



Niles-Maine District Library

Regular Board Meeting

Wednesday, September 20, 2017 7:00 PM



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

September 20, 2017

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - A. Approve the Regular Board Meeting Minutes of August 16, 2017 4
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Reports 9
 - B. Approve the payment of bills for operating expenses of \$237,996.40, payroll expenses of \$265,438.36, and Special Reserve expenses of \$11,607.00 for a total of \$515,041.76 15
6. Director's Report
 - A. Highlights 31
 - B. Monthly Statistics 51
7. Communications 56
8. Liaison Reports
 - A. Friends of the Library
 - B. Legislatiave
 - C. RAILS
9. New Business
 - A. Award Charles McQuillan a contract in the amount of \$9,100 to repair the concrete foundation wall on the northwest corner and the north facing wall of the library building and install a protective coating to ensure the integrity of the foundation wall. McQuillan will also remove and replace the concrete slag in front of the library building on the southeast corner of the parking lot where the slab has been damaged and has sunken creating a safety hazard 58
 - B. Adopt Ordinance 17-06, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles-Maine District Library and Authorizing its Conveyance or Sale 63
 - C. Discussion to determine the amount of the 2017-18 Tax Levy

Board Meeting Agenda - September 20, 2017

10. Unfinished Business
11. Other
12. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
August 16, 2017
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

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

Trustees Present

Karen Dimond, Carolyn Drblik, Dennis Martin, Dianne Olson, Patti Rozanski, Linda Ryan. Trustee Tim Spadoni attended the meeting via telephone conference call from Washington D.C.

Library Staff Present

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

Others Present

Joe Makula, Public; Tom Robb, *The Journal & Topics*; Igor Studenkov, *The Bugle*; Susanne Athanus, Public; Steven Yasell, Public

Call to Order

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

Roll Call

The roll was taken by Ms. Winberg.

Approval of Minutes

Trustee Rozanski MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting July 19, 2017. Trustee Ryan seconded.

Trustee Drblik asked that under "Other" it be added that the Board did not decide, at this time, whether they should be provided with a copy of a Power Point presentation prior to a Board Meeting. The change was noted and the original minutes will reflect this change.

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

Public Comment

Mr. Joe Makula addressed the five FOIA requests that he submitted regarding the number of books being delivered to schools and nursing homes and the responses he received that there are no records available with this information. He stated that it's one of two things: records are being withheld or these records do not exist. If these records do not exist, then the Board needs to find out what's going on with the Library's mismanagement. Ms. Lempke explained that the records Mr. Makula requested are circulation records and protected by the Library Confidentiality Act.

Trustees Drblik and Martin asked when is this going to be addressed. President Dimond said that the question can be asked at the end of the meeting under "Other" on the agenda.

Ms. Susanne Athanus addressed taxpayers' dollars being spent on Hot Picks and bestsellers. She would like to see more of these books available as Ebooks. The Library needs to watch what they're spending. Costs are being absorbed by Niles' residents who are not rich people.

In response to a public comment last month regarding the library taxes, Trustee Spadoni added that the Village does not only receive 7% from property taxes, but receives revenue from 50 other taxes such as food and beverage and sales tax. We are not comparing apples to apples. The only funding the Library receives is from property taxes.

Treasurer's Report

The Library Board reviewed the July 2017 Treasurer's Report as presented by Business Manager, Greg Pritz for Treasurer Tim Spadoni since the audio was not clear and it was difficult for everyone to understand.

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$259,100.73, payroll expenses of \$266,554.46, Special Reserve Expenses of \$6,615.18 for a total monthly expense of \$532,270.37. Trustee Ryan seconded.

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

Director's Report

- Ms. Lempke reported on the vast planning for the Library's first Fandom Fest on Saturday, August 19. The event is receiving lots of good publicity. 18 vendors are registered to participate.
- Ms. Lempke reported that the Administrative staff is working on the Library's IPLAR report which is due on September 1. For the first time, the question was asked whether the library provides training to enable staff to better serve their autistic patrons and whether the library would like to receive this type of training.
- Ms. Lempke asked Mr. Pritz to give a progress report on the Passport Agency. The agents, a mixture of 10 FT and PT staff, have finished their on-line training which took about 6-8 hours with quizzes at the end of each chapter demanding an 80% pass rate and a final exam demanding a 90% pass rate. The training certificates will be submitted along with the Library's application to the State. An inspection of the facility will be made and we will await our agency number which will legitimize us. October 1 is the launch date but working with the State has been a challenge. A full report on the Passport Agency will be given at the September Board Meeting. Service in the beginning will be on a reactive basis until it gets widely popular and very busy. The Library will only be paid on the processing of new passports—not on renewals.
- Ms. Lempke asked Ms. Carey to report on the 2nd Annual Niles' Block Party and its activities which will be held on Saturday, August 26th, in the parking lot of the Niles Senior Center.
- Ms. Lempke asked Ms. Wulf to show the Board and to explain what a Raspberry Pi kit is and how the kits are being circulated.
- Lastly, in response to Trustee's Drblik inquiry on the warranty of a new digital screen for the corner of Oakton and Waukegan which is 5 years and the cost of replacing components for the existing screen. There are 3 blocks which have to be replaced now at around \$500 each plus a service charge. There are 9 blocks which are partially failing and will need to be replaced with time. Ms. Lempke asked for clarification from the Board as to whether they are considering to replace the screen. If so, she would rather not replace the blocks at a cost of \$6,000. The cost of a new screen is \$50,000. None of the Board members indicated that they want to purchase screens.

At this time, Mr. Spadoni asked to share some of his positive observations. In response to someone in the Friends of the Library organization who said that no one volunteers anymore—congratulations on getting 91 teens to volunteer this summer. Also, Krystyna, good job on negotiating the fee for a booth at the Polish Festival. Again, congratulations Neal O'Shea on the wonderful work you do with our Veterans. Congratulations to Karen and Aileen in Outreach for their help with a disoriented person. Amazing! Good job!

Regular Board Meeting – August 16, 2017

Trustee Ryan added that this month's Director's Report was the best. "It was so full of good stuff and feelings." Everyone's hard work is truly appreciated.

Communications

They were included in the Board packet with additional communications on the table.

Liaison Reports

Friends of the Library

There was no report. The Friends will resume meeting in September.

Legislative

Ms. Lempke referred to an email she sent the Board regarding the high speed internet needed by libraries for public use. She asked the Board to contact their legislators using the link in the email.

RAILS

RAILS is now compiling on its website job descriptions and policies of libraries within their System. This will be a very helpful resource.

Secretary's Report

Secretary Olson reported that a certified copy of Ordinance 17-05, an Ordinance for Budget and Appropriations of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018, along with a Certificate of Publication was filed with the Cook County Clerk on Friday, July 28, 2017. The Ordinance was published in the Niles-Herald Spectator on Thursday, July 6, 2017.

New Business

Notary Public Policy

Trustee Rozanski MOVED the Library Board of Trustees approve the new Administrative Policy 3.32 Notary Public Service. Trustee Ryan seconded.

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

Electrical Work for Signage at Oakton Court and Waukegan Road

Trustee Rozanski MOVED the Library Board of Trustees award Block Electrical a contract in the amount of \$9,800 to install electrical service and lights at the corner of Oakton Street and Waukegan Road to illuminate the sign approved at the July Board Meeting. This contract will be paid from the Special Reserve Fund. Trustee Ryan seconded.

After some discussion, the Board asked that the contract include dumpster and permit fees. Trustees Rozanski and Ryan accepted this friendly amendment to the original motion.

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

Staff Training Day

Trustee Rozanski MOVED the Library Board of Trustees grant permission to close the Library on Friday, January 26, 2018, for a Staff Training Day. Trustee Ryan seconded.

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

Update Policy Manual with Library's New Name

Trustee Rozanski MOVED the Library Board of Trustees replace all instances of "Niles Public Library District" in the Policy Manual with "Niles-Maine District Library." Trustee Ryan seconded.

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

Review of Friends of the Library Bylaws and Constitution

Ms. Lempke reviewed the Friends of the Library Constitution, Bylaws, and the Library's Policy with the Board. All three documents state that the role of the Friends is to raise money for the Library and to promote the

Library within the community. After some discussion, it was agreed that the Board would like to invite the Friends' President, Mr. Chris Hanusiak to the next Board meeting to discuss these roles and to come to an understanding that the Library's Board would like to work with the Friend's organization and to have open communication. President Dimond said that she would prepare and send a letter to Mr. Hanusiak before the Friends meet in September.

Review of the 2015 Library Staffing and Operations Study from Matrix Consulting

At President Dimond's request, Ms. Lempke reviewed the results of the Staffing and Operations Study done in 2015 which overall concluded that the library is appropriately staffed and well organized. Matrix made a few recommendations which have mostly been executed since the report was made, including the development of a strategic plan, the combining of the Circulation and Page Departments into one Patron Services Department, and the formation of a new Digital Services Department to help handle end-user IT needs. Ms. Lempke reviewed the changes to the Library's org chart, and Mr. Pritz reviewed the retirement program which resulted in a savings of \$400,000 in salaries and benefits. Ms. Lempke noted that the Library still needs to work on increasing its number of cardholders, and that the relationship between staff and Board mentioned in the study has improved greatly since then.

President Dimond requested that the Board be provided updated Policy Manuals.

Discussion of Recommendations from Trustee Drblik on the Budgeting Process

Trustee Drblik asked that the Board select a Board meeting where ideas and suggestions for the upcoming budgeting process can be shared and discussed. Looking at the Trustee Calendar, it was determined that discussion would begin at the November Board Meeting after the presentation of the Library's audit.

Other

Power Point Presentations

At this time, President Dimond asked the Board when they would like Administration, if they plan to use a Power Point Presentation during a Board Meeting, to provide the Board with a copy of the Presentation: with the delivery of the Board Packet if the Power Point is completed by that time; by email prior to the Board Meeting; or at the table the evening of the presentation during the Board Meeting. Ms. Lempke added that Power Points are such an outline on a topic that, if read beforehand, one does not hear the presenter present in the same way. It's there for you to read as the presentation is being made. Ms. Lempke said she would prefer to supply the Board with a copy of the Power Point at the time a presentation is being made, but will, of course, do whatever the Board prefers. Trustee Ryan added that a Power Point does not have all the information that is needed to fully understand the topic being presented—it is just an outline. The Board asked that they be provided with a copy of a Power Point presentation at a time that Administration feels is appropriate.

Circulation Reports

In response to a FOIA request received regarding circulation reports on materials delivered to schools and nursing homes, President Dimond said that a response to a FOIA request is to be obtained from existing documents and that additional information is not to be compiled in order to respond to a FOIA request. Circulation information is available in the monthly statistics which are posted on the Library's website.

Lastly, President Dimond asked whether the ILA Conference in October is a very useful conference for Trustees to attend. Ms. Lempke responded depending on the location in Illinois, it's a great time for Trustees to meet vendors, etc., but the Tinley Park location this year is a little far. Also, the ILA Conference is not that cheap to attend.

Adjournment

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

On a voice vote, all were in favor.

Regular Board Meeting – August 16, 2017

The meeting adjourned at 9:10 PM.

President

Secretary

DRAFT

Niles Public Library District

Balance Sheet

August 31, 2017

	GENERAL FUND 8/31/2017	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,189,677)	\$117,721	\$1,513,373	\$441,418
Investments	\$9,975,875			\$9,975,875
Total Cash and Investments	\$8,786,198	\$117,721	\$1,513,373	\$10,417,293
Receivables				
Property Tax Receivable, net	\$2,882,651	\$136,615		\$3,019,267
Replacement Tax Receivable	\$23,481			\$23,481
Total Receivables	\$2,906,133	\$136,615	\$0	\$3,042,748
Prepaid Items				
Prepaid Expense	\$150			\$150
Total Prepaid Items	\$150	\$0	\$0	\$150
Total Assets	\$11,692,481	\$254,337	\$1,513,373	\$13,460,191
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$176,739	\$17,228	\$11,607	\$205,574
Other Liabilities	\$10,904			\$10,904
Deferred Revenues	\$2,973,353	\$140,428		\$3,113,780
Total Liabilities	\$3,160,995	\$157,655	\$11,607	\$3,330,258
Fund Balance				
Fund Balance	\$8,531,486	\$96,681	\$1,501,766	\$10,129,933
Total Fund Balance	\$8,531,486	\$96,681	\$1,501,766	\$10,129,933
Total Liabilities and Fund Balance	\$11,692,481	\$254,337	\$1,513,373	\$13,460,191

Niles Public Library District Income Statement-Consolidated

August 31, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$1,787,705	\$1,510,049	\$277,656	\$2,996,802	\$2,955,313	\$41,488	\$6,718,474	45%
Replacement Taxes	\$1,083	\$33,350	(\$32,267)	\$24,564	\$65,250	(\$40,686)	\$145,000	17%
Per Capita Grant							\$44,478	
Grants-Other		\$83	(\$83)		\$167	(\$167)	\$1,000	
Investment Income	\$8,069	\$6,667	\$1,403	(\$4,016)	\$13,333	(\$17,350)	\$80,000	(5)%
Fines	\$2,289	\$2,083	\$205	\$4,545	\$4,167	\$378	\$25,000	18%
Lost Books	\$949	\$625	\$324	\$2,030	\$1,250	\$780	\$7,500	27%
Pay For Print	\$4,453	\$2,083	\$2,370	\$4,486	\$4,167	\$319	\$25,000	18%
Book Sale	\$1,455	\$1,333	\$121	\$2,590	\$2,667	(\$77)	\$16,000	16%
Passports		\$2,083	(\$2,083)		\$4,167	(\$4,167)	\$25,000	
Flash Drive & Ear Bud Sales	\$6		\$6	\$7		\$7		
Commissions & Fees	\$27		\$27	\$17		\$17		
Donations	\$0		\$0	\$0		\$0		
Miscellaneous	\$215	\$113	\$102	\$605	\$225	\$380	\$1,350	45%
Total Revenues	\$1,806,250	\$1,558,470	\$247,780	\$3,031,629	\$3,050,705	(\$19,076)	\$7,088,802	43%
Expenditures								
Salaries								
Library Director	\$10,733	\$10,827	\$93	\$21,467	\$21,653	\$186	\$129,919	17%
Payroll-Department Managers	\$14,382	\$14,792	\$409	\$28,765	\$29,583	\$818	\$177,499	16%
Payroll-Division Supervisors	\$37,199	\$37,599	\$400	\$74,278	\$75,198	\$920	\$451,186	16%
Payroll-Librarian I	\$99,691	\$106,710	\$7,018	\$193,797	\$213,419	\$19,622	\$1,280,515	15%
Payroll-Library Grade V	\$63,061	\$64,108	\$1,047	\$116,425	\$128,217	\$11,792	\$769,300	15%
Payroll-Library Grade VI	\$28,583	\$29,479	\$896	\$35,557	\$58,958	\$23,401	\$353,748	10%
Payroll-Library Pages	\$8,778	\$10,963	\$2,185	(\$10,777)	\$21,927	\$32,704	\$131,561	(8)%
Payroll-Sundays	\$6,385	\$6,667	\$282	\$13,230	\$13,333	\$104	\$80,000	17%
Adjustments		\$833	\$833	\$3,121	\$1,667	(\$1,454)	\$10,000	31%
Substitutes	\$1,345	\$1,250	(\$95)	\$2,145	\$2,500	\$355	\$15,000	14%
Total Salaries	\$270,159	\$283,227	\$13,069	\$478,006	\$566,455	\$88,448	\$3,398,728	14%

Niles Public Library District
Income Statement-Consolidated

August 31,2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$17,978	\$14,833	(\$3,145)	\$34,769	\$29,667	(\$5,102)	\$178,000	20%
Books-Youth Services	\$6,821	\$6,667	(\$155)	\$7,735	\$13,333	\$5,598	\$80,000	10%
Books-Teen	\$2,032	\$1,271	(\$762)	\$2,231	\$2,542	\$311	\$15,250	15%
Downloadables	\$2,370	\$5,000	\$2,630	\$12,645	\$10,000	(\$2,645)	\$60,000	21%
Periodicals	\$124	\$2,742	\$2,618	\$13,525	\$5,483	(\$8,041)	\$32,900	41%
AV-Adult	\$8,576	\$10,417	\$1,840	\$18,201	\$20,833	\$2,632	\$125,000	15%
AV-Youth Services	\$5,893	\$3,467	(\$2,426)	\$6,708	\$6,933	\$226	\$41,600	16%
AV-Teen	\$722	\$979	\$257	\$747	\$1,958	\$1,212	\$11,750	6%
Online Databases	\$51,449	\$17,917	(\$33,532)	\$80,622	\$35,833	(\$44,789)	\$215,000	37%
Total Library Materials	\$95,966	\$63,292	(\$32,674)	\$177,183	\$126,583	(\$50,600)	\$759,500	23%
Library Operating Expenditures								
CCS Charges	\$6,509	\$6,522	\$14	\$13,031	\$13,045	\$14	\$78,269	17%
Processing & Supplies	\$848	\$2,083	\$1,235	\$11,888	\$4,167	(\$7,722)	\$25,000	48%
Internet Charges	\$1,232	\$1,533	\$301	\$2,556	\$3,067	\$511	\$18,400	14%
Software, Licenses	\$2,327	\$4,844	\$2,516	\$2,355	\$22,187	\$19,832	\$70,623	3%
Printing	\$6,548	\$3,708	(\$2,840)	\$7,278	\$7,417	\$138	\$45,200	16%
Library Supplies	\$754	\$692	(\$62)	\$724	\$1,383	\$660	\$8,300	9%
Programming & Support-Adult	\$8,116	\$2,953	(\$5,163)	\$10,700	\$5,907	(\$4,794)	\$35,440	30%
Programming & Support-Juvenile	\$10,191	\$3,327	(\$6,864)	\$10,916	\$6,654	(\$4,262)	\$39,925	27%
Programming & Support-Events	\$495	\$800	\$305	\$495	\$1,600	\$1,105	\$11,600	4%
Programming & Support-Teen	\$642	\$706	\$64	\$1,011	\$1,413	\$402	\$8,475	12%
Public Performing Rights	\$1,281		(\$1,281)	\$1,281	\$1,400	\$119	\$1,400	91%
Computer Charges OCLC	\$1,091	\$1,091		\$2,182	\$2,182	\$0	\$13,093	17%
Miscellaneous	\$211	\$83	(\$128)	\$373	\$167	(\$207)	\$1,000	37%
Per Capita Grant Expenditures	\$821	\$3,706	\$2,885	\$821	\$7,413	\$6,592	\$44,478	2%
Grant - Other Expenditures		\$83	\$83	\$750	\$167	(\$583)	\$1,000	75%
Volunteers		\$245	\$245		\$490	\$490	\$2,938	
Total Library Operating Expenditures	\$41,067	\$32,378	(\$8,689)	\$66,363	\$78,657	\$12,294	\$405,141	16%

