



Niles-Maine District Library

Regular Meeting

Wednesday, January 16, 2019 7:00 PM



**NILES-MAINE DISTRICT LIBRARY
REGULAR MEETING AGENDA
January 16, 2019
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 December 19, 2018 4
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve the payment of the bills for operating expenses of \$183,465.62, payroll expenses of \$278,383,26, Special Reserve expenses of \$116,000.00, for a total monthly expense of \$577,848.88 14
7. Director's Report
 - A. Highlights 26
 - B. Monthly Statistics 39
8. Communications 43
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. Secretary's Report
 - A. A certified copy of the Report of the Statement of Operations for the Niles-Maine District Library for the twelve months ending June 30, 2018, was filed with the Cook County Clerk on January 3, 2019, with a Certificate of Publication. The Statement of Operations was published in the Journal Topics & News on December 27, 2018.
11. New Business
 - A. Approve payment to Visographic in the amount \$5,669.90 for the publication of the winter issue of Chapter One 46
 - B. Review of Administrative Policy 3.27 Public Participation and Comment at Board 48

Board Meeting Agenda - January 16, 2019

Meetings

- C. Discussion of Board meeting video recordings with possible action
- D. Discussion of accounting firm audit proposals
- 12. Unfinished Business
- 13. Other
- 14. Adjournment

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

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

Trustees Present

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

Library Staff Present

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

Others Present

Niles Residents Steve Doughty, Ticia Doughty-Ashcroft, Joe Makula

Call to Order

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

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Dimond led the Pledge of Allegiance.

Approval of Minutes

Regular Board Meeting on November 14, 2018

Trustee Spadoni MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of November 14, 2018. Trustee Rozanski seconded.

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

Public Comment

President Dimond invited those who signed in to speak.

Mr. Steve Doughty, introduced himself as a resident of Niles for over 40 years, and that he is attending tonight's meeting to learn more about the Library. He thanked the trustees for their service to the community, and offered his assistance—his background is in facilities management, and he has worked with several hospitals. He heard some rumors and hoped to get a better understanding of what the Board is thinking about doing.

Ms. Ticia Doughty-Ashcroft expressed her feelings about the Library possibly purchasing homes. Her concern is how this would affect property values and property taxes. She added that additional parking only seems to be needed a handful of times a year for library events, and that the Library rents parking spaces from Culver School which never seem to be fully filled. She asked that the Board be fiscally responsible.

Ms. Joe Makula presented his plan for an additional 35 parking spots by turning Oakton Court into a one-way street and then taking the parkway and turning it into angled parking spaces. He suggested that because the Library is in a TIF District that the Village might be able to pay for the whole thing.

Treasurer's Report

The Library Board reviewed the November 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.

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

Salaries - On budget.

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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.

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

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

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No items of note.

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

All other items on or close to budget.

Trustee Drblik said that in her opinion expenses for hospitality should be a separate line item.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$233,361.14, payroll expense of \$286,626.24, for a total monthly expense of \$519,987.38. Trustee Spadoni seconded.

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

Director's Report

Ms. Lempke referred to Trustee Calendar noting the Chamber of Commerce Leadership Luncheon on January 24th and President's Day legislative Breakfast on February 18 for those Trustees who are able to attend.

Ms. Lempke informed the Board that four nomination packets were received for the upcoming Trustee election.

Communications

As provided in the Board Packet.

Liaison Reports

Friends of the Library – Trustee Spadoni asked Trustee Drblik to ask the Friends' President how they plan to spend the \$16,000 in their account to benefit the Library. Trustee Drblik refused, saying it was not the role of the Board Liaison. She suggested that the Board as a whole should write a letter. President Dimond agreed.

Legislative

There was no report.

RAILS

Ms. Lempke reported on the grant received from CCS through RAILS. A portion of the grant was given to the Morton Grove Library for joining RAILS and the remainder of the grant was split amongst the other libraries.

New Business

Review of Strategic Plan Progress

Ms. Lempke provided the Board with a Strategic Plan Update which included:

- An Overview
- Focus One: Exceptional Customer Services
- Focus Two: Expanded Community Engagement
- Focus Three: Focused Staff Development
- Focus Four: Enhanced Community Awareness and Alignment
- Next Steps

Discussion on the organization of the Director's Report and what should go into it

Ms. Lempke started the discussion saying that her report has expanded quite a bit since she's felt that the Board has shown interest in knowing what is going on throughout the Library during each month. She asked that the Board to tell her if she should be reporting less. President Dimond went around the table and asked each Trustee how they felt about the Director's Report. It was the consensus of a majority of the Board that they enjoy reading the report as it is written and that they find the report very informative and interesting. Trustee Drblik would prefer the report to focus on the Director's activities and the department reports to be on the website.

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 discussion of Minutes of Closed Session Meetings. Trustee Spadoni seconded.

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

Executive session started at 7:55 PM. Executive session ended at 8:39 PM.

The Regular Board Meeting resumed at 8:40 PM with all Board members present.

Action Following Executive Session

Trustee Rozanski MOVED the Library Board of Trustees approve that the Closed Session Minutes of January 13, 2014, May 20, 2015, March 16, 2016 previously approved and determined to remain confidential be released for public inspection; that the Closed Session Minutes of June 17, 2015 remain confidential; that the Closed Session Minutes of June 20, 2018 be approved as written and released for public inspection, and that the Closed Session Minutes of October 17, 2018, and November 14, 2018, be approved as written and be retained as confidential. Trustee Ryan seconded.

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

Adjournment

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

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

Regular Board Meeting – December 19, 2018

The meeting adjourned at 8:45 PM.

President

Secretary

DRAFT

Niles-Maine District Library

Balance Sheet

December 31, 2018

	GENERAL FUND 12/31/2018	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,061,777)	\$28,703	\$1,280,921	\$247,846
Investments	\$8,623,945			\$8,623,945
Total Cash and Investments	\$7,562,167	\$28,703	\$1,280,921	\$8,871,791
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	\$10,456,465	\$311,026	\$1,280,921	\$12,048,412
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$127,196	\$13,654	\$116,000	\$256,850
Other Liabilities	\$54,484	\$3		\$54,487
Deferred Revenues	\$2,847,045	\$282,323		\$3,129,368
Total Liabilities	\$3,028,725	\$295,979	\$116,000	\$3,440,705
Fund Balance				
Fund Balance	\$7,427,740	\$15,046	\$1,164,921	\$8,607,707
Total Fund Balance	\$7,427,740	\$15,046	\$1,164,921	\$8,607,707
Total Liabilities and Fund Balance	\$10,456,465	\$311,026	\$1,280,921	\$12,048,412

Niles-Maine District Library

Income Statement-Consolidated

December 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$3,176,765	\$3,129,994	\$46,771	\$6,659,562	48%
Replacement Taxes	\$4,613	\$12,083	(\$7,471)	\$46,426	\$72,500	(\$26,074)	\$145,000	32%
Per Capita Grant				\$71,605	\$71,605		\$71,605	100%
Grants-Other		\$83	(\$83)		\$500	(\$500)	\$1,000	
Investment Income	\$13,992	\$8,333	\$5,659	\$89,609	\$50,000	\$39,609	\$100,000	90%
Fines	\$2,989	\$2,083	\$905	\$16,268	\$12,500	\$3,768	\$25,000	65%
Lost Books	\$413	\$875	(\$462)	\$4,128	\$5,250	(\$1,122)	\$10,500	39%
Pay For Print	(\$3)	\$1,708	(\$1,711)	\$9,263	\$10,250	(\$987)	\$20,500	45%
Book Sale	\$796	\$833	(\$38)	\$5,095	\$5,000	\$95	\$10,000	51%
Passports	\$2,356	\$2,917	(\$561)	\$17,123	\$17,500	(\$377)	\$35,000	49%
Non-Resident Fees	\$367		\$367	\$660		\$660		
Flash Drive & Ear Bud Sales	\$19		\$19	\$27		\$27		
Commissions & Fees	\$3		\$3	(\$16)		(\$16)		
Donations	\$111		\$111	\$119		\$119		
Miscellaneous	\$222	\$113	\$109	\$1,062	\$675	\$387	\$1,350	79%
Total Revenues	\$25,877	\$29,029	(\$3,152)	\$3,438,133	\$3,375,774	\$62,359	\$7,079,517	49%
Expenditures								
Salaries								
Library Director	\$11,002	\$11,094	\$92	\$66,011	\$66,562	\$551	\$133,124	50%
Payroll-Department Managers	\$15,438	\$15,340	(\$98)	\$92,213	\$92,042	(\$172)	\$184,083	50%
Payroll-Division Supervisors	\$44,957	\$45,080	\$123	\$269,781	\$270,481	\$700	\$540,962	50%
Payroll-Librarian I	\$95,420	\$98,817	\$3,398	\$582,977	\$592,904	\$9,928	\$1,185,809	49%
Payroll-Library Grade V	\$67,349	\$68,150	\$801	\$408,034	\$408,898	\$864	\$817,796	50%
Payroll-Library Grade VI	\$29,371	\$31,029	\$1,658	\$187,848	\$186,176	(\$1,671)	\$372,353	50%
Payroll-Library Pages	\$7,347	\$11,548	\$4,201	\$47,010	\$69,287	\$22,277	\$138,575	34%
Payroll-Sundays	\$7,229	\$7,500	\$271	\$43,503	\$45,000	\$1,497	\$90,000	48%
Adjustments	\$288	\$833	\$546	\$2,291	\$5,000	\$2,709	\$10,000	23%
Substitutes	\$799	\$2,333	\$1,534	\$2,165	\$14,000	\$11,835	\$28,000	8%
Total Salaries	\$279,199	\$291,725	\$12,527	\$1,701,833	\$1,750,351	\$48,517	\$3,500,702	49%

Niles-Maine District Library
Income Statement-Consolidated

December 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$9,010	\$15,083	\$6,073	\$92,602	\$90,500	(\$2,102)	\$181,000	51%
Books-Youth Services	\$5,164	\$6,667	\$1,502	\$39,113	\$40,000	\$887	\$80,000	49%
Books-Teen	\$992	\$1,271	\$278	\$6,387	\$7,625	\$1,238	\$15,250	42%
Downloadables	\$2,896	\$6,667	\$3,771	\$46,748	\$40,000	(\$6,748)	\$80,000	58%
Periodicals	\$918	\$2,742	\$1,823	\$15,256	\$16,450	\$1,194	\$32,900	46%
AV-Adult	\$6,346	\$10,167	\$3,821	\$64,324	\$61,000	(\$3,324)	\$122,000	53%
AV-Youth Services	\$922	\$3,317	\$2,395	\$14,871	\$19,900	\$5,029	\$39,800	37%
AV-Teen	\$166	\$979	\$814	\$4,747	\$5,875	\$1,128	\$11,750	40%
Online Databases	\$6,500	\$17,500	\$11,000	\$152,452	\$105,000	(\$47,452)	\$210,000	73%
Total Library Materials	\$32,914	\$64,392	\$31,478	\$436,501	\$386,350	(\$50,151)	\$772,700	56%
Library Operating Expenditures								
CCS Charges	\$7,665	\$7,577	(\$88)	\$45,990	\$45,460	(\$530)	\$90,920	51%
Processing & Supplies	\$651	\$2,792	\$2,141	\$15,545	\$16,750	\$1,205	\$33,500	46%
Internet Charges	\$1,266	\$1,533	\$267	(\$3,493)	\$9,200	\$12,693	\$18,400	(19)%
Software, Licenses	\$3,127	\$6,306	\$3,179	\$16,169	\$37,834	\$21,665	\$75,668	21%
Printing	\$7,395	\$3,575	(\$3,820)	\$18,375	\$21,450	\$3,075	\$42,900	43%
Library Supplies	\$98	\$575	\$477	\$1,916	\$3,450	\$1,534	\$6,900	28%
Programming & Support-Adult	\$2,797	\$2,520	(\$277)	\$19,220	\$15,117	(\$4,103)	\$30,235	64%
Programming & Support-Juvenile	\$4,430	\$2,894	(\$1,537)	\$19,104	\$17,363	(\$1,741)	\$34,725	55%
Programming & Support-Events	\$162	\$508	\$347	\$1,353	\$3,050	\$1,697	\$6,100	22%
Programming & Support-Teen	\$511	\$577	\$67	\$4,226	\$3,462	(\$763)	\$6,925	61%
Public Performing Rights		\$167	\$167	\$1,313	\$1,000	(\$313)	\$2,000	66%
Miscellaneous		\$208	\$208	\$1,053	\$1,250	\$197	\$2,500	42%
Per Capita Grant Expenditures	\$1,585	\$5,967	\$4,382	\$39,360	\$35,802	(\$3,558)	\$71,605	55%
Grant - Other Expenditures		\$83	\$83		\$2,250	\$2,250	\$2,750	
Volunteers		\$238	\$238		\$1,425	\$1,425	\$2,850	
Total Library Operating Expenditures	\$29,686	\$35,519	\$5,833	\$180,131	\$214,864	\$34,733	\$427,978	42%

