.43	FINDAWAY WORLD, LLC	\$269.94	-- Materials	01-4434-44-00	AV-Youth Services
76869	\$159.00	Fire & Security Systems, Inc	\$159.00	-- Fire Alarm/Radio Monitoring 10/01 ~ 12/31/2018	08-6720-67-00	Contractual Maintenance
76870	\$327.24	FLUORECYCLE, INC.	\$149.70	-- Recycle Batteries/Fluorescent Lamps	08-6720-67-00	Contractual Maintenance
76870	\$327.24	FLUORECYCLE, INC.	\$177.54	-- Fluorescent Lamp Recycling	08-6720-67-00	Contractual Maintenance
76871	\$15.57	DOROTHEA FRISBIE	\$15.57	-- EE Reimbursement Senior Coffee Hour	01-5323-53-01	Programming & Support-Adult-Adult Services
76872	\$4,098.12	GARVEY'S OFFICE PRODUCTS	\$24.45	-- Office Supplies PO # 83517	01-5455-54-09	Kitchen Supplies-Administrative Services
76872	\$4,098.12	GARVEY'S OFFICE PRODUCTS	\$19.90	-- Office Supplies PO # 83517	01-5457-54-02	Office Supplies-Youth Services
76872	\$4,098.12	GARVEY'S OFFICE PRODUCTS	\$28.50	-- Office Supplies PO # 83517	01-5457-54-04	Office Supplies-Tech Services
76872	\$4,098.12	GARVEY'S OFFICE PRODUCTS	\$571.86	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76872	\$4,098.12	GARVEY'S OFFICE PRODUCTS	\$3,498.00	-- First Aid, AED's & Wall Mount	01-5351-53-09	Per Capita Grant Expenditures-Administrative Services
76873	\$150.00	Gary Wenstrup	\$150.00	-- Program: The Beatles-Their History in an Hour	01-5323-53-01	Programming & Support-Adult-Adult Services
76874	\$21.88	DEBORAH GRAHAM	\$10.00	-- EE Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76874	\$21.88	DEBORAH GRAHAM	\$11.88	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76875	\$570.60	GRAINER	\$45.84	-- PO #83520	01-5420-54-05	Janitorial Supplies-Maintenance Services
76875	\$570.60	GRAINER	\$65.88	-- PO #83520	01-5420-54-05	Janitorial Supplies-Maintenance Services
76875	\$570.60	GRAINER	\$458.88	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76876	\$449.54	GROOT, INC.	\$449.54	-- Monthly SVC Garbage/Recycle	08-6730-67-00	Non-Contractual Maintenance
76877	\$463.50	HAINES & COMPANY, INC.	\$463.50	-- Materials	01-4413-44-00	Books-Adult
76878	\$43,343.64	HEALTHCARE SERVICE CORPORATION	\$43,343.64	-- Group Health Insurance Oct 2018	01-5620-56-00	Group Health
76879	\$1,075.00	Homelessness Training Institute, LLC	\$1,075.00	-- Staff Training -Homelessness for Libraries	01-5351-53-09	Per Capita Grant Expenditures-Administrative Services
76880	\$117.75	HOUCHEM BINDERY, LTD.	\$117.75	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76881	\$560.00	ILLINOIS LIBRARY ASSOCIATION	\$500.00	-- Membership Dues ~ 8/2019 & 2018 Awards Lunchn Tickets	01-5461-54-09	Subscriptions & Dues-Administrative Services
76881	\$560.00	ILLINOIS LIBRARY ASSOCIATION	\$60.00	-- Membership Dues ~ 8/2019 & 2018 Awards Lunchn Tickets	01-5430-54-07	Professional Development-Marketing & PR Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$365.98	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$7.54	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$13.11	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$466.96	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$22.33	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$19.16	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$14.49	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$1,365.82	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$33.59	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$22.59	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$16.56	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$302.13	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$3.95	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$23.99	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$376.80	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$22.50	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$14.37	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$251.20	-- Materials	01-5323-53-04	Programming & Support-Adult-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$50.85	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$165.51	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$15.11	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$31.62	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$902.27	-- Materials	01-4434-44-00	AV-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$48.19	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$14.66	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$56.99	-- Materials	01-4434-44-00	AV-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$56.99	-- Materials	01-4435-44-00	AV-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$8.99	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$290.31	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$240.20	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$165.26	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$64.82	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$18.63	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$330.07	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$158.09	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$554.73	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$18.63	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$81.56	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$113.98	-- Materials	01-4434-44-00	AV-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$319.14	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$579.35	-- Materials	01-4434-44-00	AV-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$389.67	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$75.40	-- Materials	01-4414-44-00	Books-Youth Services

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$42.92	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$18.63	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$152.64	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$789.37	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$66.94	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$26.22	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$220.04	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$2.99	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$173.15	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$11.04	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$64.83	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$83.76	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$130.42	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$328.96	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$203.85	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$75.10	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$35.55	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$12.42	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$161.93	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$19.13	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$15.26	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$48.48	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$591.61	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$84.14	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$56.34	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$26.91	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$29.97	-- Materials	01-4435-44-00	AV-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$57.42	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$35.39	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$69.73	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$35.98	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$39.13	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$180.58	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$11.99	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$102.83	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$29.95	-- Materials	01-4415-44-00	Books-Teen

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$121.49	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$129.54	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$172.82	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$56.99	-- Materials	01-4435-44-00	AV-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$522.05	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$284.95	-- Materials	01-4434-44-00	AV-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$56.99	-- Materials	01-4435-44-00	AV-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$29.35	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$108.05	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$157.12	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$598.47	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$33.28	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$24.84	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$10.19	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$99.41	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$529.90	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$1,105.32	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$10.79	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$43.47	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$265.64	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$390.17	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$41.78	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$26.22	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$160.48	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$428.96	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$18.63	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$239.34	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$116.98	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$23.63	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$360.91	-- Materials	01-4434-44-00	AV-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$997.52	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$50.82	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$32.19	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$17.25	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$58.15	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$23.99	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$238.34	-- Materials	01-4413-44-00	Books-Adult

