



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

December 19, 2018

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
 - A. Approve the Minutes of the Regular Board Meeting of November 14, 2018 3
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve payment of the bills for operating expenses of \$233,361.14, payroll expenses of \$286,626.24 for a total monthly expense of \$519,987.38 14
7. Director's Report
 - A. Highlights 28
 - B. Monthly Statistics 42
8. Communications 46
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. New Business
 - A. Review of Strategic Plan Progress
 - B. Discussion on the organization of the Director's Report and what should go into it
11. Unfinished Business
12. Executive Session
 - A. Discussion of Minutes of Closed Session Meetings
 - B. Discuss the purchase or lease of real property for the use of the public body; the discussion of Minutes of Closed Session Meetings
13. Final Action, if any, on closed session subjects

Board Meeting Agenda - December 19, 2018

14. Other

15. Adjournment

**Niles-Maine District Library
Regular Board Meeting Minutes
November 14, 2018
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois**

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

Trustees Present

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

Library Staff Present

Susan Lempke-Library Director; Greg Pritz, Assistant Director and Business Manager; Cyndi Rademacher, Assistant Director; Diane Winberg, Administrative Assistant; Dave Dabrowski, Maintenance Services Supervisor

Others Present

Niles Residents Kathy Nichols, Myrna Zalesny, Susan Schoenfeldt; Tom Robb, Journal Topics & News; Judy Walther, McClure, Inserra & Company

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.

Library Audit

Ms. Walther presented the Library's audit for the year ended June 30, 2018. The Library's financial statements were given an "unmodified, clean opinion."

Director Lempke asked if Ms. Walther found any evidence that the Director and Business Manager were "mismanaging" the library, as stated in a letter to the editor by Trustee Drblik. Ms. Walther said that if she had found any such evidence she would have said so. Trustee Drblik replied that it was not a "forensic audit." Trustee Spadoni asked if Ms. Walther believed there was any reason to do a forensic audit, and she said in her opinion, there was not.

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 what is stated in the Minutes under "Other" did not reflect what she said. President Dimond asked that the second sentence be removed from the paragraph. President Dimond asked whether the movant and seconder agreed with the change to the Minutes. Both Trustees Rozanski and Ryan agreed with the change.

President Dimond asked that the Minutes of September 19, 2018, be approved as amended.

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

The change was made to the original minutes.

Public Comment

President Dimond invited those who signed in to speak.

President Dimond noted that the public speakers said they were going to talk about a parking lot. She took this opportunity to address an article and a letter which was written by one of the Library's trustees to the Editor of the Journal regarding a real estate discussion which was held in Executive Session during October's Board Meeting. She added that it is the ethical responsibility of a Trustees not to repeat or discuss anything addressed in closed session especially when no final decision was made and no vote was taken. Although the commenters were welcome to speak, they should understand that the Board would not be able to discuss anything said in closed session.

Ms. Kathleen Nichols expressed her disappointment in the article published in the Journal. She felt that the comments written towards Library Director Susan Lempke and Business Manager Greg Pritz were very undeserved. She expressed her thoughts on additional parking for the Library. She and her family, especially her daughter, Ms. Frances Brady, love the library and support the work and decisions made by the Library Director and her staff.

Ms. Mryna Zalesny addressed the purchase of real estate property as listed on the agenda and said that the wording "feels sneaky, it feels funny." She questioned health insurance benefits which she thought were offered to retirees of the Library. She mentioned that Board agenda is difficult to find on the Library's website.

Ms. Susan Schoenfeldt read a statement praising the library, but stating her opposition to the purchase of real estate to expand the Library's parking lot.

Treasurer's Report

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

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

November 14, 2018

October is the fourth month of the fiscal year and 33.3% of the way through the budget.

Page 9

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 – At 30%, the overall category is running under budget.

Internet Charges – Due to the eRate rebate, the Internet Charges are a negative 13% to the budget.

Page 11

General and Administrations: At 28%, the overall category is running under budget.

Vehicle Operations: Over budget as discussed during the previous board meeting.

Page 12

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.

Mr. Spadoni made a statement in his capacity as Treasurer defending Assistant Director/Business & Operations Manager Greg Pritz and Director Susan Lempke. Trustee Martin requested a copy of the statement.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$240,484.02, payroll expense of \$283,829.37, and Special Reserve expenses of \$1,640.00, for a total monthly expense of \$525,953.39. Trustee Ryan seconded.

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

Director's Report

Presenting highlights from her report, Ms. Lempke referred to the comments throughout her report written by staff as to why they to choose to work in a library.

Ms. Lempke asked the Trustees for their response to the Chamber's Holiday Party so that reservations can be made by the early bird deadline.

At this time, Mr. Pritz reported on the cost of including a postpaid survey in Chapter One as requested by Trustee Martin.

Ms. Lempke reported that the Library now has two Automated External Defibrillator machines. One is located on the wall near the Hold shelves in Patron Services and the other is at the top of the stairs on the 3rd floor. Staff have been trained and the machines are not for use on victims having a heart attack, but only on victims in sudden cardiac arrest.

Ms. Lempke informed the Trustees of their Per Capita Grant requirements.

Trustee Drblik asked that Ms. Lempke provide the Board with a Director's Report which would be separate from the highlights of all the departments. Trustee Spadoni suggested that this be put on the agenda for discussion by the Board.

Communications

As provided in the Board Packet.

Liaison Reports

Friends of the Library – No meeting.

Legislative

There was no report.

RAILS

There was no report.

Secretary's Report

Trustee Olson reported that a certified copy of the 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 was made available for public inspection.

New Business

Resolution 18-02

Trustee Rozanski MOVED the Library Board of Trustees approve Resolution 18-02, a Resolution to include Cash Payments Related to health Insurance as IMRF Earnings. Trustee Olson seconded.

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

Resolution 18-03

Trustee Rozanski MOVED the Library Board of Trustees adopt Resolution 18-03, a Resolution to Cast a Ballot in the 2018 IMRF Executive Trustee Election in favor of Sue Stanish. Trustee Olson seconded.

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

Regular Board Meeting – November 14, 2018

Discussion on Independent Audit Services

Mr. Pritz presented the Board with a Request for Proposal for Independent Audit Services. To obtain names of auditing firms, Mr. Pritz planned to post a notice on the Library's website; contact the Illinois CPA Society; and

to contact other library districts. The Board asked that the Library's current auditing firm, McClure, Inserra not be barred from submitting a proposal. Trustee Dimond added that the Library has been very happy with McClure Inserra, but as decided by the Board back in March, a "new set of eyes" to look at the Library's financials is a good practice. On a straw vote, the Board asked Mr. Pritz to move forward with the RFP for Auditing Services.

Resolution 18-04

Trustee Rozanski MOVED the Library Board of Trustees adopt Resolution 18-04 honoring Neil O'Shea. Trustee Ryan seconded.

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

Unfinished Business

There was none.

A 5-minute break was called at 9:17 PM. The meeting resumed at 9:24 PM with all Board members present.

Executive Session

Trustee Rozanski MOVED the Library Board of Trustees enter into Executive Session to discuss the purchase or lease of real property for the use of the public body; the performance of specific employees. Trustee Ryan seconded.

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

Executive session started at 9:25 PM. Executive session ended at 10:25 PM.

The Regular Board Meeting resumed at 10:25 PM with all Board members present.

Action Following Executive Session

There was none.

Regular Board Meeting – November 14, 2018

Adjournment

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

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

The meeting adjourned at 10:26 PM.

President

Secretary

DRAFT

Niles-Maine District Library

Balance Sheet

November 30, 2018

	GENERAL FUND 11/30/2018	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,123,594)	\$73,014	\$1,297,256	\$246,675
Investments	\$9,112,835			\$9,112,835
Total Cash and Investments	\$7,989,241	\$73,014	\$1,297,256	\$9,359,510
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	\$10,883,539	\$355,336	\$1,297,256	\$12,536,131
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$152,495	\$25,640	\$16,335	\$194,470
Other Liabilities	\$54,417	\$3		\$54,420
Deferred Revenues	\$2,847,045	\$282,323		\$3,129,368
Total Liabilities	\$3,053,957	\$307,965	\$16,335	\$3,378,258
Fund Balance				
Fund Balance	\$7,829,582	\$47,371	\$1,280,921	\$9,157,874
Total Fund Balance	\$7,829,582	\$47,371	\$1,280,921	\$9,157,874
Total Liabilities and Fund Balance	\$10,883,539	\$355,336	\$1,297,256	\$12,536,131

Niles-Maine District Library

Income Statement-Consolidated

November 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$23,371		\$23,371	\$3,176,798	\$3,129,994	\$46,804	\$6,659,562	48%
Replacement Taxes		\$12,083	(\$12,083)	\$41,813	\$60,417	(\$18,604)	\$145,000	29%
Per Capita Grant				\$71,605	\$71,605		\$71,605	100%
Grants-Other		\$83	(\$83)		\$417	(\$417)	\$1,000	
Investment Income	\$14,186	\$8,333	\$5,852	\$75,616	\$41,667	\$33,949	\$100,000	76%
Fines	\$2,411	\$2,083	\$328	\$13,843	\$10,417	\$3,427	\$25,000	55%
Lost Books	\$1,180	\$875	\$305	\$3,715	\$4,375	(\$660)	\$10,500	35%
Pay For Print	\$1,504	\$1,708	(\$205)	\$9,266	\$8,542	\$724	\$20,500	45%
Book Sale	\$857	\$833	\$23	\$4,299	\$4,167	\$132	\$10,000	43%
Passports	\$2,905	\$2,917	(\$12)	\$14,767	\$14,583	\$184	\$35,000	42%
Non-Resident Fees				\$293		\$293		
Flash Drive & Ear Bud Sales				\$8		\$8		
Commissions & Fees	(\$7)		(\$7)	(\$18)		(\$18)		
Donations	\$2		\$2	\$8		\$8		
Miscellaneous	\$220	\$113	\$107	\$840	\$563	\$278	\$1,350	62%
Total Revenues	\$46,628	\$29,029	\$17,598	\$3,412,853	\$3,346,745	\$66,108	\$7,079,517	48%
Expenditures								
Salaries								
Library Director	\$11,002	\$11,094	\$92	\$55,009	\$55,468	\$459	\$133,124	41%
Payroll-Department Managers	\$15,438	\$15,340	(\$98)	\$76,776	\$76,701	(\$74)	\$184,083	42%
Payroll-Division Supervisors	\$45,156	\$45,080	(\$75)	\$224,824	\$225,401	\$577	\$540,962	42%
Payroll-Librarian I	\$98,926	\$98,817	(\$108)	\$487,557	\$494,087	\$6,530	\$1,185,809	41%
Payroll-Library Grade V	\$70,503	\$68,150	(\$2,353)	\$340,685	\$340,748	\$63	\$817,796	42%
Payroll-Library Grade VI	\$31,748	\$31,029	(\$719)	\$158,477	\$155,147	(\$3,330)	\$372,353	43%
Payroll-Library Pages	\$7,689	\$11,548	\$3,858	\$39,663	\$57,740	\$18,077	\$138,575	29%
Payroll-Sundays	\$6,746	\$7,500	\$754	\$36,275	\$37,500	\$1,225	\$90,000	40%
Adjustments		\$833	\$833	\$2,004	\$4,167	\$2,163	\$10,000	20%
Substitutes	\$239	\$2,333	\$2,094	\$1,366	\$11,667	\$10,301	\$28,000	5%
Total Salaries	\$287,446	\$291,725	\$4,279	\$1,422,635	\$1,458,626	\$35,991	\$3,500,702	41%

Niles-Maine District Library
Income Statement-Consolidated

November 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$15,701	\$15,083	(\$618)	\$83,592	\$75,417	(\$8,176)	\$181,000	46%
Books-Youth Services	\$8,516	\$6,667	(\$1,849)	\$33,949	\$33,333	(\$616)	\$80,000	42%
Books-Teen	\$1,109	\$1,271	\$162	\$5,395	\$6,354	\$959	\$15,250	35%
Downloadables	\$5,943	\$6,667	\$724	\$43,852	\$33,333	(\$10,519)	\$80,000	55%
Periodicals	\$665	\$2,742	\$2,077	\$14,337	\$13,708	(\$629)	\$32,900	44%
AV-Adult	\$9,497	\$10,167	\$670	\$57,978	\$50,833	(\$7,145)	\$122,000	48%
AV-Youth Services	\$4,603	\$3,317	(\$1,286)	\$13,949	\$16,583	\$2,634	\$39,800	35%
AV-Teen	\$407	\$979	\$573	\$4,582	\$4,896	\$314	\$11,750	39%
Online Databases	\$12,075	\$17,500	\$5,425	\$145,952	\$87,500	(\$58,452)	\$210,000	70%
Total Library Materials	\$58,515	\$64,392	\$5,877	\$403,587	\$321,958	(\$81,629)	\$772,700	52%
Library Operating Expenditures								
CCS Charges	\$7,665	\$7,577	(\$88)	\$38,325	\$37,883	(\$442)	\$90,920	42%
Processing & Supplies	\$2,041	\$2,792	\$750	\$14,894	\$13,958	(\$935)	\$33,500	44%
Internet Charges	(\$2,347)	\$1,533	\$3,880	(\$4,759)	\$7,667	\$12,426	\$18,400	(26)%
Software, Licenses	\$1,690	\$6,306	\$4,616	\$13,043	\$31,528	\$18,486	\$75,668	17%
Printing	\$2,058	\$3,575	\$1,517	\$10,980	\$17,875	\$6,895	\$42,900	26%
Library Supplies	(\$44)	\$575	\$619	\$1,818	\$2,875	\$1,057	\$6,900	26%
Programming & Support-Adult	\$2,775	\$2,520	(\$255)	\$16,424	\$12,598	(\$3,826)	\$30,235	54%
Programming & Support-Juvenile	\$2,376	\$2,894	\$517	\$14,674	\$14,469	(\$205)	\$34,725	42%
Programming & Support-Events	\$1,149	\$508	(\$641)	\$1,191	\$2,542	\$1,351	\$6,100	20%
Programming & Support-Teen	\$813	\$577	(\$236)	\$3,715	\$2,885	(\$830)	\$6,925	54%
Public Performing Rights		\$167	\$167	\$1,313	\$833	(\$480)	\$2,000	66%
Miscellaneous	\$221	\$208	(\$12)	\$1,053	\$1,042	(\$11)	\$2,500	42%
Per Capita Grant Expenditures	\$3,749	\$5,967	\$2,219	\$37,775	\$29,835	(\$7,940)	\$71,605	53%
Grant - Other Expenditures		\$83	\$83		\$2,167	\$2,167	\$2,750	
Volunteers		\$238	\$238		\$1,187	\$1,187	\$2,850	
Total Library Operating Expenditures	\$22,146	\$35,519	\$13,373	\$150,445	\$179,345	\$28,900	\$427,978	35%