Niles Public Library District
Income Statement-Consolidated

August 31,2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,099	\$2,667	\$1,568	\$5,395	\$5,333	(\$62)	\$32,000	17%
Copiers	\$1,565	\$1,000	(\$565)	\$2,284	\$2,000	(\$284)	\$12,000	19%
Professional Development	\$1,529	\$3,915	\$2,386	\$2,775	\$7,830	\$5,055	\$46,982	6%
Mileage	\$91	\$296	\$205	\$170	\$592	\$422	\$3,550	5%
Professional Collection	\$124	\$300	\$176	\$149	\$600	\$451	\$3,600	4%
Legal Fees	\$311	\$1,000	\$689	\$454	\$2,000	\$1,546	\$12,000	4%
Consultants	\$152	\$2,250	\$2,098	\$845	\$4,500	\$3,655	\$27,000	3%
Kitchen Supplies		\$83	\$83		\$167	\$167	\$1,000	
Promotional Expense	\$1,430	\$2,500	\$1,070	\$3,785	\$5,000	\$1,215	\$30,000	13%
Office Supplies	\$6,147	\$1,500	(\$4,647)	\$6,782	\$3,000	(\$3,782)	\$18,000	38%
Postage & Freight	\$504	\$1,500	\$996	\$4,098	\$3,000	(\$1,098)	\$18,000	23%
Publication of Notices-Legal	\$470	\$100	(\$370)	\$483	\$200	(\$283)	\$1,200	40%
Subscriptions & Dues	\$791	\$705	(\$86)	\$2,046	\$1,411	(\$635)	\$8,465	24%
Collection Services	\$130	\$83	(\$46)	\$813	\$167	(\$646)	\$1,000	81%
Telephone	\$1,613	\$1,375	(\$238)	\$2,872	\$2,750	(\$122)	\$16,500	17%
Trustee Expense		\$500	\$500	\$31	\$1,000	\$969	\$6,000	1%
Payroll Service	\$1,200	\$1,375	\$175	\$2,407	\$2,750	\$343	\$16,500	15%
Bank Fees	(\$3,011)	\$208	\$3,219	(\$2,814)	\$417	\$3,230	\$2,500	(113)%
Parking Lease	\$881	\$881		\$1,762	\$1,762	\$0	\$10,572	17%
Total General and Administration	\$15,026	\$22,239	\$7,213	\$34,335	\$44,478	\$10,143	\$266,869	13%
Vehicle Operation								
Gas, Oil, Grease	\$46	\$83	\$38	\$80	\$167	\$86	\$1,000	8%
Repairs & Maintenance		\$150	\$150		\$300	\$300	\$1,800	
Miscellaneous		\$8	\$8		\$17	\$17	\$100	
Auto Insurance				\$1,586	\$1,586		\$1,586	100%
Total Vehicle Operation	\$46	\$242	\$196	\$1,666	\$2,069	\$403	\$4,486	37%

Niles Public Library District
Income Statement-Consolidated

August 31,2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$19,569	\$19,583	\$14	\$39,090	\$39,167	\$77	\$735,000	5%
Group Health	\$45,461	\$44,167	(\$1,295)	\$84,732	\$88,333	\$3,602	\$530,000	16%
Health Reimbursement Account	\$409	\$5,500	\$5,091	\$13,123	\$11,000	(\$2,123)	\$66,000	20%
Dental	\$1,569	\$1,667	\$98	\$2,370	\$3,333	\$963	\$20,000	12%
Vision	\$574	\$583	\$9	\$1,181	\$1,167	(\$14)	\$7,000	17%
FSA fee	\$60	\$100	\$40	\$120	\$200	\$80	\$1,200	10%
Life, LTD, AD&D, STD	\$688	\$1,500	\$812	\$2,008	\$3,000	\$992	\$18,000	11%
Total Employee Fringe Benefits	\$68,330	\$73,100	\$4,770	\$142,623	\$146,200	\$3,577	\$1,377,200	10%
Utilities								
Gas	\$99	\$1,250	\$1,151	\$285	\$2,500	\$2,215	\$15,000	2%
Electric	\$8,404	\$8,333	(\$71)	\$18,256	\$16,667	(\$1,589)	\$100,000	18%
Water	\$1,203	\$667	(\$536)	\$2,309	\$1,333	(\$976)	\$8,000	29%
Total Utilities	\$9,706	\$10,250	\$544	\$20,850	\$20,500	(\$350)	\$123,000	17%
Capital Expenditures								
Special Reserve - Building	\$11,607	\$35,667	\$24,060	\$11,607	\$71,333	\$59,726	\$428,000	3%
Special Reserve - Equipment		\$10,000	\$10,000	\$6,615	\$20,000	\$13,385	\$120,000	6%
Total Capital Expenditures	\$11,607	\$45,667	\$34,060	\$18,222	\$91,333	\$73,111	\$548,000	3%
Audit								
Audit Expense		\$3,000	\$3,000	\$3,000	\$3,000		\$16,400	18%
Total Audit Expenditures	\$0	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$16,400	18%
Liability Insurance								
Liability Insurance				\$29,868	\$29,868		\$29,868	100%
Total Liability Expenditures	\$0	\$0	\$0	\$29,868	\$29,868	\$0	\$29,868	100%

Niles Public Library District
Income Statement-Consolidated

August 31,2017

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Social Security								
Social Security	\$19,189	\$20,833	\$1,644	\$38,379	\$41,667	\$3,288	\$250,000	15%
Total Social Security Expenditures	\$19,189	\$20,833	\$1,644	\$38,379	\$41,667	\$3,288	\$250,000	15%
Workers' Compensation								
Workers' Compensation				\$27,489	\$27,489		\$27,489	100%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$27,489	\$27,489	\$0	\$27,489	100%
Unemployment Compensation								
Unemployment Compensation	\$791	\$1,667	\$876	\$1,778	\$3,333	\$1,556	\$20,000	9%
Total Unemployment Compensation Expenditures	\$791	\$1,667	\$876	\$1,778	\$3,333	\$1,556	\$20,000	9%
Building & Equipment Maintenance								
Repairs & Improvements	\$4,310	\$4,667	\$357	\$9,327	\$9,333	\$7	\$56,000	17%
Contractual Maintenance	\$1,504	\$2,975	\$1,471	\$3,075	\$5,950	\$2,875	\$35,700	9%
Non-Contractual Maintenance	\$3,318	\$3,220	(\$98)	\$6,536	\$6,440	(\$96)	\$38,640	17%
Equipment Maintenance	\$2,585	\$1,750	(\$835)	\$2,761	\$3,500	\$739	\$21,000	13%
Non Capital Expenses	\$1,171	\$2,083	\$912	\$2,059	\$4,167	\$2,107	\$25,000	8%
Furniture & Fixtures	\$739	\$2,979	\$2,240	\$2,811	\$5,957	\$3,146	\$35,743	8%
Total Building & Equipment Maintenance Expenditures	\$13,627	\$17,674	\$4,047	\$26,569	\$35,347	\$8,778	\$212,083	13%
Total Expenditures	\$545,512	\$573,568	\$28,056	\$1,066,331	\$1,216,980	\$150,649	\$7,438,764	14%
NET SURPLUS/(DEFICIT)	\$1,260,738	\$984,902	\$275,836	\$1,965,298	\$1,833,725	\$131,573	(\$349,962)	(562)%

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75397	Accounts Payable	Computer Check	9/20/2017	AFLAC	\$0.00	\$339.04	(\$339.04)	9/30/2017	Outstanding
75398	Accounts Payable	Computer Check	9/20/2017	ALLIANCE ENTERTAINMENT	\$0.00	\$298.36	(\$637.40)	9/30/2017	Outstanding
75399	Accounts Payable	Computer Check	9/20/2017	SYNCB/ AMAZON	\$0.00	\$1,741.20	(\$2,378.60)	9/30/2017	Outstanding
75400	Accounts Payable	Computer Check	9/20/2017	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$187.00	(\$2,565.60)	9/30/2017	Outstanding
75401	Accounts Payable	Computer Check	9/20/2017	Anna Zachara	\$0.00	\$9.99	(\$2,575.59)	9/30/2017	Outstanding
75402	Accounts Payable	Computer Check	9/20/2017	SARK ANTARAMIAN	\$0.00	\$250.00	(\$2,825.59)	9/30/2017	Outstanding
75403	Accounts Payable	Computer Check	9/20/2017	ASI Signage Innovations	\$0.00	\$11,607.00	(\$14,432.59)	9/30/2017	Outstanding
75404	Accounts Payable	Computer Check	9/20/2017	AT&T	\$0.00	\$43.75	(\$14,476.34)	9/30/2017	Outstanding
75405	Accounts Payable	Computer Check	9/20/2017	AT&T	\$0.00	\$433.01	(\$14,909.35)	9/30/2017	Outstanding
75406	Accounts Payable	Computer Check	9/20/2017	AUTOMATIC BUILDING CONTRO	\$0.00	\$1,104.00	(\$16,013.35)	9/30/2017	Outstanding
75407	Accounts Payable	Computer Check	9/20/2017	BAKER & TAYLOR	\$0.00	\$47.73	(\$16,061.08)	9/30/2017	Outstanding
75408	Accounts Payable	Computer Check	9/20/2017	BCLS Landscape Brick Paving	\$0.00	\$225.00	(\$16,286.08)	9/30/2017	Outstanding
75409	Accounts Payable	Computer Check	9/20/2017	BIBLIOTHECA, LLC	\$0.00	\$570.04	(\$16,856.12)	9/30/2017	Outstanding
75410	Accounts Payable	Computer Check	9/20/2017	BLACKBAUD FORMS	\$0.00	\$393.13	(\$17,249.25)	9/30/2017	Outstanding
75411	Accounts Payable	Computer Check	9/20/2017	Donna Block	\$0.00	\$50.44	(\$17,299.69)	9/30/2017	Outstanding
75412	Accounts Payable	Computer Check	9/20/2017	CALL ONE	\$0.00	\$1,241.67	(\$18,541.36)	9/30/2017	Outstanding
75413	Accounts Payable	Computer Check	9/20/2017	CDW GOVERNMENT, INC.	\$0.00	\$533.59	(\$19,074.95)	9/30/2017	Outstanding
75414	Accounts Payable	Computer Check	9/20/2017	CENGAGE LEARNING, INC.	\$0.00	\$3,572.89	(\$22,647.84)	9/30/2017	Outstanding
75415	Accounts Payable	Computer Check	9/20/2017	CHICAGO TRIBUNE	\$0.00	\$470.40	(\$23,118.24)	9/30/2017	Outstanding
75416	Accounts Payable	Computer Check	9/20/2017	CINTAS CORPORATION LOC. 769	\$0.00	\$729.00	(\$23,847.24)	9/30/2017	Outstanding
75417	Accounts Payable	Computer Check	9/20/2017	COMED	\$0.00	\$8,404.40	(\$32,251.64)	9/30/2017	Outstanding
75418	Accounts Payable	Computer Check	9/20/2017	COMMUNICATION REVOLVING F	\$0.00	\$478.00	(\$32,729.64)	9/30/2017	Outstanding
75419	Accounts Payable	Computer Check	9/20/2017	COOPERATIVE COMPUTER SERV	\$0.00	\$7,599.93	(\$40,329.57)	9/30/2017	Outstanding
75420	Accounts Payable	Computer Check	9/20/2017	COVERALL NORTH AMERICA, IN	\$0.00	\$3,100.00	(\$43,429.57)	9/30/2017	Outstanding
75421	Accounts Payable	Computer Check	9/20/2017	CECILIA CYGNAR	\$0.00	\$27.70	(\$43,457.27)	9/30/2017	Outstanding
75422	Accounts Payable	Computer Check	9/20/2017	DEMCO, INC.	\$0.00	\$297.66	(\$43,754.93)	9/30/2017	Outstanding
75423	Accounts Payable	Computer Check	9/20/2017	Dixal C. Lotwala	\$0.00	\$9.99	(\$43,764.92)	9/30/2017	Outstanding
75424	Accounts Payable	Computer Check	9/20/2017	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$44,264.92)	9/30/2017	Outstanding
75425	Accounts Payable	Computer Check	9/20/2017	Estevan P Montano	\$0.00	\$200.00	(\$44,464.92)	9/30/2017	Outstanding
75426	Accounts Payable	Computer Check	9/20/2017	EVANSTON PUBLIC LIBRARY	\$0.00	\$22.00	(\$44,486.92)	9/30/2017	Outstanding
75427	Accounts Payable	Computer Check	9/20/2017	FIFTH THIRD BANK	\$0.00	\$1,758.22	(\$46,245.14)	9/30/2017	Outstanding
75428	Accounts Payable	Computer Check	9/20/2017	FINDAWAY WORLD, LLC	\$0.00	\$1,832.05	(\$48,077.19)	9/30/2017	Outstanding
75429	Accounts Payable	Computer Check	9/20/2017	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$48,473.19)	9/30/2017	Outstanding
75430	Accounts Payable	Computer Check	9/20/2017	DOROTHEA FRISBIE	\$0.00	\$26.75	(\$48,499.94)	9/30/2017	Outstanding
75431	Accounts Payable	Computer Check	9/20/2017	FUNNY VALENTINE PRESS	\$0.00	\$200.00	(\$48,699.94)	9/30/2017	Outstanding
75432	Accounts Payable	Computer Check	9/20/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$4,903.67	(\$53,603.61)	9/30/2017	Outstanding
75433	Accounts Payable	Computer Check	9/20/2017	GENESIS TECHNOLOGIES, INC.	\$0.00	\$3,530.31	(\$57,133.92)	9/30/2017	Outstanding
75434	Accounts Payable	Computer Check	9/20/2017	Gerald F Hug	\$0.00	\$200.00	(\$57,333.92)	9/30/2017	Outstanding
75435	Accounts Payable	Computer Check	9/20/2017	DEBORAH GRAHAM	\$0.00	\$289.23	(\$57,623.15)	9/30/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75436	Accounts Payable	Computer Check	9/20/2017	GRAINGER	\$0.00	\$558.35	(\$58,181.50)	9/30/2017	Outstanding
75437	Accounts Payable	Computer Check	9/20/2017	GROOT INDUSTRIES, INC.	\$0.00	\$217.91	(\$58,399.41)	9/30/2017	Outstanding
75438	Accounts Payable	Computer Check	9/20/2017	KATHLEEN GUNIA	\$0.00	\$18.95	(\$58,418.36)	9/30/2017	Outstanding
75439	Accounts Payable	Computer Check	9/20/2017	HEALTHCARE SERVICE CORPOR	\$0.00	\$52,066.16	(\$110,484.52)	9/30/2017	Outstanding
75440	Accounts Payable	Computer Check	9/20/2017	INDIA TRIBUNE	\$0.00	\$25.00	(\$110,509.52)	9/30/2017	Outstanding
75441	Accounts Payable	Computer Check	9/20/2017	INGRAM LIBRARY SERVICES	\$0.00	\$27,227.58	(\$137,737.10)	9/30/2017	Outstanding
75442	Accounts Payable	Computer Check	9/20/2017	IRON MOUNTAIN	\$0.00	\$211.36	(\$137,948.46)	9/30/2017	Outstanding
75443	Accounts Payable	Computer Check	9/20/2017	ISLMA	\$0.00	\$10.00	(\$137,958.46)	9/30/2017	Outstanding
75444	Accounts Payable	Computer Check	9/20/2017	J. Marcellus Burke	\$0.00	\$125.00	(\$138,083.46)	9/30/2017	Outstanding
75445	Accounts Payable	Computer Check	9/20/2017	Jorge Perez	\$0.00	\$150.00	(\$138,233.46)	9/30/2017	Outstanding
75446	Accounts Payable	Computer Check	9/20/2017	Karnti Balaram	\$0.00	\$24.00	(\$138,257.46)	9/30/2017	Outstanding
75447	Accounts Payable	Computer Check	9/20/2017	Kevin Farris	\$0.00	\$500.00	(\$138,757.46)	9/30/2017	Outstanding
75448	Accounts Payable	Computer Check	9/20/2017	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$310.70	(\$139,068.16)	9/30/2017	Outstanding
75449	Accounts Payable	Computer Check	9/20/2017	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,564.59	(\$140,632.75)	9/30/2017	Outstanding
75450	Accounts Payable	Computer Check	9/20/2017	KOREAN BOOKS	\$0.00	\$549.57	(\$141,182.32)	9/30/2017	Outstanding
75451	Accounts Payable	Computer Check	9/20/2017	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$141,332.32)	9/30/2017	Outstanding
75452	Accounts Payable	Computer Check	9/20/2017	LAKE VILLA DISTRICT LIBRARY	\$0.00	\$15.00	(\$141,347.32)	9/30/2017	Outstanding
75453	Accounts Payable	Computer Check	9/20/2017	LOW VOLTAGE SOLUTIONS INC.	\$0.00	\$1,200.00	(\$142,547.32)	9/30/2017	Outstanding
75454	Accounts Payable	Computer Check	9/20/2017	Lucero Entertainment	\$0.00	\$500.00	(\$143,047.32)	9/30/2017	Outstanding
75455	Accounts Payable	Computer Check	9/20/2017	MANGO LANGUAGES	\$0.00	\$10,243.00	(\$153,290.32)	9/30/2017	Outstanding
75456	Accounts Payable	Computer Check	9/20/2017	NANCY MCCULLY	\$0.00	\$185.00	(\$153,475.32)	9/30/2017	Outstanding
75457	Accounts Payable	Computer Check	9/20/2017	MCHENRY PUBLIC LIBRARY DI	\$0.00	\$24.99	(\$153,500.31)	9/30/2017	Outstanding
75458	Accounts Payable	Computer Check	9/20/2017	JUDITH MCNULTY	\$0.00	\$30.39	(\$153,530.70)	9/30/2017	Outstanding
75459	Accounts Payable	Computer Check	9/20/2017	MENARDS	\$0.00	\$408.50	(\$153,939.20)	9/30/2017	Outstanding
75460	Accounts Payable	Computer Check	9/20/2017	MIDWEST TAPE	\$0.00	\$10,548.72	(\$164,487.92)	9/30/2017	Outstanding
75461	Accounts Payable	Computer Check	9/20/2017	Mike Murray	\$0.00	\$120.00	(\$164,607.92)	9/30/2017	Outstanding
75462	Accounts Payable	Computer Check	9/20/2017	MARY MILLER	\$0.00	\$62.52	(\$164,670.44)	9/30/2017	Outstanding
75463	Accounts Payable	Computer Check	9/20/2017	MULTICULTURAL BOOKS & VID	\$0.00	\$573.62	(\$165,244.06)	9/30/2017	Outstanding
75464	Accounts Payable	Computer Check	9/20/2017	Nelson E Loja Quito	\$0.00	\$9.95	(\$165,254.01)	9/30/2017	Outstanding
75465	Accounts Payable	Computer Check	9/20/2017	NICOR GAS	\$0.00	\$98.77	(\$165,352.78)	9/30/2017	Outstanding
75466	Accounts Payable	Computer Check	9/20/2017	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$166,233.78)	9/30/2017	Outstanding
75467	Accounts Payable	Computer Check	9/20/2017	NORTHBROOK PUBLIC LIBRARY	\$0.00	\$19.94	(\$166,253.72)	9/30/2017	Outstanding
75468	Accounts Payable	Computer Check	9/20/2017	Olidipo Olufikayo	\$0.00	\$16.95	(\$166,270.67)	9/30/2017	Outstanding
75469	Accounts Payable	Computer Check	9/20/2017	OMNIGRAPHICS, INC.	\$0.00	\$223.40	(\$166,494.07)	9/30/2017	Outstanding
75470	Accounts Payable	Computer Check	9/20/2017	MICHAELENE ORZECHOWSKI	\$0.00	\$16.58	(\$166,510.65)	9/30/2017	Outstanding
75471	Accounts Payable	Computer Check	9/20/2017	OVERDRIVE, INC.	\$0.00	\$2,809.43	(\$169,320.08)	9/30/2017	Outstanding
75472	Accounts Payable	Computer Check	9/20/2017	PEAPOD	\$0.00	\$207.83	(\$169,527.91)	9/30/2017	Outstanding
75473	Accounts Payable	Computer Check	9/20/2017	Penina Silverberg	\$0.00	\$103.36	(\$169,631.27)	9/30/2017	Outstanding
75474	Accounts Payable	Computer Check	9/20/2017	PLIC - SBD GRAND ISLAND	\$0.00	\$687.64	(\$170,318.91)	9/30/2017	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
75475	Accounts Payable	Computer Check	9/20/2017	POCKET CIRCUS	\$0.00	\$500.00	(\$170,818.91)	9/30/2017	Outstanding
75476	Accounts Payable	Computer Check	9/20/2017	PRECISION PAGES INC.	\$0.00	\$152.00	(\$170,970.91)	9/30/2017	Outstanding
75477	Accounts Payable	Computer Check	9/20/2017	PROQUEST LLC	\$0.00	\$8,508.00	(\$179,478.91)	9/30/2017	Outstanding
75478	Accounts Payable	Computer Check	9/20/2017	ROUND LAKE AREA LIBRARY	\$0.00	\$10.00	(\$179,488.91)	9/30/2017	Outstanding
75479	Accounts Payable	Computer Check	9/20/2017	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$180,038.91)	9/30/2017	Outstanding
75480	Accounts Payable	Computer Check	9/20/2017	Sarah K Creviston	\$0.00	\$19.99	(\$180,058.90)	9/30/2017	Outstanding
75481	Accounts Payable	Computer Check	9/20/2017	SCHOLASTIC INC.	\$0.00	\$2,999.45	(\$183,058.35)	9/30/2017	Outstanding
75482	Accounts Payable	Computer Check	9/20/2017	SHELL	\$0.00	\$45.57	(\$183,103.92)	9/30/2017	Outstanding
75483	Accounts Payable	Computer Check	9/20/2017	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$183,217.92)	9/30/2017	Outstanding
75484	Accounts Payable	Computer Check	9/20/2017	Special Buys Inc	\$0.00	\$82.96	(\$183,300.88)	9/30/2017	Outstanding
75485	Accounts Payable	Computer Check	9/20/2017	SPOTLIGHT INC.	\$0.00	\$1,489.39	(\$184,790.27)	9/30/2017	Outstanding
75486	Accounts Payable	Computer Check	9/20/2017	STEINER ELECTRIC COMPANY	\$0.00	\$328.65	(\$185,118.92)	9/30/2017	Outstanding
75487	Accounts Payable	Computer Check	9/20/2017	SUPERIOR COPIES	\$0.00	\$263.40	(\$185,382.32)	9/30/2017	Outstanding
75488	Accounts Payable	Computer Check	9/20/2017	SWAN	\$0.00	\$17.00	(\$185,399.32)	9/30/2017	Outstanding
75489	Accounts Payable	Computer Check	9/20/2017	THE SHAKESPEARE PROJECT OF C	\$0.00	\$850.00	(\$186,249.32)	9/30/2017	Outstanding
75490	Accounts Payable	Computer Check	9/20/2017	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$2,098.50	(\$188,347.82)	9/30/2017	Outstanding
75491	Accounts Payable	Computer Check	9/20/2017	KATHY TOY	\$0.00	\$150.00	(\$188,497.82)	9/30/2017	Outstanding
75492	Accounts Payable	Computer Check	9/20/2017	TYCO INTEGRATED SECURITY L	\$0.00	\$332.76	(\$188,830.58)	9/30/2017	Outstanding
75493	Accounts Payable	Computer Check	9/20/2017	UNIQUE MANAGEMENT SERVICE	\$0.00	\$223.75	(\$189,054.33)	9/30/2017	Outstanding
75494	Accounts Payable	Computer Check	9/20/2017	UNIVERSITY OF ILLINOIS EXTEN	\$0.00	\$75.00	(\$189,129.33)	9/30/2017	Outstanding
75495	Accounts Payable	Computer Check	9/20/2017	VERIZON WIRELESS	\$0.00	\$327.58	(\$189,456.91)	9/30/2017	Outstanding
75496	Accounts Payable	Computer Check	9/20/2017	VILLAGE OF NILES	\$0.00	\$1,202.97	(\$190,659.88)	9/30/2017	Outstanding
75497	Accounts Payable	Computer Check	9/20/2017	VISA	\$0.00	\$6,845.82	(\$197,505.70)	9/30/2017	Outstanding
75498	Accounts Payable	Computer Check	9/20/2017	VISION SERVICE PLAN OF ILLINO	\$0.00	\$624.07	(\$198,129.77)	9/30/2017	Outstanding
75499	Accounts Payable	Computer Check	9/20/2017	VISOGRAPHIC	\$0.00	\$5,891.36	(\$204,021.13)	9/30/2017	Outstanding
75500	Accounts Payable	Computer Check	9/20/2017	WORLD BOOK, INC.	\$0.00	\$2,530.00	(\$206,551.13)	9/30/2017	Outstanding
75501	Accounts Payable	Computer Check	9/20/2017	SUZANNE WULF	\$0.00	\$30.12	(\$206,581.25)	9/30/2017	Outstanding
75502	Accounts Payable	Computer Check	9/20/2017	Zachary Hindman	\$0.00	\$170.00	(\$206,751.25)	9/30/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$206,751.25)
Total Payments:	(\$206,751.25)
Total Change in Register Balance:	(\$206,751.25)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated September 20, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75397	\$339.04	AFLAC	\$339.04	EE Payments August 2017	01-2140-00-00	Payroll Clearing
75398	\$298.36	ALLIANCE ENTERTAINMENT	\$298.36	Materials	01-4433-44-00	AV-Adult
75399	\$1,741.20	SYNCB/ AMAZON	\$9.98	Program Supplies	01-5323-53-03	Programming & Support-Adult-Digital Services
75399	\$1,741.20	SYNCB/ AMAZON	\$81.47	Program Supplies	01-4434-44-00	AV-Youth Services
75399	\$1,741.20	SYNCB/ AMAZON	\$1,154.02	PO#82810 -Hard Drives, Wireless Keyboard, Cables & Adapters	08-6740-67-00	Equipment Maintenance
75399	\$1,741.20	SYNCB/ AMAZON	\$78.36	PO#82810 -Hard Drives, Wireless Keyboard, Cables & Adapters	08-6740-67-00	Equipment Maintenance
75399	\$1,741.20	SYNCB/ AMAZON	\$42.85	PO#82810 -Hard Drives, Wireless Keyboard, Cables & Adapters	08-6740-67-00	Equipment Maintenance
75399	\$1,741.20	SYNCB/ AMAZON	\$70.98	PO#82810 -Hard Drives, Wireless Keyboard, Cables & Adapters	08-6740-67-00	Equipment Maintenance
75399	\$1,741.20	SYNCB/ AMAZON	\$54.33	PO#82810 -Hard Drives, Wireless Keyboard, Cables & Adapters	08-6740-67-00	Equipment Maintenance
75399	\$1,741.20	SYNCB/ AMAZON	\$29.58	PO #82814 -Supplies	01-5322-53-03	Library Supplies-Digital Services
75399	\$1,741.20	SYNCB/ AMAZON	\$33.53	PO #82822 Supplies	01-5457-54-09	Office Supplies-Administrative Services
75399	\$1,741.20	SYNCB/ AMAZON	\$11.42	PO #82822 Supplies	01-5322-53-08	Library Supplies-Patron Services
75399	\$1,741.20	SYNCB/ AMAZON	\$75.60	PO #82822 Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75399	\$1,741.20	SYNCB/ AMAZON	\$36.90	Materials	01-5457-54-03	Office Supplies-Digital Services
75399	\$1,741.20	SYNCB/ AMAZON	\$49.96	Materials	01-5322-53-03	Library Supplies-Digital Services
75399	\$1,741.20	SYNCB/ AMAZON	\$12.22	Materials	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75400	\$187.00	AMERICAN LIBRARY ASSOCIATION	\$187.00	Membership Renewal - Clara Sheffer	01-5461-54-02	Subscriptions & Dues-Youth Services
75401	\$9.99	Anna Zachara	\$9.99	Lost Book Refund	01-3620-36-00	Lost Books
75402	\$250.00	SARK ANTARAMIAN	\$250.00	Program- The History of Music in Niles 10-01 /01	01-5323-53-01	Programming & Support-Adult-Adult Services
75403	\$11,607.00	ASI Signage Innovations	\$11,607.00	Exterior Signage	40-5805-58-00	Special Reserve - Building
75404	\$43.75	AT&T	\$43.75	Monthly Services Aug 16 ~ Sep 15,2017	01-5465-54-09	Telephone-Administrative Services
75405	\$433.01	AT&T	\$433.01	Internet Connection	01-5312-53-06	Internet Charges-IT Services
75406	\$1,104.00	AUTOMATIC BUILDING CONTROLS	\$1,104.00	QTRLY Billing October -2017 ~ December 2017	08-6720-67-00	Contractual Maintenance
75407	\$47.73	BAKER & TAYLOR	\$47.73	Materials	01-4413-44-00	Books-Adult
75408	\$225.00	BCLS Landscape Brick Paving	\$225.00	Landscaping	08-6710-67-00	Repairs & Improvements
75409	\$570.04	BIBLIOTHECA, LLC	\$570.04	3M Return Receipt Paper	01-5322-53-08	Library Supplies-Patron Services
75410	\$393.13	BLACKBAUD FORMS	\$393.13	A/P Checks - New Name	01-5320-53-09	Printing-Administration Services
75411	\$50.44	Donna Block	\$8.30	EE Reimbursement- Escape Room - Food	01-5326-53-02	Programming & Support-Teen-Youth Services
75411	\$50.44	Donna Block	\$18.15	EE Reimbursement - Craft Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75411	\$50.44	Donna Block	\$23.99	EE Reimbursement - Art Supplies	01-5326-53-02	Programming & Support-Teen-Youth Services
75412	\$1,241.67	CALL ONE	\$1,241.67	Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
75413	\$533.59	CDW GOVERNMENT, INC.	\$533.59	Tray's Sheet Paper & Media	08-6740-67-00	Equipment Maintenance
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$23.19	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$26.39	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$52.78	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$24.79	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$31.19	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$152.19	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$131.95	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$26.99	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$134.95	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$47.23	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$80.96	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$65.22	Materials	01-4413-44-00	Books-Adult

