



## **Niles Public Library District**

### **Regular Board Meeting**

**Wednesday, April 20, 2016 7:00 PM**

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

**April 20, 2016**

**7:00 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

**Revised 4/18/16**

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - A. Approve Minutes of the Regular Board Meeting of March 16, 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 \$209,706.54, payroll expenses of \$271,307.72, Special Reserve expense of \$58,142.65 for a total monthly expense of \$539,156.91 15
6. Director's Report
  - A. Highlights 32
  - B. Monthly Statistics 38
7. Communications
  - A. Patron Suggestions 43
  - B. April Communications 44
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 to close the Library on Sunday, July 3rd, 2016 51
  - B. Approve payment to Visographic in the amount of \$5,891.36 52

## Board Meeting Agenda - April 20, 2016

- C. Presentation of the 2016-17 budget
- D. **Discussion of email (Trustee Matyas)**
- 12. Unfinished Business
  - A. Library Retirement Plan Investigation
    - 1) Description and Discussion of IMRF-Kate Setchell, IMRF Member Services Representative
  - B. Discussion of strategic planning process
    - 1) **Possible action to approve the hiring of a strategic consultant**
- 13. Executive Session-To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Niles Public Library District
- 14. Final Action - if any, on closed session subjects
- 15. Other
- 16. Adjournment

**NILES PUBLIC LIBRARY DISTRICT**  
**Regular Board Meeting Minutes**  
**March 16, 2016**  
**7:00 PM**  
**Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

*A video recording of this meeting can be viewed on the Library's website [www.nileslibrary.org](http://www.nileslibrary.org).*

**Trustees Present**

Karen Dimond, Carolyn Drblik, Patti Rozanski, Linda Ryan, and Tim Spadoni. Danette Matyas and Barbara Nakanishi gave previous notice.

**Library Staff Present**

Susan Lempke-Library Director, Greg Pritz-Assistant Director/Business & Operations Manager, Sasha Vasilic, Public Relations & Marketing Supervisor, Suzanne Wulf, Digital Services Supervisor; Cyndi Rademacher, Assistant Director; Arianne Carey, Youth/Teen Services 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 District Board of Trustees was called to order at 7:01 PM.

**Roll Call**

The roll was taken by Ms. Rademacher.

**Pledge of Allegiance**

President Ryan led the Pledge of Allegiance.

**Minutes of the Regular Board Meeting of February 16, 2016**

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of February 16, 2016. Trustee Drblik seconded.

Suggested changes to the Minutes by Trustee Spadoni were noted and made to the original Minutes.

Trustee Drblik reiterated that she thinks the Board should be consulted by telephone if a decision needs to be made quickly, as in the situation with the last-minute PTAB settlement issue in February.

Roll Call Vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

**Public Comment**

There was none.

**Treasurer's Report**

The Library Board reviewed the February 2016 Treasurer's Report and narrative as prepared by Mr. Pritz.

**Payment of the Bills**

Trustee Dimond MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$213,098.09, payroll expenses of \$272,529.47, Special Reserve expenses of \$0, for a total monthly expense of \$485,627.56. Trustee Drblik seconded.

Roll Call Vote: Ayes: Dimond, Drblik, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

**Director's Report**

Ms. Lempke presented highlights of her report. Ms. Lempke thanked the Board for attending the VIP party and ribbon cutting ceremony for the Candy Exhibit which is off to a great start. She thanked the marketing staff for all of their hard work and creativity in getting the exhibit ready for its grand opening weekend.

Ms. Lempke reported that she has received a quote from the consultant that Lincolnwood used in surveying their community during their strategic planning process. She reported that she has queries with three other consultants and that she will be prepared to come with a recommendation to the Board on who to hire at the April Board Meeting.

The van has been purchased and is sitting in the garage where it is safe until it is shrink wrapped.

Ms. Lempke brought attention to the improvement that is being made to the lighting over the stacks in the children's department.

Ms. Lempke followed up on the request made by Trustee Matyas to look at the flow of the bus traffic in the Library's lot. She and Dave Dabrowski did take a look at the parking lot observing the bus traffic. They placed a call to the head of the Niles Free Bus to discuss possible options to re-route the bus traffic in the lot. He told us not to worry about it because it's really only one bus driver making the complaint.

Ms. Lempke reported on the potential intergovernmental agreement which would include issuing teacher cards and cards for the children in unserved areas of our library district—District 63, Washington School and schools in unincorporated areas of Glenview. She met with a representative from RAILS who explained to her that the schools would not have to pay for the teacher cards, but that it could be handled as a payment in kind. The payment in kind could be that the schools would market the Library by promoting programs and books in their newsletters. Currently, teacher cards are issued to teachers in their names even though they may not be in-district taxpayers. This program is the only way many of the children are able to get books from the library. The Library would like to continue this program in accordance with State regulations.

Ms. Lempke reported that Greg Pritz contacted Save Way Energy, a company that the Chamber was working with. He had them do an energy savings study, but once again, the savings was not significant enough to switch providers.

Ms. Lempke reported that CCS has been trying to set up their system for automatic renewals—it is now working. Renewals are made up to the allowed limit. If there is a hold on an item, the item will not be renewed and the cardholder is notified. We anticipate rolling the change out to patrons on May 1.

Ms. Lempke notified the Board, as the Board requested her to do, that Digital Services will need additional staff. They have been using 23 hours of staff time from Adult Services to man the public service desk on the Lower Level which is the Library's busiest desk. The Board agreed to budget an additional \$75,000 for salary expenditures back in August. It is the recommendation of the department's supervisor to move Bernadetta Koryciarz to full-time status and to hire one additional part-time individual for 10-15 hours. Cross-training staff was discussed but it's impossible to take staff from their jobs to cover all these needed hours in Digital Services.

**Communications**

They were included in the Board packet.

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

Ms. Lempke reported that she contacted Product Architecture about exterior signage. Dan Pohrte came by to take some pictures to come up with ideas. He agreed that the building did lack exterior signage.

## **Liaison Reports**

### Friends of the Library

Trustee Drblik reported the Friends had a meeting on Monday, March 14. The Friends have asked Cyndi Rademacher for the names of libraries where she may have seen programs or displays that she would like to see in our Library. These libraries may be worthwhile for the Friends to visit. Ms. Rademacher agreed to do this and report to the Friends with ideas. The Friends talked about the award recently received by the Skokie Library and whether this is an award that the Niles Public Library District can try to achieve in the future and what the process would involve. The Friends donated \$300 worth of Tootsie Roll banks to be used for the Sweet Home Chicago Candy Exhibit.

### Legislative

There was no report.

### RAILS

Ms. Lempke reported membership requirements will be discussed at the upcoming meeting.

### **Secretary's Report**

There was no report.

## **New Business**

### Library's Dental Plan

Trustee Dimond MOVED the Library Board of Trustees approve the recommended changes to the Library's Dental Plan to include family members' charges as eligible for reimbursement beginning on July 1, 2016. Trustee Drblik seconded.

Ms. Lempke reviewed the Library's current dental plan along with the proposed change. After a discussion was held, President Ryan went around the table asking the Board whether the motion should be tabled and addressed during the budget process.

Trustee Drblik MOVED that the Board table the recommended changes to the Library's Dental Plan and review this along with other expenses during the 2016/2017 budget process to be finalized for July 1. Trustee Spadoni seconded.

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

### Best Buy PTAB

Trustee Dimond MOVED the Library Board of Trustees approve the 2010 Best Buy PTAB settlement offer of \$3,733.90 as recommended by Klein, Thorpe & Jenkins. Trustee Drblik seconded.

The Board requested that Klein, Thorpe & Jenkins provide the Library with a list of notices as they are received by them which they feel are worth intervening along with a document stating a threshold for settlement offers.

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

### Target PTAB

Trustee Dimond MOVED the Library Board of Trustees approve the 2010 Target PTAB settlement offer of \$7,664.83 as recommended by Klein, Thorpe & Jenkins. Trustee Rozanski seconded.

Trustee Drblik suggested that the settlement amounts be added to the motions which they were.

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

**Unfinished Business**

**Library Retirement Plan Investigation – Update on Retirement Plan Investigation**

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

Mr. Pritz gave a Power Point Presentation on the options for retirement plans open to small government agencies according to the IRS. He began with 7 possibilities, but only 401(a), 457(b), and IMRF are open to NPLD.

**Executive Session**

Trustee Dimond 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. Trustee Spadoni seconded.

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

Executive session started at 8:35 PM.

Executive session ended at 8:51 PM.

The Regular Board Meeting resumed at 8:53 PM. Roll call was taken.

**Final Action** – if any, on closed session subjects

No action was taken.

**Other**

There was none.

**Adjournment**

Trustee Dimond MOVED to adjourn. Trustee Drblik seconded.

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

The meeting adjourned at 9:05 PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## **Financial statement narrative**

### **For the month of March 2016 and the year then ended**

#### **Revenue**

Revenue for the month was less than budget expectations by \$94,306 and more than year to date expectations by \$47,239 or 0.8%.

#### **Expenditures**

##### *Salaries*

Salaries for the month are \$7,011 below budget estimates or 2.6% and under budget \$122,238 or 5.1% on the year.

##### *Library Materials*

Library Materials for the month is \$5,015 under budget or 8.1% and \$40,550 under budget or 7.3% for the year. This is due primarily to the under spending in several of the purchasing categories offset in part by the payment of annual subscription fees.

##### *Library Operating Expenses*

Library Operating Expenses is \$6,738 over budget or 23.2% for the month and \$29,905 under budget or 11.4% year to date. This is due primarily to a spike in library supplies, software license renewals and programming expenditures in the month.

##### *General and Administrative*

General and Administrative expenses is \$11,123 under budget estimates or 41.5% for the month and \$66,455 or 27.6% year to date. This is due primarily to slow spending in the consultant line item.

##### *Employee Fringe Benefits*

Employee Fringe Benefits is \$842 under budget or approximately 0.1% for the month and \$28,209 under budget or 5.5% year to date.

##### *Utilities*

Utilities is approximately \$2,000 under budget for the month and \$7,000 year to date.

##### *Net Surplus/(Deficit)*

For the month, the Net Surplus is \$1,811,357 which is \$95,390 unfavorable to the budgeted Net Surplus of \$1,906,747 and \$602,848 favorable or 47.4% year to date.

# Niles Public Library District

## Balance Sheet

March 31, 2016

	GENERAL FUND 3/31/2016	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash	(\$2,166,403)	\$458,417	\$1,745,412	\$37,426
Investments	\$10,673,152			\$10,673,152
<b>Total Cash and Investments</b>	<b>\$8,506,749</b>	<b>\$458,417</b>	<b>\$1,745,412</b>	<b>\$10,710,578</b>
<b>Receivables</b>				
Property Tax Receivable, net	\$2,581,494	\$97,345		\$2,678,839
Replacement Tax Receivable	\$24,126			\$24,126
<b>Total Receivables</b>	<b>\$2,605,620</b>	<b>\$97,345</b>	<b>\$0</b>	<b>\$2,702,965</b>
<b>Total Assets</b>	<b>\$11,112,369</b>	<b>\$555,762</b>	<b>\$1,745,412</b>	<b>\$13,413,543</b>
 <b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$164,579	\$19,126	\$58,143	\$241,848
Accounts Payable-Friends of the Library	\$11,771			\$11,771
Other Liabilities	\$43,073			\$43,073
Deferred Revenues	\$2,581,464	\$97,375		\$2,678,839
<b>Total Liabilities</b>	<b>\$2,800,887</b>	<b>\$116,501</b>	<b>\$58,143</b>	<b>\$2,975,531</b>
 <b>Fund Balance</b>				
Fund Balance	\$8,311,482	\$439,261	\$1,687,270	\$10,438,013
<b>Total Fund Balance</b>	<b>\$8,311,482</b>	<b>\$439,261</b>	<b>\$1,687,270</b>	<b>\$10,438,013</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$11,112,369</b>	<b>\$555,762</b>	<b>\$1,745,412</b>	<b>\$13,413,543</b>