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$684.86	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$20.70	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$17.89	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$230.23	-- Materials	01-4413-44-00	Books-Adult
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$169.93	-- Materials	01-4414-44-00	Books-Youth Services
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$22.72	-- Materials	01-4415-44-00	Books-Teen
76882	\$20,982.92	INGRAM LIBRARY SERVICES	\$12.42	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76883	\$207.53	IRON MOUNTAIN	\$207.53	-- Off Site Monthly Storage	01-5350-53-09	Miscellaneous-Administrative Services
76884	\$300.00	JOAN MCGEE	\$75.00	-- Program: Chair Yoga	01-5324-53-01	Programming & Support-Juvenile-Adult Services
76884	\$300.00	JOAN MCGEE	\$225.00	-- Program -Mega Monday Yoga	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76885	\$150.00	Jorge Perez	\$150.00	-- Program:World Language Storytime Spanish	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76886	\$30.52	Kathleen Weiss	\$30.52	-- EE Mileage Reimbursement - BAL	01-5431-54-03	Mileage-Digital Services
76887	\$495.00	Kenyatta Takijah Forbes	\$495.00	-- Program-Modren Macrame Wworkshop	01-5323-53-03	Programming & Support-Adult-Digital Services
76888	\$83.71	JAMIE KING	\$83.71	-- EE Mileage Reimbursement	01-5431-54-04	Mileage-Tech Services
76889	\$210.00	KINOKUNIYA BOOKSTORES	\$210.00	-- Materials	01-4414-44-00	Books-Youth Services
76890	\$252.00	KLEIN, THORPE & JENKINS, LTD.	\$252.00	-- Misc Service	01-5450-54-09	Legal Fees-Administrative Services
76891	\$209.98	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$209.98	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76892	\$5.89	April Lee	\$5.89	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76893	\$7,000.00	MCCLURE INSERRA & COMPANY CHARTERED	\$7,000.00	** Interim Billing for FYE 6/30/2018 Audit	02-6100-61-00	Audit Expense
76893	\$7,000.00	MCCLURE INSERRA & COMPANY CHARTERED	\$7,000.00	** Interim Billing for FYE 6/30/2018 Audit	02-2110-00-00	Audit Fund - Accounts Payable
76894	\$388.25	Menards	\$14.36	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76894	\$388.25	Menards	\$141.82	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76894	\$388.25	Menards	\$41.43	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76894	\$388.25	Menards	\$50.81	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76894	\$388.25	Menards	\$139.83	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76895	\$330.87	MICROSYSTEMS, INC.	\$330.87	-- Materials	01-4487-44-00	Online Databases
76896	\$9,896.13	MIDWEST TAPE	\$2,254.76	-- Materials	01-4433-44-00	AV-Adult
76896	\$9,896.13	MIDWEST TAPE	\$434.07	-- Materials	01-4435-44-00	AV-Teen
76896	\$9,896.13	MIDWEST TAPE	\$10.48	-- Materials	01-4434-44-00	AV-Youth Services
76896	\$9,896.13	MIDWEST TAPE	\$946.03	-- Materials	01-4433-44-00	AV-Adult
76896	\$9,896.13	MIDWEST TAPE	\$1,714.89	-- Materials	01-4434-44-00	AV-Youth Services
76896	\$9,896.13	MIDWEST TAPE	\$2,086.77	-- Materials	01-4433-44-00	AV-Adult
76896	\$9,896.13	MIDWEST TAPE	\$131.17	-- Materials	01-4434-44-00	AV-Youth Services
76896	\$9,896.13	MIDWEST TAPE	\$2,250.52	-- Materials	01-4433-44-00	AV-Adult
76896	\$9,896.13	MIDWEST TAPE	\$67.44	-- Materials	01-4434-44-00	AV-Youth Services
76897	\$554.54	MULTICULTURAL BOOKS & VIDEOS	\$107.91	-- Materials	01-4413-44-00	Books-Adult
76897	\$554.54	MULTICULTURAL BOOKS & VIDEOS	\$46.97	-- Materials	01-4413-44-00	Books-Adult
76897	\$554.54	MULTICULTURAL BOOKS & VIDEOS	\$199.66	-- Materials	01-4413-44-00	Books-Adult
76897	\$554.54	MULTICULTURAL BOOKS & VIDEOS	\$200.00	-- Materials	01-4413-44-00	Books-Adult
76898	\$650.00	Nancy Ellen Baumet	\$650.00	-- Program: Veterans History Project Breakfast	01-5323-53-01	Programming & Support-Adult-Adult Services
76899	\$49,000.00	NEDROW Decorating Inc.	\$49,000.00	-- Upgrade on Painting	40-5805-58-00	Special Reserve - Building
76900	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease Oct 2018	01-5491-54-09	Parking Lease-Administrative Services
76901	\$31.34	MICHAELNE ORZECZOWSKI	\$31.34	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76902	\$2,776.41	OverDrive, INC.	\$553.76	-- Materials	01-4420-44-00	Downloadables

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated October 17, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76902	\$2,776.41	OverDrive, INC.	\$950.53	-- Materials	01-4420-44-00	Downloadables
76902	\$2,776.41	OverDrive, INC.	\$11.89	-- Materials	01-4420-44-00	Downloadables
76902	\$2,776.41	OverDrive, INC.	\$852.29	-- Materials	01-4420-44-00	Downloadables
76902	\$2,776.41	OverDrive, INC.	\$407.94	-- Materials	01-4420-44-00	Downloadables
76903	\$1,147.10	PERMACARD	\$1,147.10	-- Kidspace Cards	01-5456-54-02	Promotional Expense-Youth Services
76904	\$1,086.47	PLIC - SBD GRAND ISLAND	\$1,086.47	-- October 2018 Payment	01-5634-56-00	Life, LTD, AD&D, STD
76905	\$163.50	GREG PRITZ	\$163.50	-- EE Mileage Reimbursement - ILA Peoria	01-5431-54-09	Mileage-Administrative Services
76906	\$39.97	Rachel Colias	\$39.97	-- EE Reimbursement -Teen Advisory Board	01-5326-53-02	Programming & Support-Teen-Youth Services
76907	\$150.00	RAINBOW AAT	\$150.00	-- Program Reading with Rover	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76908	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76908	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
76909	\$47.27	SHELL	\$47.27	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
76910	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance
76911	\$779.04	TODAY'S BUSINESS SOLUTIONS, INC.	\$779.04	-- 3rd Qtr 2018 Cost per Fax Program	01-5311-53-09	Processing & Supplies-Administrative Services
76912	\$210.00	Twisted Tree Yoga	\$210.00	-- Program: Baby & Me Yoga	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76913	\$104.46	ULINE	\$104.46	-- White Foamboard	01-5320-53-07	Printing-Marketing & PR Services
76914	\$765.07	VILLAGE OF NILES	\$765.07	-- Automatic Water Meter Reading	01-5730-57-00	Water
76915	\$700.00	VILLAGE OF NILES	\$700.00	-- Paramedic CPR Heartsaver/First Aid Training	01-5351-53-09	Per Capita Grant Expenditures-Administrative Services
76916	\$4,629.74	VISA	\$78.83	-- PO #83512	01-5323-53-03	Programming & Support-Adult-Digital Services
76916	\$4,629.74	VISA	\$328.00	-- September Receipts	01-5420-54-05	Janitorial Supplies-Maintenance Services
76916	\$4,629.74	VISA	\$159.98	-- September Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76916	\$4,629.74	VISA	\$21.03	-- September Receipts	01-5312-53-06	Internet Charges-IT Services
76916	\$4,629.74	VISA	\$868.00	-- September Receipts	08-6740-67-00	Equipment Maintenance
76916	\$4,629.74	VISA	\$28.98	-- September Receipts	01-5430-54-02	Professional Development-Youth Services
76916	\$4,629.74	VISA	\$299.85	-- September Receipts	01-5312-53-06	Internet Charges-IT Services
76916	\$4,629.74	VISA	\$157.50	-- September Receipts	01-5430-54-02	Professional Development-Youth Services
76916	\$4,629.74	VISA	\$13.99	-- September Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76916	\$4,629.74	VISA	\$232.96	-- September Receipts	01-5430-54-02	Professional Development-Youth Services
76916	\$4,629.74	VISA	\$255.00	-- September Receipts	01-5430-54-02	Professional Development-Youth Services
76916	\$4,629.74	VISA	\$1,038.71	-- September Receipts	01-5430-54-01	Professional Development-Adult Services
76916	\$4,629.74	VISA	\$150.00	-- September Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76916	\$4,629.74	VISA	\$50.00	-- September Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76916	\$4,629.74	VISA	\$245.00	-- September Receipts	01-5430-54-01	Professional Development-Adult Services
76916	\$4,629.74	VISA	\$4.20	-- September Receipts	01-5458-54-04	Postage & Freight-Tech Services
76916	\$4,629.74	VISA	\$19.00	-- September Receipts	01-5323-53-03	Programming & Support-Adult-Digital Services
76916	\$4,629.74	VISA	\$235.00	-- September Receipts	01-5430-54-02	Professional Development-Youth Services
76916	\$4,629.74	VISA	\$254.63	-- September Receipts	08-6770-67-00	Furniture & Fixtures
76916	\$4,629.74	VISA	\$20.00	-- September Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76916	\$4,629.74	VISA	\$35.72	-- September Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76916	\$4,629.74	VISA	\$43.58	-- September Receipts	01-5320-53-07	Printing-Marketing & PR Services
76916	\$4,629.74	VISA	\$41.80	-- September Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76916	\$4,629.74	VISA	\$13.99	-- September Receipts	01-4420-44-00	Downloadables
76916	\$4,629.74	VISA	\$13.99	-- September Receipts	01-4420-44-00	Downloadables
76916	\$4,629.74	VISA	\$20.00	-- September Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated October 17, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76917	\$573.81	VISION SERVICE PLAN OF ILLINOIS	\$573.81	-- October 2018 Payment	01-5632-56-00	Vision
76918	\$472.06	VISOGRAPHIC	\$472.06	-- Letterhead	01-5320-53-09	Printing-Administration Services
76919	\$674.00	West Walker Publishing House	\$674.00	-- Childrens Books	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
76920	\$20.06	SUZANNE WULF	\$20.06	-- EE Reimbursement -Communico Training	01-5323-53-03	Programming & Support-Adult-Digital Services
76921	\$175.00	SHARON YIESLA, HORTICULTURAL SERVICES	\$175.00	-- Program: Holiday Plants	01-5323-53-01	Programming & Support-Adult-Adult 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>
40-5805-58-00, Special Reserve - Building									
9/28/2018	18084	Invoice	2447-781	NEDROW Decorating Inc.	NEDROW Decorating I	Posted	9/30/2018	\$49,000.00	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								<i>\$49,000.00</i>	<i>\$0.00</i>
Grand Totals:								\$49,000.00	\$0.00