Niles-Maine District Library
Income Statement-Consolidated

December 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$3,405	\$2,667	(\$738)	\$18,211	\$16,000	(\$2,211)	\$32,000	57%
Copiers	\$735	\$833	\$98	\$4,139	\$5,000	\$861	\$10,000	41%
Professional Development	\$2,446	\$2,991	\$545	\$12,751	\$17,947	\$5,196	\$35,894	36%
Mileage	\$267	\$304	\$37	\$1,692	\$1,825	\$133	\$3,650	46%
Professional Collection		\$688	\$688	\$412	\$4,125	\$3,713	\$8,250	5%
Legal Fees	\$1,372	\$604	(\$767)	\$3,038	\$3,625	\$587	\$7,250	42%
Consultants		\$1,250	\$1,250	\$4,260	\$7,500	\$3,240	\$15,000	28%
Kitchen Supplies-Administrative Services		\$83	\$83	\$757	\$500	(\$257)	\$1,000	76%
Promotional Expense	\$414	\$1,750	\$1,336	\$10,170	\$10,500	\$330	\$21,000	48%
Office Supplies	\$990	\$2,279	\$1,289	\$7,750	\$13,675	\$5,925	\$27,350	28%
Postage & Freight	\$800	\$1,897	\$1,097	\$7,230	\$11,380	\$4,150	\$22,760	32%
Publication of Notices-Legal	\$450	\$100	(\$350)	\$933	\$600	(\$333)	\$1,200	78%
Subscriptions & Dues		\$708	\$708	\$3,408	\$4,247	\$839	\$8,495	40%
Collection Services	(\$70)	\$83	\$153	(\$88)	\$500	\$588	\$1,000	(9)%
Telephone	\$1,382	\$1,375	(\$7)	\$6,558	\$8,250	\$1,692	\$16,500	40%
Trustee Expense		\$417	\$417	\$90	\$2,500	\$2,410	\$5,000	2%
Payroll Service	\$1,394	\$1,458	\$64	\$8,161	\$8,750	\$589	\$17,500	47%
Bank Fees	\$95	\$100	\$5	\$563	\$600	\$37	\$1,200	47%
Parking Lease	\$881	\$881		\$5,286	\$5,286	\$0	\$10,572	50%
Total General and Administration	\$14,560	\$20,468	\$5,908	\$95,321	\$122,810	\$27,489	\$245,621	39%
Vehicle Operation								
Gas, Oil, Grease	\$66	\$83	\$18	\$306	\$500	\$194	\$1,000	31%
Repairs & Maintenance		\$150	\$150		\$900	\$900	\$1,800	
Miscellaneous		\$8	\$8	\$6	\$50	\$44	\$100	6%
Auto Insurance				\$1,732	\$1,732		\$1,732	100%
Total Vehicle Operation	\$66	\$242	\$176	\$2,044	\$3,182	\$1,138	\$4,632	44%

Niles-Maine District Library
Income Statement-Consolidated

December 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$17,346	\$17,459	\$113	\$106,196	\$104,755	(\$1,441)	\$180,706	59%
Group Health	\$38,381	\$40,056	\$1,675	\$228,091	\$240,338	\$12,247	\$480,675	47%
Health Reimbursement Account	\$5,218	\$5,500	\$282	\$28,047	\$33,000	\$4,953	\$66,000	42%
Dental	\$2,951	\$1,667	(\$1,284)	\$14,094	\$10,000	(\$4,094)	\$20,000	70%
Vision	\$499	\$583	\$84	\$2,976	\$3,500	\$524	\$7,000	43%
FSA fee		\$100	\$100		\$600	\$600	\$1,200	
Life, LTD, AD&D, STD	\$1,083	\$1,083	\$1	\$6,887	\$6,500	(\$387)	\$13,000	53%
Total Employee Fringe Benefits	\$65,478	\$66,449	\$970	\$386,290	\$398,692	\$12,402	\$768,581	50%
Utilities								
Gas	\$1,762	\$1,000	(\$762)	\$1,762	\$6,000	\$4,238	\$12,000	15%
Electric	\$6,792	\$7,500	\$708	\$48,853	\$45,000	(\$3,853)	\$90,000	54%
Water	\$335	\$808	\$473	\$3,875	\$4,850	\$975	\$9,700	40%
Total Utilities	\$8,889	\$9,308	\$419	\$54,491	\$55,850	\$1,359	\$111,700	49%
Capital Expenditures								
Special Reserve - Building		\$61,083	\$61,083	\$157,140	\$366,500	\$209,360	\$733,000	21%
Special Reserve - Equipment	\$116,000	\$14,217	(\$101,783)	\$122,246	\$85,300	(\$36,946)	\$170,600	72%
Total Capital Expenditures	\$116,000	\$75,300	(\$40,700)	\$279,386	\$451,800	\$172,414	\$903,600	31%
Audit								
Audit Expense		\$5,300	\$5,300	\$21,200	\$21,200		\$21,200	100%
Total Audit Expenditures	\$0	\$5,300	\$5,300	\$21,200	\$21,200	\$0	\$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