# Niles Public Library District Income Statement-Consolidated

March 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$2,322,424	\$2,369,099	(\$46,675)	\$5,954,967	\$5,863,520	\$91,447	\$5,922,747	101%
Replacement Taxes	\$7,745	\$56,000	(\$48,255)	\$84,585	\$138,600	(\$54,015)	\$140,000	60%
Per Capita Grant							\$71,605	
Grants-Other	\$1,000		\$1,000	\$1,000	\$1,000		\$1,000	100%
Investment Income	\$1,803	\$5,000	(\$3,197)	\$49,759	\$45,000	\$4,759	\$60,000	83%
Fines	\$5,171	\$4,167	\$1,004	\$39,245	\$37,500	\$1,745	\$50,000	78%
Lost Books	\$1,022	\$625	\$397	\$7,969	\$5,625	\$2,344	\$7,500	106%
Pay For Print	\$2,926	\$1,667	\$1,260	\$13,861	\$15,000	(\$1,139)	\$20,000	69%
Non-Resident Fees	\$145		\$145	\$580		\$580		
Flash Drive & Ear Bud Sales	\$15		\$15	\$86		\$86		
Commissions & Fees	(\$16)		(\$16)	(\$13)		(\$13)		
Donations-Friends of the Library					\$1,400	(\$1,400)	\$1,400	
Donations				\$3,316		\$3,316		
Miscellaneous	\$129	\$113	\$17	\$542	\$1,013	(\$471)	\$1,350	40%
<b>Total Revenues</b>	<b>\$2,342,364</b>	<b>\$2,436,670</b>	<b>(\$94,306)</b>	<b>\$6,155,896</b>	<b>\$6,108,657</b>	<b>\$47,239</b>	<b>\$6,275,602</b>	<b>98%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$10,167	\$10,201	\$34	\$91,500	\$91,808	\$308	\$122,411	75%
Payroll-Department Managers	\$13,963	\$14,770	\$806	\$126,168	\$132,926	\$6,758	\$177,235	71%
Payroll-Division Supervisors	\$35,721	\$36,155	\$433	\$302,790	\$325,393	\$22,603	\$433,857	70%
Payroll-Librarian I	\$97,070	\$97,093	\$23	\$866,510	\$873,833	\$7,322	\$1,165,110	74%
Payroll-Library Grade V	\$55,685	\$61,118	\$5,433	\$507,328	\$550,059	\$42,731	\$733,412	69%
Payroll-Library Grade VI	\$25,557	\$27,709	\$2,153	\$214,487	\$249,382	\$34,896	\$332,510	65%
Payroll-Library Pages	\$9,764	\$10,194	\$430	\$79,030	\$91,744	\$12,715	\$122,326	65%
Payroll-Sundays	\$7,134	\$6,833	(\$301)	\$63,847	\$61,500	(\$2,347)	\$82,000	78%
Adjustments	\$3,500	\$833	(\$2,667)	\$3,500	\$7,500	\$4,000	\$10,000	35%
Substitutes		\$667	\$667	\$12,748	\$6,000	(\$6,748)	\$8,000	159%
<b>Total Salaries</b>	<b>\$258,561</b>	<b>\$265,572</b>	<b>\$7,011</b>	<b>\$2,267,908</b>	<b>\$2,390,146</b>	<b>\$122,238</b>	<b>\$3,186,861</b>	<b>71%</b>

# Niles Public Library District Income Statement-Consolidated

March 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Library Materials</b>								
Books-Adult	\$15,060	\$13,417	(\$1,643)	\$118,265	\$120,750	\$2,485	\$161,000	73%
Books-Youth Services	\$9,819	\$6,250	(\$3,569)	\$45,600	\$56,250	\$10,650	\$75,000	61%
Books-Teen	\$2,331	\$1,250	(\$1,081)	\$10,566	\$11,250	\$684	\$15,000	70%
Downloadables	\$4,314	\$6,667	\$2,353	\$52,384	\$60,000	\$7,616	\$80,000	65%
Periodicals	\$61	\$2,667	\$2,606	\$12,040	\$24,000	\$11,960	\$32,000	38%
AV-Adult	\$13,185	\$10,000	(\$3,185)	\$70,717	\$90,000	\$19,283	\$120,000	59%
AV-Youth Services	\$3,619	\$3,542	(\$77)	\$23,075	\$31,875	\$8,800	\$42,500	54%
AV-Teen	\$1,049	\$1,000	(\$49)	\$7,703	\$9,000	\$1,297	\$12,000	64%
Online Databases	\$7,006	\$16,667	\$9,661	\$172,224	\$150,000	(\$22,224)	\$200,000	86%
<b>Total Library Materials</b>	<b>\$56,443</b>	<b>\$61,458</b>	<b>\$5,015</b>	<b>\$512,575</b>	<b>\$553,125</b>	<b>\$40,550</b>	<b>\$737,500</b>	<b>70%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$5,963	\$6,667	\$704	\$51,180	\$60,000	\$8,820	\$80,000	64%
Processing & Supplies	\$5,098	\$1,667	(\$3,431)	\$14,621	\$15,000	\$379	\$20,000	73%
Internet Charges	\$1,251	\$1,375	\$124	\$10,915	\$12,375	\$1,460	\$16,500	66%
Software, Licenses	\$9,405	\$5,819	(\$3,587)	\$37,156	\$52,367	\$15,211	\$69,823	53%
Printing	\$792	\$3,971	\$3,178	\$25,254	\$35,737	\$10,483	\$47,650	53%
Library Supplies	\$96	\$1,067	\$971	\$9,304	\$9,600	\$296	\$12,800	73%
Programming & Support-Adult	\$3,390	\$2,417	(\$973)	\$20,872	\$21,750	\$878	\$29,000	72%
Programming & Support-Juvenile	\$2,641	\$3,167	\$525	\$24,919	\$28,500	\$3,581	\$38,000	66%
Programming & Support-Joint	\$1,567	\$933	(\$633)	\$4,183	\$8,400	\$4,217	\$11,200	37%
Programming & Support-Teen	\$2,678	\$667	(\$2,011)	\$7,941	\$6,000	(\$1,941)	\$8,000	99%
Public Performing Rights				\$1,407	\$1,400	(\$7)	\$1,400	101%
Computer Charges OCLC		\$958	\$958	\$7,835	\$8,625	\$790	\$11,500	68%
Miscellaneous	\$122	\$83	(\$39)	\$1,805	\$750	(\$1,055)	\$1,000	180%
Per Capita Grant Expenditures	\$2,732		(\$2,732)	\$14,689		(\$14,689)	\$71,605	21%
Grant - Other Expenditures		\$83	\$83		\$750	\$750	\$1,000	
Volunteers		\$125	\$125	\$393	\$1,125	\$732	\$1,500	26%
<b>Total Library Operating Expenditures</b>	<b>\$35,736</b>	<b>\$28,998</b>	<b>(\$6,738)</b>	<b>\$232,475</b>	<b>\$262,380</b>	<b>\$29,905</b>	<b>\$420,978</b>	<b>55%</b>

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

March 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>General and Administration</b>								
Janitorial Supplies	\$1,268	\$2,804	\$1,536	\$21,774	\$25,237	\$3,463	\$33,650	65%
Copiers	\$1,197	\$833	(\$364)	\$7,238	\$7,500	\$262	\$10,000	72%
Professional Development	\$4,609	\$3,272	(\$1,338)	\$31,805	\$29,444	(\$2,361)	\$39,259	81%
Mileage	\$543	\$317	(\$227)	\$3,099	\$2,850	(\$249)	\$3,800	82%
Professional Collection		\$63	\$63	\$445	\$563	\$118	\$750	59%
Legal Fees	\$2,404	\$2,500	\$96	\$20,660	\$22,500	\$1,840	\$30,000	69%
Consultants		\$5,792	\$5,792	\$5,745	\$52,125	\$46,380	\$69,500	8%
Kitchen Supplies		\$125	\$125	\$455	\$1,125	\$670	\$1,500	30%
Promotional Expense	\$88	\$2,142	\$2,054	\$12,497	\$19,277	\$6,780	\$25,703	49%
Office Supplies	\$771	\$2,083	\$1,312	\$17,135	\$18,750	\$1,615	\$25,000	69%
Postage & Freight	\$500	\$1,500	\$1,000	\$13,496	\$13,500	\$4	\$18,000	75%
Publication of Notices-Advertisements		\$100	\$100	\$1,432	\$900	(\$532)	\$1,200	119%
Subscriptions & Dues	\$753	\$714	(\$39)	\$7,021	\$6,424	(\$597)	\$8,565	82%
Collection Services	(\$60)	\$83	\$143	\$254	\$750	\$496	\$1,000	25%
Telephone	\$1,192	\$1,375	\$183	\$9,706	\$12,375	\$2,669	\$16,500	59%
Trustee Expense	(\$260)	\$833	\$1,093	\$329	\$7,500	\$7,171	\$10,000	3%
Payroll Service	\$1,596	\$1,083	(\$512)	\$11,244	\$9,750	(\$1,494)	\$13,000	86%
Bank Fees	\$170	\$275	\$105	\$2,255	\$2,475	\$220	\$3,300	68%
Parking Lease	\$881	\$881		\$7,929	\$7,929		\$10,572	75%
<b>Total General and Administration</b>	<b>\$15,652</b>	<b>\$26,775</b>	<b>\$11,123</b>	<b>\$174,519</b>	<b>\$240,974</b>	<b>\$66,455</b>	<b>\$321,299</b>	<b>54%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$28	\$83	\$55	\$272	\$750	\$478	\$1,000	27%
Repairs & Maintenance		\$150	\$150	\$2,201	\$1,350	(\$851)	\$1,800	122%
Miscellaneous		\$8	\$8		\$75	\$75	\$100	
Auto Insurance				\$1,435	\$1,435		\$1,435	100%
<b>Total Vehicle Operation</b>	<b>\$28</b>	<b>\$242</b>	<b>\$213</b>	<b>\$3,908</b>	<b>\$3,610</b>	<b>(\$298)</b>	<b>\$4,335</b>	<b>90%</b>

# Niles Public Library District Income Statement-Consolidated

March 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$13,501	\$14,583	\$1,082	\$122,752	\$131,250	\$8,498	\$175,000	70%
Group Health	\$33,808	\$32,500	(\$1,308)	\$303,018	\$292,500	(\$10,518)	\$390,000	78%
Health Reimbursement Account	\$4,272	\$5,500	\$1,228	\$26,213	\$49,500	\$23,287	\$66,000	40%
Dental	\$1,863	\$1,667	(\$196)	\$8,720	\$15,000	\$6,280	\$20,000	44%
Vision	\$539	\$583	\$44	\$4,579	\$5,250	\$671	\$7,000	65%
FSA fee	\$60	\$100	\$40	\$810	\$900	\$90	\$1,200	68%
Life, LTD, AD&D, STD	\$1,548	\$1,500	(\$48)	\$13,599	\$13,500	(\$99)	\$18,000	76%
<b>Total Employee Fringe Benefits</b>	<b>\$55,591</b>	<b>\$56,433</b>	<b>\$842</b>	<b>\$479,691</b>	<b>\$507,900</b>	<b>\$28,209</b>	<b>\$677,200</b>	<b>71%</b>
<b>Utilities</b>								
Gas	\$1,299	\$1,250	(\$49)	\$6,794	\$11,250	\$4,456	\$15,000	45%
Electric	\$6,735	\$8,333	\$1,598	\$72,925	\$75,000	\$2,075	\$100,000	73%
Water	\$413	\$667	\$254	\$5,394	\$6,000	\$606	\$8,000	67%
<b>Total Utilities</b>	<b>\$8,447</b>	<b>\$10,250</b>	<b>\$1,803</b>	<b>\$85,113</b>	<b>\$92,250</b>	<b>\$7,137</b>	<b>\$123,000</b>	<b>69%</b>
<b>Capital Expenditures</b>								
Special Reserve - Equipment	\$58,143	\$41,417	(\$16,726)	\$120,744	\$372,750	\$252,006	\$497,000	24%
<b>Total Capital Expenditures</b>	<b>\$58,143</b>	<b>\$41,417</b>	<b>(\$16,726)</b>	<b>\$120,744</b>	<b>\$372,750</b>	<b>\$252,006</b>	<b>\$497,000</b>	<b>24%</b>
<b>Audit</b>								
Audit Expense				\$14,500	\$14,500		\$14,500	100%
<b>Total Audit Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,500</b>	<b>\$14,500</b>	<b>\$0</b>	<b>\$14,500</b>	<b>100%</b>
<b>Liability Insurance</b>								
Liability Insurance				\$28,544	\$28,544		\$28,544	100%
<b>Total Liability Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,544</b>	<b>\$28,544</b>	<b>\$0</b>	<b>\$28,544</b>	<b>100%</b>
<b>Social Security</b>								
Social Security	\$20,217	\$20,000	(\$217)	\$181,670	\$180,000	(\$1,670)	\$240,000	76%
<b>Total Social Security Expenditures</b>	<b>\$20,217</b>	<b>\$20,000</b>	<b>(\$217)</b>	<b>\$181,670</b>	<b>\$180,000</b>	<b>(\$1,670)</b>	<b>\$240,000</b>	<b>76%</b>

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

March 31, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Workers' Compensation</b>								
Workers' Compensation				\$21,303	\$21,524	\$221	\$21,524	99%
<b>Total Workers' Compensation Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,303</b>	<b>\$21,524</b>	<b>\$221</b>	<b>\$21,524</b>	<b>99%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$3,063	\$1,250	(\$1,813)	\$14,873	\$11,250	(\$3,623)	\$15,000	99%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$3,063</b>	<b>\$1,250</b>	<b>(\$1,813)</b>	<b>\$14,873</b>	<b>\$11,250</b>	<b>(\$3,623)</b>	<b>\$15,000</b>	<b>99%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$5,354	\$3,975	(\$1,379)	\$61,364	\$35,775	(\$25,589)	\$47,700	129%
Contractual Maintenance	\$2,808	\$3,524	\$715	\$29,319	\$31,714	\$2,395	\$42,285	69%
Non-Contractual Maintenance	\$1,191	\$1,283	\$92	\$7,259	\$11,550	\$4,291	\$15,400	47%
Equipment Maintenance	\$249	\$3,013	\$2,764	\$13,260	\$27,113	\$13,853	\$36,150	37%
Non Capital Expenses	\$194	\$2,417	\$2,222	\$10,468	\$21,750	\$11,282	\$29,000	36%
Furniture & Fixtures	\$9,328	\$3,317	(\$6,012)	\$21,603	\$29,850	\$8,247	\$39,800	54%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$19,126</b>	<b>\$17,528</b>	<b>(\$1,598)</b>	<b>\$143,272</b>	<b>\$157,751</b>	<b>\$14,479</b>	<b>\$210,335</b>	<b>68%</b>
<b>Total Expenditures</b>	<b>\$531,007</b>	<b>\$529,923</b>	<b>(\$1,084)</b>	<b>\$4,281,094</b>	<b>\$4,836,703</b>	<b>\$555,609</b>	<b>\$6,498,076</b>	<b>66%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$1,811,357</b>	<b>\$1,906,747</b>	<b>(\$95,390)</b>	<b>\$1,874,801</b>	<b>\$1,271,954</b>	<b>\$602,848</b>	<b>(\$222,474)</b>	<b>(843)%</b>

