



Niles-Maine District Library

Regular Meeting

Wednesday, February 20, 2019 7:00 PM



**NILES-MAINE DISTRICT LIBRARY
REGULAR MEETING AGENDA
February 20, 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 January 16, 2019 4
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve payment of the bills for operating expenses of \$216,503.93, payroll expenses of \$290,076.55, for a total monthly expense of \$506,580.48 14
7. Director's Report
 - A. Highlights 27
 - B. Monthly Statistics 45
8. Communications 49
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. New Business
 - A. Interview with Lauterbach and Amen
 - B. Interview with Sikich
 - C. Motion for hiring an auditing firm
 - D. Motion to approve proposed strategic work plan 2019-2020 53
 - E. Motion to approve proposed salary schedule
 - F. Motion to approve proposed salary increase for 2019-2020 budget 61
 - G. Motion to accept a proposal to paint the portico 62
 - H. Notification of the Board regarding the request for proposals from contracting and/or 68

Board Meeting Agenda - February 20, 2019

trade firms to perform various services and replace equipment at the Library

11. Unfinished Business

A. Review of Administrative Policy 3.27 Public Participation and Comment at Board Meetings with possible action

12. Executive Session for the purpose of personnel

13. Final Action - if any, on closed session subject

14. Other

15. Adjournment

**Niles-Maine District Library
Regular Board Meeting Minutes
January 16, 2019
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois**

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

Trustees Present

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

Library Staff Present

Susan Lempke-Library Director; Greg Pritz, Assistant Director and Business Manager; Diane Winberg, Administrative Assistant; Dave Dabrowski, Maintenance Services Supervisor; Sasha Vasilic, Public Relations & Marketing Supervisor; Cyndi Rademacher, Assistant Director

Others Present

Niles Residents Steve Doughty, Ticia Doughty-Ashcroft

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 December 19, 2016

President Dimond referred to the revised Minutes on the table pointing out the revisions in BOLD that were made which included the correct Financial Report as prepared by Treasurer Spadoni for November and Treasurer Spadoni's comment in response to Trustee Drblik's suggestion for hospitality expenses which was recorded at the end the Treasurer's Report.

Trustee Rozanski MOVED the Library Board of Trustees approve the revised Minutes of the Regular Board Meeting of December 19, 2018. Trustee Ryan seconded. Two small changes were made to the minutes.

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

Public Comment

President Dimond invited those who signed in to speak.

Mr. Steve Doughty, a resident of Niles for over 40 years, asked why the Board does not respond to any comments made during "Public Comments." He said it seems disrespectful to the residents.

President Dimond responded that all concerns can be sent directly to the Library Director to which she will respond to with an email or telephone call.

Treasurer's Report

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

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

January 16, 2019

December is the sixth month of the fiscal year and 50.0% through our budget.

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Revenues – Revenues are in line per expectations.

Salaries - On budget.

Page 10

Library Materials – Running slightly higher than budget due to subscription-based costs as discussed during the previous board meetings.

Library Operating Expenditures – At 42%, the overall category is running under budget.

Page 11

General and Administrations: At 39%, the overall category continues well under budget.

Page 12

No items of note.

Page 13

Other than the Worker's Compensation and Unemployment Compensation line items detailed in previous meetings, all line items are running under budget.

Page 18 – Bank Register Report

One item of note is transaction 77140, a payment to C. Acitelli Heating and Piping for \$116,000 under our Special Reserve – Equipment budget line item for the Board approved Chiller replacement. The total bid for the chiller replacement was for \$147,160, so an additional \$31,160 is left to pay for the completion of the project.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$183,465.62, payroll expense of \$278,383.26, Special Reserve Expenses of \$116,000.00, for a total monthly expense of \$577,848.88. Trustee Spadoni seconded.

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

Director's Report

Ms. Lempke passed around a thank you card from the New Yorker Discussion Group that meets weekly at the library, which included a \$120 donation. The Library also received a donation from Mr. Ira Graham, one of the vets in the Veterans' History Project. She distributed the program book for Coming Together and encouraged the trustees to attend some of the programs, noting that one of our staff members had worked very hard together with another member of the Polish community. She also distributed a flyer for a trustee workshop sponsored by ILA in Oak Brook on March 16th. President Dimond said she would like to attend.

Communications

As provided in the Board Packet.

Liaison Reports

Friends of the Library – There was no report.

Legislative

There was no report.

RAILS

There was no report.

Secretary's Report

Trustee Olson reported that 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 and News on December 27, 2018.

New Business

Chapter One

Trustee Rozanski MOVED the Library Board of Trustees approve payment to Visographic in the amount of \$5,669.90 for the publication of the winter issue of Chapter One. Trustee Ryan seconded.

Trustee Drblik said that she doesn't think we have enough information about the 25,000 households receiving Chapter One at a cost of \$30,000 per year. She wants survey included in Chapter One to determine how many people read and respond to the newsletter. Trustee Ryan pointed out that most people would never respond to a survey and we should instead be looking at our library usage. Director Lempke said that we would love more information about how people are using Chapter One but the people who value it the most are the ones who wouldn't go online to answer a survey because they like print. She also stated that the taxpayers have a right to see what's going on in the Library even if they never attend a program themselves. Trustee Martin said he sees Chapter One as part of marketing, and that we should look at the overall marketing budget.

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

Review of Administrative Policy 3.27 Public Participation and Comment at Board Meetings

Ms. Lempke provided the Board with a revised Policy as recommended by the Library's attorney, Dennis Walsh.

A discussion was started by Trustee Drblik on how the Library Board should be more hospitable towards the public in attendance and that the Library Board is the only Board that she knows of that does not interact with the public and does not respond to their comments.

President Dimond stated that Ms. Lempke can reply briefly to a public comment if she has a response at that given time. It was suggested that the sign in sheet include the option for the public to list their contact information if they would like to receive a response directly from the Library Director, and that the Director report back to the Board when she has answered a question.

The Board asked that they be given more time to review the revisions from the Library's attorney against the current policy and that a review of the policy be put on next month's agenda.

Discussion of Board meeting video with possible action

Trustee Drblik noted that the video recordings of the Board meetings were long and difficult to navigate to specific agenda items. Ms. Drblik suggested making the recording more user friendly by having the staff find a way to annotate the tape with clickable links which would take viewers to specific points in the recording where specific agenda items were discussed. Ms. Lempke responded that she would have staff look into it.

Discussion of accounting firm audit proposals

Mr. Pritz provided the Trustees with a packet of proposals from the five out of eight firms that responded to the RFPs for auditing services. Of the five firms, Lauterbach and Amen, LLP and Sikich LLP are the two firms hired by many areas district libraries and are very highly recommended. The Board agreed that these two firms be invited to the February Board Meeting to give presentations on their auditing services. The Board, not really knowing what questions to ask the firms, agreed that the presentations along with Mr. Pritz's recommendation will help them decide which firm to hire.

Regular Board Meeting – January 16, 2019

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.

The meeting adjourned at 8:45 PM.

President

Secretary

DRAFT

Niles-Maine District Library

Balance Sheet

January 31, 2019

	GENERAL FUND 1/31/2019	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$891,502)	(\$5,050)	\$1,164,921	\$268,368
Investments	\$8,068,480			\$8,068,480
Total Cash and Investments	\$7,176,978	(\$5,050)	\$1,164,921	\$8,336,848
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	\$10,071,276	\$277,272	\$1,164,921	\$11,513,469
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$154,862	\$25,531	\$0	\$180,394
Other Liabilities	\$54,242	\$3		\$54,245
Deferred Revenues	\$2,847,045	\$282,323		\$3,129,368
Total Liabilities	\$3,056,149	\$307,857	\$0	\$3,364,006
Fund Balance				
Fund Balance	\$7,015,127	(\$30,584)	\$1,164,921	\$8,149,463
Total Fund Balance	\$7,015,127	(\$30,584)	\$1,164,921	\$8,149,463
Total Liabilities and Fund Balance	\$10,071,276	\$277,272	\$1,164,921	\$11,513,469

Niles-Maine District Library

Income Statement-Consolidated

January 31, 2019

	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	\$15,465	\$12,083	\$3,382	\$61,890	\$84,583	(\$22,693)	\$145,000	43%
Per Capita Grant				\$71,605	\$71,605		\$71,605	100%
Grants-Other		\$83	(\$83)		\$583	(\$583)	\$1,000	
Investment Income	\$17,554	\$8,333	\$9,221	\$107,163	\$58,333	\$48,830	\$100,000	107%
Fines	\$3,123	\$2,083	\$1,040	\$19,409	\$14,583	\$4,826	\$25,000	78%
Lost Books	\$800	\$875	(\$75)	\$4,928	\$6,125	(\$1,197)	\$10,500	47%
Pay For Print	\$1,918	\$1,708	\$210	\$11,181	\$11,958	(\$777)	\$20,500	55%
Book Sale	\$624	\$833	(\$210)	\$5,718	\$5,833	(\$115)	\$10,000	57%
Passports	\$5,889	\$2,917	\$2,972	\$23,012	\$20,417	\$2,595	\$35,000	66%
Non-Resident Fees				\$660		\$660		
Flash Drive & Ear Bud Sales	\$6		\$6	\$33		\$33		
Commissions & Fees	\$0		\$0	(\$16)		(\$16)		
Donations	\$250		\$250	\$370		\$370		
Miscellaneous	\$122	\$113	\$9	\$1,184	\$788	\$396	\$1,350	88%
Total Revenues	\$45,752	\$29,029	\$16,722	\$3,483,903	\$3,404,803	\$79,100	\$7,079,517	49%
Expenditures								
Salaries								
Library Director	\$11,002	\$11,094	\$92	\$77,013	\$77,656	\$643	\$133,124	58%
Payroll-Department Managers	\$15,438	\$15,340	(\$98)	\$107,651	\$107,382	(\$269)	\$184,083	58%
Payroll-Division Supervisors	\$44,957	\$45,080	\$123	\$314,737	\$315,561	\$824	\$540,962	58%
Payroll-Librarian I	\$99,148	\$98,817	(\$330)	\$682,124	\$691,722	\$9,597	\$1,185,809	58%
Payroll-Library Grade V	\$67,589	\$68,150	\$560	\$475,623	\$477,048	\$1,424	\$817,796	58%
Payroll-Library Grade VI	\$32,444	\$31,029	(\$1,414)	\$220,292	\$217,206	(\$3,086)	\$372,353	59%
Payroll-Library Pages	\$6,753	\$11,548	\$4,795	\$53,763	\$80,835	\$27,072	\$138,575	39%
Payroll-Sundays	\$8,248	\$7,500	(\$748)	\$51,752	\$52,500	\$748	\$90,000	58%
Adjustments	\$2,146	\$833	(\$1,312)	\$4,437	\$5,833	\$1,396	\$10,000	44%
Substitutes	\$211	\$2,333	\$2,122	\$2,376	\$16,333	\$13,957	\$28,000	8%
Total Salaries	\$287,935	\$291,725	\$3,790	\$1,989,768	\$2,042,076	\$52,308	\$3,500,702	57%

Niles-Maine District Library
Income Statement-Consolidated

January 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$11,587	\$15,083	\$3,496	\$104,190	\$105,583	\$1,394	\$181,000	58%
Books-Youth Services	\$4,239	\$6,667	\$2,427	\$43,353	\$46,667	\$3,314	\$80,000	54%
Books-Teen	\$701	\$1,271	\$569	\$7,089	\$8,896	\$1,807	\$15,250	46%
Downloadables	\$6,573	\$6,667	\$93	\$53,321	\$46,667	(\$6,655)	\$80,000	67%
Periodicals	\$17,269	\$2,742	(\$14,528)	\$32,525	\$19,192	(\$13,333)	\$32,900	99%
AV-Adult	\$11,221	\$10,167	(\$1,054)	\$75,545	\$71,167	(\$4,378)	\$122,000	62%
AV-Youth Services	\$2,798	\$3,317	\$519	\$17,669	\$23,217	\$5,547	\$39,800	44%
AV-Teen	\$813	\$979	\$166	\$5,561	\$6,854	\$1,293	\$11,750	47%
Online Databases		\$17,500	\$17,500	\$152,452	\$122,500	(\$29,952)	\$210,000	73%
Total Library Materials	\$55,203	\$64,392	\$9,189	\$491,704	\$450,742	(\$40,962)	\$772,700	64%
Library Operating Expenditures								
CCS Charges	\$7,665	\$7,577	(\$88)	\$53,655	\$53,037	(\$619)	\$90,920	59%
Processing & Supplies	\$1,835	\$2,792	\$956	\$17,380	\$19,542	\$2,162	\$33,500	52%
Internet Charges	\$1,868	\$1,533	(\$335)	(\$1,625)	\$10,733	\$12,358	\$18,400	(9)%
Software, Licenses	\$646	\$6,306	\$5,659	\$19,294	\$44,140	\$24,846	\$75,668	25%
Printing	\$548	\$3,575	\$3,027	\$18,719	\$25,025	\$6,306	\$42,900	44%
Library Supplies	\$43	\$575	\$532	\$1,868	\$4,025	\$2,157	\$6,900	27%
Programming & Support-Adult	\$1,273	\$2,520	\$1,247	\$20,465	\$17,637	(\$2,828)	\$30,235	68%
Programming & Support-Juvenile	\$2,839	\$2,894	\$54	\$21,494	\$20,256	(\$1,238)	\$34,725	62%
Programming & Support-Events	\$461	\$508	\$47	\$1,814	\$3,558	\$1,744	\$6,100	30%
Programming & Support-Teen	\$793	\$577	(\$216)	\$5,019	\$4,040	(\$980)	\$6,925	72%
Public Performing Rights		\$167	\$167	\$1,313	\$1,167	(\$146)	\$2,000	66%
Miscellaneous	\$516	\$208	(\$308)	\$1,569	\$1,458	(\$111)	\$2,500	63%
Per Capita Grant Expenditures	\$1,224	\$5,967	\$4,743	\$39,613	\$41,770	\$2,157	\$71,605	55%
Grant - Other Expenditures		\$83	\$83		\$2,333	\$2,333	\$2,750	
Volunteers		\$238	\$238		\$1,662	\$1,662	\$2,850	
Total Library Operating Expenditures	\$19,713	\$35,519	\$15,806	\$200,578	\$250,383	\$49,804	\$427,978	47%

Niles-Maine District Library
Income Statement-Consolidated

January 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,877	\$2,667	\$790	\$20,088	\$18,667	(\$1,421)	\$32,000	63%
Copiers	\$1,314	\$833	(\$481)	\$5,453	\$5,833	\$380	\$10,000	55%
Professional Development	\$3,216	\$2,991	(\$225)	\$15,967	\$20,938	\$4,971	\$35,894	44%
Mileage	\$157	\$304	\$148	\$1,848	\$2,129	\$281	\$3,650	51%
Professional Collection	\$2,434	\$688	(\$1,747)	\$2,846	\$4,813	\$1,966	\$8,250	34%
Legal Fees	\$108	\$604	\$496	\$3,146	\$4,229	\$1,084	\$7,250	43%
Consultants	\$1,363	\$1,250	(\$113)	\$5,623	\$8,750	\$3,127	\$15,000	37%
Kitchen Supplies-Administrative Services	\$143	\$83	(\$60)	\$901	\$583	(\$317)	\$1,000	90%
Promotional Expense	\$1,366	\$1,750	\$384	\$11,536	\$12,250	\$714	\$21,000	55%
Office Supplies	\$1,420	\$2,279	\$859	\$8,817	\$15,954	\$7,137	\$27,350	32%
Postage & Freight	\$3,965	\$1,897	(\$2,068)	\$11,194	\$13,277	\$2,082	\$22,760	49%
Publication of Notices-Legal		\$100	\$100	\$933	\$700	(\$233)	\$1,200	78%
Subscriptions & Dues	\$654	\$708	\$54	\$4,122	\$4,955	\$833	\$8,495	49%
Collection Services	\$1,182	\$83	(\$1,098)	\$1,094	\$583	(\$510)	\$1,000	109%
Telephone	\$3,146	\$1,375	(\$1,771)	\$9,704	\$9,625	(\$79)	\$16,500	59%
Trustee Expense	\$95	\$417	\$322	\$185	\$2,917	\$2,732	\$5,000	4%
Payroll Service	\$2,783	\$1,458	(\$1,324)	\$10,944	\$10,208	(\$735)	\$17,500	63%
Bank Fees	\$114	\$100	(\$14)	\$677	\$700	\$23	\$1,200	56%
Parking Lease	\$881	\$881		\$6,167	\$6,167	\$0	\$10,572	58%
Total General and Administration	\$26,218	\$20,468	(\$5,749)	\$121,245	\$143,278	\$22,033	\$245,621	49%
Vehicle Operation								
Gas, Oil, Grease	\$68	\$83	\$15	\$374	\$583	\$210	\$1,000	37%
Repairs & Maintenance		\$150	\$150		\$1,050	\$1,050	\$1,800	
Miscellaneous		\$8	\$8	\$6	\$58	\$52	\$100	6%
Auto Insurance				\$1,732	\$1,732		\$1,732	100%
Total Vehicle Operation	\$68	\$242	\$174	\$2,112	\$3,424	\$1,312	\$4,632	46%

Niles-Maine District Library
Income Statement-Consolidated

January 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$12,950	\$12,659	(\$291)	\$119,145	\$117,414	(\$1,732)	\$180,706	66%
Group Health	\$40,206	\$40,056	(\$149)	\$268,297	\$280,394	\$12,097	\$480,675	56%
Health Reimbursement Account	\$1,819	\$5,500	\$3,681	\$29,866	\$38,500	\$8,634	\$66,000	45%
Dental	\$3,113	\$1,667	(\$1,446)	\$17,207	\$11,667	(\$5,540)	\$20,000	86%
Vision	\$505	\$583	\$78	\$3,482	\$4,083	\$602	\$7,000	50%
FSA fee		\$100	\$100		\$700	\$700	\$1,200	
Life, LTD, AD&D, STD	\$1,105	\$1,083	(\$22)	\$7,992	\$7,583	(\$408)	\$13,000	61%
Total Employee Fringe Benefits	\$59,697	\$61,648	\$1,951	\$445,988	\$460,341	\$14,353	\$768,581	58%
Utilities								
Gas	\$2,142	\$1,000	(\$1,142)	\$3,904	\$7,000	\$3,096	\$12,000	33%
Electric	\$6,251	\$7,500	\$1,249	\$55,105	\$52,500	(\$2,605)	\$90,000	61%
Water	\$208	\$808	\$600	\$4,084	\$5,658	\$1,575	\$9,700	42%
Total Utilities	\$8,602	\$9,308	\$707	\$63,092	\$65,158	\$2,066	\$111,700	56%
Capital Expenditures								
Special Reserve - Building		\$61,083	\$61,083	\$157,140	\$427,583	\$270,443	\$733,000	21%
Special Reserve - Equipment		\$14,217	\$14,217	\$138,581	\$99,517	(\$39,064)	\$170,600	81%
Total Capital Expenditures	\$0	\$75,300	\$75,300	\$295,721	\$527,100	\$231,379	\$903,600	33%
Audit								
Audit Expense				\$21,200	\$21,200		\$21,200	100%
Total Audit Expenditures	\$0	\$0	\$0	\$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

