



Niles-Maine District Library

Regular Meeting

Wednesday, January 17, 2018 7:00 PM



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

January 17, 2018

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - A. Approve the Regular Board Minutes of December 13, 2017 3
4. Public Comments
5. Treasurer's Report
 - A. Review Financial Reports 7
 - B. Approve payment of the bills for Operating Expenses of \$199,947.47; Payroll Expenses of \$274,431.21; Special Reserve Expenses of \$0.00, for a total monthly expense of \$474,378.68 13
6. Director's Report
 - A. Highlights 27
 - B. Monthly Statistics 37
7. Communications 41
8. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
9. New Business
 - A. Discussion of best communication method for the Library to communicate with the Board
 - B. Discussion of information Board reviewed for Per Capita Grant on safety and security, and Chapters 1-5 of the Trustee Fact Files
10. Unfinished Business
 - A. Update of Budget Process Discussion and Future Direction
11. Other
12. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
December 13, 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; Arianne Carey, Youth Services Supervisor; Dave Dabrowski, Maintenance Services Supervisor; Dodie Frisbie, Adult Services Supervisor; Suzy Wulf, Digital Services Supervisor

Others Present

Niles Resident, Joe Makula

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 Minutes of the Regular Board Meeting of November 15, 2017. Trustee Ryan seconded.

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

Subsequently, Trustee Drblik asked that a change be made in the Minutes under Liaison Reports – Friends of the Library. She noted that she did not say that the Friends were provided with information regarding the taxes owed as recorded. The Board asked that this statement be recorded as a new paragraph in the report. President Dimond asked whether the movant and seconder agreed with the change to the original motion and to approve the amended change on Page 3 of the Minutes. Trustees Rozanski and Ryan said yes.

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

The change was noted and made to the original Minutes.

Public Comment

President Dimond invited those who signed in to speak.

Mr. Joe Makula addressed the library's circulation numbers which he feels are inflated and inaccurately reported since there are no records for actual automatic renewals.

In response to Steven Yasell's comments at the November Board Meeting that the Board needs to put forth more effort in communicating with the Friends, Trustee Spadoni replied that the Library Board has a very dedicated Trustee who attends the Friends meetings monthly. He himself has been attending the Friends meetings since June. Our meetings are always open to them.

Treasurer's Report

The Library Board reviewed the November 2017 Treasurer's Report as presented by Treasurer Tim Spadoni.

The Financial Report as prepared by Treasurer Tim Spadoni for December 13, 2017 was provided as follows:

November is the fifth month of the fiscal year. We are 44.44% of the way through our fiscal budget.

Income Statement

Page 9

Revenues – Exactly on budget.

Salaries – Continued under budget by \$67,300.

Page 10

Library Materials – Similar to last month

Downloadables, Periodicals and Online Databases are over budget but should even out by the end of the year.

Materials are over budget for the month and Year to Date, primarily due to the yearly payments for the Online Databases.

Library Operating Expenses – The over-all category is well under budget.

Internet Charges - There is a negative entry of \$14,246 on the Internet Charges line item. This is due to a refund from the e-Rate program. A thank you goes out to the staff for pursuing and following up on this program and its refund of our internet expenses.

Page 11

General and Administrative – The over-all category is well under budget.

Page 12

Employee Fringe Benefits – This category is over budget due to the entry in the Deferred Compensation line item reflecting the one-time payment of \$532,000 to the Illinois Municipal Fund, which was approved by the Board at the November meeting.

The Audit and Liability Insurance categories are over budget due to their payments not being spread out over the 12-month year.

Page 13

All items are running on or under budget except for Worker's Compensation due to its payment not being spread out over the 12-month year.

Financial Note:

Last month we printed our checks on brand new check stock. There was an issue with the new stock in that the printer did not print the Library's account number on the bottom of the checks, even though the proofs everyone signed off on did have the account number. We had the stock reprinted with the same check number and reran the checks on the new stock. Some of the vendors were able to deposit their checks from us and others weren't. The ones who could not deposit their checks returned them to us for replacements.

Unfortunately, VISA returned their check to us which resulted in finance charges being assessed. We are going to collect these from BlackBaud, the vendor that printed the checks.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$197,150.50, Special IMRF payment of \$532,000, payroll expenses of \$281,978.86, Special Reserve Expenses of \$1,805.67 for a total monthly expense of \$1,012,935.03. Trustee Ryan seconded.

Trustee Spadoni commented on those Trustees who vote against paying the bills, saying “You are voting to shut the library down because we wouldn’t be paying our payroll or our liabilities.” He said he would rather see a motion on the agenda to further discuss the budget than a vote not to pay the bills.

Trustee Drblik, again, said that she cannot approve the payment of bills when she disapproves the budget process which created these bills.

Trustee Ryan added that once a decision is made, we should stand as a unified Board even if we disagree with the decision and vote. This is according to the Illinois Public Library Trustee Handbook.

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

Director’s Report

- Ms. Lempke announced that the Library Journal has ranked, for the fourth year in a row, the Library as one of America’s “Star Libraries” in its category. President Dimond said that this is definitely worth noting and asked that a press release be sent out.
- Reference was made to the explanation given by Assistant Director, Cyndi Rademacher on the circulation migration project, Polaris, which will take place in April. This is an enormous project. The last migration took place 15 years ago. For a better understanding, President Dimond requested more information on Polaris at a future meeting.
- An update was given on the Passport Service. Off to a slow start, but a big push is planned for mid-January.
- Ms. Lempke, on behalf of the staff, thanked the Trustees for the breakfast treats at Thanksgiving.
- Notes and letters from the children’s writing center in KidSpace were shared with the Board.

Trustee Spadoni thanked Sasha and staff for their work on the winter issue of Chapter One. The changes were wonderful.

Trustee Rozanski thanked staff for the “very pleasurable experience” that she and grandchildren had at Winterpalooza. Also, the Library’s Code Adam works very well. Ms. Rozanski’s three-year-old granddaughter walked off but was found in a matter of minutes thanks to the staff.

Communications

They were included in the Board packet.

Liaison Reports

Friends of the Library

There was no report. The monthly meetings will resume in January.

Legislative

Ms. Lempke thanked those on the Board who contacted their elected officials for their support on net neutrality.

RAILS

There was no report.

New Business

Resolution 17-04

Trustee Rozanski MOVED the Library Board of Trustees approve Resolution 17-04, approving and adopting a revised Anti-Harassment and Non-Discrimination Policy. Trustee Spadoni seconded.

The Resolution confirms that an Anti-Harassment and Non-Discrimination Policy in in place.

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

Unfinished Business

Discussion of Budgeting Process

There was a thorough discussion of the topic. Trustees Drblik and Spadoni agreed to meet with staff members to discuss the budget process further.

Executive Session

Trustee Rozanski MOVED the Library Board of Trustees enter into Executive Session for the discussion of Minutes of Closed Session Meetings. Trustee Ryan seconded.

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

Executive session started at 8:32 p.m. Executive session ended at 8:50 p.m.

The Regular Board Meeting resumed at 8:50 PM with all of the Board present.

Final Action on Executive Session

Trustee Rozanski MOVED the Library Board of Trustees approve the contents and the release of the Executive Session Minutes from April 19, 2017; and that the Minutes from the Executive Sessions dated January 30, 2014; May 20, 2015; June 17, 2015; and March 16, 2016 were reviewed and determined to remain confidential. Trustee Drblik seconded.

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

Other

None.

Adjournment

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

On a voice vote, all Trustees voted “aye” to adjourn.

The meeting adjourned at 8:53 PM.

President

Secretary

Niles-Maine District Library

Balance Sheet

December 31, 2017

	GENERAL FUND 12/31/2017	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,216,244)	(\$57,522)	\$1,495,433	\$221,667
Investments	\$7,725,615			\$7,725,615
Total Cash and Investments	\$6,509,371	(\$57,522)	\$1,495,433	\$7,947,282
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	\$9,415,654	\$79,094	\$1,495,433	\$10,990,180
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$138,871	\$10,936	\$0	\$149,807
Other Liabilities	\$12,117			\$12,117
Deferred Revenues	\$2,973,353	\$140,428		\$3,113,780
Total Liabilities	\$3,124,341	\$151,364	\$0	\$3,275,705
Fund Balance				
Fund Balance	\$6,291,313	(\$72,270)	\$1,495,432	\$7,714,476
Total Fund Balance	\$6,291,313	(\$72,270)	\$1,495,432	\$7,714,476
Total Liabilities and Fund Balance	\$9,415,654	\$79,094	\$1,495,433	\$10,990,180

Niles-Maine District Library

Income Statement-Consolidated

December 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$792	\$20,000	(\$19,208)	\$3,021,614	\$3,164,883	(\$143,269)	\$6,718,474	45%
Replacement Taxes	\$4,226		\$4,226	\$44,821	\$68,150	(\$23,329)	\$145,000	31%
Per Capita Grant							\$44,478	
Grants-Other		\$83	(\$83)		\$500	(\$500)	\$1,000	
Investment Income	\$8,593	\$6,667	\$1,926	\$44,980	\$40,000	\$4,980	\$80,000	56%
Fines	\$2,101	\$2,083	\$17	\$15,055	\$12,500	\$2,555	\$25,000	60%
Lost Books	\$890	\$625	\$265	\$5,733	\$3,750	\$1,983	\$7,500	76%
Pay For Print	\$1,160	\$2,083	(\$923)	\$10,287	\$12,500	(\$2,213)	\$25,000	41%
Book Sale	\$1,153	\$1,333	(\$180)	\$4,126	\$8,000	(\$3,874)	\$16,000	26%
Passports	\$365	\$2,083	(\$1,718)	\$365	\$12,500	(\$12,135)	\$25,000	1%
Non-Resident Fees	\$266		\$266	\$266		\$266		
Flash Drive & Ear Bud Sales	\$10		\$10	\$27		\$27		
Commissions & Fees	(\$5)		(\$5)	\$27		\$27		
Donations	\$0		\$0	\$8		\$8		
Miscellaneous	(\$286)	\$113	(\$399)	\$447	\$675	(\$228)	\$1,350	33%
Total Revenues	\$19,266	\$35,071	(\$15,805)	\$3,147,757	\$3,323,458	(\$175,701)	\$7,088,802	44%
Expenditures								
Salaries								
Library Director	\$10,733	\$10,827	\$93	\$64,601	\$64,959	\$359	\$129,919	50%
Payroll-Department Managers	\$14,916	\$14,792	(\$124)	\$88,672	\$88,749	\$78	\$177,499	50%
Payroll-Division Supervisors	\$38,936	\$37,599	(\$1,337)	\$224,811	\$225,593	\$782	\$451,186	50%
Payroll-Librarian I	\$103,369	\$106,710	\$3,340	\$597,276	\$640,257	\$42,981	\$1,280,515	47%
Payroll-Library Grade V	\$59,514	\$64,108	\$4,594	\$383,912	\$384,650	\$738	\$769,300	50%
Payroll-Library Grade VI	\$32,914	\$29,479	(\$3,435)	\$179,306	\$176,874	(\$2,432)	\$353,748	51%
Payroll-Library Pages	\$9,075	\$10,963	\$1,888	\$31,215	\$65,780	\$34,565	\$131,561	24%
Payroll-Sundays	\$7,047	\$6,667	(\$380)	\$47,131	\$40,000	(\$7,131)	\$80,000	59%
Adjustments		\$833	\$833	\$3,121	\$5,000	\$1,879	\$10,000	31%
Substitutes	\$275	\$1,250	\$975	\$5,571	\$7,500	\$1,929	\$15,000	37%
Total Salaries	\$276,780	\$283,227	\$6,447	\$1,625,616	\$1,699,364	\$73,748	\$3,398,728	48%

Niles-Maine District Library Income Statement-Consolidated

December 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$14,916	\$14,833	(\$83)	\$89,991	\$89,000	(\$991)	\$178,000	51%
Books-Youth Services	\$6,574	\$6,667	\$92	\$33,107	\$40,000	\$6,893	\$80,000	41%
Books-Teen	\$728	\$1,271	\$543	\$6,392	\$7,625	\$1,233	\$15,250	42%
Downloadables	\$4,936	\$5,000	\$64	\$41,163	\$30,000	(\$11,163)	\$60,000	69%
Periodicals		\$2,742	\$2,742	\$13,623	\$16,450	\$2,827	\$32,900	41%
AV-Adult	\$8,785	\$10,417	\$1,631	\$48,566	\$62,500	\$13,934	\$125,000	39%
AV-Youth Services	\$2,385	\$3,467	\$1,081	\$18,866	\$20,800	\$1,934	\$41,600	45%
AV-Teen	\$1,666	\$979	(\$687)	\$5,055	\$5,875	\$820	\$11,750	43%
Online Databases	\$741	\$17,917	\$17,176	\$149,123	\$107,500	(\$41,623)	\$215,000	69%
Total Library Materials	\$40,733	\$63,292	\$22,559	\$405,886	\$379,750	(\$26,136)	\$759,500	53%
Library Operating Expenditures								
CCS Charges	\$6,516	\$6,522	\$7	\$39,094	\$39,135	\$41	\$78,269	50%
Processing & Supplies	\$375	\$2,083	\$1,708	\$25,466	\$12,500	(\$12,966)	\$25,000	102%
Internet Charges	\$1,183	\$1,533	\$350	(\$8,220)	\$9,200	\$17,420	\$18,400	(45)%
Software, Licenses	\$3,127	\$4,844	\$1,717	\$14,295	\$41,561	\$27,267	\$70,623	20%
Printing	\$6,255	\$3,708	(\$2,546)	\$16,491	\$22,950	\$6,459	\$45,200	36%
Library Supplies	(\$18)	\$692	\$710	\$702	\$4,150	\$3,448	\$8,300	8%
Programming & Support-Adult	\$3,013	\$2,953	(\$60)	\$21,948	\$17,720	(\$4,228)	\$35,440	62%
Programming & Support-Juvenile	\$2,778	\$3,327	\$549	\$19,764	\$19,962	\$198	\$39,925	50%
Programming & Support-Events	\$500	\$800	\$300	\$2,588	\$6,800	\$4,212	\$11,600	22%
Programming & Support-Teen	\$736	\$706	(\$29)	\$3,497	\$4,238	\$741	\$8,475	41%
Public Performing Rights	\$600		(\$600)	\$1,881	\$1,400	(\$481)	\$1,400	134%
Computer Charges OCLC	\$1,091	\$1,091		\$6,546	\$6,546	\$0	\$13,093	50%
Miscellaneous	\$235	\$83	(\$152)	\$1,054	\$500	(\$554)	\$1,000	105%
Per Capita Grant Expenditures	\$525	\$3,706	\$3,181	\$3,066	\$22,239	\$19,173	\$44,478	7%
Grant - Other Expenditures	\$100	\$83	(\$17)	\$850	\$500	(\$350)	\$1,000	85%
Volunteers		\$245	\$245	\$752	\$1,469	\$717	\$2,938	26%
Total Library Operating Expenditures	\$27,015	\$32,378	\$5,364	\$149,773	\$210,870	\$61,097	\$405,141	37%

