



Niles-Maine District Library

Regular Meeting

Wednesday, November 15, 2017 7:00 PM



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

November 15, 2017

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised 11/13/17

ORDER OF BUSINESS

- | | |
|--|----|
| 1. Call to Order | |
| 2. Pledge of Allegiance | |
| 3. Library Audit - Judy Walther, McClure, Inserra & Company | |
| 4. Approval of Minutes | |
| A. Approve the revised Regular Board Meeting Minutes of October 18, 2017 | 4 |
| 5. Public Comments | |
| 6. Treasurer's Report | |
| A. Review Financial Reports | 9 |
| B. Approve payment of the bills for operating expenses of \$284,706.90, payroll expenses of \$302,862.81, and Special Reserve Expenses of \$5,222.82, for a total monthly expense of \$592,792.53 | 15 |
| 7. Director's Report | |
| A. Highlights | 29 |
| B. Monthly Statistics | 39 |
| C. Strategic Planning Quarterly Update | |
| 8. Communications | 43 |
| A. Patron Suggestions | 46 |
| 9. Liaison Reports | |
| A. Friends of the Library | |
| B. Legislative | |
| C. RAILS | |
| 10. Secretary's Report | |
| A. A certified copy of Ordinance 17-07, an Ordinance Levying and Assessing Taxes of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018, along with a certified copy of a of a Truth in Taxation Certificate of Compliance, was mailed to the Cook County Clerk on October 19, 2017 | |
| 11. New Business | |

Board Meeting Agenda - November 15, 2017

- A. Approve Resolution 17-02, a Resolution to Make Additional Employer Contributions which transfers \$532,000 to the Illinois Municipal Retirement Fund 48
- B. Adopt Resolution 17-03, a Resolution to Cast a Ballot in the 2017 IMRF Executive Trustee Election in favor of Tom Kuehne 50
- C. **Discuss/Approve Ordinance 17-08, an Ordinance Modifying Ordinance 17-03, an Ordinance Setting the Schedule of Meetings of the Board of Library Trustees of the Niles-Maine District Library for the Fiscal Year Commencing July 1, 2017 and Ending June 30, 2018** 56
- D. Budget Planning Discussion
- 12. Unfinished Business
 - A. Approve revision of Administrative Policy 3.11 Unattended Children 58
- 13. Other
- 14. Adjournment

**NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
October 18, 2017
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois**

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

Trustees Present

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

Library Staff Present

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

Others Present

Niles Residents: Joe Makula, Kathy Nichols, and Edward Nichols; Dennis Walsh Attorney, Klein, Thorpe & Jenkins; Igor Studenkov, *The Bugle*; Tom Robb, *The Journal & Topics*

Call to Order

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

Pledge of Allegiance

President Dimond led the Pledge of Allegiance.

Roll Call

The roll was taken by Ms. Winberg.

Approval of Minutes

Trustee Rozanski MOVED the Library Board of Trustees approve the revised Minutes of the Regular Board Meeting September 20, 2017. Trustee Ryan seconded.

A misspelling of Mr. Martin's name on page 3 of the Minutes was noted and corrected in the original Minutes.

Trustee Carolyn Drblik stated that her comments in the Board Meeting Minutes of September 20, 2017 were incorrectly transcribed. Attorney Dennis Walsh stated that the Board could decide by vote whether to accept the change.

President Dimond asked whether the movant or the seconder accept changing the original motion in order to accept the changes as stated by Trustee Drblik. They agreed not to change the motion. A vote was taken on the original motion.

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

Public Comment

President Dimond invited those who signed in to speak for a limit of five minutes.

Mr. Joe Makula addressed the library's circulation and staffing. He suggested that a special meeting be held to address what cuts can be made to personnel. He added that taxpayers have never been asked whether they

want the library to spend millions on programs and activities. He suggested that taxpayers be asked this by referendum in the spring.

Mr. Dennis Martin, Trustee and resident, 8706 N. Osceola, addressed his concerns with the proposed increase of the tax levy. He feels the Library management and staff don't do enough to reduce costs by eliminating some of its programming and personnel. He addressed the way his request was denied to have this discussion added to October's Board meeting agenda.

Ms. Kathy Nichols, a resident of Niles since the 70's, loves the Library. She supports the Library and its staff with their needs to run the Library. She feels the Library knows what it is doing. She disagreed with Mr. Makula's statement saying that he represents the voters of Niles. She is a voter and she fully supports the Library and its need to increase taxes.

Mr. Edward Nichols, a life-time resident of Niles, along with his wife are both patrons of the Library which he feels is an incredible resource in our community. They fully support a tax increase for the Library. He said it tends to be easier for people to complain about things then it is to show-up and show their support. He asked the Library to continue doing what they do. He likes the direction that the Library has taken. There's more to a Library then checking out books and DVDs.

Treasurer's Report

The Library Board reviewed the September 2017 Treasurer's Report as presented by Treasurer Tim Spadoni. He mentioned that the Library's audit will be presented to the Board at the November Board Meeting. At the end of his report, Mr. Spadoni explained that the Library's auditor determined that the Library was incorrectly paying IMRF contributions before FICA deductions rather than the correct method of paying them after FICA deductions. This resulted in an underpayment of \$22,000 by the Library and by the staff. The Library's Finance Department will coordinate the FICA underpayments by the staff. The Library's payroll vendor has been contacted to correct the way that IMRF is applied to future payrolls.

Payment of the Bills

Trustee Spadoni MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$198,232.20, payroll expenses of \$281,165.13, Special Reserve Expenses of \$0.00 for a total monthly expense of \$479,397.33. Trustee Rozanski seconded.

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

Director's Report

- Ms. Lempke referred to the summary prepared by Mr. Pritz on understanding TIFs, Tax Increment Financing, as requested by President Dimond. In addition to the two TIF Districts in Niles, the Village has recently hired consultants to explore four potential TIFs in Niles.
- Ms. Lempke referred to the piece written by Mr. Pritz in response to Mr. Makula's suggestion to cut staffing by 10 percent. Ms. Lempke added that the Library's payroll has gone down and that as full time positions become open, they are being filled with part-time hours. Staffing has not ballooned.
- Lastly, Ms. Lempke referred to a letter written to the editor published in the Journal last week regarding the Library's tax levy increase. In the article, a Library Trustee refers to the greedy library which wants more of its taxpayers' dollars and to "our very own Chicken Little Business Manager, Greg Pritz, convinced the Board's majority that the sky is falling." Ms. Lempke said that she objects in the strongest possible terms to a Trustees resorting to that kind of childish name calling of a member of the Library staff who only made the reports that he was asked to make is completely inappropriate.

President Dimond added that no Board member should be insulting or calling any of our staff members names especially in a newspaper publication. It is truly unprofessional and unfair. She added that Mr. Pritz was asked by the Board to provide them with financial predictions which he did and the Board chose to raise the levy.

Trustee Martin added not everybody. Ms. Dimond agreed but we as a Board chose to raise the levy. It was not Mr. Pritz or anyone else on the staff.

Communications

They were included in the Board packet.

Ms. Lempke passed around thank you notes received from the children of the Muslim Homeschoolers' Group who meet in the Library.

Trustee Spadoni mentioned that when reading the Patron Suggestions, more often than not, library patrons who are residents of Niles, ask for more DVD titles, programs, more staff presence. Rarely, does he see a suggestion to cut materials or programs. Moving forward, he feels that the Board as a whole need to realize that many of our residents do not attend our meetings to express their opinions but do so through our Patron Suggestions. He feels that the Board's job is to represent all of the people expressing their opinions and desires. There has to be a balance.

Liaison Reports

Friends of the Library

The October meeting was cancelled.

Trustee Martin reported that he reached out to Mr. Hanusiak. Mr. Hanusiak's concern is over the money that is being kept from the Friends of the Library. The Board's response was that this has been discussed numerous times and that the \$23,000 raised through the continuous book sale does not belong to the Friends but to the Library since it is solely run by Library staff and volunteers.

Legislative

There was no report.

RAILS

There was no report.

New Business

Discussion of the Purpose of the Library

Ms. Lempke made a presentation based on Trustee Martin's comment that the Board should talk about the purpose of the Library. She reviewed the history of the Library building, the four referenda passed by Library District voters to increase taxes, and the current move of the library toward becoming a community center with examples of Babytime, the Veterans' History Project, and new technology. She highlighted the State Librarian's role in developing standards with the Illinois Library Association which we must follow today.

President Dimond opened the discussion with her vision of the library being of broad service to the members of the District, mentioning useful classes she had taken here and agreeing that it does now have the role of a community center.

Trustee Spadoni pointed out that the library is the only community center for all ages, and that while we can't be all things to all people, we have to try to serve as many people as possible.

Trustee Martin reiterated that his concern is cost, and said he thinks we are no longer a library, we are a community center and we should change the name. Some areas he thought could be considered for reduction were school visits, marketing, and being a distribution point for the free lunch program in the summer.

Trustee Olson said the library is an investment in the community, and said we are off to a great beginning heading to the future. Trustee Ryan talked about the great diversity in the community, and the need for the library to appeal to a wide variety of people, and said she thinks our excellent library attracts new residents and is a lot of bang for a small amount of money.

Regular Board Meeting – October 18, 2017

Review of 2018 Per Capita Grant Requirements

Ms. Lempke reviewed the requirements with the Trustees. This year's focus is on safety.

Ordinance 17-07

Trustee Spadoni MOVED the Library Board of Trustees adopt Ordinance 17-07, an Ordinance Levying and Assessing Taxes of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018. Trustee Ryan seconded.

Considering the discussion that was held on the tax levy at last month's meeting, Trustee Dimond gave the Board an opportunity for further discussion and to express their opinions. Trustee Martin asked that a motion be made to delay the vote until we have an opportunity for someone to take a look and find ways to cut costs to avoid a tax levy increase.

Trustee Dimond asked for a motion to table the motion to vote for Ordinance 17-7. Trustee Martin MOVED to table the original motion to adopt Ordinance 17-07. Trustee Drblik seconded.

Roll call vote: Ayes: Drblik, Martin. Nays: Dimond, Olson, Rozanski, Ryan, Spadoni. Motion did not pass.

The motion to adopt the Ordinance remained on the table.

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

Transfer of Funds to IMRF

Trustee Rozanski MOVED the Library Board of Trustees approve the transfer of \$500,000 to the Illinois Municipal Retirement Fund. Trustee Ryan seconded.

Mr. Pritz asked that the budgeted amount of \$500,000 be increased to \$532,000 because at the end of the calendar year, the unfunded liability has been reduced to \$532,000. The Trustees accepted the amended amount of \$532,000.

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

Review Policy 3.11, Unattended Children with possible action.

The Board was provided with the current **policy**. Trustee Dimond asked whether there have been any problems or incidents with the policy as it is. KidSpace Supervisor Arianne Carey responded that the current policy serves as a baseline for staff and that the Library's Administration is very supportive of its staff and their actions to handle situations as they arise. The problem seems to be in the amount of time a child is in the library. Peaks hours are between 3-5 PM. As stated in the current policy, children who are not yet in third grade should always be under the supervision of a responsible person. On a national level, the average age for the caretaking of a younger child is 11 years old. KidSpace is a supervised space but the staff does not take on the responsibility of a parent. Attorney Dennis Walsh addressed the Library's liability with unattended children. From a legal perspective, the responsibility lies with the parent to make the decision whether their child is old enough to be left unattended at the Library (**subject to the Library policy**) and **having a policy regarding unattended children does not create any more liability for the Library that is already has**. After further discussion, no action was taken to change the policy.

Purchase of Computer Equipment

Trustee Rozanski MOVED the Library Board of Trustees approve the expenditure not to exceed \$5,807 from the Special Reserve Fund to extend the wireless network, replace network switches, and replace batteries. Trustee Ryan seconded.

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

Discussion of Program Committee/Personnel Committee

In response to Trustee Drblik's suggestion to form these committees, President Dimond said that she checked the Library's Bylaws and it is the responsibility of the Board President to appoint individuals to committees. She feels it is the Library Director's responsibility to make personnel decisions and to run the programs of this Library. Therefore, at this time, President Dimond has decided not to form these committees.

Information on the Library and Sales Tax

Trustee Spadoni reported on a question which was raised by one of the Friends' members whether the Library should be paying sales tax for the ongoing book sale. Mr. Spadoni did some research and there is legislation regarding tax if the sale is an ongoing sale, not just once a month, quarterly, annually, but ongoing. Not paying sales tax on an ongoing sale would be unfair to a similar business (such as a bookstore) who does pay sales tax. Under the direction of the Library's attorney, Mr. Pritz has contacted the State and an account has been set up. Sales tax will be owed from July 2015 which is when the Library took over the Friends sale. The tax owed is approximately \$4,000 with possible penalties and interest. Mr. Pritz received direction from the Board to move forward with payment to the State for the taxes owed.

Other

As requested previously, Trustee Drblik asked that the discussion and approval of Trustee recommendations for the budget review procedures to be utilized in preparation of the 2017/2018 budget be added to the November 15 Board meeting agenda. The request was noted.

Also, Trustee Drblik suggested that when a portion of a Board meeting is not caught on video, that an audio recording be downloaded to the website. Ms. Lempke said that she has already requested Marketing to do this so that complete recordings of a meeting are available.

Trustee Drblik asked about the Gala invitations received by the Trustees in their packets. The Board was told that the invites were not sent by the Library but personally dropped off by St. John Brebeuf.

Trustee Spadoni extended invitations to the Trustees from the Village for the Holly Jolly Niles Market.

Adjournment

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

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

The meeting adjourned at 9:49 PM.