January 31, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$21,378	\$21,611	\$233	\$147,881	\$151,274	\$3,393	\$259,327	57%
Total Social Security Expenditures	\$21,378	\$21,611	\$233	\$147,881	\$151,274	\$3,393	\$259,327	57%
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	\$2,166	\$1,667	(\$499)	\$6,097	\$11,667	\$5,570	\$20,000	30%
Total Unemployment Compensation Expenditures	\$2,166	\$1,667	(\$499)	\$6,097	\$11,667	\$5,570	\$20,000	30%
Building & Equipment Maintenance								
Repairs & Improvements	\$10,081	\$5,417	(\$4,664)	\$35,447	\$37,917	\$2,470	\$65,000	55%
Contractual Maintenance	\$5,253	\$2,917	(\$2,337)	\$20,367	\$20,417	\$50	\$35,000	58%
Non-Contractual Maintenance	\$6,233	\$3,220	(\$3,013)	\$22,473	\$22,540	\$67	\$38,640	58%
Equipment Maintenance		\$2,375	\$2,375	\$3,862	\$16,625	\$12,763	\$28,500	14%
Non Capital Expenses	\$467	\$2,167	\$1,700	\$12,448	\$15,167	\$2,718	\$26,000	48%
Furniture & Fixtures	\$1,000	\$1,083	\$83	\$10,548	\$7,583	(\$2,965)	\$13,000	81%
Total Building & Equipment Maintenance Expenditures	\$23,034	\$17,178	(\$5,856)	\$105,145	\$120,248	\$15,104	\$206,140	51%
Total Expenditures	\$504,014	\$599,058	\$95,044	\$3,948,559	\$4,306,829	\$358,270	\$7,302,120	54%
NET SURPLUS/(DEFICIT)	(\$458,262)	(\$570,029)	\$111,767	(\$464,656)	(\$902,026)	\$437,370	(\$222,603)	209%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77230	Accounts Payable	Computer Check	2/20/2019	AFLAC	\$0.00	\$450.06	(\$450.06)	2/28/2019	Outstanding
77231	Accounts Payable	Computer Check	2/20/2019	AGATI	\$0.00	\$2,243.81	(\$2,693.87)	2/28/2019	Outstanding
77232	Accounts Payable	Computer Check	2/20/2019	Agnieszka Sarafian	\$0.00	\$250.00	(\$2,943.87)	2/28/2019	Outstanding
77233	Accounts Payable	Computer Check	2/20/2019	Alexa Hansen	\$0.00	\$57.48	(\$3,001.35)	2/28/2019	Outstanding
77234	Accounts Payable	Computer Check	2/20/2019	ALLIANCE ENTERTAINMENT	\$0.00	\$802.36	(\$3,803.71)	2/28/2019	Outstanding
77235	Accounts Payable	Computer Check	2/20/2019	SYNCB/ AMAZON	\$0.00	\$784.91	(\$4,588.62)	2/28/2019	Outstanding
77236	Accounts Payable	Computer Check	2/20/2019	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$365.00	(\$4,953.62)	2/28/2019	Outstanding
77237	Accounts Payable	Computer Check	2/20/2019	Amy Pettit	\$0.00	\$56.97	(\$5,010.59)	2/28/2019	Outstanding
77238	Accounts Payable	Computer Check	2/20/2019	ANDERSON-SAFFORD	\$0.00	\$91.25	(\$5,101.84)	2/28/2019	Outstanding
77239	Accounts Payable	Computer Check	2/20/2019	Anna Mycek-Wodecki	\$0.00	\$150.00	(\$5,251.84)	2/28/2019	Outstanding
77240	Accounts Payable	Computer Check	2/20/2019	April Lee	\$0.00	\$214.93	(\$5,466.77)	2/28/2019	Outstanding
77241	Accounts Payable	Computer Check	2/20/2019	AT&T	\$0.00	\$43.82	(\$5,510.59)	2/28/2019	Outstanding
77242	Accounts Payable	Computer Check	2/20/2019	AT&T	\$0.00	\$997.16	(\$6,507.75)	2/28/2019	Outstanding
77243	Accounts Payable	Computer Check	2/20/2019	BAKER & TAYLOR	\$0.00	\$221.90	(\$6,729.65)	2/28/2019	Outstanding
77244	Accounts Payable	Computer Check	2/20/2019	BERNADETTA KORYCIARZ	\$0.00	\$106.26	(\$6,835.91)	2/28/2019	Outstanding
77245	Accounts Payable	Computer Check	2/20/2019	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$6,985.91)	2/28/2019	Outstanding
77246	Accounts Payable	Computer Check	2/20/2019	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$7,135.91)	2/28/2019	Outstanding
77247	Accounts Payable	Computer Check	2/20/2019	Books & Treasures INC	\$0.00	\$777.94	(\$7,913.85)	2/28/2019	Outstanding
77248	Accounts Payable	Computer Check	2/20/2019	CALL ONE	\$0.00	\$2,724.14	(\$10,637.99)	2/28/2019	Outstanding
77249	Accounts Payable	Computer Check	2/20/2019	ARIANNE CAREY	\$0.00	\$32.70	(\$10,670.69)	2/28/2019	Outstanding
77250	Accounts Payable	Computer Check	2/20/2019	Catherine R Reckey	\$0.00	\$24.99	(\$10,695.68)	2/28/2019	Outstanding
77251	Accounts Payable	Computer Check	2/20/2019	CECILIA CYGNAR	\$0.00	\$267.57	(\$10,963.25)	2/28/2019	Outstanding
77252	Accounts Payable	Computer Check	2/20/2019	CENGAGE LEARNING, INC.	\$0.00	\$1,282.56	(\$12,245.81)	2/28/2019	Outstanding
77253	Accounts Payable	Computer Check	2/20/2019	CFRA	\$0.00	\$210.00	(\$12,455.81)	2/28/2019	Outstanding
77254	Accounts Payable	Computer Check	2/20/2019	Chana P Shapiro	\$0.00	\$16.99	(\$12,472.80)	2/28/2019	Outstanding
77255	Accounts Payable	Computer Check	2/20/2019	CHILUG	\$0.00	\$50.00	(\$12,522.80)	2/28/2019	Outstanding
77256	Accounts Payable	Computer Check	2/20/2019	CINTAS CORPORATION LOC. 769	\$0.00	\$957.85	(\$13,480.65)	2/28/2019	Outstanding
77257	Accounts Payable	Computer Check	2/20/2019	CLASSIC DESIGN AWARDS, INC.	\$0.00	\$53.00	(\$13,533.65)	2/28/2019	Outstanding
77258	Accounts Payable	Computer Check	2/20/2019	Claudia Cisneros-Bello	\$0.00	\$9.99	(\$13,543.64)	2/28/2019	Outstanding
77259	Accounts Payable	Computer Check	2/20/2019	COMED	\$0.00	\$6,251.47	(\$19,795.11)	2/28/2019	Outstanding
77260	Accounts Payable	Computer Check	2/20/2019	COOPERATIVE COMPUTER SERV	\$0.00	\$7,665.05	(\$27,460.16)	2/28/2019	Outstanding
77261	Accounts Payable	Computer Check	2/20/2019	Covers Unlimited Corp	\$0.00	\$980.00	(\$28,440.16)	2/28/2019	Outstanding
77262	Accounts Payable	Computer Check	2/20/2019	Dana Walton	\$0.00	\$23.95	(\$28,464.11)	2/28/2019	Outstanding
77263	Accounts Payable	Computer Check	2/20/2019	DOMINIC A. PACYGA	\$0.00	\$200.00	(\$28,664.11)	2/28/2019	Outstanding
77264	Accounts Payable	Computer Check	2/20/2019	Donna Block	\$0.00	\$16.02	(\$28,680.13)	2/28/2019	Outstanding
77265	Accounts Payable	Computer Check	2/20/2019	Dzika Fitness Limited	\$0.00	\$150.00	(\$28,830.13)	2/28/2019	Outstanding
77266	Accounts Payable	Computer Check	2/20/2019	EASYPERMIT POSTAGE	\$0.00	\$1,300.00	(\$30,130.13)	2/28/2019	Outstanding
77267	Accounts Payable	Computer Check	2/20/2019	EBSCO	\$0.00	\$19,162.71	(\$49,292.84)	2/28/2019	Outstanding
77268	Accounts Payable	Computer Check	2/20/2019	MARYELLEN ESSIG	\$0.00	\$45.56	(\$49,338.40)	2/28/2019	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77269	Accounts Payable	Computer Check	2/20/2019	FIFTH THIRD BANK	\$0.00	\$1,919.14	(\$51,257.54)	2/28/2019	Outstanding
77270	Accounts Payable	Computer Check	2/20/2019	FINDAWAY WORLD, LLC	\$0.00	\$359.92	(\$51,617.46)	2/28/2019	Outstanding
77271	Accounts Payable	Computer Check	2/20/2019	FLEXSOURCE, LLC	\$0.00	\$392.00	(\$52,009.46)	2/28/2019	Outstanding
77272	Accounts Payable	Computer Check	2/20/2019	FLOOR INNOVATIONS	\$0.00	\$1,260.00	(\$53,269.46)	2/28/2019	Outstanding
77273	Accounts Payable	Computer Check	2/20/2019	Fun Express, LLC	\$0.00	\$134.40	(\$53,403.86)	2/28/2019	Outstanding
77274	Accounts Payable	Computer Check	2/20/2019	GARVEY'S OFFICE PRODUCTS	\$0.00	\$686.91	(\$54,090.77)	2/28/2019	Outstanding
77275	Accounts Payable	Computer Check	2/20/2019	GENESIS TECHNOLOGIES, INC.	\$0.00	\$781.97	(\$54,872.74)	2/28/2019	Outstanding
77276	Accounts Payable	Computer Check	2/20/2019	GMA Cleaning Inc.	\$0.00	\$6,000.00	(\$60,872.74)	2/28/2019	Outstanding
77277	Accounts Payable	Computer Check	2/20/2019	GRAINGER	\$0.00	\$416.75	(\$61,289.49)	2/28/2019	Outstanding
77278	Accounts Payable	Computer Check	2/20/2019	GRETA ULRICH	\$0.00	\$12.76	(\$61,302.25)	2/28/2019	Outstanding
77279	Accounts Payable	Computer Check	2/20/2019	GROOT, INC.	\$0.00	\$232.60	(\$61,534.85)	2/28/2019	Outstanding
77280	Accounts Payable	Computer Check	2/20/2019	HALL PASS	\$0.00	\$24.00	(\$61,558.85)	2/28/2019	Outstanding
77281	Accounts Payable	Computer Check	2/20/2019	HALLETT MOVERS	\$0.00	\$1,000.00	(\$62,558.85)	2/28/2019	Outstanding
77282	Accounts Payable	Computer Check	2/20/2019	HEALTHCARE SERVICE CORPOR	\$0.00	\$46,161.66	(\$108,720.51)	2/28/2019	Outstanding
77283	Accounts Payable	Computer Check	2/20/2019	Hira Danish	\$0.00	\$12.95	(\$108,733.46)	2/28/2019	Outstanding
77284	Accounts Payable	Computer Check	2/20/2019	INGRAM LIBRARY SERVICES	\$0.00	\$13,276.01	(\$122,009.47)	2/28/2019	Outstanding
77285	Accounts Payable	Computer Check	2/20/2019	IRON MOUNTAIN	\$0.00	\$516.25	(\$122,525.72)	2/28/2019	Outstanding
77286	Accounts Payable	Computer Check	2/20/2019	J & D Instant Signs, Inc	\$0.00	\$240.00	(\$122,765.72)	2/28/2019	Outstanding
77287	Accounts Payable	Computer Check	2/20/2019	Johnson Controls Fire Protection LP	\$0.00	\$18.87	(\$122,784.59)	2/28/2019	Outstanding
77288	Accounts Payable	Computer Check	2/20/2019	Jorge Perez	\$0.00	\$150.00	(\$122,934.59)	2/28/2019	Outstanding
77289	Accounts Payable	Computer Check	2/20/2019	Katarzyna Derda	\$0.00	\$100.00	(\$123,034.59)	2/28/2019	Outstanding
77290	Accounts Payable	Computer Check	2/20/2019	Kathleen Weiss	\$0.00	\$12.25	(\$123,046.84)	2/28/2019	Outstanding
77291	Accounts Payable	Computer Check	2/20/2019	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$84.00	(\$123,130.84)	2/28/2019	Outstanding
77292	Accounts Payable	Computer Check	2/20/2019	JASON KOLLUM	\$0.00	\$395.00	(\$123,525.84)	2/28/2019	Outstanding
77293	Accounts Payable	Computer Check	2/20/2019	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,314.19	(\$124,840.03)	2/28/2019	Outstanding
77294	Accounts Payable	Computer Check	2/20/2019	Kristen L Kelpsch	\$0.00	\$14.97	(\$124,855.00)	2/28/2019	Outstanding
77295	Accounts Payable	Computer Check	2/20/2019	LACONI TSS	\$0.00	\$90.00	(\$124,945.00)	2/28/2019	Outstanding
77296	Accounts Payable	Computer Check	2/20/2019	R. J. LINDSEY	\$0.00	\$325.00	(\$125,270.00)	2/28/2019	Outstanding
77297	Accounts Payable	Computer Check	2/20/2019	MAINE TOWNSHIP MAINESTREA	\$0.00	\$250.00	(\$125,520.00)	2/28/2019	Outstanding
77298	Accounts Payable	Computer Check	2/20/2019	Manufacturers' News, Inc	\$0.00	\$222.90	(\$125,742.90)	2/28/2019	Outstanding
77299	Accounts Payable	Computer Check	2/20/2019	Marta Skowronska	\$0.00	\$22.78	(\$125,765.68)	2/28/2019	Outstanding
77300	Accounts Payable	Computer Check	2/20/2019	Menards	\$0.00	\$1,400.62	(\$127,166.30)	2/28/2019	Outstanding
77301	Accounts Payable	Computer Check	2/20/2019	MIDWEST TAPE	\$0.00	\$13,358.16	(\$140,524.46)	2/28/2019	Outstanding
77302	Accounts Payable	Computer Check	2/20/2019	MULTICULTURAL BOOKS & VID	\$0.00	\$353.42	(\$140,877.88)	2/28/2019	Outstanding
77303	Accounts Payable	Computer Check	2/20/2019	NICOR GAS	\$0.00	\$2,142.02	(\$143,019.90)	2/28/2019	Outstanding
77304	Accounts Payable	Computer Check	2/20/2019	NILES CHAMBER OF COMMERCE	\$0.00	\$245.00	(\$143,264.90)	2/28/2019	Outstanding
77305	Accounts Payable	Computer Check	2/20/2019	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$144,145.90)	2/28/2019	Outstanding
77306	Accounts Payable	Computer Check	2/20/2019	NOTARY PUBLIC ASSOCIATION O	\$0.00	\$69.00	(\$144,214.90)	2/28/2019	Outstanding
77307	Accounts Payable	Computer Check	2/20/2019	OAK BROOK MECHANICAL SERV	\$0.00	\$4,803.45	(\$149,018.35)	2/28/2019	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
77308	Accounts Payable	Computer Check	2/20/2019	MICHAELENE ORZECOWSKI	\$0.00	\$70.94	(\$149,089.29)	2/28/2019	Outstanding
77309	Accounts Payable	Computer Check	2/20/2019	OverDrive, INC.	\$0.00	\$6,545.39	(\$155,634.68)	2/28/2019	Outstanding
77310	Accounts Payable	Computer Check	2/20/2019	Patrucja Stepniak	\$0.00	\$300.00	(\$155,934.68)	2/28/2019	Outstanding
77311	Accounts Payable	Computer Check	2/20/2019	Peapod	\$0.00	\$401.17	(\$156,335.85)	2/28/2019	Outstanding
77312	Accounts Payable	Computer Check	2/20/2019	PENGUIN RANDOM HOUSE LLC	\$0.00	\$52.50	(\$156,388.35)	2/28/2019	Outstanding
77313	Accounts Payable	Computer Check	2/20/2019	PETERS & ASSOCIATES, INC.	\$0.00	\$1,362.99	(\$157,751.34)	2/28/2019	Outstanding
77314	Accounts Payable	Computer Check	2/20/2019	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$601.59	(\$158,352.93)	2/28/2019	Outstanding
77315	Accounts Payable	Computer Check	2/20/2019	PLIC - SBD GRAND ISLAND	\$0.00	\$1,104.89	(\$159,457.82)	2/28/2019	Outstanding
77316	Accounts Payable	Computer Check	2/20/2019	RAINBOW AAT	\$0.00	\$150.00	(\$159,607.82)	2/28/2019	Outstanding
77317	Accounts Payable	Computer Check	2/20/2019	Rajesh K Raju	\$0.00	\$29.99	(\$159,637.81)	2/28/2019	Outstanding
77318	Accounts Payable	Computer Check	2/20/2019	Relevant, LLC dba Omnigraphics, Inc.	\$0.00	\$81.85	(\$159,719.66)	2/28/2019	Outstanding
77319	Accounts Payable	Computer Check	2/20/2019	RESERVE ACCOUNT	\$0.00	\$2,050.00	(\$161,769.66)	2/28/2019	Outstanding
77320	Accounts Payable	Computer Check	2/20/2019	Robin Komie	\$0.00	\$51.17	(\$161,820.83)	2/28/2019	Outstanding
77321	Accounts Payable	Computer Check	2/20/2019	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$162,490.83)	2/28/2019	Outstanding
77322	Accounts Payable	Computer Check	2/20/2019	SARAH MUSKIVITCH	\$0.00	\$205.44	(\$162,696.27)	2/28/2019	Outstanding
77323	Accounts Payable	Computer Check	2/20/2019	SASHA VASILIC	\$0.00	\$88.88	(\$162,785.15)	2/28/2019	Outstanding
77324	Accounts Payable	Computer Check	2/20/2019	RUTH SCHUSTER	\$0.00	\$450.00	(\$163,235.15)	2/28/2019	Outstanding
77325	Accounts Payable	Computer Check	2/20/2019	SHELL	\$0.00	\$67.87	(\$163,303.02)	2/28/2019	Outstanding
77326	Accounts Payable	Computer Check	2/20/2019	SMITHEREEN PEST MANAGEMEN	\$0.00	\$118.00	(\$163,421.02)	2/28/2019	Outstanding
77327	Accounts Payable	Computer Check	2/20/2019	SUPERIOR COPIES	\$0.00	\$308.46	(\$163,729.48)	2/28/2019	Outstanding
77328	Accounts Payable	Computer Check	2/20/2019	Technology Management Rev Fund	\$0.00	\$550.00	(\$164,279.48)	2/28/2019	Outstanding
77329	Accounts Payable	Computer Check	2/20/2019	THE LIBRARY STORE	\$0.00	\$103.41	(\$164,382.89)	2/28/2019	Outstanding
77330	Accounts Payable	Computer Check	2/20/2019	Tironilie Constantin	\$0.00	\$13.96	(\$164,396.85)	2/28/2019	Outstanding
77331	Accounts Payable	Computer Check	2/20/2019	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$556.96	(\$164,953.81)	2/28/2019	Outstanding
77332	Accounts Payable	Computer Check	2/20/2019	UNIQUE MANAGEMENT SERVICE	\$0.00	\$1,315.65	(\$166,269.46)	2/28/2019	Outstanding
77333	Accounts Payable	Computer Check	2/20/2019	VERIZON WIRELESS	\$0.00	\$377.85	(\$166,647.31)	2/28/2019	Outstanding
77334	Accounts Payable	Computer Check	2/20/2019	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$866.00	(\$167,513.31)	2/28/2019	Outstanding
77335	Accounts Payable	Computer Check	2/20/2019	VILLAGE OF NILES	\$0.00	\$208.20	(\$167,721.51)	2/28/2019	Outstanding
77336	Accounts Payable	Computer Check	2/20/2019	VISA	\$0.00	\$7,353.99	(\$175,075.50)	2/28/2019	Outstanding
77337	Accounts Payable	Computer Check	2/20/2019	VISION SERVICE PLAN OF ILLINO	\$0.00	\$578.86	(\$175,654.36)	2/28/2019	Outstanding
77338	Accounts Payable	Computer Check	2/20/2019	WESTERN IRRIGATION, INC.	\$0.00	\$672.70	(\$176,327.06)	2/28/2019	Outstanding
77339	Accounts Payable	Computer Check	2/20/2019	SUZANNE WULF	\$0.00	\$310.39	(\$176,637.45)	2/28/2019	Outstanding
77340	Accounts Payable	Computer Check	2/20/2019	X-PERT LANDSCAPING INC.	\$0.00	\$4,158.75	(\$180,796.20)	2/28/2019	Outstanding

