



**NILES-MAINE DISTRICT LIBRARY  
REGULAR MEETING AGENDA  
March 18, 2020  
7:00 PM  
6960 Oakton Street  
Niles, Illinois**

ORDER OF BUSINESS

The Board Meeting will be held in the Commons Meeting Room A&B.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
  - A. Approve the Minutes of the Regular Board Meeting of February 19, 2020 2
5. Public Comment
6. Trustee Reports
  - A. President
  - B. Trustees
  - C. Treasurer
    - 1) Review Financial Reports 5
7. Payment of the Bills
  - A. Approve operating expenses of \$201,492.93, payroll expenses of \$304,906.39, Special Reserve expenses of \$2,970.23, for a total monthly expense of \$509,369.55 11
8. Director's Report
9. Communications
  - A. Patron Suggestions 24
  - B. Monthly Communications 26
10. New Business
  - A. Approve the recommended changes to Administrative Policy 3.05 Lending Regulations 30
  - B. Approve the serving of alcohol at an after-hours special event on Friday, July 24, 2020, observing all requirements of Administrative Policy 3.31 Alcoholic Liquor Policy 32
  - C. Discussion of Pandemic Response Plan and 2020 Coronavirus Pandemic
11. Other
12. Adjournment

**Niles-Maine District Library  
Regular Board Meeting Minutes  
February 19, 2020  
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](http://www.nileslibrary.org).*

**Trustees Present**

Karen Dimond, Carolyn Drblik, Dianne Olson, Patti Rozanski, Tim Spadoni, Sue Wilsey. Linda Ryan gave previous notice and arrived at 8:15 PM.

**Library Staff Present**

Susan Lempke-Executive Director; Greg Pritz, Assistant Director and Business Manager; Diane Winberg, Administrative Assistant; Cyndi Rademacher, Assistant Director; Sasha Vasilic, PR & Marketing Supervisor; Athena Crouse, Patron Services Supervisor; Dave Dabrowski, Maintenance Services Supervisor

**Others Present**

District Residents: Ticia Doughty-Ashcroft and Joe Makula; Tom Robb, Reporter, Journal Topics and News

**Call to Order**

The Regular Board Meeting of the Niles-Maine District Library Board of Trustees was called to order by President Tim Spadoni at 7:00 PM.

**Roll Call**

The roll was taken by Ms. Winberg.

**Pledge of Allegiance**

President Spadoni led the Pledge of Allegiance.

President Spadoni started the meeting with a couple of clarifications to comments made previously. To the patron who warned us not to use Special Reserve Funds for sandwich trays, the Board does not do this and the Board only approves the use of Special Reserve Funds for large projects and capital expenditures. Also, it was said that as President of the Board, he has special obligations concerning motions. Nowhere in the Library's bylaws does it state this. Officers on the Board have no special obligations. An officer's obligation is the same as a trustee's.

President Spadoni announced a change in the meeting agenda so that guests wanting to make public comment can do so without having to wait since there is a guest speaker.

**Public Comment**

Resident Joe Makula spoke on the topic of the library's roof. Details available on the video recording of the Board meeting on the Library's website under Public Comment.

**Discussion of strategic planning proposal from Sarah Keister Armstrong & Associates**

Ms. Sarah Keister Armstrong presented the Board with background information on her consulting firm along with her proposal for the Library's strategic plan before answering questions from the Board. President Spadoni thanked her for coming in and that a vote would be taken later in the evening on her services.

### **Approval of Minutes**

#### **Regular Board Meeting of January 15, 2020**

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of January 15, 2020. Trustee Rozanski seconded.

Trustee Drblik MOVED to modify the Minutes on page 4, paragraph 3, by adding “according to Attorney Scott Uhler” to the statement “they could also be objections.” President Spadoni seconded.

Roll call vote: Ayes: Drblik, Spadoni, Wilsey. Nays: Dimond, Olson, Rozanski. Motion failed.

Trustee Drblik MOVED to modify the Minutes on page 5, paragraph 1, line 2, by changing cost to cost benefit analysis. President Spadoni seconded.

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

Trustee Dimond MOVED to accept the Minutes of January 15, 2020, as modified. Trustee Wilsey seconded.

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

### **Trustee Reports**

The Trustees reported on their Library-related activity for the previous month.

### **Treasurer-Review Financial Reports**

The Library Board reviewed the January 2020 Treasurer’s Report as presented by Treasurer Rozanski.

### **Payment of the Bills**

Trustee Rozanski MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$230,228.70, Payroll Expenses of \$293,629.25, Special Reserve expense of \$127,784.36, for a total monthly expense of \$651,642.31. Trustee Olson seconded.

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

### **Director’s Report**

Ms. Lempke presented highlights from her Report and answered questions put forth by the Trustees.

### **Communications**

As provided in the Board Packet.

### **New Business**

#### **Strategic Plan Proposal from Sarah Keister Armstrong & Associates**

President Spadoni MOVED the Library Board of Trustees approve the strategic plan proposal from Sarah Keister Armstrong & Associates with a cost not to exceed \$15,000. Trustee Rozanski seconded.

It was agreed to table the motion until next month’s meeting. The Board asked Ms. Lempke to solicit a few more proposals for review and reassurance.

### **Elimination of Overdue Fines**

Trustee Dimond MOVED the Library Board of Trustees approve the elimination of overdue fines beginning April 1, 2020, and permission to clear old fines and charges off of patron cards. Trustee Rozanski seconded.

Ms. Lempke provided the Board reasons for eliminating fines and the proposed implementation.

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

**Asset Inventory Services**

Trustee Dimond MOVED the Library Board of Trustees approve the expenditure of \$4,750 with Asset Control Solutions, Inc., for asset inventory services as provided for in their proposal dated December 12, 2019. In addition, the Board of Trustees approved the further annual update services in the amount of \$3,000 per year.

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

**Proposed Salary Increase**

Trustee Rozanski MOVED the Library Board of Trustees approve the proposed salary increase of 3.3% for raises awarded during the 2020-2021 fiscal year. Trustee Ryan seconded.

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

**Salary Schedule**

Trustee Dimond MOVED the Library Board of Trustees approve proposed changes to the 2020-2021 Salary Schedule. Trustee Olson seconded.

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

**Chapter One Newsletter**

Trustee Olson MOVED the Library Board of Trustees approve payment to Visographic in the amount of \$5,669.90. Trustee Ryan seconded.

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

**ALA Conference in Chicago**

Trustee Dimond MOVED the Library Board of Trustees approve the attendance of Linda Ryan, Tim Spadoni, Karen Dimond, and Patti Rozanski at the American Library Association Conference in Chicago in June 2020. Trustee Rozanski seconded.

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

**Other**

Trustee Drblik asked about the following:

- The general phone number for trustees—it was clarified that messages are forwarded from this to each trustee.
- Difficulty in getting information on a consultant—the Director sent the information to the Board President who forwarded the information to the trustees.
- Difficulty in finding the bids for our copier purchases—it was explained that it is a pre-bid process.
- Health insurance providers—the Board decided that because of our grandfathered plan, we are unlikely to get anything lower, and our rates have actually been reduced the past two years.

**Adjournment**

Trustee Dimond MOVED to adjourn. Trustee Rozanski seconded.

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

The meeting adjourned at 10:00 PM.

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President

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Secretary

# Niles-Maine District Library

## Balance Sheet

February 29, 2020

	GENERAL FUND 2/29/2020	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash	(\$3,569,696)	\$87,179	\$3,877,549	\$395,032
Investments	\$9,368,571			\$9,368,571
<b>Total Cash and Investments</b>	<b>\$5,798,875</b>	<b>\$87,179</b>	<b>\$3,877,549</b>	<b>\$9,763,603</b>
<b>Receivables</b>				
Property Tax Receivable, net	\$2,764,107	\$267,153		\$3,031,260
Accrued Interest Receivable	\$32,818			\$32,818
Replacement Tax Receivable	\$21,780			\$21,780
<b>Total Receivables</b>	<b>\$2,818,705</b>	<b>\$267,153</b>	<b>\$0</b>	<b>\$3,085,858</b>
<b>Total Assets</b>	<b>\$8,617,580</b>	<b>\$354,332</b>	<b>\$3,877,549</b>	<b>\$12,849,461</b>
 <b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$139,720	\$15,752	\$2,970	\$158,442
Other Liabilities	\$45,936	\$57		\$45,992
Deferred Revenues	\$2,764,107	\$267,153		\$3,031,260
<b>Total Liabilities</b>	<b>\$2,949,762</b>	<b>\$282,961</b>	<b>\$2,970</b>	<b>\$3,235,694</b>
<b>Fund Balance</b>				
Fund Balance	\$6,013,329	\$71,371	\$3,874,578	\$9,959,278
<b>Total Fund Balance</b>	<b>\$6,013,329</b>	<b>\$71,371</b>	<b>\$3,874,578</b>	<b>\$9,959,278</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$8,963,091</b>	<b>\$354,332</b>	<b>\$3,877,549</b>	<b>\$13,194,972</b>

**Niles-Maine District Library**  
**Income Statement-Consolidated**

February 29, 2020

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$805,387	\$799,147	\$6,240	\$4,058,506	\$3,929,142	\$129,365	\$6,659,562	61%
Replacement Taxes		\$15,000	(\$15,000)	\$91,613	\$73,750	\$17,863	\$125,000	73%
Per Capita Grant				\$71,605		\$71,605	\$71,605	100%
Grants-Other				\$4,000		\$4,000	\$1,000	400%
Investment Income	\$19,079	\$10,417	\$8,663	\$154,631	\$83,333	\$71,297	\$125,000	124%
Fines	\$2,376	\$2,083	\$293	\$18,960	\$16,667	\$2,294	\$25,000	76%
Lost Books	\$421	\$667	(\$246)	\$3,156	\$5,333	(\$2,178)	\$8,000	39%
Pay For Print	\$2,987	\$1,708	\$1,279	\$14,033	\$13,667	\$367	\$20,500	68%
Book Sale	\$1,423	\$833	\$589	\$9,654	\$6,667	\$2,988	\$10,000	97%
Passports	\$6,973	\$3,333	\$3,640	\$36,696	\$26,667	\$10,029	\$40,000	92%
Non-Resident Fees				\$894		\$894		
Donations	\$1		\$1	\$215		\$215		
Miscellaneous	\$1,819	\$113	\$1,706	\$3,398	\$900	\$2,498	\$1,350	252%
<b>Total Revenues</b>	<b>\$840,466</b>	<b>\$833,302</b>	<b>\$7,164</b>	<b>\$4,467,361</b>	<b>\$4,156,125</b>	<b>\$311,236</b>	<b>\$7,087,017</b>	<b>63%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Payroll-Executive Director	\$11,168	\$11,371	\$203	\$89,348	\$90,968	\$1,620	\$136,452	65%
Payroll-Department Managers	\$16,055	\$15,877	(\$178)	\$128,170	\$127,017	(\$1,153)	\$190,526	67%
Payroll-Division Supervisors	\$46,009	\$46,335	\$326	\$352,028	\$370,682	\$18,654	\$556,023	63%
Payroll-Assistant Supervisors	\$24,693	\$23,169	(\$1,524)	\$180,337	\$185,355	\$5,018	\$278,033	65%
Payroll-Librarian I	\$84,807	\$82,734	(\$2,073)	\$666,308	\$661,873	(\$4,435)	\$992,809	67%
Payroll-Library Grade V	\$70,237	\$62,610	(\$7,628)	\$490,320	\$500,877	\$10,558	\$751,316	65%
Payroll-Associate 1	\$12,234	\$9,788	(\$2,446)	\$79,284	\$78,302	(\$982)	\$117,453	68%
Payroll-Library Grade VI	\$29,321	\$26,732	(\$2,589)	\$220,752	\$213,857	(\$6,895)	\$320,785	69%
Payroll-Associate 3	\$2,646	\$3,519	\$873	\$23,235	\$28,148	\$4,913	\$42,222	55%
Payroll-Sundays	\$6,626	\$6,831	\$206	\$52,935	\$54,650	\$1,715	\$81,975	65%
Adjustments		\$833	\$833		\$6,667	\$6,667	\$10,000	
Substitutes	\$597	\$2,333	\$1,736	\$10,161	\$18,667	\$8,505	\$28,000	36%
<b>Total Salaries</b>	<b>\$304,394</b>	<b>\$292,133</b>	<b>(\$12,261)</b>	<b>\$2,292,877</b>	<b>\$2,337,062</b>	<b>\$44,185</b>	<b>\$3,505,594</b>	<b>65%</b>

