



Niles-Maine District Library

Regular Meeting

Wednesday, November 14, 2018 7:00 PM



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

November 14, 2018

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised 11/12/18

ORDER OF BUSINESS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Library Audit - Judy Walther, McClure, Inserra & Company
5. Approval of Minutes
 - A. Approve the Minutes of the Regular Board Meeting of October 17, 2018 4
6. Public Comment
7. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve payment of the bills for Operating Expenses of \$240,484.02, Payroll Expenses of \$283,829.37, Special Reserve Expenses of \$1,640.00, for a total monthly expense of \$525,953.39 14
8. Director's Report
 - A. Highlights 28
 - B. Monthly Statistics 43
 - C. Review of 2019 Per Capita Grant Requirements
9. Communications 47
10. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
11. Secretary's Report
 - A. A certified copy of the 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, along with a certified Truth in Taxation Certificate of Compliance was filed with the Cook County Clerk on October 18, 2018. The Ordinance is available for public inspection.

Board Meeting Agenda - November 14, 2018

12. New Business
 - A. Approve Resolution 18-02 "Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings" 55
 - B. Adopt Resolution 18-03, a Resolution to Cast a Ballot in the 2018 IMRF Executive Trustee Election in favor of Sue Stanish 57
 - C. Discussion on Independent Audit Services - Request for Proposal 60
 - D. Adopt Resolution 18-04 honoring Neil O'Shea
13. Executive Session
 - A. Discuss the purchase or lease of real property for the use of the public body; the performance of specific employees
14. Final Action - If any, on closed session subject
15. Unfinished Business
16. Other
17. Adjournment

**Niles-Maine District Library
Regular Board Meeting Minutes
October 17, 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; 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.

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.

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Dimond led the Pledge of Allegiance.

Approval of Minutes

Regular Board Meeting on September 19, 2018

Trustee Rozanski MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of September 19, 2018. Trustee Ryan seconded.

Trustee Drblik said that "she wished she had voted no" instead of "passing" on the straw poll regarding the change to six issues of Chapter One from four which was conducted by Trustee Dimond during the discussion on Chapter One. President Dimond said that this would be noted in the Minutes of this Board meeting.

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

Public Comment

There were none.

At this time, President Dimond announced that she would be leaving the meeting early. She asked that Agenda Item 10, New Business, Levy Ordinance 18.05, be moved up on the Agenda prior to Agenda Item 6, Treasurer's Report, with the remainder of the Agenda resuming after New Business.

Agenda Change

Trustee Rozanski MOVED the Library Board of Trustees agree that Agenda Item 10, New Business be moved up on the Agenda prior to Agenda Item 6, Treasurer's Report. Trustee Olson seconded.

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

New Business

Ordinance 18-05

Trustee Drblik MOVED to table (defer) the motion to Adopt Ordinance 18-05, to provide some specific information for reconsideration. Trustee Martin seconded.

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

Trustee Spadoni MOVED the Library Board of Trustees Adopt Ordinance 18-5, 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. Trustee Rozanski seconded.

Trustee Drblik provided a list to the Board of line items that in her opinion could be deducted from the 2018-19 budget which would allow the Board to reduce the amount of the levy by \$1,053,000. Treasurer Spadoni pointed out that the Board already passed the 2018-19 Budget Ordinance. He thanked Trustee Drblik for providing the information and requested that she bring this information to the next Budget discussion.

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

At 7:32 PM, President Dimond turned the meeting over to Vice President Ryan in her absence.

Treasurer's Report

The Library Board reviewed the September 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:

October 17, 2018

September is the third month of the fiscal year and 24.9% of the way through the budget.

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Revenues – Revenues are greater than expected as discussed during last month's meeting.

Salaries - On budget.

Page 10

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

Library Operating Expenditures – On budget.

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General and Administrations: The overall category is slightly lower than budget.

Vehicle Operations: Discussed during the previous board meeting.

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No items of note.

Page 13

Worker's Compensation: The Worker's Compensation was a one-time payment.

All other items on or close to budget.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$206,110.75, payroll expense of \$283,623.61, and Special Reserve expenses of \$49,000.00, for a total monthly expense of \$538,734.36. Trustee Olson seconded.

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

President Dimond left the meeting at 7:34 PM.

Director's Report

Adding only a few more items to her lengthy Director's Report, Ms. Lempke reported on the recent Arts & Culture Council meeting she attended in which many community groups from Niles kept mentioning how they

have been using meeting room space and resources at the Library. She was very happy to hear this since this was the purpose of the Library's renovation—meeting room spaces for the community. Also, she is excited about setting up a Community Engagement Team. Community engagement is a huge focus of the Library's Strategic Plan.

Referring to Staffing Changes as reported on in the Director's Report, Trustee Martin requested that he, at next month's meeting, be provided with staffing numbers for both full and part-time employees.

Trustee Olson thanked the departments for their reports on all the programming and creativity of the staff.

Trustee Rozanski thanked staff for the 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

There was no report.

Unfinished Business

There was none.

Executive Session

Trustee Rozanski MOVED the Library Board of Trustees enter into Executive Session to discuss the use of personnel and equipment to respond to an actual, a threatened, or a reasonable potential danger to the safety of employees, the public or public property; and to discuss the purchase or lease of real property for the use of the public body. Trustee Spadoni seconded.

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

Executive session started at 7:55 PM. Executive session ended at 8:31 PM.

The Regular Board Meeting resumed at 8:32 PM with all Board members present.

Action Following Executive Session

There was none.

Other

Trustee Drblik proposed that the usefulness of Chapter One be addressed with a survey which could be included in the next publication of the newsletter. The 205 responses received from an online survey is not enough to determine whether we should increase the publication of Chapter One to six issues from the current quarterly issues. Trustee Martin asked Ms. Lempke to find out what the cost would be to include a postage paid survey in the next issue of Chapter One.

Regular Board Meeting – October 17, 2018

Trustee Drblik asked for clarification with the new reimbursement process through Paycom and its cost. Ms. Lempke responded that reimbursement would mainly be for mileage and travel expenses with the cost being around \$100 per payroll.

Adjournment

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

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

The meeting adjourned at 8:46 PM.

President

Secretary

DRAFT

Niles-Maine District Library

Balance Sheet

October 31, 2018

	GENERAL FUND 10/31/2018	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,195,053)	\$111,445	\$1,298,896	\$215,288
Investments	\$9,615,756			\$9,615,756
Total Cash and Investments	\$8,420,703	\$111,445	\$1,298,896	\$9,831,044
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	\$11,315,001	\$393,768	\$1,298,896	\$13,007,665
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$176,040	\$21,199	\$1,640	\$198,879
Other Liabilities	\$53,515	\$3		\$53,518
Deferred Revenues	\$2,847,045	\$282,323		\$3,129,368
Total Liabilities	\$3,076,600	\$303,524	\$1,640	\$3,381,765
Fund Balance				
Fund Balance	\$8,238,401	\$90,243	\$1,297,256	\$9,625,900
Total Fund Balance	\$8,238,401	\$90,243	\$1,297,256	\$9,625,900
Total Liabilities and Fund Balance	\$11,315,001	\$393,768	\$1,298,896	\$13,007,665

Niles-Maine District Library Income Statement-Consolidated

October 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$5,713	\$66,596	(\$60,883)	\$3,153,428	\$3,129,994	\$23,433	\$6,659,562	47%
Replacement Taxes	\$18,863	\$12,083	\$6,779	\$41,813	\$48,333	(\$6,520)	\$145,000	29%
Per Capita Grant				\$71,605	\$71,605		\$71,605	100%
Grants-Other		\$83	(\$83)		\$333	(\$333)	\$1,000	
Investment Income	\$15,793	\$8,333	\$7,460	\$61,426	\$33,333	\$28,093	\$100,000	61%
Fines	\$2,872	\$2,083	\$788	\$11,432	\$8,333	\$3,099	\$25,000	46%
Lost Books	\$745	\$875	(\$130)	\$2,534	\$3,500	(\$966)	\$10,500	24%
Pay For Print	\$2,521	\$1,708	\$813	\$7,762	\$6,833	\$929	\$20,500	38%
Book Sale	\$845	\$833	\$12	\$3,442	\$3,333	\$109	\$10,000	34%
Passports	\$4,596	\$2,917	\$1,679	\$11,862	\$11,667	\$195	\$35,000	34%
Non-Resident Fees				\$293		\$293		
Flash Drive & Ear Bud Sales	\$5		\$5	\$8		\$8		
Commissions & Fees	\$11		\$11	(\$11)		(\$11)		
Donations	\$3		\$3	\$6		\$6		
Miscellaneous	\$196	\$113	\$83	\$621	\$450	\$171	\$1,350	46%
Total Revenues	\$52,161	\$95,625	(\$43,463)	\$3,366,221	\$3,317,716	\$48,505	\$7,079,517	48%
Expenditures								
Salaries								
Library Director	\$11,002	\$11,094	\$92	\$44,007	\$44,375	\$367	\$133,124	33%
Payroll-Department Managers	\$15,934	\$15,340	(\$594)	\$61,338	\$61,361	\$23	\$184,083	33%
Payroll-Division Supervisors	\$44,559	\$45,080	\$521	\$179,669	\$180,321	\$652	\$540,962	33%
Payroll-Librarian I	\$97,535	\$98,817	\$1,283	\$388,631	\$395,270	\$6,638	\$1,185,809	33%
Payroll-Library Grade V	\$66,457	\$68,150	\$1,693	\$270,183	\$272,599	\$2,416	\$817,796	33%
Payroll-Library Grade VI	\$31,246	\$31,029	(\$217)	\$126,728	\$124,118	(\$2,611)	\$372,353	34%
Payroll-Library Pages	\$7,345	\$11,548	\$4,203	\$31,973	\$46,192	\$14,218	\$138,575	23%
Payroll-Sundays	\$8,646	\$7,500	(\$1,146)	\$29,529	\$30,000	\$471	\$90,000	33%
Adjustments	\$2,004	\$833	(\$1,170)	\$2,004	\$3,333	\$1,330	\$10,000	20%
Substitutes	\$96	\$2,333	\$2,238	\$1,127	\$9,333	\$8,206	\$28,000	4%
Total Salaries	\$284,823	\$291,725	\$6,902	\$1,135,189	\$1,166,900	\$31,712	\$3,500,702	32%

Niles-Maine District Library
Income Statement-Consolidated

October 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,790	\$15,083	\$2,294	\$67,891	\$60,333	(\$7,558)	\$181,000	38%
Books-Youth Services	\$5,976	\$6,667	\$691	\$25,433	\$26,667	\$1,234	\$80,000	32%
Books-Teen	\$903	\$1,271	\$368	\$4,286	\$5,083	\$797	\$15,250	28%
Downloadables	\$4,254	\$6,667	\$2,412	\$37,909	\$26,667	(\$11,243)	\$80,000	47%
Periodicals	\$104	\$2,742	\$2,638	\$13,672	\$10,967	(\$2,706)	\$32,900	42%
AV-Adult	\$13,128	\$10,167	(\$2,962)	\$48,481	\$40,667	(\$7,815)	\$122,000	40%
AV-Youth Services	\$1,142	\$3,317	\$2,175	\$9,346	\$13,267	\$3,920	\$39,800	23%
AV-Teen	\$1,504	\$979	(\$524)	\$4,175	\$3,917	(\$258)	\$11,750	36%
Online Databases	\$37,186	\$17,500	(\$19,686)	\$133,877	\$70,000	(\$63,877)	\$210,000	64%
Total Library Materials	\$76,986	\$64,392	(\$12,594)	\$345,072	\$257,566	(\$87,505)	\$772,700	45%
Library Operating Expenditures								
CCS Charges	\$7,665	\$7,577	(\$88)	\$30,660	\$30,307	(\$354)	\$90,920	34%
Processing & Supplies	\$346	\$2,792	\$2,445	\$12,852	\$11,167	(\$1,686)	\$33,500	38%
Internet Charges	(\$5,485)	\$1,533	\$7,019	(\$2,413)	\$6,133	\$8,546	\$18,400	(13)%
Software, Licenses	\$7,732	\$6,306	(\$1,426)	\$11,353	\$25,223	\$13,870	\$75,668	15%
Printing	\$1,313	\$3,575	\$2,262	\$8,922	\$14,300	\$5,378	\$42,900	21%
Library Supplies	\$504	\$575	\$71	\$1,862	\$2,300	\$438	\$6,900	27%
Programming & Support-Adult	\$2,001	\$2,520	\$518	\$13,649	\$10,078	(\$3,570)	\$30,235	45%
Programming & Support-Juvenile	\$2,367	\$2,894	\$526	\$12,297	\$11,575	(\$722)	\$34,725	35%
Programming & Support-Events		\$508	\$508	\$42	\$2,033	\$1,991	\$6,100	1%
Programming & Support-Teen	\$518	\$577	\$59	\$2,902	\$2,308	(\$594)	\$6,925	42%
Public Performing Rights		\$167	\$167	\$1,313	\$667	(\$646)	\$2,000	66%
Miscellaneous	\$221	\$208	(\$12)	\$832	\$833	\$1	\$2,500	33%
Per Capita Grant Expenditures	\$2,868	\$5,967	\$3,099	\$34,027	\$23,868	(\$10,159)	\$71,605	48%
Grant - Other Expenditures		\$83	\$83		\$2,083	\$2,083	\$2,750	
Volunteers		\$237	\$237		\$950	\$950	\$2,850	
Total Library Operating Expenditures	\$20,049	\$35,519	\$15,469	\$128,298	\$143,826	\$15,527	\$427,978	30%

Niles-Maine District Library
Income Statement-Consolidated

October 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$5,113	\$2,667	(\$2,446)	\$13,232	\$10,667	(\$2,565)	\$32,000	41%
Copiers	\$573	\$833	\$260	\$2,489	\$3,333	\$845	\$10,000	25%
Professional Development	\$3,620	\$2,991	(\$629)	\$8,814	\$11,965	\$3,150	\$35,894	25%
Mileage	\$111	\$304	\$193	\$1,056	\$1,217	\$161	\$3,650	29%
Professional Collection	\$52	\$688	\$636	\$412	\$2,750	\$2,338	\$8,250	5%
Legal Fees	\$312	\$604	\$292	\$945	\$2,417	\$1,472	\$7,250	13%
Consultants		\$1,250	\$1,250	\$4,260	\$5,000	\$740	\$15,000	28%
Kitchen Supplies-Administrative Services	\$297	\$83	(\$213)	\$597	\$333	(\$263)	\$1,000	60%
Promotional Expense	\$366	\$1,750	\$1,384	\$8,488	\$7,000	(\$1,488)	\$21,000	40%
Office Supplies	\$1,640	\$2,279	\$639	\$5,583	\$9,117	\$3,534	\$27,350	20%
Postage & Freight	\$602	\$1,897	\$1,295	\$5,560	\$7,587	\$2,027	\$22,760	24%
Publication of Notices-Legal		\$100	\$100	\$483	\$400	(\$83)	\$1,200	40%
Subscriptions & Dues	\$1,133	\$708	(\$425)	\$3,178	\$2,832	(\$346)	\$8,495	37%
Collection Services	(\$3)	\$83	\$86	(\$6)	\$333	\$339	\$1,000	(1)%
Telephone	(\$2,215)	\$1,375	\$3,590	\$3,724	\$5,500	\$1,776	\$16,500	23%
Trustee Expense		\$417	\$417		\$1,667	\$1,667	\$5,000	
Payroll Service	\$1,370	\$1,458	\$88	\$5,392	\$5,833	\$441	\$17,500	31%
Bank Fees	\$95	\$100	\$5	\$369	\$400	\$31	\$1,200	31%
Parking Lease	\$881	\$881		\$3,524	\$3,524	\$0	\$10,572	33%
Total General and Administration	\$13,947	\$20,468	\$6,521	\$68,100	\$81,873	\$13,773	\$245,621	28%
Vehicle Operation								
Gas, Oil, Grease	\$97	\$83	(\$14)	\$190	\$333	\$143	\$1,000	19%
Repairs & Maintenance		\$150	\$150		\$600	\$600	\$1,800	
Miscellaneous		\$8	\$8		\$33	\$33	\$100	
Auto Insurance				\$1,732	\$1,732		\$1,732	100%
Total Vehicle Operation	\$97	\$242	\$145	\$1,922	\$2,699	\$777	\$4,632	41%

