



Niles Public Library District

Regular Meeting

Wednesday, January 20, 2016 7:00 PM

**NILES PUBLIC LIBRARY DISTRICT
REGULAR MEETING AGENDA**

January 20, 2016

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
 - A. Approve Minutes of the Regular Board Meeting of December 16, 2015 4
 - B. Approve the payment of the bills for operating expenses of \$170,089.18, payroll expenses of \$292,349.57, Special Reserve expenses of \$32,431.99 for a total monthly expense of \$494,870.74 10
 - C. Approve payment to Visographic for the printing of the winter issue of Chapter One in the amount of \$6,342.49
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Report 25
6. Director's Report
 - A. Highlights 42
 - B. Monthly Statistics 46
7. Communications 50
8. Committee Reports
 - A. Building and Grounds
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. Secretary's Report
11. New Business
 - A. Approve the expenditure of Special Reserve Funds in the amount of (not to exceed) \$58,142.65 for the purchase of 55 patron computer desktop 56
 - B. Discussion on Strategic Planning

Board Meeting Agenda - January 20, 2016

12. Unfinished Business
 - A. Review of current retirement plan
13. Executive Session-To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Niles Public Library District; to discuss minutes of closed session meetings
14. Final Action, if any, on closed session subjects
15. Other
16. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
December 16, 2015
7:00 PM
Large Meeting 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, Danette Matyas, Patti Rozanski, Linda Ryan, Tim Spadoni. Barbara Nakanishi gave previous notice.

Library Staff Present

Susan Lempke-Library Director, Greg Pritz-Assistant Director/Business & Operations Manager, Diane Winberg-Administrative Assistant, Dodie Frisbie-Adult Services Supervisor, Cyndi Rademacher-Assistant Director, Dave Dabrowski-Maintenance Services Supervisor, Arianne Carey-KidSpace Supervisor, Suzy Wulf-Digital Services Supervisor, Maryellen Essig-Adult Services Assistant Supervisor, Richard Wozniczka-IT Specialist

Others Present

Dennis Walsh, Attorney, Klein Thorpe and Jenkins; Carol Jung, Niles Resident; Tom Robb, Reporter, *Niles Journal*

Call to Order

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

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

President Ryan gave a quick summary of the items on the agenda.

Consent Agenda

Trustee Matyas MOVED the Library Board of Trustees approve:

- A. Minutes of the Truth in Taxation Public Hearing of November 18, 2015;
- B. Minutes of the Regular Board Meeting of November 18, 2015;
- C. Minutes of the Special Board Meeting of November 30, 2015;
- D. Payment of the bills for operating expenses of \$177,231.29; payroll expenses of \$271,015.57; Special Reserve expenses of \$0.00, for a total monthly expense of \$448,246.86.

Trustee Drblik seconded.

President Ryan asked whether anyone at the table would like to have any of the items of the consent agenda removed for discussion.

Trustee Matyas asked that Items B. and D. be removed for some questions that she had. Trustee Drblik asked that Item A. be removed for some questions that she had.

Trustee Spadoni MOVED the Library Board of Trustees approve Item C., Minutes of the Special Board Meeting of November 30, 2015 only of the Consent Agenda. Trustee Rozanski seconded.

Trustee Drblik asked what specifically should be included in the Minutes. Ms. Ryan asked Mr. Walsh to please repeat what he said at a previous meeting so that it can go into the minutes. Mr. Walsh said that he thinks the minutes need to reflect a fair summary of a discussion which was held at the meeting. Ms. Lempke asked for

clarification as to whether this includes spelling out what each individual Trustee says on a topic. Mr. Walsh said no it does not. He added that a fair summary is a legal standard and a Board determines how much detail should be included in the minutes.

After going around the table, the consensus of the Board is that the minutes continue to be written at the current level of detail and that Public Comments will include the names of those speaking and the topic on which they are speaking. Ms. Ryan asked that the microphones be looked at by the Library's IT department to determine the quality of the audio.

Roll Call Vote: Ayes: Dimond, Drblik, Matyas, Rozanski, Ryan, Spadoni. Motion passed.

Minutes of Public Hearing on November 18, 2015

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Truth in Taxation Public Hearing of November 18, 2015. Trustee Rozanski seconded.

There were no questions regarding the Minutes.

Roll Call Vote: Ayes: Dimond, Drblik, Matyas, Rozanski, Ryan, Spadoni. Motion passed.

Minutes of November 18, 2015

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of November 18, 2015. Trustee Spadoni seconded.

Trustee Matyas asked about the signage which was reported on in the Building and Grounds Committee Report. Ms. Lempke answered that the Committee discussed the lack of signage on the outside of the building and that this is all that Ms. Nakanishi said during her report. The Minutes from the committee meeting must be approved by the committee at their next meeting.

No further questions were asked. A minor correction was noted.

Roll Call Vote: Ayes: Dimond, Drblik, Matyas, Rozanski, Ryan, Spadoni. Motion passed.

Payment of the Bills

Trustee Dimond MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$177,231.29; payroll expenses of \$271,015.57; Special Reserve expenses of \$0.00, for a total monthly expense of \$448,246.86. Trustee Matyas seconded.

Trustee Drblik inquired about the charges and payments made to CDW and Genesis. Mr. Wozniczka replied that the charges are for orders placed quarterly for ink toners used for printers throughout the library.

No further questions were asked.

Roll Call Vote: Ayes: Dimond, Drblik, Matyas, Rozanski, Ryan, Spadoni. Motion passed.

Public Comment

There was none.

Treasurer's Report

Review of Financial Report

The Library Board reviewed the November 2015 Treasurer's Report and narrative as prepared by Mr. Pritz.

Director's Report

Ms. Lempke presented highlights of her report. Ms. Lempke added to the Trustees' Calendar the Mayor's Leadership Luncheon on January 14th and the Legislative Breakfast on Monday, February 15. She asked those Trustees who may be interested in attending the PLA Conference in Denver, to please let Ms. Winberg know very soon so that registration and hotel reservations can be made. Ms. Dimond mentioned how difficult it was to find parking this evening and wondered if Battle of the Books might be moved to a different night in the future. As a follow-up to the concern of the Library's electrical usage, Ms. Lempke informed the Trustees that Dave Dabrowski and Greg Pritz have been working with Commonwealth Edison to do an energy audit and we should receive the results very soon. She reported that research has been made on different credit card companies and their rewards programs but that to apply for any of these programs, a social security number is required. Ms. Matyas said that she would contact the park district to see what they did to apply for their rewards account. Mr. Pritz said that he would continue his research. Ms. Lempke announced that the exhibit "Sweet Home Chicago-A History of America's Candy Capital" will be held in the Library's Franklin Gallery starting in March through May. Many programs will be related to the exhibit along with a kick-off party. Mr. Spadoni asked Ms. Lempke that the Trustees be notified a few weeks in advance of any event where the Village Mayor and representatives of various groups are invited to attend so that the Trustees can plan to attend.

Communications

They were included in the Board packet.

Committee Reports**Building & Grounds Committee** (Trustees Dimond, Nakanishi, Rozanski)

There was no report.

Liaison Reports**Friends of the Library**

Trustee Drblik reported the Friends did not have a meeting scheduled for December but did have their holiday luncheon on the 12th. The Friends were happy to have three library volunteers attend the luncheon. The Friends hold their meetings on the second Monday of every month. The January meeting has been cancelled. All are welcomed to attend and join the Friends of the Library.

The Trustees asked Ms. Lempke to list six months of future events on the Trustees' Calendar so that they can plan well in advance.

Legislative and RAILS

Recently, Ms. Lempke attended a RAILS meeting and it was announced that they received a report from the State Library that the General Assembly gave them \$10.1 Million dollars which got everyone excited thinking that they will be receiving their Per Capita Grants. Not so. This money is basically going to be used for operational expenses. There is a back log of \$4 Billion in bills in the Comptroller's office. We are encouraged to write and thank our local representatives for the money received—it's a start.

Secretary's Report

In Secretary Nakanishi's absence, Trustee Dimond reported that a certified copy of Ordinance 15-07, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2015, and Ending June 30, 2016, together with the certification by the President of the Board certifying compliance with the Trust in Taxation Law was filed with the Cook County Clerk's office on December 8, 2015. The Ordinance as posted for public inspection.

New Business**Lending Regulations**

Trustee Dimond MOVED the Library Board of Trustees approve the recommended changes to Policy 3.05, Lending Regulations, which changes the circulation period for magazines. Trustee Matyas seconded.

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

Meilahn-Cabinet Work

Trustee Dimond MOVED the Library Board of Trustees approve the recommended expenditure of \$6,450 with Meilahn Manufacturing Company for cabinet work. Trustee Matyas seconded.

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

Laptop Workstations and Cart

Trustee Dimond MOVED the Library Board of Trustees approve the expenditure of Special Reserve Funds in the amount (not to exceed) \$32,431.99 for the purchase of 20 patron computer laptop workstations and 1 laptop cart from Dell Computers for the Digital Services Studio B and meeting room spaces. Trustee Rozanski seconded.

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

Salary Schedule

Trustee Dimond MOVED the Library Board of Trustees approve the Niles Public Library District 2015/2016 Salary Schedule. Trustee Rozanski seconded.

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

Per Capita Application FY2016 Requirements

Ms. Lempke reviewed the requirement of the 2015 Per Capita Application. Topics included the library's progress in meeting technology standards; technology training for patrons, and resource sharing.

Unfinished Business

Policy 4.02 Appointment

Trustee Dimond MOVED the Library Board of Trustees approve the recommended changes to Policy 4.02 Appointment. Trustee Rozanski seconded.

During the discussion, Mr. Walsh reviewed the Illinois Statute and informed the Trustees that it is legal for the Board to delegate hiring authority to its Director, but that it is up to the Board to decide whether or not they want to. Either way, the Board would be in compliance with the Statute.

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

Ms. Lempke assured the Board that she will keep them fully informed of all hires.

Policy 4.10 Leaves of Absence without Pay

The changes as highlighted in the policy represent the results of the changes to the regulations by the Department of Labor. With the constant changes to the regulations, it was agreed by the Board that the Policy be simplified to read that the policy is set as required by law. Mr. Walsh was asked to rewrite the policy.

Trustee Dimond MOVED the Library Board of Trustees table the motion until the January Board Meeting in order for the Library Attorney to rewrite Policy 4.10 Leave of Absence without Pay as discussed. Trustee Rozanski seconded.

Roll Call Vote: Ayes: Dimond, Drblik, Matyas, Rozanski, Ryan. (Mr. Spadoni stepped out of the meeting just prior to the vote.) Nays: None. Motion passed.

Library Retirement Plan Investigation – Review of Local Pensions

President Ryan read a statement that the Niles Library will continue an investigation and review of various pension options for its full time employees.

Mr. Pritz gave a brief PowerPoint presentation of local pensions specifically the Village's underfunded Firefighters and Police Pension Plans. Ms. Ryan and the Board directed Ms. Lempke and Mr. Pritz to invite IMRF to talk with the Board and the staff and to have IMRF perform a cost study to determine the costs so that the Board can make the best decision. Trustee Dimond asked that the Board be provided information on the details of the Library's current pension plan offered by ICMA. Mr. Pritz informed the Board that the cost study may take 8-10 weeks bringing it to the Board at the end of March.

Executive Session

Trustee Spadoni MOVED the Library Board of Trustees enter into Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Niles Public Library District; to discuss minutes of closed session meetings. Trustee Matyas seconded.

Roll Call Vote: Dimond, Drblik, Matyas, Rozanski, Ryan, Spadoni. Nay: None. Motion passed.

Executive session began at 9:30 PM. Executive session ended at 10:27 PM.

President Ryan asked that a 5 minute recess be taken. On a voice vote, all Trustees voted "aye".

The meeting reconvened at 9:37 PM with all members of the Board present.

The Regular Board Meeting resumed at 9:37 PM with all members of the Board present.

Final Action-if any, on closed session subjects

The Board set its goals for the Library Director to accomplish over the next year.

Other

Trustee Drblik requested that she meet with Mr. Pritz to come up with a change to the Check Register Report so that it would include more information so that when she refers to past reports she can make a comparison. This would alleviate questions that she may have. Ms. Lempke responded that this is being worked on by Mr. Pritz.

Ms. Drblik's questions regarding Ordinances 15-05 (Budget and Appropriations) and 15-07 (Levy) were clarified by Mr. Pritz.

Trustee Matyas brought up the current policy for travel expenses which states that all expenses over \$5.00 have an itemized receipt and that alcohol will not be reimbursed. It also states that if a trip is cancelled and expenses have been incurred, the employee is responsible for these expenses. Nowhere does it state that this would also apply to Trustee expenses as well. There is no written policy on this. The Board agreed that this policy be rewritten.

Trustee Matyas commented on the Public Comment Policy which states that there is a limit of 5 minutes to speak with a maximum total of 30 minutes. She would like this policy reviewed.

Discussion was held on whether a Board member should have the right to request staff to do something which may take longer than 5 minutes without the rest of the Board's agreement. The limit of 5 minutes was agreed upon by the Board. A majority of the Board agreed that requests should be discussed and agreed on at Board Meetings.

Adjournment

Trustee Dimond MOVED to adjourn. Trustee Drblik seconded.

Roll Call Vote: Ayes: Dimond, Drblik, Matyas, Rozanski, Ryan. Nays: None. The motion carried.

The meeting adjourned at 11:02 PM.

President

Secretary

DRAFT

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73107	Accounts Payable	Computer Check	1/20/2016	3M	\$0.00	\$13.99	(\$13.99)	Outstanding	1/31/2016
73108	Accounts Payable	Computer Check	1/20/2016	AFLAC	\$0.00	\$324.74	(\$338.73)	Outstanding	1/31/2016
73109	Accounts Payable	Computer Check	1/20/2016	ALLIANCE ENTERTAINMENT	\$0.00	\$146.24	(\$484.97)	Outstanding	1/31/2016
73110	Accounts Payable	Computer Check	1/20/2016	AT&T	\$0.00	\$43.47	(\$528.44)	Outstanding	1/31/2016
73111	Accounts Payable	Computer Check	1/20/2016	AT&T	\$0.00	\$427.59	(\$956.03)	Outstanding	1/31/2016
73112	Accounts Payable	Computer Check	1/20/2016	AUTOMATIC BUILDING CONTRO	\$0.00	\$1,071.00	(\$2,027.03)	Outstanding	1/31/2016
73113	Accounts Payable	Computer Check	1/20/2016	BAKER & TAYLOR	\$0.00	\$15.27	(\$2,042.30)	Outstanding	1/31/2016
73114	Accounts Payable	Computer Check	1/20/2016	MAUREEN BRADY	\$0.00	\$150.00	(\$2,192.30)	Outstanding	1/31/2016
73115	Accounts Payable	Computer Check	1/20/2016	CALL ONE	\$0.00	\$938.22	(\$3,130.52)	Outstanding	1/31/2016
73116	Accounts Payable	Computer Check	1/20/2016	ARIANNE CAREY	\$0.00	\$26.40	(\$3,156.92)	Outstanding	1/31/2016
73117	Accounts Payable	Computer Check	1/20/2016	CENGAGE LEARNING, INC.	\$0.00	\$610.49	(\$3,767.41)	Outstanding	1/31/2016
73118	Accounts Payable	Computer Check	1/20/2016	CENTER POINT LARGE PRINT	\$0.00	\$302.58	(\$4,069.99)	Outstanding	1/31/2016
73119	Accounts Payable	Computer Check	1/20/2016	CINTAS CORPORATION LOC. 769	\$0.00	\$742.68	(\$4,812.67)	Outstanding	1/31/2016
73120	Accounts Payable	Computer Check	1/20/2016	CLASS ACT	\$0.00	\$550.00	(\$5,362.67)	Outstanding	1/31/2016
73121	Accounts Payable	Computer Check	1/20/2016	COMED	\$0.00	\$6,660.86	(\$12,023.53)	Outstanding	1/31/2016
73122	Accounts Payable	Computer Check	1/20/2016	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$12,523.53)	Outstanding	1/31/2016
73123	Accounts Payable	Computer Check	1/20/2016	COOPERATIVE COMPUTER SERV	\$0.00	\$8,694.15	(\$21,217.68)	Outstanding	1/31/2016
73124	Accounts Payable	Computer Check	1/20/2016	CREATIVE PROMOTIONAL PROD	\$0.00	\$901.95	(\$22,119.63)	Outstanding	1/31/2016
73125	Accounts Payable	Computer Check	1/20/2016	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$34.76	(\$22,154.39)	Outstanding	1/31/2016
73126	Accounts Payable	Computer Check	1/20/2016	CECILIA CYGNAR	\$0.00	\$43.87	(\$22,198.26)	Outstanding	1/31/2016
73127	Accounts Payable	Computer Check	1/20/2016	DELL MARKETING L.P.	\$0.00	\$32,431.99	(\$54,630.25)	Outstanding	1/31/2016
73128	Accounts Payable	Computer Check	1/20/2016	DEMCO	\$0.00	\$1,136.67	(\$55,766.92)	Outstanding	1/31/2016
73129	Accounts Payable	Computer Check	1/20/2016	EASYPERMIT POSTAGE	\$0.00	\$900.00	(\$56,666.92)	Outstanding	1/31/2016
73130	Accounts Payable	Computer Check	1/20/2016	ELMHURST HISTORICAL MUSEU	\$0.00	\$750.00	(\$57,416.92)	Outstanding	1/31/2016
73131	Accounts Payable	Computer Check	1/20/2016	FIFTH THIRD BANK	\$0.00	\$2,068.24	(\$59,485.16)	Outstanding	1/31/2016
73132	Accounts Payable	Computer Check	1/20/2016	FINDAWAY WORLD, LLC	\$0.00	\$593.63	(\$60,078.79)	Outstanding	1/31/2016
73133	Accounts Payable	Computer Check	1/20/2016	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$243.00	(\$60,321.79)	Outstanding	1/31/2016
73134	Accounts Payable	Computer Check	1/20/2016	FLEXSOURCE, LLC	\$0.00	\$359.00	(\$60,680.79)	Outstanding	1/31/2016
73135	Accounts Payable	Computer Check	1/20/2016	GARVEY'S OFFICE PRODUCTS	\$0.00	\$980.77	(\$61,661.56)	Outstanding	1/31/2016
73136	Accounts Payable	Computer Check	1/20/2016	DEBORAH GRAHAM	\$0.00	\$60.92	(\$61,722.48)	Outstanding	1/31/2016
73137	Accounts Payable	Computer Check	1/20/2016	GRAINGER	\$0.00	\$1,184.45	(\$62,906.93)	Outstanding	1/31/2016
73138	Accounts Payable	Computer Check	1/20/2016	GROOT INDUSTRIES, INC.	\$0.00	\$213.63	(\$63,120.56)	Outstanding	1/31/2016
73139	Accounts Payable	Computer Check	1/20/2016	MONICA HADZHIEVA	\$0.00	\$9.99	(\$63,130.55)	Outstanding	1/31/2016
73140	Accounts Payable	Computer Check	1/20/2016	HAYES MECHANICAL	\$0.00	\$2,980.00	(\$66,110.55)	Outstanding	1/31/2016
73141	Accounts Payable	Computer Check	1/20/2016	HEALTHCARE SERVICE CORPOR	\$0.00	\$42,632.85	(\$108,743.40)	Outstanding	1/31/2016
73142	Accounts Payable	Computer Check	1/20/2016	INGRAM LIBRARY SERVICES	\$0.00	\$13,554.33	(\$122,297.73)	Outstanding	1/31/2016
73143	Accounts Payable	Computer Check	1/20/2016	IRON MOUNTAIN	\$0.00	\$121.99	(\$122,419.72)	Outstanding	1/31/2016
73144	Accounts Payable	Computer Check	1/20/2016	JAMIE KING	\$0.00	\$35.08	(\$122,454.80)	Outstanding	1/31/2016
73145	Accounts Payable	Computer Check	1/20/2016	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$6,279.28	(\$128,734.08)	Outstanding	1/31/2016