**Niles-Maine District Library**  
**Income Statement-Consolidated**

February 29, 2020

	<b>Month Actual</b>	<b>Month Budget</b>	<b>Month Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Actual % of Annual Budget</b>
<b>Library Materials</b>								
Books-Adult	\$10,744	\$15,083	\$4,339	\$114,239	\$120,667	\$6,428	\$181,000	63%
Books-Juvenile	\$7,134	\$6,667	(\$467)	\$57,165	\$53,333	(\$3,831)	\$80,000	71%
Books-Teen	\$1,693	\$1,271	(\$422)	\$12,182	\$10,167	(\$2,015)	\$15,250	80%
Downloadables	\$47	\$6,667	\$6,620	\$45,684	\$53,333	\$7,649	\$80,000	57%
Periodicals	\$6	\$2,139	\$2,134	\$20,706	\$17,115	(\$3,590)	\$25,673	81%
AV-Adult	\$7,150	\$10,167	\$3,017	\$66,193	\$81,333	\$15,141	\$122,000	54%
AV-Youth	\$2,308	\$3,233	\$925	\$22,440	\$25,867	\$3,427	\$38,800	58%
AV-Teen	\$1,368	\$979	(\$388)	\$7,663	\$7,833	\$170	\$11,750	65%
Online Databases	\$19,611	\$19,167	(\$444)	\$182,859	\$153,333	(\$29,526)	\$230,000	80%
<b>Total Library Materials</b>	<b>\$50,060</b>	<b>\$65,373</b>	<b>\$15,313</b>	<b>\$529,130</b>	<b>\$522,982</b>	<b>(\$6,148)</b>	<b>\$784,473</b>	<b>67%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	(\$1,599)		\$1,599	\$65,011	\$69,866	\$4,855	\$93,154	70%
Processing & Supplies	\$597	\$2,125	\$1,528	\$8,903	\$17,000	\$8,097	\$25,500	35%
Internet Charges	\$550	\$1,533	\$983	\$6,422	\$12,267	\$5,845	\$18,400	35%
Software, Licenses	\$3,907	\$10,035	\$6,129	\$47,579	\$80,284	\$32,705	\$120,426	40%
Printing	\$397	\$4,425	\$4,028	\$25,472	\$35,400	\$9,928	\$53,100	48%
Library Supplies	(\$65)	\$125	\$190	\$2,151	\$1,000	(\$1,151)	\$1,500	143%
Programming & Support-Adult	\$2,878	\$2,625	(\$253)	\$16,986	\$21,000	\$4,014	\$31,500	54%
Programming & Support-Juvenile	\$565	\$3,465	\$2,900	\$21,139	\$27,723	\$6,585	\$41,585	51%
Programming & Support-Events	\$219	\$275	\$56	\$3,442	\$2,200	(\$1,242)	\$3,300	104%
Programming & Support-Teen	\$518	\$658	\$140	\$3,780	\$5,267	\$1,486	\$7,900	48%
Public Performing Rights				\$2,800	\$1,500	(\$1,300)	\$1,500	187%
Miscellaneous	\$249	\$208	(\$40)	\$1,945	\$1,667	(\$278)	\$2,500	78%
Per Capita Grant Expenditures	\$3,597	\$5,967	\$2,370	\$29,051	\$47,737	\$18,686	\$71,605	41%
Grant - Other Expenditures	\$500		(\$500)	\$3,387	\$2,000	(\$1,387)	\$2,000	169%
Volunteers		\$333	\$333	\$149	\$2,667	\$2,518	\$4,000	4%
<b>Total Library Operating Expenditures</b>	<b>\$12,312</b>	<b>\$31,776</b>	<b>\$19,464</b>	<b>\$238,216</b>	<b>\$327,576</b>	<b>\$89,360</b>	<b>\$477,970</b>	<b>50%</b>

**Niles-Maine District Library**  
**Income Statement-Consolidated**

February 29, 2020

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>General and Administration</b>								
Janitorial Supplies	\$2,378	\$2,667	\$289	\$29,068	\$21,333	(\$7,735)	\$32,000	91%
Copiers	\$1,206	\$875	(\$331)	\$5,824	\$7,000	\$1,176	\$10,500	55%
Professional Development	\$6,290	\$4,504	(\$1,786)	\$28,429	\$36,031	\$7,602	\$54,046	53%
Mileage	\$201	\$304	\$103	\$2,808	\$2,433	(\$375)	\$3,650	77%
Professional Collection		\$292	\$292	\$2,650	\$2,333	(\$317)	\$3,500	76%
Legal Fees	\$800	\$585	(\$215)	\$5,932	\$4,677	(\$1,255)	\$7,015	85%
Consultants		\$1,550	\$1,550	\$5,574	\$12,400	\$6,826	\$18,600	30%
Kitchen Supplies		\$117	\$117	\$757	\$933	\$176	\$1,400	54%
Promotional Expense	\$42	\$1,733	\$1,692	\$15,427	\$13,867	(\$1,561)	\$20,800	74%
Office Supplies	\$1,457	\$1,871	\$414	\$8,724	\$14,967	\$6,242	\$22,450	39%
Postage & Freight	\$1,487	\$1,996	\$509	\$16,696	\$15,967	(\$729)	\$23,950	70%
Publication of Notices-Legal		\$100	\$100	\$450	\$800	\$350	\$1,200	37%
Subscriptions & Dues	\$139	\$745	\$606	\$6,163	\$5,962	(\$201)	\$8,943	69%
Collection Services	\$325	\$146	(\$179)	\$885	\$1,167	\$282	\$1,750	51%
Telephone	\$6,017	\$1,417	(\$4,600)	\$13,779	\$11,333	(\$2,446)	\$17,000	81%
Trustee Expense	\$270	\$417	\$147	\$1,541	\$3,333	\$1,793	\$5,000	31%
Payroll Service	\$1,403	\$1,417	\$14	\$11,117	\$11,333	\$216	\$17,000	65%
Bank Fees	\$149	\$108	(\$41)	\$1,066	\$867	(\$199)	\$1,300	82%
Parking Lease	\$881	\$881		\$7,048	\$7,048	\$0	\$10,572	67%
<b>Total General and Administration</b>	<b>\$23,044</b>	<b>\$21,723</b>	<b>(\$1,321)</b>	<b>\$163,937</b>	<b>\$173,784</b>	<b>\$9,846</b>	<b>\$260,676</b>	<b>63%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	(\$55)	\$63	\$118	\$220	\$500	\$280	\$750	29%
Repairs & Maintenance		\$42	\$42	\$17	\$333	\$316	\$500	3%
Miscellaneous		\$8	\$8		\$67	\$67	\$100	
Auto Insurance				\$1,879	\$1,732	(\$147)	\$1,732	108%
<b>Total Vehicle Operation</b>	<b>(\$55)</b>	<b>\$113</b>	<b>\$168</b>	<b>\$2,116</b>	<b>\$2,632</b>	<b>\$516</b>	<b>\$3,082</b>	<b>69%</b>

**Niles-Maine District Library**  
**Income Statement-Consolidated**

February 29, 2020

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$15,543	\$13,780	(\$1,763)	\$106,749	\$110,241	\$3,493	\$165,362	65%
Group Health	\$35,501	\$37,688	\$2,187	\$285,357	\$301,504	\$16,147	\$452,256	63%
Health Reimbursement Account	\$10,038	\$5,500	(\$4,538)	\$33,212	\$44,000	\$10,788	\$66,000	50%
Dental	\$1,336	\$1,667	\$330	\$9,350	\$13,333	\$3,983	\$20,000	47%
Vision	\$473	\$583	\$110	\$3,856	\$4,667	\$811	\$7,000	55%
Life, LTD, AD&D, STD	\$1,051	\$1,167	\$116	\$8,680	\$9,333	\$653	\$14,000	62%
<b>Total Employee Fringe Benefits</b>	<b>\$63,942</b>	<b>\$60,385</b>	<b>(\$3,557)</b>	<b>\$447,203</b>	<b>\$483,079</b>	<b>\$35,875</b>	<b>\$724,618</b>	<b>62%</b>
<b>Utilities</b>								
Gas	\$1,212	\$938	(\$275)	\$3,586	\$7,500	\$3,914	\$11,250	32%
Electric	\$6,797	\$7,083	\$286	\$58,097	\$56,667	(\$1,430)	\$85,000	68%
Water	\$341	\$625	\$284	\$4,420	\$5,000	\$580	\$7,500	59%
<b>Total Utilities</b>	<b>\$8,351</b>	<b>\$8,646</b>	<b>\$294</b>	<b>\$66,102</b>	<b>\$69,167</b>	<b>\$3,064</b>	<b>\$103,750</b>	<b>64%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building		\$125,383	\$125,383	\$7,980	\$1,003,067	\$995,087	\$1,504,600	1%
Special Reserve - Equipment	\$2,970	\$38,921	\$35,950	\$188,940	\$311,365	\$122,425	\$467,048	40%
<b>Total Capital Expenditures</b>	<b>\$2,970</b>	<b>\$164,304</b>	<b>\$161,334</b>	<b>\$196,920</b>	<b>\$1,314,432</b>	<b>\$1,117,512</b>	<b>\$1,971,648</b>	<b>10%</b>
<b>Audit</b>								
Audit Expense		\$750	\$750	\$9,000	\$6,000	(\$3,000)	\$9,000	100%
<b>Total Audit Expenditures</b>	<b>\$0</b>	<b>\$750</b>	<b>\$750</b>	<b>\$9,000</b>	<b>\$6,000</b>	<b>(\$3,000)</b>	<b>\$9,000</b>	<b>100%</b>
<b>Liability Insurance</b>								
Liability Insurance				\$34,840	\$35,000	\$160	\$35,000	100%
<b>Total Liability Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,840</b>	<b>\$35,000</b>	<b>\$160</b>	<b>\$35,000</b>	<b>100%</b>

