



Niles-Maine District Library

Regular Meeting

Wednesday, December 13, 2017 7:00 PM



**NILES-MAINE DISTRICT LIBRARY
REGULAR MEETING AGENDA
December 13, 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 Minutes of November 15, 2017 4
4. Public Comments
5. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve payment of the bills for operating expenses of \$197,150.50, Special IMRF Payment of \$532,000.00, Payroll Expense of \$281,978.86, Special Reserve Expense of \$1,805.67 for a total monthly expense of \$1,012,935.03 14
6. Director's Report
 - A. Highlights 27
 - B. Monthly Statistics 38
7. Communications 42
8. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
9. New Business
 - A. Approve Resolution 17-04 approving and adopting a revised Anti-Harassment and Non-Discrimination Policy 46
10. Unfinished Business
 - A. Discussion of Budgeting Process
11. Executive Session
 - A. Discussion of Minutes of Closed Session Meetings
12. Final Action, if any, on closed session minutes
13. Other

Board Meeting Agenda - December 13, 2017

14. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
November 15, 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, Dianne Olson, Patti Rozanski, Linda Ryan, Tim Spadoni. Dennis Martin gave previous notice.

Library Staff Present

Susan Lempke-Library Director; Greg Pritz, Assistant Director and Business Manager; Cyndi Rademacher-Assistant Director; Diane Winberg, Administrative Assistant; Arianne Carey, Youth Services Supervisor; Dave Dabrowski, Maintenance Services Supervisor; Victoria Luz, Technical Services Supervisor; Suzy Wulf, Digital Services Supervisor

Others Present

Niles Residents: Joe Makula, Jack Mannix, Nico Mirabelli, Steven Yasell; Judy Walther, McClure, Interra & Company

Call to Order

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

Pledge of Allegiance

President Dimond led the Pledge of Allegiance.

Roll Call

The roll was taken by Ms. Winberg.

Library Audit

Ms. Walther presented the Library's audit for the year ended June 30, 2017. The Library's financial statements were given an "unmodified opinion."

Approval of Minutes

Trustee Rozanski MOVED the Library Board of Trustees approve the revised Minutes of the Regular Board Meeting of October 18, 2017. Trustee Ryan seconded.

President Dimond went over the revision that was made by the Library's Attorney to the Review of Policy 3.11, Unattended Children on Page 7 of the original Minutes.

Trustee Drblik asked that the budget years on page 8 under "Other" be corrected to read 2018/2019.

President Dimond asked whether the movant accepted the change to the original motion to approve the amended change as noted on Page 7. Trustee Rozanski said yes.

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

The correction was noted and made to Page 8 of the Minutes.

Public Comment

President Dimond invited those who signed in to speak.

Mr. Joe Makula addressed the library's automatic renewal system which he feels inflates circulation numbers. "Like fake news, we're getting fake numbers." President Dimond took this opportunity to explain that this is a service that the Library provides for the people who may not be able return materials when they are due, but if the item has a hold on it, it is not automatically renewed. He addressed the cost of circulating videos by the Library, calculating that with one million circulations and a six-million-dollar budget for the library that it cost \$6.00 per circulation.

Mr. Steven Yesell addressed the Friends of the Library meeting which he attended and the funds which the Friends claim that they did not receive. He would like to see more communication between the Friends and the Library Board. The Friends and the Library Board need to be a better team. He addressed the cost of \$173,000 spent by the Library for LinkedIn as recorded in the Library's check register. Ms. Lempke clarified that the Library paid \$13,000 to LinkedIn for Lynda.com and that the running total for all of the bills paid was \$173,000. Mr. Yesell suggested that the Library purchase used materials for circulation.

Treasurer's Report

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

Payment of the Bills

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$284,706.90, payroll expenses of \$302,862.81, Special Reserve Expenses of \$5,222.82 for a total monthly expense of \$592,792.53. Trustee Ryan seconded.

Trustee Spadoni referred to last month's vote where a couple of trustees voted against payment of the bills. He was wondering what would happen if all of the trustees voted against paying the bills. Mr. Pritz responded that in the short term vendors would stop supplying the library with products. In the longer term we would have trouble engaging new vendors because it would become apparent that we weren't paying our bills. Depending on the amounts outstanding, the Library would go into a collection cycle which may or may not end up in the courts. This would also affect our payroll so we would lose all of our employees.

Trustee Drblik responded that she chooses to vote no because she did not approve the budget which she felt did not have a process to it at all.

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

Director's Report

- Ms. Lempke talked on the three events which were held recently and all of the fantastic work that went into these super events—The Volunteer Luncheon, The 9th Annual Veterans' History Project Breakfast, and the 2nd annual Maker Fest. She mentioned the Library had hosted an author's talk and book signing and that the Battle of the Books has started, once again. "I have the best staff. They do such a wonderful job in putting things together." Trustee Dimond suggested that the Board be given a chance to hear some of the more interesting clips from the veteran interviews.
- Ms. Lempke referred to Mr. Pritz's written report on the sales tax owed on the money generated from the continuous book sale.
- Ms. Lempke asked the Trustees to start thinking about whether they'd like to attend the PLA Conference which will be held in March in Philadelphia.
- Each of the Trustees received a copy of *Trustee Facts File* at their place. A requirement of the Per Capita Grant is for the Trustees to read the first five chapters of the book. Ms. Lempke asked that they let her know when they have done so. Another requirement of the Per Capita Grant is that a webinar or any other online resource be watched on safety in libraries. Ms. Lempke reported that she did watch a very interesting webinar, *Trends in Safety and Security in Libraries*, and she will send the link to the Trustees so that they may watch it.
- Ms. Lempke reported that Mr. Makula's FOIA requests are burdensome. She received 5 requests in one day. She showed the Trustees the amount of paper it took to compile the information he

Regular Board Meeting – November 15, 2017

requested. It took a great deal of staff time to go through their emails and to pull all of the emails that pertained to school visits. Ms. Lempke then had to go through the emails to remove any teacher card information and telephone numbers. Many of the emails were just confirmations of school visits and time. The staff time came to a total of \$831.00 to compile this information which cannot be charged for in a FOIA request. Ms. Lempke wanted to share her frustration with the Board and encouraged Mr. Makula to please call her on the phone and that she will be more than happy to answer his questions.

- Ms. Lempke presented the Board with a quick quarterly update on the Strategic Plan.

Communications

They were included in the Board packet.

Liaison Reports

Friends of the Library

Ms. Drblik reported the Friends held their November monthly meeting where discussion was held on the taxes that the Library had to pay on the money from the book sales from July 2015. The Friends were provided with information regarding the taxes they will owe on the money earned prior to 2015. Further discussion will be held at the January meeting so that a decision can be made on how to move forward. Mr. Spadoni added that discussion was held by the Friends on trying to have the Library be accountable for the taxes that are due.

Legislative

Ms. Lempke reported that that Illinois House passed a property tax freeze, but that the Senate was late with their vote. It is dead for now.

RAILS

There was no report.

Secretary's Report

Secretary Olson reported that a certified copy of Ordinance 17-07, an Ordinance Levying and Assessing Taxes of Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018, along with a certified copy of the Truth in Taxation Certificate of Compliance, was mailed to the Cook County Clerk on October 19, 2017.

New Business

Resolution 17-02

Trustee Rozanski MOVED the Library Board of Trustees adopt Resolution 17-02, a Resolution to Make Additional Employer Contributions which transfers \$532,000 to the Illinois Municipal Retirement Fund. Trustee Ryan seconded.

Trustee Drblik asked that the motion be a little more detailed so it includes that the transfer of money is for the unfunded liability for the calendar year 2016 as stated in last month's minutes by Mr. Pritz. President Dimond asked whether the movant accepted the amendment to the motion. Trustee Rozanski said yes.

The motion was amended to read Adopt Resolution 17-02, a Resolution to Make Additional Employer Contributions which transfers \$532,00, the unfunded liability for the calendar year 2016, to the Illinois Municipal Retirement Fund.

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

Resolution 17-03

Trustee Ryan MOVED the Library Board of Trustees adopt Resolution 17-03, a Resolution to Cast a Ballot in the 2017 IMRF Executive Trustee Election in favor of Tom Kuehne. Trustee Rozanski seconded.

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

Discuss/Approve Ordinance 17-08

The Public Library Association Conference falls during the third week of March 2018 which staff and Board members may wish to attend. It was suggested to consider moving the March Board meeting up one week to Wednesday, March 14, 2018. The Board agreed to this change. The parking issue during the Battle of the Books was brought up. It was suggested that the Board meeting be held on a different night of the week during the Battle. Ms. Lempke said that it can be addressed when the schedule of Board meetings is being set for 2018/2019, and in the meantime, the Library would reserve spaces for the Board.

Trustee Spadoni MOVED the Library Board of Trustees approve Ordinance 17-08, an Ordinance Modifying Ordinance 17-03, an Ordinance Setting the Schedule of Meetings of the Board of Library Trustees of the Niles-Maine District Library for the Fiscal Year Commencing July 1, 2017 and Ending June 30, 2018 and that the date of the December Board Meeting be corrected to read December 13 as approved for the schedule of meetings set forth in Ordinance 17-03. Trustee Rozanski seconded.

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

Budget Planning Discussion

Ms. Lempke and Mr. Pritz outlined the steps they take in preparing the annual budget, and indicated that they make every attempt to give the Board all of the information they need to make a decision. Trustee Drblik said that there is no budgeting process, and that the Board should be given departmental budget requests with performance measures in writing. She suggested that the Library's budget documents should mirror the Village's. President Dimond asked Trustee Drblik to provide the Board with examples of her ideas on the right way of preparing a budget process along with examples of what other government bodies do in preparing their budgets, for the December meeting, and she agreed. Trustee Ryan added that, as written in the Illinois Public Library Trustee Manual, a library's budget should always reflect the mission of the library and that the budget should be shaped by the library's strategic plan.

Unfinished Business

Trustee Rozanski MOVED the Library Board of the Trustees approve revision of Administrative Policy 3.11, Unattended Children. Trustee Ryan seconded.

Changes were recommended by Library Attorney Dennis Walsh to stress the parents' responsibility.

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

Other

The Board referred to a letter which they all received addressed to them at the Library regarding the annexation by the City of Des Plaines of unincorporated Des Plaines which are part of the Library District. Ms. Lempke was not aware of this letter. President Dimond asked that the Library's attorney be contacted regarding this matter and whether an objection should be filed and to estimate what our tax losses would be if these parcels were to be annexed by the city of Des Plaines.

As an FYI, the Board was given copies of a calendar with legal deadlines as provided by Klein, Thorpe, & Jenkins.

Adjournment

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

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

The meeting adjourned at 9:20 PM.

President

Secretary

Niles-Maine District Library

Balance Sheet

November 30, 2017

	GENERAL FUND 11/30/2017	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,047,946)	\$12,268	\$1,502,461	\$466,782
Investments	\$8,189,741			\$8,189,741
Total Cash and Investments	\$7,141,794	\$12,268	\$1,502,461	\$8,656,523
Receivables				
Property Tax Receivable, net	\$2,882,651	\$136,615		\$3,019,267
Replacement Tax Receivable	\$23,481			\$23,481
Total Receivables	\$2,906,133	\$136,615	\$0	\$3,042,748
Prepaid Items				
Prepaid Expense	\$150			\$150
Total Prepaid Items	\$150	\$0	\$0	\$150
Total Assets	\$10,048,077	\$148,883	\$1,502,461	\$11,699,421
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$356,153	\$43,079	\$7,029	\$406,260
Other Liabilities	\$12,136			\$12,136
Deferred Revenues	\$2,973,353	\$140,428		\$3,113,780
Total Liabilities	\$3,341,642	\$183,507	\$7,029	\$3,532,177
Fund Balance				
Fund Balance	\$6,706,436	(\$34,624)	\$1,495,432	\$8,167,244
Total Fund Balance	\$6,706,436	(\$34,624)	\$1,495,432	\$8,167,244
Total Liabilities and Fund Balance	\$10,048,077	\$148,883	\$1,502,461	\$11,699,421

Niles-Maine District Library

Income Statement-Consolidated

November 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$14,104	\$20,000	(\$5,896)	\$3,020,822	\$3,144,883	(\$124,061)	\$6,718,474	45%
Replacement Taxes				\$40,594	\$68,150	(\$27,556)	\$145,000	28%
Per Capita Grant							\$44,478	
Grants-Other		\$83	(\$83)		\$417	(\$417)	\$1,000	
Investment Income	\$13,992	\$6,667	\$7,325	\$36,387	\$33,333	\$3,054	\$80,000	45%
Fines	\$2,582	\$2,083	\$498	\$12,955	\$10,417	\$2,538	\$25,000	52%
Lost Books	\$527	\$625	(\$98)	\$4,844	\$3,125	\$1,719	\$7,500	65%
Pay For Print	\$2,144	\$2,083	\$61	\$9,127	\$10,417	(\$1,290)	\$25,000	37%
Book Sale	\$727	\$1,333	(\$607)	\$2,973	\$6,667	(\$3,694)	\$16,000	19%
Passports		\$2,083	(\$2,083)		\$10,417	(\$10,417)	\$25,000	
Flash Drive & Ear Bud Sales	\$1		\$1	\$17		\$17		
Commissions & Fees	(\$2)		(\$2)	\$31		\$31		
Donations	\$6		\$6	\$8		\$8		
Miscellaneous	(\$35)	\$113	(\$147)	\$733	\$563	\$171	\$1,350	54%
Total Revenues	\$34,046	\$35,071	(\$1,025)	\$3,128,491	\$3,288,387	(\$159,896)	\$7,088,802	44%
Expenditures								
Salaries								
Library Director	\$10,933	\$10,827	(\$107)	\$53,867	\$54,133	\$266	\$129,919	41%
Payroll-Department Managers	\$15,385	\$14,792	(\$594)	\$73,756	\$73,958	\$202	\$177,499	42%
Payroll-Division Supervisors	\$37,199	\$37,599	\$400	\$185,876	\$187,994	\$2,118	\$451,186	41%
Payroll-Librarian I	\$102,868	\$106,710	\$3,842	\$493,907	\$533,548	\$39,641	\$1,280,515	39%
Payroll-Library Grade V	\$64,460	\$64,108	(\$352)	\$324,398	\$320,542	(\$3,856)	\$769,300	42%
Payroll-Library Grade VI	\$34,945	\$29,479	(\$5,466)	\$146,392	\$147,395	\$1,003	\$353,748	41%
Payroll-Library Pages	\$9,817	\$10,963	\$1,146	\$22,140	\$54,817	\$32,677	\$131,561	17%
Payroll-Sundays	\$7,423	\$6,667	(\$757)	\$40,084	\$33,333	(\$6,751)	\$80,000	50%
Adjustments		\$833	\$833	\$3,121	\$4,167	\$1,046	\$10,000	31%
Substitutes	\$907	\$1,250	\$343	\$5,296	\$6,250	\$954	\$15,000	35%
Total Salaries	\$283,938	\$283,227	(\$711)	\$1,348,836	\$1,416,137	\$67,300	\$3,398,728	40%