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73146	Accounts Payable	Computer Check	1/20/2016	SUJEDA KOET	\$0.00	\$3.99	(\$128,738.07)	Outstanding	1/31/2016
73147	Accounts Payable	Computer Check	1/20/2016	KONE INC.	\$0.00	\$824.62	(\$129,562.69)	Outstanding	1/31/2016
73148	Accounts Payable	Computer Check	1/20/2016	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,067.02	(\$130,629.71)	Outstanding	1/31/2016
73149	Accounts Payable	Computer Check	1/20/2016	KOREAN BOOKS	\$0.00	\$547.87	(\$131,177.58)	Outstanding	1/31/2016
73150	Accounts Payable	Computer Check	1/20/2016	LAUBE IMAGING PRODUCTS	\$0.00	\$711.18	(\$131,888.76)	Outstanding	1/31/2016
73151	Accounts Payable	Computer Check	1/20/2016	ROBBIE MALKOWSKI	\$0.00	\$250.00	(\$132,138.76)	Outstanding	1/31/2016
73152	Accounts Payable	Computer Check	1/20/2016	MCCLURE INSERRA & COMPANY	\$0.00	\$5,000.00	(\$137,138.76)	Outstanding	1/31/2016
73153	Accounts Payable	Computer Check	1/20/2016	JOAN MCGEE	\$0.00	\$225.00	(\$137,363.76)	Outstanding	1/31/2016
73154	Accounts Payable	Computer Check	1/20/2016	KIMBERLY MEHTA	\$0.00	\$25.64	(\$137,389.40)	Outstanding	1/31/2016
73155	Accounts Payable	Computer Check	1/20/2016	MENARDS	\$0.00	\$658.65	(\$138,048.05)	Outstanding	1/31/2016
73156	Accounts Payable	Computer Check	1/20/2016	MIDWEST TAPE	\$0.00	\$6,731.25	(\$144,779.30)	Outstanding	1/31/2016
73157	Accounts Payable	Computer Check	1/20/2016	MARY MILLER	\$0.00	\$288.59	(\$145,067.89)	Outstanding	1/31/2016
73158	Accounts Payable	Computer Check	1/20/2016	MOUG	\$0.00	\$40.00	(\$145,107.89)	Outstanding	1/31/2016
73159	Accounts Payable	Computer Check	1/20/2016	MULTICULTURAL BOOKS & VID	\$0.00	\$490.38	(\$145,598.27)	Outstanding	1/31/2016
73160	Accounts Payable	Computer Check	1/20/2016	MOHAMMAD T. MUSLEH	\$0.00	\$17.99	(\$145,616.26)	Outstanding	1/31/2016
73161	Accounts Payable	Computer Check	1/20/2016	NICOR GAS	\$0.00	\$1,008.25	(\$146,624.51)	Outstanding	1/31/2016
73162	Accounts Payable	Computer Check	1/20/2016	NILES CHAMBER OF COMMERCE	\$0.00	\$25.00	(\$146,649.51)	Outstanding	1/31/2016
73163	Accounts Payable	Computer Check	1/20/2016	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$147,530.51)	Outstanding	1/31/2016
73164	Accounts Payable	Computer Check	1/20/2016	NSTA	\$0.00	\$99.00	(\$147,629.51)	Outstanding	1/31/2016
73165	Accounts Payable	Computer Check	1/20/2016	JOHN NYGRO	\$0.00	\$150.00	(\$147,779.51)	Outstanding	1/31/2016
73166	Accounts Payable	Computer Check	1/20/2016	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$148,527.51)	Outstanding	1/31/2016
73167	Accounts Payable	Computer Check	1/20/2016	OMNIGRAPHICS, INC.	\$0.00	\$409.25	(\$148,936.76)	Outstanding	1/31/2016
73168	Accounts Payable	Computer Check	1/20/2016	PEAPOD	\$0.00	\$323.07	(\$149,259.83)	Outstanding	1/31/2016
73169	Accounts Payable	Computer Check	1/20/2016	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$543.90	(\$149,803.73)	Outstanding	1/31/2016
73170	Accounts Payable	Computer Check	1/20/2016	PLIC - SBD GRAND ISLAND	\$0.00	\$1,547.97	(\$151,351.70)	Outstanding	1/31/2016
73171	Accounts Payable	Computer Check	1/20/2016	POLONIA BOOKSTORE, INC.	\$0.00	\$683.72	(\$152,035.42)	Outstanding	1/31/2016
73172	Accounts Payable	Computer Check	1/20/2016	RAINBOW AAT	\$0.00	\$50.00	(\$152,085.42)	Outstanding	1/31/2016
73173	Accounts Payable	Computer Check	1/20/2016	RECORDED BOOKS, LLC	\$0.00	\$171.46	(\$152,256.88)	Outstanding	1/31/2016
73174	Accounts Payable	Computer Check	1/20/2016	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$152,806.88)	Outstanding	1/31/2016
73175	Accounts Payable	Computer Check	1/20/2016	RUTH SCHUSTER	\$0.00	\$623.20	(\$153,430.08)	Outstanding	1/31/2016
73176	Accounts Payable	Computer Check	1/20/2016	CLARA SHEFFER	\$0.00	\$9.98	(\$153,440.06)	Outstanding	1/31/2016
73177	Accounts Payable	Computer Check	1/20/2016	SHELL	\$0.00	\$61.45	(\$153,501.51)	Outstanding	1/31/2016
73178	Accounts Payable	Computer Check	1/20/2016	CIBY SHIBU	\$0.00	\$7.99	(\$153,509.50)	Outstanding	1/31/2016
73179	Accounts Payable	Computer Check	1/20/2016	SIGNARAMA BLOOMINGDALE	\$0.00	\$1,323.72	(\$154,833.22)	Outstanding	1/31/2016
73180	Accounts Payable	Computer Check	1/20/2016	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$154,947.22)	Outstanding	1/31/2016
73181	Accounts Payable	Computer Check	1/20/2016	ANNETTE SPADONI	\$0.00	\$6.99	(\$154,954.21)	Outstanding	1/31/2016
73182	Accounts Payable	Computer Check	1/20/2016	STANDARD & POOR'S FINANCIAL	\$0.00	\$9,033.55	(\$163,987.76)	Outstanding	1/31/2016
73183	Accounts Payable	Computer Check	1/20/2016	STEINER ELECTRIC COMPANY	\$0.00	\$368.00	(\$164,355.76)	Outstanding	1/31/2016
73184	Accounts Payable	Computer Check	1/20/2016	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$881.28	(\$165,237.04)	Outstanding	1/31/2016

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73185	Accounts Payable	Computer Check	1/20/2016	KATHY TOY	\$0.00	\$55.00	(\$165,292.04)	Outstanding	1/31/2016
73186	Accounts Payable	Computer Check	1/20/2016	GRETA ULRICH	\$0.00	\$29.55	(\$165,321.59)	Outstanding	1/31/2016
73187	Accounts Payable	Computer Check	1/20/2016	UNIQUE MANAGEMENT SERVICE	\$0.00	\$159.20	(\$165,480.79)	Outstanding	1/31/2016
73188	Accounts Payable	Computer Check	1/20/2016	VERIZON WIRELESS	\$0.00	\$98.93	(\$165,579.72)	Outstanding	1/31/2016
73189	Accounts Payable	Computer Check	1/20/2016	VILLAGE OF NILES	\$0.00	\$359.79	(\$165,939.51)	Outstanding	1/31/2016
73190	Accounts Payable	Computer Check	1/20/2016	VISA	\$0.00	\$6,318.93	(\$172,258.44)	Outstanding	1/31/2016
73191	Accounts Payable	Computer Check	1/20/2016	VISION SERVICE PLAN OF ILLINO	\$0.00	\$590.22	(\$172,848.66)	Outstanding	1/31/2016
73192	Accounts Payable	Computer Check	1/20/2016	VISOGRAPHIC	\$0.00	\$7,095.66	(\$179,944.32)	Outstanding	1/31/2016
73193	Accounts Payable	Computer Check	1/20/2016	WESTON WOODS STUDIOS	\$0.00	\$119.80	(\$180,064.12)	Outstanding	1/31/2016
73194	Accounts Payable	Computer Check	1/20/2016	SUZANNE WULF	\$0.00	\$48.70	(\$180,112.82)	Outstanding	1/31/2016
73195	Accounts Payable	Computer Check	1/20/2016	PAULETTE ZUCKERMAN	\$0.00	\$14.85	(\$180,127.67)	Outstanding	1/31/2016

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$180,127.67)
Total Payments:	(\$180,127.67)
Total Change in Register Balance:	(\$180,127.67)

Niles Public Library District
Check Detail and Account Distribution
Check Date January 20, 2016

Payment date	Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
1/20/16	73107	\$13.99	3M	\$13.99	MATERIALS	01-4420-44-00	Downloadables
1/20/16	73108	\$324.74	AFLAC	\$324.74	EMPLOYEE PAYMENTS DECEMBER 2015	01-2140-00-00	Payroll Clearing
1/20/16	73109	\$146.24	ALLIANCE ENTERTAINMENT	\$125.25	MATERIALS MUSIC DVDS	01-4433-44-00	AV-Adult
1/20/16	73109	\$146.24	ALLIANCE ENTERTAINMENT	\$20.99	MATERIALS MUSIC DVDS	01-4435-44-00	AV-Teen
1/20/16	73110	\$43.47	AT&T	\$43.47	911 LOCATOR SOFTWARE	01-5465-54-00	Telephone
1/20/16	73111	\$427.59	AT&T	\$427.59	INTERNET CONNECTION	01-5312-53-00	Internet Charges
1/20/16	73112	\$1,071.00	AUTOMATIC BUILDING CONTRC	\$1,071.00	QTRLY BILLING TEMPERATURE CONTROL SERV AGREE	08-6720-67-00	Contractual Maintenance
1/20/16	73113	\$15.27	BAKER & TAYLOR	\$15.27	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73114	\$150.00	MAUREEN BRADY	\$150.00	PERFORMER 2-27-15 DISCOVERING THE RICHES OF FAMILYSEARCH	01-5323-53-00	Programming & Support-Adult
1/20/16	73115	\$938.22	CALL ONE	\$938.22	MONTHLY PHONE BILL	01-5465-54-00	Telephone
1/20/16	73116	\$26.40	ARIANNE CAREY	\$26.40	PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
1/20/16	73117	\$610.49	CENGAGE LEARNING, INC.	\$80.77	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73117	\$610.49	CENGAGE LEARNING, INC.	\$53.58	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73117	\$610.49	CENGAGE LEARNING, INC.	\$30.39	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73117	\$610.49	CENGAGE LEARNING, INC.	\$151.95	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73117	\$610.49	CENGAGE LEARNING, INC.	\$47.18	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73117	\$610.49	CENGAGE LEARNING, INC.	\$24.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73117	\$610.49	CENGAGE LEARNING, INC.	\$40.28	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73117	\$610.49	CENGAGE LEARNING, INC.	\$87.98	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73117	\$610.49	CENGAGE LEARNING, INC.	\$93.57	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73118	\$302.58	CENTER POINT LARGE PRINT	\$44.34	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73118	\$302.58	CENTER POINT LARGE PRINT	\$44.34	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73118	\$302.58	CENTER POINT LARGE PRINT	\$44.34	MATEIRALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73118	\$302.58	CENTER POINT LARGE PRINT	\$42.54	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73118	\$302.58	CENTER POINT LARGE PRINT	\$41.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73118	\$302.58	CENTER POINT LARGE PRINT	\$41.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73118	\$302.58	CENTER POINT LARGE PRINT	\$43.14	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73119	\$742.68	CINTAS CORPORATION LOC. 765	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
1/20/16	73119	\$742.68	CINTAS CORPORATION LOC. 765	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
1/20/16	73119	\$742.68	CINTAS CORPORATION LOC. 765	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
1/20/16	73119	\$742.68	CINTAS CORPORATION LOC. 765	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
1/20/16	73119	\$742.68	CINTAS CORPORATION LOC. 765	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
1/20/16	73119	\$742.68	CINTAS CORPORATION LOC. 765	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
1/20/16	73120	\$550.00	CLASS ACT	\$550.00	PERFORMER-HERMANOS ESCAMILLA-TRICK ROPE SHOW 2-14-16	01-5324-53-00	Programming & Support-Juvenile
1/20/16	73121	\$6,660.86	COMED	\$6,660.86	11-9-15/12-9-15 30 DAYS	01-5720-57-00	Electric
1/20/16	73122	\$500.00	COMMUNICATION REVOLVING F	\$500.00	INTERNET CONNECTION	01-5312-53-00	Internet Charges

Niles Public Library District
Check Detail and Account Distribution
Check Date January 20, 2016

Payment date	Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
1/20/16	73123	\$8,694.15	COOPERATIVE COMPUTER SERVI	\$979.39	OCLC CHARGES DECEMBER 2015	01-5329-53-00	Computer Charges OCLC
1/20/16	73123	\$8,694.15	COOPERATIVE COMPUTER SERVI	\$3,455.37	CCS CHARGES 12-15/NOVELIST 1-1-16/12-31-16	01-5313-53-00	Software, Licenses
1/20/16	73123	\$8,694.15	COOPERATIVE COMPUTER SERVI	\$4,259.39	CCS CHARGES 12-15/NOVELIST 1-1-16/12-31-16	01-5310-53-00	CCS Charges
1/20/16	73124	\$901.95	CREATIVE PROMOTIONAL PRODI	\$901.95	400 LANYARDS-WINTER READING CLUB KIDSPACE	01-5456-54-00	Promotional Expense
1/20/16	73125	\$34.76	CRIMSON MULTIMEDIA DISTRIBU	\$34.76	MATERIALS KIDS GAME	01-4434-44-00	AV-Youth Services
1/20/16	73126	\$43.87	CECILIA CYGNAR	\$9.49	ADULT PROGRAM RECEIPT	01-5323-53-00	Programming & Support-Adult
1/20/16	73126	\$43.87	CECILIA CYGNAR	\$9.46	ADULT PROGRAM RECEIPT	01-5323-53-00	Programming & Support-Adult
1/20/16	73126	\$43.87	CECILIA CYGNAR	\$24.92	ADULT PROGRAM RECEIPT	01-5323-53-00	Programming & Support-Adult
1/20/16	73127	\$32,431.99	DELL MARKETING L.P.	\$30,884.00	20 PATRON COMPUTER LAPTOP WORKSTATIONS	40-5810-58-00	Special Reserve - Equipment
1/20/16	73127	\$32,431.99	DELL MARKETING L.P.	\$1,547.99	1 LAPTOP CART FOR DELL COMPUTERS	40-5810-58-00	Special Reserve - Equipment
1/20/16	73128	\$1,136.67	DEMCO	\$48.17	OFFICE SUPPLIES	01-5457-54-00	Office Supplies
1/20/16	73128	\$1,136.67	DEMCO	\$411.00	BOOK CART	08-6770-67-00	Furniture & Fixtures
1/20/16	73128	\$1,136.67	DEMCO	\$32.50	OFFICE & PROCESSING SUPPLIES	01-5322-53-00	Library Supplies
1/20/16	73128	\$1,136.67	DEMCO	\$645.00	OFFICE & PROCESSING SUPPLIES	01-5311-53-00	Processing & Supplies
1/20/16	73129	\$900.00	EASYPERMIT POSTAGE	\$600.00	REPLENISH POSTAGE METER	01-5458-54-00	Postage & Freight
1/20/16	73129	\$900.00	EASYPERMIT POSTAGE	\$300.00	REPLENISH POSTAGE METER DEC 2015	01-5458-54-00	Postage & Freight
1/20/16	73130	\$750.00	ELMHURST HISTORICAL MUSEUM	\$750.00	25% DEPOSIT FOR CANDY EXHIBIT	01-5323-53-00	Programming & Support-Adult
1/20/16	73131	\$2,068.24	FIFTH THIRD BANK	\$2,068.24	FSA EMPLOYEE PAYMENTS 12-15	01-1125-00-00	Cash-Flexible Spending Account
1/20/16	73132	\$593.63	FINDAWAY WORLD, LLC	\$232.45	MATERIALS AUDIO BOOKS	01-4434-44-00	AV-Youth Services
1/20/16	73132	\$593.63	FINDAWAY WORLD, LLC	\$44.99	MATERIALS AUDIO BOOKS	01-4434-44-00	AV-Youth Services
1/20/16	73132	\$593.63	FINDAWAY WORLD, LLC	\$316.19	MATERIALS AUDIO BOOKS	01-4434-44-00	AV-Youth Services
1/20/16	73133	\$243.00	FIRE & SECURITY SYSTEMS, INC.	\$243.00	QTRLY BILL-FIRE ALARM MONITORING & RADIO LEASE	08-6720-67-00	Contractual Maintenance
1/20/16	73134	\$359.00	FLEXSOURCE, LLC	\$55.00	FSA, HRA HEALTH & DENTAL MONTHLY FEES	01-5633-56-00	FSA fee
1/20/16	73134	\$359.00	FLEXSOURCE, LLC	\$128.00	FSA, HRA HEALTH & DENTAL MONTHLY FEES	01-5625-56-00	Health Reimbursement Account
1/20/16	73134	\$359.00	FLEXSOURCE, LLC	\$176.00	FSA, HRA HEALTH & DENTAL MONTHLY FEES	01-5630-56-00	Dental
1/20/16	73135	\$980.77	GARVEY'S OFFICE PRODUCTS	\$230.85	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
1/20/16	73135	\$980.77	GARVEY'S OFFICE PRODUCTS	\$527.59	OFFICE & KITCHEN SUPPLIES	01-5457-54-00	Office Supplies
1/20/16	73135	\$980.77	GARVEY'S OFFICE PRODUCTS	\$16.64	OFFICE & KITCHEN SUPPLIES	01-5455-54-00	Kitchen Supplies
1/20/16	73135	\$980.77	GARVEY'S OFFICE PRODUCTS	\$148.59	OFFICE & PROCESSING SUPPLIES	01-5457-54-00	Office Supplies
1/20/16	73135	\$980.77	GARVEY'S OFFICE PRODUCTS	\$57.10	OFFICE & PROCESSING SUPPLIES	01-5311-53-00	Processing & Supplies
1/20/16	73136	\$60.92	DEBORAH GRAHAM	\$10.00	REIMBURSEMENT-REBECCA CAUDILL MEMBERSHIP	01-5324-53-00	Programming & Support-Juvenile
1/20/16	73136	\$60.92	DEBORAH GRAHAM	\$31.96	PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
1/20/16	73136	\$60.92	DEBORAH GRAHAM	\$18.96	PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
1/20/16	73137	\$1,184.45	GRAINGER	\$126.18	MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
1/20/16	73137	\$1,184.45	GRAINGER	\$784.13	MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
1/20/16	73137	\$1,184.45	GRAINGER	\$274.14	MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies

Niles Public Library District
Check Detail and Account Distribution
Check Date January 20, 2016

Payment date	Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
1/20/16	73138	\$213.63	GROOT INDUSTRIES, INC.	\$213.63	MONTHLY SERVICE	08-6730-67-00	Non-Contractual Maintenance
1/20/16	73139	\$9.99	MONICA HADZHIEVA	\$9.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
1/20/16	73140	\$2,980.00	HAYES MECHANICAL	\$2,980.00	LABOR & EQUIPMENT TO REPLACE DAMPERS	08-6710-67-00	Repairs & Improvements
1/20/16	73141	\$42,632.85	HEALTHCARE SERVICE CORPORA	\$42,632.85	GROUP MEDICAL JAN 2016	01-5620-56-00	Group Health
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$61.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$18.86	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$50.07	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$258.15	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$10.73	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$11.04	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$9.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$171.97	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$2.76	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$429.66	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$22.00	MATERIALS BOOKS	01-4433-44-00	AV-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$4.83	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$382.08	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$15.87	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$27.95	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$69.93	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$24.27	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$407.49	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$20.32	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$11.29	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$5.52	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$533.49	MATERIALS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$3.45	MATERIALS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$1,014.70	MATERIALS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$20.33	MATERIALS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$25.96	MATERIALS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$30.36	MATERIALS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$15.79	MATERIALS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$56.99	MATERIALS	01-4434-44-00	AV-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$162.71	MATERIALS	01-4414-44-00	Books-Youth Services

Niles Public Library District
Check Detail and Account Distribution
Check Date January 20, 2016

Payment date	Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$603.42	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$13.11	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$131.06	MATERIALS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$107.89	MATERIALS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$4.83	MATERIALS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$243.39	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$10.35	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$352.60	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$3.45	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$591.44	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$19.75	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$6.59	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$40.68	MATERIALS AUDIO BOOKS	01-4435-44-00	AV-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$220.36	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$5.99	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$236.28	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$6.59	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$11.97	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$7.79	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$23.38	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$7.18	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$37.17	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$5.99	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$25.18	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$75.10	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$41.51	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$2.76	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$68.90	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$437.59	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$4.83	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$17.36	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$10.16	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$41.16	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies

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1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$324.42	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$54.25	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$11.73	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$20.37	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$123.60	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$7.59	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$256.83	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$116.53	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$346.91	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$30.36	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$48.04	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$96.17	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$6.21	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$35.98	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$10.16	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$122.71	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$9.60	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$118.71	MATERIALS BOOKS	01-4435-44-00	AV-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$48.02	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$360.90	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$10.17	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$1,263.65	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$78.66	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$276.27	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$43.69	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$12.57	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$8.97	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$22.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$3.59	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$43.02	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$56.99	MATERIALS BOOKS	01-4435-44-00	AV-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$199.87	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$28.95	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$531.61	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services

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1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$23.46	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$96.29	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$106.07	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$18.99	MATERIALS BOOKS	01-4435-44-00	AV-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$111.73	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$142.47	MATERIALS BOOKS	01-4435-44-00	AV-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$2.07	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$23.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$37.90	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$36.22	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$123.47	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$246.61	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$513.58	MATERIALS BOOKS	01-4415-44-00	Books-Teen
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$40.04	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73142	\$13,554.33	INGRAM LIBRARY SERVICES	\$22.08	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
1/20/16	73143	\$121.99	IRON MOUNTAIN	\$121.99	OFF SITE STORAGE	01-5350-53-00	Miscellaneous
1/20/16	73144	\$35.08	JAMIE KING	\$35.08	MILEAGE REIMBURSEMENT NOV & DEC 2015	01-5431-54-00	Mileage
1/20/16	73145	\$6,279.28	KLEIN, THORPE & JENKINS, LTD.	\$6,279.28	MISC LEGAL SERVICES THROUGH 11-30-15	01-5450-54-00	Legal Fees
1/20/16	73146	\$3.99	SUJEDA KOET	\$3.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
1/20/16	73147	\$824.62	KONE INC.	\$243.81	ELEVATOR MONTHLY MAINT COVERAGE	08-6720-67-00	Contractual Maintenance
1/20/16	73147	\$824.62	KONE INC.	\$337.00	ANNUAL CODE REQUIRED TESTING	08-6720-67-00	Contractual Maintenance
1/20/16	73147	\$824.62	KONE INC.	\$243.81	MONTHLY MAINT COVERAGE	08-6720-67-00	Contractual Maintenance
1/20/16	73148	\$1,067.02	KONICA MINOLTA BUSINESS SOL	\$266.08	STAFF COPIER/PRINTER MONTHLY FEE	01-5425-54-00	Copiers
1/20/16	73148	\$1,067.02	KONICA MINOLTA BUSINESS SOL	\$208.94	STAFF COPIER/PRINTER MONTHLY FEE	01-5425-54-00	Copiers
1/20/16	73148	\$1,067.02	KONICA MINOLTA BUSINESS SOL	\$101.35	PATRON COPIER MONTHLY FEE	01-5425-54-00	Copiers
1/20/16	73148	\$1,067.02	KONICA MINOLTA BUSINESS SOL	\$8.03	PATRON COPIERS MONTHLY FEE	01-5425-54-00	Copiers
1/20/16	73148	\$1,067.02	KONICA MINOLTA BUSINESS SOL	\$164.55	STAFF PRINTER/COPIER MONTHLY FEE	01-5425-54-00	Copiers
1/20/16	73148	\$1,067.02	KONICA MINOLTA BUSINESS SOL	\$192.27	STAFF PRINTER/COPIER MONTHLY FEE	01-5425-54-00	Copiers
1/20/16	73148	\$1,067.02	KONICA MINOLTA BUSINESS SOL	\$125.80	PATRON PRINTER/COPIER MONTHLY FEE	01-5425-54-00	Copiers
1/20/16	73149	\$547.87	KOREAN BOOKS	\$239.56	MATERIALS	01-4413-44-00	Books-Adult
1/20/16	73149	\$547.87	KOREAN BOOKS	\$308.31	MATERIALS	01-4413-44-00	Books-Adult
1/20/16	73150	\$711.18	LAUBE IMAGING PRODUCTS	\$530.70	PAPER FOR POSTER PRINTING	01-5320-53-00	Printing
1/20/16	73150	\$711.18	LAUBE IMAGING PRODUCTS	\$180.48	INK	01-5320-53-00	Printing
1/20/16	73151	\$250.00	ROBBIE MALKOWSKI	\$250.00	PERFORMER-MY FUNNY VALENTINE 2-10-15	01-5323-53-00	Programming & Support-Adult
1/20/16	73152	\$5,000.00	MCCLURE INSERRA & COMPANY	\$5,000.00	FINAL BILLING-YEAR END AUDIT 6-30-15	02-6100-61-00	Audit Expense
1/20/16	73153	\$225.00	JOAN MCGEE	\$225.00	PERFORMER-KIDS YOGA	01-5324-53-00	Programming & Support-Juvenile

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1/20/16	73154	\$25.64	KIMBERLY MEHTA	\$25.64	LOST BOOK REFUND	01-3620-36-00	Lost Books
1/20/16	73155	\$658.65	MENARDS	\$156.91	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
1/20/16	73155	\$658.65	MENARDS	\$61.08	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
1/20/16	73155	\$658.65	MENARDS	\$38.89	MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
1/20/16	73155	\$658.65	MENARDS	\$285.22	MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
1/20/16	73155	\$658.65	MENARDS	\$116.55	SALT	01-5420-54-00	Janitorial Supplies
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$708.23	MATERIALS	01-4433-44-00	AV-Adult
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$137.90	MATERIALS	01-4434-44-00	AV-Youth Services
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$118.97	MATERIALS	01-4435-44-00	AV-Teen
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$487.41	MATERIALS	01-4433-44-00	AV-Adult
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$301.38	MATERIALS	01-4435-44-00	AV-Teen
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$272.04	MATERIALS	01-4434-44-00	AV-Youth Services
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$59.99	MATERIALS	01-4433-44-00	AV-Adult
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$1,996.43	MATERIALS	01-4433-44-00	AV-Adult
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$502.85	MATERIALS	01-4434-44-00	AV-Youth Services
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$296.14	MATERIALS	01-4435-44-00	AV-Teen
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$1,632.52	MATERIALS	01-4433-44-00	AV-Adult
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$67.48	MATERIALS	01-4435-44-00	AV-Teen
1/20/16	73156	\$6,731.25	MIDWEST TAPE	\$149.91	MATERIALS	01-4434-44-00	AV-Youth Services
1/20/16	73157	\$288.59	MARY MILLER	\$55.90	PROGRAM RECEIPTS	01-5326-53-00	Programming & Support-Teen
1/20/16	73157	\$288.59	MARY MILLER	\$105.64	TEEN PROGRAM RECEIPTS	01-5326-53-00	Programming & Support-Teen
1/20/16	73157	\$288.59	MARY MILLER	\$68.68	PROGRAM RECEIPT	01-5326-53-00	Programming & Support-Teen
1/20/16	73157	\$288.59	MARY MILLER	\$34.93	PROGRAM RECEIPTS	01-5326-53-00	Programming & Support-Teen
1/20/16	73157	\$288.59	MARY MILLER	\$23.44	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
1/20/16	73158	\$40.00	MOUG	\$40.00	MATERIALS NEWSLETTER	01-5461-54-00	Subscriptions & Dues
1/20/16	73159	\$490.38	MULTICULTURAL BOOKS & VIDE	\$241.92	MATERIALS	01-4413-44-00	Books-Adult
1/20/16	73159	\$490.38	MULTICULTURAL BOOKS & VIDE	\$199.61	MATERIALS	01-4413-44-00	Books-Adult
1/20/16	73159	\$490.38	MULTICULTURAL BOOKS & VIDE	\$48.85	MATERIALS	01-4413-44-00	Books-Adult
1/20/16	73160	\$17.99	MOHAMMAD T. MUSLEH	\$17.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
1/20/16	73161	\$1,008.25	NICOR GAS	\$1,008.25	11-9-15/12-10-15 31 DAYS	01-5710-57-00	Gas
1/20/16	73162	\$25.00	NILES CHAMBER OF COMMERCE	\$25.00	HOLIDAY PARTY RESERVATION	01-5430-54-00	Professional Development
1/20/16	73163	\$881.00	NILES ELEMENTARY SCHOOL DIS	\$881.00	JAN 2016 PARKING LOT LEASE	01-5491-54-00	Parking Lease
1/20/16	73164	\$99.00	NSTA	\$99.00	1 YR. INSTITUTIONAL MEMBERSHIP	01-5461-54-00	Subscriptions & Dues
1/20/16	73165	\$150.00	JOHN NYGRO	\$150.00	PERFORMER-INSIDE THE WINTER'S TALE 2-13-15	01-5323-53-00	Programming & Support-Adult
1/20/16	73166	\$748.00	OAK BROOK MECHANICAL SERVI	\$748.00	NOV 2015 INSPECTION	08-6720-67-00	Contractual Maintenance
1/20/16	73167	\$409.25	OMNIGRAPHICS, INC.	\$81.85	MATERIALS BOOKS	01-4413-44-00	Books-Adult

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1/20/16	73167	\$409.25	OMNIGRAPHICS, INC.	\$327.40	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73168	\$323.07	PEAPOD	\$323.07	KIDSPACE PROGRAM SUPPLIES	01-5324-53-00	Programming & Support-Juvenile
1/20/16	73169	\$543.90	PITNEY BOWES GLOBAL FINANC	\$543.90	QTRLY LEASE-MAIL MACHINE	01-5458-54-00	Postage & Freight
1/20/16	73170	\$1,547.97	PLIC - SBD GRAND ISLAND	\$1,547.97	LIFE INS, STD, LTD, AD&D-JAN 2015	01-5634-56-00	Life, LTD, AD&D, STD
1/20/16	73171	\$683.72	POLONIA BOOKSTORE, INC.	\$256.40	MATEIRALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73171	\$683.72	POLONIA BOOKSTORE, INC.	\$303.92	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73171	\$683.72	POLONIA BOOKSTORE, INC.	\$123.40	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73172	\$50.00	RAINBOW AAT	\$50.00	PERFORMER-SPECIAL SUNDAY 2-7-16	01-5324-53-00	Programming & Support-Juvenile
1/20/16	73173	\$171.46	RECORDED BOOKS, LLC	\$27.67	MATERIALS	01-4434-44-00	AV-Youth Services
1/20/16	73173	\$171.46	RECORDED BOOKS, LLC	\$119.19	MATERIALS	01-4434-44-00	AV-Youth Services
1/20/16	73173	\$171.46	RECORDED BOOKS, LLC	\$24.60	MATERIALS	01-4434-44-00	AV-Youth Services
1/20/16	73174	\$550.00	RUSSIAN PUBLISHING HOUSE, LTI	\$300.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73174	\$550.00	RUSSIAN PUBLISHING HOUSE, LTI	\$250.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73175	\$623.20	RUTH SCHUSTER	\$623.20	PLA CONF REIMBURSEMENT	01-5430-54-00	Professional Development
1/20/16	73176	\$9.98	CLARA SHEFFER	\$9.98	PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
1/20/16	73177	\$61.45	SHELL	\$61.45	GAS FOR VAN & TRACTOR	01-5510-55-00	Gas, Oil, Grease
1/20/16	73178	\$7.99	CIBY SHIBU	\$7.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
1/20/16	73179	\$1,323.72	SIGNARAMA BLOOMINGDALE	\$1,323.72	LARGE POLE BANNERS	01-5456-54-00	Promotional Expense
1/20/16	73180	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	MONTHLY SERVICE	08-6720-67-00	Contractual Maintenance
1/20/16	73181	\$6.99	ANNETTE SPADONI	\$6.99	PROGRAM RECEIPT	01-5456-54-00	Promotional Expense
1/20/16	73182	\$9,033.55	STANDARD & POOR'S FINANCIAL	\$9,033.55	MATERIALS ONLINE SUBSCRIPTION	01-4487-44-00	Online Databases
1/20/16	73183	\$368.00	STEINER ELECTRIC COMPANY	\$368.00	MAINT AGREEMENT	08-6720-67-00	Contractual Maintenance
1/20/16	73184	\$881.28	TODAY'S BUSINESS SOLUTIONS, II	\$881.28	FAX PROGRAM-APRIL/SEPTEMBER 2015	01-5311-53-00	Processing & Supplies
1/20/16	73185	\$55.00	KATHY TOY	\$55.00	RENEW NPLD COSTCO BUSINESS MEMBERSHIP	01-5461-54-00	Subscriptions & Dues
1/20/16	73186	\$29.55	GRETA ULRICH	\$29.55	FOOD FOR MEETING	01-5430-54-00	Professional Development
1/20/16	73187	\$159.20	UNIQUE MANAGEMENT SERVICES	\$159.20	COLLECTION AGENCY FEE 11-15	01-5462-54-00	Collection Services
1/20/16	73188	\$98.93	VERIZON WIRELESS	\$98.93	MONTHLY CELL PHONE BILL	01-5465-54-00	Telephone
1/20/16	73189	\$359.79	VILLAGE OF NILES	\$359.79	AUTOMATIC WATER METER READING 12-9-15	01-5730-57-00	Water
1/20/16	73190	\$6,318.93	VISA	\$185.40	RHODE ISLAND - WINTER READING CLUB PRIZES	01-5324-53-00	Programming & Support-Juvenile
1/20/16	73190	\$6,318.93	VISA	\$73.43	AMAZON.COM-JOINT PROGRAM SUPPLIES	01-5325-53-00	Programming & Support-Joint
1/20/16	73190	\$6,318.93	VISA	\$19.98	AMAZON.COM MATERIALS BOOKS	01-4413-44-00	Books-Adult
1/20/16	73190	\$6,318.93	VISA	\$9.46	HOME DEPOT- MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
1/20/16	73190	\$6,318.93	VISA	\$75.88	AMAZON.COM-PROGRAM RECEIPTS	01-5325-53-00	Programming & Support-Joint
1/20/16	73190	\$6,318.93	VISA	\$96.14	AMAZON.COM-PROGRAM RECEIPTS	01-5323-53-00	Programming & Support-Adult
1/20/16	73190	\$6,318.93	VISA	\$44.48	AMAZON.COM-PROGRAM RECEIPTS	01-5323-53-00	Programming & Support-Adult
1/20/16	73190	\$6,318.93	VISA	\$301.00	AMAZON.COM-PROGRAM RECEIPTS	01-5325-53-00	Programming & Support-Joint

Niles Public Library District
Check Detail and Account Distribution
Check Date January 20, 2016