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated September 20, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$243.60	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$370.50	Materials	01-4487-44-00	Online Databases
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$92.96	Materials	01-4413-44-00	Books-Adult
75414	\$3,572.89	CENGAGE LEARNING, INC.	\$2,068.00	Materials	01-4487-44-00	Online Databases
75415	\$470.40	CHICAGO TRIBUNE	\$470.40	Publication of Budget & Appr[roato]pms ORD 17-05	01-5459-54-09	Publication of Notices-Legal
75416	\$729.00	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75416	\$729.00	CINTAS CORPORATION LOC. 769	\$145.80	Mat Services	08-6720-67-00	Contractual Maintenance
75416	\$729.00	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75416	\$729.00	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75416	\$729.00	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75417	\$8,404.40	COMED	\$8,404.40	7/10 ~8/08/2017 29 Days	01-5720-57-00	Electric
75418	\$478.00	COMMUNICATION REVOLVING FUND	\$478.00	Internet Connection	01-5312-53-00	Internet Charges
75419	\$7,599.93	COOPERATIVE COMPUTER SERVICE	\$6,508.86	CCS Membership Fee - August 2017	01-5310-53-09	CCS Charges-Administration
75419	\$7,599.93	COOPERATIVE COMPUTER SERVICE	\$1,091.07	OCLC- August 2017	01-5329-53-09	Computer Charges OCLC-Administrative Services
75420	\$3,100.00	COVERALL NORTH AMERICA, INC.	\$3,100.00	Monthly Sleaning Service	08-6730-67-00	Non-Contractual Maintenance
75421	\$27.70	CECILIA CYGNAR	\$13.95	EE Reimbursement - Dinner (Bookbites)	01-5323-53-01	Programming & Support-Adult-Adult Services
75421	\$27.70	CECILIA CYGNAR	\$2.14	EE Mileage Reimbursement Bookbites	01-5431-54-01	Mileage-Adult Services
75421	\$27.70	CECILIA CYGNAR	\$11.61	EE Mileage Reimbursement - Schaumburg Library	01-5431-54-01	Mileage-Adult Services
75422	\$297.66	DEMCO, INC.	\$105.10	Economy Book Support	01-5322-53-08	Library Supplies-Patron Services
75422	\$297.66	DEMCO, INC.	\$192.56	Supplies	01-5457-54-08	Office Supplies-Patron Services
75423	\$9.99	Dixal C. Lotwala	\$9.99	Lost Book Refund	01-3620-36-00	Lost Books
75424	\$500.00	EASYPERMIT POSTAGE	\$500.00	Replenish Postage Metter	01-5458-54-09	Postage & Freight-Administrative Services
75425	\$200.00	Estevan P Montano	\$200.00	Program Adult: Your Digital Legacy -10-18 /01	01-5323-53-01	Programming & Support-Adult-Adult Services
75426	\$22.00	EVANSTON PUBLIC LIBRARY	\$22.00	Lost Book Refund Item #31192020906101	01-3620-36-00	Lost Books
75427	\$1,758.22	FIFTH THIRD BANK	\$1,758.22	FSA Employee Payment	01-1125-00-00	Cash-Flexible Spending Account
75428	\$1,832.05	FINDAWAY WORLD, LLC	\$112.20	Materials	01-5311-53-03	Processing & Supplies-Digital Services
75428	\$1,832.05	FINDAWAY WORLD, LLC	\$1,359.92	Materials	01-4434-44-00	AV-Youth Services
75428	\$1,832.05	FINDAWAY WORLD, LLC	\$359.93	Materials	01-4434-44-00	AV-Youth Services
75429	\$396.00	FLEXSOURCE, LLC	\$60.00	Monthly Fees -FSA/HRA Health & Dental	01-5633-56-00	FSA fee
75429	\$396.00	FLEXSOURCE, LLC	\$156.00	Monthly Fees -FSA/HRA Health & Dental	01-5625-56-00	Health Reimbursement Account
75429	\$396.00	FLEXSOURCE, LLC	\$180.00	Monthly Fees -FSA/HRA Health & Dental	01-5630-56-00	Dental
75430	\$26.75	DOROTHEA FRISBIE	\$7.79	EE Reimbursement Senior Coffee Hour	01-5323-53-01	Programming & Support-Adult-Adult Services
75430	\$26.75	DOROTHEA FRISBIE	\$18.96	EE Reimbursement - Stamps & Stamp Ink	01-5323-53-01	Programming & Support-Adult-Adult Services
75431	\$200.00	FUNNY VALENTINE PRESS	\$200.00	Program: Senior Coffee Hour-Lights Out 10-24 /01	01-5323-53-01	Programming & Support-Adult-Adult Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$47.24	Order #BB963578 - PO #82834	01-5457-54-09	Office Supplies-Administrative Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$94.45	Order #BB963578 - PO #82834	01-5457-54-01	Office Supplies-Adult Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$79.75	Order #BB963578 - PO #82834	01-5457-54-02	Office Supplies-Youth Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$526.80	Office Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$150.37	Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$64.06	Office Supplies	01-5457-54-03	Office Supplies-Digital Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$111.35	Office Supplies	01-5457-54-01	Office Supplies-Adult Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$295.00	Air Grid Back & Mesh Chair	08-6770-67-00	Furniture & Fixtures
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$58.00	Supplies	01-5322-53-08	Library Supplies-Patron Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$129.62	Supplies	01-5457-54-08	Office Supplies-Patron Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated September 20, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$88.34	Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$21.32	Supplies	01-5457-54-09	Office Supplies-Administrative Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$837.00	LED Light Bulbs	08-6710-67-00	Repairs & Improvements
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$491.04	Cleaning Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$82.50	Office Supplies	01-5457-54-04	Office Supplies-Tech Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$26.49	Office Supplies	01-5457-54-05	Office Supplies-Maintenance Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$1,032.27	Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$443.65	Trash Cans	08-6770-67-00	Furniture & Fixtures
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$117.33	Office Supplies	01-5457-54-08	Office Supplies-Patron Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$193.78	Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
75432	\$4,903.67	GARVEY'S OFFICE PRODUCTS	\$13.31	Supplies	01-5457-54-01	Office Supplies-Adult Services
75433	\$3,530.31	GENESIS TECHNOLOGIES, INC.	\$3,530.31	Toner Cartridges	01-5457-54-06	Office Supplies-IT Services
75434	\$200.00	Gerald F Hug	\$200.00	Program- Moblie Photography-Phoneography -10-07/03	01-5323-53-03	Programming & Support-Adult-Digital Services
75435	\$289.23	DEBORAH GRAHAM	\$1.99	EE Reimbursement - Puzzle	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75435	\$289.23	DEBORAH GRAHAM	\$1.99	EE Reimbursement - Puzzle	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75435	\$289.23	DEBORAH GRAHAM	\$3.00	EE Reimbursement - SRC Prizes (Volunteers)	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75435	\$289.23	DEBORAH GRAHAM	\$22.99	EE Reimbursement - Snack -SRC party	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75435	\$289.23	DEBORAH GRAHAM	\$2.98	EE Reimbursement - Puzzles	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75435	\$289.23	DEBORAH GRAHAM	\$100.00	EE Reimbursement - Gift Cards -SRC Volunteers	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75435	\$289.23	DEBORAH GRAHAM	\$2.98	EE Reimbursement - Puzzle	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75435	\$289.23	DEBORAH GRAHAM	\$25.02	EE Reimbursement - Candy	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75435	\$289.23	DEBORAH GRAHAM	\$40.42	EE Reimbursement - Candy	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75435	\$289.23	DEBORAH GRAHAM	\$87.86	EE Reimbursement - Treats SRC Volunteers	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75436	\$558.35	GRAINGER	\$506.59	Maintenance Supplies	08-6710-67-00	Repairs & Improvements
75436	\$558.35	GRAINGER	\$51.76	Maintenance Supplies	08-6710-67-00	Repairs & Improvements
75437	\$217.91	GROOT INDUSTRIES, INC.	\$217.91	Monthly Service - Garbage/Recycling	08-6730-67-00	Non-Contractual Maintenance
75438	\$18.95	KATHLEEN GUNIA	\$18.95	Lost Book Refund	01-3620-36-00	Lost Books
75439	\$52,066.16	HEALTHCARE SERVICE CORPORATION	\$52,066.16	Group Medical Ins. September 2017	01-5620-56-00	Group Health
75440	\$25.00	INDIA TRIBUNE	\$25.00	Renewal Aug 2017 ~ July 2018	01-4423-44-00	Periodicals
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$484.50	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$374.18	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$53.82	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$33.81	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$589.66	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$9.60	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$3.45	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$935.54	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$333.80	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$10.73	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$50.37	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$1,312.74	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$63.92	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$5.99	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$44.16	Materials	01-5311-53-04	Processing & Supplies-Tech Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated September 20, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$216.43	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$107.68	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$5.52	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$34.39	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$981.28	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$326.84	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$22.08	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$202.23	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$26.30	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$1,367.74	Materials	01-4434-44-00	AV-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$2.07	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$41.67	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$15.59	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$37.99	Materials	01-4434-44-00	AV-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$1.38	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$139.49	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$218.83	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$473.98	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$44.16	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$1,170.66	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$10.16	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$39.47	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$42.78	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$153.41	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$17.93	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$170.97	Materials	01-4434-44-00	AV-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$2.07	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$5.63	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$11.85	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$1,170.39	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$19.20	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$46.92	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$92.46	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$179.22	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$79.04	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$31.61	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$8.97	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$167.79	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$67.11	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$10.35	Materials	01-5311-53-00	Processing & Supplies
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$361.30	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$1,114.18	Materials	01-4414-44-00	Books-Youth Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated September 20, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$19.76	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$55.89	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$124.00	Materials	01-5435-54-04	Professional Collection-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$348.67	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$26.91	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$50.20	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$4.14	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$79.82	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$28.11	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$2.76	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$712.66	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$40.64	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$17.25	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$174.02	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$16.18	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$7.59	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$168.58	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$21.58	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$5.52	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$27.72	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$274.52	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$11.73	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$110.96	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$15.00	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$17.97	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$7.79	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$10.05	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$29.98	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$107.24	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$98.16	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$59.38	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$131.04	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$5.52	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$29.54	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$168.42	Materials	01-4434-44-00	AV-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$53.30	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$1.38	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$88.41	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$20.05	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$84.12	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$29.92	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$4.14	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$48.01	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$31.62	Materials	01-4414-44-00	Books-Youth Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated September 20, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$2.76	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$10.16	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$797.83	Materials	01-4434-44-00	AV-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$154.12	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$33.15	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$7.59	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$461.54	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$724.76	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$16.15	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$44.85	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$210.94	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$69.41	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$29.42	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$11.73	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$90.74	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$408.40	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$31.03	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$25.53	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$22.49	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$78.62	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$22.77	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$2.76	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$24.83	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$52.01	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$106.75	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$417.03	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$408.34	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$20.26	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$24.84	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$11.97	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$476.77	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$626.98	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$127.87	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$32.43	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$348.12	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$58.59	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$16.56	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$401.46	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$506.81	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$10.16	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$48.99	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$110.10	Materials	01-4413-44-00	Books-Adult