Niles-Maine District Library
Income Statement-Consolidated

November 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$15,201	\$14,833	(\$368)	\$75,075	\$74,167	(\$908)	\$178,000	42%
Books-Youth Services	\$5,120	\$6,667	\$1,546	\$26,533	\$33,333	\$6,801	\$80,000	33%
Books-Teen	\$1,213	\$1,271	\$58	\$5,664	\$6,354	\$690	\$15,250	37%
Downloadables	\$3,157	\$5,000	\$1,843	\$36,226	\$25,000	(\$11,226)	\$60,000	60%
Periodicals	\$94	\$2,742	\$2,647	\$13,623	\$13,708	\$86	\$32,900	41%
AV-Adult	\$4,088	\$10,417	\$6,329	\$39,781	\$52,083	\$12,302	\$125,000	32%
AV-Youth Services	\$1,357	\$3,467	\$2,110	\$16,481	\$17,333	\$852	\$41,600	40%
AV-Teen	\$922	\$979	\$57	\$3,389	\$4,896	\$1,507	\$11,750	29%
Online Databases	\$1,119	\$17,917	\$16,798	\$148,382	\$89,583	(\$58,799)	\$215,000	69%
Total Library Materials	\$32,273	\$63,292	\$31,019	\$365,154	\$316,458	(\$48,695)	\$759,500	48%
Library Operating Expenditures								
CCS Charges	\$6,516	\$6,522	\$7	\$32,578	\$32,612	\$34	\$78,269	42%
Processing & Supplies	\$7,220	\$2,083	(\$5,136)	\$25,091	\$10,417	(\$14,674)	\$25,000	100%
Internet Charges	(\$14,246)	\$1,533	\$15,779	(\$9,404)	\$7,667	\$17,070	\$18,400	(51)%
Software, Licenses	\$4,689	\$4,844	\$154	\$11,168	\$36,718	\$25,550	\$70,623	16%
Printing	\$1,265	\$4,408	\$3,144	\$10,236	\$19,242	\$9,005	\$45,200	23%
Library Supplies	(\$45)	\$692	\$737	\$721	\$3,458	\$2,738	\$8,300	9%
Programming & Support-Adult	\$3,889	\$2,953	(\$936)	\$18,935	\$14,767	(\$4,168)	\$35,440	53%
Programming & Support-Juvenile	\$3,024	\$3,327	\$303	\$16,986	\$16,635	(\$350)	\$39,925	43%
Programming & Support-Events	\$949	\$2,800	\$1,851	\$2,088	\$6,000	\$3,912	\$11,600	18%
Programming & Support-Teen	\$419	\$706	\$287	\$2,761	\$3,531	\$770	\$8,475	33%
Public Performing Rights				\$1,281	\$1,400	\$119	\$1,400	91%
Computer Charges OCLC	\$1,091	\$1,091		\$5,455	\$5,455	\$0	\$13,093	42%
Miscellaneous		\$83	\$83	\$819	\$417	(\$402)	\$1,000	82%
Per Capita Grant Expenditures	\$107	\$3,706	\$3,600	\$2,541	\$18,532	\$15,992	\$44,478	6%
Grant - Other Expenditures		\$83	\$83	\$750	\$417	(\$333)	\$1,000	75%
Volunteers		\$245	\$245	\$752	\$1,224	\$472	\$2,938	26%
Total Library Operating Expenditures	\$14,878	\$35,078	\$20,200	\$122,758	\$178,492	\$55,734	\$405,141	30%

Niles-Maine District Library
Income Statement-Consolidated

November 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,025	\$2,667	\$1,642	\$10,492	\$13,333	\$2,841	\$32,000	33%
Copiers	\$550	\$1,000	\$450	\$3,430	\$5,000	\$1,570	\$12,000	29%
Professional Development	\$853	\$3,915	\$3,062	\$10,653	\$19,576	\$8,923	\$46,982	23%
Mileage	\$240	\$296	\$56	\$1,071	\$1,479	\$408	\$3,550	30%
Professional Collection	\$253	\$300	\$48	\$402	\$1,500	\$1,098	\$3,600	11%
Legal Fees	\$3,307	\$1,000	(\$2,307)	\$4,199	\$5,000	\$801	\$12,000	35%
Consultants	\$1,643	\$2,250	\$608	\$3,200	\$11,250	\$8,050	\$27,000	12%
Kitchen Supplies		\$83	\$83	\$234	\$417	\$183	\$1,000	23%
Promotional Expense	\$1,788	\$2,500	\$712	\$8,775	\$12,500	\$3,724	\$30,000	29%
Office Supplies	\$3,285	\$1,500	(\$1,785)	\$12,399	\$7,500	(\$4,899)	\$18,000	69%
Postage & Freight	\$788	\$1,500	\$712	\$8,448	\$7,500	(\$948)	\$18,000	47%
Publication of Notices-Legal		\$100	\$100	\$483	\$500	\$17	\$1,200	40%
Subscriptions & Dues	\$1,271	\$705	(\$566)	\$3,469	\$3,527	\$58	\$8,465	41%
Collection Services	\$83	\$83	\$0	\$1,048	\$417	(\$632)	\$1,000	105%
Telephone	\$1,475	\$1,375	(\$100)	\$7,065	\$6,875	(\$190)	\$16,500	43%
Trustee Expense	\$290	\$500	\$210	\$321	\$2,500	\$2,179	\$6,000	5%
Payroll Service	\$1,206	\$1,375	\$169	\$6,033	\$6,875	\$842	\$16,500	37%
Bank Fees	\$173	\$208	\$35	(\$2,441)	\$1,042	\$3,482	\$2,500	(98)%
Parking Lease	\$881	\$881		\$4,405	\$4,405	\$0	\$10,572	42%
Total General and Administration	\$19,111	\$22,239	\$3,128	\$83,686	\$111,195	\$27,509	\$266,869	31%
Vehicle Operation								
Gas, Oil, Grease	\$39	\$83	\$44	\$178	\$417	\$238	\$1,000	18%
Repairs & Maintenance		\$150	\$150		\$750	\$750	\$1,800	
Miscellaneous		\$8	\$8		\$42	\$42	\$100	
Auto Insurance				\$1,586	\$1,586		\$1,586	100%
Total Vehicle Operation	\$39	\$242	\$203	\$1,764	\$2,794	\$1,030	\$4,486	39%

Niles-Maine District Library
Income Statement-Consolidated

November 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$551,973	\$19,583	(\$532,390)	\$631,703	\$97,917	(\$533,786)	\$735,000	86%
Group Health	\$38,404	\$44,167	\$5,763	\$204,714	\$220,833	\$16,119	\$530,000	39%
Health Reimbursement Account	\$950	\$5,500	\$4,550	\$19,012	\$27,500	\$8,488	\$66,000	29%
Dental	\$2,529	\$1,667	(\$862)	\$9,578	\$8,333	(\$1,245)	\$20,000	48%
Vision	\$554	\$583	\$29	\$2,837	\$2,917	\$79	\$7,000	41%
FSA fee	\$60	\$100	\$40	\$600	\$500	(\$100)	\$1,200	50%
Life, LTD, AD&D, STD	\$1,102	\$1,500	\$398	\$5,434	\$7,500	\$2,066	\$18,000	30%
Total Employee Fringe Benefits	\$595,572	\$73,100	(\$522,472)	\$873,878	\$365,500	(\$508,378)	\$1,377,200	63%
Utilities								
Gas	\$678	\$1,250	\$572	\$1,291	\$6,250	\$4,959	\$15,000	9%
Electric	\$5,072	\$8,333	\$3,262	\$38,932	\$41,667	\$2,735	\$100,000	39%
Water	\$883	\$667	(\$216)	\$5,554	\$3,333	(\$2,221)	\$8,000	69%
Total Utilities	\$6,633	\$10,250	\$3,617	\$45,777	\$51,250	\$5,473	\$123,000	37%
Capital Expenditures								
Special Reserve - Building		\$35,667	\$35,667	\$16,135	\$178,333	\$162,198	\$428,000	4%
Special Reserve - Equipment	\$1,806	\$10,000	\$8,194	\$8,421	\$50,000	\$41,579	\$120,000	7%
Total Capital Expenditures	\$1,806	\$45,667	\$43,861	\$24,556	\$228,333	\$203,778	\$548,000	4%
Audit								
Audit Expense	\$4,300		(\$4,300)	\$14,300	\$16,400	\$2,100	\$16,400	87%
Total Audit Expenditures	\$4,300	\$0	(\$4,300)	\$14,300	\$16,400	\$2,100	\$16,400	87%
Liability Insurance								
Liability Insurance				\$29,868	\$29,868		\$29,868	100%
Total Liability Expenditures	\$0	\$0	\$0	\$29,868	\$29,868	\$0	\$29,868	100%