President

Secretary

Niles Public Library District

Balance Sheet

October 31, 2017

	GENERAL FUND 10/31/2017	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,067,826)	\$33,328	\$1,502,461	\$467,963
Investments	\$8,987,064			\$8,987,064
Total Cash and Investments	\$7,919,238	\$33,328	\$1,502,461	\$9,455,027
Receivables				
Property Tax Receivable, net	\$2,882,651	\$136,615		\$3,019,267
Replacement Tax Receivable	\$23,481			\$23,481
Total Receivables	\$2,906,133	\$136,615	\$0	\$3,042,748
Prepaid Items				
Prepaid Expense	\$150			\$150
Total Prepaid Items	\$150	\$0	\$0	\$150
Total Assets	\$10,825,521	\$169,943	\$1,502,461	\$12,497,925
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$214,665	\$25,148	\$5,223	\$245,036
Other Liabilities	\$12,033			\$12,033
Deferred Revenues	\$2,973,353	\$140,428		\$3,113,780
Total Liabilities	\$3,200,051	\$165,576	\$5,223	\$3,370,849
Fund Balance				
Fund Balance	\$7,625,470	\$4,368	\$1,497,238	\$9,127,076
Total Fund Balance	\$7,625,470	\$4,368	\$1,497,238	\$9,127,076
Total Liabilities and Fund Balance	\$10,825,521	\$169,943	\$1,502,461	\$12,497,925

Niles Public Library District Income Statement-Consolidated

October 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$3,674	\$84,785	(\$81,111)	\$3,006,718	\$3,124,883	(\$118,165)	\$6,718,474	45%
Replacement Taxes	\$16,030	\$1,450	\$14,580	\$40,594	\$68,150	(\$27,556)	\$145,000	28%
Per Capita Grant							\$44,478	
Grants-Other		\$83	(\$83)		\$333	(\$333)	\$1,000	
Investment Income	\$10,217	\$6,667	\$3,550	\$22,396	\$26,667	(\$4,271)	\$80,000	28%
Fines	\$2,040	\$2,083	(\$44)	\$10,373	\$8,333	\$2,040	\$25,000	41%
Lost Books	\$1,011	\$625	\$386	\$4,317	\$2,500	\$1,817	\$7,500	58%
Pay For Print	\$2,437	\$2,083	\$354	\$6,983	\$8,333	(\$1,351)	\$25,000	28%
Book Sale	(\$1,744)	\$1,333	(\$3,077)	\$2,246	\$5,333	(\$3,087)	\$16,000	14%
Passports		\$2,083	(\$2,083)		\$8,333	(\$8,333)	\$25,000	
Flash Drive & Ear Bud Sales	\$9		\$9	\$16		\$16		
Commissions & Fees	\$0		\$0	\$33		\$33		
Donations	\$1		\$1	\$2		\$2		
Miscellaneous	\$109	\$113	(\$3)	\$768	\$450	\$318	\$1,350	57%
Total Revenues	\$33,783	\$101,306	(\$67,522)	\$3,094,445	\$3,253,316	(\$158,871)	\$7,088,802	44%
Expenditures								
Salaries								
Library Director	\$10,733	\$10,827	\$93	\$42,934	\$43,306	\$372	\$129,919	33%
Payroll-Department Managers	\$15,224	\$14,792	(\$432)	\$58,371	\$59,166	\$796	\$177,499	33%
Payroll-Division Supervisors	\$37,199	\$37,599	\$400	\$148,676	\$150,395	\$1,719	\$451,186	33%
Payroll-Librarian I	\$101,321	\$106,710	\$5,389	\$391,039	\$426,838	\$35,799	\$1,280,515	31%
Payroll-Library Grade V	\$73,333	\$64,108	(\$9,225)	\$259,937	\$256,433	(\$3,504)	\$769,300	34%
Payroll-Library Grade VI	\$42,146	\$29,479	(\$12,667)	\$111,447	\$117,916	\$6,469	\$353,748	32%
Payroll-Library Pages	\$12,348	\$10,963	(\$1,385)	\$12,323	\$43,854	\$31,531	\$131,561	9%
Payroll-Sundays	\$10,559	\$6,667	(\$3,892)	\$32,660	\$26,667	(\$5,994)	\$80,000	41%
Adjustments		\$833	\$833	\$3,121	\$3,333	\$212	\$10,000	31%
Substitutes	\$504	\$1,250	\$746	\$4,389	\$5,000	\$611	\$15,000	29%
Total Salaries	\$303,367	\$283,227	(\$20,140)	\$1,064,898	\$1,132,909	\$68,011	\$3,398,728	31%

Niles Public Library District
Income Statement-Consolidated

October 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$13,931	\$14,833	\$903	\$59,873	\$59,333	(\$540)	\$178,000	34%
Books-Youth Services	\$8,315	\$6,667	(\$1,649)	\$21,412	\$26,667	\$5,254	\$80,000	27%
Books-Teen	\$1,340	\$1,271	(\$69)	\$4,451	\$5,083	\$632	\$15,250	29%
Downloadables	\$3,319	\$5,000	\$1,681	\$33,069	\$20,000	(\$13,069)	\$60,000	55%
Periodicals		\$2,742	\$2,742	\$13,528	\$10,967	(\$2,562)	\$32,900	41%
AV-Adult	\$8,295	\$10,417	\$2,122	\$35,693	\$41,667	\$5,974	\$125,000	29%
AV-Youth Services	\$2,774	\$3,467	\$692	\$15,124	\$13,867	(\$1,257)	\$41,600	36%
AV-Teen	\$587	\$979	\$392	\$2,467	\$3,917	\$1,450	\$11,750	21%
Online Databases	\$79,489	\$17,917	(\$61,572)	\$147,263	\$71,667	(\$75,596)	\$215,000	68%
Total Library Materials	\$118,050	\$63,292	(\$54,758)	\$332,881	\$253,166	(\$79,714)	\$759,500	44%
Library Operating Expenditures								
CCS Charges	\$6,516	\$6,522	\$7	\$26,063	\$26,090	\$27	\$78,269	33%
Processing & Supplies	\$2,736	\$2,083	(\$653)	\$17,871	\$8,333	(\$9,538)	\$25,000	71%
Internet Charges	\$1,185	\$1,533	\$348	\$4,842	\$6,133	\$1,291	\$18,400	26%
Software, Licenses	\$4,063	\$4,844	\$780	\$6,479	\$31,874	\$25,396	\$70,623	9%
Printing	\$944	\$3,708	\$2,764	\$8,972	\$14,833	\$5,861	\$45,200	20%
Library Supplies	\$90	\$692	\$602	\$766	\$2,767	\$2,001	\$8,300	9%
Programming & Support-Adult	\$1,903	\$2,953	\$1,050	\$15,045	\$11,813	(\$3,232)	\$35,440	42%
Programming & Support-Juvenile	\$1,255	\$3,327	\$2,072	\$13,962	\$13,308	(\$653)	\$39,925	35%
Programming & Support-Events	\$544	\$800	\$256	\$1,139	\$3,200	\$2,061	\$11,600	10%
Programming & Support-Teen	\$820	\$706	(\$114)	\$2,342	\$2,825	\$483	\$8,475	28%
Public Performing Rights				\$1,281	\$1,400	\$119	\$1,400	91%
Computer Charges OCLC	\$1,091	\$1,091		\$4,364	\$4,364	\$0	\$13,093	33%
Miscellaneous	\$223	\$83	(\$140)	\$819	\$333	(\$486)	\$1,000	82%
Per Capita Grant Expenditures	\$1,013	\$3,706	\$2,694	\$2,434	\$14,826	\$12,392	\$44,478	5%
Grant - Other Expenditures		\$83	\$83	\$750	\$333	(\$417)	\$1,000	75%
Volunteers	\$502	\$245	(\$257)	\$752	\$979	\$227	\$2,938	26%
Total Library Operating Expenditures	\$22,886	\$32,378	\$9,493	\$107,880	\$143,414	\$35,534	\$405,141	27%

Niles Public Library District
Income Statement-Consolidated

October 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,574	\$2,667	\$1,093	\$9,467	\$10,667	\$1,199	\$32,000	30%
Copiers	\$439	\$1,000	\$561	\$2,880	\$4,000	\$1,120	\$12,000	24%
Professional Development	\$2,773	\$3,915	\$1,142	\$9,800	\$15,661	\$5,860	\$46,982	21%
Mileage	\$467	\$296	(\$172)	\$831	\$1,183	\$353	\$3,550	23%
Professional Collection		\$300	\$300	\$149	\$1,200	\$1,051	\$3,600	4%
Legal Fees	\$62	\$1,000	\$939	\$892	\$4,000	\$3,108	\$12,000	7%
Consultants	\$713	\$2,250	\$1,537	\$1,557	\$9,000	\$7,443	\$27,000	6%
Kitchen Supplies	\$234	\$83	(\$150)	\$234	\$333	\$100	\$1,000	23%
Promotional Expense	\$2,432	\$2,500	\$68	\$6,988	\$10,000	\$3,012	\$30,000	23%
Office Supplies	\$1,348	\$1,500	\$152	\$9,114	\$6,000	(\$3,114)	\$18,000	51%
Postage & Freight	\$3,054	\$1,500	(\$1,554)	\$7,660	\$6,000	(\$1,660)	\$18,000	43%
Publication of Notices-Legal		\$100	\$100	\$483	\$400	(\$83)	\$1,200	40%
Subscriptions & Dues	\$151	\$705	\$554	\$2,198	\$2,822	\$624	\$8,465	26%
Collection Services	\$92	\$83	(\$9)	\$965	\$333	(\$632)	\$1,000	97%
Telephone	\$44	\$1,375	\$1,331	\$5,590	\$5,500	(\$90)	\$16,500	34%
Trustee Expense		\$500	\$500	\$31	\$2,000	\$1,969	\$6,000	1%
Payroll Service	\$1,204	\$1,375	\$171	\$4,827	\$5,500	\$673	\$16,500	29%
Bank Fees	\$121	\$208	\$87	(\$2,614)	\$833	\$3,447	\$2,500	(105)%
Parking Lease	\$881	\$881		\$3,524	\$3,524	\$0	\$10,572	33%
Total General and Administration	\$15,589	\$22,239	\$6,650	\$64,575	\$88,956	\$24,381	\$266,869	24%
Vehicle Operation								
Gas, Oil, Grease	\$43	\$83	\$41	\$139	\$333	\$194	\$1,000	14%
Repairs & Maintenance		\$150	\$150		\$600	\$600	\$1,800	
Miscellaneous		\$8	\$8		\$33	\$33	\$100	
Auto Insurance				\$1,586	\$1,586		\$1,586	100%
Total Vehicle Operation	\$43	\$242	\$199	\$1,725	\$2,553	\$827	\$4,486	38%

Niles Public Library District
Income Statement-Consolidated

October 31, 2017

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Employee Fringe Benefits								
Deferred Compensation	\$20,769	\$19,583	(\$1,186)	\$79,729	\$78,333	(\$1,396)	\$735,000	11%
Group Health	\$42,211	\$44,167	\$1,956	\$166,310	\$176,667	\$10,357	\$530,000	31%
Health Reimbursement Account	\$2,875	\$5,500	\$2,625	\$18,062	\$22,000	\$3,938	\$66,000	27%
Dental	\$1,189	\$1,667	\$478	\$7,050	\$6,667	(\$383)	\$20,000	35%
Vision	\$554	\$583	\$29	\$2,283	\$2,333	\$50	\$7,000	33%
FSA fee	\$360	\$100	(\$260)	\$540	\$400	(\$140)	\$1,200	45%
Life, LTD, AD&D, STD	\$1,313	\$1,500	\$187	\$4,333	\$6,000	\$1,667	\$18,000	24%
Total Employee Fringe Benefits	\$69,271	\$73,100	\$3,829	\$278,307	\$292,400	\$14,093	\$1,377,200	20%
Utilities								
Gas	\$239	\$1,250	\$1,011	\$613	\$5,000	\$4,387	\$15,000	4%
Electric	\$7,200	\$8,333	\$1,133	\$33,860	\$33,333	(\$527)	\$100,000	34%
Water	\$1,372	\$667	(\$705)	\$4,671	\$2,667	(\$2,005)	\$8,000	58%
Total Utilities	\$8,811	\$10,250	\$1,439	\$39,144	\$41,000	\$1,856	\$123,000	32%
Capital Expenditures								
Special Reserve - Building	\$4,528	\$35,667	\$31,139	\$16,135	\$142,667	\$126,532	\$428,000	4%
Special Reserve - Equipment		\$10,000	\$10,000	\$6,615	\$40,000	\$33,385	\$120,000	6%
Total Capital Expenditures	\$4,528	\$45,667	\$41,139	\$22,750	\$182,667	\$159,917	\$548,000	4%
Audit								
Audit Expense	\$7,000	\$3,400	(\$3,600)	\$10,000	\$16,400	\$6,400	\$16,400	61%
Total Audit Expenditures	\$7,000	\$3,400	(\$3,600)	\$10,000	\$16,400	\$6,400	\$16,400	61%
Liability Insurance								
Liability Insurance				\$29,868	\$29,868		\$29,868	100%
Total Liability Expenditures	\$0	\$0	\$0	\$29,868	\$29,868	\$0	\$29,868	100%

Niles Public Library District
Income Statement-Consolidated

October 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$22,560	\$20,833	(\$1,727)	\$81,146	\$83,333	\$2,187	\$250,000	32%
Total Social Security Expenditures	\$22,560	\$20,833	(\$1,727)	\$81,146	\$83,333	\$2,187	\$250,000	32%
Workers' Compensation								
Workers' Compensation				\$26,011	\$27,489	\$1,478	\$27,489	95%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$26,011	\$27,489	\$1,478	\$27,489	95%
Unemployment Compensation								
Unemployment Compensation	\$868	\$1,667	\$799	\$3,417	\$6,667	\$3,249	\$20,000	17%
Total Unemployment Compensation Expenditures	\$868	\$1,667	\$799	\$3,417	\$6,667	\$3,249	\$20,000	17%
Building & Equipment Maintenance								
Repairs & Improvements	\$5,420	\$4,667	(\$754)	\$30,342	\$18,667	(\$11,675)	\$56,000	54%
Contractual Maintenance	\$6,242	\$2,975	(\$3,267)	\$14,728	\$11,900	(\$2,828)	\$35,700	41%
Non-Contractual Maintenance	\$3,318	\$3,220	(\$98)	\$10,072	\$12,880	\$2,808	\$38,640	26%
Equipment Maintenance	\$199	\$1,750	\$1,551	\$7,062	\$7,000	(\$62)	\$21,000	34%
Non Capital Expenses		\$2,083	\$2,083	\$2,488	\$8,333	\$5,845	\$25,000	10%
Furniture & Fixtures	\$1,167	\$2,979	\$1,811	\$4,709	\$11,914	\$7,205	\$35,743	13%
Total Building & Equipment Maintenance Expenditures	\$16,346	\$17,674	\$1,328	\$69,401	\$70,694	\$1,293	\$212,083	33%
Total Expenditures	\$589,318	\$573,968	(\$15,350)	\$2,132,004	\$2,371,516	\$239,512	\$7,438,764	29%
NET SURPLUS/(DEFICIT)	(\$555,535)	(\$472,663)	(\$82,872)	\$962,441	\$881,800	\$80,641	(\$349,962)	(275)%