Niles-Maine District Library

_SPECIAL RESERVE

Report name: _SPECIAL RESERVE REPORT

Output query name: _SPECIAL RESERVE13 (Type: Invoice)

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (9/1/2018 to 9/30/2018)

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

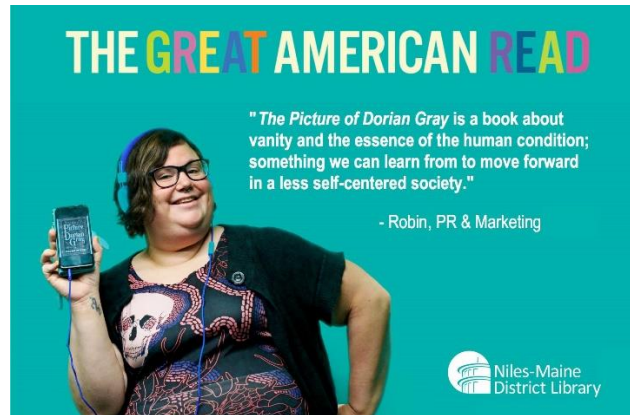
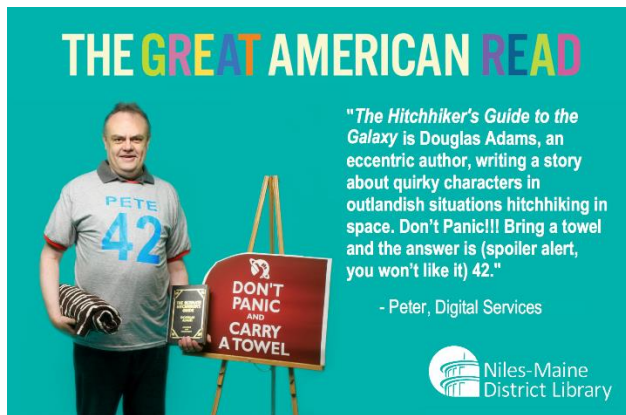
Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)



The Great American Read

Have you voted for your favorite book yet? Staff members have been promoting their favorites on our Facebook page. Voting ends October 31. You'll find the list here <https://www.pbs.org/the-great-american-read/books/#/>. (My prediction for the winner: *To Kill a Mockingbird*.)

Business Office Update

From Greg: The annual financial audit has been completed and we are in the finalization stage with McClure Inserra. Final financial statements will be ready for presentation to the board during the November meeting. A draft of the report will be made available to the board in the week prior to the meeting.

Lisi Strickling and Greg Pritz attended an IMRF agent training session during which the latest legislation was discussed and the finer points of IMRF administration were discussed. Lisi also attended a Human Resources roundtable.

Adult Programs

From Suzy: Jabez led a podcasting program that was very well received by the attendees. It is also an excellent way to promote the equipment available in Studio A. We offered 4 one-on-one sessions for Nilis cardholders on topics ranging from Android phone usage to downloading eBooks.

From Dodie: We had our usual book discussion groups. The BookBites group discussed *Paula: A Memoir* by Isabelle Allende and Book Buzz discussed two titles – *Lincoln in the Bardo* by George Saunders and *Sing, Unburied, Sing* by Jesmyn Ward.

The Great American Read Reading Program continues. For September there were 48 books read and 47 participants. We had a really fun GAR Bingo Program this month as well as a book discussion of one of the books on the GAR list – *And Then There Were None* (a popular Agatha Christie title). The voting on the best Great American Novel is ongoing and we are doing our own library voting on these titles. The BIG question is – will Nilis vote for the same novel title as the public? You can find out more information about this wonderful PBS initiative at this website: <http://www.pbs.org/the-great-american-read/home/>

Our Senior Coffee Hour this month was a presentation by Marquee Film Talk's Steven Frenzel who entertained us with movie clips on: *Bob Hope: American Smart Aleck in the Movies*. Dodie has started a monthly Chair Yoga class which has been very well received with 30 participants. Yoga Joan also teaches the KidSpace

yoga program. Dodie hosted a fitness program called *How to Stay in Shape Doing What You Love* with 17 attendees.

Neil had three genealogy-themed programs this month. He was able to schedule Genealogist Maureen Brady for two programs – *Preserving Your Family History on Family Search* and *Tapping the Power of Family Search* in addition to his usual Niles Genealogy Interest Group. Neil also hosted *Walt Disney and World War II* which had 26 attendees. This was a busy month for Neil – he also hosted the *Giants in the Park, Part II*, which was presented by Chicago author and guide, Krista August. She continued with Part II of her tour of the current and missing biographical monuments in Lincoln Park.

Stacy continues to develop her 20's & 30's programming. She hosted her Tuesday Night Film Series and also *Adulging 101: Broke-ish to Building Wealth* which covered the basics of financial literacy. She is now going to collaborate with the Digital Services Department and Marketing Department to bring even more pizzazz to the programming for this age group!

Krystyna showed a Polish Language Movie - *The Fourth Partition* and it was a huge success with 34 attendees. it was a documentary about Polish immigrants to Chicago in the 1920's and 1930's. She was able to get the award winning producer and director here to introduce the movie and answer questions from the audience.

Judy had local attorney Jacob Ehrensaft present his Wills & Trusts Program – always well attended with 48. She had her business program *How to Land a Job in 90 Days* and also Job Counseling.

The Oakton CC ESL classes continue to have about 50-60 people every session on Tuesday and Thursday evenings. Valerie partnered with Mikey from KidSpace to do an ELL presentation to Culver School. Valerie was able to give a tour of the 3rd floor ESL materials and the World Languages Collection to this group so they are aware of the resources our library has to offer.

Neil has mailed out the invitations for the 12th Annual Veterans Breakfast to be held here on Friday, November 2nd. He continues to drop in at Dunkin' Donuts on Tuesdays to chat with the Niles Vietnam Veterans. He was then able to hand off the final draft of Mr. Tuscano's interview and obtain his signature. He interviewed Korean War veteran and Tam O'Shanter caddy, Peter J. Smith, on September 24th and Vietnam War veteran, John Andres, on September 25th.

Cecilia hosted a very successful Shakespeare Program, *Jefferson and Adams*, on September 14th which had 84 attendees. The next Shakespeare event will be *Pericles*, one of Shakespeare's last plays, on Friday, October 19th.

Youth Programs

From Arianne: Yoga seems to be proliferating throughout all generations. We added a 3 session run of Baby and Me Yoga to our Parenting Series. Adults added Chair Yoga – providing movement and stretching to patrons 0-100. Based on the positive feedback we received, we will look to find resources to add more offerings of Baby Yoga in the spring.

The Youth programming lineup is shifting to offer a greater number of regularly scheduled events. This helps patrons know, without consulting a calendar, that programming is in session. These regularly offered programs include Mega Mondays, Homework Help, Second Sunday, Second Saturday Breakfast Bingo, Family Movie, Babytime, Rise and Shine, Evening Family Storytime, Wonderground, Volunteer in KidSpace, and the School Year Storytimes. This might mean staff needs to throw in more often to cover the lineup, but the result is consistent, age-appropriate, relevant programming for our patrons.

Teen The Teen Underground now has a solid group of regulars coming in after school nearly every day. Their attendance has been in no small part due to the new Teen Librarian, Rachel Colias. We are thrilled they are coming, and working to assure the increase in noise level is managed as best we can, considering the constraints of the space. We are looking at noise dampening panels and window cling. We have also installed a Yacker Tracker to measure the noise consistently, comparing the space to an active classroom at 70 decibels.



The TAB group did an excellent job decorating the main display table in the Teen Underground with our Spooky Season theme in mind. Rachel worked to include some of the video gaming boys to take a break and help make decorations alongside the regular TAB members.

In an effort to clear the Pizza Exhibit entries in the Middle Ground, April and Donna worked to offer DIY Book Banners. One of the regular teens helped set the program supplies up and clean the scraps up afterwards in the Underground. Not everyone chose to use book quotes, but embracing their personal mottos instead worked just as well and resulted in some very inspiring decorations for the Middle Ground. This is an example of a program that was offered both the Teen Underground and in the Middle Ground, reducing planning and utilizing the finished product as a decoration in the space.