**Niles-Maine District Library**  
**Income Statement-Consolidated**

February 29, 2020

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Social Security</b>								
Social Security	\$22,680	\$22,106	(\$574)	\$170,710	\$176,847	\$6,137	\$265,271	64%
<b>Total Social Security Expenditures</b>	<b>\$22,680</b>	<b>\$22,106</b>	<b>(\$574)</b>	<b>\$170,710</b>	<b>\$176,847</b>	<b>\$6,137</b>	<b>\$265,271</b>	<b>64%</b>
<b>Workers' Compensation</b>								
Workers' Compensation				\$24,239	\$27,000	\$2,761	\$27,000	90%
<b>Total Workers' Compensation Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,239</b>	<b>\$27,000</b>	<b>\$2,761</b>	<b>\$27,000</b>	<b>90%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$1,816	\$1,667	(\$150)	\$6,072	\$13,333	\$7,262	\$20,000	30%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$1,816</b>	<b>\$1,667</b>	<b>(\$150)</b>	<b>\$6,072</b>	<b>\$13,333</b>	<b>\$7,262</b>	<b>\$20,000</b>	<b>30%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$4,587	\$5,000	\$413	\$39,184	\$40,000	\$816	\$60,000	65%
Contractual Maintenance	\$4,638	\$3,333	(\$1,304)	\$23,693	\$26,667	\$2,974	\$40,000	59%
Non-Contractual Maintenance	\$3,152	\$3,750	\$598	\$28,895	\$30,000	\$1,105	\$45,000	64%
Equipment Maintenance	\$823	\$2,333	\$1,510	\$7,694	\$18,667	\$10,972	\$28,000	27%
Non Capital Expenses	\$25	\$1,833	\$1,808	\$8,476	\$14,667	\$6,190	\$22,000	39%
Furniture & Fixtures	\$30	\$2,799	\$2,770	\$3,534	\$22,395	\$18,861	\$33,593	11%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$13,255</b>	<b>\$19,049</b>	<b>\$5,795</b>	<b>\$111,476</b>	<b>\$152,395</b>	<b>\$40,920</b>	<b>\$228,593</b>	<b>49%</b>
<b>Total Expenditures</b>	<b>\$502,769</b>	<b>\$688,024</b>	<b>\$185,255</b>	<b>\$4,292,838</b>	<b>\$5,641,289</b>	<b>\$1,348,450</b>	<b>\$8,416,675</b>	<b>51%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$337,696</b>	<b>\$145,278</b>	<b>\$192,419</b>	<b>\$174,523</b>	<b>(\$1,485,164)</b>	<b>\$1,659,687</b>	<b>(\$1,329,658)</b>	<b>(13)%</b>

## Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
78688	Accounts Payable	Computer Check	3/18/2020	AFLAC	\$0.00	\$481.00	(\$481.00)	3/31/2020	Outstanding
78689	Accounts Payable	Computer Check	3/18/2020	ALA STORE	\$0.00	\$29.80	(\$510.80)	3/31/2020	Outstanding
78690	Accounts Payable	Computer Check	3/18/2020	Alexa Krahn	\$0.00	\$580.18	(\$1,090.98)	3/31/2020	Outstanding
78691	Accounts Payable	Computer Check	3/18/2020	ALLIANCE ENTERTAINMENT	\$0.00	\$134.02	(\$1,225.00)	3/31/2020	Outstanding
78692	Accounts Payable	Computer Check	3/18/2020	SYNCB/ AMAZON	\$0.00	\$1,523.53	(\$2,748.53)	3/31/2020	Outstanding
78693	Accounts Payable	Computer Check	3/18/2020	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$748.00	(\$3,496.53)	3/31/2020	Outstanding
78694	Accounts Payable	Computer Check	3/18/2020	April Lee	\$0.00	\$17.88	(\$3,514.41)	3/31/2020	Outstanding
78695	Accounts Payable	Computer Check	3/18/2020	AT&T	\$0.00	\$44.15	(\$3,558.56)	3/31/2020	Outstanding
78696	Accounts Payable	Computer Check	3/18/2020	B&H PHOTO-VIDEO	\$0.00	\$397.95	(\$3,956.51)	3/31/2020	Outstanding
78697	Accounts Payable	Computer Check	3/18/2020	BERNADETTA KORYCIARZ	\$0.00	\$10.01	(\$3,966.52)	3/31/2020	Outstanding
78698	Accounts Payable	Computer Check	3/18/2020	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$4,116.52)	3/31/2020	Outstanding
78699	Accounts Payable	Computer Check	3/18/2020	Blackstone Publishing	\$0.00	\$736.71	(\$4,853.23)	3/31/2020	Outstanding
78700	Accounts Payable	Computer Check	3/18/2020	Books & Treasures INC	\$0.00	\$548.66	(\$5,401.89)	3/31/2020	Outstanding
78701	Accounts Payable	Computer Check	3/18/2020	ARIANNE CAREY	\$0.00	\$289.37	(\$5,691.26)	3/31/2020	Outstanding
78702	Accounts Payable	Computer Check	3/18/2020	CDW GOVERNMENT, INC.	\$0.00	\$2,970.23	(\$8,661.49)	3/31/2020	Outstanding
78703	Accounts Payable	Computer Check	3/18/2020	CECILIA CYGNAR	\$0.00	\$228.46	(\$8,889.95)	3/31/2020	Outstanding
78704	Accounts Payable	Computer Check	3/18/2020	CENGAGE LEARNING, INC.	\$0.00	\$4,589.68	(\$13,479.63)	3/31/2020	Outstanding
78705	Accounts Payable	Computer Check	3/18/2020	Cheryl Brown	\$0.00	\$250.00	(\$13,729.63)	3/31/2020	Outstanding
78706	Accounts Payable	Computer Check	3/18/2020	CINTAS CORPORATION LOC. 769	\$0.00	\$253.32	(\$13,982.95)	3/31/2020	Outstanding
78707	Accounts Payable	Computer Check	3/18/2020	COMED	\$0.00	\$1,823.59	(\$15,806.54)	3/31/2020	Outstanding
78708	Accounts Payable	Computer Check	3/18/2020	Constellation New Energy, Inc	\$0.00	\$4,973.85	(\$20,780.39)	3/31/2020	Outstanding
78709	Accounts Payable	Computer Check	3/18/2020	Constellation Newenergy - Gas Divisi	\$0.00	\$1,212.49	(\$21,992.88)	3/31/2020	Outstanding
78710	Accounts Payable	Computer Check	3/18/2020	Debra Miller	\$0.00	\$350.00	(\$22,342.88)	3/31/2020	Outstanding
78711	Accounts Payable	Computer Check	3/18/2020	Donna Block	\$0.00	\$30.59	(\$22,373.47)	3/31/2020	Outstanding
78712	Accounts Payable	Computer Check	3/18/2020	Dorota Tomczyk	\$0.00	\$275.00	(\$22,648.47)	3/31/2020	Outstanding
78713	Accounts Payable	Computer Check	3/18/2020	EASYPERMIT POSTAGE	\$0.00	\$800.00	(\$23,448.47)	3/31/2020	Outstanding
78714	Accounts Payable	Computer Check	3/18/2020	EBSCO	\$0.00	\$5.50	(\$23,453.97)	3/31/2020	Outstanding
78715	Accounts Payable	Computer Check	3/18/2020	EBSCO INFORMATION SERVICES	\$0.00	\$3,696.00	(\$27,149.97)	3/31/2020	Outstanding
78716	Accounts Payable	Computer Check	3/18/2020	FIFTH THIRD BANK	\$0.00	\$1,556.98	(\$28,706.95)	3/31/2020	Outstanding
78717	Accounts Payable	Computer Check	3/18/2020	FINDAWAY WORLD, LLC	\$0.00	\$288.69	(\$28,995.64)	3/31/2020	Outstanding
78718	Accounts Payable	Computer Check	3/18/2020	Fire & Security Systems, Inc	\$0.00	\$159.00	(\$29,154.64)	3/31/2020	Outstanding
78719	Accounts Payable	Computer Check	3/18/2020	FLEXSOURCE, LLC	\$0.00	\$372.00	(\$29,526.64)	3/31/2020	Outstanding
78720	Accounts Payable	Computer Check	3/18/2020	Frederick Phillip Dose Jr	\$0.00	\$200.00	(\$29,726.64)	3/31/2020	Outstanding
78721	Accounts Payable	Computer Check	3/18/2020	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,330.38	(\$31,057.02)	3/31/2020	Outstanding
78722	Accounts Payable	Computer Check	3/18/2020	GENESIS TECHNOLOGIES, INC.	\$0.00	\$694.57	(\$31,751.59)	3/31/2020	Outstanding
78723	Accounts Payable	Computer Check	3/18/2020	GENESIS TECHNOLOGIES, INC.	\$0.00	\$823.12	(\$32,574.71)	3/31/2020	Outstanding
78724	Accounts Payable	Computer Check	3/18/2020	GMA Cleaning Inc.	\$0.00	\$2,900.00	(\$35,474.71)	3/31/2020	Outstanding
78725	Accounts Payable	Computer Check	3/18/2020	DEBORAH GRAHAM	\$0.00	\$27.23	(\$35,501.94)	3/31/2020	Outstanding
78726	Accounts Payable	Computer Check	3/18/2020	GRAINGER	\$0.00	\$279.86	(\$35,781.80)	3/31/2020	Outstanding

## Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
78727	Accounts Payable	Computer Check	3/18/2020	GRETA ULRICH	\$0.00	\$1,423.06	(\$37,204.86)	3/31/2020	Outstanding
78728	Accounts Payable	Computer Check	3/18/2020	GROOT, INC.	\$0.00	\$252.15	(\$37,457.01)	3/31/2020	Outstanding
78729	Accounts Payable	Computer Check	3/18/2020	HALL PASS	\$0.00	\$30.00	(\$37,487.01)	3/31/2020	Outstanding
78730	Accounts Payable	Computer Check	3/18/2020	HEALTHCARE SERVICE CORPOR	\$0.00	\$41,258.76	(\$78,745.77)	3/31/2020	Outstanding
78731	Accounts Payable	Computer Check	3/18/2020	HF Group, LLC	\$0.00	\$139.05	(\$78,884.82)	3/31/2020	Outstanding
78732	Accounts Payable	Computer Check	3/18/2020	INGRAM LIBRARY SERVICES	\$0.00	\$18,243.36	(\$97,128.18)	3/31/2020	Outstanding
78733	Accounts Payable	Computer Check	3/18/2020	IRON MOUNTAIN	\$0.00	\$248.54	(\$97,376.72)	3/31/2020	Outstanding
78734	Accounts Payable	Computer Check	3/18/2020	JOAN MCGEE	\$0.00	\$75.00	(\$97,451.72)	3/31/2020	Outstanding
78735	Accounts Payable	Computer Check	3/18/2020	JOAN MCGEE	\$0.00	\$100.00	(\$97,551.72)	3/31/2020	Outstanding
78736	Accounts Payable	Computer Check	3/18/2020	Johnson Control Security Solutions	\$0.00	\$436.12	(\$97,987.84)	3/31/2020	Outstanding
78737	Accounts Payable	Computer Check	3/18/2020	Johnson Controls Fire Protection LP	\$0.00	\$905.70	(\$98,893.54)	3/31/2020	Outstanding
78738	Accounts Payable	Computer Check	3/18/2020	JUDITH MCNULTY	\$0.00	\$16.42	(\$98,909.96)	3/31/2020	Outstanding
78739	Accounts Payable	Computer Check	3/18/2020	Kanopy LLC	\$0.00	\$3,000.00	(\$101,909.96)	3/31/2020	Outstanding
78740	Accounts Payable	Computer Check	3/18/2020	JAMIE KING	\$0.00	\$426.48	(\$102,336.44)	3/31/2020	Outstanding
78741	Accounts Payable	Computer Check	3/18/2020	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$770.00	(\$103,106.44)	3/31/2020	Outstanding
78742	Accounts Payable	Computer Check	3/18/2020	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,205.84	(\$104,312.28)	3/31/2020	Outstanding
78743	Accounts Payable	Computer Check	3/18/2020	Krystyna Jaroc	\$0.00	\$300.00	(\$104,612.28)	3/31/2020	Outstanding
78744	Accounts Payable	Computer Check	3/18/2020	KSIEGARNIA QUO VADIS	\$0.00	\$443.14	(\$105,055.42)	3/31/2020	Outstanding
78745	Accounts Payable	Computer Check	3/18/2020	CATHERINE LEVINSON	\$0.00	\$53.96	(\$105,109.38)	3/31/2020	Outstanding
78746	Accounts Payable	Computer Check	3/18/2020	Lincolnwood Public Library District	\$0.00	\$460.00	(\$105,569.38)	3/31/2020	Outstanding
78747	Accounts Payable	Computer Check	3/18/2020	MARTINA MATHISEN	\$0.00	\$300.00	(\$105,869.38)	3/31/2020	Outstanding
78748	Accounts Payable	Computer Check	3/18/2020	Menards	\$0.00	\$531.53	(\$106,400.91)	3/31/2020	Outstanding
78749	Accounts Payable	Computer Check	3/18/2020	MIDWEST TAPE	\$0.00	\$9,031.84	(\$115,432.75)	3/31/2020	Outstanding
78750	Accounts Payable	Computer Check	3/18/2020	MULTICULTURAL BOOKS & VID	\$0.00	\$760.40	(\$116,193.15)	3/31/2020	Outstanding
78751	Accounts Payable	Computer Check	3/18/2020	NICHE ACADEMY	\$0.00	\$2,400.00	(\$118,593.15)	3/31/2020	Outstanding
78752	Accounts Payable	Computer Check	3/18/2020	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$119,474.15)	3/31/2020	Outstanding
78753	Accounts Payable	Computer Check	3/18/2020	OAK BROOK MECHANICAL SERV	\$0.00	\$5,372.23	(\$124,846.38)	3/31/2020	Outstanding
78754	Accounts Payable	Computer Check	3/18/2020	Omnigraphics	\$0.00	\$81.85	(\$124,928.23)	3/31/2020	Outstanding
78755	Accounts Payable	Computer Check	3/18/2020	MICHAELENE ORZECHOWSKI	\$0.00	\$16.96	(\$124,945.19)	3/31/2020	Outstanding
78756	Accounts Payable	Computer Check	3/18/2020	Peter Oprisko	\$0.00	\$500.00	(\$125,445.19)	3/31/2020	Outstanding
78757	Accounts Payable	Computer Check	3/18/2020	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$687.18	(\$126,132.37)	3/31/2020	Outstanding
78758	Accounts Payable	Computer Check	3/18/2020	PowerHouse Unlimited Inc	\$0.00	\$591.20	(\$126,723.57)	3/31/2020	Outstanding
78759	Accounts Payable	Computer Check	3/18/2020	Principal Life Insurance Company	\$0.00	\$1,051.12	(\$127,774.69)	3/31/2020	Outstanding
78760	Accounts Payable	Computer Check	3/18/2020	PRINCIPAL LIFE INSURANCE COM	\$0.00	\$58.95	(\$127,833.64)	3/31/2020	Outstanding
78761	Accounts Payable	Computer Check	3/18/2020	Rachel Colias	\$0.00	\$48.14	(\$127,881.78)	3/31/2020	Outstanding
78762	Accounts Payable	Computer Check	3/18/2020	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$128,431.78)	3/31/2020	Outstanding
78763	Accounts Payable	Computer Check	3/18/2020	Rydin	\$0.00	\$387.25	(\$128,819.03)	3/31/2020	Outstanding
78764	Accounts Payable	Computer Check	3/18/2020	Samra Masood	\$0.00	\$500.00	(\$129,319.03)	3/31/2020	Outstanding
78765	Accounts Payable	Computer Check	3/18/2020	SASHA VASILIC	\$0.00	\$692.73	(\$130,011.76)	3/31/2020	Outstanding

## Niles-Maine District Library Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
78766	Accounts Payable	Computer Check	3/18/2020	SMITHEREEN PEST MANAGEMEN	\$0.00	\$118.00	(\$130,129.76)	3/31/2020	Outstanding
78767	Accounts Payable	Computer Check	3/18/2020	Stacy Moss-Paul	\$0.00	\$61.50	(\$130,191.26)	3/31/2020	Outstanding
78768	Accounts Payable	Computer Check	3/18/2020	STEINER ELECTRIC COMPANY	\$0.00	\$1,110.40	(\$131,301.66)	3/31/2020	Outstanding
78769	Accounts Payable	Computer Check	3/18/2020	SUSAN LEMPKE	\$0.00	\$55.65	(\$131,357.31)	3/31/2020	Outstanding
78770	Accounts Payable	Computer Check	3/18/2020	SUZANNE WULF	\$0.00	\$1,327.95	(\$132,685.26)	3/31/2020	Outstanding
78771	Accounts Payable	Computer Check	3/18/2020	Technology Management Rev Fund	\$0.00	\$550.00	(\$133,235.26)	3/31/2020	Outstanding
78772	Accounts Payable	Computer Check	3/18/2020	TREEHOUSE ISLAND INC	\$0.00	\$5,925.00	(\$139,160.26)	3/31/2020	Outstanding
78773	Accounts Payable	Computer Check	3/18/2020	Unique Management Services, Inc.	\$0.00	\$384.85	(\$139,545.11)	3/31/2020	Outstanding
78774	Accounts Payable	Computer Check	3/18/2020	VERIZON WIRELESS	\$0.00	\$212.03	(\$139,757.14)	3/31/2020	Outstanding
78775	Accounts Payable	Computer Check	3/18/2020	VILLAGE OF NILES	\$0.00	\$341.41	(\$140,098.55)	3/31/2020	Outstanding
78776	Accounts Payable	Computer Check	3/18/2020	VISA	\$0.00	\$6,990.49	(\$147,089.04)	3/31/2020	Outstanding
78777	Accounts Payable	Computer Check	3/18/2020	VISA	\$0.00	\$96.00	(\$147,185.04)	3/31/2020	Outstanding
78778	Accounts Payable	Computer Check	3/18/2020	VISION SERVICE PLAN OF ILLINO	\$0.00	\$556.41	(\$147,741.45)	3/31/2020	Outstanding
78779	Accounts Payable	Computer Check	3/18/2020	VOLGISTICS INC.	\$0.00	\$1,572.00	(\$149,313.45)	3/31/2020	Outstanding
78780	Accounts Payable	Computer Check	3/18/2020	X-PERT LANDSCAPING INC.	\$0.00	\$870.00	(\$150,183.45)	3/31/2020	Outstanding
78781	Accounts Payable	Computer Check	3/18/2020	CALL ONE	\$0.00	\$5,760.50	(\$155,943.95)	3/31/2020	Outstanding

**Summary by Transaction Type**

<b>Total Deposits</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	<b>(\$155,943.95)</b>
<b>Total Payments:</b>	<b>(\$155,943.95)</b>
Adjustments:	
Payment Adjustments	<b>\$0.00</b>
Deposit Adjustments	<b>\$0.00</b>
<b>Total Adjustments:</b>	<b>\$0.00</b>
<b>Total Change in Register Balance:</b>	<b>(\$155,943.95)</b>