Niles-Maine District Library
Income Statement-Consolidated

October 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$17,927	\$17,459	(\$468)	\$70,900	\$69,837	(\$1,064)	\$180,706	39%
Group Health	\$37,576	\$40,056	\$2,481	\$150,350	\$160,225	\$9,875	\$480,675	31%
Health Reimbursement Account	\$5,282	\$5,500	\$218	\$19,838	\$22,000	\$2,162	\$66,000	30%
Dental	\$2,719	\$1,667	(\$1,052)	\$10,270	\$6,667	(\$3,604)	\$20,000	51%
Vision	\$495	\$583	\$88	\$1,956	\$2,333	\$377	\$7,000	28%
FSA fee		\$100	\$100		\$400	\$400	\$1,200	
Life, LTD, AD&D, STD	\$1,086	\$1,083	(\$3)	\$4,722	\$4,333	(\$388)	\$13,000	36%
Total Employee Fringe Benefits	\$65,085	\$66,449	\$1,364	\$258,036	\$265,795	\$7,759	\$768,581	34%
Utilities								
Gas		\$1,000	\$1,000		\$4,000	\$4,000	\$12,000	
Electric	\$7,702	\$7,500	(\$202)	\$35,079	\$30,000	(\$5,079)	\$90,000	39%
Water	\$679	\$808	\$130	\$2,895	\$3,233	\$338	\$9,700	30%
Total Utilities	\$8,381	\$9,308	\$927	\$37,974	\$37,233	(\$740)	\$111,700	34%
Capital Expenditures								
Special Reserve - Building	\$1,640	\$61,083	\$59,443	\$157,140	\$244,333	\$87,193	\$733,000	21%
Special Reserve - Equipment		\$14,217	\$14,217	\$6,246	\$56,867	\$50,621	\$170,600	4%
Total Capital Expenditures	\$1,640	\$75,300	\$73,660	\$163,386	\$301,200	\$137,814	\$903,600	18%
Audit								
Audit Expense	\$4,000	\$5,300	\$1,300	\$13,300	\$10,600	(\$2,700)	\$21,200	63%
Total Audit Expenditures	\$4,000	\$5,300	\$1,300	\$13,300	\$10,600	(\$2,700)	\$21,200	63%
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

October 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$21,175	\$21,611	\$435	\$84,388	\$86,442	\$2,055	\$259,327	33%
Total Social Security Expenditures	\$21,175	\$21,611	\$435	\$84,388	\$86,442	\$2,055	\$259,327	33%
Workers' Compensation								
Workers' Compensation				\$24,309	\$26,219	\$1,910	\$26,219	93%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$24,309	\$26,219	\$1,910	\$26,219	93%
Unemployment Compensation								
Unemployment Compensation	\$574	\$1,667	\$1,092	\$3,034	\$6,667	\$3,633	\$20,000	15%
Total Unemployment Compensation Expenditures	\$574	\$1,667	\$1,092	\$3,034	\$6,667	\$3,633	\$20,000	15%
Building & Equipment Maintenance								
Repairs & Improvements	\$3,940	\$5,417	\$1,477	\$17,815	\$21,667	\$3,851	\$65,000	27%
Contractual Maintenance	\$1,956	\$2,917	\$961	\$7,955	\$11,667	\$3,712	\$35,000	23%
Non-Contractual Maintenance	\$3,100	\$3,220	\$120	\$12,791	\$12,880	\$89	\$38,640	33%
Equipment Maintenance		\$2,375	\$2,375	\$868	\$9,500	\$8,632	\$28,500	3%
Non Capital Expenses	\$4,392	\$2,167	(\$2,225)	\$8,301	\$8,667	\$366	\$26,000	32%
Furniture & Fixtures	\$651	\$1,083	\$432	\$7,317	\$4,333	(\$2,984)	\$13,000	56%
Total Building & Equipment Maintenance Expenditures	\$14,039	\$17,178	\$3,140	\$55,047	\$68,713	\$13,667	\$206,140	27%
Total Expenditures	\$510,797	\$609,158	\$98,361	\$2,351,774	\$2,489,454	\$137,680	\$7,302,120	32%
NET SURPLUS/(DEFICIT)	(\$458,635)	(\$513,533)	\$54,898	\$1,014,448	\$828,262	\$186,186	(\$222,603)	(456)%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76922	Accounts Payable	Computer Check	11/14/2018	AFLAC	\$0.00	\$511.03	(\$511.03)	11/30/2018	Outstanding
76923	Accounts Payable	Computer Check	11/14/2018	Alexa Hansen	\$0.00	\$565.92	(\$1,076.95)	11/30/2018	Outstanding
76924	Accounts Payable	Computer Check	11/14/2018	ALLIANCE ENTERTAINMENT	\$0.00	\$720.22	(\$1,797.17)	11/30/2018	Outstanding
76925	Accounts Payable	Computer Check	11/14/2018	AMARK INDUSTRIES	\$0.00	\$3,066.30	(\$4,863.47)	11/30/2018	Outstanding
76926	Accounts Payable	Computer Check	11/14/2018	SYNCB/ AMAZON	\$0.00	\$1,129.49	(\$5,992.96)	11/30/2018	Outstanding
76927	Accounts Payable	Computer Check	11/14/2018	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$933.00	(\$6,925.96)	11/30/2018	Outstanding
76928	Accounts Payable	Computer Check	11/14/2018	AT&T	\$0.00	\$43.82	(\$6,969.78)	11/30/2018	Outstanding
76929	Accounts Payable	Computer Check	11/14/2018	AT&T	\$0.00	\$706.53	(\$7,676.31)	11/30/2018	Outstanding
76930	Accounts Payable	Computer Check	11/14/2018	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$7,826.31)	11/30/2018	Outstanding
76931	Accounts Payable	Computer Check	11/14/2018	BIBLIOTHECA, LLC	\$0.00	\$2,994.00	(\$10,820.31)	11/30/2018	Outstanding
76932	Accounts Payable	Computer Check	11/14/2018	BLACKBAUD	\$0.00	\$7,182.00	(\$18,002.31)	11/30/2018	Outstanding
76933	Accounts Payable	Computer Check	11/14/2018	BLICK ART MATERIALS	\$0.00	\$198.37	(\$18,200.68)	11/30/2018	Outstanding
76934	Accounts Payable	Computer Check	11/14/2018	Books & Treasures INC	\$0.00	\$782.61	(\$18,983.29)	11/30/2018	Outstanding
76935	Accounts Payable	Computer Check	11/14/2018	CDW GOVERNMENT, INC.	\$0.00	\$579.00	(\$19,562.29)	11/30/2018	Outstanding
76936	Accounts Payable	Computer Check	11/14/2018	CECILIA CYGNAR	\$0.00	\$67.47	(\$19,629.76)	11/30/2018	Outstanding
76937	Accounts Payable	Computer Check	11/14/2018	CENGAGE LEARNING, INC.	\$0.00	\$1,010.35	(\$20,640.11)	11/30/2018	Outstanding
76938	Accounts Payable	Computer Check	11/14/2018	CHAMPION DRYWALL, INC.	\$0.00	\$3,940.00	(\$24,580.11)	11/30/2018	Outstanding
76939	Accounts Payable	Computer Check	11/14/2018	Charles Menicocci	\$0.00	\$125.00	(\$24,705.11)	11/30/2018	Outstanding
76940	Accounts Payable	Computer Check	11/14/2018	CINTAS CORPORATION LOC. 769	\$0.00	\$545.07	(\$25,250.18)	11/30/2018	Outstanding
76941	Accounts Payable	Computer Check	11/14/2018	COMED	\$0.00	\$7,702.49	(\$32,952.67)	11/30/2018	Outstanding
76942	Accounts Payable	Computer Check	11/14/2018	COOPERATIVE COMPUTER SERV	\$0.00	\$7,665.05	(\$40,617.72)	11/30/2018	Outstanding
76943	Accounts Payable	Computer Check	11/14/2018	CORNELIUS M. O'SHEA	\$0.00	\$43.62	(\$40,661.34)	11/30/2018	Outstanding
76944	Accounts Payable	Computer Check	11/14/2018	COSTCO Membershp	\$0.00	\$60.00	(\$40,721.34)	11/30/2018	Outstanding
76945	Accounts Payable	Computer Check	11/14/2018	CRYSTAL LAKE PUBLIC LIBRARY	\$0.00	\$23.00	(\$40,744.34)	11/30/2018	Outstanding
76946	Accounts Payable	Computer Check	11/14/2018	DANCING WITH CLASS	\$0.00	\$275.00	(\$41,019.34)	11/30/2018	Outstanding
76947	Accounts Payable	Computer Check	11/14/2018	Deborah Bulgrin	\$0.00	\$400.00	(\$41,419.34)	11/30/2018	Outstanding
76948	Accounts Payable	Computer Check	11/14/2018	DEMCO, INC.	\$0.00	\$153.37	(\$41,572.71)	11/30/2018	Outstanding
76949	Accounts Payable	Computer Check	11/14/2018	DENISE REDA	\$0.00	\$5.46	(\$41,578.17)	11/30/2018	Outstanding
76950	Accounts Payable	Computer Check	11/14/2018	DES PLAINES PUBLIC LIBRARY	\$0.00	\$29.70	(\$41,607.87)	11/30/2018	Outstanding
76951	Accounts Payable	Computer Check	11/14/2018	Donna Block	\$0.00	\$280.33	(\$41,888.20)	11/30/2018	Outstanding
76952	Accounts Payable	Computer Check	11/14/2018	EMBURY LTD.	\$0.00	\$2,358.00	(\$44,246.20)	11/30/2018	Outstanding
76953	Accounts Payable	Computer Check	11/14/2018	FIFTH THIRD BANK	\$0.00	\$1,824.98	(\$46,071.18)	11/30/2018	Outstanding
76954	Accounts Payable	Computer Check	11/14/2018	FINDAWAY WORLD, LLC	\$0.00	\$296.18	(\$46,367.36)	11/30/2018	Outstanding
76955	Accounts Payable	Computer Check	11/14/2018	FLEXSOURCE, LLC	\$0.00	\$1,492.00	(\$47,859.36)	11/30/2018	Outstanding
76956	Accounts Payable	Computer Check	11/14/2018	DOROTHEA FRISBIE	\$0.00	\$42.39	(\$47,901.75)	11/30/2018	Outstanding
76957	Accounts Payable	Computer Check	11/14/2018	Fun Express	\$0.00	\$329.30	(\$48,231.05)	11/30/2018	Outstanding
76958	Accounts Payable	Computer Check	11/14/2018	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,764.81	(\$49,995.86)	11/30/2018	Outstanding
76959	Accounts Payable	Computer Check	11/14/2018	GMA Cleaning Inc.	\$0.00	\$3,100.00	(\$53,095.86)	11/30/2018	Outstanding
76960	Accounts Payable	Computer Check	11/14/2018	HALL PASS	\$0.00	\$18.00	(\$53,113.86)	11/30/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76961	Accounts Payable	Computer Check	11/14/2018	HEALTHCARE SERVICE CORPOR	\$0.00	\$43,343.64	(\$96,457.50)	11/30/2018	Outstanding
76962	Accounts Payable	Computer Check	11/14/2018	HOH WATER TECHNOLOGY, INC.	\$0.00	\$484.48	(\$96,941.98)	11/30/2018	Outstanding
76963	Accounts Payable	Computer Check	11/14/2018	IHLS-OCLC	\$0.00	\$550.00	(\$97,491.98)	11/30/2018	Outstanding
76964	Accounts Payable	Computer Check	11/14/2018	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$100.00	(\$97,591.98)	11/30/2018	Outstanding
76965	Accounts Payable	Computer Check	11/14/2018	INFOGROUP	\$0.00	\$10,215.00	(\$107,806.98)	11/30/2018	Outstanding
76966	Accounts Payable	Computer Check	11/14/2018	INGRAM LIBRARY SERVICES	\$0.00	\$18,884.04	(\$126,691.02)	11/30/2018	Outstanding
76967	Accounts Payable	Computer Check	11/14/2018	IRON MOUNTAIN	\$0.00	\$220.70	(\$126,911.72)	11/30/2018	Outstanding
76968	Accounts Payable	Computer Check	11/14/2018	Kathleen Weiss	\$0.00	\$828.06	(\$127,739.78)	11/30/2018	Outstanding
76969	Accounts Payable	Computer Check	11/14/2018	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$294.00	(\$128,033.78)	11/30/2018	Outstanding
76970	Accounts Payable	Computer Check	11/14/2018	KONICA MINOLTA BUSINESS SO	\$0.00	\$572.96	(\$128,606.74)	11/30/2018	Outstanding
76971	Accounts Payable	Computer Check	11/14/2018	KSIEGARNIA QUO VADIS	\$0.00	\$1,240.27	(\$129,847.01)	11/30/2018	Outstanding
76972	Accounts Payable	Computer Check	11/14/2018	LACONI, INC.	\$0.00	\$100.00	(\$129,947.01)	11/30/2018	Outstanding
76973	Accounts Payable	Computer Check	11/14/2018	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$613.65	(\$130,560.66)	11/30/2018	Outstanding
76974	Accounts Payable	Computer Check	11/14/2018	April Lee	\$0.00	\$30.00	(\$130,590.66)	11/30/2018	Outstanding
76975	Accounts Payable	Computer Check	11/14/2018	LibraryWorks, Inc	\$0.00	\$197.00	(\$130,787.66)	11/30/2018	Outstanding
76976	Accounts Payable	Computer Check	11/14/2018	Menards	\$0.00	\$1,036.14	(\$131,823.80)	11/30/2018	Outstanding
76977	Accounts Payable	Computer Check	11/14/2018	MIDWEST TAPE	\$0.00	\$13,123.63	(\$144,947.43)	11/30/2018	Outstanding
76978	Accounts Payable	Computer Check	11/14/2018	MULTICULTURAL BOOKS & VID	\$0.00	\$1,161.88	(\$146,109.31)	11/30/2018	Outstanding
76979	Accounts Payable	Computer Check	11/14/2018	MWM Consulting Group, Inc.	\$0.00	\$4,000.00	(\$150,109.31)	11/30/2018	Outstanding
76980	Accounts Payable	Computer Check	11/14/2018	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$150,990.31)	11/30/2018	Outstanding
76981	Accounts Payable	Computer Check	11/14/2018	NORTHBROOK PUBLIC LIBRARY	\$0.00	\$34.99	(\$151,025.30)	11/30/2018	Outstanding
76982	Accounts Payable	Computer Check	11/14/2018	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$151,773.30)	11/30/2018	Outstanding
76983	Accounts Payable	Computer Check	11/14/2018	Olga Toropova	\$0.00	\$24.99	(\$151,798.29)	11/30/2018	Outstanding
76984	Accounts Payable	Computer Check	11/14/2018	MICHAELENE ORZECHOWSKI	\$0.00	\$157.97	(\$151,956.26)	11/30/2018	Outstanding
76985	Accounts Payable	Computer Check	11/14/2018	OverDrive, INC.	\$0.00	\$4,226.26	(\$156,182.52)	11/30/2018	Outstanding
76986	Accounts Payable	Computer Check	11/14/2018	Party Princess Productions	\$0.00	\$410.00	(\$156,592.52)	11/30/2018	Outstanding
76987	Accounts Payable	Computer Check	11/14/2018	Peapod	\$0.00	\$383.98	(\$156,976.50)	11/30/2018	Outstanding
76988	Accounts Payable	Computer Check	11/14/2018	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$601.59	(\$157,578.09)	11/30/2018	Outstanding
76989	Accounts Payable	Computer Check	11/14/2018	PLIC - SBD GRAND ISLAND	\$0.00	\$1,086.47	(\$158,664.56)	11/30/2018	Outstanding
76990	Accounts Payable	Computer Check	11/14/2018	PROQUEST LLC	\$0.00	\$26,888.10	(\$185,552.66)	11/30/2018	Outstanding
76991	Accounts Payable	Computer Check	11/14/2018	CYNTHIA RADEMACHER	\$0.00	\$54.44	(\$185,607.10)	11/30/2018	Outstanding
76992	Accounts Payable	Computer Check	11/14/2018	RAILS	\$0.00	\$82.50	(\$185,689.60)	11/30/2018	Outstanding
76993	Accounts Payable	Computer Check	11/14/2018	RAINBOW AAT	\$0.00	\$50.00	(\$185,739.60)	11/30/2018	Outstanding
76994	Accounts Payable	Computer Check	11/14/2018	Relevant, LLC dba Omnigraphics, Inc.	\$0.00	\$81.85	(\$185,821.45)	11/30/2018	Outstanding
76995	Accounts Payable	Computer Check	11/14/2018	Robin Komie	\$0.00	\$115.60	(\$185,937.05)	11/30/2018	Outstanding
76996	Accounts Payable	Computer Check	11/14/2018	ROCHELLE PENNINGTON	\$0.00	\$275.00	(\$186,212.05)	11/30/2018	Outstanding
76997	Accounts Payable	Computer Check	11/14/2018	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.27	(\$186,882.32)	11/30/2018	Outstanding
76998	Accounts Payable	Computer Check	11/14/2018	SARAH MUSKIVITCH	\$0.00	\$692.43	(\$187,574.75)	11/30/2018	Outstanding
76999	Accounts Payable	Computer Check	11/14/2018	SASHA VASILIC	\$0.00	\$879.26	(\$188,454.01)	11/30/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
77000	Accounts Payable	Computer Check	11/14/2018	SHELL	\$0.00	\$96.88	(\$188,550.89)	11/30/2018	Outstanding
77001	Accounts Payable	Computer Check	11/14/2018	SMITHEREEN PEST MANAGEMEN	\$0.00	\$118.00	(\$188,668.89)	11/30/2018	Outstanding
77002	Accounts Payable	Computer Check	11/14/2018	SRDJAN VASILIC	\$0.00	\$11.01	(\$188,679.90)	11/30/2018	Outstanding
77003	Accounts Payable	Computer Check	11/14/2018	STEINER ELECTRIC COMPANY	\$0.00	\$544.80	(\$189,224.70)	11/30/2018	Outstanding
77004	Accounts Payable	Computer Check	11/14/2018	SULLIVAN ROOFING, INC.	\$0.00	\$1,640.00	(\$190,864.70)	11/30/2018	Outstanding
77005	Accounts Payable	Computer Check	11/14/2018	SUPERIOR COPIES	\$0.00	\$244.08	(\$191,108.78)	11/30/2018	Outstanding
77006	Accounts Payable	Computer Check	11/14/2018	Technology Management Rev Fund	\$0.00	\$956.00	(\$192,064.78)	11/30/2018	Outstanding
77007	Accounts Payable	Computer Check	11/14/2018	THE SHAKESPEARE PROJECT OF C	\$0.00	\$850.00	(\$192,914.78)	11/30/2018	Outstanding
77008	Accounts Payable	Computer Check	11/14/2018	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$540.00	(\$193,454.78)	11/30/2018	Outstanding
77009	Accounts Payable	Computer Check	11/14/2018	VERIZON WIRELESS	\$0.00	\$181.08	(\$193,635.86)	11/30/2018	Outstanding
77010	Accounts Payable	Computer Check	11/14/2018	VILLAGE OF NILES	\$0.00	\$678.68	(\$194,314.54)	11/30/2018	Outstanding
77011	Accounts Payable	Computer Check	11/14/2018	VISA	\$0.00	\$2,991.43	(\$197,305.97)	11/30/2018	Outstanding
77012	Accounts Payable	Computer Check	11/14/2018	VISION SERVICE PLAN OF ILLINO	\$0.00	\$573.81	(\$197,879.78)	11/30/2018	Outstanding
77013	Accounts Payable	Computer Check	11/14/2018	WILMETTE PUBLIC LIBRARY	\$0.00	\$21.00	(\$197,900.78)	11/30/2018	Outstanding
77014	Accounts Payable	Computer Check	11/14/2018	ZION-BENTON PUBLIC LIBRARY D	\$0.00	\$21.99	(\$197,922.77)	11/30/2018	Outstanding
77015	Accounts Payable	Computer Check	11/14/2018	ZooBean	\$0.00	\$1,359.00	(\$199,281.77)	11/30/2018	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$199,281.77)
Total Payments:	(\$199,281.77)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$199,281.77)