Niles-Maine District Library
Income Statement-Consolidated

November 30, 2017

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$21,078	\$20,833	(\$244)	\$102,224	\$104,167	\$1,943	\$250,000	41%
Total Social Security Expenditures	\$21,078	\$20,833	(\$244)	\$102,224	\$104,167	\$1,943	\$250,000	41%
Workers' Compensation								
Workers' Compensation				\$26,011	\$27,489	\$1,478	\$27,489	95%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$26,011	\$27,489	\$1,478	\$27,489	95%
Unemployment Compensation								
Unemployment Compensation	\$619	\$1,667	\$1,047	\$4,037	\$8,333	\$4,297	\$20,000	20%
Total Unemployment Compensation Expenditures	\$619	\$1,667	\$1,047	\$4,037	\$8,333	\$4,297	\$20,000	20%
Building & Equipment Maintenance								
Repairs & Improvements	\$5,463	\$4,667	(\$796)	\$35,805	\$23,333	(\$12,472)	\$56,000	64%
Contractual Maintenance	\$2,109	\$2,975	\$866	\$16,837	\$14,875	(\$1,962)	\$35,700	47%
Non-Contractual Maintenance	\$2,900	\$3,220	\$320	\$12,972	\$16,100	\$3,128	\$38,640	34%
Equipment Maintenance	\$2,994	\$1,750	(\$1,244)	\$10,056	\$8,750	(\$1,306)	\$21,000	48%
Non Capital Expenses		\$2,083	\$2,083	\$2,488	\$10,417	\$7,928	\$25,000	10%
Furniture & Fixtures	\$165	\$2,979	\$2,814	\$4,874	\$14,893	\$10,019	\$35,743	14%
Total Building & Equipment Maintenance Expenditures	\$13,631	\$17,674	\$4,043	\$83,032	\$88,368	\$5,336	\$212,083	39%
Total Expenditures	\$993,878	\$573,268	(\$420,609)	\$3,125,881	\$2,944,784	(\$181,097)	\$7,438,764	42%
NET SURPLUS/(DEFICIT)	(\$959,832)	(\$538,198)	(\$421,634)	\$2,610	\$343,603	(\$340,993)	(\$349,962)	(1)%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75710	Accounts Payable	Computer Check	12/13/2017	Abigail Jacobson	\$0.00	\$27.99	(\$27.99)	12/31/2017	Outstanding
75711	Accounts Payable	Computer Check	12/13/2017	AFLAC	\$0.00	\$339.04	(\$367.03)	12/31/2017	Outstanding
75712	Accounts Payable	Computer Check	12/13/2017	SYNCB/ AMAZON	\$0.00	\$405.54	(\$772.57)	12/31/2017	Outstanding
75713	Accounts Payable	Computer Check	12/13/2017	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$701.00	(\$1,473.57)	12/31/2017	Outstanding
75714	Accounts Payable	Computer Check	12/13/2017	ANDERSON LOCK	\$0.00	\$564.80	(\$2,038.37)	12/31/2017	Outstanding
75715	Accounts Payable	Computer Check	12/13/2017	ASSA ABLOY ENTRANCE SYSTEM	\$0.00	\$450.00	(\$2,488.37)	12/31/2017	Outstanding
75716	Accounts Payable	Computer Check	12/13/2017	AT&T	\$0.00	\$45.18	(\$2,533.55)	12/31/2017	Outstanding
75717	Accounts Payable	Computer Check	12/13/2017	AT&T	\$0.00	\$384.67	(\$2,918.22)	12/31/2017	Outstanding
75718	Accounts Payable	Computer Check	12/13/2017	AURORA SIGN COMPANY	\$0.00	\$3,550.00	(\$6,468.22)	12/31/2017	Outstanding
75719	Accounts Payable	Computer Check	12/13/2017	BAKER & TAYLOR ENTERTAINME	\$0.00	\$72.37	(\$6,540.59)	12/31/2017	Outstanding
75720	Accounts Payable	Computer Check	12/13/2017	BB HOLIDAY DECORATING	\$0.00	\$1,463.50	(\$8,004.09)	12/31/2017	Outstanding
75721	Accounts Payable	Computer Check	12/13/2017	Beth Wagner	\$0.00	\$450.00	(\$8,454.09)	12/31/2017	Outstanding
75722	Accounts Payable	Computer Check	12/13/2017	BIBLIOTHECA, LLC	\$0.00	\$7,830.00	(\$16,284.09)	12/31/2017	Outstanding
75723	Accounts Payable	Computer Check	12/13/2017	BLACKBAUD	\$0.00	\$2,999.39	(\$19,283.48)	12/31/2017	Outstanding
75724	Accounts Payable	Computer Check	12/13/2017	Donna Block	\$0.00	\$18.98	(\$19,302.46)	12/31/2017	Outstanding
75725	Accounts Payable	Computer Check	12/13/2017	BRODART CO.	\$0.00	\$102.00	(\$19,404.46)	12/31/2017	Outstanding
75726	Accounts Payable	Computer Check	12/13/2017	CALL ONE	\$0.00	\$1,241.81	(\$20,646.27)	12/31/2017	Outstanding
75727	Accounts Payable	Computer Check	12/13/2017	Catherine Szczepaniak	\$0.00	\$28.00	(\$20,674.27)	12/31/2017	Outstanding
75728	Accounts Payable	Computer Check	12/13/2017	CDW GOVERNMENT, INC.	\$0.00	\$1,805.67	(\$22,479.94)	12/31/2017	Outstanding
75729	Accounts Payable	Computer Check	12/13/2017	CENGAGE LEARNING, INC.	\$0.00	\$2,145.64	(\$24,625.58)	12/31/2017	Outstanding
75730	Accounts Payable	Computer Check	12/13/2017	CHICAGO JEWISH STAR	\$0.00	\$46.00	(\$24,671.58)	12/31/2017	Outstanding
75731	Accounts Payable	Computer Check	12/13/2017	Christine Thornton	\$0.00	\$300.00	(\$24,971.58)	12/31/2017	Outstanding
75732	Accounts Payable	Computer Check	12/13/2017	CINTAS CORPORATION LOC. 769	\$0.00	\$628.20	(\$25,599.78)	12/31/2017	Outstanding
75733	Accounts Payable	Computer Check	12/13/2017	COMED	\$0.00	\$5,071.56	(\$30,671.34)	12/31/2017	Outstanding
75734	Accounts Payable	Computer Check	12/13/2017	COMMUNICATION REVOLVING F	\$0.00	\$478.00	(\$31,149.34)	12/31/2017	Outstanding
75735	Accounts Payable	Computer Check	12/13/2017	COMPUTYPE, INC.	\$0.00	\$714.22	(\$31,863.56)	12/31/2017	Outstanding
75736	Accounts Payable	Computer Check	12/13/2017	COOPERATIVE COMPUTER SERV	\$0.00	\$7,606.72	(\$39,470.28)	12/31/2017	Outstanding
75737	Accounts Payable	Computer Check	12/13/2017	COVERALL NORTH AMERICA, IN	\$0.00	\$2,900.00	(\$42,370.28)	12/31/2017	Outstanding
75738	Accounts Payable	Computer Check	12/13/2017	CREATIVE PROMOTIONAL PROD	\$0.00	\$122.44	(\$42,492.72)	12/31/2017	Outstanding
75739	Accounts Payable	Computer Check	12/13/2017	CULVER SCHOOL	\$0.00	\$500.00	(\$42,992.72)	12/31/2017	Outstanding
75740	Accounts Payable	Computer Check	12/13/2017	CECILIA CYGNAR	\$0.00	\$22.29	(\$43,015.01)	12/31/2017	Outstanding
75741	Accounts Payable	Computer Check	12/13/2017	DAVID DABROWSKI	\$0.00	\$23.54	(\$43,038.55)	12/31/2017	Outstanding
75742	Accounts Payable	Computer Check	12/13/2017	DEMCO, INC.	\$0.00	\$1,235.57	(\$44,274.12)	12/31/2017	Outstanding
75743	Accounts Payable	Computer Check	12/13/2017	EASYPERMIT POSTAGE	\$0.00	\$562.47	(\$44,836.59)	12/31/2017	Outstanding
75744	Accounts Payable	Computer Check	12/13/2017	Educational Development Corporation	\$0.00	\$113.32	(\$44,949.91)	12/31/2017	Outstanding
75745	Accounts Payable	Computer Check	12/13/2017	Elizabeth M Thomas	\$0.00	\$20.98	(\$44,970.89)	12/31/2017	Outstanding
75746	Accounts Payable	Computer Check	12/13/2017	Eric Garneau	\$0.00	\$100.00	(\$45,070.89)	12/31/2017	Outstanding
75747	Accounts Payable	Computer Check	12/13/2017	FIFTH THIRD BANK	\$0.00	\$1,674.90	(\$46,745.79)	12/31/2017	Outstanding
75748	Accounts Payable	Computer Check	12/13/2017	FINDAWAY WORLD, LLC	\$0.00	\$359.93	(\$47,105.72)	12/31/2017	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75749	Accounts Payable	Computer Check	12/13/2017	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$47,501.72)	12/31/2017	Outstanding
75750	Accounts Payable	Computer Check	12/13/2017	Fun Express	\$0.00	\$190.91	(\$47,692.63)	12/31/2017	Outstanding
75751	Accounts Payable	Computer Check	12/13/2017	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,084.34	(\$48,776.97)	12/31/2017	Outstanding
75752	Accounts Payable	Computer Check	12/13/2017	GENESIS TECHNOLOGIES, INC.	\$0.00	\$2,657.47	(\$51,434.44)	12/31/2017	Outstanding
75753	Accounts Payable	Computer Check	12/13/2017	GLENCOE PUBLIC LIBRARY	\$0.00	\$19.00	(\$51,453.44)	12/31/2017	Outstanding
75754	Accounts Payable	Computer Check	12/13/2017	GLENVIEW PUBLIC LIBRARY	\$0.00	\$57.95	(\$51,511.39)	12/31/2017	Outstanding
75755	Accounts Payable	Computer Check	12/13/2017	DEBORAH GRAHAM	\$0.00	\$29.20	(\$51,540.59)	12/31/2017	Outstanding
75756	Accounts Payable	Computer Check	12/13/2017	GRAINGER	\$0.00	\$314.89	(\$51,855.48)	12/31/2017	Outstanding
75757	Accounts Payable	Computer Check	12/13/2017	GREY HOUSE PUBLISHING	\$0.00	\$252.50	(\$52,107.98)	12/31/2017	Outstanding
75758	Accounts Payable	Computer Check	12/13/2017	HEALTHCARE SERVICE CORPOR	\$0.00	\$44,913.03	(\$97,021.01)	12/31/2017	Outstanding
75759	Accounts Payable	Computer Check	12/13/2017	JAYNE D. HERRING	\$0.00	\$550.00	(\$97,571.01)	12/31/2017	Outstanding
75760	Accounts Payable	Computer Check	12/13/2017	INGRAM LIBRARY SERVICES	\$0.00	\$16,605.34	(\$114,176.35)	12/31/2017	Outstanding
75761	Accounts Payable	Computer Check	12/13/2017	June Skinner Sawyer	\$0.00	\$200.00	(\$114,376.35)	12/31/2017	Outstanding
75762	Accounts Payable	Computer Check	12/13/2017	JAMIE KING	\$0.00	\$72.01	(\$114,448.36)	12/31/2017	Outstanding
75763	Accounts Payable	Computer Check	12/13/2017	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$3,307.05	(\$117,755.41)	12/31/2017	Outstanding
75764	Accounts Payable	Computer Check	12/13/2017	KONICA MINOLTA BUSINESS SO	\$0.00	\$550.16	(\$118,305.57)	12/31/2017	Outstanding
75765	Accounts Payable	Computer Check	12/13/2017	KOREAN BOOKS	\$0.00	\$550.64	(\$118,856.21)	12/31/2017	Outstanding
75766	Accounts Payable	Computer Check	12/13/2017	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$119,006.21)	12/31/2017	Outstanding
75767	Accounts Payable	Computer Check	12/13/2017	KSIEGARNIA QUO VADIS	\$0.00	\$1,095.40	(\$120,101.61)	12/31/2017	Outstanding
75768	Accounts Payable	Computer Check	12/13/2017	LACONI, INC.	\$0.00	\$100.00	(\$120,201.61)	12/31/2017	Outstanding
75769	Accounts Payable	Computer Check	12/13/2017	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$466.00	(\$120,667.61)	12/31/2017	Outstanding
75770	Accounts Payable	Computer Check	12/13/2017	LexisNexis /Matthew Bender	\$0.00	\$191.46	(\$120,859.07)	12/31/2017	Outstanding
75771	Accounts Payable	Computer Check	12/13/2017	Max Grinnel	\$0.00	\$350.00	(\$121,209.07)	12/31/2017	Outstanding
75772	Accounts Payable	Computer Check	12/13/2017	MCCLURE INSERRA & COMPANY	\$0.00	\$4,300.00	(\$125,509.07)	12/31/2017	Outstanding
75773	Accounts Payable	Computer Check	12/13/2017	JUDITH MCNULTY	\$0.00	\$36.91	(\$125,545.98)	12/31/2017	Outstanding
75774	Accounts Payable	Computer Check	12/13/2017	MENARDS	\$0.00	\$224.71	(\$125,770.69)	12/31/2017	Outstanding
75775	Accounts Payable	Computer Check	12/13/2017	Michael Gershbein	\$0.00	\$200.00	(\$125,970.69)	12/31/2017	Outstanding
75776	Accounts Payable	Computer Check	12/13/2017	MICROSYSTEMS, INC.	\$0.00	\$378.07	(\$126,348.76)	12/31/2017	Outstanding
75777	Accounts Payable	Computer Check	12/13/2017	MIDWEST TAPE	\$0.00	\$4,805.14	(\$131,153.90)	12/31/2017	Outstanding
75778	Accounts Payable	Computer Check	12/13/2017	MARY MILLER	\$0.00	\$83.30	(\$131,237.20)	12/31/2017	Outstanding
75779	Accounts Payable	Computer Check	12/13/2017	MOUG	\$0.00	\$40.00	(\$131,277.20)	12/31/2017	Outstanding
75780	Accounts Payable	Computer Check	12/13/2017	MULTICULTURAL BOOKS & VID	\$0.00	\$674.98	(\$131,952.18)	12/31/2017	Outstanding
75781	Accounts Payable	Computer Check	12/13/2017	SARAH MUSKIVITCH	\$0.00	\$36.14	(\$131,988.32)	12/31/2017	Outstanding
75782	Accounts Payable	Computer Check	12/13/2017	Nelson School	\$0.00	\$500.00	(\$132,488.32)	12/31/2017	Outstanding
75783	Accounts Payable	Computer Check	12/13/2017	NICOR GAS	\$0.00	\$678.27	(\$133,166.59)	12/31/2017	Outstanding
75784	Accounts Payable	Computer Check	12/13/2017	NILES CHAMBER OF COMMERCE	\$0.00	\$210.00	(\$133,376.59)	12/31/2017	Outstanding
75785	Accounts Payable	Computer Check	12/13/2017	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$134,257.59)	12/31/2017	Outstanding
75786	Accounts Payable	Computer Check	12/13/2017	NOTARY PUBLIC ASSOCIATION O	\$0.00	\$69.00	(\$134,326.59)	12/31/2017	Outstanding
75787	Accounts Payable	Computer Check	12/13/2017	CORNELIUS M. O'SHEA	\$0.00	\$36.44	(\$134,363.03)	12/31/2017	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75788	Accounts Payable	Computer Check	12/13/2017	OMNIGRAPHICS, INC.	\$0.00	\$141.55	(\$134,504.58)	12/31/2017	Outstanding
75789	Accounts Payable	Computer Check	12/13/2017	MICHAELENE ORZECOWSKI	\$0.00	\$22.47	(\$134,527.05)	12/31/2017	Outstanding
75790	Accounts Payable	Computer Check	12/13/2017	OVERDRIVE, INC.	\$0.00	\$3,133.37	(\$137,660.42)	12/31/2017	Outstanding
75791	Accounts Payable	Computer Check	12/13/2017	PARK RIDGE PUBLIC LIBRARY	\$0.00	\$5.00	(\$137,665.42)	12/31/2017	Outstanding
75792	Accounts Payable	Computer Check	12/13/2017	PEAPOD	\$0.00	\$209.90	(\$137,875.32)	12/31/2017	Outstanding
75793	Accounts Payable	Computer Check	12/13/2017	PITNEY BOWES INC.	\$0.00	\$212.01	(\$138,087.33)	12/31/2017	Outstanding
75794	Accounts Payable	Computer Check	12/13/2017	PLIC - SBD GRAND ISLAND	\$0.00	\$1,101.54	(\$139,188.87)	12/31/2017	Outstanding
75795	Accounts Payable	Computer Check	12/13/2017	PowerHouse Unlimited Inc	\$0.00	\$93.15	(\$139,282.02)	12/31/2017	Outstanding
75796	Accounts Payable	Computer Check	12/13/2017	PRECISION PAGES INC.	\$0.00	\$1,642.50	(\$140,924.52)	12/31/2017	Outstanding
75797	Accounts Payable	Computer Check	12/13/2017	PROSPECT HEIGHTS PUBLIC LIB	\$0.00	\$34.99	(\$140,959.51)	12/31/2017	Outstanding
75798	Accounts Payable	Computer Check	12/13/2017	ROUND LAKE AREA LIBRARY	\$0.00	\$53.96	(\$141,013.47)	12/31/2017	Outstanding
75799	Accounts Payable	Computer Check	12/13/2017	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$141,563.47)	12/31/2017	Outstanding
75800	Accounts Payable	Computer Check	12/13/2017	Saint John Brebeuf School	\$0.00	\$500.00	(\$142,063.47)	12/31/2017	Outstanding
75801	Accounts Payable	Computer Check	12/13/2017	RUTH SCHUSTER	\$0.00	\$67.34	(\$142,130.81)	12/31/2017	Outstanding
75802	Accounts Payable	Computer Check	12/13/2017	Shari A Merrifield	\$0.00	\$8.99	(\$142,139.80)	12/31/2017	Outstanding
75803	Accounts Payable	Computer Check	12/13/2017	SHELL	\$0.00	\$38.91	(\$142,178.71)	12/31/2017	Outstanding
75804	Accounts Payable	Computer Check	12/13/2017	SMITHEREEN PEST MANAGEMEN	\$0.00	\$369.99	(\$142,548.70)	12/31/2017	Outstanding
75805	Accounts Payable	Computer Check	12/13/2017	SPOTLIGHT INC.	\$0.00	\$880.00	(\$143,428.70)	12/31/2017	Outstanding
75806	Accounts Payable	Computer Check	12/13/2017	STEINER ELECTRIC COMPANY	\$0.00	\$309.72	(\$143,738.42)	12/31/2017	Outstanding
75807	Accounts Payable	Computer Check	12/13/2017	STEVENSON SCHOOL	\$0.00	\$500.00	(\$144,238.42)	12/31/2017	Outstanding
75808	Accounts Payable	Computer Check	12/13/2017	SUPERIOR COPIES	\$0.00	\$391.95	(\$144,630.37)	12/31/2017	Outstanding
75809	Accounts Payable	Computer Check	12/13/2017	Susan M Wong	\$0.00	\$24.99	(\$144,655.36)	12/31/2017	Outstanding
75810	Accounts Payable	Computer Check	12/13/2017	STEPHEN M. SZABADOS	\$0.00	\$175.00	(\$144,830.36)	12/31/2017	Outstanding
75811	Accounts Payable	Computer Check	12/13/2017	THE SHAKESPEARE PROJECT OF C	\$0.00	\$850.00	(\$145,680.36)	12/31/2017	Outstanding
75812	Accounts Payable	Computer Check	12/13/2017	TYCO INTEGRATED SECURITY L	\$0.00	\$351.06	(\$146,031.42)	12/31/2017	Outstanding
75813	Accounts Payable	Computer Check	12/13/2017	ULINE	\$0.00	\$246.72	(\$146,278.14)	12/31/2017	Outstanding
75814	Accounts Payable	Computer Check	12/13/2017	UNIQUE MANAGEMENT SERVICE	\$0.00	\$143.20	(\$146,421.34)	12/31/2017	Outstanding
75815	Accounts Payable	Computer Check	12/13/2017	SASHA VASILIC	\$0.00	\$1,099.44	(\$147,520.78)	12/31/2017	Outstanding
75816	Accounts Payable	Computer Check	12/13/2017	VERIZON WIRELESS	\$0.00	\$188.23	(\$147,709.01)	12/31/2017	Outstanding
75817	Accounts Payable	Computer Check	12/13/2017	VILLAGE OF NILES	\$0.00	\$883.16	(\$148,592.17)	12/31/2017	Outstanding
75818	Accounts Payable	Computer Check	12/13/2017	VISA	\$0.00	\$4,337.89	(\$152,930.06)	12/31/2017	Outstanding
75819	Accounts Payable	Computer Check	12/13/2017	VISION SERVICE PLAN OF ILLINO	\$0.00	\$604.35	(\$153,534.41)	12/31/2017	Outstanding
75820	Accounts Payable	Computer Check	12/13/2017	VISOGRAPHIC	\$0.00	\$159.91	(\$153,694.32)	12/31/2017	Outstanding
75821	Accounts Payable	Computer Check	12/13/2017	Washington School	\$0.00	\$500.00	(\$154,194.32)	12/31/2017	Outstanding
75822	Accounts Payable	Computer Check	12/13/2017	WESTERN IRRIGATION, INC.	\$0.00	\$375.00	(\$154,569.32)	12/31/2017	Outstanding
75823	Accounts Payable	Computer Check	12/13/2017	WESTON WOODS STUDIOS	\$0.00	\$620.15	(\$155,189.47)	12/31/2017	Outstanding
75824	Accounts Payable	Computer Check	12/13/2017	WORLD BOOK, INC.	\$0.00	\$999.00	(\$156,188.47)	12/31/2017	Outstanding
75825	Accounts Payable	Computer Check	12/13/2017	SUZANNE WULF	\$0.00	\$9.29	(\$156,197.76)	12/31/2017	Outstanding