December 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$20,748	\$21,611	\$863	\$126,504	\$129,663	\$3,160	\$259,327	49%
Total Social Security Expenditures	\$20,748	\$21,611	\$863	\$126,504	\$129,663	\$3,160	\$259,327	49%
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	\$417	\$1,667	\$1,249	\$3,931	\$10,000	\$6,069	\$20,000	20%
Total Unemployment Compensation Expenditures	\$417	\$1,667	\$1,249	\$3,931	\$10,000	\$6,069	\$20,000	20%
Building & Equipment Maintenance								
Repairs & Improvements	\$3,439	\$5,417	\$1,978	\$23,239	\$32,500	\$9,261	\$65,000	36%
Contractual Maintenance	\$1,844	\$2,917	\$1,073	\$15,113	\$17,500	\$2,387	\$35,000	43%
Non-Contractual Maintenance	\$228	\$3,220	\$2,992	\$18,161	\$19,320	\$1,159	\$38,640	47%
Equipment Maintenance		\$2,375	\$2,375	\$868	\$14,250	\$13,382	\$28,500	3%
Non Capital Expenses		\$2,167	\$2,167	\$9,849	\$13,000	\$3,151	\$26,000	38%
Furniture & Fixtures	\$456	\$1,083	\$628	\$7,841	\$6,500	(\$1,341)	\$13,000	60%
Total Building & Equipment Maintenance Expenditures	\$5,966	\$17,178	\$11,212	\$75,071	\$103,070	\$27,999	\$206,140	36%
Total Expenditures	\$573,924	\$609,159	\$35,235	\$3,420,731	\$3,707,771	\$287,040	\$7,302,120	47%
NET SURPLUS/(DEFICIT)	(\$548,047)	(\$580,129)	\$32,083	\$17,402	(\$331,997)	\$349,400	(\$222,603)	(8)%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77127	Accounts Payable	Computer Check	1/16/2019	AFLAC	\$0.00	\$450.06	(\$450.06)	1/31/2019	Outstanding
77128	Accounts Payable	Computer Check	1/16/2019	AGATI	\$0.00	\$947.17	(\$1,397.23)	1/31/2019	Outstanding
77129	Accounts Payable	Computer Check	1/16/2019	Alexa Hansen	\$0.00	\$89.66	(\$1,486.89)	1/31/2019	Outstanding
77130	Accounts Payable	Computer Check	1/16/2019	AMARK INDUSTRIES	\$0.00	\$1,800.80	(\$3,287.69)	1/31/2019	Outstanding
77131	Accounts Payable	Computer Check	1/16/2019	SYNCB/ AMAZON	\$0.00	\$66.63	(\$3,354.32)	1/31/2019	Outstanding
77132	Accounts Payable	Computer Check	1/16/2019	Annette Bochenek	\$0.00	\$200.00	(\$3,554.32)	1/31/2019	Outstanding
77133	Accounts Payable	Computer Check	1/16/2019	April Lee	\$0.00	\$3.49	(\$3,557.81)	1/31/2019	Outstanding
77134	Accounts Payable	Computer Check	1/16/2019	ASSA ABLOY ENTRANCE SYSTEM	\$0.00	\$274.00	(\$3,831.81)	1/31/2019	Outstanding
77135	Accounts Payable	Computer Check	1/16/2019	AT&T	\$0.00	\$43.82	(\$3,875.63)	1/31/2019	Outstanding
77136	Accounts Payable	Computer Check	1/16/2019	AT&T	\$0.00	\$395.39	(\$4,271.02)	1/31/2019	Outstanding
77137	Accounts Payable	Computer Check	1/16/2019	Basya Breitman	\$0.00	\$5.99	(\$4,277.01)	1/31/2019	Outstanding
77138	Accounts Payable	Computer Check	1/16/2019	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$4,427.01)	1/31/2019	Outstanding
77139	Accounts Payable	Computer Check	1/16/2019	Books & Treasures INC	\$0.00	\$546.78	(\$4,973.79)	1/31/2019	Outstanding
77140	Accounts Payable	Computer Check	1/16/2019	C. ACITELLI HEATING & PIPING	\$0.00	\$116,000.00	(\$120,973.79)	1/31/2019	Outstanding
77141	Accounts Payable	Computer Check	1/16/2019	CALL ONE	\$0.00	\$1,338.33	(\$122,312.12)	1/31/2019	Outstanding
77142	Accounts Payable	Computer Check	1/16/2019	ARIANNE CAREY	\$0.00	\$62.23	(\$122,374.35)	1/31/2019	Outstanding
77143	Accounts Payable	Computer Check	1/16/2019	Carmen Cozzone	\$0.00	\$16.98	(\$122,391.33)	1/31/2019	Outstanding
77144	Accounts Payable	Computer Check	1/16/2019	CDW GOVERNMENT, INC.	\$0.00	\$400.00	(\$122,791.33)	1/31/2019	Outstanding
77145	Accounts Payable	Computer Check	1/16/2019	CECILIA CYGNAR	\$0.00	\$16.15	(\$122,807.48)	1/31/2019	Outstanding
77146	Accounts Payable	Computer Check	1/16/2019	CENGAGE LEARNING, INC.	\$0.00	\$121.55	(\$122,929.03)	1/31/2019	Outstanding
77147	Accounts Payable	Computer Check	1/16/2019	CINTAS CORPORATION LOC. 769	\$0.00	\$545.07	(\$123,474.10)	1/31/2019	Outstanding
77148	Accounts Payable	Computer Check	1/16/2019	COMED	\$0.00	\$6,792.33	(\$130,266.43)	1/31/2019	Outstanding
77149	Accounts Payable	Computer Check	1/16/2019	COOPERATIVE COMPUTER SERV	\$0.00	\$7,665.05	(\$137,931.48)	1/31/2019	Outstanding
77150	Accounts Payable	Computer Check	1/16/2019	CULVER SCHOOL	\$0.00	\$500.00	(\$138,431.48)	1/31/2019	Outstanding
77151	Accounts Payable	Computer Check	1/16/2019	Donna Block	\$0.00	\$3.16	(\$138,434.64)	1/31/2019	Outstanding
77152	Accounts Payable	Computer Check	1/16/2019	Dorota Tomczyk	\$0.00	\$250.00	(\$138,684.64)	1/31/2019	Outstanding
77153	Accounts Payable	Computer Check	1/16/2019	Dwendelyn Brownlee	\$0.00	\$600.00	(\$139,284.64)	1/31/2019	Outstanding
77154	Accounts Payable	Computer Check	1/16/2019	EAST MAINE SCHOOL DISTRICT 6	\$0.00	\$2,000.00	(\$141,284.64)	1/31/2019	Outstanding
77155	Accounts Payable	Computer Check	1/16/2019	EASYPERMITS POSTAGE	\$0.00	\$800.00	(\$142,084.64)	1/31/2019	Outstanding
77156	Accounts Payable	Computer Check	1/16/2019	EBSCO	\$0.00	\$3.30	(\$142,087.94)	1/31/2019	Outstanding
77157	Accounts Payable	Computer Check	1/16/2019	Edward L Moses	\$0.00	\$200.00	(\$142,287.94)	1/31/2019	Outstanding
77158	Accounts Payable	Computer Check	1/16/2019	Elizabeth Czarny	\$0.00	\$11.00	(\$142,298.94)	1/31/2019	Outstanding
77159	Accounts Payable	Computer Check	1/16/2019	Elizabeth Lynch	\$0.00	\$300.00	(\$142,598.94)	1/31/2019	Outstanding
77160	Accounts Payable	Computer Check	1/16/2019	Erikson Institute	\$0.00	\$150.00	(\$142,748.94)	1/31/2019	Outstanding
77161	Accounts Payable	Computer Check	1/16/2019	Erin Berg	\$0.00	\$25.95	(\$142,774.89)	1/31/2019	Outstanding
77162	Accounts Payable	Computer Check	1/16/2019	FIFTH THIRD BANK	\$0.00	\$1,824.98	(\$144,599.87)	1/31/2019	Outstanding
77163	Accounts Payable	Computer Check	1/16/2019	FINDAWAY WORLD, LLC	\$0.00	\$119.97	(\$144,719.84)	1/31/2019	Outstanding
77164	Accounts Payable	Computer Check	1/16/2019	Fire & Security Systems, Inc	\$0.00	\$159.00	(\$144,878.84)	1/31/2019	Outstanding
77165	Accounts Payable	Computer Check	1/16/2019	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$145,274.84)	1/31/2019	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77166	Accounts Payable	Computer Check	1/16/2019	DOROTHEA FRISBIE	\$0.00	\$100.29	(\$145,375.13)	1/31/2019	Outstanding
77167	Accounts Payable	Computer Check	1/16/2019	GARVEY'S OFFICE PRODUCTS	\$0.00	\$236.24	(\$145,611.37)	1/31/2019	Outstanding
77168	Accounts Payable	Computer Check	1/16/2019	GLOBAL INDUSTRIAL EQUIPMEN	\$0.00	\$2,664.70	(\$148,276.07)	1/31/2019	Outstanding
77169	Accounts Payable	Computer Check	1/16/2019	DEBORAH GRAHAM	\$0.00	\$13.86	(\$148,289.93)	1/31/2019	Outstanding
77170	Accounts Payable	Computer Check	1/16/2019	GRAINGER	\$0.00	\$969.82	(\$149,259.75)	1/31/2019	Outstanding
77171	Accounts Payable	Computer Check	1/16/2019	GROOT, INC.	\$0.00	\$227.60	(\$149,487.35)	1/31/2019	Outstanding
77172	Accounts Payable	Computer Check	1/16/2019	HEALTHCARE SERVICE CORPOR	\$0.00	\$44,242.98	(\$193,730.33)	1/31/2019	Outstanding
77173	Accounts Payable	Computer Check	1/16/2019	Jayne D. Herring	\$0.00	\$550.00	(\$194,280.33)	1/31/2019	Outstanding
77174	Accounts Payable	Computer Check	1/16/2019	HOUCHEN BINDERY, LTD.	\$0.00	\$280.00	(\$194,560.33)	1/31/2019	Outstanding
77175	Accounts Payable	Computer Check	1/16/2019	INGRAM LIBRARY SERVICES	\$0.00	\$11,964.76	(\$206,525.09)	1/31/2019	Outstanding
77176	Accounts Payable	Computer Check	1/16/2019	Jo-Ann Stores, LLC	\$0.00	\$1,500.00	(\$208,025.09)	1/31/2019	Outstanding
77177	Accounts Payable	Computer Check	1/16/2019	JOAN MCGEE	\$0.00	\$225.00	(\$208,250.09)	1/31/2019	Outstanding
77178	Accounts Payable	Computer Check	1/16/2019	JOAN MCGEE	\$0.00	\$225.00	(\$208,475.09)	1/31/2019	Outstanding
77179	Accounts Payable	Computer Check	1/16/2019	JOAN MCGEE	\$0.00	\$150.00	(\$208,625.09)	1/31/2019	Outstanding
77180	Accounts Payable	Computer Check	1/16/2019	Jorge Perez	\$0.00	\$150.00	(\$208,775.09)	1/31/2019	Outstanding
77181	Accounts Payable	Computer Check	1/16/2019	THE JOURNAL & TOPICS	\$0.00	\$450.00	(\$209,225.09)	1/31/2019	Outstanding
77182	Accounts Payable	Computer Check	1/16/2019	Kara M Bourke	\$0.00	\$15.00	(\$209,240.09)	1/31/2019	Outstanding
77183	Accounts Payable	Computer Check	1/16/2019	Katherine Reem	\$0.00	\$11.00	(\$209,251.09)	1/31/2019	Outstanding
77184	Accounts Payable	Computer Check	1/16/2019	JAMIE KING	\$0.00	\$115.98	(\$209,367.07)	1/31/2019	Outstanding
77185	Accounts Payable	Computer Check	1/16/2019	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$1,371.60	(\$210,738.67)	1/31/2019	Outstanding
77186	Accounts Payable	Computer Check	1/16/2019	KONICA MINOLTA BUSINESS SO	\$0.00	\$735.17	(\$211,473.84)	1/31/2019	Outstanding
77187	Accounts Payable	Computer Check	1/16/2019	KSIEGARNIA QUO VADIS	\$0.00	\$1,073.00	(\$212,546.84)	1/31/2019	Outstanding
77188	Accounts Payable	Computer Check	1/16/2019	LACONI TECHNOLOGY	\$0.00	\$15.00	(\$212,561.84)	1/31/2019	Outstanding
77189	Accounts Payable	Computer Check	1/16/2019	LOW VOLTAGE SOLUTIONS INC.	\$0.00	\$3,420.00	(\$215,981.84)	1/31/2019	Outstanding
77190	Accounts Payable	Computer Check	1/16/2019	LR Consulting LLC	\$0.00	\$1,500.00	(\$217,481.84)	1/31/2019	Outstanding
77191	Accounts Payable	Computer Check	1/16/2019	VICTORIA LUZ	\$0.00	\$225.47	(\$217,707.31)	1/31/2019	Outstanding
77192	Accounts Payable	Computer Check	1/16/2019	Manufacturers' News, Inc	\$0.00	\$218.90	(\$217,926.21)	1/31/2019	Outstanding
77193	Accounts Payable	Computer Check	1/16/2019	MARQUEE MOVIE PRESENTATI	\$0.00	\$200.00	(\$218,126.21)	1/31/2019	Outstanding
77194	Accounts Payable	Computer Check	1/16/2019	MELISSA MAYBERRY	\$0.00	\$175.00	(\$218,301.21)	1/31/2019	Outstanding
77195	Accounts Payable	Computer Check	1/16/2019	Menards	\$0.00	\$277.90	(\$218,579.11)	1/31/2019	Outstanding
77196	Accounts Payable	Computer Check	1/16/2019	MIDWEST TAPE	\$0.00	\$11,951.54	(\$230,530.65)	1/31/2019	Outstanding
77197	Accounts Payable	Computer Check	1/16/2019	MULTICULTURAL BOOKS & VID	\$0.00	\$1,065.63	(\$231,596.28)	1/31/2019	Outstanding
77198	Accounts Payable	Computer Check	1/16/2019	NICOR GAS	\$0.00	\$1,761.85	(\$233,358.13)	1/31/2019	Outstanding
77199	Accounts Payable	Computer Check	1/16/2019	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$234,239.13)	1/31/2019	Outstanding
77200	Accounts Payable	Computer Check	1/16/2019	OAK BROOK MECHANICAL SERV	\$0.00	\$1,940.00	(\$236,179.13)	1/31/2019	Outstanding
77201	Accounts Payable	Computer Check	1/16/2019	MICHAELENE ORZECOWSKI	\$0.00	\$12.54	(\$236,191.67)	1/31/2019	Outstanding
77202	Accounts Payable	Computer Check	1/16/2019	OverDrive, INC.	\$0.00	\$2,867.73	(\$239,059.40)	1/31/2019	Outstanding
77203	Accounts Payable	Computer Check	1/16/2019	PATTI L. ROZANSKI	\$0.00	\$4.99	(\$239,064.39)	1/31/2019	Outstanding
77204	Accounts Payable	Computer Check	1/16/2019	Paul Guetz	\$0.00	\$3.99	(\$239,068.38)	1/31/2019	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
77205	Accounts Payable	Computer Check	1/16/2019	Penina Silverberg	\$0.00	\$22.94	(\$239,091.32)	1/31/2019	Outstanding
77206	Accounts Payable	Computer Check	1/16/2019	PLIC - SBD GRAND ISLAND	\$0.00	\$1,082.63	(\$240,173.95)	1/31/2019	Outstanding
77207	Accounts Payable	Computer Check	1/16/2019	POLONIA BOOKSTORE, INC.	\$0.00	\$127.35	(\$240,301.30)	1/31/2019	Outstanding
77208	Accounts Payable	Computer Check	1/16/2019	PowerHouse Unlimited Inc	\$0.00	\$33.44	(\$240,334.74)	1/31/2019	Outstanding
77209	Accounts Payable	Computer Check	1/16/2019	Relevant, LLC dba Omnigraphics, Inc.	\$0.00	\$404.45	(\$240,739.19)	1/31/2019	Outstanding
77210	Accounts Payable	Computer Check	1/16/2019	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$241,289.19)	1/31/2019	Outstanding
77211	Accounts Payable	Computer Check	1/16/2019	Saint John Brebeuf School	\$0.00	\$500.00	(\$241,789.19)	1/31/2019	Outstanding
77212	Accounts Payable	Computer Check	1/16/2019	Sally Toma	\$0.00	\$16.99	(\$241,806.18)	1/31/2019	Outstanding
77213	Accounts Payable	Computer Check	1/16/2019	SARAH MUSKIVITCH	\$0.00	\$111.99	(\$241,918.17)	1/31/2019	Outstanding
77214	Accounts Payable	Computer Check	1/16/2019	RUTH SCHUSTER	\$0.00	\$50.35	(\$241,968.52)	1/31/2019	Outstanding
77215	Accounts Payable	Computer Check	1/16/2019	SHELL	\$0.00	\$65.79	(\$242,034.31)	1/31/2019	Outstanding
77216	Accounts Payable	Computer Check	1/16/2019	SMITHEREEN PEST MANAGEMEN	\$0.00	\$118.00	(\$242,152.31)	1/31/2019	Outstanding
77217	Accounts Payable	Computer Check	1/16/2019	Stacy Moss-Paul	\$0.00	\$15.39	(\$242,167.70)	1/31/2019	Outstanding
77218	Accounts Payable	Computer Check	1/16/2019	State Chemical Solutions	\$0.00	\$428.00	(\$242,595.70)	1/31/2019	Outstanding
77219	Accounts Payable	Computer Check	1/16/2019	STEINER ELECTRIC COMPANY	\$0.00	\$356.00	(\$242,951.70)	1/31/2019	Outstanding
77220	Accounts Payable	Computer Check	1/16/2019	STERLING NETWORK INTEGRATI	\$0.00	\$3,126.50	(\$246,078.20)	1/31/2019	Outstanding
77221	Accounts Payable	Computer Check	1/16/2019	SUSAN LEMPKE	\$0.00	\$60.00	(\$246,138.20)	1/31/2019	Outstanding
77222	Accounts Payable	Computer Check	1/16/2019	Technology Management Rev Fund	\$0.00	\$550.00	(\$246,688.20)	1/31/2019	Outstanding
77223	Accounts Payable	Computer Check	1/16/2019	THE SHAKESPEARE PROJECT OF C	\$0.00	\$850.00	(\$247,538.20)	1/31/2019	Outstanding
77224	Accounts Payable	Computer Check	1/16/2019	UAL	\$0.00	\$92.20	(\$247,630.40)	1/31/2019	Outstanding
77225	Accounts Payable	Computer Check	1/16/2019	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$87.67	(\$247,718.07)	1/31/2019	Outstanding
77226	Accounts Payable	Computer Check	1/16/2019	VILLAGE OF NILES	\$0.00	\$334.98	(\$248,053.05)	1/31/2019	Outstanding
77227	Accounts Payable	Computer Check	1/16/2019	VISA	\$0.00	\$2,549.21	(\$250,602.26)	1/31/2019	Outstanding
77228	Accounts Payable	Computer Check	1/16/2019	VISION SERVICE PLAN OF ILLINO	\$0.00	\$572.68	(\$251,174.94)	1/31/2019	Outstanding
77229	Accounts Payable	Computer Check	1/16/2019	VISOGRAPHIC	\$0.00	\$6,077.49	(\$257,252.43)	1/31/2019	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$257,252.43)
Total Payments:	(\$257,252.43)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$257,252.43)

