



Niles Public Library District

Regular Board Meeting

Wednesday, February 17, 2016 7:00 PM

**NILES PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING AGENDA**

February 17, 2016

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 Minutes of the Regular Board Meeting of January 20, 2016 4
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve the payment of the bills for operating expenses of \$151,366.12, payroll expenses of \$273,768.02, Special Reserve expenses of \$0, for a total monthly expense of \$425,134.14 14
6. Director's Report
 - A. Highlights 26
 - B. Monthly Statistics 31
7. Communications 36
8. Committee Reports
 - A. Building and Grounds
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. Secretary's Report
11. New Business
 - A. Approve the expenditure of Special Reserve Funds in the amount of \$17,900 to Sherman Dodge for the purchase of a 2016 Dodge Grand Caravan 40
 - B. Approve the recommended changes to Policy 3.22 Investment Policy 48
 - C. Discussion of budget calendar for FY2016-17
12. Unfinished Business

Board Meeting Agenda - February 17, 2016

A. Library Retirement Plan Investigation

- 1) Discussion of "Deferred Compensation for Full-Time Employees" section of Policy 4.02, Appointment

13. Other

14. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
January 20, 2016
7:00 PM
Large Meeting 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, Barbara Nakanishi, Linda Ryan, Tim Spadoni. Danette Matyas and Patti Rozanski gave previous notice.

Library Staff Present

Susan Lempke-Library Director, Greg Pritz-Assistant Director/Business & Operations Manager, Diane Winberg-Administrative Assistant, Dodie Frisbie-Adult Services Supervisor, Dave Dabrowski-Maintenance Services Supervisor, Arianne Carey-KidSpace Supervisor, Richard Wozniczka-Head of IT Services; Sasha Vasilic, Public Relations & Marketing Supervisor

Others Present

Dennis Walsh, Attorney, Klein Thorpe and Jenkins; Carol Jung, Niles Resident; Igor Studenkov, *Niles Bugle*

Call to Order

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 7:02 PM.

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

Consent Agenda

President Ryan MOVED the Library Board of Trustees approve:

- A. Minutes of the Regular Board Meeting of December 16, 2015;
- B. Payment of the bills for operating expenses of \$170,089.18; payroll expenses of \$292,349.57; Special Reserve expenses of \$32,431.99, for a total monthly expense of \$494,870.74;
- C. Payment to Visographic for the printing of the winter issue of Chapter One in the amount of \$6,342.49

President Ryan asked whether anyone at the table would like to have any of the items from the consent agenda removed for discussion.

Trustee Drblik asked that Items A. and C. be removed from the Consent Agenda.

Trustee Dimond MOVED to approve Item B., payment of the bills. Trustee Nakanishi seconded.

Roll Call Vote: Ayes: Dimond, Drblik, Nakanishi, Ryan, Spadoni. Motion passed.

Minutes of the Regular Board Meeting of December 16, 2015

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of December 16, 2015. Mr. Spadoni seconded.

Roll Call Vote: Ayes: Dimond, Drblik, Nakanishi, Ryan, Spadoni. Motion passed.

Payment to Visographic

Trustee Dimond MOVED the Library Board of Trustees approve the payment to the Visographic for the printing of the winter issue of Chapter One in the amount of \$6,342.49. Trustee Spadoni seconded.

Roll Call Vote: Ayes: Dimond, Drblik, Nakanishi, Ryan, Spadoni. Motion passed.

Public Comment

There was none.

Treasurer's Report

Review of Financial Report

The Library Board reviewed the December 2015 Treasurer's Report and narrative as prepared by Mr. Pritz.

Director's Report

Ms. Lempke presented highlights of her report. Additionally, Ms. Lempke reported that she submitted on time the Library's Per Capita Grant. She provided the Board with copies of the Grant application. As a follow-up. Ms. Lempke provided the Board with a map of the Library District with general boundaries which will be made available on the Library's website. Ms. Lempke reported on the ¡VIVA! Program which the Library participated in together with many organizations and institutions in Skokie and the Nilus Township celebrating the Latino and Hispanic cultures. The Library will be hosting programs in February focusing the Latino heritage.

Ms. Drblik asked Ms. Lempke whether it would be possible to gather numbers on how many people in unincorporated areas outside of the Library District use the Library. Ms. Lempke said that she would be able to get these numbers for her.

Ms. Lempke reported that she was notified by RAILS that we are not handling teacher cards correctly and that we need to develop an intergovernmental agreement with the schools. She will be researching ideas to present a draft of an agreement to the Board.

Communications

They were included in the Board packet.

Trustee Spadoni asked whether the monthly stats could include how the recording studio is being used by patrons in Studio B. Ms. Lempke said that she would be happy to include that information.

Committee Reports

Building & Grounds Committee (Trustees Dimond, Nakanishi, Rozanski)

There was no report.

Liaison Reports

Friends of the Library

Trustee Drblik reported the Friends cancelled their scheduled meeting for January. The next meeting will be held on Monday, February 8.

Legislative

There was no report.

RAILS

There was no report.

Secretary's Report

There was no report.

New Business**Expenditure of Special Reserve Funds**

Trustee Dimond MOVED the Library Board of Trustees approve the expenditure of Special Reserve Funds in the amount of (not to exceed) \$58,142.65 for the purchase of 55 patron computer desktops. Trustee Nakanishi seconded.

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

Discussion on Strategic Plan

Ms. Lempke asked the Board for their ideas as to how they would like to approach the strategic planning process. She gave the Board a spectrum of three ways to approach the process. She will present an overview of the past strategic planning process at the next meeting.

The Board viewed a video on strategic planning from United for Libraries, Association for Library Trustees.

Unfinished Business**Library Retirement Plan Investigation – Review of Local Pensions**

President Ryan read a statement that the Niles Library will continue an investigation and review of various pension options for its full time employees.

Ms. Lempke provided the Board with an overview of the Library's current retirement benefit for full-time staff.

Executive Session

Trustee Spadoni MOVED the Library Board of Trustees enter into Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Niles Public Library District; to discuss minutes of closed session meetings. Trustee Drblik seconded.

Roll Call Vote: Dimond, Drblik, Nakanishi, Ryan, Spadoni. Nay: None. Motion passed.

Executive session began at 8:41 PM.

Executive session ended at 9:18 PM.

The Regular Board Meeting resumed at 9:20 PM. Roll call was taken. Trustee Nakanishi left the meeting at 9:02 PM.

Final Action-if any, on closed session subjects

President Ryan MOVED the Library Board of Trustees have reviewed and determined that the Executive Session Minutes from January 30, 2014; February 19, 2014; March 19, 2014; January 21, 2015; March 18, 2015 with noted corrections; July 15, 2015; and August 19, 2015 be released for public inspection. Trustee Spadoni seconded.

Roll Call Vote: Dimond, Drblik, Nakanishi, Ryan, Spadoni. Nay: None. Motion passed.

Trustee Dimond MOVED the Library Board of Trustees award Greg Pritz a bonus in the amount of \$3,500 in recognition of exceptional investment returns for the Library District last year. Trustee Drblik seconded.

President Ryan thanked Mr. Pritz for a great year.

Roll Call Vote: Dimond, Drblik, Nakanishi, Ryan, Spadoni. Nay: None. Motion passed.

Other

There were no other.

Adjournment

Trustee Dimond MOVED to adjourn. Trustee Spadoni seconded.

On a voice vote, all Trustees voted “aye”. Motion carried.

The meeting adjourned at 9:23 PM.

President

Secretary

DRAFT

Financial statement narrative

For the month of January 2016 and the year then ended

Revenue

Revenue for the month was more than budget expectations by \$27,193 and is short of year to date expectations by \$25,831 or 0.9%. We expect to catch up to budget expectations throughout the year as the short fall is due to primarily to real estate tax collection rates.

Expenditures

Salaries

Salaries for the month are \$9,721 below budget estimates or 3.6% and under budget \$105,437 or 5.7% on the year.

Library Materials

Library Materials for the month is \$35,896 under budget or 58.4% and \$27,108 under budget or 6.3% for the year. This is due primarily to the payment of annual subscription fees offset by slower purchasing patterns in the several of the other materials categories.

Library Operating Expenses

Library Operating Expenses is \$11,333 under budget or 39.1% for the month and \$42,868 under budget or 21.0% year to date. This is due primarily to slower than anticipated spending in the software and printing lines.

General and Administrative

General and Administrative expenses is \$5,437 under budget estimates or 20.3% for the month and \$47,796/ or 25.5% year to date. This is due primarily to slow spending in the consultant line item.

Employee Fringe Benefits

Employee Fringe Benefits is \$1,100 under budget or approximately 1.9% for the month and \$24,001 under budget or 6.1% year to date.

Utilities

Utilities is approximately \$1,668 under budget for the month and \$3,274 year to date.

Net Surplus/(Deficit)

For the month, the Net Deficit is \$379,595 which is \$138,756 favorable to the budgeted net deficit of \$518,352 and \$479,836 favorable or 56.9% year to date.

Niles Public Library District

Balance Sheet

January 31, 2016

	GENERAL FUND 1/31/2016	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$2,087,335)	\$410,914	\$1,745,412	\$68,991
Investments	\$8,287,169			\$8,287,169
Total Cash and Investments	\$6,199,834	\$410,914	\$1,745,412	\$8,356,160
Receivables				
Property Tax Receivable, net	\$2,581,494	\$97,345		\$2,678,839
Replacement Tax Receivable	\$24,126			\$24,126
Total Receivables	\$2,605,620	\$97,345	\$0	\$2,702,965
Total Assets	\$8,805,454	\$508,259	\$1,745,412	\$11,059,126
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$112,959	\$8,840	\$0	\$121,799
Accounts Payable-Friends of the Library	\$7,939			\$7,939
Other Liabilities	\$51,473			\$51,473
Deferred Revenues	\$2,581,464	\$97,375		\$2,678,839
Total Liabilities	\$2,753,835	\$106,215	\$0	\$2,860,050
Fund Balance				
Fund Balance	\$6,051,619	\$402,044	\$1,745,412	\$8,199,076
Total Fund Balance	\$6,051,619	\$402,044	\$1,745,412	\$8,199,076
Total Liabilities and Fund Balance	\$8,805,454	\$508,259	\$1,745,412	\$11,059,126

Niles Public Library District
Income Statement-Consolidated
 January 31, 2016

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>
Revenues						
Property Taxes	\$5,338		\$5,338	\$2,739,872	\$2,783,691	(\$43,819)
Replacement Taxes	\$19,285		\$19,285	\$76,839	\$65,800	\$11,039
Per Capita Grant						
Grants-Other					\$1,000	(\$1,000)
Investment Income	\$5,502	\$5,000	\$502	\$41,162	\$35,000	\$6,162
Fines	\$3,781	\$4,167	(\$385)	\$29,378	\$29,167	\$211
Lost Books	(\$8)	\$625	(\$633)	\$5,185	\$4,375	\$810
Pay For Print	\$4,694	\$1,667	\$3,027	\$10,944	\$11,667	(\$723)
Non-Resident Fees	\$73		\$73	\$145		\$145
Flash Drive & Ear Bud Sales				\$57		\$57
Commissions & Fees	(\$1)		(\$1)	\$17		\$17
Donations-Friends of the Library					\$1,400	(\$1,400)
Donations				\$3,216		\$3,216
Miscellaneous	\$100	\$113	(\$12)	\$241	\$788	(\$547)
Total Revenues	\$38,764	\$11,571	\$27,193	\$2,907,056	\$2,932,887	(\$25,831)
Expenditures						
Salaries						
Library Director	\$10,167	\$10,201	\$34	\$71,167	\$71,406	\$240
Payroll-Department Managers	\$13,963	\$14,770	\$806	\$98,242	\$103,387	\$5,146
Payroll-Division Supervisors	\$35,276	\$36,155	\$879	\$231,792	\$253,083	\$21,291
Payroll-Librarian I	\$97,924	\$97,093	(\$831)	\$671,198	\$679,648	\$8,449
Payroll-Library Grade V	\$56,646	\$61,118	\$4,471	\$395,299	\$427,824	\$32,525
Payroll-Library Grade VI	\$25,120	\$27,709	\$2,589	\$163,627	\$193,964	\$30,337
Payroll-Library Pages	\$9,448	\$10,194	\$746	\$59,476	\$71,357	\$11,881
Payroll-Sundays	\$6,797	\$6,833	\$37	\$50,078	\$47,833	(\$2,245)
Adjustments		\$833	\$833		\$5,833	\$5,833
Substitutes	\$506	\$667	\$160	\$12,686	\$4,667	(\$8,019)
Total Salaries	\$255,847	\$265,572	\$9,724	\$1,753,565	\$1,859,002	\$105,437
Library Materials						
Books-Adult	\$8,449	\$13,417	\$4,967	\$87,423	\$93,917	\$6,494
Books-Youth Services	\$4,649	\$6,250	\$1,601	\$30,150	\$43,750	\$13,600
Books-Teen	\$584	\$1,250	\$666	\$7,431	\$8,750	\$1,319
Downloadables	\$3,656	\$6,667	\$3,011	\$42,105	\$46,667	\$4,562
Periodicals	\$12	\$2,667	\$2,655	\$10,681	\$18,667	\$7,986
AV-Adult	\$5,287	\$10,000	\$4,713	\$47,567	\$70,000	\$22,433
AV-Youth Services	\$2,293	\$3,542	\$1,249	\$16,337	\$24,792	\$8,455
AV-Teen	\$632	\$1,000	\$368	\$5,656	\$7,000	\$1,344
Online Databases		\$16,667	\$16,667	\$155,750	\$116,667	(\$39,084)
Total Library Materials	\$25,562	\$61,458	\$35,896	\$403,100	\$430,208	\$27,108