Niles-Maine District Library
Income Statement-Consolidated

December 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	\$3,362	\$2,667	(\$695)	\$13,854	\$16,000	\$2,146	\$32,000	43%
Copiers	\$658	\$1,000	\$342	\$4,089	\$6,000	\$1,911	\$12,000	34%
Professional Development	\$4,162	\$3,915	(\$247)	\$14,815	\$23,491	\$8,676	\$46,982	32%
Mileage	\$102	\$296	\$194	\$1,173	\$1,775	\$602	\$3,550	33%
Professional Collection		\$300	\$300	\$402	\$1,800	\$1,398	\$3,600	11%
Legal Fees	\$123	\$1,000	\$877	\$4,322	\$6,000	\$1,678	\$12,000	36%
Consultants		\$2,250	\$2,250	\$3,200	\$13,500	\$10,300	\$27,000	12%
Kitchen Supplies		\$83	\$83	\$234	\$500	\$266	\$1,000	23%
Promotional Expense	\$559	\$2,500	\$1,941	\$9,334	\$15,000	\$5,665	\$30,000	31%
Office Supplies	\$1,936	\$1,500	(\$436)	\$14,336	\$9,000	(\$5,336)	\$18,000	80%
Postage & Freight	\$960	\$1,500	\$540	\$9,408	\$9,000	(\$408)	\$18,000	52%
Publication of Notices-Legal	\$45	\$100	\$55	\$528	\$600	\$72	\$1,200	44%
Subscriptions & Dues	\$565	\$705	\$140	\$4,034	\$4,232	\$199	\$8,465	48%
Collection Services	(\$22)	\$83	\$105	\$1,026	\$500	(\$526)	\$1,000	103%
Telephone	\$1,459	\$1,375	(\$84)	\$8,524	\$8,250	(\$274)	\$16,500	52%
Trustee Expense		\$500	\$500	\$321	\$3,000	\$2,679	\$6,000	5%
Payroll Service	\$1,215	\$1,375	\$160	\$7,248	\$8,250	\$1,002	\$16,500	44%
Bank Fees	\$15	\$208	\$193	(\$2,426)	\$1,250	\$3,676	\$2,500	(97)%
Parking Lease	\$881	\$881		\$5,286	\$5,286	\$0	\$10,572	50%
Total General and Administration	\$16,020	\$22,239	\$6,219	\$99,706	\$133,434	\$33,728	\$266,869	37%
Vehicle Operation								
Gas, Oil, Grease	\$50	\$83	\$33	\$228	\$500	\$272	\$1,000	23%
Repairs & Maintenance		\$150	\$150		\$900	\$900	\$1,800	
Miscellaneous		\$8	\$8		\$50	\$50	\$100	
Auto Insurance				\$1,586	\$1,586		\$1,586	100%
Total Vehicle Operation	\$50	\$242	\$192	\$1,814	\$3,036	\$1,222	\$4,486	40%

Niles-Maine District Library
Income Statement-Consolidated

December 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$19,651	\$519,583	\$499,932	\$651,354	\$617,500	(\$33,854)	\$735,000	89%
Group Health	\$41,295	\$44,167	\$2,872	\$246,009	\$265,000	\$18,991	\$530,000	46%
Health Reimbursement Account	\$2,867	\$5,500	\$2,633	\$21,878	\$33,000	\$11,122	\$66,000	33%
Dental	\$1,200	\$1,667	\$466	\$10,779	\$10,000	(\$779)	\$20,000	54%
Vision	\$420	\$583	\$163	\$3,257	\$3,500	\$243	\$7,000	47%
FSA fee	\$60	\$100	\$40	\$660	\$600	(\$60)	\$1,200	55%
Life, LTD, AD&D, STD	\$997	\$1,500	\$503	\$6,431	\$9,000	\$2,569	\$18,000	36%
Total Employee Fringe Benefits	\$66,490	\$573,100	\$506,610	\$940,368	\$938,600	(\$1,768)	\$1,377,200	68%
Utilities								
Gas	\$1,274	\$1,250	(\$24)	\$2,565	\$7,500	\$4,935	\$15,000	17%
Electric	\$5,701	\$8,333	\$2,632	\$44,633	\$50,000	\$5,367	\$100,000	45%
Water	\$290	\$667	\$376	\$5,845	\$4,000	(\$1,845)	\$8,000	73%
Total Utilities	\$7,266	\$10,250	\$2,984	\$53,043	\$61,500	\$8,457	\$123,000	43%
Capital Expenditures								
Special Reserve - Building		\$35,667	\$35,667	\$16,135	\$214,000	\$197,865	\$428,000	4%
Special Reserve - Equipment		\$10,000	\$10,000	\$8,421	\$60,000	\$51,579	\$120,000	7%
Total Capital Expenditures	\$0	\$45,667	\$45,667	\$24,556	\$274,000	\$249,444	\$548,000	4%
Audit								
Audit Expense	\$5,600		(\$5,600)	\$19,900	\$16,400	(\$3,500)	\$16,400	121%
Total Audit Expenditures	\$5,600	\$0	(\$5,600)	\$19,900	\$16,400	(\$3,500)	\$16,400	121%
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-Maine District Library
Income Statement-Consolidated