Niles-Maine District Library Bank Register Report - Checking

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

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$180,796.20)
Total Payments:	(\$180,796.20)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$180,796.20)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated February 20, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77230	\$450.06	AFLAC	\$450.06	-- Monthly Payment January 2019	01-2140-00-00	Payroll Clearing
77231	\$2,243.81	AGATI	\$2,243.81	-- Upholstery Repair & Maintenance	08-6710-67-00	Repairs & Improvements
77232	\$250.00	Agnieszka Sarafian	\$250.00	-- Program: Pisanka Galore	01-5323-53-03	Programming & Support-Adult-Digital Services
77233	\$57.48	Alexa Hansen	\$10.98	-- EE Reimbursement -DIY	01-5323-53-03	Programming & Support-Adult-Digital Services
77233	\$57.48	Alexa Hansen	\$22.27	-- EE Mileage Reimbursement	01-5431-54-03	Mileage-Digital Services
77233	\$57.48	Alexa Hansen	\$20.23	-- EE Reimbursement - Maker Lab	01-5323-53-03	Programming & Support-Adult-Digital Services
77233	\$57.48	Alexa Hansen	\$4.00	-- EE Reimbursement- Silhouette Wednesday	01-5323-53-03	Programming & Support-Adult-Digital Services
77234	\$802.36	ALLIANCE ENTERTAINMENT	\$179.64	-- Materials	01-4433-44-00	AV-Adult
77234	\$802.36	ALLIANCE ENTERTAINMENT	\$270.10	-- Materials	01-4433-44-00	AV-Adult
77234	\$802.36	ALLIANCE ENTERTAINMENT	\$364.11	-- Materials	01-4433-44-00	AV-Adult
77235	\$784.91	SYNCB/ AMAZON	\$18.79	-- PO # 85060	08-6710-67-00	Repairs & Improvements
77235	\$784.91	SYNCB/ AMAZON	\$19.95	-- PO 85042	01-5457-54-07	Office Supplies-Marketing & PR Services
77235	\$784.91	SYNCB/ AMAZON	\$345.05	-- PO # 85049	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77235	\$784.91	SYNCB/ AMAZON	\$19.99	-- PO # 85073	01-5323-53-03	Programming & Support-Adult-Digital Services
77235	\$784.91	SYNCB/ AMAZON	\$198.00	-- PO # 85073	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77235	\$784.91	SYNCB/ AMAZON	\$121.92	-- PO # 85073	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77235	\$784.91	SYNCB/ AMAZON	\$39.99	-- PO # 85073	01-5326-53-02	Programming & Support-Teen-Youth Services
77235	\$784.91	SYNCB/ AMAZON	\$5.69	-- PO #85079	01-5457-54-09	Office Supplies-Administrative Services
77235	\$784.91	SYNCB/ AMAZON	\$15.53	-Inv#46555595454 & 437863698434	01-5323-53-02	Programming & Support-Adult-Youth Services
77236	\$365.00	AMERICAN LIBRARY ASSOCIATION	\$220.00	-- Membership Renewal C.R.	01-5461-54-09	Subscriptions & Dues-Administrative Services
77236	\$365.00	AMERICAN LIBRARY ASSOCIATION	\$145.00	-- Membership Renewal	01-5461-54-02	Subscriptions & Dues-Youth Services
77237	\$56.97	Amy Pettit	\$56.97	-- Lost Book Refund	01-3620-36-00	Lost Books
77238	\$91.25	ANDERSON-SAFFORD	\$91.25	-- Ink Pads	01-5322-53-08	Library Supplies-Patron Services
77239	\$150.00	Anna Mycek-Wodecki	\$150.00	-- Program: Storytime with the Author	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77240	\$214.93	April Lee	\$33.00	-- EE Reimbursement Preschool & Daycare Fair	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77240	\$214.93	April Lee	\$10.79	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77240	\$214.93	April Lee	\$171.14	-- EE Reimbursement- Opening Minds	01-5430-54-02	Professional Development-Youth Services
77241	\$43.82	AT&T	\$43.82	-- Monthly Service 12/17/2018-01/16/2019	01-5465-54-09	Telephone-Administrative Services
77242	\$997.16	AT&T	\$997.16	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
77243	\$221.90	BAKER & TAYLOR	\$181.75	-- Materials	01-4413-44-00	Books-Adult
77243	\$221.90	BAKER & TAYLOR	\$40.15	-- Materials	01-4413-44-00	Books-Adult
77244	\$106.26	BERNADETТА KORYCIARZ	\$106.26	-- EE Reimbursement -Learn to Knit	01-5323-53-03	Programming & Support-Adult-Digital Services
77245	\$150.00	BERNADETТА KORYCIARZ	\$150.00	-- Program-World Language Story Time	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77246	\$150.00	BERNADETТА KORYCIARZ	\$150.00	-- Program: World Language Storytime	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77247	\$777.94	Books & Treasures INC	\$241.89	-- Materials	01-4413-44-00	Books-Adult
77247	\$777.94	Books & Treasures INC	\$303.50	-- Materials	01-4413-44-00	Books-Adult
77247	\$777.94	Books & Treasures INC	\$232.55	-- Materials	01-4414-44-00	Books-Youth Services
77248	\$2,724.14	CALL ONE	\$1,360.20	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
77248	\$2,724.14	CALL ONE	\$1,363.94	-- Monthly phone Bill	01-5465-54-09	Telephone-Administrative Services
77249	\$32.70	ARIANNE CAREY	\$32.70	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77250	\$24.99	Catherine R Reckey	\$24.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77251	\$267.57	CECILIA CYGNAR	\$11.72	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
77251	\$267.57	CECILIA CYGNAR	\$52.94	-- EE Reimbursement - Feb-Movie Showings	01-5323-53-01	Programming & Support-Adult-Adult Services
77251	\$267.57	CECILIA CYGNAR	\$158.35	-- EE Reimbursement - ALA Midwinter	01-5430-54-01	Professional Development-Adult Services
77251	\$267.57	CECILIA CYGNAR	\$26.85	-- EE Reimbursement	01-5323-53-01	Programming & Support-Adult-Adult Services
77251	\$267.57	CECILIA CYGNAR	\$12.95	--EE Reimbursement BookBites	01-5323-53-01	Programming & Support-Adult-Adult Services
77251	\$267.57	CECILIA CYGNAR	\$4.76	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
77252	\$1,282.56	CENGAGE LEARNING, INC.	\$74.37	-- Materials	01-4413-44-00	Books-Adult
77252	\$1,282.56	CENGAGE LEARNING, INC.	\$27.99	-- Materials	01-4413-44-00	Books-Adult
77252	\$1,282.56	CENGAGE LEARNING, INC.	\$661.95	-- Materials	01-4413-44-00	Books-Adult
77252	\$1,282.56	CENGAGE LEARNING, INC.	\$27.19	-- Materials	01-4413-44-00	Books-Adult

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77252	\$1,282.56	CENGAGE LEARNING, INC.	\$272.73	-- Materials	01-4413-44-00	Books-Adult
77252	\$1,282.56	CENGAGE LEARNING, INC.	\$31.19	-- Materials	01-4413-44-00	Books-Adult
77252	\$1,282.56	CENGAGE LEARNING, INC.	\$30.39	-- Materials	01-4413-44-00	Books-Adult
77252	\$1,282.56	CENGAGE LEARNING, INC.	\$156.75	-- Materials	01-4413-44-00	Books-Adult
77253	\$210.00	CFRA	\$210.00	-- Materials	01-4413-44-00	Books-Adult
77254	\$16.99	Chana P Shapiro	\$16.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77255	\$50.00	CHILUG	\$50.00	-- Program: Chilug Leg Day	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77256	\$957.85	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77256	\$957.85	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77256	\$957.85	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77256	\$957.85	CINTAS CORPORATION LOC. 769	\$247.59	-- Mat Service	08-6720-67-00	Contractual Maintenance
77256	\$957.85	CINTAS CORPORATION LOC. 769	\$214.69	-- Mat Service	08-6720-67-00	Contractual Maintenance
77257	\$53.00	CLASSIC DESIGN AWARDS, INC.	\$53.00	-- Battle of the Books Plague	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77258	\$9.99	Claudia Cisneros-Bello	\$9.99	- Lost Book Refund	01-3620-36-00	Lost Books
77259	\$6,251.47	COMED	\$6,251.47	-- SVC 12/6/2018-1/9/2019 (34 Days)	01-5720-57-00	Electric
77260	\$7,665.05	COOPERATIVE COMPUTER SERVICE	\$7,665.05	-- CCS/OCLC Charges January 2019	01-5310-53-09	CCS Charges-Administration
77261	\$980.00	Covers Unlimited Corp	\$980.00	-- Reupholster Chair	08-6710-67-00	Repairs & Improvements
77262	\$23.95	Dana Walton	\$23.95	-- Lost Book Refund	01-3620-36-00	Lost Books
77263	\$200.00	DOMINIC A. PACYGA	\$200.00	-- Program: Immigrant Group toMiddle Class	01-5323-53-01	Programming & Support-Adult-Adult Services
77264	\$16.02	Donna Block	\$16.02	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77265	\$150.00	Dzika Fitness Limited	\$150.00	-- Program: CTIS Dzika Fitness Workshop	01-5326-53-02	Programming & Support-Teen-Youth Services
77266	\$1,300.00	EASYPERMIT POSTAGE	\$500.00	-- Replenish Poastage Meter	01-5458-54-09	Postage & Freight-Administrative Services
77266	\$1,300.00	EASYPERMIT POSTAGE	\$300.00	-- Replenish Postage Meters	01-5458-54-08	Postage & Freight-Patron Services
77266	\$1,300.00	EASYPERMIT POSTAGE	\$500.00	-- Replenish Postage Meters	01-5458-54-09	Postage & Freight-Administrative Services
77267	\$19,162.71	EBSCO	\$1,929.89	-- Materials	01-4423-44-00	Periodicals
77267	\$19,162.71	EBSCO	\$14,933.22	-- Materials	01-4423-44-00	Periodicals
77267	\$19,162.71	EBSCO	\$2,299.60	-- Materials	01-5435-54-04	Professional Collection-Tech Services
77268	\$45.56	MARYELLEN ESSIG	\$45.56	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
77269	\$1,919.14	FIFTH THIRD BANK	\$1,919.14	-- FSA EE Payment January	01-1125-00-00	Cash-Flexible Spending Account
77270	\$359.92	FINDAWAY WORLD, LLC	\$82.48	-- Materials	01-4434-44-00	AV-Youth Services
77270	\$359.92	FINDAWAY WORLD, LLC	\$277.44	-- Materials	01-4434-44-00	AV-Youth Services
77271	\$392.00	FLEXSOURCE, LLC	\$64.00	-- Monthly Fee FSA/Health & Dental HRA	01-2140-00-00	Payroll Clearing
77271	\$392.00	FLEXSOURCE, LLC	\$152.00	-- Monthly Fee FSA/Health & Dental HRA	01-5625-56-00	Health Reimbursement Account
77271	\$392.00	FLEXSOURCE, LLC	\$176.00	-- Monthly Fee FSA/Health & Dental HRA	01-5630-56-00	Dental
77272	\$1,260.00	FLOOR INNOVATIONS	\$1,260.00	-- Carpet & Tile Maintenance	08-6710-67-00	Repairs & Improvements
77273	\$134.40	Fun Express, LLC	\$134.40	-- Winter Reading Challenge Prizes	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77274	\$686.91	GARVEY'S OFFICE PRODUCTS	\$112.05	-- PO # 85084	01-5457-54-09	Office Supplies-Administrative Services
77274	\$686.91	GARVEY'S OFFICE PRODUCTS	\$71.41	-- PO # 85084	01-5457-54-04	Office Supplies-Tech Services
77274	\$686.91	GARVEY'S OFFICE PRODUCTS	\$64.19	-- PO # 85084	01-5457-54-01	Office Supplies-Adult Services
77274	\$686.91	GARVEY'S OFFICE PRODUCTS	\$52.96	-- PO # 85084	01-5457-54-07	Office Supplies-Marketing & PR Services
77274	\$686.91	GARVEY'S OFFICE PRODUCTS	\$102.40	-- Lock Core Key	08-6710-67-00	Repairs & Improvements
77274	\$686.91	GARVEY'S OFFICE PRODUCTS	\$59.44	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77274	\$686.91	GARVEY'S OFFICE PRODUCTS	\$159.75	-- PO#85065	01-5457-54-09	Office Supplies-Administrative Services
77274	\$686.91	GARVEY'S OFFICE PRODUCTS	\$78.36	-- PO#85065	01-5457-54-06	Office Supplies-IT Services
77274	\$686.91	GARVEY'S OFFICE PRODUCTS	\$14.85	-- PO#85065	01-5457-54-08	Office Supplies-Patron Services
77275	\$781.97	GENESIS TECHNOLOGIES, INC.	\$768.97	-- PO # 85076	01-5457-54-03	Office Supplies-Digital Services
77275	\$781.97	GENESIS TECHNOLOGIES, INC.	\$13.00	-- PO # 85076	01-5458-54-03	Postage & Freight-Digital Services
77276	\$6,000.00	GMA Cleaning Inc.	\$2,900.00	-- Cleaning Service 12/01-12/31/2018	08-6730-67-00	Non-Contractual Maintenance
77276	\$6,000.00	GMA Cleaning Inc.	\$3,100.00	-- Cleaning Service 1/1 - 1/31/2019	08-6730-67-00	Non-Contractual Maintenance
77277	\$416.75	GRAINGER	\$386.61	-- Lamps & Sound Proffing	01-5420-54-05	Janitorial Supplies-Maintenance Services
77277	\$416.75	GRAINGER	\$30.14	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77278	\$12.76	GRETA ULRICH	\$12.76	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
77279	\$232.60	GROOT, INC.	\$232.60	-- Monthly SVC Garbage/Recycle	08-6730-67-00	Non-Contractual Maintenance
77280	\$24.00	HALL PASS	\$12.00	-- Background Check Fee	01-5450-54-08	Legal Fees-Patron Services
77280	\$24.00	HALL PASS	\$6.00	-- Background Check Fee	01-5450-54-01	Legal Fees-Adult Services
77280	\$24.00	HALL PASS	\$6.00	-- Background Check Fee	01-5450-54-05	Legal Fees-Maintenance Services
77281	\$1,000.00	HALLETT MOVERS	\$1,000.00	-- Delivery, Rental & Pickup of Wooden Carts	08-6770-67-00	Furniture & Fixtures
77282	\$46,161.66	HEALTHCARE SERVICE CORPORATION	\$46,161.66	-- Group Medical Ins Feb 2019	01-5620-56-00	Group Health
77283	\$12.95	Hira Danish	\$12.95	-- Lost Book Refund	01-3620-36-00	Lost Books
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$15.60	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$17.99	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$14.69	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$372.77	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$544.88	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$24.84	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$114.89	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$48.60	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$11.29	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$294.40	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$19.66	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$7.90	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$700.32	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$148.01	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$49.27	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$24.15	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$640.94	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$52.89	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$20.95	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$22.77	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$37.99	-- Materials	01-4434-44-00	AV-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$37.99	-- Materials	01-4434-44-00	AV-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$30.29	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$57.52	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$161.46	-- Materials	01-4434-44-00	AV-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$446.67	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$389.77	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$26.52	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$22.14	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$6.21	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$158.20	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$254.54	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$945.46	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$147.99	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$181.60	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4414-44-00	Books-Youth Services

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77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$11.97	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$120.07	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$94.58	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$42.35	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$115.57	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$53.78	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$10.73	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$129.21	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$158.36	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$403.54	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$744.43	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$10.79	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$33.12	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$30.50	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$30.48	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$3.45	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$106.86	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$323.69	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$20.89	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$64.99	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$119.52	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$11.29	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$137.42	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$21.52	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$107.30	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$50.79	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$41.77	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$9.66	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$119.25	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$462.84	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$8.99	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$13.11	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$8.93	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$61.69	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$21.99	-- Materials	01-4435-44-00	AV-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$24.87	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$239.59	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$20.89	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$11.94	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$417.81	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$17.51	-- Materials	01-4414-44-00	Books-Youth Services