Niles Public Library District Income Statement-Consolidated

January 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance
Library Operating Expenditures						
CCS Charges	\$4,038	\$6,667	\$2,628	\$39,255	\$46,667	\$7,412
Processing & Supplies	\$266	\$1,667	\$1,401	\$8,784	\$11,667	\$2,883
Internet Charges	\$747	\$1,375	\$628	\$7,911	\$9,625	\$1,714
Software, Licenses	\$3,513	\$5,819	\$2,305	\$23,732	\$40,730	\$16,998
Printing	\$1,560	\$3,971	\$2,410	\$17,946	\$27,796	\$9,850
Library Supplies	\$162	\$1,067	\$905	\$8,608	\$7,467	(\$1,141)
Programming & Support-Adult	\$3,855	\$2,417	(\$1,439)	\$12,142	\$16,917	\$4,775
Programming & Support-Juvenile	\$1,589	\$3,167	\$1,577	\$16,213	\$22,167	\$5,954
Programming & Support-Joint		\$933	\$933	\$1,654	\$6,533	\$4,880
Programming & Support-Teen	\$104	\$667	\$563	\$3,955	\$4,667	\$711
Public Performing Rights				\$1,407	\$1,400	(\$7)
Computer Charges OCLC	\$979	\$958	(\$21)	\$6,856	\$6,708	(\$147)
Miscellaneous		\$83	\$83	\$1,439	\$583	(\$855)
Per Capita Grant Expenditures	\$747		(\$747)	\$11,222		(\$11,222)
Grant - Other Expenditures		\$83	\$83		\$583	\$583
Volunteers	\$103	\$125	\$22	\$393	\$875	\$482
Total Library Operating Expenditures	\$17,665	\$28,998	\$11,333	\$161,516	\$204,384	\$42,868
General and Administration						
Janitorial Supplies	\$532	\$2,804	\$2,272	\$17,472	\$19,629	\$2,157
Copiers		\$833	\$833	\$4,952	\$5,833	\$881
Professional Development	\$4,428	\$3,272	(\$1,156)	\$23,506	\$22,901	(\$605)
Mileage	\$559	\$317	(\$243)	\$2,157	\$2,217	\$60
Professional Collection	\$133	\$63	(\$70)	\$342	\$438	\$96
Legal Fees		\$2,500	\$2,500	\$14,446	\$17,500	\$3,054
Consultants	\$1,402	\$5,792	\$4,390	\$5,745	\$40,542	\$34,797
Kitchen Supplies	\$119	\$125	\$6	\$397	\$875	\$478
Promotional Expense	\$4,962	\$2,142	(\$2,820)	\$11,635	\$14,993	\$3,359
Office Supplies	\$825	\$2,083	\$1,258	\$15,229	\$14,583	(\$646)
Postage & Freight	\$3,253	\$1,500	(\$1,753)	\$12,464	\$10,500	(\$1,964)
Publication of Notices-Advertisements	\$45	\$100	\$55	\$1,432	\$700	(\$732)
Subscriptions & Dues	\$406	\$714	\$308	\$5,228	\$4,996	(\$232)
Collection Services	\$137	\$83	(\$54)	\$410	\$583	\$173
Telephone	\$980	\$1,375	\$395	\$7,428	\$9,625	\$2,197
Trustee Expense	\$365	\$833	\$469	\$280	\$5,833	\$5,553
Payroll Service	\$2,060	\$1,083	(\$976)	\$8,496	\$7,583	(\$913)
Bank Fees	\$249	\$275	\$26	\$1,843	\$1,925	\$82
Parking Lease	\$881	\$881		\$6,167	\$6,167	
Total General and Administration	\$21,337	\$26,775	\$5,437	\$139,628	\$187,424	\$47,796

Niles Public Library District Income Statement-Consolidated

January 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance
Vehicle Operation						
Gas, Oil, Grease	\$34	\$83	\$50	\$218	\$583	\$366
Repairs & Maintenance	\$813	\$150	(\$663)	\$2,201	\$1,050	(\$1,151)
Miscellaneous		\$8	\$8		\$58	\$58
Auto Insurance				\$1,435	\$1,435	
Total Vehicle Operation	\$847	\$242	(\$605)	\$3,854	\$3,127	(\$727)
Employee Fringe Benefits						
Deferred Compensation	\$13,753	\$14,583	\$830	\$95,498	\$102,083	\$6,586
Group Health	\$32,900	\$32,500	(\$400)	\$235,815	\$227,500	(\$8,315)
Health Reimbursement Account	\$5,093	\$5,500	\$407	\$19,449	\$38,500	\$19,051
Dental	\$1,431	\$1,667	\$235	\$5,589	\$11,667	\$6,077
Vision	\$547	\$583	\$36	\$3,495	\$4,083	\$589
FSA fee	\$60	\$100	\$40	\$690	\$700	\$10
Life, LTD, AD&D, STD	\$1,548	\$1,500	(\$48)	\$10,497	\$10,500	\$3
Total Employee Fringe Benefits	\$55,333	\$56,433	\$1,100	\$371,032	\$395,033	\$24,001
Utilities						
Gas	\$1,467	\$1,250	(\$217)	\$3,823	\$8,750	\$4,927
Electric	\$6,858	\$8,333	\$1,475	\$60,049	\$58,333	(\$1,716)
Water	\$256	\$667	\$410	\$4,603	\$4,667	\$64
Total Utilities	\$8,582	\$10,250	\$1,668	\$68,476	\$71,750	\$3,274
Capital Expenditures						
Special Reserve - Equipment		\$41,417	\$41,417	\$62,602	\$289,917	\$227,315
Total Capital Expenditures	\$0	\$41,417	\$41,417	\$62,602	\$289,917	\$227,315
Audit						
Audit Expense				\$14,500	\$14,500	
Total Audit Expenditures	\$0	\$0	\$0	\$14,500	\$14,500	\$0
Liability Insurance						
Liability Insurance				\$28,544	\$28,544	
Total Liability Expenditures	\$0	\$0	\$0	\$28,544	\$28,544	\$0
Social Security						
Social Security	\$20,026	\$20,000	(\$26)	\$141,429	\$140,000	(\$1,429)
Total Social Security Expenditures	\$20,026	\$20,000	(\$26)	\$141,429	\$140,000	(\$1,429)
Workers' Compensation						
Workers' Compensation				\$21,303	\$21,524	\$221
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$21,303	\$21,524	\$221

Niles Public Library District
Income Statement-Consolidated

January 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance
Unemployment Compensation						
Unemployment Compensation	\$4,319	\$1,250	(\$3,069)	\$7,704	\$8,750	\$1,046
Total Unemployment Compensation Expenditures	\$4,319	\$1,250	(\$3,069)	\$7,704	\$8,750	\$1,046
Building & Equipment Maintenance						
Repairs & Improvements	\$4,445	\$3,975	(\$470)	\$35,265	\$27,825	(\$7,440)
Contractual Maintenance	\$1,058	\$3,524	\$2,466	\$21,788	\$24,666	\$2,878
Non-Contractual Maintenance	\$749	\$1,283	\$535	\$5,854	\$8,983	\$3,129
Equipment Maintenance		\$3,013	\$3,013	\$12,307	\$21,088	\$8,781
Non Capital Expenses		\$2,417	\$2,417	\$8,680	\$16,917	\$8,237
Furniture & Fixtures	\$2,589	\$3,317	\$728	\$10,045	\$23,217	\$13,171
Total Building & Equipment Maintenance Expenditures	\$8,840	\$17,528	\$8,688	\$93,939	\$122,695	\$28,756
Total Expenditures	\$418,359	\$529,922	\$111,563	\$3,271,192	\$3,776,858	\$505,667
NET SURPLUS/(DEFICIT)	(\$379,595)	(\$518,352)	\$138,756	(\$364,136)	(\$843,972)	\$479,836

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73196	Accounts Payable	Computer Check	2/17/2016	AFLAC	\$0.00	\$324.74	(\$324.74)	Outstanding	2/29/2016
73197	Accounts Payable	Computer Check	2/17/2016	ALA	\$0.00	\$360.00	(\$684.74)	Outstanding	2/29/2016
73198	Accounts Payable	Computer Check	2/17/2016	ROZ ALEXANDER	\$0.00	\$300.00	(\$984.74)	Outstanding	2/29/2016
73199	Accounts Payable	Computer Check	2/17/2016	SHAMSHEER ALI	\$0.00	\$12.99	(\$997.73)	Outstanding	2/29/2016
73200	Accounts Payable	Computer Check	2/17/2016	ALLIANCE ENTERTAINMENT	\$0.00	\$442.33	(\$1,440.06)	Outstanding	2/29/2016
73201	Accounts Payable	Computer Check	2/17/2016	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$406.00	(\$1,846.06)	Outstanding	2/29/2016
73202	Accounts Payable	Computer Check	2/17/2016	AT&T	\$0.00	\$43.47	(\$1,889.53)	Outstanding	2/29/2016
73203	Accounts Payable	Computer Check	2/17/2016	AT&T	\$0.00	\$427.59	(\$2,317.12)	Outstanding	2/29/2016
73204	Accounts Payable	Computer Check	2/17/2016	BAKER & TAYLOR	\$0.00	\$1,211.95	(\$3,529.07)	Outstanding	2/29/2016
73205	Accounts Payable	Computer Check	2/17/2016	JEENA BIJU	\$0.00	\$10.89	(\$3,539.96)	Outstanding	2/29/2016
73206	Accounts Payable	Computer Check	2/17/2016	BLACKBAUD FORMS	\$0.00	\$345.26	(\$3,885.22)	Outstanding	2/29/2016
73207	Accounts Payable	Computer Check	2/17/2016	BLICK ART MATERIALS	\$0.00	\$43.00	(\$3,928.22)	Outstanding	2/29/2016
73208	Accounts Payable	Computer Check	2/17/2016	DONNA BLOCK	\$0.00	\$42.92	(\$3,971.14)	Outstanding	2/29/2016
73209	Accounts Payable	Computer Check	2/17/2016	BRIAN WISMER ENTERTAINMEN	\$0.00	\$400.00	(\$4,371.14)	Outstanding	2/29/2016
73210	Accounts Payable	Computer Check	2/17/2016	CALL ONE	\$0.00	\$936.98	(\$5,308.12)	Outstanding	2/29/2016
73211	Accounts Payable	Computer Check	2/17/2016	CENGAGE LEARNING, INC.	\$0.00	\$599.10	(\$5,907.22)	Outstanding	2/29/2016
73212	Accounts Payable	Computer Check	2/17/2016	CENTER POINT LARGE PRINT	\$0.00	\$302.58	(\$6,209.80)	Outstanding	2/29/2016
73213	Accounts Payable	Computer Check	2/17/2016	CINTAS CORPORATION LOC. 769	\$0.00	\$247.56	(\$6,457.36)	Outstanding	2/29/2016
73214	Accounts Payable	Computer Check	2/17/2016	COMED	\$0.00	\$6,858.38	(\$13,315.74)	Outstanding	2/29/2016
73215	Accounts Payable	Computer Check	2/17/2016	COOPERATIVE COMPUTER SERV	\$0.00	\$5,017.67	(\$18,333.41)	Outstanding	2/29/2016
73216	Accounts Payable	Computer Check	2/17/2016	CREATIVE PROMOTIONAL PROD	\$0.00	\$2,014.74	(\$20,348.15)	Outstanding	2/29/2016
73217	Accounts Payable	Computer Check	2/17/2016	ATHENA M. CROUSE	\$0.00	\$63.87	(\$20,412.02)	Outstanding	2/29/2016
73218	Accounts Payable	Computer Check	2/17/2016	CECILIA CYGNAR	\$0.00	\$166.05	(\$20,578.07)	Outstanding	2/29/2016
73219	Accounts Payable	Computer Check	2/17/2016	D&Z HOUSE OF BOOKS	\$0.00	\$59.88	(\$20,637.95)	Outstanding	2/29/2016
73220	Accounts Payable	Computer Check	2/17/2016	DAVID DABROWSKI	\$0.00	\$15.96	(\$20,653.91)	Outstanding	2/29/2016
73221	Accounts Payable	Computer Check	2/17/2016	DEMCO	\$0.00	\$2,757.75	(\$23,411.66)	Outstanding	2/29/2016
73222	Accounts Payable	Computer Check	2/17/2016	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$23,911.66)	Outstanding	2/29/2016
73223	Accounts Payable	Computer Check	2/17/2016	ELMHURST HISTORICAL MUSEU	\$0.00	\$2,250.00	(\$26,161.66)	Outstanding	2/29/2016
73224	Accounts Payable	Computer Check	2/17/2016	FIFTH THIRD BANK	\$0.00	\$412.38	(\$26,574.04)	Outstanding	2/29/2016
73225	Accounts Payable	Computer Check	2/17/2016	FIFTH THIRD BANK	\$0.00	\$2,224.10	(\$28,798.14)	Outstanding	2/29/2016
73226	Accounts Payable	Computer Check	2/17/2016	MARK W. FIGUEROA	\$0.00	\$39.99	(\$28,838.13)	Outstanding	2/29/2016
73227	Accounts Payable	Computer Check	2/17/2016	BURTON L. FISCHMAN	\$0.00	\$200.00	(\$29,038.13)	Outstanding	2/29/2016
73228	Accounts Payable	Computer Check	2/17/2016	FLEXSOURCE, LLC	\$0.00	\$368.00	(\$29,406.13)	Outstanding	2/29/2016
73229	Accounts Payable	Computer Check	2/17/2016	FLOOR INNOVATIONS	\$0.00	\$1,850.00	(\$31,256.13)	Outstanding	2/29/2016
73230	Accounts Payable	Computer Check	2/17/2016	GARVEY'S OFFICE PRODUCTS	\$0.00	\$940.58	(\$32,196.71)	Outstanding	2/29/2016
73231	Accounts Payable	Computer Check	2/17/2016	GRAINGER	\$0.00	\$99.49	(\$32,296.20)	Outstanding	2/29/2016
73232	Accounts Payable	Computer Check	2/17/2016	GROOT INDUSTRIES, INC.	\$0.00	\$213.63	(\$32,509.83)	Outstanding	2/29/2016
73233	Accounts Payable	Computer Check	2/17/2016	MATTHEW J. GUNIA	\$0.00	\$15.93	(\$32,525.76)	Outstanding	2/29/2016
73234	Accounts Payable	Computer Check	2/17/2016	KRISTINE A. HATELY	\$0.00	\$48.98	(\$32,574.74)	Outstanding	2/29/2016