Niles-Maine District Library Bank Register Report - Checking

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Post Date</u>	<u>Status</u>
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Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 16, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77127	\$450.06	AFLAC	\$450.06	-- Monthly Payment December 2018	01-2140-00-00	Payroll Clearing
77128	\$947.17	AGATI	\$491.47	-- Upholstery Repair & Metal base tables	08-6710-67-00	Repairs & Improvements
77128	\$947.17	AGATI	\$455.70	-- Upholstery Repair & Metal base tables	08-6770-67-00	Furniture & Fixtures
77129	\$89.66	Alexa Hansen	\$51.91	-- EE Reimbursement - DIY Program	01-5323-53-03	Programming & Support-Adult-Digital Services
77129	\$89.66	Alexa Hansen	\$37.75	-- EE Reimbursement	01-5323-53-03	Programming & Support-Adult-Digital Services
77130	\$1,800.80	AMARK INDUSTRIES	\$1,800.80	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77131	\$66.63	SYNCB/ AMAZON	\$66.63	-- PO # 85045	01-5326-53-02	Programming & Support-Teen-Youth Services
77132	\$200.00	Annette Bochenek	\$200.00	-- Program: A Night at the Oscars	01-5323-53-01	Programming & Support-Adult-Adult Services
77133	\$3.49	April Lee	\$3.49	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77134	\$274.00	ASSA ABLOY ENTRANCE SYSTEMS US INC.	\$274.00	-- Repairs and Services	08-6720-67-00	Contractual Maintenance
77135	\$43.82	AT&T	\$43.82	-- Monthly Service 11/17 - 12/16/2018	01-5465-54-09	Telephone-Administrative Services
77136	\$395.39	AT&T	\$395.39	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
77137	\$5.99	Basya Breitman	\$5.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77138	\$150.00	BERNADETTA KORYCIARZ	\$150.00	-- Program- Polish Language Stroytime	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77139	\$546.78	Books & Treasures INC	\$244.84	-- Materials	01-4413-44-00	Books-Adult
77139	\$546.78	Books & Treasures INC	\$301.94	-- Materials	01-4413-44-00	Books-Adult
77140	\$116,000.00	C. ACITELLI HEATING & PIPING	\$116,000.00	-- Chiller Replacement	40-5810-58-00	Special Reserve - Equipment
77141	\$1,338.33	CALL ONE	\$1,338.33	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
77142	\$62.23	ARIANNE CAREY	\$46.43	-- EE Reimbursement -Craft Materials	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77142	\$62.23	ARIANNE CAREY	\$15.80	-- EE Mileage Reimbursement VAPL	01-5431-54-02	Mileage-Youth Services
77143	\$16.98	Carmen Cozzone	\$9.99	-- Lost Book Refunds	01-3620-36-00	Lost Books
77143	\$16.98	Carmen Cozzone	\$6.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77144	\$400.00	CDW GOVERNMENT, INC.	\$400.00	-- Erate Funding	08-6760-67-00	Non Capital Expenses
77145	\$16.15	CECILIA CYGNAR	\$8.95	-- EE Reimbursement - BookBites	01-5430-54-01	Professional Development-Adult Services
77145	\$16.15	CECILIA CYGNAR	\$7.20	-- EE Mileage Reimbursement - B.B. & CT Meeting	01-5431-54-01	Mileage-Adult Services
77146	\$121.55	CENGAGE LEARNING, INC.	\$24.79	-- Materials	01-4413-44-00	Books-Adult
77146	\$121.55	CENGAGE LEARNING, INC.	\$43.18	-- Materials	01-4413-44-00	Books-Adult
77146	\$121.55	CENGAGE LEARNING, INC.	\$53.58	-- Materials	01-4413-44-00	Books-Adult
77147	\$545.07	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77147	\$545.07	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77147	\$545.07	CINTAS CORPORATION LOC. 769	\$214.69	-- Mat Service	08-6720-67-00	Contractual Maintenance
77148	\$6,792.33	COMED	\$6,792.33	-- SVC 11/5 - 12/6/2018 (31 Days)	01-5720-57-00	Electric
77149	\$7,665.05	COOPERATIVE COMPUTER SERVICE	\$7,665.05	-- CCS/OCLC Charges Dec 2018	01-5310-53-09	CCS Charges-Administration
77150	\$500.00	CULVER SCHOOL	\$500.00	-- Battle of the Books	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77151	\$3.16	Donna Block	\$3.16	-- EE Reimbursement Study Snacks	01-5326-53-02	Programming & Support-Teen-Youth Services
77152	\$250.00	Dorota Tomczyk	\$250.00	-- Program: Polish Art Painting	01-5323-53-03	Programming & Support-Adult-Digital Services
77153	\$600.00	Dwendelyn Brownlee	\$600.00	-- Program: Chicago Asscn of Black Story Tellers	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77154	\$2,000.00	EAST MAINE SCHOOL DISTRICT 63	\$2,000.00	-- Battle of the Books- Stevenson,Washington,Nelson&Melzer	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77155	\$800.00	EASYPERMIT POSTAGE	\$500.00	-- Replenish Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
77155	\$800.00	EASYPERMIT POSTAGE	\$300.00	-- SendPro Postage	01-5458-54-08	Postage & Freight-Patron Services
77156	\$3.30	EBSCO	\$3.30	-- Materials	01-4423-44-00	Periodicals
77157	\$200.00	Edward L Moses	\$200.00	-- Program: Flowerty- A Hip Hop Poetry Workshop	01-5326-53-02	Programming & Support-Teen-Youth Services
77158	\$11.00	Elizabeth Czarny	\$11.00	-- EE Reimbursement	01-5430-54-08	Professional Development-Patron Services
77159	\$300.00	Elizabeth Lynch	\$300.00	-- Program for Staff day	01-5430-54-09	Professional Development-Administrative Services
77160	\$150.00	Erikson Institute	\$150.00	-- Program: Fussy Baby Network	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77161	\$25.95	Erin Berg	\$25.95	-- Lost Book Refund	01-3620-36-00	Lost Books
77162	\$1,824.98	FIFTH THIRD BANK	\$1,824.98	-- FSA EE Payments December	01-1125-00-00	Cash-Flexible Spending Account
77163	\$119.97	FINDAWAY WORLD, LLC	\$119.97	-- Materials	01-4434-44-00	AV-Youth Services
77164	\$159.00	Fire & Security Systems, Inc	\$159.00	-- Qtrly Fire Alarm/Radio Monitoring	08-6720-67-00	Contractual Maintenance
77165	\$396.00	FLEXSOURCE, LLC	\$56.00	-- Monthly Fee FSA/Health & Dental HRA	01-2140-00-00	Payroll Clearing
77165	\$396.00	FLEXSOURCE, LLC	\$164.00	-- Monthly Fee FSA/Health & Dental HRA	01-5625-56-00	Health Reimbursement Account

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 16, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77165	\$396.00	FLEXSOURCE, LLC	\$176.00	-- Monthly Fee FSA/Health & Dental HRA	01-5630-56-00	Dental
77166	\$100.29	DOROTHEA FRISBIE	\$100.29	-- EE Reimbursement Community Engagement	01-5323-53-01	Programming & Support-Adult-Adult Services
77167	\$236.24	GARVEY'S OFFICE PRODUCTS	\$10.56	-- Office Supplies PO #85058	01-5457-54-01	Office Supplies-Adult Services
77167	\$236.24	GARVEY'S OFFICE PRODUCTS	\$8.52	-- Office Supplies PO #85058	01-5322-53-08	Library Supplies-Patron Services
77167	\$236.24	GARVEY'S OFFICE PRODUCTS	\$102.72	-- Office Supplies PO #85046	01-5457-54-09	Office Supplies-Administrative Services
77167	\$236.24	GARVEY'S OFFICE PRODUCTS	\$72.90	-- Office Supplies PO #85046	01-5457-54-04	Office Supplies-Tech Services
77167	\$236.24	GARVEY'S OFFICE PRODUCTS	\$41.54	-- Office Supplies PO #85046	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77168	\$2,664.70	GLOBAL INDUSTRIAL EQUIPMENT	\$2,664.70	-- Quote # 4781060	08-6760-67-00	Non Capital Expenses
77169	\$13.86	DEBORAH GRAHAM	\$13.86	-- EE Reimbursement General Programs	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77170	\$969.82	GRAINGER	\$349.68	-- PO #85038	01-5420-54-05	Janitorial Supplies-Maintenance Services
77170	\$969.82	GRAINGER	\$89.34	-- Exit Signs	01-5420-54-05	Janitorial Supplies-Maintenance Services
77170	\$969.82	GRAINGER	\$530.80	-- T8 Ballast Lamps	01-5420-54-05	Janitorial Supplies-Maintenance Services
77171	\$227.60	GROOT, INC.	\$227.60	-- Monthly SVC Garbage/Recycle	08-6730-67-00	Non-Contractual Maintenance
77172	\$44,242.98	HEALTHCARE SERVICE CORPORATION	\$44,242.98	-- Group Medical Ins Jan 2019	01-5620-56-00	Group Health
77173	\$550.00	Jayne D. Herring	\$550.00	-- Program: Fused Glass Jewelry	01-5323-53-03	Programming & Support-Adult-Digital Services
77174	\$280.00	HOUCHEM BINDERY, LTD.	\$280.00	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$32.99	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$295.90	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$16.78	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$15.56	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$173.26	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$83.79	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$11.99	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$15.72	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$10.79	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$433.99	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$49.54	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$14.49	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$16.74	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$11.10	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$16.92	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$209.42	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$58.17	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$28.61	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$114.80	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$5.98	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$653.34	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$324.34	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$59.84	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$24.15	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$236.61	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$27.65	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$779.74	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$221.58	-- Materials	01-4414-44-00	Books-Youth Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 16, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$20.70	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$198.01	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$58.13	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$22.59	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$76.30	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$26.98	-- Materials	01-4435-44-00	AV-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$3.45	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$65.59	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$43.48	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$9.01	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$48.05	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$17.99	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$166.84	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$122.96	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$1,024.79	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$31.05	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$51.09	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$714.80	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$8.99	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$27.60	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$349.32	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$90.17	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$101.62	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$338.98	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$335.76	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$26.22	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$63.15	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$6.59	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$31.23	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$20.88	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$61.38	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$111.24	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$33.87	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$12.64	-- Materials	01-4435-44-00	AV-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$28.49	-- Materials	01-4434-44-00	AV-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$144.45	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$65.98	-- Materials	01-4435-44-00	AV-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$58.77	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$10.73	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$3.45	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$249.25	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$44.32	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$22.72	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 16, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$176.55	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$60.52	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$21.46	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$16.17	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$11.98	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$17.97	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$23.96	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$169.45	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$11.99	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$25.16	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$218.89	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$698.88	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$32.43	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$274.83	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$24.28	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$161.59	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$213.11	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$115.14	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$39.55	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$23.09	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$227.96	-- Materials	01-4434-44-00	AV-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$132.01	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$96.30	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$96.00	-- Materials	01-4413-44-00	Books-Adult
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$33.25	-- Materials	01-4414-44-00	Books-Youth Services
77175	\$11,964.76	INGRAM LIBRARY SERVICES	\$24.58	-- Materials	01-4415-44-00	Books-Teen
77176	\$1,500.00	Jo-Ann Stores, LLC	\$1,500.00	-- Creativebug Enterprise Subscription Jan/19 - Jan/20	01-4487-44-00	Online Databases
77177	\$225.00	JOAN MCGEE	\$225.00	-- Program: Chair Yoga for Adults	01-5323-53-01	Programming & Support-Adult-Adult Services
77178	\$225.00	JOAN MCGEE	\$225.00	-- Program: Yoga for Kids	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77179	\$150.00	JOAN MCGEE	\$150.00	-- Staff Day - Chair Yoga	01-5430-54-09	Professional Development-Administrative Services
77180	\$150.00	Jorge Perez	\$150.00	-- Program World Language Storytime	01-5326-53-02	Programming & Support-Teen-Youth Services
77181	\$450.00	THE JOURNAL & TOPICS	\$450.00	-- Statement of Operations	01-5459-54-09	Publication of Notices-Legal
77182	\$15.00	Kara M Bourke	\$15.00	-- Lost Book Refund	01-3620-36-00	Lost Books
77183	\$11.00	Katherine Reem	\$11.00	-- EE Reimbursement	01-5430-54-08	Professional Development-Patron Services
77184	\$115.98	JAMIE KING	\$115.98	-- EE Mileage Reimbursement -	01-5431-54-04	Mileage-Tech Services
77185	\$1,371.60	KLEIN, THORPE & JENKINS, LTD.	\$1,371.60	-- Misc Services	01-5450-54-09	Legal Fees-Administrative Services
77186	\$735.17	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$351.67	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77186	\$735.17	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$204.23	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77186	\$735.17	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$179.27	--Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77187	\$1,073.00	KSIEGARNIA QUO VADIS	\$264.96	-- Materials	01-4423-44-00	Periodicals
77187	\$1,073.00	KSIEGARNIA QUO VADIS	\$808.04	-- Materials	01-4413-44-00	Books-Adult
77188	\$15.00	LACONI TECHNOLOGY	\$15.00	-- Registration J. King	01-5430-54-03	Professional Development-Digital Services

