



Niles-Maine District Library

Regular Meeting

Wednesday, February 21, 2018 7:00 PM



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

February 21, 2018

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised 2/19/2018

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - A. Approve the Regular Board Meeting Minutes of January 17, 2018 4
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve payment of the bills for Operating Expenses of \$220,206.18, Payroll Expenses of \$278,316.94, Special Reserve Expenses of \$4,002.20, for a total monthly expense of \$502,525.32 14
6. Director's Report
 - A. Highlights 29
 - B. Monthly Statistics 38
7. Communications 42
8. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
9. New Business
 - A. Approve serving alcohol at the kick-off event of the Sox Vs Cubs baseball exhibit on Friday, March 2, 2018 from 6:30-8:30 PM, subject to all restrictions set forth in Administrative Policy 3.31 Alcoholic Liquor Policy 47
 - B. Approve changes to the Lending Regulation Policy 3.05 51
 - C. Discussion: Look at trends affecting libraries
 - D. Budget review process recommendation with vote (Trustee Drblik)
Trustee Drblik will make a motion for the Board to vote on regarding her recommendations for a revised budget process as discussed in the November,

Board Meeting Agenda - February 21, 2018

December and January meetings.

10. Unfinished Business
11. Other
12. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
January 17, 2018
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

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

Trustees Present

Karen Dimond, Carolyn Drblik, Dennis Martin, Dianne Olson, Linda Ryan, Tim Spadoni. Patti Rozanski arrived at 7:25 PM.

Library Staff Present

Susan Lempke-Library Director; Greg Pritz, Assistant Director and Business Manager; Cyndi Rademacher-Assistant Director; Diane Winberg, Administrative Assistant; Dave Dabrowski, Maintenance Services Supervisor; Dodie Frisbie, Adult Services Supervisor; Suzy Wulf, Digital Services Supervisor

Others Present

Niles Residents, Joe Makula and Steve Yassell

Call to Order

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

Pledge of Allegiance

President Dimond led the Pledge of Allegiance.

Roll Call

The roll was taken by Ms. Winberg.

Approval of Minutes

Trustee Ryan MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of December 13, 2017. Trustee Spadoni seconded.

Trustee Drblik asked that the second sentence under Unfinished Business/Discussion of Budgeting Process be changed to read "Trustee Drblik requested a meeting with Greg Pritz to discuss the current Budget Process for a better understanding. Trustee Spadoni requested to attend as well." President Dimond asked whether the movant and seconder agreed with the change to the original motion and to approve the amended change on page 4 of the Minutes. Trustees Ryan and Spadoni said yes.

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

The change was noted and made to the original Minutes.

Public Comment

President Dimond invited those who signed in to speak.

Mr. Joe Makula addressed the library's inability to determine the actual number of automatic renewals. He asked that the Library's IT department find a way to determine the number of automatic renewals. He suggested that all new programming including costs to run these programs be brought to the Board for approval.

Mr. Steven Yasell apologized to the Board for his misinterpretation of LinkedIn expenditures at the November Board Meeting. He did not mean any disrespect to Susan Lempke. He appreciates the open discussion and the exchange of ideas at the Library Board meetings. He believes that Susan Lempke as the Library's Director can work with the Board to achieve their budget concerns.

Treasurer's Report

The Library Board reviewed the December 2017 Treasurer's Report as presented by Treasurer Tim Spadoni. The Financial Report as prepared by Treasurer Tim Spadoni for January was provided as follows: December is the sixth month of the fiscal year. We are 50.00% of the way through our fiscal budget.

Income Statement

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Revenues – Running under budget by \$175,701.

Salaries – Continued under budget by \$73,748.

Page 9 – Similar to last month

Library Materials – Downloadables and Online Databases are over budget but should even out by the end of the year. All other categories are at or under budget.

Library Operating Expenses – There is a negative entry for Internet Charges due to a refund from the e-Rate program. The over-all category is well under budget.

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

Page 11 – The same as last month

Employee Fringe Benefits – Same as last month in that the entry in the Deferred Compensation line item reflects the one-time payment of \$532,000 to the Illinois Municipal Fund, which was approved by the Board at the November meeting.

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

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

Total Expenditures – Running 2% under budget.

Payment of the Bills

Trustee Ryan MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$199,947.47, payroll expenses of \$274,431.21, Special Reserve Expenses of \$0.00, for a total monthly expense of \$474,378.68. Trustee Olson seconded.

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

Director's Report

- Notes written by children from the Writing Center in Youth Services were passed around the Board table.
- Status of Per Capita Grants—the 2018 application has been approved. Still waiting for approved funds from the 2017 Grant.
- Announcement of the White Sox VS. Cubs Civil War Exhibit on March 2. A VIP party and many programs geared towards the exhibit have been planned.

Regular Board Meeting – January 17, 2018

- Trustee Calendar—PLA Conference in late March, the Chamber’s Leadership Luncheon on February 1, the Legislative Breakfast on February 19, and the ALA Conference held in New Orleans, June 22-26. A reminder was given to the Board to file their Statement of Economic Interest beginning on March 1.
- A short presentation was given explaining the CCS Migration from Sirsi-Dynix to Polaris which will occur in April 2018.
- Update on the Passport Service—to date, with minimal advertising, 80 applications have been processed with the heaviest traffic being on the weekends.

Referring to the pop-up event with President Lincoln, Trustee Spadoni requested that the Board be notified of any events that the Mayor of Niles is invited to. Mr. Spadoni commended the staff on the Mitten Tree—what a clever idea and it was a great way to get the community involved. Also, great job, Sasha Vasilic, on the “250 likes” on the Library’s Facebook page, and Cyndi Rademacher, great job on the number of volunteers and the hours they put in. President Dimond added that this is a true reflection of the Library. People volunteer where they believe in the mission and where they are individually appreciated.

Communications

They were included in the Board packet.

Liaison Reports

Friends of the Library

Trustee Drblik reported that the January meeting was cancelled. Trustee Spadoni suggested that at their February meeting, the Friends have a discussion on spending some of their funds for the Library.

Legislative

As mentioned during her report, the Legislative Breakfast is being held on Presidents’ Day, February 19.

RAILS

There was no report.

New Business

Communication with the Board

Discussion was held on the best communication method for the Library to communicate with the Board regarding events and library news. The trustees agreed that communication by email is the best way. President Dimond asked that the Trustees check their library emails at least once a week.

Safety and Security in the Library

Discussion was held on the information that the Board reviewed for the Per Capita Grant on safety and security, and the Chapters 1-5 of the Trustee Fact Files. The Trustees were provided with the Library’s Incident Report Form. Ms. Lempke informed the Board that the current safety and security procedures are being reviewed by Ms. Rademacher along with Dave Dabrowski, Athena Crouse and Lisi Strickling and that they are working on putting together an updated safety and security manual for the Library staff.

Unfinished Business

Update of Budget Process Discussion and Future Direction

Trustee Drblik reported on her meeting with Greg Pritz, Susan Lempke and Tim Spadoni. She learned that there is a variety of ways that the supervisors make budget requests. She would prefer that the department heads report on the previous year with total costs for each program or activity including an estimate of staff time and any associated costs, as well as a request for the next year’s spending.

Trustee Spadoni felt the meeting with Mr. Pritz and Ms. Lempke was very productive. He would like to see a justification for each line item.

Trustee Ryan and President Dimond indicated that they are satisfied with the current budget process.

Trustee Martin indicated that he wants to be sure he sees the expenses spelled out so some of them can be eliminated if the Board doesn't want to spend money on them. He was reminded that all purchases over \$5,000 come to the Board for approval.

Trustee Rozanski asked if Trustees Spadoni and Drblik were an official committee, and President Dimond said they are not—they are two trustees discussing a subject and they may bring their conclusions to the Board. After a lengthy discussion, President Dimond did not feel that the Board had come to any consensus.

Mr. Pritz presented a sample expanded budget prepared by himself and Ms. Lempke that offers an overview of last year's budget, and an expanded view that explains each line item.

Ms. Lempke handed out a second document prepared by herself and Mr. Pritz that spells out the responsibilities of the Board in preparing for each budget, and the steps the staff take month by month to prepare the budget requests.

Other

None.

Adjournment

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

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

The meeting adjourned at 8:55 PM.

President

Secretary

Niles-Maine District Library

Balance Sheet

January 31, 2018

	GENERAL FUND 1/31/2018	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,168,430)	(\$82,193)	\$1,495,433	\$244,810
Investments	\$7,438,045			\$7,438,045
Total Cash and Investments	\$6,269,614	(\$82,193)	\$1,495,433	\$7,682,854
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	\$1,968			\$1,968
Total Prepaid Items	\$1,968	\$0	\$0	\$1,968
Total Assets	\$9,177,716	\$54,423	\$1,495,433	\$10,727,571
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$160,369	\$22,566	\$4,002	\$186,937
Other Liabilities	\$11,551	\$9,529		\$21,080
Deferred Revenues	\$2,973,353	\$140,428		\$3,113,780
Total Liabilities	\$3,145,273	\$172,522	\$4,002	\$3,321,798
Fund Balance				
Fund Balance	\$6,032,442	(\$118,099)	\$1,491,430	\$7,405,773
Total Fund Balance	\$6,032,442	(\$118,099)	\$1,491,430	\$7,405,773
Total Liabilities and Fund Balance	\$9,177,716	\$54,423	\$1,495,433	\$10,727,571

Niles-Maine District Library

Income Statement-Consolidated

January 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$172,718	\$20,000	\$152,718	\$3,194,332	\$3,184,883	\$9,449	\$6,718,474	48%
Replacement Taxes	\$14,391		\$14,391	\$59,211	\$68,150	(\$8,939)	\$145,000	41%
Per Capita Grant							\$44,478	
Grants-Other		\$83	(\$83)		\$583	(\$583)	\$1,000	
Investment Income	\$8,774	\$6,667	\$2,107	\$53,754	\$46,667	\$7,088	\$80,000	67%
Fines	\$2,219	\$2,083	\$136	\$17,284	\$14,583	\$2,701	\$25,000	69%
Lost Books	\$521	\$625	(\$104)	\$6,254	\$4,375	\$1,879	\$7,500	83%
Pay For Print	\$2,084	\$2,083	\$0	\$12,371	\$14,583	(\$2,212)	\$25,000	49%
Book Sale	\$1,265	\$1,333	(\$69)	\$5,391	\$9,333	(\$3,943)	\$16,000	34%
Passports	\$2,346	\$2,083	\$262	\$2,711	\$14,583	(\$11,872)	\$25,000	11%
Non-Resident Fees				\$266		\$266		
Flash Drive & Ear Bud Sales	\$16		\$16	\$42		\$42		
Commissions & Fees	\$6		\$6	\$33		\$33		
Donations	\$57		\$57	\$65		\$65		
Miscellaneous	\$75	\$113	(\$37)	\$522	\$788	(\$265)	\$1,350	39%
Total Revenues	\$204,470	\$35,071	\$169,400	\$3,352,237	\$3,358,528	(\$6,291)	\$7,088,802	47%
Expenditures								
Salaries								
Library Director	\$10,733	\$10,827	\$93	\$75,334	\$75,786	\$452	\$129,919	58%
Payroll-Department Managers	\$14,916	\$14,792	(\$124)	\$103,587	\$103,541	(\$46)	\$177,499	58%
Payroll-Division Supervisors	\$38,153	\$37,599	(\$554)	\$262,965	\$263,192	\$227	\$451,186	58%
Payroll-Librarian I	\$103,507	\$106,710	\$3,203	\$700,784	\$746,967	\$46,184	\$1,280,515	55%
Payroll-Library Grade V	\$61,718	\$64,108	\$2,390	\$445,630	\$448,758	\$3,128	\$769,300	58%
Payroll-Library Grade VI	\$33,871	\$29,479	(\$4,392)	\$213,177	\$206,353	(\$6,824)	\$353,748	60%
Payroll-Library Pages	\$9,137	\$10,963	\$1,827	\$40,352	\$76,744	\$36,392	\$131,561	31%
Payroll-Sundays	\$5,544	\$6,667	\$1,123	\$52,675	\$46,667	(\$6,008)	\$80,000	66%
Adjustments	\$2,401	\$833	(\$1,567)	\$5,521	\$5,833	\$312	\$10,000	55%
Substitutes	\$322	\$1,250	\$928	\$5,893	\$8,750	\$2,857	\$15,000	39%
Total Salaries	\$280,302	\$283,227	\$2,926	\$1,905,918	\$1,982,591	\$76,674	\$3,398,728	56%

Niles-Maine District Library
Income Statement-Consolidated

January 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$14,562	\$14,833	\$272	\$104,553	\$103,833	(\$719)	\$178,000	59%
Books-Youth Services	\$9,906	\$6,667	(\$3,239)	\$43,013	\$46,667	\$3,654	\$80,000	54%
Books-Teen	\$1,382	\$1,271	(\$111)	\$7,774	\$8,896	\$1,122	\$15,250	51%
Downloadables	\$4,432	\$5,000	\$568	\$45,595	\$35,000	(\$10,595)	\$60,000	76%
Periodicals	\$1,405	\$2,742	\$1,336	\$15,028	\$19,192	\$4,164	\$32,900	46%
AV-Adult	\$11,868	\$10,417	(\$1,451)	\$60,434	\$72,917	\$12,483	\$125,000	48%
AV-Youth Services	\$2,205	\$3,467	\$1,261	\$21,072	\$24,267	\$3,195	\$41,600	51%
AV-Teen	\$348	\$979	\$631	\$5,403	\$6,854	\$1,451	\$11,750	46%
Online Databases	\$6,401	\$17,917	\$11,515	\$155,524	\$125,417	(\$30,108)	\$215,000	72%
Total Library Materials	\$52,509	\$63,292	\$10,783	\$458,395	\$443,042	(\$15,354)	\$759,500	60%
Library Operating Expenditures								
CCS Charges	\$6,516	\$6,522	\$7	\$45,610	\$45,657	\$48	\$78,269	58%
Processing & Supplies	\$4,081	\$2,083	(\$1,998)	\$29,547	\$14,583	(\$14,963)	\$25,000	118%
Internet Charges	\$1,243	\$1,533	\$290	(\$6,978)	\$10,733	\$17,711	\$18,400	(38)%
Software, Licenses	\$70	\$4,844	\$4,774	\$14,365	\$46,405	\$32,041	\$70,623	20%
Printing	\$1,522	\$3,708	\$2,186	\$18,013	\$26,658	\$8,645	\$45,200	40%
Library Supplies	\$229	\$692	\$463	\$931	\$4,842	\$3,910	\$8,300	11%
Programming & Support-Adult	\$253	\$2,953	\$2,700	\$22,201	\$20,673	(\$1,528)	\$35,440	63%
Programming & Support-Juvenile	\$1,829	\$3,327	\$1,498	\$21,743	\$23,290	\$1,546	\$39,925	54%
Programming & Support-Events	\$975	\$800	(\$175)	\$3,563	\$7,600	\$4,037	\$11,600	31%
Programming & Support-Teen	\$536	\$706	\$170	\$4,033	\$4,944	\$911	\$8,475	48%
Public Performing Rights				\$1,881	\$1,400	(\$481)	\$1,400	134%
Computer Charges OCLC	\$1,091	\$1,091		\$7,637	\$7,638	\$0	\$13,093	58%
Miscellaneous	\$495	\$83	(\$411)	\$1,549	\$583	(\$966)	\$1,000	155%
Per Capita Grant Expenditures	\$843	\$3,706	\$2,863	\$235	\$25,945	\$25,711	\$44,478	1%
Grant - Other Expenditures		\$83	\$83	\$850	\$583	(\$267)	\$1,000	85%
Volunteers	\$22	\$245	\$223	\$774	\$1,714	\$940	\$2,938	26%
Total Library Operating Expenditures	\$19,706	\$32,378	\$12,673	\$165,954	\$243,249	\$77,295	\$405,141	41%