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$232.38	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$22.08	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$362.45	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$575.62	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$20.89	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$39.33	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$41.28	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$15.24	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$20.32	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$3.45	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$75.47	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$61.09	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$20.89	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$21.21	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$141.44	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$20.32	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$31.05	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$61.33	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$67.46	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$89.24	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$23.01	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$21.59	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$15.00	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$32.70	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$105.59	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$11.98	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$11.98	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$285.98	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$163.46	-- Materials	01-4413-44-00	Books-Adult
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$20.30	-- Materials	01-4414-44-00	Books-Youth Services
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$33.43	-- Materials	01-4415-44-00	Books-Teen
77284	\$13,276.01	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77285	\$516.25	IRON MOUNTAIN	\$263.40	-- Off-Site Monthly Storage	01-5350-53-09	Miscellaneous-Administrative Services
77285	\$516.25	IRON MOUNTAIN	\$252.85	-- Off Site Monthly Storage	01-5350-53-09	Miscellaneous-Administrative Services
77286	\$240.00	J & D Instant Signs, Inc	\$240.00	-- Comming Together Banner	01-5320-53-07	Printing-Marketing & PR Services
77287	\$18.87	Johnson Controls Fire Protection LP	\$18.87	-- Pro-Rated Period 1/1 - 2/28-/19	08-6720-67-00	Contractual Maintenance
77288	\$150.00	Jorge Perez	\$150.00	-- Program: World Lanuage Spanish	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77289	\$100.00	Katarzyna Derda	\$100.00	-- Program: Think Art Photography	01-5323-53-03	Programming & Support-Adult-Digital Services
77290	\$12.25	Kathleen Weiss	\$12.25	-- EE Reimbursement - Gale Virtual Reference Lib	01-5430-54-03	Professional Development-Digital Services
77291	\$84.00	KLEIN, THORPE & JENKINS, LTD.	\$84.00	-- Misc Services	01-5450-54-09	Legal Fees-Administrative Services
77292	\$395.00	JASON KOLLUM	\$395.00	-- Program Juggler	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77293	\$1,314.19	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$178.18	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77293	\$1,314.19	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$200.19	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77293	\$1,314.19	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$188.06	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77293	\$1,314.19	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$189.51	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated February 20, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77293	\$1,314.19	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$222.59	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77293	\$1,314.19	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$335.66	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77294	\$14.97	Kristen L Kelpsck	\$14.97	-- Lost Book Refund	01-3620-36-00	Lost Books
77295	\$90.00	LACONI TSS	\$90.00	Disaster Preparedness & Post Disaster Clean-up Training	01-5430-54-09	Professional Development-Administrative Services
77296	\$325.00	R. J. LINDSEY	\$325.00	-- Program: Senior Coffee Hour	01-5323-53-01	Programming & Support-Adult-Adult Services
77297	\$250.00	MAINE TOWNSHIP MAINSTREAMERS	\$250.00	-- Program: Swing int Spring Senior Expo	01-5456-54-01	Promotional Expense-Adult Services
77298	\$222.90	Manufacturers' News, Inc	\$222.90	-- Materials	01-4413-44-00	Books-Adult
77299	\$22.78	Marta Skowronska	\$22.78	-- Lost Book Refund	01-3620-36-00	Lost Books
77300	\$1,400.62	Menards	\$128.92	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77300	\$1,400.62	Menards	\$175.05	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77300	\$1,400.62	Menards	\$78.36	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77300	\$1,400.62	Menards	\$43.89	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77300	\$1,400.62	Menards	\$69.25	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77300	\$1,400.62	Menards	\$98.61	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77300	\$1,400.62	Menards	\$55.55	-- Maintenance Supplies	01-5420-54-06	Janitorial Supplies-IT Services
77300	\$1,400.62	Menards	\$183.28	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77300	\$1,400.62	Menards	\$174.87	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77300	\$1,400.62	Menards	\$135.82	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77300	\$1,400.62	Menards	\$89.90	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77300	\$1,400.62	Menards	\$132.72	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77300	\$1,400.62	Menards	\$119.69	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77301	\$13,358.16	MIDWEST TAPE	\$1,121.47	-- Materials	01-4433-44-00	AV-Adult
77301	\$13,358.16	MIDWEST TAPE	\$1,737.77	-- Materials	01-4433-44-00	AV-Adult
77301	\$13,358.16	MIDWEST TAPE	\$488.68	-- Materials	01-4434-44-00	AV-Youth Services
77301	\$13,358.16	MIDWEST TAPE	\$117.96	-- Materials	01-4435-44-00	AV-Teen
77301	\$13,358.16	MIDWEST TAPE	\$335.84	-- Materials	01-4433-44-00	AV-Adult
77301	\$13,358.16	MIDWEST TAPE	\$202.41	-- Materials	01-4433-44-00	AV-Adult
77301	\$13,358.16	MIDWEST TAPE	\$2,242.01	-- Materials	01-4433-44-00	AV-Adult
77301	\$13,358.16	MIDWEST TAPE	\$1,599.52	-- Materials	01-4434-44-00	AV-Youth Services
77301	\$13,358.16	MIDWEST TAPE	\$673.54	-- Materials	01-4435-44-00	AV-Teen
77301	\$13,358.16	MIDWEST TAPE	\$477.50	-- Materials	01-4433-44-00	AV-Adult
77301	\$13,358.16	MIDWEST TAPE	\$1,001.52	-- Materials	01-4433-44-00	AV-Adult
77301	\$13,358.16	MIDWEST TAPE	\$12.74	-- Materials	01-4434-44-00	AV-Youth Services
77301	\$13,358.16	MIDWEST TAPE	\$2,521.10	-- Materials	01-4433-44-00	AV-Adult
77301	\$13,358.16	MIDWEST TAPE	\$10.49	-- Materials	01-4434-44-00	AV-Youth Services
77301	\$13,358.16	MIDWEST TAPE	\$778.89	-- Materials	01-4433-44-00	AV-Adult
77301	\$13,358.16	MIDWEST TAPE	\$36.72	-- Materials	01-4434-44-00	AV-Youth Services
77302	\$353.42	MULTICULTURAL BOOKS & VIDEOS	\$104.70	-- Materials	01-4413-44-00	Books-Adult
77302	\$353.42	MULTICULTURAL BOOKS & VIDEOS	\$49.11	-- Materials	01-4413-44-00	Books-Adult
77302	\$353.42	MULTICULTURAL BOOKS & VIDEOS	\$199.61	-- Materials	01-4413-44-00	Books-Adult
77303	\$2,142.02	NICOR GAS	\$2,142.02	--12/10/2018-1/9/2019 (31 days)	01-5710-57-00	Gas
77304	\$245.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$70.00	-- Annual Leadership & Recognition Luncheon	01-5430-54-09	Professional Development-Administrative Services
77304	\$245.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$35.00	-- Annual Leadership & Recognition Luncheon	01-5430-54-04	Professional Development-Tech Services
77304	\$245.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$70.00	-- Annual Leadership & Recognition Luncheon	01-5430-54-07	Professional Development-Marketing & PR Services
77304	\$245.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$35.00	-- Annual Leadership & Recognition Luncheon	01-5430-54-03	Professional Development-Digital Services
77304	\$245.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$35.00	-- Annual Leadership & Recognition Luncheon	01-5470-54-09	Trustee Expense-Administrative Services
77305	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease February 2019	01-5491-54-09	Parking Lease-Administrative Services
77306	\$69.00	NOTARY PUBLIC ASSOCIATION OF ILLINOIS	\$69.00	-- Notary Commission Renewal: Athena Crouse	01-5461-54-08	Subscriptions & Dues-Patron Services
77307	\$4,803.45	OAK BROOK MECHANICAL SERVICES	\$2,419.23	-- Repair AH Fans	08-6710-67-00	Repairs & Improvements
77307	\$4,803.45	OAK BROOK MECHANICAL SERVICES	\$2,384.22	-- Repair IT Room AC	08-6710-67-00	Repairs & Improvements
77308	\$70.94	MICHAELNE ORZECOWSKI	\$60.94	-- EE Reimbursement -Battle of the Books	01-5326-53-02	Programming & Support-Teen-Youth Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated February 20, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77308	\$70.94	MICHAELENE ORZECOWSKI	\$10.00	-- EE Reimbursement Battle of the Books	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77309	\$6,545.39	OverDrive, INC.	\$962.34	-- Materials	01-4420-44-00	Downloadables
77309	\$6,545.39	OverDrive, INC.	\$1,821.82	-- Materials	01-4420-44-00	Downloadables
77309	\$6,545.39	OverDrive, INC.	\$55.00	-- Materials	01-4420-44-00	Downloadables
77309	\$6,545.39	OverDrive, INC.	\$674.08	-- Materials	01-4420-44-00	Downloadables
77309	\$6,545.39	OverDrive, INC.	\$811.86	-- Materials	01-4420-44-00	Downloadables
77309	\$6,545.39	OverDrive, INC.	\$1,576.80	-- Materials	01-4420-44-00	Downloadables
77309	\$6,545.39	OverDrive, INC.	\$643.49	-- Materials	01-4420-44-00	Downloadables
77310	\$300.00	Patrucja Stepniak	\$300.00	-- Program: CTIS Paint Your Story	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77311	\$401.17	Peapod	\$401.17	-- Kidspace Grocery	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77312	\$52.50	PENGUIN RANDOM HOUSE LLC	\$52.50	-- Materials	01-4434-44-00	AV-Youth Services
77313	\$1,362.99	PETERS & ASSOCIATES, INC.	\$1,362.99	-- ERate Firewall	01-5452-54-06	Consultants-IT Services
77314	\$601.59	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$57.69	-- SendPro Web	01-5458-54-08	Postage & Freight-Patron Services
77314	\$601.59	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$543.90	-- Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
77315	\$1,104.89	PLIC - SBD GRAND ISLAND	\$1,104.89	-- February 2019 Payment	01-5634-56-00	Life, LTD, AD&D, STD
77316	\$150.00	RAINBOW AAT	\$150.00	-- Program: Reading With Rover	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77317	\$29.99	Rajesh K Raju	\$29.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77318	\$81.85	Relevant, LLC dba Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
77319	\$2,050.00	RESERVE ACCOUNT	\$2,050.00	-- Spring 2019 Charter One	01-5458-54-07	Postage & Freight-Marketing & PR Services
77320	\$51.17	Robin Komie	\$51.17	-- EE REmbursement - Facebook Boosts	01-5456-54-02	Promotional Expense-Youth Services
77321	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
77321	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
77321	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$120.00	-- Materials	01-4414-44-00	Books-Youth Services
77322	\$205.44	SARAH MUSKIVITCH	\$205.44	-- Lost Book Refund	01-5430-54-02	Professional Development-Youth Services
77323	\$88.88	SASHA VASILIC	\$12.90	-- EE Reimbursement - Staff Day	01-5430-54-09	Professional Development-Administrative Services
77323	\$88.88	SASHA VASILIC	\$75.98	-- EE Reimbursement 60th Anniversary	01-5456-54-07	Promotional Expense-Marketing & PR Services
77324	\$450.00	RUTH SCHUSTER	\$450.00	-- Insurance Disbursement	01-5625-56-00	Health Reimbursement Account
77325	\$67.87	SHELL	\$33.57	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
77325	\$67.87	SHELL	\$34.30	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
77326	\$118.00	SMITHEREEN PEST MANAGEMENT	\$118.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance
77327	\$308.46	SUPERIOR COPIES	\$131.80	-- Preschool & daycare Fair	01-5320-53-02	Printing-Youth Services
77327	\$308.46	SUPERIOR COPIES	\$176.66	-- Online Resource Cards -DS	01-5320-53-03	Printing-Digital Services
77328	\$550.00	Technology Management Rev Fund	\$550.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
77329	\$103.41	THE LIBRARY STORE	\$103.41	-- CD & DVD Binder Album	01-5311-53-03	Processing & Supplies-Digital Services
77330	\$13.96	Tironilie Constantin	\$13.96	-- Lost Book Refund	01-3620-36-00	Lost Books
77331	\$556.96	TODAY'S BUSINESS SOLUTIONS, INC.	\$556.96	-- Cost per Fax 4th QTR 2018	01-5311-53-09	Processing & Supplies-Administrative Services
77332	\$1,315.65	UNIQUE MANAGEMENT SERVICES, INC.	\$1,315.65	-- Collection Agency Fee	01-5462-54-08	Collection Services-Patron Services
77333	\$377.85	VERIZON WIRELESS	\$196.37	-- Monthly Cell Phone Bill 12/3 - 1/2/2019	01-5465-54-09	Telephone-Administrative Services
77333	\$377.85	VERIZON WIRELESS	\$181.48	-- Monthly Cell Phone Bill 1/3-2/2/2019	01-5465-54-09	Telephone-Administrative Services
77334	\$866.00	VERNON LIBRARY SUPPLIES, INC.	\$866.00	-- Polyester Label Shields	01-5311-53-04	Processing & Supplies-Tech Services
77335	\$208.20	VILLAGE OF NILES	\$208.20	-- Water Meter Reading	01-5730-57-00	Water
77336	\$7,353.99	VISA	\$85.10	-- Pegboard & Heat trivets	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77336	\$7,353.99	VISA	\$27.93	-- Pegboard & Heat trivets	01-5323-53-03	Programming & Support-Adult-Digital Services
77336	\$7,353.99	VISA	\$101.32	-- Plastics Storage Boxes	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77336	\$7,353.99	VISA	\$64.99	-- Turbo Tax	01-5313-53-06	Software, Licenses-IT Services
77336	\$7,353.99	VISA	\$100.80	-- Blank White Magnetic Name Badges	01-5457-54-07	Office Supplies-Marketing & PR Services
77336	\$7,353.99	VISA	\$314.82	-- Winter Reading Grand Prize & Craft Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77336	\$7,353.99	VISA	\$318.00	-- January 2019 Receipts	01-5313-53-03	Software, Licenses-Digital Services
77336	\$7,353.99	VISA	\$21.03	-- January 2019 Receipts	01-5312-53-06	Internet Charges-IT Services
77336	\$7,353.99	VISA	\$299.85	-- January 2019 Receipts	01-5312-53-06	Internet Charges-IT Services
77336	\$7,353.99	VISA	\$71.97	-- January 2019 Receipts	01-5313-53-06	Software, Licenses-IT Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated February 20, 2019

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77336	\$7,353.99	VISA	\$36.54	-- January 2019 Receipts	01-5430-54-09	Professional Development-Administrative Services
77336	\$7,353.99	VISA	\$13.99	-- January 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77336	\$7,353.99	VISA	\$69.64	-- January 2019 Receipts	01-5435-54-09	Professional Collection-Administrative Services
77336	\$7,353.99	VISA	\$100.00	-- January 2019 Receipts	01-5323-53-03	Programming & Support-Adult-Digital Services
77336	\$7,353.99	VISA	\$600.00	-- January 2019 Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77336	\$7,353.99	VISA	\$2.47	-- January 2019 Receipts	01-5456-54-02	Promotional Expense-Youth Services
77336	\$7,353.99	VISA	\$45.00	-- January 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77336	\$7,353.99	VISA	\$20.99	-- January 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77336	\$7,353.99	VISA	\$65.00	-- January 2019 Receipts	01-5435-54-04	Professional Collection-Tech Services
77336	\$7,353.99	VISA	\$240.00	-- January 2019 Receipts	01-5430-54-09	Professional Development-Administrative Services
77336	\$7,353.99	VISA	\$220.00	-- January 2019 Receipts	01-5461-54-03	Subscriptions & Dues-Digital Services
77336	\$7,353.99	VISA	\$986.53	-- January 2019 Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77336	\$7,353.99	VISA	\$467.16	-- January 2019 Receipts	08-6760-67-00	Non Capital Expenses
77336	\$7,353.99	VISA	\$244.30	-- January 2019 Receipts	01-5430-54-09	Professional Development-Administrative Services
77336	\$7,353.99	VISA	\$143.48	-- January 2019 Receipts	01-5455-54-09	Kitchen Supplies-Administrative Services
77336	\$7,353.99	VISA	\$497.72	-- January 2019 Receipts	01-5430-54-09	Professional Development-Administrative Services
77336	\$7,353.99	VISA	\$20.13	-- January 2019 Receipts	01-5430-54-02	Professional Development-Youth Services
77336	\$7,353.99	VISA	\$488.93	-- January 2019 Receipts	01-5430-54-09	Professional Development-Administrative Services
77336	\$7,353.99	VISA	\$15.00	-- January 2019 Receipts	01-5430-54-01	Professional Development-Adult Services
77336	\$7,353.99	VISA	\$200.00	-- January 2019 Receipts	01-5430-54-03	Professional Development-Digital Services
77336	\$7,353.99	VISA	\$110.00	-- January 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77336	\$7,353.99	VISA	\$213.00	-- January 2019 Receipts	01-5430-54-09	Professional Development-Administrative Services
77336	\$7,353.99	VISA	\$190.00	-- January 2019 Receipts	01-5313-53-07	Software, Licenses-Marketing & PR Services
77336	\$7,353.99	VISA	\$1.52	-- January 2019 Receipts	01-5313-53-07	Software, Licenses-Marketing & PR Services
77336	\$7,353.99	VISA	\$174.64	-- January 2019 Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77336	\$7,353.99	VISA	\$46.51	-- January 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77336	\$7,353.99	VISA	\$284.90	-- January 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77336	\$7,353.99	VISA	\$20.99	-- January 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77336	\$7,353.99	VISA	\$340.15	-- January 2019 Receipts	01-4423-44-00	Periodicals
77336	\$7,353.99	VISA	\$13.99	-- January 2019 Receipts	01-4420-44-00	Downloadables
77336	\$7,353.99	VISA	\$13.99	-- January 2019 Receipts	01-4420-44-00	Downloadables
77336	\$7,353.99	VISA	\$66.00	-- January 2019 Receipts	01-4423-44-00	Periodicals
77337	\$578.86	VISION SERVICE PLAN OF ILLINOIS	\$578.86	-- February 2019 Payment	01-5632-56-00	Vision
77338	\$672.70	WESTERN IRRIGATION, INC.	\$672.70	Test & Certification of RPZ Backflow Preventers	08-6710-67-00	Repairs & Improvements
77339	\$310.39	SUZANNE WULF	\$310.39	-- EE Reimbursement - ALA MidWinter	01-5430-54-03	Professional Development-Digital Services
77340	\$4,158.75	X-PERT LANDSCAPING INC.	\$700.00	-- Snow Plowing	08-6720-67-00	Contractual Maintenance
77340	\$4,158.75	X-PERT LANDSCAPING INC.	\$280.00	-- Snow Plowing	08-6720-67-00	Contractual Maintenance
77340	\$4,158.75	X-PERT LANDSCAPING INC.	\$2,086.25	-- Snow Plowing	08-6720-67-00	Contractual Maintenance
77340	\$4,158.75	X-PERT LANDSCAPING INC.	\$812.50	-- Snow Plowing	08-6720-67-00	Contractual Maintenance
77340	\$4,158.75	X-PERT LANDSCAPING INC.	\$280.00	-- Snow Plowing	08-6720-67-00	Contractual Maintenance

Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		
							Total	Post Date	Status
3001	Accounts Payable	Manual Check	1/7/2019	Tiffany Russotto	\$0.00	\$171.72	(\$171.72)	1/31/2019	Cleared
3002	Accounts Payable	Manual Check	1/11/2019	Illinois Department of Revenue	\$0.00	\$260.00	(\$431.72)	1/31/2019	Cleared
3003	Accounts Payable	Manual Check	1/14/2019	William Kowalski	\$0.00	\$461.32	(\$893.04)	1/31/2019	Cleared

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$893.04)
Total Payments:	(\$893.04)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$893.04)

Director's Report
January/February 2019



Coming Together in Niles Township Celebrates Poland

From Suzy: After many months of hard work, the Coming Together Opening Ceremony took place at Niles West High School in Skokie. Approximately a thousand people attended with honorary guests that included Polish Consul General Piotr Janicki, Congresswoman Jan Schakowsky, representing the 9th District, Susan Van Dusen - the founder of the Coming Together group, mayors of the towns of Niles Township, and representatives of different ethnic groups.