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73404	Accounts Payable	Computer Check	4/20/2016	ABT	\$0.00	\$167.99	(\$167.99)	Outstanding	4/30/2016
73405	Accounts Payable	Computer Check	4/20/2016	AFLAC	\$0.00	\$324.74	(\$492.73)	Outstanding	4/30/2016
73406	Accounts Payable	Computer Check	4/20/2016	ALA STORE	\$0.00	\$99.00	(\$591.73)	Outstanding	4/30/2016
73407	Accounts Payable	Computer Check	4/20/2016	ALLIANCE ENTERTAINMENT	\$0.00	\$10.25	(\$601.98)	Outstanding	4/30/2016
73408	Accounts Payable	Computer Check	4/20/2016	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$416.00	(\$1,017.98)	Outstanding	4/30/2016
73409	Accounts Payable	Computer Check	4/20/2016	LUCIANO ANTONIO	\$0.00	\$1,100.00	(\$2,117.98)	Outstanding	4/30/2016
73410	Accounts Payable	Computer Check	4/20/2016	ARABESQUE FOUNDATION	\$0.00	\$1,000.00	(\$3,117.98)	Outstanding	4/30/2016
73411	Accounts Payable	Computer Check	4/20/2016	AT&T	\$0.00	\$43.47	(\$3,161.45)	Outstanding	4/30/2016
73412	Accounts Payable	Computer Check	4/20/2016	AT&T	\$0.00	\$427.59	(\$3,589.04)	Outstanding	4/30/2016
73413	Accounts Payable	Computer Check	4/20/2016	BAKER & TAYLOR	\$0.00	\$654.13	(\$4,243.17)	Outstanding	4/30/2016
73414	Accounts Payable	Computer Check	4/20/2016	DONNA BLOCK	\$0.00	\$211.69	(\$4,454.86)	Outstanding	4/30/2016
73415	Accounts Payable	Computer Check	4/20/2016	BRODART CO.	\$0.00	\$849.64	(\$5,304.50)	Outstanding	4/30/2016
73416	Accounts Payable	Computer Check	4/20/2016	CALL ONE	\$0.00	\$941.70	(\$6,246.20)	Outstanding	4/30/2016
73417	Accounts Payable	Computer Check	4/20/2016	CAREER CRUISING	\$0.00	\$1,075.00	(\$7,321.20)	Outstanding	4/30/2016
73418	Accounts Payable	Computer Check	4/20/2016	ARIANNE CAREY	\$0.00	\$340.66	(\$7,661.86)	Outstanding	4/30/2016
73419	Accounts Payable	Computer Check	4/20/2016	CATS	\$0.00	\$350.00	(\$8,011.86)	Outstanding	4/30/2016
73420	Accounts Payable	Computer Check	4/20/2016	CDW GOVERNMENT, INC.	\$0.00	\$752.76	(\$8,764.62)	Outstanding	4/30/2016
73421	Accounts Payable	Computer Check	4/20/2016	CENGAGE LEARNING, INC.	\$0.00	\$1,827.02	(\$10,591.64)	Outstanding	4/30/2016
73422	Accounts Payable	Computer Check	4/20/2016	CENTER POINT LARGE PRINT	\$0.00	\$302.58	(\$10,894.22)	Outstanding	4/30/2016
73423	Accounts Payable	Computer Check	4/20/2016	CHIEF, CDS, LIBRARY OF CONGRES	\$0.00	\$685.00	(\$11,579.22)	Outstanding	4/30/2016
73424	Accounts Payable	Computer Check	4/20/2016	CHILDREN'S PLUS INC.	\$0.00	\$462.45	(\$12,041.67)	Outstanding	4/30/2016
73425	Accounts Payable	Computer Check	4/20/2016	CINTAS CORPORATION LOC. 769	\$0.00	\$842.48	(\$12,884.15)	Outstanding	4/30/2016
73426	Accounts Payable	Computer Check	4/20/2016	CLASSIC DESIGN AWARDS, INC.	\$0.00	\$138.52	(\$13,022.67)	Outstanding	4/30/2016
73427	Accounts Payable	Computer Check	4/20/2016	CLEAN SOURCE, INC.	\$0.00	\$325.00	(\$13,347.67)	Outstanding	4/30/2016
73428	Accounts Payable	Computer Check	4/20/2016	COMED	\$0.00	\$6,735.45	(\$20,083.12)	Outstanding	4/30/2016
73429	Accounts Payable	Computer Check	4/20/2016	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$20,583.12)	Outstanding	4/30/2016
73430	Accounts Payable	Computer Check	4/20/2016	COMPENDIUM LIBRARY SERVI	\$0.00	\$2,195.00	(\$22,778.12)	Outstanding	4/30/2016
73431	Accounts Payable	Computer Check	4/20/2016	COMPUTYPE, INC.	\$0.00	\$713.25	(\$23,491.37)	Outstanding	4/30/2016
73432	Accounts Payable	Computer Check	4/20/2016	COOPERATIVE COMPUTER SERV	\$0.00	\$6,942.34	(\$30,433.71)	Outstanding	4/30/2016
73433	Accounts Payable	Computer Check	4/20/2016	AIMEE LEIGH COUSINO	\$0.00	\$300.00	(\$30,733.71)	Outstanding	4/30/2016
73434	Accounts Payable	Computer Check	4/20/2016	COVERALL NORTH AMERICA, IN	\$0.00	\$662.50	(\$31,396.21)	Outstanding	4/30/2016
73435	Accounts Payable	Computer Check	4/20/2016	CECILIA CYGNAR	\$0.00	\$47.72	(\$31,443.93)	Outstanding	4/30/2016
73436	Accounts Payable	Computer Check	4/20/2016	DELL MARKETING L.P.	\$0.00	\$58,142.65	(\$89,586.58)	Outstanding	4/30/2016
73437	Accounts Payable	Computer Check	4/20/2016	DEMCO	\$0.00	\$3,095.10	(\$92,681.68)	Outstanding	4/30/2016
73438	Accounts Payable	Computer Check	4/20/2016	ROSE DENEEN	\$0.00	\$300.00	(\$92,981.68)	Outstanding	4/30/2016
73439	Accounts Payable	Computer Check	4/20/2016	JENNIFER E. DROZD-NOLAN	\$0.00	\$6.99	(\$92,988.67)	Outstanding	4/30/2016
73440	Accounts Payable	Computer Check	4/20/2016	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$93,488.67)	Outstanding	4/30/2016
73441	Accounts Payable	Computer Check	4/20/2016	FARONICS TECHNOLOGIES USA I	\$0.00	\$2,000.00	(\$95,488.67)	Outstanding	4/30/2016
73442	Accounts Payable	Computer Check	4/20/2016	FIFTH THIRD BANK	\$0.00	\$2,224.10	(\$97,712.77)	Outstanding	4/30/2016

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73443	Accounts Payable	Computer Check	4/20/2016	FINDAWAY WORLD, LLC	\$0.00	\$254.94	(\$97,967.71)	Outstanding	4/30/2016
73444	Accounts Payable	Computer Check	4/20/2016	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$850.00	(\$98,817.71)	Outstanding	4/30/2016
73445	Accounts Payable	Computer Check	4/20/2016	FLEXSOURCE, LLC	\$0.00	\$368.00	(\$99,185.71)	Outstanding	4/30/2016
73446	Accounts Payable	Computer Check	4/20/2016	DARLENE FOX	\$0.00	\$35.10	(\$99,220.81)	Outstanding	4/30/2016
73447	Accounts Payable	Computer Check	4/20/2016	TERRENCE L. GANT	\$0.00	\$200.00	(\$99,420.81)	Outstanding	4/30/2016
73448	Accounts Payable	Computer Check	4/20/2016	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,727.88	(\$101,148.69)	Outstanding	4/30/2016
73449	Accounts Payable	Computer Check	4/20/2016	GENESIS TECHNOLOGIES, INC.	\$0.00	\$49.00	(\$101,197.69)	Outstanding	4/30/2016
73450	Accounts Payable	Computer Check	4/20/2016	MICHAEL GERSHBEIN	\$0.00	\$200.00	(\$101,397.69)	Outstanding	4/30/2016
73451	Accounts Payable	Computer Check	4/20/2016	GIBBONS & SIDHU, LTD	\$0.00	\$108.54	(\$101,506.23)	Outstanding	4/30/2016
73452	Accounts Payable	Computer Check	4/20/2016	LESLIE GODDARD	\$0.00	\$275.00	(\$101,781.23)	Outstanding	4/30/2016
73453	Accounts Payable	Computer Check	4/20/2016	DEBORAH GRAHAM	\$0.00	\$26.96	(\$101,808.19)	Outstanding	4/30/2016
73454	Accounts Payable	Computer Check	4/20/2016	GRAINGER	\$0.00	\$527.75	(\$102,335.94)	Outstanding	4/30/2016
73455	Accounts Payable	Computer Check	4/20/2016	GREY HOUSE PUBLISHING	\$0.00	\$5,490.00	(\$107,825.94)	Outstanding	4/30/2016
73456	Accounts Payable	Computer Check	4/20/2016	GROOT INDUSTRIES, INC.	\$0.00	\$258.63	(\$108,084.57)	Outstanding	4/30/2016
73457	Accounts Payable	Computer Check	4/20/2016	HEALTHCARE SERVICE CORPOR	\$0.00	\$40,863.89	(\$148,948.46)	Outstanding	4/30/2016
73458	Accounts Payable	Computer Check	4/20/2016	ANNA HOSEPIAN	\$0.00	\$24.99	(\$148,973.45)	Outstanding	4/30/2016
73459	Accounts Payable	Computer Check	4/20/2016	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$1,000.00	(\$149,973.45)	Outstanding	4/30/2016
73460	Accounts Payable	Computer Check	4/20/2016	IMPERIAL SERVICE SYSTEMS, IN	\$0.00	\$270.00	(\$150,243.45)	Outstanding	4/30/2016
73461	Accounts Payable	Computer Check	4/20/2016	INGRAM LIBRARY SERVICES	\$0.00	\$21,940.26	(\$172,183.71)	Outstanding	4/30/2016
73462	Accounts Payable	Computer Check	4/20/2016	IRON MOUNTAIN	\$0.00	\$121.99	(\$172,305.70)	Outstanding	4/30/2016
73463	Accounts Payable	Computer Check	4/20/2016	ROBERTO JONSON	\$0.00	\$150.00	(\$172,455.70)	Outstanding	4/30/2016
73464	Accounts Payable	Computer Check	4/20/2016	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$2,295.40	(\$174,751.10)	Outstanding	4/30/2016
73465	Accounts Payable	Computer Check	4/20/2016	KATE KLISE	\$0.00	\$155.29	(\$174,906.39)	Outstanding	4/30/2016
73466	Accounts Payable	Computer Check	4/20/2016	KONE INC.	\$0.00	\$243.81	(\$175,150.20)	Outstanding	4/30/2016
73467	Accounts Payable	Computer Check	4/20/2016	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,196.87	(\$176,347.07)	Outstanding	4/30/2016
73468	Accounts Payable	Computer Check	4/20/2016	KOREAN BOOKS	\$0.00	\$544.60	(\$176,891.67)	Outstanding	4/30/2016
73469	Accounts Payable	Computer Check	4/20/2016	LAUBE IMAGING PRODUCTS	\$0.00	\$491.63	(\$177,383.30)	Outstanding	4/30/2016
73470	Accounts Payable	Computer Check	4/20/2016	LIBRARY FURNITURE INTERNATI	\$0.00	\$478.00	(\$177,861.30)	Outstanding	4/30/2016
73471	Accounts Payable	Computer Check	4/20/2016	LIVE OAK MEDIA	\$0.00	\$9.63	(\$177,870.93)	Outstanding	4/30/2016
73472	Accounts Payable	Computer Check	4/20/2016	VICTORIA LUZ	\$0.00	\$226.89	(\$178,097.82)	Outstanding	4/30/2016
73473	Accounts Payable	Computer Check	4/20/2016	JOHN LYNN	\$0.00	\$250.00	(\$178,347.82)	Outstanding	4/30/2016
73474	Accounts Payable	Computer Check	4/20/2016	MAKERBOT INDUSTRIES LLC	\$0.00	\$328.61	(\$178,676.43)	Outstanding	4/30/2016
73475	Accounts Payable	Computer Check	4/20/2016	HELGI MARROQUIN-GARCIA	\$0.00	\$150.00	(\$178,826.43)	Outstanding	4/30/2016
73476	Accounts Payable	Computer Check	4/20/2016	JOAN MCGEE	\$0.00	\$225.00	(\$179,051.43)	Outstanding	4/30/2016
73477	Accounts Payable	Computer Check	4/20/2016	JUDITH MCNULTY	\$0.00	\$13.99	(\$179,065.42)	Outstanding	4/30/2016
73478	Accounts Payable	Computer Check	4/20/2016	MEILAHN MANUFACTURING	\$0.00	\$7,055.00	(\$186,120.42)	Outstanding	4/30/2016
73479	Accounts Payable	Computer Check	4/20/2016	MENARDS	\$0.00	\$348.73	(\$186,469.15)	Outstanding	4/30/2016
73480	Accounts Payable	Computer Check	4/20/2016	MICROSYSTEMS, INC.	\$0.00	\$441.08	(\$186,910.23)	Outstanding	4/30/2016
73481	Accounts Payable	Computer Check	4/20/2016	MIDWEST TAPE	\$0.00	\$17,028.77	(\$203,939.00)	Outstanding	4/30/2016