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73235	Accounts Payable	Computer Check	2/17/2016	HEALTHCARE SERVICE CORPOR	\$0.00	\$39,998.15	(\$72,572.89)	Outstanding	2/29/2016
73236	Accounts Payable	Computer Check	2/17/2016	GARY A. HENRY	\$0.00	\$18.98	(\$72,591.87)	Outstanding	2/29/2016
73237	Accounts Payable	Computer Check	2/17/2016	IC & SC	\$0.00	\$470.00	(\$73,061.87)	Outstanding	2/29/2016
73238	Accounts Payable	Computer Check	2/17/2016	INGRAM LIBRARY SERVICES	\$0.00	\$10,660.17	(\$83,722.04)	Outstanding	2/29/2016
73239	Accounts Payable	Computer Check	2/17/2016	KATE KLISE	\$0.00	\$500.00	(\$84,222.04)	Outstanding	2/29/2016
73240	Accounts Payable	Computer Check	2/17/2016	KOREAN BOOKS	\$0.00	\$764.40	(\$84,986.44)	Outstanding	2/29/2016
73241	Accounts Payable	Computer Check	2/17/2016	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$85,136.44)	Outstanding	2/29/2016
73242	Accounts Payable	Computer Check	2/17/2016	LEVEL 33 ENTERTAINMENT	\$0.00	\$100.00	(\$85,236.44)	Outstanding	2/29/2016
73243	Accounts Payable	Computer Check	2/17/2016	CATHERINE LEVINSON	\$0.00	\$8.49	(\$85,244.93)	Outstanding	2/29/2016
73244	Accounts Payable	Computer Check	2/17/2016	VICTORIA LUZ	\$0.00	\$139.79	(\$85,384.72)	Outstanding	2/29/2016
73245	Accounts Payable	Computer Check	2/17/2016	HELGI MARROQUIN-GARCIA	\$0.00	\$150.00	(\$85,534.72)	Outstanding	2/29/2016
73246	Accounts Payable	Computer Check	2/17/2016	MATTHEW BENDER & CO., INC.	\$0.00	\$181.43	(\$85,716.15)	Outstanding	2/29/2016
73247	Accounts Payable	Computer Check	2/17/2016	ETHAN MCHUGH	\$0.00	\$22.78	(\$85,738.93)	Outstanding	2/29/2016
73248	Accounts Payable	Computer Check	2/17/2016	MENARDS	\$0.00	\$211.07	(\$85,950.00)	Outstanding	2/29/2016
73249	Accounts Payable	Computer Check	2/17/2016	MIDWEST TAPE	\$0.00	\$6,033.79	(\$91,983.79)	Outstanding	2/29/2016
73250	Accounts Payable	Computer Check	2/17/2016	NICOR GAS	\$0.00	\$1,467.06	(\$93,450.85)	Outstanding	2/29/2016
73251	Accounts Payable	Computer Check	2/17/2016	NILES CHAMBER OF COMMERCE	\$0.00	\$255.00	(\$93,705.85)	Outstanding	2/29/2016
73252	Accounts Payable	Computer Check	2/17/2016	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$94,586.85)	Outstanding	2/29/2016
73253	Accounts Payable	Computer Check	2/17/2016	DONELLA M. O'DONNELL	\$0.00	\$18.98	(\$94,605.83)	Outstanding	2/29/2016
73254	Accounts Payable	Computer Check	2/17/2016	OVERDRIVE, INC.	\$0.00	\$3,631.99	(\$98,237.82)	Outstanding	2/29/2016
73255	Accounts Payable	Computer Check	2/17/2016	PERMACARD	\$0.00	\$1,118.40	(\$99,356.22)	Outstanding	2/29/2016
73256	Accounts Payable	Computer Check	2/17/2016	MARSHA PETERSON-MAASS	\$0.00	\$150.00	(\$99,506.22)	Outstanding	2/29/2016
73257	Accounts Payable	Computer Check	2/17/2016	PETTY CASH	\$0.00	\$66.46	(\$99,572.68)	Outstanding	2/29/2016
73258	Accounts Payable	Computer Check	2/17/2016	TOMASZ PIK	\$0.00	\$150.00	(\$99,722.68)	Outstanding	2/29/2016
73259	Accounts Payable	Computer Check	2/17/2016	PITNEY BOWES INC.	\$0.00	\$199.95	(\$99,922.63)	Outstanding	2/29/2016
73260	Accounts Payable	Computer Check	2/17/2016	PLIC - SBD GRAND ISLAND	\$0.00	\$1,547.97	(\$101,470.60)	Outstanding	2/29/2016
73261	Accounts Payable	Computer Check	2/17/2016	POLONIA BOOKSTORE, INC.	\$0.00	\$696.37	(\$102,166.97)	Outstanding	2/29/2016
73262	Accounts Payable	Computer Check	2/17/2016	CYNTHIA RADEMACHER	\$0.00	\$1,468.22	(\$103,635.19)	Outstanding	2/29/2016
73263	Accounts Payable	Computer Check	2/17/2016	RAINBOW AAT	\$0.00	\$160.00	(\$103,795.19)	Outstanding	2/29/2016
73264	Accounts Payable	Computer Check	2/17/2016	ELEANOR REILY	\$0.00	\$300.00	(\$104,095.19)	Outstanding	2/29/2016
73265	Accounts Payable	Computer Check	2/17/2016	RESERVE ACCOUNT	\$0.00	\$2,550.00	(\$106,645.19)	Outstanding	2/29/2016
73266	Accounts Payable	Computer Check	2/17/2016	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$107,315.19)	Outstanding	2/29/2016
73267	Accounts Payable	Computer Check	2/17/2016	MARY SAFFA	\$0.00	\$19.95	(\$107,335.14)	Outstanding	2/29/2016
73268	Accounts Payable	Computer Check	2/17/2016	SHELL	\$0.00	\$33.79	(\$107,368.93)	Outstanding	2/29/2016
73269	Accounts Payable	Computer Check	2/17/2016	ANNE SHIMOJIMA	\$0.00	\$200.00	(\$107,568.93)	Outstanding	2/29/2016
73270	Accounts Payable	Computer Check	2/17/2016	SPRINGSHARE, LLC.	\$0.00	\$1,699.00	(\$109,267.93)	Outstanding	2/29/2016
73271	Accounts Payable	Computer Check	2/17/2016	STANDARD & POOR'S FINANCIAL	\$0.00	\$200.00	(\$109,467.93)	Outstanding	2/29/2016
73272	Accounts Payable	Computer Check	2/17/2016	STEINER ELECTRIC COMPANY	\$0.00	\$2,595.06	(\$112,062.99)	Outstanding	2/29/2016
73273	Accounts Payable	Computer Check	2/17/2016	BARBARA L. SUGDEN	\$0.00	\$175.00	(\$112,237.99)	Outstanding	2/29/2016

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73274	Accounts Payable	Computer Check	2/17/2016	TSAI FONG BOOKS, INC.	\$0.00	\$150.00	(\$112,387.99)	Outstanding	2/29/2016
73275	Accounts Payable	Computer Check	2/17/2016	UNIQUE MANAGEMENT SERVICE	\$0.00	\$149.25	(\$112,537.24)	Outstanding	2/29/2016
73276	Accounts Payable	Computer Check	2/17/2016	VILLAGE OF NILES	\$0.00	\$256.40	(\$112,793.64)	Outstanding	2/29/2016
73277	Accounts Payable	Computer Check	2/17/2016	VISA	\$0.00	\$8,969.23	(\$121,762.87)	Outstanding	2/29/2016
73278	Accounts Payable	Computer Check	2/17/2016	VISION SERVICE PLAN OF ILLINO	\$0.00	\$628.99	(\$122,391.86)	Outstanding	2/29/2016
73279	Accounts Payable	Computer Check	2/17/2016	WESTERN IRRIGATION, INC.	\$0.00	\$535.00	(\$122,926.86)	Outstanding	2/29/2016
73280	Accounts Payable	Computer Check	2/17/2016	DEIDRE K. WINTERHALTER	\$0.00	\$174.88	(\$123,101.74)	Outstanding	2/29/2016
73281	Accounts Payable	Computer Check	2/17/2016	SUZANNE WULF	\$0.00	\$523.96	(\$123,625.70)	Outstanding	2/29/2016
73282	Accounts Payable	Computer Check	2/17/2016	X-PERT LANDSCAPING INC.	\$0.00	\$810.00	(\$124,435.70)	Outstanding	2/29/2016

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$124,435.70)
Total Payments:	(\$124,435.70)
Total Change in Register Balance:	(\$124,435.70)

Niles Public Library District
Check Detail and Account Distribution
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Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73196	\$324.74	AFLAC	\$324.74	EMPLOYEE PAYMENTS JAN 2016	01-2140-00-00	Payroll Clearing
73197	\$360.00	ALA	\$360.00	REGISTER BARBARA NAKANISHI-ALA CONF	01-5470-54-00	Trustee Expense
73198	\$300.00	ROZ ALEXANDER	\$300.00	PERFORMER-ADULT PROGRAM 3-18-16	01-5323-53-00	Programming & Support-Adult
73199	\$12.99	SHAMSHEER ALI	\$12.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
73200	\$442.33	ALLIANCE ENTERTAINMENT	\$95.52	MATERIALS DVDS	01-4433-44-00	AV-Adult
73200	\$442.33	ALLIANCE ENTERTAINMENT	\$153.58	MATERIALS DVDS	01-4433-44-00	AV-Adult
73200	\$442.33	ALLIANCE ENTERTAINMENT	\$193.23	MATERIALS DVDS	01-4433-44-00	AV-Adult
73201	\$406.00	AMERICAN LIBRARY ASSOCIATION	\$209.00	RENEW DODIE FRISBIE MEMBERSHIP	01-5461-54-00	Subscriptions & Dues
73201	\$406.00	AMERICAN LIBRARY ASSOCIATION	\$197.00	RENEW MARY MILLER MEMBERSHIP	01-5461-54-00	Subscriptions & Dues
73202	\$43.47	AT&T	\$43.47	911 LOCATOR SOFTWARE	01-5465-54-00	Telephone
73203	\$427.59	AT&T	\$427.59	INTERNET CONNECTION	01-5312-53-00	Internet Charges
73204	\$1,211.95	BAKER & TAYLOR	\$1,211.95	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73205	\$10.89	JEENA BIJU	\$10.89	LOST BOOK REFUND	01-3620-36-00	Lost Books
73206	\$345.26	BLACKBAUD FORMS	\$345.26	PRODUCTION NUMBER 6C-380003 A/P CHECKS	01-5320-53-00	Printing
73207	\$43.00	BLICK ART MATERIALS	\$43.00	OFFICE SUPPLIES	01-5457-54-00	Office Supplies
73208	\$42.92	DONNA BLOCK	\$42.92	TEEN PROGRAM RECEIPTS	01-5326-53-00	Programming & Support-Teen
73209	\$400.00	BRIAN WISMER ENTERTAINMENT INC.	\$400.00	PERFORMER-KIDSPACE PROGRAM 3-13-16	01-5324-53-00	Programming & Support-Juvenile
73210	\$936.98	CALL ONE	\$936.98	PHONE BILL	01-5465-54-00	Telephone
73211	\$599.10	CENGAGE LEARNING, INC.	\$49.60	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73211	\$599.10	CENGAGE LEARNING, INC.	\$45.58	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73211	\$599.10	CENGAGE LEARNING, INC.	\$21.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73211	\$599.10	CENGAGE LEARNING, INC.	\$98.36	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73211	\$599.10	CENGAGE LEARNING, INC.	\$75.17	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73211	\$599.10	CENGAGE LEARNING, INC.	\$65.22	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73211	\$599.10	CENGAGE LEARNING, INC.	\$39.63	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73211	\$599.10	CENGAGE LEARNING, INC.	\$96.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73211	\$599.10	CENGAGE LEARNING, INC.	\$21.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73211	\$599.10	CENGAGE LEARNING, INC.	\$24.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73211	\$599.10	CENGAGE LEARNING, INC.	\$30.39	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73211	\$599.10	CENGAGE LEARNING, INC.	\$30.39	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73212	\$302.58	CENTER POINT LARGE PRINT	\$44.34	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73212	\$302.58	CENTER POINT LARGE PRINT	\$44.34	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73212	\$302.58	CENTER POINT LARGE PRINT	\$44.34	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73212	\$302.58	CENTER POINT LARGE PRINT	\$42.54	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73212	\$302.58	CENTER POINT LARGE PRINT	\$41.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73212	\$302.58	CENTER POINT LARGE PRINT	\$41.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73212	\$302.58	CENTER POINT LARGE PRINT	\$43.14	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73213	\$247.56	CINTAS CORPORATION LOC. 769	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
73213	\$247.56	CINTAS CORPORATION LOC. 769	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
73214	\$6,858.38	COMED	\$6,858.38	12-9-15/1-13-16 35 DAYS	01-5720-57-00	Electric
73215	\$5,017.67	COOPERATIVE COMPUTER SERVICE	\$979.39	OLCL CHARGES JAN 2016	01-5329-53-00	Computer Charges OCLC

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Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73215	\$5,017.67	COOPERATIVE COMPUTER SERVICE	\$4,038.28	CCS CHARGES DEC 2015	01-5310-53-00	CCS Charges
73216	\$2,014.74	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$398.57	400 - BAG CLIPS	01-5456-54-00	Promotional Expense
73216	\$2,014.74	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$513.42	120 - 16 OZ TRAVEL TUMBLERS	01-5456-54-00	Promotional Expense
73216	\$2,014.74	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$375.25	24 - CREATIVE STUDIO T-SHIRTS	01-5456-54-00	Promotional Expense
73216	\$2,014.74	CREATIVE PROMOTIONAL PRODUCTS, LTD.	\$727.50	150 FLASH DRIVES	01-5456-54-00	Promotional Expense
73217	\$63.87	ATHENA M. CROUSE	\$33.97	PAGE STAFF MEETING	01-5430-54-00	Professional Development
73217	\$63.87	ATHENA M. CROUSE	\$29.90	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73218	\$166.05	CECILIA CYGNAR	\$166.05	ALA MIDWINTER CONF REIMBURSEMENT	01-5430-54-00	Professional Development
73219	\$59.88	D&Z HOUSE OF BOOKS	\$59.88	MATERIALS	01-4413-44-00	Books-Adult
73220	\$15.96	DAVID DABROWSKI	\$15.96	ICE FOR STAFF MEETING	01-5456-54-00	Promotional Expense
73221	\$2,757.75	DEMCO	\$101.40	LIBRARY SUPPLIES	01-5322-53-00	Library Supplies
73221	\$2,757.75	DEMCO	\$67.35	PROCESSING SUPPLIES	01-5311-53-00	Processing & Supplies
73221	\$2,757.75	DEMCO	\$2,589.00	6 BOOK TRUCKS	08-6770-67-00	Furniture & Fixtures
73222	\$500.00	EASYPERMIT POSTAGE	\$500.00	REPLENISH POSTAGE METER JAN 2016	01-5458-54-00	Postage & Freight
73223	\$2,250.00	ELMHURST HISTORICAL MUSEUM	\$2,250.00	BALANCE DUE FOR CANDY EXHIBIT	01-5323-53-00	Programming & Support-Adult
73224	\$412.38	FIFTH THIRD BANK	\$412.38	REPLENISH IMPREST JAN 2016	01-1120-00-00	Cash-Imprest
73225	\$2,224.10	FIFTH THIRD BANK	\$2,224.10	FSA EMPLOYEE PAYMENTS JAN 2016	01-1125-00-00	Cash-Flexible Spending Account
73226	\$39.99	MARK W. FIGUEROA	\$39.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
73227	\$200.00	BURTON L. FISCHMAN	\$200.00	PERFORMER-ADULT PROGRAM 3-9-16	01-5323-53-00	Programming & Support-Adult
73228	\$368.00	FLEXSOURCE, LLC	\$60.00	FSA, HRA HEALTH & DENTAL MONTHLY FEE	01-5633-56-00	FSA fee
73228	\$368.00	FLEXSOURCE, LLC	\$132.00	FSA, HRA HEALTH & DENTAL MONTHLY FEE	01-5625-56-00	Health Reimbursement Account
73228	\$368.00	FLEXSOURCE, LLC	\$176.00	FSA, HRA HEALTH & DENTAL MONTHLY FEE	01-5630-56-00	Dental
73229	\$1,850.00	FLOOR INNOVATIONS	\$1,850.00	CARPET & UPHOLSTERY CLEANING	08-6710-67-00	Repairs & Improvements
73230	\$940.58	GARVEY'S OFFICE PRODUCTS	\$375.08	KITCHEN, OFFICE, LIBRARY & JANITOR SUPPLIES	01-5457-54-00	Office Supplies
73230	\$940.58	GARVEY'S OFFICE PRODUCTS	\$9.17	KITCHEN, OFFICE, LIBRARY & JANITOR SUPPLIES	01-5455-54-00	Kitchen Supplies
73230	\$940.58	GARVEY'S OFFICE PRODUCTS	\$61.40	KITCHEN, OFFICE, LIBRARY & JANITOR SUPPLIES	01-5455-54-00	Kitchen Supplies
73230	\$940.58	GARVEY'S OFFICE PRODUCTS	\$92.88	KITCHEN, OFFICE, LIBRARY & JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73230	\$940.58	GARVEY'S OFFICE PRODUCTS	\$45.99	KITCHEN, OFFICE, LIBRARY & JANITOR SUPPLIES	01-5322-53-00	Library Supplies
73230	\$940.58	GARVEY'S OFFICE PRODUCTS	\$332.36	OFFICE, MARKETING & LIBRARY SUPPLIES	01-5457-54-00	Office Supplies
73230	\$940.58	GARVEY'S OFFICE PRODUCTS	\$9.28	OFFICE, MARKETING & LIBRARY SUPPLIES	01-5456-54-00	Promotional Expense
73230	\$940.58	GARVEY'S OFFICE PRODUCTS	\$14.42	OFFICE, MARKETING & LIBRARY SUPPLIES	01-5322-53-00	Library Supplies
73231	\$99.49	GRAINGER	\$99.49	MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
73232	\$213.63	GROOT INDUSTRIES, INC.	\$213.63	MONTHLY SERVICE	08-6730-67-00	Non-Contractual Maintenance
73233	\$15.93	MATTHEW J. GUNIA	\$15.93	LOST BOOK REFUND	01-3620-36-00	Lost Books
73234	\$48.98	KRISTINE A. HATELY	\$28.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
73234	\$48.98	KRISTINE A. HATELY	\$19.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
73235	\$39,998.15	HEALTHCARE SERVICE CORPORATION	\$39,998.15	GROUP MEDICAL FEB 2016	01-5620-56-00	Group Health
73236	\$18.98	GARY A. HENRY	\$18.98	LOST BOOK REFUND	01-3620-36-00	Lost Books
73237	\$470.00	IC & SC	\$470.00	6-BUS SHELTER SIGNS CREATIVE STUDIO & WONDER GROUND PROMO	01-5456-54-00	Promotional Expense
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$65.90	MATERIALS BOOKS	01-5435-54-00	Professional Collection
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$7.17	MATERIALS BOOKS	01-4415-44-00	Books-Teen