According to the old Polish tradition, the banner of Stanisław Ravera Potocki greeted guests with bread and salt and then the dance group Whispers opened the celebration with the Warsaw Polonaise. A well-known ABC7 Chicago News Anchor Alan Krashesky, who is of Polish origin, was emcee. The artistic program was full of

dance, musical and theatrical performances. As for the Polish party, the tables buckled with delicious snacks, drinks and pastries, prepared for guests by Polish restaurants and delicatessens. As they say, Polish hospitality knows no borders. Guests had a feast for the soul, the eye, the ear and the palate. Overall, the event was beautifully executed. We received many compliments from guests. It was so great to see many familiar faces of our patrons in the crowd.



The Library's own Bernadetta played a huge role to making this event the huge success it was! She spent many hours working together with the Committee to book the talent, arrange the space and even coordinate the baking of a very large loaf of bread. Bernadetta's enthusiasm, passion and hard work were evident in the event.

Director activities

Coming Together Press Conference For the first time, the Coming Together press conference was held here instead of at the Skokie Public Library, and they say it was the best-attended one ever. Founding member Susan Van Dusen spoke, along with her husband the Mayor of Skokie, our own Mayor Przybylo, and the Mayor of Lincolnwood. I was assigned the task of book-talking the five books selected for Coming Together this year, and the Superintendent of D219 spoke, too, but everyone agrees that the highlight of the occasion was the speech given by Bernadetta—she conveyed her great joy at sharing her culture, and she made the whole audience feel along with her. We are so proud of her!

Winter Weather The weather kept all of us busy this month. I make the decision based on a number of factors, but first and foremost is the question of how best to keep the patrons and the staff safe. I consult the weather forecast from multiple sources, and in the case of the snow falling during the night, I consult the local staff to see how much snow there is and if it is still falling. I rely particularly on Dave Dabrowski to let me know about the state of the parking lot, and Dave has put in some arduous work and time getting us ready to serve patrons. We don't make the decision based on the schools, since they have to factor in the safety of kids at bus stops and getting through side streets, but we do heavily factor in the travel advisories—if they say, "Allow extra time," we aren't worried, but if they say, "Stay off the roads if at all possible" we try to comply with that.

Once the decision is made, several people have to spring into action. In the Marketing Dept., "We sent out an e-newsletter, posted on Facebook, Twitter, and Instagram, placed a message on the outdoor electronic sign, placed a message on the homepage of the website, designed and printed a large sign for the Vestibule to notify patrons coming to the Library, and more." Others post on the Emergency Closing Center, notify RAILS whether or not we can receive our nightly delivery, notify the schools and the Free Bus, call people who had signed up for programs, and of course notify all of the staff who are scheduled to work. While we are closed, Rich monitors the building's heating remotely, and fortunately all was well.

I'm happy to say that we didn't get a single negative comment about closing—on the contrary, our Facebook posts got likes! Marketing took the opportunity to promote our online resources, and turned a negative into a positive.

Staff Day

We experimented with having Staff Day in a different area this year—we used the Commons, and it worked very well. We assign seating so each table is hosted by a supervisor or assistant supervisor, and one of the highlights of the day is people from different departments getting to know each other a little.



Trustee Dianne Olson kindly came in to voice the Board’s appreciation for the staff and all they do, and it got the day off to a great start. Our main speaker was Biz Lindsay-Ryan who discussed equity, diversity, and privilege, and Biz’s humor and personal stories helped make an uncomfortable subject easier to hear. Staff comments were very positive, and we will follow up on the work we have started. In the afternoon, we broke into small groups. Everyone was required to attend an excellent presentation by a Teen Librarian on the Teen Brain—her refrain through the talk was, “It’s not you!” and she helped us understand that teens really don’t respond to things like facial expressions the same way adults do. Other afternoon sessions were behind-the-scenes tours of Digital Services and Technical Services, a presentation by our own Arianne Carey on De-Escalation techniques, and Chair Yoga for staff who spend a lot of time sitting.

The last thing was a short presentation from me on the make-up of the District, celebrating anniversaries, and some well-deserved thank-you’s. It was a wonderful day, and very well-attended with only 20 staff members who were unable to be there.

Battle of the Books Awards I was delighted to speak briefly and present the Battle of the Books plaque at this year’s Battle of the Books Award Ceremony. It is always so fun to see the excited kids and parents along with the Battle coaches. This year we had our first home-schooled team, and we bade a sad farewell to Stevenson School, which is closing next year.

Board Meeting Video Update

From Sasha: At Trustee Drblik’s request, we have made some improvements to the board meeting videos. When you click to view the Agenda and Agenda Packet through the Library’s website, you will now see a link that says Video. By clicking on Video, it will take you directly to that board meeting video on YouTube. Now when you’re viewing the video on YouTube, if you click on “Show More” under the video clip, you will see the meeting’s agenda with links that will take you directly to that part of agenda in the video. I think these changes will greatly improve the user experience for the Board and our patrons. Our goal is to upload the video within a week of the board meeting, depending on staff availability. Please share any feedback!

Regular Meeting Wednesday, January 16, 2019 at 7:00 PM



NMDLibrary
Published on Jan 23, 2019

For more information about the Board of Tru
<https://www.nileslibrary.org/board-tr...>

[Agenda](#)

[Agenda Packet](#)

[Video](#)

Agenda:

- 1) Call to Order/Pledge of Allegiance: 0:00
- 2) Approval of Dec. 2018 Minutes: 0:50
- 3) Public Comment: 7:30
- 4) Treasurer's Report: 14:40

Business Office update

From Greg: We have been analyzing the proposals we received from the various accounting firms and writing a document which lays out the results of the analysis. In addition, we have been calling references of the two firms which the board has decided to interview. The analysis has been delivered to the board separately for their review. We hope the board will vote on appointing a new auditing firm at the February meeting.

Work on the new electronic purchase order system continues through its testing phase. We have resolved all of the issues we have encountered and are currently addressing process issues with the staff.

Preparations have begun on the 2019-2020 budget. Susan and I had an initial meeting with all of the department supervisors to discuss the schedule and expectations for the upcoming budget season.

Adult Programs

From Suzy: In spite of the unpredictable weather, we had a busy month of programs in Digital Services. Kathleen taught a series on MS Excel that drew a good crowd of attendees who were eager to learn about the features of Excel. We plan to make this series a part of the core DS programming. Alexa taught a Resume Basics class and it was a very beneficial session with good discussion and helpful suggestions. Bernadetta taught a class on using Canva, an easy-to-use graphic design tool. Attendees were thrilled to be able to create their own designs using this free tool. Here are some comments we got from patrons:

- In regard to Ruth's *Adult Computer Boot Camp: Learn to use a computer* class
 - "Teacher is actively interested in the students' learning."
- In regard to Bernadetta's *Canva* class
 - "Handouts are very helpful so I can do more at home."
 - "Hands-on! Very informative!"
- In regard to Alexa's *Continuing Education with Lynda.com* class
 - "I missed some nuances when I looked at Lynda.com on my own. This class helped."
- In regard to Alexa's *Resume Basics* class
 - "I sincerely appreciate all the developmental and craft/silhouette classes as well as all the thoughtful programs that the Niles library offers. Kudos to the library director (I believe Susan?) Thank you also for these day classes (not just night time)."
 - "LOVE ALEXA. Am a HUGE Alexa fan. Terrific presentation-great delivery."

- In regard to Kathleen’s *Excel Formatting* class
 - “Kathleen was very informative, taught class very well, easy to learn, handouts very helpful.”
- In regard to Bernadetta’s *Learn to Knit a Scarf* program
 - Interested in “weekly meet ups with Bernadetta for knitting!”
 - Liked “learning something new, exposing myself to opportunities that I wouldn’t do on my own, the comradery and help from others”

From Dodie: January was a rather slow month. Cecilia hosted a travel program called “Vagabonding Around the World.” She also hosted the Shakespeare Project of Chicago’s performance of *Titus Andronicus* which had 89 attendees followed by the Post Performance Discussion with 37 attendees.



Our History Comes Alive Series featured Martina Mathisen who portrayed the Six Wives of Henry VIII. We had 38 patrons who braved the cold and snow to see this wonderful historical presentation. Martina’s mother creates all of the costumes for her programs. All of the headpieces have a coat hanger bent into shape holding it together.



Youth Programs

From Arianne:

KidSpace

The Preschool and Daycare Fair was host to 33 different preschools, daycares, and community agencies. We started the night with a Q&A for families in a small setting with an expert from Advocate Children’s Hospital to help advise how to go about choosing the setting and considering the questions to ask when evaluating childcare options. Parents then had the chance to have face-to-face time with representatives and collect information in one place about the options in the area. The number of participants is increasing yearly, and we anticipate spreading into KidSpace next year.

Mikey Orzechowski leads a quarterly Ballet and Books program with a dedicated following. The littles show up ready to move and groove. Several come in their tutus and dance shoes, and the occasional tiara.



We hosted another Early Education Educator Workshop in January loaded with developmentally-appropriate science activities that are like magic to young children! Attendees also offer safety procedures and ideas to connect them to lesson plans. These programs are open to area educators and parents alike.



Over the last 9 months April Lee has been working on a large overhaul of the parenting collection. This collection consists of parenting non-fiction for adults, as well as picture books on sensitive subjects for adults to share with children.

In addition to the overhaul of the collection, she also worked throughout fall and winter 2018, with the help of Marketing, to create parenting subject guides. These replaced the “Growing Up Concerns” booklet that listed titles of books on different parenting subjects. The new guides are separated by broader subjects, like “When the World Seems Scary”, “Family Issues”, or “Potty Training”. Books were then labeled with colored dots which help parents find all of the books on the subject they are looking for. For example, if they are looking for books on Potty Training, they will look for the yellow dot stickers.

Thank you to Jamie King in Technical Services for running the Simply Reports comparisons that showed

July-December 2017 circs of 1,186 (this number includes checkouts as well as renewals). Compare this number to 2,248 circulations that occurred during July-December 2018, which was during and after the overhaul. That is an increase of 1062 circulations in just one year.



Winter Reading Club wrapped on January 31 in KidSpace. It was a good trial run with Beanstack, the online tool patrons can use to engage with a Reading Challenge from home. WRC lent itself well to running the standard in-house program alongside the new digital format. (We are currently trying to plan Summer Reading Challenge, whose format does not appear to play as nicely.) January saw 164 registrants and 46 completed cards. The bulk of this participation was in the first week of January, aka the end of winter break.

It was Math Madness in the Wonder Ground this January. We used oranges to demonstrate Archimedes' principle that the surface area of a sphere is $4\pi r^2$ (in a simple, straightforward way). We placed the orange on a napkin, and traced around its widest part. Then we peeled the oranges. Finally, we puzzled them together so that we could see that the whole peel fit pretty perfectly in the outlines we had drawn.

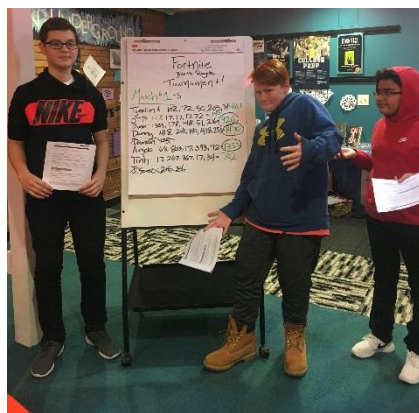
We played lot of math related games, including Tenzies & Tapatan. These games were very popular. We discussed patterns by making beaded bookmarks. We played symmetry using geoboards and colorful tiles on the light board.





Advocate Children's Hospital extends a Thank You to the libraries who participated in the board book drive. Michael Farrell, the hospital president, sent a note of thanks to April Lee, pictured here with librarians from Morton Grove and Park Ridge along side Kathy Smart, Education MS RN from Advocate.

Teen With finals behind them, the teens participated in a Fortnite Tournament this month. They did not have enough computers for each participant, but all the teens were open to sharing. They took turns using the computers for each round and were also all very well-behaved; we had no arguments, no overly excited outbursts, and no hard feelings over who lost and who won. There were even some teens there just to spectate! The teens had so much fun that they requested we do more video game tournaments in the future.



The TAB (Teen Advisory Board) group has been enjoying a bit more latitude in creating book displays. They created a voting display for Valentine's Day.



Bullet Journaling is a crafty way to stay organized, and what teen wouldn't benefit from more organization? One of our TAB teens helped organize and present this project. She came in early with a bunch of her own journaling supplies, examples of her work, and cute Pinterest pages bookmarked. She did an excellent job helping the teens who came to participate plan and design their journal pages.

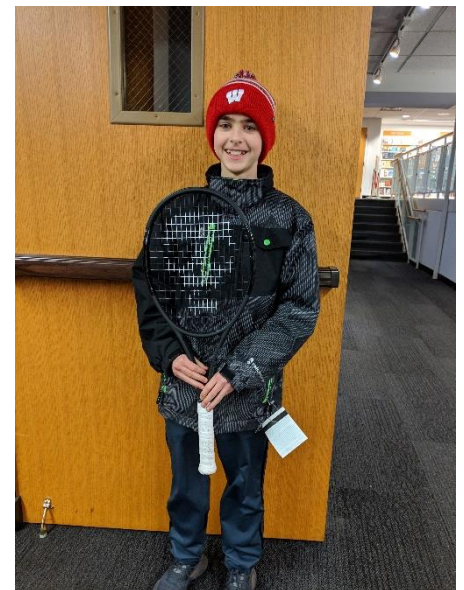


Creative Studio

From Suzy: This month there were 42 3D prints, 1 poster print, and 10 VHS to DVD conversions. Alexa and Bernadetta taught a class on using the Silhouette to customize wooden signs. The class was a mix of all ages and everyone worked together to create beautiful and personalized signs. A father and son visited the Makerspace to create a vinyl and cardstock stencil used to spray paint a tennis racket. They designed in Silhouette Studio and printed on the vinyl cutter. Both were excited to walk in, immediately begin creating content, and leave with a finished product.

Jabez taught a two-part session on podcasting. The first part focused on the basics of podcasts, what they are and how to listen to them. For the second part Jabez worked attendees on a 1-2-1 basis to record a podcast, demonstrate how to use the equipment and give ideas on structuring a podcast. Syed reinvigorated Virtual Fridays with new games and the attendees (mostly teens) engaged in some friendly competition.

For the past year, Jason has been assisting a patron on scanning, Photoshop and Publisher. He went from not knowing either software to completing a large scale personal project now displayed at the historical society. He used our studio and PCs to create what became a to-scale model of a Norwood Park lost landmark.



Databases

From Suzy: Kathleen hosted a Lunch and Learn webinar for staff to learn about the reference databases Gale Virtual Reference Library and Gale Directory Library. Sixteen staff members from three departments attended the training where they learned about best practices for searching in the database as well as promotion techniques. *Note- Vendor Gale paid for the lunch

With the snowy and icy weather this month, we promoted our online streaming services and usage increased significantly. It is good that we have Library resources available for patrons when we are closed.

Hoopla: continues to draw more new users than ever before for the third month in a row. Sixty new patrons signed up to use Hoopla in January with patrons borrowing 1379 titles.

MasterFile Premier: is an academic research database containing articles from scholarly publications. Usage of this online resource was higher in January than ever before with 462 retrievals of full-text articles.

Overdrive: eBook and eAudiobook checkouts broke a new record with 2645 titles borrowed.

Community Engagement

It was our 35th anniversary of joining the Niles Chamber of Commerce!



Volunteers

From Cyndi: We've begun planning to celebrate National Volunteer Week April 7-13 with a luncheon for adult volunteers on Wednesday, April 10 from 12 – 1:30pm. We are hosting a practicum student from the College of DuPage Library Technical Associate (LTA) program this semester who will learn by doing for 75 hours among 5 departments.

The Niles Garden Club members have planned several spring garden walks in area gardens and a plant swap for Saturday, June 1, 2019 that will include an opportunity for kids to plant sunflower seeds to take them home and watch grow.

CCS

From Cyndi: CCS has been tweaking and re-issuing quarterly billing statements that reconcile money owed among member libraries for lost material borrowed by their patrons for materials borrowed from other libraries. Checks are cut and mailed for net amounts due instead of for each transaction.

Patron notices are available in each of the 9 languages that the catalog can be translated into. These are English, Korean, Polish, Russian, Hindi, Chinese, Spanish, French, and Arabic. Patrons may select a notice language preference in their account record.

Kathleen, Digital Services Assistant Supervisor, has been working to get database records integrated in the public catalog. This depends on several factors including the vendor offering records that meet CCS standards. Having the records in the catalog increases patron access to library materials.

From Athena: The Morton Grove migration took place this month. Morton Grove is now part of CCS and their patrons can check items out without having to register their cards here. Prior to migration, Morton Grove patrons had records with us and with their home library, since they were not part of our system. CCS and Morton Grove have been working on merging duplicate records. During offline mode, we followed our work program from our initial migration and, with success, were able to maintain smooth operations throughout the process.

Passport Service

From Athena: Our passport service tends to get really busy this time of year, considering applicants are getting their travel plans settled for the spring and summer. This month, we accepted 205 passports, which is 108 more than this time last year. To date, we've accepted over 1,500 passports. Next month, we will be visiting Round Lake Public Library to observe their passport operations and learn about their passport photo service.

