



## **Niles-Maine District Library**

### **Regular Meeting**

**Wednesday, March 20, 2019 7:00 PM**



**NILES-MAINE DISTRICT LIBRARY  
REGULAR MEETING AGENDA  
March 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 February 20, 2019	4
5. Public Comment	
6. Treasurer's Report	
A. Review Financial Reports	9
B. Approve payment of the bills for operating expenses of \$210,807.01, payroll expenses of \$289,283.58, for a total monthly expense of \$500,090.59	15
7. Director's Report	
A. Highlights	27
B. Monthly Statistics	42
8. Communications	46
9. Liaison Reports	
A. Friends of the Library	
B. Legislative	
C. RAILS	
10. New Business	
A. Approve payment to Visographic in the amount of \$5,669.90 for the publication of the winter issue of Chapter One	49
B. Approve serving alcohol at the invitation-only party celebrating the Library District's 60th Anniversary on Friday, April 12 from 6:30-8:00 PM, subject to all restrictions set forth in Administrative Policy 3.31 Alcoholic Liquor Policy	50
C. Approve changes to the Lending Regulation Policy 3.05	51
D. Approve proposed salary schedule	53
E. Approve proposed salary increase for 2019-2020 budget	56

## **Board Meeting Agenda - March 20, 2019**

11. Unfinished Business
  - A. Review of Administrative Policy 3.27 Public Participation and Comment at Board Meetings with possible action
12. Other
13. Adjournment

**Niles-Maine District Library  
Regular Board Meeting Minutes  
February 20, 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](http://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; Cyndi Rademacher, Assistant Director

**Others Present**

Niles Residents Steve Doughty, Ticia Doughty-Ashcroft; Jamie Wilkey and Sean Hickey, Lauterbach & Amen, LLP; Brian Lefevre and Martha Trotter, Sikich

**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.

**Change in Agenda Order**

President Dimond asked that the presentations by the audit firms be made at this time.

**Interview with Lauterbach & Amen, LLP**

Jamie Wilkey and Sean Hickey presented the Board with an overview of their professional services as prepared for the Library. The Board was given the opportunity to ask questions. The Board thanked them for their presentation.

**Interview with Sikich**

Brian Lefevre and Martha Trotter presented the Board with an overview of their professional services as prepared for the Library. The Board was given the opportunity to ask questions. The Board thanked them for their presentation.

**Approval of Minutes**

**Regular Board Meeting on January 16, 2019**

Trustee Rozanski MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of January 16, 2019. Trustee Ryan seconded. Two small changes were made to the minutes which were accepted by the movant and seconder.

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

The changes were noted and made to the original minutes.

**Public Comment**

President Dimond invited those who signed in to speak.

Mr. Steve Doughty commented that despite the Board’s hesitancy to address the auditing firms with the right questions, he felt that a lot of great questions were asked. He thanked Ms. Lempke for adding the review of the Administrative Policy for Public Participation and Comment at Board Meetings to the Board Meeting agenda. He suggested the Library adopt the Village of Niles’ policy which allows the public to comment during the discussion of every agenda item before a vote is taken.

**Treasurer’s Report**

The Library Board reviewed the January 2019 Treasurer’s Report as presented by Treasurer Tim Spadoni.

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

February 20, 2019

January is the seventh month of the fiscal year and 58.33% of the budget. The Library’s overall expenditures are at 54% of the total budget.

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Revenues – Revenues are in line per expectations.

Salaries - On budget.

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

Library Operating Expenditures – At 47%, the overall category is running under budget.

**Page 11**

General and Administrations: At 49%, the overall category continues well under budget.

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No items of note.

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Other than the Workers’ Compensation and Unemployment Compensation line items detailed in previous meetings, all line items are running under budget.

**Payment of the Bills**

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$26,503.93, payroll expense of \$290,076.55, for a total monthly expense of \$506,580.48. Trustee Ryan seconded.

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

Trustee Drblik commented that all are aware that she votes “no” to monthly spending. This is because she voted “no” to the 2018/2019 \$7.3 Million budget because it lacked any budget review in her opinion.

**Director’s Report**

Ms. Lempke referred to the recent complaints on the noise level in the Teen Underground. Vinyl covers have been placed on the windows which prevents visual contact between the teens and the patrons on computers. The teen computers have been moved away from the window wall. We are working on a solution for the noise with sound tiles and librarian coverage at all times.

Ms. Lempke announced that the Library will be celebrating its 60<sup>th</sup> Anniversary in April. We will be celebrating with a VIP party after hours on Friday, April 12. She will bring a motion next month to approve serving alcohol. Email invites will be going out to the members of the Board, former library trustees and directors, all staff, and Village officials.

Ms. Lempke referred to the proposed budget calendar which is very much like last year's. She reminded the Board that they can change the dates—it's up to them.

### **Communications**

As provided in the Board Packet.

### **Liaison Reports**

Friends of the Library – Trustee Spadoni asked Trustee Drblik whether she has asked the Friends regarding their funds. She feels the Library Board as a whole should write the Friends a letter regarding this matter. She said the Friends will resume meeting in March.

### **Legislative**

There was no report.

### **RAILS**

RAILS is working on final details of the Explore More Illinois museum pass program. Our library will be in the first group beginning in April. RAILS also says the Secretary of State's office is asking libraries to help with the 2020 census, and Ms. Lempke has spoken to the Village about partnering on it.

### **New Business**

#### **Discussion and Hiring of Auditing Firm**

A lengthy discussion was held by the Board on the auditing firms, Lauterbach and Amen, LLP and Sikich, reviewing the analysis provided by Mr. Pritz.

Trustee Rozanski MOVED the Library Board of Trustees approve the hiring of Lauterbach and Amen, LLP, accepting their 3-year proposal to provide the Niles-Maine District Library auditing services. Trustee Olson seconded.

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

#### **Proposed Strategic Work Plan 2019-2020**

Trustee Rozanski MOVED the Library Board of Trustees approve the proposed strategic work plan for 2019-2020. Trustee Ryan seconded.

Ms. Lempke presented the Board with an updated version of the strategic work plan, based on the Strategic Plan passed by the Board in 2017. This plan carries over some tasks from the previous work plan. Some of the new items include:

- Testing a Patron Services kiosk for giving directional information as people enter the Library
- Consider how to best use the Commons Desk
- Enhance the on-boarding experience for new library users through a combination of information they receive at the time of signing up for a library card and finding ways to offer tours to new patrons
- Under “develop consistent standards for customer service,” we plan to implement a new staff Intranet so staff can get information at each desk quickly and easily
- Under expanded community engagement, we will begin forming a community/staff task force to look at options for the underserved areas of the district
- We will consider our options for reducing the number of unserved (no library taxes paid or services offered) which may include annexation of unserved areas or intergovernmental agreements with schools
- We will evaluate our service model by looking at where staff are deployed and what they are doing with a goal of “freeing resources for community engagement”
- We have a number of projects working toward better serving our population of non-English speakers

## Regular Board Meeting – February 20, 2019

- We will get a quote for adding exterior signage and for the Board to consider adding banners to the parking lot
- We have many projects listed under “Identify barriers to customer service and communication,” involving user experience testing and looking at library fines.

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

### Approve Proposed Salary Schedule

The Board agreed to postpone discussion and action on the proposed Salary Schedule until next month.

### Approve Proposed Salary Increase for 2019-2020 Budget

The Board agreed to postpone discussion and action on the proposed salary increase for the 2019-2020 budget until next month.

### Accept a Proposal to Paint the Portico

Trustee Rozanski MOVED 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. Trustee Olson seconded.

Mr. Pritz provided the Board with three solicited proposals received from Paint Platoon, Certapro Painters, and Gaughrin Decorating for the removal of all loose paint, prime, and apply a finish coat to the front portico. Of the three bids received, Paint Platoon was not the lowest bidder but offered an extra three years of warranty.

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

### Notification of the Board regarding the request for proposals from contracting and/or trade firms to perform various services and replace equipment at the Library

Mr. Pritz provided the Board with a Legal Notice/Advertisement for Public Bid for Parking Lot Repair, Sealing, and Striping. The repairs would be more extensive this time since asphalt and sub strand damage has caused some of the drains to collapse. He would like the bids to be submitted and opened on Monday, March 25 with a recommendation for the Board to award a contract at the April Board Meeting. He would like to have the work done over the Labor Day Weekend. The Board agreed with Mr. Pritz's recommendation to have this work done.

### Unfinished Business

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

The Board agreed to postpone this discussion until next month.

### Executive Session

Trustee Rozanski MOVED the Library Board of Trustees enter Executive Session for the purpose of personnel. Trustee Ryan seconded.

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

Executive session started at 9:22 PM. Executive session ended at 9:41 PM.

The Regular Board Meeting resumed at 9:42 with all Board members present.

### Final Action – if any, on closed session subject

Trustee Rozanski MOVED the Library Board of Trustees award a \$1,000.00 bonus to Dave Dabrowski, Maintenance Supervisor, for all his work combating this winter's weather; and a \$1,000.00 bonus to Bernadetta Koryciarz, Digital Services Assistant, for all her efforts towards the success of Coming Together: Celebrating Poland. Trustee Ryan seconded.

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

Regular Board Meeting – February 20, 2019

**Adjournment**

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

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

The meeting adjourned at 9:45 PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

DRAFT

# Niles-Maine District Library

## Balance Sheet

February 28, 2019

	GENERAL FUND 2/28/2019	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash	(\$966,525)	\$30,702	\$1,164,921	\$229,097
Investments	\$8,547,354			\$8,547,354
<b>Total Cash and Investments</b>	<b>\$7,580,828</b>	<b>\$30,702</b>	<b>\$1,164,921</b>	<b>\$8,776,451</b>
<b>Receivables</b>				
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
<b>Total Receivables</b>	<b>\$2,894,299</b>	<b>\$282,323</b>	<b>\$0</b>	<b>\$3,176,621</b>
<b>Prepaid Items</b>				
Prepaid Expense	\$0			\$0
<b>Total Prepaid Items</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Assets</b>	<b>\$10,475,127</b>	<b>\$313,024</b>	<b>\$1,164,921</b>	<b>\$11,953,072</b>
 <b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$149,927	\$21,010	\$0	\$170,938
Other Liabilities	\$53,801	\$3		\$53,804
Deferred Revenues	\$2,847,045	\$282,323		\$3,129,368
<b>Total Liabilities</b>	<b>\$3,050,773</b>	<b>\$303,336</b>	<b>\$0</b>	<b>\$3,354,109</b>
<b>Fund Balance</b>				
Fund Balance	\$7,424,354	\$9,688	\$1,164,921	\$8,598,963
<b>Total Fund Balance</b>	<b>\$7,424,354</b>	<b>\$9,688</b>	<b>\$1,164,921</b>	<b>\$8,598,963</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$10,475,127</b>	<b>\$313,024</b>	<b>\$1,164,921</b>	<b>\$11,953,072</b>

# Niles-Maine District Library

## Income Statement-Consolidated

February 28, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$903,090	\$799,147	\$103,943	\$4,079,855	\$3,929,142	\$150,714	\$6,659,562	61%
Replacement Taxes		\$12,083	(\$12,083)	\$61,890	\$96,667	(\$34,776)	\$145,000	43%
Per Capita Grant				\$71,605	\$71,605		\$71,605	100%
Grants-Other		\$83	(\$83)		\$667	(\$667)	\$1,000	
Investment Income	\$30,090	\$8,333	\$21,756	\$137,253	\$66,667	\$70,587	\$100,000	137%
Fines	\$2,486	\$2,083	\$403	\$21,895	\$16,667	\$5,229	\$25,000	88%
Lost Books	\$1,004	\$875	\$129	\$5,932	\$7,000	(\$1,068)	\$10,500	56%
Pay For Print	\$1,972	\$1,708	\$263	\$13,152	\$13,667	(\$514)	\$20,500	64%
Book Sale	\$966	\$833	\$133	\$6,684	\$6,667	\$18	\$10,000	67%
Passports	\$7,033	\$2,917	\$4,116	\$30,045	\$23,333	\$6,711	\$35,000	86%
Non-Resident Fees	\$294		\$294	\$954		\$954		
Flash Drive & Ear Bud Sales	\$6		\$6	\$39		\$39		
Commissions & Fees	\$5		\$5	(\$11)		(\$11)		
Donations	\$2		\$2	\$372		\$372		
Miscellaneous	\$33	\$113	(\$79)	\$1,217	\$900	\$317	\$1,350	90%
<b>Total Revenues</b>	<b>\$946,980</b>	<b>\$828,177</b>	<b>\$118,804</b>	<b>\$4,430,883</b>	<b>\$4,232,980</b>	<b>\$197,904</b>	<b>\$7,079,517</b>	<b>63%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$11,002	\$11,094	\$92	\$88,014	\$88,749	\$735	\$133,124	66%
Payroll-Department Managers	\$15,438	\$15,340	(\$98)	\$123,089	\$122,722	(\$367)	\$184,083	67%
Payroll-Division Supervisors	\$45,088	\$45,080	(\$8)	\$359,826	\$360,641	\$815	\$540,962	67%
Payroll-Librarian I	\$99,307	\$98,817	(\$490)	\$781,432	\$790,539	\$9,108	\$1,185,809	66%
Payroll-Library Grade V	\$69,652	\$68,150	(\$1,502)	\$545,275	\$545,197	(\$78)	\$817,796	67%
Payroll-Library Grade VI	\$35,279	\$31,029	(\$4,249)	\$255,570	\$248,235	(\$7,335)	\$372,353	69%
Payroll-Library Pages	\$7,017	\$11,548	\$4,530	\$60,780	\$92,383	\$31,603	\$138,575	44%
Payroll-Sundays	\$6,977	\$7,500	\$523	\$58,729	\$60,000	\$1,271	\$90,000	65%
Adjustments		\$833	\$833	\$4,437	\$6,667	\$2,230	\$10,000	44%
Substitutes	\$259	\$2,333	\$2,074	\$2,635	\$18,667	\$16,031	\$28,000	9%
<b>Total Salaries</b>	<b>\$290,020</b>	<b>\$291,725</b>	<b>\$1,705</b>	<b>\$2,279,788</b>	<b>\$2,333,801</b>	<b>\$54,013</b>	<b>\$3,500,702</b>	<b>65%</b>

**Niles-Maine District Library**  
**Income Statement-Consolidated**

February 28, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Library Materials</b>								
Books-Adult	\$16,815	\$15,083	(\$1,732)	\$121,005	\$120,667	(\$338)	\$181,000	67%
Books-Youth Services	\$7,269	\$6,667	(\$603)	\$50,622	\$53,333	\$2,711	\$80,000	63%
Books-Teen	\$998	\$1,271	\$273	\$8,087	\$10,167	\$2,080	\$15,250	53%
Downloadables	\$2,564	\$6,667	\$4,103	\$55,885	\$53,333	(\$2,552)	\$80,000	70%
Periodicals	\$10	\$2,742	\$2,732	\$32,535	\$21,933	(\$10,601)	\$32,900	99%
AV-Adult	\$10,112	\$10,167	\$55	\$85,657	\$81,333	(\$4,323)	\$122,000	70%
AV-Youth Services	\$4,359	\$3,317	(\$1,043)	\$22,029	\$26,533	\$4,505	\$39,800	55%
AV-Teen	\$322	\$979	\$657	\$5,883	\$7,833	\$1,951	\$11,750	50%
Online Databases	\$10,655	\$17,500	\$6,845	\$163,106	\$140,000	(\$23,106)	\$210,000	78%
<b>Total Library Materials</b>	<b>\$53,104</b>	<b>\$64,392</b>	<b>\$11,288</b>	<b>\$544,808</b>	<b>\$515,133</b>	<b>(\$29,674)</b>	<b>\$772,700</b>	<b>71%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$7,665	\$7,577	(\$88)	\$61,320	\$60,613	(\$707)	\$90,920	67%
Processing & Supplies	\$438	\$2,792	\$2,354	\$20,004	\$22,333	\$2,330	\$33,500	60%
Internet Charges	\$1,570	\$1,533	(\$36)	(\$55)	\$12,267	\$12,322	\$18,400	0%
Software, Licenses	\$1,458	\$6,306	\$4,847	\$18,274	\$50,445	\$32,171	\$75,668	24%
Printing	\$5,845	\$3,575	(\$2,270)	\$24,854	\$28,600	\$3,746	\$42,900	58%
Library Supplies	\$1,857	\$575	(\$1,282)	\$3,725	\$4,600	\$875	\$6,900	54%
Programming & Support-Adult	\$1,494	\$2,520	\$1,026	\$22,017	\$20,157	(\$1,860)	\$30,235	73%
Programming & Support-Juvenile	\$270	\$2,894	\$2,624	\$21,925	\$23,150	\$1,225	\$34,725	63%
Programming & Support-Events	\$748	\$508	(\$240)	\$2,562	\$4,067	\$1,505	\$6,100	42%
Programming & Support-Teen	\$482	\$577	\$95	\$5,472	\$4,617	(\$855)	\$6,925	79%
Public Performing Rights		\$167	\$167	\$1,313	\$1,333	\$20	\$2,000	66%
Miscellaneous	\$339	\$208	(\$130)	\$1,907	\$1,667	(\$241)	\$2,500	76%
Per Capita Grant Expenditures	\$3,820	\$5,967	\$2,147	\$43,433	\$47,737	\$4,304	\$71,605	61%
Grant - Other Expenditures		\$83	\$83		\$2,417	\$2,417	\$2,750	
Volunteers	\$1,572	\$238	(\$1,335)	\$1,572	\$1,900	\$328	\$2,850	55%
<b>Total Library Operating Expenditures</b>	<b>\$27,557</b>	<b>\$35,519</b>	<b>\$7,962</b>	<b>\$228,323</b>	<b>\$285,902</b>	<b>\$57,579</b>	<b>\$427,978</b>	<b>53%</b>