Niles-Maine District Library
Income Statement-Consolidated

November 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,574	\$2,667	\$1,093	\$14,806	\$13,333	(\$1,473)	\$32,000	46%
Copiers	\$915	\$833	(\$82)	\$3,404	\$4,167	\$763	\$10,000	34%
Professional Development	\$1,491	\$2,991	\$1,500	\$10,305	\$14,956	\$4,650	\$35,894	29%
Mileage	\$369	\$304	(\$65)	\$1,425	\$1,521	\$96	\$3,650	39%
Professional Collection		\$688	\$688	\$412	\$3,438	\$3,026	\$8,250	5%
Legal Fees	\$721	\$604	(\$117)	\$1,666	\$3,021	\$1,355	\$7,250	23%
Consultants		\$1,250	\$1,250	\$4,260	\$6,250	\$1,990	\$15,000	28%
Kitchen Supplies-Administrative Services	\$160	\$83	(\$77)	\$757	\$417	(\$340)	\$1,000	76%
Promotional Expense	\$1,269	\$1,750	\$481	\$9,756	\$8,750	(\$1,006)	\$21,000	46%
Office Supplies	\$1,177	\$2,279	\$1,102	\$6,760	\$11,396	\$4,636	\$27,350	25%
Postage & Freight	\$870	\$1,897	\$1,027	\$6,430	\$9,483	\$3,054	\$22,760	28%
Publication of Notices-Legal		\$100	\$100	\$483	\$500	\$17	\$1,200	40%
Subscriptions & Dues	\$230	\$708	\$478	\$3,408	\$3,540	\$132	\$8,495	40%
Collection Services	(\$12)	\$83	\$95	(\$18)	\$417	\$435	\$1,000	(2)%
Telephone	\$1,452	\$1,375	(\$77)	\$5,176	\$6,875	\$1,699	\$16,500	31%
Trustee Expense	\$90	\$417	\$327	\$90	\$2,083	\$1,993	\$5,000	2%
Payroll Service	\$1,374	\$1,458	\$84	\$6,767	\$7,292	\$525	\$17,500	39%
Bank Fees		\$100	\$100	\$468	\$500	\$32	\$1,200	39%
Parking Lease	\$881	\$881		\$4,405	\$4,405	\$0	\$10,572	42%
Total General and Administration	\$12,561	\$20,468	\$7,907	\$80,761	\$102,342	\$21,581	\$245,621	33%
Vehicle Operation								
Gas, Oil, Grease	\$50	\$83	\$33	\$240	\$417	\$177	\$1,000	24%
Repairs & Maintenance		\$150	\$150		\$750	\$750	\$1,800	
Miscellaneous	\$6	\$8	\$2	\$6	\$42	\$36	\$100	6%
Auto Insurance				\$1,732	\$1,732		\$1,732	100%
Total Vehicle Operation	\$56	\$242	\$186	\$1,978	\$2,940	\$962	\$4,632	43%

Niles-Maine District Library
Income Statement-Consolidated

November 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$17,949	\$17,459	(\$490)	\$88,849	\$87,296	(\$1,554)	\$180,706	49%
Group Health	\$39,360	\$40,056	\$696	\$189,710	\$200,281	\$10,571	\$480,675	39%
Health Reimbursement Account	\$2,991	\$5,500	\$2,509	\$22,828	\$27,500	\$4,672	\$66,000	35%
Dental	\$873	\$1,667	\$794	\$11,143	\$8,333	(\$2,810)	\$20,000	56%
Vision	\$520	\$583	\$63	\$2,477	\$2,917	\$440	\$7,000	35%
FSA fee		\$100	\$100		\$500	\$500	\$1,200	
Life, LTD, AD&D, STD	\$1,083	\$1,083	\$1	\$5,804	\$5,417	(\$388)	\$13,000	45%
Total Employee Fringe Benefits	\$62,776	\$66,449	\$3,673	\$320,812	\$332,244	\$11,432	\$768,581	42%
Utilities								
Gas		\$1,000	\$1,000		\$5,000	\$5,000	\$12,000	
Electric	\$6,982	\$7,500	\$518	\$42,061	\$37,500	(\$4,561)	\$90,000	47%
Water	\$646	\$808	\$163	\$3,540	\$4,042	\$501	\$9,700	36%
Total Utilities	\$7,628	\$9,308	\$1,680	\$45,601	\$46,542	\$940	\$111,700	41%
Capital Expenditures								
Special Reserve - Building		\$61,083	\$61,083	\$157,140	\$305,417	\$148,277	\$733,000	21%
Special Reserve - Equipment		\$14,217	\$14,217	\$6,246	\$71,083	\$64,837	\$170,600	4%
Total Capital Expenditures	\$0	\$75,300	\$75,300	\$163,386	\$376,500	\$213,114	\$903,600	18%
Audit								
Audit Expense	\$7,900	\$5,300	(\$2,600)	\$21,200	\$15,900	(\$5,300)	\$21,200	100%
Total Audit Expenditures	\$7,900	\$5,300	(\$2,600)	\$21,200	\$15,900	(\$5,300)	\$21,200	100%
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