Staff update

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

Resignations

Megan Vescio resigned from her position as part time Marketing Assistant. Sasha has advertised the open position as a paid internship this time.

Hiring

Bonnie Schultz was hired for one of the open positions of Patron Services Associate

Staff notes

Cecilia Cygnar attended ALA Midwinter in Seattle, and her Notable Videos for Adults Committee produced their annual list of the year's best nonfiction films.

From Suzy: Tommy, Kathleen & I spent time at Chicago Public Library's Maker Space and DePaul Idea Realization Lab. We were trained on using the laser cutter, laser maintenance and got ideas for the utilization of our maker space.

Alexa attended the Computer Class Instructors Group meeting. I attended ALA Midwinter in Seattle. I had a productive meeting with the PLA Digital Literacy Committee. I also spoke as part of the LITA Top Tech Trends panel and a crowd of over 200 came out to hear us speak. I was able to make it to a few sessions and really enjoyed Building a Future-ready Workforce: How Public Libraries Can Create Resilient and Entrepreneurial Communities."

Tech Services

From Victoria: January was a very busy month. Jamie and Elbert worked with me to brainstorm ideas for the Tech Services Behind-the-Scenes sessions breakout sessions for Staff In-Service Day. Each member of Tech wrote what they felt were the highlights to touch on in each of their positions. We also included the work that we did during our process mapping exercise. I created a takeaway document for staff who attended our session. During the session attendees traveled around the department on the same path as new library materials take. Below is a picture of the Tech by the Numbers board that kicked off the tour. Everyone was engaged, seemed impressed by our output and the depth of our work and asked thoughtful questions. As an example, here are some highlights and insights from our World Languages Cataloger, Betty Zahn.

Words about World Languages

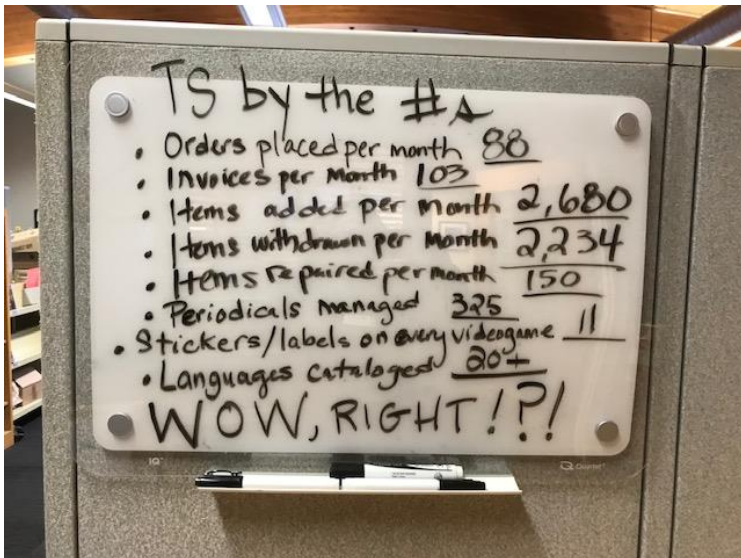
From Betty:

Check out my interesting facts!

1. NMDL owns "THE LARGEST" world language collection in CCS. There are more than 20 languages, including Arabic, Bengali, Chinese, French, Filipino, German, Greek, Gujarati, Hebrew, Hindi, Japanese, Korean, Malayalam, Panjabi, Polish, Russian, Spanish, Tamil, Telugu, Thai, Urdu and Vietnamese). I catalog 10 languages on a daily basis for monthly standing orders, such as Chinese, Japanese, Korean, Russian, Polish, Spanish, Hindi, Gujarati, Arabic and Urdu.
2. NMDL owns "THE BEST" world language collection in CCS because of the great contents, topics and subjects. The books we ordered are very new. Nobody in CCS or OCLC catalogs them. That means so many books need to be done "originally". NMDL owns "The first copy" of so many world language materials in CCS and nationwide.
3. I have the opportunity to catalog the library's most interesting and difficult world language materials and have to figure out a) what this thing is, b) who might find it useful, and c) how to make sure they find it. Yes, I need to know the languages, and cataloging rules, but the trick is in knowing which language and rule to use when and how to apply them to the thoroughly bizarre item that's sitting on my desk. There's a lot more thought involved than deciding whether to use a colon or a semicolon, and being a world language cataloger actually involves a lot of creativity, detective work and cataloger's judgements.

4. One of my favorite parts of my job is running across cataloging problems and then using the library's resources or the resources outside of the library to find the solutions. In some ways it's like being a reference librarian, only I'm finding answers to questions I have created for myself rather than ones from a patron who's just wandered up to the desk. Sometimes, being a cataloger is more like being "patron services" staff. As a cataloger, I provide patron service to thousands of users who use my library catalogs and databases on a daily basis.

5. No magic to use. Only hard work + passion!



Marketing notes

From Sasha: The PR & Marketing Department is working on multiple projects at the moment, not to mention all of our daily tasks. Once we send off our last quarterly newsletter to the printer (middle of February), we will continue working on the redesign of the new bi-monthly issue coming out in the middle of May. Our first bi-monthly issue will cover June and July programs and events at the Library. We are also working on preparation for the 60th Anniversary of the Library. One unique project that we are working on is an exhibit about the Library's history. A lot of work and attention will be put into the 60th Anniversary because it's a great opportunity to showcase our positive impact in the community. We've already met with staff members about this year's Summer Reading Challenge Theme, It's Showtime at Your Library! There are many collateral pieces that need to be designed for kids, teens, and adults. Though this may seem like an overwhelming amount of work to be done within the next few months, the PR & Marketing staff really enjoy their jobs and we consider our work successful when we see patrons coming through the library doors every single day.

Building Notes

From Dave: SNOW!! And COLD!! We have had quite a run of snowy days and cold days this month. We have had the parking lot cleared and salted repeatedly for the safety of our patrons and employees for a cost of approximately \$3,400. This includes the additional step of removing the snow piles so we could have the full use of the lot. During the recent cold snap, we continuously monitored our heating system which performed

beautifully especially when compared to some other institutions which couldn't keep up with the cold and had further closings. Although the Library was closed for the worst part of the weather, we were on site to ensure the safety of building. We also had some minor equipment failures which required approximately \$4,800 in repairs which were timely and helped the Library get through the cold.

Work continues on the new chiller. Our contractor delivered the equipment to our site and has placed it on the roof. The old equipment which had been previously disconnected has been removed. We are working on scheduling the balance of the installation activities so we are ready for the warm weather.

We have been soliciting painting bids for the portico in front of the building. Elsewhere in the board package you will find the bids we have received.

We have also been soliciting bids for the resealing and striping of the parking lot. It turns out that we have a few spots in the lot which need to be repaired. The repairs increase the price quite a bit. As a matter of fact the bids were in the \$25,000 plus range (\$25,000- \$40,000) which means that we are required to advertise for bidders in accordance with the state procurement laws. Elsewhere in the board packet you will find a copy of the advertisement we drafted.

Technology

From Rich: IT services has been hard at work making progress on our major projects, maintaining the networks and all the technology equipment in the building. We were also able assist some of our fellow CCS libraries in preparing for the scheduled downtime in January in which CCS added a new member. I'm very happy that we have a great working relationship with our fellow libraries and that we can share our knowledge to help them as they share their knowledge to help us.

Work continues on the reconfiguration of IT Services areas. 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.

The doors and frames for the relocated IT offices have been ordered and work should begin shortly. We hope to move in at the beginning of March.

Work continues on the Security Camera Project. All the cameras have been received and have been configured. Installations have begun and will wrap up in February.

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

2019-2020 Erate I I have begun working on 2019-2020 Erate grant requests. In February we will be requesting bids and quotes for services and hardware that is covered by Erate grants.

2019-2020 Budget Work has begun on the IT budget for next year. Other than the planned software renewals and ongoing minor equipment repairs and replacements, we have been focusing on the replacement of the

virtual server infrastructure, storage area network, and backup systems. All of the aforementioned equipment is beyond the end of life (8 years) and will need to be replaced in the next operating cycle. Eight years ago, the Library spent \$150,000 for the purchase and implementation of the configuration. We expect pricing to be far less for this project. This timing of this project is November 2019 – January 2020.

Another significant project will be the renegotiation of the maintenance contract for the automated materials handling system in Patron Services. The initial purchase of the system from 3M (now Bibliotheca) included one year of software and hardware maintenance plus an additional five years of maintenance purchased at \$30,000 per year. We are soliciting quotes from Bibliotheca to review with the board. The timing of this renewal is December 2019. Initially we are seeing pricing around \$130,000 for five years of software and hardware maintenance.

Teen Underground Changes We moved 6 of the 7 teen patron computers to a location deeper within the Teen area to help with the noise levels. Additionally, we upgraded the teen computers with larger storage capacities and preinstalled a selection of free software which helps save overall patron internet bandwidth as these computers no longer need to download the software each time a teen wants to use it.

Interesting Patron Questions and Comments

From Dodie: 1. Judy had a request for a color copy of an Illinois 1945 highway map. She found it in the Illinois State Library's Digital Archive Collection.

2. Pat reports: A regular patron in AV/Fic discovered to his horror that his cell phone was not in his pocket. Pale and momentarily dazed he slowly began to collect himself and retrace his recent steps. He remembered that he had put his phone on the counter at his nearby bank before coming to the library and was certain it was there. Only an 800 number was offered for bank contact, his branch was closing at 8pm, and it was 7:55pm so he decided to make a run for it. When he left I called the 800 # and the service rep, who was not local, called the bank and lo, our patron's phone was there. She let me know that they had put it in their safe before closing the branch and he could pick it up in the morning. I quickly sent an email to our patron updating him. He contacted me just before closing to let me know how relieved he was. Another example of the great service the staff strives to give every day.

3. Val de la Calle had a question about ozone generators – where to get one, how much they cost, and will they help get cooking smells out of a building?

4. A patron requested books and information about how to cope with being married to a police officer.

5. Another patron requested information on Hashimoto's Disease.

Proposed Budget Calendar

February 20, 2018	Presentation of 2019-2020 Budget Calendar
March 8, 2018	First draft of budget requests due to Director and Business Manager from Adult Services, Digital Services, IT Services, Maintenance & Security, PR & Marketing, Technical Services, and Youth & Teen Services
March 11-29, 2018	Analysis and cross-checking
April 17, 2018	Draft of Tentative Budget and Appropriation Ordinance presented to Board of Trustees
First week of May	Notice filed of Public Hearing on the Tentative Budget and Appropriation Ordinance to be held on June 20, 2018
May 20, 2018	Special meeting of the Board to discuss budget line items and make any resulting adjustments
May 20, 2018	Passage of the Tentative Budget and Appropriation Ordinance
June 20, 2018	Public Hearing on Tentative Budget and Appropriation Ordinance
June 20, 2018	Passage of Final Budget and Appropriation Ordinance

Note: The public must have 30 days to review the Tentative Budget and Appropriation Ordinance, so the choice is:

- Approve the tentative B&A at the Special Board Meeting in May and the final B&A in June so it is in place for the beginning of the fiscal year, or
- Approve the tentative B&A at either the May Board meeting or a special board meeting in late May or early June and the final B&A at the July Board meeting after the fiscal year has begun.

Klein Thorpe & Jenkins has a recommended approval date of August 7th and no later than September 24th. It has been the Board's preference for the past few years to have the budget approved by July 1, but it is not a legal requirement.

Committees

Safety and OSHA Compliance Committee

From Cyndi: We organized a fire drill for staff day that focused on finding and using emergency exits. Staff were given a location to be when the alarm was sounded and their path out was, in most cases, through a different emergency exit from previous fire drills. 24 staff members will receive Blood-borne Pathogen Protocol training on February 14.

Art & Display

From Victoria: In January, the Franklin Gallery said good-bye to our wonderfully curated Art Stop 2018 Exhibit. I hope many of you had the chance to view it. It will be moving on to other venues in the Village. The next stop may be the Historical Society. A special thank you to Niles photographer, Marina Samovsky for her partnership and the Niles Public Arts and Culture Council for the funding of the printing and framing of this exhibit.

To create an exhibit as part of Coming Together, we put out a call for Polish American artists and have successfully collected a beautiful, diverse collection of art from several different artists, many residing in Niles. A special thank you to one of our new Art & Display Committee members, Bernadetta, for her help with this exhibit and being a driving force for this year's Coming Together. Please come by to see our new Franklin Gallery exhibit featuring Polish American Artists.

Sunshine

From Dodie: The Sunshine Committee has scheduled our next "Chili Cook-Off Contest" for staff on February 21st.

FOIA Requests

1.17.2019 Steven M. Doughty Annual report (most recent available) 2017 or 2018

Patron requests for information—Mr. Steven Doughty requested and received copies of the public comments documents passed out at the last Board meeting.

Trustee Calendar

February

2/18—Presidents' Day Legislative Breakfast

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)

4/12—**60th Anniversary VIP after-hours event**

4/14—60th Anniversary Public Event

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

5/1—**Deadline for filing Statement of Economic Interest**

5/20—**Special Board meeting to discuss and approve Tentative Budget & Appropriations Ordinance. New trustees begin term**

5/22—**Date moved--**Regular meeting of the Board of Trustees

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

July

7/1—New fiscal year begins

7/17—Regular meeting of the Board of Trustees

PLA Conference: Feb 25-29, 2020 Nashville

Monthly Statistical Report -- January 2019

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	277	206	34.47%			
Renewed District Cards	149	-				
Total District Cardholders	23,023	23,464	-1.88%			
Patron Visits	25,126	28,650	-12.30%			
Unique Library Cards Used	4,777	4,680	2.07%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	40,040	46,560	-14.00%	283,493	308,629	-8.14%
Teens	3,006	3,471	-13.40%	22,777	26,488	-14.01%
Juvenile	39,995	44,717	-10.56%	285,425	299,024	-4.55%
Digital	2,805	2,158	29.98%	17,074	13,063	30.71%
Equipment	130	93	39.78%	902	825	9.33%
TOTAL Loan of Library Materials	85,976	96,999	-11.36%	609,671	648,029	-5.92%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print: Fiction & Nonfiction	19,523	21,653	-9.84%	136,333	145,746	-6.46%
Magazine	1,115	966	15.42%	8,224	7,405	11.06%
Multimedia: Audio	3,457	4,980	-30.58%	28,246	32,480	-13.04%
Multimedia: Visual	15,945	18,961	-15.91%	110,690	122,998	-10.01%
TOTAL Adult Loans	40,040	46,560	-14.00%	283,493	308,629	-8.14%
Teens						
Print: Fiction & Nonfiction	2,322	2,468	-5.92%	17,422	19,933	-12.60%
Magazine	17	16	6.25%	125	174	-28.16%
Multimedia: Audio	88	637	-86.19%	975	4,025	-75.78%
Multimedia: Visual	579	350	65.43%	4,255	2,356	80.60%
TOTAL Teen Loans	3,006	3,471	-13.40%	22,777	26,488	-14.01%
Youth						
Print: Fiction & Nonfiction	32,553	35,717	-8.86%	228,595	231,616	-1.30%
Magazine	215	206	4.37%	1,722	1,302	32.26%
Multimedia: Audio	553	2,126	-73.99%	4,710	16,559	-71.56%
Multimedia: Visual	6,674	6,668	0.09%	50,398	49,547	1.72%
TOTAL Youth Loans	39,995	44,717	-10.56%	285,425	299,024	-4.55%
Equipment Loan	130	93	39.78%	902	825	9.33%
Digital eBooks and eAudiobooks	2,805	2,158	29.98%	17,074	13,063	30.71%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	18,722	15,978	17.17%	106,446	88,329	20.51%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed Through our Interface	7,727	7,481	3.29%			
Holds Made Available	6,978	10,368	-32.70%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
TOTAL In-House Use of Materials	6,706	8,262	-18.83%	53,832	52,077	3.37%
Items moved on Shelf	3,651	4,407	-17.15%	40,544	38,376	5.65%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,174	1,105	6.24%	8,947	9,614	-6.94%
Digital Services	2,015	2,435	-17.25%	18,213	17,555	3.75%
KidSpace Express Internet	19	49	-61.22%	268	242	10.74%
KidSpace	946	1,485	-36.30%	11,177	9,815	13.88%
KidSpace iPad Usage	350	350	0.00%	2,510	2,405	4.37%
Teen Underground	278	253	9.88%	2,796	2,864	-2.37%
TOTAL Users	4,782	5,677	-15.77%	43,911	42,495	3.33%
Patron Wi-Fi Uses	9,961	18,641	-46.56%	80,579	94,720	-14.93%
Scanning & Fax Pages	3,688	4,856	-24.05%	36,348	38,062	-4.50%
Print & Copy Pages	17,924	15,446	16.04%	126,511	110,343	14.65%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	42	37	13.51%	244	225	8.44%
Large Scale Poster Printer	1	1	0.00%	30	17	76.47%
VHS to DVD Conversion	10	6	66.67%	56	59	-5.08%
TOTAL Use of Staff Mediated Equipment	53	44	20.45%	330	301	9.63%
USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	49	56	-12.50%	436	802	-45.64%
Study Rooms 1-5	473	438	7.99%	4,171	3,537	17.92%
Creative Studio A	23	25	-8.00%	397	320	24.06%
Community Meetings in the Library	21	15	40.00%			
TOTAL Users of Staff Mediated Spaces	566	534	5.99%	5,004	4,659	7.41%