December 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$20,530	\$20,833	\$303	\$122,754	\$125,000	\$2,246	\$250,000	49%
Total Social Security Expenditures	\$20,530	\$20,833	\$303	\$122,754	\$125,000	\$2,246	\$250,000	49%
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	\$431	\$1,667	\$1,235	\$4,468	\$10,000	\$5,532	\$20,000	22%
Total Unemployment Compensation Expenditures	\$431	\$1,667	\$1,235	\$4,468	\$10,000	\$5,532	\$20,000	22%
Building & Equipment Maintenance								
Repairs & Improvements	\$1,666	\$4,667	\$3,001	\$37,470	\$28,000	(\$9,470)	\$56,000	67%
Contractual Maintenance	\$3,301	\$2,975	(\$326)	\$20,138	\$17,850	(\$2,288)	\$35,700	56%
Non-Contractual Maintenance	\$5,922	\$3,220	(\$2,702)	\$18,894	\$19,320	\$426	\$38,640	49%
Equipment Maintenance	\$231	\$1,750	\$1,519	\$10,288	\$10,500	\$212	\$21,000	49%
Non Capital Expenses		\$2,083	\$2,083	\$2,488	\$12,500	\$10,012	\$25,000	10%
Furniture & Fixtures		\$2,979	\$2,979	\$4,874	\$17,871	\$12,997	\$35,743	14%
Total Building & Equipment Maintenance Expenditures	\$11,120	\$17,674	\$6,553	\$94,153	\$106,041	\$11,889	\$212,083	44%
Total Expenditures	\$472,035	\$1,070,568	\$598,534	\$3,597,916	\$4,015,352	\$417,436	\$7,438,764	48%
NET SURPLUS/(DEFICIT)	(\$452,769)	(\$1,035,498)	\$582,729	(\$450,159)	(\$691,895)	\$241,736	(\$349,962)	129%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75826	Accounts Payable	Computer Check	1/17/2018	AFLAC	\$0.00	\$339.04	(\$339.04)	12/31/2017	Outstanding
75827	Accounts Payable	Computer Check	1/17/2018	ALGONQUIN AREA PUBLIC LIBR	\$0.00	\$24.99	(\$364.03)	12/31/2017	Outstanding
75828	Accounts Payable	Computer Check	1/17/2018	ALLIANCE ENTERTAINMENT	\$0.00	\$599.62	(\$963.65)	12/31/2017	Outstanding
75829	Accounts Payable	Computer Check	1/17/2018	AMARK INDUSTRIES	\$0.00	\$2,367.40	(\$3,331.05)	12/31/2017	Outstanding
75830	Accounts Payable	Computer Check	1/17/2018	SYNCB/ AMAZON	\$0.00	\$194.37	(\$3,525.42)	12/31/2017	Outstanding
75831	Accounts Payable	Computer Check	1/17/2018	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$414.00	(\$3,939.42)	12/31/2017	Outstanding
75832	Accounts Payable	Computer Check	1/17/2018	Angrypox Exhibit Services, LLC	\$0.00	\$500.00	(\$4,439.42)	12/31/2017	Outstanding
75833	Accounts Payable	Computer Check	1/17/2018	ASSA ABLOY ENTRANCE SYSTEM	\$0.00	\$567.22	(\$5,006.64)	12/31/2017	Outstanding
75834	Accounts Payable	Computer Check	1/17/2018	AT&T	\$0.00	\$43.73	(\$5,050.37)	12/31/2017	Outstanding
75835	Accounts Payable	Computer Check	1/17/2018	AT&T	\$0.00	\$384.22	(\$5,434.59)	12/31/2017	Outstanding
75836	Accounts Payable	Computer Check	1/17/2018	AURORA SIGN COMPANY	\$0.00	\$675.00	(\$6,109.59)	12/31/2017	Outstanding
75837	Accounts Payable	Computer Check	1/17/2018	AUTOMATIC BUILDING CONTRO	\$0.00	\$564.00	(\$6,673.59)	12/31/2017	Outstanding
75838	Accounts Payable	Computer Check	1/17/2018	BAKER & TAYLOR	\$0.00	\$96.23	(\$6,769.82)	12/31/2017	Outstanding
75839	Accounts Payable	Computer Check	1/17/2018	BETSEY MEANS	\$0.00	\$350.00	(\$7,119.82)	12/31/2017	Outstanding
75840	Accounts Payable	Computer Check	1/17/2018	BLICK ART MATERIALS	\$0.00	\$27.48	(\$7,147.30)	12/31/2017	Outstanding
75841	Accounts Payable	Computer Check	1/17/2018	C. ACITELLI HEATING & PIPING	\$0.00	\$532.52	(\$7,679.82)	12/31/2017	Outstanding
75842	Accounts Payable	Computer Check	1/17/2018	CALL ONE	\$0.00	\$1,238.43	(\$8,918.25)	12/31/2017	Outstanding
75843	Accounts Payable	Computer Check	1/17/2018	ARIANNE CAREY	\$0.00	\$31.24	(\$8,949.49)	12/31/2017	Outstanding
75844	Accounts Payable	Computer Check	1/17/2018	CENGAGE LEARNING, INC.	\$0.00	\$1,765.28	(\$10,714.77)	12/31/2017	Outstanding
75845	Accounts Payable	Computer Check	1/17/2018	CFRA	\$0.00	\$205.00	(\$10,919.77)	12/31/2017	Outstanding
75846	Accounts Payable	Computer Check	1/17/2018	Charles Menicocci	\$0.00	\$100.00	(\$11,019.77)	12/31/2017	Outstanding
75847	Accounts Payable	Computer Check	1/17/2018	CINTAS CORPORATION LOC. 769	\$0.00	\$774.00	(\$11,793.77)	12/31/2017	Outstanding
75848	Accounts Payable	Computer Check	1/17/2018	COMED	\$0.00	\$5,701.42	(\$17,495.19)	12/31/2017	Outstanding
75849	Accounts Payable	Computer Check	1/17/2018	COMMUNICATION REVOLVING F	\$0.00	\$478.00	(\$17,973.19)	12/31/2017	Outstanding
75850	Accounts Payable	Computer Check	1/17/2018	COOPERATIVE COMPUTER SERV	\$0.00	\$7,606.72	(\$25,579.91)	12/31/2017	Outstanding
75851	Accounts Payable	Computer Check	1/17/2018	COVERALL NORTH AMERICA, IN	\$0.00	\$5,700.00	(\$31,279.91)	12/31/2017	Outstanding
75852	Accounts Payable	Computer Check	1/17/2018	CECILIA CYGNAR	\$0.00	\$17.04	(\$31,296.95)	12/31/2017	Outstanding
75853	Accounts Payable	Computer Check	1/17/2018	DAVID DABROWSKI	\$0.00	\$41.73	(\$31,338.68)	12/31/2017	Outstanding
75854	Accounts Payable	Computer Check	1/17/2018	Deepthi Chiruvuri	\$0.00	\$150.00	(\$31,488.68)	12/31/2017	Outstanding
75855	Accounts Payable	Computer Check	1/17/2018	DEMCO, INC.	\$0.00	\$85.69	(\$31,574.37)	12/31/2017	Outstanding
75856	Accounts Payable	Computer Check	1/17/2018	DES PLAINES PUBLIC LIBRARY	\$0.00	\$110.94	(\$31,685.31)	12/31/2017	Outstanding
75857	Accounts Payable	Computer Check	1/17/2018	EASYPERMITS POSTAGE	\$0.00	\$927.53	(\$32,612.84)	12/31/2017	Outstanding
75858	Accounts Payable	Computer Check	1/17/2018	ENCYCLOPAEDIA BRITANNICA, I	\$0.00	\$61.90	(\$32,674.74)	12/31/2017	Outstanding
75859	Accounts Payable	Computer Check	1/17/2018	FIFTH THIRD BANK	\$0.00	\$1,674.90	(\$34,349.64)	12/31/2017	Outstanding
75860	Accounts Payable	Computer Check	1/17/2018	FINDAWAY WORLD, LLC	\$0.00	\$254.94	(\$34,604.58)	12/31/2017	Outstanding
75861	Accounts Payable	Computer Check	1/17/2018	Fire & Security Systems, Inc	\$0.00	\$150.00	(\$34,754.58)	12/31/2017	Outstanding
75862	Accounts Payable	Computer Check	1/17/2018	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$35,150.58)	12/31/2017	Outstanding
75863	Accounts Payable	Computer Check	1/17/2018	FREMONT PUBLIC LIBRARY	\$0.00	\$27.95	(\$35,178.53)	12/31/2017	Outstanding
75864	Accounts Payable	Computer Check	1/17/2018	DOROTHEA FRISBIE	\$0.00	\$80.24	(\$35,258.77)	12/31/2017	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75865	Accounts Payable	Computer Check	1/17/2018	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,159.74	(\$37,418.51)	12/31/2017	Outstanding
75866	Accounts Payable	Computer Check	1/17/2018	GRAINGER	\$0.00	\$219.84	(\$37,638.35)	12/31/2017	Outstanding
75867	Accounts Payable	Computer Check	1/17/2018	Great Lakes Elevator Service, Inc	\$0.00	\$150.00	(\$37,788.35)	12/31/2017	Outstanding
75868	Accounts Payable	Computer Check	1/17/2018	GREY HOUSE PUBLISHING	\$0.00	\$328.95	(\$38,117.30)	12/31/2017	Outstanding
75869	Accounts Payable	Computer Check	1/17/2018	GROOT INDUSTRIES, INC.	\$0.00	\$222.27	(\$38,339.57)	12/31/2017	Outstanding
75870	Accounts Payable	Computer Check	1/17/2018	HEALTHCARE SERVICE CORPOR	\$0.00	\$47,803.98	(\$86,143.55)	12/31/2017	Outstanding
75871	Accounts Payable	Computer Check	1/17/2018	IHS GLOBAL INC.	\$0.00	\$1,305.00	(\$87,448.55)	12/31/2017	Outstanding
75872	Accounts Payable	Computer Check	1/17/2018	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$150.00	(\$87,598.55)	12/31/2017	Outstanding
75873	Accounts Payable	Computer Check	1/17/2018	INGRAM LIBRARY SERVICES	\$0.00	\$16,806.49	(\$104,405.04)	12/31/2017	Outstanding
75874	Accounts Payable	Computer Check	1/17/2018	IRON MOUNTAIN	\$0.00	\$235.26	(\$104,640.30)	12/31/2017	Outstanding
75875	Accounts Payable	Computer Check	1/17/2018	Jeanie B! Music	\$0.00	\$500.00	(\$105,140.30)	12/31/2017	Outstanding
75876	Accounts Payable	Computer Check	1/17/2018	JOAN MCGEE	\$0.00	\$75.00	(\$105,215.30)	12/31/2017	Outstanding
75877	Accounts Payable	Computer Check	1/17/2018	JOAN MCGEE	\$0.00	\$225.00	(\$105,440.30)	12/31/2017	Outstanding
75878	Accounts Payable	Computer Check	1/17/2018	Jorge Perez	\$0.00	\$150.00	(\$105,590.30)	12/31/2017	Outstanding
75879	Accounts Payable	Computer Check	1/17/2018	Jorge Perez	\$0.00	\$150.00	(\$105,740.30)	12/31/2017	Outstanding
75880	Accounts Payable	Computer Check	1/17/2018	Joseph Sullivan	\$0.00	\$25.64	(\$105,765.94)	12/31/2017	Outstanding
75881	Accounts Payable	Computer Check	1/17/2018	Kate Hannigan	\$0.00	\$500.00	(\$106,265.94)	12/31/2017	Outstanding
75882	Accounts Payable	Computer Check	1/17/2018	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$123.00	(\$106,388.94)	12/31/2017	Outstanding
75883	Accounts Payable	Computer Check	1/17/2018	KONICA MINOLTA BUSINESS SO	\$0.00	\$658.41	(\$107,047.35)	12/31/2017	Outstanding
75884	Accounts Payable	Computer Check	1/17/2018	KOREAN BOOKS	\$0.00	\$564.24	(\$107,611.59)	12/31/2017	Outstanding
75885	Accounts Payable	Computer Check	1/17/2018	BERNADETТА KORYCIARZ	\$0.00	\$150.00	(\$107,761.59)	12/31/2017	Outstanding
75886	Accounts Payable	Computer Check	1/17/2018	LAKESIDE FLUTES	\$0.00	\$250.00	(\$108,011.59)	12/31/2017	Outstanding
75887	Accounts Payable	Computer Check	1/17/2018	LIBRARIES FIRST	\$0.00	\$500.00	(\$108,511.59)	12/31/2017	Outstanding
75888	Accounts Payable	Computer Check	1/17/2018	Lidia Caudi	\$0.00	\$14.99	(\$108,526.58)	12/31/2017	Outstanding
75889	Accounts Payable	Computer Check	1/17/2018	Mahrukh Umrani	\$0.00	\$100.00	(\$108,626.58)	12/31/2017	Outstanding
75890	Accounts Payable	Computer Check	1/17/2018	MAKERBOT INDUSTRIES LLC	\$0.00	\$307.91	(\$108,934.49)	12/31/2017	Outstanding
75891	Accounts Payable	Computer Check	1/17/2018	MANAGEMENT ASSOCIATION	\$0.00	\$1,200.00	(\$110,134.49)	12/31/2017	Outstanding
75892	Accounts Payable	Computer Check	1/17/2018	MARK G. NICHOLS	\$0.00	\$300.00	(\$110,434.49)	12/31/2017	Outstanding
75893	Accounts Payable	Computer Check	1/17/2018	MARY MILLER	\$0.00	\$162.75	(\$110,597.24)	12/31/2017	Outstanding
75894	Accounts Payable	Computer Check	1/17/2018	MATTHEW BENDER & CO., INC.	\$0.00	\$201.64	(\$110,798.88)	12/31/2017	Outstanding
75895	Accounts Payable	Computer Check	1/17/2018	Maureen A Crimmins	\$0.00	\$59.95	(\$110,858.83)	12/31/2017	Outstanding
75896	Accounts Payable	Computer Check	1/17/2018	MCCLURE INSERRA & COMPANY	\$0.00	\$2,100.00	(\$112,958.83)	12/31/2017	Outstanding
75897	Accounts Payable	Computer Check	1/17/2018	MELISSA MAYBERRY	\$0.00	\$175.00	(\$113,133.83)	12/31/2017	Outstanding
75898	Accounts Payable	Computer Check	1/17/2018	MENARDS	\$0.00	\$751.39	(\$113,885.22)	12/31/2017	Outstanding
75899	Accounts Payable	Computer Check	1/17/2018	MIDWEST TAPE	\$0.00	\$10,491.04	(\$124,376.26)	12/31/2017	Outstanding
75900	Accounts Payable	Computer Check	1/17/2018	MORE THAN SCORES THAN TES	\$0.00	\$150.00	(\$124,526.26)	12/31/2017	Outstanding
75901	Accounts Payable	Computer Check	1/17/2018	MULTICULTURAL BOOKS & VID	\$0.00	\$2,466.80	(\$126,993.06)	12/31/2017	Outstanding
75902	Accounts Payable	Computer Check	1/17/2018	MWM Consulting Group, Inc.	\$0.00	\$3,500.00	(\$130,493.06)	12/31/2017	Outstanding
75903	Accounts Payable	Computer Check	1/17/2018	NICOR GAS	\$0.00	\$1,274.08	(\$131,767.14)	12/31/2017	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75904	Accounts Payable	Computer Check	1/17/2018	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$132,648.14)	12/31/2017	Outstanding
75905	Accounts Payable	Computer Check	1/17/2018	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$133,396.14)	12/31/2017	Outstanding
75906	Accounts Payable	Computer Check	1/17/2018	OMNIGRAPHICS, INC.	\$0.00	\$141.55	(\$133,537.69)	12/31/2017	Outstanding
75907	Accounts Payable	Computer Check	1/17/2018	MICHAELENE ORZECOWSKI	\$0.00	\$17.12	(\$133,554.81)	12/31/2017	Outstanding
75908	Accounts Payable	Computer Check	1/17/2018	OVERDRIVE, INC.	\$0.00	\$4,908.45	(\$138,463.26)	12/31/2017	Outstanding
75909	Accounts Payable	Computer Check	1/17/2018	PARK RIDGE PUBLIC LIBRARY	\$0.00	\$11.99	(\$138,475.25)	12/31/2017	Outstanding
75910	Accounts Payable	Computer Check	1/17/2018	PEAPOD	\$0.00	\$125.82	(\$138,601.07)	12/31/2017	Outstanding
75911	Accounts Payable	Computer Check	1/17/2018	PITNEY BOWES INC.	\$0.00	\$28.45	(\$138,629.52)	12/31/2017	Outstanding
75912	Accounts Payable	Computer Check	1/17/2018	PLIC - SBD GRAND ISLAND	\$0.00	\$997.16	(\$139,626.68)	12/31/2017	Outstanding
75913	Accounts Payable	Computer Check	1/17/2018	POLONIA BOOKSTORE, INC.	\$0.00	\$119.67	(\$139,746.35)	12/31/2017	Outstanding
75914	Accounts Payable	Computer Check	1/17/2018	PROSPECT HEIGHTS PUBLIC LIB	\$0.00	\$8.00	(\$139,754.35)	12/31/2017	Outstanding
75915	Accounts Payable	Computer Check	1/17/2018	JOHN RADZKO	\$0.00	\$9.63	(\$139,763.98)	12/31/2017	Outstanding
75916	Accounts Payable	Computer Check	1/17/2018	RAINBOW AAT	\$0.00	\$50.00	(\$139,813.98)	12/31/2017	Outstanding
75917	Accounts Payable	Computer Check	1/17/2018	RECORDED BOOKS, LLC	\$0.00	\$194.60	(\$140,008.58)	12/31/2017	Outstanding
75918	Accounts Payable	Computer Check	1/17/2018	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$140,558.58)	12/31/2017	Outstanding
75919	Accounts Payable	Computer Check	1/17/2018	Ryan S Higgins	\$0.00	\$14.95	(\$140,573.53)	12/31/2017	Outstanding
75920	Accounts Payable	Computer Check	1/17/2018	Samra Masood	\$0.00	\$150.00	(\$140,723.53)	12/31/2017	Outstanding
75921	Accounts Payable	Computer Check	1/17/2018	Sergio Zetina	\$0.00	\$14.99	(\$140,738.52)	12/31/2017	Outstanding
75922	Accounts Payable	Computer Check	1/17/2018	CLARA SHEFFER	\$0.00	\$26.05	(\$140,764.57)	12/31/2017	Outstanding
75923	Accounts Payable	Computer Check	1/17/2018	SHELL	\$0.00	\$49.91	(\$140,814.48)	12/31/2017	Outstanding
75924	Accounts Payable	Computer Check	1/17/2018	SMITHEREEN PEST MANAGEMEN	\$0.00	\$228.00	(\$141,042.48)	12/31/2017	Outstanding
75925	Accounts Payable	Computer Check	1/17/2018	Sophia Maglalang	\$0.00	\$17.99	(\$141,060.47)	12/31/2017	Outstanding
75926	Accounts Payable	Computer Check	1/17/2018	State Chemical Solutions	\$0.00	\$203.30	(\$141,263.77)	12/31/2017	Outstanding
75927	Accounts Payable	Computer Check	1/17/2018	STERLING NETWORK INTEGRATI	\$0.00	\$3,126.50	(\$144,390.27)	12/31/2017	Outstanding
75928	Accounts Payable	Computer Check	1/17/2018	SUPERIOR COPIES	\$0.00	\$166.09	(\$144,556.36)	12/31/2017	Outstanding
75929	Accounts Payable	Computer Check	1/17/2018	THE SHAKESPEARE PROJECT OF C	\$0.00	\$850.00	(\$145,406.36)	12/31/2017	Outstanding
75930	Accounts Payable	Computer Check	1/17/2018	THE SOCIETY FOR ARTS	\$0.00	\$600.00	(\$146,006.36)	12/31/2017	Outstanding
75931	Accounts Payable	Computer Check	1/17/2018	SASHA VASILIC	\$0.00	\$22.47	(\$146,028.83)	12/31/2017	Outstanding
75932	Accounts Payable	Computer Check	1/17/2018	VERIZON WIRELESS	\$0.00	\$176.95	(\$146,205.78)	12/31/2017	Outstanding
75933	Accounts Payable	Computer Check	1/17/2018	VILLAGE OF NILES	\$0.00	\$290.40	(\$146,496.18)	12/31/2017	Outstanding
75934	Accounts Payable	Computer Check	1/17/2018	VISA	\$0.00	\$4,787.47	(\$151,283.65)	12/31/2017	Outstanding
75935	Accounts Payable	Computer Check	1/17/2018	VISION SERVICE PLAN OF ILLINO	\$0.00	\$470.05	(\$151,753.70)	12/31/2017	Outstanding
75936	Accounts Payable	Computer Check	1/17/2018	VISOGRAPHIC	\$0.00	\$5,941.36	(\$157,695.06)	12/31/2017	Outstanding
75937	Accounts Payable	Computer Check	1/17/2018	SUZANNE WULF	\$0.00	\$78.98	(\$157,774.04)	12/31/2017	Outstanding
75938	Accounts Payable	Computer Check	1/17/2018	X-PERT LANDSCAPING INC.	\$0.00	\$270.00	(\$158,044.04)	12/31/2017	Outstanding
75939	Accounts Payable	Computer Check	1/17/2018	Yvonne Maffei	\$0.00	\$500.00	(\$158,544.04)	12/31/2017	Outstanding