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76922	\$511.03	AFLAC	\$511.03	-- Monthly Payment October 2018	01-2140-00-00	Payroll Clearing
76923	\$565.92	Alexa Hansen	\$565.92	-- EE Reimbursement -ILA Conference	01-5430-54-03	Professional Development-Digital Services
76924	\$720.22	ALLIANCE ENTERTAINMENT	\$191.89	-- Materials	01-4433-44-00	AV-Adult
76924	\$720.22	ALLIANCE ENTERTAINMENT	\$134.21	-- Materials	01-4433-44-00	AV-Adult
76924	\$720.22	ALLIANCE ENTERTAINMENT	\$386.13	-- Materials	01-4433-44-00	AV-Adult
76924	\$720.22	ALLIANCE ENTERTAINMENT	\$7.99	-- Materials	01-4435-44-00	AV-Teen
76925	\$3,066.30	AMARK INDUSTRIES	\$3,066.30	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76926	\$1,129.49	SYNCB/ AMAZON	\$118.37	-- PO #83541	01-5326-53-02	Programming & Support-Teen-Youth Services
76926	\$1,129.49	SYNCB/ AMAZON	\$15.70	-- PO #83541	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76926	\$1,129.49	SYNCB/ AMAZON	\$419.54	-- PO #83541	01-5322-53-03	Library Supplies-Digital Services
76926	\$1,129.49	SYNCB/ AMAZON	\$14.98	-- PO #83541	01-5456-54-07	Promotional Expense-Marketing & PR Services
76926	\$1,129.49	SYNCB/ AMAZON	\$29.79	-- PO #84004	01-4413-44-00	Books-Adult
76926	\$1,129.49	SYNCB/ AMAZON	\$46.24	-- PO #83550	01-5456-54-07	Promotional Expense-Marketing & PR Services
76926	\$1,129.49	SYNCB/ AMAZON	\$39.99	-- PO #83550	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76926	\$1,129.49	SYNCB/ AMAZON	\$50.17	-- PO #83552	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76926	\$1,129.49	SYNCB/ AMAZON	\$40.34	-- PO #83552	01-5326-53-02	Programming & Support-Teen-Youth Services
76926	\$1,129.49	SYNCB/ AMAZON	\$103.95	-- PO #83561	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76926	\$1,129.49	SYNCB/ AMAZON	\$44.99	--Program Materials	01-5323-53-01	Programming & Support-Adult-Adult Services
76926	\$1,129.49	SYNCB/ AMAZON	\$205.43	--Program Materials	01-5323-53-03	Programming & Support-Adult-Digital Services
76927	\$933.00	AMERICAN LIBRARY ASSOCIATION	\$433.00	Membership Renewal #0205485,1257880, 0045163	01-5461-54-01	Subscriptions & Dues-Adult Services
76927	\$933.00	AMERICAN LIBRARY ASSOCIATION	\$500.00	Membership Renewal #0205485,1257880, 0045163	01-5461-54-09	Subscriptions & Dues-Administrative Services
76928	\$43.82	AT&T	\$43.82	-- Monthly Service 9/17-10/16/2018	01-5465-54-09	Telephone-Administrative Services
76929	\$706.53	AT&T	\$706.53	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
76930	\$150.00	BERNADETТА KORYCIARZ	\$150.00	-- Program-World Language Storytime Polish Quote # QUO-81369-Q1 Contract # US-58653-T5F2	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76931	\$2,994.00	BIBLIOTHECA, LLC	\$2,994.00	Term: 9/1/2018	08-6740-67-00	Equipment Maintenance
76932	\$7,182.00	BLACKBAUD	\$7,182.00	FE NXT Pro 11/16/2018 - 11/15/2019	01-5313-53-09	Software, Licenses-Administrative Services
76933	\$198.37	BLICK ART MATERIALS	\$201.66	-- Program Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76934	\$782.61	Books & Treasures INC	\$239.57	-- Materials	01-4414-44-00	Books-Youth Services
76934	\$782.61	Books & Treasures INC	\$305.97	-- Materials	01-4413-44-00	Books-Adult
76934	\$782.61	Books & Treasures INC	\$237.07	-- Materials	01-4413-44-00	Books-Adult
76935	\$579.00	CDWG GOVERNMENT, INC.	\$579.00	-- CDWG KBGQ935 for 3x Milestone Camera Device Licenses	01-5313-53-06	Software, Licenses-IT Services
76936	\$67.47	CECILIA CYGNAR	\$30.63	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
76936	\$67.47	CECILIA CYGNAR	\$27.90	-- EE Reimbursement -Bookbites	01-5323-53-01	Programming & Support-Adult-Adult Services
76936	\$67.47	CECILIA CYGNAR	\$8.94	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
76937	\$1,010.35	CENGAGE LEARNING, INC.	\$211.94	-- Materials	01-4413-44-00	Books-Adult
76937	\$1,010.35	CENGAGE LEARNING, INC.	\$111.16	-- Materials	01-4413-44-00	Books-Adult
76937	\$1,010.35	CENGAGE LEARNING, INC.	\$25.59	-- Materials	01-4413-44-00	Books-Adult
76937	\$1,010.35	CENGAGE LEARNING, INC.	\$26.99	-- Materials	01-4413-44-00	Books-Adult
76937	\$1,010.35	CENGAGE LEARNING, INC.	\$151.14	-- Materials	01-4413-44-00	Books-Adult
76937	\$1,010.35	CENGAGE LEARNING, INC.	\$60.78	-- Materials	01-4413-44-00	Books-Adult
76937	\$1,010.35	CENGAGE LEARNING, INC.	\$28.49	-- Materials	01-4413-44-00	Books-Adult
76937	\$1,010.35	CENGAGE LEARNING, INC.	\$310.29	-- Materials	01-4413-44-00	Books-Adult

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76937	\$1,010.35	CENGAGE LEARNING, INC.	\$55.98	-- Materials	01-4413-44-00	Books-Adult
76937	\$1,010.35	CENGAGE LEARNING, INC.	\$27.99	-- Materials	01-4413-44-00	Books-Adult
76938	\$3,940.00	CHAMPION DRYWALL, INC.	\$3,940.00	-- Repairs & Garage New Deck	08-6710-67-00	Repairs & Improvements
76939	\$125.00	Charles Menicocci	\$125.00	Librarian Transcriber - Niles Veteran's History Project.	01-5351-53-01	Per Capita Grant Expenditures-Adult Services
76940	\$545.07	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
76940	\$545.07	CINTAS CORPORATION LOC. 769	\$214.69	-- Mat Service	08-6720-67-00	Contractual Maintenance
76940	\$545.07	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
76941	\$7,702.49	COMED	\$7,702.49	-- SVC 9/6 ~ 10/5/2018 (29 Days)	01-5720-57-00	Electric
76942	\$7,665.05	COOPERATIVE COMPUTER SERVICE	\$7,665.05	-- CCS/OCLC Charges October 2018	01-5310-53-09	CCS Charges-Administration
76943	\$43.62	CORNELIUS M. O'SHEA	\$43.62	-- EE Reimbursement - Veterans History Project	01-5323-53-01	Programming & Support-Adult-Adult Services
76944	\$60.00	COSTCO Membership	\$60.00	-- Membership Renewal	01-5461-54-09	Subscriptions & Dues-Administrative Services
76945	\$23.00	CRYSTAL LAKE PUBLIC LIBRARY	\$23.00	-- Lost Book Refund	01-3620-36-00	Lost Books
76946	\$275.00	DANCING WITH CLASS	\$275.00	-- Program Second Sunday-Dancing with Class	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76947	\$400.00	Deborah Bulgrin	\$400.00	-- Program -Music for the Holidays	01-5323-53-01	Programming & Support-Adult-Adult Services
76948	\$153.37	DEMCO, INC.	\$24.34	-- Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76948	\$153.37	DEMCO, INC.	\$129.03	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76949	\$5.46	DENISE REDA	\$5.46	-- EE Milage Reimbursement - PHPL	01-5431-54-02	Mileage-Youth Services
76950	\$29.70	DES PLAINES PUBLIC LIBRARY	\$29.70	-- Lost Book Refund	01-3620-36-00	Lost Books
76951	\$280.33	Donna Block	\$15.00	-- EE Reimbursement- iRead Resourse Guide	01-5326-53-02	Programming & Support-Teen-Youth Services
76951	\$280.33	Donna Block	\$213.62	-- RR Reimbursement- ILA Conference	01-5430-54-02	Professional Development-Youth Services
76951	\$280.33	Donna Block	\$28.65	-- EE Reimbursement - Craft Supplies	01-5326-53-02	Programming & Support-Teen-Youth Services
76951	\$280.33	Donna Block	\$23.06	-- EE Reimbursement Trick Or Treat Candy	01-5326-53-02	Programming & Support-Teen-Youth Services
76952	\$2,358.00	EMBURY LTD.	\$2,358.00	Base Shelves for 3rd floor room	08-6770-67-00	Furniture & Fixtures
76953	\$1,824.98	FIFTH THIRD BANK	\$1,824.98	-- FSA EE Payments October 2018	01-1125-00-00	Cash-Flexible Spending Account
76954	\$296.18	FINDAWAY WORLD, LLC	\$37.49	-- Materials	01-4434-44-00	AV-Youth Services
76954	\$296.18	FINDAWAY WORLD, LLC	\$258.69	-- Materials	01-4434-44-00	AV-Youth Services
76955	\$1,492.00	FLEXSOURCE, LLC	\$56.00	-- Monthly Fee FSA/Health & Dental HRA	01-2140-00-00	Payroll Clearing
76955	\$1,492.00	FLEXSOURCE, LLC	\$164.00	-- Monthly Fee FSA/Health & Dental HRA	01-5625-56-00	Health Reimbursement Account
76955	\$1,492.00	FLEXSOURCE, LLC	\$176.00	-- Monthly Fee FSA/Health & Dental HRA	01-5630-56-00	Dental
76955	\$1,492.00	FLEXSOURCE, LLC	\$300.00	-- FSA Re-Enrollment Fee	01-2140-00-00	Payroll Clearing
76955	\$1,492.00	FLEXSOURCE, LLC	\$56.00	-- Monthly Fee FSA/Health & Dental HRA	01-2140-00-00	Payroll Clearing
76955	\$1,492.00	FLEXSOURCE, LLC	\$164.00	-- Monthly Fee FSA/Health & Dental HRA	01-5625-56-00	Health Reimbursement Account
76955	\$1,492.00	FLEXSOURCE, LLC	\$176.00	-- Monthly Fee FSA/Health & Dental HRA	01-5630-56-00	Dental
76955	\$1,492.00	FLEXSOURCE, LLC	\$200.00	-- HRA Medical / Dental Rollover Fee	01-5625-56-00	Health Reimbursement Account
76955	\$1,492.00	FLEXSOURCE, LLC	\$200.00	-- HRA Medical / Dental Rollover Fee	01-5630-56-00	Dental
76956	\$42.39	DOROTHEA FRISBIE	\$17.39	-- EE Reimbursement - VIM Monthly Meeting	01-5323-53-01	Programming & Support-Adult-Adult Services
76956	\$42.39	DOROTHEA FRISBIE	\$25.00	-- EE Reimbursement-Laconi Event	01-5430-54-01	Professional Development-Adult Services
76957	\$329.30	Fun Express	\$329.30	-- Kidspace Craft PO #83545	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$117.00	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$54.39	-- Office Supplies PO #83508	01-5457-54-01	Office Supplies-Adult Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$81.29	-- Office Supplies PO #83508	01-5457-54-09	Office Supplies-Administrative Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$276.79	-- Office / Kitchen Supplies PO #83510	01-5455-54-09	Kitchen Supplies-Administrative Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$77.99	-- Office / Kitchen Supplies PO #83510	01-5457-54-09	Office Supplies-Administrative Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$150.15	-- Office Supplies PO #83548	01-5457-54-09	Office Supplies-Administrative Services