Niles-Maine District Library Bank Register Report - Checking

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

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$156,197.76)
Total Payments:	(\$156,197.76)
Total Change in Register Balance:	(\$156,197.76)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated December 13, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75710	\$27.99	Abigail Jacobson	\$27.99	Lost Book Refund: Item #31491009694021	01-3620-36-00	Lost Books
75711	\$339.04	AFLAC	\$339.04	EE Payments	01-2140-00-00	Payroll Clearing
75712	\$405.54	SYNCB/ AMAZON	\$106.68	PO.#82990 -113-0970903-7199421	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75712	\$405.54	SYNCB/ AMAZON	\$139.93	PO #82994 -113-8667628-101824	01-5470-54-09	Trustee Expense-Administrative Services
75712	\$405.54	SYNCB/ AMAZON	\$158.93	PO #82944 -111-09944305-4451447	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75713	\$701.00	AMERICAN LIBRARY ASSOCIATION	\$201.00	Membership Renewal - Donna Block	01-5461-54-02	Subscriptions & Dues-Youth Services
75713	\$701.00	AMERICAN LIBRARY ASSOCIATION	\$500.00	-- Membership renewal -Susan Lempke	01-5461-54-09	Subscriptions & Dues-Administrative Services
75714	\$564.80	ANDERSON LOCK	\$564.80	-- Keyless Entry Replacement	08-6710-67-00	Repairs & Improvements
75715	\$450.00	ASSA ABLOY ENTRANCE SYSTEMS US INC.	\$450.00	-- Annual Charge 2017~2018	08-6720-67-00	Contractual Maintenance
75716	\$45.18	AT&T	\$45.18	Monthly Services 1017 ~ 11/16/17	01-5465-54-09	Telephone-Administrative Services
75717	\$384.67	AT&T	\$384.67	-- Internet Connection	01-5312-53-06	Internet Charges-IT Services
75718	\$3,550.00	AURORA SIGN COMPANY	\$3,550.00	-- Upgrade Message Unit to Broadband	08-6710-67-00	Repairs & Improvements
75719	\$72.37	BAKER & TAYLOR ENTERTAINMENT	\$72.37	-- Materials	01-4414-44-00	Books-Youth Services
75720	\$1,463.50	BB HOLIDAY DECORATING	\$1,463.50	-- Holiday Decorating 2017 Final Payment	01-5456-54-09	Promotional Expense-Administrative Services
75721	\$450.00	Beth Wagner	\$450.00	Program: Sacles & Tales Traveling Zoo -01/14/2018	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75722	\$7,830.00	BIBLIOTHECA, LLC	\$4,836.00	Tech Processing Supplies	01-5311-53-04	Processing & Supplies-Tech Services
75722	\$7,830.00	BIBLIOTHECA, LLC	\$2,994.00	-- Annual Support & Maintenance 9/2017 ~ 8/2018	08-6740-67-00	Equipment Maintenance
75723	\$2,999.39	BLACKBAUD	\$2,999.39	-- FE NXT Pro 11/16/2017~11/15/2018 /1000022218	01-5313-53-09	Software, Licenses-Administrative Services
75724	\$18.98	Donna Block	\$18.98	EE Reimbursement- Escape Room Design	01-5326-53-02	Programming & Support-Teen-Youth Services
75725	\$102.00	BRODART CO.	\$102.00	Supplies	01-5311-53-04	Processing & Supplies-Tech Services
75726	\$1,241.81	CALL ONE	\$1,241.81	Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
75727	\$28.00	Catherine Szczepaniak	\$28.00	Lost Book Refund Item #31491012172817	01-3620-36-00	Lost Books
75728	\$1,805.67	CDW GOVERNMENT, INC.	\$405.67	APC Genuine Pepl Batt. Cart/ Batt SUA	40-5810-58-00	Special Reserve - Equipment
75728	\$1,805.67	CDW GOVERNMENT, INC.	\$1,400.00	-- AeroHive AP250	40-5810-58-00	Special Reserve - Equipment
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$129.55	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$239.16	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$128.95	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$164.19	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$92.96	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$27.19	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$28.79	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$26.99	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$741.00	-- Materials	01-4487-44-00	Online Databases
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$47.23	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$80.96	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$76.77	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$117.55	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$27.99	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$130.35	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$20.79	-- Materials	01-4413-44-00	Books-Adult
75729	\$2,145.64	CENGAGE LEARNING, INC.	\$65.22	-- Materials	01-4413-44-00	Books-Adult
75730	\$46.00	CHICAGO JEWISH STAR	\$46.00	Annual Renewal	01-4423-44-00	Periodicals
75731	\$300.00	Christine Thornton	\$300.00	-- Program -Valentine Cards 1/22/2018	01-5323-53-01	Programming & Support-Adult-Adult Services
75732	\$628.20	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance
75732	\$628.20	CINTAS CORPORATION LOC. 769	\$190.80	Mat Service	08-6720-67-00	Contractual Maintenance
75732	\$628.20	CINTAS CORPORATION LOC. 769	\$145.80	Mat Service	08-6720-67-00	Contractual Maintenance

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Check Detail and Account Distribution
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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75732	\$628.20	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
75733	\$5,071.56	COMED	\$5,071.56	10/05-11/03/2017 29 Days	01-5720-57-00	Electric
75734	\$478.00	COMMUNICATION REVOLVING FUND	\$478.00	Internet Connections	01-5312-53-06	Internet Charges-IT Services
75735	\$714.22	COMPUTYPE, INC.	\$714.22	-- Digital J0643	01-5311-53-04	Processing & Supplies-Tech Services
75736	\$7,606.72	COOPERATIVE COMPUTER SERVICE	\$1,091.07	OCLC JED Charge	01-5329-53-09	Computer Charges OCLC-Administrative Services
75736	\$7,606.72	COOPERATIVE COMPUTER SERVICE	\$6,515.65	CCS Membership Fee - November 2017	01-5310-53-09	CCS Charges-Administration
75737	\$2,900.00	COVERALL NORTH AMERICA, INC.	\$2,900.00	-- Monthly Service -November	08-6730-67-00	Non-Contractual Maintenance
75738	\$122.44	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$122.44	Heavy Cotton Tee-Sapphire	01-5325-53-03	Programming & Support-Events-Digital Services
75739	\$500.00	CULVER SCHOOL	\$500.00	-- Battle of the Books	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75740	\$22.29	CECILIA CYGNAR	\$7.95	EE Reimbursement - Bookbites	01-5323-53-01	Programming & Support-Adult-Adult Services
75740	\$22.29	CECILIA CYGNAR	\$14.34	-- EE Mileage Reimbursement -CCS Headquarters	01-5431-54-01	Mileage-Adult Services
75741	\$23.54	DAVID DABROWSKI	\$23.54	--Mileage Reimbursement - LFL	01-5431-54-05	Mileage-Maintenance Services
75742	\$1,235.57	DEMCO, INC.	\$1,235.57	-- PO 82983 Supplies	01-5311-53-04	Processing & Supplies-Tech Services
75743	\$562.47	EASYPERMIT POSTAGE	\$62.47	Postage Meter Fee	01-5458-54-09	Postage & Freight-Administrative Services
75743	\$562.47	EASYPERMIT POSTAGE	\$500.00	Replenish Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
75744	\$113.32	Educational Development Corporation	\$113.32	-- Materials	01-4414-44-00	Books-Youth Services
75745	\$20.98	Elizabeth M Thomas	\$14.99	Lost Book Refund: Item #31491011720236	01-3620-36-00	Lost Books
75745	\$20.98	Elizabeth M Thomas	\$5.99	Lost Book Refund: Item #31491011591926	01-3620-36-00	Lost Books
75746	\$100.00	Eric Garneau	\$100.00	Program: Super Smash Brothers Wii U Tournament	01-5326-53-02	Programming & Support-Teen-Youth Services
75747	\$1,674.90	FIFTH THIRD BANK	\$1,674.90	FSA Employee Payments	01-1125-00-00	Cash-Flexible Spending Account
75748	\$359.93	FINDAWAY WORLD, LLC	\$48.74	-- Materials	01-4434-44-00	AV-Youth Services
75748	\$359.93	FINDAWAY WORLD, LLC	\$311.19	-- Materials	01-4434-44-00	AV-Youth Services
75749	\$396.00	FLEXSOURCE, LLC	\$60.00	-- Monthly Fee	01-5633-56-00	FSA fee
75749	\$396.00	FLEXSOURCE, LLC	\$156.00	-- Monthly Fee	01-5625-56-00	Health Reimbursement Account
75749	\$396.00	FLEXSOURCE, LLC	\$180.00	-- Monthly Fee	01-5630-56-00	Dental
75750	\$190.91	Fun Express	\$159.75	--PO #82995 Holiday Picture Frame Magnets	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75750	\$190.91	Fun Express	\$31.16	-- PO #83001 Hanging Cellophane Peppermints	01-5456-54-07	Promotional Expense-Marketing & PR Services
75751	\$1,084.34	GARVEY'S OFFICE PRODUCTS	\$73.72	Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
75751	\$1,084.34	GARVEY'S OFFICE PRODUCTS	\$95.87	Supplies	01-5457-54-02	Office Supplies-Youth Services
75751	\$1,084.34	GARVEY'S OFFICE PRODUCTS	\$458.23	Supplies	01-5457-54-09	Office Supplies-Administrative Services
75751	\$1,084.34	GARVEY'S OFFICE PRODUCTS	\$456.52	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75752	\$2,657.47	GENESIS TECHNOLOGIES, INC.	\$2,657.47	--PO #82975Laser Jet Ink Cartridge	01-5457-54-06	Office Supplies-IT Services
75753	\$19.00	GLENCOE PUBLIC LIBRARY	\$19.00	--Item #31121002756192	01-3620-36-00	Lost Books
75754	\$57.95	GLENVIEW PUBLIC LIBRARY	\$57.95	Lost Book Refund: Item #31170007866100	01-3620-36-00	Lost Books
75755	\$29.20	DEBORAH GRAHAM	\$19.20	Frames	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75755	\$29.20	DEBORAH GRAHAM	\$10.00	Rebecca Caudill Registration	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75756	\$314.89	GRAINGER	\$314.89	AUTOMATIC FLUSH VALVES	01-5420-54-05	Janitorial Supplies-Maintenance Services
75757	\$252.50	GREY HOUSE PUBLISHING	\$252.50	-- Materials	01-5435-54-02	Professional Collection-Youth Services
75758	\$44,913.03	HEALTHCARE SERVICE CORPORATION	\$44,913.03	Group Medical Insurance - December 2017	01-5620-56-00	Group Health
75759	\$550.00	JAYNE D. HERRING	\$550.00	-- Program Glass Fusion Workshop	01-5323-53-03	Programming & Support-Adult-Digital Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$910.73	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$422.42	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$40.02	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$207.84	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$29.91	-- Materials	01-4414-44-00	Books-Youth Services