 [christian_jackson126](#) • Follow
Chicago, Illinois

christian_jackson126 I will forever be grateful that I had the amazing opportunity to meet and connect with each of these unique, talented, and awesome individuals who I gladly call friends of mine among many others I met. I never thought that the bonds we made from three months ago to now would grow to be so strong. We may not see each other again for some time but we definitely will meet again. Thank you @ala_pla for bringing us together★ #friendsfromafar #librariesofinstagram

♡ 💬 ↗

46 likes
18 HOURS AGO

[Log in to like or comment.](#) ...

Donna Block spent a weekend in Chicago wrapping the PLA Intern experience. The teens presented their summer projects, heard guest speakers, and workshoped leadership pathways. Our PLA Intern, Divya, is second from the right, and she's continuing to work with us through the school year even though the program is now finished.

Creative Studio

From Suzy: This month there were 26 3D print submissions, 2 poster print submissions and 4 VHS to DVD conversions. We added a portable projector, a GoPro Hero 6 and ZOOM H4n Pro Recorder to the circulating equipment collection. From Kathleen "Studio-A was completely booked this afternoon. A musician recorded her violin solo, a young man edited fitness videos for his business, and an animator worked on his project. It's exciting to watch our space filled with so much creativity."

For 3D printing enthusiasts Bernadetta offered an advanced 3D printed class. Students learned about QR codes, how to generate them and how to convert them. Some people made codes for their home WIFI password, others created QR codes for their business.



During the Silhouette Wednesday class attendees created a large scale "FALL" banner from paper using vinyl cutter. The banner had many pieces that needed to be cut out separately; therefore, students learned how to ungroup design, send a specific file to vinyl, select the right type of material for cutting, adjust a blade and how to run a test cut. The feedback after class was very positive. Here are some comments: "Finally improving in Silhouette Studio", "After sending so many jobs to a vinyl cutter, I'm not afraid of to use A Silhouette on my own."



Kathleen and Jason took green screen mugshots of library workers holding their favorite banned book. They handed out bookmarks, pins, and hosted a pop-up banned books display. Children and teens were especially surprised to learn that books could be banned. Several patrons and staff shared stories about books that had been banned in their home countries. The American Library Association annually encourages libraries to spread awareness of the freedom to read books as part of a nationwide campaign.



Kathleen led a program on creating a Bamboo bookmark using the Inkscape and the laser cutter.

Databases

From Suzy: Kathleen negotiated our EBSCO renewals for MasterFILE, Middle Search, and Science Reference Center down from 5% to 3%. **Cost saving is \$488.**

The ReferenceUSA renewal will contain no price increase. Kathleen negotiated a three-year locked contract to be billed annually at \$10,215. ReferenceUSA will also donate two iPads to the library valued at \$800. Assuming a price increase of 3% per year, **cost saving is \$947.**

Brainfuse offers live tutoring sessions to students. This resource saw a 138% increase in sessions from September of last year (increase from 442 to 1054). Youth Services Librarians, Mikey Orzechowski and Donna Block have promoted this resource during school visits causing a spike in popularity.

World languages selectors Valerie and Debbie are working with Kathleen to evaluate the multilingual eBook offerings from Odilo. We tested the resource with Android, Kindle, and Apple devices. After the resource trial and a webinar, we will determine if the resource is a good fit.

Community Engagement

From Dodie: Cecilia (along with Arianne, Bernadetta and Susan) attended the Coming Together meeting at the District 219 headquarters. She has been the motivating force behind getting the committee to decide on dates for the author's visit (and finalizing details of his visit) and entering programs in the master list for the program booklet. Neil attended the Board meeting of the Niles Historical Society on September 24th.

We scheduled our first Library Card Outreach Initiative to the Triumvera Condos located in the North end of our district – around Milwaukee and Central Roads. We had 50 residents stop by and 12 library cards issued. We had a Bollywood DanceFit Program to kick it off and it was a lot of fun. A continuous downpour of rain may have discouraged even more residents from attending. Our next Outreach effort to Triumvera will be a children-centered event on a Saturday. Date TBA.



Karen and Aileen from Outreach delivered all the donations that Donna Block had collected in the library for the fire victims at the condo complex, The Landings, to the Maine Township Office on Ballard.



From Suzy: Tommy and I took photos at the Niles Fire Department Open House using our new instant cameras. Nicole from Patron Services was on hand to issue library cards and she registered 10 new

cardholders. It was a wonderful opportunity to make connections with the community and promote the resources of the library.



Bernadetta helped out with the Triumvera Outreach Program by showcasing Creative Studio equipment. Attendees were able to make custom buttons from old comics and magazines with the library's button maker and cut and emboss decorative cards with embosser. Bernadetta also had the 3D printer running and it was a great opportunity to promote the Creative Studio equipment and programs.



CCS

From Cyndi: We learned that we will have 2-4 days of off-line service when Morton Grove goes live in January. Placing OCLC Interlibrary loan holds through the catalog has been tabled, we will however be able to activate the search link called "Follow on Searching". Patrons will be able to link directly to a wider catalog and when an item is found, call the library to place a hold on the item.

We continue to take a close look at all the data compiled in the CCS generated reports and additional data that we can pull through Simply Reports and SQL. The new system gives us the opportunity to take a deep look at each of our statistics we pull from the system so they are as accurate as possible.

Athena and I reviewed the September reports used for the monthly statistics. CCS has created a new monthly report that makes tracking new and renewed library cards was issued for September. Using this report, we will be able to more accurately track not only new library card registrations but also library card renewals. We can also adjust July and August numbers to be more accurate.

Victoria and I continue to work to reconcile library holdings numbers. I discussed the Library holdings with Greg and our auditor to clarify what number we are looking for, and investigated how this number was computed in the past. We are working Bob Barth at CCS to clarify and tweak what data is included in the issued reports used to determine library holdings on a monthly basis. Inventorying some of the collections will be considered.

Passport Service

From Athena: In the month of September we accepted 80 applications. To date we have accepted 1,073 applications. We have officially beaten our goal of 1,000 passports in the first year.!

Jackie Chacko has successfully completed Passport Acceptance Agent training.
Allison Hembree has begun Passport Acceptance Agent Training.

A small group of Passport Acceptance Agents will be attending an in person training led by the State Department at the Prospect Heights Library. This is an all day training, where they will be allowed to ask questions.

Tech Services Process Changes

A reminder: Technical Services aka Tech Services aka TS is the department that orders, processes, catalogs, and withdraws all of the Library's books, DVDs, videogames, audiobooks, magazines, etc. It is made up of Acquisitions Clerks, Catalogers, Processors, a Serials Clerk, and two clerks who handle lots of other tasks, especially inputting and deleting records. Tech Services also delivers the Library's mail. It's called "Tech Services" because it's always been called Tech Services, long before the age of IT and computers in libraries. I recently made a change to the org chart so that now Victoria and her department report to Cyndi Rademacher—this is a good fit after all of Cyndi's work on the Polaris migration and her deep understanding of the Integrated Library System.



From Victoria: On September 11th, all of TS worked with Cyndi in the board room mapping our Tech processes step by step. This was a useful exercise and opportunity to have all Tech parties see the details of their's and each other's processes. By looking at the details in this way it gave an opportunity to help recognize what is working, what is no longer useful, and where things could use revising. We also had the opportunity to show some of the mapping and give explanation to the rest of Admin (Susan and Greg). As it was such a detailed process, we only got as far as part of Processing and Acquisitions in our

explanation. Processing is going to meet with the Youth Services department to discuss all of the detail that goes into each item they process. (Each YS videogame has eleven stickers and labels!) The Acquisitions process work is being continued through October. We plan to have processes updated and documented. We will continue to go through the rest of the processes of the other specialties (Serials, Cataloging, Inputting, Withdrawing) as a department and work on updating those procedures as necessary. It really accentuated the

large volume of work that happens on a daily basis in Tech. And it served as a good team-building exercise, too.



Staffing changes

Four part-time Patron Services Associate II positions have been posted. These positions have been being held to see if they are needed, but as we get closer to the end of the calendar year we are finding that some of the Patron Services clerks are taking on so many extra hours to cover desks and other tasks that we run into IMRF territory.

Part-time Youth Services Librarian Sarah Mitchell-Mace was hired to replace Vlada, who left last month.

Reference Librarian Neil O'Shea has announced his retirement in November, so that position will be listed soon. More on Neil and his career next month.