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75607	Accounts Payable	Computer Check	11/15/2017	AFLAC	\$0.00	\$339.04	(\$339.04)	11/30/2017	Outstanding
75608	Accounts Payable	Computer Check	11/15/2017	ALGONQUIN AREA PUBLIC LIBR	\$0.00	\$27.99	(\$367.03)	11/30/2017	Outstanding
75609	Accounts Payable	Computer Check	11/15/2017	Alicia Swiz	\$0.00	\$125.00	(\$492.03)	11/30/2017	Outstanding
75610	Accounts Payable	Computer Check	11/15/2017	ALLIANCE ENTERTAINMENT	\$0.00	\$912.03	(\$1,404.06)	11/30/2017	Outstanding
75611	Accounts Payable	Computer Check	11/15/2017	SYNCB/ AMAZON	\$0.00	\$677.44	(\$2,081.50)	11/30/2017	Outstanding
75612	Accounts Payable	Computer Check	11/15/2017	ASI Signage Innovations	\$0.00	\$695.00	(\$2,776.50)	11/30/2017	Outstanding
75613	Accounts Payable	Computer Check	11/15/2017	ASSA ABLOY ENTRANCE SYSTEM	\$0.00	\$622.58	(\$3,399.08)	11/30/2017	Outstanding
75614	Accounts Payable	Computer Check	11/15/2017	AT&T	\$0.00	\$43.73	(\$3,442.81)	11/30/2017	Outstanding
75615	Accounts Payable	Computer Check	11/15/2017	AT&T	\$0.00	\$386.12	(\$3,828.93)	11/30/2017	Outstanding
75616	Accounts Payable	Computer Check	11/15/2017	BAKER & TAYLOR	\$0.00	\$176.70	(\$4,005.63)	11/30/2017	Outstanding
75617	Accounts Payable	Computer Check	11/15/2017	BCLS Landscape Brick Paving	\$0.00	\$65.00	(\$4,070.63)	11/30/2017	Outstanding
75618	Accounts Payable	Computer Check	11/15/2017	BIBLIOTHECA, LLC	\$0.00	\$1,506.00	(\$5,576.63)	11/30/2017	Outstanding
75619	Accounts Payable	Computer Check	11/15/2017	BLACKBAUD	\$0.00	\$3,527.20	(\$9,103.83)	11/30/2017	Outstanding
75620	Accounts Payable	Computer Check	11/15/2017	Donna Block	\$0.00	\$1,230.17	(\$10,334.00)	11/30/2017	Outstanding
75621	Accounts Payable	Computer Check	11/15/2017	C. ACITELLI HEATING & PIPING	\$0.00	\$5,802.66	(\$16,136.66)	11/30/2017	Outstanding
75622	Accounts Payable	Computer Check	11/15/2017	CENGAGE LEARNING, INC.	\$0.00	\$3,164.91	(\$19,301.57)	11/30/2017	Outstanding
75623	Accounts Payable	Computer Check	11/15/2017	CHILDREN'S PLUS INC.	\$0.00	\$1,305.80	(\$20,607.37)	11/30/2017	Outstanding
75624	Accounts Payable	Computer Check	11/15/2017	CHRIS CHRISTMAS	\$0.00	\$480.00	(\$21,087.37)	11/30/2017	Outstanding
75625	Accounts Payable	Computer Check	11/15/2017	CINTAS CORPORATION LOC. 769	\$0.00	\$729.00	(\$21,816.37)	11/30/2017	Outstanding
75626	Accounts Payable	Computer Check	11/15/2017	COMED	\$0.00	\$7,200.20	(\$29,016.57)	11/30/2017	Outstanding
75627	Accounts Payable	Computer Check	11/15/2017	COMMUNICATION REVOLVING F	\$0.00	\$478.00	(\$29,494.57)	11/30/2017	Outstanding
75628	Accounts Payable	Computer Check	11/15/2017	COOPERATIVE COMPUTER SERV	\$0.00	\$7,606.72	(\$37,101.29)	11/30/2017	Outstanding
75629	Accounts Payable	Computer Check	11/15/2017	COVERALL NORTH AMERICA, IN	\$0.00	\$3,100.00	(\$40,201.29)	11/30/2017	Outstanding
75630	Accounts Payable	Computer Check	11/15/2017	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$62.37	(\$40,263.66)	11/30/2017	Outstanding
75631	Accounts Payable	Computer Check	11/15/2017	CECILIA CYGNAR	\$0.00	\$33.81	(\$40,297.47)	11/30/2017	Outstanding
75632	Accounts Payable	Computer Check	11/15/2017	DEMCO, INC.	\$0.00	\$806.70	(\$41,104.17)	11/30/2017	Outstanding
75633	Accounts Payable	Computer Check	11/15/2017	DES PLAINES PUBLIC LIBRARY	\$0.00	\$18.99	(\$41,123.16)	11/30/2017	Outstanding
75634	Accounts Payable	Computer Check	11/15/2017	EAST MAINE SCHOOL DISTRICT 6	\$0.00	\$250.00	(\$41,373.16)	11/30/2017	Outstanding
75635	Accounts Payable	Computer Check	11/15/2017	EASYPERMIT POSTAGE	\$0.00	\$62.47	(\$41,435.63)	11/30/2017	Outstanding
75636	Accounts Payable	Computer Check	11/15/2017	EBSCO	\$0.00	\$24,426.00	(\$65,861.63)	11/30/2017	Outstanding
75637	Accounts Payable	Computer Check	11/15/2017	Educational Development Corporation	\$0.00	\$1,017.94	(\$66,879.57)	11/30/2017	Outstanding
75638	Accounts Payable	Computer Check	11/15/2017	Emily Mendoza	\$0.00	\$21.66	(\$66,901.23)	11/30/2017	Outstanding
75639	Accounts Payable	Computer Check	11/15/2017	MARYELLEN ESSIG	\$0.00	\$156.24	(\$67,057.47)	11/30/2017	Outstanding
75640	Accounts Payable	Computer Check	11/15/2017	FIFTH THIRD BANK	\$0.00	\$1,674.90	(\$68,732.37)	11/30/2017	Outstanding
75641	Accounts Payable	Computer Check	11/15/2017	FINDAWAY WORLD, LLC	\$0.00	\$359.93	(\$69,092.30)	11/30/2017	Outstanding
75642	Accounts Payable	Computer Check	11/15/2017	FLEXSOURCE, LLC	\$0.00	\$1,096.00	(\$70,188.30)	11/30/2017	Outstanding
75643	Accounts Payable	Computer Check	11/15/2017	FLOOR INNOVATIONS	\$0.00	\$1,020.00	(\$71,208.30)	11/30/2017	Outstanding
75644	Accounts Payable	Computer Check	11/15/2017	Fun Express	\$0.00	\$115.73	(\$71,324.03)	11/30/2017	Outstanding
75645	Accounts Payable	Computer Check	11/15/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$3,065.44	(\$74,389.47)	11/30/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75646	Accounts Payable	Computer Check	11/15/2017	DEBORAH GRAHAM	\$0.00	\$85.27	(\$74,474.74)	11/30/2017	Outstanding
75647	Accounts Payable	Computer Check	11/15/2017	GRAINGER	\$0.00	\$255.21	(\$74,729.95)	11/30/2017	Outstanding
75648	Accounts Payable	Computer Check	11/15/2017	GROOT INDUSTRIES, INC.	\$0.00	\$217.91	(\$74,947.86)	11/30/2017	Outstanding
75649	Accounts Payable	Computer Check	11/15/2017	HEALTHCARE SERVICE CORPOR	\$0.00	\$49,731.28	(\$124,679.14)	11/30/2017	Outstanding
75650	Accounts Payable	Computer Check	11/15/2017	HOOPLA	\$0.00	\$5,000.00	(\$129,679.14)	11/30/2017	Outstanding
75651	Accounts Payable	Computer Check	11/15/2017	IHLS-OCLC	\$0.00	\$516.04	(\$130,195.18)	11/30/2017	Outstanding
75652	Accounts Payable	Computer Check	11/15/2017	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$150.00	(\$130,345.18)	11/30/2017	Outstanding
75653	Accounts Payable	Computer Check	11/15/2017	INFOGROUP	\$0.00	\$10,215.00	(\$140,560.18)	11/30/2017	Outstanding
75654	Accounts Payable	Computer Check	11/15/2017	INGRAM LIBRARY SERVICES	\$0.00	\$16,403.24	(\$156,963.42)	11/30/2017	Outstanding
75655	Accounts Payable	Computer Check	11/15/2017	INSTITUTE FOR THERAPY THROUG	\$0.00	\$150.00	(\$157,113.42)	11/30/2017	Outstanding
75656	Accounts Payable	Computer Check	11/15/2017	IRON MOUNTAIN	\$0.00	\$223.26	(\$157,336.68)	11/30/2017	Outstanding
75657	Accounts Payable	Computer Check	11/15/2017	GARY KANTOR	\$0.00	\$350.00	(\$157,686.68)	11/30/2017	Outstanding
75658	Accounts Payable	Computer Check	11/15/2017	KINOKUNIYA BOOKSTORES	\$0.00	\$210.00	(\$157,896.68)	11/30/2017	Outstanding
75659	Accounts Payable	Computer Check	11/15/2017	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$61.50	(\$157,958.18)	11/30/2017	Outstanding
75660	Accounts Payable	Computer Check	11/15/2017	KONICA MINOLTA BUSINESS SO	\$0.00	\$450.34	(\$158,408.52)	11/30/2017	Outstanding
75661	Accounts Payable	Computer Check	11/15/2017	KOREAN BOOKS	\$0.00	\$791.37	(\$159,199.89)	11/30/2017	Outstanding
75662	Accounts Payable	Computer Check	11/15/2017	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$159,349.89)	11/30/2017	Outstanding
75663	Accounts Payable	Computer Check	11/15/2017	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$762.00	(\$160,111.89)	11/30/2017	Outstanding
75664	Accounts Payable	Computer Check	11/15/2017	LINKEDIN CORPORATION	\$0.00	\$13,125.00	(\$173,236.89)	11/30/2017	Outstanding
75665	Accounts Payable	Computer Check	11/15/2017	LOW VOLTAGE SOLUTIONS INC.	\$0.00	\$1,200.00	(\$174,436.89)	11/30/2017	Outstanding
75666	Accounts Payable	Computer Check	11/15/2017	VICTORIA LUZ	\$0.00	\$181.81	(\$174,618.70)	11/30/2017	Outstanding
75667	Accounts Payable	Computer Check	11/15/2017	MCCLURE INSERRA & COMPANY	\$0.00	\$7,000.00	(\$181,618.70)	11/30/2017	Outstanding
75668	Accounts Payable	Computer Check	11/15/2017	JUDITH MCNULTY	\$0.00	\$101.44	(\$181,720.14)	11/30/2017	Outstanding
75669	Accounts Payable	Computer Check	11/15/2017	Menachem Sheyrif	\$0.00	\$18.00	(\$181,738.14)	11/30/2017	Outstanding
75670	Accounts Payable	Computer Check	11/15/2017	MENARDS	\$0.00	\$242.34	(\$181,980.48)	11/30/2017	Outstanding
75671	Accounts Payable	Computer Check	11/15/2017	MIDCO INC.	\$0.00	\$600.00	(\$182,580.48)	11/30/2017	Outstanding
75672	Accounts Payable	Computer Check	11/15/2017	MIDWEST TAPE	\$0.00	\$9,611.13	(\$192,191.61)	11/30/2017	Outstanding
75673	Accounts Payable	Computer Check	11/15/2017	MARY MILLER	\$0.00	\$78.09	(\$192,269.70)	11/30/2017	Outstanding
75674	Accounts Payable	Computer Check	11/15/2017	MULTICULTURAL BOOKS & VID	\$0.00	\$917.76	(\$193,187.46)	11/30/2017	Outstanding
75675	Accounts Payable	Computer Check	11/15/2017	NICOR GAS	\$0.00	\$239.39	(\$193,426.85)	11/30/2017	Outstanding
75676	Accounts Payable	Computer Check	11/15/2017	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$194,307.85)	11/30/2017	Outstanding
75677	Accounts Payable	Computer Check	11/15/2017	OMNIGRAPHICS, INC.	\$0.00	\$141.55	(\$194,449.40)	11/30/2017	Outstanding
75678	Accounts Payable	Computer Check	11/15/2017	MICHAELENE ORZECHOWSKI	\$0.00	\$426.79	(\$194,876.19)	11/30/2017	Outstanding
75679	Accounts Payable	Computer Check	11/15/2017	OVERDRIVE, INC.	\$0.00	\$3,295.51	(\$198,171.70)	11/30/2017	Outstanding
75680	Accounts Payable	Computer Check	11/15/2017	PARK RIDGE PUBLIC LIBRARY	\$0.00	\$18.95	(\$198,190.65)	11/30/2017	Outstanding
75681	Accounts Payable	Computer Check	11/15/2017	PEAPOD	\$0.00	\$294.13	(\$198,484.78)	11/30/2017	Outstanding
75682	Accounts Payable	Computer Check	11/15/2017	PENGUIN RANDOM HOUSE LLC	\$0.00	\$426.00	(\$198,910.78)	11/30/2017	Outstanding
75683	Accounts Payable	Computer Check	11/15/2017	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$543.90	(\$199,454.68)	11/30/2017	Outstanding
75684	Accounts Payable	Computer Check	11/15/2017	PLIC - SBD GRAND ISLAND	\$0.00	\$1,312.80	(\$200,767.48)	11/30/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
75685	Accounts Payable	Computer Check	11/15/2017	PowerHouse Unlimited Inc	\$0.00	\$222.28	(\$200,989.76)	11/30/2017	Outstanding
75686	Accounts Payable	Computer Check	11/15/2017	PRECISION PAGES INC.	\$0.00	\$112.50	(\$201,102.26)	11/30/2017	Outstanding
75687	Accounts Payable	Computer Check	11/15/2017	Product Architecture + Design	\$0.00	\$4,527.82	(\$205,630.08)	11/30/2017	Outstanding
75688	Accounts Payable	Computer Check	11/15/2017	PROQUEST LLC	\$0.00	\$25,980.00	(\$231,610.08)	11/30/2017	Outstanding
75689	Accounts Payable	Computer Check	11/15/2017	CYNTHIA RADEMACHER	\$0.00	\$275.04	(\$231,885.12)	11/30/2017	Outstanding
75690	Accounts Payable	Computer Check	11/15/2017	RAILS	\$0.00	\$82.50	(\$231,967.62)	11/30/2017	Outstanding
75691	Accounts Payable	Computer Check	11/15/2017	RECORDED BOOKS, LLC	\$0.00	\$37.40	(\$232,005.02)	11/30/2017	Outstanding
75692	Accounts Payable	Computer Check	11/15/2017	RESERVE ACCOUNT	\$0.00	\$2,050.00	(\$234,055.02)	11/30/2017	Outstanding
75693	Accounts Payable	Computer Check	11/15/2017	DAVID T. ROWLEY	\$0.00	\$400.00	(\$234,455.02)	11/30/2017	Outstanding
75694	Accounts Payable	Computer Check	11/15/2017	Royal Princess Parties, LLC	\$0.00	\$220.00	(\$234,675.02)	11/30/2017	Outstanding
75695	Accounts Payable	Computer Check	11/15/2017	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$235,345.02)	11/30/2017	Outstanding
75696	Accounts Payable	Computer Check	11/15/2017	CLARA SHEFFER	\$0.00	\$19.90	(\$235,364.92)	11/30/2017	Outstanding
75697	Accounts Payable	Computer Check	11/15/2017	SHELL	\$0.00	\$42.63	(\$235,407.55)	11/30/2017	Outstanding
75698	Accounts Payable	Computer Check	11/15/2017	SPOTLIGHT INC.	\$0.00	\$399.85	(\$235,807.40)	11/30/2017	Outstanding
75699	Accounts Payable	Computer Check	11/15/2017	MARY STANKOWICZ	\$0.00	\$26.95	(\$235,834.35)	11/30/2017	Outstanding
75700	Accounts Payable	Computer Check	11/15/2017	SULLIVAN'S LAW DIRECTORY	\$0.00	\$86.11	(\$235,920.46)	11/30/2017	Outstanding
75701	Accounts Payable	Computer Check	11/15/2017	SUPERIOR COPIES	\$0.00	\$192.38	(\$236,112.84)	11/30/2017	Outstanding
75702	Accounts Payable	Computer Check	11/15/2017	THE SHAKESPEARE PROJECT OF C	\$0.00	\$850.00	(\$236,962.84)	11/30/2017	Outstanding
75703	Accounts Payable	Computer Check	11/15/2017	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$757.28	(\$237,720.12)	11/30/2017	Outstanding
75704	Accounts Payable	Computer Check	11/15/2017	UNIQUE MANAGEMENT SERVICE	\$0.00	\$125.30	(\$237,845.42)	11/30/2017	Outstanding
75705	Accounts Payable	Computer Check	11/15/2017	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$75.69	(\$237,921.11)	11/30/2017	Outstanding
75706	Accounts Payable	Computer Check	11/15/2017	VILLAGE OF NILES	\$0.00	\$1,371.66	(\$239,292.77)	11/30/2017	Outstanding
75707	Accounts Payable	Computer Check	11/15/2017	VISA	\$0.00	\$5,447.10	(\$244,739.87)	11/30/2017	Outstanding
75708	Accounts Payable	Computer Check	11/15/2017	VISION SERVICE PLAN OF ILLINO	\$0.00	\$604.35	(\$245,344.22)	11/30/2017	Outstanding
75709	Accounts Payable	Computer Check	11/15/2017	SUZANNE WULF	\$0.00	\$93.99	(\$245,438.21)	11/30/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$245,438.21)
Total Payments:	(\$245,438.21)
Total Change in Register Balance:	(\$245,438.21)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated November 15, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75607	\$339.04	AFLAC	\$339.04	EE Payments October 2017	01-2140-00-00	Payroll Clearing
75608	\$27.99	ALGONQUIN AREA PUBLIC LIBRARY	\$27.99	Lost Book Refund Item#31488005630462	01-3620-36-00	Lost Books
75609	\$125.00	Alicia Swiz	\$125.00	-Program -Craft & Chat	01-5326-53-02	Programming & Support-Teen-Youth Services
75610	\$912.03	ALLIANCE ENTERTAINMENT	\$264.42	Materials	01-4433-44-00	AV-Adult
75610	\$912.03	ALLIANCE ENTERTAINMENT	\$324.59	Materials	01-4433-44-00	AV-Adult
75610	\$912.03	ALLIANCE ENTERTAINMENT	\$51.77	Materials	01-4435-44-00	AV-Teen
75610	\$912.03	ALLIANCE ENTERTAINMENT	\$271.25	-Materials	01-4433-44-00	AV-Adult
75611	\$677.44	SYNCB/ AMAZON	\$99.62	PO #82943 #111-4757953-1722658	01-5323-53-03	Programming & Support-Adult-Digital Services
75611	\$677.44	SYNCB/ AMAZON	\$21.99	PO 82909 -1118564966-2025044	01-5457-54-04	Office Supplies-Tech Services
75611	\$677.44	SYNCB/ AMAZON	\$121.50	PO 82909 -1118564966-2025044	01-5323-53-01	Programming & Support-Adult-Adult Services
75611	\$677.44	SYNCB/ AMAZON	\$191.22	PO 82936 - Large 4 sided Spinning Tower	08-6770-67-00	Furniture & Fixtures
75611	\$677.44	SYNCB/ AMAZON	\$212.91	PO.82915 111-1026944-3380217/1117379863-0810665	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75611	\$677.44	SYNCB/ AMAZON	\$5.22	PO.82915 111-1026944-3380217/1117379863-0810665	01-5325-53-03	Programming & Support-Events-Digital Services
75611	\$677.44	SYNCB/ AMAZON	\$24.98	-Supplies	01-4413-44-00	Books-Adult
75612	\$695.00	ASI Signage Innovations	\$695.00	Signage	40-5805-58-00	Special Reserve - Building
75613	\$622.58	ASSA ABLOY ENTRANCE SYSTEMS US INC.	\$622.58	-Repairs & Services	08-6720-67-00	Contractual Maintenance
75614	\$43.73	AT&T	\$43.73	Monthly Services 10/16 ~ 11/15, 2017	01-5465-54-06	Telephone-IT Services
75615	\$386.12	AT&T	\$386.12	Internet Connection	01-5312-53-06	Internet Charges-IT Services
75616	\$176.70	BAKER & TAYLOR	\$176.70	Materials	01-4413-44-00	Books-Adult
75617	\$65.00	BCLS Landscape Brick Paving	\$65.00	Landscaping-Fall Fertilizer	08-6710-67-00	Repairs & Improvements
75618	\$1,506.00	BIBLIOTHECA, LLC	\$1,506.00	Tech Processing Supplies	01-5311-53-04	Processing & Supplies-Tech Services
75619	\$3,527.20	BLACKBAUD	\$3,527.20	-Renewal Accounting Software 11/2017~11/2018	01-5313-53-09	Software, Licenses-Administrative Services
75620	\$1,230.17	Donna Block	\$44.80	EE Reimbursement -Movies in the underground	01-5326-53-02	Programming & Support-Teen-Youth Services
75620	\$1,230.17	Donna Block	\$162.44	EE Reimbursement - ILA	01-5430-54-02	Professional Development-Youth Services
75620	\$1,230.17	Donna Block	\$25.90	EE Reimbursement - Craft Supplies	01-5326-53-02	Programming & Support-Teen-Youth Services
75620	\$1,230.17	Donna Block	\$997.03	-EE Reimbursement - YALSA Symposium	01-5430-54-02	Professional Development-Youth Services
75621	\$5,802.66	C. ACITELLI HEATING & PIPING	\$4,890.00	Annual Boiler Maintenance	08-6720-67-00	Contractual Maintenance
75621	\$5,802.66	C. ACITELLI HEATING & PIPING	\$543.44	Boiler Service	08-6710-67-00	Repairs & Improvements
75621	\$5,802.66	C. ACITELLI HEATING & PIPING	\$369.22	- Labor & Freon IT Room	08-6710-67-00	Repairs & Improvements
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$80.96	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$289.85	Materials	01-4487-44-00	Online Databases
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$171.13	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$27.99	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$426.24	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$322.89	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$147.95	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$47.18	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$25.56	Materials	01-4413-44-00	Books-Adult