**Niles-Maine District Library**  
**Income Statement-Consolidated**

February 28, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>General and Administration</b>								
Janitorial Supplies	\$895	\$2,667	\$1,771	\$20,983	\$21,333	\$350	\$32,000	66%
Copiers	\$721	\$833	\$112	\$6,174	\$6,667	\$493	\$10,000	62%
Professional Development	\$4,060	\$2,991	(\$1,069)	\$20,028	\$23,929	\$3,902	\$35,894	56%
Mileage	\$371	\$304	(\$66)	\$2,219	\$2,433	\$214	\$3,650	61%
Professional Collection		\$688	\$688	\$2,846	\$5,500	\$2,654	\$8,250	34%
Legal Fees	\$651	\$604	(\$47)	\$3,797	\$4,833	\$1,037	\$7,250	52%
Consultants	\$1,363	\$1,250	(\$113)	\$5,623	\$10,000	\$4,377	\$15,000	37%
Kitchen Supplies-Administrative Services		\$83	\$83	\$901	\$667	(\$234)	\$1,000	90%
Promotional Expense	\$1,686	\$1,750	\$64	\$13,223	\$14,000	\$777	\$21,000	63%
Office Supplies	\$2,477	\$2,279	(\$198)	\$11,711	\$18,233	\$6,522	\$27,350	43%
Postage & Freight	\$1,121	\$1,897	\$775	\$12,316	\$15,173	\$2,858	\$22,760	54%
Publication of Notices-Legal	\$67	\$100	\$33	\$1,001	\$800	(\$201)	\$1,200	83%
Subscriptions & Dues	\$71	\$708	\$637	\$4,133	\$5,663	\$1,530	\$8,495	49%
Collection Services	(\$62)	\$83	\$145	\$1,032	\$667	(\$365)	\$1,000	103%
Telephone	\$1,591	\$1,375	(\$216)	\$11,295	\$11,000	(\$295)	\$16,500	68%
Trustee Expense	\$335	\$417	\$82	\$520	\$3,333	\$2,813	\$5,000	10%
Payroll Service	\$271	\$1,458	\$1,187	\$11,215	\$11,667	\$452	\$17,500	64%
Bank Fees	\$139	\$100	(\$39)	\$816	\$800	(\$16)	\$1,200	68%
Parking Lease	\$881	\$881		\$7,048	\$7,048	\$0	\$10,572	67%
<b>Total General and Administration</b>	<b>\$16,639</b>	<b>\$20,468</b>	<b>\$3,830</b>	<b>\$136,879</b>	<b>\$163,747</b>	<b>\$26,868</b>	<b>\$245,621</b>	<b>56%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$39	\$83	\$44	\$413	\$667	\$254	\$1,000	41%
Repairs & Maintenance		\$150	\$150		\$1,200	\$1,200	\$1,800	
Miscellaneous		\$8	\$8	\$6	\$67	\$61	\$100	6%
Auto Insurance				\$1,732	\$1,732		\$1,732	100%
<b>Total Vehicle Operation</b>	<b>\$39</b>	<b>\$242</b>	<b>\$202</b>	<b>\$2,151</b>	<b>\$3,665</b>	<b>\$1,514</b>	<b>\$4,632</b>	<b>46%</b>

**Niles-Maine District Library**  
**Income Statement-Consolidated**

February 28, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$13,017	\$12,659	(\$358)	\$132,162	\$130,072	(\$2,090)	\$180,706	73%
Group Health	\$39,266	\$40,056	\$790	\$307,563	\$320,450	\$12,887	\$480,675	64%
Health Reimbursement Account	\$6,710	\$5,500	(\$1,210)	\$36,576	\$44,000	\$7,424	\$66,000	55%
Dental	\$1,911	\$1,667	(\$244)	\$19,117	\$13,333	(\$5,784)	\$20,000	96%
Vision	\$505	\$583	\$78	\$3,987	\$4,667	\$680	\$7,000	57%
FSA fee		\$100	\$100		\$800	\$800	\$1,200	
Life, LTD, AD&D, STD	\$1,105	\$1,083	(\$22)	\$9,097	\$8,667	(\$430)	\$13,000	70%
<b>Total Employee Fringe Benefits</b>	<b>\$62,514</b>	<b>\$61,648</b>	<b>(\$866)</b>	<b>\$508,502</b>	<b>\$521,989</b>	<b>\$13,487</b>	<b>\$768,581</b>	<b>66%</b>
<b>Utilities</b>								
Gas	\$2,961	\$1,000	(\$1,961)	\$6,864	\$8,000	\$1,136	\$12,000	57%
Electric	\$6,564	\$7,500	\$936	\$61,669	\$60,000	(\$1,669)	\$90,000	69%
Water	\$150	\$808	\$658	\$4,234	\$6,467	\$2,233	\$9,700	44%
<b>Total Utilities</b>	<b>\$9,675</b>	<b>\$9,308</b>	<b>(\$367)</b>	<b>\$72,767</b>	<b>\$74,467</b>	<b>\$1,699</b>	<b>\$111,700</b>	<b>65%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building		\$61,083	\$61,083	\$157,140	\$488,667	\$331,527	\$733,000	21%
Special Reserve - Equipment		\$14,217	\$14,217	\$122,246	\$113,733	(\$8,513)	\$170,600	72%
<b>Total Capital Expenditures</b>	<b>\$0</b>	<b>\$75,300</b>	<b>\$75,300</b>	<b>\$279,386</b>	<b>\$602,400</b>	<b>\$323,014</b>	<b>\$903,600</b>	<b>31%</b>
<b>Audit</b>								
Audit Expense				\$21,200	\$21,200		\$21,200	100%
<b>Total Audit Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,200</b>	<b>\$21,200</b>	<b>\$0</b>	<b>\$21,200</b>	<b>100%</b>
<b>Liability Insurance</b>								
Liability Insurance				\$33,720	\$33,720		\$33,720	100%
<b>Total Liability Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,720</b>	<b>\$33,720</b>	<b>\$0</b>	<b>\$33,720</b>	<b>100%</b>

**Niles-Maine District Library**  
**Income Statement-Consolidated**

February 28, 2019

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Social Security</b>								
Social Security	\$21,548	\$21,611	\$63	\$169,429	\$172,885	\$3,456	\$259,327	65%
<b>Total Social Security Expenditures</b>	<b>\$21,548</b>	<b>\$21,611</b>	<b>\$63</b>	<b>\$169,429</b>	<b>\$172,885</b>	<b>\$3,456</b>	<b>\$259,327</b>	<b>65%</b>
<b>Workers' Compensation</b>								
Workers' Compensation				\$24,309	\$26,219	\$1,910	\$26,219	93%
<b>Total Workers' Compensation Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,309</b>	<b>\$26,219</b>	<b>\$1,910</b>	<b>\$26,219</b>	<b>93%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$1,555	\$1,667	\$112	\$7,652	\$13,333	\$5,682	\$20,000	38%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$1,555</b>	<b>\$1,667</b>	<b>\$112</b>	<b>\$7,652</b>	<b>\$13,333</b>	<b>\$5,682</b>	<b>\$20,000</b>	<b>38%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$2,241	\$5,417	\$3,175	\$39,338	\$43,333	\$3,995	\$65,000	61%
Contractual Maintenance	\$7,533	\$2,917	(\$4,617)	\$26,626	\$23,333	(\$3,293)	\$35,000	76%
Non-Contractual Maintenance	\$5,833	\$3,220	(\$2,613)	\$30,226	\$25,760	(\$4,466)	\$38,640	78%
Equipment Maintenance	\$3,072	\$2,375	(\$697)	\$3,940	\$19,000	\$15,060	\$28,500	14%
Non Capital Expenses	\$3,048	\$2,167	(\$881)	\$13,929	\$17,333	\$3,404	\$26,000	54%
Furniture & Fixtures	(\$349)	\$1,083	\$1,432	\$9,492	\$8,667	(\$825)	\$13,000	73%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$21,378</b>	<b>\$17,178</b>	<b>(\$4,200)</b>	<b>\$123,551</b>	<b>\$137,427</b>	<b>\$13,876</b>	<b>\$206,140</b>	<b>60%</b>
<b>Total Expenditures</b>	<b>\$504,029</b>	<b>\$599,058</b>	<b>\$95,029</b>	<b>\$4,432,464</b>	<b>\$4,905,887</b>	<b>\$473,423</b>	<b>\$7,302,120</b>	<b>61%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$442,951</b>	<b>\$229,119</b>	<b>\$213,832</b>	<b>(\$1,580)</b>	<b>(\$672,907)</b>	<b>\$671,327</b>	<b>(\$222,603)</b>	<b>1%</b>

## Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77341	Accounts Payable	Computer Check	3/20/2019	AFLAC	\$0.00	\$450.06	(\$450.06)	3/31/2019	Outstanding
77342	Accounts Payable	Computer Check	3/20/2019	Alexa Hansen	\$0.00	\$12.99	(\$463.05)	3/31/2019	Outstanding
77343	Accounts Payable	Computer Check	3/20/2019	ALLIANCE ENTERTAINMENT	\$0.00	\$44.75	(\$507.80)	3/31/2019	Outstanding
77344	Accounts Payable	Computer Check	3/20/2019	SYNCB/ AMAZON	\$0.00	\$258.13	(\$765.93)	3/31/2019	Outstanding
77345	Accounts Payable	Computer Check	3/20/2019	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$65.00	(\$830.93)	3/31/2019	Outstanding
77346	Accounts Payable	Computer Check	3/20/2019	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$285.00	(\$1,115.93)	3/31/2019	Outstanding
77347	Accounts Payable	Computer Check	3/20/2019	Amerykafilm, LLC	\$0.00	\$200.00	(\$1,315.93)	3/31/2019	Outstanding
77348	Accounts Payable	Computer Check	3/20/2019	April Lee	\$0.00	\$7.83	(\$1,323.76)	3/31/2019	Outstanding
77349	Accounts Payable	Computer Check	3/20/2019	ART EXCURSIONS, INC.	\$0.00	\$350.00	(\$1,673.76)	3/31/2019	Outstanding
77350	Accounts Payable	Computer Check	3/20/2019	ASI Signage Innovations	\$0.00	\$651.00	(\$2,324.76)	3/31/2019	Outstanding
77351	Accounts Payable	Computer Check	3/20/2019	AT&T	\$0.00	\$43.82	(\$2,368.58)	3/31/2019	Outstanding
77352	Accounts Payable	Computer Check	3/20/2019	AT&T	\$0.00	\$698.87	(\$3,067.45)	3/31/2019	Outstanding
77353	Accounts Payable	Computer Check	3/20/2019	Audrey Leach	\$0.00	\$10.99	(\$3,078.44)	3/31/2019	Outstanding
77354	Accounts Payable	Computer Check	3/20/2019	Base Transportation Solutions	\$0.00	\$272.50	(\$3,350.94)	3/31/2019	Outstanding
77355	Accounts Payable	Computer Check	3/20/2019	BERNADETTA KORYCIARZ	\$0.00	\$28.67	(\$3,379.61)	3/31/2019	Outstanding
77356	Accounts Payable	Computer Check	3/20/2019	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$3,529.61)	3/31/2019	Outstanding
77357	Accounts Payable	Computer Check	3/20/2019	Bogumila Grabarkiewicz	\$0.00	\$18.99	(\$3,548.60)	3/31/2019	Outstanding
77358	Accounts Payable	Computer Check	3/20/2019	Books & Treasures INC	\$0.00	\$542.88	(\$4,091.48)	3/31/2019	Outstanding
77359	Accounts Payable	Computer Check	3/20/2019	BRODART CO.	\$0.00	\$1,840.00	(\$5,931.48)	3/31/2019	Outstanding
77360	Accounts Payable	Computer Check	3/20/2019	CALL ONE	\$0.00	\$1,353.94	(\$7,285.42)	3/31/2019	Outstanding
77361	Accounts Payable	Computer Check	3/20/2019	CALOR DESIGN GROUP, LTD.	\$0.00	\$1,920.00	(\$9,205.42)	3/31/2019	Outstanding
77362	Accounts Payable	Computer Check	3/20/2019	ARIANNE CAREY	\$0.00	\$17.40	(\$9,222.82)	3/31/2019	Outstanding
77363	Accounts Payable	Computer Check	3/20/2019	Cassandra Schwalb	\$0.00	\$100.00	(\$9,322.82)	3/31/2019	Outstanding
77364	Accounts Payable	Computer Check	3/20/2019	CECILIA CYGNAR	\$0.00	\$168.52	(\$9,491.34)	3/31/2019	Outstanding
77365	Accounts Payable	Computer Check	3/20/2019	CENGAGE LEARNING, INC.	\$0.00	\$678.98	(\$10,170.32)	3/31/2019	Outstanding
77366	Accounts Payable	Computer Check	3/20/2019	CINTAS CORPORATION LOC. 769	\$0.00	\$710.26	(\$10,880.58)	3/31/2019	Outstanding
77367	Accounts Payable	Computer Check	3/20/2019	CINTAS CORPORATION LOC. 769	\$0.00	\$705.00	(\$11,585.58)	3/31/2019	Outstanding
77368	Accounts Payable	Computer Check	3/20/2019	Clay Corso	\$0.00	\$300.00	(\$11,885.58)	3/31/2019	Outstanding
77369	Accounts Payable	Computer Check	3/20/2019	COMED	\$0.00	\$6,564.10	(\$18,449.68)	3/31/2019	Outstanding
77370	Accounts Payable	Computer Check	3/20/2019	COOPERATIVE COMPUTER SERV	\$0.00	\$7,665.05	(\$26,114.73)	3/31/2019	Outstanding
77371	Accounts Payable	Computer Check	3/20/2019	David Gross	\$0.00	\$28.99	(\$26,143.72)	3/31/2019	Outstanding
77372	Accounts Payable	Computer Check	3/20/2019	DELL MARKETING L.P.	\$0.00	\$1,732.07	(\$27,875.79)	3/31/2019	Outstanding
77373	Accounts Payable	Computer Check	3/20/2019	DEMCO, INC.	\$0.00	\$28.94	(\$27,904.73)	3/31/2019	Outstanding
77374	Accounts Payable	Computer Check	3/20/2019	Donna Block	\$0.00	\$115.42	(\$28,020.15)	3/31/2019	Outstanding
77375	Accounts Payable	Computer Check	3/20/2019	DOOR SYSTEMS, INC.	\$0.00	\$3,960.00	(\$31,980.15)	3/31/2019	Outstanding
77376	Accounts Payable	Computer Check	3/20/2019	EASYPERMIT POSTAGE	\$0.00	\$853.87	(\$32,834.02)	3/31/2019	Outstanding
77377	Accounts Payable	Computer Check	3/20/2019	EBSCO	\$0.00	\$9.90	(\$32,843.92)	3/31/2019	Outstanding
77378	Accounts Payable	Computer Check	3/20/2019	Educational Development Corporation	\$0.00	\$19.98	(\$32,863.90)	3/31/2019	Outstanding
77379	Accounts Payable	Computer Check	3/20/2019	Elias Theodoropoulos	\$0.00	\$37.47	(\$32,901.37)	3/31/2019	Outstanding

## Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
77380	Accounts Payable	Computer Check	3/20/2019	FIFTH THIRD BANK	\$0.00	\$1,919.14	(\$34,820.51)	3/31/2019	Outstanding
77381	Accounts Payable	Computer Check	3/20/2019	FINDAWAY WORLD, LLC	\$0.00	\$352.43	(\$35,172.94)	3/31/2019	Outstanding
77382	Accounts Payable	Computer Check	3/20/2019	FLEXSOURCE, LLC	\$0.00	\$392.00	(\$35,564.94)	3/31/2019	Outstanding
77383	Accounts Payable	Computer Check	3/20/2019	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,742.52	(\$38,307.46)	3/31/2019	Outstanding
77384	Accounts Payable	Computer Check	3/20/2019	Global Industrial	\$0.00	\$142.08	(\$38,449.54)	3/31/2019	Outstanding
77385	Accounts Payable	Computer Check	3/20/2019	GMA Cleaning Inc.	\$0.00	\$2,800.00	(\$41,249.54)	3/31/2019	Outstanding
77386	Accounts Payable	Computer Check	3/20/2019	LESLIE GODDARD	\$0.00	\$300.00	(\$41,549.54)	3/31/2019	Outstanding
77387	Accounts Payable	Computer Check	3/20/2019	DEBORAH GRAHAM	\$0.00	\$50.04	(\$41,599.58)	3/31/2019	Outstanding
77388	Accounts Payable	Computer Check	3/20/2019	GRAINGER	\$0.00	\$438.04	(\$42,037.62)	3/31/2019	Outstanding
77389	Accounts Payable	Computer Check	3/20/2019	GREY HOUSE PUBLISHING	\$0.00	\$5,654.70	(\$47,692.32)	3/31/2019	Outstanding
77390	Accounts Payable	Computer Check	3/20/2019	GROOT, INC.	\$0.00	\$232.60	(\$47,924.92)	3/31/2019	Outstanding
77391	Accounts Payable	Computer Check	3/20/2019	HALL PASS	\$0.00	\$24.00	(\$47,948.92)	3/31/2019	Outstanding
77392	Accounts Payable	Computer Check	3/20/2019	HEALTHCARE SERVICE CORPOR	\$0.00	\$45,222.32	(\$93,171.24)	3/31/2019	Outstanding
77393	Accounts Payable	Computer Check	3/20/2019	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$555.00	(\$93,726.24)	3/31/2019	Outstanding
77394	Accounts Payable	Computer Check	3/20/2019	INGRAM LIBRARY SERVICES	\$0.00	\$18,985.97	(\$112,712.21)	3/31/2019	Outstanding
77395	Accounts Payable	Computer Check	3/20/2019	IRON MOUNTAIN	\$0.00	\$338.57	(\$113,050.78)	3/31/2019	Outstanding
77396	Accounts Payable	Computer Check	3/20/2019	J & D Instant Signs, Inc	\$0.00	\$175.00	(\$113,225.78)	3/31/2019	Outstanding
77397	Accounts Payable	Computer Check	3/20/2019	Johnson Controls Fire Protection LP	\$0.00	\$405.70	(\$113,631.48)	3/31/2019	Outstanding
77398	Accounts Payable	Computer Check	3/20/2019	JUDITH MCNULTY	\$0.00	\$30.62	(\$113,662.10)	3/31/2019	Outstanding
77399	Accounts Payable	Computer Check	3/20/2019	Kathleen Weiss	\$0.00	\$2,033.17	(\$115,695.27)	3/31/2019	Outstanding
77400	Accounts Payable	Computer Check	3/20/2019	KINOKUNIYA BOOKSTORES	\$0.00	\$210.00	(\$115,905.27)	3/31/2019	Outstanding
77401	Accounts Payable	Computer Check	3/20/2019	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$627.10	(\$116,532.37)	3/31/2019	Outstanding
77402	Accounts Payable	Computer Check	3/20/2019	KONICA MINOLTA BUSINESS SO	\$0.00	\$720.88	(\$117,253.25)	3/31/2019	Outstanding
77403	Accounts Payable	Computer Check	3/20/2019	KSIEGARNIA QUO VADIS	\$0.00	\$395.21	(\$117,648.46)	3/31/2019	Outstanding
77404	Accounts Payable	Computer Check	3/20/2019	Ludy Gerardi	\$0.00	\$330.00	(\$117,978.46)	3/31/2019	Outstanding
77405	Accounts Payable	Computer Check	3/20/2019	MAINE TOWNSHIP	\$0.00	\$5.00	(\$117,983.46)	3/31/2019	Outstanding
77406	Accounts Payable	Computer Check	3/20/2019	Menards	\$0.00	\$465.29	(\$118,448.75)	3/31/2019	Outstanding
77407	Accounts Payable	Computer Check	3/20/2019	MIDWEST TAPE	\$0.00	\$17,006.26	(\$135,455.01)	3/31/2019	Outstanding
77408	Accounts Payable	Computer Check	3/20/2019	MORE THAN SCORES THAN TES	\$0.00	\$200.00	(\$135,655.01)	3/31/2019	Outstanding
77409	Accounts Payable	Computer Check	3/20/2019	MULTICULTURAL BOOKS & VID	\$0.00	\$854.02	(\$136,509.03)	3/31/2019	Outstanding
77410	Accounts Payable	Computer Check	3/20/2019	NICOR GAS	\$0.00	\$2,960.52	(\$139,469.55)	3/31/2019	Outstanding
77411	Accounts Payable	Computer Check	3/20/2019	NILES CHAMBER OF COMMERCE	\$0.00	\$70.00	(\$139,539.55)	3/31/2019	Outstanding
77412	Accounts Payable	Computer Check	3/20/2019	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$140,420.55)	3/31/2019	Outstanding
77413	Accounts Payable	Computer Check	3/20/2019	OAK BROOK MECHANICAL SERV	\$0.00	\$2,713.44	(\$143,133.99)	3/31/2019	Outstanding
77414	Accounts Payable	Computer Check	3/20/2019	MICHAELENE ORZECHOWSKI	\$0.00	\$33.06	(\$143,167.05)	3/31/2019	Outstanding
77415	Accounts Payable	Computer Check	3/20/2019	OverDrive, INC.	\$0.00	\$2,563.78	(\$145,730.83)	3/31/2019	Outstanding
77416	Accounts Payable	Computer Check	3/20/2019	PITNEY BOWES INC.	\$0.00	\$263.45	(\$145,994.28)	3/31/2019	Outstanding
77417	Accounts Payable	Computer Check	3/20/2019	PLIC - SBD GRAND ISLAND	\$0.00	\$1,104.89	(\$147,099.17)	3/31/2019	Outstanding
77418	Accounts Payable	Computer Check	3/20/2019	CYNTHIA RADEMACHER	\$0.00	\$141.45	(\$147,240.62)	3/31/2019	Outstanding

## Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
77419	Accounts Payable	Computer Check	3/20/2019	Relevant, LLC dba Omnigraphics, Inc.	\$0.00	\$245.55	(\$147,486.17)	3/31/2019	Outstanding
77420	Accounts Payable	Computer Check	3/20/2019	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$1,100.00	(\$148,586.17)	3/31/2019	Outstanding
77421	Accounts Payable	Computer Check	3/20/2019	SARAH MUSKIVITCH	\$0.00	\$18.25	(\$148,604.42)	3/31/2019	Outstanding
77422	Accounts Payable	Computer Check	3/20/2019	SMITHEREEN PEST MANAGEMEN	\$0.00	\$118.00	(\$148,722.42)	3/31/2019	Outstanding
77423	Accounts Payable	Computer Check	3/20/2019	SRDJAN VASILIC	\$0.00	\$45.29	(\$148,767.71)	3/31/2019	Outstanding
77424	Accounts Payable	Computer Check	3/20/2019	STEINER ELECTRIC COMPANY	\$0.00	\$515.53	(\$149,283.24)	3/31/2019	Outstanding
77425	Accounts Payable	Computer Check	3/20/2019	SUSAN LEMPKE	\$0.00	\$86.29	(\$149,369.53)	3/31/2019	Outstanding
77426	Accounts Payable	Computer Check	3/20/2019	Technology Management Rev Fund	\$0.00	\$550.00	(\$149,919.53)	3/31/2019	Outstanding
77427	Accounts Payable	Computer Check	3/20/2019	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$100.00	(\$150,019.53)	3/31/2019	Outstanding
77428	Accounts Payable	Computer Check	3/20/2019	TREEHOUSE ISLAND INC	\$0.00	\$5,000.00	(\$155,019.53)	3/31/2019	Outstanding
77429	Accounts Payable	Computer Check	3/20/2019	ULINE	\$0.00	\$56.55	(\$155,076.08)	3/31/2019	Outstanding
77430	Accounts Payable	Computer Check	3/20/2019	VERIZON WIRELESS	\$0.00	\$193.55	(\$155,269.63)	3/31/2019	Outstanding
77431	Accounts Payable	Computer Check	3/20/2019	VILLAGE OF NILES	\$0.00	\$150.30	(\$155,419.93)	3/31/2019	Outstanding
77432	Accounts Payable	Computer Check	3/20/2019	VILLAGE PLUMBING & SEWER SE	\$0.00	\$392.00	(\$155,811.93)	3/31/2019	Outstanding
77433	Accounts Payable	Computer Check	3/20/2019	VISA	\$0.00	\$5,462.35	(\$161,274.28)	3/31/2019	Outstanding
77434	Accounts Payable	Computer Check	3/20/2019	VISION SERVICE PLAN OF ILLINO	\$0.00	\$578.86	(\$161,853.14)	3/31/2019	Outstanding
77435	Accounts Payable	Computer Check	3/20/2019	VISOGRAPHIC	\$0.00	\$6,001.06	(\$167,854.20)	3/31/2019	Outstanding
77436	Accounts Payable	Computer Check	3/20/2019	VOLGISTICS INC.	\$0.00	\$1,572.00	(\$169,426.20)	3/31/2019	Outstanding
77437	Accounts Payable	Computer Check	3/20/2019	WEX Bank (Shell)	\$0.00	\$39.46	(\$169,465.66)	3/31/2019	Outstanding
77438	Accounts Payable	Computer Check	3/20/2019	SUZANNE WULF	\$0.00	\$697.32	(\$170,162.98)	3/31/2019	Outstanding
77439	Accounts Payable	Computer Check	3/20/2019	X-PERT LANDSCAPING INC.	\$0.00	\$1,155.00	(\$171,317.98)	3/31/2019	Outstanding
77440	Accounts Payable	Computer Check	3/20/2019	Yehuda Bider	\$0.00	\$21.99	(\$171,339.97)	3/31/2019	Outstanding

**Summary by Transaction Type**

<b>Total Deposits</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	<b>(\$171,339.97)</b>
<b>Total Payments:</b>	<b>(\$171,339.97)</b>
Adjustments:	
Payment Adjustments	<b>\$0.00</b>
Deposit Adjustments	<b>\$0.00</b>
<b>Total Adjustments:</b>	<b>\$0.00</b>
<b>Total Change in Register Balance:</b>	<b>(\$171,339.97)</b>

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77341	\$450.06	AFLAC	\$450.06	-- Monthly Payment February 2019	01-2140-00-00	Payroll Clearing
77342	\$12.99	Alexa Hansen	\$12.99	-- EE Reimbursement - Program Silhouette/String Art	01-5323-53-03	Programming & Support-Adult-Digital Services
77343	\$44.75	ALLIANCE ENTERTAINMENT	\$44.75	-- Materials	01-4433-44-00	AV-Adult
77344	\$258.13	SYNCB/ AMAZON	\$82.64	-- PO #85090	01-5326-53-02	Programming & Support-Teen-Youth Services
77344	\$258.13	SYNCB/ AMAZON	\$67.95	-- PO # 85091	08-6710-67-00	Repairs & Improvements
77344	\$258.13	SYNCB/ AMAZON	\$58.20	-- PO # 85086	01-5323-53-01	Programming & Support-Adult-Adult Services
77344	\$258.13	SYNCB/ AMAZON	\$49.34	-- PO #85088	01-5326-53-02	Programming & Support-Teen-Youth Services
77345	\$65.00	AMERICAN LIBRARY ASSOCIATION	\$65.00	-- Trustee Membership Renewal - T. Spadoni	01-5470-54-09	Trustee Expense-Administrative Services
77346	\$285.00	AMERICAN LIBRARY ASSOCIATION	\$220.00	-- Membership Renewal -J. King & T Spadoni	01-5430-54-04	Professional Development-Tech Services
77346	\$285.00	AMERICAN LIBRARY ASSOCIATION	\$65.00	-- Membership Renewal -J. King & T Spadoni	01-5470-54-09	Trustee Expense-Administrative Services
77347	\$200.00	Amerykafilm, LLC	\$200.00	-- Program: Fourth Partition	01-5351-53-01	Per Capita Grant Expenditures-Adult Services
77348	\$7.83	April Lee	\$7.83	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77349	\$350.00	ART EXCURSIONS, INC.	\$350.00	-- Program: Art Excursions	01-5323-53-01	Programming & Support-Adult-Adult Services
77350	\$651.00	ASI Signage Innovations	\$651.00	-- Imagine Letters for Kidspace Wall	08-6770-67-00	Furniture & Fixtures
77351	\$43.82	AT&T	\$43.82	-- Monthly Service Jan 17 - Feb 16/2019	01-5465-54-09	Telephone-Administrative Services
77352	\$698.87	AT&T	\$698.87	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
77353	\$10.99	Audrey Leach	\$10.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77354	\$272.50	Base Transportation Solutions	\$272.50	-- Reading Challenge	01-5326-53-02	Programming & Support-Teen-Youth Services
77355	\$28.67	BERNADETTA KORYCIARZ	\$28.67	-- EE Reimbursement -The Art of Embossing	01-5323-53-03	Programming & Support-Adult-Digital Services
77356	\$150.00	BERNADETTA KORYCIARZ	\$150.00	-- Program World Language Storytime	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77357	\$18.99	Bogumila Grabarkiewicz	\$18.99	-- Lost Book Refund	01-3620-36-00	Lost Books
77358	\$542.88	Books & Treasures INC	\$243.29	-- Materials	01-4413-44-00	Books-Adult
77358	\$542.88	Books & Treasures INC	\$299.59	-- Materials	01-4413-44-00	Books-Adult
77359	\$1,840.00	BRODART CO.	\$1,840.00	-- CD Storage Pouchs	01-5322-53-04	Library Supplies-Tech Services
77360	\$1,353.94	CALL ONE	\$1,353.94	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
77361	\$1,920.00	CALOR DESIGN GROUP, LTD.	\$1,920.00	Mechanical, Electrical, Plumbing & Fire Protection MEP-FP Sy	08-6730-67-00	Non-Contractual Maintenance
77362	\$17.40	ARIANNE CAREY	\$17.40	-- EE Mileage Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77363	\$100.00	Cassandra Schwalb	\$100.00	-- Program: NMDL 60th Anniversary VIP Event	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
77364	\$168.52	CECILIA CYGNAR	\$30.95	-- EE Reimbursement Oscar Night Program	01-5323-53-01	Programming & Support-Adult-Adult Services
77364	\$168.52	CECILIA CYGNAR	\$121.35	-- EE Reimbursement -Program Oscar Night	01-5323-53-01	Programming & Support-Adult-Adult Services
77364	\$168.52	CECILIA CYGNAR	\$11.45	-- Ee Reimbursement - BookBites	01-5323-53-01	Programming & Support-Adult-Adult Services
77364	\$168.52	CECILIA CYGNAR	\$4.77	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
77365	\$678.98	CENGAGE LEARNING, INC.	\$151.96	-- Materials	01-4413-44-00	Books-Adult
77365	\$678.98	CENGAGE LEARNING, INC.	\$25.59	-- Materials	01-4413-44-00	Books-Adult
77365	\$678.98	CENGAGE LEARNING, INC.	\$54.38	-- Materials	01-4413-44-00	Books-Adult
77365	\$678.98	CENGAGE LEARNING, INC.	\$79.17	-- Materials	01-4413-44-00	Books-Adult
77365	\$678.98	CENGAGE LEARNING, INC.	\$28.79	-- Materials	01-4413-44-00	Books-Adult
77365	\$678.98	CENGAGE LEARNING, INC.	\$52.78	-- Materials	01-4413-44-00	Books-Adult
77365	\$678.98	CENGAGE LEARNING, INC.	\$30.39	-- Materials	01-4413-44-00	Books-Adult
77365	\$678.98	CENGAGE LEARNING, INC.	\$24.79	-- Materials	01-4413-44-00	Books-Adult
77365	\$678.98	CENGAGE LEARNING, INC.	\$84.77	-- Materials	01-4413-44-00	Books-Adult
77365	\$678.98	CENGAGE LEARNING, INC.	\$25.59	-- Materials	01-4413-44-00	Books-Adult
77365	\$678.98	CENGAGE LEARNING, INC.	\$120.77	-- Materials	01-4413-44-00	Books-Adult
77366	\$710.26	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77366	\$710.26	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77366	\$710.26	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
77366	\$710.26	CINTAS CORPORATION LOC. 769	\$214.69	-- Mat Service	08-6720-67-00	Contractual Maintenance
77367	\$705.00	CINTAS CORPORATION LOC. 769	\$705.00	-- BBP Training & Training Packs	01-5351-53-09	Per Capita Grant Expenditures-Administrative Services
77368	\$300.00	Clay Corso	\$300.00	-- Program: NMDL 60th Anniversay VIP Event	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
77369	\$6,564.10	COMED	\$6,564.10	-- SVC 1/9-2/08/2018 (30 days)	01-5720-57-00	Electric
77370	\$7,665.05	COOPERATIVE COMPUTER SERVICE	\$7,665.05	-- CCS/OCLC Charges February 2019	01-5310-53-09	CCS Charges-Administration