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated March 18, 2020**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
78688	\$481.00	AFLAC	\$481.00	-- Monthly Payment Feb 2020	01-2140-00-00	Payroll Clearing
78689	\$29.80	ALA STORE	\$29.80	-- PO #85632	08-6770-67-00	Furniture & Fixtures
78690	\$580.18	Alexa Krahn	\$580.18	-- EE Reimbursement: PLA 2020 Nashville	01-5430-54-03	Professional Development-Digital Services
78691	\$134.02	ALLIANCE ENTERTAINMENT	\$61.46	-- Materials	01-4433-44-01	AV-Adult
78691	\$134.02	ALLIANCE ENTERTAINMENT	\$72.56	-- Materials	01-4433-44-01	AV-Adult
78692	\$1,523.53	SYNCB/ AMAZON	\$190.33	-- PO #8 5592	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
78692	\$1,523.53	SYNCB/ AMAZON	\$104.90	-- PO #8 5592	01-5323-53-03	Programming & Support-Adult-Digital Services
78692	\$1,523.53	SYNCB/ AMAZON	\$38.43	-- PO #85600	01-5323-53-03	Programming & Support-Adult-Digital Services
78692	\$1,523.53	SYNCB/ AMAZON	\$19.99	-- PO #85600	01-5323-53-01	Programming & Support-Adult-Adult Services
78692	\$1,523.53	SYNCB/ AMAZON	\$11.72	-- PO #85600	01-5457-54-01	Office Supplies-Adult Services
78692	\$1,523.53	SYNCB/ AMAZON	\$9.77	-- PO #85600	01-5320-53-07	Printing-Marketing & PR Services
78692	\$1,523.53	SYNCB/ AMAZON	\$42.86	-- PO # 85608	01-5326-53-02	Programming & Support-Teen-Youth Services
78692	\$1,523.53	SYNCB/ AMAZON	\$28.90	-- PO # 85608	01-5457-54-02	Office Supplies-Youth Services
78692	\$1,523.53	SYNCB/ AMAZON	\$333.63	-- PO #85611	01-5323-53-01	Programming & Support-Adult-Adult Services
78692	\$1,523.53	SYNCB/ AMAZON	\$191.64	-- PO #85611	01-5457-54-09	Office Supplies-Administrative Services
78692	\$1,523.53	SYNCB/ AMAZON	\$52.98	-- PO # 85615	01-5325-53-01	Programming & Support-Events-Adult Services
78692	\$1,523.53	SYNCB/ AMAZON	\$226.67	-- PO #85617	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
78692	\$1,523.53	SYNCB/ AMAZON	\$156.37	-- PO #85617	01-5324-53-02	Programming & Support-Juvenile-Youth Services
78692	\$1,523.53	SYNCB/ AMAZON	\$54.92	-- PO # 85623	01-5326-53-02	Programming & Support-Teen-Youth Services
78692	\$1,523.53	SYNCB/ AMAZON	\$49.90	-- PO # 85623	01-4413-44-01	Books-Adult
78692	\$1,523.53	SYNCB/ AMAZON	\$47.89	-- PO # 85633	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
78692	\$1,523.53	SYNCB/ AMAZON	\$43.77	-- PO # 85633	01-5311-53-04	Processing & Supplies-Tech Services
78692	\$1,523.53	SYNCB/ AMAZON	\$39.39	-- PO # 85633	01-5457-54-09	Office Supplies-Administrative Services
78692	\$1,523.53	SYNCB/ AMAZON	\$15.26	-- PO # 85633	01-5323-53-03	Programming & Support-Adult-Digital Services
78693	\$748.00	AMERICAN LIBRARY ASSOCIATION	\$225.00	-- Member # 1143397, 2070394, 1218005	01-5430-54-02	Professional Development-Youth Services
78693	\$748.00	AMERICAN LIBRARY ASSOCIATION	\$225.00	-- Member # 1143397, 2070394, 1218005	01-5430-54-03	Professional Development-Digital Services
78693	\$748.00	AMERICAN LIBRARY ASSOCIATION	\$225.00	-- Member # 1143397, 2070394, 1218005	01-5430-54-09	Professional Development-Administrative Services
78693	\$748.00	AMERICAN LIBRARY ASSOCIATION	\$73.00	-- Membership Renewal: Alexa Krahn	01-5461-54-03	Subscriptions & Dues-Digital Services
78694	\$17.88	April Lee	\$17.88	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
78695	\$44.15	AT&T	\$44.15	-- Monthly SVC 2/16 - 3/15/2020	01-5465-54-09	Telephone-Administrative Services
78696	\$397.95	B&H PHOTO-VIDEO	\$397.95	-- PO #85681	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
78697	\$10.01	BERNADETТА KORYCIARZ	\$10.01	-- EE Reimbursement: Program - Metal Stamping	01-5323-53-03	Programming & Support-Adult-Digital Services
78698	\$150.00	BERNADETТА KORYCIARZ	\$150.00	-- Program: World Language Storytime	01-5324-53-02	Programming & Support-Juvenile-Youth Services
78699	\$736.71	Blackstone Publishing	\$67.99	-- Materials	01-4433-44-01	AV-Adult
78699	\$736.71	Blackstone Publishing	\$5.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
78699	\$736.71	Blackstone Publishing	\$123.97	-- Materials	01-4433-44-01	AV-Adult
78699	\$736.71	Blackstone Publishing	\$11.80	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
78699	\$736.71	Blackstone Publishing	\$55.98	-- Materials	01-4433-44-01	AV-Adult
78699	\$736.71	Blackstone Publishing	\$5.90	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
78699	\$736.71	Blackstone Publishing	\$36.00	-- Materials	01-4433-44-01	AV-Adult
78699	\$736.71	Blackstone Publishing	\$2.95	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
78699	\$736.71	Blackstone Publishing	\$23.99	-- Materials	01-4433-44-01	AV-Adult
78699	\$736.71	Blackstone Publishing	\$2.95	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
78699	\$736.71	Blackstone Publishing	\$23.99	-- Materials	01-4433-44-01	AV-Adult
78699	\$736.71	Blackstone Publishing	\$2.95	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated March 18, 2020**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
78699	\$736.71	Blackstone Publishing	\$5.90 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78699	\$736.71	Blackstone Publishing	\$63.98 --	Materials	01-4433-44-01	AV-Adult
78699	\$736.71	Blackstone Publishing	\$24.00 --	Materials	01-4433-44-01	AV-Adult
78699	\$736.71	Blackstone Publishing	\$2.95 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78699	\$736.71	Blackstone Publishing	\$131.98 --	Materials	01-4433-44-01	AV-Adult
78699	\$736.71	Blackstone Publishing	\$11.80 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78699	\$736.71	Blackstone Publishing	\$87.94 --	Materials	01-4433-44-01	AV-Adult
78699	\$736.71	Blackstone Publishing	\$8.85 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78699	\$736.71	Blackstone Publishing	\$31.99 --	Materials	01-4433-44-01	AV-Adult
78699	\$736.71	Blackstone Publishing	\$2.95 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78700	\$548.66	Books & Treasures INC	\$301.62 --	Materials	01-4413-44-01	Books-Adult
78700	\$548.66	Books & Treasures INC	\$247.04 --	Materials	01-4413-44-01	Books-Adult
78701	\$289.37	ARIANNE CAREY	\$289.37 --	EE Reimbursement: Program-Circulating Science	01-5326-53-02	Programming & Support-Teen-Youth Services
78702	\$2,970.23	CDW GOVERNMENT, INC.	\$2,970.23 --	Final Payment for PO # 85467 -	40-5810-58-00	Special Reserve - Equipment
78703	\$228.46	CECILIA CYGNAR	\$207.91 --	EE Reimbursement: PLA 2020 Nashville	01-5430-54-01	Professional Development-Adult Services
78703	\$228.46	CECILIA CYGNAR	\$15.95 --	Bookbites	01-5323-53-01	Programming & Support-Adult-Adult Services
78703	\$228.46	CECILIA CYGNAR	\$4.60 --	EE Mileage Reimbursement	01-5431-54-01	Mileage-Adult Services
78704	\$4,589.68	CENGAGE LEARNING, INC.	\$4,589.68 --	Gale Courses Subscription: 4/1/2020 - 3/31/2021	01-4487-44-03	Online Databases-Digital
78705	\$250.00	Cheryl Brown	\$250.00 --	Program: Kiddleland Remembered	01-5323-53-01	Programming & Support-Adult-Adult Services
78706	\$253.32	CINTAS CORPORATION LOC. 769	\$61.35 --	Mat Service	08-6720-67-00	Contractual Maintenance
78706	\$253.32	CINTAS CORPORATION LOC. 769	\$135.00 --	Ultraclean Service	08-6720-67-00	Contractual Maintenance
78706	\$253.32	CINTAS CORPORATION LOC. 769	\$56.97 --	Mat Service	08-6720-67-00	Contractual Maintenance
78707	\$1,823.59	COMED	\$1,823.59 --	Svc 1/9 - 2/10/2020	01-5720-57-00	Electric
78708	\$4,973.85	Constellation New Energy, Inc	\$4,973.85 --	SVC Period: 1/09 - 2/10/2020	01-5720-57-00	Electric
78709	\$1,212.49	Constellation Newenergy - Gas Division, LLC	\$1,212.49 --	Gas Supply Charges	01-5710-57-00	Gas
78710	\$350.00	Debra Miller	\$350.00 --	Program: A Visit with Louisa May Alcott	01-5323-53-01	Programming & Support-Adult-Adult Services
78711	\$30.59	Donna Block	\$30.59 --	EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
78712	\$275.00	Dorota Tomczyk	\$275.00 --	Program: DIY Spring Table Centerpiece	01-5323-53-03	Programming & Support-Adult-Digital Services
78713	\$800.00	EASYPERMIT POSTAGE	\$500.00 --	Replenish Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
78713	\$800.00	EASYPERMIT POSTAGE	\$300.00 --	Replenish Postage Meter	01-5458-54-08	Postage & Freight-Patron Services
78714	\$5.50	EBSCO	\$5.50 --	Materials	01-4423-44-01	Periodicals-Adult
78715	\$3,696.00	EBSCO INFORMATION SERVICES	\$3,696.00 --	EBSCO Consumer Reports 1000121392-1	01-4487-44-03	Online Databases-Digital
78716	\$1,556.98	FIFTH THIRD BANK	\$1,556.98 --	FSA EE Payment - February 2020	01-1125-00-00	Cash-Flexible Spending Account
78717	\$288.69	FINDAWAY WORLD, LLC	\$288.69 --	Materials	01-4434-44-02	AV-Youth
78718	\$159.00	Fire & Security Systems, Inc	\$159.00 --	Fire Alarm & Radio Monitoring	08-6720-67-00	Contractual Maintenance
78719	\$372.00	FLEXSOURCE, LLC	\$56.00 --	Monthly Fee FSA/Health & Dental	01-2140-00-00	Payroll Clearing
78719	\$372.00	FLEXSOURCE, LLC	\$140.00 --	Monthly Fee FSA/Health & Dental	01-5625-56-00	Health Reimbursement Account
78719	\$372.00	FLEXSOURCE, LLC	\$176.00 --	Monthly Fee FSA/Health & Dental	01-5630-56-00	Dental
78720	\$200.00	Frederick Phillip Dose Jr	\$200.00 --	Program: Antiques Appraisal	01-5323-53-01	Programming & Support-Adult-Adult Services
78721	\$1,330.38	GARVEY'S OFFICE PRODUCTS	\$440.00 --	PO # 85639	01-5420-54-05	Janitorial Supplies-Maintenance Services
78721	\$1,330.38	GARVEY'S OFFICE PRODUCTS	\$97.10 --	PO # 85636	01-5457-54-09	Office Supplies-Administrative Services
78721	\$1,330.38	GARVEY'S OFFICE PRODUCTS	\$338.25 --	Office Supiles	01-5457-54-09	Office Supplies-Administrative Services
78721	\$1,330.38	GARVEY'S OFFICE PRODUCTS	\$44.94 --	Office Supiles	01-5457-54-02	Office Supplies-Youth Services
78721	\$1,330.38	GARVEY'S OFFICE PRODUCTS	\$35.85 --	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
78721	\$1,330.38	GARVEY'S OFFICE PRODUCTS	\$144.00 --	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated March 18, 2020**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
78721	\$1,330.38	GARVEY'S OFFICE PRODUCTS	\$230.24	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
78722	\$694.57	GENESIS TECHNOLOGIES, INC.	\$694.57	-- PO # 85633	01-5457-54-03	Office Supplies-Digital Services
78723	\$823.12	GENESIS TECHNOLOGIES, INC.	\$823.12	-- SVC Fuser Kits Replacement	08-6740-67-00	Equipment Maintenance
78724	\$2,900.00	GMA Cleaning Inc.	\$2,900.00	-- Cleaning Service 2/1 - 2/29/2020	08-6730-67-00	Non-Contractual Maintenance
78725	\$27.23	DEBORAH GRAHAM	\$10.00	-- EE Reimbursement: Stuffed Animals Dept Play Area	01-5457-54-02	Office Supplies-Youth Services
78725	\$27.23	DEBORAH GRAHAM	\$3.89	-- EE Reimbursement: Program-Rover	01-5324-53-02	Programming & Support-Juvenile-Youth Services
78725	\$27.23	DEBORAH GRAHAM	\$13.34	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
78726	\$279.86	GRAINGER	\$32.42	-- Stripping Pads	01-5420-54-05	Janitorial Supplies-Maintenance Services
78726	\$279.86	GRAINGER	\$247.44	-- Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
78727	\$1,423.06	GRETA ULRICH	\$1,423.06	-- EE Reimbursement: PLA Conference Nashville	01-5430-54-01	Professional Development-Adult Services
78728	\$252.15	GROOT, INC.	\$252.15	-- Refuse Service	08-6730-67-00	Non-Contractual Maintenance
78729	\$30.00	HALL PASS	\$6.00	-- Background Check Fee	01-5450-54-09	Legal Fees-Administrative Services
78729	\$30.00	HALL PASS	\$9.00	-- Background Check Fee	01-5450-54-08	Legal Fees-Patron Services
78729	\$30.00	HALL PASS	\$15.00	-- Background Check Fee	01-5450-54-02	Legal Fees- Youth Services
78730	\$41,258.76	HEALTHCARE SERVICE CORPORATION	\$41,258.76	-- Group Health In March 2020	01-5620-56-00	Group Health
78731	\$139.05	HF Group, LLC	\$139.05	-- Ordinances/Resolutions Bound Books	01-5311-53-09	Processing & Supplies-Administrative Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$189.50	-- Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$30.48	-- Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$40.67	-- Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$9.66	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$56.61	-- Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$55.42	-- Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$333.30	-- Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$78.81	-- Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$42.24	-- Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$12.42	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$475.21	-- Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$466.12	-- Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$564.13	-- Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$39.33	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$140.62	-- Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$108.89	-- Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$23.95	-- Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$8.28	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$9.60	-- Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$40.83	-- Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$110.96	-- Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$246.53	-- Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$34.70	-- Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$5.52	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$79.41	-- Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$5.99	-- Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$0.69	-- Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$292.38	-- Materials	01-4413-44-01	Books-Adult