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$13.59	-Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$12.80	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$159.14	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$26.39	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$25.59	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$79.17	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$25.59	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$238.41	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$260.15	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$219.67	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$80.96	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$47.98	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$65.22	Materials	01-4413-44-00	Books-Adult
75622	\$3,164.91	CENGAGE LEARNING, INC.	\$370.50	-Materials	01-4487-44-00	Online Databases
75623	\$1,305.80	CHILDREN'S PLUS INC.	\$876.90	Materials	01-4414-44-00	Books-Youth Services
75623	\$1,305.80	CHILDREN'S PLUS INC.	\$428.90	Materials	01-4414-44-00	Books-Youth Services
75624	\$480.00	CHRIS CHRISTMAS	\$480.00	Program-Knights of Niles Chess Club	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75625	\$729.00	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75625	\$729.00	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75625	\$729.00	CINTAS CORPORATION LOC. 769	\$145.80	Matt Service	08-6720-67-00	Contractual Maintenance
75625	\$729.00	CINTAS CORPORATION LOC. 769	\$145.80	Matt Service	08-6720-67-00	Contractual Maintenance
75625	\$729.00	CINTAS CORPORATION LOC. 769	\$145.80	-Mat Service	08-6720-67-00	Contractual Maintenance
75626	\$7,200.20	COMED	\$7,200.20	9/6~10/15/2017 -29 Days	01-5720-57-00	Electric
75627	\$478.00	COMMUNICATION REVOLVING FUND	\$478.00	Internet Connections	01-5312-53-06	Internet Charges-IT Services
75628	\$7,606.72	COOPERATIVE COMPUTER SERVICE	\$6,515.65	CCS Membership Fee - October 2017	01-5310-53-09	CCS Charges-Administration
75628	\$7,606.72	COOPERATIVE COMPUTER SERVICE	\$1,091.07	OCLC JED Charge	01-5329-53-09	Computer Charges OCLC-Administrative Services
75629	\$3,100.00	COVERALL NORTH AMERICA, INC.	\$3,100.00	-Monthly Service October	08-6730-67-00	Non-Contractual Maintenance
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$544.06	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$2.76	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$25.44	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$350.80	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$70.73	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$44.60	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$16.56	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$805.99	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$517.90	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$10.16	Materials	01-4415-44-00	Books-Teen

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75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$51.75	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$120.28	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$2.07	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$202.99	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$38.39	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$33.31	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$8.97	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$262.15	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$95.26	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$1.38	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$365.32	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$38.96	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$53.61	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$8.28	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$579.92	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$97.65	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$20.32	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$13.80	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$178.87	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$154.43	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$85.81	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$18.63	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$227.87	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$611.12	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$20.89	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$27.60	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$672.81	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$426.22	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$362.69	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$35.88	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$134.94	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$5.52	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$16.94	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$66.51	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$13.19	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$13.17	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$27.57	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$114.73	Materials	01-4413-44-00	Books-Adult

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75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$4.83	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$50.04	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$173.85	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$8.99	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$23.94	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$12.58	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$21.57	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$23.40	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$158.20	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$6.90	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$3.15	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$15.60	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$210.49	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$3.45	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$11.98	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$153.15	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$806.36	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$9.58	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$46.23	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$106.21	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$52.07	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$16.13	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$4.83	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$284.23	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$85.26	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$49.79	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$72.74	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$11.97	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$2.76	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$110.39	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$39.48	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$190.70	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$13.80	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$59.91	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$48.30	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$189.96	Materials	01-4435-44-00	AV-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$98.37	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services

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75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$13.50	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$56.99	Materials	01-4435-44-00	AV-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$53.21	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$29.92	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$2.76	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$39.58	Materialx	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$180.95	Materialx	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$2.07	Materialx	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$263.63	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$506.17	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$27.60	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$144.33	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$1.38	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$310.43	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$18.63	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$11.73	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$1,073.79	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$54.20	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$33.98	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$21.39	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$866.18	Materials	01-4413-44-00	Books-Adult
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$88.06	Materials	01-4414-44-00	Books-Youth Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$42.35	Materials	01-4415-44-00	Books-Teen
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$31.05	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75654	\$16,403.24	INGRAM LIBRARY SERVICES	\$38.69	Materials	01-4413-44-00	Books-Adult
75655	\$150.00	INSTITUTE FOR THERAPY THROUGH THE ARTS	\$150.00	Program- Music Therapy	01-5323-53-01	Programming & Support-Adult-Adult Services
75656	\$223.26	IRON MOUNTAIN	\$223.26	-Off Site Monthly Storage Fee	01-5350-53-09	Miscellaneous-Administrative Services
75657	\$350.00	GARY KANTOR	\$350.00	Program -The Magic of Gary Kantor	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75658	\$210.00	KINOKUNIYA BOOKSTORES	\$210.00	Materials	01-4414-44-00	Books-Youth Services
75659	\$61.50	KLEIN, THORPE & JENKINS, LTD.	\$61.50	Misc. Services	01-5450-54-09	Legal Fees-Administrative Services
75660	\$450.34	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$224.52	Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75660	\$450.34	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$225.82	Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75661	\$791.37	KOREAN BOOKS	\$315.15	Materials	01-4413-44-00	Books-Adult
75661	\$791.37	KOREAN BOOKS	\$245.93	Materials	01-4413-44-00	Books-Adult
75661	\$791.37	KOREAN BOOKS	\$230.29	Materials	01-4414-44-00	Books-Youth Services
75662	\$150.00	BERNADETTE KORYCIARZ	\$150.00	Presenter -Kidspace -12/14- 02	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75663	\$762.00	LAUBE IMAGING PRODUCTS, INC.	\$762.00	Epson Sure Color	01-5320-53-07	Printing-Marketing & PR Services
75664	\$13,125.00	LINKEDIN CORPORATION	\$13,125.00	-Materials	01-4487-44-00	Online Databases

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75665	\$1,200.00	LOW VOLTAGE SOLUTIONS INC.	\$1,200.00	-20%	08-6710-67-00	Repairs & Improvements
75666	\$181.81	VICTORIA LUZ	\$95.34	EE Reimbursement -Volunteer Luncheon	01-5355-53-04	Volunteers-Tech Services
75666	\$181.81	VICTORIA LUZ	\$86.47	EE Mileage Reimbursement	01-5431-54-04	Mileage-Tech Services
75667	\$7,000.00	MCCLURE INSERRA & COMPANY CHARTERED	\$7,000.00	Interrim Billing for YE June 30, 2017 Audit	02-6100-61-00	Audit Expense
75667	\$7,000.00	MCCLURE INSERRA & COMPANY CHARTERED	\$7,000.00	Interrim Billing for YE June 30, 2017 Audit	02-2110-00-00	Audit Fund - Accounts Payable
75668	\$101.44	JUDITH MCNULTY	\$101.44	EE Mileage Reimbursement -Tinley Park Convention Ctr	01-5431-54-01	Mileage-Adult Services
75669	\$18.00	Menachem Sheyrif	\$18.00	Lost Book Refund Item #31491012052704	01-3620-36-00	Lost Books
75670	\$242.34	MENARDS	\$65.48	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75670	\$242.34	MENARDS	\$130.91	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75670	\$242.34	MENARDS	\$45.95	-Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75671	\$600.00	MIDCO INC.	\$600.00	-Service Call (PRI Circuit)	01-5452-54-06	Consultants-IT Services
75672	\$9,611.13	MIDWEST TAPE	\$1,608.73	Materials	01-4433-44-00	AV-Adult
75672	\$9,611.13	MIDWEST TAPE	\$340.47	Materials	01-4434-44-00	AV-Youth Services
75672	\$9,611.13	MIDWEST TAPE	\$225.65	Materials	01-4435-44-00	AV-Teen
75672	\$9,611.13	MIDWEST TAPE	\$2,225.40	Materials	01-4433-44-00	AV-Adult
75672	\$9,611.13	MIDWEST TAPE	\$21.59	Materials	01-4434-44-00	AV-Youth Services
75672	\$9,611.13	MIDWEST TAPE	\$1,543.88	Materials	01-4433-44-00	AV-Adult
75672	\$9,611.13	MIDWEST TAPE	\$229.59	Materials	01-4434-44-00	AV-Youth Services
75672	\$9,611.13	MIDWEST TAPE	\$2,056.58	Materials	01-4433-44-00	AV-Adult
75672	\$9,611.13	MIDWEST TAPE	\$1,359.24	Materials	01-4434-44-00	AV-Youth Services
75673	\$78.09	MARY MILLER	\$41.81	EE Reimbursement -Oct. Teen Advisory Board , Food & Crafts	01-5326-53-02	Programming & Support-Teen-Youth Services
75673	\$78.09	MARY MILLER	\$36.28	EE Reimbursement - Candy / Supplies	01-5326-53-02	Programming & Support-Teen-Youth Services
75674	\$917.76	MULTICULTURAL BOOKS & VIDEOS	\$200.00	Materials	01-4413-44-00	Books-Adult
75674	\$917.76	MULTICULTURAL BOOKS & VIDEOS	\$107.99	Materials	01-4413-44-00	Books-Adult
75674	\$917.76	MULTICULTURAL BOOKS & VIDEOS	\$50.00	Materials	01-4413-44-00	Books-Adult
75674	\$917.76	MULTICULTURAL BOOKS & VIDEOS	\$100.42	Materials	01-4413-44-00	Books-Adult
75674	\$917.76	MULTICULTURAL BOOKS & VIDEOS	\$150.60	Materials	01-4414-44-00	Books-Youth Services
75674	\$917.76	MULTICULTURAL BOOKS & VIDEOS	\$103.63	Materials	01-4413-44-00	Books-Adult
75674	\$917.76	MULTICULTURAL BOOKS & VIDEOS	\$101.49	Materials	01-4413-44-00	Books-Adult
75674	\$917.76	MULTICULTURAL BOOKS & VIDEOS	\$103.63	Materials	01-4413-44-00	Books-Adult
75675	\$239.39	NICOR GAS	\$239.39	09/11 ~ 10/10/2017 (29 Days)	01-5710-57-00	Gas
75676	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	Parking Lease -November 2017	01-5491-54-09	Parking Lease-Administrative Services
75677	\$141.55	OMNIGRAPHICS, INC.	\$59.70	Materials	01-4415-44-00	Books-Teen
75677	\$141.55	OMNIGRAPHICS, INC.	\$81.85	Materials	01-4413-44-00	Books-Adult
75678	\$426.79	MICHAELENE ORZECOWSKI	\$405.66	-EE Reimbursement - ISLMA Conference	01-5430-54-02	Professional Development-Youth Services
75678	\$426.79	MICHAELENE ORZECOWSKI	\$21.13	-EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
75679	\$3,295.51	OVERDRIVE, INC.	\$1,077.39	-Materials	01-4420-44-00	Downloadables
75679	\$3,295.51	OVERDRIVE, INC.	\$1,024.82	-Materials	01-4420-44-00	Downloadables