Niles-Maine District Library Bank Register Report - Checking

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

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$158,544.04)
Total Payments:	(\$158,544.04)
Total Change in Register Balance:	(\$158,544.04)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 17, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75826	\$339.04	AFLAC	\$339.04	-- EE Payments - December	01-2140-00-00	Payroll Clearing
75827	\$24.99	ALGONQUIN AREA PUBLIC LIBRARY	\$24.99	-- Lost Book Item #31488003534435	01-3620-36-00	Lost Books
75828	\$599.62	ALLIANCE ENTERTAINMENT	\$245.00	-- Materials	01-4433-44-00	AV-Adult
75828	\$599.62	ALLIANCE ENTERTAINMENT	\$354.62	-- Materials	01-4433-44-00	AV-Adult
75829	\$2,367.40	AMARK INDUSTRIES	\$1,942.78	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75829	\$2,367.40	AMARK INDUSTRIES	\$424.62	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75830	\$194.37	SYNCB/ AMAZON	\$79.82	-- PO #83032 -111-43278976857025	01-5323-53-03	Programming & Support-Adult-Digital Services
75830	\$194.37	SYNCB/ AMAZON	\$97.49	-- PO #83037 -114-9982438-3393037	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75830	\$194.37	SYNCB/ AMAZON	\$17.06	-- PO #83037 -114-9982438-3393037	01-5320-53-07	Printing-Marketing & PR Services
75831	\$414.00	AMERICAN LIBRARY ASSOCIATION	\$201.00	-- Membership Renewal M.Miller	01-5461-54-02	Subscriptions & Dues-Youth Services
75831	\$414.00	AMERICAN LIBRARY ASSOCIATION	\$213.00	-- Membership Renewal D Frisbie	01-5461-54-01	Subscriptions & Dues-Adult Services
75832	\$500.00	Angrypop Exhibit Services, LLC	\$500.00	-- Program Sox vs. Cubs Exhibit	01-5325-53-01	Programming & Support-Events-Adult Services
75833	\$567.22	ASSA ABLOY ENTRANCE SYSTEMS US INC.	\$567.22	-- Repairs & Services	08-6720-67-00	Contractual Maintenance
75834	\$43.73	AT&T	\$43.73	-- Monthly Services 11/17-12/16/2017	01-5465-54-09	Telephone-Administrative Services
75835	\$384.22	AT&T	\$384.22	-- Internet Connection	01-5312-53-06	Internet Charges-IT Services
75836	\$675.00	AURORA SIGN COMPANY	\$675.00	-- LED Lamp Board	08-6710-67-00	Repairs & Improvements
75837	\$564.00	AUTOMATIC BUILDING CONTROLS	\$564.00	-- Qtrly Billing January 2018 ~ March 2018	08-6720-67-00	Contractual Maintenance
75838	\$96.23	BAKER & TAYLOR	\$16.47	-- Materials	01-4414-44-00	Books-Youth Services
75838	\$96.23	BAKER & TAYLOR	\$79.76	-- Materials	01-4414-44-00	Books-Youth Services
75839	\$350.00	BETSEY MEANS	\$350.00	-- Program Mother Jones-The March of the Mill Children	01-5323-53-01	Programming & Support-Adult-Adult Services
75840	\$27.48	BLICK ART MATERIALS	\$27.48	-- Program Supplies Kidspac	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75841	\$532.52	C. ACITELLI HEATING & PIPING	\$532.52	-- New Cover & Labor IT Closet	08-6710-67-00	Repairs & Improvements
75842	\$1,238.43	CALL ONE	\$1,238.43	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
75843	\$31.24	ARIANNE CAREY	\$31.24	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
75844	\$1,765.28	CENGAGE LEARNING, INC.	\$150.69	-- Materials	01-4413-44-00	Books-Adult
75844	\$1,765.28	CENGAGE LEARNING, INC.	\$181.43	-- Materials	01-4413-44-00	Books-Adult
75844	\$1,765.28	CENGAGE LEARNING, INC.	\$94.39	-- Materials	01-4413-44-00	Books-Adult
75844	\$1,765.28	CENGAGE LEARNING, INC.	\$23.99	-- Materials	01-4413-44-00	Books-Adult
75844	\$1,765.28	CENGAGE LEARNING, INC.	\$102.36	-- Materials	01-4413-44-00	Books-Adult
75844	\$1,765.28	CENGAGE LEARNING, INC.	\$153.56	-- Materials	01-4413-44-00	Books-Adult
75844	\$1,765.28	CENGAGE LEARNING, INC.	\$65.22	-- Materials	01-4413-44-00	Books-Adult
75844	\$1,765.28	CENGAGE LEARNING, INC.	\$51.73	-- Materials	01-4413-44-00	Books-Adult
75844	\$1,765.28	CENGAGE LEARNING, INC.	\$80.96	-- Materials	01-4413-44-00	Books-Adult
75844	\$1,765.28	CENGAGE LEARNING, INC.	\$741.00	-- Materials	01-4487-44-00	Online Databases
75844	\$1,765.28	CENGAGE LEARNING, INC.	\$47.98	-- Materials	01-4413-44-00	Books-Adult
75844	\$1,765.28	CENGAGE LEARNING, INC.	\$71.97	-- Materials	01-4413-44-00	Books-Adult
75845	\$205.00	CFRA	\$205.00	-- Materials	01-4413-44-00	Books-Adult
75846	\$100.00	Charles Menicocci	\$100.00	-- Gradute Student Transcriber Nillson Veterans History	01-5352-53-01	Grant - Other Expenditures-Adult Services
75847	\$774.00	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
75847	\$774.00	CINTAS CORPORATION LOC. 769	\$190.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
75847	\$774.00	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
75847	\$774.00	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
75847	\$774.00	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
75848	\$5,701.42	COMED	\$5,701.42	-- 11/03 ~12/06/2017 33 Days	01-5720-57-00	Electric
75849	\$478.00	COMMUNICATION REVOLVING FUND	\$478.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
75850	\$7,606.72	COOPERATIVE COMPUTER SERVICE	\$6,515.65	-- CCS Membership Fee December 2017	01-5310-53-09	CCS Charges-Administration

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 17, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75850	\$7,606.72	COOPERATIVE COMPUTER SERVICE	\$1,091.07	-- OCLC JED Charge December	01-5329-53-09	Computer Charges OCLC-Administrative Services
75851	\$5,700.00	COVERALL NORTH AMERICA, INC.	\$2,900.00	-- Monthly Service November	08-6730-67-00	Non-Contractual Maintenance
75851	\$5,700.00	COVERALL NORTH AMERICA, INC.	\$2,800.00	-- Monthly Service December	08-6730-67-00	Non-Contractual Maintenance
75852	\$17.04	CECILIA CYGNAR	\$2.09	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
75852	\$17.04	CECILIA CYGNAR	\$14.95	-- EE Reimbursement	01-5323-53-01	Programming & Support-Adult-Adult Services
75853	\$41.73	DAVID DABROWSKI	\$41.73	-- EE Mileage Reimbursement	01-5431-54-05	Mileage-Maintenance Services
75854	\$150.00	Deepthi Chiruvuri	\$150.00	-- Program Hooray for Bolly DanceFit	01-5323-53-01	Programming & Support-Adult-Adult Services
75855	\$85.69	DEMCO, INC.	\$85.69	-- PO # 83057 Supplies	01-5322-53-08	Library Supplies-Patron Services
75856	\$110.94	DES PLAINES PUBLIC LIBRARY	\$19.00	-- Lost Book Refund Item #31468009269822	01-3620-36-00	Lost Books
75856	\$110.94	DES PLAINES PUBLIC LIBRARY	\$16.95	-- Lost Book Item # 31468011023175	01-3620-36-00	Lost Books
75856	\$110.94	DES PLAINES PUBLIC LIBRARY	\$35.00	-- Lost Book Item #31468004344059	01-3620-36-00	Lost Books
75856	\$110.94	DES PLAINES PUBLIC LIBRARY	\$39.99	-- Lost Book Item #31468010996934	01-3620-36-00	Lost Books
75857	\$927.53	EASYPERMIT POSTAGE	\$500.00	-- Replenish Postage	01-5458-54-09	Postage & Freight-Administrative Services
75857	\$927.53	EASYPERMIT POSTAGE	\$427.53	-- Patron Service Meter	01-5458-54-08	Postage & Freight-Patron Services
75858	\$61.90	ENCYCLOPAEDIA BRITANNICA, INC.	\$61.90	-- Materials	01-4413-44-00	Books-Adult
75859	\$1,674.90	FIFTH THIRD BANK	\$1,674.90	-- FSA Employee Payments	01-1125-00-00	Cash-Flexible Spending Account
75860	\$254.94	FINDAWAY WORLD, LLC	\$254.94	-- Materials	01-4434-44-00	AV-Youth Services
75861	\$150.00	Fire & Security Systems, Inc	\$150.00	-- Firs Alarm/Radio Monitoring 01/01 ~ 03/31/2018	08-6720-67-00	Contractual Maintenance
75862	\$396.00	FLEXSOURCE, LLC	\$60.00	-- Monthly Fees -FSA/HRA Health & Dental	01-5633-56-00	FSA fee
75862	\$396.00	FLEXSOURCE, LLC	\$156.00	-- Monthly Fees -FSA/HRA Health & Dental	01-5625-56-00	Health Reimbursement Account
75862	\$396.00	FLEXSOURCE, LLC	\$180.00	-- Monthly Fees -FSA/HRA Health & Dental	01-5630-56-00	Dental
75863	\$27.95	FREMONT PUBLIC LIBRARY	\$27.95	-- Lost Book Refund Item 35160843	01-3620-36-00	Lost Books
75864	\$80.24	DOROTHEA FRISBIE	\$32.26	-- EE Reimbursement - Senior Coffee Hour	01-5323-53-01	Programming & Support-Adult-Adult Services
75864	\$80.24	DOROTHEA FRISBIE	\$47.98	-- EE Reimbursement - Low Vision Group Mtg	01-5323-53-01	Programming & Support-Adult-Adult Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$21.95	-- Supplies	01-5457-54-09	Office Supplies-Administrative Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$132.34	-- Supplies	01-5457-54-09	Office Supplies-Administrative Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$31.98	-- Supplies	01-5457-54-04	Office Supplies-Tech Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$1.25	-- Supplies	01-5457-54-08	Office Supplies-Patron Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$92.00	-- Supplies	01-5457-54-01	Office Supplies-Adult Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$891.67	-- Supplies	01-5457-54-09	Office Supplies-Administrative Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$254.25	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$104.80	-- Chairmat -	08-6710-67-00	Repairs & Improvements
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$79.33	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$30.00	-- Office Supplies	01-5457-54-08	Office Supplies-Patron Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$37.99	-- Office Supplies	01-5457-54-06	Office Supplies-IT Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$21.99	-- Office Supplies	01-5457-54-03	Office Supplies-Digital Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$14.99	-- Office Supplies	01-5457-54-03	Office Supplies-Digital Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$8.99	-- Office Supplies	01-5457-54-04	Office Supplies-Tech Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$43.62	-- Office Supplies	01-5457-54-07	Office Supplies-Marketing & PR Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$14.97	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$14.99	-- Office Supplies	01-5457-54-03	Office Supplies-Digital Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$180.42	-- Supplies	01-5457-54-02	Office Supplies-Youth Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$140.36	-- Supplies	01-5457-54-09	Office Supplies-Administrative Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$85.63	-- Supplies	01-5457-54-04	Office Supplies-Tech Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$14.99	-- Office Supplies	01-5457-54-03	Office Supplies-Digital Services
75865	\$2,159.74	GARVEY'S OFFICE PRODUCTS	\$13.72	-- Office Supplies	01-5457-54-04	Office Supplies-Tech Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 17, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75866	\$219.84	GRAINGER	\$219.84	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75867	\$150.00	Great Lakes Elevator Service, Inc	\$150.00	-- Pit Ladder Project	08-6710-67-00	Repairs & Improvements
75868	\$328.95	GREY HOUSE PUBLISHING	\$328.95	-- Materials	01-4413-44-00	Books-Adult
75869	\$222.27	GROOT INDUSTRIES, INC.	\$222.27	-- Monthly Service Garbage/Recycling	08-6730-67-00	Non-Contractual Maintenance
75870	\$47,803.98	HEALTHCARE SERVICE CORPORATION	\$47,803.98	-- Group Medical Insurance - January 2018	01-5620-56-00	Group Health
75871	\$1,305.00	IHS GLOBAL INC.	\$1,305.00	-- Materials	01-4413-44-00	Books-Adult
75872	\$150.00	ILLINOIS LIBRARY ASSOCIATION	\$150.00	-- Membership Renewal - Dodie Frisbe	01-5461-54-01	Subscriptions & Dues-Adult Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$245.62	-- Materials	01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$1,165.15	-- Materials	01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$24.74	-- Materials	01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$57.27	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$50.34	-- Materials	01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$19.78	-- Materials	01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$33.52	-- Materials	01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$227.96	-- Materials	01-4435-44-00	AV-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$332.51	-- Materials	01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$11.24	-- Materials	01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$911.01	-- Materials	01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$313.13	-- Materials	01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$35.19	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$56.55	-- Materials	01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$71.31	-- Materials	01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$23.34	-- Materials	01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$69.16	-- Materials	01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$20.81	-- Materials	01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$169.03	-- Materials	01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$28.18	-- Materials	01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$49.53	-- Materials	01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$393.61	-- Materials	01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$121.00	-- Materials	01-4435-44-00	AV-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$15.18	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$46.76	-- Materials	01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$32.97	-- Materials	01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$11.98	-- Materials	01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$262.72	-- Materials	01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$16.04	-- Materials	01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$341.79	-- Materials	01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$18.63	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$79.93	-- Materials	01-4413-44-00	Books-Adult