Niles Public Library District
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Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$75.98	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$15.26	MATERIALS BOOKS & GAMES	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$10.16	MATERIALS BOOKS & GAMES	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$341.94	MATERIALS BOOKS & GAMES	01-4435-44-00	AV-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$921.27	MATERIALS BOOKS & GAMES	01-4434-44-00	AV-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$284.27	MATERIALS BOOKS & GAMES	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$2.76	MATERIALS BOOKS & GAMES	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$179.15	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$7.17	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$18.63	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$4.83	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$1,587.63	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$42.34	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$26.91	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$16.45	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$37.99	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$311.68	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$44.04	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$16.78	MATERIALS BOOKS & GAMES	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$180.45	MATERIALS BOOKS & GAMES	01-4435-44-00	AV-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$142.75	MATERIALS BOOKS & GAMES	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$37.99	MATERIALS BOOKS & GAMES	01-4434-44-00	AV-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$205.69	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$43.04	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$271.95	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$16.56	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$16.94	MATERIALS BOOKS	01-5435-54-00	Professional Collection
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$84.66	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$183.83	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$27.55	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$6.21	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$59.66	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$5.99	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$50.80	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$29.95	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$71.72	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$20.32	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$448.54	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$29.67	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$8.97	MATERIALS BOOKS	01-4413-44-00	Books-Adult

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73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$5.99	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$15.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$5.99	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$15.56	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$16.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$5.99	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$815.68	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$31.61	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$43.71	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$33.12	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$48.07	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$489.35	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$30.46	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$19.25	MATERIALS BOOKS	01-4433-44-00	AV-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$84.49	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$11.04	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$10.73	BALANCE DUE	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$1.27	BALANCE DUE	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$147.37	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$44.62	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$41.26	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$18.99	MATERIALS BOOKS	01-4435-44-00	AV-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$44.99	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$82.10	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$20.89	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$149.57	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$11.04	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$15.26	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$51.10	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$37.86	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$79.12	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$30.52	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$27.23	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$56.99	MATERIALS BOOKS	01-4435-44-00	AV-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$7.80	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$5.99	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services

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73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$161.10	MATEIRALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$13.80	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$393.43	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$18.63	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$268.52	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$20.32	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$11.04	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$319.13	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$10.16	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$9.60	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$12.42	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$594.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$7.79	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$4.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$23.40	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$44.64	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$20.89	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$18.07	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$4.83	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$82.08	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$33.54	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$59.39	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73238	\$10,660.17	INGRAM LIBRARY SERVICES	\$2.76	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73239	\$500.00	KATE KLISE	\$500.00	GUEST SPEAKER-BATTLE OF THE BOOKS CEREMONY 3-23-16	01-5324-53-00	Programming & Support-Juvenile
73240	\$764.40	KOREAN BOOKS	\$233.49	MATERIALS	01-4413-44-00	Books-Adult
73240	\$764.40	KOREAN BOOKS	\$301.31	MATERIALS	01-4413-44-00	Books-Adult
73240	\$764.40	KOREAN BOOKS	\$229.60	MATERIALS	01-4414-44-00	Books-Youth Services
73241	\$150.00	BERNADETTA KORYCIARZ	\$150.00	PERFORMER-POLISH STORYTIME	01-5351-53-00	Per Capita Grant Expenditures
73242	\$100.00	LEVEL 33 ENTERTAINMENT	\$100.00	MOVIE SCREENING FEE-JACK STRONG	01-5323-53-00	Programming & Support-Adult
73243	\$8.49	CATHERINE LEVINSON	\$8.49	PROGRAM SUPPLIES	01-5324-53-00	Programming & Support-Juvenile
73244	\$139.79	VICTORIA LUZ	\$37.67	MILEAGE REIMBURSEMENT-NOV & DEC 2015	01-5431-54-00	Mileage
73244	\$139.79	VICTORIA LUZ	\$102.12	CENTER PIECES/PRIZES-STAFF DAY	01-5456-54-00	Promotional Expense
73245	\$150.00	HELGI MARROQUIN-GARCIA	\$150.00	PERFORMER-SPANISH STORYTIME	01-5324-53-00	Programming & Support-Juvenile
73246	\$181.43	MATTHEW BENDER & CO., INC.	\$181.43	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73247	\$22.78	ETHAN MCHUGH	\$22.78	LOST BOOK REFUND	01-3620-36-00	Lost Books
73248	\$211.07	MENARDS	\$64.26	MAINT SUPPLIES	01-5420-54-00	Janitorial Supplies
73248	\$211.07	MENARDS	\$146.81	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73249	\$6,033.79	MIDWEST TAPE	\$1,480.35	MATERIALS	01-4433-44-00	AV-Adult
73249	\$6,033.79	MIDWEST TAPE	\$191.62	MATERIALS	01-4434-44-00	AV-Youth Services
73249	\$6,033.79	MIDWEST TAPE	\$33.74	MATERIALS	01-4435-44-00	AV-Teen
73249	\$6,033.79	MIDWEST TAPE	\$119.95	MATERIALS	01-4433-44-00	AV-Adult

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73249	\$6,033.79	MIDWEST TAPE	\$1,209.10	MATERIALS	01-4433-44-00	AV-Adult
73249	\$6,033.79	MIDWEST TAPE	\$542.73	MATERIALS	01-4434-44-00	AV-Youth Services
73249	\$6,033.79	MIDWEST TAPE	\$906.38	MATERIALS	01-4433-44-00	AV-Adult
73249	\$6,033.79	MIDWEST TAPE	\$69.45	MATERIALS	01-4434-44-00	AV-Youth Services
73249	\$6,033.79	MIDWEST TAPE	\$1,109.51	MATERIALS	01-4433-44-00	AV-Adult
73249	\$6,033.79	MIDWEST TAPE	\$370.96	MATERIALS	01-4434-44-00	AV-Youth Services
73250	\$1,467.06	NICOR GAS	\$1,467.06	12-10-15/01-12-16 33 DAYS	01-5710-57-00	Gas
73251	\$255.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$255.00	LEADERSHIP LUNCHEON & EXHIBITOR TABLE	01-5456-54-00	Promotional Expense
73252	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	FEB 2016 PARKING LOT LEASE	01-5491-54-00	Parking Lease
73253	\$18.98	DONELLA M. O'DONNELL	\$18.98	LOST BOOK REFUND	01-3620-36-00	Lost Books
73254	\$3,631.99	OVERDRIVE, INC.	\$1,366.65	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73254	\$3,631.99	OVERDRIVE, INC.	\$812.80	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73254	\$3,631.99	OVERDRIVE, INC.	\$1,452.54	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73255	\$1,118.40	PERMACARD	\$1,118.40	5,462 ADULT LIBRARY CARDS	01-5320-53-00	Printing
73256	\$150.00	MARSHA PETERSON-MAASS	\$150.00	PERFORMER-ADULT PROGRAM 3-20-16	01-5323-53-00	Programming & Support-Adult
73257	\$66.46	PETTY CASH	\$17.99	STAFF DAY SUPPLIES, ADULT PROGRAM SUPPLIES, CASH TIP	01-5457-54-00	Office Supplies
73257	\$66.46	PETTY CASH	\$38.47	STAFF DAY SUPPLIES, ADULT PROGRAM SUPPLIES, CASH TIP	01-5323-53-00	Programming & Support-Adult
73257	\$66.46	PETTY CASH	\$10.00	STAFF DAY SUPPLIES, ADULT PROGRAM SUPPLIES, CASH TIP	01-5456-54-00	Promotional Expense
73258	\$150.00	TOMASZ PIK	\$150.00	POLISH TRAVEL PROGRAM 2-7-16	01-5351-53-00	Per Capita Grant Expenditures
73259	\$199.95	PITNEY BOWES INC.	\$199.95	MAILING SUPPLIES	01-5458-54-00	Postage & Freight
73260	\$1,547.97	PLIC - SBD GRAND ISLAND	\$1,547.97	LIFE,aD&D,STD,LTD	01-5634-56-00	Life, LTD, AD&D, STD
73261	\$696.37	POLONIA BOOKSTORE, INC.	\$249.65	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73261	\$696.37	POLONIA BOOKSTORE, INC.	\$304.82	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73261	\$696.37	POLONIA BOOKSTORE, INC.	\$141.90	MATERIALS	01-4413-44-00	Books-Adult
73262	\$1,468.22	CYNTHIA RADEMACHER	\$7.50	SUNDAY DAILY HERALD NEWSPAPER	01-4423-44-00	Periodicals
73262	\$1,468.22	CYNTHIA RADEMACHER	\$67.57	MILEAGE REIMBURSEMENT NOV 2015 & JAN 2016	01-5431-54-00	Mileage
73262	\$1,468.22	CYNTHIA RADEMACHER	\$1.73	MILEAGE REIMBURSEMENT 12-3-15	01-5431-54-00	Mileage
73262	\$1,468.22	CYNTHIA RADEMACHER	\$103.32	VOLUNTEER APPRECIATION & DAILY HERALD SUNDAY PAPERS	01-5355-53-00	Volunteers
73262	\$1,468.22	CYNTHIA RADEMACHER	\$4.50	VOLUNTEER APPRECIATION & DAILY HERALD SUNDAY PAPERS	01-4423-44-00	Periodicals
73262	\$1,468.22	CYNTHIA RADEMACHER	\$185.15	ILA CONF REIMBURSEMENT	01-5431-54-00	Mileage
73262	\$1,468.22	CYNTHIA RADEMACHER	\$732.29	ILA CONF REIMBURSEMENT	01-5430-54-00	Professional Development
73262	\$1,468.22	CYNTHIA RADEMACHER	\$237.36	IL STATE LIBRARY REIMBURSEMENT	01-5431-54-00	Mileage
73262	\$1,468.22	CYNTHIA RADEMACHER	\$128.80	IL STATE LIBRARY REIMBURSEMENT	01-5430-54-00	Professional Development
73263	\$160.00	RAINBOW AAT	\$160.00	PERFORMER-KIDSPACE PROGRAMS	01-5324-53-00	Programming & Support-Juvenile
73264	\$300.00	ELEANOR REILY	\$300.00	PERFORMER-ADULT PROGRAM 3-28-16	01-5323-53-00	Programming & Support-Adult
73265	\$2,550.00	RESERVE ACCOUNT	\$500.00	POSTAGE BY PHONE PREPAID ACCOUNT	01-5458-54-00	Postage & Freight
73265	\$2,550.00	RESERVE ACCOUNT	\$2,050.00	SPRING CHAPTER ONE POSTAGE	01-5458-54-00	Postage & Freight
73266	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73266	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73266	\$670.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$120.00	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73267	\$19.95	MARY SAFFA	\$19.95	LOST BOOK REFUND	01-3620-36-00	Lost Books

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73268	\$33.79	SHELL	\$33.79	GAS FOR VAN	01-5510-55-00	Gas, Oil, Grease
73269	\$200.00	ANNE SHIMOJIMA	\$200.00	PERFORMER-ADULT PROGRAM 3-16-16	01-5323-53-00	Programming & Support-Adult
73270	\$1,699.00	SPRINGSHARE, LLC.	\$1,699.00	MATERIALS STAFF SOFTWARE	01-5313-53-00	Software, Licenses
73271	\$200.00	STANDARD & POOR'S FINANCIAL SERVICES, LLC	\$200.00	MATERIALS BOOK	01-4413-44-00	Books-Adult
73272	\$2,595.06	STEINER ELECTRIC COMPANY	\$2,595.06	3 LIGHTS FOR KIDSPACE	08-6710-67-00	Repairs & Improvements
73273	\$175.00	BARBARA L. SUGDEN	\$175.00	PERFORMER-ADULT PROGRAM 3-21-16	01-5323-53-00	Programming & Support-Adult
73274	\$150.00	TSAI FONG BOOKS, INC.	\$150.00	MATEIRALS BOOKS	01-4414-44-00	Books-Youth Services
73275	\$149.25	UNIQUE MANAGEMENT SERVICES, INC.	\$149.25	COLLECTION AGENCY FEE DEC 2015	01-5462-54-00	Collection Services
73276	\$256.40	VILLAGE OF NILES	\$256.40	AUTOMATIC WATER METER READING 1-4-16	01-5730-57-00	Water
73277	\$8,969.23	VISA	\$14.49	CONSUMER REPORTS - MATERIALS BOOKS	01-4413-44-00	Books-Adult
73277	\$8,969.23	VISA	\$189.00	OBERWEIS - OBERWEIS BOOKS	01-4413-44-00	Books-Adult
73277	\$8,969.23	VISA	\$282.60	C. RADEMACHER-CONFERENCE	01-5430-54-00	Professional Development
73277	\$8,969.23	VISA	\$98.75	STAFF MEETING SUPPLIES	01-5456-54-00	Promotional Expense
73277	\$8,969.23	VISA	\$234.95	AMAZON-PER CAPITA GRANT PURCHASE D/S	01-5351-53-00	Per Capita Grant Expenditures
73277	\$8,969.23	VISA	\$17.99	AMAZON-PER CAPITA & ADULT PROGRAMMING	01-5323-53-00	Programming & Support-Adult
73277	\$8,969.23	VISA	\$15.99	AMAZON-PER CAPITA & ADULT PROGRAMMING	01-5323-53-00	Programming & Support-Adult
73277	\$8,969.23	VISA	\$351.23	AMAZON-PER CAPITA & ADULT PROGRAMMING	01-5351-53-00	Per Capita Grant Expenditures
73277	\$8,969.23	VISA	\$15.00	REGISTER D. FOX FOR PROGRAM	01-5430-54-00	Professional Development
73277	\$8,969.23	VISA	\$300.00	TARGET-STAFF AWARDS	01-5456-54-00	Promotional Expense
73277	\$8,969.23	VISA	\$25.00	ILA-BOOK	01-5435-54-00	Professional Collection
73277	\$8,969.23	VISA	\$6.02	AMAZON-PER CAPITA GRANT PURCHASE	01-5351-53-00	Per Capita Grant Expenditures
73277	\$8,969.23	VISA	\$119.80	AMAZON-PER CAPITA GRANT & MARKETING PURCHASE	01-5456-54-00	Promotional Expense
73277	\$8,969.23	VISA	\$59.80	AMAZON-PER CAPITA GRANT & MARKETING PURCHASE	01-5351-53-00	Per Capita Grant Expenditures
73277	\$8,969.23	VISA	\$107.95	AMAZON-ADULT PROGRAMMING	01-5323-53-00	Programming & Support-Adult
73277	\$8,969.23	VISA	\$1.07	JANUARY RECEITPS	01-5313-53-00	Software, Licenses
73277	\$8,969.23	VISA	\$19.30	JANUARY RECEITPS	01-5313-53-00	Software, Licenses
73277	\$8,969.23	VISA	\$21.00	JANUARY RECEITPS	01-5430-54-00	Professional Development
73277	\$8,969.23	VISA	\$38.30	JANUARY RECEITPS	01-5320-53-00	Printing
73277	\$8,969.23	VISA	\$102.00	JANUARY RECEITPS	01-5313-53-00	Software, Licenses
73277	\$8,969.23	VISA	\$25.00	JANUARY RECEITPS	01-5313-53-00	Software, Licenses
73277	\$8,969.23	VISA	\$871.75	JANUARY RECEITPS	01-5313-53-00	Software, Licenses
73277	\$8,969.23	VISA	\$382.46	JANUARY RECEITPS	01-5313-53-00	Software, Licenses
73277	\$8,969.23	VISA	\$233.88	JANUARY RECEITPS	01-5313-53-00	Software, Licenses
73277	\$8,969.23	VISA	\$58.40	JANUARY RECEITPS	01-5320-53-00	Printing
73277	\$8,969.23	VISA	\$10.00	JANUARY RECEITPS	01-5313-53-00	Software, Licenses
73277	\$8,969.23	VISA	\$11.99	JANUARY RECEITPS	01-5326-53-00	Programming & Support-Teen
73277	\$8,969.23	VISA	\$715.00	JANUARY RECEITPS	01-5456-54-00	Promotional Expense
73277	\$8,969.23	VISA	\$23.02	JANUARY RECEITPS	01-5430-54-00	Professional Development
73277	\$8,969.23	VISA	\$11.36	JANUARY RECEITPS	01-5430-54-00	Professional Development
73277	\$8,969.23	VISA	\$255.00	JANUARY RECEITPS	01-5430-54-00	Professional Development
73277	\$8,969.23	VISA	\$766.53	JANUARY RECEITPS	01-5430-54-00	Professional Development

