



Niles-Maine District Library

Regular Meeting

Wednesday, August 15, 2018 7:00 PM



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

August 15, 2018

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - A. Approve the Minutes of the Regular Board Meeting of July 18, 2018 4
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve payment of the bills for operating expenses of \$282,302.52, payroll expenses of \$280,328.92, and Special Reserve expenses of \$60,000.00 for a total monthly expense of \$622,631.44 14
6. Director's Report
 - A. Highlights 29
 - B. Strategic Plan Update
 - C. Monthly Statistics 41
7. Communications
 - A. Patron Suggestions 45
8. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
9. Secretary's Report
10. New Business
 - A. Approve Administrative Policy 3.33 on the Disposal of Surplus Property 47
 - B. Discussion of how to place an item on the agenda, with possible action
 - C. Discussion of trustee expenses, with possible action
11. Unfinished Business
12. Other

Board Meeting Agenda - August 15, 2018

13. Adjournment

**Niles-Maine District Library
Regular Board Meeting Minutes
July 18, 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 7:06 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; Arianne Carey, Youth Services Supervisor; Suzy Wulf, Digital Services Supervisor; Divya Mani, Summer Intern

Others Present

Call to Order

The Regular Board Meeting of the Niles-Maine District Library 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

Public Hearing on June 20, 2018

Trustee Rozanski MOVED the Library Board of Trustees approve the Minutes of the Tentative Budget and Appropriations Public Hearing on June 20, 2018. Trustee Olson seconded.

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

Regular Board Meeting on June 20, 2018

Trustee Spadoni MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of June 20, 2018. Trustee Olson seconded.

Trustee Drblik asked that the questions directed to President Dimond by her, "Are you saying that we as Trustees cannot leave our seats to speak as Niles residents during Public Comment?" and by Trustee Martin, "Where does it state this?" be added to Public Comment following President Dimond's statement.

President Dimond asked whether the movant and seconder agreed with this change to the Minutes under Public Comments. Trustee Spadoni said he agreed. Trustee Olson did not agree. As a result, no motion was on the floor to change the Minutes.

President Dimond asked that a motion be made in some other specific way to approve the Minutes of June 20, 2018.

Trustee Drblik MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of June 20, 2018, by adding the two added questions at the end of Public Comment as asked by Trustees Drblik and Martin. Trustee Martin seconded.

Regular Board Meeting – July 18, 2018

Roll call vote: Ayes: Drblik, Martin. Nays: Dimond, Olson, Rozanski, Ryan, Spadoni. Motion did not carry.

Trustee Spadoni MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of June 20, 2018, as they were originally written. Trustee Olson seconded.

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

Treasurer's Report

The Library Board reviewed the June 2018 Treasurer's Report as presented by Treasurer Tim Spadoni. The Financial Report as prepared by Treasurer Tim Spadoni for June was provided as follows:

July 18, 2018

June is the twelfth month of the fiscal year and we have completed our budget for this fiscal year.

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Revenues

Overall revenues are at 100% of budget with no substantial changes from last month.

Expenditures

Salaries – Completed under budget by approximately \$90,000. We discussed the reasons for this during our last meeting.

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Library Materials – The overall category completed exactly on budget.

Library Operating Expenditures - The over-all completed under budget by \$48,663. The following are a few items of note:

Internet Charges – Year to date actual is a credit of \$1,044 due to the e-rate reimbursement we received in November of \$15,429.

Software Licenses – Underspent by nearly \$31,000 due to the early payment of one license in 15-16 of \$12,500, delay of electronic scheduling of \$8,000 and generally better pricing obtained on products throughout the year.

Grant – Other Expenditures – This line item is over budget due to additional grant money received above expectations. Grant money must be spent in its entirety.

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General and Administration – There is variance within the line items, but the overall category completed under budget by \$42,000.

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The categories on this page completed near budget and have been discussed during previous meetings. One item of note is the Capital Expenditures:

Capital Expenditures – Significantly underspent due to the delayed start of significant projects including the chiller replacement, exterior caulking, and exterior painting

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Social Security, Workers' and Unemployment Compensation completed the year slightly under budget. The Building and Equipment Maintenance completed the year 13% under budget.

Total Expenditures – Total Expenditures completed the year 10% under budget to the amount of \$769,611. However, \$495,268 of this amount is due to the Capital Expenditures line item which was previously discussed.

At the end of his report, Trustee Spadoni expressed appreciation to the staff for keeping within the budget.

Payment of the Bills

Trustee Spadoni MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$270,196.40 and payroll expense of \$283,853.46, for a total monthly expense of \$554,049.86.

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

Director's Report

Ms. Lempke presented highlights including:

Regular Board Meeting – July 18, 2018

- ALA Conference
- Follow-up on the destruction of meeting recordings as governed by the Open Meetings Act
- First meeting of “Coming Together in Skokie and Niles Township” celebrating the Polish culture to be held on July 19th to discuss the selection of book titles and authors
- Review of statistics for the fiscal year end

Communications

As provided in the Board Packet.

Liaison Reports

Friends of the Library

There was no report.

Legislative

There was no report.

RAILS

There was no report.

Secretary's Report

- A. A copy of Ordinance 18-03, an Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Niles-Maine District Library, was mailed to the Illinois Department of Labor on June 25, 2018. Publication of the Notice of Determination for Ordinance 18-03 was made in the Niles Herald Spectator on Thursday, July 5, 2018.
- B. A certified copy of Ordinance 18-04, an Ordinance for Budget and Appropriations of the Niles-Maine District Library, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019, along with a Certificate of Publication was filed with the Cook County Clerk on Wednesday, July 11, 2018. The Ordinance was published in the Niles Herald Spectator on Thursday, July 5, 2018.

New Business

Trustee Travel Reimbursement Request

Trustee Ryan MOVED the Library Board of Trustees vote to reimburse Trustee Linda Ryan for a total of \$2,553.20 for her expenses associated with attending the Annual Conference of the American Library Association June 21-24, 2018, in New Orleans. Trustee Olson seconded.

Trustee Ryan reported on the highlights of her attendance at the conference. Trustee Ryan will provide Ms. Lempke with a written report which will be emailed to the Trustees.

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

Special Reserve Fund Expenditure

Trustee Ryan MOVED the Library Board of Trustees approve the expenditure of \$6,245.88 from the Special Reserve Fund for seven network switches from CDW Government LLC. Trustee Rozanski seconded.

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

Change Order for Exterior Painting

Trustee Olson MOVED the Library Board of Trustees approve a change order to the awarded Nedro Decorating, Inc., contract in the amount of \$4,800 for exterior painting of the Library building bringing the total contract value to \$49,000. Trustee Ryan seconded.

Mr. Pritz gave the Board an explanation of the appropriate paint needed for the exterior of the building.

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

Unfinished Business

None.

Other

Trustee Rozanski mentioned:

1. KidSpace staff calm, efficient and effective response to Code Adam.
2. Great programs at the Library.
3. Complimented Bernadetta Koryciarz in Digital Services.

Trustee Drblik mentioned:

1. Further discussion on whether trustees should be able to speak during public comment.
2. Review of the legal calendar provided by the Library’s attorneys Klein, Thorpe, and Jenkins.
3. The process for getting items on the agenda.

Trustee Spadoni mentioned:

1. Requested that a review of the procedure to get items on the agenda be considered for the next meeting.
2. Requested that a discussion of trustee travel expense rules be put on the next agenda.

Adjournment

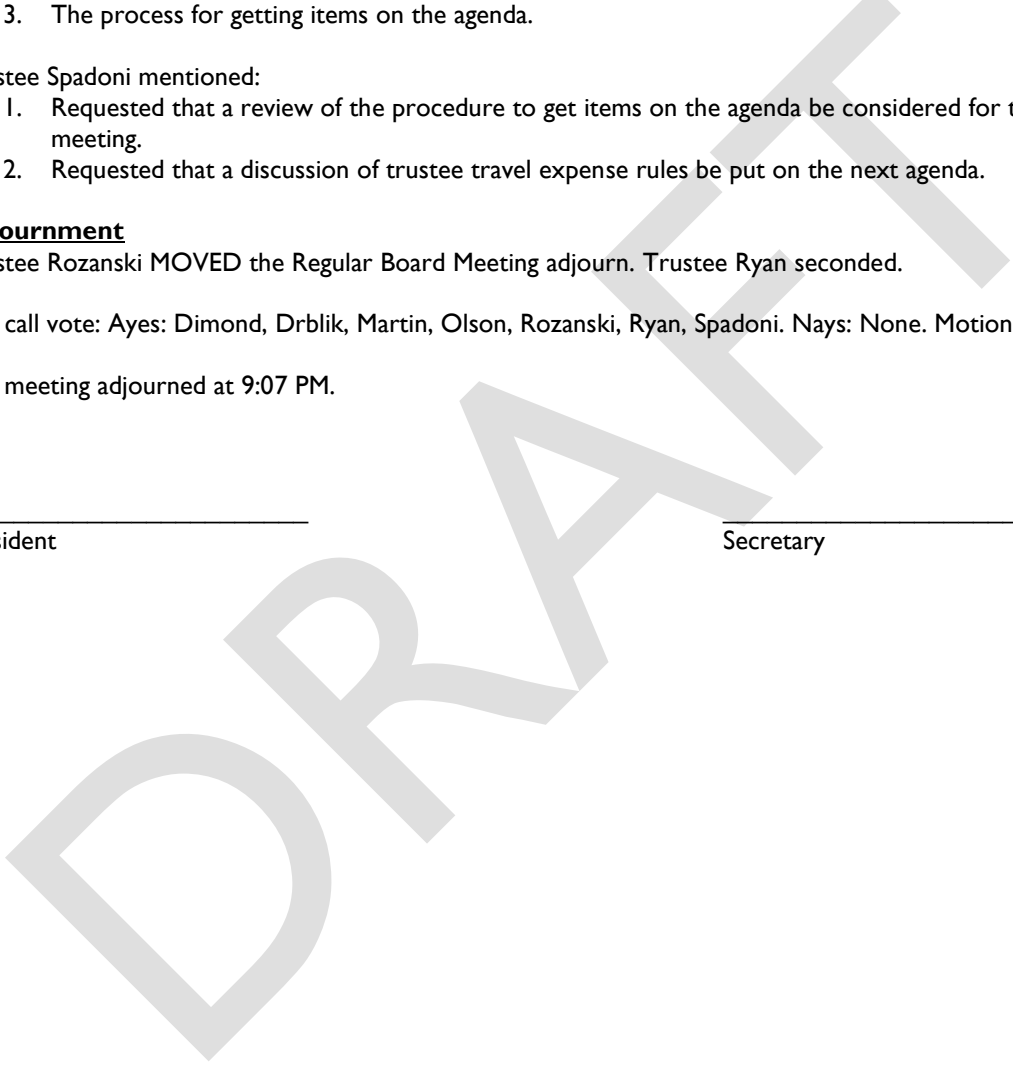
Trustee Rozanski MOVED the Regular Board Meeting adjourn. Trustee Ryan seconded.

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

The meeting adjourned at 9:07 PM.

President

Secretary



Niles-Maine District Library

Balance Sheet

July 31, 2018

	GENERAL FUND 7/31/2018	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$391,874)	(\$61,204)	\$1,460,642	\$1,007,564
Investments	\$8,981,631			\$8,981,631
Total Cash and Investments	\$8,589,757	(\$61,204)	\$1,460,642	\$9,989,195
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	\$15,091			\$15,091
Total Prepaid Items	\$15,091	\$0	\$0	\$15,091
Total Assets	\$11,510,981	\$75,412	\$1,460,642	\$13,047,034
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$222,301	\$16,980	\$60,000	\$299,281
Other Liabilities	\$13,114	\$9,528		\$22,642
Deferred Revenues	\$2,973,353	\$140,428		\$3,113,780
Total Liabilities	\$3,208,767	\$166,936	\$60,000	\$3,435,703
Fund Balance				
Fund Balance	\$8,302,214	(\$91,524)	\$1,400,642	\$9,611,331
Total Fund Balance	\$8,302,214	(\$91,524)	\$1,400,642	\$9,611,331
Total Liabilities and Fund Balance	\$11,510,981	\$75,412	\$1,460,642	\$13,047,034

Niles-Maine District Library
Income Statement-Consolidated

July 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$1,678,949	\$1,465,104	\$213,845	\$1,678,949	\$1,465,104	\$213,845	\$6,659,562	25%
Replacement Taxes	\$20,844	\$12,083	\$8,760	\$20,844	\$12,083	\$8,760	\$145,000	14%
Per Capita Grant	\$71,605	\$71,605		\$71,605	\$71,605		\$71,605	100%
Grants-Other		\$83	(\$83)		\$83	(\$83)	\$1,000	
Investment Income	\$12,918	\$8,333	\$4,584	\$12,918	\$8,333	\$4,584	\$100,000	13%
Fines	\$2,765	\$2,083	\$681	\$2,765	\$2,083	\$681	\$25,000	11%
Lost Books	\$652	\$875	(\$223)	\$652	\$875	(\$223)	\$10,500	6%
Pay For Print	\$1,716	\$1,708	\$8	\$1,716	\$1,708	\$8	\$20,500	8%
Book Sale	\$1,214	\$833	\$381	\$1,214	\$833	\$381	\$10,000	12%
Passports	\$2,191	\$2,917	(\$725)	\$2,191	\$2,917	(\$725)	\$35,000	6%
Commissions & Fees	\$3		\$3	\$3		\$3		
Donations	\$3		\$3	\$3		\$3		
Miscellaneous	(\$173)	\$113	(\$285)	(\$173)	\$113	(\$285)	\$1,350	(13)%
Total Revenues	\$1,792,687	\$1,565,738	\$226,949	\$1,792,687	\$1,565,738	\$226,949	\$7,079,517	25%
Expenditures								
Salaries								
Library Director	\$11,002	\$11,094	\$92	\$11,002	\$11,094	\$92	\$133,124	8%
Payroll-Department Managers	\$14,916	\$15,340	\$424	\$14,916	\$15,340	\$424	\$184,083	8%
Payroll-Division Supervisors	\$45,503	\$45,080	(\$423)	\$45,503	\$45,080	(\$423)	\$540,962	8%
Payroll-Librarian I	\$95,323	\$98,817	\$3,494	\$95,323	\$98,817	\$3,494	\$1,185,809	8%
Payroll-Library Grade V	\$67,947	\$68,150	\$202	\$67,947	\$68,150	\$202	\$817,796	8%
Payroll-Library Grade VI	\$29,550	\$31,029	\$1,479	\$29,550	\$31,029	\$1,479	\$372,353	8%
Payroll-Library Pages	\$8,156	\$11,548	\$3,392	\$8,156	\$11,548	\$3,392	\$138,575	6%
Payroll-Sundays	\$8,360	\$7,500	(\$860)	\$8,360	\$7,500	(\$860)	\$90,000	9%
Adjustments		\$833	\$833		\$833	\$833	\$10,000	
Substitutes	\$211	\$2,333	\$2,122	\$211	\$2,333	\$2,122	\$28,000	1%
Total Salaries	\$280,968	\$291,725	\$10,757	\$280,968	\$291,725	\$10,757	\$3,500,702	8%