Monthly Statistical Report -- January 2019

MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	32,672	32,874	-0.61%			
Facebook "Likes"	1,685	1,476	14.16%			
Buzz Blog views	654	536	22.01%			
Veterans History Blog views	333	-				
Media Hits (includes print and online articles and listings)	20	23	-13.04%			
e-News Subscribers	15,347	16,399	-6.42%			
PR Hosted Community Engagement Event Participants	50	-				
New Resident Letters (December)	75	155	-51.61%			
LIBRARY HOLDINGS	Library Holdings	Items Added	Items Withdrawn			
Shelved materials	298,700	2,801	2,034			
Equipment	121	-	-			
eBooks & eAudiobooks (OverDrive, Axis 360)	119,403					
Databases	81					
Total	418,305					
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	57	43	32.56%	724	693	4.47%
Tests Proctored	4	1.00	300.00%	79	37	113.51%
Passports Processed	205	97	111.34%	711	117	507.69%
Voters' Registration	-	-		6	2	200.00%
1-2-1 Instruction	-	7	-100.00%	28		
Book Concierge	-	-		3		
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	464	707	-34.37%	3,731	13,315	-71.98%
Ready Assistance	7,395	10,279	-28.06%	57,803	63,084	-8.37%
Reference/Research	5,523	6,465	-14.57%	35,906	48,107	-25.36%
TOTAL All Service Desks	13,382	17,451	-23.32%	97,440	124,506	-21.74%
Adult Services (3rd Floor)	908	1,000	-9.20%	5,857	10,833	-45.93%
Commons Desk	39	-		104	14	642.86%
Fiction/Audiovisual Services Desk (2nd Floor)	2,032	1,658	22.56%	9,471	10,833	-12.57%
Patron Services	4,116	5,887	-30.08%	33,172	45,031	-26.34%
Technology Desk	1,396	1,733	-19.45%	12,978	13,744	-5.57%
Teen UnderGround Desk	761	604	25.99%	5,625	5,975	-5.86%
Outreach Service	1,897	2,291	-17.20%	16,402	17,339	-5.40%
Youth Service/KidSpace Desk	3,259	5,445	-40.15%	22,909	31,398	-27.04%
Total Service Interactions	14,408	18,618	-22.61%	106,518	135,167	-21.20%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,387	5,788	-24.21%	31,165	34,712	-10.22%
Items Received from CCS Libraries for Patrons	3,050	3,285	-7.15%	20,978	23,374	-10.25%
Items Lent to OCLC Libraries	317	328	-3.35%	2121	2,192	-3.24%
Items Received from OCLC Libraries for Patrons	38	43	-11.63%	332	630	-47.30%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Number of Homebound Patrons	186	210	-11.43%			
Number of Visits	156	163	-4.29%			
Number of Institution Deposit Collections	6	8	-25.00%			
Number of Visits	6	8	-25.00%			
School items Delivered	560	713	-21.46%			
Number of Trips	15	16	-6.25%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	18	107				
Adult and Outreach Services & Programs	3	7				
Digital Services & Programs	3	11				
Patron Services	8	66				
Teen Services & Programs	9	23				
Youth Services & Programs	11	22				
Total Volunteers and Hours This Month	52	236				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>66</i>	<i>363</i>				
LIBRARY EXHIBIT						
Art Stop 2018						
LIBRARY PROGRAMS AND EVENTS						
Youth Programs	79	2,170	78	3,407	-36.31%	
Teens Programs	41	1,033	15	299	245.48%	
Adults Programs	29	646	32	623	3.69%	
Digital Services Programs	20	116	25	137	-15.33%	
PR Community Engagement Events	1	50				
TOTAL PROGRAMS AND EVENTS	170	4,015	150	4,466	-10.10%	

Monthly Statistical Report -- January 2019

Programs-Youth Audience	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
1KBK added visits	ongoing	3			
1KBK registrations	1	-			
Adaptive Hour	1	10			
Ballet and Books	1	23			
Battle of the Books End of Season Celebration	1	115			
Bibliobop Dance Party!	1	50			
Choosing a Daycare or Preschool	1	25			
Crafternoon	1	2			
Drama Club	1	9			
Family Movie: <i>Sgt. Stubby, an American Hero</i>	1	60			
Homeschool Meetup	1	12			
Homework Help	1	2			
I Spy Tank (passive)	1	70			
In-house Toys and Games	1	239			
Laser Engrave an Acrylic Gear	1	4			
Lego WeDo	1	12			
Martin Luther King Service Storytime	1	26			
Mega Mondays-Maker Mon, Mon on the Move, Lego, Yoga	4	58			
Preschool and Daycare Fair	1	84			
Reading Patch Club Registrations	1	7			
Reading Patch Club added visits	ongoing	9			
Scavenger Hunt: Arctic Animals	1	56			
Second Saturday Breakfast Bingo	1	20			
Second Sunday: Monarch Award Mania	1	22			
Story: Babytime	3	66			
Story: Baby Lapsit	4	14			
Story: Evening Family Storytime	3	17			
Story: Rise & Shine Storytime	2	67			
Story: Storytime for 2s and 3s	8	115			
Story: Storytime for 4s and 5s	4	64			
Teacher use of Die Cut Machine	1	3			
Toddler Playgroup	1	40			
Volunteer in KidSpace	2	6			
Video Games	1	34			
Winter Reading Challenge Registrations	1	164			
Winter Reading Challenge Return Visits	ongoing	46			
Winter Reading Challenge Library Challenge (passive)	ongoing	60			
Wonder Ground: Art	8	50			
World Language Storytime (Polish, Russian, Spanish)	3	49			
Writing Center	1	90			
Youth Services Community Engagement Programs					
Elementary Class Visits to the Library (Nelson)	1	83			
Elementary Literacy Night (Washington)	1	103			
Famished for Fiction (Homeschool, Mark Twain, Culver)	3	52			
Preschool Visits to the Classroom (Grennan Heights, Embers, Washinton, SJB)	7	129			
Total Youth Services Programs	79	2,170	78	3,407	-36.31%
Programs--Teen Audience	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
After School Fun (Solstice Crowns, White Board Polling, Bullet Box)	1	21			
Bullet Journal	1	10			
Dungeons and Dragons Free Play	1	7			
Fortnite Tournament	1	13			
Games	1	9			
Interpreting SAT Scores for Parents	1	6			
Movies in the Underground: <i>A Quiet Place</i>	1	7			
Practice SAT	1	6			
MLK Service Storytime (hosted by teens)	1	4			
Teen Advisory Board	1	8			
Teen Underground Blanket Making Project	1	15			
Tweet Creatively	1	3			
Video Games	1	73			
Winter Reading Challenge Registrations	1	13			
Winter Reading Challenge Completed Badges	ongoing	15			
Teen Services Community Engagement programs					
Classroom Visits (Emerson)	25	800			
Famished for Fiction (Gemini and Culver)	2	23			
Total Teen Programs	41	1,033	15	299	245.48%

Monthly Statistical Report -- January 2019

Programs-- Adult Audience	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Book Discussion: Book Buzz	1	6			
CJE Senior Life					
Chair Yoga for Adults	1	20			
Citizenship Class	2	9			
History Comes Alive: The Six Wives of Henry VIII	1	38			
Job Counseling	1	0			
Low Vision Support Group (VIM)	1	8			
Low Vision Support Group (VIM) Book Discussion	1	6			
Make Your Own Vision Board	1	3			
New Release Movie: <i>Mamma Mia Here We Go Again</i>	1	19			
New Yorker Discussion Group	2	19			
Oakton Community College English as a Second Language	6	288			
Polish Language Movie: <i>Cicha Noir (Silent Night)</i>	1	41			
Shakespeare Project of Chicago after performance discussion	1	37			
Shakespeare Project of Chicago: Titus Andronicus	1	89			
Small Business Counseling	6	4			
Vagabonding Around the World Travel Program	1	12			
Total Adult Programs	29	646	32	623	3.69%
Digital Services Programs -- Adult Audience					
3D Printing Basics	1	6			
Adult Computer Boot Camp	3	13			
Building a PC	2	6			
Canva	1	5			
Continuing Education with Lynda.com	1	2			
Excel Charts & Graphs	1	4			
Excel Formatting	1	9			
Excel Formulas & Functions	1	10			
From Sheep to Chic	1	10			c
Learn How to Knit a Scarf	1	11			
Podcasting Basics	1	5			
Pomoc Komputerowa w Języku Polskim	1	1			
Record Your Own Podcast	1	7			
Resume Basics	1	2			
Silhouette Wednesday: Wooden Sign	1	9			
Tablet Tuesday	1	7			
Total Digital Services Programs	20	116	25	137	-15.33%
Publicity Hosted Community Engagement Programs-- All Ages	Number of Programs	Attendance			
Coming Together Press Conference	1	50			
Total Publicity Hosted Community Engagement Programs	1	50			
GRAND TOTAL PROGRAMS AND ATTENDANCE	170	4,015	150	4,466	-10.10%
COMMUNITY MEETINGS IN LIBRARY SPACES	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Movie Poster Exhibit	1	106			
Ukrainian Women in Business	1	25			
Jewish Genealogical Society of Illinois - Board Meeting	1	12			
Brian Wismer Entertainment-Rehearsal	1	6			
Niles Morning Network- Chamber	1	30			
Niles Toastmasters Club	2	40			
All American Speakers Toastmasters	2	20			
Daughters of the American Revolution Drop-In Workshop	1	8			
SAP Study Group	8	48			
Eagle Band Trip Meeting (Emerson Middle School)	1	70			
Village of Niles Story Conference	1	20			
National Retrofitting Group, LLC	1	20			
TOTAL COMMUNITY MEETINGS	21	405			

Patron Suggestions and Comments for February 2019

Responses to Patron Suggestions and Comments

Suggestions

Is it possible to put a garbage can in the fireplace area?

We are trying to consolidate our garbage pick-up to save time, and to remove unsightly objects. But if we hear from multiple patrons that they would appreciate an additional garbage can, we will consider it. Thanks for taking the time to write.

- 1) Having the suggestion/comment form online on the library's website.
 - 2) In the last two years, I used to visit the library every other day to study for my AAS degree. And it was just last summer when I discovered that the underground area is not for employees only. Suggestion: Put a sign to indicate what is underground. S. K., Niles
- These are both good ideas, and we will follow up on them. Thanks!

Please send all upcoming program details through email/text messages—specially kids activity. N. P., Des Plaines

We send a link to our monthly newsletter out via email, and you can sign up for text reminders for programs you have signed up for. We can consider creating a new mailing list for children's programs, but we don't have one at this time. Thank you for the suggestion.

Warren Newport Public Library waived library fines for the new year for all their patrons. Nice idea for Niles. N. R., Niles

Yes, this is one of several libraries that has recently moved to eliminate fines. The Board may wish to consider it for our library too. Thanks for writing.

I would like to be able to contribute to a fund for kids who need change for the copier or to pay overdue fines. Can this be instituted? S. O., Glenview

What a lovely idea! I will discuss it with our business office to see if it is feasible. Thanks for the suggestion.

WPF 4.5 Unleashed by Adam Nathan is a good programming book for Windows. It would be nice to have in the Library. R. M., Niles

I will pass your recommendation along to the selectors to consider. Thanks for suggesting it.

Frustrations

The "New" labels on the outside spine of music CDs cover up the title and artist's name. When the CDs are stacked side-by-side, each one must be taken off the shelf to determine what CD it is. Can another method be devised? R. B.

You have good timing! We are getting ready to do a review of all of our materials processing, and we can certainly consider if there is a better way to do this as part of it.

Comments

I would like to commend you on your employee in Digital Services, Jason. He is fabulous and VERY helpful. He has helped me several times and he is very nice—he never makes me feel stupid (which I feel because I know so little about technology). He is a great employee. Thank you! B. S., Chicago

I attended the January 26, 2019, Coming Together celebration for Poland and it was a spectacular, 5-star performance! I enjoyed the dancers depicting the various regions, the talented pianist, the artworks,

members of the symphony, and all the delicious food. A lot of hard work went into the preparation of this special event and we should all be thankful to all the people involved. J. S.

Thank you Josh! I appreciate your help moving my word doc to email! L. S.

Kathleen and Valeria were very helpful with rookie. Thank you! J.C. Niles

I so appreciate your taking the time to let me know about when you have gotten great service or attended a “spectacular” program!

January 28, 2019

On behalf of Niles Township Government and the Niles Township Food Pantry, we wish to offer our sincere appreciation for your participation in this year's Holiday Toy Drive benefitting children of our food pantry's clientele.

With your help, we were able to provide thousands of toys, as well as care packages containing many important necessities, to children and teens living in our community.

With support from individuals and businesses like yours, our food pantry continues to address the hunger crisis and is on the front lines of providing the local response.

While the sad reality is that there remains children and young adults in our community who are going to bed and going to school hungry, it is through the generosity of partners like you who are helping to make a difference.

The food pantry and its staff work tirelessly every day to ensure that the needs of the community are met. Each month, we provide food, toiletries and other assistance to more than 1,000 families living right here in Niles Township—distributing 1.2 million pounds of food in 2018.

We are grateful to you for your friendship, kindness, and willingness to help.

Sincerely,

Marilyn Glazer
Supervisor

Charles Levy
Food Pantry Foundation President



With
Appreciation

Thank you for
providing mom with
a purpose to keep
going. She loved
her books! Thank
you too for the
mass card.

Arlene Lou

Thank you sincerely for
your thoughtful kindness
at a time when it
was deeply appreciated
by the family of
Betty Conway

New Business—Recommended Actions

D. Recommended Action on 2019-2020 Strategic Work Plan

MOVE the Library Board of Trustees approve the 2019-2020 Strategic Work Plan.

Memorandum D of Recommended Board Action

This spells out the projects that we will be working on in the next 18-24 months to implement the Strategic Plan passed by the Board in April 2017.

NMDL Strategic Plan Work Plan for 2019-20

Strategic Focus: Exceptional Customer Service

Goal: To enhance the library user's experience

Outcome: The library is easy to use for all of its patrons

Investment	Project	Percentage complete or planned start
Upgrade wayfinding/navigation throughout the physical space	Develop scripts for staff to describe to a patron where to go in the building that are as clear as possible	50%
	Develop an overall signage plan for collections and label each section clearly	20%
	Label each room of the building that patrons use and have signs pointing to significant ones such as restrooms and meeting rooms	25%
	Test a Patron Services kiosk off of first pole to greet, give directional information, and answer quick questions	Start Spring 2019—will take some time to plan, design, and put together along with scheduling
	Consider best use of Commons Desk in serving patrons quickly	Summer 2019
Improve internal and customer-facing processes, improving efficiency and ease of customer service interactions	Migrate from Sirsi-Dynix to Polaris	100%
	Conduct user experience testing on traffic flow and on patron processes like picking up holds	Spring 2019
	Improve lobby flow so quick tasks are grouped and slower tasks are grouped, offering patrons efficient service when applying for a library card, etc.	
Enhance onboarding experience for new library users	Hand out a new bag with new library cards stuffed with information about collections, services, and programs—a Starter Guide	Summer 2019
	Train staff to offer tours when receiving new card; strategize best approach (by department, having a list of tour guides, etc.)	Summer 2019
	Prepare document with full list of what you can do with a library card	Summer 2019

Develop consistent standards for customer service	Complete a Who Answers What Where directory that describes the responsibilities of each desk for staff	100%
	Develop a flow-chart version of WAAW	Spring 2019
	Implement a new Staff Intranet that will increase the ability of staff to get information quickly	Fall 2019
	Train staff to work desks in other departments so differences in approach can be observed and documented	90%

Strategic Plan Focus Two: Expanded Community Engagement

Goal: To provide library services to all residents regardless of their physical location

Outcome: Library services provided to the entire District

Investment	Project	Percentage complete or planned start
Develop a task force to gather information and explore options for expanded service in the Northwest part of the District	Develop internal task force to focus on data-gathering	100%
	Work with schools to get more in-depth information on students and their families	75%
	Review results of the CMAP survey on unincorporated Maine/Northfield Township	75%
	Look at bus routes and how effective they are in getting people to the building	75%
	Use reference tools such as the heat mapping in Ref USA and Public Records	75%
	Create a District inventory of people, housing stock, and resources	Spring 2019
	Begin determining makeup and responsibilities of community/staff task force	Spring 2019
	Consider options for reducing unserved population on District boundaries including possible annexation of unserved areas or Inter-governmental agreements with schools.	Summer 2019
Evaluate service model and staffing levels throughout the library with the goal of freeing resources for community engagement	Use statistics to develop a picture of where staff are being deployed and how many patrons they are serving	Fall 2019
	Review staff hours of each department in Managers & Supervisors and Senior Management meetings	Winter 2019
	Have staff track their time in 15 minute increments for a test period for supervisors to analyze	Fall 2019
	Supervisors work with staff to prepare task map for each position	Fall/Winter 2019/2020
Commit more resources and attention to community engagement, in particular non-users and the underserved	Plan 2019-20 budget with resources committed to community engagement	Winter/Spring 2019

Explore community partnerships and establish the library as a central hub of information for the community and its agencies	Participate in Village, school, park district, Chamber groups, developing relationships with people and organizations to assess ways in which we can assist them with their needs	100% and continuing
	Look at Skokie and Park Ridge community calendars; investigate current calendars and online community resources around Niles area	50%

Strategic Plan Focus Three: Focused Staff Development

Goal: To give staff the expertise to work with the community effectively

Outcome: Programs, services and collections that best meet the needs of the community

Investment	Project	Percentage complete or planned start
Develop a program strategy emphasizing quality, flexibility and adaptability	Form Program Management Steering Committee to work on developing priorities and requirements for program development	Winter/Spring 2019
	Review three years of program data in developing program budget for 2019-20	Winter/Spring 2019
	Implement program planning tool	50%
Train staff to develop and rely upon data and analysis in evaluating success of collections, services and programs	Train staff on collection development tools in new ILS	100%
	Create a visually simplified version of monthly statistics for staff to encourage analyzing statistics to measure success	Winter 2019
	Increase number of staff trained in Project Outcome	50%
	Utilize Niche Academy to introduce resources to staff	100%
Increase staff's awareness and understanding of cultural differences, developing tools and techniques for working with patrons of specific cultures	Complete passport training for selected staff, which includes information about working with other cultures; look for ways to pass this information along to the other staff	100% and continuing
	Consider what sorts of training staff need (homeless people, mentally ill; different cultures; gender sensitivity)	75% and continuing
	Seek continuing ed resources for staff members to have a better understanding of what works and what does not work with different communities, talking with local schools, township offices, nearby libraries etc. to piggyback on resources they may have already developed	50%
Consider best ways to provide library services and collections to non-English speakers	Determine best way to make Google Translate quickly accessible to desk staff; provide staff training	Fall 2019
	Analyze library card and census data to see languages spoken at home	Spring 2019
	Make it easier for staff to find on-duty staff to help translate	Spring 2019
	Consider Odilo (software) for electronic world language material	Spring 2019
	Promote Press Reader and its international newspapers	Winter/Spring 2019
	Talk with the Skokie Parent ELL Center about the possibility of translating key documents	Summer 2019

Strategic Plan Focus Four: Enhanced Community Awareness and Alignment

Goal: To connect the right people with the right content at the right time the right way

Outcome: A community of users who are better aware of library services via the channels that most meet their needs

Investment	Project	Percentage complete or planned start
Form a Marketing Steering Committee with representatives from PR & Marketing, Admin, and key departments		100%
Finalize Library name change and related branding	Develop a marketing plan that uses all available channels of communication to get the word out	100%
	Make sure name is changed across all platforms, documents, and written and spoken communication	99.9%
	Complete exterior signage project including <ul style="list-style-type: none"> • Changing the name on the existing corner sign • Attaching the name to the exterior of the building on three sides—get revised quote and bring back to Board for sign on front of building • Install driveway sign so entry is visible to Oakton drivers • Install monument sign so turn-off is indicated for Waukegan drivers 	75%
	Consider adding banners to the parking lot and to the building to promote the library and special programs; get revised quote for reduced project and bring back to Board	Winter/Spring 2019
Focus energy on targeted marketing	Use Gale Analytics, Ref USA, Census, and school information to determine our largest population groups and their characteristics	50%
Define best practices for each segment	Consider hiring an intern to work on data analysis to determine groups and their preferred ways of getting information	Spring/Summer 2019

Implement new targeted communication across relevant marketing channels	Investigate new marketing channels like Every Block, Next Door, and Meet Up	Summer/Fall 2019
	Implement the app for Communico and promote it across social media channels and Chapter One	Winter/Spring 2019
	Develop opt-in email groups for particular types of info	Fall 2019/Winter 2020
Evaluate intent, scope and content of print newsletter	Collect newsletters from other libraries; compare our content, #pages, schedule, and quality	100%
	Analyze content of past two years of Chapter One	100%
	Design and execute user experience testing of Chapter One	100%
	Survey program attendees to determine if Chapter One is important way of delivering program information	100% and continuing
	Research options for delivery	100%
	Determine if delivered newsletters are reaching multi-unit dwellers	90%
Evaluate promotional mechanisms for effectiveness	Plan promotion, spelling out hoped-for outcomes	Fall 2019
	Use analytics to analyze effectiveness of different electronic channels	Summer 2019
	After one full year of new Chapter One schedule, repeat patron survey	Fall 2020
Identify barriers to customer service and communication	Analyze whether fines are a significant barrier	Spring 2019
	Develop way of learning what residents consider to be barriers for them (such as language, transportation, hours, location)	Fall 2019
	Develop user experience testing for people with walkers, wheelchairs, and other physical disabilities	Winter 2020
	Use Desk Tracker for staff to record times they have had to say no to a patron request; survey staff to get their observations of barriers	75%
	Find ways of hearing from patrons who have had negative experiences to learn from them	Winter 2020

2.14.2019

February 20, 2019

New Business—Recommended Actions

F. Recommended Action on Proposed Salary Increase

MOVE the Library Board of Trustees approve the proposed salary increase of 3% for raises awarded during the 2019-2020 fiscal year.