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated September 20, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$29.95	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$19.78	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$5.99	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$609.28	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$603.10	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$424.65	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$51.75	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$178.90	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$85.92	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$10.16	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$8.97	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$127.09	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$28.75	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$5.52	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$151.41	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$115.11	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$30.47	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$13.80	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$228.26	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$121.49	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$4.77	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$10.19	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$14.99	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$6.57	Materials	01-4415-44-00	Books-Teen
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$27.90	Materials	01-4413-44-00	Books-Adult
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$71.10	Materials	01-5351-53-04	Per Capita Grant Expenditures-Tech Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$234.31	Materials	01-4414-44-00	Books-Youth Services
75441	\$27,227.58	INGRAM LIBRARY SERVICES	\$0.69	Materials	01-5311-53-04	Processing & Supplies-Tech Services
75442	\$211.36	IRON MOUNTAIN	\$211.36	Monthly Storage Fee & Handling	01-5350-53-09	Miscellaneous-Administrative Services
75443	\$10.00	ISLMA	\$10.00	Lincoln Award Reading Program Registraion Mary Miller	01-5326-53-02	Programming & Support-Teen-Youth Services
75444	\$125.00	J. Marcellus Burke	\$125.00	Program- Black Knights - 10-15 /01	01-5323-53-01	Programming & Support-Adult-Adult Services
75445	\$150.00	Jorge Perez	\$150.00	Program - Spanish Storytime - 10-21 /02	01-1310-00-00	Prepaid Expense
75446	\$24.00	Karnthi Balaram	\$24.00	Lost Book Refutnd	01-3620-36-00	Lost Books
75447	\$500.00	Kevin Farris	\$500.00	Program -Live Music Bibliobop -10-13 /02	01-5323-53-02	Programming & Support-Adult-Youth Services
75448	\$310.70	KLEIN, THORPE & JENKINS, LTD.	\$310.70	Misc. Service	01-5450-54-09	Legal Fees-Administrative Services
75449	\$1,564.59	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$176.87	Patron Copiers/Printers Monthly Fee	01-5425-54-06	Copiers-IT Services
75449	\$1,564.59	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$258.28	Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75449	\$1,564.59	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$340.53	Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75449	\$1,564.59	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$161.46	Patron Copiers/Printers Monthly Fee	01-5425-54-06	Copiers-IT Services
75449	\$1,564.59	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$335.16	Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75449	\$1,564.59	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$292.29	Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75450	\$549.57	KOREAN BOOKS	\$236.59	Materials	01-4413-44-00	Books-Adult
75450	\$549.57	KOREAN BOOKS	\$312.98	Materials	01-4413-44-00	Books-Adult

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated September 20, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75451	\$150.00	BERNADETTA KORYCIARZ	\$150.00	Presenter Kidspage Program - 10-12 - /02	01-5323-53-02	Programming & Support-Adult-Youth Services
75452	\$15.00	LAKE VILLA DISTRICT LIBRARY	\$15.00	Lost Book Refund Item #31981002819955	01-3620-36-00	Lost Books
75453	\$1,200.00	LOW VOLTAGE SOLUTIONS INC.	\$1,200.00	20%	08-6710-67-00	Repairs & Improvements
75454	\$500.00	Lucero Entertainment	\$500.00	Program - Family Concert/Cielito Family Folk Music	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75455	\$10,243.00	MANGO LANGUAGES	\$10,243.00	3 Year Subscription Renewal	01-4487-44-00	Online Databases
75456	\$185.00	NANCY MCCULLY	\$185.00	Program- Adult -Autumn in the Smoky Mountians 10-02 /01	01-5323-53-01	Programming & Support-Adult-Adult Services
75457	\$24.99	MCHENRY PUBLIC LIBRARY DISTRICT	\$24.99	Lost Item #32360003609062 (Red Dog DVD)	01-3620-36-00	Lost Books
75458	\$30.39	JUDITH MCNULTY	\$16.69	EE Mileage Reimbursement STL	01-5431-54-01	Mileage-Adult Services
75458	\$30.39	JUDITH MCNULTY	\$8.56	EE Mileage Reimbursement - MPPL	01-5431-54-01	Mileage-Adult Services
75458	\$30.39	JUDITH MCNULTY	\$5.14	EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
75459	\$408.50	MENARDS	\$35.95	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75459	\$408.50	MENARDS	\$72.84	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75459	\$408.50	MENARDS	\$49.96	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75459	\$408.50	MENARDS	\$37.94	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75459	\$408.50	MENARDS	\$27.96	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75459	\$408.50	MENARDS	\$121.50	Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75459	\$408.50	MENARDS	\$353.53	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75459	\$408.50	MENARDS	\$4.22	Maintenance Syplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75460	\$10,548.72	MIDWEST TAPE	\$1,397.24	Materials	01-4433-44-00	AV-Adult
75460	\$10,548.72	MIDWEST TAPE	\$9.74	Materials	01-4434-44-00	AV-Youth Services
75460	\$10,548.72	MIDWEST TAPE	\$2,324.96	Materials	01-4433-44-00	AV-Adult
75460	\$10,548.72	MIDWEST TAPE	\$1,495.29	Materials	01-4433-44-00	AV-Adult
75460	\$10,548.72	MIDWEST TAPE	\$1,056.88	Materials	01-4434-44-00	AV-Youth Services
75460	\$10,548.72	MIDWEST TAPE	\$562.77	Materials	01-4435-44-00	AV-Teen
75460	\$10,548.72	MIDWEST TAPE	\$3,060.50	Materials	01-4433-44-00	AV-Adult
75460	\$10,548.72	MIDWEST TAPE	\$481.89	Materials	01-4434-44-00	AV-Youth Services
75460	\$10,548.72	MIDWEST TAPE	\$159.45	Materials	01-4435-44-00	AV-Teen
75461	\$120.00	Mike Murray	\$120.00	Fandom Fest: Comics and Pop Culture	01-5325-53-01	Programming & Support-Events-Adult Services
75462	\$62.52	MARY MILLER	\$21.99	EE Reimbursement - Craft Supplies	01-5326-53-02	Programming & Support-Teen-Youth Services
75462	\$62.52	MARY MILLER	\$40.53	EE Reimbursement - Teen Advisory Board	01-5326-53-02	Programming & Support-Teen-Youth Services
75463	\$573.62	MULTICULTURAL BOOKS & VIDEOS	\$111.00	Materials Books	01-4413-44-00	Books-Adult
75463	\$573.62	MULTICULTURAL BOOKS & VIDEOS	\$113.24	Materials Books	01-4413-44-00	Books-Adult
75463	\$573.62	MULTICULTURAL BOOKS & VIDEOS	\$98.54	Materials Books	01-4413-44-00	Books-Adult
75463	\$573.62	MULTICULTURAL BOOKS & VIDEOS	\$50.00	Materials Books	01-4413-44-00	Books-Adult
75463	\$573.62	MULTICULTURAL BOOKS & VIDEOS	\$99.35	Materials - Books	01-4413-44-00	Books-Adult
75463	\$573.62	MULTICULTURAL BOOKS & VIDEOS	\$101.49	Materials Books	01-4413-44-00	Books-Adult
75464	\$9.95	Nelson E Loja Quito	\$9.95	Lost Book Refund	01-3620-36-00	Lost Books
75465	\$98.77	NICOR GAS	\$98.77	7/11-8/10/2017 (30 Days)	01-5710-57-00	Gas
75466	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	Parking Lot Lease September 2017	01-5491-54-09	Parking Lease-Administrative Services
75467	\$19.94	NORTHBROOK PUBLIC LIBRARY	\$19.94	Lost Check Refund Item #31123008963400	01-3620-36-00	Lost Books
75468	\$16.95	Olidipo Olufikayo	\$16.95	Lost Book Refund	01-3620-36-00	Lost Books
75469	\$223.40	OMNIGRAPHICS, INC.	\$81.85	Materials	01-4413-44-00	Books-Adult
75469	\$223.40	OMNIGRAPHICS, INC.	\$59.70	Materials	01-4415-44-00	Books-Teen
75469	\$223.40	OMNIGRAPHICS, INC.	\$81.85	Materials	01-4413-44-00	Books-Adult

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated September 20, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75470	\$16.58	MICHAELENE ORZECZOWSKI	\$16.58	EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
75471	\$2,809.43	OVERDRIVE, INC.	\$519.96	Materials	01-4420-44-00	Downloadables
75471	\$2,809.43	OVERDRIVE, INC.	\$364.67	Materials	01-4420-44-00	Downloadables
75471	\$2,809.43	OVERDRIVE, INC.	\$169.48	Materials	01-4420-44-00	Downloadables
75471	\$2,809.43	OVERDRIVE, INC.	\$940.15	Materials	01-4420-44-00	Downloadables
75471	\$2,809.43	OVERDRIVE, INC.	\$815.17	Materials	01-4420-44-00	Downloadables
75472	\$207.83	PEAPOD	\$207.83	KidSpace Order	01-5326-53-02	Programming & Support-Teen-Youth Services
75473	\$103.36	Penina Silverberg	\$93.38	Lost Book Refund	01-3620-36-00	Lost Books
75473	\$103.36	Penina Silverberg	\$9.98	Lost Biik Refund	01-3620-36-00	Lost Books
75474	\$687.64	PLIC - SBD GRAND ISLAND	\$687.64	Septemer 2017 Payment	01-5634-56-00	Life, LTD, AD&D, STD
75475	\$500.00	POCKET CIRCUS	\$500.00	Program: Second Sunday 10-08 /02	01-5323-53-02	Programming & Support-Adult-Youth Services
75476	\$152.00	PRECISION PAGES INC.	\$152.00	Services	01-5452-54-07	Consultants-Marketing & PR Services
75477	\$8,508.00	PROQUEST LLC	\$8,508.00	Renewal Sept 2017 ~ Aug 2018	01-4487-44-00	Online Databases
75478	\$10.00	ROUND LAKE AREA LIBRARY	\$10.00	Lost Bk Refund - Collection fee for patron Karen A Castaneda	01-3620-36-00	Lost Books
75479	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	Materials	01-4413-44-00	Books-Adult
75479	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	Materials	01-4413-44-00	Books-Adult
75480	\$19.99	Sarah K Creviston	\$19.99	Lost Book Refund	01-3620-36-00	Lost Books
75481	\$2,999.45	SCHOLASTIC INC.	\$2,999.45	Kids Space Books	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75482	\$45.57	SHELL	\$45.57	Gas for Van	01-5510-55-00	Gas, Oil, Grease
75483	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	Monthly Service	08-6720-67-00	Contractual Maintenance
75484	\$82.96	Special Buys Inc	\$82.96	Balloons	01-5457-54-02	Office Supplies-Youth Services
75485	\$1,489.39	SPOTLIGHT INC.	\$1,489.39	Parking Light Replacements	08-6710-67-00	Repairs & Improvements
75486	\$328.65	STEINER ELECTRIC COMPANY	\$328.65	Power Systems Sales & Services	08-6720-67-00	Contractual Maintenance
75487	\$263.40	SUPERIOR COPIES	\$263.40	Fandom Fest Brochures	01-5320-53-07	Printing-Marketing & PR Services
75488	\$17.00	SWAN	\$17.00	Lost Item #31310002542369 Refund	01-3620-36-00	Lost Books
75489	\$850.00	THE SHAKESPEARE PROJECT OF CHICAGO	\$850.00	Program - Shakespeare Project - 10-20 /01	01-5323-53-01	Programming & Support-Adult-Adult Services
75490	\$2,098.50	TODAY'S BUSINESS SOLUTIONS, INC.	\$608.50	CPAD Additions Renewal	08-6740-67-00	Equipment Maintenance
75490	\$2,098.50	TODAY'S BUSINESS SOLUTIONS, INC.	\$1,490.00	Simple Scan Software Upgrade/Installation & Train	01-5313-53-06	Software, Licenses-IT Services
75491	\$150.00	KATHY TOY	\$150.00	Consulting/Training	01-5452-54-09	Consultants-Administrative Services
75492	\$332.76	TYCO INTEGRATED SECURITY LLC	\$332.76	QTRY Burglar/Monitoring Alarm Service 9-01 ~ 11/30/2017	08-6720-67-00	Contractual Maintenance
75493	\$223.75	UNIQUE MANAGEMENT SERVICES, INC.	\$223.75	Collections Agency Fee	01-5462-54-08	Collection Services-PATron Services
75494	\$75.00	UNIVERSITY OF ILLINOIS EXTENSION	\$75.00	"Donation" - Sustainable Fall Garden Cleanup	01-5325-53-01	Programming & Support-Events-Adult Services
75495	\$327.58	VERIZON WIRELESS	\$108.97	Monthly Cell Phone Bill	01-5465-54-09	Telephone-Administrative Services
75495	\$327.58	VERIZON WIRELESS	\$218.61	Monthly Cell Phone Bill	01-5465-54-09	Telephone-Administrative Services
75496	\$1,202.97	VILLAGE OF NILES	\$1,202.97	Automatic Meter Reading	01-5730-57-00	Water
75497	\$6,845.82	VISA	\$247.50	Materials/Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75497	\$6,845.82	VISA	\$224.93	Materials/Supplies	01-5323-53-03	Programming & Support-Adult-Digital Services
75497	\$6,845.82	VISA	\$99.00	Subscription Renewal Set 2017 ~ Aug 2018	01-4423-44-00	Periodicals
75497	\$6,845.82	VISA	\$184.95	August Receipts	01-5313-53-06	Software, Licenses-IT Services
75497	\$6,845.82	VISA	\$0.96	August Receipts	01-5461-54-09	Subscriptions & Dues-Administrative Services
75497	\$6,845.82	VISA	\$21.06	August Receipts	01-5312-53-06	Internet Charges-IT Services
75497	\$6,845.82	VISA	\$170.00	August Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75497	\$6,845.82	VISA	\$214.20	August Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75497	\$6,845.82	VISA	\$45.54	August Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated September 20, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75497	\$6,845.82	VISA	\$130.00	August Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75497	\$6,845.82	VISA	\$559.33	August Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75497	\$6,845.82	VISA	\$299.85	August Receipts	01-5312-53-06	Internet Charges-IT Services
75497	\$6,845.82	VISA	\$11.99	August Receipts	01-4420-44-00	Downloadables
75497	\$6,845.82	VISA	\$88.97	August Receipts	01-5420-54-05	Janitorial Supplies-Maintenance Services
75497	\$6,845.82	VISA	\$110.57	August Receipts	01-5420-54-05	Janitorial Supplies-Maintenance Services
75497	\$6,845.82	VISA	\$91.88	August Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75497	\$6,845.82	VISA	\$30.78	August Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75497	\$6,845.82	VISA	\$600.00	August Receipts	01-5313-53-06	Software, Licenses-IT Services
75497	\$6,845.82	VISA	\$52.50	August Receipts	01-5313-53-06	Software, Licenses-IT Services
75497	\$6,845.82	VISA	\$40.00	August Receipts	01-5461-54-03	Subscriptions & Dues-Digital Services
75497	\$6,845.82	VISA	\$36.09	August Receipts	01-5457-54-09	Office Supplies-Administrative Services
75497	\$6,845.82	VISA	\$18.97	August Receipts	01-5323-53-03	Programming & Support-Adult-Digital Services
75497	\$6,845.82	VISA	\$65.43	August Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
75497	\$6,845.82	VISA	\$339.92	August Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
75497	\$6,845.82	VISA	\$425.00	August Receipts	01-5430-54-07	Professional Development-Marketing & PR Services
75497	\$6,845.82	VISA	\$305.46	August Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
75497	\$6,845.82	VISA	\$3.64	August Receipts	01-5458-54-09	Postage & Freight-Administrative Services
75497	\$6,845.82	VISA	\$42.00	August Receipts	08-6740-67-00	Equipment Maintenance
75497	\$6,845.82	VISA	\$1,171.38	August Receipts	08-6760-67-00	Non Capital Expenses
75497	\$6,845.82	VISA	\$200.00	August Receipts	01-5430-54-03	Professional Development-Digital Services
75497	\$6,845.82	VISA	\$100.74	August Receipts	01-5456-54-09	Promotional Expense-Administrative Services
75497	\$6,845.82	VISA	\$89.51	August Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75497	\$6,845.82	VISA	\$239.96	August Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75497	\$6,845.82	VISA	\$129.00	August Receipts	01-5430-54-02	Professional Development-Youth Services
75497	\$6,845.82	VISA	\$200.00	August Receipts	01-5430-54-01	Professional Development-Adult Services
75497	\$6,845.82	VISA	\$11.99	August Receipts	01-4420-44-00	Downloadables
75497	\$6,845.82	VISA	\$11.99	August Receipts	01-4420-44-00	Downloadables
75497	\$6,845.82	VISA	\$30.73	August Receipts	01-5456-54-05	Promotional Expense-Maintenance Services
75497	\$6,845.82	VISA	\$200.00	August Receipts	01-5430-54-01	Professional Development-Adult Services
75498	\$624.07	VISION SERVICE PLAN OF ILLINOIS	\$624.07	September Payment	01-5632-56-00	Vision
75499	\$5,891.36	VISOGRAPHIC	\$5,891.36	26000 Chapter One Newsletter	01-5320-53-07	Printing-Marketing & PR Services
75500	\$2,530.00	WORLD BOOK, INC.	\$2,530.00	Renewal - Online WB Advance Library	01-4487-44-00	Online Databases
75501	\$30.12	SUZANNE WULF	\$30.12	EE Mileage Reimbursement	01-5431-54-03	Mileage-Digital Services
75502	\$170.00	Zachary Hindman	\$170.00	Transcription -Martin Passarella Interview	01-5323-53-01	Programming & Support-Adult-Adult Services