Niles-Maine District Library
Check Detail and Account Distribution
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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77189	\$3,420.00	LOW VOLTAGE SOLUTIONS INC.	\$3,420.00	-- 7Cat 6 Cables to LL	08-6710-67-00	Repairs & Improvements
77190	\$1,500.00	LR Consulting LLC	\$1,500.00	-- Consulting Services for Staff Day	01-5430-54-09	Professional Development-Administrative Services
77191	\$225.47	VICTORIA LUZ	\$225.47	-- EE Reimbursement - In-Service Staff Day	01-5430-54-09	Professional Development-Administrative Services
77192	\$218.90	Manufacturers' News, Inc	\$218.90	-- Materials	01-4413-44-00	Books-Adult
77193	\$200.00	MARQUEE MOVIE PRESENTATIONS, LLC	\$200.00	-- Program: Losing at the Oscars	01-5323-53-01	Programming & Support-Adult-Adult Services
77194	\$175.00	MELISSA MAYBERRY	\$175.00	-- Program: Excel Charts & Graphs	01-5323-53-03	Programming & Support-Adult-Digital Services
77195	\$277.90	Menards	\$95.46	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77195	\$277.90	Menards	\$242.38	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77196	\$11,951.54	MIDWEST TAPE	\$871.62	-- Materials	01-4433-44-00	AV-Adult
77196	\$11,951.54	MIDWEST TAPE	\$336.45	-- Materials	01-4434-44-00	AV-Youth Services
77196	\$11,951.54	MIDWEST TAPE	\$2,593.13	-- Materials	01-4433-44-00	AV-Adult
77196	\$11,951.54	MIDWEST TAPE	\$37.48	-- Materials	01-4434-44-00	AV-Youth Services
77196	\$11,951.54	MIDWEST TAPE	\$59.99	-- Materials	01-4435-44-00	AV-Teen
77196	\$11,951.54	MIDWEST TAPE	\$5,000.00	-- Materials	01-4487-44-00	Online Databases
77196	\$11,951.54	MIDWEST TAPE	\$2,608.22	-- Materials	01-4433-44-00	AV-Adult
77196	\$11,951.54	MIDWEST TAPE	\$72.84	-- Materials	01-4434-44-00	AV-Youth Services
77196	\$11,951.54	MIDWEST TAPE	\$74.21	-- Materials	01-4433-44-00	AV-Adult
77196	\$11,951.54	MIDWEST TAPE	\$198.66	-- Materials	01-4433-44-00	AV-Adult
77196	\$11,951.54	MIDWEST TAPE	\$98.94	-- Materials	01-4434-44-00	AV-Youth Services
77197	\$1,065.63	MULTICULTURAL BOOKS & VIDEOS	\$48.04	-- Materials	01-4413-44-00	Books-Adult
77197	\$1,065.63	MULTICULTURAL BOOKS & VIDEOS	\$200.00	-- Materials	01-4413-44-00	Books-Adult
77197	\$1,065.63	MULTICULTURAL BOOKS & VIDEOS	\$99.30	-- Materials	01-4413-44-00	Books-Adult
77197	\$1,065.63	MULTICULTURAL BOOKS & VIDEOS	\$246.53	-- Materials	01-4413-44-00	Books-Adult
77197	\$1,065.63	MULTICULTURAL BOOKS & VIDEOS	\$241.23	-- Materials	01-4413-44-00	Books-Adult
77197	\$1,065.63	MULTICULTURAL BOOKS & VIDEOS	\$230.53	-- Materials	01-4413-44-00	Books-Adult
77198	\$1,761.85	NICOR GAS	\$1,761.85	-- 11/07-12/10/2018 (33 Days)	01-5710-57-00	Gas
77199	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease January 2019	01-5491-54-09	Parking Lease-Administrative Services
77200	\$1,940.00	OAK BROOK MECHANICAL SERVICES	\$748.00	-- PM Inspections	08-6720-67-00	Contractual Maintenance
77200	\$1,940.00	OAK BROOK MECHANICAL SERVICES	\$1,192.00	-- Repair of Heaters & Pump	08-6710-67-00	Repairs & Improvements
77201	\$12.54	MICHAELENE ORZECZOWSKI	\$12.54	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77202	\$2,867.73	OverDrive, INC.	\$757.72	-- Materials	01-4420-44-00	Downloadables
77202	\$2,867.73	OverDrive, INC.	\$1,098.62	-- Materials	01-4420-44-00	Downloadables
77202	\$2,867.73	OverDrive, INC.	\$76.00	-- Materials	01-4420-44-00	Downloadables
77202	\$2,867.73	OverDrive, INC.	\$935.39	-- Materials	01-4420-44-00	Downloadables
77203	\$4.99	PATTI L. ROZANSKI	\$4.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77204	\$3.99	Paul Guetz	\$3.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77205	\$22.94	Penina Silverberg	\$22.94	-- Lost Books Refund	01-3620-36-00	Lost Books
77206	\$1,082.63	PLIC - SBD GRAND ISLAND	\$1,082.63	-- January 2019 Payment	01-5634-56-00	Life, LTD, AD&D, STD
77207	\$127.35	POLONIA BOOKSTORE, INC.	\$127.35	-- Materials	01-4414-44-00	Books-Youth Services
77208	\$33.44	PowerHouse Unlimited Inc	\$33.44	-- Filters	08-6710-67-00	Repairs & Improvements
77209	\$404.45	Relevant, LLC dba Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
77209	\$404.45	Relevant, LLC dba Omnigraphics, Inc.	\$240.75	-- Materials	01-4413-44-00	Books-Adult
77209	\$404.45	Relevant, LLC dba Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
77210	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
77210	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
77211	\$500.00	Saint John Brebeuf School	\$500.00	-- Battle of the Books	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77212	\$16.99	Sally Toma	\$16.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77213	\$111.99	SARAH MUSKIVITCH	\$111.99	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77214	\$50.35	RUTH SCHUSTER	\$50.35	-- EE Reimbursement	01-5323-53-03	Programming & Support-Adult-Digital Services
77215	\$65.79	SHELL	\$65.79	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
77216	\$118.00	SMITHEREEN PEST MANAGEMENT	\$118.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 16, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77217	\$15.39	Stacy Moss-Paul	\$15.39	-- EE Reimbursement - Upcycle Vinyl Records	01-5323-53-01	Programming & Support-Adult-Adult Services
77218	\$428.00	State Chemical Solutions	\$428.00	-- Quart Tier & Shazam Dirt & Grimer Eraser	08-6710-67-00	Repairs & Improvements
77219	\$356.00	STEINER ELECTRIC COMPANY	\$356.00	-- LED Lamps	01-5420-54-05	Janitorial Supplies-Maintenance Services
77220	\$3,126.50	STERLING NETWORK INTEGRATION	\$3,126.50	-- Software & Support Contract	01-5313-53-06	Software, Licenses-IT Services
77221	\$60.00	SUSAN LEMPKE	\$60.00	-- EE Reimbursement -Staff Day Drawing	01-5430-54-09	Professional Development-Administrative Services
77222	\$550.00	Technology Management Rev Fund	\$550.00	- Internet Connections	01-5312-53-06	Internet Charges-IT Services
77223	\$850.00	THE SHAKESPEARE PROJECT OF CHICAGO	\$850.00	-- Program -Titus Andronicus	01-5323-53-01	Programming & Support-Adult-Adult Services
77224	\$92.20	UAL	\$92.20	-- Graphic Novel Labels	01-5311-53-04	Processing & Supplies-Tech Services
77225	\$87.67	VERNON LIBRARY SUPPLIES, INC.	\$87.67	-- Label Shields	01-5457-54-02	Office Supplies-Youth Services
77226	\$334.98	VILLAGE OF NILES	\$334.98	-- Automatic Water Meter Reading	01-5730-57-00	Water
77227	\$2,549.21	VISA	\$102.94	-- Puzzle Warehouse	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77227	\$2,549.21	VISA	\$74.67	-- PO # 85047 -B&H Photo Video	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77227	\$2,549.21	VISA	\$30.85	-- Notary Supplies PO # 85050	01-5322-53-08	Library Supplies-Patron Services
77227	\$2,549.21	VISA	\$333.95	-- 3D Printer Filament - PO #	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77227	\$2,549.21	VISA	\$18.00	-- December 2018 Receipts	01-5456-54-04	Promotional Expense-Tech Services
77227	\$2,549.21	VISA	\$42.46	-- December 2018 Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
77227	\$2,549.21	VISA	\$36.69	-- December 2018 Receipts	01-5456-54-04	Promotional Expense-Tech Services
77227	\$2,549.21	VISA	\$21.03	-- December 2018 Receipts	01-5312-53-06	Internet Charges-IT Services
77227	\$2,549.21	VISA	\$359.20	-- December 2018 Receipts	01-5456-54-09	Promotional Expense-Administrative Services
77227	\$2,549.21	VISA	\$299.85	-- December 2018 Receipts	01-5312-53-06	Internet Charges-IT Services
77227	\$2,549.21	VISA	\$13.99	-- December 2018 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77227	\$2,549.21	VISA	\$161.67	-- December 2018 Receipts	01-5325-53-07	Programming & Support-Events-Marketing & PR Services
77227	\$2,549.21	VISA	\$9.80	-- December 2018 Receipts	01-5323-53-07	Programming & Support-Adult-Marketing & PR Services
77227	\$2,549.21	VISA	\$13.72	-- December 2018 Receipts	01-5323-53-07	Programming & Support-Adult-Marketing & PR Services
77227	\$2,549.21	VISA	\$650.00	-- December 2018 Receipts	01-4423-44-00	Periodicals
77227	\$2,549.21	VISA	\$164.45	-- December 2018 Receipts	01-5430-54-09	Professional Development-Administrative Services
77227	\$2,549.21	VISA	\$36.77	-- December 2018 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77227	\$2,549.21	VISA	\$31.23	-- December 2018 Receipts	01-5320-53-07	Printing-Marketing & PR Services
77227	\$2,549.21	VISA	\$79.99	-- December 2018 Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77227	\$2,549.21	VISA	\$13.99	-- December 2018 Receipts	01-4420-44-00	Downloadables
77227	\$2,549.21	VISA	\$13.99	-- December 2018 Receipts	01-4420-44-00	Downloadables
77227	\$2,549.21	VISA	\$39.97	-- December 2018 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77228	\$572.68	VISION SERVICE PLAN OF ILLINOIS	\$572.68	-- January 2019 Payment	01-5632-56-00	Vision
77229	\$6,077.49	VISOGRAPHIC	\$68.00	-- Business Cards	01-5320-53-07	Printing-Marketing & PR Services
77229	\$6,077.49	VISOGRAPHIC	\$34.00	-- Business Cards	01-5320-53-08	Printing-Patron Services
77229	\$6,077.49	VISOGRAPHIC	\$305.59	-- Holiday Cards & Envelope	01-5320-53-07	Printing-Marketing & PR Services
77229	\$6,077.49	VISOGRAPHIC	\$5,669.90	-- 25000 Winter Charter One Newsletter	01-5320-53-07	Printing-Marketing & PR Services

Niles-Maine District Library _SPECIAL RESERVE

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5810-58-00, Special Reserve - Equipment									
12/20/2018	33268	Invoice	2472-514	C. ACITELLI HEATING & PIP	C. ACITELLI HEATIN	Posted	12/31/2018	\$116,000.00	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								\$116,000.00	\$0.00
Grand Totals:								\$116,000.00	\$0.00

Niles-Maine District Library

_SPECIAL RESERVE

Report name: _SPECIAL RESERVE REPORT

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (12/1/2018 to 12/31/2018)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Projects

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Project Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)



Coming Together in Niles Township Celebrates Poland

A spectacular variety of programs are planned for this year's Coming Together. A particular highlight will be the Opening Ceremony on Sunday, January 27 at Niles West High School. It begins at 1:00 with demonstrations, refreshments, and a traditional Polish greeting with bread and salt; the program starts at 2:00 and will include music, dancing, theatre performances emceed by Alan Krashesky. Our own Bernadetta Koryciarz has worked tremendously hard as a representative of the Polish community together with her friend Aga Sarrafian, and the two have put their hearts and souls into preparing this celebration. The Opening Ceremony usually brings in over 1000 people, so arrive early if you want to come!

The press conference held here at the Library brought in a large group of people and several reporters including WBBM, and the mayors of Skokie, Lincolnwood, and Niles each spoke. I was very proud to have the Niles-Maine District Library highlighted so well, and enjoyed the opportunity to present the five books being highlighted. I encourage the Board members to look through the program book and find programs that fit their interests and schedules. I'll talk more next month about the featured author who will be visiting in March.

Director activities

In December, I attended the Local Election Officials training at the Schaumburg Public Library, and worked with Diane to get candidate packets and our receipt ready, and with the webmaster to get the correct information on the website concerning filing dates. We had two requests to see packets, and one objection was filed, which was a new experience. One of my vacation days was spent enjoying the new Sue exhibit at the Field Museum interspersed with communicating with library staff on where to send the objection packet and how it should be mailed.

I met with the management team of assistant directors, supervisors, and assistant supervisors to review the second half of the plan and consider what the steps might be to tackle some of the more challenging aspects of the strategic plan, such as how to work with non-English speaking residents. Work on this continues, but is not complete enough to present to the Board at the January meeting.