Payment date	Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
1/20/16	73190	\$6,318.93	VISA	\$100.00	AMAZON.COM-PROGRAM RECEIPTS	01-5325-53-00	Programming & Support-Joint
1/20/16	73190	\$6,318.93	VISA	\$200.00	AMAZON.COM-PROGRAM RECEIPTS	01-5325-53-00	Programming & Support-Joint
1/20/16	73190	\$6,318.93	VISA	\$269.99	PER CAPITA GRANT PURCHASE & PROGRAM RECEIPTS	01-5351-53-00	Per Capita Grant Expenditures
1/20/16	73190	\$6,318.93	VISA	\$40.34	PER CAPITA GRANT PURCHASE & PROGRAM RECEIPTS	01-5323-53-00	Programming & Support-Adult
1/20/16	73190	\$6,318.93	VISA	\$10.90	PER CAPITA GRANT PURCHASE	01-5351-53-00	Per Capita Grant Expenditures
1/20/16	73190	\$6,318.93	VISA	\$12.10	AMAZON.COM-PRGRAM SUPPLIES	01-5323-53-00	Programming & Support-Adult
1/20/16	73190	\$6,318.93	VISA	\$120.00	AMAZON.COM-PROGRAM SUPPLIES	01-5323-53-00	Programming & Support-Adult
1/20/16	73190	\$6,318.93	VISA	\$2,382.81	DECEMBER RECEIPTS	08-6760-67-00	Non Capital Expenses
1/20/16	73190	\$6,318.93	VISA	\$187.02	DECEMBER RECEIPTS	01-5313-53-00	Software, Licenses
1/20/16	73190	\$6,318.93	VISA	\$1.87	DECEMBER RECEIPTS	01-5313-53-00	Software, Licenses
1/20/16	73190	\$6,318.93	VISA	\$15.00	DECEMBER RECEIPTS	01-5456-54-00	Promotional Expense
1/20/16	73190	\$6,318.93	VISA	\$5.00	DECEMBER RECEIPTS	01-5326-53-00	Programming & Support-Teen
1/20/16	73190	\$6,318.93	VISA	\$33.49	DECEMBER RECEIPTS	01-5520-55-00	Repairs & Maintenance
1/20/16	73190	\$6,318.93	VISA	\$5.00	DECEMBER RECEIPTS	01-5326-53-00	Programming & Support-Teen
1/20/16	73190	\$6,318.93	VISA	\$4.01	DECEMBER RECEIPTS	01-5458-54-00	Postage & Freight
1/20/16	73190	\$6,318.93	VISA	\$146.76	DECEMBER RECEIPTS	01-5323-53-00	Programming & Support-Adult
1/20/16	73190	\$6,318.93	VISA	\$175.00	DECEMBER RECEIPTS	01-5430-54-00	Professional Development
1/20/16	73190	\$6,318.93	VISA	\$5.00	DECEMBER RECEIPTS	01-5326-53-00	Programming & Support-Teen
1/20/16	73190	\$6,318.93	VISA	\$45.00	DECEMBER RECEIPTS	01-5460-54-00	Publication of Notices-Advertisements
1/20/16	73190	\$6,318.93	VISA	\$25.00	DECEMBER RECEIPTS	01-5313-53-00	Software, Licenses
1/20/16	73190	\$6,318.93	VISA	\$4.95	DECEMBER RECEIPTS	01-5323-53-00	Programming & Support-Adult
1/20/16	73190	\$6,318.93	VISA	\$37.26	DECEMBER RECEIPTS	01-5351-53-00	Per Capita Grant Expenditures
1/20/16	73190	\$6,318.93	VISA	\$82.87	DECEMBER RECEIPTS	01-5324-53-00	Programming & Support-Juvenile
1/20/16	73190	\$6,318.93	VISA	\$55.04	DECEMBER RECEIPTS	01-5325-53-00	Programming & Support-Joint
1/20/16	73190	\$6,318.93	VISA	\$169.98	DECEMBER RECEIPTS	01-5325-53-00	Programming & Support-Joint
1/20/16	73190	\$6,318.93	VISA	\$34.20	DECEMBER RECEIPTS	01-5456-54-00	Promotional Expense
1/20/16	73190	\$6,318.93	VISA	\$658.56	DECEMBER RECEIPTS	01-5456-54-00	Promotional Expense
1/20/16	73190	\$6,318.93	VISA	\$50.00	DECEMBER RECEIPTS	01-5430-54-00	Professional Development
1/20/16	73190	\$6,318.93	VISA	\$11.99	DECEMBER RECEIPTS	01-5326-53-00	Programming & Support-Teen
1/20/16	73190	\$6,318.93	VISA	\$11.99	DECEMBER RECEIPTS	01-4420-44-00	Downloadables
1/20/16	73190	\$6,318.93	VISA	\$11.99	DECEMBER RECEIPTS	01-4420-44-00	Downloadables
1/20/16	73190	\$6,318.93	VISA	\$169.00	DECEMBER RECEIPTS	01-5313-53-00	Software, Licenses
1/20/16	73190	\$6,318.93	VISA	\$318.95	DECEMBER RECEIPTS	01-5312-53-00	Internet Charges
1/20/16	73190	\$6,318.93	VISA	\$10.00	DECEMBER RECEIPTS	01-5313-53-00	Software, Licenses
1/20/16	73190	\$6,318.93	VISA	\$1.07	DECEMBER RECEIPTS	01-5313-53-00	Software, Licenses
1/20/16	73190	\$6,318.93	VISA	\$28.13	DECEMBER RECEIPTS	01-5457-54-00	Office Supplies

Niles Public Library District
Check Detail and Account Distribution
Check Date January 20, 2016

Payment date	Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
1/20/16	73190	\$6,318.93	VISA	\$72.89	JOANN FABRICS-PROGRAM SUPPLIES	01-5323-53-00	Programming & Support-Adult
1/20/16	73191	\$590.22	VISION SERVICE PLAN OF ILLINOI	\$590.22	JAN 2016 PAYMENT	01-5632-56-00	Vision
1/20/16	73192	\$7,095.66	VISOGRAPHIC	\$6,342.49	26,000 CHAPTER ONE WINTER NEWSLETTERS	01-5320-53-00	Printing
1/20/16	73192	\$7,095.66	VISOGRAPHIC	\$383.05	BUSINESS CARD-15 EMPLOYEES	01-5320-53-00	Printing
1/20/16	73192	\$7,095.66	VISOGRAPHIC	\$370.12	250 HOLIDAY CARDS	01-5320-53-00	Printing
1/20/16	73193	\$1,119.80	WESTON WOODS STUDIOS	\$1,119.80	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
1/20/16	73194	\$48.70	SUZANNE WULF	\$48.70	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
1/20/16	73195	\$14.85	PAULETTE ZUCKERMAN	\$14.85	TECH PROCESSING SUPPLIES	01-5311-53-00	Processing & Supplies
		Total		\$180,150.76			

Niles Public Library District Special Reserve

40-5815-58-00 & 40-5810-58-00 & 40-5820-58-00

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5810-58-00, Special Reserve - Equipment									
12/22/2015	XJW36C9N3	Invoice	2120-692	DELL MARKETING L.P.	DELL MARKETING L	Posted	12/31/2015	\$30,884.00	\$0.00
12/23/2015	XJW379N84	Invoice	2120-694	DELL MARKETING L.P.	DELL MARKETING L	Posted	12/31/2015	\$1,547.99	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen:</i>								\$32,431.99	\$0.00
Grand Totals:								\$32,431.99	\$0.00

Niles Public Library District Special Reserve

40-5815-58-00 & 40-5810-58-00 & 40-5820-58-00

Report name: _Special Reserve

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (12/1/2015 to 12/31/2015)

Include all Post Statuses

Do not include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Niles Public Library District

Balance Sheet

December 31, 2015

	GENERAL FUND 12/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$2,165,530)	\$450,165	\$1,777,844	\$62,480
Cash-Imprest	\$874			\$874
Cash-Flexible Spending Account	\$10,057			\$10,057
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$1,125,597			\$1,125,597
Illinois Funds E pay fines	\$117,605			\$117,605
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$7,106,000			\$7,106,000
Investments Money Market-Fifth Third Bank	\$372,680			\$372,680
Total Cash and Investments	\$6,567,708	\$450,165	\$1,777,844	\$8,795,718
Receivables				
Property Tax Receivable, net	\$2,581,494	\$97,345		\$2,678,839
Replacement Tax Receivable	\$24,126			\$24,126
Total Receivables	\$2,605,620	\$97,345	\$0	\$2,702,965
Total Assets	\$9,173,328	\$547,511	\$1,777,844	\$11,498,683

Niles Public Library District

Balance Sheet

December 31, 2015

	GENERAL FUND 12/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$130,529	\$15,099	\$32,432	\$178,059
Accounts Payable-Friends of the Library	\$7,810			\$7,810
Payroll Clearing	\$15,509			\$15,509
Accrued Expenses	\$39,795			\$39,795
Deferred Revenues	\$2,581,464	\$97,375		\$2,678,839
Total Liabilities	\$2,775,107	\$112,474	\$32,432	\$2,920,013
 Fund Balance				
Fund Balance	\$6,398,222	\$435,037	\$1,745,412	\$8,578,671
Total Fund Balance	\$6,398,222	\$435,037	\$1,745,412	\$8,578,671
Total Liabilities and Fund Balance	\$9,173,328	\$547,511	\$1,777,844	\$11,498,683

Niles Public Library District Income Statement-Consolidated

December 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$2,734,534	\$2,783,691	(\$49,157)	\$5,922,747	46%
Replacement Taxes	\$5,923		\$5,923	\$57,555	\$65,800	(\$8,245)	\$140,000	41%
Per Capita Grant							\$71,605	
Grants-Other		\$1,000	(\$1,000)		\$1,000	(\$1,000)	\$1,000	
Investment Income	\$10,885	\$5,000	\$5,885	\$35,660	\$30,000	\$5,660	\$60,000	59%
Fines	\$4,120	\$4,167	(\$46)	\$25,596	\$25,000	\$596	\$50,000	51%
Lost Books	\$800	\$625	\$175	\$5,193	\$3,750	\$1,443	\$7,500	69%
Pay For Print	\$35	\$1,667	(\$1,632)	\$6,250	\$10,000	(\$3,750)	\$20,000	31%
Non-Resident Fees	\$73		\$73	\$73		\$73		
Flash Drive & Ear Bud Sales	\$1		\$1	\$57		\$57		
Commissions & Fees	\$13		\$13	\$18		\$18		
Donations-Friends of the Library					\$1,400	(\$1,400)	\$1,400	
Donations				\$3,216		\$3,216		
Miscellaneous	\$15	\$113	(\$97)	\$140	\$675	(\$535)	\$1,350	10%
Total Revenues	\$21,865	\$12,571	\$9,294	\$2,868,292	\$2,921,316	(\$53,024)	\$6,275,602	46%

Expenditures

Salaries

Library Director	\$10,167	\$10,201	\$34	\$61,000	\$61,205	\$205	\$122,411	50%
Payroll-Department Managers	\$14,828	\$14,770	(\$58)	\$84,278	\$88,617	\$4,339	\$177,235	48%
Payroll-Division Supervisors	\$36,249	\$36,155	(\$95)	\$196,516	\$216,929	\$20,412	\$433,857	45%
Payroll-Librarian I	\$100,177	\$97,093	(\$3,084)	\$573,275	\$582,555	\$9,280	\$1,165,110	49%
Payroll-Library Grade V	\$63,608	\$61,118	(\$2,491)	\$338,652	\$366,706	\$28,054	\$733,412	46%
Payroll-Library Grade VI	\$30,224	\$27,709	(\$2,515)	\$138,507	\$166,255	\$27,748	\$332,510	42%
Payroll-Library Pages	\$11,920	\$10,194	(\$1,727)	\$50,028	\$61,163	\$11,135	\$122,326	41%
Payroll-Sundays	\$8,452	\$6,833	(\$1,619)	\$43,281	\$41,000	(\$2,281)	\$82,000	53%
Adjustments		\$833	\$833		\$5,000	\$5,000	\$10,000	
Substitutes	\$1,662	\$667	(\$995)	\$12,180	\$4,000	(\$8,180)	\$8,000	152%

Niles Public Library District Income Statement-Consolidated

December 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Salaries	\$277,288	\$265,572	(\$11,716)	\$1,497,718	\$1,593,430	\$95,713	\$3,186,861	47%
Library Materials								
Books-Adult	\$10,896	\$13,417	\$2,520	\$78,973	\$80,500	\$1,527	\$161,000	49%
Books-Youth Services	\$3,904	\$6,250	\$2,346	\$25,501	\$37,500	\$11,999	\$75,000	34%
Books-Teen	\$1,260	\$1,250	(\$10)	\$6,848	\$7,500	\$652	\$15,000	46%
Downloadables	\$38	\$6,667	\$6,629	\$38,449	\$40,000	\$1,551	\$80,000	48%
Periodicals		\$2,667	\$2,667	\$10,669	\$16,000	\$5,331	\$32,000	33%
AV-Adult	\$5,032	\$10,000	\$4,968	\$42,280	\$60,000	\$17,720	\$120,000	35%
AV-Youth Services	\$2,404	\$3,542	\$1,138	\$14,044	\$21,250	\$7,206	\$42,500	33%
AV-Teen	\$1,183	\$1,000	(\$183)	\$5,024	\$6,000	\$976	\$12,000	42%
Online Databases	\$9,034	\$16,667	\$7,633	\$155,750	\$100,000	(\$55,750)	\$200,000	78%
Total Library Materials	\$33,750	\$61,458	\$27,708	\$377,538	\$368,750	(\$8,788)	\$737,500	51%
Library Operating Expenditures								
CCS Charges	\$4,259	\$6,667	\$2,407	\$35,216	\$40,000	\$4,784	\$80,000	44%
Processing & Supplies	\$1,900	\$1,667	(\$234)	\$8,518	\$10,000	\$1,482	\$20,000	43%
Internet Charges	\$1,247	\$1,375	\$128	\$7,165	\$8,250	\$1,085	\$16,500	43%
Software, Licenses	\$3,849	\$5,819	\$1,969	\$20,219	\$34,911	\$14,693	\$69,823	29%
Printing	\$7,807	\$3,971	(\$3,836)	\$16,386	\$23,825	\$7,439	\$47,650	34%
Library Supplies	\$33	\$1,067	\$1,034	\$8,446	\$6,400	(\$2,046)	\$12,800	66%
Programming & Support-Adult	\$1,882	\$2,417	\$535	\$8,287	\$14,500	\$6,213	\$29,000	29%
Programming & Support-Juvenile	\$1,514	\$3,167	\$1,653	\$15,173	\$19,000	\$3,827	\$38,000	40%
Programming & Support-Joint	\$975	\$933	(\$42)	\$1,654	\$5,600	\$3,946	\$11,200	15%
Programming & Support-Teen	\$292	\$667	\$375	\$3,851	\$4,000	\$149	\$8,000	48%
Public Performing Rights				\$1,407	\$1,400	(\$7)	\$1,400	101%
Computer Charges OCLC	\$979	\$958	(\$21)	\$5,876	\$5,750	(\$126)	\$11,500	51%
Miscellaneous	\$122	\$83	(\$39)	\$1,439	\$500	(\$939)	\$1,000	144%
Per Capita Grant Expenditures	\$318		(\$318)	\$9,925		(\$9,925)	\$71,605	14%
Grant - Other Expenditures		\$83	\$83		\$500	\$500	\$1,000	
Volunteers		\$125	\$125	\$290	\$750	\$460	\$1,500	19%

Niles Public Library District
Income Statement-Consolidated

December 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Library Operating Expenditures	\$25,177	\$28,998	\$3,821	\$143,852	\$175,386	\$31,535	\$420,978	34%
General and Administration								
Janitorial Supplies	\$2,083	\$2,804	\$721	\$16,940	\$16,825	(\$115)	\$33,650	50%
Copiers	\$1,067	\$833	(\$234)	\$4,952	\$5,000	\$48	\$10,000	50%
Professional Development	\$903	\$3,272	\$2,369	\$19,078	\$19,629	\$552	\$39,259	49%
Mileage	\$107	\$317	\$209	\$1,598	\$1,900	\$302	\$3,800	42%
Professional Collection		\$63	\$63	\$209	\$375	\$166	\$750	28%
Legal Fees	\$6,279	\$2,500	(\$3,779)	\$14,446	\$15,000	\$554	\$30,000	48%
Consultants		\$5,792	\$5,792	\$4,343	\$34,750	\$30,407	\$69,500	6%
Kitchen Supplies	\$17	\$125	\$108	\$277	\$750	\$473	\$1,500	18%
Promotional Expense	\$2,940	\$2,142	(\$799)	\$6,673	\$12,851	\$6,179	\$25,703	26%
Office Supplies	\$752	\$2,083	\$1,331	\$14,404	\$12,500	(\$1,904)	\$25,000	58%
Postage & Freight	\$1,442	\$1,500	\$58	\$9,211	\$9,000	(\$211)	\$18,000	51%
Publication of Notices-Advertisements	\$45	\$100	\$55	\$1,387	\$600	(\$787)	\$1,200	116%
Subscriptions & Dues	\$194	\$714	\$520	\$4,822	\$4,283	(\$540)	\$8,565	56%
Collection Services	\$99	\$83	(\$16)	\$273	\$500	\$227	\$1,000	27%
Telephone	\$1,081	\$1,375	\$294	\$6,448	\$8,250	\$1,802	\$16,500	39%
Trustee Expense		\$833	\$833	(\$85)	\$5,000	\$5,085	\$10,000	(1)%
Payroll Service	\$1,191	\$1,083	(\$107)	\$6,436	\$6,500	\$64	\$13,000	50%
Bank Fees	\$254	\$275	\$21	\$1,594	\$1,650	\$56	\$3,300	48%
Parking Lease	\$881	\$881		\$5,286	\$5,286		\$10,572	50%
Total General and Administration	\$19,336	\$26,775	\$7,439	\$118,291	\$160,649	\$42,358	\$321,299	37%
Vehicle Operation								
Gas, Oil, Grease	\$61	\$83	\$22	\$184	\$500	\$316	\$1,000	18%
Repairs & Maintenance	\$33	\$150	\$117	\$1,388	\$900	(\$488)	\$1,800	77%
Miscellaneous		\$8	\$8		\$50	\$50	\$100	
Auto Insurance				\$1,435	\$1,435		\$1,435	100%
Total Vehicle Operation	\$95	\$242	\$147	\$3,007	\$2,885	(\$122)	\$4,335	69%
Employee Fringe Benefits								