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
2973	Accounts Payable	Manual Check	8/18/2017	COOK COUNTY CLERK	\$0.00	\$10.00	(\$10.00)	8/31/2017	Outstanding
2974	Accounts Payable	Manual Check	8/18/2017	VISA	\$0.00	\$1,368.72	(\$1,378.72)	8/31/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$1,378.72)
Total Payments:	(\$1,378.72)
Total Change in Register Balance:	(\$1,378.72)

Niles Public Library District _SPECIAL RESERVE

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5805-58-00, Special Reserve - Building									
9/6/2017	CHIC 3454-01	Invoice	2324-877	ASI Signage Innovations	ASI Signage Innovati-	Posted	8/31/2017	\$11,607.00	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								<i>\$11,607.00</i>	<i>\$0.00</i>
Grand Totals:								\$11,607.00	\$0.00

Niles Public Library District

_SPECIAL RESERVE

Report name: _SPECIAL RESERVE REPORT

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (8/1/2017 to 8/31/2017)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Fandom Fest



Fandom Fest went incredibly smoothly, thanks to excellent planning by the Fandom Fest Committee co-chaired by Victoria Luz and Arianne Carey. Despite having over 700 people attending over the course of 4 hours, this is the first major event we have ever held where we didn't get a single parking complaint, thanks to the Volunteer Police and our partners at Culver School and Fifth Third Bank. Some highlights:

- Svengoolie saw the planned-for 150 groups of people and had time for more. He and his manager commented that it was one of the best-organized and well-executed meet and greets they had ever had. The man has an amazing fanbase, some of whom were lined up hours in advance.

- The 501st Midwest Garrison, volunteers in very authentic Star Wars costumes, stayed completely in character with hilarious results. Both kids and adults were enchanted. Thirty storm troopers and other characters came in exchange for a small donation to Second City Canine Rescue!



- Peter Motyl of Digital Services, made a great display in the Commons of his personal collections, and held a very popular drawing for some of his pieces

There was also Buffy the Vampire Slayer trivia, a Feminism & Fandom discussion, body painting, gaming, an Escape room, a gigantic Iron Man, drawing instructions, a cosplay costume contest (Daenerys won), and of course the vendors and artists

gallery upstairs. I heard nothing but compliments about this event, and I'm very proud of the staff for pulling it off efficiently and frugally. We are also grateful to the companies who donated all of the freebies that went into the swag bags.

One staff member wrote a long list of some of the things she observed that day. Here are just a few:

1. 2 shy tweens (in costume) transposed to an outgoing attitude actively participating in events (with friends) throughout the library.
2. 1 new adult to the community was all smiles and enjoyed the kids and parents laughing
3. A senior patron followed a Storm trooper downstairs and then discovered the Creative Studio, Tech Desk, and Computer area for the first time! (He asked me where he was)
4. 5 parents and kids stayed and participated in the drawing session and discovered for the first time a variety of Graphic Novels for checkout.
5. 4 kids in teen space learned that the Hobbit was from a paper book! (and discovered their HS reading list online)
6. 2 Patrons learned that we have Graphic Novels for Adults too.
7. 2 school age teachers (parents) are planning on using a "comic look" in their classroom (Word Art)

I am sharing these with you because they reflect the small connections and experiences people from the community have on a special day at the library. In our renovation, we worked hard to create spaces that made the library more than a warehouse for materials but a place where people can connect, learn and grow. We hoped to showcase the library as a cultural and community center, and I believe this type of high-profile, public event helps enhance the reputation of the Village of Niles as not just a great place for seniors but as a place with fun, playful activities and opportunities for all ages. I see Fandom Fest as a tremendous success in every way.

Here are some stats from Victoria:

- 709 door count with clicker
- 1736 door count
- 32.5 volunteer hours
- 13 volunteers
- 7 VIPs (Volunteer Police)
- Committee Chairs – Arianne & Victoria
- Committee members – Donna, Stacy, Melissa, Sasha, Dodie, Peter, Elbert.
- Admin rep – Cyndi
- The following weekend, Wizard World in Rosemont charged an entrance fee between \$40 and \$80 per day and had a lineup of entertainment personalities who charge between \$20 and \$120 for each autograph and each photograph. A family of four attending Wizard World on a Saturday would pay \$280 in entrance fees alone. As is customary, the Library did not charge patrons a fee for this program, which ended being a per person cost of \$5.

Some final comments from attendees:

"Thank you for putting on a fun pop culture event." "A lot of family fun!" "It was very cool!" "Keep up the good work"

"First time here and really enjoyed!" "We need events of this kind very often." "What a fun venue!"

"Love this library and this event. We go all the time and really love how well it is done!"

CMAP Report

The Chicago Metropolitan Agency for Planning (CMAP) has been working with the residents of unincorporated Maine Township and Northfield Township and community partners such as the library and the Village of Niles to put together a comprehensive plan. I attended (as an observer) the August 30th Community Visioning Workshop where the residents heard about what had been learned so far and had the chance to discuss priorities. Some of the nuggets of information I learned were:

*the two largest sub-areas of the unincorporated areas are already part of the library district, with a population of 27,500 out of a total population of 36,600

*the addresses in the unincorporated areas do not relate to anything more than the post office's decision of how mail should be labeled so it can be delivered. Whether the residents' address is Des Plaines or Glenview is meaningless other than for mail delivery purposes.

*52% of the residents of the entire unincorporated area are immigrants, making it the single largest group of immigrants in the Chicago Metropolitan area excluding Chicago proper.

*Their education level is higher than the average education level in the county and region

The residents are most interested in flood control (urban flooding rather than flooding from waterways), improved roads, and improved housing stock, which is very natural. However, some of them are keenly interested in improved library service, and spoke up at the meeting in appreciation of our library changing its name to include them. They seemed quite concerned about anything that would be recommended in the plan that would increase their taxes, though.

It was very interesting, and we will be using the *Existing Conditions Report* to help us better understand the needs and make-up of the residents of the unincorporated areas of our Library District. If you are curious to learn more about the project so far, you will find information at their website:

<http://www.cmap.illinois.gov/programs-and-resources/ita/main-northfield>

Programs

From Arianne: [KidSpace](#)

The Summer Reading Challenge came to an end on Sunday, August 6th. KidSpace registrations was a record-smashing 2152 children. These children visited the library 10,902 times over the 67-day long program. We punctuated the finish with a double feature of Juggling Fun where patrons were treated to an awe-inspiring juggling routine capped off with a chance to engage with some juggling fun themselves. Area schools start the week of August 14, and suddenly, we are quieter during the day, settling into our end of summer clean up and preparations for the storytime lineup.

We are starting our school year storytime series in September. We have changed the names of the programs to reflect that target ages. The staff will rotate through on 5 week shifts, with no gap in service for the public. This does build in a net increase of 30 storytimes across the 10 month period, but will eliminate families showing up for a storytime that is on break. The extra 30 storytimes will be covered by adding 3 staff to the lineup that were not previously in the storytime lineup.

Teen

Donna Block brought the Escape Room phenomenon to the teen programming lineup. An escape is an adventure game where a group of players work together to solve puzzles. It doesn't necessarily mean escaping from a room, but there is a time limit that heightens the thrill. Our escape room was based on the Flash, and was created with help from our teen summer interns. Because the puzzles they came up with were adaptable, we were able to present a slightly different version at Fandom Fest. The supplies that were purchased to create the escape room can be reused and repurposed again and again, so look for more escape programming in the future. A program on escape room design is scheduled for November 1.

The teen Summer Reading Challenge ended with 222 teen registrants – 211 Print and 11 online. The Summer Reading Print Program resulted in 334 logs or visits with 23 books read by on line registrants. It was a fun summer reading theme since participation in library programs and volunteering counted as well as reading books. One Emerson teacher required students to participate in a library summer reading which was a bonus to participation rates.

From Dodie: Popular programs this month (besides Fandom Fest) included the Senior Coffee Hour Program *Healthy Brain Healthy Memory* with 56 attendees and Cecilia's *Princess Diana Program* with 33 attendees.



Otilia Laszlo, winner of the Wendella Boat Cruise prize

The final numbers for the Adult Summer Reading Challenge are in. There were a total of 1,377 patron interactions with this year's delightful BINGO Game. There were 313 unique users and 1,064 books read. Patrons and staff alike enjoyed this fun interactive BINGO theme.

Creative Studio

From Arianne: Mikey Orzechowski conducted two programs in the Creative Studio in August. She used the laser cutter to etch rulers for the back to school set, and offered kids the chance to personalize a gear gadget that we had for sale in the summer reading store.

From Suzy: Jabez taught a class on how to use Pinterest and one patron commented that "Jabez made what I thought very complicated easy to understand and simple to do."

Jason led an engaging class on Microsoft Publisher where he prepared a tutorial for the attendees to complete in class that showcased the basic functions of Publisher. The attendees were happy to participate and they had a collaborative discussion at the end.

This month there were 17 3D print job printed successfully, 1 poster print and 15 VHS to DVD conversion sessions.

The latest Silhouette class was about making a custom mailbox decal. In Silhouette Studio software attendees created the design from scratch. They used the text tool to add and edit text, the align tool to get the designs exactly even, and they learned how to weld a design. One of attendees shared her finished mailbox with us.



Community Engagement

From Arianne: With the assistance of the Boy Scouts, the Teen Table at the Niles Community Block Party constructed duct tape bookmarks and washi tape paperclip bookmarks on a beautiful summer afternoon. Adult Services hosted the 3D printer and held a drawing awarding a ride to school in a Niles Police Department squad car, a Niles Fire Department engine, and a Village of Niles dump truck. Families were able to enter the drawing by showing their library card. Youth Services hosted a bookmark coloring table, bubbles, and field games. The sun was shining, and families were happy to participate in this community day of fun. Thanks to the Police, Fire, Village Services, the Senior Center, and the Fitness Center who were capable and generous partners.

From Suzy: Jason represented the Digital Services department at the Niles Block Party. He had the Lulzbot 3D printer running, gave away 3D printed objects, and highlighted how to submit a 3D print job. The 3D printed giveaways were a hit and it was a great community atmosphere.

From Dodie: Library Assistant Krystyna Banek did Outreach to more than 200 people in the Polish Community by hosting a library table at the Festival Polonaise at Golf Mill Park on Saturday, August 19th. Librarian Greta Ulrich participated in the Niles Block Party Event on Saturday, August 26th. She helped to run the drawing for rides on the firetruck, dumptruck, etc.

Outreach Library Assistant Aileen Hannon reports that residents at Glen St. Andrew stopped her on her way into the building on homebound deliveries to tell her how much they appreciate our service.

The library is once again partnering with Oakton Community College's Literacy Program to host the ESL classes on Tuesday and Thursday evenings. Our numbers are higher than ever – in the high 50's for every session. Now that the Lincolnwood Facility has reopened we thought our numbers would go down but we were pleasantly surprised to find out that quite a few of those people are Niles residents and very happy to come to the Niles-Maine District Library for ESL. *From Cyndi:* Oakton's ESL classes kicked off the fall semester with a new teacher and over 50 new and returning adult students. We are delighted that this partnership offers our patrons the ability to improve the valuable English language skill of reading, writing, speaking and

listening. All these skills help world language speaking patrons better navigate their surroundings and interact with the community.

From Victoria: I attended National Night Out at Oak Park with Mikey from KidSpace and Aileen from Outreach. It was a pleasure to interact with our patrons and with our Niles community partners. The kids had a great time playing Bozo Buckets and Emily chose great prizes! We also took time to do promotion. I wore my Svengoolie shirt which sparked conversations and opened the door to "...Well you should attend our fandom Fest!"



CCS Migration

From Cyndi: The new Polaris database profiling surveys and data mapping tasks were completed. Twenty-five staff participated in a discovery project for the new public catalog called PowerPac, which will replace Enterprise next April. In September we begin data testing and training.

Passport Service

From Greg: The passport program is being run out of Patron Services and is being led by Athena Crouse. Athena has recruited several of her clerks for passport training. All eleven of her clerks have taken and passed the passport course offered by the State Department. All of the certificates of completion have been forwarded to the State Department for their review and the assignment of a facility number which is the next step. The State Department has had all of the certificates of completion for over a month at this point.

Once the Library has received the facility number and passed the State Department facility review, the Library can start to accept passport applications and process them.

Passport revenue will only be earned on new passports. Renewals, which can be processed through the mail will not result in any revenue for the Library. However, the Library is obligated to process the renewals should patrons show up with them.

During the ramp-up period, the passport desk will not be continually staffed. As patrons visit the Library to submit applications, trained clerks will be redirected to the passport desk to process the applications. When the stream of patrons applying for passports becomes more continuous, we may look at staffing that service more continuously to meet the demand. At this point it is too difficult to predict when that will happen.

Two ranges of Hot Picks shelving adjacent to the service desk in the Commons have been removed (and are being carefully stored for now) in preparation for the start of the passport service. We have also ordered a desk, locking file storage, a printer, and miscellaneous supplies such as ink pads, rubber stamps, etc. We are planning on repurposing an older computer for this purpose.



From Susan: Trustee Drblik requested this: “Please also have Greg Pritz include a copy of the actual Passport Acceptance Facility details and procedures, from the U.S. Passport & International Travel, for the trustees. This information will be most beneficial.” This information is found in the 170-page *Passport Agent’s Reference Guide* from the Department of State, but at the bottom of each page it says, “*Sensitive but unclassified. This guide is for the exclusive use of officially designated Passport Application Acceptance Agents.*” Clearly we will not be able to share it with the Board or anyone else, but rest assured that we will be following the rules scrupulously. I am including as an attachment to this report the initial document we received from the Chicago Passport Agency in the hope that it is helpful.

Interesting Patron comments and questions

An Arabic speaker stopped by the 3rd floor Reference Desk and asked for a free service for an English translation of a letter. A search for Chicago embassies or consulates yielded no results. But then **Judy** found a person at the Royal Embassy of Saudi Arabia in Washington DC to help. Later that day, the Arabic speaker came back to tell us how appreciative she was. This patron was writing a letter to her congressperson.

A note of thanks for KidSpace program Writing for Real:

I am very grateful for the “writing for real” class. Both of my kids participated in it this year.... This class offered them a great opportunity to improve their writing skills and the instructor (Clara Sheffer) was absolutely wonderful to my kids. She focused on their strengths and pointed out the things they needed to improve on.

-Daniela Stanciu

Reported to the KidSpace desk:

My kids have been reading so many books over summer and it is because of this program. We have been coming here the last three years and I have been telling all my friends that, if they want their kids to read, bring them to the Niles Library and sign up for Summer Reading.

Thank you so much for the author program last week (Tom Watson). The kids really loved it. They especially enjoyed when he had all of them sit down on the floor to draw with him.

Neil had two challenging Reference questions:

1. When did the Cubs conduct their spring training on the island that belonged to their owner William Wrigley?
2. Are the dates of the Viet Nam War on the bench in the Veterans Walkway correct?

Neil and Judy teamed up for a request to find a map that showed "Edgebrook Road" in 1910 in Niles Township. This led to checking Township and City plat maps, phone directories, and other sources both in print and online. They confirmed several facts in our own database Ancestry.com and the book, *Niles Township: Niles Center, Morton Grove, Niles Village, Tessville*, from the historical collection. While we never found proof that this particular road existed, we did help him with referrals and a "find" – a 1988 Howard Street plat map that he had not seen.

Pat Ansuini was pleasantly surprised the other day when a young woman came up to the AV/Fic desk and thanked Pat for her insight and assistance a year ago when Pat provided RA on foreign films. Pat says, *"The patron stared at me for a long minute then asked if I remembered her. Suddenly it came to me. "University of Michigan" I exclaimed. "Yes!" Just before she left for Ann Arbor in late August of '16 to begin her undergrad studies, she came to AV/Fic wanting a RA on films that I could recommend, particularly foreign films that she could upload for leisure watching at the U. We spent over an hour perusing our entire collection of foreign films and because of my previous film studies I was able to discuss and recommend lots of them. She took the allowed amount of 15 of the "best," thanked me, I wished her well and she left.*

Now, she was about to return to A2 for her sophomore undergrad year and because of her visit to AV/Fic the year before she had changed her major from a science (I can't remember which) to English and some aspect of history/humanities. She did it in part because she was so moved by the films that she had gathered in our library!! Wow! One of her upcoming classes is a film study course and every Italian film on the syllabus was one I recommended and that she had checked out last year. She just wanted me to know and to thank me. We can never fully know the impact we have but once in a while...and thank you Cecilia for the great work you do creating and maintaining our film collections!"