Niles-Maine District Library
Income Statement-Consolidated

January 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$3,008	\$2,667	(\$342)	\$16,862	\$18,667	\$1,805	\$32,000	53%
Copiers	\$1,472	\$1,000	(\$472)	\$5,560	\$7,000	\$1,440	\$12,000	46%
Professional Development	\$4,954	\$3,915	(\$1,039)	\$19,769	\$27,406	\$7,637	\$46,982	42%
Mileage	\$225	\$296	\$71	\$1,398	\$2,071	\$673	\$3,550	39%
Professional Collection	\$94	\$300	\$206	\$495	\$2,100	\$1,605	\$3,600	14%
Legal Fees	\$480	\$1,000	\$520	\$4,802	\$7,000	\$2,198	\$12,000	40%
Consultants	\$180	\$2,250	\$2,070	\$3,380	\$15,750	\$12,370	\$27,000	13%
Kitchen Supplies	\$61	\$83	\$22	\$295	\$583	\$288	\$1,000	30%
Promotional Expense	\$3,007	\$2,500	(\$507)	\$12,342	\$17,500	\$5,158	\$30,000	41%
Office Supplies	\$5,102	\$1,500	(\$3,602)	\$19,437	\$10,500	(\$8,937)	\$18,000	108%
Postage & Freight	\$3,463	\$1,500	(\$1,963)	\$12,871	\$10,500	(\$2,371)	\$18,000	72%
Publication of Notices-Legal		\$100	\$100	\$528	\$700	\$172	\$1,200	44%
Subscriptions & Dues	\$737	\$705	(\$32)	\$4,771	\$4,938	\$167	\$8,465	56%
Collection Services	\$154	\$83	(\$71)	\$1,180	\$583	(\$597)	\$1,000	118%
Telephone	\$2,912	\$1,375	(\$1,537)	\$11,436	\$9,625	(\$1,811)	\$16,500	69%
Trustee Expense	\$210	\$500	\$290	\$531	\$3,500	\$2,969	\$6,000	9%
Payroll Service	\$2,138	\$1,375	(\$763)	\$9,386	\$9,625	\$239	\$16,500	57%
Bank Fees	\$25	\$208	\$183	(\$2,352)	\$1,458	\$3,811	\$2,500	(94)%
Parking Lease	\$881	\$881		\$6,167	\$6,167	\$0	\$10,572	58%
Total General and Administration	\$29,103	\$22,239	(\$6,864)	\$128,858	\$155,673	\$26,816	\$266,869	48%
Vehicle Operation								
Gas, Oil, Grease	\$111	\$83	(\$28)	\$339	\$583	\$244	\$1,000	34%
Repairs & Maintenance		\$150	\$150		\$1,050	\$1,050	\$1,800	
Miscellaneous		\$8	\$8		\$58	\$58	\$100	
Auto Insurance				\$1,586	\$1,586		\$1,586	100%
Total Vehicle Operation	\$111	\$242	\$131	\$1,925	\$3,278	\$1,353	\$4,486	43%

Niles-Maine District Library
Income Statement-Consolidated

January 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$17,883	\$19,583	\$1,701	\$669,236	\$637,083	(\$32,153)	\$735,000	91%
Group Health	\$41,199	\$44,167	\$2,968	\$287,208	\$309,167	\$21,959	\$530,000	54%
Health Reimbursement Account	\$985	\$5,500	\$4,515	\$22,863	\$38,500	\$15,637	\$66,000	35%
Dental	\$627	\$1,667	\$1,039	\$11,406	\$11,667	\$261	\$20,000	57%
Vision	\$528	\$583	\$55	\$3,785	\$4,083	\$298	\$7,000	54%
FSA fee	\$56	\$100	\$44	\$716	\$700	(\$16)	\$1,200	60%
Life, LTD, AD&D, STD	\$1,072	\$1,500	\$428	\$7,503	\$10,500	\$2,997	\$18,000	42%
Total Employee Fringe Benefits	\$62,349	\$73,100	\$10,751	\$1,002,718	\$1,011,700	\$8,982	\$1,377,200	73%
Utilities								
Gas	\$2,970	\$1,250	(\$1,720)	\$5,535	\$8,750	\$3,215	\$15,000	37%
Electric	\$8,014	\$8,333	\$319	\$52,648	\$58,333	\$5,686	\$100,000	53%
Water	\$294	\$667	\$373	\$6,138	\$4,667	(\$1,472)	\$8,000	77%
Total Utilities	\$11,278	\$10,250	(\$1,028)	\$64,321	\$71,750	\$7,429	\$123,000	52%
Capital Expenditures								
Special Reserve - Building		\$35,667	\$35,667	\$16,135	\$249,667	\$233,532	\$428,000	4%
Special Reserve - Equipment	\$4,002	\$10,000	\$5,998	\$5,809	\$70,000	\$64,191	\$120,000	5%
Total Capital Expenditures	\$4,002	\$45,667	\$41,664	\$21,944	\$319,667	\$297,723	\$548,000	4%
Audit								
Audit Expense				\$19,900	\$16,400	(\$3,500)	\$16,400	121%
Total Audit Expenditures	\$0	\$0	\$0	\$19,900	\$16,400	(\$3,500)	\$16,400	121%
Liability Insurance								
Liability Insurance				\$29,868	\$29,868		\$29,868	100%
Total Liability Expenditures	\$0	\$0	\$0	\$29,868	\$29,868	\$0	\$29,868	100%