I conducted two staff surveys on what we call the various floors and desks of the library as we work toward developing uniform language. The second survey focused on the glass desk in the lobby, and in trying to figure out what to call that service desk asked the question, What should we call the people who come to the library? The traditional name is patron, and many of the staff prefer it, but there is some movement toward referring to them as members/visitors—members would be the people who have registered their cards, and people who haven't would be visitors. There was no support for using "customer," which staff felt was out of keeping with the library's mission. We will be developing a script for each desk on how to direct patrons to different areas of the building using this common language once it is decided. I would be interested to hear from Board members who have any thoughts on this.

I am currently finishing the Per Capita Grant application. I have not gotten any estimate for the amount per capita we might receive, so I will again use the money to fund hiring people for project-based work, replacing technology supplies, staff training, and furniture and technology purchases. The school libraries recently received 75 cents per student from the state library, but I don't know if this is an indication of how much the public libraries will receive, so it's important not to designate these funds to vital purchases.

Business Office update

From Greg: We are in the process of receiving bids from the various auditing firms in response to our RFP. We sent copies to eight firms. Two firms declined to submit a proposal and one firm merged with one of the other firms in the pool. We expect to have proposals from five firms which will be summarized and presented for your consideration at the January 16th meeting at which time, the board may choose which firm(s) it would like to have present at the February 20th meeting before awarding the contract.

Work on the new electronic purchase order system continues through its testing phase. We have resolved all of the issues we have encountered and expect to fully roll out the system in the next thirty days.

Work on the expense reimbursement system through Paycom has stalled unfortunately. The Paycom system is unable to accommodate the system of approvals we require in our system of controls. The implementation team at Paycom has submitted programming change requests to its development team which will take the changes under consideration as they package their next version. We have decided to stop working on this altogether at this time and consider other options.

Adult Programs

From Dodie: We had four Holiday Programs this month. One of my Senior Coffee Hours was a presentation by Rochelle Pennington - *All Aboard the Christmas Tree Ship*. This was the true story about the Great Lakes ship that delivered holiday greens to the citizens of Chicago each Christmas season before it was caught in the "Great Storm of 1912". It subsequently went down to the bottom of the lake (Lake Michigan) loaded with 3,000 Christmas trees. The Captain's wife, Barbara, and her three daughters carried on the tradition in honor of "Captain Santa" for more than 20 years. The ship, still loaded with all of its cargo, is a popular diving site off Manitowoc, Wisconsin.



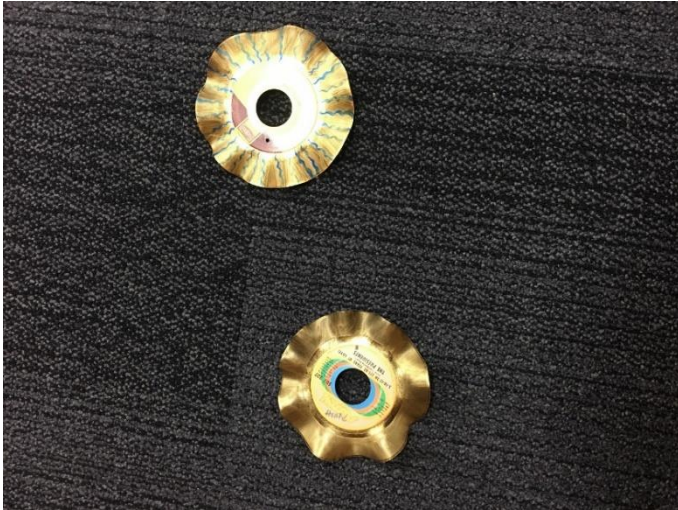
Our second Senior Coffee Hour this month was a Holiday Bingo for Adults. Aileen from Outreach helped out with this fun event by being our “caller”. Patrons (28 of them) had a blast. I created the Bingo cards with the program Bingo Baker. Prizes were purchased from the Dollar Store.



Our third Holiday Program, hosted by Maryellen, was *Music for the Holidays with Bel Sonore Chamber Ensemble*. It was a Sunday afternoon concert and they performed a repertoire ranging from early Baroque to holiday standards.

Our fourth Holiday Program was SOLD OUT! Cecilia had 111 attendees for the Shakespeare Project play “Baker Street Christmas Caper”. It was a lovely performance. This holiday play was only performed at two venues.

Stacy hosted a really interesting 20s/30s Program with Robin, our Marketing Assistant, called “Upcycle Old Vinyl Records”. Participants took old vinyl records, melted them, and shaped them into bowls. Everyone was excited to make use of old albums, to share their stories about their experiences and memories with vinyl records. Half of the attendees were in their 20-30s; the other half were over 40.



Krystyna hosted her Polish Book Discussion on December 3rd with 14 in attendance. It was a special Christmas Book Discussion. Everybody baked a sweet treat to share with the group and they exchanged small gifts to get into the Christmas spirit!

The Adult & Outreach Services Department had its usual book discussions (Book Buzz, Book Bites and Pages Through Time). Judy had her Small Business Counseling (SCORE) programs and also the Job Counseling.

From Suzy: Based on his experience working on the Technology Desk and helping patrons use the computers, Syed came up with the idea to offer a class on different Internet Browsers. The attendees were very engaged with this topic and asked lots of questions. During Tablet Tuesday a patron commented that Best Buy had quoted her \$200 to free up memory on her device and Alexa was able to help her solve the problem for free.

Youth Programs

From Arianne: **KidSpace**

The Winter Reading Challenge is in full swing. This year we are test-driving Beanstack, logging software that allows for remote participation and acts as the back end for record keeping. Beanstack has been adopted by a number of area libraries and has passed muster for departments using it in the same ways we are. The product was first developed as a platform for recording a child’s books as a badging experience and offers readers’ advisory based on likes or dislikes. It is used by the Department of Defense as a Summer Reading simulator for military families who might not have access to library services. They have a very flexible and moldable product that should allow us to work out a format that will accommodate visits and home activities to fill out the Reading Challenge experience. Our first run with Winter Reading has given staff a chance to get to know

the software for recording, and highlighted the different way of recording that we need to anticipate as we are planning our Summer Reading Challenge.

Families, teens, and staff seem to be comfortable in it, though we are still in the getting-to-know-you stage. Participation for KidSpace is at 337 kids completing 253 badges, or punch cards. This is a mix of online and in-person. The breakdown is 63 online registrants and 40 badges compared to 274 in person registrants and 213 punch cards. This compares to our December 2017 statistics of 367 registrants and 200 completed punch cards. Participation comes in part from Mikey Orzechowski's promotion of WRC in the schools. This past month she visited 63 classrooms to share the news about our winter break fun.

The theme in the WonderGround was ART. Ms. Cate used the premise of lines to frame discussion and experimentation with representations of lines. They made spiced oranges the week of Winter Solstice and focused on using lines to represent different things.



We collected 66 new board books to be donated to Advocate General's Early Literacy Initiative.

A special thanks to the board members who pitched in for the cause.

On the morning of Thursday December 6th, April Lee, our Preschool and Daycare Liaison, welcomed a large group of preschoolers, their parents, and teachers from District 63 for a library field trip. Although the preschool teachers didn't ask for RSVPs, they estimated no more than 40 people would show up – so we were all pleasantly surprised when we had a whopping 127 people show up!

April put on a winter-themed storytime for the large group. As more people began rolling in, and the room filled up, teachers helped the parents and children break into groups for tours of the KidSpace department. Many KidSpace staff jumped in to help. Additionally, students engaged in a winter animal scavenger hunt, which helped children explore the KidSpace department with their parents at their own pace. There were some fleeting moments of chaos, but overall, the field trip was a success – especially with 52 new library card applications being submitted! You'll find a note of thanks from the teachers in the communications.



Teen

The teens ran a successful week of Study Snacks and a well received visit from the Rainbow Therapy Dogs during finals week. We had large numbers of teens throughout the building, and coaxed a number of them in the Teen Underground with the arrival of our four-legged friends.



The teen librarians put together a Winter Holidays series that included weekly craft project with the teens. The Kwanzaa craft went exceptionally well; Donna and Rachel got nearly every teen who was just hanging out that evening to participate and they ended up making over 20 cards for hospitalized kids. The teens really showed and expressed a lot of empathy for the people we were making the cards for and took the seven Kwanzaa principles to heart. Another fun craft project was the Krampusnacht masks.



Donna Block applied for the \$1,000 YALSA/Dollar General grant to hire a part-time high school summer intern. We hope to hear back in February.

Creative Studio

From Suzy: This month there were 52 3D print submissions, 4 poster print submissions and 5 VHS to DVD conversions.



Jason, Tommy and myself worked together to offer the ever popular Holiday Family Photos program. This year we streamlined the process with upgraded software and the DSLR camera which produced higher quality photos. This is a wonderful event that our patrons really appreciate and a opportunity to expose the Studio and equipment to the community.



Ruth and Bernadetta taught a class where they instructed attendees on sewing an oven mitt using holiday fabrics. This was a more complex projects for beginners, but the small class size allowed staff to provide plenty of hands-on assistance.

Jason and Tommy hosted a Jingle Bells Karaoke in Studio A for people to sing popular holiday songs in Garageband. Afterwards they received a CD with their own edited recording on them The participants had a lot of fun and were eager to sing.

Alexa hosted a program for attendees to make a no sew sock snowman using sock, buttons and rice. It was a quick and easy craft that attracted a diverse audience of men and women. Attendees appreciated Alexa's instructions and that the craft didn't involve the computer.



Databases

From Suzy: Kanopy had more usage than ever before for the second month in a row at 282 plays. Hoopla drew more new users than ever before for the second month in a row. Eighty new patrons signed up to use Hoopla in November and December. Patrons borrowing and items circulated was higher than it's ever been with 291 patrons borrowing 1249 titles. Kathleen continues to demonstrate her skills in negotiation and saved the Library \$1122 by negotiating database contracts.

Events

From Sasha: Winterpalooza: Arianne (Youth Services) and I collaborated on organizing the Library's annual holiday event which brought in a huge crowd! Over 150 patrons enjoyed a performance by the Gemini Idols Show Choir from Gemini Junior High School. Nearly 190 patrons waited in line in KidSpace for a chance to take a photo with Woody and Jessie from Toy Story. Over 250 kids made a winter craft in the Commons area with their families. Our patrons were very appreciative of the event and I'm sure they are looking forward to next year.



Community Engagement

Judy, Dodie and I attended the Chamber Christmas party along with Trustees Olson, Ryan, and Dimond.

From Dodie: Arianne (KidSpace), Nicole (Patron Services), Robin (Marketing) and I hosted another Triumvera event on December 15th. This outreach was targeted to children and their families. We had 40 attendees and Nicole created 14 new library cards. Arianne did a storytime and we had an easy "winter" penguin craft. We played holiday music and had free play with hoola hoops. It was fun to see families connect and exchange phone numbers so their kids could have playtimes together. We were able to tout library events and handed out Chapter Ones and fliers. This time we had our event in the library/card room at Triumvera. It was interesting to note that several residents remarked they didn't even know that Triumvera had a library! We were then able to point out the Deposit Collection of 50 current books that our library changes out once a month.

Volunteers



From Cyndi: The library gardeners adapted their watering schedules to accommodate the needs of this year's poinsettias. As of this writing they are still looking great! We had an inquiry from a patron wanting to buy a plant and are offering them for \$3 through the library sale.

CCS

From Cyndi: A Polaris upgrade to 6.1 went live on December 8th and the ILS in-house team continues to look into how these new features benefit our patrons and our workflow.

The Morton Grove Library migration to Polaris takes place over the weekend of January 12th, 13th, 14th. We will be offline from Friday night until perhaps Tuesday, but hopefully Monday if all goes well at CCS. During offline operation adjustments are made to due dates and autorenewal cycles to minimize inconvenience to our patrons. When people check out, their transactions are basically dumped in a file to be uploaded after we are back live—the public catalog will function using a frozen database, but patrons will not be able to see their accounts and if it says something should be on the shelf, it may not be.

CCS has re-set item due dates system-wide, and there will be no items due on January 12th, 13th, and 14th. The autorenewal settings require some extra tweaking. In Polaris, autorenewal is attempted only once prior to an item's due date. If the autorenewal fails, the item may still be able to be renewed. Why? Perhaps a hold that was restricting the autorenewal was filled by another item prior to the due date. Patron wanting to keep the item longer are encouraged to check their account to see if the item can be renewed manually or to call the library and ask staff.

From Athena: We are preparing for the next CCS migration to add Morton Grove to our consortium. We will be offline from 1/12/19 to 1/15/19. We are using the initial workprogram for the April 2018 migration as a template for the Morton Grove migration. We are confident things will go just as smoothly as the first migration.

Passport Service

From Athena: In the month of December we accepted 66 applications. To date we have accepted 1,350 applications. All Passport Acceptance Agents have completed their recertifications and I have submitted annual certification for 2019 to the State Department, which allows the Library to continue to accept passport applications.