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 17, 2018

Check#	Total Check	Payee Name	Amount	Description	Account#	Account description
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$17.99 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$395.06 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$497.91 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$15.18 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$83.59 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$22.46 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$2.07 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$80.79 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$50.16 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$2.07 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$17.36 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$54.71 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$8.37 -- Materials		01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$1.38 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$38.47 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$7.17 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$77.64 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$7.77 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$77.16 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$18.64 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$294.38 -- Materials		01-4435-44-00	AV-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$81.74 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$53.88 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$4.83 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$496.16 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$490.20 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$30.36 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$189.85 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$338.01 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$9.66 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$393.53 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$215.48 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$8.97 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$514.12 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$5.52 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$22.60 -- Materials		01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$0.69 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$212.85 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$47.92 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$18.05 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$68.48 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$3.45 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$25.73 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$1.38 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$129.56 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$24.84 -- Materials		01-4414-44-00	Books-Youth Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 17, 2018

Check#	Total Check	Payee Name	Amount	Description	Account#	Account description
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$1.38 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$392.72 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$267.59 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$5.99 -- Materials		01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$9.66 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$112.41 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$5.99 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$16.72 -- Materials		01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$2.07 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$334.95 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$678.96 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$17.94 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$562.07 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$31.12 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$6.90 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$98.21 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$13.55 -- Materials		01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$85.47 -- Materials		01-4435-44-00	AV-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$1.38 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$85.04 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$10.16 -- Materials		01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$86.21 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$2.07 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$131.85 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$11.99 -- Materials		01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$45.04 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$2.07 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$67.70 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$28.16 -- Materials		01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$17.39 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$39.58 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$136.73 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$21.87 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$15.60 -- Materials		01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$523.78 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$19.50 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$6.59 -- Materials		01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$43.47 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$20.88 -- Materials		01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$235.89 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$35.94 -- Materials		01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$6.90 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$8.39 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$436.89 -- Materials		01-4435-44-00	AV-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$263.91 -- Materials		01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$2.76 -- Materials		01-5311-53-04	Processing & Supplies-Tech Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 17, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$103.16	-- Materials	01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$10.79	-- Materials	01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$62.13	-- Materials	01-4413-44-00	Books-Adult
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$996.38	-- Materials	01-4414-44-00	Books-Youth Services
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$43.48	-- Materials	01-4415-44-00	Books-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$159.99	-- Materials	01-4435-44-00	AV-Teen
75873	\$16,806.49	INGRAM LIBRARY SERVICES	\$31.05	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75874	\$235.26	IRON MOUNTAIN	\$235.26	-- Off Site Monthly Charge	01-5350-53-09	Miscellaneous-Administrative Services
75875	\$500.00	Jeanie B! Music	\$500.00	-- Program Live Music Bibliobop	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75876	\$75.00	JOAN MCGEE	\$75.00	-- Program Senior Coffe Hour - chair Yoga	01-5323-53-01	Programming & Support-Adult-Adult Services
75877	\$225.00	JOAN MCGEE	\$225.00	-- Program Yoga for Kids	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75878	\$150.00	Jorge Perez	\$150.00	-- Program -January Spanish Storytime	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75879	\$150.00	Jorge Perez	\$150.00	-- Program - February Spanish Storytime	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75880	\$25.64	Joseph Sullivan	\$25.64	-- Lost Book Refund Item #31491010719478	01-3620-36-00	Lost Books
75881	\$500.00	Kate Hannigan	\$500.00	-- Program Battle of the Books Ceremony	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75882	\$123.00	KLEIN, THORPE & JENKINS, LTD.	\$123.00	-- Misc Services	01-5450-54-09	Legal Fees-Administrative Services
75883	\$658.41	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$277.22	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75883	\$658.41	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$224.92	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75883	\$658.41	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$156.27	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75884	\$564.24	KOREAN BOOKS	\$314.38	-- Materials	01-4413-44-00	Books-Adult
75884	\$564.24	KOREAN BOOKS	\$249.86	-- Materials	01-4413-44-00	Books-Adult
75885	\$150.00	BERNADETТА KORYCIARZ	\$150.00	-- Program Polish Story Time	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75886	\$250.00	LAKESIDE FLUTES	\$250.00	-- Program Lakeside Flute Concert	01-5323-53-01	Programming & Support-Adult-Adult Services
75887	\$500.00	LIBRARIES FIRST	\$250.00	--Museum Adventure Pass Program Jan ~ Dec 2018	01-5323-53-01	Programming & Support-Adult-Adult Services
75887	\$500.00	LIBRARIES FIRST	\$250.00	--Museum Adventure Pass Program Jan ~ Dec 2018	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75888	\$14.99	Lidia Caudi	\$14.99	-- Lost Book Refund Item #314	01-3620-36-00	Lost Books
75889	\$100.00	Mahrukh Umrani	\$100.00	-- Program Family Book Chat	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75890	\$307.91	MAKERBOT INDUSTRIES LLC	\$307.91	-- 3D Printer Filament	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75891	\$1,200.00	MANAGEMENT ASSOCIATION	\$1,200.00	-- On-Site Program	01-5430-54-09	Professional Development-Administrative Services
75892	\$300.00	MARK G. NICHOLS	\$300.00	-- Program Second Sunday	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75893	\$162.75	MARY MILLER	\$26.00	-- EE Reimbursement December Teen Advisory Board	01-5326-53-02	Programming & Support-Teen-Youth Services
75893	\$162.75	MARY MILLER	\$60.54	-- EE Reimbursement - Zombie Gingerbread	01-5326-53-02	Programming & Support-Teen-Youth Services
75893	\$162.75	MARY MILLER	\$56.22	-- EE Reimbursement Teen Study Snacks	01-5326-53-02	Programming & Support-Teen-Youth Services
75893	\$162.75	MARY MILLER	\$19.99	-- Ee Reimbursement - Teen Underground	01-5326-53-02	Programming & Support-Teen-Youth Services
75894	\$201.64	MATTHEW BENDER & CO., INC.	\$201.64	-- Materials	01-4413-44-00	Books-Adult
75895	\$59.95	Maureen A Crimmins	\$59.95	-- Lost DVD Refund Item #3141011684895	01-3620-36-00	Lost Books
75896	\$2,100.00	MCCLURE INSERRA & COMPANY CHARTERED	\$2,100.00	-- Final Billing for FY 6/30/2017	02-6100-61-00	Audit Expense
75896	\$2,100.00	MCCLURE INSERRA & COMPANY CHARTERED	\$2,100.00	-- Final Billing for FY 6/30/2017	02-2110-00-00	Audit Fund - Accounts Payable
75897	\$175.00	MELISSA MAYBERRY	\$175.00	-- Program Microsoft Word 2016	01-5323-53-03	Programming & Support-Adult-Digital Services
75898	\$751.39	MENARDS	\$137.47	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75898	\$751.39	MENARDS	\$144.37	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75898	\$751.39	MENARDS	\$231.23	-- Equipment Maintenance	08-6740-67-00	Equipment Maintenance
75898	\$751.39	MENARDS	\$88.67	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75898	\$751.39	MENARDS	\$149.65	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75899	\$10,491.04	MIDWEST TAPE	\$1,020.50	-- Materials	01-4433-44-00	AV-Adult

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 17, 2018

Check#	Total Check	Payee Name	Amount	Description	Account#	Account description
75899	\$10,491.04	MIDWEST TAPE	\$367.94	-- Materials	01-4434-44-00	AV-Youth Services
75899	\$10,491.04	MIDWEST TAPE	\$258.43	-- Materials	01-4435-44-00	AV-Teen
75899	\$10,491.04	MIDWEST TAPE	\$720.80	-- Materials	01-4433-44-00	AV-Adult
75899	\$10,491.04	MIDWEST TAPE	\$227.08	-- Materials	01-4434-44-00	AV-Youth Services
75899	\$10,491.04	MIDWEST TAPE	\$2,624.60	-- Materials	01-4433-44-00	AV-Adult
75899	\$10,491.04	MIDWEST TAPE	\$273.50	-- Materials	01-4434-44-00	AV-Youth Services
75899	\$10,491.04	MIDWEST TAPE	\$66.98	-- Materials	01-4435-44-00	AV-Teen
75899	\$10,491.04	MIDWEST TAPE	\$1,769.10	-- Materials	01-4433-44-00	AV-Adult
75899	\$10,491.04	MIDWEST TAPE	\$328.26	-- Materials	01-4434-44-00	AV-Youth Services
75899	\$10,491.04	MIDWEST TAPE	\$1,922.63	-- Materials	01-4433-44-00	AV-Adult
75899	\$10,491.04	MIDWEST TAPE	\$896.23	-- Materials	01-4434-44-00	AV-Youth Services
75899	\$10,491.04	MIDWEST TAPE	\$14.99	-- Materials	01-4435-44-00	AV-Teen
75900	\$150.00	MORE THAN SCORES THAN TESTS	\$150.00	-- Program Praticte ACT/SAT & Follow-up	01-5326-53-02	Programming & Support-Teen-Youth Services
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$114.29	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$105.77	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$152.74	-- Materials	01-4414-44-00	Books-Youth Services
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$98.28	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$50.00	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$100.47	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$196.45	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$96.14	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$104.70	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$114.29	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$116.39	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$112.19	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$115.34	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$244.39	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$245.62	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$250.00	-- Materials	01-4413-44-00	Books-Adult
75901	\$2,466.80	MULTICULTURAL BOOKS & VIDEOS	\$249.74	-- Materials	01-4413-44-00	Books-Adult
75902	\$3,500.00	MWM Consulting Group, Inc.	\$3,500.00	-- Preparation of GASB #45 Report as of June 30, 2017	02-6100-61-00	Audit Expense
75902	\$3,500.00	MWM Consulting Group, Inc.	\$3,500.00	-- Preparation of GASB #45 Report as of June 30, 2017	02-2110-00-00	Audit Fund - Accounts Payable
75903	\$1,274.08	NICOR GAS	\$1,274.08	-- 11/08~12/08/2017 (30 Days)	01-5710-57-00	Gas
75904	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease January 2018	01-5491-54-09	Parking Lease-Administrative Services
75905	\$748.00	OAK BROOK MECHANICAL SERVICES	\$748.00	-- PM Inspections	08-6720-67-00	Contractual Maintenance
75906	\$141.55	OMNIGRAPHICS, INC.	\$59.70	-- Materials	01-4415-44-00	Books-Teen
75906	\$141.55	OMNIGRAPHICS, INC.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
75907	\$17.12	MICHAELENE ORZECZOWSKI	\$17.12	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
75908	\$4,908.45	OVERDRIVE, INC.	\$981.91	-- Materials	01-4420-44-00	Downloadables
75908	\$4,908.45	OVERDRIVE, INC.	\$751.18	-- Materials	01-4420-44-00	Downloadables
75908	\$4,908.45	OVERDRIVE, INC.	\$818.59	-- Materials	01-4420-44-00	Downloadables
75908	\$4,908.45	OVERDRIVE, INC.	\$681.53	-- Materials	01-4420-44-00	Downloadables
75908	\$4,908.45	OVERDRIVE, INC.	\$332.99	-- Materials	01-4420-44-00	Downloadables
75908	\$4,908.45	OVERDRIVE, INC.	\$648.57	-- Materials	01-4420-44-00	Downloadables
75908	\$4,908.45	OVERDRIVE, INC.	\$693.68	-- Materials	01-4420-44-00	Downloadables
75909	\$11.99	PARK RIDGE PUBLIC LIBRARY	\$11.99	-- Lost Item #31467009100359	01-3620-36-00	Lost Books