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated March 18, 2020**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$46.29 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$30.48 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$15.18 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$31.06 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$1.38 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$32.76 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$167.31 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$2.76 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$745.60 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$41.88 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$34.09 --	Materials	01-4435-44-02	AV-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$20.66 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$22.08 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$1,147.78 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$588.81 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$55.39 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$35.88 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$52.07 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$1.38 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$13.49 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$170.97 --	Materials	01-4435-44-02	AV-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$472.80 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$345.68 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$26.91 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$132.68 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$80.31 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$13.75 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$6.21 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$9.57 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$342.14 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$121.29 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$15.81 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$41.57 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$7.59 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$90.24 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$113.98 --	Materials	01-4435-44-02	AV-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$17.99 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$127.92 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$11.29 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$56.99 --	Materials	01-4435-44-02	AV-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$505.64 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$148.61 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$659.30 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$37.26 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$616.06 --	Materials	01-4414-44-02	Books-Juvenile

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated March 18, 2020**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$1.38 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$10.80 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$104.48 --	Materials	01-4434-44-02	AV-Youth
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$130.91 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$844.21 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$1,154.84 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$26.92 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$24.15 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$512.41 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$36.69 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$13.80 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$176.20 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$7.79 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$6.90 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$191.34 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$9.59 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$44.93 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$5.52 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$451.20 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$1,493.14 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$10.19 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$77.97 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$56.99 --	Materials	01-4434-44-02	AV-Youth
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$86.12 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$56.08 --	Materials	01-4435-44-02	AV-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$1.38 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$23.97 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$6.59 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$90.65 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$344.80 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$9.66 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$98.34 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$9.59 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$4.14 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$136.19 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$37.99 --	Materials	01-4434-44-02	AV-Youth
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$129.32 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$31.89 --	Materials	01-4435-44-02	AV-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$2.07 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$29.84 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$21.99 --	Materials	01-4435-44-02	AV-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$12.60 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$514.15 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$46.11 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$22.02 --	Materials	01-4415-44-02	Books-Teen

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated March 18, 2020**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$13.80 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$200.31 --	Materials	01-4413-44-01	Books-Adult
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$118.60 --	Materials	01-4414-44-02	Books-Juvenile
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$13.75 --	Materials	01-4435-44-02	AV-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$14.12 --	Materials	01-4415-44-02	Books-Teen
78732	\$18,243.36	INGRAM LIBRARY SERVICES	\$13.11 --	Materials	01-5311-53-04	Processing & Supplies-Tech Services
78733	\$248.54	IRON MOUNTAIN	\$248.54 --	Off Site Storage	01-5350-53-09	Miscellaneous-Administrative Services
78734	\$75.00	JOAN MCGEE	\$75.00 --	Program: Yoga for Kids Apr 20	01-5324-53-02	Programming & Support-Juvenile-Youth Services
78735	\$100.00	JOAN MCGEE	\$100.00 --	Program: Chair Yoga Apr 9	01-5324-53-01	Programming & Support-Juvenile-Adult Services
78736	\$436.12	Johnson Control Security Solutions	\$436.12 --	Qtrly Billing 3/1 - 5/31/2020	08-6720-67-00	Contractual Maintenance
78737	\$905.70	Johnson Controls Fire Protection LP	\$354.66 --	Service Call Alarm/Detector Base	08-6720-67-00	Contractual Maintenance
78737	\$905.70	Johnson Controls Fire Protection LP	\$551.04 --	Replace 12v12ah Batteries Boardroom & Basement	08-6720-67-00	Contractual Maintenance
78738	\$16.42	JUDITH MCNULTY	\$16.42 --	EE Mileage Reimbursement - NPL	01-5431-54-01	Mileage-Adult Services
78739	\$3,000.00	Kanopy LLC	\$3,000.00 ---	KDEP - 5680	01-4487-44-03	Online Databases-Digital
78740	\$426.48	JAMIE KING	\$63.48 --	EE Mileage Reimbursement	01-5431-54-04	Mileage-Tech Services
78740	\$426.48	JAMIE KING	\$363.00 --	ALA 2020 Annual Conference Registration	01-5430-54-04	Professional Development-Tech Services
78741	\$770.00	KLEIN, THORPE & JENKINS, LTD.	\$770.00 --	Misc. Services	01-5450-54-09	Legal Fees-Administrative Services
78742	\$1,205.84	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$44.89 --	Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
78742	\$1,205.84	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$282.57 --	Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
78742	\$1,205.84	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$443.78 --	Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
78742	\$1,205.84	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$233.11 --	Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
78742	\$1,205.84	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$3.11 --	Staff Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
78742	\$1,205.84	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$198.38 --	Patron Copier/Printer Monthly Fee	01-5425-54-06	Copiers-IT Services
78743	\$300.00	Krystyna Jaroc	\$300.00 --	Program: Pisanki-Easter Eggs Workshop	01-5323-53-03	Programming & Support-Adult-Digital Services
78744	\$443.14	KSIEGARNIA QUO VADIS	\$360.08 --	Materials	01-4413-44-01	Books-Adult
78744	\$443.14	KSIEGARNIA QUO VADIS	\$83.06 --	Materials	01-4413-44-01	Books-Adult
78745	\$53.96	CATHERINE LEVINSON	\$19.99 --	EE Reimbursement -Program: Circulatiin Science Kits	01-5324-53-02	Programming & Support-Juvenile-Youth Services
78745	\$53.96	CATHERINE LEVINSON	\$3.59 --	EE Reimbursement -Program: Circulatiin Science Kits	01-5324-53-02	Programming & Support-Juvenile-Youth Services
78745	\$53.96	CATHERINE LEVINSON	\$30.38 --	EE Reimbursement: Wonder Ground Science Items	01-5324-53-02	Programming & Support-Juvenile-Youth Services
78746	\$460.00	Lincolnwood Public Library District	\$460.00 --	Coming Together 2020 Author - Jasmine Warga	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
78747	\$300.00	MARTINA MATHISEN	\$300.00 --	Program: Cleoparta: The Last Pharaoh of Egypt	01-5323-53-01	Programming & Support-Adult-Adult Services
78748	\$531.53	Menards	\$23.79 --	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
78748	\$531.53	Menards	\$133.36 --	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
78748	\$531.53	Menards	\$153.86 --	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
78748	\$531.53	Menards	\$44.99 --	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
78748	\$531.53	Menards	\$62.24 --	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
78748	\$531.53	Menards	\$113.29 --	Maintenance Supplies	01-5420-54-05	Janitorial Supplies-Maintenance Services
78749	\$9,031.84	MIDWEST TAPE	\$2,614.75 --	Materials	01-4433-44-01	AV-Adult
78749	\$9,031.84	MIDWEST TAPE	\$26.24 --	Materials	01-4434-44-02	AV-Youth
78749	\$9,031.84	MIDWEST TAPE	\$422.40 --	Materials	01-4435-44-02	AV-Teen
78749	\$9,031.84	MIDWEST TAPE	\$1,329.42 --	Materials	01-4433-44-01	AV-Adult
78749	\$9,031.84	MIDWEST TAPE	\$1,206.83 --	Materials	01-4434-44-02	AV-Youth
78749	\$9,031.84	MIDWEST TAPE	\$294.67 --	Materials	01-4435-44-02	AV-Teen
78749	\$9,031.84	MIDWEST TAPE	\$1,668.06 --	Materials	01-4433-44-01	AV-Adult
78749	\$9,031.84	MIDWEST TAPE	\$277.28 --	Materials	01-4434-44-02	AV-Youth
78749	\$9,031.84	MIDWEST TAPE	\$52.48 --	Materials	01-4435-44-02	AV-Teen