Niles-Maine District Library
Income Statement-Consolidated

July 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$24,996	\$15,083	(\$9,913)	\$24,996	\$15,083	(\$9,913)	\$181,000	14%
Books-Youth Services	\$3,557	\$6,667	\$3,110	\$3,557	\$6,667	\$3,110	\$80,000	4%
Books-Teen	\$792	\$1,271	\$479	\$792	\$1,271	\$479	\$15,250	5%
Downloadables	\$10,579	\$6,667	(\$3,912)	\$10,579	\$6,667	(\$3,912)	\$80,000	13%
Periodicals	\$13,379	\$2,742	(\$10,638)	\$13,379	\$2,742	(\$10,638)	\$32,900	41%
AV-Adult	\$14,934	\$10,167	(\$4,767)	\$14,934	\$10,167	(\$4,767)	\$122,000	12%
AV-Youth Services	\$941	\$3,317	\$2,375	\$941	\$3,317	\$2,375	\$39,800	2%
AV-Teen	\$301	\$979	\$678	\$301	\$979	\$678	\$11,750	3%
Online Databases	\$76,540	\$17,500	(\$59,040)	\$76,540	\$17,500	(\$59,040)	\$210,000	36%
Total Library Materials	\$146,019	\$64,392	(\$81,628)	\$146,019	\$64,392	(\$81,628)	\$772,700	19%
Library Operating Expenditures								
CCS Charges	\$6,516	\$7,577	\$1,061	\$6,516	\$7,577	\$1,061	\$90,920	7%
Processing & Supplies	\$3,385	\$2,792	(\$593)	\$3,385	\$2,792	(\$593)	\$33,500	10%
Internet Charges	\$1,183	\$1,533	\$350	\$1,183	\$1,533	\$350	\$18,400	6%
Software, Licenses	\$1,822	\$6,306	\$4,484	\$1,822	\$6,306	\$4,484	\$75,668	2%
Printing		\$3,575	\$3,575		\$3,575	\$3,575	\$42,900	
Library Supplies	\$949	\$575	(\$374)	\$949	\$575	(\$374)	\$6,900	14%
Programming & Support-Adult	\$5,000	\$2,520	(\$2,480)	\$5,000	\$2,520	(\$2,480)	\$30,235	17%
Programming & Support-Juvenile	\$5,453	\$2,894	(\$2,560)	\$5,453	\$2,894	(\$2,560)	\$34,725	16%
Programming & Support-Events	\$42	\$508	\$466	\$42	\$508	\$466	\$6,100	1%
Programming & Support-Teen	\$837	\$577	(\$260)	\$837	\$577	(\$260)	\$6,925	12%
Public Performing Rights	\$1,313	\$167	(\$1,146)	\$1,313	\$167	(\$1,146)	\$2,000	66%
Miscellaneous		\$208	\$208		\$208	\$208	\$2,500	
Per Capita Grant Expenditures	\$13,699	\$5,967	(\$7,732)	\$13,699	\$5,967	(\$7,732)	\$71,605	19%
Grant - Other Expenditures		\$1,833	\$1,833		\$1,833	\$1,833	\$2,750	
Volunteers		\$238	\$238		\$238	\$238	\$2,850	
Total Library Operating Expenditures	\$40,199	\$37,269	(\$2,930)	\$40,199	\$37,269	(\$2,930)	\$427,978	9%

Niles-Maine District Library
Income Statement-Consolidated

July 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	\$4,725	\$2,667	(\$2,058)	\$4,725	\$2,667	(\$2,058)	\$32,000	15%
Copiers	\$524	\$833	\$309	\$524	\$833	\$309	\$10,000	5%
Professional Development	\$2,631	\$2,991	\$360	\$2,631	\$2,991	\$360	\$35,894	7%
Mileage	\$141	\$304	\$163	\$141	\$304	\$163	\$3,650	4%
Professional Collection	\$360	\$688	\$328	\$360	\$688	\$328	\$8,250	4%
Legal Fees	\$312	\$604	\$292	\$312	\$604	\$292	\$7,250	4%
Consultants	\$4,260	\$1,250	(\$3,010)	\$4,260	\$1,250	(\$3,010)	\$15,000	28%
Kitchen Supplies		\$83	\$83		\$83	\$83	\$1,000	
Promotional Expense	\$2,258	\$1,750	(\$508)	\$2,258	\$1,750	(\$508)	\$21,000	11%
Office Supplies	\$859	\$2,279	\$1,420	\$859	\$2,279	\$1,420	\$27,350	3%
Postage & Freight	\$3,102	\$1,897	(\$1,205)	\$3,102	\$1,897	(\$1,205)	\$22,760	14%
Publication of Notices-Advertisements		\$100	\$100		\$100	\$100	\$1,200	
Subscriptions & Dues	\$450	\$708	\$258	\$450	\$708	\$258	\$8,495	5%
Collection Services	(\$3)	\$83	\$86	(\$3)	\$83	\$86	\$1,000	0%
Telephone	\$1,525	\$1,375	(\$150)	\$1,525	\$1,375	(\$150)	\$16,500	9%
Trustee Expense		\$417	\$417		\$417	\$417	\$5,000	
Payroll Service	\$1,229	\$1,458	\$230	\$1,229	\$1,458	\$230	\$17,500	7%
Bank Fees	\$81	\$100	\$19	\$81	\$100	\$19	\$1,200	7%
Parking Lease	\$881	\$881	\$0	\$881	\$881	\$0	\$10,572	8%
Total General and Administration	\$23,334	\$20,468	(\$2,866)	\$23,334	\$20,468	(\$2,866)	\$245,621	10%
Vehicle Operation								
Gas, Oil, Grease	\$28	\$83	\$55	\$28	\$83	\$55	\$1,000	3%
Repairs & Maintenance		\$150	\$150		\$150	\$150	\$1,800	
Miscellaneous		\$8	\$8		\$8	\$8	\$100	
Auto Insurance	\$1,732	\$1,732		\$1,732	\$1,732		\$1,732	100%
Total Vehicle Operation	\$1,760	\$1,974	\$213	\$1,760	\$1,974	\$213	\$4,632	38%

Niles-Maine District Library
Income Statement-Consolidated

July 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	\$17,495	\$17,459	(\$36)	\$17,495	\$17,459	(\$36)	\$180,706	10%
Group Health	\$36,683	\$40,056	\$3,373	\$36,683	\$40,056	\$3,373	\$480,675	8%
Health Reimbursement Account	\$5,512	\$5,500	(\$12)	\$5,512	\$5,500	(\$12)	\$66,000	8%
Dental	\$3,331	\$1,667	(\$1,665)	\$3,331	\$1,667	(\$1,665)	\$20,000	17%
Vision	\$470	\$583	\$113	\$470	\$583	\$113	\$7,000	7%
FSA fee		\$100	\$100		\$100	\$100	\$1,200	
Life, LTD, AD&D, STD	\$1,445	\$1,083	(\$362)	\$1,445	\$1,083	(\$362)	\$13,000	11%
Total Employee Fringe Benefits	\$64,937	\$66,449	\$1,511	\$64,937	\$66,449	\$1,511	\$768,581	8%
Utilities								
Gas		\$1,000	\$1,000		\$1,000	\$1,000	\$12,000	
Electric	\$8,976	\$7,500	(\$1,476)	\$8,976	\$7,500	(\$1,476)	\$90,000	10%
Water	\$636	\$808	\$172	\$636	\$808	\$172	\$9,700	7%
Total Utilities	\$9,612	\$9,308	(\$303)	\$9,612	\$9,308	(\$303)	\$111,700	9%
Capital Expenditures								
Special Reserve - Building	\$60,000	\$61,083	\$1,083	\$60,000	\$61,083	\$1,083	\$733,000	8%
Special Reserve - Equipment		\$14,217	\$14,217		\$14,217	\$14,217	\$170,600	
Total Capital Expenditures	\$60,000	\$75,300	\$15,300	\$60,000	\$75,300	\$15,300	\$903,600	7%
Audit								
Audit Expense							\$21,200	
Total Audit Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$21,200	0%
Liability Insurance								
Liability Insurance	\$33,720	\$33,720		\$33,720	\$33,720		\$33,720	100%
Total Liability Expenditures	\$33,720	\$33,720	\$0	\$33,720	\$33,720	\$0	\$33,720	100%

Niles-Maine District Library
Income Statement-Consolidated

July 31, 2018

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$20,884	\$21,611	\$726	\$20,884	\$21,611	\$726	\$259,327	8%
Total Social Security Expenditures	\$20,884	\$21,611	\$726	\$20,884	\$21,611	\$726	\$259,327	8%
Workers' Compensation								
Workers' Compensation	\$26,219	\$26,219		\$26,219	\$26,219		\$26,219	100%
Total Workers' Compensation Expenditures	\$26,219	\$26,219	\$0	\$26,219	\$26,219	\$0	\$26,219	100%
Unemployment Compensation								
Unemployment Compensation	\$985	\$1,667	\$681	\$985	\$1,667	\$681	\$20,000	5%
Total Unemployment Compensation Expenditures	\$985	\$1,667	\$681	\$985	\$1,667	\$681	\$20,000	5%
Building & Equipment Maintenance								
Repairs & Improvements	\$7,277	\$5,417	(\$1,860)	\$7,277	\$5,417	(\$1,860)	\$65,000	11%
Contractual Maintenance	\$1,838	\$2,917	\$1,079	\$1,838	\$2,917	\$1,079	\$35,000	5%
Non-Contractual Maintenance	\$219	\$3,220	\$3,001	\$219	\$3,220	\$3,001	\$38,640	1%
Equipment Maintenance		\$2,375	\$2,375		\$2,375	\$2,375	\$28,500	
Non Capital Expenses		\$2,167	\$2,167		\$2,167	\$2,167	\$26,000	
Furniture & Fixtures	\$5,149	\$1,083	(\$4,065)	\$5,149	\$1,083	(\$4,065)	\$13,000	40%
Total Building & Equipment Maintenance Expenditures	\$14,483	\$17,178	\$2,695	\$14,483	\$17,178	\$2,695	\$206,140	7%
Total Expenditures	\$723,122	\$667,280	(\$55,842)	\$723,122	\$667,280	(\$55,842)	\$7,302,120	10%
NET SURPLUS/(DEFICIT)	\$1,069,565	\$898,458	\$171,107	\$1,069,565	\$898,458	\$171,107	(\$222,603)	(480)%