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77371	\$28.99	David Gross	\$28.99	- Lost Book Refund	01-3620-36-00	Lost Books
77372	\$1,732.07	DELL MARKETING L.P.	\$1,732.07	Dell Latitude 7390 For PRM Services Supervisor	08-6760-67-00	Non Capital Expenses
77373	\$28.94	DEMCO, INC.	\$28.94	-- PO # 85124	01-5311-53-04	Processing & Supplies-Tech Services
77374	\$115.42	Donna Block	\$72.58	-- EE Reimbursement Job Fair, D & D	01-5326-53-02	Programming & Support-Teen-Youth Services
77374	\$115.42	Donna Block	\$42.84	-- EE Reimbursement - Program: Baking	01-5326-53-02	Programming & Support-Teen-Youth Services
77375	\$3,960.00	DOOR SYSTEMS, INC.	\$274.00	-- Repair NE Corner Garage Door	08-6720-67-00	Contractual Maintenance
77375	\$3,960.00	DOOR SYSTEMS, INC.	\$3,686.00	North Side, East Coiling Svc Door Furnish & Install Motor	08-6720-67-00	Contractual Maintenance
77376	\$853.87	EASYPERMIT POSTAGE	\$500.00	-- Replenish Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
77376	\$853.87	EASYPERMIT POSTAGE	\$353.87	-- Sendpro Postage	01-5458-54-08	Postage & Freight-Patron Services
77377	\$9.90	EBSCO	\$9.90	-- Materials	01-4423-44-00	Periodicals
77378	\$19.98	Educational Development Corporation	\$19.98	-- Materials	01-4414-44-00	Books-Youth Services
77379	\$37.47	Elias Theodoropoulos	\$37.47	-- Lost Book Refund	01-3620-36-00	Lost Books
77380	\$1,919.14	FIFTH THIRD BANK	\$1,919.14	-- FSA EE Payment February 2019	01-1125-00-00	Cash-Flexible Spending Account
77381	\$352.43	FINDAWAY WORLD, LLC	\$37.49	-- Materials	01-4434-44-00	AV-Youth Services
77381	\$352.43	FINDAWAY WORLD, LLC	\$314.94	-- Materials	01-4434-44-00	AV-Youth Services
77382	\$392.00	FLEXSOURCE, LLC	\$64.00	-- Monthly Fee FSA/Health/Dental	01-2140-00-00	Payroll Clearing
77382	\$392.00	FLEXSOURCE, LLC	\$152.00	-- Monthly Fee FSA/Health/Dental	01-5625-56-00	Health Reimbursement Account
77382	\$392.00	FLEXSOURCE, LLC	\$176.00	-- Monthly Fee FSA/Health/Dental	01-5630-56-00	Dental
77383	\$2,742.52	GARVEY'S OFFICE PRODUCTS	\$9.98	-- Sharps Container	08-6760-67-00	Non Capital Expenses
77383	\$2,742.52	GARVEY'S OFFICE PRODUCTS	\$160.99	-- Replace Electric Typewriter	01-5351-53-01	Per Capita Grant Expenditures-Adult Services
77383	\$2,742.52	GARVEY'S OFFICE PRODUCTS	\$2,321.08	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
77383	\$2,742.52	GARVEY'S OFFICE PRODUCTS	\$39.99	-- Office Supplies	01-5457-54-02	Office Supplies-Youth Services
77383	\$2,742.52	GARVEY'S OFFICE PRODUCTS	\$39.29	-- Office Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77383	\$2,742.52	GARVEY'S OFFICE PRODUCTS	\$18.97	-- Office Supplies	01-5457-54-01	Office Supplies-Adult Services
77383	\$2,742.52	GARVEY'S OFFICE PRODUCTS	\$15.56	-- Office Supplies	01-5457-54-04	Office Supplies-Tech Services
77383	\$2,742.52	GARVEY'S OFFICE PRODUCTS	\$41.70	-- Office Supplies / Program Supplies	01-5457-54-03	Office Supplies-Digital Services
77383	\$2,742.52	GARVEY'S OFFICE PRODUCTS	\$39.51	-- Office Supplies / Program Supplies	01-5457-54-04	Office Supplies-Tech Services
77383	\$2,742.52	GARVEY'S OFFICE PRODUCTS	\$32.83	-- PO # 85145- Office Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77383	\$2,742.52	GARVEY'S OFFICE PRODUCTS	\$22.62	-- PO # 85145- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
77384	\$142.08	Global Industrial	\$142.08	--Teen Underground Pedestrian Strip Curtain Door	08-6710-67-00	Repairs & Improvements
77385	\$2,800.00	GMA Cleaning Inc.	\$2,800.00	-- Cleaning Service 2/01-2/28/2019	08-6730-67-00	Non-Contractual Maintenance
77386	\$300.00	LESLIE GODDARD	\$300.00	-- Program: History Comes Alive-Queen Elizabeth II	01-5323-53-01	Programming & Support-Adult-Adult Services
77387	\$50.04	DEBORAH GRAHAM	\$12.90	-- EE Reimbursement -Craft Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77387	\$50.04	DEBORAH GRAHAM	\$3.79	-- EE Reimbursement - Program Rover	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77387	\$50.04	DEBORAH GRAHAM	\$33.35	-- EE Reimbursement -Volunteer Homework Help	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77388	\$438.04	GRAINGER	\$438.04	-- PO #85109 -Filters & Gloves	01-5420-54-05	Janitorial Supplies-Maintenance Services
77389	\$5,654.70	GREY HOUSE PUBLISHING	\$5,654.70	-- Materials	01-4487-44-00	Online Databases
77390	\$232.60	GROOT, INC.	\$232.60	-- Monthly SVC Garbage/Recycle	08-6730-67-00	Non-Contractual Maintenance
77391	\$24.00	HALL PASS	\$6.00	-- Background Check Fee	01-5450-54-05	Legal Fees-Maintenance Services
77391	\$24.00	HALL PASS	\$12.00	-- Background Check Fee	01-5450-54-08	Legal Fees-Patron Services
77391	\$24.00	HALL PASS	\$6.00	-- Background Check Fee	01-5450-54-03	Legal Fees-Digital Services
77392	\$45,222.32	HEALTHCARE SERVICE CORPORATION	\$45,222.32	-- Group Medical Ins March 2019	01-5620-56-00	Group Health
77393	\$555.00	ILLINOIS LIBRARY ASSOCIATION	\$270.00	2019 Trustee Forum Workshop ILA Member Registration	01-5470-54-09	Trustee Expense-Administrative Services
77393	\$555.00	ILLINOIS LIBRARY ASSOCIATION	\$135.00	2019 Trustee Forum Workshop ILA Member Registration	01-5430-54-09	Professional Development-Administrative Services
77393	\$555.00	ILLINOIS LIBRARY ASSOCIATION	\$150.00	2019-2020 ILA Membership S. Wulf	01-5461-54-03	Subscriptions & Dues-Digital Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$33.13	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$7.19	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$120.27	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$25.10	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$6.21	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$71.30	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$131.62	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$30.46	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$20.89	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$320.25	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$77.90	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$415.61	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$20.70	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$29.92	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$28.80	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$209.61	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$432.54	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$32.75	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$13.80	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$56.25	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$7.80	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$1,070.20	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$37.13	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$48.00	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$8.99	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$15.59	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$387.23	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$32.70	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$4.79	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$145.97	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$9.66	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$143.98	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$9.58	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$11.29	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$30.50	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$19.19	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$312.63	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$66.03	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$28.49	-- Materials	01-4434-44-00	AV-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$99.31	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$28.49	-- Materials	01-4434-44-00	AV-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$200.17	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$203.22	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$94.94	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$46.60	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$13.11	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$123.73	-- Materials	01-4413-44-00	Books-Adult

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$1,089.05	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$31.04	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$28.98	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$16.95	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$184.48	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$35.87	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$31.05	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$1,099.71	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$1,066.22	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$44.85	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$154.09	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$98.85	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$26.36	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$56.97	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$302.90	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$11.70	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$38.37	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$8.36	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$623.65	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$47.96	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$20.89	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$13.11	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$207.92	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$60.39	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$41.78	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$14.49	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$11.99	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$56.99	-- Materials	01-4434-44-00	AV-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$36.12	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$381.79	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$415.79	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$11.73	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$20.32	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$571.39	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$481.72	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$37.26	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$49.14	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$31.05	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$41.23	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$26.95	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$24.99	-- Materials	01-4415-44-00	Books-Teen

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$191.55	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$144.20	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$71.01	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$19.73	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$1,310.98	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$1,280.84	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$19.76	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$53.82	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$329.54	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$47.49	-- Materials	01-4434-44-00	AV-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$662.28	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$9.00	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$20.06	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$158.58	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$23.96	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$189.36	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$56.37	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$46.32	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$409.25	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$379.50	-- Materials	01-4413-44-00	Books-Adult
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$470.90	-- Materials	01-4414-44-00	Books-Youth Services
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$58.92	-- Materials	01-4415-44-00	Books-Teen
77394	\$18,985.97	INGRAM LIBRARY SERVICES	\$38.64	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
77395	\$338.57	IRON MOUNTAIN	\$338.57	- Off-Site Monthly Storage Fee	01-5350-53-09	Miscellaneous-Administrative Services
77396	\$175.00	J & D Instant Signs, Inc	\$175.00	-- Wide Creative Studio Decal	01-5320-53-03	Printing-Digital Services
77397	\$405.70	Johnson Controls Fire Protection LP	\$405.70	-- Qtrly Alarm Fee 3/1/2019-5/31/2019	08-6720-67-00	Contractual Maintenance
77398	\$30.62	JUDITH MCNULTY	\$12.64	-- EE Mileage Reimbursement -Qtrly Mtg Busn Interest Group	01-5431-54-01	Mileage-Adult Services
77398	\$30.62	JUDITH MCNULTY	\$17.98	-- EE Mileage Reimbursement - EPL	01-5431-54-01	Mileage-Adult Services
77399	\$2,033.17	Kathleen Weiss	\$18.61	-- EE Reimbursement -Program BrianFuse Training	01-5430-54-03	Professional Development-Digital Services
77399	\$2,033.17	Kathleen Weiss	\$2,014.56	-- EE Reimbursement - ERL-Austin	01-5430-54-03	Professional Development-Digital Services
77400	\$210.00	KINOKUNIYA BOOKSTORES	\$210.00	-- Materials	01-4414-44-00	Books-Youth Services
77401	\$627.10	KLEIN, THORPE & JENKINS, LTD.	\$627.10	-- Misc Services	01-5450-54-09	Legal Fees-Administrative Services
77402	\$720.88	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$328.83	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77402	\$720.88	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$223.47	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77402	\$720.88	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$168.58	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
77403	\$395.21	KSIEGARNIA QUO VADIS	\$395.21	-- Materials	01-4413-44-00	Books-Adult
77404	\$330.00	Ludy Gerardi	\$330.00	-- NMDL 60th Anniversay	01-5325-53-07	Programming & Support-Events-MARKETING & PR Services
77405	\$5.00	MAINE TOWNSHIP	\$5.00	-- Maine Township Directories	01-5461-54-09	Subscriptions & Dues-Administrative Services
77406	\$465.29	Menards	\$34.35	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77406	\$465.29	Menards	\$98.67	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77406	\$465.29	Menards	\$179.98	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77406	\$465.29	Menards	\$123.30	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77406	\$465.29	Menards	\$89.70	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77406	\$465.29	Menards	\$7.85	-- IT Room Contruction Supplies	08-6740-67-00	Equipment Maintenance
77406	\$465.29	Menards	\$0.70	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77406	\$465.29	Menards	\$80.73	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
77407	\$17,006.26	MIDWEST TAPE	\$2,772.09	-- Materials	01-4413-44-00	Books-Adult
77407	\$17,006.26	MIDWEST TAPE	\$1,505.04	-- Materials	01-4434-44-00	AV-Youth Services
77407	\$17,006.26	MIDWEST TAPE	\$119.95	-- Materials	01-4435-44-00	AV-Teen
77407	\$17,006.26	MIDWEST TAPE	\$48.72	-- Materials	01-4433-44-00	AV-Adult
77407	\$17,006.26	MIDWEST TAPE	\$2,968.24	-- Materials	01-4433-44-00	AV-Adult
77407	\$17,006.26	MIDWEST TAPE	\$1,512.52	-- Materials	01-4434-44-00	AV-Youth Services
77407	\$17,006.26	MIDWEST TAPE	\$4,417.30	-- Materials	01-4433-44-00	AV-Adult
77407	\$17,006.26	MIDWEST TAPE	\$441.87	-- Materials	01-4434-44-00	AV-Youth Services
77407	\$17,006.26	MIDWEST TAPE	\$27.99	-- Materials	01-4435-44-00	AV-Teen
77407	\$17,006.26	MIDWEST TAPE	\$2,632.67	-- Materials	01-4433-44-00	AV-Adult
77407	\$17,006.26	MIDWEST TAPE	\$386.03	-- Materials	01-4434-44-00	AV-Youth Services
77407	\$17,006.26	MIDWEST TAPE	\$173.84	-- Materials	01-4435-44-00	AV-Teen
77408	\$200.00	MORE THAN SCORES THAN TESTS	\$200.00	-- Program Practice ACT & SAT	01-5326-53-02	Programming & Support-Teen-Youth Services
77409	\$854.02	MULTICULTURAL BOOKS & VIDEOS	\$200.00	-- Materials	01-4413-44-00	Books-Adult
77409	\$854.02	MULTICULTURAL BOOKS & VIDEOS	\$247.60	-- Materials	01-4413-44-00	Books-Adult
77409	\$854.02	MULTICULTURAL BOOKS & VIDEOS	\$248.56	-- Materials	01-4413-44-00	Books-Adult
77409	\$854.02	MULTICULTURAL BOOKS & VIDEOS	\$50.00	-- Materials	01-4413-44-00	Books-Adult
77409	\$854.02	MULTICULTURAL BOOKS & VIDEOS	\$107.86	-- Materials	01-4413-44-00	Books-Adult
77410	\$2,960.52	NICOR GAS	\$2,960.52	-- 1/10 - 2/8/2019 (29 days)	01-5710-57-00	Gas
77411	\$70.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$35.00	-- Pub Grub Network - J. McNulty	01-5430-54-01	Professional Development-Adult Services
77411	\$70.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$35.00	-- Pub, Grub, Network!2019 (Suzanne Wulf)	01-5430-54-03	Professional Development-Digital Services
77412	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease March 2019	01-5491-54-09	Parking Lease-Administrative Services
77413	\$2,713.44	OAK BROOK MECHANICAL SERVICES	\$1,667.44	-- Replace motor & rebuild pump	08-6710-67-00	Repairs & Improvements
77413	\$2,713.44	OAK BROOK MECHANICAL SERVICES	\$298.00	-- Repair Noisy Pump	08-6710-67-00	Repairs & Improvements
77413	\$2,713.44	OAK BROOK MECHANICAL SERVICES	\$748.00	-- PM Inspections	08-6720-67-00	Contractual Maintenance
77414	\$33.06	MICHAELENE ORZECOWSKI	\$10.44	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77414	\$33.06	MICHAELENE ORZECOWSKI	\$22.62	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
77415	\$2,563.78	OverDrive, INC.	\$1,149.73	-- Materials	01-4420-44-00	Downloadables
77415	\$2,563.78	OverDrive, INC.	\$1,038.87	-- Materials	01-4420-44-00	Downloadables
77415	\$2,563.78	OverDrive, INC.	\$375.18	-- Materials	01-4420-44-00	Downloadables
77416	\$263.45	PITNEY BOWES INC.	\$263.45	-- Postage Meter Supplies	01-5458-54-09	Postage & Freight-Administrative Services
77417	\$1,104.89	PLIC - SBD GRAND ISLAND	\$1,104.89	-- March 2019 Payment	01-5634-56-00	Life, LTD, AD&D, STD
77418	\$141.45	CYNTHIA RADEMACHER	\$141.45	-- EE Mileage Reimbursement	01-5431-54-09	Mileage-Administrative Services
77419	\$245.55	Relevant, LLC dba Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
77419	\$245.55	Relevant, LLC dba Omnigraphics, Inc.	\$163.70	-- Materials	01-4413-44-00	Books-Adult
77420	\$1,100.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
77420	\$1,100.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
77420	\$1,100.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
77420	\$1,100.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
77421	\$18.25	SARAH MUSKIVITCH	\$18.25	-- EE Reimbursement -Breakfast Bingo	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77422	\$118.00	SMITHEREEN PEST MANAGEMENT	\$118.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance
77423	\$45.29	SRDJAN VASILIC	\$45.29	-- EE Mileage Reimbursement	01-5431-54-08	Mileage-Patron services
77424	\$515.53	STEINER ELECTRIC COMPANY	\$515.53	-- LED Lamps	08-6720-67-00	Contractual Maintenance
77425	\$86.29	SUSAN LEMPKE	\$29.45	-- EE Reimbursement	01-5430-54-09	Professional Development-Administrative Services
77425	\$86.29	SUSAN LEMPKE	\$56.84	-- EE Mileage Reimbursement	01-5431-54-09	Mileage-Administrative Services
77426	\$550.00	Technology Management Rev Fund	\$550.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
77427	\$100.00	TODAY'S BUSINESS SOLUTIONS, INC.	\$100.00	-- ePrint Professional Services Installation & Config	08-6740-67-00	Equipment Maintenance
77428	\$5,000.00	TREEHOUSE ISLAND INC	\$5,000.00	-- Materials	01-4487-44-00	Online Databases