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$231.14	-- Office Supplies PO #83548	01-5457-54-03	Office Supplies-Digital Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$71.39	-- Office Supplies PO #83548	01-5457-54-04	Office Supplies-Tech Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$217.25	-- Office Supplies PO #83548	01-5457-54-01	Office Supplies-Adult Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$82.25	-- Office Supplies	01-5457-54-01	Office Supplies-Adult Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$11.49	-- Office Supplies	01-5457-54-04	Office Supplies-Tech Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$26.91	-- Office Supplies	01-5457-54-04	Office Supplies-Tech Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$115.03	-- Supplies 1624615,1151137,1631090,1624920,1625219	01-5457-54-09	Office Supplies-Administrative Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$35.63	-- Supplies 1624615,1151137,1631090,1624920,1625219	01-5457-54-02	Office Supplies-Youth Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$5.04	-- Supplies 1624615,1151137,1631090,1624920,1625219	01-5457-54-04	Office Supplies-Tech Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$191.08	-- Supplies 1624615,1151137,1631090,1624920,1625219	01-5457-54-03	Office Supplies-Digital Services
76958	\$1,764.81	GARVEY'S OFFICE PRODUCTS	\$19.99	-- Supplies 1624615,1151137,1631090,1624920,1625219	01-5455-54-09	Kitchen Supplies-Administrative Services
76959	\$3,100.00	GMA Cleaning Inc.	\$3,100.00	-- Monthly Cleaning SVC Oct 2018	08-6730-67-00	Non-Contractual Maintenance
76960	\$18.00	HALL PASS	\$18.00	-- Background Check Fee	01-5450-54-02	Legal Fees- Youth Services
76961	\$43,343.64	HEALTHCARE SERVICE CORPORATION	\$43,343.64	-- Group Health Insurance Nov 2018	01-5620-56-00	Group Health
76962	\$484.48	HOH WATER TECHNOLOGY, INC.	\$484.48	-- Boiler Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76963	\$550.00	IHLS-OCLC	\$550.00	-- EZproxy 1 Year Subscription (EZP4271)	01-5313-53-06	Software, Licenses-IT Services
76964	\$100.00	ILLINOIS LIBRARY ASSOCIATION	\$100.00	Membership Renewal 2018-2019, M.Essig	01-5461-54-01	Subscriptions & Dues-Adult Services
76965	\$10,215.00	INFOGROUP	\$10,215.00	-- Materials	01-4487-44-00	Online Databases
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$245.23	--- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$861.72	--- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$10.16	--- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$42.09	--- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$278.26	--- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$380.70	--- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$10.73	--- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$20.01	--- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$672.78	--- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$78.94	--- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$23.68	--- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$12.42	--- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$683.84	--- Materials	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$36.00	--- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$85.32	--- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$151.97	--- Materials	01-4435-44-00	AV-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$0.69	--- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$414.78	--- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$25.17	--- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$20.36	--- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$17.94	--- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$91.83	--- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$10.80	--- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$28.49	--- Materials	01-4434-44-00	AV-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$208.96	--- Materials	01-4435-44-00	AV-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$0.69	--- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$85.92	--- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$146.88	--- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$415.86	--- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$22.77	--- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$34.10	-- Materials	01-4413-44-00	Books-Adult

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$10.20	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$325.74	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$98.30	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$20.89	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$14.49	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$259.49	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$287.33	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$43.10	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$6.21	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$5.98	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$113.98	-- Materials	01-4434-44-00	AV-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$489.76	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$79.00	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$10.73	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$945.69	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$57.18	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$16.56	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$150.88	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$79.14	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$142.47	-- Materials	01-4434-44-00	AV-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$3.59	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$110.68	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$48.75	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$570.30	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$97.15	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$22.06	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$20.01	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$229.38	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$159.75	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$213.84	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$160.24	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$24.85	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$231.51	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$11.27	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$203.46	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$21.42	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$1,528.96	-- Materials	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$133.16	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$83.26	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$37.30	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$113.98	-- Materials	01-4434-44-00	AV-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$664.87	-- Materials	01-4435-44-00	AV-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$374.96	-- Materials	01-4413-44-00	Books-Adult

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$921.24	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$12.90	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$34.50	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$401.52	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$73.16	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$21.46	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$15.18	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$27.59	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$12.09	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$178.83	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$56.08	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$10.79	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$79.94	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$212.85	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$208.82	-- Materials	01-4434-44-00	AV-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$247.89	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$114.73	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$45.15	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$101.24	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$47.33	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$225.97	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$28.16	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$18.59	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$506.38	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$302.66	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$757.43	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$67.73	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$40.02	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$119.36	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$202.14	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$17.88	-- Materials	01-4415-44-00	Books-Teen
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$197.00	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$15.26	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$44.30	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$55.78	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$9.57	-- Materials	01-4413-44-00	Books-Adult
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$10.79	-- Materials	01-4414-44-00	Books-Youth Services
76966	\$18,884.04	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
76967	\$220.70	IRON MOUNTAIN	\$220.70	-- Off Site Monthly Storage	01-5350-53-09	Miscellaneous-Administrative Services

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76968	\$828.06	Kathleen Weiss	\$781.24	-- EE Reimbursement - ILA Conference	01-5430-54-03	Professional Development-Digital Services
76968	\$828.06	Kathleen Weiss	\$46.82	-- EE Reimbursement -Snacks for Meetings	01-5430-54-03	Professional Development-Digital Services
76969	\$294.00	KLEIN, THORPE & JENKINS, LTD.	\$294.00	-- MISC Services	01-5450-54-09	Legal Fees-Administrative Services
76970	\$572.96	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$298.87	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76970	\$572.96	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$274.09	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76971	\$1,240.27	KSIEGARNIA QUO VADIS	\$1,240.27	-- Materials	01-4413-44-00	Books-Adult
76972	\$100.00	LACONI, INC.	\$100.00	Annual Library Membership (January-December 2019)	01-5461-54-09	Subscriptions & Dues-Administrative Services
76973	\$613.65	LAUBE IMAGING PRODUCTS, INC.	\$613.65	-- Printing Supplies	01-5320-53-07	Printing-Marketing & PR Services
76974	\$30.00	April Lee	\$30.00	-- EE Reimbursement Program -Bootime Mini Pumpkin Gourds	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76975	\$197.00	LibraryWorks, Inc	\$197.00	-- Webinar Build Better Working Relationships/Comm Skills	01-5430-54-08	Professional Development-Patron Services
76976	\$1,036.14	Menards	\$90.95	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76976	\$1,036.14	Menards	\$75.23	--Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76976	\$1,036.14	Menards	\$192.95	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76976	\$1,036.14	Menards	\$108.70	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76976	\$1,036.14	Menards	\$131.76	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76976	\$1,036.14	Menards	\$354.39	-- Shelving for IT	08-6760-67-00	Non Capital Expenses
76976	\$1,036.14	Menards	\$82.16	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76977	\$13,123.63	MIDWEST TAPE	\$3,533.59	-- Materials	01-4433-44-00	AV-Adult
76977	\$13,123.63	MIDWEST TAPE	\$417.38	-- Materials	01-4435-44-00	AV-Teen
76977	\$13,123.63	MIDWEST TAPE	\$89.94	-- Materials	01-4434-44-00	AV-Youth Services
76977	\$13,123.63	MIDWEST TAPE	\$44.98	-- Materials	01-4433-44-00	AV-Adult
76977	\$13,123.63	MIDWEST TAPE	\$4,108.74	-- Materials	01-4433-44-00	AV-Adult
76977	\$13,123.63	MIDWEST TAPE	\$29.24	-- Materials	01-4434-44-00	AV-Youth Services
76977	\$13,123.63	MIDWEST TAPE	\$1,989.29	-- Materials	01-4433-44-00	AV-Adult
76977	\$13,123.63	MIDWEST TAPE	\$52.48	-- Materials	01-4435-44-00	AV-Teen
76977	\$13,123.63	MIDWEST TAPE	\$397.33	-- Materials	01-4433-44-00	AV-Adult
76977	\$13,123.63	MIDWEST TAPE	\$2,342.26	-- Materials	01-4433-44-00	AV-Adult
76977	\$13,123.63	MIDWEST TAPE	\$118.40	-- Materials	01-4434-44-00	AV-Youth Services
76978	\$1,161.88	MULTICULTURAL BOOKS & VIDEOS	\$111.00	-- Materials	01-4413-44-00	Books-Adult
76978	\$1,161.88	MULTICULTURAL BOOKS & VIDEOS	\$249.74	-- Materials	01-4413-44-00	Books-Adult
76978	\$1,161.88	MULTICULTURAL BOOKS & VIDEOS	\$46.97	-- Materials	01-4413-44-00	Books-Adult
76978	\$1,161.88	MULTICULTURAL BOOKS & VIDEOS	\$200.00	-- Materials	01-4413-44-00	Books-Adult
76978	\$1,161.88	MULTICULTURAL BOOKS & VIDEOS	\$160.18	-- Materials	01-4414-44-00	Books-Youth Services
76978	\$1,161.88	MULTICULTURAL BOOKS & VIDEOS	\$100.37	-- Materials	01-4413-44-00	Books-Adult
76978	\$1,161.88	MULTICULTURAL BOOKS & VIDEOS	\$99.30	-- Materials	01-4413-44-00	Books-Adult
76978	\$1,161.88	MULTICULTURAL BOOKS & VIDEOS	\$97.16	-- Materials	01-4413-44-00	Books-Adult
76978	\$1,161.88	MULTICULTURAL BOOKS & VIDEOS	\$97.16	-- Materials	01-4413-44-00	Books-Adult
76979	\$4,000.00	MWM Consulting Group, Inc.	\$4,000.00	-- Preparation of GASB #75 Actuarial report as of 6/30/2018	02-6100-61-00	Audit Expense
76980	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease November 2018	01-5491-54-09	Parking Lease-Administrative Services
76981	\$34.99	NORTHBROOK PUBLIC LIBRARY	\$34.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76982	\$748.00	OAK BROOK MECHANICAL SERVICES	\$748.00	-- PM Inspections	08-6720-67-00	Contractual Maintenance
76983	\$24.99	Olga Toropova	\$24.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76984	\$157.97	MICHAELINE ORZECOWSKI	\$103.20	-- EE Travel Exp ALSC National Institute	01-5430-54-02	Professional Development-Youth Services
76984	\$157.97	MICHAELINE ORZECOWSKI	\$54.77	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76985	\$4,226.26	OverDrive, INC.	\$960.40	-- Materials	01-4420-44-00	Downloadables
76985	\$4,226.26	OverDrive, INC.	\$654.43	-- Materials	01-4420-44-00	Downloadables
76985	\$4,226.26	OverDrive, INC.	\$1,029.73	-- Materials	01-4420-44-00	Downloadables
76985	\$4,226.26	OverDrive, INC.	\$512.88	-- Materials	01-4420-44-00	Downloadables
76985	\$4,226.26	OverDrive, INC.	\$1,068.82	-- Materials	01-4420-44-00	Downloadables
76986	\$410.00	Party Princess Productions	\$410.00	-- Program -Winterpalooza	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76987	\$383.98	Peapod	\$383.98	-- Kidspace Order	01-5324-53-02	Programming & Support-Juvenile-Youth Services