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76600	Accounts Payable	Computer Check	8/15/2018	AFLAC	\$0.00	\$511.03	(\$511.03)	8/31/2018	Outstanding
76601	Accounts Payable	Computer Check	8/15/2018	Aileen Hannon	\$0.00	\$50.80	(\$561.83)	8/31/2018	Outstanding
76602	Accounts Payable	Computer Check	8/15/2018	ALLDATA	\$0.00	\$1,500.00	(\$2,061.83)	8/31/2018	Outstanding
76603	Accounts Payable	Computer Check	8/15/2018	AMARK INDUSTRIES	\$0.00	\$2,054.80	(\$4,116.63)	8/31/2018	Outstanding
76604	Accounts Payable	Computer Check	8/15/2018	SYNCB/ AMAZON	\$0.00	\$49.54	(\$4,166.17)	8/31/2018	Outstanding
76605	Accounts Payable	Computer Check	8/15/2018	Amerykafilm, LLC	\$0.00	\$300.00	(\$4,466.17)	8/31/2018	Outstanding
76606	Accounts Payable	Computer Check	8/15/2018	AT&T	\$0.00	\$43.73	(\$4,509.90)	8/31/2018	Outstanding
76607	Accounts Payable	Computer Check	8/15/2018	AT&T	\$0.00	\$384.44	(\$4,894.34)	8/31/2018	Outstanding
76608	Accounts Payable	Computer Check	8/15/2018	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$5,044.34)	8/31/2018	Outstanding
76609	Accounts Payable	Computer Check	8/15/2018	Blackstone Publishing	\$0.00	\$3,780.00	(\$8,824.34)	8/31/2018	Outstanding
76610	Accounts Payable	Computer Check	8/15/2018	Books & Treasures INC	\$0.00	\$565.90	(\$9,390.24)	8/31/2018	Outstanding
76611	Accounts Payable	Computer Check	8/15/2018	MAUREEN BRADY	\$0.00	\$150.00	(\$9,540.24)	8/31/2018	Outstanding
76612	Accounts Payable	Computer Check	8/15/2018	MAUREEN BRADY	\$0.00	\$150.00	(\$9,690.24)	8/31/2018	Outstanding
76613	Accounts Payable	Computer Check	8/15/2018	Brainfuse Inc.	\$0.00	\$14,290.00	(\$23,980.24)	8/31/2018	Outstanding
76614	Accounts Payable	Computer Check	8/15/2018	BRILLIANCE PUBLISHING	\$0.00	\$1,500.00	(\$25,480.24)	8/31/2018	Outstanding
76615	Accounts Payable	Computer Check	8/15/2018	BRODART CO.	\$0.00	\$500.00	(\$25,980.24)	8/31/2018	Outstanding
76616	Accounts Payable	Computer Check	8/15/2018	CALL ONE	\$0.00	\$1,300.75	(\$27,280.99)	8/31/2018	Outstanding
76617	Accounts Payable	Computer Check	8/15/2018	ARIANNE CAREY	\$0.00	\$77.59	(\$27,358.58)	8/31/2018	Outstanding
76618	Accounts Payable	Computer Check	8/15/2018	CECILIA CYGNAR	\$0.00	\$60.39	(\$27,418.97)	8/31/2018	Outstanding
76619	Accounts Payable	Computer Check	8/15/2018	Celina Kania	\$0.00	\$22.99	(\$27,441.96)	8/31/2018	Outstanding
76620	Accounts Payable	Computer Check	8/15/2018	CENGAGE LEARNING, INC.	\$0.00	\$20,350.23	(\$47,792.19)	8/31/2018	Outstanding
76621	Accounts Payable	Computer Check	8/15/2018	CENTER POINT LARGE PRINT	\$0.00	\$2,337.00	(\$50,129.19)	8/31/2018	Outstanding
76622	Accounts Payable	Computer Check	8/15/2018	CHAMPION DRYWALL, INC.	\$0.00	\$4,875.00	(\$55,004.19)	8/31/2018	Outstanding
76623	Accounts Payable	Computer Check	8/15/2018	CINTAS CORPORATION LOC. 769	\$0.00	\$1,090.14	(\$56,094.33)	8/31/2018	Outstanding
76624	Accounts Payable	Computer Check	8/15/2018	COMED	\$0.00	\$8,975.62	(\$65,069.95)	8/31/2018	Outstanding
76625	Accounts Payable	Computer Check	8/15/2018	COMMUNICATION REVOLVING F	\$0.00	\$478.00	(\$65,547.95)	8/31/2018	Outstanding
76626	Accounts Payable	Computer Check	8/15/2018	CONSUMERS' CHECKBOOK	\$0.00	\$416.00	(\$65,963.95)	8/31/2018	Outstanding
76627	Accounts Payable	Computer Check	8/15/2018	Continental Construction Company, I	\$0.00	\$60,000.00	(\$125,963.95)	8/31/2018	Outstanding
76628	Accounts Payable	Computer Check	8/15/2018	COOPERATIVE COMPUTER SERV	\$0.00	\$6,515.65	(\$132,479.60)	8/31/2018	Outstanding
76629	Accounts Payable	Computer Check	8/15/2018	CREATIVE PROMOTIONAL PROD	\$0.00	\$536.70	(\$133,016.30)	8/31/2018	Outstanding
76630	Accounts Payable	Computer Check	8/15/2018	DAILY HERALD	\$0.00	\$430.00	(\$133,446.30)	8/31/2018	Outstanding
76631	Accounts Payable	Computer Check	8/15/2018	Deepthi Chiruvuri	\$0.00	\$200.00	(\$133,646.30)	8/31/2018	Outstanding
76632	Accounts Payable	Computer Check	8/15/2018	DEMCO, INC.	\$0.00	\$1,775.29	(\$135,421.59)	8/31/2018	Outstanding
76633	Accounts Payable	Computer Check	8/15/2018	Dennis Depcik	\$0.00	\$150.00	(\$135,571.59)	8/31/2018	Outstanding
76634	Accounts Payable	Computer Check	8/15/2018	Donna Block	\$0.00	\$19.51	(\$135,591.10)	8/31/2018	Outstanding
76635	Accounts Payable	Computer Check	8/15/2018	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$136,091.10)	8/31/2018	Outstanding
76636	Accounts Payable	Computer Check	8/15/2018	EBSCO	\$0.00	\$683.34	(\$136,774.44)	8/31/2018	Outstanding
76637	Accounts Payable	Computer Check	8/15/2018	EVANSTON PUBLIC LIBRARY	\$0.00	\$5.00	(\$136,779.44)	8/31/2018	Outstanding
76638	Accounts Payable	Computer Check	8/15/2018	FIFTH THIRD BANK	\$0.00	\$1,824.98	(\$138,604.42)	8/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
76639	Accounts Payable	Computer Check	8/15/2018	FINDAWAY WORLD, LLC	\$0.00	\$209.95	(\$138,814.37)	8/31/2018	Outstanding
76640	Accounts Payable	Computer Check	8/15/2018	FLEXSOURCE, LLC	\$0.00	\$396.00	(\$139,210.37)	8/31/2018	Outstanding
76641	Accounts Payable	Computer Check	8/15/2018	FLOOR INNOVATIONS	\$0.00	\$710.40	(\$139,920.77)	8/31/2018	Outstanding
76642	Accounts Payable	Computer Check	8/15/2018	GARVEY'S OFFICE PRODUCTS	\$0.00	\$8,003.05	(\$147,923.82)	8/31/2018	Outstanding
76643	Accounts Payable	Computer Check	8/15/2018	GENESIS TECHNOLOGIES, INC.	\$0.00	\$540.53	(\$148,464.35)	8/31/2018	Outstanding
76644	Accounts Payable	Computer Check	8/15/2018	Grace M Praznowski	\$0.00	\$4.99	(\$148,469.34)	8/31/2018	Outstanding
76645	Accounts Payable	Computer Check	8/15/2018	DEBORAH GRAHAM	\$0.00	\$151.22	(\$148,620.56)	8/31/2018	Outstanding
76646	Accounts Payable	Computer Check	8/15/2018	GRAINGER	\$0.00	\$58.11	(\$148,678.67)	8/31/2018	Outstanding
76647	Accounts Payable	Computer Check	8/15/2018	Greg McGowan	\$0.00	\$10.90	(\$148,689.57)	8/31/2018	Outstanding
76648	Accounts Payable	Computer Check	8/15/2018	GROOT, INC.	\$0.00	\$218.94	(\$148,908.51)	8/31/2018	Outstanding
76649	Accounts Payable	Computer Check	8/15/2018	HALL PASS	\$0.00	\$60.00	(\$148,968.51)	8/31/2018	Outstanding
76650	Accounts Payable	Computer Check	8/15/2018	HEALTHCARE SERVICE CORPOR	\$0.00	\$42,404.30	(\$191,372.81)	8/31/2018	Outstanding
76651	Accounts Payable	Computer Check	8/15/2018	HOOPLA	\$0.00	\$5,000.00	(\$196,372.81)	8/31/2018	Outstanding
76652	Accounts Payable	Computer Check	8/15/2018	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$250.00	(\$196,622.81)	8/31/2018	Outstanding
76653	Accounts Payable	Computer Check	8/15/2018	INFOBASE LEARNING	\$0.00	\$2,344.17	(\$198,966.98)	8/31/2018	Outstanding
76654	Accounts Payable	Computer Check	8/15/2018	INGRAM LIBRARY SERVICES	\$0.00	\$12,210.91	(\$211,177.89)	8/31/2018	Outstanding
76655	Accounts Payable	Computer Check	8/15/2018	Jason Paul Sperb	\$0.00	\$250.00	(\$211,427.89)	8/31/2018	Outstanding
76656	Accounts Payable	Computer Check	8/15/2018	JOAN MCGEE	\$0.00	\$75.00	(\$211,502.89)	8/31/2018	Outstanding
76657	Accounts Payable	Computer Check	8/15/2018	Jorge Perez	\$0.00	\$150.00	(\$211,652.89)	8/31/2018	Outstanding
76658	Accounts Payable	Computer Check	8/15/2018	Kathleen Weiss	\$0.00	\$17.98	(\$211,670.87)	8/31/2018	Outstanding
76659	Accounts Payable	Computer Check	8/15/2018	KINOKUNIYA BOOKSTORES	\$0.00	\$210.00	(\$211,880.87)	8/31/2018	Outstanding
76660	Accounts Payable	Computer Check	8/15/2018	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$252.00	(\$212,132.87)	8/31/2018	Outstanding
76661	Accounts Payable	Computer Check	8/15/2018	KONICA MINOLTA BUSINESS SO	\$0.00	\$524.33	(\$212,657.20)	8/31/2018	Outstanding
76662	Accounts Payable	Computer Check	8/15/2018	Krista August	\$0.00	\$200.00	(\$212,857.20)	8/31/2018	Outstanding
76663	Accounts Payable	Computer Check	8/15/2018	KSIEGARNIA QUO VADIS	\$0.00	\$749.84	(\$213,607.04)	8/31/2018	Outstanding
76664	Accounts Payable	Computer Check	8/15/2018	April Lee	\$0.00	\$7.41	(\$213,614.45)	8/31/2018	Outstanding
76665	Accounts Payable	Computer Check	8/15/2018	LIBRARY FURNITURE INTERNATI	\$0.00	\$1,199.48	(\$214,813.93)	8/31/2018	Outstanding
76666	Accounts Payable	Computer Check	8/15/2018	VICTORIA LUZ	\$0.00	\$17.82	(\$214,831.75)	8/31/2018	Outstanding
76667	Accounts Payable	Computer Check	8/15/2018	MANAGEMENT ASSOCIATION	\$0.00	\$1,170.00	(\$216,001.75)	8/31/2018	Outstanding
76668	Accounts Payable	Computer Check	8/15/2018	MATTHEW BENDER & CO., INC.	\$0.00	\$2,823.00	(\$218,824.75)	8/31/2018	Outstanding
76669	Accounts Payable	Computer Check	8/15/2018	MELISSA MAYBERRY	\$0.00	\$175.00	(\$218,999.75)	8/31/2018	Outstanding
76670	Accounts Payable	Computer Check	8/15/2018	Menards	\$0.00	\$396.25	(\$219,396.00)	8/31/2018	Outstanding
76671	Accounts Payable	Computer Check	8/15/2018	MERGENT, INC.	\$0.00	\$3,640.00	(\$223,036.00)	8/31/2018	Outstanding
76672	Accounts Payable	Computer Check	8/15/2018	MIDWEST TAPE	\$0.00	\$8,561.47	(\$231,597.47)	8/31/2018	Outstanding
76673	Accounts Payable	Computer Check	8/15/2018	WINIFRED A. MINGEY	\$0.00	\$4.99	(\$231,602.46)	8/31/2018	Outstanding
76674	Accounts Payable	Computer Check	8/15/2018	MORE THAN SCORES THAN TES	\$0.00	\$200.00	(\$231,802.46)	8/31/2018	Outstanding
76675	Accounts Payable	Computer Check	8/15/2018	MORNINGSTAR INC.	\$0.00	\$3,971.00	(\$235,773.46)	8/31/2018	Outstanding
76676	Accounts Payable	Computer Check	8/15/2018	MULTICULTURAL BOOKS & VID	\$0.00	\$159.11	(\$235,932.57)	8/31/2018	Outstanding
76677	Accounts Payable	Computer Check	8/15/2018	NATIONAL AUDUBON SOCIETY	\$0.00	\$20.00	(\$235,952.57)	8/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
76678	Accounts Payable	Computer Check	8/15/2018	NILES CHAMBER OF COMMERCE	\$0.00	\$55.00	(\$236,007.57)	8/31/2018	Outstanding
76679	Accounts Payable	Computer Check	8/15/2018	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$236,888.57)	8/31/2018	Outstanding
76680	Accounts Payable	Computer Check	8/15/2018	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$237,636.57)	8/31/2018	Outstanding
76681	Accounts Payable	Computer Check	8/15/2018	OverDrive, INC.	\$0.00	\$5,906.09	(\$243,542.66)	8/31/2018	Outstanding
76682	Accounts Payable	Computer Check	8/15/2018	Patricia M. Hanlon	\$0.00	\$35.00	(\$243,577.66)	8/31/2018	Outstanding
76683	Accounts Payable	Computer Check	8/15/2018	Peapod	\$0.00	\$371.42	(\$243,949.08)	8/31/2018	Outstanding
76684	Accounts Payable	Computer Check	8/15/2018	PENGUIN RANDOM HOUSE LLC	\$0.00	\$1,700.00	(\$245,649.08)	8/31/2018	Outstanding
76685	Accounts Payable	Computer Check	8/15/2018	PETERS & ASSOCIATES, INC.	\$0.00	\$1,170.00	(\$246,819.08)	8/31/2018	Outstanding
76686	Accounts Payable	Computer Check	8/15/2018	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$543.90	(\$247,362.98)	8/31/2018	Outstanding
76687	Accounts Payable	Computer Check	8/15/2018	PLIC - SBD GRAND ISLAND	\$0.00	\$1,445.48	(\$248,808.46)	8/31/2018	Outstanding
76688	Accounts Payable	Computer Check	8/15/2018	PRECISION PAGES INC.	\$0.00	\$90.00	(\$248,898.46)	8/31/2018	Outstanding
76689	Accounts Payable	Computer Check	8/15/2018	PROQUEST LLC	\$0.00	\$8,801.00	(\$257,699.46)	8/31/2018	Outstanding
76690	Accounts Payable	Computer Check	8/15/2018	Rachel Colias	\$0.00	\$20.94	(\$257,720.40)	8/31/2018	Outstanding
76691	Accounts Payable	Computer Check	8/15/2018	RAILS	\$0.00	\$17,145.00	(\$274,865.40)	8/31/2018	Outstanding
76692	Accounts Payable	Computer Check	8/15/2018	RECORD INFORMATION SERVIC	\$0.00	\$1,368.00	(\$276,233.40)	8/31/2018	Outstanding
76693	Accounts Payable	Computer Check	8/15/2018	Relevant, LLC dba Omnigraphics, Inc.	\$0.00	\$81.85	(\$276,315.25)	8/31/2018	Outstanding
76694	Accounts Payable	Computer Check	8/15/2018	RESERVE ACCOUNT	\$0.00	\$2,050.00	(\$278,365.25)	8/31/2018	Outstanding
76695	Accounts Payable	Computer Check	8/15/2018	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$279,035.25)	8/31/2018	Outstanding
76696	Accounts Payable	Computer Check	8/15/2018	SASHA VASILIC	\$0.00	\$709.10	(\$279,744.35)	8/31/2018	Outstanding
76697	Accounts Payable	Computer Check	8/15/2018	Scott Green	\$0.00	\$495.00	(\$280,239.35)	8/31/2018	Outstanding
76698	Accounts Payable	Computer Check	8/15/2018	SHELL	\$0.00	\$28.18	(\$280,267.53)	8/31/2018	Outstanding
76699	Accounts Payable	Computer Check	8/15/2018	SPOTLIGHT INC.	\$0.00	\$1,500.00	(\$281,767.53)	8/31/2018	Outstanding
76700	Accounts Payable	Computer Check	8/15/2018	Stacy Moss-Paul	\$0.00	\$106.92	(\$281,874.45)	8/31/2018	Outstanding
76701	Accounts Payable	Computer Check	8/15/2018	SUPERINTENDENT OF DOCUMENT	\$0.00	\$14.00	(\$281,888.45)	8/31/2018	Outstanding
76702	Accounts Payable	Computer Check	8/15/2018	SUSAN LEMPKE	\$0.00	\$41.85	(\$281,930.30)	8/31/2018	Outstanding
76703	Accounts Payable	Computer Check	8/15/2018	Swank Movie Licensing USA	\$0.00	\$1,313.00	(\$283,243.30)	8/31/2018	Outstanding
76704	Accounts Payable	Computer Check	8/15/2018	THE SHAKESPEARE PROJECT OF C	\$0.00	\$850.00	(\$284,093.30)	8/31/2018	Outstanding
76705	Accounts Payable	Computer Check	8/15/2018	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$1,851.76	(\$285,945.06)	8/31/2018	Outstanding
76706	Accounts Payable	Computer Check	8/15/2018	USI EDUCATION & GOVT SALES	\$0.00	\$394.89	(\$286,339.95)	8/31/2018	Outstanding
76707	Accounts Payable	Computer Check	8/15/2018	VERIZON WIRELESS	\$0.00	\$180.28	(\$286,520.23)	8/31/2018	Outstanding
76708	Accounts Payable	Computer Check	8/15/2018	VILLAGE OF NILES	\$0.00	\$635.95	(\$287,156.18)	8/31/2018	Outstanding
76709	Accounts Payable	Computer Check	8/15/2018	VIRTEK	\$0.00	\$3,000.00	(\$290,156.18)	8/31/2018	Outstanding
76710	Accounts Payable	Computer Check	8/15/2018	VISA	\$0.00	\$6,403.39	(\$296,559.57)	8/31/2018	Outstanding
76711	Accounts Payable	Computer Check	8/15/2018	VISION SERVICE PLAN OF ILLINO	\$0.00	\$546.30	(\$297,105.87)	8/31/2018	Outstanding
76712	Accounts Payable	Computer Check	8/15/2018	WORLD BOOK, INC.	\$0.00	\$2,530.00	(\$299,635.87)	8/31/2018	Outstanding
76713	Accounts Payable	Computer Check	8/15/2018	SUZANNE WULF	\$0.00	\$24.31	(\$299,660.18)	8/31/2018	Outstanding