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

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
77429	\$56.55	ULINE	\$56.55	-- Blue Stackable Bins	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77430	\$193.55	VERIZON WIRELESS	\$193.55	-- Monthly Cell Bill 2/3 - 3/2/2019	01-5465-54-09	Telephone-Administrative Services
77431	\$150.30	VILLAGE OF NILES	\$150.30	-- Water Meter Reading	01-5730-57-00	Water
77432	\$392.00	VILLAGE PLUMBING & SEWER SERVICE, INC.	\$392.00	-- Rodded Back-up Sewer	08-6710-67-00	Repairs & Improvements
77433	\$5,462.35	VISA	\$95.00	-- PO # 85121	01-5430-54-07	Professional Development-Marketing & PR Services
77433	\$5,462.35	VISA	\$17.95	-- PO #85119	01-5325-53-02	Programming & Support-Events-Youth Services
77433	\$5,462.35	VISA	\$74.88	-- PO # 85116	01-5322-53-08	Library Supplies-Patron Services
77433	\$5,462.35	VISA	\$25.00	-- PO #85136	01-5430-54-03	Professional Development-Digital Services
77433	\$5,462.35	VISA	\$30.00	-- PALA - Bernadet Koryciarz	01-5430-54-03	Professional Development-Digital Services
77433	\$5,462.35	VISA	\$74.84	-- Digital Services Equipment Supplies	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77433	\$5,462.35	VISA	\$79.99	-- Epson HDR Crtrdg	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77433	\$5,462.35	VISA	\$54.17	-- February 2019 Receipts	01-5430-54-08	Professional Development-Patron Services
77433	\$5,462.35	VISA	\$29.22	-- February 2019 Receipts	01-5313-53-06	Software, Licenses-IT Services
77433	\$5,462.35	VISA	\$12.67	-- February 2019 Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
77433	\$5,462.35	VISA	\$98.00	-- February 2019 Receipts	01-5430-54-09	Professional Development-Administrative Services
77433	\$5,462.35	VISA	\$159.98	-- February 2019 Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77433	\$5,462.35	VISA	\$21.02	-- PALA - Bernadet Koryciarz	01-5312-53-06	Internet Charges-IT Services
77433	\$5,462.35	VISA	\$33.19	-- February 2019 Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
77433	\$5,462.35	VISA	\$149.90	-- February 2019 Receipts	01-5313-53-03	Software, Licenses-Digital Services
77433	\$5,462.35	VISA	\$299.85	-- February 2019 Receipts	01-5312-53-06	Internet Charges-IT Services
77433	\$5,462.35	VISA	\$197.95	-- February 2019 Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
77433	\$5,462.35	VISA	\$40.57	-- February 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77433	\$5,462.35	VISA	\$1.15	-- February 2019 Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77433	\$5,462.35	VISA	\$13.99	-- February 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77433	\$5,462.35	VISA	\$90.00	-- February 2019 Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
77433	\$5,462.35	VISA	\$259.99	-- February 2019 Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
77433	\$5,462.35	VISA	\$71.00	-- February 2019 Receipts	01-5461-54-03	Subscriptions & Dues-Digital Services
77433	\$5,462.35	VISA	\$3.99	-- February 2019 Receipts	01-5458-54-04	Postage & Freight-Tech Services
77433	\$5,462.35	VISA	\$30.00	-- February 2019 Receipts	01-5430-54-02	Professional Development-Youth Services
77433	\$5,462.35	VISA	\$15.00	-- February 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77433	\$5,462.35	VISA	\$15.97	-- February 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77433	\$5,462.35	VISA	\$43.89	-- February 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77433	\$5,462.35	VISA	\$175.00	-- February 2019 Receipts	01-5430-54-03	Professional Development-Digital Services
77433	\$5,462.35	VISA	\$295.06	-- February 2019 Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77433	\$5,462.35	VISA	\$36.76	-- February 2019 Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
77433	\$5,462.35	VISA	\$254.97	-- February 2019 Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
77433	\$5,462.35	VISA	\$880.00	-- February 2019 Receipts	08-6740-67-00	Equipment Maintenance
77433	\$5,462.35	VISA	\$812.44	-- February 2019 Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77433	\$5,462.35	VISA	\$385.59	-- February 2019 Receipts	01-5456-54-01	Promotional Expense-Adult Services
77433	\$5,462.35	VISA	\$51.36	-- February 2019 Receipts	01-5430-54-09	Professional Development-Administrative Services
77433	\$5,462.35	VISA	\$192.00	-- February 2019 Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
77433	\$5,462.35	VISA	\$350.00	-- February 2019 Receipts	01-5430-54-02	Professional Development-Youth Services
77434	\$578.86	VISION SERVICE PLAN OF ILLINOIS	\$578.86	-- March 2019 Payment	01-5632-56-00	Vision
77435	\$6,001.06	VISOGRAPHIC	\$331.16	-- 5000 Qty #10 Non Window Envelope	01-5320-53-09	Printing-Administration Services
77435	\$6,001.06	VISOGRAPHIC	\$5,669.90	-- Chapter One Spring Newsletter	01-5320-53-07	Printing-Marketing & PR Services
77436	\$1,572.00	VOLGISTICS INC.	\$1,572.00	-- Volistics Service Fee	01-5355-53-09	Volunteers-Administrative Services
77437	\$39.46	WEX Bank (Shell)	\$39.46	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
77438	\$697.32	SUZANNE WULF	\$335.00	-- EE Reimbursement - ALA Conference	01-5430-54-03	Professional Development-Digital Services
77438	\$697.32	SUZANNE WULF	\$33.32	EE Mileage Reimbursement VAPL & OPPL	01-5431-54-03	Mileage-Digital Services
77438	\$697.32	SUZANNE WULF	\$329.00	-- EE Reimbursement -ALA Conference	01-5430-54-03	Professional Development-Digital Services
77439	\$1,155.00	X-PERT LANDSCAPING INC.	\$550.00	-- Snow Plowing 2/12/2019	08-6720-67-00	Contractual Maintenance

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

<b>Check#</b>	<b>Total Check Amount</b>	<b>Payee Name</b>	<b>Amount</b>	<b>Description</b>	<b>Account#</b>	<b>Account description</b>
77439	\$1,155.00	X-PERT LANDSCAPING INC.	\$605.00	-- Snow Plowing 2/17/2019 & 2/18/2019	08-6720-67-00	Contractual Maintenance
77440	\$21.99	Yehuda Bider	\$21.99	-- Lost Book Refund	01-3620-36-00	Lost Books

## Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
3004	Accounts Payable	Manual Check	2/11/2019	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$150.00	(\$150.00)	1/31/2019	Outstanding
3005	Accounts Payable	Manual Check	2/25/2019	LINDA SAWYER	\$0.00	\$31.05	(\$181.05)	2/28/2019	Outstanding

**Summary by Transaction Type**

<b>Total Deposits</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	(\$181.05)
<b>Total Payments:</b>	<b>(\$181.05)</b>
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
<b>Total Adjustments:</b>	<b>\$0.00</b>
<b>Total Change in Register Balance:</b>	<b>(\$181.05)</b>

*“Because of this place, I laugh a little harder and smile a lot more. Thank you.”*  
*Signed, Bella in KidSpace*

**Coming Together**

From Dodie: Coming Together Programs have started up. Maryellen hosted *Modern Polish Cooking with Qulinarnia* which was well received by 39 attendees. Yummy samples of Pierogis, Potato Pancakes, Pork Loin and Cod were served. Cecilia had a book discussion of *The Lullaby of Polish Girls*.



From Suzy:



As a part of Coming Together, Bernadetta hosted a Polish Folk Art Painting event presented by Dorota Tomczyk. It was a wonderful program with an intergenerational audience: the youngest attendee, Clara was only 6 years old and Pat, a retired fighter pilot, was 97 years old. The language of art united four generations

and seven different cultures, including Assyrian, American, Italian, Jewish, Polish, Russian, and Ukrainian. To read Bernadetta's vivid account of the special day, read her blog post here:

<https://blog.nileslibrary.org/coming-together-language-of-art/>

### **Director activities**

I met with the Leadership Committee of Coming Together to discuss next year's theme. Since this year marked 10 years of coming together, we are considering whether to highlight another culture or move in a slightly different direction.

The Niles Arts & Culture Committee is working on a "Day in the Life of Niles" project for the Fall which sounds very exciting. We plan to have photographers, writers, editors, and other people documenting the many types of activity that go on in the community through pictures, text, and sound. The Library will be able to help in many ways such as offering the use of Studio A for recordings, and of course the work we do in the community will also be highlighted.

I also met with Village Manager Steve Vinezeano to talk about ways the Village and Library can work together. He filled me in on the various projects they are working on, and as always it is great to share information.

Following up from the Legislative Breakfast, I contacted our newest representative, Ram Villivallam, who is the Illinois State Representative for the 8<sup>th</sup> District, replacing Ira Silverstein. I've offered the Library as a place for him to meet with constituents, and his office has already sent us materials to distribute on state programs that may be of use to our visitors.

I've also been working with the staff and supervisors on ways to make the Library's navigation clearer. We continue to debate the merits of calling our library users "patrons," "customers," or "members." There are points in favor of and against each one, though customers is the one people like least. We will finalize the decision when the head of PR & Marketing returns, since it is his department that would have to help implement any changes. The particular place we are trying to figure out a name for is the glass desk in the lobby—we are looking for simple names of places that our patrons will understand quickly and easily. We currently call them "patrons," but I'm not sure that's what they call themselves.

### **Business Office update**

*From Greg:* We have started working with our new accounting firm Lauterbach and Amen. As directed by the board their engagement letter has been executed and the planning process has begun.

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. We are in the process of looking at the current fiscal year through February 28<sup>th</sup> and trying to predict what the end of the year will look like in addition to predicting the next fiscal year as we compare staffing levels to the tasks in front of us. We plan on making the initial budget presentation to the board at the April board meeting.

## Adult Programs

From Suzy: Alexa taught a class on Pinterest that went really well. She had an engaging crowd that were excited to start using this online platform to share craft ideas, recipes and more. Jabez instructed a class on Google Sheets in which participants learned how to use the online resource. Bernadetta taught a 2-part Power Point class in which attendees were able to create an entire presentation and explore the software.

- From Bernadetta's *The Art of Embossing* class
  - Liked "to be able to create something that I will actually use."
  - "It was fun and easy to create a card."
  - "Fun activity to take home."
  - "The friendliness of the instructor."
- From Alexa's class with Jayne Herring *Fused Glass Jewelry*
  - Liked "getting to create something unique and beautiful."
  - "Great instructor. It was a lot of fun."
  - Liked "the options to create and the teacher was very friendly and good with others."
  - Liked "the chance to be creative."
- From Kathleen's *Excel Pivot Tables* class
  - "The leader was very knowledgeable and patient."
  - "Instructor was very well-prepared with examples and class materials."
- From Bernadetta's *Microsoft PowerPoint* class
  - Signed up for class to "help her kids with their homework"
  - "The teacher is great. Explains things well, doesn't go too fast and answers questions understandably and with patience."
  - "Learned something that will help in an upcoming presentation."
- From Alexa's *Silhouette Wednesday: Cutting Boards* class
  - "Enjoyed creating a beautiful item for my home that we can use and remember this class"



From Dodie: February was Oscar month! We had several Oscar-themed programs. There were movie showings of Oscar Nominated Films, Cecilia hosted "A Night at the Oscars" with Annette Bochenek, she had her annual rundown of "The Year in Movies" and the Senior Coffee Hour by Marquee Movie Presentations showed clips of "Losing at the Oscars".

But the main event in our department this month was the GO OSCAR WILD Oscar Night party. Patrons are so thrilled to be here watching the Oscars “live” on our big screen. Cecilia trimmed the budget significantly this year and patrons were still able to enjoy snacks and soft drinks. We had 71 registered but only 57 attendees. The Polar Vortex weather may have kept some away. The meeting room doors kept on flying open with the gusty winds. We locked them down after we were confident that most attendees were there. A fun-filled evening was had by all!!



## Youth Programs



From Arianne:

## KidSpace

Despite the terrible weather we have plenty of families coming in to enjoy our diverse programs such as Saturday Breakfast Bingo and to get their books for homework assignments or for reading for pleasure.