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 17, 2018

Check#	Total Check	Payee Name	Amount	Description	Account#	Account description
75910	\$125.82	PEAPOD	\$125.82	-- YA Teen Programing	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75911	\$28.45	PITNEY BOWES INC.	\$28.45	-- Shipping Labels	01-5458-54-08	Postage & Freight-Patron Services
75912	\$997.16	PLIC - SBD GRAND ISLAND	\$997.16	-- January Payment	01-5634-56-00	Life, LTD, AD&D, STD
75913	\$119.67	POLONIA BOOKSTORE, INC.	\$119.67	-- Materials	01-4414-44-00	Books-Youth Services
75914	\$8.00	PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT	\$8.00	-- Lost Book Refund Item #31530003464897	01-3620-36-00	Lost Books
75915	\$9.63	JOHN RADZKO	\$9.63	-- EE Mileage Reimbursement	01-5431-54-05	Mileage-Maintenance Services
75916	\$50.00	RAINBOW AAT	\$50.00	-- Program Paws to Relax	01-5326-53-02	Programming & Support-Teen-Youth Services
75917	\$194.60	RECORDED BOOKS, LLC	\$157.20	-- Materials	01-4433-44-00	AV-Adult
75917	\$194.60	RECORDED BOOKS, LLC	\$37.40	-- Materials	01-4434-44-00	AV-Youth Services
75918	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
75918	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
75919	\$14.95	Ryan S Higgins	\$14.95	-- Lost Book Refund Item #31491011207861	01-3620-36-00	Lost Books
75920	\$150.00	Samra Masood	\$150.00	-- Program Calligraphy on Glass	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75921	\$14.99	Sergio Zetina	\$14.99	-- Lost Book Refund Item #31491012613802	01-3620-36-00	Lost Books
75922	\$26.05	CLARA SHEFFER	\$21.45	-- EE Mileage Reimbursement Sept~Dec 7, 2017	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75922	\$26.05	CLARA SHEFFER	\$4.60	-- EE Reimbursement - Spanish StoryTime	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75923	\$49.91	SHELL	\$49.91	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
75924	\$228.00	SMITHEREEN PEST MANAGEMENT	\$114.00	-- Monthly Service	08-6720-67-00	Contractual Maintenance
75924	\$228.00	SMITHEREEN PEST MANAGEMENT	\$114.00	-- Monthly Service	08-6720-67-00	Contractual Maintenance
75925	\$17.99	Sophia Maglalang	\$17.99	-- Lost Book Refund Item #31491012269241	01-3620-36-00	Lost Books
75926	\$203.30	State Chemical Solutions	\$203.30	-- Quart Tier Program	08-6710-67-00	Repairs & Improvements
75927	\$3,126.50	STERLING NETWORK INTEGRATION	\$3,126.50	-- Software & Support Contracts 12/2017 ~ 12/2018	01-5313-53-06	Software, Licenses-IT Services
75928	\$166.09	SUPERIOR COPIES	\$166.09	-- Christmas Cards	01-5320-53-09	Printing-Administration Services
75929	\$850.00	THE SHAKESPEARE PROJECT OF CHICAGO	\$850.00	Program - Shakespeare Project: Women Beware Women	01-5323-53-01	Programming & Support-Adult-Adult Services
75930	\$600.00	THE SOCIETY FOR ARTS	\$300.00	-- Program License Fee for Polish Lanuage Movie	01-5327-53-01	Public Performing Rights-Adult Services
75930	\$600.00	THE SOCIETY FOR ARTS	\$300.00	-- Program License fee for Sztuka Kochania	01-5327-53-01	Public Performing Rights-Adult Services
75931	\$22.47	SASHA VASILIC	\$22.47	-- EE Reimbursement - Winter Reading	01-5457-54-07	Office Supplies-Marketing & PR Services
75932	\$176.95	VERIZON WIRELESS	\$176.95	-- Monthly Cell Phone 11/03~ 12/02	01-5465-54-09	Telephone-Administrative Services
75933	\$290.40	VILLAGE OF NILES	\$290.40	-- Automatic Water Meter Reading	01-5730-57-00	Water
75934	\$4,787.47	VISA	\$71.30	-- PO #83053 - ALA Store / Meinke Gardens	01-5311-53-01	Processing & Supplies-Adult Services
75934	\$4,787.47	VISA	\$40.63	-- PO #83053 - ALA Store / Meinke Gardens	01-5457-54-05	Office Supplies-Maintenance Services
75934	\$4,787.47	VISA	\$119.97	-- PO 83036 - GoPro	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75934	\$4,787.47	VISA	\$326.96	-- December Receipts	01-5430-54-03	Professional Development-Digital Services
75934	\$4,787.47	VISA	\$150.00	-- December Receipts	01-5430-54-03	Professional Development-Digital Services
75934	\$4,787.47	VISA	\$280.00	-- December Receipts	01-5430-54-01	Professional Development-Adult Services
75934	\$4,787.47	VISA	\$62.34	-- December Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75934	\$4,787.47	VISA	\$45.00	-- December Receipts	01-5459-54-09	Publication of Notices-Legal
75934	\$4,787.47	VISA	\$1,219.91	-- December Receipts	01-5430-54-03	Professional Development-Digital Services
75934	\$4,787.47	VISA	\$51.87	-- December Receipts	01-5430-54-09	Professional Development-Administrative Services
75934	\$4,787.47	VISA	\$0.97	-- December Receipts	01-5461-54-09	Subscriptions & Dues-Administrative Services
75934	\$4,787.47	VISA	\$30.82	-- December Receipts	01-5457-54-09	Office Supplies-Administrative Services
75934	\$4,787.47	VISA	\$94.36	-- December Receipts	01-5457-54-09	Office Supplies-Administrative Services
75934	\$4,787.47	VISA	\$37.94	-- December Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
75934	\$4,787.47	VISA	\$8.49	-- December Receipts	01-5457-54-09	Office Supplies-Administrative Services
75934	\$4,787.47	VISA	\$14.38	-- December Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75934	\$4,787.47	VISA	\$21.06	-- December Receipts	01-5312-53-06	Internet Charges-IT Services

**Niles-Maine District Library
Check Detail and Account Distribution
Checks dated January 17, 2018**

Check#	Total Check	Payee Name	Amount	Description	Account#	Account description
75934	\$4,787.47	VISA	\$130.00	-- December Receipts	01-5320-53-07	Printing-Marketing & PR Services
75934	\$4,787.47	VISA	\$61.42	-- December Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75934	\$4,787.47	VISA	\$213.00	-- December Receipts	01-5430-54-01	Professional Development-Adult Services
75934	\$4,787.47	VISA	\$13.99	-- December Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75934	\$4,787.47	VISA	\$299.85	-- December Receipts	01-5312-53-06	Internet Charges-IT Services
75934	\$4,787.47	VISA	\$3.76	-- December Receipts	01-5458-54-04	Postage & Freight-Tech Services
75934	\$4,787.47	VISA	\$136.20	-- December Receipts	01-5430-54-03	Professional Development-Digital Services
75934	\$4,787.47	VISA	\$280.00	-- December Receipts	01-5430-54-03	Professional Development-Digital Services
75934	\$4,787.47	VISA	\$261.00	-- December Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75934	\$4,787.47	VISA	\$40.00	-- December Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75934	\$4,787.47	VISA	\$225.00	-- December Receipts	01-5430-54-02	Professional Development-Youth Services
75934	\$4,787.47	VISA	\$282.86	-- December Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75934	\$4,787.47	VISA	\$21.72	-- December Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75934	\$4,787.47	VISA	\$283.75	-- December Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75934	\$4,787.47	VISA	\$13.99	-- December Receipts	01-4420-44-00	Downloadables
75934	\$4,787.47	VISA	\$13.99	-- December Receipts	01-4420-44-00	Downloadables
75934	\$4,787.47	VISA	\$14.29	-- December Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75935	\$470.05	VISION SERVICE PLAN OF ILLINOIS	\$470.05	-- January 2018 Payment	01-5632-56-00	Vision
75936	\$5,941.36	VISOGRAPHIC	\$5,891.36	-- 2600 Chapter One Newsletter	01-5320-53-07	Printing-Marketing & PR Services
75936	\$5,941.36	VISOGRAPHIC	\$50.00	-- Business Cards	01-5320-53-07	Printing-Marketing & PR Services
75937	\$78.98	SUZANNE WULF	\$78.98	-- EE Reimbursement- ALA Midwinter	01-5430-54-03	Professional Development-Digital Services
75938	\$270.00	X-PERT LANDSCAPING INC.	\$270.00	-- Plowing Service - 12/24/2017	08-6720-67-00	Contractual Maintenance
75939	\$500.00	Yvonne Maffei	\$500.00	-- Program Halal: Clean Eating, Conscious Living	01-5323-53-02	Programming & Support-Adult-Youth Services

Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2989	Accounts Payable	Manual Check	12/13/2017	Kevin J Wood	\$0.00	\$200.00	(\$200.00)	12/31/2017	Cleared
2990	Accounts Payable	Manual Check	12/14/2017	Illinois Department of Revenue	\$0.00	\$174.71	(\$374.71)	12/31/2017	Cleared

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$374.71)
Total Payments:	(\$374.71)
Total Change in Register Balance:	(\$374.71)



Passports

At long last, we were able to launch the Passport Service. As you can see, our Graphic Artist Annette has developed a very appealing logo, and with the strategy of a soft start the staff have gotten some experience with the process before the anticipated busy season of January-March. Here is more information from supervisors Athena and Sasha.

From Athena: Passport Services seems to be picking up recently. Since starting December 11 we have had a total of 47 applications we have accepted. December we had 18 regular applications and 2 hand carry applications. January 2-9 we have already accepted 27 applications. We also regularly take phone calls from applicants who are inquiring about our service here. We help to answer their questions, as well as direct them to our website which also has the information they need at any hour of the day.

Since the busy season for Passports is quickly approaching, a new handful of my Clerks are taking the Passport Training to become Acceptance Agents. Caroline Nakic and Tiffany Russotto are the two newest Acceptance Agents. The feedback from the Acceptance Agents regarding the difficulty level of accepting the passport applications range from fairly easy to easy, with nothing all that difficult. We are continuing to learn and improve our efficiency, as well as sharing our experiences with one another, and getting together to discuss any concerns or stories each one of us may have.

As a reminder, we as Acceptance Agents cannot process applications for family, friends, or anyone working for the Niles-Maine District Library.

From Sasha: Have you seen the giant banner in the Commons area promoting Passport Services yet? Annette designed eye-catching promotional pieces (banner, brochure, website graphics) to promote the new service. Our campaign tagline is "Your Journey Starts Here" because getting a passport is the start to traveling the world. Matt designed an easy-to-use and easy-to-understand webpage. The webpage has been live for about three weeks and more than 300 people viewed the page without a major push. I created an inexpensive Facebook ad that ran for 7 days. The ad reached more than 2,600 people and received 32 likes, which I consider very successful.

Programs

From Dodie: To kick off the start of the yearlong Illinois Bicentennial Celebration, we hosted a pop-up event – *Meet Abe Lincoln*. Kevin Wood, of Oak Park, Illinois, did an excellent job portraying President Lincoln for our patrons. President Lincoln delivered the Gettysburg Address in the Commons, then proceeded to mingle with patrons telling them stories and jokes. The mayor was invited over to the library to have his picture taken with Abe. The mayor then proceeded to invite the president to visit that evening’s trustee meeting.



Neil hosted and coordinated the Bimonthly Niles Genealogy Interest Group meeting and reports that he answered at least 15 Level 3 Reference Questions and three Level 4 questions after the presentation.

He received a holiday card from a VHP veteran with a donation of \$50 to the library.

Maryellen’s *Pages Through Time Nonfiction Book Discussion* is really taking off. This month they read the book *Prince Charles: The Passions and Paradoxes of an Improbable Life*. Patrons are very interested in talking about Prince Charles, his relationship to Diana, his parents, and how he would fare as future King of England.



This month’s **Senior Coffee Hour** was a Holiday Cowboy Choir Concert. Back by popular demand, the Cowboy Choir did an excellent job of serenading the seniors with holiday songs.

From Suzy: We hosted the Third Annual Holiday Family Photos green screen event and the turnout was fantastic! People of all ages came dressed in their holiday best to pose in front of various holiday backgrounds in Studio A. Jason took the lead as our photographer and was assisted by some amazing volunteers and staff members. This year we heard from multiple attendees that they come out every year and it is such a great way to market the Creative Studio.



Bernadetta came up with the idea to do a Pop-Up Holiday Decorations event in the lobby on a Saturday afternoon to showcase the capabilities of the vinyl cutter. We were able to utilize leftover glass votives, picture frames and vinyl scraps from previous programs for the event, which was a significant cost savings. In less than 2 hours nearly 70 people came by to get creative and take part in the holiday festivities.



We welcomed Jayne Herring back to teach her ever popular glass fusion class. Jayne is a gifted artist from Kenosha whose teaching style is informative and encouraging. Our patrons look forward to her classes and below is a patron comment about what they enjoyed most about the program-
 “Making a piece of art and being taught by a professional artist!”

Ruth offered two sessions on digitizing and converting different types of materials. These Memory Lab sessions are a great opportunity to highlight the equipment and educate our patrons.



The DS staff provided 1-2-1 technology appointments for nine NMDL patrons who needed individual assistance on a variety of technology topics.

From Arianne: Adult Services invited Abraham Lincoln for a visit. The former president visited KidSpace and posed with some admirers.