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated November 15, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75679	\$3,295.51	OVERDRIVE, INC.	\$533.96	-Materials	01-4420-44-00	Downloadables
75679	\$3,295.51	OVERDRIVE, INC.	\$659.34	-Materials	01-4420-44-00	Downloadables
75680	\$18.95	PARK RIDGE PUBLIC LIBRARY	\$18.95	Lost Book Refund Item #31467009719315	01-3620-36-00	Lost Books
75681	\$294.13	PEAPOD	\$321.68	KidSpace Order	01-5326-53-02	Programming & Support-Teen-Youth Services
75682	\$426.00	PENGUIN RANDOM HOUSE LLC	\$426.00	-Materials	01-4434-44-00	AV-Youth Services
75683	\$543.90	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$543.90	-QTRLY Lease Mail Machine 8/28 ~11/27/2017	01-5458-54-09	Postage & Freight-Administrative Services
75684	\$1,312.80	PLIC - SBD GRAND ISLAND	\$1,312.80	November Payment	01-5634-56-00	Life, LTD, AD&D, STD
75685	\$222.28	PowerHouse Unlimited Inc	\$222.28	-Vacuum Repairs & Parts	08-6710-67-00	Repairs & Improvements
75686	\$112.50	PRECISION PAGES INC.	\$112.50	Troubleshoot & Fix Issues	01-5452-54-07	Consultants-Marketing & PR Services
75687	\$4,527.82	Product Architecture + Design	\$4,527.82	-Signage	40-5815-58-00	Special Reserve - Construction Project
75688	\$25,980.00	PROQUEST LLC	\$19,620.00	-Renewal- 11/2017~10/31/2018 -NYT & Global Newsstream	01-4487-44-00	Online Databases
75688	\$25,980.00	PROQUEST LLC	\$6,360.00	-Renewal - WSJ	01-4487-44-00	Online Databases
75689	\$275.04	CYNTHIA RADEMACHER	\$164.89	EE Reimbursement -ILA Conference	01-5430-54-09	Professional Development-Administrative Services
75689	\$275.04	CYNTHIA RADEMACHER	\$73.40	EE Mileage Reimbursement	01-5431-54-09	Mileage-Administrative Services
75689	\$275.04	CYNTHIA RADEMACHER	\$21.99	EE Reimbursement - CCS IT Mtg	01-5430-54-09	Professional Development-Administrative Services
75689	\$275.04	CYNTHIA RADEMACHER	\$14.76	EE Mileage Reimbursement - OSHA Comp	01-5431-54-09	Mileage-Administrative Services
75690	\$82.50	RAILS	\$82.50	-Downloadables Gale	01-4487-44-00	Online Databases
75691	\$37.40	RECORDED BOOKS, LLC	\$37.40	-Materials	01-4434-44-00	AV-Youth Services
75692	\$2,050.00	RESERVE ACCOUNT	\$2,050.00	Winter Charter One Postage	01-5458-54-07	Postage & Freight-Marketing & PR Services
75693	\$400.00	DAVID T. ROWLEY	\$400.00	Program Senior Coffe Hour- Cowboy Choir's Holiday Show	01-5323-53-01	Programming & Support-Adult-Adult Services
75694	\$220.00	Royal Princess Parties, LLC	\$220.00	-Program Waterpalooza	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
75695	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-Materials	01-4413-44-00	Books-Adult
75695	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-Materials	01-4413-44-00	Books-Adult
75695	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$120.00	-Materials	01-4414-44-00	Books-Youth Services
75696	\$19.90	CLARA SHEFFER	\$19.90	EE Reimbursement -	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75697	\$42.63	SHELL	\$42.63	Gas For Van	01-5510-55-00	Gas, Oil, Grease
75698	\$399.85	SPOTLIGHT INC.	\$399.85	-LED Parking Lights Replacement	08-6710-67-00	Repairs & Improvements
75699	\$26.95	MARY STANKOWICZ	\$26.95	Lost Book Refund Item # 31491012152926	01-3620-36-00	Lost Books
75700	\$86.11	SULLIVAN'S LAW DIRECTORY	\$86.11	-2017-2018 Standard Edition	01-4413-44-00	Books-Adult
75701	\$192.38	SUPERIOR COPIES	\$122.25	Mini Brochure	01-5320-53-07	Printing-Marketing & PR Services
75701	\$192.38	SUPERIOR COPIES	\$70.13	-Maker Fest Mini Brochures	01-5320-53-07	Printing-Marketing & PR Services
75702	\$850.00	THE SHAKESPEARE PROJECT OF CHICAGO	\$850.00	Shakespeare Project - Dreams of Avon	01-5323-53-01	Programming & Support-Adult-Adult Services
75703	\$757.28	TODAY'S BUSINESS SOLUTIONS, INC.	\$20.00	3rd Qtr 2017 Audio/ Lanuage Translation	01-5313-53-06	Software, Licenses-IT Services
75703	\$757.28	TODAY'S BUSINESS SOLUTIONS, INC.	\$737.28	-3rd Qtr 2017 - Fax Program	01-5311-53-09	Processing & Supplies-Administrative Services
75704	\$125.30	UNIQUE MANAGEMENT SERVICES, INC.	\$125.30	Collection Agency Fee	01-5462-54-08	Collection Services-PATron Services
75705	\$75.69	VERNON LIBRARY SUPPLIES, INC.	\$75.69	Tech Processing Supplies	01-5311-53-04	Processing & Supplies-Tech Services
75706	\$1,371.66	VILLAGE OF NILES	\$1,371.66	Automatic Water Meter Reading	01-5730-57-00	Water
75707	\$5,447.10	VISA	\$29.92	- Swing Design	01-5323-53-03	Programming & Support-Adult-Digital Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated November 15, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75707	\$5,447.10	VISA	\$68.52	3Doodler	01-5325-53-03	Programming & Support-Events-Digital Services
75707	\$5,447.10	VISA	\$59.00	-PayPal for Crystal Eye Candy	01-5323-53-03	Programming & Support-Adult-Digital Services
75707	\$5,447.10	VISA	\$163.83	-Costco	01-5455-54-09	Kitchen Supplies-Administrative Services
75707	\$5,447.10	VISA	\$0.98	-October Receipts	01-5461-54-09	Subscriptions & Dues-Administrative Services
75707	\$5,447.10	VISA	\$119.98	-October Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75707	\$5,447.10	VISA	\$225.00	-October Receipts	01-5458-54-09	Postage & Freight-Administrative Services
75707	\$5,447.10	VISA	\$21.06	-October Receipts	01-5312-53-06	Internet Charges-IT Services
75707	\$5,447.10	VISA	\$713.41	-October Receipts	01-5430-54-01	Professional Development-Adult Services
75707	\$5,447.10	VISA	\$100.00	-October Receipts	01-5323-53-03	Programming & Support-Adult-Digital Services
75707	\$5,447.10	VISA	\$299.85	-October Receipts	01-5312-53-06	Internet Charges-IT Services
75707	\$5,447.10	VISA	\$11.99	-October Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75707	\$5,447.10	VISA	\$498.92	-October Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75707	\$5,447.10	VISA	\$224.05	-October Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75707	\$5,447.10	VISA	\$799.96	-October Receipts	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75707	\$5,447.10	VISA	\$406.92	-October Receipts	01-5355-53-01	Volunteers-Adult Services
75707	\$5,447.10	VISA	\$4.02	-October Receipts	01-5458-54-04	Postage & Freight-Tech Services
75707	\$5,447.10	VISA	\$25.01	-October Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75707	\$5,447.10	VISA	\$65.00	-October Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
75707	\$5,447.10	VISA	\$119.98	-October Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75707	\$5,447.10	VISA	\$87.24	-October Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75707	\$5,447.10	VISA	\$159.61	-October Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75707	\$5,447.10	VISA	\$27.94	-October Receipts	01-5323-53-03	Programming & Support-Adult-Digital Services
75707	\$5,447.10	VISA	\$69.95	-October Receipts	01-5456-54-09	Promotional Expense-Administrative Services
75707	\$5,447.10	VISA	\$139.00	-October Receipts	01-5430-54-03	Professional Development-Digital Services
75707	\$5,447.10	VISA	\$11.99	-October Receipts	01-4420-44-00	Downloadables
75707	\$5,447.10	VISA	\$11.99	-October Receipts	01-4420-44-00	Downloadables
75707	\$5,447.10	VISA	\$867.72	-Repairs & Maintenance	08-6710-67-00	Repairs & Improvements
75707	\$5,447.10	VISA	\$45.93	-Repairs & Maintenance	08-6740-67-00	Equipment Maintenance
75707	\$5,447.10	VISA	\$39.99	-Repairs & Maintenance	08-6740-67-00	Equipment Maintenance
75707	\$5,447.10	VISA	\$37.73	-Repairs & Maintenance	08-6710-67-00	Repairs & Improvements
75708	\$604.35	VISION SERVICE PLAN OF ILLINOIS	\$604.35	November Payment	01-5632-56-00	Vision
75709	\$93.99	SUZANNE WULF	\$12.78	EE Reimbursement	01-5430-54-03	Professional Development-Digital Services
75709	\$93.99	SUZANNE WULF	\$81.21	EE Mileage Reimbursement	01-5431-54-03	Mileage-Digital Services

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2977	Accounts Payable	Manual Check	10/27/2017	Illinois Department oF Revenue	\$0.00	\$311.88	(\$311.88)	10/31/2017	Outstanding
2978	Accounts Payable	Manual Check	10/27/2017	Illinois Department oF Revenue	\$0.00	\$295.60	(\$607.48)	10/31/2017	Outstanding
2979	Accounts Payable	Manual Check	10/27/2017	Illinois Department oF Revenue	\$0.00	\$326.32	(\$933.80)	10/31/2017	Outstanding
2980	Accounts Payable	Manual Check	10/27/2017	Illinois Department oF Revenue	\$0.00	\$329.32	(\$1,263.12)	10/31/2017	Outstanding
2981	Accounts Payable	Manual Check	10/27/2017	Illinois Department oF Revenue	\$0.00	\$333.70	(\$1,596.82)	10/31/2017	Outstanding
2982	Accounts Payable	Manual Check	10/27/2017	Illinois Department oF Revenue	\$0.00	\$353.62	(\$1,950.44)	10/31/2017	Outstanding
2983	Accounts Payable	Manual Check	10/27/2017	Illinois Department oF Revenue	\$0.00	\$343.93	(\$2,294.37)	10/31/2017	Outstanding
2984	Accounts Payable	Manual Check	10/27/2017	Illinois Department oF Revenue	\$0.00	\$370.63	(\$2,665.00)	10/31/2017	Outstanding
2985	Accounts Payable	Manual Check	10/27/2017	Illinois Department oF Revenue	\$0.00	\$370.96	(\$3,035.96)	10/31/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$3,035.96)
Total Payments:	(\$3,035.96)
Total Change in Register Balance:	(\$3,035.96)

Niles Public Library District
_SPECIAL RESERVE

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5805-58-00, Special Reserve - Building									
10/12/2017	CHIC 204183	Invoice	2336-315	ASI Signage Innovations	ASI Signage Innovati-	Posted	10/31/2017	\$695.00	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								<i>\$695.00</i>	<i>\$0.00</i>
40-5815-58-00, Special Reserve - Construction Project									
11/6/2017	1650.184 & 1650.103	Invoice	2336-846	Product Architecture + Design	Product Architecture-I	Posted	10/31/2017	\$4,527.82	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Projec</i>								<i>\$4,527.82</i>	<i>\$0.00</i>
Grand Totals:								\$5,222.82	\$0.00

Niles Public Library District

_SPECIAL RESERVE

Report name: _SPECIAL RESERVE REPORT

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (10/1/2017 to 10/31/2017)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

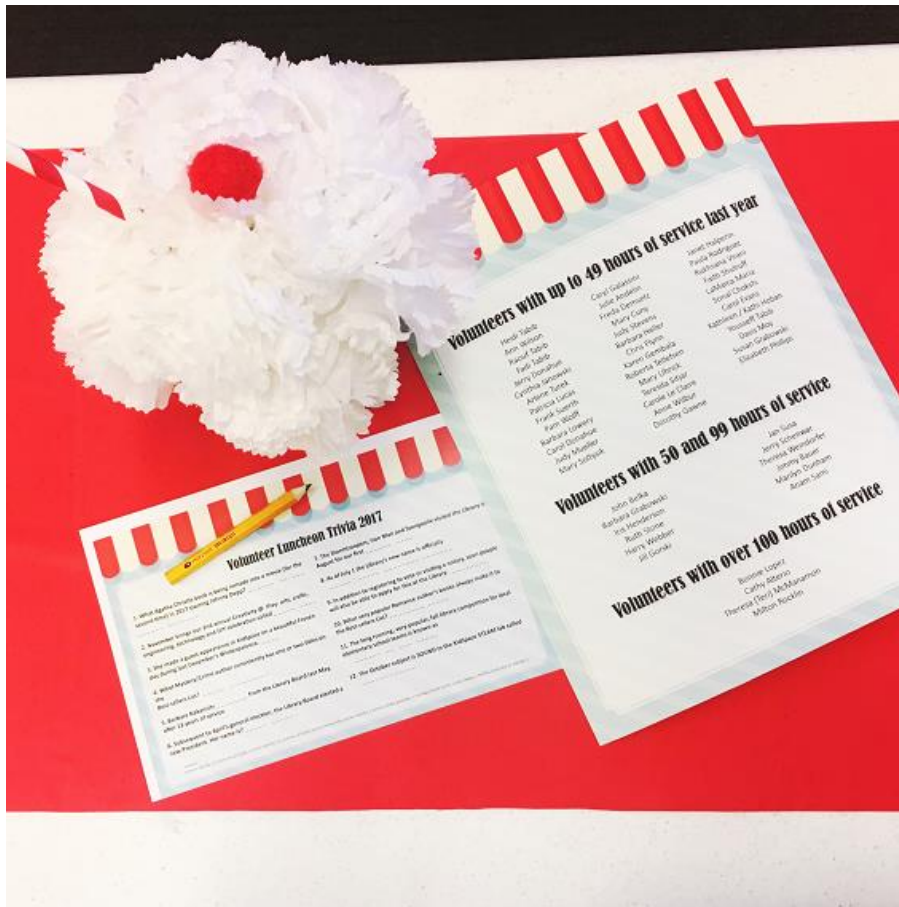
Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Director's Report October/November 2017



Adult Volunteers

Our adult volunteer program has been in place for many years, and as a now-mature program it is running very smoothly. Assistant Director Cyndi Rademacher took over coordinating volunteers in 2010, and instituted clear procedures for signing up as a volunteer, having assigned responsibilities, receiving training, and tracking time. She works with the supervisors to look for tasks that could be accomplished by volunteers instead of staff, and she does a particularly fine job of matching volunteer to task so that the library benefits by their work, and the volunteers are satisfied that their skills are being well-used. She checks in with them regularly, and has developed a higher level of volunteer who takes on some of the training of other volunteers. Last but not least, Cyndi finds ways of expressing our appreciation to the volunteers for the tremendous amount of work they do. I asked her to explain a little more about her group in honor of the October Volunteer Appreciation lunch. (We also have a small army of children and teen volunteers as well, who are overseen by Debbie Graham in the Youth Services Department.)

From Cyndi: Volunteers assist staff in a variety of ways. Karen stops in to inventory the Pace Bus schedules, Pat stops by to file in the Business Office, Bonnie trains new continuous sale volunteers, Cathy shelf reads (checks the order of) the fiction collection, and former English teacher Jerry reviews a resume for a job seeker, just to name a few. There are over fifty unique assignments across all departments. In 2016-2017 fiscal year 383 volunteers gave 6,351 service hours to the the Library district with a dollar value of \$95,259.

Teen volunteer hours totaled 3,417. Adult volunteer hours totaled 2,933 of which 801 or 27% were those who opted to volunteer in lieu of paying court ordered fines. 59% percent of our adult volunteers are District residents, 20% are Chicago residents, and 21% are from surrounding communities such as Evanston, Glenview, Lincolnwood, Morton Grove, Park Ridge, Skokie and Des Plaines. Out-of-District volunteers have commented that they choose to volunteer at the Niles-Maine District Library as a way of thanking the community for the ability to use the library.



2017 Volunteer Luncheon

Programs

From Sasha:

Mark your calendar for Sunday, December 3 as we welcome the holiday season with our annual Winterpalooza event. From 2-2:30pm, holiday classics will be performed by the Gemini Idols Show Choir from Gemini Junior High School. The little ones can get creative with winter crafts and from 3-4pm there will be a special appearance by a Minion!