Niles-Maine District Library
Income Statement-Consolidated

January 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$20,781	\$20,833	\$53	\$143,534	\$145,833	\$2,299	\$250,000	57%
Total Social Security Expenditures	\$20,781	\$20,833	\$53	\$143,534	\$145,833	\$2,299	\$250,000	57%
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	\$3,871	\$1,667	(\$2,204)	\$8,339	\$11,667	\$3,328	\$20,000	42%
Total Unemployment Compensation Expenditures	\$3,871	\$1,667	(\$2,204)	\$8,339	\$11,667	\$3,328	\$20,000	42%
Building & Equipment Maintenance								
Repairs & Improvements	\$5,019	\$4,667	(\$353)	\$42,490	\$32,667	(\$9,823)	\$56,000	76%
Contractual Maintenance	\$4,298	\$2,975	(\$1,323)	\$24,436	\$20,825	(\$3,611)	\$35,700	68%
Non-Contractual Maintenance	\$3,222	\$3,220	(\$2)	\$22,116	\$22,540	\$424	\$38,640	57%
Equipment Maintenance	\$1,808	\$1,750	(\$58)	\$12,095	\$12,250	\$155	\$21,000	58%
Non Capital Expenses	\$702	\$2,083	\$1,381	\$3,190	\$14,583	\$11,393	\$25,000	13%
Furniture & Fixtures	\$5,020	\$2,979	(\$2,041)	\$9,894	\$20,850	\$10,956	\$35,743	28%
Total Building & Equipment Maintenance Expenditures	\$20,069	\$17,674	(\$2,395)	\$114,221	\$123,715	\$9,494	\$212,083	54%
Total Expenditures	\$504,080	\$570,568	\$66,489	\$4,091,905	\$4,585,921	\$494,016	\$7,438,764	55%
NET SURPLUS/(DEFICIT)	(\$299,609)	(\$535,498)	\$235,888	(\$739,668)	(\$1,227,392)	\$487,724	(\$349,962)	211%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
75940	Accounts Payable	Computer Check	2/21/2018	ADULT READING ROUND TABLE	\$0.00	\$15.00	(\$15.00)	1/31/2018	Outstanding
75941	Accounts Payable	Computer Check	2/21/2018	AFLAC	\$0.00	\$339.04	(\$354.04)	1/31/2018	Outstanding
75942	Accounts Payable	Computer Check	2/21/2018	Agnieszka Sliwa	\$0.00	\$4.00	(\$358.04)	1/31/2018	Outstanding
75943	Accounts Payable	Computer Check	2/21/2018	ALLIANCE ENTERTAINMENT	\$0.00	\$1,047.76	(\$1,405.80)	1/31/2018	Outstanding
75944	Accounts Payable	Computer Check	2/21/2018	SYNCB/ AMAZON	\$0.00	\$5,928.75	(\$7,334.55)	1/31/2018	Outstanding
75945	Accounts Payable	Computer Check	2/21/2018	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$213.00	(\$7,547.55)	1/31/2018	Outstanding
75946	Accounts Payable	Computer Check	2/21/2018	ANDERSON-SAFFORD	\$0.00	\$72.65	(\$7,620.20)	1/31/2018	Outstanding
75947	Accounts Payable	Computer Check	2/21/2018	ASSA ABLOY ENTRANCE SYSTEM	\$0.00	\$218.00	(\$7,838.20)	1/31/2018	Outstanding
75948	Accounts Payable	Computer Check	2/21/2018	AT&T	\$0.00	\$43.73	(\$7,881.93)	1/31/2018	Outstanding
75949	Accounts Payable	Computer Check	2/21/2018	AT&T	\$0.00	\$384.02	(\$8,265.95)	1/31/2018	Outstanding
75950	Accounts Payable	Computer Check	2/21/2018	Relevant, LLC d b a Omnigraphics, In	\$0.00	\$141.55	(\$8,407.50)	1/31/2018	Outstanding
75951	Accounts Payable	Computer Check	2/21/2018	BAKER & TAYLOR	\$0.00	\$1,211.95	(\$9,619.45)	1/31/2018	Outstanding
75952	Accounts Payable	Computer Check	2/21/2018	BLICK ART MATERIALS	\$0.00	\$33.59	(\$9,653.04)	1/31/2018	Outstanding
75953	Accounts Payable	Computer Check	2/21/2018	Bozena Theodoropoulos	\$0.00	\$14.99	(\$9,668.03)	1/31/2018	Outstanding
75954	Accounts Payable	Computer Check	2/21/2018	BRODART CO.	\$0.00	\$279.92	(\$9,947.95)	1/31/2018	Outstanding
75955	Accounts Payable	Computer Check	2/21/2018	CALL ONE	\$0.00	\$2,505.65	(\$12,453.60)	1/31/2018	Outstanding
75956	Accounts Payable	Computer Check	2/21/2018	ARIANNE CAREY	\$0.00	\$69.03	(\$12,522.63)	1/31/2018	Outstanding
75957	Accounts Payable	Computer Check	2/21/2018	CDI COMPUTER DEALERS INC.	\$0.00	\$4,002.20	(\$16,524.83)	1/31/2018	Outstanding
75958	Accounts Payable	Computer Check	2/21/2018	CECILIA CYGNAR	\$0.00	\$42.23	(\$16,567.06)	1/31/2018	Outstanding
75959	Accounts Payable	Computer Check	2/21/2018	CENGAGE LEARNING, INC.	\$0.00	\$3,215.41	(\$19,782.47)	1/31/2018	Outstanding
75960	Accounts Payable	Computer Check	2/21/2018	CHILUG	\$0.00	\$50.00	(\$19,832.47)	1/31/2018	Outstanding
75961	Accounts Payable	Computer Check	2/21/2018	CHRIS MCBRIEN	\$0.00	\$400.00	(\$20,232.47)	1/31/2018	Outstanding
75962	Accounts Payable	Computer Check	2/21/2018	Cimi K Chacko	\$0.00	\$17.99	(\$20,250.46)	1/31/2018	Outstanding
75963	Accounts Payable	Computer Check	2/21/2018	CINTAS CORPORATION LOC. 769	\$0.00	\$819.00	(\$21,069.46)	1/31/2018	Outstanding
75964	Accounts Payable	Computer Check	2/21/2018	CLASSIC DESIGN AWARDS, INC.	\$0.00	\$53.00	(\$21,122.46)	1/31/2018	Outstanding
75965	Accounts Payable	Computer Check	2/21/2018	COMED	\$0.00	\$8,014.26	(\$29,136.72)	1/31/2018	Outstanding
75966	Accounts Payable	Computer Check	2/21/2018	COMMUNICATION REVOLVING F	\$0.00	\$478.00	(\$29,614.72)	1/31/2018	Outstanding
75967	Accounts Payable	Computer Check	2/21/2018	COOPERATIVE COMPUTER SERV	\$0.00	\$7,606.72	(\$37,221.44)	1/31/2018	Outstanding
75968	Accounts Payable	Computer Check	2/21/2018	COVERALL NORTH AMERICA, IN	\$0.00	\$3,000.00	(\$40,221.44)	1/31/2018	Outstanding
75969	Accounts Payable	Computer Check	2/21/2018	Dave Turner	\$0.00	\$250.00	(\$40,471.44)	1/31/2018	Outstanding
75970	Accounts Payable	Computer Check	2/21/2018	DEMCO, INC.	\$0.00	\$2,912.58	(\$43,384.02)	1/31/2018	Outstanding
75971	Accounts Payable	Computer Check	2/21/2018	DES PLAINES PUBLIC LIBRARY	\$0.00	\$32.94	(\$43,416.96)	1/31/2018	Outstanding
75972	Accounts Payable	Computer Check	2/21/2018	Donna Block	\$0.00	\$50.00	(\$43,466.96)	1/31/2018	Outstanding
75973	Accounts Payable	Computer Check	2/21/2018	DOOR SYSTEMS, INC.	\$0.00	\$794.00	(\$44,260.96)	1/31/2018	Outstanding
75974	Accounts Payable	Computer Check	2/21/2018	EASYPERMIT POSTAGE	\$0.00	\$800.00	(\$45,060.96)	1/31/2018	Outstanding
75975	Accounts Payable	Computer Check	2/21/2018	Elena Vroman	\$0.00	\$8.99	(\$45,069.95)	1/31/2018	Outstanding
75976	Accounts Payable	Computer Check	2/21/2018	EVANSTON PUBLIC LIBRARY	\$0.00	\$107.90	(\$45,177.85)	1/31/2018	Outstanding
75977	Accounts Payable	Computer Check	2/21/2018	FIFTH THIRD BANK	\$0.00	\$1,824.98	(\$47,002.83)	1/31/2018	Outstanding
75978	Accounts Payable	Computer Check	2/21/2018	FINDAWAY WORLD, LLC	\$0.00	\$298.69	(\$47,301.52)	1/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
75979	Accounts Payable	Computer Check	2/21/2018	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$47,697.52)	1/31/2018	Outstanding
75980	Accounts Payable	Computer Check	2/21/2018	DOROTHEA FRISBIE	\$0.00	\$36.71	(\$47,734.23)	1/31/2018	Outstanding
75981	Accounts Payable	Computer Check	2/21/2018	Fun Express	\$0.00	\$27.78	(\$47,762.01)	1/31/2018	Outstanding
75982	Accounts Payable	Computer Check	2/21/2018	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,332.57	(\$50,094.58)	1/31/2018	Outstanding
75983	Accounts Payable	Computer Check	2/21/2018	GENESIS TECHNOLOGIES, INC.	\$0.00	\$4,276.77	(\$54,371.35)	1/31/2018	Outstanding
75984	Accounts Payable	Computer Check	2/21/2018	GEORGE CASTLE	\$0.00	\$200.00	(\$54,571.35)	1/31/2018	Outstanding
75985	Accounts Payable	Computer Check	2/21/2018	GRAINGER	\$0.00	\$606.72	(\$55,178.07)	1/31/2018	Outstanding
75986	Accounts Payable	Computer Check	2/21/2018	GROOT INDUSTRIES, INC.	\$0.00	\$222.27	(\$55,400.34)	1/31/2018	Outstanding
75987	Accounts Payable	Computer Check	2/21/2018	HEALTHCARE SERVICE CORPOR	\$0.00	\$47,803.98	(\$103,204.32)	1/31/2018	Outstanding
75988	Accounts Payable	Computer Check	2/21/2018	HOOPLA	\$0.00	\$5,000.00	(\$108,204.32)	1/31/2018	Outstanding
75989	Accounts Payable	Computer Check	2/21/2018	HOUCHEM BINDERY, LTD.	\$0.00	\$106.50	(\$108,310.82)	1/31/2018	Outstanding
75990	Accounts Payable	Computer Check	2/21/2018	HUNTLEY AREA PUBLIC LIBRAR	\$0.00	\$31.99	(\$108,342.81)	1/31/2018	Outstanding
75991	Accounts Payable	Computer Check	2/21/2018	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$150.00	(\$108,492.81)	1/31/2018	Outstanding
75992	Accounts Payable	Computer Check	2/21/2018	INGRAM LIBRARY SERVICES	\$0.00	\$19,934.01	(\$128,426.82)	1/31/2018	Outstanding
75993	Accounts Payable	Computer Check	2/21/2018	IRON MOUNTAIN	\$0.00	\$494.34	(\$128,921.16)	1/31/2018	Outstanding
75994	Accounts Payable	Computer Check	2/21/2018	Jorge Perez	\$0.00	\$150.00	(\$129,071.16)	1/31/2018	Outstanding
75995	Accounts Payable	Computer Check	2/21/2018	Junia Balthazar-Lauture	\$0.00	\$21.99	(\$129,093.15)	1/31/2018	Outstanding
75996	Accounts Payable	Computer Check	2/21/2018	Kathleen Weiss	\$0.00	\$25.17	(\$129,118.32)	1/31/2018	Outstanding
75997	Accounts Payable	Computer Check	2/21/2018	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$480.00	(\$129,598.32)	1/31/2018	Outstanding
75998	Accounts Payable	Computer Check	2/21/2018	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,471.50	(\$131,069.82)	1/31/2018	Outstanding
75999	Accounts Payable	Computer Check	2/21/2018	KOREAN BOOKS	\$0.00	\$768.46	(\$131,838.28)	1/31/2018	Outstanding
76000	Accounts Payable	Computer Check	2/21/2018	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$131,988.28)	1/31/2018	Outstanding
76001	Accounts Payable	Computer Check	2/21/2018	KSIEGARNIA QUO VADIS	\$0.00	\$815.19	(\$132,803.47)	1/31/2018	Outstanding
76002	Accounts Payable	Computer Check	2/21/2018	LAKESHORE LEARNING MATERI	\$0.00	\$43.68	(\$132,847.15)	1/31/2018	Outstanding
76003	Accounts Payable	Computer Check	2/21/2018	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$1,522.00	(\$134,369.15)	1/31/2018	Outstanding
76004	Accounts Payable	Computer Check	2/21/2018	RICHARD LINDBERG	\$0.00	\$175.00	(\$134,544.15)	1/31/2018	Outstanding
76005	Accounts Payable	Computer Check	2/21/2018	VICTORIA LUZ	\$0.00	\$57.50	(\$134,601.65)	1/31/2018	Outstanding
76006	Accounts Payable	Computer Check	2/21/2018	MAINE TOWNSHIP MAINESTREA	\$0.00	\$250.00	(\$134,851.65)	1/31/2018	Outstanding
76007	Accounts Payable	Computer Check	2/21/2018	MAKERBOT INDUSTRIES LLC	\$0.00	\$161.74	(\$135,013.39)	1/31/2018	Outstanding
76008	Accounts Payable	Computer Check	2/21/2018	MARY MILLER	\$0.00	\$130.40	(\$135,143.79)	1/31/2018	Outstanding
76009	Accounts Payable	Computer Check	2/21/2018	BEN MARY MILLER	\$0.00	\$29.74	(\$135,173.53)	1/31/2018	Outstanding
76010	Accounts Payable	Computer Check	2/21/2018	MENARDS	\$0.00	\$1,227.40	(\$136,400.93)	1/31/2018	Outstanding
76011	Accounts Payable	Computer Check	2/21/2018	MIDWEST TAPE	\$0.00	\$12,838.80	(\$149,239.73)	1/31/2018	Outstanding
76012	Accounts Payable	Computer Check	2/21/2018	MULTICULTURAL BOOKS & VID	\$0.00	\$919.77	(\$150,159.50)	1/31/2018	Outstanding
76013	Accounts Payable	Computer Check	2/21/2018	NICOR GAS	\$0.00	\$2,969.86	(\$153,129.36)	1/31/2018	Outstanding
76014	Accounts Payable	Computer Check	2/21/2018	NILES CHAMBER OF COMMERCE	\$0.00	\$210.00	(\$153,339.36)	1/31/2018	Outstanding
76015	Accounts Payable	Computer Check	2/21/2018	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$154,220.36)	1/31/2018	Outstanding
76016	Accounts Payable	Computer Check	2/21/2018	NORTHBROOK PUBLIC LIBRARY	\$0.00	\$68.90	(\$154,289.26)	1/31/2018	Outstanding
76017	Accounts Payable	Computer Check	2/21/2018	CORNELIUS M. O'SHEA	\$0.00	\$313.00	(\$154,602.26)	1/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76018	Accounts Payable	Computer Check	2/21/2018	OAK BROOK MECHANICAL SERV	\$0.00	\$1,898.00	(\$156,500.26)	1/31/2018	Outstanding
76019	Accounts Payable	Computer Check	2/21/2018	MICHAELENE ORZECOWSKI	\$0.00	\$50.88	(\$156,551.14)	1/31/2018	Outstanding
76020	Accounts Payable	Computer Check	2/21/2018	OVERDRIVE, INC.	\$0.00	\$4,404.08	(\$160,955.22)	1/31/2018	Outstanding
76021	Accounts Payable	Computer Check	2/21/2018	PEAPOD	\$0.00	\$193.17	(\$161,148.39)	1/31/2018	Outstanding
76022	Accounts Payable	Computer Check	2/21/2018	PENGUIN RANDOM HOUSE LLC	\$0.00	\$164.25	(\$161,312.64)	1/31/2018	Outstanding
76023	Accounts Payable	Computer Check	2/21/2018	PETTY CASH	\$0.00	\$132.35	(\$161,444.99)	1/31/2018	Outstanding
76024	Accounts Payable	Computer Check	2/21/2018	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$601.59	(\$162,046.58)	1/31/2018	Outstanding
76025	Accounts Payable	Computer Check	2/21/2018	PLIC - SBD GRAND ISLAND	\$0.00	\$1,071.78	(\$163,118.36)	1/31/2018	Outstanding
76026	Accounts Payable	Computer Check	2/21/2018	PowerHouse Unlimited Inc	\$0.00	\$222.28	(\$163,340.64)	1/31/2018	Outstanding
76027	Accounts Payable	Computer Check	2/21/2018	PRECISION PAGES INC.	\$0.00	\$180.00	(\$163,520.64)	1/31/2018	Outstanding
76028	Accounts Payable	Computer Check	2/21/2018	PROSPECT HEIGHTS PUBLIC LIB	\$0.00	\$24.00	(\$163,544.64)	1/31/2018	Outstanding
76029	Accounts Payable	Computer Check	2/21/2018	RECORDED BOOKS, LLC	\$0.00	\$97.79	(\$163,642.43)	1/31/2018	Outstanding
76030	Accounts Payable	Computer Check	2/21/2018	RESERVE ACCOUNT	\$0.00	\$2,050.00	(\$165,692.43)	1/31/2018	Outstanding
76031	Accounts Payable	Computer Check	2/21/2018	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$166,362.43)	1/31/2018	Outstanding
76032	Accounts Payable	Computer Check	2/21/2018	Ryan Adorable	\$0.00	\$54.99	(\$166,417.42)	1/31/2018	Outstanding
76033	Accounts Payable	Computer Check	2/21/2018	Serim Surucu	\$0.00	\$150.00	(\$166,567.42)	1/31/2018	Outstanding
76034	Accounts Payable	Computer Check	2/21/2018	CLARA SHEFFER	\$0.00	\$10.22	(\$166,577.64)	1/31/2018	Outstanding
76035	Accounts Payable	Computer Check	2/21/2018	SHELL	\$0.00	\$110.87	(\$166,688.51)	1/31/2018	Outstanding
76036	Accounts Payable	Computer Check	2/21/2018	ANNA SIBLE	\$0.00	\$12.99	(\$166,701.50)	1/31/2018	Outstanding
76037	Accounts Payable	Computer Check	2/21/2018	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$166,815.50)	1/31/2018	Outstanding
76038	Accounts Payable	Computer Check	2/21/2018	SPOTLIGHT INC.	\$0.00	\$2,028.00	(\$168,843.50)	1/31/2018	Outstanding
76039	Accounts Payable	Computer Check	2/21/2018	State Industrial Products	\$0.00	\$181.90	(\$169,025.40)	1/31/2018	Outstanding
76040	Accounts Payable	Computer Check	2/21/2018	STEINER ELECTRIC COMPANY	\$0.00	\$1,284.09	(\$170,309.49)	1/31/2018	Outstanding
76041	Accounts Payable	Computer Check	2/21/2018	Suraj Mesquita	\$0.00	\$12.99	(\$170,322.48)	1/31/2018	Outstanding
76042	Accounts Payable	Computer Check	2/21/2018	SUSAN LEMPKE	\$0.00	\$467.43	(\$170,789.91)	1/31/2018	Outstanding
76043	Accounts Payable	Computer Check	2/21/2018	Susan Liberman	\$0.00	\$57.97	(\$170,847.88)	1/31/2018	Outstanding
76044	Accounts Payable	Computer Check	2/21/2018	SUZANNE WULF	\$0.00	\$1,272.06	(\$172,119.94)	1/31/2018	Outstanding
76045	Accounts Payable	Computer Check	2/21/2018	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$570.56	(\$172,690.50)	1/31/2018	Outstanding
76046	Accounts Payable	Computer Check	2/21/2018	Tonia Levison	\$0.00	\$7.99	(\$172,698.49)	1/31/2018	Outstanding
76047	Accounts Payable	Computer Check	2/21/2018	UAL	\$0.00	\$140.37	(\$172,838.86)	1/31/2018	Outstanding
76048	Accounts Payable	Computer Check	2/21/2018	UNIQUE MANAGEMENT SERVICE	\$0.00	\$187.95	(\$173,026.81)	1/31/2018	Outstanding
76049	Accounts Payable	Computer Check	2/21/2018	VERIZON WIRELESS	\$0.00	\$362.38	(\$173,389.19)	1/31/2018	Outstanding
76050	Accounts Payable	Computer Check	2/21/2018	VILLAGE OF NILES	\$0.00	\$293.62	(\$173,682.81)	1/31/2018	Outstanding
76051	Accounts Payable	Computer Check	2/21/2018	VISA	\$0.00	\$11,346.45	(\$185,029.26)	1/31/2018	Outstanding
76052	Accounts Payable	Computer Check	2/21/2018	VISION SERVICE PLAN OF ILLINO	\$0.00	\$577.88	(\$185,607.14)	1/31/2018	Outstanding
76053	Accounts Payable	Computer Check	2/21/2018	WESTERN IRRIGATION, INC.	\$0.00	\$565.00	(\$186,172.14)	1/31/2018	Outstanding
76054	Accounts Payable	Computer Check	2/21/2018	X-PERT LANDSCAPING INC.	\$0.00	\$1,080.00	(\$187,252.14)	1/31/2018	Outstanding
76055	Accounts Payable	Computer Check	2/21/2018	Yvonne Monreal-Berner	\$0.00	\$59.99	(\$187,312.13)	1/31/2018	Outstanding
76056	Accounts Payable	Computer Check	2/21/2018	BETTY ZHAN	\$0.00	\$15.62	(\$187,327.75)	1/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Post Date</u>	<u>Status</u>
76057	Accounts Payable	Computer Check	2/21/2018	ZION-BENTON PUBLIC LIBRARY D	\$0.00	\$11.95	(\$187,339.70)	1/31/2018	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$187,339.70)
Total Payments:	(\$187,339.70)
Total Change in Register Balance:	(\$187,339.70)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated February 21, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
75940	\$15.00	ADULT READING ROUND TABLE	\$15.00	-- 2018 Membership - Greta Ulrich	01-5430-54-01	Professional Development-Adult Services
75941	\$339.04	AFLAC	\$339.04	-- EE Payments January 2018	01-2140-00-00	Payroll Clearing
75942	\$4.00	Agnieszka Sliwa	\$4.00	-- Lost Book Refund Item#31491011436619	01-3620-36-00	Lost Books
75943	\$1,047.76	ALLIANCE ENTERTAINMENT	\$65.07	-- Materials	01-4433-44-00	AV-Adult
75943	\$1,047.76	ALLIANCE ENTERTAINMENT	\$225.44	-- Materials	01-4435-44-00	AV-Teen
75943	\$1,047.76	ALLIANCE ENTERTAINMENT	\$235.93	-- Materials	01-4433-44-00	AV-Adult
75943	\$1,047.76	ALLIANCE ENTERTAINMENT	\$39.98	-- Materials	01-4435-44-00	AV-Teen
75943	\$1,047.76	ALLIANCE ENTERTAINMENT	\$170.19	-- Materials	01-4433-44-00	AV-Adult
75943	\$1,047.76	ALLIANCE ENTERTAINMENT	\$54.97	-- Materials	01-4435-44-00	AV-Teen
75943	\$1,047.76	ALLIANCE ENTERTAINMENT	\$39.99	-- Materials	01-4433-44-00	AV-Adult
75943	\$1,047.76	ALLIANCE ENTERTAINMENT	\$216.19	-- Materials	01-4433-44-00	AV-Adult
75944	\$5,928.75	SYNCB/ AMAZON	\$44.73	-- PO #83115	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75944	\$5,928.75	SYNCB/ AMAZON	\$4,685.32	-- PO #83092	08-6770-67-00	Furniture & Fixtures
75944	\$5,928.75	SYNCB/ AMAZON	\$49.62	-- PO #83117	01-5326-53-02	Programming & Support-Teen-Youth Services
75944	\$5,928.75	SYNCB/ AMAZON	\$462.96	-- PO #83117	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
75944	\$5,928.75	SYNCB/ AMAZON	\$686.12	-- PO #83123	08-6740-67-00	Equipment Maintenance
75945	\$213.00	AMERICAN LIBRARY ASSOCIATION	\$213.00	-- Membership Renewal C. Rademacher	01-5461-54-09	Subscriptions & Dues-Administrative Services
75946	\$72.65	ANDERSON-SAFFORD	\$72.65	--Round Self Inking Stamp	01-5457-54-08	Office Supplies-Patron Services
75947	\$218.00	ASSA ABLOY ENTRANCE SYSTEMS US INC.	\$218.00	-- Repairs & Services	08-6720-67-00	Contractual Maintenance
75948	\$43.73	AT&T	\$43.73	-- Monthly Services 12/17 ~ 01/16/2018	01-5465-54-09	Telephone-Administrative Services
75949	\$384.02	AT&T	\$384.02	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
75950	\$141.55	Relevant, LLC d b a Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
75950	\$141.55	Relevant, LLC d b a Omnigraphics, Inc.	\$59.70	-- Materials	01-4415-44-00	Books-Teen
75951	\$1,211.95	BAKER & TAYLOR	\$1,211.95	-- Materials	01-4413-44-00	Books-Adult
75952	\$33.59	BLICK ART MATERIALS	\$33.59	-- Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75953	\$14.99	Bozena Theodoropoulos	\$14.99	-- Lost Book Refund Item #31491011746603	01-3620-36-00	Lost Books
75954	\$279.92	BRODART CO.	\$279.92	-- Supplies	01-5322-53-04	Library Supplies-Tech Services
75955	\$2,505.65	CALL ONE	\$1,251.84	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
75955	\$2,505.65	CALL ONE	\$1,253.81	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
75956	\$69.03	ARIANNE CAREY	\$69.03	-- EE Reimbursement -Preschool & Day Care Fair	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75957	\$4,002.20	CDI COMPUTER DEALERS INC.	\$4,002.20	-- Computer Equipment	40-5810-58-00	Special Reserve - Equipment
75958	\$42.23	CECILIA CYGNAR	\$14.60	-- EE Mileage Reimbursement - CCS Power Pac Training	01-5431-54-01	Mileage-Adult Services
75958	\$42.23	CECILIA CYGNAR	\$11.55	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
75958	\$42.23	CECILIA CYGNAR	\$2.13	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
75958	\$42.23	CECILIA CYGNAR	\$13.95	-- EE Reimbursement - Bookbites	01-5323-53-01	Programming & Support-Adult-Adult Services
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$250.30	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$12.79	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$153.69	-- Materials	01-4413-44-00	Books-Adult