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73482	Accounts Payable	Computer Check	4/20/2016	MARY MILLER	\$0.00	\$21.28	(\$203,960.28)	Outstanding	4/30/2016
73483	Accounts Payable	Computer Check	4/20/2016	MONARCH FIRE PROTECTION, I	\$0.00	\$450.00	(\$204,410.28)	Outstanding	4/30/2016
73484	Accounts Payable	Computer Check	4/20/2016	MULTICULTURAL BOOKS & VID	\$0.00	\$1,400.00	(\$205,810.28)	Outstanding	4/30/2016
73485	Accounts Payable	Computer Check	4/20/2016	SARAH MUSKIVITCH	\$0.00	\$44.14	(\$205,854.42)	Outstanding	4/30/2016
73486	Accounts Payable	Computer Check	4/20/2016	NICOR GAS	\$0.00	\$1,298.70	(\$207,153.12)	Outstanding	4/30/2016
73487	Accounts Payable	Computer Check	4/20/2016	NILES CHAMBER OF COMMERCE	\$0.00	\$20.00	(\$207,173.12)	Outstanding	4/30/2016
73488	Accounts Payable	Computer Check	4/20/2016	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$208,054.12)	Outstanding	4/30/2016
73489	Accounts Payable	Computer Check	4/20/2016	HAROLD NOJI	\$0.00	\$14.99	(\$208,069.11)	Outstanding	4/30/2016
73490	Accounts Payable	Computer Check	4/20/2016	CORNELIUS M. O'SHEA	\$0.00	\$237.00	(\$208,306.11)	Outstanding	4/30/2016
73491	Accounts Payable	Computer Check	4/20/2016	OAK BROOK MECHANICAL SERV	\$0.00	\$3,174.57	(\$211,480.68)	Outstanding	4/30/2016
73492	Accounts Payable	Computer Check	4/20/2016	OLD TOWN SCHOOL OF FOLK MU	\$0.00	\$375.00	(\$211,855.68)	Outstanding	4/30/2016
73493	Accounts Payable	Computer Check	4/20/2016	OMNIGRAPHICS, INC.	\$0.00	\$163.70	(\$212,019.38)	Outstanding	4/30/2016
73494	Accounts Payable	Computer Check	4/20/2016	OVERDRIVE, INC.	\$0.00	\$4,289.73	(\$216,309.11)	Outstanding	4/30/2016
73495	Accounts Payable	Computer Check	4/20/2016	DOMINIC A. PACYGA	\$0.00	\$250.00	(\$216,559.11)	Outstanding	4/30/2016
73496	Accounts Payable	Computer Check	4/20/2016	ROSANN PARRA	\$0.00	\$9.99	(\$216,569.10)	Outstanding	4/30/2016
73497	Accounts Payable	Computer Check	4/20/2016	PEAPOD	\$0.00	\$233.04	(\$216,802.14)	Outstanding	4/30/2016
73498	Accounts Payable	Computer Check	4/20/2016	PETTY CASH	\$0.00	\$18.13	(\$216,820.27)	Outstanding	4/30/2016
73499	Accounts Payable	Computer Check	4/20/2016	TOMASZ PIK	\$0.00	\$390.00	(\$217,210.27)	Outstanding	4/30/2016
73500	Accounts Payable	Computer Check	4/20/2016	PIONEER PRESS	\$0.00	\$32.24	(\$217,242.51)	Outstanding	4/30/2016
73501	Accounts Payable	Computer Check	4/20/2016	PLIC - SBD GRAND ISLAND	\$0.00	\$1,547.97	(\$218,790.48)	Outstanding	4/30/2016
73502	Accounts Payable	Computer Check	4/20/2016	POLONIA BOOKSTORE, INC.	\$0.00	\$684.58	(\$219,475.06)	Outstanding	4/30/2016
73503	Accounts Payable	Computer Check	4/20/2016	CYNTHIA RADEMACHER	\$0.00	\$1,812.67	(\$221,287.73)	Outstanding	4/30/2016
73504	Accounts Payable	Computer Check	4/20/2016	RECORD INFORMATION SERVIC	\$0.00	\$575.00	(\$221,862.73)	Outstanding	4/30/2016
73505	Accounts Payable	Computer Check	4/20/2016	RECORDED BOOKS, LLC	\$0.00	\$209.78	(\$222,072.51)	Outstanding	4/30/2016
73506	Accounts Payable	Computer Check	4/20/2016	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$222,622.51)	Outstanding	4/30/2016
73507	Accounts Payable	Computer Check	4/20/2016	BARBARA SANDERS	\$0.00	\$13.99	(\$222,636.50)	Outstanding	4/30/2016
73508	Accounts Payable	Computer Check	4/20/2016	SANDRA J. SCHMIDT	\$0.00	\$17.00	(\$222,653.50)	Outstanding	4/30/2016
73509	Accounts Payable	Computer Check	4/20/2016	SCHOLASTIC INC.	\$0.00	\$141.75	(\$222,795.25)	Outstanding	4/30/2016
73510	Accounts Payable	Computer Check	4/20/2016	RUTH SCHUSTER	\$0.00	\$718.86	(\$223,514.11)	Outstanding	4/30/2016
73511	Accounts Payable	Computer Check	4/20/2016	CLARA SHEFFER	\$0.00	\$9.46	(\$223,523.57)	Outstanding	4/30/2016
73512	Accounts Payable	Computer Check	4/20/2016	SHELL	\$0.00	\$28.41	(\$223,551.98)	Outstanding	4/30/2016
73513	Accounts Payable	Computer Check	4/20/2016	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$223,665.98)	Outstanding	4/30/2016
73514	Accounts Payable	Computer Check	4/20/2016	SPOTLIGHT INC.	\$0.00	\$1,859.00	(\$225,524.98)	Outstanding	4/30/2016
73515	Accounts Payable	Computer Check	4/20/2016	SUPERIOR COPIES INC.	\$0.00	\$300.84	(\$225,825.82)	Outstanding	4/30/2016
73516	Accounts Payable	Computer Check	4/20/2016	DOUGLAS J. TARON	\$0.00	\$150.00	(\$225,975.82)	Outstanding	4/30/2016
73517	Accounts Payable	Computer Check	4/20/2016	TASB, INC.	\$0.00	\$3,000.00	(\$228,975.82)	Outstanding	4/30/2016
73518	Accounts Payable	Computer Check	4/20/2016	THE LIBRARY STORE	\$0.00	\$19.58	(\$228,995.40)	Outstanding	4/30/2016
73519	Accounts Payable	Computer Check	4/20/2016	THE OFFICE OF THE STATE FIRE M	\$0.00	\$200.00	(\$229,195.40)	Outstanding	4/30/2016
73520	Accounts Payable	Computer Check	4/20/2016	TSAI FONG BOOKS, INC.	\$0.00	\$150.00	(\$229,345.40)	Outstanding	4/30/2016

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
73521	Accounts Payable	Computer Check	4/20/2016	U.S. TOY CO/CONSTRUCTIVE PLAY	\$0.00	\$29.84	(\$229,375.24)	Outstanding	4/30/2016
73522	Accounts Payable	Computer Check	4/20/2016	GRETA ULRICH	\$0.00	\$11.88	(\$229,387.12)	Outstanding	4/30/2016
73523	Accounts Payable	Computer Check	4/20/2016	VERIZON WIRELESS	\$0.00	\$206.50	(\$229,593.62)	Outstanding	4/30/2016
73524	Accounts Payable	Computer Check	4/20/2016	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$1,216.00	(\$230,809.62)	Outstanding	4/30/2016
73525	Accounts Payable	Computer Check	4/20/2016	VILLAGE OF NILES	\$0.00	\$412.63	(\$231,222.25)	Outstanding	4/30/2016
73526	Accounts Payable	Computer Check	4/20/2016	VISA	\$0.00	\$5,503.81	(\$236,726.06)	Outstanding	4/30/2016
73527	Accounts Payable	Computer Check	4/20/2016	VISION SERVICE PLAN OF ILLINO	\$0.00	\$628.99	(\$237,355.05)	Outstanding	4/30/2016
73528	Accounts Payable	Computer Check	4/20/2016	DEIDRE K. WINTERHALTER	\$0.00	\$294.33	(\$237,649.38)	Outstanding	4/30/2016
73529	Accounts Payable	Computer Check	4/20/2016	SUZANNE WULF	\$0.00	\$672.41	(\$238,321.79)	Outstanding	4/30/2016
73530	Accounts Payable	Computer Check	4/20/2016	X-PERT LANDSCAPING INC.	\$0.00	\$260.00	(\$238,581.79)	Outstanding	4/30/2016

**Summary by Transaction Type**

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	<b>(\$238,581.79)</b>
<b>Total Payments:</b>	<b>(\$238,581.79)</b>
<b>Total Change in Register Balance:</b>	<b>(\$238,581.79)</b>

**Niles Public Library District**  
**Check Detail and Account Distribution**  
**Check Date April 20, 2016**

Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73404	\$167.99	ABT	\$167.99	GOPRO HERO CAMERA	01-5325-53-00	Programming & Support-Joint
73405	\$324.74	AFLAC	\$324.74	EMPLOYEE PAYMENTS MARCH 2016	01-2140-00-00	Payroll Clearing
73406	\$99.00	ALA STORE	\$99.00	REGISTER SUZY WULF FOR WORKSHOP 5-4-16	01-5430-54-00	Professional Development
73407	\$10.25	ALLIANCE ENTERTAINMENT	\$10.25	MATERIALS DVD	01-4435-44-00	AV-Teen
73408	\$416.00	AMERICAN LIBRARY ASSOCIATION	\$229.00	RENEW CECIIA CYGNAR MEMBERSHIP	01-5461-54-00	Subscriptions & Dues
73408	\$416.00	AMERICAN LIBRARY ASSOCIATION	\$187.00	RENEW DEIDRE WINTERHALTER MEMBERSHIP	01-5461-54-00	Subscriptions & Dues
73409	\$1,100.00	LUCIANO ANTONIO	\$1,100.00	PERFORMER-ADULT PROGRAM 5-14-16	01-5323-53-00	Programming & Support-Adult
73410	\$1,000.00	ARABESQUE FOUNDATION	\$1,000.00	PERFORMER-ADULT PROGRAM 5-21-16	01-5351-53-00	Per Capita Grant Expenditures
73411	\$43.47	AT&T	\$43.47	911 LOCATOR SOFTWARE	01-5465-54-00	Telephone
73412	\$427.59	AT&T	\$427.59	INTERNET CONNECTION	01-5312-53-00	Internet Charges
73413	\$654.13	BAKER & TAYLOR	\$21.31	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73413	\$654.13	BAKER & TAYLOR	\$94.47	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73413	\$654.13	BAKER & TAYLOR	\$86.72	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73413	\$654.13	BAKER & TAYLOR	\$36.46	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73413	\$654.13	BAKER & TAYLOR	\$415.17	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73414	\$211.69	DONNA BLOCK	\$138.00	TEEN PROGRAM PURCHASE	01-5326-53-00	Programming & Support-Teen
73414	\$211.69	DONNA BLOCK	\$15.73	TEEN PROGRAM RECEIPT	01-5326-53-00	Programming & Support-Teen
73414	\$211.69	DONNA BLOCK	\$57.96	C2E2 CONF REIMBURSEMENT	01-5430-54-00	Professional Development
73415	\$849.64	BRODART CO.	\$783.52	TECH PROCESSING SUPPLIES	01-5311-53-00	Processing & Supplies
73415	\$849.64	BRODART CO.	\$66.12	TECH PROCESSING SUPPLIES	01-5311-53-00	Processing & Supplies
73416	\$941.70	CALL ONE	\$941.70	MONTHLY PHONE BILL	01-5465-54-00	Telephone
73417	\$1,075.00	CAREER CRUISING	\$1,075.00	MATERIALS DATABASE	01-4487-44-00	Online Databases
73418	\$340.66	ARIANNE CAREY	\$239.20	MILEAGE REIMBURSEMENT OCT 2015	01-5431-54-00	Mileage
73418	\$340.66	ARIANNE CAREY	\$78.08	KIDSPACE PROGRAM PURCHASE	01-5324-53-00	Programming & Support-Juvenile
73418	\$340.66	ARIANNE CAREY	\$23.38	KIDSPACE PROGRAM PURCHASE	01-5324-53-00	Programming & Support-Juvenile
73419	\$350.00	CATS	\$350.00	PERFORMER-KIDSPACE PROGRAM 4-30-16	01-5351-53-00	Per Capita Grant Expenditures
73420	\$752.76	CDW GOVERNMENT, INC.	\$752.76	2 COPIES OF ADOBE ACROBATE PRO DC	01-5313-53-00	Software, Licenses
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$21.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$179.14	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$24.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$239.12	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$105.56	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$25.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$19.99	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$874.10	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$21.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$21.60	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$24.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$12.80	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$65.22	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$12.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$24.79	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73421	\$1,827.02	CENGAGE LEARNING, INC.	\$153.56	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73422	\$302.58	CENTER POINT LARGE PRINT	\$44.34	MATERIALS BOOKS	01-4413-44-00	Books-Adult