Niles-Maine District Library Bank Register Report - Checking

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

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$299,660.18)
Total Payments:	(\$299,660.18)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$299,660.18)

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated August 15, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76600	\$511.03	AFLAC	\$511.03	-- Monthly Payment July 2018	01-2140-00-00	Payroll Clearing
76601	\$50.80	Aileen Hannon	\$50.80	-- EE Reimbursement -Baseball Bingo	01-5323-53-01	Programming & Support-Adult-Adult Services
76602	\$1,500.00	ALLDATA	\$1,500.00	-- Library Repair Series-Online	01-4487-44-00	Online Databases
76603	\$2,054.80	AMARK INDUSTRIES	\$2,054.80	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76604	\$49.54	SYNCB/ AMAZON	\$39.95	-- PO #83395	01-5323-53-03	Programming & Support-Adult-Digital Services
76604	\$49.54	SYNCB/ AMAZON	\$9.59	-- PO #83419	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76605	\$300.00	Amerykafilm, LLC	\$300.00	--Program Night on Milwaukee	01-5323-53-01	Programming & Support-Adult-Adult Services
76606	\$43.73	AT&T	\$43.73	-- Monthly Service Jun 17 ~ Jul 16 2018	01-5465-54-09	Telephone-Administrative Services
76607	\$384.44	AT&T	\$384.44	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
76608	\$150.00	BERNADETTA KORYCIARZ	\$150.00	-- Program-World Language Storytime Polish	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76609	\$3,780.00	Blackstone Publishing	\$3,780.00	-- Materials	01-4433-44-00	AV-Adult
76610	\$565.90	Books & Treasures INC	\$315.90	-- Materials	01-4413-44-00	Books-Adult
76610	\$565.90	Books & Treasures INC	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76611	\$150.00	MAUREEN BRADY	\$150.00	-- Program -Tapping the Power of Family Search	01-5323-53-01	Programming & Support-Adult-Adult Services
76612	\$150.00	MAUREEN BRADY	\$150.00	-- Program -Preserving Your Family History	01-5323-53-01	Programming & Support-Adult-Adult Services
76613	\$14,290.00	Brainfuse Inc.	\$14,290.00	-- Education Services 7/01/2018 ~ 6/30/2019	01-4487-44-00	Online Databases
76614	\$1,500.00	BRILLIANCE PUBLISHING	\$1,500.00	-- Materials	01-4433-44-00	AV-Adult
76615	\$500.00	BRODART CO.	\$500.00	-- CD Vinyl Pouches	01-5311-53-04	Processing & Supplies-Tech Services
76616	\$1,300.75	CALL ONE	\$1,300.75	-- Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services
76617	\$77.59	ARIANNE CAREY	\$54.92	-- EE Reimbursement -Kindle Book Club	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76617	\$77.59	ARIANNE CAREY	\$22.67	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76618	\$60.39	CECILIA CYGNAR	\$21.69	-- EE Reimbursement Bookbites & CTIS	01-5323-53-01	Programming & Support-Adult-Adult Services
76618	\$60.39	CECILIA CYGNAR	\$38.70	-- EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
76619	\$22.99	Celina Kania	\$22.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$80.96	-- Materiasl	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$289.85	-- Materials	01-4487-44-00	Online Databases
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$711.00	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$1,305.00	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$2,496.00	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$567.00	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$972.00	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$567.00	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$2,496.00	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$7,720.23	-- Materials	01-4487-44-00	Online Databases
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$248.70	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$455.82	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$167.95	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$53.58	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$24.79	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$51.18	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$75.17	-- Materials	01-4413-44-00	Books-Adult
76620	\$20,350.23	CENGAGE LEARNING, INC.	\$2,068.00	-- Materials	01-4487-44-00	Online Databases
76621	\$2,337.00	CENTER POINT LARGE PRINT	\$2,337.00	-- Materials	01-4413-44-00	Books-Adult
76622	\$4,875.00	CHAMPION DRYWALL, INC.	\$4,875.00	-- Framing & Drywall Work	08-6710-67-00	Repairs & Improvements
76623	\$1,090.14	CINTAS CORPORATION LOC. 769	\$214.69	-- Matt Service	08-6720-67-00	Contractual Maintenance
76623	\$1,090.14	CINTAS CORPORATION LOC. 769	\$165.19	-- Matt Service	08-6720-67-00	Contractual Maintenance
76623	\$1,090.14	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
76623	\$1,090.14	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
76623	\$1,090.14	CINTAS CORPORATION LOC. 769	\$214.69	-- Mat Service	08-6720-67-00	Contractual Maintenance

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated August 15, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76623	\$1,090.14	CINTAS CORPORATION LOC. 769	\$165.19	-- Mat Service	08-6720-67-00	Contractual Maintenance
76624	\$8,975.62	COMED	\$8,975.62	-- SVC 6/7 ~ 7/9/2018 - 32 Days	01-5720-57-00	Electric
76625	\$478.00	COMMUNICATION REVOLVING FUND	\$478.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
76626	\$416.00	CONSUMERS' CHECKBOOK	\$416.00	-- Remote & in-Library Online Access 7/1/2018~7/1/2019	01-4487-44-00	Online Databases
76627	\$60,000.00	Continental Construction Company, Inc	\$60,000.00	-- 1st Installment - Caulking Replacement	40-5805-58-00	Special Reserve - Building
76628	\$6,515.65	COOPERATIVE COMPUTER SERVICE	\$6,515.65	-- CCS Membership Fee July 2018	01-5310-53-09	CCS Charges-Administration
76629	\$536.70	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$536.70	-- T-Shirts -July 4th Promotion	01-5456-54-07	Promotional Expense-Marketing & PR Services
76630	\$430.00	DAILY HERALD	\$430.00	-- Subscripion 7/07/2018 ~ 7/05/2019	01-4423-44-00	Periodicals
76631	\$200.00	Deepthi Chiruvuri	\$200.00	-- Program Hooray for Bolly DanceFit	01-5323-53-01	Programming & Support-Adult-Adult Services
76632	\$1,775.29	DEMCO, INC.	\$1,775.29	-- Processing Supplies	01-5311-53-04	Processing & Supplies-Tech Services
76633	\$150.00	Dennis Depcik	\$150.00	-- Program -Letters From the Heart	01-5323-53-01	Programming & Support-Adult-Adult Services
76634	\$19.51	Donna Block	\$19.51	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76635	\$500.00	EASYPERMIT POSTAGE	\$500.00	-- Replenish Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
76636	\$683.34	EBSKO	\$21.99	-- Materials	01-4423-44-00	Periodicals
76636	\$683.34	EBSKO	\$406.35	-- Materials	01-4423-44-00	Periodicals
76636	\$683.34	EBSKO	\$255.00	-- Materials	01-4423-44-00	Periodicals
76637	\$5.00	EVANSTON PUBLIC LIBRARY	\$5.00	-- Lost Book Refund	01-3620-36-00	Lost Books
76638	\$1,824.98	FIFTH THIRD BANK	\$1,824.98	-- FSA EE Payments	01-1125-00-00	Cash-Flexible Spending Account
76639	\$209.95	FINDAWAY WORLD, LLC	\$209.95	-- Materials	01-4434-44-00	AV-Youth Services
76640	\$396.00	FLEXSOURCE, LLC	\$56.00	-- Monthly Fees-FSA/HRA Health & Dental	01-2140-00-00	Payroll Clearing
76640	\$396.00	FLEXSOURCE, LLC	\$164.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5625-56-00	Health Reimbursement Account
76640	\$396.00	FLEXSOURCE, LLC	\$176.00	-- Monthly Fees-FSA/HRA Health & Dental	01-5630-56-00	Dental
76641	\$710.40	FLOOR INNOVATIONS	\$710.40	-- Floor Cleaning	08-6710-67-00	Repairs & Improvements
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$462.58	-- Office Supplies	01-5322-53-08	Library Supplies-Patron Services
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$142.29	-- Office Supplies	01-5457-54-09	Office Supplies-Administrative Services
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$2.29	-- Office Supplies	01-5457-54-01	Office Supplies-Adult Services
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$57.63	-- Office Supplies	01-5457-54-04	Office Supplies-Tech Services
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$1,217.32	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$319.23	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$1,685.15	-- New Work Station	08-6770-67-00	Furniture & Fixtures
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$2,128.24	-- New Work Station	08-6770-67-00	Furniture & Fixtures
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$71.04	-- Office Supplies	01-5322-53-08	Library Supplies-Patron Services
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$30.47	-- Office Supplies	01-5457-54-01	Office Supplies-Adult Services
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$46.85	-- Office Supplies	01-5457-54-01	Office Supplies-Adult Services
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$21.25	-- Office Supplies	01-5457-54-02	Office Supplies-Youth Services
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$1,139.67	-- New Workstation	08-6770-67-00	Furniture & Fixtures
76642	\$8,003.05	GARVEY'S OFFICE PRODUCTS	\$679.04	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76643	\$540.53	GENESIS TECHNOLOGIES, INC.	\$540.53	-- PO #83429 Toner Cartridges	01-5457-54-03	Office Supplies-Digital Services
76644	\$4.99	Grace M Praznowski	\$4.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76645	\$151.22	DEBORAH GRAHAM	\$73.32	-- EE Reimbursement - SRC	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76645	\$151.22	DEBORAH GRAHAM	\$77.90	-- EE Reimbursement SRC	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76646	\$58.11	GRAINGER	\$58.11	-- Battery Packs	01-5420-54-05	Janitorial Supplies-Maintenance Services
76647	\$10.90	Greg McGowan	\$10.90	-- EE Milage Reimbursement	01-5431-54-06	Mileage-IT Services
76648	\$218.94	GROOT, INC.	\$218.94	-- Monthly Service Garbage /Recycling	08-6730-67-00	Non-Contractual Maintenance
76649	\$60.00	HALL PASS	\$6.00	-- Backgoround Checks Fee	01-5450-54-03	Legal Fees-Digital Services
76649	\$60.00	HALL PASS	\$6.00	-- Backgoround Checks Fee	01-5450-54-05	Legal Fees-Maintenance Services
76649	\$60.00	HALL PASS	\$48.00	-- Backgoround Checks Fee	01-5450-54-02	Legal Fees- Youth Services
76650	\$42,404.30	HEALTHCARE SERVICE CORPORATION	\$42,404.30	-- Group Medical Ins Aug 2018	01-5620-56-00	Group Health
76651	\$5,000.00	HOOPLA	\$5,000.00	-- Materials	01-4487-44-00	Online Databases

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated August 15, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76652	\$250.00	ILLINOIS LIBRARY ASSOCIATION	\$250.00	-- Membership Renewal S Lempke	01-5461-54-09	Subscriptions & Dues-Administrative Services
76653	\$2,344.17	INFOBASE LEARNING	\$2,344.17	-- Renewal Subscriptions 8/31/2018~08/30/2019	01-4487-44-00	Online Databases
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$50.64	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$32.99	-- Materials	01-4433-44-00	AV-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$431.40	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$134.86	-- Materials	01-4434-44-00	AV-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$208.06	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$43.20	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$15.82	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$161.47	-- Materials	01-4434-44-00	AV-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$59.88	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$31.54	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$116.93	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$37.98	-- Materials	01-4434-44-00	AV-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$55.72	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$564.39	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$233.30	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$9.58	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$14.49	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$1,151.54	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$52.44	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$46.33	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$14.99	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$2.07	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$570.45	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$394.50	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$17.94	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$84.73	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$58.72	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$15.25	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$61.54	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$198.69	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$19.76	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$7.59	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$157.27	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$327.50	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$71.12	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$25.53	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$109.52	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$6.21	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$90.36	-- Materials	01-4413-44-00	Books-Adult

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated August 15, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$30.47	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$16.77	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$58.90	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$56.98	-- Materials	01-4435-44-00	AV-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$133.69	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$72.40	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$99.86	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$1.38	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$42.37	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$20.89	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$4.14	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$63.02	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$79.60	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$28.80	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$37.78	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$4.83	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$13.17	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$10.79	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$165.60	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$14.99	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$15.58	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$131.04	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$45.90	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$11.98	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$17.25	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$10.16	-- Materials	01-5326-53-02	Programming & Support-Teen-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$7.19	-- Materials	01-5326-53-02	Programming & Support-Teen-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$80.00	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$125.53	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$98.40	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$23.40	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$17.99	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$6.57	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$129.89	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$29.96	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$6.59	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$41.24	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$10.19	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$14.69	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$14.70	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$29.95	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$161.50	-- Materials	01-4413-44-00	Books-Adult