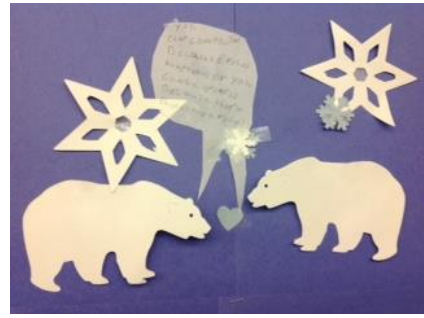


The Middle Ground tweens helped put up a winterscape bulletin board. They thought it would be a nice touch to add text bubbles to the decorative polar bears. After some discussion they decided the polar bears would say kind things to each other.

“For kindness begets kindness evermore.”

“You are braver than you believe, stronger than you seem, and smarter than you think.”

“You can complain because roses have thorns or you can be grateful because thorns have roses.”



KidSpace Librarian, Mikey Orzechowski, invited her brother to host Fire Fighter Storytime. Tom Orzechowski is member of the Hazardous Materials Team for the Chicago Fire Department at O'Hare International Airport. Exposure to firefighters in full gear is important for children, so they are comfortable answering to them and coming out to them, in case of a fire. They are pretty great additions to storytime as well.



Teen

During December, Niles teens embraced the spirit of giving to others. The Teen Advisory Board packed over 200 books for Bernie's Book Bank and Advocate Children's Hospital. They also decorated 30 holiday cards for Hospitalized Kids and supported the Mitten Tree in the Patron Services Area, yielding more than 100 items that were delivered to Niles Family Services. We also scheduled a crafting service project during winter break with Project Linus making no-sew fleece blankets to provide security warmth and comfort to children who are seriously ill, traumatized, or otherwise in need.

The winter break comes at the half way mark for high school. The library is a popular study space, and we support their efforts with a little snack the during the week of finals. We also hosted the dogs from Rainbow Animal Assisted Therapy for a break from the stress of testing.



There was fun to be had as well, as 17 teens decorated Zombie Gingerbread. This was not your grandmother's gingerbread, to be sure.

Creative Studio and Databases

From Suzy: This month there were 67 3D print jobs and 7 VHS to DVD conversion sessions.

Usage for Press Reader increased by 123% (from 110 to 246).

Usage for Ancestry.com increased 28% (from 397 to 507).

Usage for Lynda.com increased by 49% (from 546 to 814).

Circulation for Hoopla increased by 6% (from 1118 to 1190). The Children's Department promoted the resource on school visits and Hoopla promotional materials were added to Adult Services desks and book displays. Video watched on Kanopy increased by 20% (from 155 to 187). Television and movie circulation in Hoopla has increased overall. Patrons are aware that we offer television and movie services.

Community Engagement

From Suzy: Bernadetta and I took the green screen out to the Village of Niles Holiday Party and provided a fun festive background for attendees to have their photo taken in front of.

From Cyndi: Library gardening volunteers Jan, Roberta and Marilyn cared for the holiday Poinsettias this season. After placing the plants, each visited the library once a week on different days to keep them watered and looking beautiful. Jan and Roberta also created the holiday arrangements in the entrance containers.

We are grateful to volunteer Jimmy Bauer for his 4 years of dedicated service to the Adult Services Department. Jimmy is leaving us to pursue additional opportunities.

CCS Migration

From Cyndi: The ILS (Integrated Library System) facilitates the interplay of data elements related to library materials to achieve continuous circulation. Last year this meant over 1.2 million checkouts from NMDL. Differing from retail stores where the expectation is an annual 8% return of items (according to the [National Retail Federation](#)), a library operates with the expectation of 100% return and re-issue of all checked out items.

To achieve this feat, during cataloging every item is assigned (among other values) a material type, a collection, a shelf location, a call number, and an item statistical code. These elements interact with board-approved policies reflected in policy tables to achieve smooth and accurate material flow. Policy tables include material limits, loan intervals, fine rates, patron loan limits, item hold limits.

The interaction of these elements allow staff to know if each item is available, or checked out, waiting to be picked up or just returned, overdue, on order, in repair or lost. Staff know exactly where in the building the item should be so they can assist patrons in finding it and checking it out, place it on hold, place in on the hold pickup shelf or perhaps deliver it. Patrons also will be able to see in the public catalog called PowerPAC through their smartphone, tablet or computer if an item is owned by NMDL or another CCS library, and whether it is available or checked out. They can place a hold or not seeing what they want, click through to search WorldCat and request the item by interlibrary loan.

From Victoria: David, Carol, Elbert, Jamie, and I have been working on data testing for item records in Polaris. That portion we plan to have completed by January 15th. Jamie and I have been developing a plan to finish the Polaris training of the catalogers in the staff client. All of the catalogers have had some form of training, either Polaris or CCS-lead. This leaves us with filling the gaps and providing materials that can be used beyond training for reference.

Marketing news



Mention

I Got a Dumpster Family by Katy Maher
December 20, 2017 at 2:03pm · 🌐

Like as Your Page

Some folks post pictures of their feet on the beach as a sign of relaxation. Me? I post pictures of Librarians reading to my children at story time because they are the real heroes. And this is an actual hour when I get to relax. We ❤️ #Librarians!

Niles-Maine District Library, Susan Dove Lempke, Arianne Carey and 253 others · 6 Comments

Like Comment Share

From Sasha:

From time to time a patron goes above and beyond to thank us on Facebook for the programs and services provided at the Library. I wanted to share one from a blogger in the community. She recently attended a storytime in KidSpace with her children. It's nice to know that a patron correlates relaxing on the beach to coming to the Library. Her post was "liked" or "loved" by more than 250 people that follow her Facebook page.

IT Work

From Rich:

- Installed updated software that runs the Outside Message Board to on a new Windows 10 workstation in PRM. Worked with PRM staff on operating the new software.
- Successfully completed work with Suzy and the Communico team on the Calendar Migration Project.
- Began work on preparing to replace the Phone System.
- Completed PCI Compliance annual renewal.
- Continued to work with Cyndi and the Migration Team to support a successful completion of the ILS Migration Project. Tasks included sending out more user account credentials, internal meetings, working with CCS and other Libraries.
- Continue to work with CCS on deploying the new Polaris ILS software for testing and training.
- Began working with Bibliotheca/3M, CCS and the III Polaris implementation team to configure and test the Automated Materials Handling System, Selfchecks and other resources that use the SIP communication protocol.
- Upgraded the Ezproxy Remote Access Server for the majority of our Online Subscription Resources (Library Databases).
- Resolved issue affecting Firefox opening web site shortcuts.
- Upgraded the Primary and Standby Web Filter Firewalls.
- Worked with Web Filter Firewall vendor to update the configuration.
- Worked with Dave on troubleshooting the Archway Lights in KidSpace.
- Resolved issue with Library Paging System so that it is clear and audible throughout the building.
- Replaced broken or faulty equipment as needed.
- Worked with new staff to bring them up to speed on configuration of technology, procedures and policies.
- Worked on Server Updates. Tested updates then monitored the updates on the Staff and Patron servers.
- Worked on networks fixes and tweaks to improve Staff and Patron use of technology.
- Worked on normal technology issues, supported the DS staff with their workstation and printer level support as needed and maintained the library's networks and technology infrastructure.
- Worked on adding and removing network users and groups and updating access permissions as need.
- 26 hours in Nov and 18 hours in Dec of Continuing Education including Polaris LEAP, Polaris Staff Client and new version of Bottle Rocket Web Filter software and firmware and Ezproxy Server software.

Staff Appreciation

From Victoria: Acquisitions Clerks Amelia and Magda pulled out all the stops to get the necessary items received and invoiced to keep the payment for our library materials and resouces current. There have been short deadlines for both December and January due to early Board Meeting dates. An enthusiastic and appreciative thank you for their special attention to completing this work.

Local Records Management

From Cyndi: Diane, Lisi and I attended a workshop lead by our regional representative from the Illinois Archives on best practices for maintaining the accuracy of our document retention schedule. Additional meetings and a document update needs to be done as well as staff training for supervisors and others on the proper handling of records.

Committees

Display and Art *from Victoria* The final display until after the Chicago Baseball Exhibit has been installed. In connection with Coming Together in Skokie & Niles Township, the Ebru art of Sevim Surucu is being displayed in our Franklin Gallery until February. Coming Together seeks to build knowledge of and appreciation for the diversity represented in Skokie and Niles Township. This year's theme, Celebrating Muslim American Cultures, provides opportunities to explore Muslim American identity and culture through reading selected texts and engaging programming for all ages. Sevim says, "In my works, I am inspired by the nature and stunning works of prior Ebru masters. I use water as my canvas to draw my designs using soil based natural earth pigments. Likewise, soil and water are main elements of our body and world. Ebru presents us the mystery of the relation between us and the world we are living in. There is a rhythm in Ebru, like my inner rhythm, I am trying to find the resonation between them."



Communicato *from Suzy*

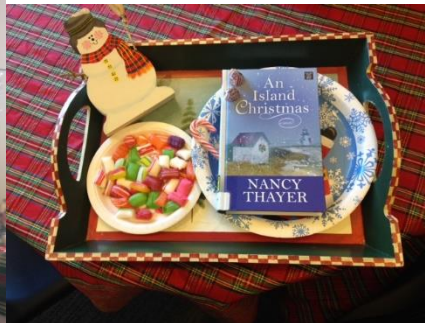
Communicato went live on December 1st and the patrons were able to register for classes and programs that day. Staff have been adjusting to the new system for booking study rooms and registering patrons for programs. While there have been some bugs to work out, there has been positive feedback on the study room booking and auto fill forms when scanning a library card.

Matt & Sasha did a great job of creating a new event widget for the library homepage, redirecting the Event page, and linking to the new Events page across the website. Rich worked on running reports and creating redirects. I appreciate the patience of staff as we adapt to the new system.

Safety and OSHA Compliance *from Cyndi*: Lisi, Athena, Dave, and I watched the webinar *Trends in Library Safety and Security*. A draft of the updated new *Employee Safety Manual* has been prepared. A Service Desk Emergency Procedure flipchart for quick access by staff will be developed for each service desk or department. We are preparing safety training for staff day. Kathleen received PIC training.

Sunshine from Dodie:

The **Sunshine Committee** hosted our traditional staff potluck *Sweet and Treat Day Holiday Party*. Staff were able to come on their break or lunch to enjoy holiday cookies & treats, coffee, and hot chocolate. All treats were provided by staff at no expense to the library.



Mary

Miller, Teen Librarian, had this great idea to use the treats and decorations to showcase some recommended holiday reads for the library blog. You can see how cute the pictures turned out. What a clever idea!!

Trustee Calendar

January

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

2/1—Chamber Leadership Luncheon **Notify Susan if you wish to attend**

2/12--Friends of the Library meeting

2/19—Legislative Breakfast (Many trustees and Directors attend this event to meet our local legislators and get a review of pending legislation that may affect libraries) **Notify Susan if you wish to attend**

2/21—Regular meeting of the Board of Trustees

March

3/1—Website for filing Statement of Economic Interest opens

3/12—Friends of the Library meeting

3/14—Regular meeting of the Board of Trustees (Note that this is one week early)

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

April

4/8—National Library Week begins—Open House for the Public?

4/9—Friends of the Library meeting

4/18—Regular meeting of the Board of Trustees

May

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

5/14—Friends of the Library meeting

5/16—Regular meeting of the Board of Trustees—approval of Tentative Budget & Appropriations