November 30, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$21,368	\$21,611	\$242	\$105,756	\$108,053	\$2,297	\$259,327	41%
Total Social Security Expenditures	\$21,368	\$21,611	\$242	\$105,756	\$108,053	\$2,297	\$259,327	41%
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	\$480	\$1,667	\$1,187	\$3,514	\$8,333	\$4,820	\$20,000	18%
Total Unemployment Compensation Expenditures	\$480	\$1,667	\$1,187	\$3,514	\$8,333	\$4,820	\$20,000	18%
Building & Equipment Maintenance								
Repairs & Improvements	\$1,985	\$5,417	\$3,431	\$19,801	\$27,083	\$7,283	\$65,000	30%
Contractual Maintenance	\$5,314	\$2,917	(\$2,397)	\$13,269	\$14,583	\$1,314	\$35,000	38%
Non-Contractual Maintenance	\$5,142	\$3,220	(\$1,922)	\$17,933	\$16,100	(\$1,833)	\$38,640	46%
Equipment Maintenance		\$2,375	\$2,375	\$868	\$11,875	\$11,007	\$28,500	3%
Non Capital Expenses	\$1,548	\$2,167	\$618	\$9,849	\$10,833	\$984	\$26,000	38%
Furniture & Fixtures	\$68	\$1,083	\$1,015	\$7,385	\$5,417	(\$1,969)	\$13,000	57%
Total Building & Equipment Maintenance Expenditures	\$14,058	\$17,178	\$3,120	\$69,105	\$85,892	\$16,787	\$206,140	34%
Total Expenditures	\$494,935	\$609,159	\$114,224	\$2,846,807	\$3,098,613	\$251,805	\$7,302,120	39%
NET SURPLUS/(DEFICIT)	(\$448,307)	(\$580,129)	\$131,822	\$566,045	\$248,132	\$317,913	(\$222,603)	(254)%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77016	Accounts Payable	Computer Check	12/19/2018	AB1, Inc	\$0.00	\$850.00	(\$850.00)	12/31/2018	Outstanding
77017	Accounts Payable	Computer Check	12/19/2018	AFLAC	\$0.00	\$480.54	(\$1,330.54)	12/31/2018	Outstanding
77018	Accounts Payable	Computer Check	12/19/2018	Alexa Hansen	\$0.00	\$12.00	(\$1,342.54)	12/31/2018	Outstanding
77019	Accounts Payable	Computer Check	12/19/2018	ALLIANCE ENTERTAINMENT	\$0.00	\$354.06	(\$1,696.60)	12/31/2018	Outstanding
77020	Accounts Payable	Computer Check	12/19/2018	SYNCB/ AMAZON	\$0.00	\$1,873.87	(\$3,570.47)	12/31/2018	Outstanding
77021	Accounts Payable	Computer Check	12/19/2018	ANDERSON LOCK	\$0.00	\$567.75	(\$4,138.22)	12/31/2018	Outstanding
77022	Accounts Payable	Computer Check	12/19/2018	Anna Mycek-Wodecki	\$0.00	\$200.00	(\$4,338.22)	12/31/2018	Outstanding
77023	Accounts Payable	Computer Check	12/19/2018	ASSA ABLOY ENTRANCE SYSTEM	\$0.00	\$465.00	(\$4,803.22)	12/31/2018	Outstanding
77024	Accounts Payable	Computer Check	12/19/2018	AT&T	\$0.00	\$43.82	(\$4,847.04)	12/31/2018	Outstanding
77025	Accounts Payable	Computer Check	12/19/2018	AT&T	\$0.00	\$694.58	(\$5,541.62)	12/31/2018	Outstanding
77026	Accounts Payable	Computer Check	12/19/2018	AUTOMATIC BUILDING CONTRO	\$0.00	\$2,288.00	(\$7,829.62)	12/31/2018	Outstanding
77027	Accounts Payable	Computer Check	12/19/2018	BAKER & TAYLOR	\$0.00	\$76.68	(\$7,906.30)	12/31/2018	Outstanding
77028	Accounts Payable	Computer Check	12/19/2018	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$8,056.30)	12/31/2018	Outstanding
77029	Accounts Payable	Computer Check	12/19/2018	BLICK ART MATERIALS	\$0.00	\$7.88	(\$8,064.18)	12/31/2018	Outstanding
77030	Accounts Payable	Computer Check	12/19/2018	Books & Treasures INC	\$0.00	\$552.85	(\$8,617.03)	12/31/2018	Outstanding
77031	Accounts Payable	Computer Check	12/19/2018	Brian Michalski	\$0.00	\$250.00	(\$8,867.03)	12/31/2018	Outstanding
77032	Accounts Payable	Computer Check	12/19/2018	CALL ONE	\$0.00	\$1,338.02	(\$10,205.05)	12/31/2018	Outstanding
77033	Accounts Payable	Computer Check	12/19/2018	CARY AREA PUBLIC LIBRARY DI	\$0.00	\$18.99	(\$10,224.04)	12/31/2018	Outstanding
77034	Accounts Payable	Computer Check	12/19/2018	CDW GOVERNMENT, INC.	\$0.00	\$16,335.11	(\$26,559.15)	12/31/2018	Outstanding
77035	Accounts Payable	Computer Check	12/19/2018	CECILIA CYGNAR	\$0.00	\$47.74	(\$26,606.89)	12/31/2018	Outstanding
77036	Accounts Payable	Computer Check	12/19/2018	CENGAGE LEARNING, INC.	\$0.00	\$1,213.66	(\$27,820.55)	12/31/2018	Outstanding
77037	Accounts Payable	Computer Check	12/19/2018	Charles Menicocci	\$0.00	\$125.00	(\$27,945.55)	12/31/2018	Outstanding
77038	Accounts Payable	Computer Check	12/19/2018	CINTAS CORPORATION LOC. 769	\$0.00	\$1,040.64	(\$28,986.19)	12/31/2018	Outstanding
77039	Accounts Payable	Computer Check	12/19/2018	COMED	\$0.00	\$6,982.30	(\$35,968.49)	12/31/2018	Outstanding
77040	Accounts Payable	Computer Check	12/19/2018	COOPERATIVE COMPUTER SERV	\$0.00	\$7,665.05	(\$43,633.54)	12/31/2018	Outstanding
77041	Accounts Payable	Computer Check	12/19/2018	DELL MARKETING L.P.	\$0.00	\$1,732.07	(\$45,365.61)	12/31/2018	Outstanding
77042	Accounts Payable	Computer Check	12/19/2018	DEMCO, INC.	\$0.00	\$1,377.90	(\$46,743.51)	12/31/2018	Outstanding
77043	Accounts Payable	Computer Check	12/19/2018	Donna Block	\$0.00	\$64.52	(\$46,808.03)	12/31/2018	Outstanding
77044	Accounts Payable	Computer Check	12/19/2018	EAST MAINE SCHOOL DISTRICT 6	\$0.00	\$200.00	(\$47,008.03)	12/31/2018	Outstanding
77045	Accounts Payable	Computer Check	12/19/2018	EASYPERMIT POSTAGE	\$0.00	\$800.00	(\$47,808.03)	12/31/2018	Outstanding
77046	Accounts Payable	Computer Check	12/19/2018	EBSCO	\$0.00	\$144.95	(\$47,952.98)	12/31/2018	Outstanding
77047	Accounts Payable	Computer Check	12/19/2018	Educational Development Corporation	\$0.00	\$1,372.53	(\$49,325.51)	12/31/2018	Outstanding
77048	Accounts Payable	Computer Check	12/19/2018	Elbert Au	\$0.00	\$5.72	(\$49,331.23)	12/31/2018	Outstanding
77049	Accounts Payable	Computer Check	12/19/2018	FIFTH THIRD BANK	\$0.00	\$1,824.98	(\$51,156.21)	12/31/2018	Outstanding
77050	Accounts Payable	Computer Check	12/19/2018	FINDAWAY WORLD, LLC	\$0.00	\$363.67	(\$51,519.88)	12/31/2018	Outstanding
77051	Accounts Payable	Computer Check	12/19/2018	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$51,915.88)	12/31/2018	Outstanding
77052	Accounts Payable	Computer Check	12/19/2018	FREMONT PUBLIC LIBRARY	\$0.00	\$27.99	(\$51,943.87)	12/31/2018	Outstanding
77053	Accounts Payable	Computer Check	12/19/2018	DOROTHEA FRISBIE	\$0.00	\$55.26	(\$51,999.13)	12/31/2018	Outstanding
77054	Accounts Payable	Computer Check	12/19/2018	Fun Express, LLC	\$0.00	\$255.56	(\$52,254.69)	12/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77055	Accounts Payable	Computer Check	12/19/2018	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,891.97	(\$55,146.66)	12/31/2018	Outstanding
77056	Accounts Payable	Computer Check	12/19/2018	GENESIS TECHNOLOGIES, INC.	\$0.00	\$1,670.86	(\$56,817.52)	12/31/2018	Outstanding
77057	Accounts Payable	Computer Check	12/19/2018	GMA Cleaning Inc.	\$0.00	\$3,000.00	(\$59,817.52)	12/31/2018	Outstanding
77058	Accounts Payable	Computer Check	12/19/2018	GROOT, INC.	\$0.00	\$222.27	(\$60,039.79)	12/31/2018	Outstanding
77059	Accounts Payable	Computer Check	12/19/2018	HALL PASS	\$0.00	\$6.00	(\$60,045.79)	12/31/2018	Outstanding
77060	Accounts Payable	Computer Check	12/19/2018	HEALTHCARE SERVICE CORPOR	\$0.00	\$45,222.32	(\$105,268.11)	12/31/2018	Outstanding
77061	Accounts Payable	Computer Check	12/19/2018	HOUCHEN BINDERY, LTD.	\$0.00	\$111.10	(\$105,379.21)	12/31/2018	Outstanding
77062	Accounts Payable	Computer Check	12/19/2018	INGRAM LIBRARY SERVICES	\$0.00	\$21,806.04	(\$127,185.25)	12/31/2018	Outstanding
77063	Accounts Payable	Computer Check	12/19/2018	IRON MOUNTAIN	\$0.00	\$220.70	(\$127,405.95)	12/31/2018	Outstanding
77064	Accounts Payable	Computer Check	12/19/2018	J & D Instant Signs, Inc	\$0.00	\$135.00	(\$127,540.95)	12/31/2018	Outstanding
77065	Accounts Payable	Computer Check	12/19/2018	JANWAY COMPANY USA, INC.	\$0.00	\$106.08	(\$127,647.03)	12/31/2018	Outstanding
77066	Accounts Payable	Computer Check	12/19/2018	Johnson Controls Fire Protection LP	\$0.00	\$377.39	(\$128,024.42)	12/31/2018	Outstanding
77067	Accounts Payable	Computer Check	12/19/2018	Jorge Perez	\$0.00	\$150.00	(\$128,174.42)	12/31/2018	Outstanding
77068	Accounts Payable	Computer Check	12/19/2018	JUDITH MCNULTY	\$0.00	\$15.26	(\$128,189.68)	12/31/2018	Outstanding
77069	Accounts Payable	Computer Check	12/19/2018	Kathleen Weiss	\$0.00	\$37.98	(\$128,227.66)	12/31/2018	Outstanding
77070	Accounts Payable	Computer Check	12/19/2018	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$715.00	(\$128,942.66)	12/31/2018	Outstanding
77071	Accounts Payable	Computer Check	12/19/2018	KONICA MINOLTA BUSINESS SO	\$0.00	\$915.02	(\$129,857.68)	12/31/2018	Outstanding
77072	Accounts Payable	Computer Check	12/19/2018	Lavenir	\$0.00	\$1,862.50	(\$131,720.18)	12/31/2018	Outstanding
77073	Accounts Payable	Computer Check	12/19/2018	LAW BULLETIN	\$0.00	\$111.11	(\$131,831.29)	12/31/2018	Outstanding
77074	Accounts Payable	Computer Check	12/19/2018	April Lee	\$0.00	\$45.89	(\$131,877.18)	12/31/2018	Outstanding
77075	Accounts Payable	Computer Check	12/19/2018	LIBRARIES FIRST	\$0.00	\$500.00	(\$132,377.18)	12/31/2018	Outstanding
77076	Accounts Payable	Computer Check	12/19/2018	LINKEDIN CORPORATION	\$0.00	\$12,075.00	(\$144,452.18)	12/31/2018	Outstanding
77077	Accounts Payable	Computer Check	12/19/2018	VICTORIA LUZ	\$0.00	\$27.24	(\$144,479.42)	12/31/2018	Outstanding
77078	Accounts Payable	Computer Check	12/19/2018	Maria Loreto Willie	\$0.00	\$200.00	(\$144,679.42)	12/31/2018	Outstanding
77079	Accounts Payable	Computer Check	12/19/2018	MARTINA MATHISEN	\$0.00	\$300.00	(\$144,979.42)	12/31/2018	Outstanding
77080	Accounts Payable	Computer Check	12/19/2018	MATTHEW BENDER & CO., INC.	\$0.00	\$200.04	(\$145,179.46)	12/31/2018	Outstanding
77081	Accounts Payable	Computer Check	12/19/2018	MCCLURE INSERRA & COMPANY	\$0.00	\$7,900.00	(\$153,079.46)	12/31/2018	Outstanding
77082	Accounts Payable	Computer Check	12/19/2018	Menards	\$0.00	\$632.64	(\$153,712.10)	12/31/2018	Outstanding
77083	Accounts Payable	Computer Check	12/19/2018	MIDWEST TAPE	\$0.00	\$10,773.52	(\$164,485.62)	12/31/2018	Outstanding
77084	Accounts Payable	Computer Check	12/19/2018	MOUG	\$0.00	\$50.00	(\$164,535.62)	12/31/2018	Outstanding
77085	Accounts Payable	Computer Check	12/19/2018	MULTICULTURAL BOOKS & VID	\$0.00	\$1,308.93	(\$165,844.55)	12/31/2018	Outstanding
77086	Accounts Payable	Computer Check	12/19/2018	Natasha Lehrer Lewis	\$0.00	\$190.00	(\$166,034.55)	12/31/2018	Outstanding
77087	Accounts Payable	Computer Check	12/19/2018	NILES CHAMBER OF COMMERCE	\$0.00	\$180.00	(\$166,214.55)	12/31/2018	Outstanding
77088	Accounts Payable	Computer Check	12/19/2018	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$167,095.55)	12/31/2018	Outstanding
77089	Accounts Payable	Computer Check	12/19/2018	MICHAELENE ORZECHOWSKI	\$0.00	\$29.15	(\$167,124.70)	12/31/2018	Outstanding
77090	Accounts Payable	Computer Check	12/19/2018	OverDrive, INC.	\$0.00	\$5,914.79	(\$173,039.49)	12/31/2018	Outstanding
77091	Accounts Payable	Computer Check	12/19/2018	Peapod	\$0.00	\$147.97	(\$173,187.46)	12/31/2018	Outstanding
77092	Accounts Payable	Computer Check	12/19/2018	PENGUIN RANDOM HOUSE LLC	\$0.00	\$329.99	(\$173,517.45)	12/31/2018	Outstanding
77093	Accounts Payable	Computer Check	12/19/2018	Penina Silverberg	\$0.00	\$16.99	(\$173,534.44)	12/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77094	Accounts Payable	Computer Check	12/19/2018	PETTY CASH	\$0.00	\$119.92	(\$173,654.36)	12/31/2018	Outstanding
77095	Accounts Payable	Computer Check	12/19/2018	PITNEY BOWES INC.	\$0.00	\$48.36	(\$173,702.72)	12/31/2018	Outstanding
77096	Accounts Payable	Computer Check	12/19/2018	PLIC - SBD GRAND ISLAND	\$0.00	\$1,082.61	(\$174,785.33)	12/31/2018	Outstanding
77097	Accounts Payable	Computer Check	12/19/2018	CYNTHIA RADEMACHER	\$0.00	\$107.78	(\$174,893.11)	12/31/2018	Outstanding
77098	Accounts Payable	Computer Check	12/19/2018	RECORDED BOOKS, LLC	\$0.00	\$214.20	(\$175,107.31)	12/31/2018	Outstanding
77099	Accounts Payable	Computer Check	12/19/2018	Relevant, LLC dba Omnigraphics, Inc.	\$0.00	\$163.70	(\$175,271.01)	12/31/2018	Outstanding
77100	Accounts Payable	Computer Check	12/19/2018	Rethinking Schools	\$0.00	\$31.46	(\$175,302.47)	12/31/2018	Outstanding
77101	Accounts Payable	Computer Check	12/19/2018	ROBERT SOTO	\$0.00	\$250.00	(\$175,552.47)	12/31/2018	Outstanding
77102	Accounts Payable	Computer Check	12/19/2018	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$546.39	(\$176,098.86)	12/31/2018	Outstanding
77103	Accounts Payable	Computer Check	12/19/2018	Sabrina Szponar	\$0.00	\$32.21	(\$176,131.07)	12/31/2018	Outstanding
77104	Accounts Payable	Computer Check	12/19/2018	SARAH MUSKIVITCH	\$0.00	\$64.41	(\$176,195.48)	12/31/2018	Outstanding
77105	Accounts Payable	Computer Check	12/19/2018	SASHA VASILIC	\$0.00	\$787.20	(\$176,982.68)	12/31/2018	Outstanding
77106	Accounts Payable	Computer Check	12/19/2018	Seonghwan Lee	\$0.00	\$11.99	(\$176,994.67)	12/31/2018	Outstanding
77107	Accounts Payable	Computer Check	12/19/2018	ServerSupply	\$0.00	\$1,548.40	(\$178,543.07)	12/31/2018	Outstanding
77108	Accounts Payable	Computer Check	12/19/2018	SHELL	\$0.00	\$50.06	(\$178,593.13)	12/31/2018	Outstanding
77109	Accounts Payable	Computer Check	12/19/2018	SMITHEREEN PEST MANAGEMEN	\$0.00	\$118.00	(\$178,711.13)	12/31/2018	Outstanding
77110	Accounts Payable	Computer Check	12/19/2018	Sonya M Sidenko	\$0.00	\$15.99	(\$178,727.12)	12/31/2018	Outstanding
77111	Accounts Payable	Computer Check	12/19/2018	Stacy Moss-Paul	\$0.00	\$31.61	(\$178,758.73)	12/31/2018	Outstanding
77112	Accounts Payable	Computer Check	12/19/2018	SUPERIOR COPIES	\$0.00	\$1,333.80	(\$180,092.53)	12/31/2018	Outstanding
77113	Accounts Payable	Computer Check	12/19/2018	SUSAN LEMPKE	\$0.00	\$54.39	(\$180,146.92)	12/31/2018	Outstanding
77114	Accounts Payable	Computer Check	12/19/2018	Technology Management Rev Fund	\$0.00	\$478.00	(\$180,624.92)	12/31/2018	Outstanding
77115	Accounts Payable	Computer Check	12/19/2018	THE SHAKESPEARE PROJECT OF C	\$0.00	\$850.00	(\$181,474.92)	12/31/2018	Outstanding
77116	Accounts Payable	Computer Check	12/19/2018	Tom Watson	\$0.00	\$500.00	(\$181,974.92)	12/31/2018	Outstanding
77117	Accounts Payable	Computer Check	12/19/2018	VERIZON WIRELESS	\$0.00	\$362.28	(\$182,337.20)	12/31/2018	Outstanding
77118	Accounts Payable	Computer Check	12/19/2018	VILLAGE OF NILES	\$0.00	\$645.60	(\$182,982.80)	12/31/2018	Outstanding
77119	Accounts Payable	Computer Check	12/19/2018	VISA	\$0.00	\$8,344.69	(\$191,327.49)	12/31/2018	Outstanding
77120	Accounts Payable	Computer Check	12/19/2018	VISION SERVICE PLAN OF ILLINO	\$0.00	\$596.27	(\$191,923.76)	12/31/2018	Outstanding
77121	Accounts Payable	Computer Check	12/19/2018	WESTERN IRRIGATION, INC.	\$0.00	\$375.00	(\$192,298.76)	12/31/2018	Outstanding
77122	Accounts Payable	Computer Check	12/19/2018	WORLD BOOK, INC.	\$0.00	\$949.00	(\$193,247.76)	12/31/2018	Outstanding
77123	Accounts Payable	Computer Check	12/19/2018	SUZANNE WULF	\$0.00	\$599.91	(\$193,847.67)	12/31/2018	Outstanding
77124	Accounts Payable	Computer Check	12/19/2018	X-PERT LANDSCAPING INC.	\$0.00	\$1,025.00	(\$194,872.67)	12/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
-----------------------	--------	---------------------	---------------------	-----------	----------	----------	------------------	-----------	--------

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$194,872.67)
Total Payments:	(\$194,872.67)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$194,872.67)