Niles-Maine District Library
Check Detail and Account Distribution
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Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$6.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$118.69	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$33.83	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$2.76	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$209.86	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$16.78	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$575.94	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$1,368.75	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$345.94	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$86.94	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$1,579.32	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$7.19	-- Materials	01-4414-44-00	Books-Youth Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$27.51	-- Materials	01-4415-44-00	Books-Teen
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$23.46	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$63.51	-- Materials	01-4413-44-00	Books-Adult
76654	\$12,210.91	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
76655	\$250.00	Jason Paul Sperb	\$250.00	-- Program Walt Disney & World War II	01-5323-53-01	Programming & Support-Adult-Adult Services
76656	\$75.00	JOAN MCGEE	\$75.00	-- Program- Adult Chair Yoga Sessions	01-5323-53-01	Programming & Support-Adult-Adult Services
76657	\$150.00	Jorge Perez	\$150.00	-- Program World Language Storytime -Spanish	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76658	\$17.98	Kathleen Weiss	\$17.98	-- EE Milage Reimbursement	01-5431-54-03	Mileage-Digital Services
76659	\$210.00	KINOKUNIYA BOOKSTORES	\$210.00	-- Materials	01-4414-44-00	Books-Youth Services
76660	\$252.00	KLEIN, THORPE & JENKINS, LTD.	\$252.00	-- Misc Service	01-5450-54-09	Legal Fees-Administrative Services
76661	\$524.33	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$247.95	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76661	\$524.33	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$276.38	-- Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
76662	\$200.00	Krista August	\$200.00	-- Program- Gaints in the Park Part II	01-5323-53-01	Programming & Support-Adult-Adult Services
76663	\$749.84	KSIEGARNIA QUO VADIS	\$749.84	-- Materials	01-4413-44-00	Books-Adult
76664	\$7.41	April Lee	\$7.41	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
76665	\$1,199.48	LIBRARY FURNITURE INTERNATIONAL, INC.	\$1,199.48	-- OPTO Shelves	01-5351-53-01	Per Capita Grant Expenditures-Adult Services
76666	\$17.82	VICTORIA LUZ	\$17.82	-- EE Reimbursement - Art Display Stabization	01-5457-54-04	Office Supplies-Tech Services
76667	\$1,170.00	MANAGEMENT ASSOCIATION	\$780.00	-- Job Description Workshop	01-5430-54-09	Professional Development-Administrative Services
76667	\$1,170.00	MANAGEMENT ASSOCIATION	\$195.00	-- Job Description Workshop	01-5430-54-03	Professional Development-Digital Services
76667	\$1,170.00	MANAGEMENT ASSOCIATION	\$195.00	-- Job Description Workshop	01-5430-54-09	Professional Development-Administrative Services
76668	\$2,823.00	MATTHEW BENDER & CO., INC.	\$2,823.00	-- Materials	01-4413-44-00	Books-Adult
76669	\$175.00	MELISSA MAYBERRY	\$175.00	-- Program -Excel Basic	01-5323-53-03	Programming & Support-Adult-Digital Services
76670	\$396.25	Menards	\$77.01	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76670	\$396.25	Menards	\$116.73	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76670	\$396.25	Menards	\$232.49	-- Janitorial Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
76671	\$3,640.00	MERGENT, INC.	\$3,640.00	-- Agreement Start 8/2018 ~ 07/2019	01-4487-44-00	Online Databases
76672	\$8,561.47	MIDWEST TAPE	\$1,048.64	-- Materials	01-4433-44-00	AV-Adult
76672	\$8,561.47	MIDWEST TAPE	\$163.97	-- Materials	01-4435-44-00	AV-Teen
76672	\$8,561.47	MIDWEST TAPE	\$198.11	-- Materials	01-4434-44-00	AV-Youth Services
76672	\$8,561.47	MIDWEST TAPE	\$263.62	-- Materials	01-4433-44-00	AV-Adult
76672	\$8,561.47	MIDWEST TAPE	\$79.99	-- Materials	01-4435-44-00	AV-Teen
76672	\$8,561.47	MIDWEST TAPE	\$26.43	-- Materials	01-4434-44-00	AV-Youth Services
76672	\$8,561.47	MIDWEST TAPE	\$130.71	-- Materials	01-4433-44-00	AV-Adult
76672	\$8,561.47	MIDWEST TAPE	\$127.40	-- Materials	01-4434-44-00	AV-Youth Services
76672	\$8,561.47	MIDWEST TAPE	\$6,477.63	-- Materials	01-4433-44-00	AV-Adult
76672	\$8,561.47	MIDWEST TAPE	\$44.97	-- Materials	01-4434-44-00	AV-Youth Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated August 15, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76673	\$4.99	WINIFRED A. MINGEY	\$4.99	-- Lost Book Refund	01-3620-36-00	Lost Books
76674	\$200.00	MORE THAN SCORES THAN TESTS	\$200.00	-- Program Practice ACT & SAT	01-5326-53-02	Programming & Support-Teen-Youth Services
76675	\$3,971.00	MORNINGSTAR INC.	\$3,971.00	-- Renewal -Morningstar online 8/15/18 ~ 8/15/19	01-4487-44-00	Online Databases
76676	\$159.11	MULTICULTURAL BOOKS & VIDEOS	\$110.00	-- Materials	01-4413-44-00	Books-Adult
76676	\$159.11	MULTICULTURAL BOOKS & VIDEOS	\$49.11	-- Materials	01-4413-44-00	Books-Adult
76677	\$20.00	NATIONAL AUDUBON SOCIETY	\$20.00	-- Renewal	01-4423-44-00	Periodicals
76678	\$55.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$55.00	-- 2018 Annual Golf Outing & Dinner	01-5430-54-03	Professional Development-Digital Services
76679	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease August 2018	01-5491-54-09	Parking Lease-Administrative Services
76680	\$748.00	OAK BROOK MECHANICAL SERVICES	\$748.00	-- PM Inspections	08-6720-67-00	Contractual Maintenance
76681	\$5,906.09	OverDrive, INC.	\$2,056.79	-- Materials	01-4420-44-00	Downloadables
76681	\$5,906.09	OverDrive, INC.	\$1,511.42	-- Materials	01-4420-44-00	Downloadables
76681	\$5,906.09	OverDrive, INC.	\$573.37	-- Materials	01-4420-44-00	Downloadables
76681	\$5,906.09	OverDrive, INC.	\$1,021.48	-- Materials	01-4420-44-00	Downloadables
76681	\$5,906.09	OverDrive, INC.	\$743.03	-- Materials	01-4420-44-00	Downloadables
76682	\$35.00	Patricia M. Hanlon	\$35.00	-- Lost Book Refund	01-3620-36-00	Lost Books
76683	\$371.42	Peapod	\$371.42	-- Kidspace Order	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76684	\$1,700.00	PENGUIN RANDOM HOUSE LLC	\$1,700.00	-- Materials	01-4433-44-00	AV-Adult
76685	\$1,170.00	PETERS & ASSOCIATES, INC.	\$1,170.00	-- E-Rate 2018 Funding	01-5452-54-06	Consultants-IT Services
76686	\$543.90	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$543.90	-- Qtrly Lease 5/28/2018 ~ 08/27/2018	01-5458-54-09	Postage & Freight-Administrative Services
76687	\$1,445.48	PLIC - SBD GRAND ISLAND	\$1,445.48	-- August 2018 Payment	01-5634-56-00	Life, LTD, AD&D, STD
76688	\$90.00	PRECISION PAGES INC.	\$90.00	-- Troubleshoot Backup & Migrate	01-5452-54-07	Consultants-Marketing & PR Services
76689	\$8,801.00	PROQUEST LLC	\$8,801.00	-- Renewal - Sept/2018 ~ Aug/2019	01-4487-44-00	Online Databases
76690	\$20.94	Rachel Colias	\$20.94	-- EE Reimbursement	01-5326-53-02	Programming & Support-Teen-Youth Services
76691	\$17,145.00	RAILS	\$4,645.00	-- e Read Membership Fee - Axis 360 7/2018 ~ 6/2019	01-4420-44-00	Downloadables
76691	\$17,145.00	RAILS	\$12,500.00	--Communico Cloud Platform	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
76692	\$1,368.00	RECORD INFORMATION SERVICES, INC.	\$1,368.00	-- Renewal of Subcription 7/1/2018~7/1/2019	01-4487-44-00	Online Databases
76693	\$81.85	Relevant, LLC dba Omnigraphics, Inc.	\$81.85	-- Materials	01-4413-44-00	Books-Adult
76694	\$2,050.00	RESERVE ACCOUNT	\$2,050.00	-- Fall Charter One Postage	01-5458-54-07	Postage & Freight-Marketing & PR Services
76695	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-00	Books-Adult
76695	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-00	Books-Adult
76695	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$120.00	-- Materials	01-4414-44-00	Books-Youth Services
76696	\$709.10	SASHA VASILIC	\$150.00	-- EE Reimbursement - Chapter One	01-5456-54-07	Promotional Expense-Marketing & PR Services
76696	\$709.10	SASHA VASILIC	\$323.23	-- EE Reimbursement - ILA Orientation	01-5430-54-07	Professional Development-Marketing & PR Services
76696	\$709.10	SASHA VASILIC	\$235.87	-- EE Reimbursement - 4imprint Purchase	01-5456-54-07	Promotional Expense-Marketing & PR Services
76697	\$495.00	Scott Green	\$495.00	-- Program Family Comedy Magic Show	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76698	\$28.18	SHELL	\$28.18	-- Gas for Van	01-5510-55-00	Gas, Oil, Grease
76699	\$1,500.00	SPOTLIGHT INC.	\$250.00	-- Service Call - PS Desk	08-6710-67-00	Repairs & Improvements
76699	\$1,500.00	SPOTLIGHT INC.	\$1,250.00	-- Storage Room Rewiring	08-6710-67-00	Repairs & Improvements
76700	\$106.92	Stacy Moss-Paul	\$86.93	-- EE Reimbursement Program Hamiltunes	01-5323-53-01	Programming & Support-Adult-Adult Services
76700	\$106.92	Stacy Moss-Paul	\$19.99	-- EE Reimbursement -Program Meetup	01-5323-53-01	Programming & Support-Adult-Adult Services
76701	\$14.00	SUPERINTENDENT OF DOCUMENTS	\$14.00	-- PO #84236	01-4413-44-00	Books-Adult
76702	\$41.85	SUSAN LEMPKE	\$41.85	-- EE Reimbursement -Program Coming Together	01-5325-53-09	Programming & Support-Events-Administrative Services
76703	\$1,313.00	Swank Movie Licensing USA	\$1,313.00	-- Copyright Compliance Site License 8/1/2018 ~7/31/2019	01-5327-53-01	Public Performing Rights-Adult Services
76704	\$850.00	THE SHAKESPEARE PROJECT OF CHICAGO	\$850.00	-- Program -Jefferson & Adams	01-5323-53-01	Programming & Support-Adult-Adult Services
76705	\$1,851.76	TODAY'S BUSINESS SOLUTIONS, INC.	\$801.76	-- 2nd Qtr 2018 Cost per Fax Program	01-5311-53-09	Processing & Supplies-Administrative Services
76705	\$1,851.76	TODAY'S BUSINESS SOLUTIONS, INC.	\$990.00	-- 10 Additional MYPC Clients	01-5313-53-06	Software, Licenses-IT Services
76705	\$1,851.76	TODAY'S BUSINESS SOLUTIONS, INC.	\$60.00	--2nd Qtr 2018 Simple Scan Station	01-5313-53-06	Software, Licenses-IT Services
76706	\$394.89	USI EDUCATION & GOVT SALES	\$304.79	-- Kidspace & Library Supplies	01-5322-53-02	Library Supplies-Youth Services
76706	\$394.89	USI EDUCATION & GOVT SALES	\$85.20	-- Kidspace & Library Supplies	01-5324-53-02	Programming & Support-Juvenile-Youth Services

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated August 15, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76706	\$394.89	USI EDUCATION & GOVT SALES	\$4.90	-- Library Supplies Kidspage	01-5322-53-02	Library Supplies-Youth Services
76707	\$180.28	VERIZON WIRELESS	\$180.28	-- Monthly Cell Phone Bill - 6/03 ~ 7/02/2018	01-5465-54-09	Telephone-Administrative Services
76708	\$635.95	VILLAGE OF NILES	\$635.95	-- Automatic Water Meter Reading	01-5730-57-00	Water
76709	\$3,000.00	VIRTEK	\$3,000.00	-- Yearly Renewal of Mthly Emergency Support for IT	01-5452-54-06	Consultants-IT Services
76710	\$6,403.39	VISA	\$31.95	-- PO # 83396	01-5323-53-03	Programming & Support-Adult-Digital Services
76710	\$6,403.39	VISA	\$165.65	-- PO # 83403	01-5322-53-08	Library Supplies-Patron Services
76710	\$6,403.39	VISA	\$16.90	-- PO #83437	01-5323-53-03	Programming & Support-Adult-Digital Services
76710	\$6,403.39	VISA	\$12.80	-- PO #83437	01-5323-53-03	Programming & Support-Adult-Digital Services
76710	\$6,403.39	VISA	\$74.49	-- PO #83437	01-5456-54-02	Promotional Expense-Youth Services
76710	\$6,403.39	VISA	\$38.68	-- PO #83437	01-5323-53-03	Programming & Support-Adult-Digital Services
76710	\$6,403.39	VISA	\$1,053.00	-- PO #84314	01-4423-44-00	Periodicals
76710	\$6,403.39	VISA	\$35.06	-- July Receipts	01-5313-53-06	Software, Licenses-IT Services
76710	\$6,403.39	VISA	\$18.99	-- July Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76710	\$6,403.39	VISA	\$3.79	-- July Receipts	01-5458-54-04	Postage & Freight-Tech Services
76710	\$6,403.39	VISA	\$195.74	-- July Receipts	08-6770-67-00	Furniture & Fixtures
76710	\$6,403.39	VISA	\$119.07	-- July Receipts	01-5430-54-09	Professional Development-Administrative Services
76710	\$6,403.39	VISA	\$21.03	-- July Receipts	01-5312-53-06	Internet Charges-IT Services
76710	\$6,403.39	VISA	\$150.00	-- July Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76710	\$6,403.39	VISA	\$279.96	-- July Receipts	01-5313-53-03	Software, Licenses-Digital Services
76710	\$6,403.39	VISA	\$43.64	-- July Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76710	\$6,403.39	VISA	\$100.00	-- July Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76710	\$6,403.39	VISA	\$299.85	-- July Receipts	01-5312-53-06	Internet Charges-IT Services
76710	\$6,403.39	VISA	\$20.99	-- July Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76710	\$6,403.39	VISA	\$13.99	-- July Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76710	\$6,403.39	VISA	\$57.99	-- July Receipts	08-6710-67-00	Repairs & Improvements
76710	\$6,403.39	VISA	\$360.00	-- July Receipts	01-5435-54-09	Professional Collection-Administrative Services
76710	\$6,403.39	VISA	\$939.14	-- July Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76710	\$6,403.39	VISA	\$32.01	-- July Receipts	01-5456-54-07	Promotional Expense-Marketing & PR Services
76710	\$6,403.39	VISA	\$133.56	-- July Receipts	08-6710-67-00	Repairs & Improvements
76710	\$6,403.39	VISA	\$387.50	-- July Receipts	01-5313-53-03	Software, Licenses-Digital Services
76710	\$6,403.39	VISA	\$375.00	-- July Receipts	01-5430-54-07	Professional Development-Marketing & PR Services
76710	\$6,403.39	VISA	\$100.00	-- July Receipts	01-5461-54-03	Subscriptions & Dues-Digital Services
76710	\$6,403.39	VISA	\$300.00	-- July Receipts	01-5430-54-03	Professional Development-Digital Services
76710	\$6,403.39	VISA	\$100.00	-- July Receipts	01-5461-54-03	Subscriptions & Dues-Digital Services
76710	\$6,403.39	VISA	\$300.00	-- July Receipts	01-5430-54-03	Professional Development-Digital Services
76710	\$6,403.39	VISA	\$4.30	-- July Receipts	01-5458-54-04	Postage & Freight-Tech Services
76710	\$6,403.39	VISA	\$289.30	-- July Receipts	01-5456-54-02	Promotional Expense-Youth Services
76710	\$6,403.39	VISA	\$8.88	-- July Receipts	01-5313-53-06	Software, Licenses-IT Services
76710	\$6,403.39	VISA	\$29.97	-- July Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76710	\$6,403.39	VISA	\$20.83	-- July Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76710	\$6,403.39	VISA	\$20.98	-- July Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76710	\$6,403.39	VISA	\$20.98	-- July Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76710	\$6,403.39	VISA	\$137.69	-- July Receipts	01-5313-53-06	Software, Licenses-IT Services
76710	\$6,403.39	VISA	\$19.78	-- July Receipts	01-5326-53-02	Programming & Support-Teen-Youth Services
76710	\$6,403.39	VISA	\$13.99	-- July Receipts	01-4420-44-00	Downloadables
76710	\$6,403.39	VISA	\$13.99	-- July Receipts	01-4420-44-00	Downloadables
76710	\$6,403.39	VISA	\$130.00	-- July Receipts	01-5324-53-02	Programming & Support-Juvenile-Youth Services
76711	\$546.30	VISION SERVICE PLAN OF ILLINOIS	\$546.30	-- August 2018 Payment	01-5632-56-00	Vision
76712	\$2,530.00	WORLD BOOK, INC.	\$2,530.00	-- Online Adv Reference Suite XL 8/2018 ~ 7/2019	01-4487-44-00	Online Databases