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75959	\$3,215.41	CENGAGE LEARNING, INC.	\$207.67	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$134.20	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$152.76	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$107.96	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$49.58	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$25.58	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$23.20	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$65.22	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$80.96	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$183.93	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$51.98	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$47.23	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$71.17	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$21.59	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$1,111.50	-- Materials	01-4487-44-00	Online Databases
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$25.59	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$27.19	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$43.18	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$289.85	-- Materials	01-4487-44-00	Online Databases
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$52.80	-- Materials	01-4413-44-00	Books-Adult
75959	\$3,215.41	CENGAGE LEARNING, INC.	\$25.49	-- Materials	01-4413-44-00	Books-Adult
75960	\$50.00	CHILUG	\$50.00	-- Program - Lego Day	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75961	\$400.00	CHRIS MCBRIEN	\$400.00	-- Program The Musical Irish Traveler	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75962	\$17.99	Cimi K Chacko	\$17.99	-- Lost Book Refund Item#31491011655192	01-3620-36-00	Lost Books
75963	\$819.00	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
75963	\$819.00	CINTAS CORPORATION LOC. 769	\$190.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
75963	\$819.00	CINTAS CORPORATION LOC. 769	\$145.80	-- Mat Service	08-6720-67-00	Contractual Maintenance
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$90.91	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$61.62	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$10.80	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$363.29	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$31.17	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$43.77	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$50.89	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$20.39	-- Materials	01-4413-44-00	Books-Adult

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75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$107.79	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$31.13	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$30.48	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$6.21	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$124.49	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$28.21	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$252.44	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$28.18	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$9.66	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$289.56	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$39.48	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$19.76	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$11.73	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$93.79	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$58.66	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$7.90	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$83.36	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$455.11	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$755.69	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$29.67	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$44.96	-- Materials	01-5435-54-04	Professional Collection-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$94.31	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$700.50	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$9.66	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$78.60	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$169.73	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$463.70	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$6.21	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$161.05	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$27.10	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$35.93	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$1,384.60	-- Materials	01-4413-44-00	Books-Adult

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75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$123.57	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$6.59	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$38.64	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$25.96	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$28.09	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$156.21	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$1,328.05	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$51.75	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$512.69	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$105.21	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$173.68	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$17.94	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$977.40	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$27.48	-- Materials	01-4435-44-00	AV-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$223.61	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$192.94	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$19.76	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$339.58	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$36.14	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$257.44	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$26.22	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$371.37	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$52.51	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$20.92	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$40.67	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$477.54	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$183.00	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$11.94	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$114.13	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$255.05	-- Materials	01-4414-44-00	Books-Youth Services

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75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$209.17	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$21.46	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$8.97	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$179.19	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$819.00	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$540.24	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$947.77	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$38.64	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$41.23	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$20.32	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$219.98	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$396.12	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$31.05	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$28.98	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$97.98	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$58.36	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$49.00	-- Materials	01-5435-54-04	Professional Collection-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$17.95	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$46.72	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$14.37	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$32.35	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$24.59	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$79.95	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$79.95	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$131.04	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$6.59	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$23.40	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$86.90	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$10.35	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$36.15	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$3.75	-- Materials	01-4413-44-00	Books-Adult

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75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$31.50	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$11.25	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$17.97	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$11.98	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$10.19	-- Materials	01-4415-44-00	Books-Teen
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$216.68	-- Materials	01-4413-44-00	Books-Adult
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$228.28	-- Materials	01-4414-44-00	Books-Youth Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
75992	\$19,934.01	INGRAM LIBRARY SERVICES	\$210.00	-- Materials	01-4414-44-00	Books-Youth Services
75993	\$494.34	IRON MOUNTAIN	\$292.51	-- Off Site Monthly Storage Fee	01-5350-53-09	Miscellaneous-Administrative Services
75993	\$494.34	IRON MOUNTAIN	\$201.83	-- Off Site Monthly Storage Fee	01-5350-53-09	Miscellaneous-Administrative Services
75994	\$150.00	Jorge Perez	\$150.00	-- Program Spanish Storytime	01-5324-53-02	Programming & Support-Juvenile-Youth Services
75995	\$21.99	Junia Balthazar-Lauture	\$21.99	-- Lost Book Refund Item #31491011168386	01-3620-36-00	Lost Books
75996	\$25.17	Kathleen Weiss	\$25.17	-- CCI Meeting Palatine	01-5431-54-03	Mileage-Digital Services
75997	\$480.00	KLEIN, THORPE & JENKINS, LTD.	\$480.00	-- Misc Service & Policy Review	01-5450-54-09	Legal Fees-Administrative Services
75998	\$1,471.50	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$138.21	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75998	\$1,471.50	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$235.02	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75998	\$1,471.50	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$141.51	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75998	\$1,471.50	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$354.32	--Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75998	\$1,471.50	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$468.93	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75998	\$1,471.50	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$133.51	-- Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
75999	\$768.46	KOREAN BOOKS	\$228.82	-- Materials	01-4414-44-00	Books-Youth Services
75999	\$768.46	KOREAN BOOKS	\$233.96	-- Materials	01-4413-44-00	Books-Adult
75999	\$768.46	KOREAN BOOKS	\$305.68	-- Materials	01-4413-44-00	Books-Adult
76000	\$150.00	BERNADETТА KORYCIARZ	\$150.00	-- Presenter Kidspace Storytime	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76001	\$815.19	KSIEGARNIA QUO VADIS	\$815.19	-- Materials	01-4413-44-00	Books-Adult
76002	\$43.68	LAKESHORE LEARNING MATERIALS	\$43.68	--Materials for Writing Center	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76003	\$1,522.00	LAUBE IMAGING PRODUCTS, INC.	\$1,522.00	-- Printing Supplies	01-5320-53-07	Printing-Marketing & PR Services
76004	\$175.00	RICHARD LINDBERG	\$175.00	-- Program Chicago Baseball Civil Wars Exhibit	01-5325-53-01	Programming & Support-Events-Adult Services
76005	\$57.50	VICTORIA LUZ	\$57.50	-- EE Reimbursement Supplies -InService day	01-5430-54-09	Professional Development-Administrative Services
76006	\$250.00	MAINE TOWNSHIP MAINSTREAMERS	\$250.00	--Program Swing into Spring-Senior Expo	01-5456-54-01	Promotional Expense-Adult Services
76007	\$161.74	MAKERBOT INDUSTRIES LLC	\$161.74	--PO #83109	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76008	\$130.40	MARY MILLER	\$70.00	-- EE Reimbursement -GameStop Certs for Gaming Tourments	01-5326-53-02	Programming & Support-Teen-Youth Services
76008	\$130.40	MARY MILLER	\$45.63	-- EE Reimbursement - Feb. Teen Advisory Borad Meeting	01-5326-53-02	Programming & Support-Teen-Youth Services
76008	\$130.40	MARY MILLER	\$14.77	-- EE Reimbursement - Valentine Hugables	01-5326-53-02	Programming & Support-Teen-Youth Services
76009	\$29.74	BEN MARY MILLER	\$29.74	-- EE Reimbursement -January Teen Advisory Bd Mtg	01-5326-53-02	Programming & Support-Teen-Youth Services
76010	\$1,227.40	MENARDS	\$147.48	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services

Niles-Maine District Library
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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76010	\$1,227.40	MENARDS	\$139.00	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76010	\$1,227.40	MENARDS	\$243.14	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76010	\$1,227.40	MENARDS	\$17.94	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76010	\$1,227.40	MENARDS	\$80.58	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76010	\$1,227.40	MENARDS	\$125.92	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76010	\$1,227.40	MENARDS	\$109.93	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76010	\$1,227.40	MENARDS	\$38.88	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76010	\$1,227.40	MENARDS	\$126.27	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76010	\$1,227.40	MENARDS	\$125.85	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76010	\$1,227.40	MENARDS	\$72.41	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76011	\$12,838.80	MIDWEST TAPE	\$2,787.93	-- Materials	01-4433-44-00	AV-Adult
76011	\$12,838.80	MIDWEST TAPE	\$536.86	-- Materials	01-4434-44-00	AV-Youth Services
76011	\$12,838.80	MIDWEST TAPE	\$1,462.39	-- Materials	01-4433-44-00	AV-Adult
76011	\$12,838.80	MIDWEST TAPE	\$461.46	-- Materials	01-4434-44-00	AV-Youth Services
76011	\$12,838.80	MIDWEST TAPE	\$1,191.59	-- Materials	01-4433-44-00	AV-Adult
76011	\$12,838.80	MIDWEST TAPE	\$186.88	-- Materials	01-4434-44-00	AV-Youth Services
76011	\$12,838.80	MIDWEST TAPE	\$1,428.87	-- Materials	01-4433-44-00	AV-Adult
76011	\$12,838.80	MIDWEST TAPE	\$64.46	-- Materials	01-4434-44-00	AV-Youth Services
76011	\$12,838.80	MIDWEST TAPE	\$2,690.35	-- Materials	01-4433-44-00	AV-Adult
76011	\$12,838.80	MIDWEST TAPE	\$202.79	-- Materials	01-4434-44-00	AV-Youth Services
76011	\$12,838.80	MIDWEST TAPE	\$1,579.43	-- Materials	01-4433-44-00	AV-Adult
76011	\$12,838.80	MIDWEST TAPE	\$275.03	-- Materials	01-4434-44-00	AV-Youth Services
76012	\$919.77	MULTICULTURAL BOOKS & VIDEOS	\$50.00	-- Materials	01-4413-44-00	Books-Adult
76012	\$919.77	MULTICULTURAL BOOKS & VIDEOS	\$200.00	-- Materials	01-4413-44-00	Books-Adult
76012	\$919.77	MULTICULTURAL BOOKS & VIDEOS	\$97.21	-- Materials	01-4413-44-00	Books-Adult
76012	\$919.77	MULTICULTURAL BOOKS & VIDEOS	\$100.42	-- Materials	01-4413-44-00	Books-Adult
76012	\$919.77	MULTICULTURAL BOOKS & VIDEOS	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76012	\$919.77	MULTICULTURAL BOOKS & VIDEOS	\$111.00	-- Materials	01-4413-44-00	Books-Adult
76012	\$919.77	MULTICULTURAL BOOKS & VIDEOS	\$111.14	-- Materials	01-4413-44-00	Books-Adult
76013	\$2,969.86	NICOR GAS	\$2,969.86	-- 12/08/17 ~ 01/10/18 (33 Days)	01-5710-57-00	Gas
76014	\$210.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$210.00	-- Annual Leadership & Recognition Luncheon	01-5470-54-09	Trustee Expense-Administrative Services
76015	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease February 2018	01-5491-54-09	Parking Lease-Administrative Services
76016	\$68.90	NORTHBROOK PUBLIC LIBRARY	\$26.95	-- Lost Book Refund Item #31123010439282	01-3620-36-00	Lost Books
76016	\$68.90	NORTHBROOK PUBLIC LIBRARY	\$41.95	-- Lost Book Refund Item#31123010126426	01-3620-36-00	Lost Books
76017	\$313.00	CORNELIUS M. O'SHEA	\$313.00	-- EE Reimbursement -ILA,ALA & PLA membership renewal	01-5461-54-01	Subscriptions & Dues-Adult Services
76018	\$1,898.00	OAK BROOK MECHANICAL SERVICES	\$1,898.00	-- Service Repair -Ground Pump	08-6710-67-00	Repairs & Improvements
76019	\$50.88	MICHAELENE ORZECOWSKI	\$15.98	-- EE Reimbursement SFNG Professional Dev	01-5430-54-02	Professional Development-Youth Services
76019	\$50.88	MICHAELENE ORZECOWSKI	\$11.46	-- EE Reimbursement - Qurat Baggies	01-5324-53-02	Programming & Support-Juvenile-Youth Services