Greta Ulrich reports that Niles patron, Rita Lazaro, who has been a faithful (and insightful!) participant in her evening book discussion group for the past 20 years, just celebrated her 92nd Birthday on the evening of the book discussion.

Maryellen Essig reports that the Interlibrary Loan requests have remained fairly steady. They had a request for a full year of periodicals that we could not get. They also had Thailand request an item from us. Our library has a book called *Dummies Guide to Forensics* that is frequently requested from Canada and other countries.

Staff notes

Tommy Dato started as the newest Digital Services Assistant. We have hired Caroline Nakik, Brenda McPhillips, and Katherine Reem as Patron Services Clerks to replace clerks who resigned last month. Welcome to all!

From Suzy: I hosted a large group of staff from the Des Plaines Public Library. They read my article in the *Public Libraries*, and wanted to hear my thoughts on circulating technology- what works & what doesn't. They are currently evaluating their circulating technology collection and management of the devices

Committees

Display and Art *from Victoria:* The Fandom Fest Art Show was a success with about 25 pieces submitted and displayed. Pictures of the art were included in last board report. The show stayed up through August 31st. The new installation of Wayne Lent's Dreamscapes is up for September and October and will be featured in next month's report.

Sunshine *from Dodie:* The Sunshine Committee held a Root Beer Float Day on August 30th. It was supposed to be a low-key fundraiser with a \$1 donated per float suggested. However, we spent \$25 on ice cream and root beer and brought in \$34 so the committee only made \$9. Regardless – it was a really fun event and staff always enjoys this fun celebration!

Communico *from Suzy:* The Communico implementation team finished working on pulling together the information for the initial site set up. This involved taking photos of all of the meeting & study rooms, establishing rules for the user groups, listing the fixed and floating assets. In addition we provided them with a list of all names, emails and permissions for each library staff member. We just received access to the our Communico site and are working on testing and tweaking it.



In honor of Fashion Week, Marketing Assistant Emily Mendoza created an eye-catching Say Yes to the Dress display

Trustee Calendar

September

9/11—Friends of the Library Meeting

9/20—Regular Meeting of the Board of Trustees: Determination of the levy

October

10/9—Friends of the Library Meeting

10/10-10/12—Illinois Library Association Conference, Tinley Park

10/18—Regular Meeting of the Board of Trustees: Passing of the levy ordinance

10/19—Volunteer Appreciation Luncheon

November

11/13—Friends of the Library Meeting

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

December

Friends will have a holiday luncheon that replaces the meeting

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

January

Friends will not meet

1/17—Regular Meeting of the Board of Trustees

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

1/26—Library closed for Staff InService Training Day

February

Friends will not meet

2/21—Regular Meeting of the Board of Trustees

PLA Conference: Philadelphia, March 20-24, 2018

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



U.S. Department of State
Passport Services
Passport Acceptance Program

Thank you for your interest in the Department of State's Passport Acceptance Program!

A U.S. passport is the key to international travel. The Department of State's Passport Services Directorate issues passports to U.S. citizens and protects the integrity of the U.S. passport at home and around the world.

This information packet provides an overview of the Directorate of Passport Services, the passport application process, and the duties and responsibilities of passport acceptance facilities. After reviewing this information packet, we hope you will have enough information to decide if you would like to join the Passport Acceptance Program as a designated passport acceptance facility. Your participation in the Passport Acceptance Program will not only bring revenue to your facility, but will provide an important service to those members in your community with plans to travel abroad.





Introduction to Passport Services and the Passport Acceptance Program

The mission of Passport Services is to issue secure travel documents while providing the highest level of customer service, professionalism, and integrity. This is accomplished through the regional passport agencies and network of approximately 7,300 public sector offices throughout the United States and its Territories designated to accept passport applications. These offices are referred to as "passport acceptance facilities" and are a critical component of the Passport Acceptance Program.

Did you know?

- For Americans travelling outside the United States, the U.S. passport is the only singular document that serves as both identification and proof of U.S. citizenship and is recognized around the world.
- By statute, the U.S. Secretary of State has the sole authority to grant and issue U.S. passports. Within the Department of State, the Bureau of Consular Affairs is responsible for serving Americans at home and abroad. The Directorate of Passport Services, within the Bureau, serves U.S. citizens by providing convenient passport application services while, at the same time, protecting the integrity of the U.S. passport as a premier citizenship and identity document.
- During fiscal year 2015, approximately 7.9 million passport applications were accepted by passport acceptance facilities. This number accounts for more than 60% of all passports issued during that time.
- The demand for passports is projected to be at 18 million issuances annually over the next 3 years.

Program Benefits: What's in it for me?

Your facility benefits by:

- Providing a vital service in your community to fellow Americans
- Retaining the \$25 acceptance fee for each passport application

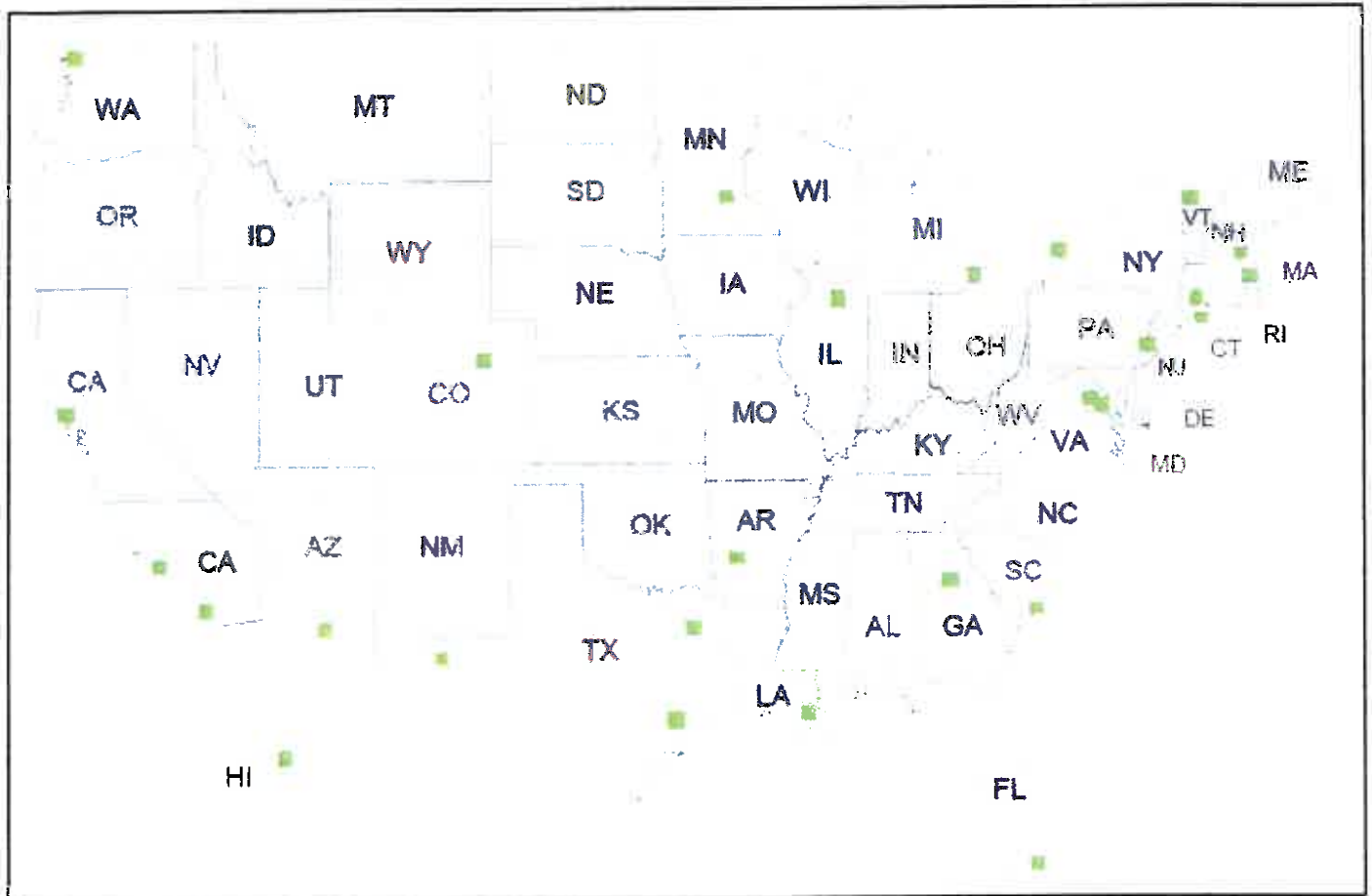
Passport Services provides you with:

- Direct email and telephone support from your regional passport agency's customer service staff
- Forms and program-related materials and supplies
- *Passport Agent's Reference Guide (PARG)*
- Web-based training and classroom training held at your regional passport agency or at selected locations in the region
- Newsletters and updates from your regional passport agency
- Invitations to participate in Passport Fairs and other outreach events
- An open invitation to visit your regional passport agency



Passport Agencies and Centers

There are a total of 24 strategically located passport agencies throughout the United States, three high-volume passport centers, two printing facilities, and one Special Issuance Agency.



Regional Passport Agencies:

- Hot Springs, AR
- Atlanta, GA
- Boston, MA
- Buffalo, NY
- Chicago, IL
- Denver, CO
- Norwalk, CT
- Dallas, TX
- Detroit, MI
- El Paso, TX
- Honolulu, HI
- Houston, TX
- Los Angeles, CA
- Miami, FL
- Minneapolis, MN
- New Orleans, LA
- New York, NY
- Philadelphia, PA
- San Diego, CA
- San Francisco, CA
- San Juan, PR
- Seattle, WA
- St. Albans, VT
- Washington, DC

Passport Centers:

- National Passport Center
Portsmouth, NH
- Charleston Passport Center
Charleston, SC
- Western Passport Center
Tucson, AZ

Passport Printing Facilities:

- Tucson Printing Center
- Arkansas Printing Center

Special Issuance Agency - Washington, DC



Passport Services Network



Passport Services is comprised of the regional passport agencies and centers, the headquarters office in Washington, DC, and two customer contact centers in Lansing, Michigan and Phoenix, Arizona, which make up the National Passport Information Center (NPIC). NPIC assists the public via phone or email by providing information about the passport process, or assisting with a customer's in-process passport application.

Also servicing U.S. citizens are approximately 7,300 conveniently located passport acceptance facilities nationwide. The vast majority of customers who apply for a passport do so in-person at a passport acceptance facility near where they live or work. It is through these facilities and their passport acceptance agents, that the Department of State is able to provide quality service to our customers efficiently and effectively. In addition to the passport acceptance facilities, customers traveling with within two weeks or less may apply in-person at one of our regional passport agencies or centers located strategically throughout the country.



The Passport Application and Issuance Process

So How Does This All Work?

The following is an overview of a typical first-time routine passport application's process from start to finish. Some stages of the process may differ depending on workload, location, and other factors.

1. A customer comes into an acceptance facility to apply for a U.S. passport. The Acceptance Agent collects the completed Form *DS-11, Application for a U.S. Passport*, a 2"x2" passport photograph, certified U.S. birth certificate as evidence of U.S. citizenship, driver's license as evidence of identity (with accompanying photocopy), and two checks for payment: one to the acceptance facility for accepting the application, and another made out to the U.S. Department of State for the passport fees.
2. The acceptance agent notates the application, returns the evidence of identity, and administers the passport oath. The applicant attests to the information on the application and then signs the application. The acceptance agent collects the passport fees, then signs and stamps the application. This is now a legally-binding document.
3. Each passport application is logged onto a transmittal form and temporarily stored in a secure location. At the end of the day, all applications are sent via traceable mail to a secure lockbox facility. (A bank provides lockbox services via a U.S. Treasury contract.) It is here that the passport fees are deposited, information from the applications is data-entered, and the applications and photograph are electronically scanned.
4. The applications are then shipped to regional the passport agencies. The application data and scanned photo images are sent electronically. Applications are batched together for efficient processing and photos are checked for quality.
5. Applications are then adjudicated by *Passport Specialists*. This is a detailed process where specialists review all the information on the application, evidence of citizenship and identity, and any other corresponding documents to determine if the applicant is eligible to receive a U.S. passport. If all of the requirements are met, the specialist will notate the documents submitted and stamp the application to show its approval.
6. The application data is then sent electronically to one of Passport Services' two printing facilities located in Hot Springs, Arkansas and Tucson, Arizona. The printing facility will print, perform quality assurance checks, and mail out the applicant's new passport book and/or passport card. The originating passport agency then receives an electronic confirmation, notifying that they may now send back the applicant's original documents.
7. The originating passport agency will then return the applicant's evidence of citizenship, and send the original application to Record Services in Washington, DC for permanent archival.



Roles and Responsibilities of Passport Acceptance Facilities

As a Passport Acceptance Facility, your office will...

- Initially complete a Certification of Program Compliance, then complete a Re-Certification annually and update pertinent information as needed
- Ensure that all employees recommended as passport acceptance agents meet qualification requirements, receive advance approval from Passport Services, and fulfill training requirements before accepting applications
- Make certain that acceptance agents are available for training as required by Passport Services.
- Facilitate remediation, or discontinue an acceptance agent's service if his/her performance raises questions of quality
- Post/publicize days and hours of passport application acceptance
- Accept applications from residents and non-residents of your community
- Provide all available types of passport applications and related materials
- Provide all service options: routine, expedited, and hand-carry, as appropriate
- Follow all guidance outlined in the *Passport Agent's Reference Guide (PARG)*
- Ensure that all acceptance agents read periodic newsletters from the Regional Passport Agency and use the PARG and notices as their main references for questions
- Only charge fees authorized by the U.S. Department of State
- Ensure that enough trained acceptance agents are available during advertised hours and able to provide quality service



Program Eligibility

Still Interested in Becoming a Passport Acceptance Facility?

First, make certain that your facility is eligible to be a Passport Acceptance Facility. Your facility must meet all of the following requirements:

- Is a public sector entity (Federal, state, county, city, municipal office)
- Is not managed or directly affiliated with a non-profit, religious, or commercial (private sector) entity

Second, make certain that your facility has enough resources and accessibility to the public to take on this important commitment. We require that passport acceptance service is available during all hours of operation. Employees at your facility are eligible to accept passport applications if they meet all of the following requirements:

- Are eighteen years of age or older
- Are U.S. citizens or U.S. nationals
- Are permanent full-time or part-time employees (not temporary, contractual, ad hoc, or volunteer)
- Are not on parole or probation related to any Federal, State, or local felony or misdemeanor related to breach of trust or moral turpitude (i.e. embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust)
- Are not presently under indictment for any Federal, State, or local felony or misdemeanor related to breach of trust or moral turpitude
- Are free of any Federal, State, or local felony convictions or misdemeanor convictions related to breach of trust or moral turpitude

If your facility performs any duties dealing with birth records, such as birth certificates, or identity documents, such as driver's licenses, the following additional condition must be met:

- Facility personnel will not have access to or overlapping duties between passport acceptance functions and birth or identity document printing, amending or issuance functions, including performing duties on different days or hours.



Contributing Editor **MIKAEL JACOBSEN** is Learning Experiences Manager at Skokie (IL) Public Library. Guest contributor **SUZANNE WULF** is Digital Services Manager for Niles (IL) Public Library District.



Contact Mikael at mjacobsen@skokielibrary.info. Contact Suzanne at swulf@nileslibrary.org.



Mikael is currently reading *The Heart of What Was Lost* by Tad Williams. Suzanne is currently reading *Eleanor Oliphant is Completely Fine* by Gail Honeyman.

The Wired Library explores tech topics relevant to public librarians.

Tech 2 Go

I was once giving a presentation on circulating nontraditional items. When one librarian stood up and casually mentioned that her library circulated bicycles, I nearly fell over. Others told me that their libraries circulate cake pans, power tools, musical instruments, paintings, and more. I once heard, and I half hope this is not real and half want to hear the assuredly amazing stories, of a library that was circulating costumes. My library checks out some pretty interesting learning objects, such as a Van de Graaff generator, microscopes, telescopes, steel drums, robots, a take-apart human torso (made of plastic!), and even a three-speed turntable (our junior high students were buying records but had nothing to play them on; it boggles the mind). We have also circulated technology items for about seven years. In the next section, my guest contributor for this column—Suzanne Wulf of the Niles (IL) Public Library District (NPLD)—assists in answering the most common questions about circulating technology items and offer some best practices in selecting devices, developing procedures, promoting the collection, and measuring success.

Since the beginning, libraries were designed to facilitate learning through accessing resources such as clay tablets, scrolls, books, DVDs, and so on. More recently, libraries have understood their mission as providing access to learning items to battle inequity in society. Circulating technology items exemplify both components of this mission in the twenty-first century.

Niles Public Library District

In 2014, NPLD pursued an initiative to create a makerspace, a digital media lab, and a circulating technology collection. An interdepartmental committee was formed to purchase equipment for the spaces and the collection. This initiative was branded the Creative Studio and the task force worked together for a year researching and evaluating equipment for the collection. The circulating Creative Studio collection was launched in the fall of 2015 and the Digital Services department continues to maintain and develop the collection.

The selection criteria for the Creative Studio collection include the ability to package the item, ease of use, and number of replaceable pieces it contains. We select equipment that is accessible, interesting, and engaging. The equipment must not require the user to download software. Here are the items in the collection:

- Button-making machine
- Canon PowerShot SX400
- GoPro HERO3, GoPro HERO4 Silver, and various GoPro mounts
- LaCie 2TB Thunderbolt external hard drive
- Nootle iPad tripod
- Polaroid Table Top Studio
- Portable green screen kit
- Roku 3 and Roku Streaming Sticks with Netflix



The Wired Library

- Wolverine slide converter
- Zing Mobile Hotspots

In addition to the equipment that is circulated outside the building, there is a collection of equipment for use in the library. There is more flexibility with this equipment in terms of packaging and use. For example, the Silhouette vinyl cutter is paired with a MacBook preloaded with the required software. Items that circulate within the library are:

- Auray pop filter
- Canon camcorder with tripod
- Ion Dual Deck Vinyl and Cassette Convertor
- iPads
- MacBook Pros
- Nikon DSLR camera
- Silhouette vinyl cutter
- Yeti microphones
- Wacom tablet

Each item in the Creative Studio collection is packaged in a durable and functional case to withstand heavy use. A variety of cases are used, including Tupperware, CamKix cases, JanWay bags, laptop cases, tool boxes, and musical instrument cases. Custom catalog records are created for many of the items, along with specialized loan rules, since we are part of a consortium with a shared catalog. We work with the Technical Services department to identify which pieces need to be labeled with a barcode and where the item list and tags should be placed.

The loan period for the Creative Studio equipment is one week, with the exception of the mobile hotspots, which have a three-week loan period. The minimum age for checkout is thirteen (minors need a guardian's signed permission) and the collection is limited to NPLD cardholders.