From Arianne: [KidSpace](#)

Our Halloween programs for kids were very successful. We offered Boo Time for the littles, Kids Craft for some creative flair, Spooky Saturday for the bigger kids, and this year Halloween fell on a Tuesday, so Evening Family Storytime was a small but spirited group. We are constantly assessing program content and placement, and last year we realized we were in direct competition with Niles Park District programming on the Saturday before Halloween. We strategized moving our Spooky Saturday program back by a week increased attendance from 24 in 2016 to 65 in 2017.



Our Lego fans have a consistent interest in brick programming, and have been asking for more chances to build. Mega Mondays continue to be a popular after school destination in KidSpace. We have Lego WeDo, Lego Robotics, the ChiLUG annual event, and the Lego table in the picture book area.



Our Second Sunday program, Pocket Circus, was an engaging all ages family friendly program. We are able draw the family in for an afternoon at the library and promote juggling and circus arts books. This group was chosen for National Hispanic Heritage Month as the performers threw in some counting and basic terms.



Battle of the Books practice was exciting! We are happy to have Washington School participating again. The loss of support from the Friends of the Library will affect our programming budget, but we are more than happy to support this program as it brings together students from across the district and gives them an opportunity to represent their school in an academic pursuit that instills school pride, and reinforces reading as worthy and recognized skill.

We celebrated a book birthday with guest authors James Ponti and Stuart Gibbs. The Book Stall in Winnetka, an independent children's book store, called to see if we would be interested in hosting a Q&A session for the two authors and provided birthday cake for the attendees as it was the day that Gibbs's newest book, *Spy School Secret Service* came out. Over forty patrons came to listen to the two authors and enjoy a slice of cake. This was a free program, and a continuing collaboration with the Book Stall who come out to support us for Battle of the Books and Reading Challenge, and have brought children's authors to the library for free programs in the past.



Teen

Teen Read Month was celebrated with a passive program on the brick wall in Teen Underground. Fifty teens submitted post it notes of *If Your Life Was A Story in a Book What Would the Title Be*. The Teen Advisory Board crafted a Witch Pumpkin for a Book Display and for the No Carve Pumpkin Contest. Eleven teens competed in nine Halloween Minute to Win It events: Cookie Face, Separation Anxiety, Eyeball blow 'N Roll, Tarantula Toss, Candy Corn Stack, Mummy Wrap, Movin' On Up Cup Stack, Skeleton Stacker and Pumpkin Walk.

From Dodie: This month's Senior Coffee Hour was *Lights Out! Mystery and Horror During the Golden Age of Radio*. Radio show host of *Those Were the Days* Steve Darnall presented sound clips from some of radio's best mystery and horror programs including "Escape," "Inner Sanctum," and "Lights Out." Patrons enjoyed listening to these gems literally with all the lights turned out. There were 31 attendees on a cold, rainy day.

I hosted a Sunday concert on October 1st by Sark Antaramian which was "The History of Niles in Music."

It's now open enrollment for Medicare and Business Librarian Judy McNulty hosted one program, *Understanding Medicare*, this month with another scheduled in early November. She also had a new kind of program called *Your Digital Legacy* which talked about the steps you can take now to help your family access accounts, delete, or manage information your death. This program addressed content on iTunes, Facebook, Twitter, Amazon, and more. Judy also had two SCORE Small Business programs – *Building B2B Relationships* and *Social Media 101*.

This month Neil hosted J. Marcellus Burke program on *The Black Knights* – a story of the African-European pilots in the Luftwaffe, on as part of the Chicago History Author Program Series.

Cecilia had a travelogue of *Autumn in the Smoky Mountains*. She also had the blockbuster program of the month – a Shakespeare Project performance of *As You Like It* with an attendance of 89. Cecilia's BookBites (off site book discussion) has become so popular they have had to ask Hackney's on Lake for a bigger room to accommodate all of the attendees.

In addition to her two monthly book discussions, Greta hosted *An Afternoon with Author Sonali Dev*. Sonali Dev is an award-winning and popular romance author of books such as *A Bollywood Affair* and *The Bollywood Bride*.

Krystyna's Polish Language book discussion had 12. The library had a month-long display of Polish materials on the second floor landing. The Polish materials flew off the table during Polish American Month – to the tune of 85 items! Her new program – showing Polish language bestseller movies – had 51 attendees.

Creative Studio

From Suzy: Bernadetta and Bobby teamed up to offer the always popular 3D Selfie program again. For this program we were able to utilize the Alienware laptop, which does a much better job of capturing the scans.

Ruth brought in a local professional photographer to demonstrate photographic apps that can be used with cell phones and iPads. Mobile photography programs are often suggested by patrons and we were pleased to be able to meet this need.



Anticipating a high demand for the DIY Glow in the Dark T-Shirt program, Bernadetta offered it three times; in the morning, evening and in the Polish language. For the first time ever there was full capacity at the Polish class! The t-shirt was created in four steps. First, students created a design in Silhouette Studio software. Next, the patrons cut their designs out on a glow in the dark vinyl using Silhouette Cameo. Then, using the weeding tools they peeled away all the surplus vinyl until they were left with just the original designs. Lastly, with the help of a heat press they pressed their ready designs onto T-shirts. The participants didn't just look good in the shirts—they glowed! Simply, creativity at its best.

Bobby taught the first session of a new series on Building a PC. He took apart an old computer and showed attendees the different parts of the machine and how they work. He also provided them with

resources for building their own machine.

Matt modified his coding workshop and offered it as a two-day session. Attendees got the opportunity to code a website using the Treehouse database.

This month there were 45 3D print jobs, 8 poster prints and 4 VHS to DVD conversion sessions. There was a notable spike in our 3D printing production this month and we printed over 20 parts for an engineer and a student's science fair project.

There has been a patron regularly utilizing Studio A to teach himself Photoshop. He has definitely learned much in our space by just getting in there and trying it. His latest project he has been using Photoshop to create a model of his old school building. He has learned scanning and several Photoshopping techniques with our assistance. Each time he comes in he is more self-sufficient than the last.

From Arianne: The Teens took to the Creative Studio to create glow in the dark stickers, magnets, and iron-ons using the vinyl cutter and heat press. The Jr/High School Liaison also brought the vinyl cutter to a Notre Dame Teen Read Week event. Teens are very hands-on, and showing off our array of tools is an easy way to get them excited about visiting the library.

Community Engagement

From Dodie: A resident at Glen St. Andrew Retirement Home sent Outreach a wonderful note. This resident, a nun, was delighted with the choice of materials she received – especially the book *My Sister's Mother – A Memoir of War* by Donna Solec Urbikas. Neil had this local author in for one of his Chicago History Author Programs earlier in the year. Sister Kathleen writes that she was so taken with the book that she hopes to meet the author seeing that she is from the Chicago area. Her note is included in the Board Packet.

From Arianne: Collaborating with local schools is an effective way to serve our young patrons who may not otherwise get to the public library. Building relationships with school librarians and teachers helps to create a network of service for kids who are most vulnerable to slip through the cracks. Our Jr/High School Liaison

visited five schools, and a class from a sixth school visited the library on a field trip. Two students from that field trip returned to the library the very next day on their own. Face time with these teens is a priceless connection with these patrons.

From Sasha: Webmaster/Digital Services Assistant Matt Yoon ran the Niles Harvest Hustle wearing the Niles-Maine t-shirt, and Reference Librarian Neil O'Shea won in his age group. Neither runner was on work time, but it's great to see the Library staff out in the community.



CCS Migration

From Cyndi: Polaris training continued this month with Victoria and Jamie attending a 2-day Cataloging Workshop, reporting webinar and staff meetings on data testing and training schedules and methods.

From Victoria: On October 12th & 13th Jamie and I spent two days at CCS attending the Polaris-lead cataloging training. It was good to have hands-on experience with Polaris, doing the actual work we'll be doing when we'll go live. It worked to our advantage, I think, to have had the in-house workflow consultation before the cataloging training. We have been formulating our plan on who will be training who and what that will look like. Much of Jamie's time is being devoted to work with Polaris. He has been doing a lot of data testing and was asked to serve on the Advisory Committee for CCS.

Passport Service

We have progress to report at last—the trained staff members have finally received their “agent numbers” from the State Department, so we can move onto the next step in the process. We are getting conflicting answers on what the next step is, but Athena continues to persist on getting it all ironed out.

Technology

From Rich: October has been a very busy month. The following is a highlight of the activities in October 2017.

2016 e-Rate program is finally completed with the payment of \$15,429.25 related to the communication and internet payment reimbursement. The 2017 program purchase requests have been submitted subsequent to the board approval and we expect delivery soon.

Training computers have been set up and deployed in anticipation of training for the new ILS (Polaris). Also IT worked with the CCS team to configure new Polaris clients and distribute login credentials to all employees, set up receipt printers, and integration of the 3M/Biblioteca sorting machine.

The passport desk is now fully operational from an IT perspective with new data drops installed along with a computer and a printer.

In light of recent phone system failures and the difficulty in finding replacement parts, we have started investigating the replacement of the phone system. The system is over seven years old and replacement with a modern system is expected to cost between \$25,000 and \$35,000. Luckily we will be able to purchase this through the WSCA purchasing contracts at a discounted rate.

Marketing news

From Sasha: As mentioned in last month's board report, evaluating the intent, scope, and content of the *Chapter One* Newsletter is part of the Strategic Plan. The Marketing Steering Committee put together a brief "How Did You Hear About This Program?" survey to be taken at all programs indefinitely. It's only been a couple of weeks and it's interesting to see that *Chapter One* and the Library Website are the most popular ways of finding out about programs. Next up is setting up usability testing and talking to patrons in the lobby about the newsletter for feedback.

In the department we're currently juggling many large scale projects. While wrapping up the Winter issue of *Chapter One*, we're also preparing for Winter Reading, the Spring Baseball Exhibit, the launch of the new online calendar and online catalog, and believe it or not...Summer Reading! We're also starting to make minor modifications to the library website for a better patron experience. Our goal is to make it easy and fast for patrons to find information.

Interesting Patron comments and questions

From Dodie: Librarian Val de la Calle had a number of interesting information requests on the Reference desk. They included finding information about a recently canonized priest, Father Stanley Rother; what hospitals in the area offer 3D mammography; how to play the trumpet; interpreting *Steppenwolf* by Herman Hesse and Tourette's Syndrome.

From Arianne: A patron would like to know if we can offer Homework Help on Wednesday and Friday beside Monday. He appreciates all the programs we offer. One patron said she loved our Library better than any other Library and that we have the best atmosphere and programs. Comments from *Spooky Saturday*: a few parents came up to me to say how much the children enjoyed it; one parent (a regular at KidSpace) said, "What a great program, Niles Library never disappoints".

Staff notes

I am sorry to report that our talented Marketing Assistant Emily Mendoza has left for a tempting job. Sasha is currently assessing the position.

Staff training

Several staff members attended the ILA Conference in Tinley Park, and have shared what they learned with their colleagues. From all accounts, it was a great conference.

From Suzy: I spoke at two panels at ILA Annual Conference; *Connecting Your Community with Makers* and *We Need a 3D Printer and Other Myths about Building Your Library's Maker Presence*. I discussed how the library hosted a successful Maker Fest and the launch of Creative Studio.

Sales tax

From Greg: On October 27th, the Library filed its past due book sale sales tax returns with the State of Illinois. The reporting period began on July 1, 2015 and ended on September 30, 2017. The total sales reported on the tax returns was \$30,259.88 which resulted in a sales tax liability of \$3,035.96. The previous estimates of sales tax liability were in the \$4,000 range. These amounts were paid from the imprest account and appear in the bills for approval on this month's agenda. All of the checks have been deposited by the State of Illinois and have cleared the Library's accounts. The details of the returns are below:

Reporting Period	Taxable Sales	Tax Rate	Sales Tax Due
7/1/2015-9/30/2015	\$3,371.73	9.25%	\$311.88
10/1/2015-12/31/2015	\$3,195.71	9.25%	\$295.60
1/1/2016-3/31/2016	\$3,183.58	10.25%	\$326.32
4/1/2016-6/30/2016	\$3,212.83	10.25%	\$329.32
7/1/2016-9/30/2016	\$3,255.66	10.25%	\$333.70
10/1/2016-12/31/2016	\$3,449.98	10.25%	\$353.62
1/1/2017-3/31/2017	\$3,355.46	10.25%	\$343.93
4/1/2017-6/30/2017	\$3,615.85	10.25%	\$370.63
7/1/2017-9/30/2017	\$3,619.08	10.25%	\$370.96
Total	\$30,259.88		\$3,035.96

Though we asked for penalties and interest on these amounts to be forgiven, the State may still decide to assess amounts related to the lateness of the filings.

Committees

Display and Art *from Victoria:* The Franklin Gallery is now booked through June 1st of 2018. On Nov. 6th the photography of Dr. Cranston Ramirez-Knight is now on display. The display is titled Multifaceted Images. *Our perspective of life is an interwoven tapestry of thousands of bits of information bombarding us each day. "Often, we function on information overload. However, if we can extract ourselves, but for a moment, we will discover a world filled with multifaceted images of life, a limitless bounty of delicate wonders."*

Sunshine from Dodie: The Sunshine Committee hosted a Cider & Day on Halloween. It was yumilicious!!! Staff brought in many kinds and flavors of donuts. The Sunshine Committee purchased the apple cider with funds they have raised. They also sponsored a “No Carve Pumpkin Contest” – an idea submitted by Teen Librarian Mary Miller. We had 10 entries. There was one grand prize winner, a second and third place winner.



GRAND PRIZE

2ND PLACE

3RD PLACE

Communico from Suzy: The test data was loaded and testing is underway. We created data maps to assign event types and ages to each program. Staff training will begin next month and the migration is scheduled for November 29th.

FOIA requests

10-25-17—Joseph Makula Annual Library report to the State of Illinois for the years 1990 1995 2000 2005

10-25-17—Joseph Makula Copies of invoices for legal expenses in 2016

10-25-17—Joseph Makula Number of Niles-Maine District library cards that were used once or more between Jan 2, 2017 and Sept 30, 2017

10-25-17—Joseph Makula Emails or documents referring to age of child to be counted as a baby in the Babytime event. Emails concerning Babytime events in 2017 through Oct 24, 2017.

10-25-17—Joseph Makula Documents pertaining to any of the following: Time, dates and attendance for Babytime in 2017 through Oct 24, 2017. Also documents showing the number of babies attending on all dates for 2017 through Oct 24 2017

10-25-17—Joseph Makula Records and emails pertaining to library personnel visiting and working at schools from Jan 2, 2017 thru Oct 15, 2017

11-6-17—Joseph Makula List of names, locations and dates relating to Outreach visits by NMDL personnel to locations not within the NMDL district from 1/1/17 to 11/1/17, or documents pertaining to these visits.