**Niles Public Library District**  
**Check Detail and Account Distribution**  
**Check Date April 20, 2016**

Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73422	\$302.58	CENTER POINT LARGE PRINT	\$44.34	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73422	\$302.58	CENTER POINT LARGE PRINT	\$44.34	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73422	\$302.58	CENTER POINT LARGE PRINT	\$42.54	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73422	\$302.58	CENTER POINT LARGE PRINT	\$41.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73422	\$302.58	CENTER POINT LARGE PRINT	\$41.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73422	\$302.58	CENTER POINT LARGE PRINT	\$43.14	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73423	\$685.00	CHIEF, CDS, LIBRARY OF CONGRESS	\$685.00	SUBSCRIPTION TO CATALOGER'S DESKTOP-UO TO 4 CONCURRENT USERS	01-5313-53-00	Software, Licenses
73424	\$462.45	CHILDREN'S PLUS INC.	\$388.70	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73424	\$462.45	CHILDREN'S PLUS INC.	\$73.75	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73425	\$842.48	CINTAS CORPORATION LOC. 769	\$173.68	MAT SERVICE	08-6720-67-00	Contractual Maintenance
73425	\$842.48	CINTAS CORPORATION LOC. 769	\$173.68	MAT SERVICE	08-6720-67-00	Contractual Maintenance
73425	\$842.48	CINTAS CORPORATION LOC. 769	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
73425	\$842.48	CINTAS CORPORATION LOC. 769	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
73425	\$842.48	CINTAS CORPORATION LOC. 769	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
73425	\$842.48	CINTAS CORPORATION LOC. 769	\$123.78	MAT SERVICE	08-6720-67-00	Contractual Maintenance
73426	\$138.52	CLASSIC DESIGN AWARDS, INC.	\$49.40	BATTLE OF THE BOOKS PLAQUE	01-5324-53-00	Programming & Support-Juvenile
73426	\$138.52	CLASSIC DESIGN AWARDS, INC.	\$89.12	BOOKMARK CONTEST RIBBONS	01-5324-53-00	Programming & Support-Juvenile
73427	\$325.00	CLEAN SOURCE, INC.	\$325.00	CARPET CLEANING-LMR A&B, KIDS ROOM, TEEN CENTER	08-6710-67-00	Repairs & Improvements
73428	\$6,735.45	COMED	\$6,735.45	28 DAYS 2-11-16/3-10-16	01-5720-57-00	Electric
73429	\$500.00	COMMUNICATION REVOLVING FUND	\$500.00	INTERNET CONNECTION	01-5312-53-00	Internet Charges
73430	\$2,195.00	COMPENDIUM LIBRARY SERVICES LLC	\$2,195.00	DESK TRACKER SUBSCRIPTION RENEWAL	01-5313-53-00	Software, Licenses
73431	\$713.25	COMPUTYPE, INC.	\$713.25	TECH PROCESSING SUPPLIES	01-5311-53-00	Processing & Supplies
73432	\$6,942.34	COOPERATIVE COMPUTER SERVICE	\$5,962.95	CCS CHARGES FEB 2016	01-5310-53-00	CCS Charges
73432	\$6,942.34	COOPERATIVE COMPUTER SERVICE	\$979.39	OCLC MONTHLY CHARGES MARCH 2016	01-5326-53-00	Programming & Support-Teen
73433	\$300.00	AIMEE LEIGH COUSINO	\$300.00	PERFORMER-KIDSPACE 5-13-16	01-5324-53-00	Programming & Support-Juvenile
73434	\$662.50	COVERALL NORTH AMERICA, INC.	\$662.50	MONTHLY CLEANING	08-6730-67-00	Non-Contractual Maintenance
73435	\$47.72	CECILIA CYGNAR	\$12.35	OSCAR PARTY RECEIPT	01-5323-53-00	Programming & Support-Adult
73435	\$47.72	CECILIA CYGNAR	\$4.17	ADULT PROGRAM RECEIPT	01-5323-53-00	Programming & Support-Adult
73435	\$47.72	CECILIA CYGNAR	\$31.20	ADULT PROGRAM RECEIPT	01-5323-53-00	Programming & Support-Adult
73436	\$58,142.65	DELL MARKETING L.P.	\$15,568.65	15-PATRON COMPUTERS	40-5810-58-00	Special Reserve - Equipment
73436	\$58,142.65	DELL MARKETING L.P.	\$15,568.65	15-PATRON COMPUTERS	40-2110-00-00	Special Reserve - Accounts Payable
73436	\$58,142.65	DELL MARKETING L.P.	\$37,252.25	35-PATRON COMPUTERS	40-5810-58-00	Special Reserve - Equipment
73436	\$58,142.65	DELL MARKETING L.P.	\$37,252.25	35-PATRON COMPUTERS	40-2110-00-00	Special Reserve - Accounts Payable
73436	\$58,142.65	DELL MARKETING L.P.	\$5,321.75	5-PATRON COMPUTERS	40-5810-58-00	Special Reserve - Equipment
73436	\$58,142.65	DELL MARKETING L.P.	\$5,321.75	5-PATRON COMPUTERS	40-2110-00-00	Special Reserve - Accounts Payable
73437	\$3,095.10	DEMCO	\$170.80	BOOKCASE	08-6770-67-00	Furniture & Fixtures
73437	\$3,095.10	DEMCO	\$1,096.64	DISPLAY CASE	08-6770-67-00	Furniture & Fixtures
73437	\$3,095.10	DEMCO	\$106.65	OFFICE & TECH PROCESSING SUPPLIES	01-5457-54-00	Office Supplies
73437	\$3,095.10	DEMCO	\$1,702.00	OFFICE & TECH PROCESSING SUPPLIES	01-5311-53-00	Processing & Supplies
73437	\$3,095.10	DEMCO	\$239.00	BOOK TRUCK	08-6770-67-00	Furniture & Fixtures
73438	\$300.00	ROSE DENEEN	\$300.00	PERFORMER-ADULT PROGRAM 3-15-16	01-5323-53-00	Programming & Support-Adult
73439	\$6.99	JENNIFER E. DROZD-NOLAN	\$6.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
73440	\$500.00	EASYPERMIT POSTAGE	\$500.00	REPLENISH POSTAGE METER MARCH 2016	01-5458-54-00	Postage & Freight
73441	\$2,000.00	FARONICS TECHNOLOGIES USA INC.	\$2,000.00	RENEWAL FOR 100 DEEP FREEZE ENTERPRISE LICENSES	01-5313-53-00	Software, Licenses

**Niles Public Library District**  
**Check Detail and Account Distribution**  
**Check Date April 20, 2016**

Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73442	\$2,224.10	FIFTH THIRD BANK	\$2,224.10	FSA EMPLOYEE PAYMENTS MARCH 2016	01-1125-00-00	Cash-Flexible Spending Account
73443	\$254.94	FINDAWAY WORLD, LLC	\$254.94	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73444	\$850.00	FIRE & SECURITY SYSTEMS, INC.	\$150.00	QTRLY FIRE ALARM MONITORING & EQUIPMENT LEASE	08-6720-67-00	Contractual Maintenance
73444	\$850.00	FIRE & SECURITY SYSTEMS, INC.	\$700.00	INSTALL NEW ANTENNA FOR FIRE ALARM SYSTEM	08-6710-67-00	Repairs & Improvements
73445	\$368.00	FLEXSOURCE, LLC	\$60.00	MONTHLY FSA, HRA MED & DENTAL ADMIN FEES	01-5633-56-00	FSA fee
73445	\$368.00	FLEXSOURCE, LLC	\$132.00	MONTHLY FSA, HRA MED & DENTAL ADMIN FEES	01-5625-56-00	Health Reimbursement Account
73445	\$368.00	FLEXSOURCE, LLC	\$176.00	MONTHLY FSA, HRA MED & DENTAL ADMIN FEES	01-5630-56-00	Dental
73446	\$35.10	DARLENE FOX	\$35.10	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73447	\$200.00	TERRENCE L. GANT	\$200.00	PERFORMER-KIDSPACE/TEEN PROGRAM 4-24-16	01-5325-53-00	Programming & Support-Joint
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$104.32	OFFICE SUPPLIES	01-5457-54-00	Office Supplies
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$112.04	OFFICE, LIBRARY, TECH SUPPLIES, CHAIR & KEYBOARD	01-5457-54-00	Office Supplies
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$31.98	OFFICE, LIBRARY, TECH SUPPLIES, CHAIR & KEYBOARD	01-5311-53-00	Processing & Supplies
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$194.36	OFFICE, LIBRARY, TECH SUPPLIES, CHAIR & KEYBOARD	08-6760-67-00	Non Capital Expenses
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$376.52	OFFICE, LIBRARY, TECH SUPPLIES, CHAIR & KEYBOARD	08-6770-67-00	Furniture & Fixtures
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$45.99	OFFICE, LIBRARY, TECH SUPPLIES, CHAIR & KEYBOARD	01-5322-53-00	Library Supplies
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$49.99	OFFICE, LIBRARY, TECH SUPPLIES, CHAIR & KEYBOARD	01-5322-53-00	Library Supplies
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$21.00	OFFICE, LIBRARY, TECH SUPPLIES, CHAIR & KEYBOARD	01-5311-53-00	Processing & Supplies
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$50.85	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$84.75	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$136.38	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$101.70	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$413.10	OFFICE & TECH PROCESSING SUPPLIES	01-5457-54-00	Office Supplies
73448	\$1,727.88	GARVEY'S OFFICE PRODUCTS	\$4.90	OFFICE & TECH PROCESSING SUPPLIES	01-5311-53-00	Processing & Supplies
73449	\$49.00	GENESIS TECHNOLOGIES, INC.	\$49.00	SERVICE CALL FOR HP PRINTER	08-6740-67-00	Equipment Maintenance
73450	\$200.00	MICHAEL GERSHBEIN	\$200.00	PERFORMER-ADULT PROGRAM 5-3-16	01-5323-53-00	Programming & Support-Adult
73451	\$108.54	GIBBONS & SIDHU, LTD	\$108.54	APPRAISAL SERVICE FOR COCA COLA ENTERPRISES FACILITY	01-5450-54-00	Legal Fees
73452	\$275.00	LESLIE GODDARD	\$275.00	PERFORMER-ADULT PROGRAM 5-4-16	01-5323-53-00	Programming & Support-Adult
73453	\$26.96	DEBORAH GRAHAM	\$10.98	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73453	\$26.96	DEBORAH GRAHAM	\$15.98	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73454	\$527.75	GRAINGER	\$93.65	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73454	\$527.75	GRAINGER	\$82.75	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73454	\$527.75	GRAINGER	\$81.50	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73454	\$527.75	GRAINGER	\$269.85	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73455	\$5,490.00	GREY HOUSE PUBLISHING	\$5,490.00	MATERIALS ONLINE DATABASE	01-4487-44-00	Online Databases
73456	\$258.63	GROOT INDUSTRIES, INC.	\$258.63	MONTHLY SERVICE	08-6730-67-00	Non-Contractual Maintenance
73457	\$40,863.89	HEALTHCARE SERVICE CORPORATION	\$40,863.89	GROUP MEDICAL APRIL 2016	01-5620-56-00	Group Health
73458	\$24.99	ANNA HOSEPIAN	\$24.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
73459	\$1,000.00	ILLINOIS LIBRARY ASSOCIATION	\$900.00	REGISTER 6 EMPLOYEES-REACHING FORWARD CONF 5-6-16	01-5430-54-00	Professional Development
73459	\$1,000.00	ILLINOIS LIBRARY ASSOCIATION	\$100.00	RENEW JAMIE KING MEMBERSHIP	01-5461-54-00	Subscriptions & Dues
73460	\$270.00	IMPERIAL SERVICE SYSTEMS, INC.	\$270.00	WASH 2ND FLOOR WINDOWS-OUTSIDE	08-6730-67-00	Non-Contractual Maintenance
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$138.71	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$1,117.59	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$21.98	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$9.66	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies

**Niles Public Library District**  
**Check Detail and Account Distribution**  
**Check Date April 20, 2016**

Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$295.55	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$48.64	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$12.42	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$463.35	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$20.32	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$362.33	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$23.46	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$407.53	MATERIALS BOOIKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$12.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$537.96	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$404.88	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$22.08	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$17.25	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$61.50	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$986.74	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$26.91	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$424.90	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$20.89	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$32.72	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$20.01	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$7.19	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$123.07	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$167.75	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$2.07	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$159.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$438.67	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$25.98	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$40.45	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$25.65	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$145.24	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$53.64	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$4.14	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$294.14	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$20.35	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$19.20	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$9.66	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$262.46	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$200.77	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.35	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$146.06	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$24.23	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$3.45	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies

**Niles Public Library District**  
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Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$50.39	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$4.79	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$16.49	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$208.18	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.16	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.14	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.35	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$132.64	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$113.90	MATERIALS BOOKS	01-4435-44-00	AV-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$3.59	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$3.45	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$423.58	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$514.90	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$40.02	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$146.36	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.16	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$398.01	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$31.74	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$30.48	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$531.50	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$11.73	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$151.97	MATERIALS BOOKS & GAMES	01-4435-44-00	AV-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$94.06	MATERIALS BOOKS & GAMES	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$46.14	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$11.27	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$8.38	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$2.07	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$113.85	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$82.41	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$746.52	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$17.94	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$57.81	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$76.77	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$260.34	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$8.28	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$22.48	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$216.02	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$647.55	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.73	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$24.15	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$81.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$41.93	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
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$3.59	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$80.63	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$5.99	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$7.18	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$11.98	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$14.99	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$44.95	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$7.79	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$23.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$22.18	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$333.90	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$6.59	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$177.89	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$30.48	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$13.75	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$9.66	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$266.09	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$8.99	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$8.98	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.35	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$376.42	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$20.89	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$379.35	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$16.56	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$342.88	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.16	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$11.73	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$164.94	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$781.57	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$21.53	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$38.64	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$336.59	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.16	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$1,000.41	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$68.31	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$30.50	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$9.89	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$28.12	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$49.68	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$93.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.73	MATERIALS BOOKS	01-4415-44-00	Books-Teen