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77016	\$850.00	AB1, Inc	\$850.00	-- Wash All Outer Windows	08-6710-67-00	Repairs & Improvements
77017	\$480.54	AFLAC	\$480.54	-- Monthly Payment November 2018	01-2140-00-00	Payroll Clearing
77018	\$12.00	Alexa Hansen	\$12.00	-- EE Reimbursement - Silhouette Wednesday	01-5323-53-03	Programming & Support-Adult-Digital Services
77019	\$354.06	ALLIANCE ENTERTAINMENT	\$354.06	-- Materials	01-4433-44-00	AV-Adult
77020	\$1,873.87	SYNCB/ AMAZON	\$166.09	-- PO #83567	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77020	\$1,873.87	SYNCB/ AMAZON	\$37.29	-- PO #83567	01-5457-54-02	Office Supplies-Youth Services
77020	\$1,873.87	SYNCB/ AMAZON	\$46.13	-- PO #83567	08-6770-67-00	Furniture & Fixtures
77020	\$1,873.87	SYNCB/ AMAZON	\$21.95	-- PO #83567	08-6770-67-00	Furniture & Fixtures
77020	\$1,873.87	SYNCB/ AMAZON	\$35.41	-- PO # 83933	01-4414-44-00	Books-Youth Services
77020	\$1,873.87	SYNCB/ AMAZON	\$26.61	-- PO # 83933	01-5456-54-07	Promotional Expense-Marketing & PR Services
77020	\$1,873.87	SYNCB/ AMAZON	\$1,372.73	-- PO #85007	08-6760-67-00	Non Capital Expenses
77020	\$1,873.87	SYNCB/ AMAZON	\$6.53	-- PO #83574	01-4415-44-00	Books-Teen
77020	\$1,873.87	SYNCB/ AMAZON	\$48.47	-- PO #83574	01-5326-53-02	Programming & Support-Teen-Youth Services
77020	\$1,873.87	SYNCB/ AMAZON	\$54.36	-- PO #83575	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77020	\$1,873.87	SYNCB/ AMAZON	\$58.30	-- Winter Holiday; Winter Solstice	01-5326-53-02	Programming & Support-Teen-Youth Services
77021	\$567.75	ANDERSON LOCK	\$567.75	-- Install new LCN Adult Services	08-6710-67-00	Repairs & Improvements
77022	\$200.00	Anna Mycek-Wodecki	\$200.00	-- Materials	01-4414-44-00	Books-Youth Services
77023	\$465.00	ASSA ABLOY ENTRANCE SYSTEMS US INC.	\$465.00	-- 2018-2019 Annual PM Contract	08-6720-67-00	Contractual Maintenance
77024	\$43.82	AT&T	\$43.82	- Monthly Service 9/17 - 11/ 16/2018	01-5465-54-09	Telephone-Administrative Services
77025	\$694.58	AT&T	\$694.58	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
77026	\$2,288.00	AUTOMATIC BUILDING CONTROLS	\$2,288.00	-- Temperature Control SVC Agreement 1/01/2019-12/31/19	08-6720-67-00	Contractual Maintenance
77027	\$76.68	BAKER & TAYLOR	\$46.63	-- Materials	01-4413-44-00	Books-Adult
77027	\$76.68	BAKER & TAYLOR	\$30.05	-- Materials	01-4413-44-00	Books-Adult
77028	\$150.00	BERNADETTA KORYCIARZ	\$150.00	-- Program-World Language Storytime Polish	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77029	\$7.88	BLICK ART MATERIALS	\$7.88	-- Program Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77030	\$552.85	Books & Treasures INC	\$315.47	-- Materials	01-4413-44-00	Books-Adult
77030	\$552.85	Books & Treasures INC	\$237.38	-- Materials	01-4413-44-00	Books-Adult
77031	\$250.00	Brian Michalski	\$250.00	-- Program-Vagabonding Around The World	01-5323-53-01	Programming & Support-Adult-Adult Services
77032	\$1,338.02	CALL ONE	\$1,338.02	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
77033	\$18.99	CARY AREA PUBLIC LIBRARY DISTRICT	\$18.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77034	\$16,335.11	CDW GOVERNMENT, INC.	\$7,959.11	#VALUE!	40-5810-58-00	Special Reserve - Equipment
77034	\$16,335.11	CDW GOVERNMENT, INC.	\$8,376.00	-- Partial Receipt Axis M3058-PLVE Network Camera	40-5810-58-00	Special Reserve - Equipment
77035	\$47.74	CECILIA CYGNAR	\$47.74	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
77036	\$1,213.66	CENGAGE LEARNING, INC.	\$55.18	-- Materials	01-4413-44-00	Books-Adult
77036	\$1,213.66	CENGAGE LEARNING, INC.	\$29.24	-- Materials	01-4413-44-00	Books-Adult
77036	\$1,213.66	CENGAGE LEARNING, INC.	\$43.19	-- Materials	01-4413-44-00	Books-Adult
77036	\$1,213.66	CENGAGE LEARNING, INC.	\$595.83	-- Materials	01-4413-44-00	Books-Adult
77036	\$1,213.66	CENGAGE LEARNING, INC.	\$25.59	-- Materials	01-4413-44-00	Books-Adult
77036	\$1,213.66	CENGAGE LEARNING, INC.	\$208.72	-- Materials	01-4413-44-00	Books-Adult
77036	\$1,213.66	CENGAGE LEARNING, INC.	\$46.38	-- Materials	01-4413-44-00	Books-Adult
77036	\$1,213.66	CENGAGE LEARNING, INC.	\$209.53	-- Materials	01-4413-44-00	Books-Adult
77037	\$125.00	Charles Menicocci	\$125.00	-- Transcriber - Veterans History Project	01-5351-53-01	Per Capita Grant Expenditures-Adult Services
77038	\$1,040.64	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77038	\$1,040.64	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77038	\$1,040.64	CINTAS CORPORATION LOC. 769	\$214.69	-- Mat service	08-6720-67-00	Contractual Maintenance
77038	\$1,040.64	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77038	\$1,040.64	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77038	\$1,040.64	CINTAS CORPORATION LOC. 769	\$165.19	-- Materials	08-6720-67-00	Contractual Maintenance
77039	\$6,982.30	COMED	\$6,982.30	-- SVC 10/5 - 11/5/2018 (31days)	01-5720-57-00	Electric
77040	\$7,665.05	COOPERATIVE COMPUTER SERVICE	\$7,665.05	-- CCS/OCLC Charges Nov 2018	01-5310-53-09	CCS Charges-Administration
77041	\$1,732.07	DELL MARKETING L.P.	\$11.99	-- Partial	08-6760-67-00	Non Capital Expenses

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77041	\$1,732.07	DELL MARKETING L.P.	\$1,720.08	-- PO Fully Received	08-6760-67-00	Non Capital Expenses
77042	\$1,377.90	DEMCO, INC.	\$1,305.44	-- Supplies	01-5311-53-04	Processing & Supplies-Tech Services
77042	\$1,377.90	DEMCO, INC.	\$6.64	-- Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77042	\$1,377.90	DEMCO, INC.	\$194.85	-- CD Cases	01-5311-53-04	Processing & Supplies-Tech Services
77043	\$64.52	Donna Block	\$14.60	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77043	\$64.52	Donna Block	\$49.92	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77044	\$200.00	EAST MAINE SCHOOL DISTRICT 63	\$200.00	-- Program Winterpalooza	01-5325-53-07	Programming & Support-Events-Marketing & PR Services
77045	\$800.00	EASYPERMIT POSTAGE	\$500.00	-- Replishish Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
77045	\$800.00	EASYPERMIT POSTAGE	\$300.00	-- SendPro Postage	01-5458-54-08	Postage & Freight-Patron Services
77046	\$144.95	EBSCO	\$104.95	-- Materials	01-4423-44-00	Periodicals
77046	\$144.95	EBSCO	\$40.00	-- Materials	01-4423-44-00	Periodicals
77047	\$1,372.53	Educational Development Corporation	\$1,372.53	-- Materials	01-4414-44-00	Books-Youth Services
77048	\$5.72	Elbert Au	\$5.72	-- EE Mileage Reimbursement	01-5431-54-08	Mileage-Patron services
77049	\$1,824.98	FIFTH THIRD BANK	\$1,824.98	-- FSA EE Payments November 2018	01-1125-00-00	Cash-Flexible Spending Account
77050	\$363.67	FINDAWAY WORLD, LLC	\$37.49	-- Materials	01-4434-44-00	AV-Youth Services
77050	\$363.67	FINDAWAY WORLD, LLC	\$326.18	-- Materials	01-4434-44-00	AV-Youth Services
77051	\$396.00	FLEXSOURCE, LLC	\$56.00	-- Monthly Fee FSA/Health & Dental HRA	01-2140-00-00	Payroll Clearing
77051	\$396.00	FLEXSOURCE, LLC	\$164.00	-- Monthly Fee FSA/Health & Dental HRA	01-5625-56-00	Health Reimbursement Account
77051	\$396.00	FLEXSOURCE, LLC	\$176.00	-- Monthly Fee FSA/Health & Dental HRA	01-5630-56-00	Dental
77052	\$27.99	FREMONT PUBLIC LIBRARY	\$27.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77053	\$55.26	DOROTHEA FRISBIE	\$55.26	-- EE Reimbursement - Senior Coffee Hour	01-5323-53-01	Programming & Support-Adult-Adult Services
77054	\$255.56	Fun Express, LLC	\$181.65	-- Craft Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77054	\$255.56	Fun Express, LLC	\$73.91	-- Craft Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$534.78	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$9.92	-- Office Supplies	01-5457-54-02	Office Supplies-Youth Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$17.98	-- Office Supplies	01-5457-54-08	Office Supplies-Patron Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$170.30	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$23.42	-- Office Supplies	01-5457-54-08	Office Supplies-Patron Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$12.98	-- Office Supplies	01-5457-54-08	Office Supplies-Patron Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$846.33	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$913.89	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$134.49	-- PO #85030	01-5457-54-09	Office Supplies-Administrative Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$72.82	-- PO #85030	01-5457-54-04	Office Supplies-Tech Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$57.00	-- PO #85030	01-5457-54-08	Office Supplies-Patron Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$43.57	-- PO #85030	01-5457-54-01	Office Supplies-Adult Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$28.50	-- PO #85030	01-5457-54-02	Office Supplies-Youth Services
77055	\$2,891.97	GARVEY'S OFFICE PRODUCTS	\$25.99	-- PO #85030	01-5457-54-05	Office Supplies-Maintenance Services
77056	\$1,670.86	GENESIS TECHNOLOGIES, INC.	\$1,670.86	-- HP Toner	01-5320-53-09	Printing-Administration Services
77057	\$3,000.00	GMA Cleaning Inc.	\$3,000.00	-- Monthly Cleaning SVC November 2018	08-6730-67-00	Non-Contractual Maintenance
77058	\$222.27	GROOT, INC.	\$222.27	-- Monthly SVC Garbage/Recycle	08-6730-67-00	Non-Contractual Maintenance
77059	\$6.00	HALL PASS	\$6.00	-- Background Check Fee	01-5450-54-08	Legal Fees-Patron Services
77060	\$45,222.32	HEALTHCARE SERVICE CORPORATION	\$45,222.32	-- Group Medical Ins Dec 2018	01-5620-56-00	Group Health
77061	\$111.10	HOUCHEM BINDERY, LTD.	\$111.10	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$206.75	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$647.37	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$49.72	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$30.36	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$16.38	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$4.19	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$37.99	-- Materials	01-4434-44-00	AV-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$189.96	-- Materials	01-4435-44-00	AV-Teen

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$174.32	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$70.11	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$33.92	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$6.21	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$624.12	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$508.90	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$23.99	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$39.33	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$75.98	-- Materials	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$16.92	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$37.99	-- Materials	01-4434-44-00	AV-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$454.16	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$166.02	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$40.66	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$23.46	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$229.53	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$20.32	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$33.46	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$1,310.71	-- Materials	01-4434-44-00	AV-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$258.28	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$144.56	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$28.49	-- Materials	01-4434-44-00	AV-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$294.27	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$391.79	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$42.36	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$7.77	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$15.18	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$326.95	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$83.10	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$822.42	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$150.12	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$26.91	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$41.27	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$5.98	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$3.70	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$67.72	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$37.99	-- Materials	01-4434-44-00	AV-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$26.85	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$561.31	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$63.64	-- Materials	01-4414-44-00	Books-Youth Services

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$19.20	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$19.32	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$448.39	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$810.73	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$19.08	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$49.68	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$190.08	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$18.63	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$270.33	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$148.30	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$92.50	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$281.80	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$66.06	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$277.60	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$18.63	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$172.65	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$147.41	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$13.11	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$286.49	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$19.75	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$32.34	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$7.66	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$34.19	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$294.43	-- Materials	01-4434-44-00	AV-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$213.06	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$142.47	-- Materials	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$276.54	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$5.98	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$25.18	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$195.86	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$325.42	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$11.73	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$16.38	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$42.26	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$99.49	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$3.45	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$26.90	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$56.99	-- Materials	01-4434-44-00	AV-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$4.19	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$17.97	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$43.76	-- Materials	01-4413-44-00	Books-Adult

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$8.99	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$392.24	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$12.42	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$11.27	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$76.68	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$19.20	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$10.77	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$5.55	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$154.44	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$10.79	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$450.00	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$13.19	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$6.59	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$266.41	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$282.20	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$9.66	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$14.99	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$17.97	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$24.60	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$914.58	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$23.96	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$486.57	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$60.47	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$163.89	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$7.90	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$41.86	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$246.95	-- Materials	01-4434-44-00	AV-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$12.97	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$37.99	-- Materials	01-4435-44-00	AV-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$144.55	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$33.54	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$90.93	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$50.64	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$35.38	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$28.49	-- Materials	01-4435-44-00	AV-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$11.94	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$48.97	-- Materials	01-4435-44-00	AV-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$37.99	-- Materials	01-4434-44-00	AV-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$442.10	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$224.15	-- Materials	01-4413-44-00	Books-Adult