Niles Public Library District
Check Detail and Account Distribution
Check Date February 17, 2016

Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73277	\$8,969.23	VISA	\$206.20	JANUARY RECEITPS	01-5430-54-00	Professional Development
73277	\$8,969.23	VISA	\$33.96	JANUARY RECEITPS	01-5324-53-00	Programming & Support-Juvenile
73277	\$8,969.23	VISA	\$45.00	JANUARY RECEITPS	01-5460-54-00	Publication of Notices-Advertisements
73277	\$8,969.23	VISA	\$51.76	JANUARY RECEITPS	01-5456-54-00	Promotional Expense
73277	\$8,969.23	VISA	\$8.00	JANUARY RECEITPS	01-5456-54-00	Promotional Expense
73277	\$8,969.23	VISA	\$5.00	JANUARY RECEITPS	01-5326-53-00	Programming & Support-Teen
73277	\$8,969.23	VISA	\$445.50	JANUARY RECEITPS	01-5456-54-00	Promotional Expense
73277	\$8,969.23	VISA	\$6.49	JANUARY RECEITPS	01-5457-54-00	Office Supplies
73277	\$8,969.23	VISA	\$16.79	JANUARY RECEITPS	01-5324-53-00	Programming & Support-Juvenile
73277	\$8,969.23	VISA	\$794.76	JANUARY RECEITPS	01-5520-55-00	Repairs & Maintenance
73277	\$8,969.23	VISA	\$5.00	JANUARY RECEITPS	01-5326-53-00	Programming & Support-Teen
73277	\$8,969.23	VISA	\$28.97	JANUARY RECEITPS	01-5326-53-00	Programming & Support-Teen
73277	\$8,969.23	VISA	\$18.19	JANUARY RECEITPS	01-5520-55-00	Repairs & Maintenance
73277	\$8,969.23	VISA	\$129.00	JANUARY RECEITPS	01-5420-54-00	Janitorial Supplies
73277	\$8,969.23	VISA	\$114.55	JANUARY RECEITPS	01-5324-53-00	Programming & Support-Juvenile
73277	\$8,969.23	VISA	\$30.57	JANUARY RECEITPS	01-5324-53-00	Programming & Support-Juvenile
73277	\$8,969.23	VISA	\$255.00	JANUARY RECEITPS	01-5430-54-00	Professional Development
73277	\$8,969.23	VISA	\$349.20	JANUARY RECEITPS	01-5430-54-00	Professional Development
73277	\$8,969.23	VISA	\$3.54	JANUARY RECEITPS	01-5458-54-00	Postage & Freight
73277	\$8,969.23	VISA	\$5.00	JANUARY RECEITPS	01-5326-53-00	Programming & Support-Teen
73277	\$8,969.23	VISA	\$318.95	JANUARY RECEITPS	01-5312-53-00	Internet Charges
73277	\$8,969.23	VISA	\$657.93	JANUARY RECEITPS	01-5430-54-00	Professional Development
73277	\$8,969.23	VISA	\$5.00	JANUARY RECEITPS	01-5326-53-00	Programming & Support-Teen
73277	\$8,969.23	VISA	\$11.99	JANUARY RECEITPS	01-4420-44-00	Downloadables
73277	\$8,969.23	VISA	\$11.99	JANUARY RECEITPS	01-4420-44-00	Downloadables
73277	\$8,969.23	VISA	\$169.00	JANUARY RECEITPS	01-5313-53-00	Software, Licenses
73278	\$628.99	VISION SERVICE PLAN OF ILLINOIS	\$628.99	EMPLOYEE PAYMENTS FEB 2016	01-5632-56-00	Vision
73279	\$535.00	WESTERN IRRIGATION, INC.	\$535.00	TEST & CERTIFY BACKFLOW PREVENTERS	08-6730-67-00	Non-Contractual Maintenance
73280	\$174.88	DEIDRE K. WINTERHALTER	\$41.91	KIDSPACE PROGRAM SUPPLIES	01-5324-53-00	Programming & Support-Juvenile
73280	\$174.88	DEIDRE K. WINTERHALTER	\$76.00	KIDSPACE PROGRAM SUPPLIES	01-5324-53-00	Programming & Support-Juvenile
73280	\$174.88	DEIDRE K. WINTERHALTER	\$56.97	KIDSPACE-WINTER READING CLUB PRIZES	01-5324-53-00	Programming & Support-Juvenile
73281	\$523.96	SUZANNE WULF	\$523.96	PLA CONF REIMBURSEMENT	01-5430-54-00	Professional Development
73282	\$810.00	X-PERT LANDSCAPING INC.	\$550.00	SNOW PLOW 1-11-16/REMOVE SNOW 1-20-16	08-6720-67-00	Contractual Maintenance
73282	\$810.00	X-PERT LANDSCAPING INC.	\$260.00	PLOW SLEET/FREEZING RAIN	08-6720-67-00	Contractual Maintenance

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2940	Accounts Payable	Manual Check	1/5/2016	ILLINOIS MUNICIPAL RETIREMEN	\$0.00	\$1,402.00	(\$1,402.00)	Outstanding	1/1/2016
2941	Accounts Payable	Manual Check	1/18/2016	COSTCO	\$0.00	\$262.38	(\$1,664.38)	Outstanding	1/1/2016
2942	Accounts Payable	Manual Check	1/19/2016	EDYTA LEGIEC	\$0.00	\$150.00	(\$1,814.38)	Outstanding	1/1/2016

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$1,814.38)
Total Payments:	(\$1,814.38)
Total Change in Register Balance:	(\$1,814.38)



The January Staff InService was a wonderfully inspiring and fulfilling day for staff. We heard in the morning from Family Services Director Tony Hollenback and his staff about the services they offer. Our staff came away very reassured that Family Services offers kind, respectful treatment to all they serve, and that they can call on them to help out a patron in a bad situation any time. Some of the staff comments were:

- *Tony's presentation was very thorough and he was able to draw the staff into a meaningful discussion.*
- *So helpful! I had no idea how much NFS offers to the community. We are really fortunate to have this terrific service in our community!*
- *NFS is a gem of a community resource.*
- *Tony was fantastic. I really enjoyed his lecture.*
- *It will make dealing with some of our patrons much easier. Very heartwarming.*

In addition to some team-building activities, there was a fun video filmed and edited by Digital Service's Srdjan Vasilic that quizzed staff members about tricky library facts. Teen Librarian Donna Block showed the 90 Second Newbery film that a group of teens put together—more about that below—but the staff was thrilled to see both how talented our staff members and the community are, and what professional work can be put together using our new equipment. We also brought in a photographer to take individual pictures of staff that can be used on their emails. This is in response to multiple requests from new staff members to put pictures up so they can learn names and faces. Between the photographer and our own camera, we got everyone who attended, and we also got a group shot (which wasn't easy!).

Cyndi Rademacher gave a quick overview of our safety procedures, and showed the short video from Homeland Security on what to do in case of an active shooter—*Run, Hide, Fight*. We practiced our Code Adam procedures in case of a missing child as well. In the afternoon Miguel Figueroa from the American Library Association’s Center for the Future of Libraries spoke on trends in society and how they affect libraries. He made some excellent points about how libraries need to both retain what they have done traditionally but change along with society. One of his examples is the rise of “fast casual” in dining (Panera, Chipotle, etc) where diners are encouraged to stay, use their wifi, rearrange chairs to suit them, and they are comfortable and welcoming—if you compare that to a library, you can see where we have many things the same but if you reprove people for moving the furniture, say, they will probably not want to come back. His central point was that changes in society all have an impact on libraries and on communities, and you need to pay attention to them. Some staff comments were:

- *Very interesting—food for thought for where the library could go.*
- *Love the trends. Miguel was not academic but spoke on all levels for all staff. Great stuff!*
- *Awesome—it was great for all the staff to hear professional development concepts that are integral to our future.*
- *He covered interesting topics that got me thinking about the evolution of the library. We should take some of those ideas/suggestions to heart.*
- *Good touch, balanced. Not slavish to trends. Respects core mission with taxpayers.*

We do not ever close the Library lightly, but this day of thinking, working, listening and getting everyone together makes a big difference to our work, and we appreciate the opportunity. I want to express my appreciation to the supervisors who pulled together this great day—it was a lot of hard work.

January/February Activity

I am delighted to say that Donna Block got us another YALSA Summer Reading Intern grant, so we will be able to hire two high school students. They will get some job experience, and we will get some extra help during the busiest time of the year. Donna also escorted her group of youth video-makers to the 90 Second Newbery Festival in Chicago, where they were recognized for their work on a slightly more than 90 second version of Newbery Honor Award winner *The Princess Academy*.

CCS

The Governing Board of CCS voted at our last meeting to make a change to the way holds are handled. We had been making patrons wait 30 days for a hold to be filled locally (meaning, by NPLD’s collection) but now we are going to open all holds up to being system holds immediately (meaning the holds can be filled by any available copies in the system). People should get their materials more quickly this way so it improves our resource-sharing. However, it is a six-month trial in case there are unfortunate side-effects such as a greatly increased amount of preparing bins for delivery at the libraries.

Another topic of conversation is what to do when our current contract runs out with Sirsi-Dynix. Essentially there are only two vendors these days, with strong similarities. This will be under discussion for the next year at least.

I also met with the CCS strategic planning consultants to give them our perspective on how CCS is working and what their potential is for the future. It’s great to see them analyzing what they do and getting input from the member libraries.

Programs

One of Cyndi's Assistant Director responsibilities is to coordinate programming library-wide. To that end, she has been compiling stats into spreadsheets and analyzing them, and is collecting more data to help make good programming decisions. She will be working with the departments as they plan their program schedules for next year. She also met with Stacy Greenfield at Golf Maine Park District about scheduling a music program at the park in June. We have worked with the Park District in the past, scheduling our storywalk and some Bibliobop programs for kids, but this is the first time we have tried working on adult programming.

From Arianne: The Winter Reading Club came to an end with the close of January. This year we had a total of 416 children sign up during December and January. These numbers are up from 324 last year, way to go NPLD readers! To complete a WRC card and earn a prize, children had to complete 6 out of 8 tasks including visiting our website, reading non-fiction material, selecting an award winning book, or attending a program. Though Winter Reading Club is finished, children can also participate in the Chicago Wolves Reading Club. This reading club offers children a chance to earn a hockey themed prize and enter a raffle for a family 4 pack of tickets to a Wolves game.

The Preschool and Daycare Fair was a great success with our largest attendance to date. Area providers were able to meet and greet with patrons looking for childcare options. We also hosted a Lutheran General social worker who outlined what to look for in these providers and fielded parent questions. This program is a great service to our patrons and allows for local businesses to highlight their services. Librarian Clara Sheffer puts much work into arranging the fair and preparing a printed guide that patrons use throughout the year.

The Chicago Area Lego User Group volunteered their time and joy of Legos, providing a Saturday of fun for patrons. Over 400 people made their way through the displays and demonstrations in the LMR. There was a corner of free play where children could build their own piece to display. We are excited at the prospect of having this become an annual event for our patrons.

Candy Exhibit

The *Sweet Home Chicago* Candy Exhibit has a soft roll-out beginning on March 1st. Many of our community partners have been invited to attend the special opening on Friday, March 4th. Candy-themed refreshments will be served, and Victoria has prepared a candy music playlist. We are grateful to the Georgia Nut Company for donating two big baskets to give away to two lucky patrons during the kick-off weekend, and there will be many candy programs over the next three months.

Out in the Community

From Cyndi: A short notice request by the Katy Darr of the Village to partner with the Niles Library Garden Club on a Rain Garden seed sorting program went very well. By emailing the Garden Club members and Village volunteers we gathered a group of 17 who spend several hours sorting and packaging the seeds gathered last fall. They will be labeled and distributed in the community to promote the Rain Garden.

From Arianne: Martin Luther King Jr. Day provided an opportunity for children and teens to participate in a library sponsored service project. Librarian Deidre Winterhalter made arrangements to support Operation Smile, a team of doctors who provide surgeries for children with cleft palates. Patrons put their sewing skills to work crafting supply bags that will be delivered to the children after their surgeries.

From Dodie: Outreach has picked up an additional nursing home who is now receiving a monthly deposit collection of our library books. Glenbridge (located on Golf Road near Golf Mill Shopping Center) recently signed up for this monthly service for their residents. The deposit collection consists of 25 regular print and 25 large print of fiction and non-fiction. The selection of books is traded out monthly.