Niles-Maine District Library
Check Detail and Account Distribution
Checks dated August 15, 2018

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
76713	\$24.31	SUZANNE WULF	\$24.31	-- EE Mileage Reimbursement EPL & NIPSTA	01-5431-54-03	Mileage-Digital Services

Niles-Maine District Library Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2997	Accounts Payable	Manual Check	7/13/2018	Illinois Department of Revenue	\$0.00	\$366.00	(\$366.00)	7/31/2018	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$366.00)
Total Payments:	(\$366.00)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$366.00)

Niles-Maine District Library _SPECIAL RESERVE

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5805-58-00, Special Reserve - Building									
8/3/2018	3195	Invoice	2421-814	Continental Construction Compa	Continental Construc-3	Posted	7/31/2018	\$60,000.00	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								<i>\$60,000.00</i>	<i>\$0.00</i>
Grand Totals:								\$60,000.00	\$0.00

Niles-Maine District Library

_SPECIAL RESERVE

Report name: _SPECIAL RESERVE REPORT

Output query name: _SPECIAL RESERVE11 (Type: Invoice)

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (7/1/2018 to 7/31/2018)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Projects

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Project Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)



Exterior signage

The exterior signage project that the Board approved is now complete. The signs have been slightly redesigned to compensate for changes in the materials when the sun warms up one side but not the other—signage is more complicated than we knew! We appreciate that ASI kept working on this until they found a solution. BCLS came with multiple trucks and several people to install the two landscapes surrounding the two monument signs as required by Village ordinance. These are all perennial plants, and Dave has been careful to keep them watered through the hot weather that immediately followed their planting. They will take a while to mature, but with the rocks and mulch, it already is very attractive.

Award Winner

from Greg Pritz: I am pleased to announce to the Board that Sasha Vasilic has been chosen as the 2018 recipient of the Deborah Dowley Preiser Marketing Award by the Illinois Library Association. This award recognizes a library employee's excellent work in public relations and adult programming over a period of several years, reflecting the importance of publicity and adult programming as central to the role of the library as a community center and to the library as place. The full announcement can be found on ILA's website at www.ila.org/about/awards .

The award will be presented at the Awards Luncheon on Tuesday, October 9, during the 2018 Illinois Library Association Annual Conference in Peoria.

Business Office changes

From Greg Pritz: We have been working to make accounting system upgrades in the accounting area. With Lisi Strickling, we have been working to implement an expense reporting feature in Paycom. This upgrade will reduce the amount of paper reporting in the system and introduce single data entry whereby employees will enter their expenses in the Paycom system including electronic copies of receipts. We are in the process of configuring appropriate approvals to ensure that there are appropriate levels of internal controls.

With Rich Wozniczka, we have been working to upgrade the BlackBaud system to its latest version. This upgrade will provide a smoother graphical user interface and easier navigation for the users of the system.

Youth Programs

From Ariane: New Preschool Liaison April Lee commented, “The summer reading challenge was a whirlwind, but such a joy! I was happy to witness several young children (prereaders) enjoying the activities that I created for game, which were mostly inspired by my Montessori (early childhood ed.) background. I am thankful to have played such a fun part in the SRC!”



We are able to lean into the talents of our diverse staff to lead programming that might otherwise require paying an outside vendor. For instance, Mr. Paul and Ms. MaryAnn are our go-to for drawing classes. The library has a good number of how-to-draw books, and can count on a full roster for any art based programs. This summer, we offered How to Draw Superheroes.



The Wonderground continues through the summer, but in a slightly altered format. Miss Cate hosts Backyard Summer Science in June, July, and August focusing on concepts kids can observe outside. Each participant is issued a journal. They share in a story or two, review titles from the collection to be checked out for further exploration, and share the drawings they made from observations about the previous week's topic. One of the units was spider webs. They built a sticky tape spider web, and discussed the shapes, functions, and science behind them. This programming allows multi age groupings to get excited about the world around them, and dig deeper into these STEAM elements, and practice the skills of observation over the summer months.



Miss Cate also took over Writing for Real for 5th and 6th graders. Using *Writing Radar* by Jack Gantos, she encouraged participants to explore their own memories and family stories for both oral and written storytelling. The diverse group of kids eagerly shared their experiences, that included stories of goofy baby sister antics, ghost stories, grandparents fleeing war, and family vacations. On the last day, parents joined the session for readings and snacks. Each family then collaborated to write a special Jack Gantos black-out poem.

Teen

Project Playbill had a banner season with participation more than doubling this year over last. This summer theater program provides an arena for the Teens to write and produce a show for the KidSpace crowd. In a twist on familiar fairy tale tropes, four princesses work together to solve the mystery of a missing prince.

Our two high school interns, Divya Mani and Shahneeza Laliwala, worked together to create and maintain some fantastic displays this month featuring beach reads and underrepresented American history. They have also been helping to facilitate the teen English Conversation Club.

Our new Teen Librarian, Rachel Colias, jumped right into her first week, complete with a DIY duct tape craft program. She is showing her flexibility and teamwork stripes, right out of the chute. We are happy to have her on board.

Adult Programs

From Dodie: Neil hosted the bi-monthly meeting of the Niles Genealogy Interest Group as 8 family researchers printed their findings and enjoyed testing MyHeritage in a pilot thoughtfully arranged by Kathleen in Digital Services.

Our Senior Coffee Hour was a Bicentennial Program – *Illinois at 200: A Storytelling and Trivia Contest* – presented by author & magician, William Pack. 18 were in attendance – it was a lot of fun. Who knew there used to be an airport in 1932, at the intersection of 87th Street & Harlem Avenue in Oak Lawn? The facility took shape, with grass sprouting where cornstalks had been plowed under, and a hangar & office sprang up along Harlem Avenue. There were 4 sod runways. No trace of this airport remains. It was replaced with a shopping center and residential streets in the mid 1950's.



Our History Comes Alive Series celebrated the 150th Anniversary of the publication of the book *Little Women*. Actress/historian, Leslie Goddard, performed a dramatization of the life of the author, Louisa May Alcott. It was very well received with 71 in attendance.

Maryellen had a Niles Gardening Program – *It's Not A Bug, It's Abiotic*.



Stacy hosted Hamiltunes: An American Singalong on Friday July 6. This was an afterhours program that drew 40 people. One group included a family who came all the way from Texas for this program! Everyone had a great time and it was thrilling to be a part of the festivities, watching young people interact with each other, fostering new friendships. I have had several people reach out to me and ask when the next Hamiltunes program will be, which was a delight since it could have gone the other way as there were some technical hiccups but myself, Pat A, and a volunteer handled the issues as best we could. The program was intended for 20s/30s, but there was a mix of all ages, with the majority of the participants being teens aged 10-16, while the audience (“background singers”) was aged 18+.

Another note from Pat regarding the Hamiltunes Program: A mother and her children came to Hamiltunes dressed in costumes. It was one of the girls’ birthday so I brought her up and we all sang to her as a warmup. Later her mother told me that the girl had been deeply depressed about a recent death and was not pulling out of it. While she and her daughter were driving one day she popped the cast recording of Hamilton into the CD player hoping it would ease her pain. The recording not only did that but almost instantaneously lifted her depression. The proof of the show’s magic was on full display when the girl sang every song and dialogue break by heart!

Hamiltunes was a great success. The audience was elated and lingered for some time letting Stacy and I know what a terrific time they had.

From Suzy:

Kathleen taught three classes on advanced excel concepts. Feedback forms and conversations with patrons after class indicate that patrons like concept-based learning rather than dividing content into intro, intermediate, and advanced levels.

Alexa taught a class on resumes and the response was great. Attendees really enjoyed the information to improve their resumes. Judy was on hand to provide additional information on the job resources that the library provides.

Creative Studio

From Suzy: Bernadetta and Jason hosted a program to teach attendees how to use the Eggbot to personalize a golf ball. Attendees learned how to correctly align head, tailstock, golf ball, and a pen. One attendee commented: I had no idea what I sign up for, but I’m so happy that I did. This art robot does amazing things.





Sevim Surucu led workshop on Ebru, a traditional Turkish paper marbling art of creating colorful patterns and images by sprinkling color pigments on water, then transferring them to paper. Students used horsehair brushes, metal pins for shaping paints, specially prepared earth pigments and trays full of water thickened with seaweed powder. Students created their own unique artwork.

Bobby taught a two-part PC Building class where attendees learned about the different parts of a computer and sourced parts to build their own machine.

Alexa and Kathleen teamed up to host a Harry Potter Maker Lab to celebrate Harry Potter's birthday. Attendees created Hogwarts house bookmarks, Patronus tumblers, and Deathly Hallows keychains. This was a great way to introduce maker technologies using interest in the fandom.

This month there were 42 3D print submissions, 3 poster print submission and 11 VHS to DVD conversions.

Databases

From Suzy: Kathleen received our renewal quote for Gale Biography in Context for \$2171. She negotiated our rate down to \$2068 saving \$103 -- there will be no increase in price from last year.



At the Reference meeting we discussed S&P NetAdvantage, Valueline, and Mergent Investor Edge. The overwhelming consensus was to drop S&P and add Valueline. Valueline offers industry and stock reports. Lovers of the print Valueline will now be able to access on the resource online. Switching to Valueline will save the library \$7300. Valueline offered their product for \$3500 – I negotiated this down to \$3250.

Kathleen has started purchasing on Tuesday and Fridays to meet patron demand for digital titles. Circulation has increased by 40% from July 2017 (from 1698 to 2357 eBooks and audiobooks).

PressReader now features a Free Titles section allowing patrons to quickly identify magazines offered in their preferred language. Patrons were informed via notifications pushed through the app. Highlighting our digital offerings for all languages spoken within our community and promoting these via an app allows the library to be more inclusive in a high-tech way.

Community Engagement

From Dodie: Neil attended the monthly meeting of the Niles Historical Society. Judy attended a Chamber after hours event at Brookdale Senior Living.

Krystyna had a phone radio interview with the Polish radio station so she was able to promote her upcoming Polish programs.

From Arianne: The Library partners with the Village of Niles to offer a storytime and craft included in the array of offerings to neighborhoods hosting block parties. This year we visited the Albion Block Party for the third year in a row. It is fun to see library patrons outside of the building, and the kids are thrilled to show off their bike, or house, or friends to the librarian. This year we read stories about fruit and sharing, then made dot-art pies. The Mayor stopped by as we were wrapping the craft, and the fire department rolled up just after that to provide a tour of their rigs. We are thankful to be included in these celebrations of community.



CCS

From Cyndi:

The CCS In-house Migration Team changed to the ILS Group (it's shorter). We'll meet monthly to:

- Discuss current operation issues and solutions for users (both staff and patrons) of Polaris, Staff Client, and PowerPAC.
- Discover what we can learn from the data in the database to inform our work.
- Share department procedures – to strive for consistency in user experience and to keep our documentation current.
- Structure continuing education for both staff and patrons.
- Gain knowledge and confidence to serve as designated representatives for NMDL.

The first sections of the NMDL Polaris procedure manual were compiled and made available for training staff and will be especially helpful with consistent training of new staff.

Passport Service

From Athena: We had a slow month as predicted for Passport Service, but we still accepted 58 applications for July 2018. With the 844 applications from last fiscal year, to date we have accepted 902 applications!

Danijela Milovanovic and Kathy Reem have both successfully completed Passport Acceptance Agent training. This will add to the Library's passport agent capacity.

Elisa Coronado and Jackie Chacko have also begun Passport Acceptance Training.

Staffing changes

Christine Warta has resigned from the part-time Page position.

From Sasha: The PR & Marketing Department welcomed our new PR & Marketing Assistant, Megan Vescio, at the beginning of August. Megan recently graduated from the University of Illinois Urbana–Champaign with a degree in English. Megan is part-time and she will assist with various tasks including writing, graphic design, and photography. Megan’s hiring replaces the hours which were lost when Matthew Yoon left earlier in 2018.

From Rich: I am very pleased to announce that Greg McGowan has been promoted to full-time IT Services Assistant. For the last 6 plus years Greg has been an integral part of IT Services and the Library. He has been taking on additional support and implementation roles as he gained more technical skills. With this change Greg will continue to take on more IT responsibilities.