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Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.16	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$4.83	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$290.30	MATERIALS BOOKS	01-5351-53-00	Per Capita Grant Expenditures
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$33.23	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$168.38	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$826.13	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$30.48	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$65.76	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$37.26	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$113.96	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$2.76	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$37.76	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.73	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$417.97	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$13.80	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$20.66	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$154.33	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$44.99	MATERIALS BOOKS	01-4434-44-00	AV-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$3.45	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$66.14	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$25.13	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$56.65	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$5.52	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$26.65	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$44.06	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$10.16	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$2.76	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$19.19	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$95.63	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$9.97	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$91.09	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$63.08	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$4.79	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$0.69	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$6.59	MATERIALS BOOKS	01-4415-44-00	Books-Teen
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$16.76	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$300.00	MATERIALS STAFF SOFTWARE	01-5313-53-00	Software, Licenses
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$49.69	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$358.42	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$13.80	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$61.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$325.52	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73461	\$21,940.26	INGRAM LIBRARY SERVICES	\$1.38	MATERIALS BOOKS	01-5311-53-00	Processing & Supplies

**Niles Public Library District**  
**Check Detail and Account Distribution**  
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Check #	Total Check Amount	Payee name	Amount	Description	Account #	Account description
73462	\$121.99	IRON MOUNTAIN	\$121.99	OFF SITE STORAGE	01-5350-53-00	Miscellaneous
73463	\$150.00	ROBERTO JONSON	\$150.00	PERFORMER-ADULT PROGRAM 5-10-16	01-5323-53-00	Programming & Support-Adult
73464	\$2,295.40	KLEIN, THORPE & JENKINS, LTD.	\$1,100.40	MISC LEGAL SERVICES THROUGH 2-29-16	01-5450-54-00	Legal Fees
73464	\$2,295.40	KLEIN, THORPE & JENKINS, LTD.	\$1,195.00	PTAB LEGAL MATTERS THROUGH 2-29-16	01-5450-54-00	Legal Fees
73465	\$155.29	KATE KLISE	\$155.29	PERFORMER- KIDSPACE HOTEL & TRAVEL EXPENSES	01-5324-53-00	Programming & Support-Juvenile
73466	\$243.81	KONE INC.	\$243.81	MONTHLY MAINT FEE	08-6720-67-00	Contractual Maintenance
73467	\$1,196.87	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$289.47	STAFF COPY/PRINT MONTHLY FEE	01-5425-54-00	Copiers
73467	\$1,196.87	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$317.65	STAFF COPY/PRINT MONTHLY FEE	01-5425-54-00	Copiers
73467	\$1,196.87	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$287.98	STAFF COPIER/PRINTER MONTHLY FEE	01-5425-54-00	Copiers
73467	\$1,196.87	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	\$301.77	STAFF COPIER/PRINTER MONTHLY FEE	01-5425-54-00	Copiers
73468	\$544.60	KOREAN BOOKS	\$242.66	MATERIALS	01-4413-44-00	Books-Adult
73468	\$544.60	KOREAN BOOKS	\$301.94	MATERIALS	01-4413-44-00	Books-Adult
73469	\$491.63	LAUBE IMAGING PRODUCTS	\$314.38	PRINTING SUPPLIES	01-5320-53-00	Printing
73469	\$491.63	LAUBE IMAGING PRODUCTS	\$177.25	PRINTING SUPPLIES	01-5320-53-00	Printing
73470	\$478.00	LIBRARY FURNITURE INTERNATIONAL, INC.	\$478.00	SLATWALL FOR KIDSPACE DESK & COMMON AREA	08-6770-67-00	Furniture & Fixtures
73471	\$9.63	LIVE OAK MEDIA	\$9.63	MATERIALS BOOKS	01-4414-44-00	Books-Youth Services
73472	\$226.89	VICTORIA LUZ	\$98.54	MILEAGE REIMBURSEMENT FEB & MARCH 2016	01-5431-54-00	Mileage
73472	\$226.89	VICTORIA LUZ	\$128.35	PLA CONF REIMBURSEMENT	01-5430-54-00	Professional Development
73473	\$250.00	JOHN LYNN	\$250.00	PERFORMER-ADULT PROGRAM 5-9-16	01-5323-53-00	Programming & Support-Adult
73474	\$328.61	MAKERBOT INDUSTRIES LLC	\$328.61	PER CAPITA GRANT EXPENSE D/S	01-5351-53-00	Per Capita Grant Expenditures
73475	\$150.00	HELGI MARROQUIN-GARCIA	\$150.00	PERFORMER-KIDSPACE PROGRAM 5-13-16	01-5351-53-00	Per Capita Grant Expenditures
73476	\$225.00	JOAN MCGEE	\$225.00	PERFORMER-KIDSPACE PROGRAMS MAR-MAY	01-5324-53-00	Programming & Support-Juvenile
73477	\$13.99	JUDITH MCNUITY	\$13.99	ADULT PROGRAM RECEIPTS	01-5323-53-00	Programming & Support-Adult
73478	\$7,055.00	MEILAHN MANUFACTURING	\$6,450.00	2 CABINETS, 2 DIVIDERS, 2 REPLACEMENT DOORS, MAPLE TABLE	08-6770-67-00	Furniture & Fixtures
73478	\$7,055.00	MEILAHN MANUFACTURING	\$605.00	2 END PANELS-KIDSPACE	08-6770-67-00	Furniture & Fixtures
73479	\$348.73	MENARDS	\$94.30	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73479	\$348.73	MENARDS	\$84.13	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73479	\$348.73	MENARDS	\$81.82	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73479	\$348.73	MENARDS	\$88.48	JANITOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73480	\$441.08	MICROSYSTEMS, INC.	\$441.08	MATERIALS CONVERT NEWSPAPER TO PDF	01-4487-44-00	Online Databases
73481	\$17,028.77	MIDWEST TAPE	\$2,664.02	MATERIALS	01-4433-44-00	AV-Adult
73481	\$17,028.77	MIDWEST TAPE	\$258.62	MATERIALS	01-4434-44-00	AV-Youth Services
73481	\$17,028.77	MIDWEST TAPE	\$149.98	MATERIALS	01-4435-44-00	AV-Teen
73481	\$17,028.77	MIDWEST TAPE	\$329.84	MATERIALS	01-4433-44-00	AV-Adult
73481	\$17,028.77	MIDWEST TAPE	\$1,897.09	MATERIALS	01-4433-44-00	AV-Adult
73481	\$17,028.77	MIDWEST TAPE	\$224.90	MATERIALS	01-4434-44-00	AV-Youth Services
73481	\$17,028.77	MIDWEST TAPE	\$22.49	MATERIALS	01-4435-44-00	AV-Teen
73481	\$17,028.77	MIDWEST TAPE	\$2,346.78	MATEIRALS	01-4433-44-00	AV-Adult
73481	\$17,028.77	MIDWEST TAPE	\$785.41	MATEIRALS	01-4434-44-00	AV-Youth Services
73481	\$17,028.77	MIDWEST TAPE	\$1,987.60	MATERIALS	01-4433-44-00	AV-Adult
73481	\$17,028.77	MIDWEST TAPE	\$835.15	MATERIALS	01-4434-44-00	AV-Youth Services
73481	\$17,028.77	MIDWEST TAPE	\$3,185.14	MATERIALS	01-4433-44-00	AV-Adult
73481	\$17,028.77	MIDWEST TAPE	\$512.79	MATERIALS	01-4435-44-00	AV-Teen
73481	\$17,028.77	MIDWEST TAPE	\$207.84	MATERIALS	01-4434-44-00	AV-Youth Services

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73481	\$17,028.77	MIDWEST TAPE	\$67.47	MATERIALS	01-4433-44-00	AV-Adult
73481	\$17,028.77	MIDWEST TAPE	\$707.14	MATERIALS	01-4433-44-00	AV-Adult
73481	\$17,028.77	MIDWEST TAPE	\$758.55	MATERIALS	01-4434-44-00	AV-Youth Services
73481	\$17,028.77	MIDWEST TAPE	\$87.96	MATERIALS	01-4435-44-00	AV-Teen
73482	\$21.28	MARY MILLER	\$21.28	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73483	\$450.00	MONARCH FIRE PROTECTION, INC.	\$450.00	ANNUAL INSPECTION-FIRE ALARM SPRINKLER SYSTEM	08-6720-67-00	Contractual Maintenance
73484	\$1,400.00	MULTICULTURAL BOOKS & VIDEOS	\$48.85	MATERIALS	01-4413-44-00	Books-Adult
73484	\$1,400.00	MULTICULTURAL BOOKS & VIDEOS	\$196.40	MATERIALS	01-4413-44-00	Books-Adult
73484	\$1,400.00	MULTICULTURAL BOOKS & VIDEOS	\$261.51	MATERIALS	01-4413-44-00	Books-Adult
73484	\$1,400.00	MULTICULTURAL BOOKS & VIDEOS	\$254.98	MATERIALS	01-4413-44-00	Books-Adult
73484	\$1,400.00	MULTICULTURAL BOOKS & VIDEOS	\$245.46	MATERIALS	01-4413-44-00	Books-Adult
73484	\$1,400.00	MULTICULTURAL BOOKS & VIDEOS	\$198.54	MATERIALS	01-4413-44-00	Books-Adult
73484	\$1,400.00	MULTICULTURAL BOOKS & VIDEOS	\$194.26	MATERIALS	01-4413-44-00	Books-Adult
73485	\$44.14	SARAH MUSKIVITCH	\$9.58	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73485	\$44.14	SARAH MUSKIVITCH	\$34.56	MILEAGE REIMBURSEMENT MARCH 2016	01-5431-54-00	Mileage
73486	\$1,298.70	NICOR GAS	\$1,298.70	29 DAYS 2-10-16/3-10-16	01-5710-57-00	Gas
73487	\$20.00	NILES CHAMBER OF COMMERCE AND INDUSTRY	\$20.00	WOMEN IN BUSINESS	01-5430-54-00	Professional Development
73488	\$881.00	NILES ELEMENTARY SCHOOL DISTRICT NO. 71	\$881.00	PARKING LOT LEASE	01-5491-54-00	Parking Lease
73489	\$14.99	HAROLD NOJI	\$14.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
73490	\$237.00	CORNELIUS M. O'SHEA	\$237.00	ALA & ILA MEMBERSHIP REIMBURSEMENT	01-5461-54-00	Subscriptions & Dues
73491	\$3,174.57	OAK BROOK MECHANICAL SERVICES	\$748.00	PM FOR MARCH	08-6720-67-00	Contractual Maintenance
73491	\$3,174.57	OAK BROOK MECHANICAL SERVICES	\$2,426.57	REPLACE CONDENSER FAN MOTOR ON CHILLER	08-6710-67-00	Repairs & Improvements
73492	\$375.00	OLD TOWN SCHOOL OF FOLK MUSIC	\$375.00	PERFORMER-ADULT PROGRAM 5-16-16	01-5323-53-00	Programming & Support-Adult
73493	\$163.70	OMNIGRAPHICS, INC.	\$81.85	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73493	\$163.70	OMNIGRAPHICS, INC.	\$81.85	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73494	\$4,289.73	OVERDRIVE, INC.	\$1,080.44	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73494	\$4,289.73	OVERDRIVE, INC.	\$1,934.86	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73494	\$4,289.73	OVERDRIVE, INC.	\$455.70	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73494	\$4,289.73	OVERDRIVE, INC.	\$818.73	MATERIALS DOWNLOADS	01-4420-44-00	Downloadables
73495	\$250.00	DOMINIC A. PACYGA	\$250.00	PERFORMER-ADULT PROGRAM 5-4-16	01-5323-53-00	Programming & Support-Adult
73496	\$9.99	ROSANN PARRA	\$9.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
73497	\$233.04	PEAPOD	\$233.04	KIDSPACE ORDER	01-5324-53-00	Programming & Support-Juvenile
73498	\$18.13	PETTY CASH	\$18.13	JANTIOR SUPPLIES	01-5420-54-00	Janitorial Supplies
73499	\$390.00	TOMASZ PIK	\$390.00	MATERIALS PER CAPITA GRANT PURCHASE W/L	01-5351-53-00	Per Capita Grant Expenditures
73500	\$32.24	PIONEER PRESS	\$32.24	MATERIALS SUBSCRIPTION	01-4423-44-00	Periodicals
73501	\$1,547.97	PLIC - SBD GRAND ISLAND	\$1,547.97	LIFE, STD, LTD, AD&D INSURANCE	01-5634-56-00	Life, LTD, AD&D, STD
73502	\$684.58	POLONIA BOOKSTORE, INC.	\$122.87	MATERIALS	01-4414-44-00	Books-Youth Services
73502	\$684.58	POLONIA BOOKSTORE, INC.	\$257.65	MATERIALS	01-4413-44-00	Books-Adult
73502	\$684.58	POLONIA BOOKSTORE, INC.	\$304.06	MATERIALS	01-4413-44-00	Books-Adult
73503	\$1,812.67	CYNTHIA RADEMACHER	\$1,756.85	COMPUTERS IN LIBRARIES CONF REIMBURSEMENT	01-5430-54-00	Professional Development
73503	\$1,812.67	CYNTHIA RADEMACHER	\$16.50	11 SUNDAY DAILY HERALD PURCHASES	01-4423-44-00	Periodicals
73503	\$1,812.67	CYNTHIA RADEMACHER	\$30.24	MILEAGE REIMBURSEMENT MARCH 2016	01-5431-54-00	Mileage
73503	\$1,812.67	CYNTHIA RADEMACHER	\$9.08	MILEAGE REIMBURSEMENT MARCH 2016	01-5431-54-00	Mileage
73504	\$575.00	RECORD INFORMATION SERVICES, INC.	\$575.00	MATERIALS STAFF SOFTWARE	01-5313-53-00	Software, Licenses