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76988	\$601.59	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$543.90	-- Qtrly Lease 8/28/2018 - 11/27/2018	01-5458-54-09	Postage & Freight-Administrative Services
76988	\$601.59	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$57.69	-- Qtrly Lease SendPro 9/04/2018 - 12/03/2018	01-5458-54-08	Postage & Freight-Patron Services
76989	\$1,086.47	PLIC - SBD GRAND ISLAND	\$1,086.47	-- November 2018 Payment	01-5634-56-00	Life, LTD, AD&D, STD
76990	\$26,888.10	PROQUEST LLC	\$20,305.50	-- Materials	01-4487-44-00	Online Databases
76990	\$26,888.10	PROQUEST LLC	\$6,582.60	-- Materials	01-4487-44-00	Online Databases
76991	\$54.44	CYNTHIA RADEMACHER	\$45.86	-- EE Reimbursement	01-5420-54-05	Janitorial Supplies-Maintenance Services
76991	\$54.44	CYNTHIA RADEMACHER	\$8.58	-- EE Reimbursement -AED Supplies Kits	01-5420-54-05	Janitorial Supplies-Maintenance Services
76992	\$82.50	RAILS	\$82.50	-- Gale Virtual Ref Lib	01-4487-44-00	Online Databases
76993	\$50.00	RAINBOW AAT	\$50.00	-- Program- Paws to Relax	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76994	\$81.85	Relevant, LLC dba Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
76995	\$115.60	Robin Komie	\$115.60	-- Digital Summit Chicago Conference	01-5430-54-07	Professional Development-Marketing & PR Services
76996	\$275.00	ROCHELLE PENNINGTON	\$275.00	-- Program-Senior Coffee Hours	01-5323-53-01	Programming & Support-Adult-Adult Services
76997	\$670.27	RUSSIAN PUBLISHING HOUSE, LTD.	\$120.11	-- Materials	01-4414-44-00	Books-Youth Services
76997	\$670.27	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
76997	\$670.27	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.16	-- Materials	01-4413-44-00	Books-Adult
76998	\$692.43	SARAH MUSKIVITCH	\$692.43	__ EE Travel Exp - ALSC National Institute	01-5430-54-02	Professional Development-Youth Services
76999	\$879.26	SASHA VASILIC	\$879.26	-- EE Reimbursement- ILA Conference	01-5430-54-01	Professional Development-Adult Services
77000	\$96.88	SHELL	\$96.88	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
77001	\$118.00	SMITHEREEN PEST MANAGEMENT	\$118.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance
77002	\$11.01	SRDJAN VASILIC	\$11.01	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77003	\$544.80	STEINER ELECTRIC COMPANY	\$544.80	Wohlert Globe 3rd Flr	08-6720-67-00	Contractual Maintenance
77004	\$1,640.00	SULLIVAN ROOFING, INC.	\$1,640.00	-- Roof Repair - Barrel Canopy	40-5805-58-00	Special Reserve - Building
77005	\$244.08	SUPERIOR COPIES	\$132.25	-- Mini Brochure	01-5320-53-07	Printing-Marketing & PR Services
77005	\$244.08	SUPERIOR COPIES	\$111.83	-- Patron Note Pads	01-5320-53-08	Printing-Patron Services
77006	\$956.00	Technology Management Rev Fund	\$478.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
77006	\$956.00	Technology Management Rev Fund	\$478.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
77007	\$850.00	THE SHAKESPEARE PROJECT OF CHICAGO	\$850.00	-- Program-A Baker Street Christmas Caper	01-5323-53-01	Programming & Support-Adult-Adult Services
77008	\$540.00	TODAY'S BUSINESS SOLUTIONS, INC.	\$540.00	-- TBS 20180808C for Simple Scan	01-5313-53-06	Software, Licenses-IT Services
77009	\$181.08	VERIZON WIRELESS	\$181.08	-- Monthly Cell Phone Bill Sept 03 ~ Oct 02, 2018	01-5465-54-09	Telephone-Administrative Services
77010	\$678.68	VILLAGE OF NILES	\$678.68	-- Water Meter Reading	01-5730-57-00	Water
77011	\$2,991.43	VISA	\$138.13	-- PO #83549	01-5322-53-03	Library Supplies-Digital Services
77011	\$2,991.43	VISA	\$254.99	-- PO #83542	01-5457-54-02	Office Supplies-Youth Services
77011	\$2,991.43	VISA	\$230.00	-- PO #83542	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77011	\$2,991.43	VISA	\$34.44	-- PO #83542	01-5457-54-02	Office Supplies-Youth Services
77011	\$2,991.43	VISA	\$67.90	-- PO #83542	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77011	\$2,991.43	VISA	\$100.40	-- PO #83540	01-5323-53-01	Programming & Support-Adult-Adult Services
77011	\$2,991.43	VISA	\$58.88	-- PO #83540	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77011	\$2,991.43	VISA	\$95.78	-- PO #83553	01-5456-54-07	Promotional Expense-Marketing & PR Services
77011	\$2,991.43	VISA	\$52.00	-- PO #83555	01-5435-54-04	Professional Collection-Tech Services
77011	\$2,991.43	VISA	\$52.00	-- PO #83963	01-4423-44-00	Periodicals
77011	\$2,991.43	VISA	\$52.00	-- PO #83964	01-4423-44-00	Periodicals
77011	\$2,991.43	VISA	\$39.48	-- October Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
77011	\$2,991.43	VISA	\$1.39	-- October Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77011	\$2,991.43	VISA	\$21.03	-- October Receipts	01-5312-53-06	Internet Charges-IT Services
77011	\$2,991.43	VISA	\$299.85	-- October Receipts	01-5312-53-06	Internet Charges-IT Services
77011	\$2,991.43	VISA	\$13.99	-- October Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77011	\$2,991.43	VISA	\$47.95	-- October Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77011	\$2,991.43	VISA	\$10.22	-- October Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77011	\$2,991.43	VISA	\$454.83	-- October Receipts	01-5320-53-09	Printing-Administration Services
77011	\$2,991.43	VISA	\$182.66	-- October Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77011	\$2,991.43	VISA	\$44.82	-- October Receipts	01-5420-54-05	Janitorial Supplies-Maintenance Services

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77011	\$2,991.43	VISA	\$75.00	-- October Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77011	\$2,991.43	VISA	\$26.97	-- October Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77011	\$2,991.43	VISA	\$88.40	-- October Receipts	01-5456-54-09	Promotional Expense-Administrative Services
77011	\$2,991.43	VISA	\$20.99	-- October Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77011	\$2,991.43	VISA	\$480.00	-- October Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77011	\$2,991.43	VISA	\$13.99	-- October Receipts	01-4420-44-00	Downloadables
77011	\$2,991.43	VISA	\$13.99	-- October Receipts	01-4420-44-00	Downloadables
77011	\$2,991.43	VISA	\$33.98	-- October Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77012	\$573.81	VISION SERVICE PLAN OF ILLINOIS	\$573.81	-- November 2018 Payment	01-5632-56-00	Vision
77013	\$21.00	WILMETTE PUBLIC LIBRARY	\$21.00	-- Lost Book Refund	01-3620-36-00	Lost Books
77014	\$21.99	ZION-BENTON PUBLIC LIBRARY DISTRICT	\$21.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77015	\$1,359.00	ZooBean	\$1,359.00	-- 1st Year License - Beanstack	01-5313-53-06	Software, Licenses-IT Services

Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2998	Accounts Payable	Manual Check	10/15/2018	Illinois Department of Revenue	\$0.00	\$304.00	(\$304.00)	10/31/2018	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$304.00)
Total Payments:	(\$304.00)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$304.00)

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									
10/30/2018	13814	Invoice	2455-787	SULLIVAN ROOFING, INC.	SULLIVAN ROOFING	Posted	10/31/2018	\$1,640.00	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								<i>\$1,640.00</i>	<i>\$0.00</i>
Grand Totals:								\$1,640.00	\$0.00

Niles-Maine District Library

_SPECIAL RESERVE

Report name: _SPECIAL RESERVE REPORT

Output query name: _SPECIAL RESERVE14 (Type: Invoice)

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (10/1/2018 to 10/31/2018)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Projects

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Project Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Director's Report October/November 2018

Not a week goes by where I do not help a child to learn how to read or how to use the library to do their homework. I am there for the anxious parent who thinks they cannot help their child do better in school and I am there for the gifted reader who is reading 5th grade books in third grade. Sometimes, I get to see a breakthrough, a child learns a new skill in a program or tells me about how much they loved a book. I see the children grow from babes in arms to toddlers to kindergarten and grow into young men and women and books built their minds and we helped raise them up, because in the village it takes to raise a child, there should always be a library.

In this month's Director's Report, I am highlighting some quotes from staff members. I asked them, *What should the Board know about the work that you do? Why is it important? And What would you like the Board to know about the way you take care of the community's tax dollars? And Why did you decide to work in a library instead of a business.* As you can see, we have some very thoughtful, committed people working on behalf of the community at this Library.



We will talk more about the Veterans' History Breakfast next month, but I couldn't let this report go by without a few words about Neil O'Shea as he retires (at least for now). We are one of the founding partners of the Veterans History Project, and Neil was a part of this project from the beginning. He is a very fine Reference Librarian, with an ability to dig up information whether it is buried in a 50-year-old book, a database with an uncooperative interface, or from a strategic online search. More importantly, he knows how to ask the right questions so he is able to give the patron what they truly wanted instead of what they asked for initially. Funny, wise, unendingly curious and immensely dedicated to the community, Neil will be sorely missed. We have been incredibly fortunate to have him on the staff for the past almost-15 years. I will be asking the Board to approve a Resolution in his honor at the November meeting.

Donations

From Cyndi: We appreciate the many material donations that our patrons make to the library. We evaluate the donations for those that we can add to the collection, but in reality most are added to the Continuous Sale shelves to make money that can be used for needed purchases. Our goal is to make the best use of the generosity of our patrons by processing material donations as efficiently as possible. We are currently reviewing the guidelines used to accept donations and the procedures used to process donations. This involves looking at tasks done by 15 key staff involved in answering questions about donations, screening donations, receiving donations, disposing of unsellable donations and accepting money for the sale of donations as well as the tasks done by our very dedicated group of 8 volunteers that continuously process incoming donations and donations that do not sell. We also surveyed cashiers to help identify popular items and researched comparative pricing of materials for sale at surrounding libraries. The results of this inquiry are being compiled.

Adult Programs

Staff comment: I worked in corporate America for almost 8 years. The reason I left and got my MLIS to be a librarian is because I actually care about the work I do here. I feel passionately about libraries and the work that we do for the community. I believe in the mission of libraries and feel like the work I do actually means something for the greater good.

From Suzy: Michael Gershbein from Very Smart People gave a presentation, Social Media for Business, and attendees enjoyed learning about the different social media strategies. Kathleen and Tommy offered a Let's Code Python series again and this time around they modified the sessions. They watched the training videos and reviewed the quizzes together as a group and this worked very well. Syed taught his first class building a website using the platform Wix. The majority of attendees wanted to create a website for their business and were inquiring about advanced classes in Wix. The DS staff assisted 8 NMDL patrons on a 1-2-1 basis this month with VLOOKUPS in Excel and Polish laptop help.

Program Survey Comments:

From Bobby's *Building a PC* class "VERY informative...wish I took class 10 years ago."

From Kathleen's *Excel Pivot Tables* class "By far the best class I have attended at NPL, SPL, and MGPL!"

From Dodie: Cecilia hosted the very successful first play of the Shakespeare Project season, *Pericles*, with 86 attendees and 42 who stayed for the post-performance discussion. Cecilia also helped the library to celebrate the 200th Anniversary of the publication of Mary Shelley's book *Frankenstein* by having lecturer, actor, and narrator John Nygro talk about this classic and its two most famous film adaptations. Both films were shown on Saturday, October 13th.

Judy hosted an *Understanding Medicare* Program with 21 attendees. She also had a program called *Sell Your Stuff Online* (17) and *Federal Income Taxes for Business* (7).

Neil sponsored genealogist Maureen Brady, the Co-Director of the Crystal Lake Family History Center and she presented her *Tracing a Chicago Family's Roots – A Case Study* that illustrated research conducted over 30 years about an elusive great grandmother.

The Great American Read Reading Program ended this month. 404 books were read and 202 patrons participated. There were 239 votes cast in October. We now have the answer to The BIG question – will Niles vote for the same novel title as the public? The answer is NO. Niles patrons voted the *Harry Potter Series* as their final winner and the PBS winner was *To Kill A Mockingbird*. The library will have a book discussion of *To Kill A Mockingbird* on Tuesday evening, November 27th. Cecilia wrote a blog post about the winner and the ending of the GAR.

To celebrate the Great American Read, we hosted a visit by bestselling crime author, Scott Turow. Turow is considered by many to be the Father of the Modern Legal Thriller. He was a wonderful storyteller as he talked about his life, his writing, and his career. He starts his writing routine each day by telling his wife he is “going upstairs to play with his imaginary friends.” His program was packed with 72 attendees.



Our Senior Coffee Hour this month was a dramatic presentation by Martina Mathisen who did a portrayal of a Chicago Flapper named Flora. Very fun for participants who had a chance to join in the historical event with festive headwear.

Our History Comes Alive Series was a dramatic portrayal of the artist, Georgia O’Keefe by our wonderful and popular actress/historian, Leslie



Goddard.

Youth Programs

Staff comment: I am here because I strongly feel I am making a positive difference to my community. I am working with a Library team that honestly practices thoughtful action every day. I believe the ROI is tremendous for our young families when they invest themselves in a Library World.

From Arianne:

KidSpace This month Mikey Orzechowski hosted a Homeschool Meetup to promote services available to those families in the District that provide school services themselves. The goal is to have a quarterly? Session where families can discuss and share their efforts. We are also providing Homeschool Famished for Fiction once a month for the students here at the library.

We did have a few goose eggs this month: Adaptive Hour, the Family Movie, and the October 31st Growing Neighbors. We are not sure that the Family Movie has ever had zero in attendance. Perhaps it was the selection, Monsters Inc., although we thought it was a fitting family friendly Halloween tie-in. It seems like there are fewer juvenile movies at the theaters, and that trickles downstream, although we can normally count on the senior subset who was also absent that day. I would like to double down on Adaptive Hour before giving up on it. Mikey is going to hand deliver flyers two weeks out to the special education teachers. We had been emailing the pdf to the principals for distribution, but that was not making the mark. And Growing Neighbors didn't stand a chance against trick-or-treating, although it is always nice to offer something non-Halloween to those families that don't celebrate.

KidSpace hosts three Halloween-themed storytimes, two for the littles filled with fun and giggles and one for the big kids with a bit more eeeeeek thrown in. Spooky Saturday is an annual event with costumes, scary stories, crafts, and trick-or-treating to the public desks. The littles enjoyed Bootime, a younger, friendly version that also brings out the fantastic costumes and crafty fun!



Teen

Teen Underground has seen a lot of traffic this month from middle to high school students. They have really come to see Teen Underground as their third place/space – defined as the social surroundings separate from the two usual social environments of home (first place) and the school/workplace (second place). They have been actively engaging decorating for Halloween and creating art for the wall.

The teens were very excited to participate in a number of Halloween programs as well. They were all about the Ghost Hunting 101 program. They also flocked to Introduction to Gore Makeup; the teens received the guest instructor positively and exercised great restraint and control when using messier materials. Many teens showed up specifically for the program, but Rachel Colias even convinced a couple computer gamers to join in. Applying the makeup to each other and freaking adults out when they walked through the library got them very excited about the program.

On the holiday itself, many groups left to trick or treat in the surrounding area around 3:30-5, but a big group came back to the library afterwards to trade stories and candy together. One of their mothers bought them some pizzas. Rachel set up a table with plates and napkins and they all ate dinner together “family” style. During that time, they had some very heartwarming discussions surrounding what they love about the library and they all respected my rule that the pizza stays at the table, even helping clean up when they were done.



Creative Studio

Staff comment: So much thought is put behind every single program and activity. Hours and hours of thought and preparation go into designing classes to benefit the community, whether it's enriching, educating, engaging, or informing patrons about various topics.

From Suzy: Ruth revived the Pi Club and led an interactive session on using the Raspberry Pi as a WiFi access point. The attendees enjoyed working collaboratively and attendees checked out the kits afterwards.



Urban Macramé Fibers led a dynamic workshop on macramé wall hangings. Macramé is a craft that uses knotting rather than knitting or weaving to produce designs. Participants learned the basic knot, lark's head, square knot and spiral knot. Attendees left the workshop with a completed one-of-a-kind wall hanging and the knowledge to do macramé on their own.



Alexa led a class in creating Halloween string art and it was a fantastic class! Attendees commented that it was so nice to just sit and make something. A local teacher is going to do the project with her class since it is easy enough to do with kids.

Jason and Bernadetta led a Glow-In-The-Dark T-Shirt program which was fun for everyone! The class had enthusiastic participants and awesome end product. The glow vinyl worked great. It was easy to weed, transferred to the shirts with ease, and really did GLOW! Here's a happy kid we know modeling a glow in the dark Cubbies shirt...



Databases

Staff comment: I am skilled in and comfortable with traditional Library services as well as those defined by changing user needs and technology. This is important because a digital divide exists within the District. The digitally illiterate are finding it increasingly hard to function in society. The Library is playing an important role in providing both equipment and assistance to our residents. Daily, I see residents who do not have access to computers and those that do own a tablet or PC have insufficient knowledge and skill to use them.

On that same day, am asked to find an item which was accessed on a smartphone, but who is unfamiliar with our system. And in-between.

From Suzy: Kathleen negotiated a discount for Lynda Learning of 8% on our annual cost for three years. We signed a contract to renew Lynda for three years to be billed annually. Cost savings is \$3,150 over three years.

Try-It! Illinois is a database trial for Illinois libraries hosted online by the Secretary of State. Kathleen set aside laptops and iPads for staff to drop in to Studio B to test databases and give feedback. Seven staff members attended. Staff were excited about new services such as AutoMATE, Creative Bug, and PBS Just for Kids. We will consider these services for the FY19-20.

Treehouse praised us for our outstanding usage this month and asked if we had any advice for other libraries. Python classes held in October using Treehouse bolstered our usage and worked well as a promotion tool. Treehouse is a library subscription to an online technology school that offers beginner to advanced courses in web design, web development, mobile development and game development taught by a team of expert teachers. The average NMDL Treehouse user is 34 years old. Monthly average usage for Treehouse is up 209% from last year (FY17-18 was 119; FY 18-19 is 368).