From Athena: Patron Services has begun implementing a structural change on August 1st, 2018. The restructuring will provide maximum flexibility by utilizing the available staff to the best of our abilities in order to reach and complete the needs of our patrons without having to overcome job description and position barriers. All job descriptions below Team Leader will be revamped, to reflect the new titles of Associate 1, Associate 2 and Associate 3. Associate 3’s will continue to perform “Page” duties, exclusively, while Associates 1 and 2 will perform both “Page” and “Clerk” duties. Associate 1’s are those employees who are Passport Acceptance Agents.

Marketing notes

From Sasha: Robin Komie (PR & Marketing Coordinator) and I have been working on usability testing and surveying patrons about Chapter One as part of the strategic plan. At the time of writing this report we conducted in-person usability testing with 12 patrons and more than 140 patrons filled out the survey. One of the ways that we reached out to patrons was via e-newsletter. More than 30 patrons responded instantly to participate in the in-person usability testing session. Each session lasted about 30 minutes. Some of the questions that we asked were “Would you like to receive Chapter One more often, less often, or just as often?” “What kind of information would you like to see in Chapter One?” and “How long do you keep the Chapter One after receiving it?” We’re happy to see a wide range of ages participating in both activities. Most patrons who participated responded very positively to wanting to receive Chapter One in the future. We will be making a recommendation on how to move forward with Chapter One based off the results at the August board meeting.

Library Card Campaign: The PR & Marketing Department has been hard at work this summer on a creating an original library card campaign set to launch in September for National Library Card Sign-up Month. The slogan for the campaign is BEST. DEAL. EVER! We believe that having a library card is the best deal ever because there’s something for everyone at the Library. For example, you can cancel your Chicago Tribune subscription and read the newspaper on PressReader, you can cancel the in-person tutor for your child and get online tutoring on Brainfuse, you can stop spending money at Redbox and start checking out Hot Picks with your Niles-Maine library card, and much more. Graphic Designer Annette Spadoni has been working on putting together the graphics and collateral materials to accompany the campaign. We are really excited for you all to see the final result.

Getting the message across to patrons is our number one challenge. Cross promoting our message on multiple channels will be the key to reaching more patrons. Over the next 6-12 months we will be promoting the campaign in Chapter One, at the Library, community outreach, school open houses, social media, library website, e-newsletter, and more. Look for more information in the next issue of Chapter One!

Veterans History Project

Neil posted to the Veterans History Blog which had 354 views last month. He once again visited the weekly get-together of the Niles Vietnam Veterans at Dunkin' Donuts to present local resident Allan Schaefer with his final booklet and to obtain his signature of release.

Building and Technology

From Rich: The new fiscal year brings several large projects for IT Services. These include network switch replacement, phone system replacement, security camera system replacement & expansion and a security door system implementation. IT Services has already begun working on two of these projects.

For the Network Switch Replacement Project, I have already completed researching, selecting and securing e-rate grant funding. The Library Board approved the network switch purchase at the July meeting and they have been ordered. The Library will only pay \$6,245.88 or 20% of the total cost of \$31,229.41, the remaining \$24,983.53 will be paid via e-rate grant funding. I am working on scheduling the configuration and testing of the network switches for September. Installation is planned for the fall.

For the Security Camera System Replacement & Expansion Project, we have been temporarily placing test security cameras at various prewired locations and taking still images. Once completed, in August, these images will be used to determine our recommendations for the best camera models and settings for each location. A report will be presented to Administration and then quotes will be gathered and brought to the Library board for purchase approval. Security Camera System server preparation will take place in September and security camera installations are planned for the fall.

I'm pleased to report that the Library has received an e-rate grant-funding commitment of up to \$50,657.64 for the 2018-2019 fiscal year. The funding is committed to cover 80% of Internet access costs, network switches, UPSs, network cabling and support services for networking hardware.

From Dave: Work continues on the exterior of the Library. The Exterior Caulking Project is nearly complete. I am going through the inspection of the completed work to ensure that we have full coverage of the exterior. This project should be complete within the next 7-10 days.

The Exterior Painting Project is scheduled to start after September 1st and continue for 2-3 weeks.

C. Acitelli has ordered the new chiller for the Chiller Replacement Project and he expects delivery to his site near the end of September. At this time he plans to start work during early October. The scheduling of the installation is dependent on the weather. In order to avoid closing the Library for the implementation we need the weather to be moderate so there will be little need for cooling if any need at all.

The reconfiguration of the Adult Services office project is complete. The new storage area which was created in this project is being configured with shelving storage units so that all off season materials storage may be stored here.

Lastly we have been soliciting bids for the reconfiguration of the IT Services space. The first phase of the project will be to build suitable storage for IT service spares and parts. We plan to build this storage area in the garage space and expect the cost to be approximately \$3,000.

Volunteer notes

From Cyndi:



The NMDL Garden Club's plot at Farm on Franks has yielded 32 pounds of veggies that were donated to the Food Pantry. The corn, beans and squash are making progress in the Three Sisters' Garden. Jan Susa created signs to share the story as the garden grows.

From Arianne: A former volunteer, Peymann M. who has just graduated from college and working on getting into medical school, stopped by as his younger brother is a volunteer now and he 'makes sure he gets him here'. Peymann shared that he looks back with a lot of fondness to the years he spent volunteering (over 5 years!) and feels he benefited a great deal from the experience. He shared that he was able to step into his first job at a retail store without any hesitation thanks to the repeated challenge of working with the diverse patrons we have at our library. He wants his brother to have the same training and so arranges his work schedule as best he can to get him to the library! We had 105 volunteers this year in Summer Reading and they donated a total of 1850 hours of time. We truly cannot provide this experience without them.

Interesting Patron Questions and Comments

From Suzy: A Chinese speaking patron with little English requested help printing email from his phone. He explained that he didn't have enough English to understand what I suggested he do. Using Google Translate we were able to forward his mail with attachments to the print system. His print was a 22-page lease document – very important message!

From Dodie: 1. Can you find any hotels or motels in this area that cost less than \$60 per night and if not how about Shelters?

2. I would like a list of all the female Supreme Court Justices on Illinois and Federal Courts.

3. Verify ancestor's place of birth as Orchard Place (now part of Des Plaines) and if family owned the property there. Neil assisted Judy in finding two separate wills for father and son from the late 1800's. Birth certificate place of birth for the son stated Orchard Place but wills showed that at time of writing he lived near Bensenville. Could not verify land ownership (census showed farm land was rented). Suggested patron ask DP Historical Society for church records.

4. Gary reports that a woman called from her hospital room looking for U.S. companies producing organic rubber. Rubber comes from trees found in tropical zones. He found contact information for industry

associations but also a company in Arizona producing rubber from a different plant that is indigenous to the southwest whose rubber is used in products for people who are latex sensitive.

5. Aileen reports, “At one of our programs at the library, one of our homebound patrons from Brookdale Niles said that other people in senior living facilities are jealous of her because they don’t have the outreach delivery service that she does. She also said that the women who come out have a SPARKLE that makes it such a pleasure.” Good work, Aileen and Karen!!!!

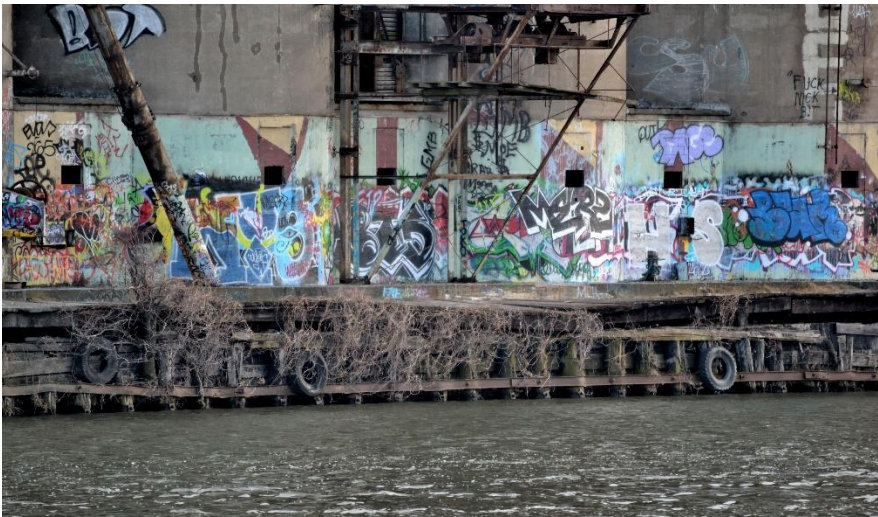
Committees

Safety and OSHA Compliance *From Cyndi:* We continue our preparations for September’s National Preparedness Month celebration. Our First Aid training can’t come soon enough for some Patron Services staff members who have recently experienced four patron emergencies requiring blood borne pathogen protocol. We responded to Supervisors’ requests for additional training on homelessness by scheduling a training workshop from the Homeless Institute for November. As the weather changes, we have additional patrons seeking daytime shelter in the library.

Art & Display *From Victoria* August sees the return of photographer, Dr. Cranston Ramirez-Knight with his new collection. The collection will be on display in the Franklin Gallery August & September of 2018. Here is an excerpt from Dr. Ramirez-Knight’s writing on the exhibit, with two of his pieces:

Vanishing Voices: The Damen Silos

The Damen Silos moved into an ongoing examination of “art” during a time when artisans were questing the most fundamental aspect of their craft. “What is a canvas?” Who is an artist? What is art?” “Who defines their craftsmanship?”





FOIA Requests

7.24.2018 Bethany Simpson, SmartProcure SmartProcure is submitting a commercial FOIA request to the Niles-Maine District Library for any and all purchasing records from 2013-01-01 (yyyy-mm-dd) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

8.7.2018 Katy Smyser, Channel 5 NBC News Please provide me with records sufficient to show all cases where the Niles Public Library District paid a plaintiff or plaintiffs -- by verdict, settlement or satisfaction -- as the result of a sexual misconduct or sex/gender discrimination claim, from January 1, 2008 to the present. In addition, I am requesting all records of separation agreements and/or payments to individuals who stopped working with the Niles Public Library District after being accused of sexual misconduct, harassment, or sex/gender discrimination. [Note: There were none.]

Trustee Calendar

August

8/15—Regular meeting of the Board of Trustees

September

9/19—First date to collect signatures on nomination petitions for April 2019 election

9/19—Regular meeting of the Board of Trustees—determination of the levy amount

October

10/9-10/11—Illinois Library Association Annual Conference, Peoria

10/17—Regular meeting of the Board of Trustees—adoption of the 2018-19 Levy ordinance

November

11/14—Regular meeting of the Board of Trustees (Note early meeting for Thanksgiving)

December

12/10—First day to file nominating petitions for April 2019 election

12/17—Final day to file nominating petitions for April 2019 election

12/19—Regular meeting of the Board of Trustees

January

1/16—Regular meeting of the Board of Trustees

1/20—(Tentative) Library closed for Staff Training Day

ALA Annual Conference: June 21-25, 2019 Washington DC

PLA Conference: Feb 25-29, 2020 Nashville

Monthly Statistical Report -- July 2018

PATRONS	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	272	309	-11.97%			
Total District Cardholders	22,356	23,991	-6.82%			
Patron Visits	36,031	37,542	-4.02%			
Unique Library Cards Used	5,453	5,048	8.02%			
LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	41,584	44,908	-7.40%	41,584	44,908	-7.40%
Teens	4,469	4,784	-6.58%	4,469	4,784	-6.58%
Juvenile	44,240	48,880	-9.49%	44,240	48,880	-9.49%
Digital	2,539	1,847	37.47%	2,539	1,847	37.47%
Equipment	150	148	1.35%	150	148	1.35%
TOTAL Loan of Library Materials	92,982	100,567	-7.54%	92,982	100,567	-7.54%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print: Fiction & Nonfiction	20,312	21,635	-6.12%	20,312	21,635	-6.12%
Magazine	1,159	1,256	-7.72%	1,159	1,256	-7.72%
Multimedia: Audio & Visual	20,113	22,017	-8.65%	20,113	22,017	-8.65%
TOTAL Adult Loans	41,584	44,908	-7.40%	41,584	44,908	-7.40%
Teens						
Print: Fiction & Nonfiction	3,477	3,721	-6.56%	3,477	3,721	-6.56%
Magazine	3	11	-72.73%	3	11	-72.73%
Multimedia: Audio & Visual	989	1,052	-5.99%	989	1,052	-5.99%
TOTAL Teen Loans	4,469	4,784	-6.58%	4,469	4,784	-6.58%
Juvenile						
Print: Fiction & Nonfiction	34,070	36,412	-6.43%	34,070	36,412	-6.43%
Magazine	405	295	37.29%	405	295	37.29%
Multimedia: Audio & Visual	9,765	12,173	-19.78%	9,765	12,173	-19.78%
TOTAL Juvenile Loans	44,240	48,880	-9.49%	44,240	48,880	-9.49%
Equipment Loan	150	148	1.35%	150	148	1.35%
Digital Loan (ebooks, eaudiobooks)	2,539	1,847	37.47%	2,539	1,847	37.47%
ONLINE DATABASE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	8,750	7,533	16.16%	8,750	8,370	4.54%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holdings Placed	7,255	6,659	8.95%			
Holdings Made Available	6,859	9,716	-29.41%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
TOTAL In-House Use of Materials	9,460	8,296	14.03%	9,460	8,296	14.03%
Items moved on Shelf	6,773	5,802	16.74%	6,773	5,802	16.74%
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,542	1,392	10.78%	1,542	1,392	10.78%
Digital Services	2,688	2,647	1.55%	2,688	2,647	1.55%
Kidspace Express Internet	91	42	116.67%	91	42	116.67%
Kidspace	2,377	2,135	11.33%	2,377	2,135	11.33%
Kidspace iPad Usage	450	450	0.00%	450	450	0.00%
Teen Underground	488	601	-18.80%	488	601	-18.80%
TOTAL Users	7,636	7,267	5.08%	7,636	7,267	5.08%
Patron Wi-Fi Uses	12,101	13,686	-11.58%	12,101	13,686	-11.58%
Scanning & Fax Pages	6,208	5,555	11.76%	6,208	5,555	11.76%
Print & Copy Pages	18,064	17,153	5.31%	18,064	17,153	5.31%
USE OF STAFF MEDIATED EQUIPMENT	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
3D Printer	42	23	82.61%	42	23	82.61%
Large Scale Poster Printer	3	-		3	-	
VHS to DVD Conversion	11	20	-45.00%	11	20	-45.00%
TOTAL Use of Staff Mediated Equipment	56	43	30.23%	56	43	30.23%
USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	122	112	8.93%	122	112	8.93%
Study Rooms 1-5	550	445	23.60%	550	445	23.60%
Creative Studio A	84	20	320.00%	84	20	320.00%
Community Meetings in the Library	12	19	-36.84%	12	19	-36.84%
TOTAL Users of Staff Mediated Spaces	768	596	28.86%	768	596	28.86%