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$23.94	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$9.66	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$128.29	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$43.68	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$42.49	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$44.04	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$167.19	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$89.48	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$56.99	-- Materials	01-4435-44-00	AV-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$37.12	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$197.00	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$15.79	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$227.96	-- Materials	01-4435-44-00	AV-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$77.84	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$65.59	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$664.35	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$314.84	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$13.80	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$858.68	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$393.96	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$32.43	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$305.31	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$50.29	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$3.45	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$116.85	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$24.27	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$11.29	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$77.39	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$64.90	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$140.65	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$113.24	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$83.17	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$3.45	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$224.42	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$636.23	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$24.84	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$145.25	-- Materials	01-4413-44-00	Books-Adult

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$28.68	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$24.26	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$498.94	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$881.19	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$42.09	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$70.19	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$38.30	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$30.42	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$246.95	-- Materials	01-4435-44-00	AV-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$291.31	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$207.55	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$10.19	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$37.13	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$23.96	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$13.19	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$197.80	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$82.68	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$11.39	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$6.57	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$781.43	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$6.57	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$23.38	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$503.00	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$163.90	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$87.59	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$13.19	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$102.90	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$16.78	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$11.97	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$11.99	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$105.60	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$7.80	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$130.07	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$207.03	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$20.32	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$3.45	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$124.33	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$161.40	-- Materials	01-4413-44-00	Books-Adult

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$402.05	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$13.80	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$69.22	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$7.19	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$377.59	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$447.12	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$30.36	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$208.08	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$284.94	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$3.45	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$368.87	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$11.99	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$895.25	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$213.80	-- Materials	01-4414-44-00	Books-Youth Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$213.40	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$42.09	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$42.53	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$87.88	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$299.95	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$66.50	-- Materials	01-4413-44-00	Books-Adult
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$6.57	-- Materials	01-4415-44-00	Books-Teen
75760	\$16,605.34	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75761	\$200.00	June Skinner Sawyer	\$200.00	Program: Cabaret FAQ	01-5323-53-01	Programming & Support-Adult-Adult Services
75762	\$72.01	JAMIE KING	\$72.01	--EE Mileage Reimbursement - Polaris Training	01-5431-54-04	Mileage-Tech Services
75763	\$3,307.05	KLEIN, THORPE & JENKINS, LTD.	\$3,307.05	-- Misc Services	01-5450-54-09	Legal Fees-Administrative Services
75764	\$550.16	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$202.96	Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75764	\$550.16	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$189.06	Staff Copier/Printers Monthly Fee	01-5425-54-06	Copiers-IT Services
75764	\$550.16	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$158.14	Patron Copiers/Printers Monthly Fee	01-5425-54-06	Copiers-IT Services
75765	\$550.64	KOREAN BOOKS	\$242.82	-- Materials	01-4413-44-00	Books-Adult
75765	\$550.64	KOREAN BOOKS	\$307.82	-- Materials	01-4413-44-00	Books-Adult
75766	\$150.00	BERNADETТА KORYCIARZ	\$150.00	Presenter: Kidsspace -Stories/Songs/Crafts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75767	\$1,095.40	KSIEGARNIA QUO VADIS	\$1,095.40	-- Materials	01-4413-44-00	Books-Adult
75768	\$100.00	LACONI, INC.	\$100.00	Annual Membership Jan ~ Dec 2018	01-5461-54-09	Subscriptions & Dues-Administrative Services
75769	\$466.00	LAUBE IMAGING PRODUCTS, INC.	\$466.00	Printing Supplies	01-5320-53-07	Printing-Marketing & PR Services
75770	\$191.46	LexisNexis /Matthew Bender	\$191.46	-- Materials	01-4413-44-00	Books-Adult
75771	\$350.00	Max Grinnel	\$350.00	Program- 21 (Almost) Free Things to do in Chicago	01-5323-53-01	Programming & Support-Adult-Adult Services
75772	\$4,300.00	MCCLURE INSERRA & COMPANY CHARTERED	\$4,300.00	Interim Billing for YE 6/30/2017	02-6100-61-00	Audit Expense
75772	\$4,300.00	MCCLURE INSERRA & COMPANY CHARTERED	\$4,300.00	Interim Billing for YE 6/30/2017	02-2110-00-00	Audit Fund - Accounts Payable
75773	\$36.91	JUDITH MCNULTY	\$34.34	Maker Fest -Gift bags & Ribbons	01-5325-53-03	Programming & Support-Events-Digital Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated December 13, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75773	\$36.91	JUDITH MCNULTY	\$2.57	EE Mileage Reimbursement - SPL	01-5431-54-01	Mileage-Adult Services
75774	\$224.71	MENARDS	\$33.23	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75774	\$224.71	MENARDS	\$44.68	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75774	\$224.71	MENARDS	\$49.93	--Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75774	\$224.71	MENARDS	\$96.87	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
75775	\$200.00	Michael Gershbein	\$200.00	Program: Windows 10 - 01/20/2018	01-5323-53-03	Programming & Support-Adult-Digital Services
75776	\$378.07	MICROSYSTEMS, INC.	\$378.07	-- Materials	01-4487-44-00	Online Databases
75777	\$4,805.14	MIDWEST TAPE	\$529.88	-- Materials	01-4433-44-00	AV-Adult
75777	\$4,805.14	MIDWEST TAPE	\$92.20	-- Materials	01-4434-44-00	AV-Youth Services
75777	\$4,805.14	MIDWEST TAPE	\$291.95	-- Materials	01-4433-44-00	AV-Adult
75777	\$4,805.14	MIDWEST TAPE	\$1,822.26	-- Materials	01-4433-44-00	AV-Adult
75777	\$4,805.14	MIDWEST TAPE	\$90.69	-- Materials	01-4434-44-00	AV-Youth Services
75777	\$4,805.14	MIDWEST TAPE	\$274.65	-- Materials	01-4435-44-00	AV-Teen
75777	\$4,805.14	MIDWEST TAPE	\$1,443.95	-- Materials	01-4433-44-00	AV-Adult
75777	\$4,805.14	MIDWEST TAPE	\$194.09	-- Materials	01-4434-44-00	AV-Youth Services
75777	\$4,805.14	MIDWEST TAPE	\$65.47	-- Materials	01-4435-44-00	AV-Teen
75778	\$83.30	MARY MILLER	\$33.49	EE Mileage Reimbursement - PCL	01-5431-54-02	Mileage-Youth Services
75778	\$83.30	MARY MILLER	\$49.81	EE Reimbursement - Craft Supplies	01-5326-53-02	Programming & Support-Teen-Youth Services
75779	\$40.00	MOUG	\$40.00	-- Renewal for 2018 MOUG Newsletter	01-5461-54-04	Subscriptions & Dues-Tech Services
75780	\$674.98	MULTICULTURAL BOOKS & VIDEOS	\$110.09	Materials	01-4413-44-00	Books-Adult
75780	\$674.98	MULTICULTURAL BOOKS & VIDEOS	\$198.65	-- Materials	01-4413-44-00	Books-Adult
75780	\$674.98	MULTICULTURAL BOOKS & VIDEOS	\$50.00	-- Materials	01-4413-44-00	Books-Adult
75780	\$674.98	MULTICULTURAL BOOKS & VIDEOS	\$102.56	-- Materials	01-4413-44-00	Books-Adult
75780	\$674.98	MULTICULTURAL BOOKS & VIDEOS	\$101.49	-- Materials	01-4413-44-00	Books-Adult
75780	\$674.98	MULTICULTURAL BOOKS & VIDEOS	\$112.19	-- Materials	01-4413-44-00	Books-Adult
75781	\$36.14	SARAH MUSKIVITCH	\$36.14	EE Reimbursement - Breakfast Bingo	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75782	\$500.00	Nelson School	\$500.00	-- Battle of the Books	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75783	\$678.27	NICOR GAS	\$678.27	10/20-11/08/2017 29 Days	01-5710-57-00	Gas
75784	\$210.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$30.00	-- Annual Holiday Party - JM	01-5430-54-01	Professional Development-Adult Services
75784	\$210.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$30.00	-- Annual Holiday Party SDL, PR, DO, LR & KD	01-5430-54-09	Professional Development-Administrative Services
75784	\$210.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$120.00	-- Annual Holiday Party SDL, PR, DO, LR & KD	01-5470-54-09	Trustee Expense-Administrative Services
75784	\$210.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$30.00	-- Annual Holiday Party - TS	01-5470-54-09	Trustee Expense-Administrative Services
75785	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease - December 2017	01-5491-54-09	Parking Lease-Administrative Services
75786	\$69.00	NOTARY PUBLIC ASSOCIATION OF ILLINOIS	\$69.00	-- Notary Commission Renew - D Winberg	01-5461-54-09	Subscriptions & Dues-Administrative Services
75787	\$36.44	CORNELIUS M. O'SHEA	\$36.44	EE Reimbursement - Veterans History Project	01-5323-53-01	Programming & Support-Adult-Adult Services
75788	\$141.55	OMNIGRAPHICS, INC.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
75788	\$141.55	OMNIGRAPHICS, INC.	\$59.70	-- Materials	01-4415-44-00	Books-Teen
75789	\$22.47	MICHAELENE ORZECZOWSKI	\$22.47	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
75790	\$3,133.37	OVERDRIVE, INC.	\$451.98	-- Materials	01-4420-44-00	Downloadables
75790	\$3,133.37	OVERDRIVE, INC.	\$540.96	-- Materials	01-4420-44-00	Downloadables
75790	\$3,133.37	OVERDRIVE, INC.	\$1,634.24	-- Materials	01-4420-44-00	Downloadables
75790	\$3,133.37	OVERDRIVE, INC.	\$506.19	-- Materials	01-4420-44-00	Downloadables
75791	\$5.00	PARK RIDGE PUBLIC LIBRARY	\$5.00	Lost Book Refund: Item #31467010292641	01-3620-36-00	Lost Books
75792	\$209.90	PEAPOD	\$209.90	-- Kidspage Order	01-5326-53-02	Programming & Support-Teen-Youth Services
75793	\$212.01	PITNEY BOWES INC.	\$212.01	-- Postage Machine Supplies	01-5458-54-09	Postage & Freight-Administrative Services
75794	\$1,101.54	PLIC - SBD GRAND ISLAND	\$1,101.54	-- December Payment	01-5634-56-00	Life, LTD, AD&D, STD