It was determined that the best place for equipment to be circulated from was the Technology Desk, staffed by the Digital Services department. In order for a patron to check out Creative Studio equipment, they must read the Creative Studio Policy for Patron Use and sign a User Agreement stating that they agree to adhere to the policy. Staff note that they have a signed user agreement on file in the patron's record. Equipment can only be returned at the Technology Desk, where staff verify the physical components and prepare the item for the next checkout. This includes checking stored logins and clearing memory cards. The procedures for checking the equipment in and out are documented in a binder for staff to refer to.

Most people still don't think of the library as a place where they can check out a GoPro camera or a mobile hotspot. The perception of the library as a book warehouse, along with the equipment being stored in a locked cabinet, makes marketing the collection especially challenging. The Marketing Department created signs on foam board advertising the

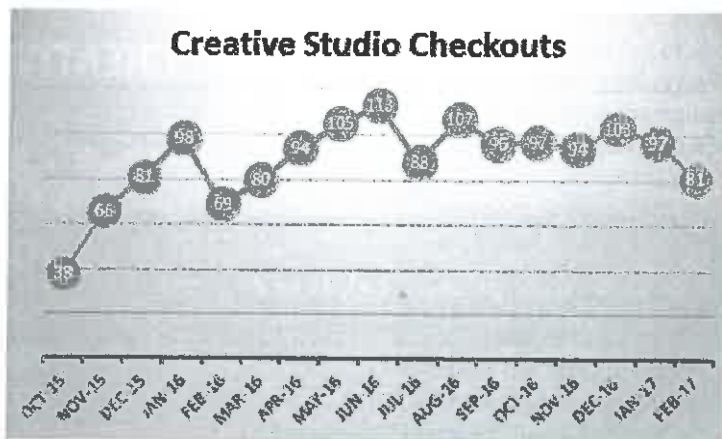


GoProHero3+ Kit Guide



Pictured from top: (1) Roku Streaming Stick; (2) GoPro HERO3+ insert; and (3) Wolverine slide converter, button-making machine, and mobile hotspot.

Figure 1. Creative Studio Collection Circulation by Month



Roku devices and interfiled them with the DVDs to promote them. New and existing equipment offerings are highlighted in the print newsletter, on social media, and on posters throughout library. The staff members at the Technology Desk promote the Creative Studio collection to patrons, similar to how other staff might talk up a particular book. Having a specific brand and name for the collection has made the promotion much easier.

The mobile hotspots are by far the most popular item in the Creative Studio collection and have generated waiting lists without much promotion. The GoPro cameras have captured the interest of many patrons both young and old looking for a unique way to document their

adventures. One patron used the GoPro camera to film his bike rides throughout the year to be watched while we he was cycling indoors during the winter. Since we started the collection in October 2015, circulation has remained steady. Figure 1 is a chart detailing Creative Studio collection circulation by month.

The best advice I can give is to stock up on cables, chargers, and other replacement parts. I wish that I had more pieces and parts on hand in the beginning to replace missing smaller pieces like screws. I am not discouraged by equipment damage or missing parts. Oftentimes brand-new books are the victim of a coffee spill, and the equipment is no different.—
Suzanne Wulf, NPLD Digital Services Manager

Google Chromebooks at the Skokie Public Library

Instead of discussing our entire collection of technology items, I would like to concentrate on one particular item to highlight how we are measuring success. In October 2015, Skokie Public Library (SPL) began one-week checkouts of Dell Google Chromebooks. We started with a collection of ten, and added eight more a few months later. A Google Chromebook is a simple laptop computer using the Google Chrome operating system (OS). The Chrome OS is designed primarily to get a user online and ready to use cloud resources such as Google Drive or a web browser. The Chromebooks have been checked out a total of 866 times, for an average of about fifty-one checkouts a month.

I decided to start circulating Google Chromebooks because of a need discovered during an in-person survey of our computer and laptop users. These particular type of laptops were chosen over Windows, MacBooks, or Linux because of their relatively low price, a one-to-one device initiative by the local high school, ease of use, and the ability to make them non-responsive (brick) remotely through the Google Management Console.¹ Imagine if you could brick books that were late!

When checking out a Chromebook (or other technology item), the library staff member checks a photo ID to be sure it matches with the library card being used to take the item out. Digital Literacy Specialists review the device to be sure all the components are accounted for and functional when lending it out or taking it in.

We have begun to measure the outcomes of circulating the Chromebooks and other technology equipment. The sample size is only about 2 percent of checkouts so far, but indications are good that the Chromebooks are succeeding in producing valuable outcomes (question 1). The surveying also helps us understand why patrons are using the Chromebooks (question 2).

1. When prompted "As result of using this resource . . ."
 - 94 percent strongly agree or agree that they feel more knowledgeable about the equipment
 - 94 percent strongly agree or agree that they feel confident about using the equipment
 - 94 percent strongly agree or

agree that they intend to apply what they learned using the equipment

- 94 percent strongly agree or agree that they are more aware of how the library can help them learn and/or create
2. When asked "Why did you check out this item (select all that apply)?"
 - 47 percent indicated to find a job or improve job skills
 - 12 percent to do their job
 - 6 percent to start or run a business
 - 35 percent to learn something new
 - 47 percent to complete school work
 - 24 percent to better communicate with family and/or friends.

Our patrons are pleased to check out useful technology they may not otherwise be able to get their hands on. Taking the plunge may be worth the return on investment for your organization as well.

By the way, if you work for the library that circulates costumes (or really anything else "interesting"), please contact me at mjacobsen@skokieliibrary.info. I want to hear all about it. 📧

Reference

1. Google Chrome, "Chromebooks for Work," accessed June 19, 2017, www.google.com/intl/en/chrome/business/devices/features-management-console.html.

The Hillary Clinton Reading List

During her speech at the recent American Library Association Annual Conference in Chicago, Hillary Clinton listed many of the books she's been reading since the November election results, stating that one of the things that helped her most was "going back to the familiar experience of losing myself in books." See the book-related bit of her speech at <http://nymag.com/strategist/2017/06/steal-your-summer-reading-list-from-hillary-clinton.html> as well as a list of the books mentioned. 📖

Monthly Statistical Report -- August 2017

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	357	437	-18.31%			
Total District Cardholders	23,927	25,609	-6.57%			
Patron Visits	34,158	33,902	0.76%			
Unique Library Cards Used	4,933	5,200	-5.13%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	47,306	48,010	-1.47%	92,214	95,084	-3.02%
Teens	4,772	4,530	5.34%	9,556	9,217	3.68%
Juvenile	42,134	41,986	0.35%	91,014	91,797	-0.85%
Digital	1,795	1,642	9.32%	3,642	4,594	-20.72%
Equipment	148	107	38.32%	296	191	54.97%
TOTAL Loan of Library Materials	96,155	96,275	-0.12%	196,722	200,883	-2.07%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	22,523	22,540	-0.08%	44,158	44,277	-0.27%
Periodical	1,234	1,140	8.25%	2,490	2,316	7.51%
Audio	5,223	4,740	10.19%	9,624	9,515	1.15%
DVD	18,326	19,590	-6.45%	35,942	38,976	-7.78%
TOTAL Adult Loans	47,306	48,010	-1.47%	92,214	95,084	-3.02%
Teens						
Print	3,489	3,519	-0.85%	7,210	7,058	2.15%
Periodical	35	11	218.18%	46	36	27.78%
Audio	599	607	-1.32%	1,287	1,324	-2.79%
DVD	649	393	65.14%	1,013	799	26.78%
TOTAL Teen Loans	4,772	4,530	5.34%	9,556	9,217	3.68%
Juvenile						
Print	31,684	30,260	4.71%	68,096	65,965	3.23%
Periodical	151	203	-25.62%	446	650	-31.38%
Audio	2,627	3,288	-20.10%	5,723	6,769	-15.45%
DVD	7,672	8,235	-6.84%	16,749	18,413	-9.04%
TOTAL Juvenile Loans	42,134	41,986	0.35%	91,014	91,797	-0.85%
Equipment Loan	148	107	38.32%	296	191	54.97%
Digital Loan (ebooks, eaudiobooks)	1,795	1,642	9.32%	3,642	4,594	-20.72%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	10,494	8,811	19.10%	18,864	14,822	27.27%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,127	7,946	-10.31%			
Holds Made Available	10,310	11,095	-7.08%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	41	21	95.24%	115	76	51.32%
Circulating--Juvenile	6,024	2,934	105.32%	12,084	8,845	36.62%
Circulating--Teen	314	231	35.93%	0	551	-100.00%
Circulating--Adult	2,046	1,165	75.62%	4,078	2,895	40.86%
TOTAL In-House Use of Materials	8,425	4,351	93.63%	16,721	12,367	35.21%
Items moved on Shelf	5,559	5,944	-6.48%	11,361	5,944	91.13%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest [Note: Tracking as of Jan 2016]	1,527	1,520	0.46%	2,919	2,947	-0.95%
Digital Services	2,935	2,957	-0.74%	5,582	5,895	-5.31%
Kidspace Express Internet	49	28	75.00%	91	3,896	-97.66%
Kidspace	1,910	1,724	10.79%	4,045	71	5597.18%
Kidspace iPad Usage	450	402	11.94%	900	867	3.81%
Teen Underground	527	358	47.21%	1,128	969	16.41%
TOTAL Users	7,398	6,989	5.85%	14,665	14,645	0.14%
Patron Wi-Fi Uses	12,879	12,664	1.70%	26,565	25,707	3.34%
Scanning & Fax Pages	7,479	4,926	51.83%	13,034	9,495	37.27%
Print & Copy Pages	17,079	18,623	-8.29%	34,232	34,893	-1.89%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	17	28	-39.29%	40	66	-39.39%
Large Scale Poster Printer	1	7	-85.71%	1	2	-50.00%
VHS to DVD Conversion	15	17	-11.76%	35	38	-7.89%
TOTAL Use of Staff Mediated Equipment	33	52	-36.54%	76	106	-28.30%

Monthly Statistical Report -- August 2017

USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	78	54	44.44%	149	99	50.51%
Study Rooms 1-5	479	610	-21.48%	924	1083	-14.68%
Creative Studio A	58	24	141.67%	78	44	77.27%
TOTAL Users of Staff Mediated Spaces	615	688	-10.61%	1,151	1,226	-6.12%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	34,113	30,653	11.29%			
Facebook "Likes"	1,392	1,171	18.87%			
Buzz Blog views	702	497	41.25%			
Media Hits (includes print and online articles and listings)	28	40	-30.00%			
e-News Subscribers	14,762	13,599	8.55%			
New Resident Letters (July)	30	127	-76.38%			
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,528	1,662	273,745			
Non-shelved materials	61	-	34,570			
Equipment	-	-	97			
Total	2,589	1,662	308,412			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	108	244	-55.74%	221	499	-55.71%
Test Proctoring	4	9	-55.56%	-	21	-100.00%
Voters' Registration	2	4	-50.00%	2	9	-77.78%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services (3rd Floor)	910	739	23.14%	1,740	1,602	8.61%
Commons Desk	2	67	-97.01%	4	67	-94.03%
Fiction/Audiovisual Services Desk (2nd Floor)	1,622	1,550	4.65%	3,392	2,657	27.66%
Patron Services	6,230	11,781	-47.12%	12,973	22,477	-42.28%
Technology Desk	1,979	1,277	54.97%	3,942	2,366	66.61%
Teen UnderGround Desk	1,116	662	68.58%	2,429	1,759	38.09%
Bulk Loan Items Delivered to Nursing Homes	480	485	-1.03%	910	1,050	-13.33%
Materials pulled for Homebound Users	793	898	-11.69%	1,529	1,699	-10.01%
Outreach Service	2,635	2,771	-4.91%	4,805	5,401	-11.03%
Youth Service/KidSpace Desk	4,489	3,792	18.38%	8,962	8,340	7.46%
Total Service Interactions	18,983	22,639	-16.15%	38,247	44,669	-14.38%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,946	4,993	-0.94%	9,697	10,019	-3.21%
Items Received from CCS Libraries for Patrons	3,638	3,760	-3.24%	7,002	7,543	-7.17%
Items Lent to OCLC Libraries	389	461	-15.62%	673	860	-21.74%
Items Received from OCLC Libraries for Patrons	94	130	-27.69%	197	210	-6.19%
Total Interlibrary Loan	9,067	9,344	-2.96%	17,569	18,632	-5.71%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	226	227	-0.44%			
Number of Visits	194	192	1.04%			
Institutions						
Number of Institution Deposit Collections	10	10	0.00%			
Number of Visits	10	10	0.00%			
Schools						
Items Delivered	117	158	-25.95%			
Number of Trips	4	5	-20.00%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	26	159				
Adult and Outreach Services & Programs	4	29				
Digital Services & Programs	3	10				
Patron Services	7	37				
Teen Services & Programs	3	12				
Youth Services & Programs	59	261				
Youth Services Summer Reading Volunteers	46	202				
Total Volunteers and Hours This Month	148	710				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>239</i>	<i>1537</i>				

Monthly Statistical Report -- August 2017

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Youth Programs	136	5,309	91	3,164	67.79%
Teens Programs	13	439	14	271	61.99%
Adult Programs	25	3,046	23	486	526.75%
Digital Services Programs	17	69	18	171	-59.65%
Outside Meetings	18	229	14	216	6.02%
TOTAL PROGRAMS AND EXHIBITS	209	9,092	160	4,308	111.05%
Programs-Youth Audience					
1KBK registrations	1	2			
One Thousand Books before Kindergarden added visits	ongoing	9			
Baby Art	1	56			
Babytime (adult & child)	4	117			
Bibliobop Dance Party: Mr. Singer & Kerry Appleberry	1	83			
Book Buddies	28	56			
Cardboard Costume Design Studio	1	14			
Engineering Adventure Camp	1	22			
Evening Family Storytime	5	63			
Family Concert: Celito Lindo Family Folk Music	1	28			
Family Movie: Lego Movie Batman	1	45			
Fandom Artists Alley	1	150			
Fandom Drawing Workshop	3	45			
Fandom Fun Art Experiences	1	242			
Fandom Iron Man	1	90			
Fandom Star Wars characters	1	350			
Free Kids Summer Lunch, USDA	4	210			
In-house Toys and Games	1	376			
Kindle Book Club & Pizza	1	9			
Laser Engrave a Ruler	2	24			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club	4	56			
Rise & Shine Storytime (adult & child)	3	49			
Scavenger Hunt Butterflies	1	150			
Second Saturday Bingo Breakfast	1	14			
Second Sunday - Dinosauria	1	51			
Summer Reading Challenge Added Visits	ongoing	782			
Summer Reading Challenge End of Summer Program	2	168			
Summer Reading Challenge Finishers	ongoing	231			
Summer Reading Challenge Registrations	1	180			
Summer Reading Challenge Share A Book Sheets	ongoing	175			
Summer Reading Challenge Volunteers	46	202			
Summer Reading Challenge Volunteer Party	1	36			
Teacher Use of Die Cut Machine	1	4			
Video Games	1	450			
Wonder Ground: DIY	1	72			
Writing Center	1	93			
Youth Services Community Engagement Programs					
Elementary Outreach to Parents	6	333			
Elementary Outreach to Teachers	1	10			
National Night Out: Oak Park	1	70			
Niles Community Block Party Outreach	1	97			
Preschool Visits to Classroom/Daycare	3	45			
Summer Party in the Park: Dee Park	1	50			
Total Youth Services Programs	136	5,309	91	3,164	67.79%
Programs--Teen Audience					
Escape Room Adventure	1	13			
Fandom Cosplay Contest	1	8			
Fandom Escape Room	1	30			
Fandom for Fan Girls	1	7			
Fandom Table Top Gaming	1	9			
Games	1	6			
Movies in the Underground: Scott Pilgrim Vs. The World	1	3			
Summer Reading Challenge	1	13			
Summer Reading Challenge Registrations	1	28			
Summer Reading Challenge Logs	ongoing	61			
Videogames	1	156			
Teen Community Engagement Programs					
Jr/High School Parent Outreach	3	105			
Total Teen Programs	13	439	14	271	61.99%
Programs--Adult Audience					

Monthly Statistical Report -- August 2017

BookBites Popular Fiction Discussion	1	17				
Book Discussions- Literary	2	19				

Monthly Statistical Report -- August 2017

LIBRARY PROGRAMS AND EXHIBITS (Cont.)	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Block Party Adult Outreach Table	1	75			
Diana: Life & Death of the People's Princess	1	33			
Fandom Body Art	1	67			
Fandom Buffy Trivia	1	12			
Fandom Artist's Alley & Vendors	ongoing	225			
Fandom Star Wars characters	ongoing	250			
Fandom Svengoolie	1	400			
Ravinia Tickets	1	18			
Impromptu Solar Eclipse Experience	1	42			
Job Counseling	1	0			
Niles Songwriters	1	6			
Oakton Community College English as a Second Language	3	158			
Polish Language Book Discussion	1	13			
Ravinia Tickets	1	18			
SCORE Mentoring Sessions	4	3			
Senior Coffee Hour: Healthy Brain Healthy Memory	1	56			
Summer Reading Challenge - Adult Bingo Card Interactions	ongoing	1,355			
Adult Services Community Engagement Programs					
National Night Out: Dee Park	1	60			
Polonia Festival at Golf Mill Park	1	210			
Low Vision support Group (VIM) at Senior Center	1	9			
Total Adult Programs	25	3,046	23	486	526.75%
Programs--Digital Service--All Ages					
DS 1-2-1 Tech Help	3	3			
DS Adult Beginners Sewing Class	3	6			
DS Album z walacji (Polish Scrapbooking)	1	2			
DS Android Basics	1	14			
DS Decorate your Mailbox	1	7			
DS Getting Started with LinkedIn	1	4			
DS iPad Settings and Apps	1	6			
DS Laser Cut a Picture Frame	2	8			
DS Microsoft Publisher Basics	1	6			
DS Open Lab	1	2			
DS Pinterest	1	8			
DS Tablet Tuesday	1	3			
Total Digital Services Programs	17	69	18	171	-59.65%
LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Community Meetings in Library Spaces					
Niles All American Toastmasters Club	2	11			
Jewish Genealogical Society of Illinois	1	10			
OCC New Yorker Discussion Group	2	16			
The Harbour	5	75			
Niles Township Toastmasters	3	75			
Center for Urban Research & Learning, Loyola University	1	10			
Wood River Condo Assoc./Rosen Management	1	20			
Tam O'Shanter Townhome Association	1	12			
Niles Historical Society	1	23			
EM63 Partners' Meeting	1	6			
Total Community Meetings	18	229	14	216	6.02%
GRAND TOTAL PROGRAM AND ATTENDANCE	209	9,092	160	4,308	111.05%

Patron Suggestions and Comments for September 2017

Responses to Patron Suggestions and Comments

Frustration

1. Child has been coughing all day for two days—unattended minor without parents and my children were in front of her.
2. Found a little girl about 6/7 years old coughing non-stop. This was in the kids' area next to the butterfly station.