Niles Public Library District
Income Statement-Consolidated

December 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$13,894	\$14,583	\$689	\$81,744	\$87,500	\$5,756	\$175,000	47%
Group Health	\$35,827	\$32,500	(\$3,327)	\$202,915	\$195,000	(\$7,915)	\$390,000	52%
Health Reimbursement Account	\$6,533	\$5,500	(\$1,033)	\$14,355	\$33,000	\$18,645	\$66,000	22%
Dental	\$942	\$1,667	\$724	\$4,158	\$10,000	\$5,842	\$20,000	21%
Vision	\$509	\$583	\$75	\$2,947	\$3,500	\$553	\$7,000	42%
FSA fee	\$55	\$100	\$45	\$630	\$600	(\$30)	\$1,200	53%
Life, LTD, AD&D, STD	\$1,548	\$1,500	(\$48)	\$8,949	\$9,000	\$51	\$18,000	50%
Total Employee Fringe Benefits	\$59,309	\$56,433	(\$2,875)	\$315,699	\$338,600	\$22,901	\$677,200	47%
Utilities								
Gas	\$1,008	\$1,250	\$242	\$2,356	\$7,500	\$5,144	\$15,000	16%
Electric	\$6,661	\$8,333	\$1,672	\$53,191	\$50,000	(\$3,191)	\$100,000	53%
Water	\$360	\$667	\$307	\$4,346	\$4,000	(\$346)	\$8,000	54%
Total Utilities	\$8,029	\$10,250	\$2,221	\$59,894	\$61,500	\$1,606	\$123,000	49%
Capital Expenditures								
Special Reserve - Equipment	\$32,432	\$41,417	\$8,985	\$62,602	\$248,500	\$185,898	\$497,000	13%
Total Capital Expenditures	\$32,432	\$41,417	\$8,985	\$62,602	\$248,500	\$185,898	\$497,000	13%
Audit								
Audit Expense	\$5,000		(\$5,000)	\$14,500	\$14,500		\$14,500	100%
Total Audit Expenditures	\$5,000	\$0	(\$5,000)	\$14,500	\$14,500	\$0	\$14,500	100%
Liability Insurance								
Liability Insurance				\$28,544	\$28,544		\$28,544	100%
Total Liability Expenditures	\$0	\$0	\$0	\$28,544	\$28,544	\$0	\$28,544	100%
Social Security								
Social Security	\$21,686	\$20,000	(\$1,686)	\$121,403	\$120,000	(\$1,403)	\$240,000	51%
Total Social Security Expenditures	\$21,686	\$20,000	(\$1,686)	\$121,403	\$120,000	(\$1,403)	\$240,000	51%
Workers' Compensation								

Niles Public Library District
Income Statement-Consolidated

December 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Workers' Compensation				\$21,303	\$21,524	\$221	\$21,524	99%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$21,303	\$21,524	\$221	\$21,524	99%
Unemployment Compensation								
Unemployment Compensation	\$385	\$1,250	\$865	\$3,385	\$7,500	\$4,115	\$15,000	23%
Total Unemployment Compensation Expenditures	\$385	\$1,250	\$865	\$3,385	\$7,500	\$4,115	\$15,000	23%
Building & Equipment Maintenance								
Repairs & Improvements	\$2,980	\$3,975	\$995	\$30,820	\$23,850	(\$6,970)	\$47,700	65%
Contractual Maintenance	\$4,111	\$3,524	(\$588)	\$20,731	\$21,143	\$412	\$42,285	49%
Non-Contractual Maintenance	\$214	\$1,283	\$1,070	\$5,105	\$7,700	\$2,595	\$15,400	33%
Equipment Maintenance		\$3,013	\$3,013	\$12,307	\$18,075	\$5,768	\$36,150	34%
Non Capital Expenses	\$2,383	\$2,417	\$34	\$8,680	\$14,500	\$5,820	\$29,000	30%
Furniture & Fixtures	\$411	\$3,317	\$2,906	\$7,456	\$19,900	\$12,444	\$39,800	19%
Total Building & Equipment Maintenance Expenditures	\$10,099	\$17,528	\$7,429	\$85,099	\$105,167	\$20,068	\$210,335	40%
Total Expenditures	\$492,585	\$529,922	\$37,337	\$2,852,833	\$3,246,936	\$394,103	\$6,498,076	44%
NET SURPLUS/(DEFICIT)	(\$470,721)	(\$517,352)	\$46,631	\$15,459	(\$325,620)	\$341,079	(\$222,474)	(7)%

Niles Public Library District
Income Statement-General Fund

December 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$2,635,737	\$2,681,231	(\$45,494)	\$5,704,747	46%
Replacement Taxes	\$5,923		\$5,923	\$57,555	\$65,800	(\$8,245)	\$140,000	41%
Per Capita Grant							\$71,605	
Grants-Other		\$1,000	(\$1,000)		\$1,000	(\$1,000)	\$1,000	
Investment Income	\$10,885	\$5,000	\$5,885	\$35,660	\$30,000	\$5,660	\$60,000	59%
Fines	\$4,120	\$4,167	(\$46)	\$25,596	\$25,000	\$596	\$50,000	51%
Lost Books	\$800	\$625	\$175	\$5,193	\$3,750	\$1,443	\$7,500	69%
Pay For Print	\$35	\$1,667	(\$1,632)	\$6,250	\$10,000	(\$3,750)	\$20,000	31%
Non-Resident Fees	\$73		\$73	\$73		\$73		
Flash Drive & Ear Bud Sales	\$1		\$1	\$57		\$57		
Commissions & Fees	\$13		\$13	\$18		\$18		
Donations-Friends of the Library					\$1,400	(\$1,400)	\$1,400	
Donations				\$3,216		\$3,216		
Miscellaneous	\$15	\$113	(\$97)	\$140	\$675	(\$535)	\$1,350	10%
Total Revenues	\$21,865	\$12,571	\$9,294	\$2,769,495	\$2,818,856	(\$49,361)	\$6,057,602	46%

Expenditures

Salaries

Library Director	\$10,167	\$10,201	\$34	\$61,000	\$61,205	\$205	\$122,411	50%
Payroll-Department Managers	\$14,828	\$14,770	(\$58)	\$84,278	\$88,617	\$4,339	\$177,235	48%
Payroll-Division Supervisors	\$36,249	\$36,155	(\$95)	\$196,516	\$216,929	\$20,412	\$433,857	45%
Payroll-Librarian I	\$100,177	\$97,093	(\$3,084)	\$573,275	\$582,555	\$9,280	\$1,165,110	49%
Payroll-Library Grade V	\$63,608	\$61,118	(\$2,491)	\$338,652	\$366,706	\$28,054	\$733,412	46%
Payroll-Library Grade VI	\$30,224	\$27,709	(\$2,515)	\$138,507	\$166,255	\$27,748	\$332,510	42%
Payroll-Library Pages	\$11,920	\$10,194	(\$1,727)	\$50,028	\$61,163	\$11,135	\$122,326	41%
Payroll-Sundays	\$8,452	\$6,833	(\$1,619)	\$43,281	\$41,000	(\$2,281)	\$82,000	53%
Adjustments		\$833	\$833		\$5,000	\$5,000	\$10,000	
Substitutes	\$1,662	\$667	(\$995)	\$12,180	\$4,000	(\$8,180)	\$8,000	152%

Niles Public Library District
Income Statement-General Fund

December 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Salaries	\$277,288	\$265,572	(\$11,716)	\$1,497,718	\$1,593,430	\$95,713	\$3,186,861	47%
Library Materials								
Books-Adult	\$10,896	\$13,417	\$2,520	\$78,973	\$80,500	\$1,527	\$161,000	49%
Books-Youth Services	\$3,904	\$6,250	\$2,346	\$25,501	\$37,500	\$11,999	\$75,000	34%
Books-Teen	\$1,260	\$1,250	(\$10)	\$6,848	\$7,500	\$652	\$15,000	46%
Downloadables	\$38	\$6,667	\$6,629	\$38,449	\$40,000	\$1,551	\$80,000	48%
Periodicals		\$2,667	\$2,667	\$10,669	\$16,000	\$5,331	\$32,000	33%
AV-Adult	\$5,032	\$10,000	\$4,968	\$42,280	\$60,000	\$17,720	\$120,000	35%
AV-Youth Services	\$2,404	\$3,542	\$1,138	\$14,044	\$21,250	\$7,206	\$42,500	33%
AV-Teen	\$1,183	\$1,000	(\$183)	\$5,024	\$6,000	\$976	\$12,000	42%
Online Databases	\$9,034	\$16,667	\$7,633	\$155,750	\$100,000	(\$55,750)	\$200,000	78%
Total Library Materials	\$33,750	\$61,458	\$27,708	\$377,538	\$368,750	(\$8,788)	\$737,500	51%
Library Operating Expenditures								
CCS Charges	\$4,259	\$6,667	\$2,407	\$35,216	\$40,000	\$4,784	\$80,000	44%
Processing & Supplies	\$1,900	\$1,667	(\$234)	\$8,518	\$10,000	\$1,482	\$20,000	43%
Internet Charges	\$1,247	\$1,375	\$128	\$7,165	\$8,250	\$1,085	\$16,500	43%
Software, Licenses	\$3,849	\$5,819	\$1,969	\$20,219	\$34,911	\$14,693	\$69,823	29%
Printing	\$7,807	\$3,971	(\$3,836)	\$16,386	\$23,825	\$7,439	\$47,650	34%
Library Supplies	\$33	\$1,067	\$1,034	\$8,446	\$6,400	(\$2,046)	\$12,800	66%
Programming & Support-Adult	\$1,882	\$2,417	\$535	\$8,287	\$14,500	\$6,213	\$29,000	29%
Programming & Support-Juvenile	\$1,514	\$3,167	\$1,653	\$15,173	\$19,000	\$3,827	\$38,000	40%
Programming & Support-Joint	\$975	\$933	(\$42)	\$1,654	\$5,600	\$3,946	\$11,200	15%
Programming & Support-Teen	\$292	\$667	\$375	\$3,851	\$4,000	\$149	\$8,000	48%
Public Performing Rights				\$1,407	\$1,400	(\$7)	\$1,400	101%
Computer Charges OCLC	\$979	\$958	(\$21)	\$5,876	\$5,750	(\$126)	\$11,500	51%
Miscellaneous	\$122	\$83	(\$39)	\$1,439	\$500	(\$939)	\$1,000	144%
Per Capita Grant Expenditures	\$318		(\$318)	\$9,925		(\$9,925)	\$71,605	14%
Grant - Other Expenditures		\$83	\$83		\$500	\$500	\$1,000	
Volunteers		\$125	\$125	\$290	\$750	\$460	\$1,500	19%

Niles Public Library District
Income Statement-General Fund

December 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Library Operating Expenditures	\$25,177	\$28,998	\$3,821	\$143,852	\$175,386	\$31,535	\$420,978	34%
General and Administration								
Janitorial Supplies	\$2,083	\$2,804	\$721	\$16,940	\$16,825	(\$115)	\$33,650	50%
Copiers	\$1,067	\$833	(\$234)	\$4,952	\$5,000	\$48	\$10,000	50%
Professional Development	\$903	\$3,272	\$2,369	\$19,078	\$19,629	\$552	\$39,259	49%
Mileage	\$107	\$317	\$209	\$1,598	\$1,900	\$302	\$3,800	42%
Professional Collection		\$63	\$63	\$209	\$375	\$166	\$750	28%
Legal Fees	\$6,279	\$2,500	(\$3,779)	\$14,446	\$15,000	\$554	\$30,000	48%
Consultants		\$5,792	\$5,792	\$4,343	\$34,750	\$30,407	\$69,500	6%
Kitchen Supplies	\$17	\$125	\$108	\$277	\$750	\$473	\$1,500	18%
Promotional Expense	\$2,940	\$2,142	(\$799)	\$6,673	\$12,851	\$6,179	\$25,703	26%
Office Supplies	\$752	\$2,083	\$1,331	\$14,404	\$12,500	(\$1,904)	\$25,000	58%
Postage & Freight	\$1,442	\$1,500	\$58	\$9,211	\$9,000	(\$211)	\$18,000	51%
Publication of Notices-Advertisements	\$45	\$100	\$55	\$1,387	\$600	(\$787)	\$1,200	116%
Subscriptions & Dues	\$194	\$714	\$520	\$4,822	\$4,283	(\$540)	\$8,565	56%
Collection Services	\$99	\$83	(\$16)	\$273	\$500	\$227	\$1,000	27%
Telephone	\$1,081	\$1,375	\$294	\$6,448	\$8,250	\$1,802	\$16,500	39%
Trustee Expense		\$833	\$833	(\$85)	\$5,000	\$5,085	\$10,000	(1)%
Payroll Service	\$1,191	\$1,083	(\$107)	\$6,436	\$6,500	\$64	\$13,000	50%
Bank Fees	\$254	\$275	\$21	\$1,594	\$1,650	\$56	\$3,300	48%
Parking Lease	\$881	\$881		\$5,286	\$5,286		\$10,572	50%
Total General and Administration	\$19,336	\$26,775	\$7,439	\$118,291	\$160,649	\$42,358	\$321,299	37%
Vehicle Operation								
Gas, Oil, Grease	\$61	\$83	\$22	\$184	\$500	\$316	\$1,000	18%
Repairs & Maintenance	\$33	\$150	\$117	\$1,388	\$900	(\$488)	\$1,800	77%
Miscellaneous		\$8	\$8		\$50	\$50	\$100	
Auto Insurance				\$1,435	\$1,435		\$1,435	100%
Total Vehicle Operation	\$95	\$242	\$147	\$3,007	\$2,885	(\$122)	\$4,335	69%
Employee Fringe Benefits								

**Niles Public Library District
Income Statement-General Fund**

December 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$13,894	\$14,583	\$689	\$81,744	\$87,500	\$5,756	\$175,000	47%
Group Health	\$35,827	\$32,500	(\$3,327)	\$202,915	\$195,000	(\$7,915)	\$390,000	52%
Health Reimbursement Account	\$6,533	\$5,500	(\$1,033)	\$14,355	\$33,000	\$18,645	\$66,000	22%
Dental	\$942	\$1,667	\$724	\$4,158	\$10,000	\$5,842	\$20,000	21%
Vision	\$509	\$583	\$75	\$2,947	\$3,500	\$553	\$7,000	42%
FSA fee	\$55	\$100	\$45	\$630	\$600	(\$30)	\$1,200	53%
Life, LTD, AD&D, STD	\$1,548	\$1,500	(\$48)	\$8,949	\$9,000	\$51	\$18,000	50%
Total Employee Fringe Benefits	\$59,309	\$56,433	(\$2,875)	\$315,699	\$338,600	\$22,901	\$677,200	47%
Utilities								
Gas	\$1,008	\$1,250	\$242	\$2,356	\$7,500	\$5,144	\$15,000	16%
Electric	\$6,661	\$8,333	\$1,672	\$53,191	\$50,000	(\$3,191)	\$100,000	53%
Water	\$360	\$667	\$307	\$4,346	\$4,000	(\$346)	\$8,000	54%
Total Utilities	\$8,029	\$10,250	\$2,221	\$59,894	\$61,500	\$1,606	\$123,000	49%
Total Expenditures	\$422,984	\$449,728	\$26,744	\$2,515,998	\$2,701,201	\$185,203	\$5,471,173	46%
NET SURPLUS/(DEFICIT)	(\$401,119)	(\$437,157)	\$36,038	\$253,497	\$117,655	\$135,842	\$586,429	43%

Niles Public Library District
Income Statement- YTD By Fund

December 31, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues								
Property Taxes	\$5,922,747	\$2,783,691	\$2,635,737	\$98,797		\$2,734,534	(\$49,157)	46%
Replacement Taxes	\$140,000	\$65,800	\$57,555			\$57,555	(\$8,245)	41%
Per Capita Grant	\$71,605							
Grants-Other	\$1,000	\$1,000					(\$1,000)	
Investment Income	\$60,000	\$30,000	\$35,660			\$35,660	\$5,660	59%
Fines	\$50,000	\$25,000	\$25,596			\$25,596	\$596	51%
Lost Books	\$7,500	\$3,750	\$5,193			\$5,193	\$1,443	69%
Pay For Print	\$20,000	\$10,000	\$6,250			\$6,250	(\$3,750)	31%
Non-Resident Fees			\$73			\$73	\$73	
Flash Drive & Ear Bud Sales			\$57			\$57	\$57	
Commissions & Fees			\$18			\$18	\$18	
Donations-Friends of the Library	\$1,400	\$1,400					(\$1,400)	
Donations			\$3,216			\$3,216	\$3,216	
Miscellaneous	\$1,350	\$675	\$140			\$140	(\$535)	10%
Total Revenues	\$6,275,602	\$2,921,316	\$2,769,495	\$98,797	\$0	\$2,868,292	(\$53,024)	46%

Expenditures

Salaries

Library Director	\$122,411	\$61,205	\$61,000			\$61,000	\$205	50%
Payroll-Department Managers	\$177,235	\$88,617	\$84,278			\$84,278	\$4,339	48%
Payroll-Division Supervisors	\$433,857	\$216,929	\$196,516			\$196,516	\$20,412	45%
Payroll-Librarian I	\$1,165,110	\$582,555	\$573,275			\$573,275	\$9,280	49%
Payroll-Library Grade V	\$733,412	\$366,706	\$338,652			\$338,652	\$28,054	46%
Payroll-Library Grade VI	\$332,510	\$166,255	\$138,507			\$138,507	\$27,748	42%
Payroll-Library Pages	\$122,326	\$61,163	\$50,028			\$50,028	\$11,135	41%
Payroll-Sundays	\$82,000	\$41,000	\$43,281			\$43,281	(\$2,281)	53%
Adjustments	\$10,000	\$5,000					\$5,000	
Substitutes	\$8,000	\$4,000	\$12,180			\$12,180	(\$8,180)	152%