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73505	\$209.78	RECORDED BOOKS, LLC	\$41.40	MATERIALS	01-4434-44-00	AV-Youth Services
73505	\$209.78	RECORDED BOOKS, LLC	\$85.58	MATERIALS	01-4434-44-00	AV-Youth Services
73505	\$209.78	RECORDED BOOKS, LLC	\$70.20	MATERIALS	01-4434-44-00	AV-Youth Services
73505	\$209.78	RECORDED BOOKS, LLC	\$12.60	MATERIALS	01-4434-44-00	AV-Youth Services
73506	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$300.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73506	\$550.00	RUSSIAN PUBLISHING HOUSE, LTD.	\$250.00	MATERIALS BOOKS	01-4413-44-00	Books-Adult
73507	\$13.99	BARBARA SANDERS	\$13.99	LOST BOOK REFUND	01-3620-36-00	Lost Books
73508	\$17.00	SANDRA J. SCHMIDT	\$17.00	LOST BOOK REFUND	01-3620-36-00	Lost Books
73509	\$141.75	SCHOLASTIC INC.	\$141.75	KIDSPACE SRC BOOKS	01-5324-53-00	Programming & Support-Juvenile
73510	\$718.86	RUTH SCHUSTER	\$12.20	PLA CONF REIMBURSEMENT	01-5431-54-00	Mileage
73510	\$718.86	RUTH SCHUSTER	\$706.66	PLA CONF REIMBURSEMENT	01-5430-54-00	Professional Development
73511	\$9.46	CLARA SHEFFER	\$9.46	KIDSPACE PROGRAM RECEIPT	01-5351-53-00	Per Capita Grant Expenditures
73512	\$28.41	SHELL	\$28.41	GAS FOR VAN	01-5510-55-00	Gas, Oil, Grease
73513	\$114.00	SMITHEREEN PEST MANAGEMENT	\$114.00	MONTHLY SERVICE	08-6720-67-00	Contractual Maintenance
73514	\$1,859.00	SPOTLIGHT INC.	\$1,575.00	3 NEW LED LIGHTS IN KS/2 NEW JUNCTION BOXES	08-6710-67-00	Repairs & Improvements
73514	\$1,859.00	SPOTLIGHT INC.	\$284.00	1 LED HIGH PERFORMANCE LIGHT BULB FOR MH REPLACEMENT	08-6710-67-00	Repairs & Improvements
73515	\$300.84	SUPERIOR COPIES INC.	\$300.84	MINI BROCHURES FOR SPRING CANDY PROGRAMS	01-5320-53-00	Printing
73516	\$150.00	DOUGLAS J. TARON	\$150.00	PERFORMER-ADULT PROGRAM 5-7-16	01-5323-53-00	Programming & Support-Adult
73517	\$3,000.00	TASB, INC.	\$3,000.00	BOARD BOOK SUBSCRIPTION RENEWAL	01-5313-53-00	Software, Licenses
73518	\$19.58	THE LIBRARY STORE	\$19.58	TECH PROCESSING SUPPLIES	01-5311-53-00	Processing & Supplies
73519	\$200.00	THE OFFICE OF THE STATE FIRE MARSHAL	\$200.00	BOILER INSPECTION	08-6740-67-00	Equipment Maintenance
73520	\$150.00	TSAI FONG BOOKS, INC.	\$150.00	MATERIALS	01-4414-44-00	Books-Youth Services
73521	\$29.84	U.S. TOY CO/CONSTRUCTIVE PLAYTHINGS	\$29.84	KIDSPACE PURCHASE	01-5324-53-00	Programming & Support-Juvenile
73522	\$11.88	GRETA ULRICH	\$11.88	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73523	\$206.50	VERIZON WIRELESS	\$103.28	MONTHLY CELL PHONE BILL	01-5465-54-00	Telephone
73523	\$206.50	VERIZON WIRELESS	\$103.22	MONTHLY CELL PHONE BILL	01-5465-54-00	Telephone
73524	\$1,216.00	VERNON LIBRARY SUPPLIES, INC.	\$1,216.00	TECH PROCESSING SUPPLIES	01-5311-53-00	Processing & Supplies
73525	\$412.63	VILLAGE OF NILES	\$412.63	AUTOMATIC WATER METER READING 3-1-16	01-5730-57-00	Water
73526	\$5,503.81	VISA	\$169.00	MARCH RECEIPTS	01-5313-53-00	Software, Licenses
73526	\$5,503.81	VISA	\$11.99	MARCH RECEIPTS	01-4420-44-00	Downloadables
73526	\$5,503.81	VISA	\$11.99	MARCH RECEIPTS	01-4420-44-00	Downloadables
73526	\$5,503.81	VISA	\$11.99	MARCH RECEIPTS	01-5326-53-00	Programming & Support-Teen
73526	\$5,503.81	VISA	\$25.00	MARCH RECEIPTS	01-5313-53-00	Software, Licenses
73526	\$5,503.81	VISA	\$1.33	MARCH RECEIPTS	01-5313-53-00	Software, Licenses
73526	\$5,503.81	VISA	\$689.86	MARCH RECEIPTS	01-5325-53-00	Programming & Support-Joint
73526	\$5,503.81	VISA	\$197.68	MARCH RECEIPTS	01-5325-53-00	Programming & Support-Joint
73526	\$5,503.81	VISA	\$68.87	MARCH RECEIPTS	01-5325-53-00	Programming & Support-Joint
73526	\$5,503.81	VISA	\$20.00	MARCH RECEIPTS	01-5325-53-00	Programming & Support-Joint
73526	\$5,503.81	VISA	\$58.19	MARCH RECEIPTS	01-5325-53-00	Programming & Support-Joint
73526	\$5,503.81	VISA	\$144.15	MARCH RECEIPTS	01-5325-53-00	Programming & Support-Joint
73526	\$5,503.81	VISA	\$323.49	MARCH RECEIPTS	01-5312-53-00	Internet Charges
73526	\$5,503.81	VISA	\$12.56	MARCH RECEIPTS	01-5456-54-00	Promotional Expense
73526	\$5,503.81	VISA	\$55.10	MARCH RECEIPTS	01-5324-53-00	Programming & Support-Juvenile
73526	\$5,503.81	VISA	\$301.25	MARCH RECEIPTS	01-5324-53-00	Programming & Support-Juvenile

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73526	\$5,503.81	VISA	\$43.90	MARCH RECEIPTS	08-6710-67-00	Repairs & Improvements
73526	\$5,503.81	VISA	\$50.77	MARCH RECEIPTS	01-5430-54-00	Professional Development
73526	\$5,503.81	VISA	\$25.00	MARCH RECEIPTS	01-5456-54-00	Promotional Expense
73526	\$5,503.81	VISA	\$24.29	MARCH RECEIPTS	01-5324-53-00	Programming & Support-Juvenile
73526	\$5,503.81	VISA	\$39.38	MARCH RECEIPTS	01-5324-53-00	Programming & Support-Juvenile
73526	\$5,503.81	VISA	\$22.16	MARCH RECEIPTS	01-5430-54-00	Professional Development
73526	\$5,503.81	VISA	\$1.07	MARCH RECEIPTS	01-5313-53-00	Software, Licenses
73526	\$5,503.81	VISA	\$10.00	MARCH RECEIPTS	01-5325-53-00	Programming & Support-Joint
73526	\$5,503.81	VISA	\$10.00	MARCH RECEIPTS	01-5325-53-00	Programming & Support-Joint
73526	\$5,503.81	VISA	\$30.00	MARCH RECEIPTS	01-5430-54-00	Professional Development
73526	\$5,503.81	VISA	\$32.99	AMAZON.COM-PER CAPITA GRANT PURCHASE D/S	01-5351-53-00	Per Capita Grant Expenditures
73526	\$5,503.81	VISA	\$1,214.00	AMAZON.COM-TEEN PROGRAM PURCHASE	01-5326-53-00	Programming & Support-Teen
73526	\$5,503.81	VISA	\$15.00	LACONI-REGISTER VALERIE CLARK FOR 3-17-16 PROGRAM	01-5430-54-00	Professional Development
73526	\$5,503.81	VISA	\$29.99	ROKU-PER CAPITA GRANT PURCHASE D/S	01-5351-53-00	Per Capita Grant Expenditures
73526	\$5,503.81	VISA	\$25.09	AMAZON.COM-OFFICE SUPPLIES	01-5457-54-00	Office Supplies
73526	\$5,503.81	VISA	\$16.88	AMAZON.COM-OFFICE SUPPLIES	01-5457-54-00	Office Supplies
73526	\$5,503.81	VISA	\$417.80	THE PRIVATE EYE-KIDSPACE PROGRAM PURCHASE	01-5324-53-00	Programming & Support-Juvenile
73526	\$5,503.81	VISA	\$11.97	RODALE/MATERIALS-MAGAZINE	01-4423-44-00	Periodicals
73526	\$5,503.81	VISA	\$40.00	PAYPAL*ROLLSCORPOR-KIDSPACE PROGRAM	01-5324-53-00	Programming & Support-Juvenile
73526	\$5,503.81	VISA	\$318.74	BEST BUY-2 APPLE IPAD MINI	01-5324-53-00	Programming & Support-Juvenile
73526	\$5,503.81	VISA	\$318.74	BEST BUY-2 APPLE IPAD MINI	01-5326-53-00	Programming & Support-Teen
73526	\$5,503.81	VISA	\$100.00	LACONI-TRUSTEE BANQUET	01-5470-54-00	Trustee Expense
73526	\$5,503.81	VISA	\$50.00	LACONI-TRUSTEE BANQUET	01-5456-54-00	Promotional Expense
73526	\$5,503.81	VISA	\$238.46	FACTORY DIRECT CRAFT-ADULT PROGRAM SUPPLIES	01-5323-53-00	Programming & Support-Adult
73526	\$5,503.81	VISA	\$150.99	AMAZON.COM-PER CAPITA GRANT PURCHASE D/S	01-5351-53-00	Per Capita Grant Expenditures
73526	\$5,503.81	VISA	\$132.51	BILLYBOARDS-24X36 CHALKBOARD	08-6770-67-00	Furniture & Fixtures
73526	\$5,503.81	VISA	\$339.80	SILHOUETTE AMERICA-ADULT PROGRAM SUPPLIES	01-5323-53-00	Programming & Support-Adult
73527	\$628.99	VISION SERVICE PLAN OF ILLINOIS	\$628.99	APRIL 2016 PAYMENT	01-5632-56-00	Vision
73528	\$294.33	DEIDRE K. WINTERHALTER	\$27.48	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73528	\$294.33	DEIDRE K. WINTERHALTER	\$36.36	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73528	\$294.33	DEIDRE K. WINTERHALTER	\$21.53	KIDSPACE PROGRAM RECEIPT	01-5324-53-00	Programming & Support-Juvenile
73528	\$294.33	DEIDRE K. WINTERHALTER	\$150.00	CONF REGISTRATION REIMBURSEMENT	01-5430-54-00	Professional Development
73528	\$294.33	DEIDRE K. WINTERHALTER	\$58.96	CONF REIMBURSEMENT	01-5430-54-00	Professional Development
73529	\$672.41	SUZANNE WULF	\$37.80	MILEAGE REIMBURSEMENT	01-5431-54-00	Mileage
73529	\$672.41	SUZANNE WULF	\$13.34	PLA CONF REIMBURSEMENT	01-5431-54-00	Mileage
73529	\$672.41	SUZANNE WULF	\$621.27	PLA CONF REIMBURSEMENT	01-5430-54-00	Professional Development
73530	\$260.00	X-PERT LANDSCAPING INC.	\$260.00	SNOW PLOW 3-1-16	08-6720-67-00	Contractual Maintenance

**Niles Public Library District**  
**\_SPECIAL RESERVE**

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
<b>40-5810-58-00, Special Reserve - Equipment</b>									
3/17/2016	XJWWN93P1	Invoice	2145-1066	DELL MARKETING L.P.	DELL MARKETING L	Posted	3/31/2016	\$15,568.65	\$0.00
3/17/2016	XJWWTK9R4	Invoice	2145-1068	DELL MARKETING L.P.	DELL MARKETING L	Posted	3/31/2016	\$37,252.25	\$0.00
3/16/2016	XJWWK1F83	Invoice	2145-1070	DELL MARKETING L.P.	DELL MARKETING L	Posted	3/31/2016	\$5,321.75	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen:</i>								<b>\$58,142.65</b>	<b>\$0.00</b>
<b>Grand Totals:</b>								<b>\$58,142.65</b>	<b>\$0.00</b>

# Niles Public Library District

## \_SPECIAL RESERVE

Report name: \_SPECIAL RESERVE REPORT

Report format: Detail

Include these transaction dates: Last fiscal period (3/1/2016 to 3/31/2016)

Include all post dates

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

### **March/April Activity**

I had the honor of making a short speech and handing out the award to the winning Battle of the Books team from Culver School. Battle continues to be one of the Library's strongest programs.