Community Engagement

Staff comment: My work involves getting books/information into the hands of many children (the school loan program). This not only saves the teachers' valuable time and allows them to focus on teaching (and as they cost the taxpayers more money this is, in the long term, cost effective). This also ensures that quality books are in the classrooms, which might occur less frequently without this program, especially in the preschool/day care or private school level.



From Arianne: Preschool and Daycare Liaison April Lee dropped off our donation of 200 *I Love You Like Sunshine* books to Advocate Children's Hospital. This is our second year contributing to Advocate's Early Literacy Initiative (ELI). The big plan is to get a book in the hand of each patient at their wellness visits and promote the area libraries whose populations patronize the hospital. Since it is not in any one agency's budget to purchase all those books, the supporting libraries (Morton Grove, Park Ridge, Northbrook, Glenview, Skokie, DesPlaines, and Lincolnwood) are hosting a new board book drive this holiday season. The following text will appear in the next Chapter One:

*In partnership with Advocate Children's Hospital's Early Literacy Initiative, the Niles-Maine District Library is seeking brand new board book donations for hospitalized children. These books will be included in the hospital's Book Nook, a mobile library used to give away books to inpatient and outpatient children at the Park Ridge location. Board books in other languages, especially Spanish, are also needed. Help us promote early literacy at the hospital this holiday season by donating **brand new, unused** board books!*

Since partnerships go both ways, Kathy Smart, the hospital's main representative of this ELI, is working with resident doctors and a speech therapist, to see about offering some free parenting classes at the Library. The programs could potentially be on subjects such as speech in the early years, children with allergies or newborn care. We are excited at the potential addition to the Parenting Series.

From Sasha: The Public Relations & Marketing team participated in four community events last month. In early October, Megan (Marketing Assistant) and a volunteer attended the Home Depot Fire Safety Event, which resulted in 100 interactions with customers. The weekend before Halloween, Megan and Robin (Marketing Coordinator) attended the Boo Bash at Golf Maine Park District and Mall-o-ween at Golf Mill Shopping Center which resulted in 250 interactions. On Halloween evening, Robin and Annette (Graphic Design Coordinator) interacted with over 200 people. The events at Golf Maine Park District and Golf Mill were so busy that my team didn't even have a chance to take a photo for me to include in my board report!

At all the events, Megan, Robin, and Annette promoted library events and services by passing out promotional materials. They also brought along the button maker from Digital Services which was a hoot with the children and their parents alike. Sidenote: Did you know you can check out the button maker with your Niles-Maine library card? So cool!

From Dodie: Neil arranged a tour of the Niles Historical Society for Library administration this month as Lead Docent Doris Gottschalk gave an interesting and informative 90-minute tour. Going forward Adult Services Librarian Maryellen Essig will serve as liaison to the evolving Cultural Center. Neil also attended a Board meeting of the Niles Historical Society where all were introduced to the new Museum Coordinator, Barb Karawacki.

Cecilia and Dodie attended the CTIS meeting at the District 219 headquarters. A cross-departmental in-house library committee tries to meet every week to keep up on all of the details of this year's Polish Coming Together. The author visit is already scheduled and the books picked. Right now we are working on getting Polish recipes and reviews of Polish movies and books put into our social media presence organized by the Lincolnwood Library Marketing person on our committee. Cecilia is also working on the adult book discussion questions and compiled a suggested reading list for the booklet.

Judy attended a Niles Chamber Program Committee meeting, a Chamber After-Hours event at Royal Bank, and the Chamber Breakfast "Morning Network" as organized by Suzy at our library. She also went to the Skokie Public Library committee meeting for the "Navigate the Job Search" planned for November 10th.

From Suzy: The Niles Chamber of Commerce held the second Networking Breakfast at the library and 24 people attended. The event takes place in the morning before the Library is open and it has been a wonderful way to meet other community stakeholders.

From Arianne: Donna Block reached out to Glenbrook South High School and connected with the school librarian, Christi Shaner. Previously, she was unaware that there some students at her school qualified for Niles-Maine District Library cards. The two of them went through the address list to send card applications and an FAQ to the families of all 231 students attending the school who live in the portion of unincorporated Glenview that is served by the Niles-Maine District Library. Patron Services has reported hearing from a number of those students already.

Strategic Plan

Staff comment: Nothing is ever perfect or pleasing to all, however, I think Libraries are still going strong and are much loved because most people love them and find them extremely useful and important. I hope the board will reflect and protect what their community values so highly. This library exists because the village of Niles built it and has preserved and grown it out of love and caring for its citizens and the surrounding communities. The naysayers are in the minority.

Next month, we will have an update on the first 18 months of the strategic plan work, and will be bringing the Board a plan for the next 18 months. We've made some good progress and of course there is still a great deal to be accomplished.

From Cyndi: A data dissemination specialist from the U.S. Census Office visited to train the planning committee on finding census data about the library district. Learning more about our patrons will help inform our analysis of how library services, collection and programs align with the needs of our patrons and help identify gaps.

CCS

From Cyndi: The test server was used extensively during October to develop and test new acquisition procedures and will continue to be used for additional staff training.

iii Idea Lab is gaining traction as a means to distill the most needed improvements in the staff software LEAP. Staff from all Polaris libraries across the country are encouraged to create an account, then post their ideas, comment on the ideas of others and rank ideas by voting on compiled lists. It is an interesting interactive tool and we are all anxious to see how quickly software innovations happen at Innovative as a result of our participation!

Passport Service

From Athena: In the month of October we accepted 113 applications. To date we have accepted 1,186 applications.

Greg Pritz, Srdjan Vasilic, Fran Burns, Steve Look, Brenda McPhillips, Denise Reda and Elbert Au all attended in-person passport training led by the state. After the in person training they were given a test, which all passed and are recertified so they may continue accepting applications. Jean Moy and Caroline Nakic have completed the online recertification. The rest of the agents and I need to complete this online training prior to the end of the year in order to continue accepting applications.

Staff notes

Staff comment: The Board should know that the technical skills of librarianship are just a point of departure: the real key is being able to engage with patrons. We are not "caretakers of books and media": we are resources for connecting patrons with the information and entertainment resources they NEED.

As requested, here is the breakdown of current full-time and part-time staff members.

45 full-time 61 part-time 6 substitutes 4 part-time vacancies

Total hours worked October 2017: 13,656

Total hours worked September 2018: 11,893

From Athena: Cross-training the staff is still continuing. We have begun the next phase of training, putting “ready to go” carts in order efficiently, as well as improving shelving time, while maintaining accuracy. Stephen Look is working hard on organizing the new materials storage room for our overflow materials.

From Suzy: Kathleen and Alexa attended the Illinois Library Association Conference in Peoria. From Alexa, “The conference was incredible. I had so much fun going to the different sessions and being around so many librarians. Everyone seems so creative and dedicated to making the profession the best it can be. The conference was a nice shake up to my routine and really made me evaluate my professional goals and gave me some great ideas to implement at the library.”

Alexa and Kathleen presented a poster session on Fandom Maker Nights and spoke with 35 librarians about their programs.

Staffing changes

Staff comment: I like giving back to the community. Growing up I had every advantage since I am American, white, and male living in a predominantly white community. I not only knew where my library was but I also knew where the better libraries around me were. Since I could speak well, I had any easy time getting whatever I needed to complete my reports, projects, papers, etc. to earn excellent grades. After I started my career, I noted that members of ethnicities who most recently arrived in America did not have the same advantages and had a much more difficult time negotiating local institutions like libraries. I noted that the economically depressed families had a more difficult time negotiating local institutions like libraries. I noticed that the elderly had a more difficult time negotiating local institutions like libraries. And, I wanted to try to level the playing field for everyone. In short, the reward system here seems to have elements of making the world a better place...making Niles a better community. I am willing to use all of my education and experience in exchange for pursuing a mission which directly has a positive impact and a reasonable salary coupled with benefits which adequately protect my health and retirement.

Four years ago, following a retirement incentive offer, Greg Pritz and I made changes to the org chart. We combined two open supervisor positions (Page Supervisor and Circulation Supervisor) into one--Patron Services Supervisor. We promoted four department members to new positions of Patron Services Team Leaders to help oversee the workflow and manage the day-to-day running of a department where the work literally never stops. However, we have found that the Supervisor needs some support beyond what the Team Leaders can offer, so one of the Team Leaders has been promoted to Assistant Patron Services Supervisor, and his position has increased to full-time. So, I am happy to announce that Srdjan Vasilic is the new Assistant Patron Services Supervisor, and look forward to putting his terrific video-making and voiceover skills to use, too.

Tech Services

From Victoria: During the month of October, Tech has continued to update and document procedures in Polaris. This month we worked to carve out new procedures for our continuation (standing order) plans. (These include items that are recurring, like travel books and graphic novels, popular authors, like Patterson, and world language titles. Because our new ILS (Polaris) works differently than our previous one (Sirsi), we needed to discover the most efficient way to make things work within the new framework. We successfully developed and documented procedures for how all of our continuation plans will be handled. They were also tested in our Polaris training server, and the Acquisitions team will receive the new documentation and training on the processes the first week of November.

We also worked to develop a way to replace our current five-part, printed purchase order and how we use them. As the entire library is moving away from this type of purchase order, and Tech's process hasn't been significantly revised in over twenty years, we decided this was the right time to move forward. Below is a small section of the draft of our updated procedures for our largest vendor, Ingram, to give you an idea.

- 1) Go to **Acquisitions → Purchase Order Lines Items** and scan the first item
 - a. Select and stamp the appropriate classification slip
 - b. Review notes – write additional info on slip, if necessary
 - c. Circle 'add' or 'replacement', if necessary
 - d. Check for holds and stamp RESERVE on slip if necessary
 - e. Check the bib record – use kitty stamp, if necessary
 - ~~f. Write the fund on the packing slip next to the item~~
 - g. If packing slip indicates an ONSALE date that is later than today's date, stamp that date on the left side of the classification slip then enter a Public Note on the record: **Street Date: xx/xx/xx**
 - h. NOTE: for items that were not ordered via EDI ('title not found' items) – click the **Receive Item** button.
 - i. Repeat for all items
 - j. Stamp the last page of the packing slip with date received
 - ~~k. Write all funds on the last page, too~~
 - l. Add an item to the invoice log (access database – Tech Acq short cut folder). Add new line at the bottom, then write **Log xxx-xxx** at the bottom of the packing list

Marketing notes

From Sasha:



Library Card Campaign: After looking at the October statistics, we're happy to see the number of new cardholders rise at a higher percentage than the previous month. Have you taken advantage of the Show Your Card. Get a Deal! promotion yet? Show your Niles-Maine library card at participating local businesses for a special deal. Some of the businesses include Costco, Dear Franks (Night of Roses Business of the Year), Lina's Frozen Treats and Cafe, Nancy's Pizza, and more. Visit www.nileslibrary.org/show-your-card for more information.

Building Notes

Staff comment: We care for the property and assets of the library as if they were our own and safeguard the treasure trove and peace of this important place so it is preserved and open to all who respect it and use it.

From Dave: Work continues on the exterior of the Library. The exterior painting project is complete.

C. Acitelli has the new chiller at his headquarters in Addison and we have him scheduled to start his work on November 12th.

We are continuing to solicit bids to sandblast (or powerwash and scrape), prime, and paint the structure holding up the canopy at the library entrance. We will present options to the board at the December meeting.

We have received some initial bids on the parking lot repairs, sealing, and restriping. Preliminary estimates exceed the \$25,000 bid limit in the State Procurement Act so we will present the bid solicitation to the board in December. 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. We have temporarily rigged LED lights which seem to be doing the job as we search for a permanent fix.

Technology

From Rich:

Major Projects Update Configuration and testing has been completed on the new network switches that will support additional Wireless Access Points, the new Security Cameras and the new Phone System. We are scheduling overnight weekend replacement of the existing switches in November and the beginning of December to minimize downtime and inconvenience for patrons and staff.

For the Security Camera System Project we have begun receiving the ordered cameras and will soon receive the software licenses. Work on the new Security Camera System servers is almost complete and the remaining data lines to a few new camera locations will be completed in November. We should be able to begin camera installations towards the middle of November.

The Library has successfully begun to use Purchase Order request software. Staff in IT, Maintenance and Administration have begun to use the new web based purchasing request software that is integrated with our existing Financial software. The new software brings many improvements among which include; staff can now digitally check budgets in the software before making purchase requests, PO data is used to receipt and generate invoices allowing for a smoother purchasing process. The remaining departments will be setup on the new software in November.

Work continues on the reconfiguration of IT Services areas. We are awaiting security fencing for the IT Storage in the Garage.

The AC wall unit in the IDF closet is temporary off as we wait for repair parts. A portable AC unit is in operation until repairs are completed.

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 E-rate reimbursement I am happy to report that we have received a \$9,908.53 reimbursement from USAC (E-rate) for Internet and Voice services we used in 2017- 2018. A final reimbursement of \$4,132.10 is expected to be received during the first part of November.

Interesting Patron Questions and Comments

Staff comment: What makes my job important is what makes the library important—guaranteeing equal access to all the resources the library has to offer, to all who come through our doors. By providing them with everything from the latest technology to the most classic books and music to pertinent and timely reference materials, I assist the Niles-Maine library in fulfilling its ancient mandate. I am an experienced,

diligent and tenacious searcher, skilled in using resources online and in our Reference collection for those who need materials and research for reports, papers and articles they are writing.

From Dodie: Valerie prepared an election packet (sample ballot, short bio's of many candidates) and mailed it to a low vision homebound patron who needs to view it on a magnifier. This patron wanted it so she could be an informed voter before she went to the polls.

Judy submitted a blog post on Greece to promote travel materials and our passport services. Judy also updated Citizenship materials and we are especially glad to have this booklet in several languages. On that note – a patron asked for a Bulgarian to English dictionary and we had one on the shelf! We have noticed an increase in aides who are from Bulgaria at the nursing homes that homebound delivery goes to.

Tax Season is right around the corner. Judy has already ordered 4000 packages of the new Form of the 1040 Federal Income Tax Form and 1,000 of the Form 1040 instructions.

1. How can I turn off the Call Screen Blocker on my new ATT cordless telephone?
2. How many judges are not recommended by the Chicago Bar Association election voting guides?
3. Do you have articles about Viktor Frankl and Existentialism relating to Psychology and Counseling?
4. Can you print out a chart for boys and girls, 3rd through 8th grades, that shows average weight for each age?
5. Can you find the Ellis Island immigration record for a Dionysios Milonas who came from Greece where he was born in 1893?

Staff comment: There's nothing more humbling or gratifying than having a patron say "thank you for your help, I would have been lost without you walking me through this." I find that compassion and patience go a long way with being a librarian. With every interaction, I try to put myself in the patron's shoes and really be sympathetic to their struggles and needs.

Committees

Safety and OSHA Compliance *From Cyndi:* AEDs are placed on the first and third floors. The vendor will train certified staff on our specific devices on November 12. Training to help staff understand the experience of patrons that are homeless will be November 13.

Art & Display *From Victoria:* On October 15th, I accompanied Susan to her Niles Public Arts and Culture Council meeting. Photographer Marina Samovsky and I presented an idea we had at the at the Niles Artisans Guild meeting several weeks prior. The Council sponsored artists to create artwork for benches around Niles, and Marina had photographed the artists with their benches. The Council agreed to pay for the printing and framing so they could be displayed in our Franklin Gallery. The kick-off of the travelling display will start here for November-early January. We are also planning on having a couple of the bench pieces on display as well. This display will go other places like the Niles Historical Society & Cultural Center. It will eventually take permanent residence in Village Hall.

We are beginning to cultivate our gallery exhibit to tie in with Coming Together in Skokie. We are planning on hosting the work of several different Polish-American artists. More information ahead next month.