Niles Public Library District
Income Statement- YTD By Fund

December 31, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>SPECIAL RESERVE FUND</u>	<u>TOTAL YTD ACTUAL</u>	<u>YTD BUDGET VARIANCE</u>	<u>ACTUAL % OF ANNUAL BUDGET</u>
Total Salaries	\$3,186,861	\$1,593,430	\$1,497,718	\$0	\$0	\$1,497,718	\$95,713	47%
Library Materials								
Books-Adult	\$161,000	\$80,500	\$78,973			\$78,973	\$1,527	49%
Books-Youth Services	\$75,000	\$37,500	\$25,501			\$25,501	\$11,999	34%
Books-Teen	\$15,000	\$7,500	\$6,848			\$6,848	\$652	46%
Downloadables	\$80,000	\$40,000	\$38,449			\$38,449	\$1,551	48%
Periodicals	\$32,000	\$16,000	\$10,669			\$10,669	\$5,331	33%
AV-Adult	\$120,000	\$60,000	\$42,280			\$42,280	\$17,720	35%
AV-Youth Services	\$42,500	\$21,250	\$14,044			\$14,044	\$7,206	33%
AV-Teen	\$12,000	\$6,000	\$5,024			\$5,024	\$976	42%
Online Databases	\$200,000	\$100,000	\$155,750			\$155,750	(\$55,750)	78%
Total Library Materials	\$737,500	\$368,750	\$377,538	\$0	\$0	\$377,538	(\$8,788)	51%
Library Operating Expenditures								
CCS Charges	\$80,000	\$40,000	\$35,216			\$35,216	\$4,784	44%
Processing & Supplies	\$20,000	\$10,000	\$8,518			\$8,518	\$1,482	43%
Internet Charges	\$16,500	\$8,250	\$7,165			\$7,165	\$1,085	43%
Software, Licenses	\$69,823	\$34,911	\$20,219			\$20,219	\$14,693	29%
Printing	\$47,650	\$23,825	\$16,386			\$16,386	\$7,439	34%
Library Supplies	\$12,800	\$6,400	\$8,446			\$8,446	(\$2,046)	66%
Programming & Support-Adult	\$29,000	\$14,500	\$8,287			\$8,287	\$6,213	29%
Programming & Support-Juvenile	\$38,000	\$19,000	\$15,173			\$15,173	\$3,827	40%
Programming & Support-Joint	\$11,200	\$5,600	\$1,654			\$1,654	\$3,946	15%
Programming & Support-Teen	\$8,000	\$4,000	\$3,851			\$3,851	\$149	48%
Public Performing Rights	\$1,400	\$1,400	\$1,407			\$1,407	(\$7)	101%
Computer Charges OCLC	\$11,500	\$5,750	\$5,876			\$5,876	(\$126)	51%
Miscellaneous	\$1,000	\$500	\$1,439			\$1,439	(\$939)	144%
Per Capita Grant Expenditures	\$71,605		\$9,925			\$9,925	(\$9,925)	14%
Grant - Other Expenditures	\$1,000	\$500					\$500	
Volunteers	\$1,500	\$750	\$290			\$290	\$460	19%

Niles Public Library District
Income Statement- YTD By Fund

December 31, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Total Library Operating Expenditures	\$420,978	\$175,386	\$143,852	\$0	\$0	\$143,852	\$31,535	34%
General and Administration								
Janitorial Supplies	\$33,650	\$16,825	\$16,940			\$16,940	(\$115)	50%
Copiers	\$10,000	\$5,000	\$4,952			\$4,952	\$48	50%
Professional Development	\$39,259	\$19,629	\$19,078			\$19,078	\$552	49%
Mileage	\$3,800	\$1,900	\$1,598			\$1,598	\$302	42%
Professional Collection	\$750	\$375	\$209			\$209	\$166	28%
Legal Fees	\$30,000	\$15,000	\$14,446			\$14,446	\$554	48%
Consultants	\$69,500	\$34,750	\$4,343			\$4,343	\$30,407	6%
Kitchen Supplies	\$1,500	\$750	\$277			\$277	\$473	18%
Promotional Expense	\$25,703	\$12,851	\$6,673			\$6,673	\$6,179	26%
Office Supplies	\$25,000	\$12,500	\$14,404			\$14,404	(\$1,904)	58%
Postage & Freight	\$18,000	\$9,000	\$9,211			\$9,211	(\$211)	51%
Publication of Notices-Advertisements	\$1,200	\$600	\$1,387			\$1,387	(\$787)	116%
Subscriptions & Dues	\$8,565	\$4,283	\$4,822			\$4,822	(\$540)	56%
Collection Services	\$1,000	\$500	\$273			\$273	\$227	27%
Telephone	\$16,500	\$8,250	\$6,448			\$6,448	\$1,802	39%
Trustee Expense	\$10,000	\$5,000	(\$85)			(\$85)	\$5,085	(1)%
Payroll Service	\$13,000	\$6,500	\$6,436			\$6,436	\$64	50%
Bank Fees	\$3,300	\$1,650	\$1,594			\$1,594	\$56	48%
Parking Lease	\$10,572	\$5,286	\$5,286			\$5,286		50%
Total General and Administration	\$321,299	\$160,649	\$118,291	\$0	\$0	\$118,291	\$42,358	37%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$500	\$184			\$184	\$316	18%
Repairs & Maintenance	\$1,800	\$900	\$1,388			\$1,388	(\$488)	77%
Miscellaneous	\$100	\$50					\$50	
Auto Insurance	\$1,435	\$1,435	\$1,435			\$1,435		100%
Total Vehicle Operation	\$4,335	\$2,885	\$3,007	\$0	\$0	\$3,007	(\$122)	69%
Employee Fringe Benefits								

Niles Public Library District
Income Statement- YTD By Fund

December 31, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Deferred Compensation	\$175,000	\$87,500	\$81,744			\$81,744	\$5,756	47%
Group Health	\$390,000	\$195,000	\$202,915			\$202,915	(\$7,915)	52%
Health Reimbursement Account	\$66,000	\$33,000	\$14,355			\$14,355	\$18,645	22%
Dental	\$20,000	\$10,000	\$4,158			\$4,158	\$5,842	21%
Vision	\$7,000	\$3,500	\$2,947			\$2,947	\$553	42%
FSA fee	\$1,200	\$600	\$630			\$630	(\$30)	53%
Life, LTD, AD&D, STD	\$18,000	\$9,000	\$8,949			\$8,949	\$51	50%
Total Employee Fringe Benefits	\$677,200	\$338,600	\$315,699	\$0	\$0	\$315,699	\$22,901	47%
Utilities								
Gas	\$15,000	\$7,500	\$2,356			\$2,356	\$5,144	16%
Electric	\$100,000	\$50,000	\$53,191			\$53,191	(\$3,191)	53%
Water	\$8,000	\$4,000	\$4,346			\$4,346	(\$346)	54%
Total Utilities	\$123,000	\$61,500	\$59,894	\$0	\$0	\$59,894	\$1,606	49%
Capital Expenditures								
Special Reserve - Equipment	\$497,000	\$248,500			\$62,602	\$62,602	\$185,898	13%
Total Capital Expenditures	\$497,000	\$248,500	\$0	\$0	\$62,602	\$62,602	\$185,898	13%
Audit								
Audit Expense	\$14,500	\$14,500		\$14,500		\$14,500		100%
Total Audit Expenditures	\$14,500	\$14,500	\$0	\$14,500	\$0	\$14,500	\$0	100%
Liability Insurance								
Liability Insurance	\$28,544	\$28,544		\$28,544		\$28,544		100%
Total Liability Expenditures	\$28,544	\$28,544	\$0	\$28,544	\$0	\$28,544	\$0	100%
Social Security								
Social Security	\$240,000	\$120,000		\$121,403		\$121,403	(\$1,403)	51%
Total Social Security Expenditures	\$240,000	\$120,000	\$0	\$121,403	\$0	\$121,403	(\$1,403)	51%
Workers' Compensation								

Niles Public Library District
Income Statement- YTD By Fund

December 31, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Workers' Compensation	\$21,524	\$21,524		\$21,303		\$21,303	\$221	99%
Total Workers' Compensation Expenditures	\$21,524	\$21,524	\$0	\$21,303	\$0	\$21,303	\$221	99%
Unemployment Compensation								
Unemployment Compensation	\$15,000	\$7,500		\$3,385		\$3,385	\$4,115	23%
Total Unemployment Compensation Expenditures	\$15,000	\$7,500	\$0	\$3,385	\$0	\$3,385	\$4,115	23%
Building & Equipment Maintenance								
Repairs & Improvements	\$47,700	\$23,850		\$30,820		\$30,820	(\$6,970)	65%
Contractual Maintenance	\$42,285	\$21,143		\$20,731		\$20,731	\$412	49%
Non-Contractual Maintenance	\$15,400	\$7,700		\$5,105		\$5,105	\$2,595	33%
Equipment Maintenance	\$36,150	\$18,075		\$12,307		\$12,307	\$5,768	34%
Non Capital Expenses	\$29,000	\$14,500		\$8,680		\$8,680	\$5,820	30%
Furniture & Fixtures	\$39,800	\$19,900		\$7,456		\$7,456	\$12,444	19%
Total Building & Equipment Maintenance Expenditures	\$210,335	\$105,167	\$0	\$85,099	\$0	\$85,099	\$20,068	40%
Total Expenditures	\$6,498,076	\$3,246,936	\$2,515,998	\$274,233	\$62,602	\$2,852,833	\$394,103	44%
NET SURPLUS/(DEFICIT)	(\$222,474)	(\$325,620)	\$253,497	(\$175,436)	(\$62,602)	\$15,459	\$341,079	(7)%

Financial statement narrative

For the month of December 2015 and the year then ended

Revenue

Revenue for the month was less than budget expectations by \$9,294 and is short of year to date expectations by \$53,024 or 1.8%. We expect to catch up to budget expectations throughout the year as the short fall is due to primarily to real estate tax collection rates.

Expenditures

Salaries

Salaries for the month are \$11,716 over of budget estimates or 0.4% and under budget \$95,713 or 6.0% on the year. The over budget for the month was caused by December being a 5 week pay month compared to the normal 4 week pay.

Library Materials

Library Materials for the month is \$27,708 under budget or 45.1% and \$8,788 over budget or 2.3% for the year. This is due primarily to the payment of annual subscription fees offset by slower purchasing patterns in the several of the other materials categories.

Library Operating Expenses

Library Operating Expenses is \$3,821 under budget or 13.10% for the month and \$31,535 under budget or 17.9% year to date. This is due primarily to slower than anticipated spending in the software and printing lines.

General and Administrative

General and Administrative expenses is \$7,439 under budget estimates or 27.7% for the month and \$42,358/ or 26.4% year to date. This is due primarily to slow spending in the consultant line item.

Employee Fringe Benefits

Employee Fringe Benefits is \$2,875 over budget or approximately 5.1% for the month and \$22,901 under budget or 6.7% year to date.

Utilities

Utilities is approximately \$2,000 under budget for the month and year to date.

Net Surplus/(Deficit)

For the month, the Net Deficit is \$470,721 which is \$46,631 favorable to the budgeted net deficit of \$517,352 and \$341,079 favorable or 105% year to date.

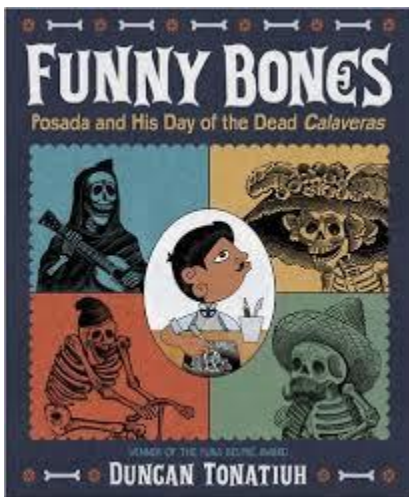
Director's Report
December/January 2015-16

December/January Activity

We had a kind donation of \$100 from Mr. and Mrs. Rashangor in Skokie. They have made this donation a few times now. This year's money will be spent on travel books

We have implemented a new system for guest passes, designed by Suzy Wulf. The first 8 computers, by the desk, are reserved for patrons using a guest pass. The guest pass is good for two 1-hour slots, and then the non-cardholder's time for the day is finished. The remaining 24 computers are only available to people using a library card. They have a longer timeslot and can keep using it multiple times if no one else is waiting. So far the new system seems to be working well, though of course it may reduce our overall computer usage a little.

I attended the American Library Association's Midwinter Conference in Boston. I was elected to the Sibert Committee, which selects the year's best informational book for children, and it was finally time for us to make our selection. In all we received over 250 nominated books (some of which will be finding their way into our collection) and chose a wonderful book called *Funny Bones: Posada and His Day of the Dead Calaveras*, and four honor books on Danish teens fighting against Hitler, the youngest marcher in the walk to Selma, the devastation of Hurricane Katrina in New Orleans, and poetry about civil rights worker Fannie Lou Hamer. The awards announcement on Monday morning had 25,000 viewers, and was a very exciting experience. I am grateful for the opportunity to help encourage the publishing of excellent information books for kids.



Intergovernmental Agreements

We have been notified by the state that the way we are carrying out our teacher cards needs to be changed—we need to develop an intergovernmental agreement with each school district. I will also be bringing to the board information on how we might execute an intergovernmental agreement to cover the children in unserved areas who attend District 63.

CCS

Executive Director Christopher Holley is making a tour of library board meetings over the next few months. I told him I was sure our board would be glad to meet with him to learn more about CCS and their plans for the future.

Programs

The Niles Public Library District will be participating for the third year in the “Coming Together in Skokie and Niles Township” events which run from January-April. The group focuses each year on one population, and this year it is the Latino and Hispanic cultures. It includes book discussions for each age group, and a full array of lectures and other cultural programming at several venues, including ours. Our events will be paid for out of our 2015 Per Capita grant funds. KidSpace librarian Debbie Graham has been our contact with the program.

From Suzy: The first two weeks on December were very busy with Creative Studio programming. The first weekend on December we hosted the Holiday Family Photos program in which we had families come in and have their picture taken on the green screen with different holiday backdrops. This was a very successful program with a 165 people participating in two days and over 400 pictures taken. The members that came through were very impressed with the studio and dressed in all of their holiday best.

Ruth hosted two popular programs in Studio B where patrons created holiday cards and decorations using the vinyl and laser cutter.

Candy Exhibit

Plans are under way for the candy exhibit, which we are calling *The Sweeter Side of Chicago*. It showcases the history of candy making in Chicago. Adult Services Supervisor Dodie Frisbie has been working closely with PR and Marketing Supervisor Sasha Vasilic on planning programs and an opening reception. The preliminary marketing materials look fantastic, and we expect this to get a lot of attention in the community, hopefully bringing in some new people. We will have full details for you in February, but be sure to save the date of Friday, March 4th at 6:30 for the reception.

Out in the Community

We know that we have many Polish people living in our District, so we have been increasing our services to them. Adult Services Assistant Krystyna Banek has been running a Polish book discussion for several months, and is expanding her programs in the spring quarter to include a Polish movie and a music program. She also spent two hours on a local Polish radio station, promoting library services and programs to the community. People who called into the station expressed their amazement at the wonderful services that are available. Bravo to Krystyna for her excellent work in helping us reach an audience in their own language!

From Dodie: Here’s a lovely comment made by one of our homebound patrons who resides at Brookdale Plaza Retirement Home. “I can’t thank you enough for brightening my days with your fantastic service.”

Creative Studio

The Digital Services staff have struggled through some equipment problems with the 3D printer, and have it working well now. They have taught a number of patrons to use the design programs Tinkercad and Thingiverse, so that they can now design their own creations. You can see it humming away most days at the top of the stairs leading down to the Lower Level.

Staff changes

We have implemented some organizational changes that we have been planning for some time. Richard Wozniczka was named as Head of IT, and he will be working together with one IT Assistant, Greg McGowan. The other IT Assistant, Peter Motyl, has moved to the Digital Services Department, where he will be learning about using the catalog and answering questions, and will be helping to train their staff on dealing with

equipment issues as they arise. The focus of the IT Department will be on the network, while the focus of Digital Services is on patron-facing technology. Congratulations to Rich on his new title.

One of our KidSpace Library Assistants, Williette Nyanue, has resigned her position, which we are sorry about because she was excellent in her work with patrons—this position has been posted. Sasha is still looking for a replacement webmaster. Fortunately, over winter break Marketing Assistant Emily Mendoza was able to take on some extra work and help out to see us through.

Retirement Investigation

We will be reviewing the present retirement plan at the meeting as requested. We have submitted data to IMRF along with a payment of \$1,402. This will allow the IMRF actuaries to perform a cost study which will be complete in 8 to 12 weeks. And we are investigating the plan used by CCS to be sure that we are covering the possibilities thoroughly.

ComEd Audit

From Greg: We engaged ComEd to audit our energy usage in response to concerns regarding the Library's electric bill. A representative from the utility visited our facility and toured it completely to gather data. Approximately 2 weeks later, he returned and provided us with information which could result in savings of up to \$16,000. The suggestions included a variety of suggestions from installing lower wattage light bulbs to replacing light fixtures throughout the building to replacing the air conditioning chiller on the roof. In the meantime, we are experimenting with shortening the heating day by an hour to reduce energy consumption early and late in the day. We are also making certain that the lights in the facility are only on after hours if personnel are in the area cleaning or performing maintenance.

We are pursuing a number of initiatives regarding lighting including replacing all metal halide bulbs with LED bulbs as long as the quality of the light does not deteriorate and cause eye strain as patrons and employees read materials. We are also replacing bulbs with lower wattage bulbs as lights need maintenance. Some of the more expensive projects we are placing on the back burner due to their expense. The chiller replacement which costs approximately \$250,000 is already scheduled for a 5-7 year horizon at which time we will select a new more efficient model. The lighting fixture replacement which costs approximately \$110,000 is something we will unlikely do since the payback is estimated to be 15 years.

There is also a program run by the state which may reimburse us for certain expenses depending on the availability of funds and whether the state has a budget any time soon. Though the likelihood of reimbursement seems remote, it could provide approximately 20% of qualifying expenses. We will pursue this to help with the funding. In the next several months, we will present opportunities for savings to the Board for their approval.

Department Tours

The Department heads have been encouraging their staff members to organize and make tidy their workspaces for a behind-the-scenes tour for Board members. Because of the Open Meetings Act, we would need to make the tours in ones or twos. I highly recommend that each of you take a tour so you all have the same information, and can meet more of our hard-working staff.