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated December 13, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75795	\$93.15	PowerHouse Unlimited Inc	\$93.15	-- Vacuum Repaires	08-6710-67-00	Repairs & Improvements
75796	\$1,642.50	PRECISION PAGES INC.	\$1,642.50	-- Intergration with Communico Module	01-5452-54-07	Consultants-Marketing & PR Services
75797	\$34.99	PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT	\$34.99	-- Lost Item Refund #31530001187151/31530001715738	01-3620-36-00	Lost Books
75798	\$53.96	ROUND LAKE AREA LIBRARY	\$22.96	Lost Book Refund: Item 332303003761244	01-3620-36-00	Lost Books
75798	\$53.96	ROUND LAKE AREA LIBRARY	\$31.00	--Lost Book Refund Item #32303003838489	01-3620-36-00	Lost Books
75799	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
75799	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
75800	\$500.00	Saint John Brebeuf School	\$500.00	-- Battle of the Books	01-5323-53-02	Programming & Support-Adult-Youth Services
75801	\$67.34	RUTH SCHUSTER	\$67.34	--EE Reimbursement Maker Fest 2017	01-5325-53-03	Programming & Support-Events-Digital Services
75802	\$8.99	Shari A Merrifield	\$8.99	-- Lost Book Refund Item #31491012373324	01-3620-36-00	Lost Books
75803	\$38.91	SHELL	\$38.91	Gas for Van	01-5510-55-00	Gas, Oil, Grease
75804	\$369.99	SMITHEREEN PEST MANAGEMENT	\$350.00	Genus Fli- Lights	08-6720-67-00	Contractual Maintenance
75804	\$369.99	SMITHEREEN PEST MANAGEMENT	\$19.99	Glue Pads	08-6720-67-00	Contractual Maintenance
75805	\$880.00	SPOTLIGHT INC.	\$880.00	-- LED Conversion	08-6710-67-00	Repairs & Improvements
75806	\$309.72	STEINER ELECTRIC COMPANY	\$309.72	-- LED Lamps 30 Watts	08-6720-67-00	Contractual Maintenance
75807	\$500.00	STEVENSON SCHOOL	\$500.00	-- Battle of the Books	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75808	\$391.95	SUPERIOR COPIES	\$391.95	Makerfest Map	01-5320-53-07	Printing-Marketing & PR Services
75809	\$24.99	Susan M Wong	\$24.99	-- Lost book Refund Item # 31491012342998	01-3620-36-00	Lost Books
75810	\$175.00	STEPHEN M. SZABADOS	\$175.00	Program- Polish Genealogy: Four Steps to Success	01-5323-53-01	Programming & Support-Adult-Adult Services
75811	\$850.00	THE SHAKESPEARE PROJECT OF CHICAGO	\$850.00	Program - Shakespeare Project: Coriolanus	01-5323-53-01	Programming & Support-Adult-Adult Services
75812	\$351.06	TYCO INTEGRATED SECURITY LLC	\$351.06	QTRLY Billing - 12/01/2017 -02/28/2018	08-6720-67-00	Contractual Maintenance
75813	\$246.72	ULINE	\$246.72	-- Self Adh Foam Core Board	01-5320-53-07	Printing-Marketing & PR Services
75814	\$143.20	UNIQUE MANAGEMENT SERVICES, INC.	\$143.20	-- Collection Agency Fee	01-5462-54-08	Collection Services-PATron Services
75815	\$1,099.44	SASHA VASILIC	\$244.03	-- EE Reimbursement - Winterpalooza	01-5325-53-07	Programming & Support-Events-MARketing & PR Services
75815	\$1,099.44	SASHA VASILIC	\$71.85	-- EE Mileage Reimbursement	01-5431-54-07	Mileage-Marketing & PR Services
75815	\$1,099.44	SASHA VASILIC	\$783.56	-- EE Reimbursement - LIB Marketing Conference	01-5430-54-07	Professional Development-Marketing & PR Services
75816	\$188.23	VERIZON WIRELESS	\$188.23	Monthly Cell Phone Bill 10/03-11/02/2017	01-5465-54-09	Telephone-Administrative Services
75817	\$883.16	VILLAGE OF NILES	\$883.16	-- Automatic Water Meter Reading	01-5730-57-00	Water
75818	\$4,337.89	VISA	\$20.20	- Wooden Door Hangers	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75818	\$4,337.89	VISA	\$215.28	-- Poinsetta Plants	01-5456-54-09	Promotional Expense-Administrative Services
75818	\$4,337.89	VISA	\$16.12	-- PO # 46034 -Niles Herald Spector Renewal 11/17 ~ 11/18	01-4423-44-00	Periodicals
75818	\$4,337.89	VISA	\$16.12	-- PO # 46033 -Niles Herald Spector Renewal 11/17 ~ 11/18111	01-4423-44-00	Periodicals
75818	\$4,337.89	VISA	\$16.12	-- PO # 46035 -Niles Herald Spector Renewal 11/17 ~ 11/18	01-4423-44-00	Periodicals
75818	\$4,337.89	VISA	\$3.11	-- November Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75818	\$4,337.89	VISA	\$85.94	-- November Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
75818	\$4,337.89	VISA	\$0.98	-- November Receipts	01-5461-54-09	Subscriptions & Dues-Administrative Services
75818	\$4,337.89	VISA	\$584.07	-- November Receipts	01-5323-53-01	Programming & Support-Adult-Adult Services
75818	\$4,337.89	VISA	\$360.00	-- November Receipts	01-5461-54-09	Subscriptions & Dues-Administrative Services
75818	\$4,337.89	VISA	\$21.06	-- November Receipts	01-5312-53-06	Internet Charges-IT Services
75818	\$4,337.89	VISA	\$13.83	-- November Receipts	01-5458-54-04	Postage & Freight-Tech Services
75818	\$4,337.89	VISA	\$32.58	-- November Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
75818	\$4,337.89	VISA	\$25.00	-- November Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
75818	\$4,337.89	VISA	\$68.30	-- November Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
75818	\$4,337.89	VISA	\$299.85	-- November Receipts	01-5312-53-06	Internet Charges-IT Services
75818	\$4,337.89	VISA	\$75.00	-- November Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
75818	\$4,337.89	VISA	\$11.99	-- November Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated December 13, 2017

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75818	\$4,337.89	VISA	\$25.00	-- November Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
75818	\$4,337.89	VISA	\$30.97	-- November Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
75818	\$4,337.89	VISA	\$50.00	-- November Receipts	01-5323-53-03	Programming & Support-Adult-Digital Services
75818	\$4,337.89	VISA	\$224.00	-- November Receipts	01-5325-53-03	Programming & Support-Events-Digital Services
75818	\$4,337.89	VISA	\$20.00	-- November Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75818	\$4,337.89	VISA	\$28.72	-- November Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
75818	\$4,337.89	VISA	\$1,690.00	-- November Receipts	01-5313-53-07	Software, Licenses-Marketing & PR Services
75818	\$4,337.89	VISA	\$50.03	-- November Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75818	\$4,337.89	VISA	\$49.98	-- November Receipts	01-4435-44-00	AV-Teen
75818	\$4,337.89	VISA	\$25.00	-- November Receipts	01-5490-54-09	Bank Fees-Administrative Services
75818	\$4,337.89	VISA	\$11.99	-- November Receipts	01-4420-44-00	Downloadables
75818	\$4,337.89	VISA	\$12.54	-- November Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
75818	\$4,337.89	VISA	\$11.99	-- November Receipts	01-4420-44-00	Downloadables
75818	\$4,337.89	VISA	\$77.12	-- November Receipts	01-5490-54-09	Bank Fees-Administrative Services
75818	\$4,337.89	VISA	\$165.00	-- Baby Changing Table	08-6770-67-00	Furniture & Fixtures
75819	\$604.35	VISION SERVICE PLAN OF ILLINOIS	\$604.35	December Payment	01-5632-56-00	Vision
75820	\$159.91	VISOGRAPHIC	\$159.91	Letterhead	01-5320-53-09	Printing-Administration Services
75821	\$500.00	Washington School	\$500.00	-- Battle of the Books	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75822	\$375.00	WESTERN IRRIGATION, INC.	\$375.00	-- Shut Down	08-6710-67-00	Repairs & Improvements
75823	\$620.15	WESTON WOODS STUDIOS	\$53.96	-- Materials	01-4434-44-00	AV-Youth Services
75823	\$620.15	WESTON WOODS STUDIOS	\$566.19	-- Materials	01-4434-44-00	AV-Youth Services
75824	\$999.00	WORLD BOOK, INC.	\$999.00	-- Materials	01-4413-44-00	Books-Adult
75825	\$9.29	SUZANNE WULF	\$4.29	EE Reimbursement - Food Staff Training	01-5430-54-03	Professional Development-Digital Services
75825	\$9.29	SUZANNE WULF	\$5.00	--EE Reimbursement - Food Staff Training	01-5430-54-03	Professional Development-Digital Services

Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2986	Accounts Payable	Manual Check	11/7/2017	BB HOLIDAY DECORATING	\$0.00	\$1,463.50	(\$1,463.50)	10/31/2017	Outstanding
2987	Accounts Payable	Manual Check	11/16/2017	VISA	\$0.00	\$40.99	(\$1,504.49)	11/30/2017	Outstanding
2988	Accounts Payable	Manual Check	11/27/2017	Illinois Department of Revenue	\$0.00	\$277.33	(\$1,781.82)	11/30/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$1,781.82)
Total Payments:	(\$1,781.82)
Total Change in Register Balance:	(\$1,781.82)



I am very happy to announce that for the fourth year in a row, the Niles Public Library District/Niles-Maine District Library is one of America's Star Libraries. In our category (Budget of \$5,000,000-\$10,000,000), there were 32 libraries nationally--the Illinois libraries were Oak Park, and Elmhurst with 5 stars, Cook Memorial in Libertyville and Ela Area in Lake Zurich with 4, and St. Charles, Barrington, Vernon Area in Lincolnshire, Northbrook and Glenview with us at 3 stars. Arlington Heights, Schaumburg, Skokie, and Naperville also earned stars, but in a higher spending category. Statistics used to determine the stars are per capita spending, circulation, e-circulation, program attendance, visits, and public computer use. Having a star library is an asset to the community and one we can be very proud of, especially since we spend nowhere near the top end of the spending range.

The 2017 Veterans' History Breakfast

As promised last month, here are more details on the Veterans History Breakfast held on Friday, November 3, 2017. The breakfast is held to honor the vets whose histories have been recorded in the Library of Congress's Veterans History Project. Most of the vets are World War II, and the highlight each year is the Vets' roll call where they tell about where they served and a little about their experiences. Here is Neil O'Shea's summary of the event:

Coordinated with assistance of all departments and especially Adult Services, the library's 11th Annual Veterans History Project Breakfast on Friday morning, November 3, when Susan welcomed the community and the 24 guests of honor to the bannered hall. Our Library Director acknowledged the presence of Rudolph and Winifred Hazucha, the founding couple of the Niles Library. Mr. Hazucha served as a research chemist during World War II. The Roll Call in which the veterans introduced themselves and described their service as citizen-soldiers again moved and informed the appreciative audience. After a tasty breakfast served with aplomb and poise, the Sweet Reminder Duo as the Andrews Sisters headed down memory lane to delight the audience of 72 patrons before winding up with "Boogie Woogie Bugle Boy."

Assisted Niles resident and World War II uniform collector Chris Reuscher as he mounted and then at month's end took down his Veterans Day" exhibit of complete and accurate World War II Uniforms



highlighting the military service in World War II of the two oldest Niles participants in the Veterans History Project, Marine Charles Matz and Army Paratrooper Matthew Wojtaszek.

Neil has mailed out photographs of the Veteran's Roll Call to the veterans in attendance. He also attended the annual Niles VFW 7712 Veterans Day Observance at the Waterfall – speaking with Tom Robb and three VHP participants. He posted to the Veterans History Project Blog which had 474 page views last month.



Thanksgiving

Thank you to the Board for contributing this year to the annual Thanksgiving meal-in-a-bag that the Library contributes to Niles Family Services. The \$130 added by the Board allowed another 4 bags to be contributed to the 54, and the staff at NFS was very grateful.

Thank you also for the wonderful breakfast treats before Thanksgiving! I heard lots of expressions of surprise and enjoyment.

Makerfest 2017

From Arianne: Maker Fest was a great success in the Teen Underground with Roller Coaster Construction and Plastic Lid Art Design. All ages participated in the projects. The space also hosted Family Breakfast Bingo that morning, as the Commons Meeting Room was set up for other activities that day. A thanks to staff for their flexibility, including Digital Services staff Bernadetta Koryciarz who helped us sling tables that morning when an unusually large crowd showed up to play that day.



From Victoria: I worked with Donna Lurie from Culver School during our Second Annual Maker Fest. We worked with mostly our young patrons and some adults, to create homemade book mobiles. We helped them

to create hand sewn mini books from felt to hang from wooden dowels. We were assisted by some great teen volunteers and our patrons seemed very pleased with the project and its results.

From Suzy:

I am pleased to report that the Second Annual Maker Fest was a success with over 700 people in attendance! The planning and execution of the event were much easier the second time through. The Maker Fest committee made improvements by shortening the length of the event by 30 minutes, spreading out the vendors to the 3rd Floor, and having more passive activities. The participants in this year's event were innovative and engaging featuring everything from robots, to knitting, to bike repair. Below is a list of the vendors:

- American Science Surplus
- Art Station
- Artorium Inc.
- BOT Spot
- Brown Paper Tickets
- ChiBots
- Donna Lurie
- Home Depot
- Jayne Herring
- Kelly Pollock
- Lurvey Garden Center
- Niles Song Writers
- Oaktobotics
- Wheel and Sprocket



Group

Maker Fest would have not been the success it was if it wasn't for the staff and volunteers that helped out with set-up, teardown and staffing the event: Arianne, Bernadetta, Judy, Ruth, Annette, Barb, Bobby, Bridget, Dodie, Fran, Iris, Jason, Kathleen, Leslie, Lily, Mary, Mary Ann, Maureen, Matt, Tommy, Val, Victoria, Vlada, Dave, Claude, & Ken.

We received a lot of positive feedback from both attendees and vendors. One attendee was so impressed with the event that she inquired whether we were a traveling Maker Fest that could come to her library. It was inspiring to see the vendors sharing their passion for creating and making with people of all ages.



Programs

From Arianne:

KidSpace

We had a busy and fun November in KidSpace. All three World Language Storytimes (Polish, Russian, and Spanish) landed in the month we celebrate a meal shared amongst neighbors with different backgrounds. We sent a representative to Holly Jolly and put together 251 craft projects. We hosted Logos Christian Academy, on a field trip to the Library. The Thanksgiving break brought kids and families into KidSpace where they read, played video games, visited, watched movies, practiced yoga, and listened to stories.



Once a month we host Bibliobop – a musical jam filled with rhythm and stories. This storytime has a loyal following in the 1 to 4-year-old crowd. Miss Cate, just back from knee surgery, was my co-pilot, as I took the helm for an hour of wiggly fun.



The Wonder Ground hosted Bonita Phalanges, our resident skeleton. The kids discussed a wide range of topics: muscles, bones, ligaments, tendons, bones, teeth and lungs. Below are photos of the tooth lab. They discussed how cavities form and spread, and demonstrated thorough brushing techniques.



Teen

The Teen Tournament of Books is officially open with 15 teen judges reviewing and judging 16 top rated YA fiction and non-fiction books. The two high school reading programs, ABE and Read for a Lifetime have 18 teens participating.

The Photo Scrapbooking Program was a lot of fun with 9 teens making unique and colorful calendars.



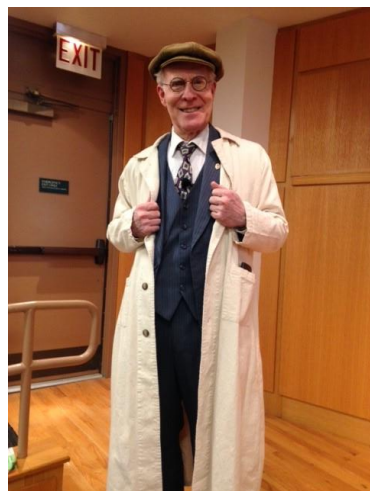
From Dodie: Judy McNulty hosted a multitude of programs including the very popular program by Rochelle Pennington about *The Hidden History of Dickens' A Christmas Carol* with 49 in attendance. Since it is open enrollment for Medicare she had a program on *Medicare Made Easy*. She also hosted a *Home Insurance 101 Program*.

This month Neil hosted *Sun-Times* hockey columnist Mark Lazarus to discuss his new book on the Chicago Blackhawks as part of the Chicago History Author Program Series. There was an audience of 52!

Maryellen hosted a successful program about freelance writing and how to get started - *Life in the Freelance Lane* by the Illinois Writers of Chicago.



This month's **Senior Coffee Hour** hosted Martina Mathisen with her *Sizzling Stories of Broadway*. 49 seniors were in attendance.