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$22.46	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$7.19	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$49.12	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$75.98	-- Materials	01-4434-44-00	AV-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$67.70	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$216.24	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$9.03	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$515.72	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$736.80	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$24.15	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$170.91	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$15.79	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$7.77	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$19.18	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$123.84	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$17.97	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$247.84	-- Materials	01-4413-44-00	Books-Adult
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$923.10	-- Materials	01-4414-44-00	Books-Youth Services
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$14.12	-- Materials	01-4415-44-00	Books-Teen
77062	\$21,806.04	INGRAM LIBRARY SERVICES	\$33.81	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77063	\$220.70	IRON MOUNTAIN	\$220.70	-- Off Site Monthly Storage	01-5350-53-09	Miscellaneous-Administrative Services
77064	\$135.00	J & D Instant Signs, Inc	\$135.00	-- Winter Reading Sign	01-5320-53-02	Printing-Youth Services
77065	\$106.08	JANWAY COMPANY USA, INC.	\$106.08	-- Soft Ear Buds	01-5456-54-08	Promotional Expense-Patron Services
77066	\$377.39	Johnson Controls Fire Protection LP	\$377.39	-- Qtrly Billing- Burglar Alarm Fee 12/01/18 -02/28/19	08-6720-67-00	Contractual Maintenance
77067	\$150.00	Jorge Perez	\$150.00	-- Program World Language Storytime	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77068	\$15.26	JUDITH MCNULTY	\$15.26	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
77069	\$37.98	Kathleen Weiss	\$37.98	-- EE Mileage & Tolls Reimbursement	01-5431-54-03	Mileage-Digital Services
77070	\$715.00	KLEIN, THORPE & JENKINS, LTD.	\$715.00	-- MISC Services	01-5450-54-09	Legal Fees-Administrative Services
77071	\$915.02	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$213.38	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77071	\$915.02	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$286.27	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77071	\$915.02	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$207.63	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77071	\$915.02	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$207.74	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77072	\$1,862.50	Lavenir	\$1,862.50	-- Library Project Polaris	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
77073	\$111.11	LAW BULLETIN	\$111.11	-- 2018-19 Standard Edition	01-4413-44-00	Books-Adult
77074	\$45.89	April Lee	\$45.89	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77075	\$500.00	LIBRARIES FIRST	\$500.00	-- Museum Adventure Pass Program 2019	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77076	\$12,075.00	LINKEDIN CORPORATION	\$12,075.00	-- Linda Library 11/22/2018 -11/21/2019	01-4487-44-00	Online Databases
77077	\$27.24	VICTORIA LUZ	\$11.01	-- EE Milage Reimbursement	01-5431-54-04	Mileage-Tech Services
77077	\$27.24	VICTORIA LUZ	\$16.23	-- EE Reimbursement - Franklin Gallery	01-5456-54-04	Promotional Expense-Tech Services
77078	\$200.00	Maria Loreto Willie	\$200.00	-- Program -Montessori at Home	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77079	\$300.00	MARTINA MATHISEN	\$300.00	-- Program- History Comes Alive -Six Wives of Henry VIII	01-5323-53-01	Programming & Support-Adult-Adult Services
77080	\$200.04	MATTHEW BENDER & CO., INC.	\$200.04	-- Materials	01-4413-44-00	Books-Adult
77081	\$7,900.00	MCCLURE INSERRA & COMPANY CHARTERED	\$7,900.00	-- Final Billing for FYE 6/30/2018 Audit	02-6100-61-00	Audit Expense
77081	\$7,900.00	MCCLURE INSERRA & COMPANY CHARTERED	\$7,900.00	-- Final Billing for FYE 6/30/2018 Audit	02-2110-00-00	Audit Fund - Accounts Payable
77082	\$632.64	Menards	\$89.90	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77082	\$632.64	Menards	\$147.46	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77082	\$632.64	Menards	\$185.09	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77082	\$632.64	Menards	\$109.90	-- Ice Melt	01-5420-54-05	Janitorial Supplies-Maintenance Services
77082	\$632.64	Menards	\$100.29	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77083	\$10,773.52	MIDWEST TAPE	\$52.48	-- Materials	01-4433-44-00	AV-Adult
77083	\$10,773.52	MIDWEST TAPE	\$89.96	-- Materials	01-4433-44-00	AV-Adult
77083	\$10,773.52	MIDWEST TAPE	\$1,701.44	-- Materials	01-4433-44-00	AV-Adult
77083	\$10,773.52	MIDWEST TAPE	\$152.88	-- Materials	01-4434-44-00	AV-Youth Services
77083	\$10,773.52	MIDWEST TAPE	\$224.90	-- Materials	01-4433-44-00	AV-Adult
77083	\$10,773.52	MIDWEST TAPE	\$1,575.70	-- Materials	01-4433-44-00	AV-Adult
77083	\$10,773.52	MIDWEST TAPE	\$47.96	-- Materials	01-4434-44-00	AV-Youth Services
77083	\$10,773.52	MIDWEST TAPE	\$59.99	-- Materials	01-4435-44-00	AV-Teen
77083	\$10,773.52	MIDWEST TAPE	\$1,910.34	-- Materials	01-4433-44-00	AV-Adult
77083	\$10,773.52	MIDWEST TAPE	\$66.68	-- Materials	01-4434-44-00	AV-Youth Services
77083	\$10,773.52	MIDWEST TAPE	\$1,787.95	-- Materials	01-4433-44-00	AV-Adult
77083	\$10,773.52	MIDWEST TAPE	\$433.27	-- Materials	01-4434-44-00	AV-Youth Services
77083	\$10,773.52	MIDWEST TAPE	\$18.74	-- Materials	01-4435-44-00	AV-Teen
77083	\$10,773.52	MIDWEST TAPE	\$1,799.89	-- Materials	01-4433-44-00	AV-Adult
77083	\$10,773.52	MIDWEST TAPE	\$828.85	-- Materials	01-4434-44-00	AV-Youth Services
77083	\$10,773.52	MIDWEST TAPE	\$22.49	-- Materials	01-4435-44-00	AV-Teen
77084	\$50.00	MOUG	\$50.00	-- Renewal for 2019 - Music OCLC	01-5461-54-04	Subscriptions & Dues-Tech Services
77085	\$1,308.93	MULTICULTURAL BOOKS & VIDEOS	\$96.09	-- Materials	01-4413-44-00	Books-Adult
77085	\$1,308.93	MULTICULTURAL BOOKS & VIDEOS	\$101.49	-- Materials	01-4413-44-00	Books-Adult
77085	\$1,308.93	MULTICULTURAL BOOKS & VIDEOS	\$107.91	-- Materials	01-4413-44-00	Books-Adult
77085	\$1,308.93	MULTICULTURAL BOOKS & VIDEOS	\$100.37	-- Materials	01-4413-44-00	Books-Adult
77085	\$1,308.93	MULTICULTURAL BOOKS & VIDEOS	\$91.86	-- Materials	01-4413-44-00	Books-Adult
77085	\$1,308.93	MULTICULTURAL BOOKS & VIDEOS	\$199.61	-- Materials	01-4413-44-00	Books-Adult
77085	\$1,308.93	MULTICULTURAL BOOKS & VIDEOS	\$50.00	-- Materials	01-4413-44-00	Books-Adult
77085	\$1,308.93	MULTICULTURAL BOOKS & VIDEOS	\$154.83	-- Materials	01-4414-44-00	Books-Youth Services
77085	\$1,308.93	MULTICULTURAL BOOKS & VIDEOS	\$105.72	-- Materials	01-4413-44-00	Books-Adult
77085	\$1,308.93	MULTICULTURAL BOOKS & VIDEOS	\$93.89	-- Materials	01-4413-44-00	Books-Adult
77085	\$1,308.93	MULTICULTURAL BOOKS & VIDEOS	\$104.65	-- Materials	01-4413-44-00	Books-Adult
77085	\$1,308.93	MULTICULTURAL BOOKS & VIDEOS	\$102.51	-- Materials	01-4413-44-00	Books-Adult
77086	\$190.00	Natasha Lehrer Lewis	\$190.00	-- Program -From Sheep to Chic	01-5323-53-03	Programming & Support-Adult-Digital Services
77087	\$180.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$90.00	-- Annual Holiday Party	01-5470-54-09	Trustee Expense-Administrative Services
77087	\$180.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$30.00	-- Annual Holiday Party	01-5430-54-09	Professional Development-Administrative Services
77087	\$180.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$60.00	-- Annual Holiday Party	01-5430-54-01	Professional Development-Adult Services
77088	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease December 2018	01-5491-54-09	Parking Lease-Administrative Services
77089	\$29.15	MICHAELENE ORZECZOWSKI	\$15.53	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77089	\$29.15	MICHAELENE ORZECZOWSKI	\$13.62	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77090	\$5,914.79	OverDrive, INC.	\$1,054.59	-- Materials	01-4420-44-00	Downloadables
77090	\$5,914.79	OverDrive, INC.	\$783.94	-- Materials	01-4420-44-00	Downloadables
77090	\$5,914.79	OverDrive, INC.	\$634.98	-- Materials	01-4420-44-00	Downloadables
77090	\$5,914.79	OverDrive, INC.	\$1,022.80	-- Materials	01-4420-44-00	Downloadables
77090	\$5,914.79	OverDrive, INC.	\$651.27	-- Materials	01-4420-44-00	Downloadables
77090	\$5,914.79	OverDrive, INC.	\$317.95	-- Materials	01-4420-44-00	Downloadables
77090	\$5,914.79	OverDrive, INC.	\$1,449.26	-- Materials	01-4420-44-00	Downloadables
77091	\$147.97	Peapod	\$147.97	-- Kidspace Grocery	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77092	\$329.99	PENGUIN RANDOM HOUSE LLC	\$315.00	-- Materials	01-4434-44-00	AV-Youth Services
77092	\$329.99	PENGUIN RANDOM HOUSE LLC	\$14.99	-- Materials	01-4434-44-00	AV-Youth Services
77093	\$16.99	Penina Silverberg	\$16.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77094	\$119.92	PETTY CASH	\$10.00	-- Replenish Petty Cash	01-5461-54-09	Subscriptions & Dues-Administrative Services
77094	\$119.92	PETTY CASH	\$12.54	-- Replenish Petty Cash	01-5420-54-05	Janitorial Supplies-Maintenance Services

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77094	\$119.92	PETTY CASH	\$13.32	-- Replenish Petty Cash	01-5458-54-01	Postage & Freight-Adult Services
77094	\$119.92	PETTY CASH	\$14.98	-- Replenish Petty Cash	01-5420-54-05	Janitorial Supplies-Maintenance Services
77094	\$119.92	PETTY CASH	\$12.00	-- Replenish Petty Cash	01-5456-54-02	Promotional Expense-Youth Services
77094	\$119.92	PETTY CASH	\$6.00	-- Replenish Petty Cash	01-5530-55-00	Miscellaneous
77094	\$119.92	PETTY CASH	\$9.30	-- Replenish Petty Cash	01-5431-54-05	Mileage-Maintenance Services
77094	\$119.92	PETTY CASH	\$20.00	-- Replenish Petty Cash	01-5323-53-01	Programming & Support-Adult-Adult Services
77094	\$119.92	PETTY CASH	(\$7.33)	-- Replenish Petty Cash	01-5326-53-02	Programming & Support-Teen-Youth Services
77094	\$119.92	PETTY CASH	\$29.11	-- Replenish Petty Cash	08-6710-67-00	Repairs & Improvements
77095	\$48.36	PITNEY BOWES INC.	\$48.36	-- Shipping Labels	01-5458-54-08	Postage & Freight-Patron Services
77096	\$1,082.61	PLIC - SBD GRAND ISLAND	\$1,082.61	-- December 2018 Payment	01-5634-56-00	Life, LTD, AD&D, STD
77097	\$107.78	CYNTHIA RADEMACHER	\$107.78	-- EE Reimbursement Gardners	08-6710-67-00	Repairs & Improvements
77098	\$214.20	RECORDED BOOKS, LLC	\$94.80	-- Materials	01-4434-44-00	AV-Youth Services
77098	\$214.20	RECORDED BOOKS, LLC	\$119.40	-- Materials	01-4434-44-00	AV-Youth Services
77099	\$163.70	Relevant, LLC dba Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
77099	\$163.70	Relevant, LLC dba Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
77100	\$31.46	Rethinking Schools	\$26.96	-- Materials	01-4414-44-00	Books-Youth Services
77100	\$31.46	Rethinking Schools	\$4.50	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77101	\$250.00	ROBERT SOTO	\$250.00	-- Program Building a PC: Components, Smart Shopping	01-5323-53-03	Programming & Support-Adult-Digital Services
77102	\$546.39	RUSSIAN PUBLISHING HOUSE, LTD.	\$246.39	-- Materials	01-4413-44-00	Books-Adult
77102	\$546.39	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
77103	\$32.21	Sabrina Szponar	\$32.21	-- Lost Book Refund	01-3620-36-00	Lost Books
77104	\$64.41	SARAH MUSKIVITCH	\$34.41	-- EE Reimbursement Breakfast Bingo	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77104	\$64.41	SARAH MUSKIVITCH	\$30.00	-- EE Reimbursement - Laconi Event	01-5430-54-02	Professional Development-Youth Services
77105	\$787.20	SASHA VASILIC	\$787.20	-- EE Reimbursement- Library Marketing/Comm Conference	01-5430-54-07	Professional Development-Marketing & PR Services
77106	\$11.99	Seonghwan Lee	\$11.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77107	\$1,548.40	ServerSupply	\$1,548.40	-- HP Memory / Hard Disk Drive	08-6760-67-00	Non Capital Expenses
77108	\$50.06	SHELL	\$50.06	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
77109	\$118.00	SMITHEREEN PEST MANAGEMENT	\$118.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance
77110	\$15.99	Sonya M Sidenko	\$15.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77111	\$31.61	Stacy Moss-Paul	\$31.61	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
77112	\$1,333.80	SUPERIOR COPIES	\$386.80	-- Maker Fest Map	01-5320-53-07	Printing-Marketing & PR Services
77112	\$1,333.80	SUPERIOR COPIES	\$41.00	-- Thank you note cards	01-5320-53-07	Printing-Marketing & PR Services
77112	\$1,333.80	SUPERIOR COPIES	\$906.00	-- Safety Guide	01-5320-53-09	Printing-Administration Services
77113	\$54.39	SUSAN LEMPKE	\$54.39	-- EE Milage Reimbursement	01-5431-54-09	Mileage-Administrative Services
77114	\$478.00	Technology Management Rev Fund	\$478.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
77115	\$850.00	THE SHAKESPEARE PROJECT OF CHICAGO	\$850.00	--Program-A Midsummer Nights Dream	01-5323-53-01	Programming & Support-Adult-Adult Services
77116	\$500.00	Tom Watson	\$500.00	-- Program-Battle of the Books Ceremony	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77117	\$362.28	VERIZON WIRELESS	\$181.08	-- Monthly Cell Phone Bill 10/3-11/02/2018	01-5465-54-09	Telephone-Administrative Services
77117	\$362.28	VERIZON WIRELESS	\$181.20	-- Monthly Cell Phone Bill 11/03 - 12/02/2018	01-5465-54-09	Telephone-Administrative Services
77118	\$645.60	VILLAGE OF NILES	\$645.60	-- Water Meter Reading	01-5730-57-00	Water
77119	\$8,344.69	VISA	\$75.50	-- PO #83568	01-5325-53-03	Programming & Support-Events-Digital Services
77119	\$8,344.69	VISA	\$97.69	-- PO #83568	01-5323-53-03	Programming & Support-Adult-Digital Services
77119	\$8,344.69	VISA	\$887.14	-- PO #83568	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77119	\$8,344.69	VISA	\$380.95	-- PO #83568	01-5456-54-07	Promotional Expense-Marketing & PR Services
77119	\$8,344.69	VISA	\$154.40	-- Kidspace	01-5326-53-02	Programming & Support-Teen-Youth Services
77119	\$8,344.69	VISA	\$78.43	-- November 2018 Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
77119	\$8,344.69	VISA	\$674.56	-- November 2018 Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
77119	\$8,344.69	VISA	\$21.03	-- November 2018 Receipts	01-5312-53-06	Internet Charges-IT Services
77119	\$8,344.69	VISA	\$36.34	-- November 2018 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77119	\$8,344.69	VISA	\$48.25	-- November 2018 Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
77119	\$8,344.69	VISA	\$73.99	-- November 2018 Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77119	\$8,344.69	VISA	\$125.00	-- November 2018 Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
77119	\$8,344.69	VISA	\$60.15	-- November 2018 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77119	\$8,344.69	VISA	\$299.85	-- November 2018 Receipts	01-5312-53-06	Internet Charges-IT Services
77119	\$8,344.69	VISA	\$58.81	-- November 2018 Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
77119	\$8,344.69	VISA	\$59.07	-- November 2018 Receipts	01-5457-54-09	Office Supplies-Administrative Services
77119	\$8,344.69	VISA	\$480.00	-- November 2018 Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77119	\$8,344.69	VISA	\$13.99	-- November 2018 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77119	\$8,344.69	VISA	\$37.25	-- November 2018 Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
77119	\$8,344.69	VISA	\$338.80	-- November 2018 Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
77119	\$8,344.69	VISA	\$28.38	-- November 2018 Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77119	\$8,344.69	VISA	\$132.76	-- November 2018 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77119	\$8,344.69	VISA	\$360.00	-- November 2018 Receipts	01-5461-54-09	Subscriptions & Dues-Administrative Services
77119	\$8,344.69	VISA	\$41.37	-- November 2018 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77119	\$8,344.69	VISA	\$8.32	-- November 2018 Receipts	01-5458-54-04	Postage & Freight-Tech Services
77119	\$8,344.69	VISA	\$55.68	-- November 2018 Receipts	08-6710-67-00	Repairs & Improvements
77119	\$8,344.69	VISA	\$52.45	-- November 2018 Receipts	01-5455-54-09	Kitchen Supplies-Administrative Services
77119	\$8,344.69	VISA	\$107.96	-- November 2018 Receipts	01-5455-54-09	Kitchen Supplies-Administrative Services
77119	\$8,344.69	VISA	\$1,690.00	-- November 2018 Receipts	01-5313-53-07	Software, Licenses-Marketing & PR Services
77119	\$8,344.69	VISA	\$195.00	-- November 2018 Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
77119	\$8,344.69	VISA	\$70.61	-- November 2018 Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
77119	\$8,344.69	VISA	\$118.06	-- November 2018 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77119	\$8,344.69	VISA	\$79.99	-- November 2018 Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77119	\$8,344.69	VISA	\$20.99	-- November 2018 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77119	\$8,344.69	VISA	\$698.46	-- November 2018 Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77119	\$8,344.69	VISA	\$13.99	-- November 2018 Receipts	01-4420-44-00	Downloadables
77119	\$8,344.69	VISA	\$13.99	-- November 2018 Receipts	01-4420-44-00	Downloadables
77119	\$8,344.69	VISA	\$50.00	-- November 2018 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77119	\$8,344.69	VISA	\$20.48	-- November 2018 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77119	\$8,344.69	VISA	\$65.00	-- November 2018 Receipts	01-5326-53-06	Programming & Support-Teen IT Services
77119	\$8,344.69	VISA	\$520.00	-- November 2018 Receipts	01-4423-44-00	Periodicals
77120	\$596.27	VISION SERVICE PLAN OF ILLINOIS	\$596.27	-- December 2018 Payment	01-5632-56-00	Vision
77121	\$375.00	WESTERN IRRIGATION, INC.	\$375.00	-- Shut down System	08-6710-67-00	Repairs & Improvements
77122	\$949.00	WORLD BOOK, INC.	\$949.00	-- Materials	01-4413-44-00	Books-Adult
77123	\$599.91	SUZANNE WULF	\$16.13	-- EE Mileage Reimbursement	01-5431-54-03	Mileage-Digital Services
77123	\$599.91	SUZANNE WULF	\$265.00	-- ALA Registration	01-5430-54-03	Professional Development-Digital Services
77123	\$599.91	SUZANNE WULF	\$318.78	-- EE Reimbursement - ALA Midwinter	01-5430-54-03	Professional Development-Digital Services
77124	\$1,025.00	X-PERT LANDSCAPING INC.	\$1,025.00	-- Plow Service 11/25-11/26	08-6720-67-00	Contractual Maintenance

Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2999	Accounts Payable	Manual Check	11/26/2018	FLYING FOX CONSERVATION FU	\$0.00	\$350.00	(\$350.00)	11/30/2018	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$350.00)
Total Payments:	(\$350.00)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$350.00)

Director's Report November/December 2018

Director activities

I formed and met with a new Community Engagement Team. The team is made up of everyone who participates in activities outside of the building, so it includes the Outreach library assistants, the three school liaisons, members of the Marketing Department, the Business Librarian, and the supervisors who sometimes organize outside events. For our first meeting, we clarified definitions—when we say “community engagement,” we are generally referring to activities outside of the building. It can also mean activities for a specific group inside the building, such as a school visit or a Chamber event. We discussed how to communicate so we aren't getting overbooked, and how to be sure you have the right things and people with you on outside visits. As you recall, the second strategic focus in the strategic plan is “Expanded Community Engagement.”

We have a new purchasing module to eliminate the five-page purchase order that we have used for all of the years I have worked here. I have begun reviewing and approving purchases through the web portal, and so far it is working well from my perspective—all of the related documents are scanned and attached to the purchase request so I'm able to see the same information as before.

Much of my work is in meetings, with my direct reports (the supervisors of Adult & Outreach Services, Digital Services, and Youth & Teen Services, as well as the two Assistant Directors), a weekly meeting with the entire management team, and have many committee and project-based meetings as well as a monthly staff meeting. Of course, I also walk around and talk with staff. I spend a lot of time reviewing documents, such as reading each performance review and determining each person's merit increase. A week of each month is devoted to approving invoices and preparing a board packet so that you have the information you need to feel fully informed and to be able to assess the Library's work. I only mention these because it was brought up that the Director's report focuses mostly on the work being done on the library and not my own activities. I expect that you realize that many of the activities that take place are things I have had input in at some point, and I monitor all of them, but this doesn't translate well to a report. Most HR issues can't be mentioned at all. Much of my most important work takes place driving my car to work or cooking dinner at night—that's when inspiration starts. Then come more meetings.

Maker Fest 2018

from Suzy, Makerfest Committee Chair:



We hosted the 3rd Annual Maker Fest this month with over 600 people in attendance across all ages! There were many activities where people could create something and interact with the artists and makers. Whether it was making a sock puppet, picking a lock, experiencing robotics first-hand or making a comic book there

was something for everyone. This event would not be possible without the hard work and dedication of the Library staff. The Maker Fest committee met regularly throughout the year to plan and execute this event. We are thrilled with the turnout and the comments were very positive-

“Thank you that was wonderful!”

“Nicely distributed activities throughout your space”

“Lock picking was my favorite”

We are beyond grateful for the all the exhibitors who volunteered their time for the event-

- American Science and Surplus
- Artorium
- Chibots
- Esther’s Place
- Gemini Robotics Team
- Home Depot
- Institute of Positive Mental Health
- Northside Comic Artists
- Oaktobots
- So Fused Glass
- Stampin Up
- TOOOL Chicago



From Victoria: I participated in 2018’s Maker Fest. I worked with the woodworker from Artorium, (he gave great, patient, and fun instruction to the kids participating). I helped kids make no-sew-stuffed sock critters and worked at the welcome desk. It is also great to get a chance to interact differently with our patrons and to see how much our wonderful programs positively affect them.

Adult Programs

From Dodie: Our Senior Coffee Hour this month was a One Hour History of the Beatles. 28 attended and it was a lot of fun. The presenter had us vote on our favorite Beatles Song. *Yesterday* won!

It was a bittersweet occasion as Neil hosted his last Veterans History Breakfast. Here is Neil’s summary: “In customary style library staff again delivered an event rated “superlative” and “one of the best” as 22 of our local heroes, including 4 Vietnam Veteran, participated in the moving roll call. 70 patrons in all thoroughly enjoyed last Friday’s breakfast and the Sweet Reminder musical finale.

One Vietnam veteran and former acting head of the Evanston Police Department wrote to say, “Please thank all the staff at the library for a job well-done,” and he told me that all who participated deserved a commendation placed in their personnel file! Many commented on the visual appeal of the set-up.”



We continue to receive phone calls from Vets who attended - saying how much this event means to them and how honored they are to participate.

Multi-talented Children's Librarian Mikey Orzechowski swing-dancing with one of the events during the Veterans History Project Breakfast

Judy hosted another Medicare Program this month - *Medicare Made Easy* - with 16 attendees. She also had the Power Employment Program – *How To Land A Job in 90 Days* – with 5 attendees.

Dodie hosted a Flamenco Guitar Concert on a Sunday afternoon. 54 were in attendance. It was a very busy Sunday afternoon because Krystyna hosted *An Afternoon of Jazz & Poetry for All Souls Day* for our Polish Community. There were 54 attendees at that event, also.



From Suzy: Bernadetta covered for Neil's Genealogy class this month. She brought in a different skill set with her Polish background and computer knowledge. I am grateful that we have such a flexible and helpful staff at the Library.

Youth Programs

From Arianne: **KidSpace**

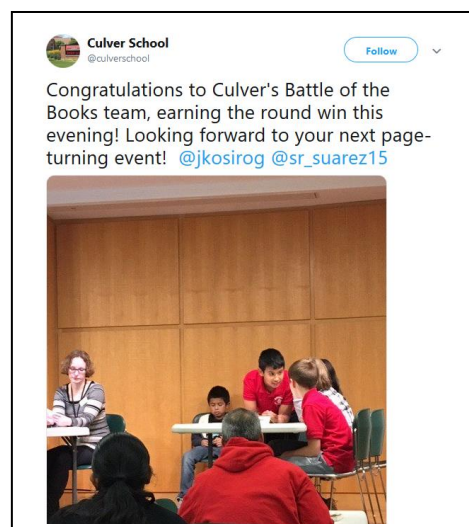
We are working with state-funded presenters to offer early childhood education workshops at the library for preschool and childcare teachers and staff who need to earn professional development credits. Each year,

these educators are required to earn a certain number of credits, we are able to offer our area teachers a chance to fulfill that requirement, and offer the content to our patrons, free of charge. Many attending educators have noted how helpful it is to have access to a free workshop that is close to home in Niles, and have shared their appreciation on the surveys I have handed out at the workshops. Having educators come into the library has helped increase awareness of teacher library cards, parent and teacher collections, and our school loans program.



This picture shows the large group who turned out for the Early Childhood Sensory Workshop on November 19th. Presenter Anne Konen, a licensed social worker and early childhood mental health consultant with Illinois Action for Children, shared the importance of sensory processing with early childhood educators during a 2-hour interactive presentation.

Battle of the Books is really taking off! We have 7 teams this year, including a homeschool team, so we've had to add an extra meet each Wednesday night and an extra Wednesday to make the schedule work. We have seen, as usual, great support from the school staff and families. The additional team from Melzer came about through the determination of one student who has grown up reading from our Battle bib.



Youth Librarian, Cate Levinson presented at the AISLE, Association of Illinois School Library Educators annual conference, "School Libraries are for Everyone". Area educator Christie Chandler-Stahl and Cate presented a session titled "The Art of Invention: Why Stories and Engineering are Natural, Narrative Partners". They had a room packed full of teacher librarians. Building support from our communities' educators, and working to understand their experiences helps us serve both students and teachers more fully.



As the weather shifts, we have more families looking for indoor activities. Babytime has become a bit of a quandary when it approaches 50 plus in attendance. We are looking to land on a solution that supports those who make the effort to get here in the cold, yet maintain a reasonable storytime and playgroup experience.

We are hoping the shift to offering Baby Lapsit every Saturday will alleviate some of the pressure. Almost every parent who comes in to the Saturday storytime expresses thanks for offering a chance to experience a storytime with their little ones, most of whom are with daycare providers during the week.

Teen

International Games Week falls in November, and we put some fun on the calendar for teens and families. The first session was a chance for teens to play a variety of board games with families (can you say test drive potential holiday gifts and know if it is a winner or a dud?) and the second session was chance for the teens to play with each other.



Creative Studio

From Suzy: This month there were 14 3D print submissions, 8 poster print submissions and 6 VHS to DVD conversions.

Jason and Bernadetta led a program for attendees to use the Laser Cutter to engrave leather bracelets with custom designs. The attendees were very engaged with the project and the final results were fantastic! Alexa and Pete taught a class on 3D Printing Basics. The patrons were grateful that we offer classes like this and were excited to this new technology.



learn

Databases

From Suzy:

creativebug

Try-It! Illinois is a database

trial

for Illinois libraries sponsored by the Secretary of State. Kathleen hosted several drop-in sessions for staff to try different products and give feedback. We added Creative Bug, which offers video-based art and craft classes from Joanne Fabrics. Kathleen negotiated a 25% discount on the annual cost with a multi-year deal and early adopter discount (from \$2005/year to \$1500/year). Cost savings is \$1515 over three years. The service will be available starting January 2019.

Treehouse offers video-based courses for technology and computer science skills. Usage for Treehouse remains strong following the Python classes taught in early October. In November, 348 videos were watched - over triple the amount watched in November 2017. Twenty-five of the 30 spots offered were filled with patrons who participated in a class in the last thirty days.

Community Engagement

I attended the District 63 Education Foundation Board meeting, and was re-elected Vice President. Judy McNulty attended the Niles Chamber Program Committee and a meeting with the Economic Development and Neighborhood Renewal Commission. Suzy hosted the Niles Chamber Morning Meeting here at the library, with 20 attending this before-hours gathering. Cecilia Cygnar, Dodie Frisbie, Arianne Carey, and Bernadetta Koryciarz attended the Coming Together planning meeting.

From Sasha: The Public Relations & Marketing team participated in two community engagement events in November. In mid-November, Megan (Marketing Assistant) and Annette (Graphic Designer) hosted an event at Lina's Frozen Yogurt and Café. Lina's is one of the businesses featured in the Show Your Card. Get a Deal. promotion. In hopes of reaching the 20-30 somethings crowd, we thought it was a good idea to reach out to Oakton Community College to see if there were any events we could participate in. At the end of November, Robin (Marketing Coordinator) and Megan participated in the OCC College Study Breakfast. At all the events, Megan, Robin, and Annette promoted library events and services by passing out promotional materials and talking with locals about the Library. Overall we interacted with more than 80 people at the events.



Thanksgiving Bags: Special thanks to the Board members and staff who donated funds and non-perishable goods to our annual Thanksgiving donation to Niles Family Services. With all the funds and goods, we were able to donate 63 bags (up 8 from last year!) of food and grocery store gift cards to families in need in the community.

Each bag contained a \$25 grocery store gift card, stuffing, cranberry sauce, cans of yams and mixed vegetables and bread mix. In total, we donated 500 pounds of food and \$1,575 in gift cards.

From Dodie: There will be another Triumvera event in December. This one is targeted to children and their families, so Arianne and I are doing it together.

Volunteers

From Cyndi: Library Gardeners Jan and Roberta created the fall displays under the canopy. The corn stalks were re-purposed from their community garden plot at Farm on Franks. They also created the “Snowman in the woods” concept in re-working the front container for the winter season. Jan and Judy placed the Poinsettias around the library. They and several other gardeners will again take on their care during the holiday season. Diane Winberg had the idea to add the delightful, colorful touch of recycling the red fruit trays as pot liners!

Stephen Look, Patron Services Team Leader has joined the volunteer coordinating crew. He will be scheduling and training and be the point person for Patron Services volunteers. This is very helpful as shelf reading and workroom tasks are great entry duties for new adult volunteers and a great place for them to get acquainted with behind-the-scene library work. Thanks to Stephen and Athena for this help!