Susan Dove Lempke
Library Director

Trustee Calendar

January 2016

- 1/11—Cancelled Friends of the Library
- 1/20—Regular Meeting of the Board of Trustees

February

- 2/8—Friends of the Library
- 2/13—Illinois Library Trustee Forum Workshop, Oak Brook
- 2/15—ILA Legislative Meet-Up, Arboretum Club, Buffalo Grove
- 2/17—Regular Meeting of the Board of Trustees

March

- 3/4--Kickoff Party for the Sweet Home Chicago exhibit
- 3/8—Friends of the Library
- 3/16—Regular Meeting of the Board of Trustees

April

- 4/5-9—Public Library Association Conference, Denver
- 4/11—Friends of the Library
- 4/20—Regular Meeting of the Board of Trustees

May

- 5/9—Friends of the Library
- 5/18—Regular Meeting of the Board of Trustees

June

- 6/11-12—Summer Reading Kickoff Weekend
- No Friends of the Library Meeting
- 6/15—Regular Meeting of the Board of Trustees
- 6/23-28—American Library Association Annual Conference, Orlando

Monthly Statistical Report --December 2015

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	37,685	42,034	-10.35%	233,822	257,462	-9.18%
Teens	2,992	2,973	0.64%	19,234	21,071	-8.72%
Juvenile	35,994	35,626	1.03%	229,739	238,190	-3.55%
Digital	4,829	4,335	11.40%	20,035	23,091	-13.23%
TOTAL Loan of Library Materials	81,500	84,968	-4.08%	502,830	539,814	-6.85%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	16,690	17,719	-5.81%	108,926	109,265	-0.31%
Periodical	605	1,036	-41.60%	4,291	5,994	-28.41%
Audio	4,351	4,395	-1.00%	27,078	30,393	-10.91%
DVD	15,965	18,884	-15.46%	93,340	111,810	-16.52%
Equipment	74	0		187	0	
TOTAL Adult Loans	37,685	42,034	-10.35%	233,822	257,462	-9.18%
Teens						
Print	2,060	2,092	-1.53%	14,046	15,631	-10.14%
Periodical	16	9	77.78%	76	64	18.75%
Audio	563	583	-3.43%	3,186	3,298	-3.40%
DVD	346	289	19.72%	1,919	2,078	-7.65%
Equipment	7	0		7	-	
TOTAL Teen Loans	2,992	2,973	0.64%	19,234	21,071	-8.72%
Juvenile						
Print	25,303	24,118	4.91%	162,754	165,347	-1.57%
Periodical	43	94	-54.26%	520	603	-13.76%
Audio	2,012	2,342	-14.09%	14,661	15,208	-3.60%
DVD	8,636	9,072	-4.81%	51,804	57,032	-9.17%
TOTAL Juvenile Loans	35,994	35,626	1.03%	229,739	238,190	-3.55%
Digital Loans	4,829	4,335	11.40%	20,035	23,091	-13.23%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	7,725	4,874	58.49%	54,125	36,466	48.43%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,194	6,863	4.82%			
Holds Made Available	11,478	12,291	-6.61%			
PATRON REGISTRATION	Current Month	Total	Prior Year Same Month	% Change	Prior Year Total	
New District Cards	275	25,450	205	34.15%	25,779	
PATRON COUNT	Current Month	Prior Year Same Month	% Change			
Patron Visits	27,873	29,413	-5.24%			
Unique Library Cards Used	4,774	4,976	-4.06%			
e-News Subscribers	12,189	8,319	46.52%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	35	8	337.50%	47	204	-76.96%
Circulating--Juvenile	8,658	6,884	25.77%	26,912	42,804	-37.13%
Circulating--Teen	240	549	-56.28%	3,254	3,940	-17.41%
Circulating--Commons	137	198	-30.81%	504	901	-44.06%
Circulating--Adult	1,626	4,102	-60.36%	11,670	27,957	-58.26%
TOTAL In-House Use of Materials	10,696	11,741	-8.90%	42,387	75,806	-44.08%
Items moved on Shelf	4,471			26,406		
PC USERS BY AREA	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change

Adult Services	3,607	4,451	-18.96%	24,337	31,561	-22.89%
Youth Services	1,041	1,079	-3.52%	7,852	8,518	-7.82%
Teen Services	266	330	-19.39%	2,808	1,886	48.89%
Express Internet	140	168	-16.67%	1,082	1,932	-44.00%
Patron Wi-Fi Uses	11,458	9,785	17.10%	66,600	57,278	16.28%
Total PC Users	16,512	15,813	4.42%	102,679	101,175	1.49%
Scanning & Fax Pages	3,117	3,682	-15.34%	27,625	23,673	16.69%
Print & Copy Pages	12,531	16,132	-22.32%	84,497	93,171	-9.31%
USERS OF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	36	21	71.43%	215	96	123.96%
Study Rooms 1-5	285	270	5.56%	2,000	1,779	12.42%
Creative Studio A	16	-				
TOTAL Users of Mediated Spaces	337	291	15.81%	2,215	1,875	18.13%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	28,944	32,793	-11.74%			
Facebook "Likes"	1,005	843	19.22%			
Buzz Blog views	634	637	-0.47%			
Media Hits (includes print and online articles and listings)	70	43	62.79%			
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	1,031	1,907	266,270			
Non-shelved materials	290	0	34,295			
Equipment	10	0	55			
Total	1,331	1,907	300,620			
LIBRARY SERVICES	Current Month	Prior Year Same month		Current YTD	Prior YTD	
Notary Public	153	133	15.04%	596	433	37.64%
Test Proctoring	13	10	30.00%	71	42	69.05%
Voters' Registration	0	0		1	3	-66.67%
SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	4,323	12,403	-65.15%	32,196	41,108	-21.68%
Ready Assistance	17	0		161	35,100	
Reference/Research	4,261	44,613	-90.45%	41,846	78,624	-46.78%
TOTAL All Service Desks	8,601	57,016	-84.91%	74,203	154,832	-52.08%
Adult Services (3rd floor)						
Quick Questions	376	2,069	-81.83%	1,908	3767	-49.35%
Reference/Research	434	10,626	-95.92%	3,410	15730	-78.32%
Total Reference Desk	810	12,695	-93.62%	5,318	19,497	-72.72%
Commons Desk						
Quick Questions	31	0		200	0	
Ready Assistance	17	0		161	0	
Total Commons Desk	48	0		361	0	
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	1,039	2,918	-64.39%	4,687	6008	-21.99%
Reference/Research	395	17,299	-97.72%	6,001	25605	-76.56%
Total InfoDesk	1434	20,217	-92.91%	10,688	31,613	-66.19%
Technology Desk						
Quick Questions	101	5,136	-98.03%	8,302	9,037	-8.13%
Reference/Research	940	14,216	-93.39%	17,445	20,798	-16.12%
Total Tech Desk	1041	19,352	-94.62%	25,747	29,835	-13.70%
Teen Desk						

Quick Questions	305	268	13.81%	2,335	2,302	1.43%
Reference/Research	109	185	-41.08%	1,053	1,153	-8.67%
Total Teen Desk	414	453	-8.61%	3,388	3,455	-1.94%
Outreach Services						
Quick Questions	147	0		147		
Reference/Research	943	307	207.17%	2,713	3,018	-10.11%
Bulk Loan Items Delivered to Nursing Homes	330	315	4.76%	2,730	2,415	13.04%
Materials pulled for Homebound Users	934	1,041	-10.28%	5,351	6,303	-15.10%
Total Outreach Services	2,354	1663	41.55%	10,941	11,736	-6.77%
Youth Services						
Quick Questions	2,471	2,012	22.81%	14,617	13,986	4.51%
Reference/Research	1440	1,980	-27.27%	11,224	12,320	-8.90%
School Loans pulled	19	23	-17.39%	119	124	-4.03%
Museum Adventure passes distributed	13	11	18.18%	136	145	-6.21%
Total Youth Services	3,943	4,026	-2.06%	26,096	26,575	-1.80%
GRAND Total	10,044	58,406	-82.80%	82,539	122,711	-32.74%
Interlibrary Loan Lending						
	Current Month	Prior Year Same Month	% Change			
Items lent to CCS Libraries	2,828	2,489	13.62%			
Items Received from CCS Libraries for patrons	2,371	2,560	-7.38%			
Items lent to OCLC libraries	248	172	44.19%			
Items received from OCLC libraries for patrons	148	91	62.64%			
Total	5,595	5,312	5.33%	0	0	
Outreach Services						
	Current Month	Prior Year Same Month	% Change			
Homebound						
Patrons	254	241	5.39%			
Visits	209	223	-6.28%			
Institutions						
Institution Deposit Collections	10	8	25.00%			
Visits	10	8	25.00%			
Schools						
Items	413	516	-19.96%			
Visits	19	19	0.00%			
VOLUNTEER HOURS						
	Number of people	Total hours				
Adult/Outreach Services & Programs	18	67				
Digital Services & Programs	1	8				
Teen Services & Programs	17	53				
Youth Services Department & Programs	24	60				
Admin/Tech/Maint/PR & Library Events	21	164				
Total Volunteers/Hours this month	81	352				
<i>NOTE: Last year volunteers/hours same month</i>	64	233				
LIBRARY PROGRAMS						
	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Rise & Shine Storytime (parent & child)	2	39				
Babytime (parent & child)	4	124				
Family Storytime	5	55				
Preschool	3	43				
Toddler Time	3	65				
Big Kids Storytime	3	38				
Neighbor Time	3	46				
Reading Patch Club	5	30				
Teacher Use of Die Cut Machine	2	2				
1KBK	4	6				
Bibliobop	1	60				
Book Buddies	16	32				
Mega Mondays	5	85				
Movie	1	125				
Second Sunday	1	27				
Homework Help	2	31				

Latest and Greatest	1	42			
School's Out Movie	3	67			
Ipad Usage	1	420			
Wonder Ground	6	109			
I Spy Tank	1	189			
Battle of the Books	3	303			
Second Saturday Bingo Breakfast	1	32			
Preschool Outreach Storytimes	6	93			
Apollo Parent Night	1	12			
School Outreach Storytimes	15	353			
Famished for Fiction	1	11			
School Visits to NPLD	1	11			
In-house toys and games	128	647			
Winter Reading Club	1	473			
Wonder Ground Drop-in Dept	2	57			
Winter Reading Library Challenges	1	95			
In-house videogames	1	300			
Total Youth Services Programs	233	4022	4,768	-15.65%	
Programs--Teen Audience					
Teen Advisory Board (TAB)	1	11			
Fandom Fest	1	5			
Movie in the Underground	1	12			
Maker Labs	2	6			
In-house Videogames	1	118			
Teen Study Hall	3	130			
Famished for Fiction	1	14			
Financing a 4 year degree	1	8			
Gingerbread Design	1	22			
Tree of Peace	1	60			
Brush up on Your Shakespeare	1	0			
90 Second Newbery	3	18			
Winter Reading Club	1	86			
Total Teen Programs	18	490	182	169.23%	
Programs--Adult Audience					
BookBites Joint Book Discussion	1	17			
Book Discussions	1	9			
Bubble & Squawk Cookbook Discussion	1	7			
CJE Seniorlife Resources Counseling	1	6			
Holiday Cards & Décor w/ Silhouette Cameo	1	9			
Holiday Family Photos	2	165			
Holiday Open House	1	120			
Holiday and Winter Ornaments	1	10			
New Release Movie: Aloha	1	14			
Niles Garden Club: Winter Container Project	1	4			
Niles Genealogy Interest Group	1	5			
Niles Songwriters	1	2			
Polish Language Book Discussion	1	13			
SCORE: Small Business Counseling	5	13			
Senior Coffee Hour: Holiday Songbook Singalong	1	24			
Senior Coffee Hour: Christmas Movies Funniest Moments	1	15			
Starbucks Coffee Tasting	1	22			
Tablet Tuesday	1	5			
Visually Impaired Motivators VIM Group	1	17			
Total Adult Programs	24	477	454	5.07%	
Outside Meetings					
Niles All American Toastmasters	2	20			
Niles Township Toastmasters	2	30			
Helping Hurting Hearts 3	2	4			
Total Outside Meetings	6	54	90	-40.00%	
Total Meeting and Program Attendance	281	5,043	5,494	-8.21%	

Patron Suggestions and Comments for January 2016

Responses to Patron Suggestions and Comments

Saturday AM—Using iPad class by Ruth was excellent! She is knowledgeable and explained the basics thoroughly. Great job! M&C V.

That is wonderful to hear—thanks for letting us know!

I suggest people not be allowed to eat in the computer room. They crunch potato chips and open packages. They can eat upstairs by the machines.

As a matter of fact, we do have a rule against eating in the computer room. I will ask staff to be sure to tell people to move to the café area when they are eating.

You should create a battle of the books program.

We have had a Battle of the Books program since 1980, 36 years! You can find more information about it here: <http://www.nileslibrary.org/battle-books>

I just want to commend Darlene and Bernadette in the computer area downstairs. They are both so helpful and knowledgeable. M. A. C.

Thanks for taking the time to write—I will make sure their supervisor gets your nice compliment.

Love the new look of the interior—cool, modern, i.e. before too warm (sickly) (yellow). Nice and cool and fun! C. W.

We are so glad you like it. Thanks for taking the time to write.

“The Niles Library... it’s the best!”

Thank you very much!

Donna Block, Niles Public Library District; Jennifer Cottrill, Midlothian Public Library;
Joe Marcantonio, Plainfield Public Library District

Teens Tread the Boards: Here's What Happened

Whether teens act, write scripts, direct, construct sets, or design costumes, library theater clubs build capacity for creative expression and help develop leadership skills. Working with adults and peers on a common project, teens learn to collaborate, appreciate the value of each individual's contribution, and take pride in a job well done. One great beauty of library teen theater programs is their scalability. They can be run with five kids or fifty, on a generous budget or a shoestring. They can take place on a year-round, seasonal, or one-time basis. Plays can be student-written or professionally published, fifteen minutes in length or an hour. Sets, props, and costumes can be elaborate or minimal.

***** **Niles Public Library District's Project Playbill** brings together teens in grades 7-12 for Project Playbill, the library's summer theater program. It draws fifteen to thirty participating teens from the surrounding neighborhoods each year, and although teens audition, no one is ever turned away. Project Playbill runs for five weeks, meeting three days a week for two hours each session. The teens work together to write an original thirty-minute play, construct props and costumes, and put on the show. Older participants help by leading warm-up exercises, mentoring younger members, and editing the script. One or two are chosen to serve as directors and run rehearsals, make casting decisions, block each scene, and set the sound and lighting cues. I act mainly as facilitator, making suggestions throughout the process and guiding the teens through dilemmas like: How do we stage the fire in scene seven? (The solution: lots of shiny gold streamers!)

[continued on page 12]





[continued from page 10]

Costumes, props, and sets are modest. The cost of rehearsal snacks, refreshments for the performance, and pizza for the cast party is almost equal to the actual production. Materials that the library would otherwise discard (like cardboard boxes) are used, saving the budget for items like paint, duct tape, lighting equipment, and wigs. Most costumes come from items gathered at home, but a trip to the local thrift shop is usually necessary for a few items (like a blue pinstriped suit ... yes, it had to be pinstriped). The library purchased several sewing machines just in time to sew a few costume pieces this summer.

Project Playbill tends to attract a lot of creative, misfit kids who don't have many outlets to express themselves, and they grow from awkward middle schoolers into confident writers, actors, and artists, working together to accomplish a common goal and make lasting friendships. Some go on to study theater in college, while others are just happy to find a place where they belong. The audience has grown from thirty or forty at the beginning to seventy or eighty the past few years. Hearing their first wave of laughter roll across the room always gives me a thrill.

Midlothian Public Library's Teens in Theatre (TNT) is an ethnically mixed group, drawing almost equal numbers of African American, Caucasian, and Latino teens in grades 7–12, including homeschoolers and students from several different junior high and high schools serving Midlothian and the surrounding communities. Our production schedule has evolved to include three plays a year: Halloween, Valentine's Day, and in the summer. The Halloween and Valentine's Day plays are small-scale affairs, performed in our meeting room during library hours to an audience of about forty people. Sets, props, and costumes are simple and low budget, and students put in about ten two-hour evening rehearsals. The summer play is the crown jewel of the TNT year, performed after-hours in the main library space to an audience of about a hundred. Sets and costumes are more elaborate, but still low budget, with more rehearsal time.

TNT's Halloween and Valentine's Day are usually student written, while the summer play usually has a professionally-written script. All of TNT's plays are student-directed, one to two directors per production in charge of running auditions and rehearsals under adult supervision. But the artistic vision for the play belongs to the student directors, and the sense of responsibility, authority, and ownership developed by the student directors gets passed on to the entire cast and crew. The shared commitment to the production generated by the cultivation of student leadership is one of TNT's greatest strengths.



NILES

It's possible here.

OFFICE OF THE MAYOR

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Dianette O'Donovan Matyas
Denise McCreery
Dean Strzalecki

December 9, 2015

Vlada Bernhardtz
Niles Public Library
6960 W. Oakton St.
Niles, IL 60714

Dear Vlada,

I would like to personally thank you for your participation in the Village of Niles 2015 Holly Jolly Market and Christmas Tree Lighting. Having a wonderful committee member, such as yourself, makes this a special event for all of our attendees. The feedback we received was resoundingly positive. We greatly appreciate your participation, which helped us to provide a fantastic event for all.

We look forward to working with you again at the Holly Jolly Market and Christmas Tree Lighting next year. Thank you again for your participation. Happy Holidays!

Sincerely,



Andrew Przybylo
Mayor

Jan 6, 2016

Dear Greta,

I hope your new year
is filled with

all the things
that make a wonderful life.

All the best in 2016!

Fondly,

Mary Krengdenhil

Mary Claire

Jan. 6, 2016

Dear Greta,

So many thanks for
all of your help with
my book club decisions!

It is very much appreciated
you went out of your
way to help me!

All the best is

p.s. Mary
Loved the book!



AFRICAN AMERICAN CONTRACTORS ASSOCIATION

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JUDGE MICHAEL T. SHAREEF

FOUNDER

OMAR SHAREEF

January 9, 2016

Dear Elected Officials:

The African American Contractors Association (AACAA) will be celebrating our 23rd Annual Membership/Awards Reception on Wednesday, March 9, 2016 from 5:00 p.m. to 9:00 p.m. at the South Shore Drive, Chicago, Illinois 60649.

Our organization has long promoted the participation of minorities in the construction industry. It also serves as great networking opportunity for major corporations and lending institutions. We have worked with organizations like yours to assist with achieving minority participation goals.

We are inviting you as our V.I.P. guest at this exciting event on March 9, 2016. If you can find it possible to accept our invitation, you will receive AACAA National Red Carpet Treatment and a most enthusiastic welcome from the members of our association.

If you need more information, please do not hesitate to contact my office at (312) 915-5960 or email me at aacanatlassoc@gmail.com.