From Sasha: Emily (Marketing Assistant) and I met with the folks at the Niles Fitness Center to talk about partnering to help promote each other. The Niles Fitness Center will be donating great prizes for the Summer Reading Club. The PR & Marketing department started meeting with Arianne and Deidre from KidSpace to hit the ground running on this year's Summer Reading materials. The theme is "Read for the Win", which works great with the partnership with the Niles Fitness Center. The Library was an exhibitor at the Mayoral Luncheon. It was great talking with officials in the community about the Library and our new spaces.

Creative Studio

From Suzy: The 3D printer continues to get good usage with 44 patron prints. The most interesting thing printed was a sea turtle printed in translucent filament. This month there were 19 conversions at the VHS to DVD station in the lower level. This service continues to be popular and we are looking into ways to add the VHS to digital service next to it.

Digital Circs were over 6,000 for the first time this year. There were 141 new registered users among the four platforms (3M, Axis 360, Overdrive, and Hoopla). Our regular Hoopla users borrow almost 4 items per month. Ancestry Library Edition continues to be a popular resource and use was over 3,000 searches in January, the highest so far this year. Lynda.com stats are now back up to almost what they were before the platform change.

Rich, Srdjan and I were able to assist a patron from a local school in printing a banner for a program at the school. She was very appreciative of our help and emailed me the following message:

"Thank you again for all your help I will be leaving Susan Dove Lempke a voicemail message to let her know what great customer service you all displayed. It is very much appreciated all the help you offered to help me."

Staff changes

No changes to report this month.

Committees

I am currently working on a set of charters to guide each of these inter-departmental committees, so that their mission is clearly spelled out and their meeting time is productive. I like having committees that bring members of different departments together to work on a common goal, because they learn a lot about the work that each department does that way, and they get to benefit from each other's experience.

The Sunshine Committee The Sunshine Committee led by Dodie Frisbie is hosting a Chili Cook-off later this month. It is a potluck with a competitive edge. This group raises funds for their work through staff donations.

Display and Art Gallery Committee Victoria Luz and her team installed a new exhibit by local artist Marina Samovsky. Marina is a graduate of Columbia College in Chicago, a former photojournalist, and a Niles resident. The work on display at the library is a fine art type of study in light and dark, nature and decay, and photo manipulation. She blends her images digitally to create unique pieces.

Materials Marketing Committee This group meets monthly to plan the many displays to highlight materials in the collection. Some of this month's displays are the Love Yourself (with self-help nonfiction titles), Talk Dewey to Me! (with romantic titles in the lobby) and Mystery, Romance, Adventure, Oh My! (pre-packaged surprise bags of movies, music and books with a common theme). They try to come up with intriguing twists

that will entice people into checking out more. Sasha Vasilic coordinates this committee, and a lot of the hands-on work is done by Patron Services, headed by Athena Crouse.

Emerging Technologies Committee This group (made up largely of the now-defunct Digital Media Lab Task Force) is headed by Suzy Wulf. They discuss the nuts-and-bolts of offering technology services to the public. Last month they reviewed the Teen Permission Form, and have begun to plan a sort of DIY/Maker event for next November.

Susan Dove Lempke
Library Director

Trustee Calendar

February

2/8—Friends of the Library

2/13—Illinois Library Trustee Forum Workshop, Oak Brook

2/15—ILA Legislative Meet-Up, Arboretum Club, Buffalo Grove

2/17—Regular Meeting of the Board of Trustees

March

3/4--Kickoff Party for the Sweet Home Chicago exhibit

3/8—Friends of the Library

3/16—Regular Meeting of the Board of Trustees

April

4/5-9—Public Library Association Conference, Denver

4/11—Friends of the Library

4/20—Regular Meeting of the Board of Trustees

May

5/9—Friends of the Library

5/18—Regular Meeting of the Board of Trustees

June

6/11-12—Summer Reading Kickoff Weekend

No Friends of the Library Meeting

6/15—Regular Meeting of the Board of Trustees

6/23-28—American Library Association Annual Conference, Orlando

July

No Friends of the Library Meeting

7/20—Regular Meeting of the Board of Trustees

Monthly Statistical Report --January 2016

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	40,656	45,278	-10.21%	274,478	302,740	-9.34%
Teens	2,954	3,088	-4.34%	22,188	24,159	-8.16%
Juvenile	39,404	39,385	0.05%	269,143	277,575	-3.04%
Digital	6,353	4,716	34.71%	28,708	27,807	3.24%
TOTAL Loan of Library Materials	89,367	92,467	-3.35%	594,517	632,281	-5.97%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	18,520	19,650	-5.75%	127,446	128,915	-1.14%
Periodical	607	1,103	-44.97%	4,898	7,097	-30.98%
Audio	4,652	4,736	-1.77%	31,730	35,129	-9.68%
DVD	16,793	19,789	-15.14%	110,133	131,599	-16.31%
TOTAL Adult Loans	40,656	45,278	-10.21%	274,478	302,740	-9.34%
Teens						
Print	1,975	2,223	-11.16%	16,021	17,854	-10.27%
Periodical	12	12	0.00%	88	76	15.79%
Audio	531	497	6.84%	3,717	3,795	-2.06%
DVD	429	356	20.51%	2,348	2,434	-3.53%
Equipment	7	0		14		
TOTAL Teen Loans	2,954	3,088	-4.34%	22,188	24,159	-8.16%
Juvenile						
Print	29,781	27,850	6.93%	192,535	193,197	-0.34%
Periodical	82	105	-21.90%	602	708	-14.97%
Audio	2,150	2,630	-18.25%	16,811	17,838	-5.76%
DVD	7,391	8,800	-16.01%	59,195	65,832	-10.08%
TOTAL Juvenile Loans	39,404	39,385	0.05%	269,143	277,575	-3.04%
DIGITAL SERVICES						
Digital Loan	6,353	4,716	34.71%	28,708	27,807	3.24%
Equipment Loan	84	0		271		
Online Database Use	9,904	6,190	60.00%	64,029	42,656	50.11%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	8,436	9,091	-7.20%			
Holds Made Available	12,765	12,754	0.09%			
PATRONS	Current Month	Prior Year Same Month	% Change			
New District Cards	409	374	9.36%			
Total District Cardholders	25,469	25,459				
Patron Visits	29,828	31,003	-3.79%			
Unique Library Cards Used	5,243	5,349	-1.98%			
IN-HOUSE USE						
MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	31	22	40.91%	113	226	-50.00%
Circulating--Juvenile	4,291	9,558	-55.11%	31,203	52,362	-40.41%
Circulating--Teen	179	602	-70.27%	3,433	4,542	-24.42%
Circulating--Commons	131	184	-28.80%	635	1,085	-41.47%
Circulating--Adult	1,859	4,239	-56.15%	13,529	32,196	-57.98%
TOTAL In-House Use of Materials	6,491	14,583		48,913	90,411	
Items moved on Shelf	4,522		-24.48%	30,928		-11.69%

PC USERS BY AREA	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	2,407	4,557	-47.18%	26,732	36,118	-25.99%
Adult Guest Pass	1,353			1,353		
Youth Services	1,081	903	19.71%	8,933	9,421	-5.18%
Teen Services	150	266	-43.61%	2,958	2,152	37.45%
Express Internet	143	216	-33.80%	1,225	2,148	-42.97%
Patron Wi-Fi Uses	11,481	10,029	14.48%	78,081	67,307	16.01%
Total PC Users	16,615	15,971	4.03%	119,282	117,146	1.82%
Scanning & Fax Pages	3,874	3,687	5.07%	31,499	27,360	15.13%
Print & Copy Pages	15,901	14,386	10.53%	100,398	107,557	-6.66%
USE OF MEDIATED EQUIPMENT	Current Month					
3-D Printer	44					
Large Scale Poster Printer	3					
VHS to DVD Conversion	19					
TOTAL Use of Mediated Equipment	66					
USERS OF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change			
KidSpace Study Room	32	21	52.38%			
Study Rooms 1-5	289	296	-2.36%			
Creative Studio A	26	-				
TOTAL Users of Mediated Spaces	347	317	9.46%	-	-	
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	33,174	39,900	-16.86%			
Facebook "Likes"	1,024	857	19.49%			
Buzz Blog views	674	703	-4.13%			
Media Hits (includes print and online articles and listings)	65	35	85.71%			
e-News Subscribers	12,279	8,521	44.10%			
TECHNICAL SERVICES	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	1,921	2,867	265,923			
Non-shelved materials	339	0	34,634			
Equipment	3	0	58			
Total	2,263	2,867	300,615			
LIBRARY SERVICES	Current Month	Prior Year Same month		Current YTD	Prior YTD	
Notary Public	136	60	126.67%	732	493	48.48%
Test Proctoring	3	4	-25.00%	74	46	60.87%
Voters' Registration	0	0		1	3	-66.67%
SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	9,624	3,043	216.27%	29,000	44,373	-34.64%
Ready Assistance	6921	0		187	41,711	
Reference/Research	6,999	7,722	-9.36%	37,612	85,658	-56.09%
TOTAL All Service Desks	23,544	10,765	118.71%	66,799	171,742	-61.11%
Adult Services (3rd floor)						
Quick Questions	168	273	-38.46%	2,076	4,040	-48.61%
Reference/Research	882	1,314	-32.88%	4,292	17,044	-74.82%
Total Reference Desk	1,050	1,587	-33.84%	6,368	21,084	-69.80%
Commons Desk						
Quick Questions	60			260		
Ready Assistance	26			187		
Total Commons Desk	86			447		

SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	201	222	-9.46%	4,888	6,230	-21.54%
Reference/Research	1,646	2,030	-18.92%	7,647	27,635	-72.33%
Total InfoDesk	1847	2,252	-17.98%	12,535	33,865	-62.99%
Patron Services						
Quick Questions	6,344	-		16,254		
Ready Assistance	6,895	-		22,360		
Total Patron Services	13,239			38,614		
Technology Desk						
Quick Questions	123	256	-51.95%	1,949	9,293	-79.03%
Reference/Research	1,136	1,344	-15.48%	7,348	22,142	-66.81%
Total Tech Desk	1,259	1,600	-21.31%	9,297	31,435	-70.42%
Teen Desk						
Quick Questions	284	320	-11.25%	2,619	2,622	-0.11%
Reference/Research	65	173	-62.43%	1,118	1,326	-15.69%
Total Teen Desk	349	493	-29.21%	3,737	3,948	-5.34%
Outreach Services						
Quick Questions	1			148		
Reference/Research	1,314	550	138.91%	4,027	3,568	39.83%
Bulk Loan Items Delivered to Nursing Homes	330	465	-29.03%	3,060	2,880	-58.34%
Materials pulled for Homebound Users	925	1,043	-11.31%	6,468	7,346	-36.75%
Total Outreach Services	2,570	2058	24.88%	13,703	10,226	34.00%
Youth Services						
Quick Questions	2,443	1,972	23.88%	17,060	15,958	6.91%
Reference/Research	1956	2,311	-15.36%	13,180	14,631	-9.92%
School Loans pulled	30	35	-14.29%	149	159	-6.29%
Museum Adventure passes distributed	1	2	-50.00%	137	147	-6.80%
Total Youth Services	4,430	4,320	2.55%	30,526	30,895	-1.19%
GRAND Total	24,830	12,310	101.71%	115,227	131,453	-12.34%
Interlibrary Loan Lending	Current Month	Prior Year Same Month	% Change			
Items lent to CCS Libraries	3,038	3,299	-7.91%			
Items Received from CCS Libraries for patrons	3,120	2,907	7.33%			
Items lent to OCLC libraries	304	179	69.83%			
Items received from OCLC libraries for patrons	154	83	85.54%			
Total	6,616	6,468	2.29%	0	0	
Outreach Services	Current Month	Prior Year Same Month	% Change			
Homebound						
Patrons	252	241	4.56%			
Visits	187	229	-18.34%			
Institutions						
Institutions Deposit Collections	7	10	-30.00%			
Visits	7	10	-30.00%			
Schools						
Items	1,282	745	72.08%			
Visits	23	27	-14.81%			
VOLUNTEER HOURS	Number of people	Total hours				
Adult/Outreach Services & Programs	18	77				
Digital Services & Programs	1	6				
Teen Services & Programs	11	19				
Youth Services Department & Programs	25	83				
Admin/Tech/Maint/PR & Library Events	21	101				
Total Volunteers/Hours this month	76	286				
<i>NOTE: Last year volunteers/hours same month</i>	66	274				

LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Rise & Shine Storytime (parent & child)	2	45				
Babytime (parent & child)	4	144				
Family Storytime	4	37				
Preschool	2	15				
Toddler Time	2	53				
Big Kids Storytime	2	18				
Neighbor Time	2	50				
Reading Patch Club registrations	1	63				
Reading Patch Club finishers	ongoing	35				
Teacher Use of Die Cut Machine	0	0				
1KBK registrations	1	15				
1KBK finishers	ongoing	7				
Bibliobop	1	60				
Book Buddies	10	20				
Mega Mondays	4	87				
Movie	1	40				
Second Sunday	1	42				
Homework Help	1	14				
World Language Storytimes	3	70				
Ipad Usage	1	360				
Wonder Ground	8	123				
I Spy Tank	1	134				
Second Saturday Bingo Breakfast	1	58				
Preschool Outreach Storytimes	4	68				
School Outreach Storytimes	4	76				
School Visits to NPLD	6	90				
In-house toys and games	1	840				
Winter Reading Club registrations	1	74				
Winter Reading Club finishers	ongoing	156				
Winter Reading Library Challenges	1	136				
In-house videogames	1	100				
Berry Unsafe House	1	21				
Preschool DayCare Fair	1	82				
How to Choose a Preschool or Daycare	1	22				
ChiLug Lego Day	1	450				
Sew Service Project	2	24				
Famished for Fiction	1	11				
Total Youth Services Programs	77	3640	3,791	-3.98%		
Programs--Teen Audience						
Teen Advisory Board (TAB)	1	14				
Fandom Fest	1	4				
Movie in the Underground	1	11				
Maker Labs	2	1				
In-house Videogames	29	86				
Brush up on Your Shakespeare	1	0				
90 Second Newbery	1	7				
Winter Reading Club	29	126				
Visits to Schools in Service Area	3	800				
Total Teen Programs	68	1049	383	173.89%		
Programs--Adult Audience						
Book Discussions	2	18				
CJE Seniorlife Resources Counseling	1	1				
DS 20 Minute Tote Bag	1	6				
DS Facebook	1	9				
DS Get the Pictures out of your camera/tablet	1	9				
DS Maker Jewelry - Studio B	1	6				
DS Open Maker Lab - Creative Studio B	1	2				
DS Photo Editing with Pixir	1	6				
DS Tablet Tuesday	1	4				
DS Tech Time for Adult Learners	1	2				

DS Using Your iPad	1	15			
ESL Classes	4	106			
ESL Registration	1	20			
Job Counseling	1	4			
Music and Influence of Hank Williams	1	49			
New Release Movies: Age of Adaline & Tomorrowland	2	30			
Niles Rain Garden Seed Processing Party	1	17			
Niles Songwriters	1	7			
Power Employment Workshop - Jobseekers	1	12			
SCORE: Small Business Counseling	4	10			
Shakespeare Project After Performance Discussion	1	63			
Shakespeare Project: The Winter's Tale	1	82			
Walt Disney for Grown-Ups	1	24			
Total Adult Programs	31	502	948	-47.05%	
Outside Meetings					
Ligia Amarei-New Mom's Group	1	0			
Niles All American Toastmasters	2	22			
Niles Township Toastmasters	2	30			
Helping Hurting Hearts 3	2	6			
Keep On Keeping On Foundation	1	15			
Liz Marfia-Ash (Special Needs Playgroup)	1	30			
Total Outside Meetings	9	103	10	160.00%	
Total Meeting and Program Attendance	185	5,294	5,132	3.16%	

Patron Suggestions and Comments for February 2016

Responses to Patron Suggestions and Comments

I used the typewriter today. Thank you so much for having it. I am from the old school and soooo happy you still have the typewriter. S. S.