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76019	\$50.88	MICHAELENE ORZECHOWSKI	\$23.44	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76020	\$4,404.08	OVERDRIVE, INC.	\$873.94	-- Materials	01-4420-44-00	Downloadables
76020	\$4,404.08	OVERDRIVE, INC.	\$799.42	-- Materials	01-4420-44-00	Downloadables
76020	\$4,404.08	OVERDRIVE, INC.	\$1,441.26	-- Materials	01-4420-44-00	Downloadables
76020	\$4,404.08	OVERDRIVE, INC.	\$467.93	-- Materials	01-4420-44-00	Downloadables
76020	\$4,404.08	OVERDRIVE, INC.	\$328.61	-- Materials	01-4420-44-00	Downloadables
76020	\$4,404.08	OVERDRIVE, INC.	\$492.92	-- Materials	01-4420-44-00	Downloadables
76021	\$193.17	PEAPOD	\$193.17	-- Kidspace Order	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76022	\$164.25	PENGUIN RANDOM HOUSE LLC	\$164.25	-- Materials	01-4434-44-00	AV-Youth Services
76023	\$132.35	PETTY CASH	\$10.00	-- Replenish Petty Cash	01-5325-53-01	Programming & Support-Events-Adult Services
76023	\$132.35	PETTY CASH	\$10.00	-- Replenish Petty Cash	01-5325-53-01	Programming & Support-Events-Adult Services
76023	\$132.35	PETTY CASH	\$14.94	-- Replenish Petty Cash	01-5420-54-05	Janitorial Supplies-Maintenance Services
76023	\$132.35	PETTY CASH	\$40.00	-- Replenish Petty Cash	01-5430-54-07	Professional Development-Marketing & PR Services
76023	\$132.35	PETTY CASH	\$22.06	-- Replenish Petty Cash	01-5355-53-09	Volunteers-Administrative Services
76023	\$132.35	PETTY CASH	\$5.00	-- Replenish Petty Cash	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76023	\$132.35	PETTY CASH	\$30.00	-- Replenish Petty Cash	01-5430-54-09	Professional Development-Administrative Services
76023	\$132.35	PETTY CASH	\$0.35	-- Replenish Petty Cash	01-5350-53-09	Miscellaneous-Administrative Services
76024	\$601.59	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$543.90	--Qtrly Lease Mail Machine 11/28/17 ~ 02/27/2018	01-5458-54-09	Postage & Freight-Administrative Services
76024	\$601.59	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$57.69	-- SendPro Web Lease 12/04/17 ~ 03/03/2018	01-5458-54-08	Postage & Freight-Patron Services
76025	\$1,071.78	PLIC - SBD GRAND ISLAND	\$1,071.78	-- February 2018 Payment	01-5634-56-00	Life, LTD, AD&D, STD
76026	\$222.28	PowerHouse Unlimited Inc	\$61.28	-- Wand Assy Hose	08-6710-67-00	Repairs & Improvements
76026	\$222.28	PowerHouse Unlimited Inc	\$161.00	-- Filters for Sweeper	08-6710-67-00	Repairs & Improvements
76027	\$180.00	PRECISION PAGES INC.	\$180.00	-- Troubleshoot & Fix Issues	01-5452-54-07	Consultants-Marketing & PR Services
76028	\$24.00	PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT	\$24.00	-- Lost Book Refund Item #31530002036266	01-3620-36-00	Lost Books
76029	\$97.79	RECORDED BOOKS, LLC	\$14.99	-- Materials	01-4434-44-00	AV-Youth Services
76029	\$97.79	RECORDED BOOKS, LLC	\$41.40	-- Materials	01-4414-44-00	Books-Youth Services
76029	\$97.79	RECORDED BOOKS, LLC	\$41.40	-- Materials	01-4414-44-00	Books-Youth Services
76030	\$2,050.00	RESERVE ACCOUNT	\$2,050.00	-- Spring 2018 Charter One Postage	01-5458-54-07	Postage & Freight-Marketing & PR Services
76031	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$120.00	-- Materials	01-4414-44-00	Books-Youth Services
76031	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
76031	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76032	\$54.99	Ryan Adorable	\$54.99	-- Lost Book Refund Item#31491012144907	01-3620-36-00	Lost Books
76033	\$150.00	Serim Surucu	\$150.00	-- Program Live Ebru Show	01-5326-53-02	Programming & Support-Teen-Youth Services
76034	\$10.22	CLARA SHEFFER	\$10.22	-- EE Mileage Reimbursement	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76035	\$110.87	SHELL	\$66.72	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
76035	\$110.87	SHELL	\$44.15	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
76036	\$12.99	ANNA SIBLE	\$12.99	-- Lost Book Refund Item #31491011487760	01-3620-36-00	Lost Books
76037	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	-- Monthly Service	08-6720-67-00	Contractual Maintenance

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76038	\$2,028.00	SPOTLIGHT INC.	\$2,028.00	-- Lighting Post Aluminum Replacement Covers	08-6710-67-00	Repairs & Improvements
76039	\$181.90	State Industrial Products	\$181.90	-- Residue Remover	08-6710-67-00	Repairs & Improvements
76040	\$1,284.09	STEINER ELECTRIC COMPANY	\$11.49	--Freight Dispute	01-5458-54-05	Postage & Freight-Maintenance Services
76040	\$1,284.09	STEINER ELECTRIC COMPANY	\$650.00	-- Power System Sales & Service	08-6720-67-00	Contractual Maintenance
76040	\$1,284.09	STEINER ELECTRIC COMPANY	\$622.60	-- PO #83119 - Lamps	08-6720-67-00	Contractual Maintenance
76041	\$12.99	Suraj Mesquita	\$12.99	-- Lost Book Refund Item #3149102050625	01-3620-36-00	Lost Books
76042	\$467.43	SUSAN LEMPKE	\$87.83	-- EE Mileage Reimbursement	01-5431-54-09	Mileage-Administrative Services
76042	\$467.43	SUSAN LEMPKE	\$379.60	-- EE Reimbursement PLA	01-5430-54-09	Professional Development-Administrative Services
76043	\$57.97	Susan Liberman	\$57.97	-- Lost Book Refund 3 Items	01-3620-36-00	Lost Books
76044	\$1,272.06	SUZANNE WULF	\$25.71	-- EE Mileage Reimbursement	01-5431-54-03	Mileage-Digital Services
76044	\$1,272.06	SUZANNE WULF	\$19.18	-- EE Mileage REimbursement	01-5431-54-03	Mileage-Digital Services
76044	\$1,272.06	SUZANNE WULF	\$805.21	-- EE Reimbursement -ALA Midwinter	01-5430-54-03	Professional Development-Digital Services
76044	\$1,272.06	SUZANNE WULF	\$421.96	-- EE Reimbursement - PLA	01-5430-54-03	Professional Development-Digital Services
76045	\$570.56	TODAY'S BUSINESS SOLUTIONS, INC.	\$510.56	-- 4th Qtr 2018 Fax Program	01-5311-53-09	Processing & Supplies-Administrative Services
76045	\$570.56	TODAY'S BUSINESS SOLUTIONS, INC.	\$60.00	-- 4th Qtr 2017 Audio/ Lanuage Translation	01-5312-53-06	Internet Charges-IT Services
76046	\$7.99	Tonia Levison	\$7.99	-- Lost Book Refund Item#31491012603498	01-3620-36-00	Lost Books
76047	\$140.37	UAL	\$140.37	-- United Ad Label	01-5311-53-03	Processing & Supplies-Digital Services
76048	\$187.95	UNIQUE MANAGEMENT SERVICES, INC.	\$134.25	-- Collection Agency Fee	01-5462-54-08	Collection Services-PAtron Services
76048	\$187.95	UNIQUE MANAGEMENT SERVICES, INC.	\$53.70	-- Collection Agency Fee	01-5462-54-08	Collection Services-PAtron Services
76049	\$362.38	VERIZON WIRELESS	\$181.09	--Monthly Cell Phone Bill 12/03 ~ 01/02	01-5465-54-09	Telephone-Administrative Services
76049	\$362.38	VERIZON WIRELESS	\$181.29	--Monthly Cell Phone Bill 1/03 ~ 02/02	01-5465-54-09	Telephone-Administrative Services
76050	\$293.62	VILLAGE OF NILES	\$293.62	-- Automatic Water Meter Reading	01-5730-57-00	Water
76051	\$11,346.45	VISA	\$138.54	-- PO #83082 Epson Ink Cartiage	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76051	\$11,346.45	VISA	\$494.00	-- PO #84801 - Chicago Tribune Renewal	01-4423-44-00	Periodicals
76051	\$11,346.45	VISA	\$572.00	-- PO #84800 Chicago Tribune Renewal	01-4423-44-00	Periodicals
76051	\$11,346.45	VISA	\$60.00	-- PO #83048 Costco Membership Renewal	01-5461-54-09	Subscriptions & Dues-Administrative Services
76051	\$11,346.45	VISA	\$1,198.99	-- January Receipts --	08-6760-67-00	Non Capital Expenses
76051	\$11,346.45	VISA	\$321.02	-- January Receipts --	08-6740-67-00	Equipment Maintenance
76051	\$11,346.45	VISA	\$124.25	-- January Receipts --	08-6710-67-00	Repairs & Improvements
76051	\$11,346.45	VISA	\$270.00	-- January Receipts --	08-6740-67-00	Equipment Maintenance
76051	\$11,346.45	VISA	\$31.49	-- January Receipts --	08-6740-67-00	Equipment Maintenance
76051	\$11,346.45	VISA	\$499.00	-- January Receipts --	08-6740-67-00	Equipment Maintenance
76051	\$11,346.45	VISA	\$0.98	-- January Receipts-2	01-5461-54-09	Subscriptions & Dues-Administrative Services
76051	\$11,346.45	VISA	\$112.38	-- January Receipts-2	01-5326-53-02	Programming & Support-Teen-Youth Services
76051	\$11,346.45	VISA	\$31.98	-- January Receipts-2	01-5457-54-03	Office Supplies-Digital Services
76051	\$11,346.45	VISA	\$79.99	-- January Receipts-2	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76051	\$11,346.45	VISA	\$26.43	-- January Receipts-2	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76051	\$11,346.45	VISA	\$21.06	-- January Receipts-2	01-5312-53-06	Internet Charges-IT Services

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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76051	\$11,346.45	VISA	\$69.97	-- January Receipts-2	01-5313-53-06	Software, Licenses-IT Services
76051	\$11,346.45	VISA	\$299.85	-- January Receipts-2	01-5312-53-06	Internet Charges-IT Services
76051	\$11,346.45	VISA	\$13.99	-- January Receipts-2	01-5326-53-02	Programming & Support-Teen-Youth Services
76051	\$11,346.45	VISA	\$15.00	-- January Receipts-2	01-5430-54-04	Professional Development-Tech Services
76051	\$11,346.45	VISA	\$30.00	-- January Receipts-2	01-5430-54-09	Professional Development-Administrative Services
76051	\$11,346.45	VISA	\$2,757.11	-- January Receipts-2	01-5456-54-09	Promotional Expense-Administrative Services
76051	\$11,346.45	VISA	\$330.00	-- January Receipts-2	01-5325-53-01	Programming & Support-Events-Adult Services
76051	\$11,346.45	VISA	\$19.98	-- January Receipts-2	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76051	\$11,346.45	VISA	\$28.34	-- January Receipts-2	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76051	\$11,346.45	VISA	\$475.00	-- January Receipts-2	01-5430-54-02	Professional Development-Youth Services
76051	\$11,346.45	VISA	\$200.00	-- January Receipts-2	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76051	\$11,346.45	VISA	\$321.50	-- January Receipts-2	01-5430-54-09	Professional Development-Administrative Services
76051	\$11,346.45	VISA	\$197.95	-- January Receipts-2	01-5323-53-03	Programming & Support-Adult-Digital Services
76051	\$11,346.45	VISA	\$305.00	-- January Receipts-2	01-5430-54-01	Professional Development-Adult Services
76051	\$11,346.45	VISA	\$23.97	-- January Receipts-2	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76051	\$11,346.45	VISA	\$181.22	-- January Receipts-2	01-5430-54-09	Professional Development-Administrative Services
76051	\$11,346.45	VISA	\$60.15	-- January Receipts-2	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76051	\$11,346.45	VISA	\$205.40	-- January Receipts-2	01-5430-54-09	Professional Development-Administrative Services
76051	\$11,346.45	VISA	\$228.79	-- January Receipts-2	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76051	\$11,346.45	VISA	\$69.99	-- January Receipts-2	01-5457-54-09	Office Supplies-Administrative Services
76051	\$11,346.45	VISA	\$567.69	-- January Receipts-2	01-5430-54-09	Professional Development-Administrative Services
76051	\$11,346.45	VISA	\$68.91	-- January Receipts-2	01-5430-54-09	Professional Development-Administrative Services
76051	\$11,346.45	VISA	\$15.98	-- January Receipts-2	01-5430-54-09	Professional Development-Administrative Services
76051	\$11,346.45	VISA	\$538.30	-- January Receipts-2	01-5430-54-09	Professional Development-Administrative Services
76051	\$11,346.45	VISA	\$436.48	-- January Receipts-2	01-5430-54-09	Professional Development-Administrative Services
76051	\$11,346.45	VISA	\$14.28	-- January Receipts-2	01-5323-53-01	Programming & Support-Adult-Adult Services
76051	\$11,346.45	VISA	\$339.24	-- January Receipts-2	01-4423-44-00	Periodicals
76051	\$11,346.45	VISA	\$19.27	-- January Receipts-2	01-5323-53-01	Programming & Support-Adult-Adult Services
76051	\$11,346.45	VISA	\$13.99	-- January Receipts-2	01-4420-44-00	Downloadables
76051	\$11,346.45	VISA	\$13.99	-- January Receipts-2	01-4420-44-00	Downloadables
76052	\$577.88	VISION SERVICE PLAN OF ILLINOIS	\$577.88	-- February 2018 Payment	01-5632-56-00	Vision
76053	\$565.00	WESTERN IRRIGATION, INC.	\$565.00	-- Backflow Preventers	08-6710-67-00	Repairs & Improvements
76054	\$1,080.00	X-PERT LANDSCAPING INC.	\$540.00	-- Plowing Service 1/15 & 16/2018	08-6720-67-00	Contractual Maintenance
76054	\$1,080.00	X-PERT LANDSCAPING INC.	\$270.00	-- Plowing Service 12/29/2017	08-6720-67-00	Contractual Maintenance
76054	\$1,080.00	X-PERT LANDSCAPING INC.	\$270.00	-- Plowing Service 2/4/2018	08-6720-67-00	Contractual Maintenance
76055	\$59.99	Yvonne Monreal-Berner	\$59.99	-- Lost Book Refund Item#31491011145954	01-3620-36-00	Lost Books
76056	\$15.62	BETTY ZHAN	\$15.62	-- EE Mileage Reimbursement	01-5431-54-04	Mileage-Tech Services
76057	\$11.95	ZION-BENTON PUBLIC LIBRARY DISTRICT	\$11.95	-- Lost Book Refund Item #31126004994915	01-3620-36-00	Lost Books

Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2991	Accounts Payable	Manual Check	1/8/2018	Illinois Department of Revenue	\$0.00	\$325.00	(\$325.00)	12/31/2017	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$325.00)
Total Payments:	(\$325.00)
Total Change in Register Balance:	(\$325.00)

**Director's Report
January/February 2018**

Staff Day 2018



88 members of the staff were able to attend our annual Staff Day. It was all planned and executed by the Managers and Supervisors. Here were some of the highlights:

- A custom-designed crossword puzzle about the library created by a staff spouse who designs crosswords for newspapers—it was our icebreaker so the people at each table could get to know each other better
- Custom-designed centerpieces made by Victoria featuring our new passport program—each mason jar had a tiny airplane and a book, and used the vinyl cutter to make lettering. They were very beautiful! Victoria says, “I created them on my own time to show staff how they are valued and appreciated.”
- A presentation on Dealing with Challenging People from Candace Fisher of the Management Association—her central point was about understanding that we can each only change ourselves and the way we respond to things.
- Our first fire drill in many years. Sadly, we failed, as one person didn't make it out of the building and the staff left an outside door open. But it was a good start, and we will repeat it again during open hours, hopefully at a time when few patrons are in the building.
- I had people stand up who had participated in various library projects, and thanked them for their work.
- Sergeant Anthony Scipione from the Niles Police Department did a presentation on what to do in an active shooter situation—he also met with some of the departments when they went back to their areas to scope out where they would run, hide, or what they could use to fight with. He described the library as a “soft target.” It was scary but helpful. We hope to do something more in-depth next year.
- I went through an expanded version of the presentation I gave to the Board on the history of the Library, which helped people understand our story. We then had group discussions on trends noted in

The Center for the Future of Libraries, looking at societal issues that may have an impact on our patrons and what they need from the library. I plan to show the website to the trustees at our Board meeting as part of my Director's report.

- A quiz on the new Integrated Library System, Polaris
- Breakfast, lunch, and dessert, which were all very much appreciated by the staff.

Staff savings

I am delighted to tell you that Diane Winberg was able to talk a vendor down from an original high quote of \$4,200 for CD cases to \$3,300, and then even further to \$2,912. Bravo, Diane!

I am also very happy to say that for the first time ever we have managed to get our periodical renewals submitted to EBSCO in time to get their highest discount number. It's a sliding scale by month, and we have always gotten some discount, but we managed to get this in almost 6 months early. A big thank you goes to head of Technical Services Victoria Luz as well as Arianne, Cyndi, Donna and Maryellen, who got all of their paperwork in early to make this happen.

Staff changes

Sasha was finally able to hire a new Marketing Assistant, and Robin Komie's first day turned out to be Staff Day! She has gotten off to a great start with our social media information, with posts and tweets scheduled into the future.

We are sad to lose two of our longtime clerks, Patti Klancnik and Corinne Whitford. Athena has reviewed their positions and has decided to take the one remaining full-time position and divide it into three positions.

We said goodbye this month to Reference Librarian/Digital Services Training Librarian Ruth Schuster. Ruth worked for the library for 18 ½ years. However, although Ruth has retired from her full-time job, she will begin working part-time for around 15 hours per week. We are delighted not to lose her knowledge and skills (and her lovely personality!).

Preschool Liaison Clara Sheffer has also announced her retirement. Clara has worked here for over 20 years, and generations of little ones know Clara and her monkey sidekick Millie. We are happy that Clara has decided to become one of our subs, and that she will already have gotten all of the Polaris training before her last official day.

Best of luck to Patti, Corinne, Ruth, and Clara! We will miss you all.

Programs

From Dodie: Some of the program highlights this month included our very popular Shakespeare Project. 79 patrons attended their presentation of *Coriolanus*. Neil hosted a Polish Genealogy Program this month given by Steve Szanados with 14 in attendance. Cecilia hosted "21 (Almost) Free Things to Do in Chicago" – with 37 patrons attending. For this month's Senior Coffee Hour, we partnered with our local Glen St. Andrew Nursing and Retirement Home. The head of physical therapy, Sandy Quintell, gave a (free) very informative lecture on Stroke Prevention. Neil hosted the "Come to the Cabaret" Program – which highlighted Chicago author, June Skinner Sawyer's book. It was followed by a screening of the 1970's film, *Cabaret*.

From Suzy: Digital Services kicked off 2018 with a full month of hands-on computer classes, technology lectures and maker programs. Ruth offered a Mousercize class to get attendees comfortable using the mouse before starting Computer Bootcamp. The Virtual Friday teen program is taking off and we are going to be increasing our VR program offerings.



Bernadetta offered a button making class that highlighted the button maker that we circulate as part of the Creative Studio Collection. Attendees created custom Valentine’s Day buttons using the Build-A- Button software. During class they learned how to change a background, add images, add and edit text. Additionally, they learned step by step instructions for using the button maker. This innovative classes provided a hands-on project while simultaneously promoting the Creative Studio Equipment.

Bernadetta taught a Computer Basics class in Polish and the response was fantastic. These patrons really appreciated being able to learn how to navigate the computer in their home language.

Jabez demonstrated how to use Pinterest and Bobby led a class on video editing.

Matt taught Microsoft Excel and his demonstration style of teaching was helpful according to the patrons. A patron who had a job in the construction industry said that Matt was very helpful and she learned a lot. They were eager for the next class!

Youth Programs

From Arianne: The annual Battle of the Books end of the season Author and Awards Celebration was such fun! Local author, Katherine Hannigan, entertained a full house. We awarded St. John Brebeuf’s winning team a plaque, honored the coaches from all the teams, and treated the families to a meal of pizza. The after-hours event is always a treat.



Our Winter Reading Club wrapped at the end of January. We had 687 patrons register in KidSpace. Those children completed 703 cards; each card consisted of 6 activities from reading to attending programs. This was a fun way to spend some winter break time. Winning NMDL patrons were thrilled to collect their drawing prizes.

The Second Sunday program, Scales and Tails Animal Adventure, was a delight for all patrons. The ever popular sloth was a crowd pleaser, and the trainers stayed after to let everyone who wanted to pose with Sammy. All those in attendance had the chance to interact with the animal. The pot-bellied pig even nibbled feed from children’s hands.



Some of the critters brought in by Scales and Tales for the Second Sunday Special program

Mega Monday is a weekly offering for students in grades K-5. The first Monday is Drama Club, the second Monday is Mondays on the Move, the third is Lego Club, and the fourth is Yoga. If there is a fifth Monday, we offer Kids Craft. January Kids Craft was a Mardi Gras Mask. We played zydeco music in the background.



Teen

Teen also wrapped their Winter Reading Club. They had 39 participants that completed 40 logs.

The Jr. High/High School Liaison was able to attend the National Honor Society meeting at Maine East to promote volunteer opportunities. We rely on these teens to help us run the Homework Help program, and they are happy to have a fun place to earn service hours. We learned from their guidance counselor that transportation to the library is an issue for the teens, so we printed up the bus schedule to pass out at the event.

Creative Studio and Databases

From Suzy: This month there were 37 3D print submissions, one poster print submission and 6 VHS to DVD conversion sessions.



A NMDL patron, Andrzej Achmirowicz, designed his own t-shirt in the vinyl cutter class in honor of his grandfather, a famous Polish wrestler. As an honorary guest at a Polish Wrestling Association event taking place in Poland last month, he proudly showed off his shirt to the large audience.

Andrzej worked hard to design, weed and apply the design to his t-shirt. This is just one of the many ways that patrons have utilized the Creative Studio.

The new S&P Advantage interface was introduced this January. Kathleen set up a webinar to train the Adult Services staff on the new interface.

The digital circulation in Overdrive broke last month's record with 2022 checkouts! Lynda.com usage is up 35% from 814 to 1101. This may be due to many user's New Year's resolutions to learn a new skill or improve existing skills.

Community Engagement

Judy attended a Chamber program committee meeting and also a meeting with the village's Economic Development and Neighborhood Renewal Committee.

Neil posted to the Veterans History Blog which had 150 views last month. He completed the proofing of the first drafts of interviews by Niles Vietnam Vets, Martin Passarella and Tom Adams.

Digital Services Supervisor Suzy Wulf was sworn in as a member of the Niles Chamber of Commerce Board at the annual Leadership luncheon. We know she will be a great asset to the group! The lunch was also attended by Greg Pritz, Victoria Luz, and me, and we saw many of our Village partners there as well as hearing from Mayor Przybylo about his plans for the future.



Our own “Cinema Cecilia” Cygnar was interviewed for an article on the Oscars in *Information Today*. Here's the article: <http://newsbreaks.infotoday.com/Spotlight/Oscar-Nominees-Through-a-Librarian-Lens-123040.asp> It's great to see her expertise recognized—she is an amazing resource for our own patrons, and now for others too.

Passport Service

From Athena: Passport Service is continuing to thrive. To date we have accepted 165 Passport Applications. We have lost Patti and Corinne as Passport Agents, but Michael Hannon, Lily Harig and Brenda McPhillips have all completed their Passport Acceptance Agents training. In the month of January we have answered 59 calls from patrons regarding Passports and the application process.

Starting April 2, 2018, the execution fee the library receives will increase to \$35.


Fines

At the last CCS Governing Board meeting, the subject of going fine-free came up. Two CCS libraries eliminated fines and reported back on how it has been going. The directors of Ela Area and Algonquin Area libraries both say that the concern that people wouldn't return material without the incentive of paying a fine

has not panned out—the incentive to not be sent to collection has proved sufficient. They spoke of how much their patrons appreciate being able to borrow materials without worrying about racking up fines. Ela has been fine-free since November 2016, while Algonquin was the earliest local adopter and began cutting out fines in 2014.

Two other libraries (Fremont in Mundelein, and Lincolnwood) report that they plan to eliminate fines in the near future, and that they will allow people from other libraries to return their materials without paying fines, either. We currently receive around \$25,000 in fines since adding automatic renewals. I think it's worth considering eliminating fines for our patrons, too. Aside from the loss of income, which is definitely a concern, all of the other consequences would be positive for both staff and patrons. If the Board is interested in discussing this further, we could add it to the agenda in March or April.

CCS Migration

 A teaching team led by Cyndi has done a fantastic job getting the staff trained on our new ILS (Integrated Library System), Polaris. Arianne, Athena, Cecilia and Kathleen attended classes at CCS and then designed the curriculum and led multiple hands-on sessions on the various components of the system. Public Service staff have to learn how to look materials up, place holds, enter or update new library cards, run reports, collect items from the holds list, and perform many other tasks in the web-based software (LEAP), the public catalog (PowerPac), and the staff client. Technical Services staff must learn most of those things and a whole other group of tasks concerning acquisitions, receiving, and cataloging new materials.

I will have an extra Governing Board meeting at the end of February as there are decisions that the directors make collectively, and with the migration there are many decisions to be made.

From Dodie: Staff has been busy training for Polaris with LEAP 1,2, and 3. Some have done the Staff Client. All are looking forward to PowerPac. We appreciate all the time and effort that Cyndi, Cecilia, Arianne, Kathleen and Athena have put into training efforts. Staff is practicing every chance they get.

From Victoria: Jamie and I worked to put together the agenda, content and materials for three of the four different trainings for Tech Services Staff. The trainings are for the Staff Client in Polaris. We are responsible for meeting the training needs for our Tech Staff. The Staff Client is another way to access the the catalog and has different, more extensive capabilities than LEAP. The three trainings we created are Item Record, Item Record Changes, Bibliographic Records, and Acquisitions training is in progress until we complete the Polaris-led training at CCS in February. We met the CCS deadline to have all cataloging staff trained by February 9th. In addition to these Tech-lead trainings, everyone in TS will receive PowerPac training. David and Elbert are being trained in Leap. Jamie and I observed the practice run for Leap I, II, and III.

Marketing news

From Sasha: During the month of January, the PR/Marketing department was busy working on multiple projects including the Spring Chapter One Newsletter and the Baseball Exhibit. Journal and Topics Newspaper will be the official media sponsor of the baseball exhibit. This will be the third year in a row that we're partnering with the *Niles Journal*. They were the official media sponsor for the candy and pizza exhibits. I hope that you have received your official invite to the Baseball Exhibit VIP Opening Day Reception in your email. The reception is on Friday, March 2 from 6:30-8pm. We would love for you to attend and participate in the exhibit ribbon cutting. Please RSVP via the invite.

Patron comments

"I came in for a children's program with my granddaughter today and saw your poster for Kanopy in the elevator. Thank you for helping me get movies on my iPad. I feel like there's something for everyone at this library." -patron at the DS desk after getting help with Kanopy, 1/5/2018

Pat assisted several elderly patrons to "find movies from their youth". These patrons remarked that in their experiences, our library has the best collection of movies from the 30's, 40's, and 50's that they have ever encountered at a local library.

From a staff member re Staff Inservice:

The safety training and the discussion of the library's future goals were very pertinent and useful to our work here. This training day felt far more useful than the others I have attended at other libraries.

Note from a Battle of the Books Participant:

I would like to thank you for hosting Battle of the Books. It has been a great experience to meet people who love reading as much as I do! It's been so hard to fit in, but thanks to you I have found my place! I can not wait to start again.

Comment from a Battle of the Books parent:

This was a great program for our entire family, as we all read the books together. My younger children even felt they were part of the program, and then they got to come to the end of the year party and celebrate too! Thank you very much!

Interesting patron questions

From Dodie: Here are some interesting questions that were posed to the Reference desk this month:

1. Can my social security check be subject to garnishment by a credit card company?
2. I viewed a Nilus DVD that reported findings of Roman chariots on the bed of the Red Sea, supporting the account of the Israelites crossing with Moses. Can you find archaeological support for this from a reputable source or an academic journal?
3. How would I start a home schooling program?
4. Do you have information on the Keto Diet and the 21 Day Sugar Detox Plan?
5. Do you have information on the IELTS practice tests?

Committees

Sunshine from Dodie: The **Sunshine Committee** hosted our annual Chili Day Cook-Off. This potluck event was one of our most successful endeavors. Nine people brought in crock pots full of various sorts of chili. Other staff brought in all the fixings – cheese, onions, crackers, sour cream, chips, etc. Victoria was voted the best chili with her Chocolate Chipotle Recipe. It was yummy delicious!