Sincerely,

Omar Shareef, Founder

OS/rb



New Business—Recommended Actions

A. Patron Computers

MOVE the Library Board of Trustees approve the expenditure of Special Reserve Funds in the amount of (not to exceed) \$58,142.65 for the purchase of 55 patron computer desktop.

Memorandum A of Recommended Board Action

This purchase will provide replacement units in the digital services department (32 units), KidSpace (15 units), Teen Underground (7 units), and CSC patron computer. Currently there are 71 patron facing computers in the Library which provide internet access and function as an interface to CCS, printing, etc. After upgrading the printer/copier equipment, eliminating low usage units and using VDI technology to provide access to the Library catalog eliminating the need to upgrade the related units, there is only a need to replace 53 units. With the addition, of two units in teen, the total purchase will comprise 55 units.

There will be two configurations in this purchase one which costs \$1,064.35 and another which costs \$1,037.91. Both configurations include a 5 year warranty. The difference between the two configurations is the DVD player as the KidSpace does not have a use for them. In total 40 of the higher cost units and 15 of the lower cost units will be purchased for a total of \$58,142.65 (40 X 1,064.35 plus 15 X 1,037.91). This is comparable to the amount we spent on the last fleet upgrade for patron computers at \$1,137.06 and represents a 54% discount from Dell's list price (Dell gave the Library a 43% discount last time.) . These pieces of equipment will be purchases under our agreement with NASPO ValuePoint Cooperative Purchasing Organization of which we are a member. This organization provides prebid pricing negotiated directly with the vendor and specified in its Master Price Agreement for Computer Equipment and Peripherals. Using such a purchasing method satisfies the requirements of the state purchasing law.

Please see the following pages for a complete description of the equipment and the related quotes.

This is the second purchase in a series of three purchases to upgrade the desktop/laptop fleet at the Library. The timeline on the next page provides an overview of the timing of the purchases and their deployment.

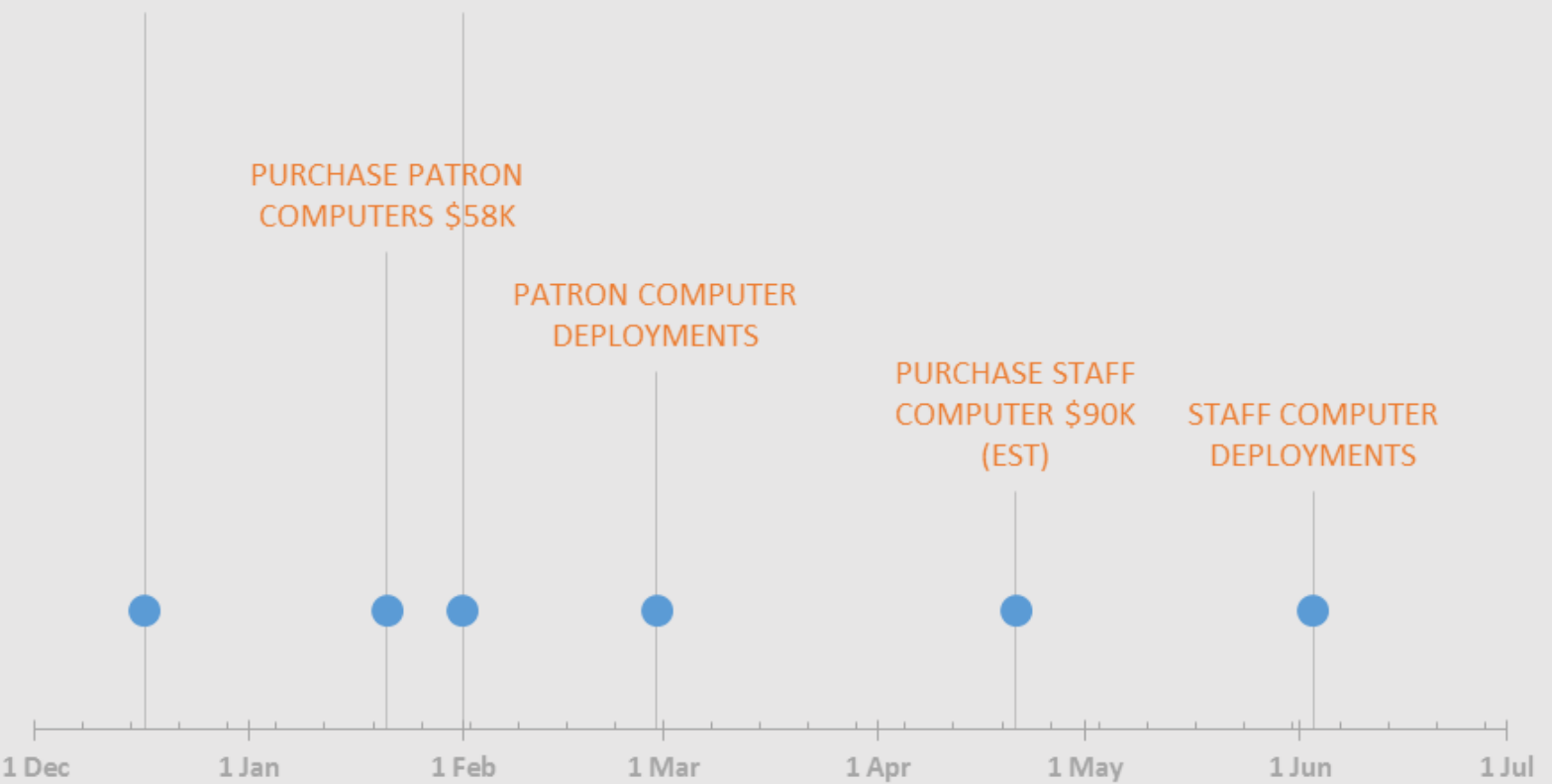
PURCHASE STUDIO B COMPUTERS \$32K STUDIO B COMPUTER DEPLOYMENTS

PURCHASE PATRON COMPUTERS \$58K

PATRON COMPUTER DEPLOYMENTS

PURCHASE STAFF COMPUTER \$90K (EST)

STAFF COMPUTER DEPLOYMENTS





Quote 1021789973000.1

NILES PUBLIC LIBRARY DIST

Salesperson	Quote Details	Billing Details
Salesperson Name Stephen Bone	Quote Date 01/15/2016	Company Name NILES PUBLIC LIBRARY DIST
Salesperson Email Stephen_Bone@Dell.com	Quote Validity 02/14/2016	Customer Number 38910543
Salesperson Phone 18009993355	Solution ID -	Phone Number 1 (847) 6636480
Salesperson Extension 5138712		Address 6960 OAKTON ST NILES IL 60714 US

Price Summary

Description	Quantity	Unit Price	Subtotal Price
OptiPlex 5040 SFF	40	\$1,064.35	\$42,574.00
		Subtotal	\$42,574.00
		Tax	\$0.00
		Shipping and Handling	\$0.00
		Environmental Fee	\$0.00
		Total	\$42,574.00

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

Dear Customer,

Your quote is detailed below; please review the quote for product and information accuracy. If you find errors or desire changes, please contact me as soon as possible.

Regards,
Stephen Bone

Order this quote easily online through your [Premier page](#), or if you do not have Premier, using [Quote to Order](#)

Product Details by Shipment

Shipping Group 1

Shipping Contact:	RICHARD WOZNICKA	Subtotal	\$42,574.00
Shipping Phone No:	1 (847) 6636480	Tax	\$0.00
Shipping via:	Standard Ground	Shipping and Handling	\$0.00
Shipping Address:	6960 OAKTAN ST	Environmental Fee	\$0.00
	NILES	Total	\$42,574.00
	IL 60714		
	US		

Description	Quantity	Unit Price	Subtotal Price
OptiPlex 5040 SFF	40	\$1,064.35	\$42,574.00

Estimated Delivery Date: 02/02/2016
 Contract Code: 99agz
 Customer Agreement No: MHEC-07012015

210-AFIF	OptiPlex 5040 Small Form Factor XCTO	40	-	-
338-BHUH	Intel Core i7-6700 Processor (Quad Core, 8MB, 8T, 3.4GHz, 65W)	40	-	-
412-AAGQ	Small Form Factor Processor Heatsink 65 Watt	40	-	-
619-AIKN	W10P-DG7 DT 64 ENG/FRE/SPN	40	-	-
658-BCSB	Microsoft Office 30 Day Trial	40	-	-
954-3465	No DDPE Encryption Software	40	-	-
634-BENZ	No DDP ESS Software	40	-	-
370-ACCX	8GB DDR3L 1600MHz (4GBX2)	40	-	-
340-ABIG	SSD as first boot drive	40	-	-
400-AIRX	M.2 128GB SATA Solid State Drive, Dell OptiPlex	40	-	-
773-BBBC	M2X3.5 Screw for SSD/DDPE	40	-	-
401-AANH	2nd Hard Drive: not included	40	-	-
490-BCPF	AMD Radeon R7 350X, 4GB, HH (DP, SL-DVI-I)	40	-	-
325-BBRJ	DVD+/-RW Bezel, Small Form Factor	40	-	-
429-AAJV	Tray load DVD Drive (Reads and Writes to DVD/CD)	40	-	-
555-BBFO	No Wireless	40	-	-

555-BBFO	No Wireless	40	-	-
329-BCRQ	OptiPlex 5040 SFF with 180W up to 85% efficient Power Supply (80Plus Bronze)	40	-	-
480-AAJX	Display Not Included	40	-	-
450-ABBX	No Adapter	40	-	-
580-ADJC	Dell KB216 Wired Keyboard English, Black	40	-	-
275-BBBW	Dell MS116 Wired Mouse, Black	40	-	-
631-AAST	ME Secure Lockout	40	-	-
422-0008	Dell Data Protection System Tools Digital Delivery/DT	40	-	-
637-AAAS	Dell Backup and Recovery Basic	40	-	-
640-BBDF	Adobe Reader 11	40	-	-
640-BBEV	Dell Data Protection Protected Workspace	40	-	-
640-BBLW	Dell(TM) Digital Delivery Cirrus Client	40	-	-
658-BBMQ	Enable Low Power Mode	40	-	-
658-BBMR	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps),OptiPlex	40	-	-
658-BBNH	Waves Maxx Audio	40	-	-
658-BBVM	MY DELL	40	-	-
620-AAYW	Windows 10 OS Professional Recovery 64bit - DVD	40	-	-
387-BBEZ	ENERGY STAR Version 6.0	40	-	-
389-BHKP	Regulatory Label	40	-	-
340-ABKW	No Quick Reference Guide	40	-	-
389-BCGW	No UPC Label	40	-	-
389-BHGE	Intel Core i7 Processor Label	40	-	-
329-BBJL	TPM Enabled	40	-	-
696-BBBC	No Special BIOS Setup Required	40	-	-
461-AABF	No CompuTrace	40	-	-
551-BBBJ	No Intel Responsive	40	-	-
450-AAOJ	System Power Cord (Philipine/TH/US)	40	-	-
340-ABJI	No Diagnostic/Recovery CD media	40	-	-
340-ARRM	Shipping Material for System, Small Form Factor, DAO	40	-	-
389-BBUU	Shipping Label for DAO	40	-	-
632-BBBJ	PowerDVD Software not included	40	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French/Dutch)	40	-	-
332-1286	US Order	40	-	-
800-BBIO	Desktop BTO Standard shipment	40	-	-
385-BBCR	No Media Card Reader	40	-	-
817-BBBB	No FGA	40	-	-
989-3449	Thank you choosing Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-866-516-3115	40	-	-
997-8533	Dell Limited Hardware Warranty Plus Service	40	-	-
997-8561	ProSupport: Next Business Day Onsite 5 Years	40	-	-
997-8581	ProSupport: 7x24 Technical Support, 5 Years	40	-	-
817-BBBC	Not Selected in this Configuration	40	-	-

Important Notes

Terms of Sale

This quote is valid for 30 days unless otherwise stated. Unless you have a separate written agreement with Dell that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request:

If this purchase is for your internal use only: Dell's Commercial Terms of Sale (<http://www.dell.com/CTS>), which incorporate Dell's U.S. Return Policy (www.dell.com/returnpolicy) and Warranty (www.dell.com/warrantyterms).

If this purchase is intended for resale: Dell's Reseller Terms of Sale (www.dell.com/resellerterms).

If this purchase includes services: in addition to the foregoing applicable terms, Dell's service contracts and related service terms (www.dell.com/servicecontracts/global).

If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - A Version (www.dell.com/AEULA) and use of the Dell-branded system software is subject to the Dell End User License Agreement - S Version (www.dell.com/SEULA).

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.** Note: All tax quoted above is an estimate; final taxes will be listed on the invoice. If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.



Quote 1020222047166.1

NILES PUBLIC LIBRARY DIST

Salesperson	Quote Details	Billing Details
Salesperson Name Stephen Bone	Quote Date 01/15/2016	Company Name NILES PUBLIC LIBRARY DIST
Salesperson Email Stephen_Bone@Dell.com	Quote Validity 02/14/2016	Customer Number 38910543
Salesperson Phone 18009993355	Solution ID -	Phone Number 1 (847) 6636480
Salesperson Extension 5138712		Address 6960 OAKTON ST NILES IL 60714 US

Price Summary

Description	Quantity	Unit Price	Subtotal Price
OptiPlex 5040 SFF	15	\$1,037.91	\$15,568.65
		Subtotal	\$15,568.65
		Tax	\$0.00
		Shipping and Handling	\$0.00
		Environmental Fee	\$0.00
		Total	\$15,568.65

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

Dear Customer,

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Regards,
Stephen Bone

Order this quote easily online through your [Premier page](#), or if you do not have Premier, using [Quote to Order](#)

Product Details by Shipment

Shipping Group 1

Shipping Contact:	RICHARD WOZNICKA	Subtotal	\$15,568.65
Shipping Phone No:	1 (847) 6636480	Tax	\$0.00
Shipping via:	Standard Ground	Shipping and Handling	\$0.00
Shipping Address:	6960 OAKTAN ST	Environmental Fee	\$0.00
	NILES	Total	\$15,568.65
	IL 60714		
	US		

Description	Quantity	Unit Price	Subtotal Price
OptiPlex 5040 SFF	15	\$1,037.91	\$15,568.65

Estimated Delivery Date: 01/29/2016
 Contract Code: 99agz
 Customer Agreement No: MHEC-07012015

210-AFIF	OptiPlex 5040 Small Form Factor XCTO	15	-	-
338-BHUH	Intel Core i7-6700 Processor (Quad Core, 8MB, 8T, 3.4GHz, 65W)	15	-	-
412-AAGQ	Small Form Factor Processor Heatsink 65 Watt	15	-	-
619-AIKN	W10P-DG7 DT 64 ENG/FRE/SPN	15	-	-
658-BCSB	Microsoft Office 30 Day Trial	15	-	-
954-3465	No DDPE Encryption Software	15	-	-
634-BENZ	No DDP ESS Software	15	-	-
370-ACCX	8GB DDR3L 1600MHz (4GBX2)	15	-	-
340-ABIG	SSD as first boot drive	15	-	-
400-AIRX	M.2 128GB SATA Solid State Drive, Dell OptiPlex	15	-	-
773-BBBC	M2X3.5 Screw for SSD/DDPE	15	-	-
401-AANH	2nd Hard Drive: not included	15	-	-
490-BCPF	AMD Radeon R7 350X, 4GB, HH (DP, SL-DVI-I)	15	-	-
429-AAVM	Filler for No Optical Drive for MT/SFF	15	-	-
555-BBFO	No Wireless	15	-	-
555-BBFO	No Wireless	15	-	-

329-BCRQ	OptiPlex 5040 SFF with 180W up to 85% efficient Power Supply (80Plus Bronze)	15	-	-
480-AAJX	Display Not Included	15	-	-
450-ABBX	No Adapter	15	-	-
580-ADJC	Dell KB216 Wired Keyboard English, Black	15	-	-
275-BBBW	Dell MS116 Wired Mouse, Black	15	-	-
631-AAST	ME Secure Lockout	15	-	-
422-0008	Dell Data Protection System Tools Digital Delivery/DT	15	-	-
637-AAAS	Dell Backup and Recovery Basic	15	-	-
640-BBDF	Adobe Reader 11	15	-	-
640-BBEV	Dell Data Protection Protected Workspace	15	-	-
640-BBLW	Dell(TM) Digital Delivery Cirrus Client	15	-	-
658-BBMQ	Enable Low Power Mode	15	-	-
658-BBMR	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps),OptiPlex	15	-	-
658-BBNH	Waves Maxx Audio	15	-	-
658-BBVM	MY DELL	15	-	-
620-AAYW	Windows 10 OS Professional Recovery 64bit - DVD	15	-	-
387-BBEZ	ENERGY STAR Version 6.0	15	-	-
389-BHKP	Regulatory Label	15	-	-
340-ABKW	No Quick Reference Guide	15	-	-
389-BCGW	No UPC Label	15	-	-
389-BHGE	Intel Core i7 Processor Label	15	-	-
329-BBJL	TPM Enabled	15	-	-
696-BBBC	No Special BIOS Setup Required	15	-	-
461-AABF	No CompuTrace	15	-	-
551-BBBJ	No Intel Responsive	15	-	-
450-AAOJ	System Power Cord (Philipine/TH/US)	15	-	-
340-ABJI	No Diagnostic/Recovery CD media	15	-	-
340-ARRM	Shipping Material for System, Small Form Factor, DAO	15	-	-
389-BBUU	Shipping Label for DAO	15	-	-
632-BBBJ	PowerDVD Software not included	15	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French/Dutch)	15	-	-
332-1286	US Order	15	-	-
800-BBIO	Desktop BTO Standard shipment	15	-	-
385-BBCR	No Media Card Reader	15	-	-
817-BBBB	No FGA	15	-	-
989-3449	Thank you choosing Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-866-516-3115	15	-	-
997-8533	Dell Limited Hardware Warranty Plus Service	15	-	-
997-8561	ProSupport: Next Business Day Onsite 5 Years	15	-	-
997-8581	ProSupport: 7x24 Technical Support, 5 Years	15	-	-
817-BBBC	Not Selected in this Configuration	15	-	-

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If this purchase is intended for resale: Dell's Reseller Terms of Sale (www.dell.com/resellerterms).

If this purchase includes services: in addition to the foregoing applicable terms, Dell's service contracts and related service terms (www.dell.com/servicecontracts/global).

If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - A Version (www.dell.com/AEULA) and use of the Dell-branded system software is subject to the Dell End User License Agreement - S Version (www.dell.com/SEULA).

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.** Note: All tax quoted above is an estimate; final taxes will be listed on the invoice. If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

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