Monthly Statistical Report -- July 2018

MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	29,595	33,070	-10.51%			
Facebook "Likes"	1,603	1,367	17.26%			
Buzz Blog views	389	574	-32.23%			
Veterans History Blog views	354	-				
Media Hits (includes print and online articles and listings)	26	21	23.81%			
e-News Subscribers	17,340	15,633	10.92%			
New Resident Letters (June)	96	62	54.84%			
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,850	51	293,236			
Non-shelved materials	111,514	-	111,810			
Equipment	-	-	103			
Total	114,364	51	405,149			
LIBRARY SERVICES	Current Month	Prior Year Same month	% Change	Current YTD	Prior YTD	% Change
Notary Public	136	113	20.35%	136	113	20.35%
Test Proctoring	12	13	-7.69%	12	13	-7.69%
Passports Processed	58	-		58	-	
Voters' Registration	-	-		-	-	
1-2-1 Technology Help	5	5		5	5	
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	530	3,368	-84.26%	530	5,560	-90.47%
Ready Assistance	9,203	8,313	10.71%	9,203	8,272	11.25%
Reference/Research	6,251	6,769	-7.65%	6,251	6,769	-7.65%
TOTAL All Service Desks	15,984	18,450	-13.37%	15,984	20,601	-22.41%
Adult Services (3rd Floor)	920	830	10.84%	920	830	10.84%
Commons Desk	4	2	100.00%	4	2	100.00%
Fiction/Audiovisual Services Desk (2nd Floor)	1,392	1,770	-21.36%	1,392	1,770	-21.36%
Patron Services	4,640	6,743	-31.19%	4,640	6,743	-31.19%
Technology Desk	2,154	1,963	9.73%	2,154	1,963	9.73%
Teen UnderGround Desk	852	1,313	-35.11%	852	1,313	-35.11%
Outreach Service	2,460	2,170	13.36%	2,460	2,170	13.36%
Youth Service/KidSpace Desk	4,961	4,860	2.08%	4,961	4,860	2.08%
Total Service Interactions	17,383	19,651	-11.54%	17,383	19,651	-11.54%
INTERLIBRARY LOAN	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,509	4,751	-5.09%	4,509	4,751	-5.09%
Items Received from CCS Libraries for Patrons	3,388	3,364	0.71%	3,388	3,364	0.71%
Items Lent to OCLC Libraries	330	284	16.20%	330	284	16.20%
Items Received from OCLC Libraries for Patrons	44	103	-57.28%	44	103	-57.28%
OUTREACH SERVICES	Current Month	Prior Year Same Month	% Change			
Homebound						
Number of Patrons	188	223	-15.70%			
Number of Visits	161	159	1.26%			
Institutions						
Number of Institution Deposit Collections	10	9	11.11%			
Number of Visits	10	9	11.11%			
Schools						
Items Delivered	153	257	-40.47%			
Number of Trips	3	6	-50.00%			
VOLUNTEERS	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	17	369				
Adult and Outreach Services & Programs	6	27				
Digital Services & Programs	6	22				
Patron Services	5	25				
Teen Services & Programs	11	68				
Youth Services & Programs	28	127				
Youth Services Summer Reading Volunteers	74	859				
Total Volunteers and Hours This Month	147	1,497				
<i>Last Year's Volunteers/Hours Same Month</i>	<i>161</i>	<i>1,583</i>				

Monthly Statistical Report -- July 2018

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Youth Programs	103	7,584	136	10,599	-28.45%
Teens Programs	16	318	16	558	-43.01%
Adults Programs	33	859	21	400	114.75%
Digital Services Programs	23	161	21	190	-15.26%
TOTAL PROGRAMS AND EXHIBITS	175	8,922	194	11,747	-24.05%
Programs--Youth Audience					
1KBK added visits	ongoing	8			
1KBK registrations	1	2			
3D Printing: Minecraft Creeper	1	12			
Adaptive Hour	1	0			
Bibliobop Dance Parties!	1	77			
Book Buddies	35	70			
BMX Champion Matt Wilhelm	1	100			
Culver's Incoming Kindergarten Class Visit	1	17			
Cursive Club	1	5			
Drawing: Superheroes Come Alive	1	11			
Family Movie <i>Sherlock Gnomio</i>	1	100			
Family Science Fun	1	37			
In-house Toys and Games	1	203			
Kids Lunch	12	647			
Kindle Book Club	1	9			
Lego WeDo Robotics	1	10			
Mega Mondays-Drama, Mondays on the Move, Yoga, Lego, Kid'	5	117			
Scavenger Hunt: Butterflies	1	188			
Second Saturday Breakfast Bingo	1	20			
Second Sunday: Dave Herzog's Puppets	1	67			
Story: Babytime	5	210			
Story: Baby Lapsit	1	3			
Story: Ballet and Books	1	23			
Story: Evening Family Storytime	5	64			
Story: Happy Birthday Satchel Paige	1	20			
Story: Rise & Shine Storytime	3	101			
SRC Registrations	1	198			
SRC Post Cards	ongoing	5			
SRC Added Visits	ongoing	4,084			
SRC Finishers	ongoing	569			
SRC Volunteer Shifts	1	105			
Video Games	1	209			
Wonder Ground: Backyard Summer Science	9	93			
Writing Center	1	136			
Writing for Real	6	64			
Total Youth Services Programs	103	7,584	136	10,599	-28.45%
Programs--Teen Audience					
Drop-in DIY: Oragami Sharks	1	4			
Crafternoon: Recycling T-shirts	1	12			
English Conversation Club	3	10			
Games	1	4			
Movies in the Underground: Ant Man	1	10			
Pizza Box Green Screen	2	8			
Playbill Performance	1	50			
Playbill Practice	4	31			
SRC Registrations	1	13			
SRC Return Visits	ongoing	116			
Video Games	1	60			
Total Teen Programs	16	318	16	558	-43.01%
General Programs--Adult Audience					
	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Book Discussions - Literary (Book Buzz)	2	18			
CJE Senior Life	1	0			
Genealogy Interest Group	1	8			
Great American Read Summer Reading Participants	1	56			
Great American Read Ballots for Voting	ongoing	47			
Hamiltunes	1	40			
History Comes Alive - Louisa May Alcott	1	71			
How to Land A Job in 90 Days	1	12			
It's Not A Bug, It's Abiotic: Niles-Maine Garden Club	1	9			
Job Counseling	1	2			

Monthly Statistical Report -- July 2018

General Programs--Adult Audience	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
New Release Movie - The Shape of Water	1	12			
New Yorker Discussion Group	4	36			
Niles Songwriters	1	8			
Oakton Community College English as a Second Language	9	482			
Senior Coffee Hour: Illinois at 200 Storytelling & Trivia	1	18			
Small Business Counseling	4	7			
Adult Community Engagement Programs					
BookBites Popular Fiction Discussion	1	17			
Low Vision Support Group (VIM)	1	8			
Low Vision Support Group (VIM) Book Discussion	1	8			
Total Adult Programs	33	859	21	400	114.75%
Digital Services Programs --Adult Audience					
1-2-1 Technology Help	5	5			
Building a PC	2	9			
Excel Charts & Graphs	1	14			
Excel Formulas and Functions	1	14			
Excel Pivot Tables	1	15			
Experience the Art of Paper Marbling	1	15			
Harry Potter Maker Lab	1	10			
Inkscape Basics	1	6			
Introduction to Google Slides	1	3			
LinkedIn Photo Day	1	12			
LinkedIn: Beyond the Basics	1	8			
Maker Lab	1	7			
Personalize a Golf Ball with the EggBot	1	12			
Resume Basics	1	5			
Silhouette Wednesday	2	16			
Tablet Tuesday	1	4			
Virtual Fridays	1	6			
Total Digital Services (DS) Programs	23	161	21	190	-15.26%
GRAND TOTAL PROGRAMS AND ATTENDANCE	175	9,130	213	11,991	-23.86%
Community Meetings in Library Spaces	Number of Programs	Attendance	Programs Prior Year	Attendance Prior Year	% Change
Niles All American Toastmasters Club	1	15			
Jewish Genealogical Society of Illinois	1	10			
Village of Niles	1	3			
Ray Joseph (filming of video)	1	6			
PACE-Village of Niles	1	22			
Korean Culture Education Group	1	16			
Ship Prodigy	1	15			
Ukrainian Women in Business	1	25			
Stanislaw Kielar Art Reception	1	15			
Mergent InvestorEdge Briefing	1	5			
Toastmasters International Club	1	65			
Niles Township Toastmasters	1	11			
Total Community Meetings	12	208	19	244	-14.75%

Patron Suggestions and Comments for August 2018

Responses to Patron Suggestions and Comments

Suggestions

Create or build a bathroom downstairs. V. P.

We can put this on our wish list, but it would be very costly.

Next month's schedule should come out the last week of the month before.

I assume you are talking about the monthly calendar of events? We're glad you find it helpful. We have been waiting to put the new one out since there are still programs to attend during the last week, but we can consider your suggestion.

Lately, majority of the CD covers in the books with CDs needs work. A lot of them (CD covers) are falling apart and to ensure that, the CD is in there, the CD cover or slip inside book needs to be improved. To ensure no CD comes out as lost for others to use and will help those who are shelving CDs with books. C.W.

Thank you for the information—I have let the Technical Services Department know.

Better Wi-Fi and tell people to be more quiet. V. P.

Please notify the desk staff if you are having difficulty with the Wi-Fi so we can improve it. The Library does have sound zones, and some areas of the Library are kept very quiet; others are much louder.

Refill the vending machine every day because today there are 8 aisles open. Like there are no snacks in them. V. P.

We're sorry you hit a time when the vending machine was so low. It is generally refilled 5 days a week.

Pizza in the Teen Underground.

We're glad if you are enjoying the pizza at special events, but we can't afford to provide a constant source of pizza in Teen Underground.

Consider making popular magazines one-week checkout instead of three.

We changed our time from one-week to three weeks about a year ago, but we are interested to hear your feedback. If others agree, we will change it back again.

Frustrations

1. in the Teen Underground should not be allowed to YELL and thereby disturb other patrons in the computer room.

2. At least put a sign in the Teen Underground to talk in very low tones and/or soundproof the Underground asap. A Quiet Zone sign is probably a third option. I like the first sign better.

Teen Underground is popular during the summer, and teens are allowed to speak in normal voices. It is a social zone. However, they are not allowed to yell, and the staff will try to keep the noise level down.

Program: How to Land a job in 90 days. When participant arrived, there was no cream.

We sometimes provide refreshments as a courtesy to our participants.

Is it possible to see what # in the holds queue I am in on the patron interface so I can rent the movie if it's faster?

No, I'm afraid not. If you are a Niles cardholder, you can ask at the desk on the second floor and they can look it up for you, but even so it will only be an estimate since we sometimes get things from other libraries when they run out of holds. If you are not a Niles cardholder, your spot in the queue will keep changing depending on where you live and if Niles cardholders put it on hold after you—their holds always come first. I certainly sympathize that sometimes you would just like to know.

Comments

I wanted to thank the Niles Library for having the MacBooks available to check out. I had a group conference call for an assignment for school that was timed. Having a laptop in a study room helped me get so much done! G. K., Niles.

I really appreciate that the Library hosted the Book Buddy Program. I feel that my daughter benefited from it. Thank you to our volunteer. You guys rock! L. C.

To Jason! Thank you! I appreciate your patience and knowledge! L. S.

Ruth was so helpful during the first few days of the new catalog. She was patient and kind and when she didn't have an answer, she called me back with one! Spectacular service!

Reference librarian Valerie Clark was very helpful to me today. Great staff. B. E., Ph.D.

Thanks to each of you for taking the time to write. It's always so helpful to know what works for our patrons, and we love to hear nice words about our great staff members.

New Business – Recommended Actions

A. Recommended Action on Administrative Policy 3.33 Disposal of Surplus Property

MOVE the Library Board of Trustees approve Administrative Policy 3.33 on the Disposal of Surplus Property.

Memorandum A of Recommended Board Action

The Illinois Public Library District Act gives authority to the Board on the disposal of property, as it does on all other aspects of running the Library. We do not currently have any policy regarding the discarding of excess or obsolete library materials or anything else. The statute gives guidance as to how property should be disposed of depending on its value, so this new policy sets that out as clearly as possible for staff, while officially delegating the authority to dispose of property to the Director, following the terms of the Statute. I have also added wording concerning the disposition of property to Trustees and staff which I found in other libraries' policies.

(75 ILCS 16/30-55.32)

Sec. 30-55.32. Sale or disposition of property.

(a) When the board has determined to sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes, the property may be sold or disposed of at a public sale as follows:

(1) Personal property of any value may be donated or sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act under terms or conditions determined by the board.

(2) Personal property having a unit value of \$1,000 or less may be disposed of as determined by the board.

(3) Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed at the library, and a public notice of its availability and the date and the terms of the proposed sale shall be posted.

(4) In all other cases, except as provided in subsection (b), the board shall publish notice of the availability and location of the real or personal property and the date and terms of the proposed sale, giving the notice once each week for 2 successive weeks. The notice shall be published in one or more newspapers published within the district or, if there is no such newspaper, then at least once in a newspaper of general circulation in the district and published in the county that contains all or the larger portion of the district.

(5) On the day of the sale, the board shall proceed with the sale and may sell the property for a price determined by the board or to the highest bidder. Where the board deems the bids inadequate, it may reject the bids and re-advertise the sale.

Administrative Policy 3.33 Disposal of Surplus Library Property

According to Statute ILCS 16/30-55.32, property of the Niles-Maine District Library which has been deemed to be no longer necessary or useful for library purposes may be disposed of. Property includes print and non-print materials, equipment, supplies, and furniture. Property deemed by the Director to be surplus property may be disposed of in the following manner:

- Items of property having a current market value per item of less than or equal to \$1,000 may, at the discretion of the Director, be:
 - a) Discarded
 - b) Traded in on new equipment
 - c) Sold
 - d) Given to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations.
- Property of any value may be donated or sold to any other tax-supported library or to any Library System.
- Items having a current market value per item of more than \$1,000 but less than or equal to \$2,500 may be displayed at the Library, and a public notice including the availability and the date and terms of the proposed sale shall be posted.
- Motor vehicles may be traded in for their fair market value.
- In all other cases, personal property shall be sold in accordance with applicable statutes.
- No preferential treatment shall be given to Library Trustees, the Executive Director, Library staff, or members of their immediate families.