We are glad the Library is able to help you out.

Thank you so much for being here. The services are viable. I have traveled to many parts of the world and this is nothing remotely like here, even the Chicago libraries offer little compared to the Niles Library. Keep up the good work. A. V.

I REALLY appreciate the help I get every time from the downstairs AV people particularly Bernadetta. A. R.

The staff is friendly and helpful. Awesome resources like the free faxing, computers, and other stuff. It's been helpful with a lot of personal business that my girlfriend and I had to take care of. J. S.

Thank you all so much for the lovely comments. We appreciate your taking the time to write them.

It would be useful if the phone notification said 6 days instead of 4—as 6 days is the actual time it sits in the “Holds” area. J. H.

Technically, the rule remains 4 days—the staff hates to see people miss their holds, so they sometimes leave them longer. But we do not want materials tied up longer than necessary, so we will leave the rule at 4 days.

You are a wonderful gift to our students—there for everyone. I teach ESL @ Skokie and all the other teachers were discussing what a gift you are—open to all our OCC students! Thank you for all you do for the community.

I am so glad the Oakton Community College students and teachers are using the Library. Helping with language and literacy needs is a big priority for us.

There needs to be more seating in the vestibule. It needs to have backs. I have seen elderly and weak people leaning against the glass. S. L.

The vestibule seating is not intended to be long-term seating. We have much more comfortable seating inside the Library. But we will keep an eye on the activity and will consider your point. Thank you for writing.

Please have more Urdu/Pakistani movies. A must movie is “Jawane Phir Nahi Aani.” Pakistani movies have revival since 2013. “Karachi se Lahore” is good to have here, as well. Thanks!!! S. J.

Thank you for your specific suggestion. We have a difficult time obtaining legal copies of these movies, but we will continue to try.

I have been to a lot of public libraries—by far the staff of this library are the best. The most helpful.... F. B.

Thank you so much for your kind words.

From: Darr, Katy [<mailto:knd@vniles.com>]

Sent: Tuesday, January 19, 2016 2:18 PM

To: 'idweinman1@me.com'; 'jksusa@hotmail.com'; 'bird7055@yahoo.com'; 'catmama83@aol.com'; 'marcia5500@att.net'; 'pattijoballard@gmail.com'; 'sjgrabowski22@gmail.com'; Vinezeano, Steve; 'Christopher Zalinski'; Cyndi Rademacher

Subject: Seed Processing Party - Thank you.

Thank you all so much for attending our seed processing party. We accomplished all of our goals—and then some! Without volunteers like yourselves, the rain garden would not be where it is today. I enjoyed speaking with you all individually and I look forward to more events with you.

I would also like to specifically thank the Niles Public Library District for all of their efforts in this program. I look forward to continuing this partnership and working together in the future.

After the seed packets are complete I will send a follow up email as to where they are being distributed.

Once again, thank you so very much. I am truly grateful for all of your help!

Katharine N. Darr

Records Management Coordinator

Village of Niles

1000 Civic Center Drive

Niles, IL 60714

(847) 588-8013





January 20, 2016

Clara Scheffer
Niles Public Library
Children's Department
6960 Oakton Street
Niles, Illinois 60714

Dear Clara,

On behalf of the Bright Beginnings Preschool, I would like to thank you for the wonderful field trip you provided to our preschoolers. The four year old preschool staff thank you for the special story time visit. The preschoolers enjoyed the visit, and for some, it was a first time story hour. How wonderful for them to have you to introduce them to story time!

Thank you for your extra efforts to accommodate all of our class schedules. The teachers were delighted with the book selection. Thank you for picking books that kept the interest of our children. You have a special talent as a story teller!

We are always grateful for the excellent services that Niles Public Library offers to the community. Thank you again for your assistance and we look forward to future endeavors.

Take care,

Maura LoVerde
Preschool Director

Susan Lempke

From: Ken Kuntzman <k.kuntzman@sbcglobal.net>
Sent: Monday, January 25, 2016 10:38 AM
To: Susan Lempke
Subject: Front desk employee

Hello,

I am a longtime Niles resident who came in to the library Saturday morning for the first time in a few years to get a new library card.

I was impressed by how the place looked, but I'm writing to express how pleasant the front desk employee Gail was in helping me receive my new card and also enthusiastically updating me on the modern library's services. I was glad I stopped by, and she came across as a great proponent of your services.

Thank you,

Ken

Sent from my iPhone

New Business—Recommended Actions

A. Purchase of Library Van

MOVE the Library Board of Trustees approve the expenditure of Special Reserve Funds in the amount of \$17,900 to Sherman Dodge for the purchase of a 2016 Dodge Grand Caravan.

Memorandum A of Recommended Board Action

This purchase is to replace the Library’s 2008 minivan. The funds have previously been allocated in the Special Reserve Fund.

We received bids from four different dealers for like vehicles and found the Dodge Grand Caravan to serve our needs at the lowest price. The bids we received are as follows:

Vendor	Model	Price
Sherman Dodge/Skokie	2016 Dodge Grand Caravan	\$17,900
Golf Mill Ford/Niles	2016 Ford Transit Connect	\$23,197
Webb Ford/Highland Indiana	2016 Ford Transit Connect	\$25,087
Bredemann Toyota/Park Ridge	2016 Toyota Sienna	\$27,646

The new vehicle will be wrapped in a decal which will advertise the Library to the community. The vehicle will be used for outreach deliveries of books and other materials to home bound patrons and nursing homes, school visits by the KidSpace liaisons, errands in the community, and group travel to other libraries where it makes sense to cut down on travel reimbursements. The planned uses are similar to the use of the current vehicle.

The current vehicle will be sold via public bid once the new vehicle has been received and prepared.

SHERMAN



On the corner of Cicero & Howard of Skokie

7601 N. Skokie Blvd.
SKOKIE, ILLINOIS 60077

Phone (847) 982-9500
 Fax (847) 982-9055
 www.shermandodge.com

DEAL #: 291895
 CUST #: 66287

SOLD TO NILES PUBLIC LIBRARY DATE: 01/29/2016 SALESPERSON ARMANDO BULNES

ADDRESS 6960 W OAKTON ST CITY NILES STATE IL ZIP 60714-3025

RES. PHONE: (847)663-1234 BUS. PHONE: (847)663-1234 CELL. PHONE: _____ E-MAIL: _____

<input type="checkbox"/> NEW	YEAR	MAKE	MODEL	COLOR	PRICE OF VEHICLE
<input type="checkbox"/> USED	2016	DODGE	GRAND CARAVAN	BRIGHT WHITE	21510.73
<input type="checkbox"/> DEMO					DEALER INSTALLED OPTIONS N/A
SERIAL NUMBER: 2C4RDGB676R203529					STOCK NO.: 169096
All consumer rebate(s) are subject to Illinois state sales tax.					SELLING PRICE 21510.73
NOTICE: TO THE NEGOTIATED CASH SALE PRICE OF EACH VEHICLE, NO MORE THAN 169.27 MAY BE ADDED FOR DEALER COSTS AND OVERHEAD. THE ONLY OTHER ADDITIONAL CHARGES PERMITTED ARE DEALER ADDED OPTIONS, WARRANTY AND SERVICE CONTRACTS, INSURANCE AND THE ACTUAL COST OF LICENSE AND TITLE REGISTRATION AND TAXES. ADDITIONALLY, DEALERS MAY CHARGE A FEE NOT TO EXCEED \$25.00 FOR THE OPTIONAL SERVICE OF ELECTRONICALLY PROCESSING VEHICLE TITLING AND REGISTRATION AND FOR PROVIDING REGISTRATION PLATES OR STICKERS.					LESS: GROSS TRADE ALLOWANCE N/A
DEALER INSTALLED OPTIONS OR SERVICES					CASH DIFFERENCE 21510.73
					DOCUMENTARY SERVICE FEE 169.27
					ELECTRONIC REGISTRATION FEE N/A
					TAXABLE TOTAL 21680.00
					SALES TAX N/A
					COOK COUNTY TAX N/A
					CHICAGO CITY TAX N/A
					FLAT COUNTY TAX N/A
					STATE TITLE AND LICENSE <input type="checkbox"/> NEW <input checked="" type="checkbox"/> TRANSFER 220.00
					REBATE(S) 4000.00
					SERVICE CONTRACT N/A
					GAP COVERAGE N/A
					ESTIMATED BALANCE OWED ON TRADE N/A
					SUB-TOTAL 17900.00
					DEPOSIT/DOWN PAYMENT N/A
					CASH DUE OR AMOUNT FINANCED ON DELIVERY 17900.00
					BALANCE DUE DEALER

DISCLAIMER OF WARRANTY: Dealer is not a party to any manufacturer warranty that may be applicable and is not a party to any other service contracts or warranties purchased by the customer unless the service contract or warranty states in writing that it is from the Dealer. Unless the warranty or service contract is provided directly by Dealer to customer or unless otherwise required by law, **THIS VEHICLE IS SOLD AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED** and Dealer hereby disclaims all warranties either expressed or implied, **INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** Dealer neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of any vehicles.

NO INCIDENTAL AND CONSEQUENTIAL DAMAGES: Whether or not express or implied warranties exist for this vehicle in no event shall purchaser be entitled to receive from Dealer any consequential damages or incidental damages.

THANK YOU FOR YOUR BUSINESS

TRADE-IN DESCRIPTION
 (See trade-in terms and conditions on back)

YEAR	MAKE	MODEL
BODY STYLE	COLOR	LICENSE NO.

WINDOW STICKER

DODGE

2016 MODEL YEAR
GRAND CARAVAN
AMERICAN VALUE
PACKAGE

PRICE INFORMATION

MANUFACTURER'S SUGGESTED RETAIL PRICE OF THIS MODEL INCLUDING DEALER PREPARATION

Base Price: \$ 22,095

DODGE GRAND CARAVAN SE

Exterior Color: Bright White Clear Coat Exterior Paint
 Interior Color: Black / Light Graystone Interior Colors
 Interior: Cloth Low-Back Bucket Seats
 Engine: 3.6-Liter V6 24-Valve VVT Engine
 Transmission: 6-Speed Automatic R2TE Transmission

STANDARD EQUIPMENT (UNLESS REPLACED BY OPTIONAL EQUIPMENT)

FUNCTIONAL/SAFETY FEATURES

Advanced Multistage Front Airbags
 Supplemental Side-Curtain Airbags in All Rows
 Supplemental Front Seat-Mounted Side Airbags
 Driver Inflatable Knee-Bolster Airbag
 LATCH Ready Child Seat Anchor System
 Daytime Running Lamps
 Anti-Lock 4-Wheel Heavy Duty Disc Brakes
 Electronic Stability Control
 Tire Pressure Monitoring Sensor
 Speed Control
 Keyless Entry with Immobilizer
 Sliding Door Alert Warning
 Power Door Locks
 20-Gallon Fuel Tank
 Fuel Optimizer Calibration
 Trailer Sway Damping
 Tire Inflator Kit (No Compact Spare)

INTERIOR FEATURES

2nd-Row Bench w/3rd Row 60/40 Stow 'n Go® Bench
 Front Driver and Passenger Air Conditioning
 No Rear Air Conditioning or Heater
 Steering Wheel Mounted Audio Controls
 Tilt / Telescope Steering Column
 Radio 130
 4 Speakers
 12-Volt DC Front and Rear Power Outlets
 12-Volt Auxiliary Power Outlet
 Power Windows with Driver's One-Touch-Down Feature
 Dual Glove Boxes
 Overhead Console
 Lower Instrument Panel Storage Bin
 Rearview Day / Night Mirror
 A-Pillar Passenger Assist Handle
 Second-Row Overhead Interior Assist Handles
 Second-Row B-Pillar Assist Handles
 Headlamps with Turn-Off Time Delay
 Driver-Side Sun Visor with Mirror
 Rear Dome Lamp
 Front Courtesy / Map Lamps
 Rear Grocery Bag Hooks

EXTERIOR FEATURES

17-Inch x 6.5-Inch Steel Wheels
 225/65R17 BSW Touring Tires
 Power Heated Exterior Mirrors with Manual Fold-Away
 Tinted Glass Windows
 Black Door Handles
 Black Sill Applique

Assembly Point/Port of Entry: WINDSOR, ONTARIO, CANADA

VIN: 2C4RD6B7GR203529

L4-VON7947

PRICE INFORMATION (contd.)

OPTIONAL EQUIPMENT

American Value Package 29D
 P225/65R17 BSW All Season Touring Tires

Flex Fuel Vehicle

DESTINATION CHARGE \$ 995

TOTAL PRICE: * \$ 23,090

==>

Dealer: F41077

2016 TRANSIT CONNECT

Page: 1 of 1

Order No: 5000 Priority: C5 Ord FIN: QA192 Order Type: 5B Price Level: 640
Ord Code: 200A Cust/Flt Name: NILES PO Number:

	RETAIL		RETAIL
S9E	TRANCON-WGN-XL \$25300	PRICED DORA	NC
	.121" WHEELBASE	DEST AND DELIV	995
Z2	FROZEN WHITE	TOTAL BASE AND OPTIONS	26295
E	VINYL SEATS	TOTAL	26295
K	PEWTER	*THIS IS NOT AN INVOICE*	

200A ORDER CODE
 997 .2.5L ENGINE NC
 446 .6 SPD AUTO TRAN NC
 T55 .P215/55R16 BSW NC
 20P 5280# GVWR
 FLEXIBLE FUEL
 SP DLR ACCT ADJ
 SP FLT ACCT CR
 FUEL CHARGE

B4A NET INV FLT OPT NC

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC01554

THIS WOULD BE A FACTORY ORDER

\$23,197 - MUST HAVE A FORD GOVERNMENT FLEET NUMBER

2016 TRANSIT CONNECT MAJOR PRODUCT SUMMARY

The following equipment is standard as indicated. Each series includes the standard equipment of the previous series, except where additions/exceptions are noted:

	<i>Includes all XL content, plus:</i>		<i>Includes all XL content, plus:</i>	<i>Includes all XLT content, plus:</i>
Exterior <ul style="list-style-type: none"> • Bodyside Moldings – Gray, Molded-in-Color • Front Bumper – Gray, Molded-in-Color • Grille – Gray, Molded-in-Color • Manual Adjust Exterior Mirrors with Manual Fold – Black, Molded-in-Color • Rear Bumper and Rear Bumper End Caps – Gray, Molded-in-Color • Side & Rear Cargo-Door Handles – Black, Molded-in-Color Interior <ul style="list-style-type: none"> • 2 Front Cupholders • 2 Front Speakers • 4-Way Manual Driver Seat • 4-Way Adjustable Steering Column • 4-Way Manual Passenger Seat with Fold-Flat Back • 12V Powerpoint in Center Console • AM/FM Stereo Receiver • Audio Input Jack • Cargo Area Vinyl Floor Cover • Cargo Tie Down Hooks • Front Row Full Width Overhead Storage Shelf with Front Grab Handles • Front Vinyl Floor Cover • Power Front Row Windows with One-Touch Down on Driver's Side • Vinyl Seating Surfaces Powertrain/Functional <ul style="list-style-type: none"> • 2.5L Duratec® I-4 Gas Engine • 6-Speed SelectShift® Automatic Transmission • Electric Power-Assisted Steering (EPAS) • Front Wheel Drive • Fuel Tank – 15.8 Gal • Tires – 215/55 R16 97H XL All-Season • Wheels – 6.5" x 16" Steel with XL Full Wheel Covers Safety/Security <ul style="list-style-type: none"> • First-Row Safety Canopy® Side-Curtain Airbags • Driver & Passenger Front Airbags • Driver & Passenger Side Airbags • Power Central Single Door-Locks with One Step Unlocking • Remote Keyless-Entry with 2 Key Fobs • SecurILock® Passive Anti-Theft System (PATS) • Tire Pressure Monitoring System (TPMS) 	Exterior <ul style="list-style-type: none"> • Front Bumper – Body-Color, Painted • Fog Lamps • Power Adjust, Heated Exterior Mirrors with Manual Fold – Black, Molded-in-Color • Rear Bumper End Caps – Body-Color, Painted • XLT Badge Interior <ul style="list-style-type: none"> • 4-Spoke Steering Wheel with Satin Chrome Shells • 8-Way Manual Driver Seat with Manual Lumbar • 4.2" LCD Multi-function Display • 12V Powerpoint in Rear Cargo Area • AM/FM Stereo with Single-CD • Cloth Seating Surfaces • Cruise Control • Driver Survivor with Vanity Mirror and Ticket Strap • Dual Front Map Lights • Front Carpeted Floor Cover • Front Carpeted Floor Mats • In-Cluster Message Center • Passenger Survivor with Vanity Mirror • Premium Front Center Closed Console • Satin Chrome Front-Door Inner Release Handles Powertrain/Functional <ul style="list-style-type: none"> • Wheels – 6.5" x 16" Steel with XLT Full Wheel Covers Safety/Security <ul style="list-style-type: none"> • MyKey® 	Exterior <ul style="list-style-type: none"> • Bodyside Moldings – Gray, Molded-in-Color • Front Bumper – Gray, Molded-in-Color • Grille – Gray, Molded-in-Color • Manual Adjust Exterior Mirrors with Manual Fold – Black, Molded-in-Color • Rear Bumper and Rear Bumper End Caps – Gray, Molded-in-Color Interior <ul style="list-style-type: none"> • 2 Second-Row Cupholders • 2 Third-Row Cupholders (LWB Only) • 2 Front Cupholders • 2 Front and 2 Rear Speakers • 4-Way Adjustable Steering Column • 4-Way Manual Passenger Seat with Fold-Flat Back • 6-Way Manual Driver Seat with Manual Lumbar and Rear Map Pocket • 12V Powerpoint in Rear Cargo Area • AM/FM Stereo Receiver • Audio Input Jack • Cargo Area Vinyl Floor Cover • Cargo Tie Down Hooks • Dual Front Map Lights • Front and Rear 12V Powerpoints (2) in Center Console • Front and Rear Vinyl Floor Cover • Front Row Full Width Overhead Storage Shelf with Front Grab Handles • Power Front Row Windows with One-Touch Down on Driver's Side • Power Second-Row Windows • Premium Front Center Closed Console • Second-Row 3-Passenger and Third-Row 2-Passenger Fold-Flat Seats • Vinyl Seating Surfaces Powertrain/Functional <ul style="list-style-type: none"> • 2.5L Duratec® I-4 Gas Engine • 6-Speed SelectShift® Automatic Transmission • Electric Power-Assisted Steering (EPAS) • Front Wheel Drive • Fuel Tank – 15.8 Gal • Tires – 215/55 R16 97H XL All-Season • Wheels – 6.5" x 16" Steel with XL Full Wheel Covers Safety/Security <ul style="list-style-type: none"> • Driver & Passenger Front Airbags • Driver & Passenger Side Airbags • First and Second Row Safety Canopy® Side-Curtain Airbags • First, Second and Third Row Curtain Airbags (LWB Only) • Power Central Single Door-Locks w/One Step Unlocking • Remote Keyless-Entry with 2 Key Fobs • SecurILock® Passive Anti-Theft System (PATS) • Tire Pressure Monitoring System (TPMS) 	Exterior <ul style="list-style-type: none"> • Bodyside Moldings – Body-Color, Painted • Front Bumper – Body-Color, Painted • Fog Lamps • Power Adjust, Heated Exterior Mirrors with Manual Fold – Black, Molded-in-Color • Rear Bumper and End Caps – Body-Color, Painted • Side & Rear Cargo-Door Handles – Body-Color, Painted • XLT Badge Interior <ul style="list-style-type: none"> • 4-Spoke Steering Wheel with Satin Chrome Shells • 4.2" LCD Multi-function Display • AM/FM Stereo Receiver with Single-CD • Cargo Area Carpeted Floor Cover • Cloth Seating Surfaces • Cruise Control • Driver Survivor with Vanity Mirror and Ticket Strap • Front & Rear Carpeted Floor Cover • Front Carpeted Floor Mats • In-Cluster Message Center • Passenger Survivor with Vanity Mirror • Power Front Row Windows with One-Touch Up / Down • Power Second-Row Windows with One-Touch Up/Down • Rear View Camera • Rear-Window Defroster • Satin Chrome Front-Door Inner Release Handles • Second-Row 3-Passenger 60/40 Removable Fold & Tumble Bench Seat (SWB Only) • Second-Row Center Mounted Folding Armrest • Sunglasses Holder Powertrain/Functional <ul style="list-style-type: none"> • Wheels – 6.5" x 16" Steel with XLT Full Wheel Covers Safety/Security <ul style="list-style-type: none"> • MyKey® • Child Observation Mirror 	Exterior <ul style="list-style-type: none"> • Automatic Headlamps with Wiper-activated Headlamps Feature • Chrome Grille Surround and Upper Bar Front • Chrome Headlamp Bezel • Cornering Fog Lamps • Power Adjust, PowerFold® Heated Exterior Mirrors – Body-Color, Painted • Rain-Sensing Front Wipers • Titanium Badge Interior <ul style="list-style-type: none"> • 4 Front Speakers (2 woofer & 2 tweeter) • 4-Spoke Leather-Wrapped Steering Wheel with Satin Chrome Shells • 6-Way Power Driver and 4-Way Manual Passenger Heated Seats with Lumbar Adjust and Rear Map Pockets • Auto-Dimming Rear View Mirror • Compass Display • Dual-Zone Electronic Automatic Temperature Control • Front and Rear Carpeted Floor Mats • Leather Gearshift Knob • Leather Seating Surfaces • Locking Glovebox • Second-Row Fold-Flat Bucket Seats • SYNC® with MyFord® Powertrain/Functional <ul style="list-style-type: none"> • Wheels – 6.5" x 16" Alloy (w/locking wheel lug nuts)

Please see Standard Equipment pages for more details.

Product Features Availability

Features, options and package content subject to change.

★ = New for this model year

DEALER 41D 075

VIN NMOAS8F78G1260178

	Suggested Retail Price	Invoice Amount
88F8 TRANSIT CONNECT XLT WAGON 24825	100	23149
2016 MODEL YEAR		
TY SILVER METALLIC		
7B CHARCOAL BLACK CLOTH SEATS		
INCLUDED ON THIS VEHICLE		
ORDER CODE 210A		
OPTIONAL EQUIPMENT/OTHER		
997 .2.5L DOHC ENGINE	NC	NC
446 .6 SPD AUTO TRANSAXLE W/ O/D	NC	NC
T55 P215/55R16 BSW		
208 4820 LB GVWR		
41H ENGINE BLOCK HEATER	35	31
425 50 STATE EMISSIONS	NC	NC
58W SINGLE CD W/SYNC/REAR CAMERA	325	293
61X ROOF RACK INCLUDING CROSSBARS	195	176
64F 16" ALLOY WHEELS	495	447
76R REVERSE SENSING SYSTEM	295	267
TOTAL OPTIONS/OTHER	1345	1214
TOTAL VEHICLE & OPTIONS/OTHER	26170	24363
DESTINATION & DELIVERY	995	995
TOTAL FOR VEHICLE	27165	00
FUEL CHARGE		
ADVERTISING ASSESSMENT		35
SHIPPING WEIGHT 3557 LBS.		393
TOTAL	27165	00 25786 55

*HIBURT
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-700.00
600-DISC
25,086.55*

This invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer.

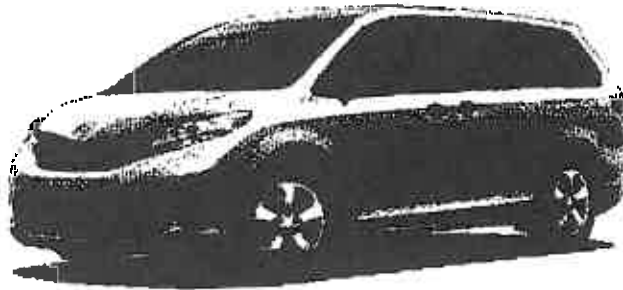
Sold to Webb Ford, Inc. 9809 Indianapolis Highland		41D075 IN 46322		Order Type 2	Ramp Code CH79	Batch ID FM243	Price Level 635
Ship to (if other than above)				Date Inv. Prepared 12 24 15	Item Number 41-Z500	Transit Days 31	
				Ship Through			
Invoice & Unit Identification NO. NMOAS8F78G1260178		Final Assembly Point VALENCIA		Finance Company and/or Bank Ford Motor Credit 000001			

Total Holdback	Invoice Total	A & Z Plan	D Plan	X Plan	FPA
786	25786.55	24882.55	24982.55	25958.40	261.00



VehicleDetails

VIN: 5TDZK3DC2GS703890 Model Number : 5328G Serial #: GS703890 Check Code : 2



Stock Number	T46856	Allocation Number	122
Model Year	2016	Order Number	5665969
Model Description	SIENNA L 3.5L FWD 7 PSGR	Temp Serial Number	GS04C859
Exterior Color	01D6 SILVER SKY METALLIC	Category	G
Interior Color	FA42 BISQUE	Current Dealer	210-12077
Body	FWD 7 PSGR	Wholesale Dealer	12077
Number of Cylinders	6	Previous Dealer	00210
Engine Number	2GR-7825092 (U)	Activity Status	
Labeled Weight	11.53	Location Date	
Tradeable	YES	Invoice Date	1/27/2016
TRAC	NO		
Damaged	NO DAMAGE		
Fleet	NON-FLEET		
Port PDS	NO		
Safety Connect	NO		
Toyota Entune	NO		
XM Radio	NO		
Connected Services	NO		

Packages

P CF Carpet Floor Mats/Door Sill Protector

Accessories

F FE 50 State Emissions

MECHANICAL & PERFORMANCE

3.5L DOHC 24-valve Dual VVT-i V6 6-Spd Electronically Controlled Auto Overdrive Trans. w/ Intelligence (ECT-i) 17" 5-spoke Aly Whls w/P235/60R17 Tires

SAFETY & CONVENIENCE

Star Safety System: Enhanced Vehicle Stability Control, Traction Control, Anti-Lock Brake System, Electronic Brake-Force Distribution, Brake Assist & Smart Stop Technology Dr & Fr Psgr Active Headrests & Airbags: Advanced Airbag System, Driver & Front Passenger Seat-Mounted Side, Driver Knee, Front Passenger Seat Cushion & 3-row Side Curtain Airbags 4 LATCH (Lower Anchor & Tethers for Children) Locations

EXTERIOR

Projector-Beam Headlights w/Auto On/Off Dual Sliding Side Doors Daytime Running Lights Power Outside Mirrors with Integrated Blind Spot Mirrors

INTERIOR

6-way Manual Adjustable Driver Seat, 4-way Manual Adjustable Fr Psgr Seat, Removable 2nd-Row Captain's Chairs with Tip Up & Long Slide feature, 60/40 Split & Stow 3rd Row seat w/One-Motion Stow 3-Zone Auto A/C -Driver, Passenger, Rear 6.1" Touch-Screen,AM/FM/CD/USB,Bluetooth & Integrated Backup Camera Display 3.5" LCD Multi-Info Display Screen Remote Keyless Entry

	Retail Price	Total Price
Vehicle Base Model	28,850.00	28,850.00
50 State Emissions		
Carpet Floor Mats/Door Sill Protector	330.00	330.00
Total Accessories	330.00	330.00
Destination Charge	900.00	900.00
TDA		
Gasoline		
Total Price	30,080.00	30,080.00

Memo - Total Amounts included above :

Dealer holdback

Note: Holdback amount includes PPO holdback

Wholesale Financial Reserve

Residual Values:

	<u>24</u>	<u>36</u>	<u>48</u>	<u>60</u>
LOW	21056.0	18650.0	15942.0	12934.0
STD	20454.0	18048.0	15341.0	12333.0

$$\begin{array}{r}
 \$ 28,146 \\
 - 500 \text{ REBATE} \\
 \hline
 27,646
 \end{array}$$

New Business—Recommended Actions

B. Recommended Action on Policy 3.22 Investment Policy

MOVE the Library Board of Trustees approve the recommended changes to Policy 3.22 Investment Policy

Memorandum B of Recommended Board Action

Section 8.0 COLLATERALIZATION paragraph 1) Deposit Collateralization of the Library's investment policy is being changed to reflect the current level of FDIC deposit insurance of \$250,000. Additionally, the required collateralization amount is being reduced to 105% of deposits. There are no lower limits to collateralization stated in the Illinois Investment Act and the Treasurer's office only requires collateralization at 102% for its own branded funds.

Authorized investment officers shall not invest in tri-party repurchase agreements or derivative products, and will not leverage assets through reverse repurchase agreements.

- b) Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, the District shall not purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instruments and the transaction meet the requirements of Section 2(h) of the Illinois Public Funds Investment Act (30 ILCS 235/2(h)).
- c) Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the District's established standards, which shall include a mutual execution of a Master Repurchase Agreement adopted by the District.

8.0 COLLATERALIZATION:

Collateralization will be required above depository insured amounts on two (2) types of District investments:

- 1) **Deposit Collateralization: Collateral securities approved by the District with a market value equal to at least 105% of deposits in excess of \$100,000 \$250,000 per institution shall be required. The collateral shall be marked to market and adjusted, if necessary, to the 105% level on at least a weekly basis. Insured certificates of deposit, share certificates, surety bonds and letters of credit with a value of at least 105% of deposits in excess of \$100,000 \$250,000 per institution shall be required.**
- 2) **Repurchase Agreement Collateralization: Direct treasury securities with a market value equal to at least 102% of the value of the repurchase agreement**

shall be maintained at all times. Repurchase agreement collateral shall be marked to market at the time of execution and daily thereafter.

The collateral shall be placed at a financial institution other than the one at which either of the investments described above is placed, pursuant to a separate safekeeping agreement approved by the District.

9.0 DIVERSIFICATION:

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer or a specific class of securities. In order to properly manage any risk attendant to the investment of District