11-6-17—Joseph Makula All documents relating to travel expenses for NMDL personnel including credit card detailed charges, reimbursements, claims, vouchers and invoices from 1/1/17 to 11/1/17

11-6-17—Joseph Makula All documents relating to meal expenses and food purchased for consumption by library personnel and their guests, including copies of credit card detailed charges from 1/1/17 to 11/1/17

Trustee Calendar

November

11/13—Friends of the Library Meeting

11/15—Regular Meeting of the Board of Trustees—Presentation of the Audit

December

12/3—Annual holiday event, Winterpalooza

Friends--Will have a holiday luncheon that replaces the meeting

12/13—Regular Meeting of the Board of Trustees (Note that this is one week early)

January

Friends will not meet

1/17—Regular Meeting of the Board of Trustees

1/19—Early bird registration for the Public Library Association Conference ENDS

1/26—Library closed for Staff In-Service Training Day

February

Friends will not meet

2/21—Regular Meeting of the Board of Trustees

March

3/12—Friends of the Library Meeting

3/14—Regular Meeting of the Board of Trustees (tentative: moved for PLA)

3/20-24—Public Library Association Conference, Philadelphia

April

4/9—Friends of the Library Meeting

4/18-Regular Meeting of the Board of Trustees

PLA Conference: Philadelphia, March 20-24, 2018

ALA Conference: New Orleans, June 22-26, 2018

CCS Migration from Sirsi-Dynix to Polaris April 2018

Monthly Statistical Report -- October 2017

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	162	313	-48.24%			
Total District Cardholders	23,682	25,409	-6.80%			
Patron Visits	30,167	30,766	-1.95%			
Unique Library Cards Used	4,502	4,752	-5.26%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	43,782	43,035	1.74%	178,507	181,538	-1.67%
Teens	3,459	3,327	3.97%	16,497	15,494	6.47%
Juvenile	43,201	43,565	-0.84%	172,399	174,855	-1.40%
Digital	1,820	1,414	28.71%	7,197	7,572	-4.95%
Equipment	88	97	-9.28%	520	384	35.42%
TOTAL Loan of Library Materials	92,350	91,438	1.00%	375,120	379,843	-1.24%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	20,775	20,251	2.59%	85,718	84,481	1.46%
Periodical	1,097	1,127	-2.66%	4,514	4,684	-3.63%
Audio	4,430	4,127	7.34%	18,383	18,045	1.87%
DVD	17,480	17,530	-0.29%	69,892	74,328	-5.97%
TOTAL Adult Loans	43,782	43,035	1.74%	178,507	181,538	-1.67%
Teens						
Print	2,883	2,474	16.53%	12,777	11,786	8.41%
Periodical	18	16	12.50%	101	68	48.53%
Audio	532	560	-5.00%	2,226	2,259	-1.46%
DVD	26	277	-90.61%	1,393	1,381	0.87%
TOTAL Teen Loans	3,459	3,327	3.97%	16,497	15,494	6.47%
Juvenile						
Print	34,547	33,371	3.52%	132,396	129,341	2.36%
Periodical	221	229	-3.49%	800	1,101	-27.34%
Audio	1,975	2,421	-18.42%	9,775	11,257	-13.17%
DVD	6,458	7,544	-14.40%	29,428	33,156	-11.24%
TOTAL Juvenile Loans	43,201	43,565	-0.84%	172,399	174,855	-1.40%
Equipment Loan	88	97	-9.28%	520	384	35.42%
Digital Loan (ebooks, eaudiobooks)	1,820	1,414	28.71%	7,197	7,572	-4.95%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	14,397	9,793	47.01%	45,767	34,030	34.49%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	6,655	7,023	-5.24%			
Holds Made Available	9,761	9,602	1.66%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	74	102	-27.45%	241	255	-5.49%
Circulating--Juvenile	4,998	4,581	9.10%	21,493	17,279	24.39%
Circulating--Teen	288	385	-25.19%	964	1,174	-17.89%
Circulating--Adult	1,734	1,910	-9.21%	7,384	6,214	18.83%
TOTAL In-House Use of Materials	7,094	6,978	1.66%	30,082	24,922	20.70%
Items moved on Shelf	5,305	3,900	36.03%	22,547	14,078	60.16%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest [Note: Tracking as of Jan 2016]	1,351	1,405	-3.84%	5,600	5,771	-2.96%
Digital Services	2,752	2,786	-1.22%	10,906	11,430	-4.58%
Kidspage Express Internet	27	31	-12.90%	160	116	37.93%
Kidspage	1,518	1,460	3.97%	7,135	6,517	9.48%
Kidspage iPad Usage	280	360	-22.22%	1,610	1,533	5.02%
Teen Underground	341	276	23.55%	1,844	1,446	27.52%
TOTAL Users	6,269	6,318	-0.78%	27,255	26,813	1.65%
Patron Wi-Fi Uses	13,481	12,353	9.13%	52,812	49,450	6.80%
Scanning & Fax Pages	5,359	4,353	23.11%	24,352	18,927	28.66%
Print & Copy Pages	15,918	16,661	-4.46%	65,958	68,850	-4.20%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	45	34	32.35%	101	126	-19.84%
Large Scale Poster Printer	8	2	300.00%	16	4	300.00%
VHS to DVD Conversion	4	6	-33.33%	44	65	-32.31%
TOTAL Use of Staff Mediated Equipment	57	42	35.71%	161	195	-17.44%

Monthly Statistical Report -- October 2017

USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	49	43	13.95%	302	236	27.97%
Study Rooms 1-5	566	515	9.90%	2,064	2,060	0.19%
Creative Studio A	72	48	50.00%	205	118	73.73%
TOTAL Users of Staff Mediated Spaces	687	606	13.37%	2,571	2,414	6.50%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	30,462	28,334	7.51%			
Facebook "Likes"	1,416	1,181	19.90%			
Buzz Blog views	548	789	-30.54%			
Media Hits (includes print and online articles and listings)	8	36	-77.78%			
e-News Subscribers	15,861	13,932	13.85%			
New Resident Letters (Sept)	32	70	-54.29%			
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,836	1,934	275,089			
Non-shelved materials	24	-	34,595			
Equipment	-	-	97			
Total	2,860	1,934	309,781			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	186	173	7.51%	528	859	-38.53%
Test Proctoring	6	23	-73.91%	29	54	-46.30%
Voters' Registration	-	9	-100.00%	2	28	-92.86%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services (3rd Floor)	783	793	-1.26%	3,274	3,239	1.08%
Commons Desk	5	62	-91.94%	9	74	-87.86%
Fiction/Audiovisual Services Desk (2nd Floor)	1,393	1,388	0.36%	6,263	5,502	13.83%
Patron Services	7,968	7,102	12.19%	28,610	39,435	-27.45%
Technology Desk	2,093	1,128	85.55%	8,157	4,694	73.78%
Teen UnderGround Desk	668	373	79.09%	3,946	2,514	56.96%
Outreach Services	1,336	746	79.09%	7,892	5,028	56.96%
Bulk Loan Items Delivered to Nursing Homes	430	485	-11.34%	1,920	2,125	-9.65%
Materials pulled for Homebound Users	810	847	-4.37%	3,058	3,423	-10.66%
Youth Services	5,304	4,669	13.60%	20,129	21,424	-6.04%
School Loan request	29	20	45.00%	74	71	4.23%
Museum Adventure passes distributed	12	19	-36.84%	85	104	-18.27%
Total Service Interactions	19,839	17,148	15.69%	60,410	82,033	-26.36%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,985	4,986	-0.02%	19,178	19,985	-4.04%
Items Received from CCS Libraries for Patrons	3,398	3,446	-1.39%	13,700	14,540	-5.78%
Items Lent to OCLC Libraries	338	398	-15.08%	1315	1,653	-20.45%
Items Received from OCLC Libraries for Patrons	116	99	17.17%	417	407	2.46%
Total Interlibrary Loan	8,837	8,929	-1.03%	34,610	36,585	-5.40%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	229	223	2.69%			
Number of Visits	165	179	-7.82%			
Institutions						
Number of Institution Deposit Collections	9	10	-10.00%			
Number of Visits	9	10	-10.00%			
Schools						
Items Delivered	617	351	75.78%			
Number of Trips	17	9	88.89%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	22	139				
Adult and Outreach Services & Programs	5	31				
Digital Services & Programs	3	11				
Patron Services	7	34				
Teen Services & Programs	2	3				
Youth Services & Programs	24	125				
Total Volunteers and Hours This Month	63	343				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>64</i>	<i>268</i>				

Monthly Statistical Report -- October 2017

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Youth Programs	90	2,812	85	2,755	2.07%
Teens Programs	22	1,307	16	588	122.28%
Adults Programs	36	893	41	806	10.79%
Digital Services Programs	20	124	22	162	-23.46%
Outside Meetings	18	260	21	408	-36.27%
TOTAL PROGRAMS AND EXHIBITS	186	5,396	185	4,719	14.35%
Programs-Youth Audience					
1KBK added visits	ongoing	13			
1KBK registrations	1	2			
Battle of the Books Practice Meet	1	75			
Bibliobop Dance Party: Kevin Farris and the Infinite Possibilities	1	88			
Boo Time	2	133			
Book Birthday with Gibbs and Ponti	1	44			
Book Buddies	12	22			
Homework Help	4	75			
In-house Toys and Games	1	409			
I-Spy tank	1	61			
Knights of Niles Chess Club	4	95			
Lego WeDo Robotics	1	9			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club, Kids Craft	5	89			
Family Movie: <i>Smurfs The Lost Village</i>	1	50			
Reading Patch Club added visits	ongoing	17			
Reading Patch Club registrations	1	7			
Reading with Rover	2	25			
Scavenger Hunt Fall	1	56			
Second Saturday Bingo Breakfast	1	14			
Second Sunday - <i>Pocket Circus</i>	1	44			
Spooky Saturday	1	65			
Story: Babytime	5	198			
Story: Evening Family Storytime	5	47			
Story: Rise & Shine Storytime	3	72			
Story: Storytime for 2s and 3s	10	184			
Story: Storytime for 4s and 5s	4	88			
Video Games	1	255			
Wonder Ground: <i>Sound</i>	9	38			
World Language Storytime (Spanish and Polish)	2	27			
Writing Center	1	104			
Youth Services Community Engagement Programs					
Elementary visits to NMDL	1	58			
Elementary visits to the classroom	3	229			
Preschool Visits to Classroom/Daycare	3	44			
Monster Ball at the Niles Park District	1	75			
Totals Youth Services Programs	90	2,812	85	2,755	2.07%
Programs--Teen Audience					
ACT/SAT Follow Up	1	4			
Button Making	1	9			
College Essay Writing	1	4			
Famished for Fiction	1	18			
Feminism Craft and Chat	1	9			
Games	1	2			
Maker Lab: Haunted DIY	1	7			
Minute to Win It	1	11			
Movies in the Underground: Cloverfield	2	12			
Teen Advisory Board	1	8			
Teen Read Month Storyboard	1	50			
Videogames	1	82			
Teen Community Engagement Programs					
Jr/High School Classroom Visits	6	994			
Jr/High School School Outreach Niles West Volunteer Fair	1	55			
Jr/High School After School Club	2	42			
Totals Teen Programs	22	1,307	16	588	122.28%

Monthly Statistical Report -- October 2017

Programs--Adult Audience		Attendance	Programs Prior Year	Attendance Prior Year	% Change	
An Afternoon with Author Sonali Dev	1	11				
Autumn in the Smoky Mountains Travelogue	1	15				
Book Discussions- Literary	2	14				
Book Discussion Non-Fiction: Pages Through Time	1	6				
Citizenship Education Classes	5	49				
CJE Senior Life	0	0				
Concert: The History of Music in Niles by Sark Antaramian	1	25				
Job Counseling	1	2				
LinkedIn: A281Building B2B Relationships	1	4				
New Release Movie: <i>The Big Sick</i>	1	15				
Niles Songwriters	1	4				
Polish Language Book Discussion	1	12				
Polish Language Movie	1	51				
Oakton Community College English as a Second Language	9	481				
SCORE Mentoring Sessions	1	1				
Senior Coffee Hour: Lights Out Golden Age of Radio	1	31				
Shakespeare Project: <i>As You Like It</i>	1	89				
Social Media 101	1	8				
The Black Knights Author Talk	1	8				
Understanding Medicare	1	27				
Your Digital Legacy	1	6				
Adult Community Engagement Programs						
BookBites Popular Fiction Discussion	1	20				
Low Vision Book Discussion at Senior Center	1	5				
Low Vision support Group (VIM) at Senior Center	1	9				
Totals Adult Programs	36	893	41	806	10.79%	
Programs-- Digital Services -All Ages						
DS 1-2-1 Instruction	3	3				
DS 3D Printed Selfie	1	7				
DS Adult Computer Beginner Boot Camp	3	22				
DS Building a PC:A311 Part 1	1	7				
DS DIY Glow in the Dark T-shirt	2	17				
DS Glow in the Dark 3D Print Halloween Refrigerator Magnets	1	3				
DS Gmail Basics	1	1				
DS HTML & CSS Basics: Coding a Website	2	17				
DS Koszulka Swiecaca w Ciemnosci	1	13				
DS Library Apps	1	2				
DS Mobile Photography - Phone-ography	1	17				
DS Mouserize - Computer Mouse Basics	1	7				
DS Pi Club	1	3				
DS Virtual Thursday	1	5				
Total Digital Services Programs	20	124	22	162	-23.46%	
LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change	
Community Meetings in Library Spaces						
Kiran Kalsoom-Muslim Homeschoolers Group	3	45				
Burning Bush Condo Assoc/Rosen Mgmt	1	25				
Farah Adeel-Study Group	1	6				
Jewish Genealogical Society of Illinois	1	4				
Laura Beth Wolf-Nat'l Society DAR	1	10				
Niles All American Toastmasters Club	1	15				
Niles Historical Society	1	20				
Karol Verson-Film Discussion Group	3	45				
Karol Verson-Play Discussion Group	4	60				
Niles Family Services	1	10				
Niles Township Toastmasters	1	20				
Total Community Meetings	18	260	21	408	-36.27%	
GRAND TOTAL PROGRAM AND ATTENDANCE	186	5,396	185	4,719	14.35%	

Note given to Outreach's Karen + Aileen,
October 2017

Dear library friends,

I was so taken up with this magnificent book:

MY MOTHER'S SISTER...., that I found the author and I'm hoping she and I can someday meet. Her sister is in a nursing home not far from where I live and so I think we really will meet one day.

Thank you for picking that book for me. I am hoping to buy one from the author.

I did not want to read THE ZOOKEEPER'S WIFE because I saw the movie.

I love all your picks for me. THANK YOU.

Sr. Kathleen

Dear Nikes Library
I really like to read
about presidents and
I don't find ANY OF IT!
Last time my mom
brought it but she
said she didn't know where
she found it, can you
please tell me where
to find it and yes
I love Enid Blyton books
can you please order it?
I also like Dan Cummins
books can you bring
more because last
time I saw it was gone.
I hope you can
find it curvive!
From Alina Noman
—> more at back

Dear, Nikes Library
do I have any
books about
Nature or space
please tell me
if there are. ~~Get~~
Do you sell
books or deliver
them because I don't
to read books I don't
get to read all of
the books I bring
they are so fast. How
much will it cost
if you sell them?
I would love if you
said "yes" in all of your
my questions! Love Alina

About me

My name is Aline
I am 7 years old. I am
in second grade. I study
in Henking School. My
teachers are DR (Broom
Rothschild). I love to
read books. My
favorite color is
RED. My favorite
food is Pasta.

♡ A ♡ A

♡ A ♡ A

♡ A ♡ A

Dear, My Library
I really like magic
puppy books. I like
magic more and I have
read all of the series
and I also like Fairies.
I love Fairies. They are
because they are
so exciting. I want to
read The Fabled Fairies
in order to bring more
of Jewel Fairies from
Rainbow Fairies series.
I also like Pumps
Diary so please
order them in Trade.
You don't have to
to order all of the
books but I would really
like if you do. From Aline

Patron Suggestions and Comments for November 2017

Responses to Patron Suggestions and Comments

Frustration

Why are there no Halloween decorations up in the Library? One day I saw lovely black cats and spiders and today—Halloween, NOTHING?? Is it that costly? But no because you already had them up? Please decorate for holidays. It makes it fun!! A.S.

The decorations were becoming shabby as patrons brushed up against them, so I asked the staff to take them down.

Suggestions

Could the Library teach cursive writing for children in elementary schools? My 9 year-old is in the 4th grade and could use lots of help with his writing abilities. Thank you. For us as working class, the Niles Library is second only to the Library of Congress. We love the Library of Niles. Thank you. E. Z., Chicago.