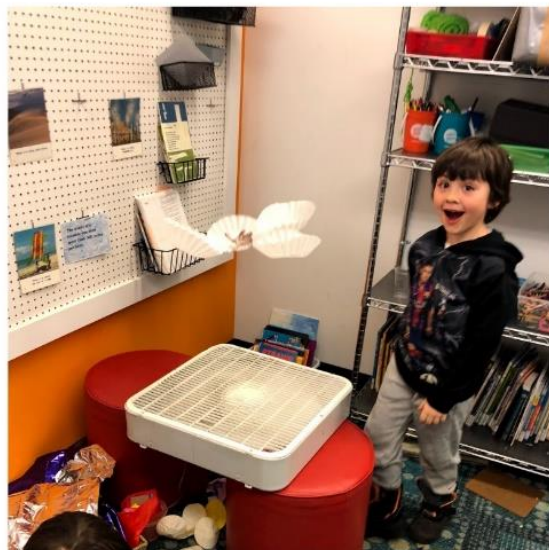
## Wonder Ground

This month in the Wonder Ground we learned about air. Exploring air with kids is a magical experience. Adults accept that air exists, but children must be convinced that this invisible substance is real. They need to see and to feel something in order to understand how it works. They need to **see** that air takes up space. They need to **feel** air exert force on objects they can hold. And finally, they need to understand that it can't simply vanish without a trace. So how do we show kids that air is always here, there, and well, everywhere? You have to make it fun, and you have to be prepared to make a pretty big mess. As you can see in the photo below, the WG has looked tornado-whipped all month long. Have no fear, it's all in the name of learning fun.

### KMFOs (Kid-Made Flying Objects)

Problem: create a KMFO that can stay aloft over a box fan blowing upwards for 10 seconds.  
Miss Cate set out all the lightest craft supplies: mylar, scrap paper, coffee filters, craft tissue, muffin cups, streamers, string, clear tape/glue etc.

One amazing discovery we made was revealed when Meyer made a KMFO using a large, square piece of mylar, with a single long streamer taped to it like a tail. The resulting KMFO looked an awful lot like a stingray. We were all amazed when he released it above the fan, and it stayed aloft for nearly a minute.



**Teen** The Teens hosted their third annual Job Fair for patrons ages 16-24. Nine area business participated and 63 people attended. Employers included Home Depot, Jewel, JumpZone, M-NASR, Lurvey's, Target, Taco Bell, Kumon, and SportsKids. Thanks to Business Librarian, Judy McNulty for helping throughout the day, staffing a library table and sharing information about our job resources and current job openings. Lurvey's shared that they had hired two people following last year's Job Fair, and those two hires are still with the company.



Our first ever Lincoln Cup competition took place this month. Students are challenged to read the Illinois-wide Abraham Lincoln Award list and face off against other teams. At least one of the teens from Maine West, which serves a portion of our unincorporated Des Plaines patrons, had frequented the library as a child, and was just seeing it for the first time since our renovation.

We hosted 11 Niles West students who spent a Saturday morning 'Giving Back'. They helped clean and organize Teen Underground and assisted with pulling YA materials like books and DVDs listed on a report.



*Teens enjoying button making, Movies in Teen Underground, and a Sit Wall Challenge*

Annie T. messaged teen librarian, Rachel Colias, saying, “I just wanted to give you and your team a shout out. I’m sitting at your library and working today and holy hell are those teens engaged and having a good time!! I think it’s a D and D program? And then gaming along the outskirts? I took a walk around because I hadn’t been here before and the teen area made my day.”

Skokie Library Director Richard Kong responded to a Teen Underground post about one of our passive programs with, “Your approach to your work inspires me. Seriously!”

She also received a shout out on Twitter from an EMS teacher, saying “EMS students – if you haven’t met Rachel, you are missing out. Visit her at the NMD Library in the Teen Underground!”

### **Creative Studio**

*From Suzy:* This month there were 53 3D prints, 1 poster print and 5 VHS to DVD conversions. The Creative Studio classes have developed their own following at the Library. This crowd helps each other with projects during the classes. This collaborative and supportive environment is a wonderful by-product of the classes. Syed continues to lead Virtual Fridays and the crowd enjoys playing the new games and challenging each other.



Bernadetta led our first class using the Embossing & Die Cutting Machine. This portable tool is great for creating charming shapes for cardmaking and scrapbooking and embossing paper. It adds interesting texture to your paper crafts and can make any amateur crafting project look polished and professional. Participants were excited to make cards for the upcoming Valentine’s day holiday. There was a collaborative energy in the class with people helping each other out and giving each other ideas for cards.

### **Databases**

*From Suzy:* This month Kathleen hosted a staff training session on *Brainfuse*, *JobNow*, and *HelpNow*. She received very positive feedback from staff regarding this training session. Fourteen staff members attended from Adult Services, Youth Services, and Digital Services. Judy commented that she was able to show off Brainfuse at the Teen Job Fair. Kathleen negotiated a \$900 decrease in price for the renewal of *Treehouse* and negotiated that there will be no increase on our renewal for *Issues & Controversies*, *Today’s Science*, *World New Digest* for a savings of \$50.

**Mango Languages:** Usage is three times as high as the monthly average with 75 sessions at 16 minutes each in February.

**ReferenceUSA:** Usage is the highest it has ever been with 1420 searches conducted in February.

**Lynda.com:** Most our usage for Lynda.com usually deals with Microsoft Office but over the last thirty days our patrons and staff are getting creative. Our most popular classes are helping patrons to use Raspberry Pi to build home security systems, move through ESL writing programs, and create with web development tools!

### **Community Engagement**

*From Cyndi:* The new Niles Volunteer Council Meeting had their first meeting, here at the Library. There were about 20 community organizations and businesses represented. The discussion was led by the Village consultants and the goal was to meet each other, share our organizations' openings and needs for volunteers. Working together to involve more people in volunteer activities throughout the Village feeds into their strategy to make Niles a great place to live.

*From Victoria:* I represented the library at the February Niles Artisan Guild meeting held here on the first Wednesday of February.

*From Ariane:* On February 21<sup>st</sup> & 22<sup>nd</sup>, April Lee hosted 5 field trips from the Niles Park District "Bright Beginnings" Preschools. The children were happy to attend a storytime and learn about the library with a tour of KidSpace. They even snuck back and took a look at the fancy book sorting robot – they loved that! Thank you to patron services for helping out with that portion of the field trip and letting us interrupt your work for a few minutes. April reports, "I believe that we gained some new little patrons with these field trips, because families were required by NPD to drop off and pick up their children for these field trips. This brought lots of families into the library who have never been before!"

Nice note from a patron:

**To:** Debbie Graham <[Dgraham@nileslibrary.org](mailto:Dgraham@nileslibrary.org)>

**Subject:** Re: pick up and delivery this Friday the 14th

By the way, I am not sure if you are the one who visits preschool, but my son Benjamin is in preschool 4, and he loves when the librarian comes to visit. His grandma is a librarian as well, and he loves to tell her about the visits.

### **Passport Service**

*From Athena:* In the month of February we accepted 180 applications which is down slightly from over 200 applications in January, but up from last February's total of 153. To date we have accepted 1,735 applications-- 891 in the current fiscal year. By our next report we will have surpassed the goal of processing 1,000 for the year.

Assistant Supervisor Srdjan Vasilic is continuing to explore the options to offer Passport Photo Service on site. He visited the Round Lake Public Library to observe this service. For approximately \$500 the Library can add this valuable service and become a one-stop-shop for passports. We anticipate this will pay for itself in no time. If we charge \$10.00 per photo it will only take 50 applicants using the service to break even.

### **Staff notes**

Cyndi, Suzy and I (along with trustees Dimond and Drblik) attended the annual Legislative Breakfast in Buffalo Grove. As usual, it snowed...and was very interesting. This year they had library patrons speak about why the

public library has been important to them, and gave us more time at the table to speak with the elected representatives. The most valuable to me is always hearing from the state senators and representatives who get a turn to speak.

Suzy participated as a grader for the Chamber Scholarship contest by reviewing 56 essays.

## **Staff update**

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44 full-time 61 part-time 3 PT vacancies 1 FT vacancy 7 substitutes

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### Resignations

Maintenance Assistant John Radzko

PT Youth Services Librarian Sarah Mitchell-Mace, who got a full-time position at a neighboring library.

Congratulations to Sarah!

### Hiring

Maria Skoufos hired as a PT Patron Services Associate

Todor Stoyanov hired as PT Marketing Intern

## **Tech Services**

*From Victoria:* February in Tech Services we continued our work examining the process of withdrawals involving work both inside and outside of Tech. As we have the process working well outside of Tech, we refined some of our internal procedures. There have been a lot of opportunities for cross-training and collaboration on special projects this month.

## **Adult Services**

*From Dodie:* Maryellen worked on Collection Development and weeding with the Practicum student from the LTA program at College of DuPage, Joseph Grossman, for 15 hours this month in our department.

We are thrilled to have new books in the World Languages Collection now marked with tape indicating “New Book”. They have their own shelves right off of the elevator. Valerie will be monitoring this. We are also excited to now be able to pull out new paperbacks (non series), also marked with tape indicating “New Paperback” and highlighted on the shelving where Club Reads lived. Club Reads have been consolidated a bit to accommodate this change. The department felt that new books in both areas were being overlooked and not easily found by patrons.

Taxes are going strong because everyone needs the new 1040 form and booklet. Patrons took away an estimated 400 instruction booklets from January 25 through February 23.

Money Smart Week is rapidly approaching. Right now the lobby has a display of personal finance and job seeker books until the end of March.

## Marketing notes

*From Sasha and Greg:*

New Arrival On February 25<sup>th</sup>, the world welcomed Kristijana Vasilic! Sasha and Kristina are absolutely thrilled and Steffi is excited to be a big sister. Everyone is doing well in spite of new routines and generally diminished sleep patterns.

Newsletter Redesign We have received all of the copy for the upcoming June/July newsletter. Annette has been working diligently on making the newsletter easier to read and navigate while focusing efforts on producing an end product which showcases the Library and its offerings. Our target date for delivery to the residents in our service area is May 15<sup>th</sup>.



60<sup>th</sup> Anniversary Planning for the 60<sup>th</sup> Anniversary is progressing nicely. We have been curating an exhibit including old photos, news clippings, and quotes stretching all the way back to the inception date of the Library District, April 18, 1959 and before. We are also displaying an old card catalog, a model of the building from the last major addition in 1998, and a “book wall” constructed from discarded books which will be a nice backdrop for photos during the VIP reception or anytime really. The exhibit will be in the Franklin Gallery during April and May and will be dismantled prior to Summer Reading.

There will also be three events to celebrate the 60<sup>th</sup> during April. The first will be a VIP afterhours reception on Friday April 12<sup>th</sup> from 6:30 PM to 8:00 PM. You should have all received an evite in your email by now so please take a moment and RSVP so we can zero in on an accurate count. Second, on Sunday April 14<sup>th</sup>, there will be a brief reception for the general public starting at 2:00 PM with a sock-hop in the Commons Meeting Room for the kids, followed by a craft and cake and refreshments on the third floor in the Franklin Gallery. Finally, on April 28<sup>th</sup> there will be a party for the public in the Golf Mill Mall.

Summer Reading Activities are ramping up for Summer Reading as well. This year’s Summer Reading Challenge Theme is “It’s Showtime at Your Library!”

## Building Notes

*From Dave:* Winter is hanging on as we continue to push toward spring.

Work continues on the new chiller. Now that the new chiller is on the roof the task of running the electrical, installing the new panels, connecting the piping, charging and commissioning it has begun in earnest. Because the weather is unpredictable, the work isn’t occurring as smoothly as we would like but we are managing the contractor to ensure that we have chilled air when the need arises.

We have been working with the various contractors who wish to bid on the Library parking lot repairs. Bids are due in a sealed envelope on Monday March 25<sup>th</sup> so stay tuned. Based on the inquiries we have seen, there should be a nice amount of proposals to choose from.

## **Technology**

*From Rich:*

Major Projects Update Work has begun on the ceiling in the server room. We hope to have the walls completed in the next few weeks for the IT offices.

Work continues on the Security Camera System Replacement & Expansion Project. Installations have begun and will wrap up in March due to a scheduling change for the completion of the remaining cabling work.

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

Significant Items in the 2019-2020 Budget Next year's budget will contain some significant expenses. The major activities planned for next year include the replacement of our server virtualization infrastructure, storage area network (SAN) and the backup systems. This equipment was last replaced 8 years ago and has reached its end of life. The potential cost of this project is approximately \$150,000.

Along with that major multipart project we will also be negotiating the renewal of our hardware and software support agreement with Bibliotheca that covers all our Patron Self Service & Automation Systems and upgrading that equipment to support Windows 10. The cost of this project looks to be approximately \$30,000 per year for support on a 5 year agreement plus additional monies for upgrading the self checks to Windows 10.

The two Staff copiers are now 8 years old as well and need to be replaced.

The outdoor digital display sign is around 12 years old and is in need of replacement. The individual panels burn out frequently and it is becoming obvious that the root cause is the frame which holds the panels.

2019-2020 Erate Work continues on the 2019-2020 Erate grant requests. In February we began answering questions from service providers regarding the bids and quotes for services and hardware which we are requesting. Over the past few years this program has yielded tens of thousand of dollars in benefits to the Library.

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

## **Interesting Patron Questions and Comments**

*From Dodie:*

I. Judy answered an interesting question from a gentleman who lives in Switzerland. He emailed the library looking for information about a bombardier (from Maine, IL – turned out he was from Maine Township) who was aboard a B-24 bomber of the 44<sup>th</sup> Bomb Group. This gentleman was researching the fate of the 40 heavy bomber crews of the 8<sup>th</sup> USAAF who did not return to their bases in England after their mission over Germany on June 21, 1944. He needed this information because he is writing a book – this will be his third

book about members of the 8<sup>th</sup> USAAF in Europe. One of these bombers crashed directly behind his family house in Nazi-occupied Holland. He was a nine-year-old schoolboy at the time. This author said, “It’s getting more and more difficult to collect first-hand information about WWII. The veterans have either passed away or they’re so advanced in age that they are reluctant to start corresponding about their wartime experiences.” And to Judy regarding her efforts in locating information for him: “Thanks a lot for the wealth of information you sent me. If there would be a Pulitzer Prize for librarians, I would put you high up on my list of nominees!”

2. Wynn assisted an elderly patron who was seeking help finding information on low-income public housing. It proved to be a long and rather complicated interaction in that the patron spoke mostly Polish and was grieving the death of her two children and husband. Wynn was able to ascertain that she had not filled out the proper online form but was already on a waitlist for an apartment. He then referred her to Niles Senior Services and encouraged her to speak to her assigned social worker. This patron was extremely upset and Wynn was able to provide compassionate Reference assistance.

3. Val de la Calle had requests for a myriad of computer books: Oracle, CompTia Cloud, Comp Tia Security, and node.js.

4. Maryellen and Judy worked on a genealogy question about St. Adalbert’s Cemetery in Niles. A patron requested information regarding section numbers to older term graves.

## 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

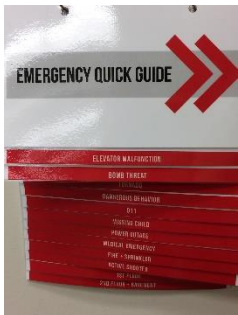
Note: The public must have 30 days to review the Tentative Budget and Appropriation Ordinance, so the choice is:

- 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 7<sup>th</sup> and no later than September 24<sup>th</sup>. 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:* Lisi drafted a Blood-Borne Pathogen Exposure Control Plan which we learned from our training was necessary to have. We will continue the discussion at our committee meeting at the end of March. Judy M. sent a picture of a quick emergency guide from the Elmhurst library. This is similar to what we are planning, however, we had not thought of hanging them around the library. These are hung on hooks that make it easy to grab and go in an emergency!



**Art & Display** *From Victoria:* For the months of February and March we are hosting a Polish American art exhibit in honor of Coming Together. This is a multi-artist exhibit comprised of Polish American Artists working in various mediums. We are very fortunate to have several large canvases by the well-known artist Voytek.

Coming in April – look for our special Niles-Maine District Library 60<sup>th</sup> Anniversary exhibit!