Staff notes

Congratulations to Technical Services Supervisor, Movie Cataloger Extraordinaire, Art Display Whiz, and Creative Genius Victoria Luz on her 25th anniversary here at the Nilas Library. As you can see, Victoria wears many hats and is a key contributor to the Library's success. Congratulations, Victoria!

From Athena: Melissa Brzny, Stephen Look, Fran Burns, Nicole Hembree and I all completed First-Aid training. Many thanks to the Library for providing this training opportunity.

From Victoria: the TS Catalogers went to a Laconi Cataloging Unconference at Elk Grove Public Library. The topics covered were Term and Code list for RDA content types, Catalog decisions and Connexion Client, and MarcEdit. It is always good to collaborate with TS communities in and outside of our consortium. Carol, Bei, Paulette, and myself attended first aid training as a follow-up to the CPR/AED training last month. It was a great opportunity to get staff members prepared to respond in the face of an emergency.

From Suzy: Cecilia and I led a Communico Training for all the library programmers. We held three sessions and had 23 staff members attend. From the feedback we received, staff appreciated learning how to use templates and exploring the different registration options.

Kathleen offered ValueLine and World Book training webinars for the library staff.

Bernadetta has been appointed to the Polish American Librarians Association (PALA) Board of Directors. PALA's goal is to positively impact services provided to library patrons of Polish descent and individuals interested in Polish culture.

Marketing notes



From Sasha:

Library Card Campaign: During the month of September, if you renewed or signed up for a new library card you were entered in a weekly drawing. At the end of September, total new cards were 304, 12.6% more than the same period last year. The total number of entries was 292.

We are starting to coordinate with local businesses and organizations to participate in more outreach events in the community.



The PR & Marketing team was trained by Athena from Patron Services to sign up or renew library cards on an iPad. The training was important because sometimes only Marketing staff attend outreach events, so now we know how to sign up patrons on demand.

Chapter One: Thank you to the Board for agreeing to move forward on increasing the number of newsletter publications from four to six annually. Based off our data collection, patrons will be very happy to receive more publications from the Library. It will keep our patrons better informed about what's happening at the Library. We are starting the redesign process and our goal is to publish the first issue in June 2019.

Workshops: Annette and Megan attended a free writing workshop called "Writing for Library Workplace and Career Success" at Bartlett Library. They learned about the tricks that professional writers use to research, plan, write, and rewrite on a deadline. Since we do a lot of writing in the department, I thought it was extremely beneficial for them to attend this workshop. I, along with a few other staff members, attended a free Mental Health Workshop by RAILS at the Library. It was a day long workshop that went over the different mental health issues, helping us learn how to react to patrons with mental health issues.

Building Notes

From Dave: Work continues on the exterior of the Library. The exterior painting project is wrapping up and should be completed by the time the board meeting starts.

C. Acitelli has the new chiller at their headquarters in Addison and we have started trying to schedule the installation. At this writing we are aiming for the week of October 15 since the weather will be a little chilly and there will be a greater need for heat rather than chilled air.

We have started working on the portico in front of the Library. Last week we had carpenters come out to add structural support to the underside of the copper roof to stabilize it and extend its useful life. We are soliciting bids to sandblast, prime, and paint the structure holding up the roof. We will present options to the board at the November meeting.

The first phase of the IT reconfiguration project to build suitable storage for IT service spares and parts is complete and IT has started the process of moving some of its inventory.

We have started planning for the parking lot repairs, sealing, and restriping. This project will be scheduled to take place over the Memorial Day Weekend in 2019.

The lighting behind the Circulation desk in the Lobby continues to be a problem and it is clear that they are beyond repair. We have ordered some new components but delivery is taking longer than hoped for, so we have a temporary solution in place using shop lights in the meantime.

Technology

From Rich:

Major Projects Update The Security Camera System Replacement & Expansion Project was presented to the Library Board and the purchase was approved. We have begun Security Camera System server preparation and security camera installations are planned for the fall.

Preliminary work on the Phone System Replacement Project has begun. We will be using the prebid multiple state NASPO ValuePoint Data Communications Products & Services contract for this procurement. I am working with the contract's awarded phone system vendors and their local partners on configurations.

We are in the process of configuring the new PoE network switches that will support additional Wireless Access Points, the new Security Cameras and the new Phone Systems phones.

Work has begun on reconfiguring IT Services areas (Offices, Server/Work Room and IT Storage in the Garage).

We are working together with Maintenance Services to monitor the AC wall unit in the IDF closet. Repair parts have been ordered and the unit remains functional.

Patron Laptops New patron laptops have been delivered to Digital Services to be used by Library District patrons inside the library building in study rooms and other study areas.

2017-2018 Erate reimbursement I completed paperwork to request approved Erate 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.

Volunteer notes

From Cyndi: Book Sale volunteers noted an overabundance of paperbacks, so the September paperback sale of 4 for \$1 helped reduce the overstock. New volunteer Ruth started in Patron Services. Current volunteer openings are:

1. Youth & Adult Collection Shelf Reader
2. Clerical Assistant
3. Library Sale Clerk
4. Computer Monitor on Tuesday or Thursday

Interesting Patron Questions and Comments

1. *From Dodie:* Where can I get a copy of Isaac Asimov's short story, *The Last Question*? Which one was his favorite?
2. Can you print out a map with scale provided of this area of Bensenville around this grammar school for a middle-grade class exercise in walking – in order to appreciate the size of the solar system?
3. Can you show me how to access the September 3rd issue of Barron's?
4. Can you show me how to access Value Line?
5. Can you help me to search on benefits of the individual tax identification number (ITIN)?
6. Can you help me to find out online how to draft a will and testament?

From Arianne: To The Niles Library,

This is Syeda Alina Noma student of Grade 3 Hoffman Schools, Glenview, Illinois. Today I am writing this letter to share my creative writing with you. It is all because of [the] Niles Library to give me an opportunity to read more books. I became a member of the Niles Library last year and that day opens the world to me.

I would like to thank you for making me a better reader and writer. Thank you very much for allowing me to read interesting, knowledgable and informative books.

Sincerely,

Syeda Alina Noma

xxxxx Michael Todd Terrace

Glenview, IL 60025

River Forest Public Library is in the planning stages for a renovation. They sent their staff out of the building for their Staff Development Day to tour some newly renovated spaces. The group was wandering through KidSpace and I gave them a tour of KidSpace and the first floor.

Arianne,

Thank you very much for the tour you gave our library staff members on 9/7. We appreciate your taking the time to show us around Niles PL. We enjoyed the time we spend at your library and were impressed by your programs and collections.

Many thanks,

Joanna Bertucci

River Forest PL

Mikey, Valerie, and Debbie hosted 63 participants in the Culver Elementary English Language Learners Family Literacy Event on Monday, September 24 after school. The group walked across the street to the library and toured KidSpace and the building.

Dear Mikey,

It was a pleasure collaborating with you for our ELL Family Literacy Event! Your presentation, information, and tour of the library's resources were fantastic and informative. Our parents learned so much! The visit to the library allowed our families to get a first-hand view of all that the library has to offer. We heard some conversations among them that they feel more comfortable going to the library now. Thanks again!

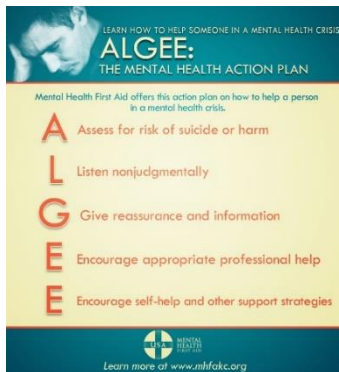
Shagun Grover and Mary Ellen Mueller

Committees

Safety and OSHA Compliance *From Cyndi:* The Employee Safety and Security Guide was finalized and Marketing is getting quotes to print 150 copies.

Fire Drill - We held our second fire drill of the year on Monday, September 17 at 9:15 am. This time we were open and patrons were in the building. We passed. It definitely made it more real for the staff and there were some good observations and questions generated by the exercise.

First-aid training - 23 staff completed first-aid training from the Niles Fire Department.



Mental Health First Aid™ training - Mikey, Bernadetta, Dodie, and Sasha, attended this all-day training session and came away with a positive impression of the experience and the recommendation that we share ALGEE action plan with staff. I'm waiting for requested permission from the copyright owner to reprint this graphic in our Safety and Security Guide.