Proposed Budget Calendar

February 21, 2018	Presentation of 2018-2019 Budget Calendar
March 9, 2018	First draft of budget requests due to Director and Business Manager from Adult Services, Digital Services, IT Services, Maintenance & Security, PR & Marketing, Technical Services, and Youth & Teen Services
March 9-31, 2018	Analysis and cross-checking
April 18, 2018	Draft of Tentative Budget and Appropriation Ordinance presented to Board of Trustees
TBD	Special meeting of the Board to discuss budget line items and make any resulting adjustments
First week of May	Filing of notice of Public Hearing on the Tentative Budget and Appropriation Ordinance to be held on June 20, 2018
May 16, 2018	Passage of the Tentative Budget and Appropriation Ordinance
June 20, 2018	Public Hearing on Tentative Budget and Appropriation Ordinance
June 20, 2018	Passage of Final Budget and Appropriation Ordinance

FOIA requests

1-18-2018 Joseph Makula—Library fine schedules for 2010 thru 2017; fines collected for the years 2010 thru 2017

1-18-2018 Joseph Makula—Copy of library strategic plan

1-29-2018 Joseph Makula—Rate charged for late return of borrowed books, videos etc per day from 2010 thru 2017; also amount collected in fines for damages or loss of borrowed materials from 2014 thru 2017. Is this part of fines collected? If these answers can't be answered let me know if I need to request documents. NOTE: A FOIA request can only request documents, not answers to questions.

1-29-2018 Joseph Makula—Detailed copy of credit card statement showing all individual charges and amounts for Jan. 1 thru Dec. 31, 2017 NOTE: Mr. Makula received the report from the website which listed all individual charges for the time period

2-1-2018 Joseph Makula—Library detailed circulation for the year 2017

2-6-2018 Joseph Makula--Copy (not transcripts) of "ALL" pages of credit card statements (a/c # redacted) for Jan 1 thru Dec 31, 2017. [Charges, summary, payments, credits, history, rewards--all pages.]

2-10-2018 Joseph Makula—Copy of 2017 library annual report

Trustee Calendar

February

2/12--Friends of the Library meeting (cancelled)

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

2/21—Regular meeting of the Board of Trustees

March

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

3/2—VIP event for the Baseball Exhibit opening

3/7—**Early bird deadline for ALA Annual Meeting, New Orleans—notify Susan if you wish to attend**

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—Open House for public for National Library Week 1:30-3 Board Room

4/9—Friends of the Library meeting

4/18—Regular meeting of the Board of Trustees

May

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

5/14—Friends of the Library meeting

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

June

6/20—Public Hearing of the Tentative Budget & Appropriations

6/20—Regular meeting of the Board of Trustees—approval of the Final Budget & Appropriations

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

July

7/1/18—New fiscal year begins

7/18—Regular meeting of the Board of Trustees

CCS Migration from Sirsi-Dynix to Polaris April 2018
March-April-May Sox Vs Cubs Baseball Exhibit in the Franklin Gallery

Monthly Statistical Report -- January 2018

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	206	279	-26.16%			
Total District Cardholders	23,464	25,003	-6.16%			
Patron Visits	28,650	29,639	-3.34%			
Unique Library Cards Used	4,680	4,988	-6.17%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	46,560	47,378	-1.73%	308,629	316,627	-2.53%
Teens	3,471	4,109	-15.53%	26,488	26,050	1.68%
Juvenile	44,717	44,974	-0.57%	299,024	305,301	-2.06%
Digital	2,158	1,755	22.96%	13,063	12,241	6.72%
Equipment	93	97	-4.12%	825	678	21.68%
TOTAL Loan of Library Materials	96,999	98,313	-1.34%	648,029	660,897	-1.95%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	21,653	21,557	0.45%	145,746	145,827	-0.06%
Periodical	966	1,037	-6.85%	7,405	7,793	-4.98%
Audio	4,980	4,810	3.53%	32,480	31,652	2.62%
DVD	18,961	19,974	-5.07%	122,998	131,355	-6.36%
TOTAL Adult Loans	46,560	47,378	-1.73%	308,629	316,627	-2.53%
Teens						
Print	2,468	2,884	-14.42%	19,933	19,344	3.04%
Periodical	16	14	14.29%	174	108	61.11%
Audio	637	844	-24.53%	4,025	4,159	-3.22%
DVD	350	367	-4.63%	2,356	2,439	-3.40%
TOTAL Teen Loans	3,471	4,109	-15.53%	26,488	26,050	1.68%
Juvenile						
Print	35,717	33,589	6.34%	231,616	227,446	1.83%
Periodical	206	192	7.29%	1,302	1,532	-15.01%
Audio	2,126	2,825	-24.74%	16,559	19,185	-13.69%
DVD	6,668	8,368	-20.32%	49,547	57,138	-13.29%
TOTAL Juvenile Loans	44,717	44,974	-0.57%	299,024	305,301	-2.06%
Equipment Loan	93	97	-4.12%	825	678	21.68%
Digital Loan (ebooks, eaudiobooks)	2,158	1,755	22.96%	13,063	12,241	6.72%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	15,978	10,624	50.40%	88,329	76,915	14.84%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,481	8,618	-13.19%			
Holds Made Available	10,368	11,607	-10.67%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	62	142	-56.34%	394	521	-24.38%
Circulating--Juvenile	5,988	5,746	4.21%	37,350	32,238	15.86%
Circulating--Teen	246	260	-5.38%	1,647	2,119	-22.27%
Circulating--Adult	1,966	1,606	22.42%	12,686	10,886	16.53%
TOTAL In-House Use of Materials	8,262	7,754	6.55%	52,077	45,764	13.79%
Items moved on Shelf	4,407	4,463	-1.25%	38,376	25,522	50.36%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,105	1,474	-25.03%	8,947	9,680	-7.57%
Digital Services	2,435	2,759	-11.74%	18,213	19,136	-4.82%
Kidspace Express Internet	49	37	32.43%	268	201	33.33%
Kidspace	1,485	1,613	-7.94%	11,177	10,593	5.51%
Kidspace iPad Usage	350	420	-16.67%	2,510	2,808	-10.61%
Teen Underground	253	177	42.94%	2,796	2,061	35.66%
TOTAL Users	5,677	6,480	-12.39%	43,911	44,479	-1.28%
Patron Wi-Fi Uses	18,641	12,488	49.27%	94,720	84,778	11.73%
Scanning & Fax Pages	4,856	4,047	19.99%	38,062	29,300	29.90%
Print & Copy Pages	15,446	18,711	-17.45%	110,343	116,710	-5.46%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	37	66	-43.94%	188	282	-33.33%
Large Scale Poster Printer	1	-		16	5	220.00%
VHS to DVD Conversion	6	8	-25.00%	53	85	-37.65%
TOTAL Use of Staff Mediated Equipment	44	74	-40.54%	257	372	-30.91%

Monthly Statistical Report -- January 2018

USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	56	53	5.66%	494	383	28.98%
Study Rooms 1-5	438	634	-30.91%	3,537	3,685	-4.02%
Creative Studio A	25	30	-16.67%	320	228	40.35%
TOTAL Users of Staff Mediated Spaces	519	717	-27.62%	4,351	4,296	1.28%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	32,874	33,543	-1.99%			
Facebook "Likes"	1,476	1,272	16.04%			
Buzz Blog views	536	749	-28.44%			
Media Hits (includes print and online articles and listings)	23	28	-17.86%			
e-News Subscribers	16,399	14,502	13.08%			
New Resident Letters (DEC)	155	98	58.16%			
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,923	1,663	277,336			
Non-shelved materials	3,149	-	50,376			
Equipment	-	-	101			
Total	6,072	1,663	327,813			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	43	115	-62.61%	693	136	409.56%
Test Proctoring	1	5	-80.00%	37	91	-59.34%
Passports Processed	97	-		117	-	
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services (3rd Floor)	1,000	1,208	-17.22%	5,760	6,032	-4.51%
Commons Desk	-	23	-100.00%	14	375	-96.27%
Fiction/Audiovisual Services Desk (2nd Floor)	1,658	1,863	-11.00%	10,833	10,164	6.58%
Patron Services	5,887	5,600	5.13%	45,031	56,186	-19.85%
Technology Desk	1,733	2,254	-23.11%	13,744	9,317	47.52%
Teen UnderGround Desk	607	430	41.16%	5,975	3,938	51.73%
Outreach Service	2,291	2,931	-21.84%	17,339	19,174	-9.57%
Youth Service/KidSpace Desk	5,447	4,026	35.30%	31,398	26,045	20.55%
Total Service Interactions	18,623	18,335	1.57%	130,094	131,231	-0.87%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	5,788	4,903	18.05%	34,712	34,891	-0.51%
Items Received from CCS Libraries for Patrons	3,285	3,330	-1.35%	23,374	24,921	-6.21%
Items Lent to OCLC Libraries	328	347	-5.48%	2,192	2,711	-19.14%
Items Received from OCLC Libraries for Patrons	43	48	-10.42%	630	640	-1.56%
Total Interlibrary Loan	9,444	8,628	9.46%	60,908	63,163	-3.57%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	210	227	-7.49%			
Number of Visits	163	178	-8.43%			
Institutions						
Number of Institution Deposit Collections	8	11	-27.27%			
Number of Visits	8	11	-27.27%			
Schools						
Items Delivered	713	497	43.46%			
Number of Trips	16	16	0.00%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	20	144				
Adult and Outreach Services & Programs	5	20				
Digital Services & Programs	1	10				
Patron Services	6	35				
Teen Services & Programs	24	47				
Youth Services & Programs	24	57				
Total Volunteers and Hours This Month	80	313				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>66</i>	<i>363</i>				

Monthly Statistical Report -- January 2018

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Youth Programs	78	3,407	91	3,861	-11.76%
Teens Programs	15	299	11	269	11.15%
Adults Programs	32	623	36	767	-18.77%
Digital Services Programs	25	137	16	75	82.67%
Outside Meetings	15	220	17	200	10.00%
TOTAL PROGRAMS AND EXHIBITS	165	4,686	171	5,172	-9.40%
Programs-Youth Audience					
1KBK added visits	ongoing	4			
1KBK registrations	1	2			
Adaptive Hour for children with special needs	1	11			
Ballet and Books	1	14			
Battle of the Books end of season author visit pizza party	1	132			
Bibliobop Dance Parties!	1	17			
Book Buddies	4	8			
Choosing a Preschool or Daycare with Niles Family Services	1	11			
Family Movie: Despicable Me	1	60			
Homework Help	2	23			
In-house Toys and Games	1	480			
I-Spy tank	1	94			
Laser Engrave A Wooden Door Hanger	1	10			
Lego WeDo Robotics	1	11			
Mega Mondays-Drama, Minecraft, Yoga for Kids, Lego Club	4	73			
Minecraft Open Play	1	5			
Preschool and Daycare Fair	1	102			
Reading Patch Club added visits	ongoing	24			
Reading Patch Club registrations	1	11			
Second Saturday Bingo Breakfast	1	23			
Second Sunday - Scales and Tails Animal Show	1	165			
Story: Babytime	4	79			
Story: Evening Family Storytime	5	72			
Story: Rise & Shine Storytime	2	90			
Story: Storytime for 2s and 3s	5	109			
Story: Storytime for 4s and 5s	5	100			
Teacher Use of Die Cut Machine	1	2			
Video Games	1	111			
Volunteer in KidSpace Program	1	21			
Winter Reading Club Cards Completed	ongoing	486			
Winter Reading Club Library Challenge	ongoing	78			
Winter Reading Club Registrations	1	336			
Wonder Ground: Art	9	108			
World Language Storytime (Polish/Spanish/Russian)	3	54			
Writing Center	1	228			
Yes I Can Storytime: Martin Luther King Jr Service Program	1	26			
Youth Services Community Engagement Programs					
Elementary Outreach to Teachers	1	30			
Elementary Outreach to Classrooms	6	142			
Famished for Fiction	2	13			
Preschool Visits to Classroom/Daycare	4	55			
Total Youth Services Programs	78	3,407	91	3,861	-11.76%
Programs--Teen Audience					
All Things John Green	1	4			
Craft Service: Blankets for Project Linus	1	11			
Games	1	7			
Maker Lab: Paper Engineering	1	6			
Movies in the Underground: Day After Tomorrow	1	2			
Practice ACT/SAT	1	12			
Practice ACT/SAT Followup Analysis	1	4			
Super Smash Brothers Video Game Tournament	1	30			
Teen Advisory Board	1	14			
Videogames	1	58			
Winter Reading Challenge Completed Cards	ongoing	19			
Winter Reading Challenge Registrations	1	4			
Teen Community Engagement Programs					
Famished for Fiction	1	13			
Jr/High School After School Club	3	115			
Total Teen Programs	15	299	11	269	11.15%

Monthly Statistical Report -- January 2018

General Programs--Adult Audience	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Book Discussions- Literary	2	16			
21 (Almost) Free Things To Do in Chicago	1	37			
Citizenship Education Classes	0	0			
CJE Senior Life	0	0			
Come to the Cabaret: Author Talk	1	13			
Come to the Cabaret: Film Program	1	12			
Genealogy Interest Group - Polish Genealogy	1	14			
Job Counseling	1	2			
New Yorker Discussion Group	4	31			
Niles Songwriters	1	8			
Oakton Community College English as a Second Language	6	286			
Polish Language Book Discussion	1	12			
Polish Language Movie: Sztuka Kochania	1	10			
Power Employment: How to Land A Job in 90 Days	1	12			
SCORE Mentoring Sessions	5	4			
Senior Coffee Hour: Stroke Prevention	1	16			
Shakespeare Project After Performance Discussion	1	48			
Shakespeare Project of Chicago: Coriolanus	1	79			
Valentine Cards: A Painting Workshop	1	11			
Adult Community Engagement Programs					
Low Vision Support Group (VIM)	1	7			
Low Vision Support Group (VIM) Book Discussion	1	5			
Total Adult Programs	32	623	36	767	-18.77%
Digital Services Programs --Adult Audience					
1-2-1 Instruction	7	7			
3D Printing Basics	1	9			
Adult Computer Boot Camp	3	23			
Create a Monogram Necklace	1	13			
Gettings Started: Video Editing	1	10			
iPad Basics	1	6			
Maker Lab	1	3			
Microsoft Excel 2016: An Introduction	1	9			
Mouserize - Computer Mouse Basics	1	5			
Pinterest	1	5			
Podstawy Komputera	1	8			
Silhouette Studio for Beginners	1	5			
Silhouette Wednesdays	1	8			
Tablet Tuesday	1	2			
Valentine's Day Buttons	1	6			
Virtual Fridays	1	6			
Windows 10	1	12			
Total Digital Services (DS) Programs	25	137	16	75	82.67%
Community Meetings in Library Spaces	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Niles All American Toastmasters Club	2	15			
Niles Township Toastmasters	3	90			
Khalid Baloch/Study Group	6	30			
Rosen Management/Wood River Condo Association	1	7			
Maine South HS London/France Trip Meeting	1	60			
Maine East HS Tech Genius Club	2	18			
Total Community Meetings	15	220	17	200	10.00%

Patron Suggestions and Comments for February 2018

Responses to Patron Suggestions and Comments

Suggestions

For your information and possible programming; grants are available for reading! Provider: Dollar General Literacy Foundation. Apply soon; the Niles-Maine District Library could win! Excellent services at this Library! T. J., Chicago

Thank you very much for the recommendation—we have gotten these grants in the past and will try again.