Voter Registrar Services: I have submitted the necessary paperwork to renew the voter registrar commissions.

Staff update

45 full-time 59 part-time 4 part-time vacancies 6 substitutes

Resignations Dominika Koziol has resigned from her part-time Page position.

Hiring Maria Pondo and Lety Villasenor have been hired for two of the open positions for Patron Services Associate 2

Josh DeLeon has been hired for the open Digital Services IT Assistant position

Staff notes



From Suzy: Bernadetta comes up with creative ideas for the LL Display and this month did not disappoint with her “Eyes on You” display. Googly eyes were added to the books and many people laughed, commented and checked out the titles. It was a welcome distraction from the holiday stress.

Pete gave two new Niles cardholders a tour of the lower level and they were impressed/surprised with Studio A and equipment available to them. They said that would be back to use these services.

Tech Services

From Victoria: During the month of December LaFerne and Debbie have been adding the items that come into Tech to be withdrawn from the collection in a record set in Polaris. This is being done so that the new, improved processes for the movement of material in the building and how it works in Polaris can be tracked to make sure everyone is on the same page and no material is being missed. We will be analyzing the data and continuing the process through January.

Marketing notes

From Sasha: Chapter One Update We are continuing to meet to model and discuss alternative newsletter styles and layouts. In addition, I met with the Postmaster at the Niles Post Office to discuss the mailing issue with Chapter One to apartments/condos. I provided a list of carrier routes where we’ve received feedback from patrons not receiving their newsletter copy. The Postmaster assured me that he would investigate this and true to his word, we received positive feedback from several patrons who have never received a copy. It appears that Chapter One is starting to find its way into the personal mailboxes of more patrons. If anyone hears of any patrons not receiving their issue of Chapter One it is important to pass their address along to us so we can provide more feedback to the post office. Thank you!

ILA Reporter: The Library was featured in the December 2018 issue of the Illinois Library Association's publication, ILA Reporter. Under the article titled, "Non-Traditional" Library Services: Expanding the Library's Offerings While Increasing Community Engagement, we are featured as an example of a library that has worked with outside groups to offer services to our patrons. We're specifically mentioned for our collaboration with organizations such as CJE SeniorLife Counseling and SCORE Chicago (small business guidance).

Building Notes

From Dave: Work continues on the new chiller. Our contractor will be delivering the equipment in the next week to ten days. They have asked for a progress payment which is in this month's check run but we are holding it until such time that we actually receive the equipment and it has been placed on the Library roof and the old chiller has been carted away.

We have been working with the youth/teen librarians to find a solution to the noise in the Teen Underground. So far we have relocated the teen computers away from the perimeter of the space and faced them away from the public computers on the tech floor. We have also been testing different interior window coverings to limit the amount of eye contact between the teens and the public computer users. And finally we will be testing sound deadening panels to limit sound transfer to the second floor which is directly above the teen underground.

Our engineering and architecture firms have completed their walkthroughs 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. We are awaiting their final reports but informally they both have commented on how well the building is being maintained.

Technology

From Rich: Work continues on the reconfiguration of IT Services areas. We have received the security gates, completed the storage enclosure and have begun filling it with spare parts and supplies. Once the storage area is completely filled, Maintenance can begin the reconfiguration of the IT area. This will include enclosing the servers and switches in a limited access space and configuring new office space for the IT staff.

Interesting Patron Questions and Comments

From Dodie:

1. A gentleman called asking if we do I-9 form verifications. We could but could not do the "E Verify" so we referred him to the Application Support Center in Norridge.
2. A woman came in asking for information about a new art technique called "alcohol ink". We did have a book.
3. A high school student requested books about specific "robber barons". We did have some books and also assisted him in accessing Gale Virtual Reference, the historic Tribune and other resources.
4. A question about Project Gutenberg and GVRL for material by Pierre Benoit.
5. Patrons requested books on polio and medical coding.

Committees

Safety and OSHA Compliance Committee *from Cyndi:* Supervisors have received the revised Safety and Security Guide which will be distributed to staff on staff day. We will also conduct another fire drill on staff day specifically focused on all staff using the nearest emergency exit.

Art & Display *From Victoria:* The Art Stop display continues through January. Coming in February, in conjunction with Coming Together in Niles Township we will be hosting the art of Polish-American artists in our Franklin Gallery. Watch for the call for artists on our website.

Sunshine *From Dodie:* The Sunshine Committee hosted a Holiday Potluck Appetizer Day instead of the usual Sweet and Treat Day on Monday, December 10th. We also played a “You’ve Been Elf-ed Game” with staff who opted in. We circulated four holiday mugs that staff filled with \$5 of treats/goodies. These mugs were secretly left on staff desks – kind of like a Secret Santa. Those who played really enjoyed it.

FOIA Requests

12.14.2018 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 data on your elected boards and officials.

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

1. Name
2. Term start date
3. Term end date
4. Salary
5. Email Address

Trustee Calendar

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 Buffalo Grove Arboretum—tell Susan if you plan to attend**

2/20—Regular meeting of the Board of Trustees

March

3/5—Early bird deadline for attending ALA Annual Conference, Washington DC (\$320 reg)

3/20—Regular meeting of the Board of Trustees

April

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

4/17—Regular meeting of the Board of Trustees—Board receives proposed budget

4/26—Chamber's Niles Night of Roses Banquet

4/30--Early advance deadline for attending ALA Annual Conference, Washington DC (\$335 reg)

May

5/20—New trustees begin term

5/22—Regular meeting of the Board of Trustees, swearing in of new trustees—approval of tentative Budget and Appropriations Ordinance

June

6/13—Advance deadline for attending ALA Annual Conference, Washington DC (\$365 reg)

6/19—Regular meeting of the Board of Trustees

6/21-25-- ALA Annual Conference: June 21-25, 2019 Washington DC

PLA Conference: Feb 25-29, 2020 Nashville

Monthly Statistical Report -- December 2018

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	242	182	32.97%			
Renewed District Cards	130	-				
Total District Cardholders	22,818	23,542	-3.08%			
Patron Visits	25,596	26,206	-2.33%			
Unique Library Cards Used	4,384	4,262	2.86%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	38,252	41,370	-7.54%	243,453	262,069	-7.10%
Teens	2,998	3,203	-6.40%	19,771	23,017	-14.10%
Juvenile	38,676	39,359	-1.74%	245,430	254,307	-3.49%
Digital	2,552	1,935	31.89%	14,877	10,905	36.42%
Equipment	141	107	31.78%	772	732	5.46%
TOTAL Loan of Library Materials	82,619	85,974	-3.90%	524,303	551,030	-4.85%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print: Fiction & Nonfiction	17,454	18,885	-7.58%	116,810	124,093	-5.87%
Magazine	997	902	10.53%	7,109	6,439	10.41%
Multimedia: Audio	4,994	4,363	14.46%	24,789	27,500	-9.86%
Multimedia: Visual	14,807	17,220	-14.01%	94,745	104,037	-8.93%
TOTAL Adult Loans	38,252	41,370	-7.54%	243,453	262,069	-7.10%
Teens						
Print: Fiction & Nonfiction	2,230	2,337	-4.58%	15,100	17,465	-13.54%
Magazine	30	30	0.00%	108	158	-31.65%
Multimedia: Audio	108	546	-80.22%	887	3,388	-73.82%
Multimedia: Visual	630	290	117.24%	3,676	2,006	83.25%
TOTAL Teen Loans	2,998	3,203	-6.40%	19,771	23,017	-14.10%
Youth						
Print: Fiction & Nonfiction	31,048	30,200	2.81%	196,042	195,899	0.07%
Magazine	178	187	-4.81%	1,507	1,096	37.50%
Multimedia: Audio	637	2,275	-72.00%	4,157	14,433	-71.20%
Multimedia: Visual	6,813	6,697	1.73%	43,724	42,879	1.97%
TOTAL Youth Loans	38,676	39,359	-1.74%	245,430	254,307	-3.49%
Equipment Loan	141	107	31.78%	772	732	5.46%
Digital eBooks and eAudiobooks	2,552	1,935	31.89%	14,877	10,905	36.42%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	11,967	14,174	-15.57%	87,838	72,351	21.41%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed Through our Interface	6,079	6,468	-6.01%			
Holds Made Available	5,800	8,902	-34.85%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
In-House Use of Materials	7,070	6,647	6.36%	47,126	43,815	7.56%
Items moved on Shelf	4,635	4,454	4.06%	36,893	33,969	8.61%
USE OF PC BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,206	1,045	15.41%	8,440	7,842	7.63%
Digital Services	2,243	2,283	-1.75%	15,540	15,778	-1.51%
Kidspace Express Internet	26	36	-27.78%	223	219	1.83%
Kidspace	1,079	1,034	4.35%	8,869	9,692	-8.49%
Kidspace iPad Usage	250	250	0.00%	2,055	2,160	-4.86%
Teen Underground	393	272	44.49%	2,586	2,543	1.69%
TOTAL PC Users	5,197	4,920	5.63%	37,713	38,234	-1.36%
Patron Wi-Fi Uses	10,686	11,853	-9.85%	70,618	76,079	-7.18%
Scanning & Fax Pages	4,437	3,297	34.58%	32,660	33,206	-1.64%
Print & Copy Pages	15,780	13,617	15.88%	108,587	94,897	14.43%
USE OF STAFF MEDIATED EQUIPMENT						
3D Printer	52	67	-22.39%	202	188	7.45%
Large Scale Poster Printer	4	-		29	16	81.25%
VHS to DVD Conversion	5	7	-28.57%	46	53	-13.21%
TOTAL Use of Staff Mediated Equipment	61	74	-17.57%	277	257	7.78%
USERS OF STAFF MEDIATED SPACES BY LOCATION						
KidSpace Study Room	57	69	-17.39%	387	746	-48.12%
Study Rooms 1-5	669	471	42.04%	3,698	3,099	19.33%
Creative Studio A	49	45	8.89%	374	295	26.78%
Community Meetings in the Library	17			101		
TOTAL Users of Staff Mediated Spaces	792	585	35.38%	4,560	4,140	10.14%

Monthly Statistical Report -- December 2018

MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	27,655	27,017	2.36%			
Facebook "Likes"	1,664	1,450	14.76%			
Buzz Blog views	707	540	30.93%			
Veterans History Blog views	553	-				
Media Hits (includes print and online articles and listings)	6	17	-64.71%			
e-News Subscribers	15,398	16,173	-4.79%			
PR Hosted Community Engagement Event Participants	-	-				
New Resident Letters (November)	158	58	172.41%			
LIBRARY HOLDINGS	Library Holdings	Items Added	Items Withdrawn			
Shelved materials	297,012	2,319	1,478			
Equipment	121	-	-			
eBooks & eAudiobooks (Overdrive, Axis 360)	118,866					
Databases	80					
Total	416,079					
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	93	68	36.76%	667	650	2.62%
Tests Proctored	10	-		75	36	108.33%
Passports Processed	66	20	230.00%	506	20	2430.00%
Voters' Registration	-	-		6	2	200.00%
1-2-1 Instruction	3	9	-66.67%	28	-	
Book Concierge	-	-		3	-	
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	490	642	-23.68%	3,267	12,508	-73.88%
Ready Assistance	7,209	8,787	-17.96%	50,408	53,495	-5.77%
Reference/Research	3,946	5,575	-29.22%	30,383	36,542	-16.85%
TOTAL All Service Desks	11,645	15,004	-22.39%	84,058	102,545	-18.03%
Adult Services (3rd Floor)	726	793	-8.45%	4,949	4,760	3.97%
Commons Desk	7	2	250.00%	65	14	364.29%
Fiction/Audiovisual Services Desk (2nd Floor)	1,037	1,609	-35.55%	7,439	9,175	-18.92%
Patron Services	3,725	5,119	-27.23%	29,056	39,144	-25.77%
Technology Desk	1,660	1,723	-3.66%	11,582	12,011	-3.57%
Teen UnderGround Desk	865	615	40.65%	4,864	5,368	-9.39%
Outreach Service	1,950	2,317	-15.84%	14,505	15,048	-3.61%
Youth Service/KidSpace Desk	2,842	4,104	-30.75%	19,650	25,951	-24.28%
Total Service Desk Interactions	12,812	16,282	-21.31%	92,110	111,471	-17.37%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,086	4,707	-13.19%	26,778	28,924	-7.42%
Items Received from CCS Libraries for Patrons	2,578	3,151	-18.18%	17,928	20,089	-10.76%
Items Lent to OCLC Libraries	249	265	-6.04%	1804	1,864	-3.22%
Items Received from OCLC Libraries for Patrons	41	63	-34.92%	294	587	-49.91%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	183	227	-19.38%			
Number of Visits	140	146	-4.11%			
Institutions						
Number of Institution Deposit Collections	10	11	-9.09%			
Number of Visits	10	11	-9.09%			
Schools						
Items Delivered	425	335	26.87%			
Number of Trips	16	19	-15.79%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	16	117				
Adult and Outreach Services & Programs	4	14				
Digital Services & Programs	2	9				
Patron Services	7	44				
Teen Services & Programs	5	8				
Youth Services & Programs	9	45				
Total Volunteers and Hours This Month	43	237				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>80</i>	<i>313</i>				