**FOIA Requests**

None

## Trustee Calendar

### March

3/20—Niles Journal Debate & Candidates' Forum 6pm

3/20—Regular meeting of the Board of Trustees

### April

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

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

4/14—60<sup>th</sup> 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**

5/10—Laconi Trustee Banquet, Hotel Arista, Naperville—let Susan know if you want to attend

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—Public Hearing of the Budget & Appropriations Ordinance 6:55 PM

6/19—Regular meeting of the Board of Trustees, following Public Hearing—Budget & Appropriations Ordinance adopted

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

### July

7/1—New fiscal year begins

7/4—Independence Day Parade 8 am Notre Dame High School

7/17—Regular meeting of the Board of Trustees

### August

7/21—Regular meeting of the Board of Trustees

PLA Conference: Feb 25-29, 2020 Nashville

**Monthly Statistical Report -- February 2019**

<b>PATRONS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
New District Card Registrations	232	149	55.70%			
Renewed District Cards	145	-				
Total District Cardholders	23,087	23,461	-1.59%			
Patron Visits	26,305	28,000	-6.05%			
Unique Library Cards Used	4,553	4,281	6.35%			
<b>LOAN OF LIBRARY MATERIALS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Adult	39,046	41,109	-5.02%	322,539	349,738	-7.78%
Teens	2,768	2,883	-3.99%	25,545	29,371	-13.03%
Juvenile	38,795	39,693	-2.26%	324,220	338,717	-4.28%
Digital	2,309	2,012	14.76%	19,991	15,075	32.61%
Equipment	113	100	13.00%	1,015	925	9.73%
<b>TOTAL Loan of Library Materials</b>	<b>83,031</b>	<b>85,797</b>	<b>-3.22%</b>	<b>693,310</b>	<b>733,826</b>	<b>-5.52%</b>
<b>LOAN OF MATERIAL BY TYPE</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
<b>Adult</b>						
Print: Fiction & Nonfiction	18,777	18,562	1.16%	155,110	164,308	-5.60%
Magazine	1,243	967	28.54%	9,467	8,372	13.08%
Multimedia: Audio	3,322	4,700	-29.32%	31,568	37,180	-15.09%
Multimedia: Visual	15,704	16,880	-6.97%	126,394	139,878	-9.64%
<b>TOTAL Adult Loans</b>	<b>39,046</b>	<b>41,109</b>	<b>-5.02%</b>	<b>322,539</b>	<b>349,738</b>	<b>-7.78%</b>
<b>Teens</b>						
Print: Fiction & Nonfiction	2,038	2,123	-4.00%	19,460	22,056	-11.77%
Magazine	27	15	80.00%	152	189	-19.58%
Multimedia: Audio	88	480	-81.67%	1,063	4,505	-76.40%
Multimedia: Visual	615	265	132.08%	4,870	2,621	85.81%
<b>TOTAL Teen Loans</b>	<b>2,768</b>	<b>2,883</b>	<b>-3.99%</b>	<b>25,545</b>	<b>29,371</b>	<b>-13.03%</b>
<b>Youth</b>						
Print: Fiction & Nonfiction	31,528	32,007	-1.50%	260,123	263,623	-1.33%
Magazine	214	206	3.88%	1,936	1,508	28.38%
Multimedia: Audio	594	1,787	-66.76%	5,304	18,346	-71.09%
Multimedia: Visual	6,459	5,693	13.46%	56,857	55,240	2.93%
<b>TOTAL Youth Loans</b>	<b>38,795</b>	<b>39,693</b>	<b>-2.26%</b>	<b>324,220</b>	<b>338,717</b>	<b>-4.28%</b>
<b>Equipment Loan</b>	<b>113</b>	<b>100</b>	<b>13.00%</b>	<b>1,015</b>	<b>925</b>	<b>9.73%</b>
<b>Digital eBooks and eAudiobooks</b>	<b>2,309</b>	<b>2,012</b>	<b>14.76%</b>	<b>19,991</b>	<b>15,075</b>	<b>32.61%</b>
<b>ONLINE DATABASE</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Online Database Uses (includes streaming services)	17,832	13,861	28.65%	124,392	102,190	21.73%
<b>HOLDS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
Holds Placed Through our Interface	7,013	6,520	7.56%			
Holds Made Available	7,069	8,837	-20.01%			
<b>IN-HOUSE USE OF MATERIALS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
<b>TOTAL In-House Use of Materials</b>	<b>6,483</b>	<b>7,104</b>	<b>-8.74%</b>	<b>60,315</b>	<b>59,181</b>	<b>1.92%</b>
Items moved on Shelf	5,070	3,413	48.55%	45,614	41,789	9.15%
<b>PC USERS BY LOCATION</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Digital Services Guest	1,278	1,166	9.61%	10,892	10,113	7.70%
Digital Services	2,228	2,410	-7.55%	19,783	20,623	-4.07%
Kidspace Express Internet	13	28	-53.57%	255	296	-13.85%
Kidspace	921	1,200	-23.25%	10,736	12,377	-13.26%
Kidspace iPad Usage	300	320	-6.25%	2,705	2,830	-4.42%
Teen Underground	295	279	5.73%	3,159	3,075	2.73%
<b>TOTAL Users</b>	<b>5,035</b>	<b>5,403</b>	<b>-6.81%</b>	<b>47,530</b>	<b>49,314</b>	<b>-3.62%</b>
Patron Wi-Fi Uses	10,735	17,280	-37.88%	91,314	112,000	-18.47%
Scanning & Fax Pages	4,969	5,090	-2.38%	41,317	43,152	-4.25%
Print & Copy Pages	18,630	14,955	24.57%	145,141	125,298	15.84%
<b>USE OF STAFF MEDIATED EQUIPMENT</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
3D Printer	53	22	140.91%	297	247	20.24%
Large Scale Poster Printer	1	1	0.00%	31	18	72.22%
VHS to DVD Conversion	5	2	150.00%	61	61	0.00%
<b>TOTAL Use of Staff Mediated Equipment</b>	<b>59</b>	<b>25</b>	<b>136.00%</b>	<b>389</b>	<b>326</b>	<b>19.33%</b>
<b>USERS OF STAFF MEDIATED SPACES BY LOCATION</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
KidSpace Study Room	58	54	7.41%	494	856	-42.29%
Study Rooms 1-5	634	537	18.06%	4,805	4,074	17.94%
Creative Studio A	47	44	6.82%	444	364	21.98%
Community Meetings in the Library	13	17	-23.53%	134	152	-11.84%
<b>TOTAL Users of Staff Mediated Spaces</b>	<b>752</b>	<b>652</b>	<b>15.34%</b>	<b>5,877</b>	<b>5,446</b>	<b>7.91%</b>

**Monthly Statistical Report -- February 2019**

<b>MARKETING &amp; PR</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
Website Hits	27,506	30,978	-11.21%			
Facebook "Likes"	1,695	1,496	13.30%			
Buzz Blog views	881	928	-5.06%			
Veterans History Blog views	486	-				
Media Hits (includes print and online articles and listings)	13	18	-27.78%			
e-News Subscribers	15,308	16,426	-6.81%			
PR Hosted Community Engagement Event Participants	-	-				
New Resident Letters (January)	75	87	-13.79%			
<b>LIBRARY HOLDINGS</b>	<b>Library Holdings</b>	<b>Items Added</b>	<b>Items Withdrawn</b>			
Shelved materials	299,519	2,975	2,156			
Equipment	125	4	-			
eBooks & eAudiobooks (OverDrive, Axis 360)	120,882					
Databases	81					
<b>Total</b>	<b>420,607</b>					
<b>LIBRARY SERVICES</b>	<b>Current Month</b>	<b>Prior Year Same month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Notary Public	79	106	-25.47%	803	799	0.50%
Tests Proctored	8	8	0.00%	87	45	93.33%
Passports Processed	180	153	17.65%	891	270	230.00%
Voters' Registration	-	-		6	2	200.00%
1-2-1 Instruction	9	11	-18.18%	37	-	
Book Concierge	1	-		4	-	
<b>SERVICE INTERACTIONS BY TYPE AND SERVICE DESK</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Directional	742	632	17.41%	4,470	13,848	-67.72%
Ready Assistance	6,863	8,042	-14.66%	64,661	71,948	-10.13%
Reference/Research	4,981	6,116	-18.56%	32,559	39,355	-17.27%
<b>TOTAL All Service Desks</b>	<b>12,586</b>	<b>14,790</b>	<b>-14.90%</b>	<b>101,690</b>	<b>125,151</b>	<b>-18.75%</b>
<b>Third Floor Desk</b>	<b>1,104</b>	<b>1,126</b>	<b>-1.95%</b>	<b>6,961</b>	<b>6,886</b>	<b>1.09%</b>
<b>Commons Desk</b>	<b>45</b>	<b>5</b>	<b>800.00%</b>	<b>149</b>	<b>19</b>	<b>684.21%</b>
<b>2nd Floor Desk</b>	<b>1,166</b>	<b>1,391</b>	<b>-16.18%</b>	<b>10,637</b>	<b>12,224</b>	<b>-12.98%</b>
<b>Patron Services</b>	<b>3,747</b>	<b>4,861</b>	<b>-22.92%</b>	<b>36,919</b>	<b>49,892</b>	<b>-26.00%</b>
<b>Technology Desk</b>	<b>1,443</b>	<b>1,923</b>	<b>-24.96%</b>	<b>14,421</b>	<b>15,667</b>	<b>-7.95%</b>
<b>Teen UnderGround Desk</b>	<b>934</b>	<b>440</b>	<b>112.27%</b>	<b>6,559</b>	<b>6,415</b>	<b>2.24%</b>
<b>Outreach Services</b>	<b>1,834</b>	<b>2,047</b>	<b>-10.41%</b>	<b>6,349</b>	<b>5,892</b>	<b>7.76%</b>
<b>KidSpace Desk</b>	<b>3,441</b>	<b>4,065</b>	<b>-15.35%</b>	<b>26,350</b>	<b>35,463</b>	<b>-25.70%</b>
<b>Total Service Interactions</b>	<b>13,714</b>	<b>15,858</b>	<b>-13.52%</b>	<b>108,345</b>	<b>132,458</b>	<b>-18.20%</b>
<b>INTERLIBRARY LOAN+A300</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Items Lent to CCS Libraries	4,494	4,858	-7.49%	35,659	39,570	-9.88%
Items Received from CCS Libraries for Patrons	3,321	3,221	3.10%	24,299	26,595	-8.63%
Items Lent to OCLC Libraries	307	296	3.72%	2428	2,488	-2.41%
Items Received from OCLC Libraries for Patrons	48	53	-9.43%	380	683	-44.36%
<b>OUTREACH SERVICES</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
<b>Homebound</b>						
Number of Patrons	184	197	-6.60%			
Number of Visits	145	153	-5.23%			
<b>Institutions</b>						
Number of Institution Deposit Collections	8	8	0.00%			
Number of Visits	8	8	0.00%			
<b>Schools</b>						
Items Delivered	586	1,061	-44.77%			
Number of Trips	19	23	-17.39%			
<b>VOLUNTEERS</b>	<b>Number of Volunteers</b>	<b>Hours of Service</b>				
Admin/Tech Serv/Maint/PR & Library Events	8	41				
Adult and Outreach Services & Programs	3	14				
Digital Services & Programs	2	8				
Patron Services	6	29				
Teen Services & Programs	6	18				
Youth Services & Programs	24	62				
<b>Total Volunteers and Hours This Month</b>	<b>49</b>	<b>172</b>				
<i>Last Year's Volunteers/Hours Same Month</i>	64	209				
<b>LIBRARY EXHIBIT</b>						
<b>Coming Together Polish American Art Exhibit</b>						

**Monthly Statistical Report -- February 2019**

<b>LIBRARY PROGRAMS AND EVENTS</b>	<b>Number of Programs</b>	<b>Attendance</b>	<b>Programs Prior Year</b>	<b>Attendance Prior Year</b>	<b>% Change</b>
Youth Programs	79	2,424	95	2,481	-2.30%
Teens Programs	21	330	16	355	-7.04%
Adults Programs	38	837	46	983	-14.85%
Digital Services Programs	16	125	25	100	25.00%
PR Community Engagement Events	-	-			
<b>TOTAL PROGRAMS AND EVENTS</b>	<b>154</b>	<b>3,716</b>	<b>182</b>	<b>3,919</b>	<b>-5.18%</b>
<b>Programs-Youth Audience</b>					
1KBK added visits	ongoing	4			
1KBK registrations	1	2			
Bibliobop Dance Party!	1	67			
Coming Together: Polish Storytime	1	17			
Drama Club	1	7			
Family Movie: <i>House with a Clock in its Walls</i>	1	30			
Growing Neighbors	4	61			
Homework Help	3	12			
I Spy Tank (passive)	1	63			
In-house Toys and Games	1	232			
Mega Mondays-Maker Mon, Mon on the Move, Lego, Yoga	4	59			
Reading Patch Club Registrations	1	3			
Reading Patch Club added visits	ongoing	15			
Reading with Rover	1	17			
Scavenger Hunt: Library Signage	1	149			
Second Saturday Breakfast Bingo	1	39			
Second Sunday: Giving Life to Black History	1	12			
Story: Babytime	4	113			
Story: Baby Lapsit	3	23			
Story: Evening Family Storytime	3	19			
Story: Rise & Shine Storytime	3	74			
Story: Storytime for 2s and 3s	8	163			
Story: Storytime for 4s and 5s	4	60			
Teacher use of Die Cut Machine	1	3			
Toddler Playgroup	1	21			
Volunteer in KidSpace	3	17			
Video Games	1	50			
Wonder Ground: Air	7	88			
World Language Storytime (Polish, Spanish)	2	36			
Writing Center	1	180			
<b>Youth Services Community Engagement Programs</b>					
Elementary class visits to the Library (Washington, Apollo)	2	334			
Elementary Literacy Night (Nelson)	1	153			
Elementary visits to the Library (Logos)	1	22			
Elementary outreach to families (Chippewa Literacy Night)	1	31			
Famished for Fiction (Homeschool, Mark Twain, Culver)	3	80			
Preschool visits to the classroom (Embers, Aristotle)	2	76			
Preschool visits to the Library (Niles Park District Bright Beginnings)	5	92			
<b>Total Youth Services Programs</b>	<b>79</b>	<b>2,424</b>	<b>95</b>	<b>2,481</b>	<b>-2.30%</b>
<b>Programs--Teen Audience</b>					
Abraham Lincoln Award List Voting	1	8			
After School Fun (Solstice Crowns, Button Making, TUG Olympics)	3	18			
Desk Hearts (Passive)	1	35			
Dungeons and Dragons Free Play	1	8			
Coming Together: Dzika Fitness	1	9			
Flowetry	1	4			
Games	1	4			
Lincoln Cup	2	27			
Movies in Teen Underground: <i>The Fundamentals of Caring</i>	1	16			
Practice ACT	1	9			
Teen Advisory Board	1	5			
ACT/SAT English & Writing Workshop	1	4			
Valentine's Day Fun	1	30			
Video Games	1	39			
Winter Reading Challenge Registrations	1	4			
Winter Reading Challenge Completed Badges	ongoing	12			
Young Adult Job Fair	1	63			
<b>Teen Services Community Engagement programs</b>					
FCCLA Storytelling Presentations (Harper College)	1	18			
Famished for Fiction (Culver)	1	17			
<b>Total Teen Programs</b>	<b>21</b>	<b>330</b>	<b>16</b>	<b>355</b>	<b>-7.04%</b>