Sunshine From *Dodie*: The Sunshine Committee had a “No Carve Pumpkin Contest” this month. The winner was the Charlie Brown Pumpkin Patch designed by the Tech Services Department. Runner up was the Queen of Hearts designed by the Digital Services Crowd. We also celebrated the contest judging day on November 1st with hot apple cider and donuts – all purchased with funds raised by our committee. No library money used at all, and of course the staff time was all people on break time.



FOIA Requests

11.7.2018 Carolyn Drblik Please provide me with paper copies and an electronic copy of the 2017 IMRF Actuarial Report and all pertinent documents.

11.7.2018 Carolyn Drblik On September 24, 2018, I resubmitted my original FOIA request dated September 10, 2018, highlighted below, in accordance with your response to me. However, you did not provide me with the 2017-2108 bonus amount for each employee and his/her approved accomplishment for the bonus. Director Lempke stated in a board meeting that she was implementing a bonus process in 2017-2018 requiring employees to complete an additional task enhancing their position, volunteering, etc. to receive a bonus. Please provide me with your appropriate employee or personnel record which reflects this bonus information for each employee.

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

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

Trustee Calendar

November

11/10—3rd Annual Makerfest 12-3:30

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

December

12/6—Niles Chamber Holiday Party 5-8 PlayBook **notify Susan by 11/30 if you want to attend**

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—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

April

Niles Night of Roses (date TBA)

4/2—Consolidated General Election (2 library trustees to be elected)

4/17—Regular meeting of the Board of Trustees

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

PLA Conference: Feb 25-29, 2020 Nashville

Staff comment: I would like the board to know I appreciate their willingness to volunteer their time!

Monthly Statistical Report --October 2018

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	201	162	24.07%			
Renewed District Cards	135					
Total District Cardholders	22,537	23,682	-4.83%			
Patron Visits	31,168	30,167	3.32%			
Unique Library Cards Used	4,736	4,502	5.20%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	41,676	43,782	-4.81%	167,110	178,507	-6.38%
Teens	2,820	3,459	-18.47%	14,127	16,497	-14.37%
Juvenile	42,480	43,201	-1.67%	165,197	172,399	-4.18%
Digital	2,481	1,820	36.32%	9,899	7,197	37.54%
Equipment	139	88	57.95%	488	520	-6.15%
TOTAL Loan of Library Materials	89,596	92,350	-2.98%	356,821	375,120	-4.88%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print: Fiction & Nonfiction	19,773	20,775	-4.82%	81,529	85,718	-4.89%
Magazine	1,290	1,097	17.59%	4,883	4,514	8.17%
Multimedia: Audio	3,988	4,430	-9.98%	15,654	18,383	-14.85%
Multimedia: Visual	16,625	17,480	-4.89%	65,044	69,892	-6.94%
TOTAL Adult Loans	41,676	43,782	-4.81%	167,110	178,507	-6.38%
Teens						
Print: Fiction & Nonfiction	2,109	2,883	-26.85%	10,865	12,777	-14.96%
Magazine	29	18	61.11%	57	101	-43.56%
Multimedia: Audio	178	532	-66.54%	668	2,226	-69.99%
Multimedia: Visual	504	26	1838.46%	2,537	1,393	82.12%
TOTAL Teen Loans	2,820	3,459	-18.47%	14,127	16,497	-14.37%
Youth						
Print: Fiction & Nonfiction	34,874	34,547	0.95%	130,962	132,396	-1.08%
Magazine	285	221	28.96%	1,070	800	33.75%
Multimedia: Audio	760	1,975	-61.52%	2,873	9,775	-70.61%
Multimedia: Visual	6,561	6,458	1.59%	30,292	29,428	2.94%
TOTAL Youth Loans	42,480	43,201	-1.67%	165,197	172,399	-4.18%
Equipment Loan	139	88	57.95%	488	520	-6.15%
Digital eBooks and eAudiobooks	2,481	1,820	36.32%	9,899	7,197	37.54%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	16,941	14,397	17.67%	65,463	45,767	43.04%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed Through our Interface	6,710	6,655	0.83%			
Holds Made Available	6,912	9,761	-29.19%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
TOTAL In-House Use of Materials	8,347	7,094	17.66%	32,942	30,082	9.51%
Items moved on Shelf	6,260	5,305	18.00%	27,072	22,547	20.07%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,553	1,351	14.95%	5,974	5,600	6.68%
Digital Services	2,826	2,752	2.69%	10,902	10,906	-0.04%
KidSpace Express Internet	33	27	22.22%	175	160	9.38%
KidSpace	1,310	1,518	-13.70%	6,488	7,135	-9.07%
KidSpace iPad Usage	295	280	5.36%	1,505	1,610	-6.52%
Teen Underground	458	341	34.31%	1,758	1,844	-4.66%
TOTAL Users	6,475	6,269	3.29%	26,802	27,255	-1.66%
Patron Wi-Fi Uses	13,349	13,481	-0.98%	48,578	52,812	-8.02%
Scanning & Fax Pages	5,262	5,359	-1.81%	23,802	24,352	-2.26%
Print & Copy Pages	20,980	15,918	31.80%	77,461	65,958	17.44%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	14	45	-68.89%	127	101	25.74%
Large Scale Poster Printer	8	8	0.00%	22	16	37.50%
VHS to DVD Conversion	6	4	50.00%	36	44	-18.18%
TOTAL Use of Staff Mediated Equipment	28	57	-50.88%	185	161	14.91%
USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	76	49	55.10%	290	302	-3.97%
Study Rooms 1-5	705	566	24.56%	2,359	2,064	14.29%
Creative Studio A	37	72	-48.61%	254	205	23.90%
Community Meetings in the Library	22	18	22.22%	70	82	-14.63%
TOTAL Users of Staff Mediated Spaces	840	705	19.15%	2,973	2,653	12.06%

Monthly Statistical Report --October 2018

MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	28,006	30,462	-8.06%			
Facebook "Likes"	1,643	1,416	16.03%			
Buzz Blog views	677	548	23.54%			
Veterans History Blog views	489					
Media Hits (includes print and online articles and listings)	20	8	150.00%			
e-News Subscribers	15,467	15,861	-2.48%			
PR Hosted Community Engagement Event Participants	575					
New Resident Letters (September)	86	32	168.75%			
LIBRARY HOLDINGS	Library Holdings	Items Added	Items Withdrawn			
Shelved materials	297,192	2,928	2,988			
Equipment	121	11	1			
eBooks & eAudiobooks (Overdrive, Axis 360)	117,437					
Databases	80					
Total	414,830					
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	142	186	-23.66%	432	528	-18.18%
Tests Proctored	14	6	133.33%	35	29	20.69%
Passports Processed	113	-		342	-	
Voters' Registration	2	-		6	2	200.00%
1-2-1 Instruction	8	3	166.67%	23		
Book Concierge	-			1		
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	650	2,426	-73.21%	2,292	10,712	-78.60%
Ready Assistance	7,953	9,917	-19.80%	35,926	36,000	-0.21%
Reference/Research	5,312	6,212	-14.49%	21,315	25,063	-14.95%
Subtotal All Service Desks	13,915	18,555	-25.01%	59,533	71,775	-17.06%
Adult Services (3rd Floor)	730	780	-6.41%	3,473	3,274	6.08%
Fiction/Audiovisual Services Desk (2nd Floor)	1,324	1,393	-4.95%	5,267	6,263	-15.90%
Patron Services	4,370	7,968	-45.16%	21,416	28,610	-25.15%
Technology Desk	2,153	2,093	2.87%	7,933	8,157	-2.75%
Teen UnderGround Desk	951	668	42.37%	3,159	3,946	-19.94%
Outreach Service	2,721	2,652	2.60%	9,971	10,066	-0.94%
Youth Service/KidSpace Desk	3,085	4,277	-27.87%	13,826	17,667	-21.74%
Total Service Interactions	15,355	19,836	-22.59%	65,097	77,992	-16.53%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,753	4,985	-4.65%	18,393	19,178	-4.09%
Items Received from CCS Libraries for Patrons	3,039	3,398	-10.57%	12,652	13,700	-7.65%
Items Lent to OCLC Libraries	318	338	-5.92%	1,283	1,315	-2.43%
Items Received from OCLC Libraries for Patrons	59	116	-49.14%	200	417	-52.04%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	184	229	-19.65%			
Number of Visits	169	165	2.42%			
Institutions						
Number of Institution Deposit Collections	10	9	11.11%			
Number of Visits	10	9	11.11%			
Schools						
Items Delivered	806	617	30.63%			
Number of Trips	20	17	17.65%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	11	89				
Adult and Outreach Services & Programs	5	18				
Digital Services & Programs	3	23				
Patron Services	5	31				
Teen Services & Programs	4	9				
Youth Services & Programs	32	91				
Total Volunteers and Hours This Month	60	261				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>63</i>	<i>343</i>				

Monthly Statistical Report --October 2018

LIBRARY PROGRAMS AND EVENTS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Youth Programs	114	3,037	90	2,812	8.00%
Teens Programs	27	1,270	22	1,307	-2.83%
Adults Programs	58	1,445	36	893	61.81%
Digital Services Programs	24	167	20	124	34.68%
PR Community Engagement Events	4	575			
TOTAL PROGRAMS AND EVENTS	227	6,494	168	5,136	26.44%
Programs--Youth Audience					
1KBK added visits	ongoing	12			
1KBK registrations	1	2			
Adaptive Hour	1	0			
Baby and Me Yoga	1	8			
Ballet & Books	1	16			
Battle of the Books Practice Sessions	2	288			
Bibliobop Dance Party!	1	95			
Bootime	2	124			
Chess	4	72			
Family Movie: <i>Monsters Inc.</i>	1	0			
Growing Neighbors	5	47			
Homework Help	4	49			
I Spy Tank	1	82			
In-house Toys and Games	1	255			
Lego WeDo Robotics	1	15			
Mega Mondays-Drama, Mondays on the Move, Yoga, Lego, Musical	5	62			
Parenting Series (Singing with your child, Potty training strategies)	2	52			
Reading with Rover	1	12			
Reading Patch Club Registrations	1	3			
Reading Patch Club added visits	ongoing	23			
Second Saturday Breakfast Bingo	1	29			
Second Sunday: Getting Excited About Science	1	91			
Spooky Saturday	1	48			
Story: Babytime	5	210			
Story: Baby Lapsit	1	17			
Story: Evening Family Storytime	5	55			
Story: Rise & Shine Storytime	3	97			
Story: Storytime for 2s and 3s	10	189			
Story: Storytime for 4s and 5s	5	57			
Teacher use of Die Cut Machine	1	2			
Toddler Playgroup	1	37			
Video Games	1	66			
Volunteer in KidSpace	1	16			
Wonder Ground: How Things Work	9	105			
World Language Storytime (Polish, Spanish)	2	15			
Writing Center (Passive)	1	90			
Youth Services Community Engagement Programs					
Elementary Outreach to the Classroom	23	507			
Famished for Fiction (Mark Twain, Culver)	2	19			
Homeschool Meetup	1	20			
Literacy Night (Stevenson)	1	45			
Preschool Visits (SJB)	3	32			
Teacher In-service (Stevenson)	1	73			
Total Youth Services Programs	114	3,037	90	2,812	8.00%
Programs--Teen Audience					
After School Fun Pop-up	2	44			
Dungeons & Dragons	1	8			
FAFSA step-by-step	1	8			
Financial Literacy with Niles West's DECA Club	1	3			
Games	1	26			
Introduction to Gore Makeup	1	13			
Movies in the Underground: <i>Truth or Dare</i>	1	8			
Passive Program: Anonymous Art	1	14			
Passive Program: Zombie Speech Bubbles	1	13			
Passive Program: Ghost Avatars	1	18			
Riverdale Viewing Party	1	10			
Teen Advisory Board	1	12			
Trick-or-Treat in the Teen Underground	1	30			
Video Games	1	36			
Watercolor for Teens	1	7			
Who's Who Polaroid Selfies Pop-up	3	81			
Teen Services Community Engagement programs					
Caudill Booktalks (Emerson)	3	750			
Classroom Visits (SJB, MS)	2	83			
Famished for Fiction (Gemini, Culver)	2	58			
After School Club: National Honor Society (ME)	1	48			
Total Teen Programs	27	1,270	22	1,307	-2.83%

Monthly Statistical Report --October 2018

General Programs--Adult Audience	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change	
Book Discussions - Book Buzz	2	14				
Chair Yoga for Adults	1	20				
Citizenship Class	4	40				
Federal Income Taxes for Your Business	1	7				
Great American Read Summer Reading Participants	1	202				
Great American Read Ballots for Voting	ongoing	239				
History Comes Alive: Leslie Goddard as Georgia O'Keefe	1	39				
Job Counseling	4	0				
Lecture by Display Artist Dr. Cranston Knight <i>Silo Photographs</i>	1	5				
Movie Showing: <i>Frankenstein</i>	1	8				
Movie Showing: <i>Young Frankenstein</i> Movie Showing	1	2				
Movie Talk: <i>Frankenstein and Young Frankenstein</i>	1	15				
New Release Movie: <i>Overboard</i>	1	17				
New Yorker Discussion Group	5	44				
Oakton Community College English as a Second Language	9	475				
Pages Through Time Non-Fiction Book Discussion	1	4				
Polish Language Book Discussion	1	11				
Scott Turow Author Talk	1	72				
Sell Your Stuff Online	1	17				
Senior Coffee Hour: Martina Mathisen as Flora the Chicago Flapper	1	32				
Shakespeare Project: <i>Pericles</i>	1	86				
Shakespeare Project After Performance Discussion	1	42				
Small Business Counseling	12	2				
Tracing a Chicago Family's Roots	1	6				
Tuesday Night Film Series: <i>A Quiet Place</i>	1	2				
Understanding Medicare	1	21				
Adult Community Engagement Programs						
BookBites Popular Fiction Discussion	1	11				
Low Vision Support Group (VIM)	1	6				
Low Vision Support Group (VIM) Book Discussion	1	6				
Total Adult Programs	58	1,445	36	893	61.81%	
Digital Services Programs -- Adult Audience						
Build a Website Using Wix	1	10				
Building a PC	2	8				
Create a Food Coaster	1	7				
Earn Extra Money with Apps	1	6				
Excel Charts & Graphs	1	12				
Excel Formulas & Functions	1	10				
Excel Pivot Tables	1	11				
Fandom Makerlab: Goosebumps	1	9				
Fused Glass Wine Bottles	1	13				
Glow-In-The-Dark T-Shirt	1	10				
Halloween String Art	1	7				
Learn to Sew a Simple Skirt	1	3				
Let's Code: Python	2	12				
Modern Macrame Workshop	1	10				
Pi Club	1	4				
Pomoc Komputerowa w Języku Polskim	1	2				
Silhouette Wednesday	2	15				
Social Media for Businesses and Entrepreneurs	1	10				
Tablet Tuesday	1	0				
Twitter Basics	1	0				
Virtual Fridays	1	8				
Total Digital Services (DS) Programs	24	167	20	124	34.68%	
Publicity Hosted Community Engagement Programs-- All Ages						
Home Depot Fire Safety Event	1	100				
Golf Maine Park District Boo Bash	1	50				
Golf Mill Mall -O-Ween Event	1	200				
Golf Mill Trick or Treat Event	1	225				
Total Publicity Hosted Community Engagement Programs	4	575				
GRAND TOTAL PROGRAMS AND ATTENDANCE	227	6,494	168	5,136	26.44%	
Community Meetings in Library Spaces	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change	
Ukrainian Women in Business	1	25				
Niles Township Toastmasters	2	30				
Daughters of the American Revolution-DAR Drop-In Workshop	1	11				
Niles Toastmasters NE Division Contest	1	90				
Karol Verson-Play Reading Discussion Group	4	48				
Jewish Genealogical Society of Illinois Board Meeting	1	12				
Karol Verson-Film Discussion Group	4	80				
Rose Management/Woodriver Condo Association	1	12				
Niles Chamber of Commerce & Industry Networking Meeting	1	24				
SAP Training	4	32				
All American Speakers Toastmasters	1	20				
Edward Jones	1	15				
Total Community Meetings	22	399	18	260	53.46%	



8650 W. Dempster Street • Niles, IL 60714
(847) 298-7457

The Home Depot 1981

Niles Maine Library,

The Niles West Home Depot and I would like to give a *huge* thank you for participating in this year's Fire Safety Event on Saturday, October 6th. Despite the weather not cooperating, this year's event proved to be our most successful yet and it would not have been possible without your help and participation.