Please offer sewing machine classes. I heard that the Library owns five sewing machines. It would be nice to be able to use one outside of classes—I realize I am far from the typical male. I used to fix sewing machines for Sears Service in the 1970s. I'm not really that elderly. I refer to myself as a young old codger!!!

Thank you for the suggestion. I will make sure the department that manages the Creative Studio see your request.

This is a long-term suggestion ☺ The library really needs an underground parking garage. This parking lot is very dangerous. It is very full most of the time. There is a terrific children's program here and it is great how many families are at the Library. During the winter, between patron parking, events, the bus coming and going, the parking lot is treacherous. I would like to see the Village allocate budget dollars. I would be happy to help foster support in the community. ☺ A. B., Niles

That is indeed a long-term suggestion, but we appreciate your input and your offer to help foster support. I will be sure the Board of Trustees see your comment.

Wondering if adults can register for "Make a Cubs/Sox LED Wristband" in the future.

I can pass your suggestion along to the staff who do programs for Adults—we are always glad to hear program ideas.

More tables by papers. Tables too flimsy. Bigger table Can't spread out. O. K., Niles

We have many tables along the wall, as well as the two near the newspapers. You are welcome to take the newspapers over to the tables if you need a bigger surface.

You should add Xcode to the iMac. I think this because it can only run on a system that runs macOS. With 16GBS of RAM, it should be able to compile Code quickly. With Xcode, more people would be inspired to learn Coding. People who are limited by a budget would still be able to Code. Young Coders could start at the Library. I enjoy your iMac and would love to see this free software (by Apple) added.
Alex

Thank you for the suggestion—the staff like the idea so we will look into it. However, it's possible that the security settings won't allow it.

Frustration

Over the past six months or so, I am amazed at usually three, (sometimes two) children's librarians at the desk talking with each other or on their cell phones reading messages...AND...there's a line up to the front desk. The children's department seems over-staffed a majority of the time. Quite frustrating knowing my tax dollars are paying for them to be on "breaks" since there's no work for them. Mary I have reminded the staff that although they may be discussing library business at the desk, they need to be aware of how it appears to the library patrons. I am certain the department is not overstaffed, so it is unfortunate that it may appear that way to the public. I also have reminded the staff that they should not be using their phones at the desk except in case of emergency.

Comments

I was looking at the testing books today. I couldn't find any books on the Financial exams—Series 7, 63, etc. Perhaps the Library can look into why this is the case. T. H., Niles
I consulted the Business Librarian, and her reply is below. We are always happy to place items on hold for you when they are not on the shelf, so please feel free to ask at the desk on the third floor.

We own these series 7 exam books and there are more series 7 in CCS.
We do not have series 63 and series 66 but there are some in CCS. Not everyone owns all of these.
[iPage](#) search shows the cost between \$80-\$130.

[Barron's stockbroker examination : series 7](#)

Library	Call Number	Material Type	Item Notes	Status
Niles-Maine District Library	332.6322076	C975ho	Book	

[Wiley series 7 exam review ... : the general securities representative examination](#)

Library	Call Number	Material Type	Item Notes	Status
Niles-Maine District Library	332.62 W676 2016	Book		Checked Out

[Series 7 exam for dummies](#)

Library	Call Number	Material Type	Item Notes	Status
Niles-Maine District Library	332.62 R497	Book	(Online access not included)	3rd Floor

I want to turn off auto-renew on my account. It makes my life harder by making me more likely to forget about the book altogether. Would love to go back to original old-school renew system. M. L., Morton Grove

You can turn off auto-renew on your account now; however, when we switch to a new system in April, automatic renewals will be turned on throughout the CCS consortium. Most of our patrons appreciate the convenience. If you wish to turn off auto-renewal, ask at the Patron Services Desk.

Compliments

Thank you so much for having the federal and state tax forms—it's a wonderful service that I appreciate every year! M. J.

Jason, Bernadette and Bobby—thank you for your patience and knowledge! L. S.

I just attended a "LinkedIn" seminar with Kathleen Weiss who was an excellent and patient instructor. She's an asset to your organization and motivation to move to Niles and all your great services. Many thanks. L. K. Chicago

My name is John Izykowski, a resident of Niles for 49 years and customer of the Library. I came for computer assistance and Matt was extremely patient and helpful. He is a great asset to the Library. Thank you.

Wonderful help for my child from the homework helpers. Very much appreciated. A. J., Niles

I am delighted to hear your kind words about our great staff and services. Thank you all so much for taking the time to write! I will be sure the staff members and their supervisors see your comments.

It's really nice that
you automatically
renew books without
holding us patrons.
are not charged fines.
Thank you



Partnership
FINANCIAL CREDIT UNION

MAIN BRANCH 847.676.6610
5740 Lincoln Ave., Morton Grove, IL 60053-3350

557145

70-9763
2718

DATE 01/28/18

NCSU OFFICE

OFFICIAL CHECK

PAY THIS AMOUNT

\$ *****100.00**

VOID IF NOT CASHED IN 90 DAYS

Ray L. Paul
AUTHORIZED SIGNATURE

PAY TO THE ORDER OF NILES PUBLIC LIBRARY
ONE HUNDRED AND 00/100 DOLLARS***

⑆557145⑆ ⑆271989060⑆ 27989060200180⑆



**EAST MAINE
SCHOOL DISTRICT 63**

January 12, 2018

Niles-Maine District Library
Attn: Susan Lempke, Director
6960 W Oakton Street
Niles, IL 60714

Dear Director Lempke

On January 11, 2018, at its monthly business meeting the Board of Education of East Maine School District 63 accepted your donation of funds for the choir supply budget at Gemini Jr. High. We appreciate your generous donation and your continued support of East Maine School District 63. Our students will benefit greatly from your donation.

On behalf of the Board of Education, I wish to thank you for your donation and offer my sincere appreciation. I know the students at East Maine are grateful as well. Your commitment to education is commendable.

Again, thank you for your support of our district.

Sincerely,

Dr. Scott Clay
Superintendent

Dr. Scott Clay, Superintendent

Empowering all students to succeed in a changing world

10150 Dee Road, Des Plaines, IL 60016 847.299.1900 www.emsd63.org

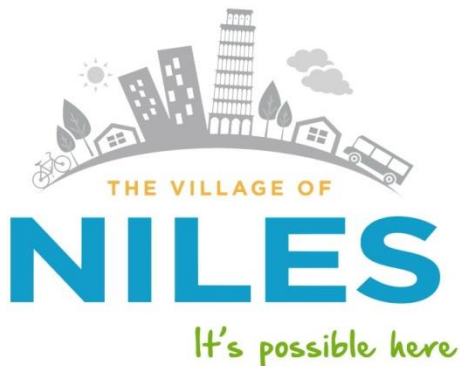
New Business - Recommended Actions

A. Recommended Action on Baseball Exhibit Kick-Off Event

MOVE that the Library Board of Trustees approve serving alcohol at the kick-off event of the Sox Vs Cubs baseball exhibit on Friday, March 2, 2018 from 6:30-8:30 PM, subject to all restrictions set forth in Administrative Policy 3.31 Alcoholic Liquor Policy.

Memorandum A of Recommended Board Action

To attract some of the Library District's prominent people to visit the Library and to promote the Sox Vs Cubs baseball exhibit, we are planning a "VIP" event on Friday evening, March 2nd from 6:30-8:30 PM. We plan to serve beer along with food such as hot dogs in keeping with the baseball theme. We have a permit from the Village of Niles. Our insurance includes Dram Shop Insurance. Alcohol will be served in an area not open to the public, and, of course, will not be served to anyone under age 21.



LIQUOR COMMISSION

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Joe LoVerde

Danette O'Donovan Matyas

Denise McCreery

Dean Strzelecki

February 6, 2018

Susan Dove Lempke
Library Director
Niles-Maine District Library
6960 West Oakton Street
Niles, Illinois 60714

Dear Susan,

Permission is hereby granted for the Niles-Maine Library District to serve beer, in conjunction with the opening of your Baseball Exhibit, on Friday, March 2, 2018, from 6:30 p.m. - 8:30 p.m., at your facility at 6960 West Oakton Street in Niles.

I am advising our Police Chief of the permit for the serving of beer on the date specified. It is important to ensure that no alcohol is provided to anyone under the age of 21, and that the district library is covered by proper dram shop insurance.

My best wishes for a very successful event.

Sincerely,

Linda Schain
Liquor Commissioner

LS/pbb

cc: Luis Tigera, Police Chief (*via email*)
Liquor File Copy

3.31 Alcoholic Liquor Policy

The sale and/or delivery of Alcoholic liquor in buildings owned by the Niles-Maine District Library shall be in compliance with the Illinois Liquor Control Act of 1934, as amended from time to time hereafter (the “Act”), and pursuant to the requirements set forth in this Policy.

Alcoholic Liquor

“Alcoholic liquor” includes alcohol, spirits, wine and beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer, and capable of being consumed as a beverage by a human being, or as otherwise defined under the Act.

Special Event

“Special Event” means a Niles-Maine District Library fundraiser or programs of a cultural or educational nature occurring in a building owned or leased by the Niles-Maine District Library, at which alcoholic liquor is sold and/or delivered.

Sales of Alcoholic Liquor Limited

Alcoholic liquor may only be sold at retail or delivered in a building owned the Niles-Maine District Library during a Special Event as follows:

1. The sale and/or delivery of alcoholic liquor shall only be permitted during and as part of a Special Event; and
2. No alcoholic liquor may be sold, distributed, or consumed in any area of the Library District’s property accessible to the general public during a Special Event; and
3. No alcoholic liquor may be removed from the portion of the Library District building during a Special Event; and
4. No alcoholic liquor may be sold, distributed, or in the possession of any person under the age of 21 at any time on the Library District’s property; and
5. A local liquor license shall first be obtained, if required.

Approval Required before Sales of Alcoholic Liquor

Alcoholic liquor shall not be sold or delivered at a Special Event in any building owned or leased by the Niles-Maine District Library unless the Library District’s Board of Trustees has first approved the sale and/or delivery of Alcoholic Liquor at the Special Event.

Dram Shop Liability Insurance

Alcoholic liquor shall not be sold and/or delivered at a Special Event in any building owned or leased by the Niles-Maine District Library unless dram shop insurance coverage for liability arising from the sale and/or delivery of Alcoholic liquor in the maximum coverage limits required under the Act, has first been obtained to save harmless the Niles-Maine District Library from all financial loss, damage or harm.

Reference: Public Act 99-0559; 235 ILCS 5/6-15

Adopted by the Niles Public Library District Board of Trustees 9.21.2016

New Business—Recommended Actions

B. Recommended Action on Policy 3.05 Lending Regulations

MOVE the Library Board of Trustees approve changes to the Lending Regulation Policy 3.05.

Memorandum B of Recommended Board Action

Proposed changes to the lending regulation policy are detailed below.

1. Delete sentence regarding 6-week teacher loan period
2. Refund period for lost and paid is reduced to 60 days
3. Add clarifying language to the sentence regarding refunds on accounts sent to collection
4. Change Hot Pick limit to 6 and add statement, 3 books & 3 DVDs
5. For videogames add the statement, holds for NMDL cards only

3.05 LENDING REGULATIONS

The Lending Regulations for the Library are listed below. These regulations will be reviewed annually by the library staff and a report forwarded to the Board incorporating any recommendations for change.

Exceptions to the regulations on checkout, loan periods and renewals will be handled on an individual basis by the Patron Services Supervisor, or, in that person's absence, the Team Leader on duty after consulting with the Supervisor of the department from where the collection is housed.

At the request of Department Supervisors, and with the approval of the Library Director, certain high-demand items, such as new items, may be given a shorter loan period for a specified amount of time, or may be subject to reserve restrictions. ~~Most material checked out to a Teacher Card may be given a six-week loan period, subject to certain restrictions.~~

Charges for any lost Niles material will be the replacement cost and a \$5.00 processing fee or the patron can purchase a new exact replacement and pay the \$5.00 processing fee. If lost material is returned within ~~three months~~ **60 days** of date paid, the cost of material will be refunded.

Patron accounts sent to our collection agency will have additional fees added. **Charges on** patron accounts sent to collection are not refundable.

MATERIAL	Loan Period	Reserve	Renewal	Restrictions	Vacation Loan	Fines
Most materials (exceptions listed below)	3 Week	Yes	Yes*	Limit of 4 renewals	Yes	.15 per day /\$10
Hot Picks	3 Week	No	No	Limit 3 6/NMDL card 3 Books & 3 DVDs	No	.15 per day /\$10
eBooks	2 Week	Yes	Yes*	Limit of 5/NMDL Card	No	None
Magazines	1 Week	Yes	Yes*	4 renewals	No	.15 per day/\$5
DVDs & Blu-rays: New	1 Week	Yes	Yes*	Limit 15; limit of 4 renewals	No	.15 per day/\$10
Video Games	1 Week	Yes	Yes*	Limit 10/4 renewals Holds NMDL card only	No	.15 per day/\$10
Book Discussion/Bag	6 Week	Yes	Yes*	Limit of 4 renewals	No	.15 per day/\$10
Begin with Books Bag	4 Week	Yes	Yes*	Niles Teacher Cards Only	No	None
Hotspots	3 Week	Yes	Yes*	Limit of one per household at a time/one renewal/NMDL card Hotspots must be returned inside to Tech Desk	No	\$3/day; \$24 if returned through drop; lost or damaged \$50
Technology Equipment	1 Week	Yes	Yes*	Limit of one renewal/NMDL card Equipment must be returned to Tech Desk	No	\$3/day; limit of cost of item or \$30, whichever is less
Playaway Launchpad	1 Week	Yes	Yes*	Limit of 1/NMDL card/1 renewal	No	\$3/day; limit cost of item or \$30, whichever is less
Reference materials	Librarian's discretion only					

***Items on Hold are not renewable.**

Adopted by the Niles Public Library District Board of Trustees 7.1.92 Revised 2.21.96; 10.16.96; 3.19.97; 10.15.97; 12.10.97; 10.21.98; 12.16.98; 3.17.99; 9.15.99; 10.20.99; 9.20.00; 11.15.00; 3.21.01; 8.24.01; 6.19.02; 8.21.02; 4.15.03; 5.21.03; 11.19.03; 4.21.04; 7.21.04; 7.18.07; 3.19.08; 6.18.08; 2.18.09; 4.21.10; 5.19.10; 5.25.10; 9.20.11; 2.22.12; 5.22.13; 5.21.14; 3.18.15; 8.19.15; 12.16.15; 7.20.16