The **History Comes Alive Program** on November 3rd was *Bikes, Gas Buggies, and Burma Shave* – which was the story of America's motoring history and the men and women who propelled the motor industry forward led by Ransom E. Olds (founder of the Oldsmobile) as portrayed by dramatist, R.L. Lindsey.

From Sasha:



In early December, the Library hosted its holiday event called Winterpalooza. Over 140 patrons enjoyed a performance by the Gemini Idols Show Choir from Gemini Junior High School. Nearly 150 patrons waited in line in KidSpace for a chance to take a photo with a Minion and Agent Lucy from Despicable Me.

I overheard a child in line say, “It’s like we’re

waiting in line to meet Santa!”

Over 200 kids made a winter craft in the Commons area. Patti Rozanski was in attendance with her grandchild. Thank you for attending and I hope you both had a great time. Our patrons were very appreciative of the event and I’m sure they are looking forward to next year.

From Suzy: Bernadetta led a sewing program where patrons were able to sew a beautiful table runner while learning essential sewing skills. Bobby led the second part of his Building a PC class which gave attendees the chance to see the inside of a computer, touch the components, and ask the questions they wanted to.



Creative Studio

From Suzy: This month there were 20 3D print jobs and 2 VHS to DVD conversion sessions.

Ruth led Inkscape to create a file for laser cutting where segments of the acrylic were removed to create a stencil. Patrons instead chose to use the acrylic sheet to make an engraved sheet that in some cases had areas that were cutout. I am inspired by the creativity!

Community Engagement

From Dodie: Since the Niles nurse left the Niles Senior Center, I have taken over the VIM (Visually Impaired Motivators) Low Vision Support Group. This is a monthly support group for those with low vision. The meeting is followed by a book discussion – with the digital books procured from the Illinois Talking Books Program. For our first meeting here at the library, we had a Music Therapy Session by the Evanston based Institute for Therapy Through the Arts. The book read this month was *Hidden Figures: The Untold True Story of the Four African-American Women Who Helped Launch Our Nation Into Space* by Margot Lee Shetterly.



Krystyna Banek had an opportunity to reach out to the youth (and their parents) in our local Polish community to promote our library. She was asked to be a judge on a panel that included the Polish General Consular and other officials. This was a poetry contest at the I.J.Paderewski Polish School in Niles. She was able to promote our library and services to the 300 people in attendance.



From Arianne: The Library's Lulz Bot took a field trip to the Niles Teen Center. Seventeen teens tuned in to hear about the 3D printer and learn how to access projects online to print at the library. Taking the machine out into the community offers a real-time demonstration vs simply telling the teens they can access a 3D printer at the library.

Strategic Plan Progress

From Victoria: Arianne and I wrote the Free Bus through one complete route. We were looking to determine accessibility to and from different parts of our districts via the Free Bus. We also looked to see what sampling of riders were on the bus, to possibly suggest marketing initiatives. There were a few obvious takeaways. The route is quite winding. While that covers a lot of area, it does take a good deal of time to get to some destinations. And the bus that goes from the library to Golf Mill has a connection that one can catch to reach parts of the more northwest portion of our district. At afterschool-time, there a a lot of Notre Dame students riding the free bus. (An opportunity to market to teens, perhaps?)

CCS Migration

From Cyndi: The CCS Governing Board decision to migrate to a new integrated library system(ILS), namely Polaris, a web based product from innovative, will offer enhanced patron services, save patrons time and save our IT staff time in installing software updates. An ILS is essential to the efficient and flexible circulation of the library's physical materials, and also allows patrons to engage with library programs and services. Through Polaris' Community Profiles feature patrons can even engage with the community more handily. The new on-line catalog will greatly improve patron's ease of use on mobile devices. A January 2017 [PEW Fact Sheet](#) provides additional information on the penetration of mobile devices. The new catalog will also have improved discovery integration for ematerials and digital resources.

As we move towards the April 2018 migration, we continue to broaden staff involvement in the train the trainer model. Our in-house migration team of Arianne, Athena, Cecilia, Dodie, Jamie, Kathleen, Maryellen, Rich, Susan, Victoria and myself are currently structuring training for the 106 staff that use the ILS for their daily work. Arianne, Supervisor of Youth and Teen Services and a certified teacher is partnering with me to assist with the development and implementation of a training program that will give the staff the confidence

and efficiency they need to make a smooth transition and to assist patrons with how to use the new public catalog and its new search and discovery features come April.

You may also be interested in this current Library Systems Report from American Libraries magazines. <https://americanlibrariesmagazine.org/2017/05/01/library-systems-report-2017/>

Marketing news

From Sasha: I hope everyone received the latest issue of Chapter One in the mail. We made a couple modifications this issue including a special section about library services. We hope that highlighting services on one page instead of mixing them throughout the newsletter will bring more attention to them. Speaking of services, Annette designed eye-catching promotional pieces (banners, brochures, website graphics) to promote passport services. Our campaign tagline is “Your Journey Starts Here” because getting a passport is the start to traveling the world. Annette also designed the promotional pieces for this year’s Winter Reading Club for Kids and Teens. The theme is “Reading Is Sweet” and I encourage you to help us spread the word on a great program to keep kids and teens reading more during the chilly months.

Matt and I helped launch the new online calendar. I was a member of the Communico launch committee and Matt helped make the transfer seamless on our website.

Interesting Patron comments and questions

From Dodie: What is the recommended way to store high school science class neodymium magnets so their polarities and force are not affected from year to year?

2. Can I and must I have to come into the library to read the August, 2017 issue of *Money Magazine*.
3. What is the exclusionary limit for annual gifts for IRS purposes in 2017?

From Arianne: From the Writing Center:

We are thankful to be here for the first time. We love all the books that we see.

Dear Library Staff,

Thank you for being such a great library and having awesome books. I enjoy coming here a lot. Thank you, also, for being such a great staff.

Sincerely, Maddie R.

From Digital Services Assistant Supervisor Kathleen: A patron has cataracts and is slowly going blind. She wants to be able to read her books in very large type. Her daughter and I spoke over the phone and helped her get her Hoopla account up and running on an iPad. They were relieved we could quickly complete the transaction over the phone. It was a very time sensitive issue as she had a training session scheduled at Chicago Lighthouse Vision Rehabilitation Center the following day.

Staff notes

We currently have one job opening, the Marketing Assistant position. Sasha spent a good deal of time developing a job ad that reflected both the more mundane daily tasks as well as the creative possibilities, and he is receiving resumes now.

Staff training

We are working on getting ready for the Staff In-Service Day on January 26th. We were disappointed that Corrie Wallace (who was recommended by Carolyn Drblik) is out of the country that day, but we have a speaker coming from the Management Association to give staff ideas on working with “difficult” patrons and colleagues. We also have some safety activities planned, and a follow-up activity from the speech we heard two years ago on the future of libraries. It should be a very productive day.

From Arianne: Teen Librarian Donna Block attended the YALSA (Young Adult Library Services Association) Symposium in Louisville, KY and came back with a slew of great ideas. One of them is the importance of talking to members of the diverse populations you serve to make sure their POVs are reflected. She reported putting that into practice this month by visiting Niles West High School’s Japanese Anime, Korean, and Asian Pop Culture clubs to learn what music, movies, and TV series teens would like to see in our collection. Many of our teen patrons are interested in Korean and Japanese pop music, which can be a challenge to find in physical form, so it is especially important to get their opinions and learn where to discover new artists (YouTube and Spotify). They were very excited to examine the Korean pop albums she brought from the collection, as they include beautifully printed color photo books. Donna came back with a giant list of artists whose works we will now look into adding to the teen music collection.

Committees

Display and Art *from Victoria:* In November, Dr. Cranston Knight-Ramirez’s photography exhibit, *Multifaceted Images* was installed.



Safety and OSHA Compliance *from Cyndi:* Working to finalize the New Employee Safety Manual and a Service Desk Emergency Procedures flipchart for quick access. We discussed evaluating the safety of the current environment for all patrons and staff. We discussed staff training, AED, CPR and First Aid for staff.

Communicio from Suzy: Staff were busy with the training and testing of the Communico Reserve and Attend modules this month. I trained 37 staff members including programmers, desk staff, and team leaders. Throughout the training we were able to identify and fix potential problems. Rich ran Evanced reports and I cleaned up the data to be migrated over. The Marketing department was able to change the links on the library website and homepage. It was a team effort that made the migration on December 1st a smooth transition.

Sunshine from Dodie: We hosted a “Mini-Masterpiece” Maker/Creator Event for staff. Take a look at the wonderful masterpieces that were created by staff on their lunches or breaks. They are currently on display in the staff lunchroom.



FOIA requests

11-16-17—Joseph Makula Copy of complete 2017-2018 budget plus individual department expenditures or work sheets detailing expenditures and projects

12-1-17—Joseph Makula Monthly number of borrowings by category from Jan. 2, 2017 through Nov. 30, 2017. Monthly number of automatic renewals by category from Jan. 2, 2017 through Nov. 30, 2017.

Trustee Calendar

December

Friends—no meeting

12/7—Chamber of Commerce holiday party

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

January

1/8—Friends of the Library meeting

1/17—Regular meeting of the Board of Trustees

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

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

February

2/12--Friends of the Library meeting

2/21—Regular meeting of the Board of Trustees

March

3/12—Friends of the Library meeting

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

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

April

4/8—National Library Week begins

4/9—Friends of the Library meeting

4/18—Regular meeting of the Board of Trustees

May

5/14—Friends of the Library meeting

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

PLA Conference: Philadelphia, March 20-24, 2018

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

CCS Migration from Sirsi-Dynix to Polaris April 2018

Monthly Statistical Report -- November 2017

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	161	276	-41.67%			
Total District Cardholders	23,615	25,104	-5.93%			
Patron Visits	29,408	29,639	-0.78%			
Unique Library Cards Used	4,495	4,764	-5.65%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	42,192	43,189	-2.31%	220,699	224,727	-1.79%
Teens	3,317	3,054	8.61%	19,814	18,548	6.83%
Juvenile	42,549	44,638	-4.68%	214,948	219,493	-2.07%
Digital	1,773	1,363	30.08%	8,970	8,935	0.39%
Equipment	105	94	11.70%	625	478	30.75%
TOTAL Loan of Library Materials	89,936	92,338	-2.60%	465,056	472,181	-1.51%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	19,490	19,940	-2.26%	105,208	104,421	0.75%
Periodical	1,023	1,014	0.89%	5,537	5,698	-2.83%
Audio	4,754	4,189	13.49%	23,137	22,234	4.06%
DVD	16,925	18,046	-6.21%	86,817	92,374	-6.02%
TOTAL Adult Loans	42,192	43,189	-2.31%	220,699	224,727	-1.79%
Teens						
Print	2,351	2,235	5.19%	15,128	14,021	7.90%
Periodical	27	16	68.75%	128	84	52.38%
Audio	616	481	28.07%	2,842	2,740	3.72%
DVD	323	322	0.31%	1,716	1,703	0.76%
TOTAL Teen Loans	3,317	3,054	8.61%	19,814	18,548	6.83%
Juvenile						
Print	33,303	33,782	-1.42%	165,699	163,123	1.58%
Periodical	109	139	-21.58%	909	1,240	-26.69%
Audio	2,383	2,705	-11.90%	12,158	13,962	-12.92%
DVD	6,754	8,012	-15.70%	36,182	41,168	-12.11%
TOTAL Juvenile Loans	42,549	44,638	-4.68%	214,948	219,493	-2.07%
Equipment Loan	105	94	11.70%	625	478	30.75%
Digital Loan (ebooks, eaudiobooks)	1,773	1,363	30.08%	8,970	8,935	0.39%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	12,410	15,202	-18.37%	58,177	49,232	18.17%
[Note: Incomplete data from vendors]						
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	6,835	7,435	-8.07%			
Holds Made Available	9,400	10,035	-6.33%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	47	89	-47.19%	288	344	-16.28%
Circulating--Juvenile	5,148	4,896	5.15%	26,641	22,175	20.14%
Circulating--Teen	232	250	-7.20%	1,196	1,424	-16.01%
Circulating--Adult	1,659	1,504	10.31%	9,043	7,718	17.17%
TOTAL In-House Use of Materials	7,086	6,739	5.15%	37,168	31,661	17.39%
Items moved on Shelf	6,968	3,360	107.38%	29,515	17,438	69.26%
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]	1,197	1,299	-7.85%	6,797	7,070	-3.86%
Digital Services	2,589	2,560	1.13%	13,495	13,990	-3.54%
Kidspace Express Internet	23	30	-23.33%	183	146	25.34%
Kidspace	1,523	1,371	11.09%	8,658	7,888	9.76%
Kidspace iPad Usage	300	435	-31.03%	1,910	1,968	-2.95%
Teen Underground	427	283	50.88%	2,271	1,729	31.35%
TOTAL Users	6,059	5,978	1.35%	33,314	32,791	1.59%
Patron Wi-Fi Uses	11,414	11,533	-1.03%	64,226	60,983	5.32%
Scanning & Fax Pages	5,557	3,330	66.88%	29,909	22,257	34.38%
Print & Copy Pages	15,322	16,315	-6.09%	81,280	85,165	-4.56%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	20	42	-52.38%	121	168	-27.98%
Large Scale Poster Printer	0	0		16	4	300.00%
VHS to DVD Conversion	2	7	-71.43%	46	72	-36.11%
TOTAL Use of Staff Mediated Equipment	22	49	-55.10%	183	244	-25.00%