It's very unfortunate when people bring sick children to the Library, and I share your frustration. Coughs can linger and we don't generally ask people with coughs to leave, but we do try to keep wiping the tables, chairs and doorknobs to avoid spreading the germs further.

When will you guys get Nintendo Switch games?

We have started to receive the games we ordered earlier this summer. Since they are new, the empty boxes are kept on the shelf and the games need to be checked out at the Info Desk in the lobby.

Downstairs there is a worker who assists individuals with the computers and knowledge of computers. Their personality is nonchalant to say the least. It leaves me feeling as though I'm a bother rather than a person needing assistance and help from those who are here to assist you. They have no social grace and probably needs to find a job elsewhere where there are no people.

I'm very surprised to hear this. I have had numerous compliments about the staff in this department, who generally show an outstanding level of service. I hope you will try again and be more satisfied next time.

I find it very rude how the librarians in the children's section openly complain and make hostile comments. I understand that it can be frustrating to hear babies crying, but these librarians constantly spouted negative messages about how much they hate it here and can't wait to go home. I'm sure there are many other people willing to do this job who would be happy to work with children. The rudeness, unhelpfulness, and negative environment is not necessary or a good place for children to read.

I am very disappointed to hear this, and the Supervisor is discussing appropriate behaviors and attitudes at the desk with her staff members. Anyone can have a bad day, but this is not acceptable. Thank you for letting us know.

Suggestions

Please "*Incidencias*" — a foreign language film.

Thank you for the suggestion—I will pass it along to the selector.

Please put in the Niles-Maine newsletter and on the website for this library the Hot Pics and bestsellers and encourage our patrons to take out these books and others by eBooks. Please keep costs down and please do not raise Niles-Maine property taxes for future years. Please publish with my name. Thank you.
Susane Atanus

You may be surprised to hear that eBooks are usually at least as expensive as print books. We try to purchase the right number of each book, but it is an art and we are always trying to improve. We also are a member of a consortium that shares its collections, which helps keep costs down too. Thank you for writing, Ms. Atanus.

Your sign under “Grab & Go” in the lobby area has an improper use of the word “checkout.” In this instance, it should be two words—check out, not checkout.

Thank you for alerting us—we will fix it!

The Go Programming Language—R. M., Niles.

We have purchased additional books on Go since the previous request was made. There is not a great deal available but we have built up this section in response to your requests.

Comments

1. My thanks to Pete! He explained where my error was! I was in Word and did not save to the flash Drive properly. L. S.
2. My thanks to Bernadette and Bobby for their patience and courtesy. L. S.
3. My thanks to Jabez for assisting me with the copy machine and the scan machine. L. S.
4. Matthew in Digital Services was exceptionally helpful, patient and knowledgeable with my interaction today. Well done! F. W. Niles.
5. I like the Kindle Club because I got the opportunity to read books that I didn't even know existed. S. S., Des Plaines.
6. The movie collection is very good, diverse and always a lot to choose from! I come to Niles every few weeks because my home library's collection is not as extensive! Love coming here!
7. Tiffany checked out my books today. She was friendly which is not often the case with some other library employees. She was efficient and upbeat. This made a difference in my library experience!
8. My thanks to Matt for his patience. He helped me with Avery labels template.

Thank you all for the nice comments about the staff, programs and collections! I really appreciate your taking the time to write—it is good to know what is working.

New Business - Recommended Actions

A. Recommended Action on Repair of Concrete Foundation

MOVE the Library Board of Trustees award Charles McQuillan a contract in the amount of \$9,100 to repair the concrete foundation wall on the northwest corner and the north facing wall of the library building and install a protective coating to ensure the integrity of the foundation wall. McQuillan will also remove and replace the concrete slab in front of the library building on the southeast corner of the parking lot where the slab has been damaged and has sunken creating a safety hazard.

Memorandum A of Recommended Board Action

The exposed concrete foundation along the west and adjoining north walls (from the library building entrance running north to the corner of the building around the corner running east to the north entrance) of the library building are deteriorating. The deterioration is being caused by the chemicals used on the parking lot during the winter months to melt snow and ice. The chemicals leach into the concrete which then starts to flake and pit exposing the reinforcing bar. Once the reinforcing bar is exposed the deterioration accelerates as it rusts and swells causing the concrete to crumble. Pictures of the damage are below:



The repair will include the removal of all loose material, sealing appropriate areas with epoxy paint, and applying patch material to the entire surface.

The concrete slab on the southeast corner of the parking lot was damaged initially when a patron knocked one of the low parking lot lights over with his/her vehicle. The damage was found after the fact. Once we removed the damaged light, we found that the electrical box beneath the light was also damaged and had to be replaced. We attempted to repair the affected area and found that no contractor was willing to just patch in around the box but rather replace the sidewalk surround it adjacent to the parking lot. Pictures of the affected area are below:



We received three bids on the work as follows:

Contractor	Price
Charles McQuillan	\$9,100
J Gill & Company	\$9,100
IWS, Inc.	\$11,300

The related quotes follow this page.

We recommend that the contract be awarded to McQuillan because of the completeness of his bid and the fact that we have had good experience with this company in the past.

CONTRACT/PROPOSAL AGREEMENT

9/100

-Charles McQuillan-

1110 S. Second St.
Des Plaines, Illinois 60016
Phone: 847-823-2272 or 847-845-7841 E-Mail: mcqconcrete@aol.com

DATE: August 17, 2017

Charles McQuillan, hereinafter referred to as 'Contractor', hereby agrees to furnish to Niles Library (Dave Dabrowski) hereinafter referred to as 'Owner', the following services, labor and material to be performed and furnished on the Owner's premises at 6690 W. Oakton in the City of Niles and the state of Illinois.

To resurface section of foundation wall at the library entrance and remove and replace concrete slab area of the following dimensions and materials:

DIMENSIONS

1. RESURFACE WALL AREA DIMENSION: approx. 2'-4" X 108'-0".
2. NEW CONCRETE SLAB AREA DIMENSION: approx. 2'-0" X 55'-0" (Approx. 110 Square Feet)

MATERIALS for RESURFACING WALL

1. Wall will be bush hammered (cleared from loose debris), existing seams ground flat, existing steel ties (etc.) sealed with epoxy paint, wall will be pre-cleaned with appropriate concrete cleaners, "Ardex tilt wall" patch mix will be applied to entire wall area.

MATERIALS for NEW CONCRETE SLAB AREA

1. All new concrete work will be a minimum of approx. 4" to 5" thick of 6-bag (4,000 psi) super-structure low-chert ready-mix concrete. All new concrete work will be given light broom finish. New concrete will be reinforced with #4 rebar and polypropylene fiber and expansion (rubber type) joint where necessary. All job related debris will be hauled away by the contractor. Any fill needed (subgrade base) will be ca/6 recycled concrete.

NOTE

1. Owner to purchase and secure any necessary building permits (no engineering draws included).
2. Contractor will barricade and caution tape all work areas.

In consideration of the above set forth services, labor, and material, the Owner agrees to pay the Contractor for the said services, labor, and materials the sum of: **Nine-Thousand One-Hundred Dollars (\$ 9,100⁰⁰) payable as follows:**

The amount of: **Four-Thousand Five-Hundred Fifty Dollars (\$4,550⁰⁰) payable on starting day.**

The final payment amount of: **Four-Thousand Five-Hundred Fifty Dollars (\$4,550⁰⁰) payable on or within fifteen (15) final concrete placement day.**

The Contractor also covenants and agrees to furnish all services, materials, and labor in a good workmanlike manner.

The Owner further covenants and agrees as follows:

To pay for any and all extra labor and materials over and above the requirements of this contract furnished by the Contractor at the request of the Owner, provided all requests of Owner for extra labor and material to be furnished by the Contractor shall be reduced to writing and signed by the Contractor and the Owner. If there is more than one Owner, extras may be ordered and signed for by one of the Owners.

To supervise the location of the improvements contracted for, and assume all responsibility for the proper location thereof.

To provide at Owner's expense, all water and electric current required for the use of power tools for use in the construction work.

To assume all responsibility and liability that the improvements contracted for and the locations thereof conform to local building codes.

In the event of the Contractor's inability to complete the contract and the work herein contracted for due to a breach by the Owner or any act beyond the control of the Contractor, Owner agrees to pay to the Contractor the amount of the cost of labor and materials furnished by the Contractor and a reasonable amount for overhead and profit.

In the event that this contract is canceled by the Owner prior to the commencement of the work or in the event of a breach of any covenants by the Owner prior to the commencement of the work, Owner shall pay the Contractor a sum equal to ten percent (10%) of the contract price for liquidated damages and expenses.

Owner represents the ground to be clear and level and free from all obstructions and suitable for the erection of the improvement. In the event that it will be necessary to do grading or additional concrete work, then the Owner agrees to pay the Contractor an amount agreed upon in writing between the parties hereto as additional compensation for the grading or the removal of the obstructions.

ACCEPT FOR OWNER (Owner's Signature)

ACCEPT FOR CONTRACTOR (Contractor's Signature)

•PLEASE MAKE PAYMENT WITH CHECK PAYABLE TO: CHARLES McQUILLAN•

CUSTOMER: Niles Library (Dave Dabrowski) ADDRESS: 6690 W. Oakton, Niles, Illinois PHONE: 847-663-1234
e-mail: ddabrowski@nileslibrary.org

9/100.00



8150 W. 185th Street
Suite G
Tinley Park, IL 60487
P: 708.596.4455
F: 708.904.4175

www.jgillandcompany.com

June 9, 2017

Mr. Dave Dabrowski
Niles Public Library
6960 West Oakton Street
Niles, IL

Re: The Niles Public Library
Sidewalk & Foundation Wall Repair
6960 West Oakton Street

Dear Mr. Dabrowski:

J. Gill and Company (J Gill) proposes to furnish all labor, material, equipment and supervision necessary to repair the deteriorated concrete along the exposed foundation wall (located at the West and North side of the building) and replace sidewalk along the fence, for the total cost of **\$9,100.00**.

Our scope of work is as follows:

1. Mobilize to the work area.
2. Chip away and remove deteriorated concrete from wall and remove sidewalk concrete.
3. Remove corrosion from any exposed reinforcing steel, and coat with an epoxy based primer.
4. Drill, and epoxy in supplemental reinforcing dowels, as needed.
5. Frame and pour back concrete at deep patches and hand patch shallower ones.
6. Once cured, strip forms.
7. Apply a protective acrylic coating to exposed foundation wall. (color selected by owner from standard color range)
8. Clean-up area de-mobilize.

The new sidewalk along the fence will not have a color, but will be a standard concrete sidewalk mix.

If the above proposal meet with your approval, please sign, date and return to my attention. We thank you for the opportunity of providing you a proposal for this work. Please do not hesitate to contact me with any questions you may have. Thank you.

Sincerely,

Jim Bax
J. Gill and Company

Acceptance

Name: _____
Date: _____

11300.

IWS, Inc.

Injection & Waterproofing Systems, Inc.
232 South River Street
Aurora, IL 60506

(630) 892-9400

FAX (630) 892-0300

Niles-Maine District Library
6960 Oakton St.
Niles, IL 60714

Date August 17, 2017
Proposal No. 081717-B

ATTN: **Dave Dabrowski**
(847) 663-6440
FAX ddabrowski@nileslibrary.org

Niles-Maine District Library
NW Corner and SW Entrance Curb
Concrete Repairs

We hereby propose to furnish all materials and perform all labor necessary for the completion of the following:

At the SW entrance bumper curb, remove ~110 SF of 4" concrete infill sidewalk and prepare substrate as necessary. Install expansion joint material, anchors, and 4"x4" wire mesh. Place ready-mix concrete, score control joints as necessary, and broom finish. Perform clean up of work areas and associated debris.
Cost to Complete: Five Thousand Eight Hundred Dollars and 00/100 \$5,800.00

At the NW corner of the building, remove all loose concrete by chipping. Grind all fins and ridges flat and pressure blast ~300 SF of exposed concrete foundation wall to prepare substrate. Patch all prepared areas, including tie holes, using polymer modified repair mortar per manufacturers specifications. Upon cure of mortar repairs, install two (2) coats of Masterprotect HB400 (in color selected by others) to all prepared areas per manufacturers specifications. Perform clean up of work areas and associated debris.
Cost to Complete: Five Thousand Five Hundred Dollars and 00/100 \$5,500.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the work and completed in a substantial workmanlike manner for the sum of:

See Above Pricing Dollars (\$ **See Above**)

with payment to be made as follows: Draws or X Upon Completion.

Terms: **Net 30 Days**

Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work. Workmen's Compensation and Public Liability insurance on above work to be taken out by IWS, Inc.

Respectfully submitted by IWS, Inc.

Per Scott A. Fichtel
Scott A. Fichtel

Note - This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. IWS, Inc. is authorized to do the work as specified. Payment will be made as outlined above.

Accepted _____ Signature _____

Date _____ Signature _____

New Business—Recommended Actions

B. Recommended Action on Disposal of Property

MOVE the Library Board of Trustees adopt Ordinance 17-06, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles-Maine District Library and Authorizing Its Conveyance or Sale.

Memorandum B of Recommended Board Action

This is a motion to adopt Ordinance 17-06 which allows the Library District to dispose of 26 HP Laser Printers which are over 12 years old.

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, DIANNE OLSON, the duly qualified and acting Secretary of the Board of Library Trustees of the Niles-Maine District Library, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

“AN ORDINANCE DETERMINING PERSONAL PROPERTY
NO LONGER NECESSARY OR USEFUL TO THE NILES-MAINE DISTRICT LIBRARY
AND AUTHORIZING ITS CONVEYANCE OR SALE”

adopted at a meeting of the said Board of Library Trustees held on the 20th day of September, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of September, 2017.

Dianne Olson, Secretary
Board of Trustees of the
Niles-Maine District Library

ORDINANCE NO. 17-06

**AN ORDINANCE DETERMINING PERSONAL PROPERTY
NO LONGER NECESSARY OR USEFUL TO THE NILES PUBLIC
LIBRARY DISTRICT AND AUTHORIZING ITS CONVEYANCE OR SALE**

WHEREAS, the Board of Trustees of the Niles-Maine District Library, Cook County, Illinois, is the owner of the personal property described on Exhibit A attached hereto and incorporated herein by reference; and

WHEREAS, it is the opinion and finding of the Board of Trustees of the Niles-Maine District Library that said personal property described on Exhibit A has a unit value of \$1,000.00 or less and is no longer necessary or useful for Library District purposes and should be sold or otherwise disposed of; and

WHEREAS, it is the opinion and finding of the Board of Trustees of the Niles-Maine District Library that said personal property described on Exhibit B has a unit value between \$1,000 and \$2,500 and is no longer necessary or useful for Library District purposes and should be sold or otherwise disposed of; and

WHEREAS, the Board of Trustees of the Niles-Maine District Library, Cook County, Illinois, has authority pursuant to Sections 30-55.30 and 30-55.32 of the Illinois Library District Act (75 ILCS 16/30-55.30; 16/30-55.32) to sell or dispose of personal property no longer needed for Library District purposes; and

WHEREAS, the Board of Trustees has determined that it is in the Library District's best interest to sell or dispose of the personal property identified on Exhibit A.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Niles-Maine District Library, Cook County, Illinois, as follows:

SECTION 1: The above recitals are hereby incorporated into this section as fully as if they were set forth herein in their entirety.

SECTION 2: Pursuant to Sections 30-55.30 and 30-55.32 of the Illinois Library District Act, it is the opinion of and finding of the Board of Trustees of the Niles-Maine District Library that the personal property identified on Exhibit A now owned by the Niles-Maine District Library is no longer necessary or useful to said Library District, and its best interests will be served by the sale or disposal of such personal property.

SECTION 3: The Library Director or her designee is authorized and directed to dispose of

the personal property listed in Exhibit A by sale or otherwise if no offers are received. The Library Director is authorized to execute a bill of sale and any other documents necessary to dispose of the personal property.

SECTION 4: The property is to be sold and/or disposed of “as is” and without warranties. In particular, the Niles-Maine District Library makes no warranties or representations expressed or implied about the performance ability of the subject property, about its present state of repair, about its condition or maintenance, or its merchantability or fitness for a particular purpose. The Interim Library Director may require that the Buyer or transferee take ownership of the property upon execution of an “indemnification and hold harmless agreement” in substantially the same form as that attached as Exhibit B and if sold, upon payment of the full price of the personal property.

SECTION 5: This Ordinance shall be in full force and effect upon its adoption and publication as provided by law and shall supersede any ordinance or parts of ordinances in conflict with any part herein and any such ordinance or parts of ordinances are hereby repealed to the extent of the conflict.

SECTION 6: If any section, paragraph or provision of this Ordinance shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this Ordinance.

ADOPTED this 20th day of September, 2017, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Karen Dimond, President
Board of Trustees of the
Niles-Maine District Library

ATTEST:

Dianne Olson, Secretary
Board of Trustees of the
Niles-Maine District Library

Exhibit A – The property (valued at \$1,000 or Less) to be disposed of:

26 HP Laser printers with a present value of \$0.00 which are over 12 years

19	HP 1320 purchased for \$6,789
5	HP 2840 purchased for \$4,995
2	HP 2320 purchased for \$1,766
26	HP Printers in total \$13,550

The printers will be recycled responsibly meeting EPA requirements.

Exhibit B

**BILL OF SALE AND INDEMNIFICATION
AND HOLD HARMLESS AGREEMENT**

_____ (the "Buyer") agrees to the following condition in consideration of the Niles-Maine District Library's sale of property described as follows:

Description:

The Buyer agrees that all understandings and agreements heretofore had between the parties to this agreement are merged in this agreement, which alone fully and completely express this agreement.

The Buyer acknowledges and agrees that the property is being sold or otherwise transferred and that the Buyer receives the property "AS IS" with no express or implied representations or warranties of any kind being made with regard to the property or the matters relating thereto. All warranties with respect to the property are hereby disclaimed. In particular, THE NILES-MAINE DISTRICT LIBRARY MAKES NO WARRANTIES OR REPRESENTATION EXPRESSED OR IMPLIED ABOUT THE PERFORMANCE ABILITY OF THE SUBJECT ITEM OR ITEMS, ABOUT ITS PRESENT STATE OF REPAIR, ABOUT ITS CONDITION OR MAINTENANCE, OR ITS MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Any risks and responsibility relating to the Property are assumed by the Buyer and disclaimed by the Seller. The Buyer shall take all necessary actions and bear all expenses and liability associated with making the Property suitable for Buyer's intended use(s).

Further, the Buyer agrees to indemnify and hold harmless the Niles-Maine District Library against any and all judgments, decrees, costs, expenses (including reasonable attorney's fees) or any loss the Niles-Maine District Library might sustain by reason of the transfer or sale of the subject property by the Buyer to any other.

Agreed to this 20th day of September, 2017.

Susan Lempke
Library Director
Niles-Maine District Library

Buyer

Attest: _____