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated March 18, 2020**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
78749	\$9,031.84	MIDWEST TAPE	\$731.92	-- Materials	01-4433-44-01	AV-Adult
78749	\$9,031.84	MIDWEST TAPE	\$309.57	-- Materials	01-4434-44-02	AV-Youth
78749	\$9,031.84	MIDWEST TAPE	\$98.22	-- Materials	01-4435-44-02	AV-Teen
78750	\$760.40	MULTICULTURAL BOOKS & VIDEOS	\$100.37	-- Materials	01-4413-44-01	Books-Adult
78750	\$760.40	MULTICULTURAL BOOKS & VIDEOS	\$249.95	-- Materials	01-4413-44-01	Books-Adult
78750	\$760.40	MULTICULTURAL BOOKS & VIDEOS	\$111.00	-- Materials	01-4413-44-01	Books-Adult
78750	\$760.40	MULTICULTURAL BOOKS & VIDEOS	\$199.73	-- Materials	01-4413-44-01	Books-Adult
78750	\$760.40	MULTICULTURAL BOOKS & VIDEOS	\$99.35	-- Materials	01-4413-44-01	Books-Adult
78751	\$2,400.00	NICHE ACADEMY	\$2,400.00	-- Niche Academy Annual Subscription Renewal	01-4487-44-03	Online Databases-Digital
78752	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	-- Parking Lease March	01-5491-54-09	Parking Lease-Administrative Services
78753	\$5,372.23	OAK BROOK MECHANICAL SERVICES	\$641.51	-- Replace rib relay for exhaust fan	08-6710-67-00	Repairs & Improvements
78753	\$5,372.23	OAK BROOK MECHANICAL SERVICES	\$3,945.72	-- Repair/Replace exhaust fan close off dampers	08-6710-67-00	Repairs & Improvements
78753	\$5,372.23	OAK BROOK MECHANICAL SERVICES	\$785.00	-- PM Inspections	08-6720-67-00	Contractual Maintenance
78754	\$81.85	Omnigraphics	\$81.85	-- Materials	01-4413-44-01	Books-Adult
78755	\$16.96	MICHAELENE ORZECHOWSKI	\$16.96	-- EE Mileage Reimbursement	01-5431-54-02	Mileage-Youth Services
78756	\$500.00	Peter Oprisko	\$500.00	-- Program: CCC/Age Options Kickoff	01-5352-53-01	Grant - Other Expenditures-Adult Services
78757	\$687.18	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$57.69	-- SendPro Lease 12/04/2019 - 03/03/2020	01-5458-54-08	Postage & Freight-Patron Services
78757	\$687.18	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$571.80	-- Qtrly Lease Postage Meter	01-5458-54-09	Postage & Freight-Administrative Services
78757	\$687.18	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$57.69	-- SendPro Lease 3/4/2020 - 6/3/2020	01-5458-54-08	Postage & Freight-Patron Services
78758	\$591.20	PowerHouse Unlimited Inc	\$591.20	-- Vacuum Repair	01-5420-54-05	Janitorial Supplies-Maintenance Services
78759	\$1,051.12	Principal Life Insurance Company	\$1,051.12	-- February 2020 Payment	01-5634-56-00	Life, LTD, AD&D, STD
78760	\$58.95	PRINCIPAL LIFE INSURANCE COMPANY	\$58.95	-- STD-EMP FICA Billing for Jan 2020	01-2120-00-00	Withholding-Social Security
78761	\$48.14	Rachel Colias	\$48.14	-- EE Reimbursement:	01-5326-53-02	Programming & Support-Teen-Youth Services
78762	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	-- Materials	01-4413-44-01	Books-Adult
78762	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	-- Materials	01-4413-44-01	Books-Adult
78763	\$387.25	Rydin	\$387.25	-- Parking Permit - Staff Parking	01-5320-53-09	Printing-Administration Services
78764	\$500.00	Samra Masood	\$500.00	-- Program: Explore Glass Calligraphy	01-5323-53-01	Programming & Support-Adult-Adult Services
78765	\$692.73	SASHA VASILIC	\$692.73	-- EE Reimbursement: PLA 2020 Nashville	01-5430-54-07	Professional Development-Marketing & PR Services
78766	\$118.00	SMITHEREEN PEST MANAGEMENT	\$118.00	-- Monthly Service Fee	08-6720-67-00	Contractual Maintenance
78767	\$61.50	Stacy Moss-Paul	\$61.50	-- EE Reimbursement: Program: Bad Art Night	01-5323-53-01	Programming & Support-Adult-Adult Services
78768	\$1,110.40	STEINER ELECTRIC COMPANY	\$1,110.40	-- LEDs & Fluorescent Lamps	08-6720-67-00	Contractual Maintenance
78769	\$55.65	SUSAN LEMPKE	\$55.65	-- EE Reimbursement: PLA Conference Nashville	01-5430-54-09	Professional Development-Administrative Services
78770	\$1,327.95	SUZANNE WULF	\$38.18	-- EE Mileage Reimbursement: GBPL	01-5431-54-03	Mileage-Digital Services
78770	\$1,327.95	SUZANNE WULF	\$1,289.77	-- EE Reimbursement: PLA 2020	01-5430-54-03	Professional Development-Digital Services
78771	\$550.00	Technology Management Rev Fund	\$550.00	-- Internet Connections	01-5312-53-06	Internet Charges-IT Services
78772	\$5,925.00	TREEHOUSE ISLAND INC	\$5,925.00	-- 30 Annual Licenses 5/05/2020 - 5/4/2021	01-4487-44-03	Online Databases-Digital
78773	\$384.85	Unique Management Services, Inc.	\$241.65	-- Collection Agency Fee	01-5462-54-08	Collection Services-PAtron Services
78773	\$384.85	Unique Management Services, Inc.	\$143.20	-- Collection Agency Fee	01-5462-54-08	Collection Services-PAtron Services
78774	\$212.03	VERIZON WIRELESS	\$212.03	-- Moblie Phone Charges	01-5465-54-09	Telephone-Administrative Services
78775	\$341.41	VILLAGE OF NILES	\$341.41	-- Water Meter Reading	01-5730-57-00	Water
78776	\$6,990.49	VISA	\$60.00	-- PO # 85642	01-5470-54-09	Trustee Expense-Administrative Services
78776	\$6,990.49	VISA	\$30.00	-- PO # 85642	01-5430-54-09	Professional Development-Administrative Services
78776	\$6,990.49	VISA	\$210.00	-- PO # 85645	01-5470-54-09	Trustee Expense-Administrative Services
78776	\$6,990.49	VISA	\$120.00	-- PO # 85645	01-5430-54-09	Professional Development-Administrative Services
78776	\$6,990.49	VISA	\$1,213.19	-- PO # 85661	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
78776	\$6,990.49	VISA	\$237.50	-- PO # 85662	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
78776	\$6,990.49	VISA	\$165.90	-- PO # 85663	01-5351-53-09	Per Capita Grant Expenditures-Administrative Services
78776	\$6,990.49	VISA	\$25.90	-- PO # 85664	01-5324-53-02	Programming & Support-Juvenile-Youth Services
78776	\$6,990.49	VISA	\$26.49	-- February 2020 Activity	01-5323-53-01	Programming & Support-Adult-Adult Services
78776	\$6,990.49	VISA	\$198.68	-- February 2020 Activity	01-5323-53-01	Programming & Support-Adult-Adult Services

**Niles-Maine District Library**  
**Check Detail and Account Distribution**  
**Checks dated March 18, 2020**

Check#	Total Check Amount	Payee Name	Amount	Description	Account#	Account description
78776	\$6,990.49 VISA		\$480.00 --	February 2020 Activity	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
78776	\$6,990.49 VISA		\$34.44 --	February 2020 Activity	01-5313-53-06	Software, Licenses-IT Services
78776	\$6,990.49 VISA		\$93.28 --	February 2020 Activity	01-5351-53-02	Per Capita Grant Expenditures-Youth Services
78776	\$6,990.49 VISA		\$299.85 --	February 2020 Activity	01-5313-53-06	Software, Licenses-IT Services
78776	\$6,990.49 VISA		\$282.94 --	February 2020 Activity	01-5323-53-01	Programming & Support-Adult-Adult Services
78776	\$6,990.49 VISA		\$1,300.00 --	February 2020 Activity	01-5430-54-09	Professional Development-Administrative Services
78776	\$6,990.49 VISA		\$22.44 --	February 2020 Activity	01-5456-54-02	Promotional Expense-Youth Services
78776	\$6,990.49 VISA		\$19.17 --	February 2020 Activity	01-5456-54-09	Promotional Expense-Administrative Services
78776	\$6,990.49 VISA		\$39.19 --	February 2020 Activity	01-5326-53-02	Programming & Support-Teen-Youth Services
78776	\$6,990.49 VISA		\$125.00 --	February 2020 Activity	01-5420-54-05	Janitorial Supplies-Maintenance Services
78776	\$6,990.49 VISA		\$15.99 --	February 2020 Activity	01-5326-53-02	Programming & Support-Teen-Youth Services
78776	\$6,990.49 VISA		\$25.00 --	February 2020 Activity	08-6760-67-00	Non Capital Expenses
78776	\$6,990.49 VISA		\$71.99 --	February 2020 Activity	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
78776	\$6,990.49 VISA		\$627.70 --	February 2020 Activity	01-5313-53-01	Software, Licenses-Adult Services
78776	\$6,990.49 VISA		\$27.57 --	February 2020 Activity	01-5326-53-02	Programming & Support-Teen-Youth Services
78776	\$6,990.49 VISA		\$110.38 --	February 2020 Activity	01-5430-54-03	Professional Development-Digital Services
78776	\$6,990.49 VISA		\$14.99 --	February 2020 Activity	01-4420-44-01	Downloadables-Adult
78776	\$6,990.49 VISA		\$15.76 --	February 2020 Activity	01-5313-53-06	Software, Licenses-IT Services
78776	\$6,990.49 VISA		\$15.00 --	February 2020 Activity	01-5430-54-03	Professional Development-Digital Services
78776	\$6,990.49 VISA		\$18.00 --	February 2020 Activity	01-5325-53-02	Programming & Support-Events-Youth Services
78776	\$6,990.49 VISA		\$1,243.00 --	February 2020 Activity	01-5313-53-06	Software, Licenses-IT Services
78776	\$6,990.49 VISA		\$148.20 --	February 2020 Activity	01-5325-53-02	Programming & Support-Events-Youth Services
78776	\$6,990.49 VISA		\$39.23 --	February 2020 Activity	01-5510-55-00	Gas, Oil, Grease
78776	\$6,990.49 VISA		\$12.13 --	February 2020 Activity	01-5351-53-03	Per Capita Grant Expenditures-Digital Services
78776	\$6,990.49 VISA		\$365.00 --	February 2020 Activity	01-5430-54-03	Professional Development-Digital Services
78776	\$6,990.49 VISA		\$192.00 --	February 2020 Activity	01-5313-53-07	Software, Licenses-Marketing & PR Services
78776	\$6,990.49 VISA		\$98.94 --	February 2020 Activity	01-5430-54-01	Professional Development-Adult Services
78776	\$6,990.49 VISA		\$15.99 --	February 2020 Activity	01-4420-44-01	Downloadables-Adult
78776	\$6,990.49 VISA		\$15.99 --	February 2020 Activity	01-4420-44-01	Downloadables-Adult
78777	\$96.00 VISA		\$66.00 --	February 2020 Activity	01-5461-54-09	Subscriptions & Dues-Administrative Services
78777	\$96.00 VISA		\$30.00 --	February 2020 Activity	01-5430-54-09	Professional Development-Administrative Services
78778	\$556.41 VISION SERVICE PLAN OF ILLINOIS		\$556.41 --	March 2020 Payment	01-5632-56-00	Vision
78779	\$1,572.00 VOLGISTICS INC.		\$1,572.00 --	Renewal of Volunteer Program Management Software	01-5313-53-09	Software, Licenses-Administrative Services
78780	\$870.00 X-PERT LANDSCAPING INC.		\$290.00 --	Snow Plowing Service 2/13/2020	08-6720-67-00	Contractual Maintenance
78780	\$870.00 X-PERT LANDSCAPING INC.		\$290.00 --	Snow Plowing Service	08-6720-67-00	Contractual Maintenance
78780	\$870.00 X-PERT LANDSCAPING INC.		\$290.00 --	Snow Plowing 2/26/2020	08-6720-67-00	Contractual Maintenance
78781	\$5,760.50 CALL ONE		\$5,760.50 --	Monthly Phone Bill	01-5465-54-09	Telephone-Administrative Services

## 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>
<b>40-5810-58-00, Special Reserve - Equipment</b>									
2/12/2020	VLZ1263A & WVB39	Invoice	2596-389	CDW GOVERNMENT, INC.	CDW GOVERNMENT	Posted	2/29/2020	\$2,970.23	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								<b>\$2,970.23</b>	<b>\$0.00</b>
<b>Grand Totals:</b>								<b>\$2,970.23</b>	<b>\$0.00</b>

# Niles-Maine District Library

## \_SPECIAL RESERVE

Report name: \_SPECIAL RESERVE REPORT

Output query name: \_SPECIAL RESERVE15 (Type: Invoice)

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (2/1/2020 to 2/29/2020)

Include these Post Statuses: Posted

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)

## Patron Suggestions and Comments for March 2020

### Responses to Patron Suggestions and Comments

#### Suggestions

Create an email receipt for book returns. D. H.

We will check to see if this is possible. Thanks for the suggestion.

The materials for senior citizens should be printed in larger print. We use 16 pt. for our club. Also, they were folded (bent) over and couldn't be easily seen. S. L., Chicago.