Monthly Statistical Report -- December 2018

LIBRARY PROGRAMS AND EVENTS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Youth Programs	132	5,195	79	3,511	47.96%
Teens Programs	23	746	22	1,413	-47.20%
Adults Programs	35	701	17	466	50.43%
Digital Services Programs	12	165	22	252	-34.52%
PR Community Engagement Events	-	-			
TOTAL PROGRAMS AND EVENTS	202	6,807	140	5,642	20.65%
Programs-Youth Audience					
1KBK added visits	ongoing	5			
1KBK registrations	1	-			
Battle of the Books	3	397			
Bibliobop Dance Party!	1	55			
Exciting Writing	1	8			
Family Movie: <i>Christopher Robin</i>	1	60			
I Spy Tank (passive)	1	119			
In-house Toys and Games	1	165			
Mega Mondays-Maker Mon, Mon on the Move, Yoga	3	32			
Reading Patch Club Registrations	1	13			
Reading Patch Club added visits	ongoing	6			
Reading with Rover	1	14			
Scavenger Hunt: Artic Animals	1	152			
School's Out Movie: <i>Mary Poppins</i>	1	50			
Second Saturday Breakfast Bingo	1	35			
Second Sunday: Dancing with Class	1	39			
Story: Babytime	3	97			
Story: Baby Lapsit	5	37			
Story: Evening Family Storytime	3	51			
Story: Rise & Shine Storytime	3	55			
Story: Storytime for 2s and 3s	6	114			
Story: Storytime for 4s and 5s	4	59			
Story: Special Subject <i>Potty Training</i>	1	24			
Teacher use of Die Cut Machine	1	2			
Toddler Playgroup	1	67			
Video Games	1	80			
Winterpalooza: Craft	1	258			
Winterpalooza: Meet and Greet with Woody and Jessie	1	188			
Winterpalooza: Commons Social	1	150			
Winter Reading Challenge Registrations	1	274			
Winter Reading Challenge Return Visits	ongoing	213			
Winter Reading Challenge Library Challenge (passive)	ongoing	147			
Wonder Ground: Art	7	77			
World Language Storytime (Polish, Russian)	2	33			
Writing Center	1	368			
Youth Services Community Engagement Programs					
Elementary Outreach to the Classroom (Culver, Apollo, Stevenson, Twain)	63	1445	Winter Reading Club Promotion		
Elementary Outreach to Families	2	60			
Famished for Fiction (Homeschool, Mark Twain, Culver)	3	51			
Preschool Visit to the Library (EM63 PreK)	1	127			
Preschool Visits to the Classroom (Aristotle Greek School, Embers)	3	68			
Library Day with Storytime at Triumvera	1	40			
Total Youth Services Programs	132	5,195	79	3,511	47.96%
Programs--Teen Audience					
After School Fun (snowflakes, need-a-hand, white board polling)	1	35			
Dungeons & Dragons	1	5			
Games	1	28			
Movies in the Underground: <i>Spiderman Homecoming</i>	1	16			
PAWS to Relax Therapy Dogs	1	50			
Passive Program: NaNoWriMo	1	3			
Teen Study Snacks	3	88			
Teen Advisory Board	1	5			
Video Games	1	86			
Winter Holiday Crafting	4	30			
Winter Reading Challenge Registrations	1	23			
Winter Reading Challenge Completed Badges	ongoing	16			
Winterpalooza: Gemini Choir Performance	1	150			
Teen Services Community Engagement programs					
Classroom Visits (Culver, Maine East)	5	169	Winter Reading Club Promotion		
Famished for Fiction (Gemini)	1	42			
Total Teen Programs	23	746	22	1,413	-47.20%

Winterpalooza	2018	2017
Craft	258	136
Meet & Greet	188	145
Social	300	300
Choir	150	142
Total	896	723

Monthly Statistical Report -- December 2018

General Programs--Adult Audience	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Book Discussions - Book Buzz	1	8			
Book Discussions- Pages Through Time	1	1			
Chair Yoga for Adults	1	15			
Holiday Concert - Bel Sonore Chamber Ensemble	1	19			
Job Counseling	4	3			
Low Vision Support Group (VIM)	1	6			
Low Vision Support Group (VIM) Book Discussion	0	0			
New Release Movie: <i>Book Club</i>	1	16			
New Yorker Discussion Group	3	29			
Oakton Community College English as a Second Language	4	199			
Polish Language Book Discussion	1	14			
Senior Coffee Hour: <i>All Aboard the Christmas Tree Ship</i>	1	16			
Senior Coffee Hour: Holiday Bingo	1	30			
Shakespeare Project of Chicago: <i>Baker Street Christmas Caper</i>	1	111			
Shakespeare Project of Chicago after performance discussion	1	60			
Small Business Counseling	12	2			
Winterpalooza: Commons Social	-	150			
Adult Community Engagement Programs					
BookBites Popular Fiction Discussion	1	22			
Total Adult Programs	35	701	17	466	50.43%
Digital Services Programs -- Adult Audience					
Holiday Family Photos	2	101			
Design a 3D Ornament	1	11			
Microsoft Word Basics	1	1			
Learn to Sew a Quilted Oven Mitt	1	5			
No-Sew Sock Snowman	1	9			
Which Internet Browser Should You Be Using?	1	5			
Jingle Bells Karaoke in the Creative Studio	1	13			
Pomoc Komputerowa w Języku Polskim	1	0			
Tablet Tuesday	1	8			
Silhouette Wednesday	1	5			
Virtual Fridays	1	7			
Total Digital Services (DS) Programs	12	165	22	252	-34.52%
GRAND TOTAL PROGRAMS AND ATTENDANCE	202	6,807	140	5,642	20.65%
LIBRARY EXHIBIT: Art Stop 2018					
COMMUNITY MEETINGS IN LIBRARY SPACES	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Movie Poster Exhibit	1	73			
Ukrainian Women in Business	1	25			
Burning Bush Condo Association	1	20			
Jewish Genealogical Society of Illinois - Board Meeting	1	12			
Wood Park HOA/NS Management Co.	1	12			
Niles Toastmasters Club	1	20			
All American Speakers Toastmasters	2	25			
SAP Study Group	9	54			
TOTAL COMMUNITY MEETINGS	17	241	18	186	29.57%

Tommy,

Thanks so much for all
your help getting those
label files converted and
showing me how to print
the. You are a REAL
asset to the library.
Enjoy & Thanks a million



THANK YOU

April,

Thank you for organizing such a fun event for our preschool families. Both the staff and families had a fantastic time!

It is so great that the library has such great resources for both children and adults. We look forward to working with you in the future.

Thanks,
District 63 preschool team

Patron Suggestions and Comments for January 2019

Responses to Patron Suggestions and Comments

Suggestions

One more outdoor light at the outdoor book return, self-check-in—it feels too dark—unwelcoming, even a bit unsafe.

Thank you for the suggestion—we will definitely look into it.

Beginner's telescope for checkout for home use. N. M., Niles.

Thank you for this suggestion. We are getting ready to begin circulating science kits, and this might be a good addition.

Maybe we could use more senior or adult programs. Thank you.

We would be glad to hear suggestions for programs for adults. We recently added a regular Chair Yoga program, and continue to have our senior coffee hours, History Comes Alive series, book discussions, and other programs we hope are of interest. Of course, we also have many technology-related programs. Can you give us an idea of what you are looking for? Thanks!

Lion's Club box for glasses should be more visible. Maybe at the front entrance? Also, an ashtray in front for smokers.

Thank you for the suggestions.

Frustrations

Tired of phone calls in the computer room—talked to the two IT in the computer room, they informed me this happens all the time. N. D.

Too many people are eating and drinking in the computer area—even knowing there is a space upstairs for eating. This is getting very aggravating. Two women kept eating even after being told not to. One woman even refused to wear headphones because she says they are dirty.

I observed a female librarian from the children's section being totally ineffective in trying to control a group of four very rowdy elementary school boys. This is not the first time I have seen this. I recommend that there be a barrier like the game room installed. Two of us had a hard time concentrating. S. L., Chicago
Each of these frustrations seem to relate to a feeling that staff need to be intervening more with patrons who are causing a disturbance. Thank you for pointing out the issues. We will continue to work on this.

Comments

Vision Board Class best program ever. I loved it! Stacy is an excellent instructor. Please more classes by her. C. S.

I really liked the parenting books on top of the children's books. I wouldn't have sought them out but found them interesting and checked a few out. Good idea!

My name is George and I live in Morton Grove. For the last few months I have been coming to the Niles Library. I always look forward to seeing Ms. Samantha Menard. She is very smart. She always able to find the movies I am looking for where others in your Library could not find. Ms. Samantha is an excellent team member and she is a great asset to the Niles Library. Thank you for having her on your team. G. E. G., Morton Grove

Thank you all so much for writing! I am very proud of our staff who go the extra mile and will pass on your nice words.

January 16, 2019

New Business - Recommended Actions

A. Recommended Action on Chapter One

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

Memorandum A of Recommended Board Action

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



VISOgraphic
1220 W. National Ave.
Addison, IL 60101-3131

PHONE: 630.590-6100
FAX: 630.590-6139
WEBSITE: VISOgraphic.com

*Motion
January*

Niles-Maine District Library
6960 Oakton
Niles IL 60714

Amount Paid _____
Invoice Total **5,669.90**

Invoice: 217046
Invoice Date: 12/12/2018
Job Number: 196829
Customer Number: 0561
Salesperson: Robert M. Dahlke

To Ensure Proper Credit, Return This Top Portion With Your Payment



VISOgraphic
1220 W. National Ave.
Addison, IL 60101-3131

PAID

INVOICE

DATE _____

ACCT. # _____

APPROVED _____

Niles-Maine District Library
6960 Oakton
Niles IL 60714

Invoice: 217046
Invoice Date: 12/12/2018
Job Number: 196829
Customer Number: 0561
Salesperson: Robert M. Dahlke

Purchase Order Number: Sasha Vasilic
Form Number:

VISOgraphic is FSC Certified - Call for Details

Quantity	Description	Price
25,000	Chapter One Newsletter 16 Pages --- SADDLE-STITCH stays 8.5x11	5,669.90

Net Sales: 5,669.90
Invoice Total: **5,669.90**

Terms: Due in 30 days
All Settlements Made Via Credit Card Will be subject To A 3% Surcharge

Ask about the Advantages of UV/LED Printing

3.27 PUBLIC PARTICIPATION AND COMMENT AT BOARD MEETING

The Board of Library Trustees of the Niles-Maine District Library encourages and welcomes public participation and input, and will hear any interested individual pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board while permitting the Board to conduct its meeting in an efficient and effective manner.

Therefore, at each regular meeting, a period of time not to exceed 30 minutes will be devoted to concerns presented by the public. Before appearing before the Board, the members of the public are urged to seek solutions to their concerns through administrative channels. If there are no members of the public wishing to address the Board, the Board may continue with its meeting.

The following rules shall govern speakers who address the Board:

1. Members of the public wishing to speak are asked to sign up with the Director or Board President before the Board Meeting and provide their name, address and topic on which they wish to speak. If applicable, the individual will provide the organization or association with which they are affiliated. NOTE: Members of the public will not be allowed to discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to Library business. No public comments shall be heard on behalf of or opposed to a candidate for public office, nor on any matter that may be subject to discussion by the Board of Library Trustees in closed/executive session in accordance with the Open Meetings Act.
2. Public participation and comment will be permitted during the "Public Comment" portion of the Agenda.
3. The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized.
4. The time allowed for each person to speak will be five (5) minutes. Speakers are asked to strictly adhere to time allocated and to be brief and to the point.
5. Speakers must identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.
6. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be favored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board will be included in the Board's files, but will not be attached to the meeting minutes.

7. Groups are asked to designate a single spokesperson.
8. Board members will generally not respond to comments from speakers. The Board President or other presiding officer may respond as appropriate and, for example, direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.
9. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other presiding officer.
10. Individuals addressing the Board must at all times adhere to the Library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
11. The thirty-minute time limit and/or five-minute maximum per speaker may be extended upon a majority vote of the Board.

The Board vests in the Board President or presiding officer, the authority to terminate the remarks of speakers who fail to adhere to the above rules.

All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.

No final action may be taken on any public comment or concern which requires a resolution, or written contract, or which has the effect of approving any expenditure of funds. The Board may, however, direct that any matter raised on these subjects be set for a future agenda, including the preparation of resolutions or other documents for consideration at such time.

Adopted by the Niles Public Library District Board of Trustees 4.20.11