Art & Display *From Victoria:* I met with the Niles Art Guild as the liaison for the NMDL. They will continue to meet at the library on the first Wednesday of the month from 6:30 to 7:30. We spent time with introductions and they chose tentative officers to be voted on next month. Some of the leads I was able to get were additional contacts for Polish-American artists (in needed) for the display that will go in the Franklin Gallery during Coming Together in the months of January through March. The Guild also spent a good deal of time discussing potential details for the Monarch Butterfly Festival they would like to have in June. This could tie in nicely for an exhibit here related to Butterflies, transformation, and metamorphosis. Dr. Ramirez-Knight's Damen Silo exhibit is up until the end of October. In the Guild meeting I discussed the possibility of having a photo display of the Niles artists that created benches, photographed with their benches. (This would potentially run November and December, pending Niles Art Council approval of funds and committee and administrative approval here at NMDL.) Photographer and Niles resident Marina Samovsky is seeking Art Council approval. Then we may move forward as appropriate.

FOIA Requests

10.4.2018 Jeff Hillery Under the Freedom of Information Act I'm requesting information for the new construction, renovation and/or maintenance work planned for any building owned or leased by your district which includes the scopes listed below. In addition, if any contracts have already been awarded, please include the names and contact information of those contractor(s) and/or sub-contractor(s).

HVAC (Heating, Air Conditioning, Ventilation), Exhaust Systems.

Architectural Metals used for weatherproofing and/or ornamental purposes.

Gutters and /or Downspouts.

- New installation and/or replacement of lockers.
- New installation and/or replacement of toilet partitions.
- Kitchen Renovations.
- Current HVAC Maintenance Contracts.

There was a duplicate FOIA request under the name Dave Sylvester, also of the Sheet Metal Workers LU73 to which we also replied. (We did not have any responsive documents.)

Trustee Calendar

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)
- 11/10—3rd Annual Makerfest 12-3:30
- 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 2019

- 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

March

- 3/20—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 -- September 2018

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	304	270	12.59%			
Renewed District Cards	173	-				
Total District Cardholders	22,341	23,824	-6.22%			
Patron Visits	27,398	28,402	-3.53%			
Unique Library Cards Used	4,631	4,468	3.65%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	40,698	42,511	-4.26%	125,434	134,725	-6.90%
Teens	2,946	3,482	-15.39%	11,307	13,038	-13.28%
Juvenile	39,945	38,184	4.61%	122,717	129,198	-5.02%
Digital	2,347	1,735	35.27%	7,418	5,377	37.96%
Equipment	96	136	-29.41%	349	432	-19.21%
TOTAL Loan of Library Materials	86,032	86,048	-0.02%	267,225	282,770	-5.50%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print: Fiction & Nonfiction	19,933	20,785	-4.10%	61,756	64,943	-4.91%
Magazine	1,249	927	34.74%	3,593	3,417	5.15%
Multimedia: Audio	3,905	4,329	-9.79%	11,666	13,953	-16.39%
Multimedia: Visual	15,611	16,470	-5.22%	48,419	52,412	-7.62%
TOTAL Adult Loans	40,698	42,511	-4.26%	125,434	134,725	-6.90%
Teens						
Print: Fiction & Nonfiction	2,255	2,684	-15.98%	8,756	9,894	-11.50%
Magazine	8	37	-78.38%	28	83	-66.27%
Multimedia: Audio	162	407	-60.20%	490	1,694	-71.07%
Multimedia: Visual	521	354	47.18%	2,033	1,367	48.72%
TOTAL Teen Loans	2,946	3,482	-15.39%	11,307	13,038	-13.28%
Youth						
Print: Fiction & Nonfiction	32,266	29,753	8.45%	96,088	97,849	-1.80%
Magazine	214	133	60.90%	785	579	35.58%
Multimedia: Audio	670	2,077	-67.74%	2,113	7,800	-72.91%
Multimedia: Visual	6,795	6,221	9.23%	23,731	22,970	3.31%
TOTAL Youth Loans	39,945	38,184	4.61%	122,717	129,198	-5.02%
Equipment Loan	96	136	-29.41%	349	432	-19.21%
Digital eBooks and eAudiobooks	2,347	1,735	35.27%	7,418	5,377	37.96%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	29,135	12,506	132.97%	48,522	31,370	54.68%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed Through our Interface	6,953	6,597	5.40%			
Holds Made Available	6,443	9,412	-31.54%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
TOTAL In-House Use of Materials	6,239	6,267	-0.45%	24,595	22,988	6.99%
Items moved on Shelf	6,899	5,881	17.31%	20,812	17,242	20.71%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,324	1,330	-0.45%	4,421	4,249	4.05%
Digital Services	2,478	2,572	-3.65%	8,076	8,154	-0.96%
Kidspac Express Internet	16	42	-61.90%	142	133	6.77%
Kidspac	1,164	1,572	-25.95%	5,178	5,617	-7.82%
Kidspac iPad Usage	380	430	-11.63%	1,210	1,330	-9.02%
Teen Underground	385	375	2.67%	1,300	1,503	-13.51%
TOTAL Users	5,747	6,321	-9.08%	20,327	20,986	-3.14%
Patron Wi-Fi Uses	11,307	12,766	-11.43%	35,229	39,331	-10.43%
Scanning & Fax Pages	3,778	5,959	-36.60%	18,540	18,993	-2.39%
Print & Copy Pages	17,426	15,808	10.24%	56,481	50,040	12.87%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	26	16	62.50%	113	56	101.79%
Large Scale Poster Printer	2	7	-71.43%	14	8	75.00%
VHS to DVD Conversion	4	5	-20.00%	30	40	-25.00%
TOTAL Use of Staff Mediated Equipment	32	28	14.29%	157	104	50.96%
USERS OF STAFF MEDIATED SPACES BY LOCATION						
KidSpace Study Room	32	104	-69.23%	214	253	-15.42%
Study Rooms 1-5	588	574	2.44%	1,654	1,498	10.41%
Creative Studio A	58	55	5.45%	217	133	63.16%
Community Meetings in the Library	23	-				
TOTAL Users of Staff Mediated Spaces	701	733	-4.37%	2,085	1,884	10.67%

Monthly Statistical Report -- September 2018

MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	27,135	29,019	-6.49%			
Facebook "Likes"	1,633	1,396	16.98%			
Buzz Blog views	585	465	25.81%			
Veterans History Blog views	469	-				
Media Hits (includes print and online articles and listings)	7	12	-41.67%			
e-News Subscribers	15,493	15,793	-1.90%			
New Resident Letters (August)	89					
LIBRARY HOLDINGS	Library Holdings	Items Added	Items Withdrawn			
Shelved materials	296,110	2,651	1,773			
Equipment	111	3	-			
eBooks & eAudiobooks (Overdrive, Axis 360)	116,743	-	-			
Databases	80	-	-			
Total	413,044					
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	80	121	-33.88%	290	342	-15.20%
Test Proctoring	6	5	20.00%	21	23	-8.70%
Passports Processed	80	-		229	-	
Voters' Registration	1	2	-50.00%	4	2	100.00%
1-2-1 Instruction	4	5	-20.00%	15	-	
Book Concierge	1	-		-	-	
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	501	2,115	-76.31%	1,642	8,286	-80.18%
Ready Assistance	7,216	10,021	-27.99%	27,962	25,982	7.62%
Reference/Research	4,938	6,011	-17.85%	16,003	18,848	-15.09%
TOTAL All Service Desks	12,655	18,147	-30.26%	45,607	53,116	-14.14%
Adult Services (3rd Floor)	899	751	19.71%	2,743	2,491	10.12%
Commons Desk	17	-		20	4	400.00%
Fiction/Audiovisual Services Desk (2nd Floor)	1,167	1,478	-21.04%	3,943	4,870	-19.03%
Patron Services	4,348	7,669	-43.30%	17,046	20,642	-17.42%
Technology Desk	1,884	2,122	-11.22%	5,780	6,064	-4.68%
Teen UnderGround Desk	534	849	-37.10%	2,208	3,278	-32.64%
Outreach Service	2,325	2,608	-10.85%	7,250	7,414	-2.21%
Youth Service/KidSpace Desk	2,742	4,011	-31.64%	10,741	13,390	-19.78%
Total Service Interactions	13,916	19,488	-28.59%	49,731	58,153	-14.48%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,488	4,496	-0.18%	13,640	14,193	-3.90%
Items Received from CCS Libraries for Patrons	2,978	3,300	-9.76%	9,613	10,302	-6.69%
Items Lent to OCLC Libraries	292	304	-3.95%	965	977	-1.23%
Items Received from OCLC Libraries for Patrons	70	104	-32.69%	141	301	-53.16%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	181	226	-19.91%			
Number of Visits	148	149	-0.67%			
Institutions						
Number of Institution Deposit Collections	10	12	-16.67%			
Number of Visits	10	12	-16.67%			
Schools						
Items Delivered	732	741	-1.21%			
Number of Trips	18	20	-10.00%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	13	109				
Adult and Outreach Services & Programs	7	19				
Digital Services & Programs	5	28				
Patron Services	7	25				
Teen Services & Programs	10	31				
Youth Services & Programs	18	50				
Total Volunteers and Hours This Month	60	262				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>63</i>	<i>253</i>				