**Monthly Statistical Report -- February 2019**

General Programs--Adult Audience	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change	
African American Genealogy Program	1	2				
Book Discussion: Book Buzz	2	10				
CJE Senior Life	0	0				
Chair Yoga for Adults	1	25				
Coming Together: Modern Polish Cooking with Qulinarnia	1	39				
Coming Together Book Discussion: <i>Lullaby of Polish Girls</i>	1	2				
Job Counseling	1	-				
Low Vision Support Group (VIM)	1	8				
Low Vision Support Group (VIM) Book Discussion	1	6				
New Release Movie: Oscar Nominated <i>Black Panther</i>	1	23				
New Yorker Discussion Group	3	34				
Night at the Oscars with Annette Bochenek	1	22				
Oakton Community College English as a Second Language	7	290				
Oscar Program: The Year in Movies A Recap of 2018's Films	1	10				
Oscar Nominated Film: <i>BlackKlansman</i>	1	23				
Oscar Nominated Film: <i>Bohemian Rhapsody</i>	1	60				
Oscar Night Party - <i>Go Oscar Wild</i>	1	57				
Oscar Pick the Winners	1	55				
Pages Through Time Non-fiction Book Discussion	1	3				
Polish Language Book Discussion	1	13				
SCORE Small Business Counseling	2	5				
Senior Coffee Hour: Losing at the Oscars	1	18				
Shakespeare Project of Chicago: <i>A Midsummer Night's Dream</i>	1	79				
Shakespeare Project of Chicago After Performance Discussion	1	40				
Small Business Counseling	1	2				
Tuesday Night Films: Black History Month <i>A Rage in Harlem</i> and <i>Pariah</i>	1	3				
Tuesday Night Films: <i>Pariah</i>	1	3				
Teen Services' Interpreting ACT Results Scores for Parents	1	1				
Youth Services' New Parent Support Group	1	4				
<b>Adult Community Engagement Programs</b>						
BookBites Book Popular Book Discussion	1	27				
<b>Total Adult Programs</b>	<b>38</b>	<b>837</b>	<b>46</b>	<b>983</b>	<b>-14.85%</b>	
<b>Digital Services Programs -- Adult Audience</b>						
Android Basics	1	1				
Email Basics	1	6				
Excel Pivot Tables	1	9				
Excel Tables	1	11				
Excel VLookup	1	11				
Fused Glass Jewelry	1	13				
Get Inspired with Pinterest	1	6				
Introduction to Google Sheets	1	4				
Microsoft PowerPoint	2	16				
Polish Folk Art Painting	1	16				
Pomoc Komputerowa w Języku Polskim	1	1				
Silhouette Wednesday	1	7				
Tablet Tuesday	1	3				
The Art of Embossing	1	12				
Virtual Fridays	1	9				
<b>Total Digital Services (DS) Programs</b>	<b>16</b>	<b>125</b>	<b>25</b>	<b>100</b>	<b>25.00%</b>	
<b>GRAND TOTAL PROGRAMS AND ATTENDANCE</b>	<b>154</b>	<b>3,716</b>	<b>182</b>	<b>3,919</b>	<b>-5.18%</b>	
<b>COMMUNITY MEETINGS IN LIBRARY SPACES</b>						
	<b>Number of Programs</b>	<b>Attendance</b>	<b>Programs Prior Year</b>	<b>Attendance Prior Year</b>	<b>% Change</b>	
Jewish Genealogical Society of Illinois - Board Meeting	1	12				
Ukrainian Women in Business	1	15				
Ukrainian Women in Business-Youth Crafting Program	1	18				
Niles Morning Network- Chamber	1	29				
Niles Social Media Breakfast - Chamber	1	14				
Niles Artisan Guild Meeting	1	14				
Quilters' Group	1	6				
Niles Toastmasters Club	1	15				
Karol Verson Film Discussion Group	2	40				
Village of Niles Marketing Conference	1	20				
Village of Niles Volunteer Council	1	20				
Niles Township Toastmasters Club	1	15				
<b>TOTAL COMMUNITY MEETINGS</b>	<b>13</b>	<b>218</b>	<b>17</b>	<b>237</b>	<b>-8.02%</b>	

Coming Together Summary		
Audience	Programs	Attendance
Youth	1	17
Teen	1	9
Adult	3	41
	4	83

## Susan Lempke

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**From:** Mary Ann Rohn  
**Sent:** Friday, March 1, 2019 11:35 AM  
**To:** Susan Lempke  
**Subject:** Greatest Tech team in the world!

Dear Susan,

This email is to pass on a giant compliment from an Adult Patron about our Tech Desk support services.

Last week a Patron came to the library in need of help and guidance fixing the "page format" for her resume. The Patron also needed printing for a cover letter and resume. She told me at the KidSpace desk that she absolutely could not believe how helpful and professional the Tec team was.

Most importantly she expressed that it was their patience and soft touch ("not making me feel bad for needing so much help"). Not only did the Tech team help her accomplish her giant task with a finished cover letter and resume but she also received good positive vibes and felt empowered. When she told me this she mentioned that she was now truly prepared for her interview with a giant feeling of "being ready" and knowing it in her heart before a possible life changing appointment.

The Patron is a professional and normally very comfortable with computers. However, the tech challenges on this day were very difficult and frustrating to finish the important resume task at hand.

I did *desk track* her comment but the desk tracker could not capture how important Niles Library was to this patron and her family on this day.

Thank you

Mary Ann

Kidspace

## Susan Lempke

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**From:** quinn scott <qnscott45@yahoo.com>  
**Sent:** Monday, March 4, 2019 7:35 AM  
**To:** Susan Lempke  
**Subject:** Praise

Hello,

I'd be grateful if you could take a moment to read my letter. In addition to general praise for your organization, I'm sending a shout out to Kate, who was running the desk in the Kidspace dept. on Thursday 2/28, (I hope I got her name correctly). My daughters, Alia, 5, and Suzie, 3, were enjoying an extended visit and had some extra time to do a little further exploration of the department, (a typical visit includes giving a puppet show and playing with the other toys that are available.) Through a stroke of good fortune, Kate was our librarian. When we approached her with our adventuresome spirit, she responded in kind by offering expert guidance to some other things Kidspace has to offer. At her suggestion, we got involved in a scavenger hunt and we'll definitely return to play the counting game in the large aquarium.

Kate is an exemplary librarian, a combination of friendliness and knowledge. Kudos to you, the director of the library, for having her and others on your great team! The Niles-Maine Library's Kidspace is the best children's department of any my family has visited in Chicagoland, and the list of them includes Cary Area, Crystal Lake, Des Plaines, Northbrook, Sulzer Regional, Budlong Woods, and Lakeview.

I look forward to many more visits with my family to Niles-Maine in the months and years to come. I have a hunch that, in our time spent exploring our awesome library, we have only seen the "tip of the iceberg".

Sincerely,

Quinn Scott

## Patron Suggestions and Comments for March 2019

### Responses to Patron Suggestions and Comments

#### Suggestions

For library events: How to Survive in Financial Harassment; Hope is not free, happiness is not free. What is Free?

Thank you for the suggestion.

Please consider to have “Lego WeDo Robotics” on Saturdays.

We have a few children’s programs on Saturdays, including a weekly storytime for babies, but unfortunately we don’t have enough staff to be able to add much more at this time. We will certainly try to add it if we can, and in the meantime we will continue to schedule sessions on days when school is out.

Keep the POLITICAL BOOKS OUT of kids’ sight. Especially Pride stuff. DOESN’T BELONG where young minds can read it.

You are entitled to your opinion, but we will continue to feature a wide variety of topics in our displays for children, who have a wide range of interests and needs. Monitoring their reading is up to their parents.

Teen Zone should be Speak in Soft Tones Zone.

We continue to work with the teens to moderate their behavior, but Teen Underground is designated as a social zone and we do not expect them to use soft tones. If the sound is disturbing, you may want to consider checking out one of the laptops to use in the building and take it to a quieter area.

Interested in a book on Polish pastries.

Thank you for the suggestion!

#### Frustrations

None

#### Comments

We look forward to the toddler playgroup every month. Love the space and selected toys. It’s perfect for socializing for both of us. Thank you for organizing it.

Stacy is a spectacular employee. Always very helpful and offers assistance whenever necessary. Whole staff is exceptional. K.P.

The Oscar party was WONDERFUL!! I also sent a message on Facebook. Thank you so much for allowing Glenview residents to come and participate! I loved it! M. B., Glenview

I enjoy your kids section because you have a coloring section! J., Chicago

Thank you Kathleen! I appreciate your patience and knowledge. L. S.

I find Bernadetta to be an outstanding librarian. She is well informed, patient, and has a delightful personality. B. E., Ph. D.

I’m always so delighted to read the nice comments about our staff and programs—thank you for taking the time to write!

March 20, 2019

**New Business - Recommended Actions**

**A. Recommended Action on Chapter One**

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

**Memorandum A of Recommended Board Action**

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

March 20, 2019

**New Business—Recommended Actions**

**B. Recommended Action on Serving Alcohol at Library's 60<sup>th</sup> Anniversary Celebration**

MOVE that the Library Board of Trustees approve serving alcohol at the invitation-only party celebrating the Library District's 60<sup>th</sup> Anniversary on Friday, April 12 from 6:30-8:00 pm, subject to all restrictions set forth in Administrative Policy 3.31 Alcoholic Liquor Policy.

**Memorandum B of Recommended Board Action**

The Library has invited elected officials, community partners, current staff, and former staff and trustees to a party celebrating the Library's 60<sup>th</sup> Anniversary. We will have a permit from the Village of Niles. Our insurance includes Dram Shop Insurance. Alcohol will be served in an area not open to the public, and of course will not be served to anyone under age 21.

**New Business—Recommended Actions**

**B. Recommended Action on Policy 3.05 Lending Regulations**

MOVE the Library Board of Trustees approve changes to the Lending Regulation Policy 3.05

**Memorandum B of Recommended Board Action**

Proposed changes to the lending regulation policy are detailed below.

1. Change replacement cost to Library purchase price
2. Remove reference to \$5.00 processing fee
3. Clarify language regarding the additional fee added to accounts sent to collection (\$10)
4. Adjust fines on hotspots to match fines on other equipment
5. Reduce restrictions on Playaway Launchpads by increasing the limit to 2 with one renewal on each and opening up lending to reciprocal borrowers

### 3.05 LENDING REGULATIONS

The Lending Regulations for the Library are listed below. These regulations will be reviewed annually by the library staff and a report forwarded to the Board incorporating any recommendations for change.

Exceptions to the regulations on checkout, loan periods and renewals will be handled on an individual basis by the Patron Services Supervisor, or, in that person's absence, the Team Leader on duty after consulting with the Supervisor of the department from where the collection is housed.

At the request of Department Supervisors, and with the approval of the Library Director, certain high-demand items, such as new items, may be given a shorter loan period for a specified amount of time, or may be subject to reserve restrictions.

Charges for any lost Niles material will be the replacement library's purchase price. ~~cost and a \$5.00 processing fee or the A patron may purchase new, exact material as replacement, and pay the \$5.00 processing fee.~~ If lost material is returned within 60 days of date paid, ~~the cost of material will be refunded. a refund will be issued.~~

Patron accounts sent to our collection agency will have an additional fees added. Charges on patron accounts sent to collection are not refundable.

MATERIAL	Loan Period	Reserve	Renewal	Restrictions	Vacation Loan	Fines
Most materials (exceptions listed below)	3 Week	Yes	Yes*	Limit of 4 renewals	Yes	.15 per day /\$10
Hot Picks	3 Week	No	No	Limit 6/NMDL card 3 Books & 3 DVDs	No	.15 per day /\$10
eBooks	2 Week	Yes	Yes*	Limit of 5/NMDL Card	No	None
Magazines	1 Week	Yes	Yes*	4 renewals	No	.15 per day/\$5
DVDs & Blu-rays: New	1 Week	Yes	Yes*	Limit 15; limit of 4 renewals	No	.15 per day/\$10
Video Games	1 Week	Yes	Yes*	Limit 10/4 renewals Holds NMDL card only	No	.15 per day/\$10
Begin with Books Bag	4 Week	Yes	Yes*	Niles Teacher Cards Only	No	None
Hotspots	3 Week	Yes	Yes*	Limit of one per household at a time/one renewal/NMDL card Hotspots must be returned inside to Tech Desk	No	<b>\$3/day; limit of cost of item or \$30, whichever is less</b>
Technology Equipment	1 Week	Yes	Yes*	Limit of one renewal/NMDL card Equipment must be returned to Tech Desk	No	<b>\$3/day; limit of cost of item or \$30, whichever is less</b>
Playaway Launchpad	1 Week	Yes	Yes*	Limit of 2 /NMDL card/ one renewal	No	<b>\$3/day; limit cost of item or \$30, whichever is less</b>
Reference materials	Librarian's discretion only					

**\*Items on Hold are not renewable.**

Adopted by the Niles Public Library District Board of Trustees 7.1.92 Revised 2.21.96; 10.16.96; 3.19.97; 10.15.97; 12.10.97; 10.21.98; 12.16.98; 3.17.99; 9.15.99; 10.20.99; 9.20.00; 11.15.00; 3.21.01; 8.24.01; 6.19.02; 8.21.02; 4.15.03; 5.21.03; 11.19.03; 4.21.04; 7.21.04; 7.18.07; 3.19.08; 6.18.08; 2.18.09; 4.21.10; 5.19.10; 5.25.10; 9.20.11; 2.22.12; 5.22.13; 5.21.14; 3.18.15; 8.19.15; 12.16.15; 7.20.16; 2.21.18; 3/20/19

## **New Business—Recommended Actions**

### **D. Recommended Action on Salary Schedule**

MOVE that the Library Board of Trustees approve proposed changes to the Salary Schedule.

#### **Memorandum D of Recommended Board Action**

The current salary schedule is dated 2015-2016. After comparing the salary levels at NMDL to those at surrounding libraries and also to libraries which are similar to us in size and budget, we recommend the following changes:

1. Raise the minimum and maximum of each level by 6.22%, which is the compounded increase of the CPI for 2016 (2.1%), 2017 (2.1%), and 2018 (1.9%). Note that the minimum rate for Grade 7 will need to be raised in July 2020 to at least \$10/hour to be in compliance with the new State of Illinois Minimum Wage Act.
2. Increase the minimum and maximum of Library Assistant (Grade 5) by \$1,000 to adjust salaries in that range to be more comparable with other libraries.
3. Insert a level between Supervisor (Grade 3) and Librarian (Grade 4) for Assistant Supervisors in recognition of their added responsibilities.
4. Insert a level between Library Assistant (Grade 5) and Clerk (Grade 6) for Patron Services Assistant 1, which is the highest level of clerk, reserved for the staff members who have mastered all parts of the job of working in Patron Services including being certified as a Passport Agent and having achieved an overall level of excellence in serving patrons.

These changes allow for more opportunities for staff who want to take on new responsibilities and improve their position while staying here at NMDL. The changes to the minimum will make us more competitive in hiring while surrounded by libraries and other organizations; the changes to the maximum will allow staff who have worked here many years to be able to continue to be rewarded for excellent work.

**Niles-Maine District Library—2019/2020 Salary Schedule  
(PROPOSED)**

Grade	Position(s)	Minimum	Maximum	
1	Executive Director	Set by Library Board		
2	Assistant Director	Annual \$ 69,147.00	\$ 111,247.50	
	Assistant Director/Business & Operations Manager	Hourly \$ 35.46	\$ 57.05	
3	Supervisors	Annual \$ 57,174.00	\$ 90,382.50	
		Hourly \$ 29.32	\$ 46.35	
<b>3.5</b>	<b>Assistant Supervisors</b>	<b>Annual \$ 53,586.00</b>	<b>\$ 82,621.50</b>	
		<b>Hourly \$ 27.48</b>	<b>\$ 42.37</b>	
4	Business Office Coordinator	Librarian – Adult Services	Annual \$ 46,098.00	\$ 70,941.00
	Information Technology Services Specialist	Librarian – Digital Services	Hourly \$ 23.64	\$ 36.38
	Librarian – Technical Services	Librarian – Youth Services		
5	Administrative Assistant	Patron Services Team Leader	Annual \$ 29,913.00	\$ 54,366.00
	Adult Services Assistant	Publicity and Graphic Design Coordinator	Hourly \$ 15.34	\$ 27.88
	PR & Marketing Coordinator/Digital Content Coordinator	Security Monitor		
	Digital Services Assistant	Technical Services Acquisitions Assistant		
	Digital Services IT Assistant	Technical Services Cataloging Assistant		
	Maintenance Assistant I	Youth Services Assistant		
	Outreach Services Assistant	Youth Services Clerk		

**Niles-Maine District Library—2019/2020 Salary Schedule  
(PROPOSED)**

<b>5.5</b>	<b>Patron Services Associate I</b>	<b>Annual \$ 26,910.00</b>	<b>\$ 47,931.00</b>
		<b>Hourly \$ 13.80</b>	<b>\$ 24.58</b>
 6	 Patron Services Associate 2 Graphics Assistant Technical Services Acquisitions Clerk	 Annual \$ 23,907.00	 \$ 41,515.50
		Hourly \$ 12.26	\$ 21.29
 7	 Patron Services Associate 3	 Annual \$ 18,037.50	 \$ 28,528.50
		Hourly \$ 9.25	\$ 14.63

March 20, 2019

## **New Business—Recommended Actions**

### **E. 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 E 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.