Memorandum F of Recommended Board Action

The State of Illinois has determined that the change in the Consumer Price Index for 2018 is 1.9%. (The Comparable numbers for the previous two years has been 2.1% for each year.) Staff requests a total raise program equal to 3% of which 1.9% will be cost of living and 1.1% will be merit. We expect the total impact of a 3% raise program to be approximately \$54,000 in the upcoming budget year over a base of \$3,500,000. Given that there will continue to be changes to the employee composition over the remaining five months of the current fiscal year, the precise 2019-2020 budgetary impact won't be known until the presentation of the budget in April.

New Business—Recommended Actions

G. Recommended Action on Painting the Front Portico

MOVE the Library Board of Trustees award Paint Platoon USA a contract in the amount of \$7,980.00 to paint the front portico entry of the Library. This amount will be paid from the Special Reserve Fund.

Memorandum G of Recommended Board Action

The front portico structure is badly in need of painting. After the painting of the building was completed this past year, Dave Dabrowski solicited bids to remove all loose paint, prime, and apply a finish coat to the front portico. We received three bids:

Bidder Name	Bid Amount	Warranty
Paint Platoon USA	\$ 7,980	5 years
Certapro Painters	\$ 7,785	2 years
Gaughrin Decorating	\$ 10,150	

Paint Platoon was not the lowest bidder by \$195 however we felt that the extra three years of warranty was far more valuable than the increased price.

The proposals from the three bidders follow this page.

DATE PREPARED: 11/15/18

Source:

- Previous Customer
- Mailer/Door Hanger
- Flyer
- Newsletter
- Truck Sign
- Lawn Sign
- Yellow Pages
- Referral: _____
- Telemarketer: _____
- Canvas: _____
- Internet: _____
- Newspaper: _____
- Other: _____



7307 Swan Way • Cary, IL 60013 • Phone: (847) 639-8800 • Fax: (847) 639-4988
COMMERCIAL / INDUSTRIAL EXTERIOR

Client Information

Contact: Dave Dabrowski Company: Niles Public Library Address: 6960 W. Oakton
 City: Niles State: IL Zip: 60714 Primary Ph: 847-663-6440 Cell Ph: _____

Project Name and Location

Project: Portice Coating-NILEXT111518 Contact: Dave Dabrowski Address: 6960 W. Oakton
 City: Niles State: IL Zip: 60714 Primary Ph: 847-663-6440 Cell Ph: _____

STANDARD SURFACE PREPARATION

Standard preparation will include the following unless otherwise specified. Scrape loose paint. Wirebrush chalky areas, and caulk cracks around windows and doorframes. Reglaze (reputty) windows. Apply primer over any bare wood, metal, or masonry or other substrates if required by manufacturer of finish coat. Remove loose dirt and contaminants from surfaces to be painted. Minor sanding or deglossing may be performed to insure adhesion, not to make surface smooth. Protect adjacent surfaces with drop cloths. Clean up to be performed daily.

Preparation Note: Where any surface exists in a deteriorated condition due to age, failure to undertake necessary repairs, surface preparation done in the past, many previous coats of paint, alligatoring, and overall poor condition of substrates, customer is aware that there will be a large number of surface imperfections and crater like appearances upon completion of the project. Paint Platoon USA Franchising Systems, Inc. will gladly perform more extensive surface preparation, such as; hand or power sanding, or chemical paint removal on a time and material basis, after a separate agreement is reached. We will also gladly perform any necessary carpentry or substrate repair upon reaching separate agreement.

Scope of Work

FRONT PORTICO ENTRY- APPLICATION OF A HIGH PERFORMANCE COATING SYSTEM- PAINT ALL METAL SUPPORT STRUCTURE IN ENTIRETY. PAINT WOOD CEILING.
Prepare all surfaces by scraping, sanding, by hand and/or power tools as per SSPC-SP2 (hand tool clean) and SSPC-SP3 (power tool cleaning) to remove all loose paint and rust and solvent clean as per SSPC-SP1 (solvent cleaning) to remove any remaining surface contaminants as per Society of Protective Coatings and (SSPC) standards.
Complete prime (1) coat all metal areas with PPG- Amerlock Surface Tolerant Eooxv. Surfaces will then be topcoated with (1) coat as per manufacturer recommendation. Amersfield Aliohatic Polyurethane. Sherwin Williams Corothane or similar or equal quality product to be used. These are not regular (1) part paints. They must be mixed together as a part A and a part B in order to "catalyze" the product. This results in a much superior finished product with a much longer lifespan than typical paints.
Note: These coatings are 2 to 3 times thicker than traditional paints. Wood areas will be painted with regular exterior paint. Paint Platoon USA offers a (5) year warranty against coating failure with these products. However, we expect the lifespan of the project to be significantly longer. The above products may be substituted with other products that are equal in quality based on weather conditions and availability of the products during the time job is started.
Wood surfaces will receive (2) finish coats of paint.
Prevailing Wage Price: \$7.980

Exclusions Note: This bid does not include painting or staining any surfaces with a factory finish such as: aluminum or vinyl siding, gutters, shutters, doors, or other miscellaneous substrates, that were not previously painted. This bid does not include water sealing, staining or painting decks or stairs, or painting the interior section of any exterior porches, hallways, or vestibules unless specified above. This bid does not include painting any closet interiors, or surfaces that are currently stained or varnished, or painting doors on both sides, unless leading into an area that is also being painted, or removing any wall covering; unless specified above. Paint Platoon USA Franchising Systems, Inc. will determine whether substrates are pressure washed, garden hosed washed or hand cleaned where applicable. If start or completion date appears on this contract, it is a tentative date only

Application

Check one of the following: Apply 1 finish coat Apply 2 finish coats Apply until full coverage is achieved
 Brand of finish coats Pittsburgh or Sherwin Williams or Equal. Contractor will choose primers, if applicable.
 Apply all materials evenly and free from defects, by brush, roller or spray. Contractor will choose base (latex, epoxy, or alkyd/oil) unless otherwise specified.

Colors: Initial one or more of the following:

- YES Colors to be the same or substantially similar to existing colors.
- YES Owner/Customer will choose from stock colors.
- YES Owner/Customer will choose custom colors.

Paint Platoon USA Franchising Systems, Inc. proposes to furnish material and labor – complete in accordance with above specifications, for the sum of:

SEVEN THOUSAND NINE HUNDRED EIGHTY AND 00/100's DOLLARS (\$7,980.00)

Down Payment (if any) \$NONE

Payment Due when	Amount	Payments to be made in installments as follows:
1. <u>DUE ON COMPLETION</u>	<u>\$7,980.00</u>	<u>By Check</u>
2. _____	\$ _____	_____
3. _____	\$ _____	_____
4. _____	\$ _____	_____

No proposal will be considered accepted without the payment of a deposit unless job has been financed through Paint Platoon USA Franchising Systems, Inc.. This proposal may be withdrawn by contractor if not accepted within 24 hours.

Approximate Start Date SPRING 2019

Approximate Completion Date: SPRING 2019

ACCEPTANCE OF PROPOSAL: I have read and understand pages 2 and 3 of this proposal. The above prices, specifications and conditions are satisfactory and I accept them. You are authorized to do the work as specified. Payment will be made as outlined above. Customer agrees to complete Authorization for File Disclosure. Contractor may, but is not obligated to obtain a consumer credit and/or investigative report.

Customer Signature _____

Date _____

Paint Platoon USA Franchising Systems, Inc. Representative:
 Print Name Scott Kuperman
 Signature Scott Kuperman Date 02/12/2019

Page _____ of _____



Independent Franchise Owner:
 CertaPro Painters of the North Shore
 Tony Ardizzone
 1816 Johns Drive
 Glenview, IL 60025
 224-723-5089
 Fax: 847-510-0427
 northshore@certapro.com
 1-800-462-3782

Job #: AAID7400226
 Date: 10/10/2018

Full Workers Compensation Coverage /\$2,000,000 General Liability Insurance

Niles Library
 Dave Dabrowski
 6960 W Oakton
 Niles, IL 60714
 Phone: 847-663-6440

Special Notes:

Painting to the front entry awning/canopy for the Niles Library.

Scope of work:

Properly prepare metal and wood surfaces to the front entrance awning canopy structural metal column supports, fascia and undersides, spot prime areas as needed, and then apply a 1-2 top coats of paint.

Color change - Colors/Sheen TBD by Niles Library. Brush & roll application.

Preparation/Paint system for all above surfaces:

We will power/hand wash as needed and then areas of rust will be prepared using a combination of hand tools and power tools (grinders with wire brush wheels, sanding wheels, etc.)-as applicable. Peeling paint will be hand scrapped until a firm edge is reached. Please note - this is not complete stripping/refinishing. Assumes access to electricity and water are available at no cost during production.

Product Specifications (Benjamin Moore affiliated products):

Primer-

Rustoleum Universal Acrylic Primer. Universal Acrylic Primer is specifically formulated for application to a variety of surfaces that include metal, wood, concrete, plaster, wallboard, hardboard, glass, and tile. The rust inhibitive formulation also makes it an ideal choice for direct application to metal. The primer is also an excellent stain blocker and resists growth of mold and mildew.

Top Coat-

Rustoleum Sierra Performance - Beyond™ Acrylic Enamel. Beyond Acrylic Enamel achieves a smooth, professional finish with zero VOCs. This water-based formula contains no VOCs, HAPs1 or solvent odor and is ideal for schools, cafeterias and settings where paint fumes are an issue. Superior resistance to chipping, cracking and peeling; excellent color retention. Impervious to moisture; easily cleaned and sanitized. For interior/exterior use on primed or painted metal, concrete, masonry, wood.

Note: Many areas of existing paint are noticeably peeling. This is usually indicative of a lack of proper priming or previous paint system being used. CertaPro painters will not be completely removing/stripping these previous layers of paint, but instead bring the surfaces to a smooth edge for application of new coats of paint. Therefore, CertaPro cannot be responsible to paint failure of previous existing layers of paint underneath newly painted applications.

*All above work is quoted at Prevailing Wage

A 40% deposit is required in order to secure a place on our schedule, 50% when substantially complete, and the final 10% upon completion of punch list. Pricing assumes payment by check. We reserve the right to resubmit our proposal if scope of work changes from time of estimate

PREPARATION

- Washing:** Wash all areas to be painted. Washing, if necessary, is done with a power washer, by hand, or a combination of the two - whichever is more appropriate for your project. This removes the dirt on the surface. Pricing assumes water from building spigots is available to us on site at no extra charge. After the power wash there will be water spots on the windows, this is unavoidable. Please do not have your windows cleaned until after the project is complete.
- Scraping:** Scrape loose paint. Loose and peeling paint will be hand scraped until a firm edge is reached. Feather sanding is not included in Standard Prep.
- Sanding:** Scuff sand as needed to degloss where necessary to promote adhesion of the top coat. **OPTIONAL FEATHER SANDING (not included unless specified):** We use a combination of power sanders (disk sanders, belt sanders) and/or hand sanding to smooth rough edges after handscraping. This does not leave the surface completely smooth, but makes the edges less apparent.

PRIMING	Surface Type/Area	Primer	Purpose
Wood:	Spot prime where bare	Wood Primer	To seal substrate so as to allow proper finish coat "bite" for best intercoat adhesion.
Metal:	Spot prime	Rust inhibiting	To prevent further damage from rust and aid surface strength to allow for good bonding.

Clean Up: We clean up daily and upon project completion - All ladders taken down and stacked, tools and equipment stored properly each evening. We sweep and/or vacuum paint chips during painting (not during the wash). We may create very small paint chips that are nearly impossible to fully cleanup. After the power wash there will be water spots on the windows, this is unavoidable. Please do not have your windows cleaned until after the project is complete.

Notes/Misc: **EXTERIOR SCHEDULING:** We will do our best to accommodate your scheduling requests. We will confirm with you a soft-start date followed by a 2-week window in which we expect your project to start. However, due to the inherent nature of exterior work, we cannot guarantee a specific start date.

CUSTOMER SERVICE COMMITMENT: Our goal for this project is to provide the best customer experience possible. Our painters are friendly and courteous. We will do things right the first time. We recognize that we are guests.

WARRANTY ON ALL WORK: We warrant our work for 2 years against blistering, peeling and chipping due to defective workmanship. This is not just a "handshake" warranty. This is a legal document, please see the attached copy of the warranty for details. Horizontal surfaces, such as decks and steps, are subject to greater wear and tear from foot traffic, rain, ice and snow and will show wear sooner than other painted/stained surfaces. Therefore horizontal surfaces are not covered under our warranty.

All Labor, Paint, Materials:	\$7,785.00
TOTAL	\$7,785.00

Signature of Authorized Franchise Representative: _____ Date: _____

Payment is due: Scheduled Payments (to be determined)
(I/WE HAVE READ THE TERMS STATED HEREIN, THEY HAVE EXPLAINED TO (ME/US) AND (I/WE) FIND THEM TO BE SATISFACTORY, AND HEREBY ACCEPT THEM.

(I/WE) HAVE EXAMINED THE JOB STATED HEREIN, THEY HAVE SHOWN TO (ME/US) AND (I/WE) FIND THE JOB TO BE SATISFACTORY, AND HEREBY ACCEPT THE JOB AS COMPLETE.

SIGNATURE

Date

SIGNATURE

Date

Gaughrin Decorating

Experts in Remodeling and fine painting

847-459-7297

6122 crain morton Grove , Il 60053

PROPOSAL

Niles Library
Dave Dabrowski
6960 Oakton St.
Niles, Il 60714

10- 26 -18

Exterior entry

- Power wash all surfaces to be painted
- We will hand scrape loose paint
- We will prime bare galvanized metal with primer for galvanized metal (previous painters did not properly prime the metal)
- We will prime the new wood on the ceiling (under the roof)
- We will apply 2 coats of paint on the ceiling and all metal using exterior industrial enamel .
- We will provide proper consideration and protection for the customers entering and leaving the library from the main entrance.
- All labor, scaffolding and material is included

\$ 10,150

SPRAY PAINTING • SAND BLASTING • PROTECTIVE COATINGS • VINYL WALL COVERINGS • GRAINING AND MARBLING

NEDROW decorating inc.

BID SUBMISSION

DATE	October 4, 2018
PROJECT	Niles Maine Library Canopy
ARCHITECT	N / A
ADDENDUM	N / A
SECTION(S) BEING BID	Painting
BASE BID	\$11,500.00

Scope of Work -

- Scrape peeling paint
- Spot prime raw areas
- Finish paint canopy steel
- Without sandblasting steel, no guarantees are available for finished product



Bryan Gibson
Authorized Signature

**Legal Notice
Advertisement for Public Bid**

**INVITATION TO SUBMIT A SEALED BID FOR PARKING LOT REPAIR,
SEALING, AND STRIPING AT NILES-MAINE DISTRICT LIBRARY**

The Niles-Maine District Library is accepting sealed bids from interested contractors Parking Lot Repairs, Sealing, and Striping at the existing Library facility located at 6960 W Oakton St, Niles, IL 60714. The work includes:

- Removal of damaged areas of the parking lot
- Inspection and repair of the substrate
- Installation of new asphalt material to a compacted depth of four inches
- Repair of asphalt cracks greater than ¼ inch in width
- Complete preparation of undamaged areas of parking lot
- Apply appropriate sealcoating to Parking lot
- Stripe entire parking lot including handicapped spaces ensuring ADA compliance

The scope of work includes all parking areas on the west, north, and east sides of the building including four driveways. The sealcoating and striping must be scheduled for Labor Day Weekend 2019 (September 1-2, 2019). Other repairs may be scheduled at a mutually agreeable time.

Sealed Bids are due no later than 10:00 a.m., Monday, March 25, 2019 at the Lower Level Meeting Room, Niles-Maine District Library, 6960 W Oakton St, Niles, IL 60714. Bids shall be submitted in a sealed envelope clearly marked as "SEALED BID-PARKING LOT REPAIR, SEALING, AND STRIPING" and addressed to:

Susan Lempke
Library Director
Niles-Maine District Library
6960 W Oakton St
Niles, IL 60714

Faxed or emailed bids will not be accepted.

Bids will be publicly opened immediately following close of bidding. The Board of Trustees reserves the right to reject any and all bids or parts thereof, or waive any irregularities or informalities in bidding. All Bidders must comply with applicable Illinois Law requiring the payment of prevailing wages by all contractors working on public works and disposal of waste.

Bid Documents and additional project information can be obtained by contacting Diane Winberg at dwinberg@nileslibrary.org. Examination of the parking lot may be arranged with Dave Dabrowski, Maintenance Supervisor at ddabrowski@nileslibrary.org.