June

6/20—Regular meeting of the Board of Trustees

6/22-26-- ALA Conference: New Orleans, June 22-26, 2018

CCS Migration from Sirsi-Dynix to Polaris April 2018

Monthly Statistical Report -- December 2017

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	182	205	-11.22%			
Total District Cardholders	23,542	25,059	-6.05%			
Patron Visits	26,206	25,452	2.96%			
Unique Library Cards Used	4,262	4,422	-3.62%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	41,370	44,522	-7.08%	262,069	269,249	-2.67%
Teens	3,203	3,393	-5.60%	23,017	21,941	4.90%
Juvenile	39,359	40,834	-3.61%	254,307	260,327	-2.31%
Digital	1,935	1,551	24.76%	10,905	10,486	4.00%
Equipment	107	103	3.88%	732	581	25.99%
TOTAL Loan of Library Materials	85,974	90,403	-4.90%	551,030	562,584	-2.05%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	18,885	19,849	-4.86%	124,093	124,270	-0.14%
Periodical	902	1,058	-14.74%	6,439	6,756	-4.69%
Audio	4,363	4,608	-5.32%	27,500	26,842	2.45%
DVD	17,220	19,007	-9.40%	104,037	111,381	-6.59%
TOTAL Adult Loans	41,370	44,522	-7.08%	262,069	269,249	-2.67%
Teens						
Print	2,337	2,439	-4.18%	17,465	16,460	6.11%
Periodical	30	10	200.00%	158	94	68.09%
Audio	546	575	-5.04%	3,388	3,315	2.20%
DVD	290	369	-21.41%	2,006	2,072	-3.19%
TOTAL Teen Loans	3,203	3,393	-5.60%	23,017	21,941	4.90%
Juvenile						
Print	30,200	30,734	-1.74%	195,899	193,857	1.05%
Periodical	187	100	87.00%	1,096	1,340	-18.21%
Audio	2,275	2,398	-5.13%	14,433	16,360	-11.78%
DVD	6,697	7,602	-11.90%	42,879	48,770	-12.08%
TOTAL Juvenile Loans	39,359	40,834	-3.61%	254,307	260,327	-2.31%
Equipment Loan	107	103	3.88%	732	581	25.99%
Digital Loan (ebooks, eaudiobooks)	1,935	1,551	24.76%	10,905	10,486	4.00%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	14,174	17,059	-16.91%	71,940	66,291	8.52%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	6,468	6,829	-5.29%			
Holds Made Available	8,902	9,544	-6.73%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	44	35	25.71%	332	379	-12.40%
Circulating--Juvenile	4,721	4,317	9.36%	31,362	26,492	18.38%
Circulating--Teen	205	435	-52.87%	1,401	1,859	-24.64%
Circulating--Adult	1,677	1,562	7.36%	10,720	9,280	15.52%
TOTAL In-House Use of Materials	6,647	6,349	4.69%	43,815	38,010	15.27%
Items moved on Shelf	4,454	3,621	23.00%	33,969	21,059	61.30%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,045	1,136	-8.01%	7,842	8,206	-4.44%
Digital Services	2,283	2,387	-4.36%	15,778	16,377	-3.66%
Kidspace Express Internet	36	18	100.00%	219	164	33.54%
Kidspace	1,034	1,092	-5.31%	9,692	8,980	7.93%
Kidspace iPad Usage	250	420	-40.48%	2,160	2,388	-9.55%
Teen Underground	272	155	75.48%	2,543	1,884	34.98%
TOTAL Users	4,920	5,208	-5.53%	38,234	37,999	0.62%
Patron Wi-Fi Uses	11,853	11,307	4.83%	76,079	72,290	5.24%
Scanning & Fax Pages	3,297	2,996	10.05%	33,206	25,253	31.49%
Print & Copy Pages	13,617	12,834	6.10%	94,897	97,999	-3.17%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	67	48	39.58%	188	216	-12.96%
Large Scale Poster Printer	-	1	-100.00%	16	5	220.00%
VHS to DVD Conversion	7	5	40.00%	53	77	-31.17%
TOTAL Use of Staff Mediated Equipment	74	54	37.04%	257	298	-13.76%

Monthly Statistical Report -- December 2017

USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	69	50	38.00%	438	330	32.73%
Study Rooms 1-5	471	597	-21.11%	3,099	3,051	1.57%
Creative Studio A	45	41	9.76%	295	198	48.99%
TOTAL Users of Staff Mediated Spaces	585	688	-14.97%	3,832	3,579	7.07%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	27,017	26,852	0.61%			
Facebook "Likes"	1,450	1,236	17.31%			
Buzz Blog views	540	455	18.68%			
Media Hits (includes print and online articles and listings)	17	29	-41.38%			
e-News Subscribers	16,173	13,386	20.82%			
New Resident Letters (NOV)	57	87	-34.48%			
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	1,773	1,794	275,821			
Non-shelved materials	-	-	47,227			
Equipment	4	-	101			
Total	1,777	1,794	323,149			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	68	188	-63.83%	650	1,172	-44.54%
Test Proctoring	-	16	-100.00%	36	86	-58.14%
Passports Processed	20	-				
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services (3rd Floor)	793	845	-6.15%	4,760	4,824	-1.33%
Commons Desk	2	28	-92.86%	14	352	-96.02%
Fiction/Audiovisual Services Desk (2nd Floor)	1,609	1,542	4.35%	9,175	8,301	10.53%
Patron Services	5,142	5,140	0.04%	39,144	50,586	-22.62%
Technology Desk	1,723	1,385	24.40%	12,011	1,446	730.64%
Teen UnderGround Desk	615	522	17.82%	5,368	3,508	53.02%
Outreach Service	2,317	3,010	-23.02%	15,048	16,250	-7.40%
Youth Service/KidSpace Desk	4,104	3,123	31.41%	25,951	22,437	15.66%
Total Service Interactions	16,305	15,595	4.55%	111,471	107,704	3.50%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,707	4,903	-4.00%	28,924	29,872	-3.17%
Items Received from CCS Libraries for Patrons	3,151	3,330	-5.38%	20,089	21,210	-5.29%
Items Lent to OCLC Libraries	265	347	-23.63%	1,864	2,314	-19.45%
Items Received from OCLC Libraries for Patrons	63	48	31.25%	587	536	9.51%
Total Interlibrary Loan	8,186	8,628	-5.12%	51,464	53,932	-4.58%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	227	227	0.00%			
Number of Visits	146	175	-16.57%			
Institutions						
Number of Institution Deposit Collections	11	13	-15.38%			
Number of Visits	11	13	-15.38%			
Schools						
Items Delivered	335	796	-57.91%			
Number of Trips	19	21	-9.52%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	19	155				
Adult and Outreach Services & Programs	5	19				
Digital Services & Programs	4	14				
Patron Services	6	25				
Teen Services & Programs	26	64				
Youth Services & Programs	26	72				
Total Volunteers and Hours This Month	86	349				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>81</i>	<i>312</i>				

Monthly Statistical Report -- December 2017

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Youth Programs	79	3,511	72	2,855	22.98%
Teens Programs	22	1,413	18	449	214.70%
Adults Programs	17	466	22	758	-38.52%
Digital Services Programs	22	252	9	95	165.26%
Outside Meetings	18	186	16	272	-31.62%
TOTAL PROGRAMS AND EXHIBITS	158	5,828	137	4,429	31.59%
Programs-Youth Audience					
1KBK added visits	ongoing	1			
1KBK registrations	1	2			
Battle of the Books	2	239			
Bibliobop Dance Parties!	1	46			
Book Buddies	6	12			
Digital Resources for Parents	1	2			
DS Holiday Family Photos - Kids	0	61			
DS Holiday Pop Up Decorations	0	38			
Exciting Writing	1	9			
Homework Help	3	38			
In-house Toys and Games	1	207			
I-Spy tank	1	136			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club	3	62			
Family Movie: <i>Cars 3</i>	1	60			
Reading Patch Club added visits	ongoing	40			
Reading Patch Club registrations	1	3			
School's Out Movie: <i>Jumanji</i>	1	40			
Second Saturday Bingo Breakfast	1	28			
Second Sunday - Magic with Gary Kantor	1	138			
Story: Babytime	3	124			
Story: Evening Family Storytime	4	31			
Story: Rise & Shine Storytime	4	89			
Story: Storytime for 2s and 3s	8	94			
Story: Storytime for 4s and 5s	4	75			
Teacher Use of Die Cut Machine	1	2			
Video Games	1	207			
Wonder Ground: <i>Electronics</i>	8	77			
World Language Storytime (Polish)	1	17			
Writing Center	1	126			
Winter Reading Club Registrations	1	367			
Winter Reading Club Cards Completed	ongoing	200			
Winter Reading Club Library Challenge	ongoing	263			
Winterpalooza: Minion Meet & Greet	1	145			
Winterpalooza: Commons Social	1	150			
Winterpalooza: Winter Craft	1	136			
Youth Services Community Engagement Programs					
Elementary Outreach to Teachers	2	50			
Elementary Visits to NMDL	3	37			
Elementary Visits to the School WRC Promotion	1	5			
EM63 Early Education Workshop	1	50			
Famished for Fiction	1	4			
Preschool Visits to Classroom/Daycare	7	100			
Total Youth Services Programs	79	3,511	72	2,855	22.98%
Programs--Teen Audience					
All About Scholarships	1	10			
Craft Service: Project Linus	1	16			
Craft Service: Cards for Hospitalized Kids	1	27			
DS Virtual Friday	0	5			
DS Holiday Family Photos -Teen	0	16			
DS Pop-Up Holiday Decorations	0	10			
Famished for Fiction	1	24			
Games	1	4			
Maker Lab	1	3			
Movies in the Underground: <i>Gremlins</i>	1	6			
Paws to Relax	1	28			
Teen Advisory Board	1	14			
Teen Study Snacks	3	168			
Videogames	1	78			
Winter Reading Challenge Registrations	1	35			

Winterpalooza Attendees
2017 = 723 2016 = 868

Holiday Photos Attendees
2017 = 141 2016 = 124

Monthly Statistical Report -- December 2017

Winter Reading Challenge Completed Cards	ongoing	19				
Winterpalooza: Gemini Choir Performance	1	142				
Zombie Gingerbread	1	17				
Teen Community Engagement Programs						
Emerson Winter Reading Booktalks	3	760				
Jr/High School After School Club	2	21				
Maine East Button-Making	1	10				
Total Teen Programs	22	1,413	18	449	214.70%	
General Programs--Adult Audience						
		Attendance	Programs Prior Year	Attendance Prior Year	% Change	
Book Discussions- Literary	1	8				
Citizenship Education Classes	0	0				
CJE Senior Life	1	1				
Genealogy Interest Group	1	3				
Job Counseling	1	1				
Meet Abe Lincoln Pop-Up Event	1	55				
New Release Movie <i>The Glass Castle</i>	1	3				
Oakton Community College English as a Second Language	1	33				
Oakton Community College New Yorker Discussion Group	2	16				
Pages Through Time Nonfiction Book Discussion	1	8				
Polish Language Book Discussion	1	14				
SCORE Mentoring Sessions	1	7				
Senior Coffee Hour: Holiday Concert by Cowboy Choir	1	52				
Shakespeare Project Holiday Event: A Dream of Avon	1	77				
Winterpalooza: Commons Social	0	150				
Adult Community Engagement Programs						
BookBites Popular Fiction Discussion	1	23				
Low Vision Support Group (VIM)	1	10				
Low Vision Support Group (VIM) Book Discussion	1	5				
Total Adult Programs	17	466	22	758	-38.52%	
Digital Services Programs --Adult Audience						
DS 1-2-1 Instruction	9	9				
DS 3D Print Litophane Light Box	1	8				
DS Android Basics	1	6				
DS Digital Resources for Parents	1	2				
DS Glass Fusion Workshop	1	15				
DS Holiday Family Photos - Adult	2	64				
DS Maker Lab	1	6				
DS Memory Lab	2	12				
DS Pop Holiday Decorations	1	20				
DS Silhouette Wednesdays	1	7				
DS Tablet Tuesday	1	3				
Digital Services (DS) Community Engagement Programs						
Village Christmas Party Green Screen Event	1	100				
Total Digital Services (DS) Programs	22	252	9	95	165.26%	
Community Meetings in Library Spaces						
	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change	
Niles All American Toastmasters Club	2	16				
Karol Verson-Film Discussion Group	2	20				
Jewish Genealogical Society of Illinois	1	10				
Kiran Kalsoom-Muslim Homeschoolers Group	1	15				
Niles Township Toastmasters	2	40				
Farah Adeel/Study Group	3	30				
Burning Bush Condominium Association	1	20				
Czapla Law	1	5				
Khalid Baloch/Study Group	5	30				
Total Community Meetings	18	186	16	272	-31.62%	
GRAND TOTAL PROGRAMS AND ATTENDANCE	158	5,828	137	4,429	31.59%	

DS Program Attendees

Youth = 99
 Teen = 31
 Adult = 252
Total = 382

Patron Suggestions and Comments for January 2018

Responses to Patron Suggestions and Comments

Suggestions

I think that the Middle Ground should be 9-12 years so kids with siblings won't be lonely. I am sorry for anyone to be lonely, but whatever age limit we set is going to end up with some siblings inside and some outside. We wanted to provide a space for the older students to go be together without disrupting the space for the younger children, and if younger children start coming in Middle Ground, that will defeat the purpose. Older children are welcome to spend time with their younger siblings at the tables in KidSpace, though.

Comments

Thank you very much for the free use of your fax machine. We greatly appreciate this service and the kind helpfulness of the clerks here!! 😊

Ms. Debbie in KidSpace helped me tremendously by finding "bus" books at the very last minute! I called three minutes to closing. She was a saving grace for my lesson plan the next day (I had to sub). She is a wonderful asset to the Niles Library. So grateful for her help! K. L., Niles.

Thank you Bobby! I appreciate your help! L. S.

My compliments and thanks to Kathleen for her patience and knowledge! L. S.

Dear Bernadetta—When it is just not possible to do it, you just do it and make it happen. Couldn't have done it without you. Thanks again for your help. I greatly appreciate it. S. S., Morton Grove.

Thanks to all of you for taking the time to let us know you appreciate our staff and services!



Niles Elementary School District 71

A Community of Excellence

6901 W. Oakton, Niles, IL 60714 847-966-9280 FAX 847-966-1478

December 18, 2017

John Kosirog, Ed.D
Superintendent

Peggie Maniscalco
Principal

Laura Guarraci
*Director of Student
Services*

Oscar Suarez
Dean of Students

Ms. Susan Lempke
Niles Public Library
6960 W. Oakton St.
Niles, 60714 IL

Dear Susan,

On behalf of the Administration, Faculty, Staff and the entire student body we would like to thank you for your continual support of Culver School's "Battle of the Books" program. It is organizations such as yours that make Niles such a strong and nurturing community in which to educate young minds.

Sincerely,

A handwritten signature in blue ink that reads "John Kosirog".

John Kosirog, Ed.D
jkosirog@niles71.org
847-470-3407

Jan 4, 2018

Dear Mrs Lempe,

On Friday, December fifteenth we had the great pleasure of attending a performance of 'Dream Upon A Worn' at your beautiful Niles Public Library. The venue was perfect for the intimate show.

Thank you for welcoming The Shakespeare Project to your gorgeous building. Your support of the arts is very much needed and appreciated!

Sincerely,
Peter and Mary Alice
Costello