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USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	67	44	52.27%	369	280	31.79%
Study Rooms 1-5	564	394	43.15%	2,628	2,454	7.09%
Creative Studio A	45	39	15.38%	250	157	59.24%
TOTAL Users of Staff Mediated Spaces	676	477	41.72%	3,247	2,891	12.31%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	28,899	27,368	5.59%			
Facebook "Likes"	1,443	1,222	18.09%			
Buzz Blog views	586	515	13.79%			
Media Hits (includes print and online articles and listings)	17	32	-46.88%			
e-News Subscribers	16,137	14,133	14.18%			
New Resident Letters (Oct)	55	100	-45.00%			
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	1,766	1,227	275,681			
Non-shelved materials	47,227	-	47,227			
Equipment	-	-	97			
Total	48,993	1,227	323,005			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	54	125	-56.80%	582	984	-40.85%
Test Proctoring	7	16	-56.25%	36	70	-48.57%
Voters' Registration	-	0		2	28	-92.86%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services (3rd Floor)	693	740	-6.35%	3,967	3,979	-0.30%
Commons Desk	3	107	-97.20%	12	324	-96.30%
Fiction/Audiovisual Services Desk (2nd Floor)	1,303	1,257	3.66%	7,566	6,759	11.94%
Patron Services	5,415	6,022	-10.08%	34,025	45,457	-25.15%
Technology Desk	2,131	923	130.88%	10,288	5,617	83.16%
Teen UnderGround Desk	807	475	69.89%	4,753	2,989	59.02%
Outreach Service	2,666	2,393	11.41%	12,731	13,232	-3.79%
Youth Service/KidSpace Desk	4,180	3,590	16.43%	21,847	19,327	13.04%
Total Service Interactions	17,198	15,507	10.90%	73,434	97,684	-24.82%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	5,039	4,984	1.10%	24,217	24,969	-3.01%
Items Received from CCS Libraries for Patrons	3,238	3,340	-3.05%	16,938	17,880	-5.27%
Items Lent to OCLC Libraries	284	314	-9.55%	1,599	1,967	-18.71%
Items Received from OCLC Libraries for Patrons	107	81	32.10%	524	488	7.38%
Total Interlibrary Loan	8,668	8,719	-0.58%	43,278	45,304	-4.47%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	226	225	0.44%			
Number of Visits	142	163	-12.88%			
Institutions						
Number of Institution Deposit Collections	9	8	12.50%			
Number of Visits	9	8	12.50%			
Schools						
Items Delivered	512	502	1.99%			
Number of Trips	15	12	25.00%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	19	219				
Adult and Outreach Services & Programs	6	31				
Digital Services & Programs	14	52				
Patron Services	6	33				
Teen Services & Programs	7	22				
Youth Services & Programs	28	117				
Total Volunteers and Hours This Month	80	474				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>70</i>	<i>286</i>				

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LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	Attendance % Change
Youth Programs	93	3,712	112	3,129	18.63%
Teens Programs	16	364	18	823	-55.77%
Adults Programs	6	6	51	1,217	-99.51%
Digital Services Programs	21	405	11	207	95.65%
Outside Meetings	19	365	9	120	204.17%
TOTAL PROGRAMS AND EXHIBITS	155	4,852	201	5,496	-11.72%
Programs--Youth Audience					
1KBK added visits	ongoing	6			
1KBK registrations	1	1			
Ballet and Books	1	21			
Battle of the Books	3	358			
Bibliobop Dance Parties!	1	52			
Book Buddies	6	10			
Homework Help	3	78			
In-house Toys and Games	1	399			
I-Spy tank	1	94			
Knights of Niles Chess Club	2	48			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club, Kids Craft	4	82			
Maker Fest	0	350			
Minecraft Open Play	1	17			
Family Movie: <i>Disney Nature: Born in China</i>	1	65			
Reading Patch Club added visits	ongoing	29			
Reading Patch Club registrations	1	4			
Reading with Rover	2	27			
School's Out Movie: <i>Middle School: The Worst Years of My Life</i>	1	25			
Second Saturday Bingo Breakfast	1	36			
Second Sunday - Smarty Pants Balloon Show	1	139			
Story: Babytime	4	154			
Story: Evening Family Storytime	4	62			
Story: Rise & Shine Storytime	3	64			
Story: Storytime for 2s and 3s	8	131			
Story: Storytime for 4s and 5s	5	124			
Video Games	1	213			
Wonder Ground: <i>The Human Body</i>	8	49			
World Language Storytime (Spanish, Russian, Polish)	3	65			
Writing Center	1	274			
Youth Services Community Engagement Programs					
Elementary Visits to NMDL	3	64			
Elementary Visits to the Classroom	10	235			
Famished for Fiction	1	10			
Holly Jolly Fest	1	251			
Preschool Visits to Classroom/Daycare	10	175			
Total Youth Services Programs	93	3,712	112	3,129	18.63%
Programs--Teen Audience					
ABE Read for a Lifetime	1	18			
Escape Room Design	1	12			
FAFSA Completion Workshop	1	2			
Games	1	3			
Maker Lab: Cookie Cutters	1	9			
Movies in the Underground: <i>Wonder Woman</i>	1	8			
NaNoWriMo	1	16			
Scrapbooking	1	9			
Teen Tournament of Books	1	15			
Videogames	1	147			
Teen Community Engagement Programs					
3D Printer Demo at Niles Teen Center	1	17			
Jr/High School Gemini Parent Teacher Conferences	1	45			
Jr/High School After School Club	4	63			
Total Teen Programs	16	364	18	823	-55.77%
Programs--Adult Audience					
11th Annual Veterans History Project Breakfast	1	72			
Book Discussions- Literary	2	16			
Citizenship Education Classes	2	6			
CJE Senior Life	0	0			
Hidden History of Dicken's Christmas Carol	1	49			
History Comes Alive: Ransom Olds - History of US Motoring	1	40			

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Health Insurance 101	1	10			
If These Walls Could Talk: Chicago Blackhawks	1	52			
Job Counseling	1	1			
Life in the Freelance Lane	1	10			
Medicare Made Easy	1	19			
New Release Movie <i>Maudie</i>	1	4			
Niles Songwriters	1	7			
Oakton Community College English as a Second Language	8	322			
SCORE Mentoring Sessions	1	12			
Senior Coffee Hour: Sizzling Stories of Broadway	1	49			
Adult Community Engagement Programs					
BookBites Popular Fiction Discussion	1	23			
Low Vision Support Group (VIM)	1	7			
Low Vision Support Group (VIM) Book Discussion	1	6			
Navigating the Job Search at Skokie Library	1	29			
Total Adult Programs	28	734	51	1,217	-39.69%
DS 1-2-1 Instruction	6	6			
DS 3D Print Cookie Cutter	4	6			
DS AI Pi	1	3			
DS Building a PC: Part 2	1	5			
DS Google Drive	1	3			
DS Laser Cut Thanksgiving Stencils	1	4			
DS Learn to Sew a Table Runner	1	4			
DS Maker Fest	1	350			
DS Mason Jar Thanksgiving Decorations	1	8			
DS PowerPoint	1	3			
DS Tablet Tuesday	1	5			
DS What can Photoshop do for you?	1	3			
DS Virtual Thursday	1	5			
Total Digital Services Programs	21	405	11	207	95.65%
LIBRARY PROGRAMS AND EXHIBITS					
Community Meetings in Library Spaces	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Niles All American Toastmasters Club	2	23			
Karol Verson-Play Discussion Group	4	80			
Karol Verson-Film Discussion Group	3	60			
Jewish Genealogical Society of Illinois	1	10			
Kiran Kalsoom-Muslim Homeschoolers Group	3	45			
Niles Township Toastmasters	2	40			
FabTel Communications LLC	1	4			
Niles Historical Society	1	25			
Alina Barnas/Skating Club	1	20			
William Brandeis Movie Poster Exhibit	1	58			
Total Community Meetings	19	365	9	120	204.17%
GRAND TOTAL PROGRAM AND ATTENDANCE	177	5,580	150	4,279	30.40%

MakerFest Attendance

2017 TL	700	2016 TL	440
Adults	350	Adults	191
Kids	350	Kids	249

BUREAU OF CONSULAR AFFAIRS

PASSPORT SERVICES

Department of State

Washington, D.C.



Certificate of Designation

PASSPORT ACCEPTANCE FACILITY

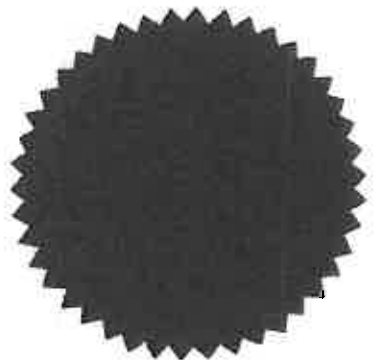
Niles-Maine Public Library

Niles, IL

is hereby designated as an Acceptance Facility of the Department of State for the purpose of accepting applications for passports and administering oaths in connection therewith. This designation will remain in effect only while acting in accordance with the rules set forth that granted status as a passport application Acceptance Facility,

Date November 17, 2017

Nancy Z Pace
DEPUTY ASSISTANT SECRETARY
FOR PASSPORT SERVICES





Dear Dodie, Karen, + Other Staff,

12/1/2017

Andrew Deet



MAY THE PEACE AND BEAUTY
OF THE SEASON REMAIN WITH YOU
THROUGHOUT THE NEW YEAR.

Barbara

As always, thank you so much for
providing DVDs ^{+ books} for our residents which
brought them much pleasure and help
them reduced their pain + achos.

The activity staff wishes you a happy, ^{joy}
health, and blessed holiday. ^{to} all activity staff,

Alex

Patron Suggestions and Comments for December 2017

Responses to Patron Suggestions and Comments

Frustration

Teen Underground is still inside of the Niles Library. Their yelling is making it difficult for me to even think. B. S.

Yelling is not allowed in any area of the Library, including Teen Underground. Please alert a staff member at the desk when the noise disturbs you. The teens are entitled to library service inside of the Library, though.

DVD NOT WORKING GOOD.

Please let the person at the Patron Services desk know when a DVD doesn't work. We have machines to check and repair the DVDs if we know they need work.

There is not a designated maker for the lab.

It is true that some libraries have someone stationed in their maker area at all times, but we have not so far had the staff to be able to do this. Thank you for letting us know that it would be helpful.

Suggestions

There should be a printer and option to use your own email on scan and fax station.

The scan and fax station gives you the option of scanning to your own email, or scanning to send it to the printer nearby. I realize that releasing the job at the printer is a few more steps, but we do need to charge for the prints.

Would you please change the time of Chess from 4:30 to 5:00, because my kids get nervous until we drive to the library. They get home from school at 4 PM. N. S.

I will pass this request along to the Youth Services Department. Thanks for letting us know what works for your family.

Comments

I truly appreciate how organized the books are here at NPL. The book I was looking for was misplaced at two different libraries and I was happy to find out that it only took me one attempt to find my book. So great job to those who work in Patron Services!

Thank you for the family photo event. Great opportunity for nice holiday pictures. Thank you, Jason, for your great job! We are here the 2nd year and love it!

Gail is so helpful and kind. She has service with a smile and is knowledgeable.

I would like to compliment the entire staff of Niles Library. I've been coming to the facility for approximately six months and have always been assisted in a courteous and helpful manner by all staff members, especially Fran. Niles Library is a hidden jewel in Chicagoland. Thank you!

P.S. I forgot to mention Judy—she's wonderful. K.H.

Love the automatic renewal and policy that permits same period of time checked out for books/movies from another library! I've been raving about your policies at parties! M. E., Morton Grove.

Today I met a new person! Kathleen, my thanks to her for her patience and knowledge. Everyone I have met has been excellent. Thank you. L. S.

I want to tell you that Bobby was very helpful with the computer and printer. I do not have much knowledge of the computer and he helped me type a letter for my doctor and print it. E. R., Niles.

Matt saved the day for me. So helpful and kind. S. F.

Mr. Jabez was very helpful and cooperative. He helped a lot. Good person. A. S.

Bobby and Tommy were very helpful to me today. 😊

Thank you all so much for taking the time to write your compliments so they can be passed along to the staff members (and their supervisors). We love hearing that the library staff and collections are helping!

New Business - Recommended Actions

A. Recommended Action on Resolution 17-04

MOVE that the Library Board of Trustees approve Resolution 17-04 approving and adopting a revised Anti-harassment and Non-Discrimination Policy

Memorandum A of Recommended Board Action

On November 16, 2017, the Governor signed Public Act 100-0554 (Senate Bill 402) (the “Sexual Harassment Bill”), which, among other things, amends Section 70-5 of the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, to require governmental units to adopt a sexual harassment policy, by either an ordinance or a resolution, that complies with the law’s new requirements.

4.19 ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY

The Library District is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the Library District will not tolerate discrimination against or harassment of Library District employees by anyone, including any supervisor, co-worker, vendor, patron, contractor, or other regular visitor of the Library District. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The Library District will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

"Sexual harassment" means any unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.

Exhibit A

All Library District employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. Any employee who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, or the Library Director in accordance with the procedures below. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Director.

1. Any employee wishing to submit a complaint (i.e., the “complainant”) should submit a written statement to the Library Director, or alternatively, to the Board of Trustees in the event that the Library Director is the alleged harasser/discriminator. The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such written statements should be submitted as soon as possible after the occurrence.
2. The Library Director or her designee shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.
3. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library District’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
4. A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including discharge.
5. Reporting harassment, discrimination or retaliation, assisting in making a complaint, cooperating in an investigation of harassment, or otherwise engaging in conduct protected by the Illinois Whistleblower Act will not reflect adversely upon an individual’s status or affect future employment. Additionally, no one making a complaint in good faith will be retaliated against even if the complaint is not substantiated. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including discharge.
6. Given the seriousness of the consequences for the accused, a false or frivolous complaint is a severe offense that can result in disciplinary action, including the possibility of discharge. False or frivolous complaints refer to cases in which the accuser is acting in bad faith and using a sexual harassment complaint to accomplish some end other than stopping sexual harassment.

The Library District anticipates that harassment and discrimination complaints can be resolved through the Library District’s internal complaint process. However, an employee has a right to file a charge of civil rights violation with the following:

The Illinois Department of Human Rights
100 West Randolph
James R. Thompson Center, Suite 10-100
Chicago, Illinois 60601
Phone...(312)814-6200
TDD.... (312)263-1579

388393_1

or

Equal Employment Opportunity Commission (EEOC)
500 West Madison Street, Suite 2800
Chicago, Illinois 60601
Phone...1-800-669-3362
TDD....(312)353-2421

Complaints filed with the Department of Human Rights must be filed within 180 days of the incident.
Complaints filed with the EEOC must be within 300 days of the incident.