CCS

At the CCS Governing Board meeting, we learned that RAILS is giving us a grant to help defray our CCS costs. RAILS has a mandate from the Illinois State Library to support libraries in sharing materials, and they are encouraging libraries to become part of a consortium, as we are through our membership in CCS. The money will be divided amongst the 25 libraries, with a slightly larger share going to four libraries for whom their CCS fees are more than 3% of their operating budget. This will offset our CCS costs by around \$6,000. The question of how the money will be distributed was sent back to the Budget & Finance Committee to make a recommendation, but in any case, it's very good news.

From Cyndi: A Polaris upgrade to 6.1 was installed in the test server for testing during November. It went live to patrons and staff in the production server on Dec. 8.

Some highlights include

- Reset password button in LEAP

- Additional features for Novelist for PAC
- Printing of patron fines and fees
- Outreach alert for previously checked out items
- Overdrive integration uses secure protocol

iii Idea Lab

Congratulations to Lead Cataloger Jamie King, whose idea for improving Polaris by adding the ability to transfer multiple holds at once from one record to another instead of one at a time successfully completed the journey through the multiple stages of innovative's Idea Lab. This journey includes submission to crowd validation (from Polaris users across the country), to expert review, and through Polaris expert product review, then finally into the product upgrade 6.2 due for release soon.

Passport Service

From Athena: In the month of November we accepted 98 applications. To date we have accepted 1,284 applications. For the first full year of operation (December 10th anniversary) we will have accepted approximately 1,300 applications. Kathy Reem and Beth Czarny will be attending in person Passport Acceptance Training on December 18th.

Staff update

45 full-time 56 part-time 7 part-time vacancies 6 substitutes

Resignations

Maryann Bandemer and Dominika Koziol have resigned from the part-time position of Page.

DS IT Assistant Bobby Soto has resigned to take on a new position as a video editor. We wish him the best in his new position and we will be interviewing candidates for his position soon.

Hiring

Wynn Scoggins has been hired as a full-time Adult & Outreach Services Librarian, filling the open position left by Neil O'Shea. He will begin work in early January, and we look forward to incorporating his skills and talents into NMDL.

Staff notes

From Suzy: Kathleen worked with LACONI-RASS board to organize and notary services program for area librarians. She did an excellent job moderating the panel.

I coordinated a Service Design Workshop for Libraries that featured two dynamic speakers from Calgary Public Library. It was great workshop and a wonderful way to hear ideas from other libraries.

Bernadetta, Alexa and Syed attended the Homelessness Training. The all reported that they found the training incredibly helpful, practical and useful.

From Athena: Melissa Brzny, Stephen Look, Samantha Menard and I attended AED Refresher Training.

Fran Burns, Jackie Chacko, Stephen Look, Lynn Terwillegar, Srdjan Vasilic and I attended the Homelessness Training offered at NMDL.

Allison Hembree, Brenda McPhillips, Fran Burns, Nicole Hembree, Srdjan Vasilic, Stephen Look, and Michael Hannon attended the “Improvising Your Way to Success” program offered at the Morton Grove Library.

Thank you to the library for offering and hosting these training sessions, as well as allowing the staff to attend these outside programs.

Business Office

From Greg: The request for proposal for a new auditing firm was posted on the Library website and sent directly to eight public accounting firms. There was no “marketplace” on the professional sites which would facilitate a posting of our RFP. So far we have had a good response in person and via telephone from five firms. Seven of the have expressed an interest in making a proposal. The deadline for submission is January 11th at which time the proposals will be summarized and forwarded to the trustees in their January meeting packages.

Tech Services

From Victoria: The Acquisitions team received the new documentation and training on the newly developed Standing Order processes the first week of November. All of our Standing Order plans fit into one of the four processes described below.

1. Approval Plans
2. Blanket Orders
3. Prepaid Plans with records created upon arrival
4. Prepaid Plans with records created in advance

Jamie and I are also working on using Simply Reports to get more detailed information about material movement through Tech Services. We are also using reports to monitor how some of the changes in material workflow around the building are working. In December we will be looking specially at the withdrawals process.

We are also finishing up our work with getting Midwest Tape EDI firmly into place. We have had successful tests and we plan to be fully functional by the end of 2018.

Marketing notes

From Sasha:

Library Card Campaign: We’re happy to announce a new business that joined our Show Your Card. Get a Deal. promotion. TeaRex is a new bubble tea café in the community located on Milwaukee Ave. They were super happy to be part of this promotion. Their deal for library cardholders is 15% off a drink (one library card per one drink). We now have 7 total businesses participating in the promotion. Visit www.nileslibrary.org/show-your-card for more information.

Chapter One Redesign: We have begun a series of meetings to create the new layout for Chapter One. We are keeping in mind that we are laying the groundwork for the new look and feel of the website so it is important to make certain that the design concepts are portable and flexible.

Building Notes

From Dave: Work has finally started on the new Chiller. Our contractor has been preparing the worksite by draining the fluid from the existing piece of equipment and disconnecting it from the HVAC system.

The snow removal on December 1st posed some challenges as the snow was extremely wet, heavy, and plentiful. Our plowing company pushed all of the snow into the northwest corner of the parking lot which caused us to lose 4 parking spots. We had the plowing company return with a heavier piece of equipment to free up the parking spots by relocating the snow pile.

We have engaged our engineering and architecture firms to update their building and site studies to ensure that we have an appropriate level of reserves in the Special Reserve Fund to deal with planned repairs in the future. So far we have found that we have been faithful the plan which was struck in 2014 and we will need to start planning for additional maintenance in the future. We expect our engineering firm to complete their work in the near future.

Technology

From Rich:

Major Projects Update

I'm very pleased to report that after working two weekends overnight, Greg McGowan and I successfully replaced all core network switches. A total of 12 new 48 port PoE ("Power over Ethernet") switches were installed replacing 14 older switches.

For the Security Camera System Replacement & Expansion Project we had a slight delay in receiving some of the new cameras but expect all of them to be delivered by the middle of December. Work on a few data lines to new camera locations has begun and will continue in December. We will be replacing and adding new cameras December through January.

The Business Office and IT continue to roll out the new Purchase Order request software to library departments.

Work continues on the reconfiguration of IT Services areas. We are awaiting security gates for the fencing for the IT Storage in the Garage. (Offices, Server/Work Room and IT Storage in the Garage.) Once they come in we will be able to relocated IT storage to this new area and work will begin on the Offices, Server/Work Room relocation.

The AC wall unit in the switch closet is temporarily off as we continue to wait for repair parts. A portable AC unit is in operation until repairs are completed.

2017-2018 Erate reimbursement

I'm happy to report that we have received the final reimbursement of \$4,132.10 for last year.

Interesting Patron Questions and Comments

From Dodie:

1. Patron wanted a list of motels for sale in Texas under \$200,000.
2. Staff had a query on politics in India and Greece.

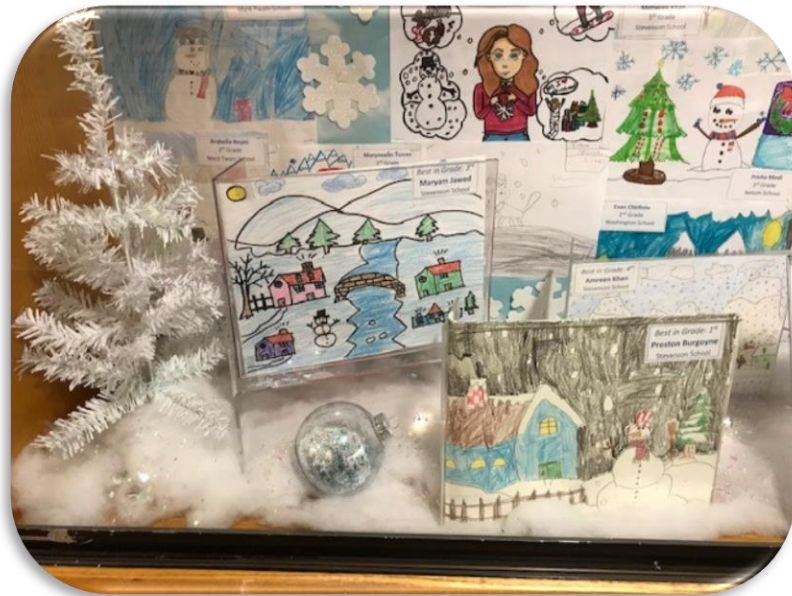
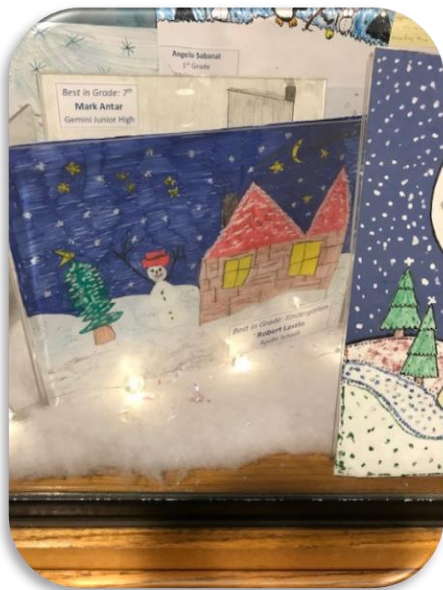
3. A Genealogy request to find an article from the Fulton County, PA newspaper for an 1894 obituary.
4. A patron requested a list of addresses and emails for each Democratic State Party Office. Patron was referred to the Association of State Democratic Committees as a complete list of emails was not available online.
5. A query about the negative social impacts of casinos.

Committees

Art & Display *From Victoria:* Niles Art Stop 2018 is presented by the Public Arts and Culture Council. In the summer of 2018, 18 bus stop benches were transformed into works of art by 16 local artists. In our Franklin Gallery we have displayed photographs of the artists captured with their benches. Photos taken by local Photographer, Marina Samovsky. We also have two of the panels from the benches displayed in the gallery. This exhibit will be up until the end of January.



I also installed the District 63 Winter Card Contest display. Some cute winter scenes from these students in our district.



FOIA Requests

12.7.2018 SmartProcure SmartProcure is submitting a commercial FOIA request to the Niles-Maine District Library for any and all purchasing records from 2018-06-30 (yyyy-mm-dd) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice,

encumbrance, or check number

2. Purchase date

3. Line item details (Detailed description of the purchase)

4. Line item quantity

5. Line item price

6. Vendor ID number, name, address, contact person and their email address

12.13.2018 Kaza Rhan for LocalLabs/Prairie State Wire I am writing to you on behalf of LocalLabs which is the publisher of Prairie State Wire, an online publication that reports on and informs the public about local government activities. We are requesting election data for last held election in your jurisdiction.

Additionally, we are requesting electronic (preferably non-PDF such as CSV, Excel, Txt) data with the following data points:

1) Election Type (2018 November General/Consolidated/Local/Municipal)

2) Election date

3) Contest/Race (i.e. Governor)

4) Candidate name

5) Candidate party (if applicable)

6) Vote count

7) Filing Deadline for next election

Trustee Calendar

December

- 12/10—First day to file nominating petitions for April 2019 election
- 12/17—Final day to file nominating petitions for April 2019 election
- 12/19—Regular meeting of the Board of Trustees

January 2019

- 1/16—Regular meeting of the Board of Trustees
- 1/18—Library closed for Staff Training Day
- 1/24—**Chamber of Commerce Leadership Luncheon 11:30-1:30 Lone Tree Manor**
- 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

May

- 5/20—New trustees begin term
- 5/22—Regular meeting of the Board of Trustees, swearing in of new trustees

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

PLA Conference: Feb 25-29, 2020 Nashville

Monthly Statistical Report --November 2018

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	153	161	-4.97%			
Renewed District Cards	217	-				
Total District Cardholders	22,662	23,615	-4.04%			
Patron Visits	27,000	29,408	-8.19%			
Unique Library Cards Used	4,631	4,495	3.03%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	38,091	42,192	-9.72%	205,201	220,699	-7.02%
Teens	2,646	3,317	-20.23%	16,773	19,814	-15.35%
Juvenile	41,557	42,549	-2.33%	206,754	214,948	-3.81%
Digital	2,426	1,773	36.83%	12,325	8,970	37.40%
Equipment	143	105	36.19%	631	625	0.96%
TOTAL Loan of Library Materials	84,863	89,936	-5.64%	441,684	465,056	-5.03%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print: Fiction & Nonfiction	17,827	19,490	-8.53%	99,356	105,208	-5.56%
Magazine	1,229	1,023	20.14%	6,112	5,537	10.38%
Multimedia: Audio	4,141	4,754	-12.89%	19,795	23,137	-14.44%
Multimedia: Visual	14,894	16,925	-12.00%	79,938	86,817	-7.92%
TOTAL Adult Loans	38,091	42,192	-9.72%	205,201	220,699	-7.02%
Teens						
Print: Fiction & Nonfiction	2,005	2,351	-14.72%	12,870	15,128	-14.93%
Magazine	21	27	-22.22%	78	128	-39.06%
Multimedia: Audio	111	616	-81.98%	779	2,842	-72.59%
Multimedia: Visual	509	323	57.59%	3,046	1,716	77.51%
TOTAL Teen Loans	2,646	3,317	-20.23%	16,773	19,814	-15.35%
Youth						
Print: Fiction & Nonfiction	34,032	33,303	2.19%	164,994	165,699	-0.43%
Magazine	259	109	137.61%	1,329	909	46.20%
Multimedia: Audio	647	2,383	-72.85%	3,520	12,158	-71.05%
Multimedia: Visual	6,619	6,754	-2.00%	36,911	36,182	2.01%
TOTAL Youth Loans	41,557	42,549	-2.33%	206,754	214,948	-3.81%
Equipment Loan	143	105	36.19%	631	625	0.96%
Digital eBooks and eAudiobooks	2,426	1,773	36.83%	12,325	8,970	37.40%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	10,408	12,473	-16.56%	75,871	58,177	30.41%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holdings Placed Through our Interface	6,381	6,835	-6.64%			
Holdings Made Available	6,237	9,400	-33.65%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
TOTAL In-House Use of Materials	7,114	7,086	0.40%	40,056	37,168	7.77%
Items moved on Shelf	5,186	6,968	-25.57%	32,258	29,515	9.29%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,260	1,197	5.26%	7,234	6,797	6.43%
Digital Services	2,395	2,589	-7.49%	13,297	13,495	-1.47%
Kidspac Express Internet	22	23	-4.35%	197	183	7.65%
Kidspac	1,302	1,523	-14.51%	7,790	8,658	-10.03%
Kidspac iPad Usage	300	300	0.00%	1,805	1,910	-5.50%
Teen Underground	435	427	1.87%	2,193	2,271	-3.43%
TOTAL Users	5,714	6,059	-5.69%	32,516	33,314	-2.40%
Patron Wi-Fi Uses	11,354	11,414	-0.53%	59,932	64,226	-6.69%
Scanning & Fax Pages	4,421	5,557	-20.44%	28,223	29,909	-5.64%
Print & Copy Pages	15,346	15,322	0.16%	92,807	81,280	14.18%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	23	20	15.00%	150	121	23.97%
Large Scale Poster Printer	3	-		25	16	56.25%
VHS to DVD Conversion	5	2	150.00%	41	46	-10.87%
TOTAL Use of Staff Mediated Equipment	31	22	40.91%	216	183	18.03%