What a nice compliment—thank you! We are considering doing this, perhaps over the summer so children would have time to practice.

Please put back our Hot Shelf that was removed for that desk. We enjoyed looking at the movies to choose from and that post is in the way. B. S.

We need the space for our new Passport Service, but we will try to restore the Hot Picks shelving eventually. Thanks for letting us know that you missed it.

I really want my child to read, but all he likes is Harry Potter. Can you please get more Harry Potter books? My child loves them. J. S.

We have all of the Harry Potter books, but the librarians at the KidSpace desk would be very happy to help you find something for your son to try that might be similar.

Comments

I never come here that I do not get EXCELLENT service.

RE: Suzanne, Suzanne helped me find a way to scan a document and write on same—I spent two days at home doing what she did with one phone call. She and Matt work together as a good team. L. W.

RE: Matt, After Suzanne got the copy I needed, Matt showed me how to write on the form, make corrections and scan same. He also helped me with “Libby.” He is very competent, patient and thorough. L. W.

Thank you to Pete for his courtesy and patience and **HELP!** L. S.

I have such a wonderful time in Bernadetta’s sewing classes—it would be nice to have more sewing project classes. Thank you.

Bernadetta helped me develop a question mark for my Riddler costume for Halloween. I told her what I was going to do with my costume and she gave me a vote of confidence. The costume won first place.
K. L.

I love this library! The people who work here are very helpful all the time. I can keep a book or dvd for three weeks and renew it 2 times if necessary. They even renew it automatically. You have a great selection of movies and books. Thank you. R. K.

Thank you all so much for taking the time to write about our great staff. I will be sure that the staff members and their supervisors know.

November 15, 2017

New Business - Recommended Actions

A. Recommended Action on Adoption of Resolution 17-02 Resolution to Make Additional Employer Contributions

MOVE the Library Board of Trustees approve Resolution 17-02 Resolution to Make Additional Employer Contributions which transfers \$532,000 to the Illinois Municipal Retirement Fund (IMRF).

Memorandum A of Recommended Board Action

NILES-MAINE DISTRICT LIBRARY

RESOLUTION 17-02

RESOLUTION TO MAKE ADDITIONAL EMPLOYER CONTRIBUTIONS

WHEREAS, section 7-172 of the Illinois Pension Code provides for employer contributions to the Illinois Municipal Retirement fund; and

WHEREAS, section 7-172 requires employers to make a monthly contribution to IMRF to amortize any unfunded pension liability; and

WHEREAS, section 7-172 gives the IMRF Board of Trustees authority to determine the amortization period for any unfunded pension liability (not to exceed 30 years); and

WHEREAS, using its authority under section 7-172, the Board of Trustees determines the minimum contribution required from IMRF employers to amortize any unfunded pension liability; and

WHEREAS, neither the Pension Code nor the Board of Trustees sets a maximum contribution that may be made by an IMRF employer to pay any unfunded pension liability; and

WHEREAS, it is in the best interest of Niles-Maine District Library that it makes an additional contribution to pay down its unfunded IMRF liability.

THEREFORE, BE IT RESOLVED by the Board of the Niles-Maine District Library that an additional contribution of \$532,000.00 be made to IMRF to be added to the IMRF Employer Reserve Account of Niles-Maine District Library to reduce its unfunded liability.

CERTIFICATION

I, Dianne Olson, the Secretary of the Niles-Maine District Library of the County of Cook, State of Illinois, do hereby certify that I am keeper of the books and records of the Niles-Maine District Library and that the foregoing is a true and correct copy of a resolution duly adopted by the Board at a meeting duly convened and held on the 15th day of November 2017.

SECRETARY OF THE BOARD

New Business—Recommended Actions

B. Recommended Action on IMRF Election of Executive Trustee

MOVE the Library Board of Trustees adopt Resolution 17-03, a Resolution to Cast a Ballot in the 2017 IMRF Executive Trustee Election in favor of David C. Miller.

Memorandum B of Recommended Board Action

Staff recommends that the Board of Trustees support the re-election of Tom Kuehne to the position of Executive Trustee for a five-year term. Upon review of the backgrounds of the candidates for this opening, staff feels that Mr. Kuehne is the most qualified candidate on the ballot due to his training in finance, his dedication to maintaining the solvency and independence of the IMRF, and his prior service on the IMRF board. Please review the attached materials.



**Notice to IMRF
Governing Bodies**

**2017 Election of
Executive Trustee**

Five-Year Term

IMRF

**2017 Election of
Executive Trustee
Election Packet**

This package includes:

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

IMRF must receive the signed and sealed ballot envelope in the enclosed return addressed envelope **no later than 4:30 PM CST, Tuesday, December 12, 2017.**

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

Balloting Instructions

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

Your governing body has retained exclusive authority to cast a ballot

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

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

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

Casting a vote

- On the ballot resolution, mark the box in front of the name of the candidate the governing body wishes to vote for.
- A governing body may vote for a participating employee who is not shown if the employee has or will be vested in IMRF by December 31, 2017, and is employed as a chief executive officer, chief finance officer, or other officer, executive or department head. Print his or her name in the space provided and place an "X" in the box in front of that line.
- The Clerk or Secretary of the Board would certify the completed ballot resolution. For the vote to count, the certification on the ballot resolution must be completed.
- Insert the certified ballot resolution into the ballot envelope. Then insert the sealed ballot envelope into the self-addressed return envelope.
- The self-addressed return envelope must be received by IMRF no later than 4:30 PM CST, Tuesday, December 12, 2017. Envelopes received after that time and date will not be opened and the enclosed ballot resolution will not be counted.

Stephanie A. Helms

Present Position—County Treasurer & Collector, Stephenson County

Length of Service—In present position since April 1, 2015; previously, Communications Director & Grant Writer for Freeport School District #145 from December 12, 2008, to October 10, 2014.

Duties—As an elected official and department chair, I supervise four staff. I am accountable to the voters of Stephenson County whom elected me to safely receive, deposit, and invest all public monies. As ex-officio County Collector, I am singularly responsible for the collection and distribution of more than \$71 million of property tax dollars to more than 105 taxing districts, including real estate and mobile homes. I also forecast, manage, and reconcile revenues and expenses while cultivating and maintaining cordial relationships with financial institutions.

Other Information—As Stephenson County's chief financial official, my experience here, combined with grant budget administration in my previous IMRF position, really lends strong financial oversight capability. I am seeking the Executive Trustee position to ensure the continued outstanding performance of IMRF. While already quite successful, I see my role as maintaining that success while seeking continuous improvement. In particular, I would pursue means by which members can better learn of and take advantage of voluntary contributions to maximize their retirement planning. The voluntary contribution option is a personal favorite of mine and I frequently encourage it amongst my peers. I believe that income protection is the primary issue that must remain at the forefront of any public pension discussion or action. Once safely protected, income *growth* can garner more of the IMRF trustees' focus.

Douglas A. Krieger

Present Position—City Manager, City of Naperville

Length of Service—In present position since December 2008. Previously, Director of Finance for the City of Naperville from March 2003 to December 2008.

Duties—As City Manager, I report directly to the Mayor and City Council and am responsible for the proper administration of all affairs of the City. In this position, I am responsible for the entire organization (940 full-time employees, including Police, Fire, Public Works, Legal, Electric Utility, Water/Wastewater Utility, Human Resources, Transportation Engineering and Development, Finance, IT, and City Clerk).

Other Information—Former CPA for PricewaterhouseCoopers LLP, Former Finance Director for the City of Naperville, Bachelor of Science - U.S. Naval Academy, MBA - University of Chicago, Former trustee on two Illinois pension funds. As City Manager for the past nine years, I understand the value of IMRF to its participants and retirees and will strive to serve those customers through the maintenance of those benefits and the appreciation of investment assets.

Tom Kuehne : Executive Trustee since 2013
: 2016 Board President

Present Position—Finance Director/Treasurer,
Village of Arlington Heights, IL

Length of Service—Finance Director/Treasurer for
the Village of Arlington Heights since 2003. Previously
the Finance Director/Treasurer for the Villages of
Addison (1996-2003) and LaGrange (1993-1996),
and Assistant Finance Director of the Village of Park
Forest (1990-1993). Served as the Manager of Finance
and Accounting for the North Suburban Mass Transit
District (1982-1990), and an Administrative Intern at the
Village of Deerfield (1981-1982). These positions equal
a combined IMRF service credit of 30 years.

Duties—Day to day operations of the Finance
Department and general supervision of the Village
Clerk. This position works with and serves all Village
departments and requires special reports and
presentations to the Village Board.

Other Information—Tom Kuehne received a
Bachelor of Arts degree in 1980 and a Masters degree
in Public Administration in 1982, both of which were
from Northern Illinois University. He also earned his
Certified Public Accountant (CPA) certificate in 1995.
He is the past-President of the Illinois Government
Finance Officers' Association, and served on the
GFOA's Committee on Governmental Budgeting and
Fiscal Policy. For the past 22 years Mr. Kuehne has
been a budget reviewer for the GFOA's Distinguished
Budget Presentation Awards program. He is the
past-President of the Illinois Municipal Retirement
Fund, and also serves as a Mayoral appointee on the
Arlington Heights Firefighters' Pension Fund.

Based on my financial background and work
experience, I feel my expertise is well suited for
the Executive Trustee position. If re-elected, I will
continue to look for ways for IMRF to consistently
attain its policy of 100% funding. It would also be an
honor to continue to participate in the excellent work
of the IMRF Board and staff as we navigate through
these challenging financial times.

Brad Trent

Present Position—Deputy Highway Commissioner
for Rockford Township.

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

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

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



SUGGESTED RESOLUTION TO CAST A BALLOT IN THE 2017 IMRF EXECUTIVE TRUSTEE ELECTION

IMRF Form 6.89 (Rev 9/2017)

PLEASE ENTER Employer IMRF I.D. Number

06854

RESOLUTION

Number 17-03

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

WHEREAS, it is appropriate that the Board of Trustees of Niles-Maine District Library
BOARD, COUNCIL, ETC. EMPLOYER NAME
exercise its right to vote in the 2017 IMRF Executive Trustee election.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of
Niles-Maine District Library
EMPLOYER NAME gives its vote in the 2017 IMRF Executive Trustee election
BOARD, COUNCIL, ETC.

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

- Stephanie A. Helms
- Douglas A. Krieger
- Tom Kuehne
- Brad Trent

LINE FOR WRITE-IN CANDIDATE

CERTIFICATION

I, Dianne Olson, the Secretary of the
(NAME) (CLERK OR SECRETARY)
Niles-Maine District Library of the County of Cook, State of Illinois,
(EMPLOYER NAME) (COUNTY)
do hereby certify that I am the keeper of the books and records of the Niles-Maine District Library and
(EMPLOYER NAME)
that the foregoing is a true and correct copy of a resolution (ordinance) duly adopted by the Board of Trustees
(BOARD, COUNCIL, ETC.)
at a meeting duly convened and held on the 15th day of November, 2017.

SEAL

(CLERK OR SECRETARY)

Illinois Municipal Retirement Fund
2211 York Road, Suite 500, Oak Brook, Illinois 60523-2337
Member Services Representatives 1-800-ASK-IMRF (275-4673)
www.imrf.org

New Business—Recommended Actions

C. Recommended Action on Ordinance 17-08

New Business—Recommended Actions

MOVE the Library Board of approve Ordinance 17-08, an Ordinance Modifying Ordinance 17-03, an Ordinance Setting the Schedule of Meetings of the Board of Library Trustees of the Niles-Maine District Library for the Fiscal Year Commencing July 1, 2017 and Ending June 30, 2018

Memorandum C of Recommended Board Action

The third Wednesday of March 2018 falls during the Public Library Association Meeting, March 20-24th, which staff and Board members may wish to attend. We recommend moving it to Wednesday, March 14, 2018. This is preferable to moving it later so that staff can attend the conference with the month's board meeting finished.

ORDINANCE 17-08

ORDINANCE MODIFYING ORDINANCE 17-03, AN ORDINANCE SETTING THE SCHEDULE OF MEETINGS OF THE BOARD OF TRUSTEES OF THE NILES-MAINE DISTRICT LIBRARY DISTRICT FOR THE FISCAL YEAR COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018

BE IT ORDAINED by the Board of Trustees of the Niles-Maine District Library that during the fiscal year commencing July 1, 2017 and ending June 30, 2018, the following meetings of the Board of Trustees are called and will be held and conducted:

2017:	July 19	Regular Meeting
	August 16	Regular Meeting
	September 20	Regular Meeting
	October 18	Regular Meeting
	November 15	Regular Meeting
	December 20	Regular Meeting
2018:	January 17	Regular Meeting
	February 21	Regular Meeting
	March 14	Regular Meeting
	April 18	Regular Meeting
	May 16	Regular Meeting
	June 20	Regular Meeting

All of the aforesaid meetings will be held in the Board Room of the library building, 6960 Oakton Street, Niles, Illinois, at 7:00 p.m., unless otherwise designated or modified by Board resolution.

PASSED AND ENACTED by the Board of Trustees of the NILES-MAINE DISTRICT LIBRARY, Cook County, Illinois on the 15TH day of November, 2017.

AYES:	NAYS:	ABSTAIN:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	ABSENT:
_____	_____	_____
_____	_____	_____
_____	_____	_____

NILES-MAINE DISTRICT LIBRARY

BY: _____
President

ATTEST: _____
Secretary

November 15, 2017

Unfinished Business—Recommended Actions

A. Recommended action on revision of Administrative Policy 3.11 Unattended Children

MOVE that the Library Board of Trustees approve the revision of Administrative Policy 3.11 Unattended Children

Memorandum A of Recommended Board Action

Following the discussion of our Unattended Children policy at the October meeting, Library Attorney Dennis Walsh at Klein, Thorpe and Jenkins recommended a few changes to make the point more strongly that parents are responsible for their children, and that the library does not stand in loco parentis.

3.11 UNATTENDED CHILDREN

1. The Library strives to be a pleasant place for all children to visit and use its many resources. The staff is always ready to help and be of service to any child with activities related to the Library. However, librarians do not have “in loco parentis” authority or responsibility and staff cannot be responsible for unattended children. The Library is an open and public building. Staff cannot assume responsibility for the supervision and safety of children. It is a parent’s responsibility to closely supervise and provide for the safety of their children. For the welfare of all children who visit, parents must use the following guidelines when bringing children to the Library.

- a. Children who are not yet in third grade ~~should~~must always be under the supervision of a responsible person who is present at all times in the Library. A responsible person is an adult or a child who is in sixth grade or higher. When a young child, not yet in third grade is attending a program, a responsible person must remain in the Library during the program.
- b. Unattended children in third grade and up are free to utilize the Library subject to other Library rules and policies and provided their behavior is not disruptive to other patrons or staff members. The Library Board asserts that it is the responsibility of the parent to insure the appropriate behavior of their children in the Library. The Library encourages parents to consider the safety of their minor children, as well as the well-being and needs of other Library patrons and to talk with their minor children about appropriate behavior in the Library. ~~Parents are responsible for their children’s behavior on Library premises.~~ It is not the Library’s responsibility to provide child care. Children whose behavior causes a problem for staff or other patrons will receive a warning, and if their behavior persists, they will be asked to leave the Library.

2. When the Library is closing and a child of any age needs to telephone to be picked up, the child may use the telephone at the KidSpace desk.

3. If a child under eighth grade is discovered to be unaccompanied at Library closing, an attempt will be made to contact the parents. If the parents cannot be contacted within fifteen minutes, a representative of the Library will contact the police department to assist in handling the situation.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92;
Revised 12.18.02; 4.16.09; 11.18.15*

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