This is a helpful suggestion. Thank you.

I will suggest organizing January, February, and March meetings with accountants to help prepare taxes. P. M., Niles

Thank you for the suggestion. I believe that the Village has tax help for Seniors, so we have not pursued it in the past, but we can consider it.

While recently watching a movie in the Commons Meeting Room A&B, I found myself leaning to the right to see around the person in front of me. Others were also leaning right or left to see around the person in front of them. Staggering the rows so the seats are not directly behind each other might make it a little easier to see the screen. D. Z.

This is a very good suggestion—I will pass it along!

#### Comments

How wonderful your parking lots “always” filled to overflowing. Must be the best read population in the area. Ho-Ho.

I'm not quite sure what this comment means, but as I am writing this, the parking lot IS overflowing and the library is filled with people reading, using their laptops, and doing whatever they like in the space.

I was highly disappointed in the Senior Coffee Hour today (Feb. 12). The woman presenter was unprepared. All she did was read the info on a website—really!?!? She couldn't even answer many of the audience's questions.

Senior Coffee was not what I expected. I did not need to come to the library to read the Mayo Clinic website. Also, no literature or handouts.

We are sorry to hear that the Beating the Winter Blues Program did not meet expectations. We will certainly keep your comments in mind when scheduling the next Senior Coffee Hour programs.

Thank you for making a safe, dedicated space for teens in the Teen Underground! I realize that some adults complain particularly about the noise but to me, noise is a very good thing. It means these teenagers enjoy coming to the Library and interacting with each other. In this day and age where most people are glued to their phones (adults included), teens interacting with each other in person is very much needed! The teen librarians are awesome, too!! P.

I want to compliment the wonderful staff team today—Laurie, Gail, Georgia, Athena, and Kathy. They are knowledgeable, professional, and bring an upbeat atmosphere. S. L.

Thank you so much for the wonderful Oscar Night party! And thank you for letting non-Niles residents attend!  
M. B.

Jason helped me make laser cut flanges for a custom loudspeaker project. It was amazing and helped finalize a prototype for our new Süz audio line. M. C.

Cleopatra was very good. Thank you.

It is so nice to read all of these kind words. Thanks to each of you who took the time to write about our great staff and programs!

Ms. Susan Dove Lempke  
EXECUTIVE DIRECTOR  
Niles-Maine District Library  
6960 Oakton Street  
Niles, IL 60714

2-14-20

Dear Susan

On behalf of the Senior Residents of EMBARK AT NILES, we would like to express our sincere THANK YOU, THANK YOU, THANK YOU to you and your staff.

There are not enough words to salute you for the many hours of reading enjoyment we are granted because of your personalized library program to EMBARK.

Since many of our residents no longer can travel to the Oakton library, the visits by your staff, namely KAREN CIECKO and AILEEN HANNOON is a most welcome event. These women deserve our heartfelt appreciation for their timely arrivals, and especially for their smiles, kindness, and their attention to all our book requests. They certainly are excellent representatives for your remote library program, and one which we hope will continue for many years to come.

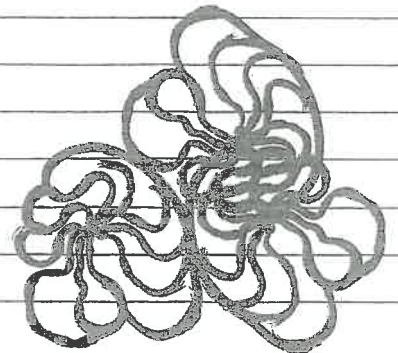
Sincerely,

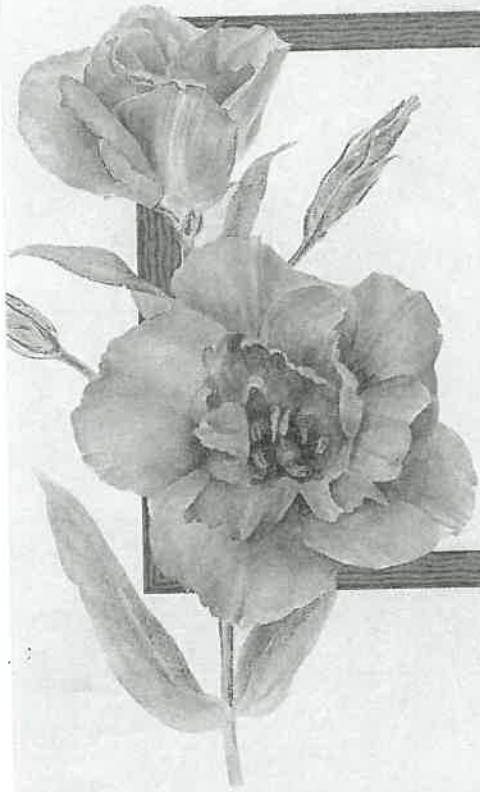
Carol (Zee) Zmudka  
Resident

cc: Niles Library Board ✓  
MARIE GUERNICK,  
EXECUTIVE DIRECTOR - EMBARK

Enclosure: Signed THANK YOU CARD

Z Carol Zmudka  
8975 W Golf Rd Apt 528  
Niles, IL 60714





SUSAN LEMPKE  
of  
✓ Library BOARD



Thank You for bringing my 1st book from  
Niles Library! Shirley Kitzberg

I appreciate your work & assistance,  
Thank you!

Cindy Florubim  
Elaine  
Lena

Thank You!  
Dona Joseph  
Evarose Lantz

Wilma Kobblum



Thank you for all  
your time & help!  
Gratefully,  
Dorinda

CAROL (ZEE)  
ZEMUDKA

MARORA  
Liedla  
Thank you

Thanks for  
going Hazel

For everything you do.  
Ropar  
Many thank-you's  
for your help  
over time

Lami Ben  
You are so wonderful!  
Marene Adelman

Gatty Wachol  
Randy Wanner

Dona Weger  
Lora Silverman

Audrey Paul  
Mareen  
Thema  
Herb Gorn  
Gorn

**New Business—Recommended Actions**

**A. Recommended Action on Lending Regulations**

MOVE that the Board of Trustees approve the recommended changes to Administrative Policy 3.05 Lending Regulations.

**Memorandum A of Recommended Board Action**

The Board voted to stop charging overdue fines as of April 1, 2020, so the fine information on the Lending Regulations needs to be updated. At this time, we are also incorporating a few other small changes such as the addition of the Quick Pick magazines and the adult Hot Pick Videogame collection.

The Board lifted the limit on the number of books a patron can check out at once several years ago, and we have not noticed any problem with this. We did reinstate the limit on DVDs and Blu-Rays in response to patron requests and are not recommending a change at this time. Please note that Chicago patrons have a limit of 50 books per card, matching the limit Chicago places on our cardholders as the reciprocal borrowing agreement recommends. Not all items are available to reciprocal borrowers, and are reserved for NMDL cardholders, as the chart indicates.

### 3.05 LENDING REGULATIONS

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

Exceptions to the regulations on checkout, loan period and renewal will be handled on an individual basis by the Patron Services Supervisor, Assistant Supervisor or the Team Leader on duty after consulting with the Supervisor of the department from where the collection is housed.

An item 14 days overdue will restrict library card usage; at 45 days overdue an item is considered lost and billed at the Library's purchase price. A patron may purchase new, exact material as replacement. If lost material is returned within 60 days of date paid, a refund will be issued.

Patron accounts will be sent to a collection agency when an item is 60 days overdue. A collection agency fee of \$10 will be incurred. Charges on patron accounts sent to collection are not refundable.

MATERIAL	Loan Period	Holds	Renewal	Restrictions	Vacation Loan	Overdue Fine
Most materials (exceptions listed below)	3 Weeks	Yes	Yes*	4 renewals	Yes	None
Hot Picks	3 Weeks	No	No	Limit 6 per card; NMDL card only	No	None
eBooks	2 Weeks	Yes	Yes*	Limit 5 per card; NMDL card only	No	None
Magazines	1 Week	Yes	Yes*	4 renewals	No	None
Quick Pick Magazines	1 Week	No	No		No	None
DVDs & Blu-rays: New	1 Week	Yes	Yes*	Limit 15 per card; 4 renewals	No	None
Videogames	1 Week	Yes	Yes*	Limit 10 per card; 4 renewals; hold NMDL card only	No	None
Videogame Hot Picks	1 Week	Yes	No	Limit 3 per card; NMDL card only; hold NMDL card only	No	None
Begin with Books Bag	4 Weeks	Yes	Yes*	NMDL Teacher card only	No	None
Hotspots & Roku	3 Weeks	Yes	Yes*	Limit 1 per household; NMDL card only; 1 renewal; Hotspots and Roku must be returned inside to the Tech Desk	No	\$3/day; limit cost of item or \$30 whichever is less
Technology Equipment	1 Week	Yes	Yes*	NMDL card only; 1 renewal; Equipment must be returned to the Tech Desk	No	None
Playaway Launchpads	3 Week	Yes	Yes*	Limit 2 per card; 1 renewal	No	None
Reference materials	Librarian's discretion only					

\*Items on Hold are not renewable.

Adopted by the Niles Public Library District Board of Trustees 7.1.92 Revised 2.21.96; 10.16.96; 3.19.97; 10.15.97; 12.10.97; 10.21.98; 12.16.98; 3.17.99; 9.15.99; 10.20.99; 9.20.00; 11.15.00; 3.21.01; 8.24.01; 6.19.02; 8.21.02; 4.15.03; 5.21.03; 11.19.03; 4.21.04; 7.21.04; 7.18.07; 3.19.08; 6.18.08; 2.18.09; 4.21.10; 5.19.10; 5.25.10; 9.20.11; 2.22.12; 5.22.13; 5.21.14; 3.18.15; 8.19.15; 12.16.15; 7.20.16; 2.21.18; 3/20/19

**B. Recommended Action on the Serving of Alcohol at an After-Hours Special Event**

MOVE that the Board of Trustees approve the serving of alcohol at an after-hours special event on Friday, July 24, 2020, observing all requirements of Administrative Policy 3.31 Alcoholic Liquor Policy.

**Memorandum B of Recommended Board Action**

The Adult and Outreach Services Department is planning a fun, interactive large-scale event to take place on Friday, July 24 afterhours here in the Library (from 7-9 pm). We have booked an acting troupe called “The Mystery Shop” to perform a murder mystery. They promise to “stimulate the mind as well as the funny bone” as patrons help solve a mystery together. The Library is the “scene of the crime.” The event ties in to our SRC theme “Game On.”

The Mystery Shop is a local group that has performed at NMDL in the past; about ten years ago they came in and did a special murder mystery event for the Friends of the Library. Sixty-eight people attended, so we have high hopes that this program will be a hit as well!

We are requesting permission from the Board to serve alcohol at this event. We would like to hire a bartender to come in and serve beer and wine at the Commons desk “bar,” taking care to check IDs, and taking in cash for the alcohol purchases. The bar would be open from closing time at 7:00 pm-8:15 pm or so, as people file in and begin participating in the event. Serving alcohol and hors d’oeuvres will help create a homey atmosphere and get people into the spirit of the event, hopefully enlivening participation.

As the policy requires, we will request permission from the Village of Niles.