Monthly Statistical Report -- September 2018

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change	
Youth Programs	78	1,911	65	1,768	8.09%	
Teens Programs	17	257	11	196	31.12%	
Adults Programs	42	963	33	824	16.87%	
Digital Services Programs	18	131	15	69	89.86%	
TOTAL PROGRAMS AND EXHIBITS	155	3,262	124	2,857	14.18%	
Programs--Youth Audience						
1KBK added visits	ongoing	18				
1KBK registrations	1	7				
Baby and Me Yoga	1	19				
Bibliobop Dance Parties!	1	46				
Book Buddies	1	2				
Family Movie <i>Show Dogs</i>	1	25				
Homework Help	2	20				
I Spy Tank	1	65				
In-house Toys and Games	1	153				
Mega Mondays-Drama, Mondays on the Move, Yoga, Lego	3	58				
Parenting Series (Sleep Workshop)	1	5				
Reading with Rover	1	12				
Reading Patch Club Registrations	1	7				
Reading Patch Club added visits	ongoing	18				
Second Saturday Breakfast Bingo	1	21				
Second Sunday: Magician Scott Green	1	102				
Story: Babytime	3	114				
Story: Baby Lapsit	1	0				
Story: Evening Family Storytime	4	62				
Story: Rise & Shine Storytime	3	113				
Story: Storytime for 2's and 3's	8	121				
Story: Storytime for 4's and 5's	4	28				
Teacher use of Die Cut Machine	1	4				
Toddler Playgroup	1	16				
Video Games	1	115				
Volunteer in KidSpace	2	12				
Wonder Ground: Library Science	8	70				
World Language Storytime (Russian, Polish, Spanish)	3	40				
Writing Center (Passive)	1	112				
Youth Services Community Engagement Programs						
Curriculum Night (Culver)	1	53				
Classroom Visits (EM63)	15	315				
English Language Learners Family Visit to NMDL (Culver)	1	63				
Famished for Fiction	2	43				
Teacher In-Service (Stevenson, EM63 Librarians)	2	52				
Total Youth Services Programs	78	1,911	65	1,768	8.09%	
Programs--Teen Audience						
Book Banner Craft	4	17				
College Financial Aid Process	1	7				
Dungeons & Dragons	1	7				
Movies in the Underground: <i>Star Wars Revenge of the Sith</i>	1	6				
Practice ACT	1	8				
Practive SAT	1	4				
Teen Advisory Board	1	6				
Teen Ambassadors	1	1				
Video Games	1	71				
Teen Services Community Engagement programs						
Curriculum Night (Culver)	1	58				
Famished for Fiction	1	11				
After School Club: WHO Club, Niles West Peer Leaders	2	60				
Teacher Outreach (Notre Dame)	1	1				
Total Teen Programs	17	257	11	196	31.12%	
General Programs--Adult Audience						
Book Discussions - Book Buzz	2	12				
Book Discussion Great American Read	1	4				
Chair Yoga for Adults	1	30				
Citizenship Class	2	10				
Giants in the Park II	1	12				
Great American Read Summer Reading Participants	ongoing	47				
Great American Read Ballots for Voting	ongoing	23				

Monthly Statistical Report -- September 2018

General Programs--Adult Audience	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Great American Read Bingo	1	13			
How to Land a Job in 90 Days	1	7			
How to Stay in Shape Doing What You Love	1	17			
Adulting 101	1	3			
Job Counseling	4	4			
New Release Movie: <i>The Post</i>	1	28			
New Yorker Discussion Group	3	27			
Niles Genealogy Interest Group	1	5			
Oakton Community College English as a Second Language	8	426			
Polish Language Movie - <i>The Fourth Partition</i>	1	34			
Preserving Your Family History on Family Search	1	6			
Senior Coffee Hour: Bob Hope in the Movies	1	21			
Shakespeare Project <i>Jefferson and Adams</i>	1	84			
Shakespeare Project After Performance Discussion	1	33			
Small Business Counseling	2	4			
Songwriters Group	1	5			
Tapping the Power of Family Search	1	8			
Tuesday Night Film Series <i>Selena</i>	1	3			
Walt Disney and World War II	1	26			
Wills and Trusts	1	48			
Adult Community Engagement Programs					
BookBites Popular Fiction Discussion	1	17			
Low Vision Support Group (VIM)	1	6			
Low Vision Support Group (VIM) Book Discussion	0	0			
Total Adult Programs	42	963	33	824	16.87%
Digital Services Programs --Adult Audience					
3D Printed QR Code	1	3			
Adult Computer Boot Camp	3	11			
Create a Bamboo Bookmark	1	7			
Excel Basics	1	3			
Green Screen Mugshot	1	15			
Maker Lab	1	8			
Microsoft Word Basics	1	4			
Personalize a Golf Ball with the EggBot	1	3			
Podcasting Basics	1	4			
Pomoc Komputerowa w Języku Polskim	1	3			
Silhouette for Beginners	1	0			
Silhouette Wednesday	2	14			
Tablet Tuesday	1	4			
Virtual Fridays	1	2			
Digital Services Community Engagement Programs					
Niles Department Open House	1	50			
Total Digital Services (DS) Programs	18	131	15	69	89.86%
GRAND TOTAL PROGRAMS AND ATTENDANCE	155	3,262	124	2,857	14.18%
Community Meetings in Library Spaces	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Niles Chamber Morning Networking Breakfast	1	40			
Movie Poster Exhibit & Matching Game	1	125			
Ukrainian Women in Business	1	25			
Jewish Genealogical Society of Illinois	1	10			
Korean Culture Education Group	1	60			
Club Demo Services/Costco	1	40			
Toastmasters-Area 63 Fall Speech Contest	1	60			
Niles Township Toastmasters	2	22			
Girl Scouts Troop #45694	1	25			
SAP Study Group	9	54			
NS Management/Woodley Park Condo Assoc.	1	20			
Mather H.S. Alumni Scholarship Board Meeting	1	6			
Burning Bush Condo Association	1	20			
Niles All American Toastmasters	1	15			
Total Community Meetings	23	522	28	533	-2.06%

Patron Suggestions and Comments for October 2018

Responses to Patron Suggestions and Comments

Suggestions

I really use that typewriter—me and my daughter both., C. L.

Please fix the typewriter. I use it a lot. C. H.

We are going to replace the broken typewriter one last time.

Can you put the NEW foreign language books out? There used to be a section designated for new foreign language books. It's easier to search for the new books this way.

Thank you for the suggestion—I will pass it along to the selector.

If at all possible—I would like the return of the extended holds. I put quite a few books on the hold list. I'm a loyal patron and avid reader. Thank you. S. W.

Suspending holds works a little differently in the new system, but it is still available. We are contacting you by phone to explain how it works currently.

Please enforce "No talking on cell phones." Thank you. B H.

The only place where talking on cell phones is not allowed is the silent zone on the third floor. Please notify the staff member at the desk if you are being disturbed. Elsewhere in the Library, talking quietly on a cell phone is allowed—it is a modern reality.

I would like to suggest to add books which I came across on Hindu religious institutions which are good for little one's emotional and education development: *Little Yosh is filled up!* by Swami; *Supriyananada* (Chimney Mission Trust); *Crame: India's epic Mahabharat Crame* by Lotus Lite Publication. M. T.

Thank you very much for these suggestions—we will see if they are available.

Frustrations

I wish you would keep more of the *New Yorker* magazine on the shelf. It's very hard to get and the magazine can disappear from the section before you even get to read it. Thank you. S. R.

Thank you for letting us know you are having problems getting ahold of it—we will look into it. In the meantime, you can place holds on magazines and perhaps that would help?