Monthly Statistical Report --November 2018

USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	40	67	-40.30%	330	677	-51.26%
Study Rooms 1-5	670	564	18.79%	3,029	2,628	15.26%
Creative Studio A	71	45	57.78%	325	250	30.00%
Community Meetings in the Library	14	9	55.56%	84		
TOTAL Users of Staff Mediated Spaces	795	685	16.06%	3,768	3,555	5.99%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	26,695	28,899	-7.63%			
Facebook "Likes"	1,659	1,443	14.97%			
Buzz Blog views	536	586	-8.53%			
Veterans History Blog views	560	-				
Media Hits (includes print and online articles and listings)	20	17	17.65%			
e-News Subscribers	15,418	16,137	-4.46%			
PR Hosted Community Engagement Event Participants	83	-				
New Resident Letters (September)	84	55	52.73%			
LIBRARY HOLDINGS	Library Holdings	Items Added	Items Withdrawn			
Shelved materials	296,397	2,304	1,001			
Equipment	121	-	-			
eBooks & eAudiobooks (Overdrive, Axis 360)	118,374					
Databases	80					
Total	414,972					
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	142	54	162.96%	574	582	-1.37%
Tests Proctored	30	7	328.57%	65	36	80.56%
Passports Processed	98	-		440	-	
Voters' Registration	0	-		6	2	200.00%
1-2-1 Instruction	2	-		25	-	
Book Concierge	2	-		3	-	
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	485	1,155	-58.01%	2,777	11,866	-76.60%
Ready Assistance	7,273	8,889	-18.18%	43,199	44,925	-3.84%
Reference/Research	5,122	5,904	-13.25%	26,437	30,967	-14.63%
TOTAL All Service Desks	12,880	15,948	-19.24%	72,413	87,758	-17.49%
Adult Services (3rd Floor)	750	693	8.23%	4,223	3,967	6.45%
Fiction/Audiovisual Services Desk (2nd Floor)	1,135	1,303	-12.89%	6,402	7,566	-15.38%
Patron Services	3,915	5,415	-27.70%	25,331	34,025	-25.55%
Technology Desk	1,989	2,131	-6.66%	9,922	10,288	-3.56%
Teen UnderGround Desk	840	807	4.09%	3,999	4,753	-15.86%
Outreach Service	2,584	2,666	-3.08%	12,555	12,731	-1.38%
Youth Service/KidSpace Desk	2,982	4,180	-28.66%	16,808	21,847	-23.06%
Total Service Interactions	14,201	17,198	-17.43%	79,298	95,189	-16.69%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,299	5,039	-14.69%	22,692	24,217	-6.30%
Items Received from CCS Libraries for Patrons	2,698	3,238	-16.68%	15,350	16,938	-9.38%
Items Lent to OCLC Libraries	272	284	-4.23%	1555	1,599	-2.75%
Items Received from OCLC Libraries for Patrons	53	107	-50.47%	253	524	-51.72%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	183	226	-19.03%			
Number of Visits	135	142	-4.93%			
Institutions						
Number of Institution Deposit Collections	11	9	22.22%			
Number of Visits	11	9	22.22%			
Schools						
Items Delivered	650	512	26.95%			
Number of Trips	21	15	40.00%			

Monthly Statistical Report --November 2018

VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	13	81				
Adult and Outreach Services & Programs	3	16				
Digital Services & Programs	5	26				
Patron Services	6	23				
Teen Services & Programs	8	12				
Youth Services & Programs	18	57				
Total Volunteers and Hours This Month	53	214				
<i>Last Year's Volunteers/Hours Same Month</i>	80	474				
LIBRARY PROGRAMS AND EVENTS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change	
Youth Programs	83	3,474	93	3,712	-6.41%	
Teens Programs	14	330	16	364	-9.34%	
Adults Programs	47	798	28	734	8.72%	
Digital Services Programs	14	358	21	405	-11.60%	
PR Community Engagement Events	2	83				
TOTAL PROGRAMS AND EVENTS	160	5,043	158	5,215	-3.30%	
Programs-Youth Audience						
1KBK added visits	ongoing	6				
1KBK registrations	1	0				
3D Print a Snowflake Cookie Cutter	1	9				
Baby and Me Yoga	1	10				
Battle of the Books	3	376				
Bibliobop Dance Party!	1	40				
Book Buddies	1	2				
Family Game Night hosted by NMDL teens	1	26				
Family Movie: <i>Incredibles 2</i>	1	65				
Homework Help	2	17				
I Spy Tank	1	137				
In-house Toys and Games	1	312				
Kidspace Volunteer Help Sessions	2	6				
Knights of Niles Chess Club	2	35				
Maker Fest	0	301				
Mega Mondays-Maker Mon, Mon on the Move, Yoga, Lego	4	53				
Reading Patch Club Registrations	1	7				
Reading Patch Club added visits	ongoing	12				
Reading with Rover	1	13				
School's Out Movie: <i>Wrinkle in Time</i>	1	70				
Second Saturday Breakfast Bingo	1	35				
Second Sunday: Mammals and More with the Flying Fox Conservator	1	120				
Story: Babytime	4	164				
Story: Baby Lapsit	1	8				
Story: Evening Family Storytime	4	70				
Story: Rise & Shine Storytime	4	94				
Story: Storytime for 2s and 3s	8	162				
Story: Storytime for 4s and 5s	4	60				
Teacher use of Die Cut Machine	1	3				
Toddler Playgroup	1	30				
Video Games	1	100				
Wonder Ground: Sound	8	98				
World Language Storytime (Polish, Spanish)	2	38				
Writing Center	1	146				
Youth Services Community Engagement Programs						
Elementary Outreach to the Classroom (Culver, Mark Twain)	6	133				
Elementary Outreach to Teachers (Mark Twain)	1	41				
Famished for Fiction (Homeschool, Mark Twain, Culver)	3	25				
Holly Jolly Market and Tree Lighting Festival Craft	1	548				
Preschool Visits to the Classroom (SJB, Grennan Heights, Washington)	6	102				
Total Youth Services Programs	83	3,474	93	3,712	-6.41%	
Programs--Teen Audience						
After School Fun (snowflakes, need-a-hand, white board polling)	1	69				
Dungeons & Dragons	1	7				
Games	1	9				
Movies in the Underground: <i>Creed</i>	1	13				
Passive Program: NaNoWriMo	1	36				
Service Project: Project Linus Blankets	1	10				
Snapchat Lens Studio	1	0				
Teen Advisory Board	1	10				
Teen Game Night	1	7				

Monthly Statistical Report --November 2018

General Programs--Teen continued	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Video Games	1	120			
Teen Services Community Engagement programs					
Book Club (Maine South, Niles North)	2	10			
Classroom Visits (Resurrection)	1	19			
Famished for Fiction (Culver)	1	20			
Niles West Volunteer Fair	1	63			
Total Teen Programs	14	330	16	364	-9.34%
General Programs--Adult Audience					
Book Discussions - Book Buzz	2	6			
Chair Yoga for Adults	1	28			
Citizenship Class	1	5			
Flamenco Guitar Sunday Concert	1	54			
The Great American Read Winner Book Discussion	1	2			
Holiday Plants - Niles-Maine Garden Club	1	9			
How to Land A Job in 90 Days - Power Employment Workshop	1	5			
Job Counseling	4	3			
KidSpace Parenting Series (Behaviors that Challenge)	1	25			
KidSpace Parenting Series (Early Childhood Sensory Workshop)	1	46			
Low Vision Support Group (VIM)	1	5			
Low Vision Support Group (VIM) Book Discussion	1	4			
Medicare Made Easy	1	16			
New Release Movie: <i>Life of the Party</i>	1	16			
New Yorker Discussion Group	4	43			
Niles Genealogy Interest Group	1	7			
Oakton Community College English as a Second Language	8	358			
Polish Language Afternoon of Jazz & Poetry on All Soul's Day	1	54			
Senior Coffee Hour: History of the Beatles in One Hour	1	28			
Small Business Counseling	12	1			
Veterans' History Project Breakfast	1	70			
Adult Community Engagement Programs					
BookBites Popular Fiction Discussion	1	13			
Total Adult Programs	47	798	28	734	8.72%
Digital Services Programs -- Adult Audience					
3D Printing Basics	1	6			
Android Basics	1	3			
Email Marketing	1	3			
Engrave Leather Bracelet	1	4			
Maker Fest	1	301			
Maker Lab	1	1			
PIXLR Online Photo Editor	1	2			
Pomoc Komputerowa w Jezyku Polskim	1	0			
Productivity Apps	1	14			
Record Music in Garageband	1	1			
Silhouette Wednesday	2	16			
Tablet Tuesday	1	0			
Virtual Friday	1	7			
Total Digital Services (DS) Programs	14	358	21	405	-11.60%
Publicity Hosted Community Engagement Programs-- All Ages					
Oakton Community College Study Breakfast	1	80			
Lina's Frozen Yogurt Outreach Event	1	3			
Total Publicity Hosted Community Engagement Programs	2	83			
GRAND TOTAL PROGRAMS AND ATTENDANCE	160	5,043	158	5,215	-3.30%
COMMUNITY MEETINGS IN LIBRARY SPACE	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Ukrainian Women in Business	1	18			
Niles Township Toastmasters	2	55			
All American Speakers Toastmasters	2	20			
Niles Chamber Lunch and Learn	1	12			
Niles Chamber Morning Networking Breakfast	1	20			
SAP Training	6	48			
Northern Illinois Filmmakers and Actors Group	2	30			
Total Community Meetings	15	203	19	365	-44.38%



Dear Anita -

Thanks so much
for securing all these
books for us. Everyone
liked this book.

Much appreciated,
Chickie Parilla

Nov. 2, 2018

Dear Mr. Neil O'Shea,

We want to thank you for your hard work and dedication to the Veterans History Project. Also, thank you for inviting Mr. Andrew, Mr. Fuscano, Mr. Pasarella and myself to the Veterans Breakfast. It was a wonderful celebration. It was an honor to stand shoulder to shoulder with both World War II and Korean War heroes. Please thank all the staff at the library, for a job well done!!

Thank you for being you
and all that you do!

November 27, 2018

Thank you for coming out to St Andrews on such a cold snowy day to bring books to all



who are unable to get out. It's truly a wonderful appreciated service

Sincerely

Beth Mahoney
P.S. Before I came to St Andrews I practically lived at your

Patron Suggestions and Comments for December 2018

Responses to Patron Suggestions and Comments

Suggestions

Coat rack in KidSpace for winter.

Thank you for the suggestion. We will look for a place to put one, but we would not be able to be responsible for anything left there.

I work Monday through Friday and if you arrange classes on weekends or after 6 PM, it will be very helpful. B. S. We try to offer classes at a variety of times, but we will certainly keep your suggestion in mind when planning.

How about a stop sign in front of the Library?
I'm not sure where you have in mind?

Please replace the POW flag in front. Thank you.

Yes, the multiple times of having the flags at half-staff have done some damage over time. We will look into replacing the POW flag when the period of mourning for the president is over. Thanks for letting us know.

I would like to suggest you put the biography/landmark series "Who Is/Who Was" on a separate shelf so kids could find it more easily. R. L., Chicago

I will make sure the children's department staff see your suggestion.

I like the books. Can you put the new *Diary of a Wimpy Kid* in? A. K.

Thank you for the suggestion—we have bought enough copies for everyone to be able to read it soon.

Frustrations

Kids area smells like the restrooms. J. T.

Bathrooms in Kids area STINK! Diapers sit in garbage all day. Garbage with diapers should have a covered lid, not open. The smell leaves the bathroom and gets into public area! L. L.

Thank you for the suggestion about the covered container. Please do let us know immediately when there's a problem so we can send Maintenance staff in to take care of the problem.

Bunches of young kids after a meeting in room in basement come up to eat and made so much noise, no one else could realize this place as a library. Could kids' behavior be watched?

The café area in the Commons is designated as a social zone. When the noise level gets too high, staff members come down and talk with whoever is making the noise, but in general the Commons will not seem like an old-fashioned library.

Teen Underground

The chairs in Teen Underground are a little outdated. Maybe swap them with beanbag chairs.

The chairs in Teen Underground are intended to be retro. But we will consult our teens the next time they need to be replaced, and maybe they will pick beanbag chairs! Thanks for writing.

Miss Rachel is utterly the best girl I met. She's nice and very trust worthy. I have never seen anyone better than her. R. D.

We are very glad to have Miss Rachel working with our teens—thanks for telling us how much you like her.

I was trying to use the computer in that room. Noise from next "teen" room was overwhelming. Talked to computer supervisor as to lack of supervision in "teen" room. I was told there was a librarian there, and that she was sitting AT the table where the teens and noise was coming from. T. S.

We have started using a decibel meter both inside and outside of Teen Underground to try to keep track of the noise levels. Our teen librarians are very popular with teens and we are working on ways to reduce the noise without chasing the teens away.

Comments

Thank you to both Bobby and Jason. L. S.

Dear Ms. Dove-Lempke: All the staff worked very well to create a good learning experience for students and parents. Well attended and good projects! 4x a year would be a good idea. T. J.

I would like to take time out to thank Jason for going beyond the call and helping me out with the computer I was on. He helped fix the problem with my receipts, so I consider him extremely helpful with people. He needs a pay increase. Thanks again, Jason. D. W., Niles.

I moved to Niles 4 years ago and once I started coming to the Library, I find I enjoy a lot of the classes. I have used the library more times in the years I am here than I did in the first 74 years of my life. Keep up the good work. The technology sessions and the creative sessions have been very helpful and interesting. R. K., Niles.

I really love the auto renew concept you guys to. We recently moved from Skokie where they did not offer that and, let's just say, we had plenty of fines LOL. L. B. Des Plaines

Presenter on Holiday Plants did a good job and had a good handout sheet. I enjoyed it. L. R.

Thank you all very much for taking the time to write—I'm always glad to hear about your experiences with the library and its staff!