Thank you for helping us spread the message of fire safety to our patrons and community in a fun and exciting way. We hope you will join us again next year on Saturday, October 5th, 2019 so we can strive to reach a larger audience and continue our lasting partnership.

Thank you,
Christina Hernandez
847-298-7547 ext 077
christina_m_hernandez@homedepot.com



Thank You from the Niles Fire
Department for your help making
our Open House a success!

*Thank you for your help and
taking photos of the kids!*

*Kyle Richardson
Niles Fire Department*



- from Kate Mahoney LCSW

Social worker who ran the
RAILS First Aid - Mental
Health Training

Dodie -

Thank you for all that you
did to help the Mental
Health First Aid Training run
so smoothly. I really appreciated
your support, attention to
detail and positive demeanor.
I hope we can find additional
ways to collaborate. Yours, Kate

Dear Ms. Mikey,

Thank you for coming to our school to teach us about your job as a librarian at Niles Public Library. You taught us that you don't only help people find great books to read, but you also answer questions, provide classes and events, and go to school to talk about your programs. We loved hearing about the great things you do for the community and how you help children and adults to learn and enjoy life. We hope to see you when we visit the Niles Public Library!

With thanks,

Mrs. Senatore's Third/Fourth Grade Class

Handwritten signatures and names in various colors:

- Lucas (blue)
- Monserat (orange)
- Armando (orange)
- Alexis (black)
- Diego (red)
- Emily V (pink)
- Jessica Senatore (green)
- Jazline (purple)
- Jesus M (green)
- Valeria P (green)
- Renata (blue)
- Yorbelt (red)
- Kahina (pink)
- Emily H.C. (purple)
- Demilla (purple)

Tarvi

Dear Ms. Mikey,

Thank you for visiting our school and telling us about the library. We learned so many interesting facts! We liked to hear about how everyone is welcome at the library, which is what it means to be a public library. We were so surprised by how many books and movies there are at the library! It was fun to learn about your job and the library's role in the community. Thank you for visiting and we will see you soon at the library!

Sincerely,
Mrs. Magee's class

AshMaeel Riyaq Ibrahim

Zainab

Syed

Clark

ofia

Arjun

Timea

Henry

All

Peria

Kamryn

Neriah

Will

Megha

Aniah

Hyrie

zvi

Bayton

Sally

Rainbow Animal Assisted Therapy
6042 West Oakton Street
Morton Grove, Illinois 60053
Phone: 773.283.1129
Email: rainbowaat@gmail.com
Web: www.rainbowaat.org



October 22, 2018

Niles-Maine District Library
6960 Oakton Street
Niles, IL 60714

Dear Friend of Rainbow,

Thank you very much for your generous program donation of \$150.00.

As always, the donation is being put to good use. Being a non-profit organization, we rely on donations to provide us with the tools to continue training our therapy dogs.

Our teams from Rainbow Animal Assisted Therapy thoroughly enjoy our visits to your facility.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara Sanders", written in a cursive style.

Barbara Sanders
Secretary
Rainbow Board of Directors

Patron Suggestions and Comments for November 2018

Responses to Patron Suggestions and Comments

Suggestions

How about a washroom on the second floor?

There is no water on the second floor, so it would be very expensive.

Luggage collection at another site. Niles can collect for sister site. Then ask homeless who use your services, would they like a rollaway carryon or rollaway suitcase? I started this in Seattle with our airline. A big success. Joyce, Evanston.

I'm not quite sure how this would work, but I can see what my staff thinks. Thanks for writing!

I would like the library to purchase the book "Everything You Ever Wanted: A Memoir" by Jillian Lauren, ISBN: 978-0-698-16855-8. L. P.

On a quick review, it didn't look like it is available, but we will try. We also will be happy to borrow it from another library for you.

Great library, great staff for sure. I imagine some patrons from afar are unfamiliar with bathroom hygiene. Perhaps Maintenance could check the "Ladies" room more often. But a great library welcoming all and that is great—it is Democracy.

Thank you for the nice words. Our Maintenance staff is checking the washroom hourly, but if you find it out of order please do let the staff know.

It's not very hygienic not to have a sink in the women's handicap washroom with no soap, only sink and paper towels. Not even a receptacle for soap!!! Please remedy this!

I'm sorry—I had no idea, and I appreciate your letting us know. This will be remedied immediately.

Better lighting disciplines should be considered. The computer area especially is overloaded with light. The designers did not make best choices for 'human health.'

I'm sorry you don't care for the lighting. It's a subject where reasonable people disagree.

Frustrations

It's about Middle Ground—it should be fourth grade up because if you are in fifth grade, it's not fair because if there is a friend who is not in fifth grade, you can't go. Secondly, because there is an Xbox and better computers than the outside computers. You allow gun games in Middle Ground not outside. Are you kidding?

I'm afraid whatever grade level we set as the lowest, the kids in the level below it will feel excluded. For now, it will remain at fifth grade.

Comments

Everyone at the library goes out of their way to be helpful. They're never irritable and always have a smile. I'm a senior citizen and quite frequently ask for help and I get a quick response. Niles is the best! J. K., Niles.

Thank you to Jabez and Pete! Thanks for your help and patience! L. S.

The saddest phrase of tongue or pen is not what is but what might have been.

Thank you so much for providing the free fax service. It's a life saver!

I would like to acknowledge Bobby who works in the computer lab. He went above and beyond. I came to use the computer and needed to print many copies which he was always there to assist me. He made my experience very easy. Bobby is a great asset to have working here. Thank you for all the help! T. R.

I came in today for checking out a camera. Kathleen at the computer lab was very helpful, polite and professional. My questions were answered. I got a raspberry pi which I needed and also asked for resume help. She gave me her card. I also asked for classes for raspberry pi. Long story short, she made sure I was taken care of. It was a one stop shop. Thank you for having a great staff like Kathleen. G. K.

I'm so glad to hear that you all are finding staff members who are helpful. Thanks for taking the time to write!

New Business - Recommended Actions

A. Recommended Action on Resolution 18-02

MOVE the Library Board of Trustees approve Resolution 18-02 “Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings.”

Memorandum A of Recommended Board Action

The Library pays \$40 per pay period (\$960 per annum) to employees eligible for health insurance who decide to purchase their health insurance elsewhere. Board resolution 18-02 elects that these payments be included as earnings with respect to IMRF retirement benefits. This treatment has existed since the Library began its relationship with IMRF on August 1, 2016. Resolution 18-02 formalizes this arrangement.



Suggested Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings

IMRF Form 6.75 (01/2018)

PLEASE ENTER Employer IMRF I.D. Number

RESOLUTION

Number _____

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include the value of health insurance or cash payments in lieu of or related to healthcare benefits; and

WHEREAS, the governing body of an IMRF participating unit of government may elect to include in IMRF earnings cash payments in lieu of or related to healthcare benefits; and

WHEREAS, the _____ of the
BOARD, COUNCIL, etc.

_____ is authorized to include
EMPLOYER NAME
cash payments made separately from salary and made in lieu of or related to healthcare benefits as earnings reportable to IMRF and it is desirable that it do so.

NOW THEREFORE BE IT RESOLVED that the _____ of the
BOARD, COUNCIL, etc.

_____ does hereby elect to
EMPLOYER NAME
include as earnings reportable to IMRF cash payments made separately from salary and made in lieu of or related to healthcare benefits effective _____.
EFFECTIVE DATE

BE IT FURTHER RESOLVED that _____ is authorized and directed
CLERK OF SECRETARY OF THE BOARD
to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

CERTIFICATION

I, _____, the _____
NAME CLERK OR SECRETARY
of the _____ of the County of _____,
EMPLOYER NAME COUNTY
State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of a resolution duly adopted by its _____ at a meeting duly convened
GOVERNING BODY
and held on the _____ day of _____, 20 ____.

SIGNATURE OF CLERK OR SECRETARY OF THE BOARD

Balloting Instructions

The ballot envelope indicates who has the authority to cast a ballot in IMRF's Executive Trustee election.

Your governing body has retained exclusive authority to cast a ballot

- This ballot packet is addressed to the governing body instead of to the Authorized Agent.
- The Clerk or Secretary of the Board must certify the ballot resolution and return it to IMRF. The signature certifies that the ballot resolutions were voted properly.
- If the ballot resolution is not certified, it will not be counted as a valid ballot.

If your governing body wishes to grant its Authorized Agent the authority to cast a ballot

- The only Authorized Agents eligible to vote are those whose Notice of Appointment (IMRF Form 2.20) on file with IMRF indicates they have been given such power.
- To grant voting authority to its Authorized Agent, the governing body would complete a new IMRF Form 2.20.



Notice to IMRF Governing Bodies

2018 Election of Executive Trustee

Five-Year Term

IMRF

2018 Election of Executive Trustee Election Packet

This package includes:

1. Candidates' biographies
2. One official ballot
3. One ballot envelope
4. One return addressed envelope

IMRF must receive the signed and sealed ballot envelope in the enclosed return addressed envelope no later than 4:30 PM CST, Tuesday, December 11, 2018.

Envelopes received after that time and date will not be opened and the enclosed ballot will not be counted.

Sue Stanish

Present Position—Director of Finance for the Naperville Park District

Length of Service—I have been with the Park District for 7 years and previously served as the Director of Finance with the Village of Willowbrook for 13 years and the Accounting Manager for the City of Naperville for five years.

Duties—As Director of Finance I am responsible for the District's financial operations which include: investments, accounts payable, payroll, budgeting, forecasting, debt management, policy development and financial analysis.

Other Pertinent Information—Executive Trustee on the IMRF Board for the past 5 years; Degree in accounting from DePaul University; Certified Public Accountant, Past President of the Illinois Governmental Finance Officers Association (IGFOA), Past Chairman of the IGFOA Career Development Committee, Past Board Member of the Illinois Metropolitan Investment Fund and member of PDRMA's Finance Committee.

It has been an honor serving on the IMRF Board for the last 5 years and the experience I have gained has been invaluable. This in conjunction with the perspectives I have gained from working in the Municipal and Park District arenas will continue to be a positive addition to the IMRF Board if I am re-elected. The issues facing Illinois Public Pension Funds continue to be an ongoing challenge that needs to be carefully managed. If I am fortunate enough to serve another term on the IMRF Board, I will continue to work hard to ensure that the Fund remains fiscally sound and viable for members and employers.

Brad Trent

Present Position—Deputy Highway Commissioner for Rockford Township.

Length of Service—Deputy Highway Commissioner since 1997; with Rockford Township since 1981.

Duties—As Deputy Highway Commissioner, my responsibilities include supervising public work employees, fleet maintenance of over 50 trucks and heavy equipment, budget and financial forecasting, purchasing, hiring, collective bargaining, risk management, employee benefit plan and health insurance administration, the maintenance of 150 miles of roads including snow plowing operations, responding to resident calls for service, and working with state legislators on highway issues.

Other Pertinent Information—I am a past state board member and president of the ILME (Illinois League of Municipal Employees). I have an associate's degree in accounting. My job duties will help me as a Trustee with IMRF budgets and also my experience working with state legislators while on the ILME board. Lately, public pensions have been shown in a negative light with all of the problems the state of Illinois has had. Communication is key to solving this misconception that all public pensions are not trustworthy of the taxpayer's dollar.



SUGGESTED RESOLUTION TO CAST A BALLOT IN THE 2018 IMRF EXECUTIVE TRUSTEE ELECTION

IMRF Form 6.89 (Rev 9/2018)

PLEASE ENTER Employer IMRF I.D. Number

06854

RESOLUTION

Number 18-03

WHEREAS, section 7-174 of the Illinois Pension Code provides for an eight-member Board of Trustees of the Illinois Municipal Retirement Fund, four of whom are to be elected by the IMRF participating units of government; and
WHEREAS, section 7-175 of the Pension Code provides rules for the election of the IMRF Board of Trustees; and
WHEREAS, the governing body of each participating unit of government shall have one vote at any election in which an Executive Trustee is to be elected; and

WHEREAS, it is appropriate that the Board of Trustees of Niles-Maine District Library
BOARD, COUNCIL, ETC. EMPLOYER NAME
exercise its right to vote in the 2018 IMRF Executive Trustee election.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of
BOARD, COUNCIL, ETC.
Niles-Maine District Library gives its vote in the 2018 IMRF Executive Trustee election
EMPLOYER NAME

for a five-year term of office to (vote for one):

Sue Stanish

Brad Trent

LINE FOR WRITE-IN CANDIDATE

CERTIFICATION

I, Dianne Olson, the Secretary of the
(NAME) (CLERK OR SECRETARY)
Niles-Maine District Library of the County of Cook, State of Illinois,
(EMPLOYER NAME) (COUNTY)

do hereby certify that I am the keeper of the books and records of the Niles Maine District Library and
(EMPLOYER NAME)

that the foregoing is a true and correct copy of a resolution (ordinance) duly adopted by the Board
(BOARD, COUNCIL, ETC.)

at a meeting duly convened and held on the 14th day of November, 2018.

SEAL

(CLERK OR SECRETARY)

Independent Audit Services

Request for Proposal

Issue Date: November 15, 2018

Niles-Maine District Library
6960 Oakton Street
Niles, IL 60714
(847) 663-1234

I. Introduction

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

II. Background

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

There are 108 employees at the Library (44 full time and 64 part time) and the Library’s annual operating budget is approximately \$6.4 Million. The Library’s employees are covered by IMRF.

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

III. Service to Be Performed

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

IV. Term of Engagement

A single-year contract for fiscal year 2018-2019 is contemplated. It is the intent of the District’s board of trustees to continue its relationship with the auditor for no less than three years, subject to the annual review by the board and the annual availability of an appropriation.

V. Key Personnel

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

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

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

VI. Relationship with Prior Auditor

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

VII. Timeline

November 15, 2018	RFP Issued
January 11, 2019	RFPs due to Library
February 20, 2019	Final decision by Board
February 21, 2019	Notification to all bidders

VIII. Other Information

A. Working Papers

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

B. Government Accounting Standards Board

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

C. Additional Information

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

IX. Your Response to This Request for Proposal

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

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

X. Evaluation of Proposals

The Niles-Maine District Library will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

You may be invited to make a presentation on your firm and its proposal at the Meeting of the Board of Trustees on **February 20, 2019**.

The District reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent auditor who, based on evaluation of all responses, applying all criteria and oral interviews if necessary, is determined to be the best qualified to do the audit. We anticipate the successful bidder will be notified by **February 21, 2019**.

Please submit your response to this request for proposal in hard copy and/or electronically by 5:00PM on **January 11, 2019** to:

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

XI. Inquiries

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

XII. Conditions

A. Reservations

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

B. Cost

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

C. Selection

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

D. Award

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

End of RFP