Complaint: Your catalog online claims a movie is available. I look in the section where it's supposed to be and it's not there. This has happened twice so far. Stock more copies. L. K.

In those situations, please always ask at the service desk near where the movie is supposed to be. Sometimes staff can help turn something up that is on its way to being reshelved or is in a display. Also, we purchase additional copies when people place holds on them letting us know we need more, so please do place holds on the movies you want. Thanks!

1. This is not a library—it's a zoo. An abomination. These kids in the adjacent room are extremely loud, unruly, disruptive, and have ruined this Library. No one can think, read, or concentrate with this garbage going on. I am absolutely aghast that a library would make a decision to have these kids anywhere close by the library. If anything, there must be another room somewhere for them.
2. Noise in teen lounge when using computers. K. S.
3. The Library as a social teen gathering. Stop! Just a section that is not sound proof! Maybe this social gathering is best UNDERGROUND? This would make the environment more respectful for both the quiet zone and the social room for teens. A. H.

4. Noise in teen lounge when using computers. Better barrier between teen zone and quiet zone. K. R.

The beginning of the new school year has brought a large number of teens into Teen Underground, and accompanying that are some frustrations from the adults outside who find them annoying and distracting. We are looking into our options for reducing the frustrations.

Comments

The stone garden at the new entrance sign is blooming and taking its shape beautifully. A pleasure to see. Thank you—I'm so glad to hear that you are enjoying it.

Donette was so helpful with a project I had to do for work—she was enthusiastic and had suggestions as well as a few shortcuts. Very helpful—a true delight. Z. Y.

This library rocks!

I attended two sessions on Genealogy by Margaret Brady. She did a great job of explaining the process and information. I would love to attend more sessions by her. R. K.

Tommy helped me copy from VCR to DVD. It took quite a while but he was very patient, helpful, and an excellent employee. All my thanks and praise for him. Really deserves credit.

Tommy helped me again—converting VHS to DVD. He was again extremely patient and helpful. The conversion was started and after completion, he was gone so Alexa showed me how to complete it. Both Tommy and Alexa were so courteous. Says a lot for Niles Library.

Thanks to each of you for taking the time to write. I am always delighted to hear about our staff members who go above and beyond, and I will make sure they and their supervisors get to read your kind words.

From: Erica Smolinski <esmolinski@niles71.org>
Sent: Friday, September 14, 2018 4:39 PM
To: Susan Lempke
Cc: Mikey Orzechowski; Donna Block
Subject: Appreciation

Susan~

Good afternoon.

We are so thankful Mikey and Donna organized Famished for Fiction! Our Culver kids loved it, and we are looking forward to reading these new titles.

Mikey and Donna are clearly committed to literacy for young people, and we are so grateful for their expertise, follow through, and sincere love of literature.

We value our partnership, and we look forward to future connections.

Hope you have a wonderful weekend!

Kindly,
Erica

Dr. Erica Smolinski
Culver Elementary School Principal
Niles, IL
847-966-9280

October 17, 2018

New Business - Recommended Actions

A. Recommended Action on Ordinance 18-05

MOVE that the Library Board of Trustees adopt Ordinance 18-05, an Ordinance Levying and Assessing taxes of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2018, and Ending June 30 22019.

Memorandum A of Recommended Board Action

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

**ORDINANCE LEVYING AND ASSESSING TAXES OF
THE NILES-MAINE DISTRICT LIBRARY, COOK COUNTY, ILLINOIS,
FOR THE FISCAL YEAR BEGINNING, JULY 1, 2018,
AND ENDING JUNE 30, 2019**

adopted at a meeting of the said Board of Library Trustees held on the 17th day of October, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of October, 2018.

Dianne Olson, Secretary

ORDINANCE 18-05

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE NILES-MAINE DISTRICT
LIBRARY, COOK COUNTY, ILLINOIS, FOR THE
FISCAL YEAR BEGINNING JULY 1, 2018, AND ENDING JUNE 30, 2019**

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

Section 1: That the sum of dollars be and the same is assessed and levied from and against all taxable property within the limits of the said Niles-Maine District Library as the same is assessed and equalized for State and County purposes for the current year, 2018, and are to be applied in liquidation of the appropriations heretofore made by Ordinance 18-04 adopted by the Board of Library Trustees of the Niles-Maine District Library at a meeting thereof convened and held on June 20, 2018, and duly published as provided by law; the various objects and purposes for which said appropriations were made and are set forth under the column entitled "Appropriation" and the specific amount hereby levied for each object and purpose is set forth under the column entitled "Amount To Be Raised By Tax Levy," as follows:

	<u>CORPORATE FUND</u>	
	Appropriation	Amount to be Raised by Tax Levy
Total Salaries	\$7,001,403	\$3,500,701
Total Materials	\$1,561,900	\$1,217,861
Operating Expense		
Processing and Services	\$707,246	\$360,000
Administration & General Office	\$474,742	\$250,000
Total Vehicle Operations	\$9,264	\$5,000
Utilities	\$223,400	\$115,000
Total Operating Expense	\$1,414,652	\$730,000
Employee Fringe Benefits		
Retirement Benefit	\$361,412	\$200,000
Group Health	\$1,093,350	\$550,000
Other Staff Expenses	\$82,400	\$50,000
Total Fringe Benefits	\$1,537,162	\$800,000
 Grand Total--Corporate Fund	 \$11,515,117	 \$6,248,562

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

AUDIT FUND

Audit Fund	\$42,400	\$15,000
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax for audit expense purposes and are in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for audit expense purposes in addition to all other library district taxes.

SOCIAL SECURITY FUND

Social Security Fund	\$518,655	\$250,000
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax to pay the Library District's contribution to Social Security and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special law for Social Security contributions in addition to all other library district taxes as provided by law.

PUBLIC LIABILITY INSURANCE

Public Liability Insurance	\$67,440	\$1,000
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax for public liability insurance purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for public liability insurance purposes in addition to all other library district taxes.

WORKERS' COMPENSATION INSURANCE

Workers' Compensation Insurance	\$52,438	\$20,000
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The foregoing appropriations are hereby appropriated from the proceeds of special tax for Workers' Compensation insurance purposes and are in addition to all other library district

taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for Workers' Compensation insurance purposes in addition to all other library district taxes.

UNEMPLOYMENT COMPENSATION INSURANCE

Unemployment Compensation Insurance	\$40,000	\$20,000
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The foregoing appropriations is hereby appropriated from the proceeds of a special tax for unemployment compensation insurance purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for unemployment compensation insurance purposes in addition to all other library district taxes.

LIBRARY BUILDING AND SITES FUND

Repairs and Replacements	\$130,000	\$65,000
Equipment Maintenance	\$256,280	\$214,000
Furniture and Fixtures	\$26,000	\$26,000
Total Library Building and Sites	\$412,280	\$305,000

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

PURCHASE OF SITES AND BUILDING, MAINTENANCE AND EQUIPMENT

Building, Equipment and Maintenance	\$1,807,200	\$0
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The foregoing appropriation is appropriated from the proceeds of a special tax for the purchase of sites and buildings, construction and equipment of buildings, rental of buildings for library purposes and for maintenance, repairs and alterations of library buildings and equipment and are in addition to all other library district taxes as provided by law.

Said appropriations are hereby levied from the proceeds of a special tax for the purchase of sites and buildings, construction and equipment of buildings, rental of buildings for library

purposes and for maintenance, repairs and alterations of library buildings and equipment and are in addition to all other library district taxes.

	Appropriation	Amount to be Raised by Tax Levy
TOTAL CORPORATE FUND	\$11,515,117	\$6,248,562
TOTAL AUDIT EXPENSE FUND	\$42,400	\$15,000
TOTAL SOCIAL SECURITY FUND	\$518,655	\$250,000
TOTAL PUBLIC LIABILITY INSURANCE	\$67,440	\$1,000
TOTAL WORKERS' COMPENSATION	\$52,438	\$20,000
TOTAL UNEMPLOYMENT INSURANCE	\$40,000	\$20,000
TOTAL LIBRARY BUILDING AND SITES	\$412,280	\$305,000
TOTAL SPECIAL RESERVE	\$1,807,200	\$0
GRAND TOTAL	\$14,455,530	\$6,859,562

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

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

ADOPTED this 17TH day of October, 2018, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Karen Dimond, President

ATTEST:

Dianne Olson, Secretary

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

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

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

This certificate applies to the 2018 tax levy.

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

Date