Sasha organized a group (me, Greg, Annette, and Dodie) to consider the design and hiring of the new van's shrink-wrapping. Annette came up with a colorful design that will do a lot to advertise the library throughout the community, and after looking at quotes, we have selected a local company to install it. Sasha plans to premiere the new van at the Fourth of July parade.

Trustees may notice that our expenses are up a little for the month. This is a combination of the purchase of replacement computers for patrons, the PLA and Computers in Libraries expenses, the program expenditures for spring programs (always a big period for us with National Library Week and the improved weather) and for summer reading. There is also always the tendency with materials selectors to postpone collection development because taking care of patrons in person is the highest priority, and planning for programs has a firmer deadline. Selection of materials sometimes gets back-burnered despite our best intentions, so you will see an increase in materials spending for the rest of the year as selectors catch up.

### **PLA**

The Public Library Association held its biennial conference in Denver in April. You will hear more about it next month, but just as a quick report, it was an outstanding conference. One of the highlights was a presentation by Suzy Wulf titled *Tech to Go: Circulating Nontraditional Items*, which she presented with two other librarians. She did a terrific job, in a room with over 500 people, and definitely showed the Niles Public Library District in a good light with all of our work on circulating Go-Pro Cameras, etc. We will have reports from the staff who attended in next month's Director's Report.

One of the highlights for me was touring an Anythink Library in Thornton, Colorado. The Anythink libraries are known for their focus on the library being a place for experiences, not just books. They have developed innovative ways of staffing (with their Wranglers, Concierges and Guides), and their level of hospitality and welcoming was amazing. They use bookstore shelving instead of the Dewey Decimal System (so it is more browseable) and they put their magazines together with their



print materials so a person interested in the topic will find everything in one place. Not everything they do is suitable for a larger suburban library, but it certainly has given me a lot to think about.

## Candy Exhibit



*From Dodie:* March saw the grand opening of our Sweet Home Chicago Candy Exhibit – on loan from the Elmhurst History Museum. This month 833 people visited the exhibit of 18 panels on the 3<sup>rd</sup> floor of the library. Three major events were held to welcome the exhibit. There was an opening reception (invitation only) on Friday night, followed by a lovely Doo-Wop and Barbershop Concert on Saturday, and Leslie Goddard’s illustrated lecture on Sunday. All three events were very well attended. There are Candy Guessing Jars at three Public Service Desks. The three March winners have already been contacted and a new set of jars for the April Candy Guessing Game are in place.

## CCS

Cyndi has been appointed to one of the five committees researching our options for our consortium’s ILS (Integrated Library System). There are basically two vendors currently, plus the possibility of an open source system. I attended a demo for directors of one of the strongest possibilities at PLA. Our current contract still has two years on it, but it is such a major decision that we need enough time to investigate fully. The ILS is the backbone of a lot of what we do here. I appreciate Cyndi taking the time and effort to help with this work in the consortium.

*From Victoria:* David, Jamie, Bei and I attended the Blue Cloud Analytics Level 2 training/cataloging workshop presented by Rebecca Malinowski, at Northbrook. At this second workshop we covered a glossary of terms and went over running, customizing, and subscribing to shared reports.

Cyndi, Athena, Arianne, Maryellen and Darlene and I met with Joel, Chris and Rebecca from CCS to take a look our CCS hold and Circ maps. Overall our hold & Circ maps were in good shape. Before the folks from CCS arrived I went over some of the ones I have written in the past couple years and illustrated how they are multilayered and intertwined by nature. Both Chris and Joel reiterated the same point. We discovered some that are no longer needed and Rebecca deleted those for us. There are some I am still researching. During the meeting, I had a lightbulb go on regarding a recurring unsolved problem with Hot Picks showing up randomly on certain patrons’ cards. I hope to test my theory where next the issue arises.

## Strategic Planning

We have so far received 3 proposals and are waiting on one more before making a recommendation to the Board. I have completed the Edge Technology Assessment, which is a set of national benchmarks for libraries in the area of technology, and that will give us some valuable information. In addition, Cyndi continues to work with the Gale Analytics to get information about our current customers. It has been a challenge to get all of the right addresses in there, but it should be a very useful tool.

## Programs



*From Dodie:* Our **March SENIOR COFFEE HOUR** was a “Living Stronger Through Exercise” Program presented by Dr. Burton Fischman – an 80-something retired professor. He is an inspiring role model for the seniors. He brings cans of vegetables for everyone to use as weights during the program. Everyone got a handout of exercises that are part of his Dynamic Wellness Program. Some of his tips to get exercise in were as simple as walking around the block first before you bring in your mail and when grocery shopping, walk every aisle of the store without stopping before you start your shopping. Dr. Fischman’s great sense of humor had everyone in the audience laughing as all participated in this easy fitness program. Other programs this month included Neil’s Genealogy program of “**DNA Testing for Kinship**” and “**Hidden Memory: An American Story**” which was a presentation by Anne Shimojima about the experiences of her Japanese American family prior, during, and after World War II. The audience of 22 included two citizens who had also been interned along with 160,000 other Japanese Americans. A very powerful program!!

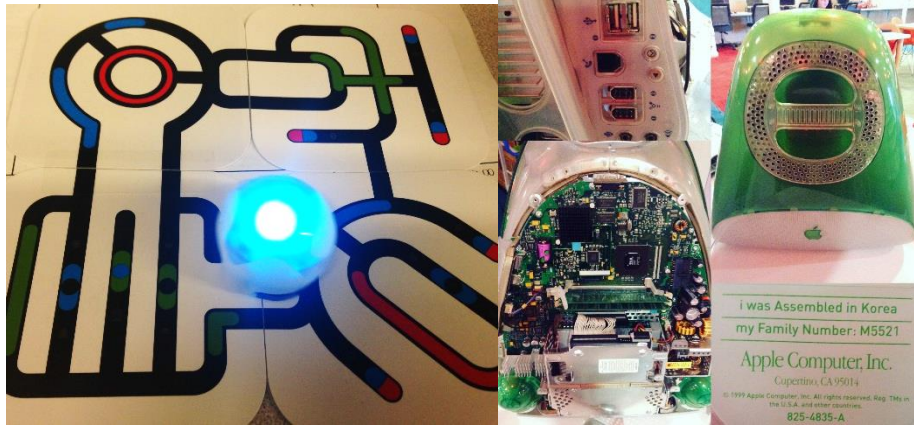
*From Arianne:* The bookmark entries have been submitted and judged! This is our 15<sup>th</sup> year. It is a treat to see all of the artwork, and Marketing helps turn the entries into a display for National Library Week in April.

Our second year of Homework Help came to an end. Area teens came Monday nights to help kids work on homework assignments, or review concepts. Even on quiet nights, the room hummed with activity; many of our enthusiastic teens will be back as summer reading or book buddy volunteers.

Our Battle of the Books participants are normally honored with a special guest author in January, though this year we had an offer too good to pass up. Children’s author, Kate Klise, was approached for the January date. She accepted the date, but counteroffered with a March date that coincided with another school visit, already on the books. The March date was one third of the price, and we decided to take advantage of her offer. The evening drew a full house of animated Battle participants and their families. It is always a special evening, and such fun to watch the students interact with the author and share their excitement with their families.

This year the bulk of the schools in our service area had spring break during the same week. This offers an opportunity to schedule programs midweek, and serve the families that are in town and looking for a way to pass the days. We showed *Charlie and the Chocolate Factory*, had Lego Club, and in conjunction with the Sweet Home Chicago exhibit, we set our student scientists in search of sweet facts. They had the chance to find out what makes sour candy sour, to analyze the color breakdown of jelly beans, and harness the gassy power of Pop Rocks. We ran two sessions of Sweet Science for KidSpace patrons, and one for the Teens. We also collaborated with our partners at EM63 for their Spring Fling. Ms. Sarah went to the day camp to share a poetry craft. The department was hopping busy that week.

Teen Tech Week is an annual event for libraries to showcase the digital resources available for this target audience. This year we had 35 teens trying out basic robotic coding with Ozobots, exploring Music Mixing Software, and taking apart a vintage iMac computer that was older than the teens and still works.



A record number of teens - 71 - voted in the teen choice awards. The live post-it poll display board was a big success. Kids love a chance to record their favorites, and we get to see what the latest trends are.

Teens were also invited to participate in a Poetry Workshop, led by an instructor with Young Chicago Authors, home of the Louder Than a Bomb youth poetry festival. The Library is hosting a poetry contest through April for National Poetry Month. We look forward to their entries.

*From Suzy:* It was a busy month for programs in Digital Services. We started off with the Building Sweet City, a program that taught participants how to use the Silhouette Cameo while simultaneously promoting the candy exhibit. It was a great program with people of all ages coming together to make decorations for the lower level using the vinyl cutter.

Bernadetta hosted our first ever Polish computer class. Even though there were only 2 participants they were both very grateful for the opportunity to learn about computers in a language they were comfortable with. Bernadetta plans to cover a different topic each time and we hope that the word spreads.

Ruth taught 2 sessions of adult computer boot camp this month using the new laptops. It was a well attended class and we are happy that we are now able to teach patrons how to use the latest technology.

### **Out in the Community**

Judy did a **RefUSA tutorial** at a Chamber Event showing an auto repair store how library resources can help their business by finding new homeowners in the area. She also had another **I-Cash Find Missing Money from the Illinois State Treasurer's Office**. Sixteen people found 37 claims!

### **Creative Studio**

*From Suzy* This month there were 25 successful 3D prints and 6 conversions at the VHS to DVD station in the lower level.

With the desktop computers replaced with laptops Studio B has become a much more functional space. We are working on creating a dual space for technology classes and open labs.

This month the studio was used by a patron recording an audition video for Second City. Another patron with digitized a vinyl record for his elderly mother to listen to.

### **Staff changes**

Athena promoted two pages to the position of clerk, Karina Ibarra and Michael Hannon, and hired an additional clerk, Mary Redman Herzog, to fill open hours. She also hired two replacement pages, Elizabeth Czarny and Mark Finnegan. Congratulations and welcome to all! The webmaster position remains open, and Dave Dabrowski will need to rehire a position in Maintenance & Security since Paul Luz has left. Paul was an outstanding short-term addition to the staff and we are sorry to see him go.

### **Our patrons**

Interesting reference questions: How do I get the 2 eviction forms for a landlord in Illinois? Where do I write for vital records for someone who dies in Moulton, Alabama? Can you provide me some context for Borges' Collected Fictions, 1998, I am not sure that I am understanding it or its importance.

A gentleman called in to praise the library for the thorough, accurate, and professional help he received from Adult Services Librarian, Melissa Berek. Valerie Clark got at least two, "I love your library" comments.

### **Committees**

The Sunshine Committee celebrated POLKA DOT DAY by wearing clothing with polka dots on March 23<sup>rd</sup>.

Display and Art Gallery Committee is accepting entries for the Album Cover Art Display set to be on display from June 1-July 11. Submissions will be accepted on Friday May 13 and Saturday May 14.

Materials Marketing Committee has displays for April for Money Smart Week, gardening, National Geographic, and Novels in Verse, along with our staff picks display, which changes every two weeks.

Emerging Technologies Committee is working on plans for a fall Maker Fair.

Susan Dove Lempke  
Library Director

### Trustee Calendar

#### April

4/11—Friends of the Library

4/20—Regular Meeting of the Board of Trustees

4/28—Special Board Meeting to Review FY2016-17 budget

#### May

5/9—Friends of the Library

5/13—Laconi Trustee Banquet--Addison

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

7/1\*\*Beginning of FY2016-17\*\*

No Friends of the Library Meeting

7/20—Regular Meeting of the Board of Trustees

#### August

No Friends of the Library Meeting

8/17—Regular Meeting of the Board of Trustees

#### September

9/12—Friends of the Library

9/21—Regular Meeting of the Board of Trustees

#### October

18-19-20—Illinois Library Association Conference, Rosemont

## Monthly Statistical Report --March 2016

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	42,923	44,386	-3.30%	355,920	386,358	-7.88%
Teens	3,071	3,402	-9.73%	27,982	30,307	-7.67%
Juvenile	40,814	42,019	-2.87%	345,847	354,612	-2.47%
Digital	16,456	5,473	200.68%	54,122	37,373	44.82%
<b>TOTAL Loan of Library Materials</b>	<b>103,264</b>	<b>95,280</b>	<b>8.38%</b>	<b>783,871</b>	<b>808,650</b>	<b>-3.06%</b>
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Adult</b>						
Print	19,051	19,684	-3.22%	163,616	166,298	-1.61%
Periodical	973	1,119	-13.05%	6,923	9,398	-26.34%
Audio	5,189	4,896	5.98%	41,237	43,999	-6.28%
DVD	17,710	18,687	-5.23%	144,144	166,663	-13.51%
<b>TOTAL Adult Loans</b>	<b>42,923</b>	<b>44,386</b>	<b>-3.30%</b>	<b>355,920</b>	<b>386,358</b>	<b>-7.88%</b>
<b>Teens</b>						
Print	2,298	2,498	-8.01%	20,306	22,346	-9.13%
Periodical	2	24	-91.67%	103	126	-18.25%
Audio	422	549	-23.13%	4,523	4,773	-5.24%
DVD	347	331	4.83%	3,031	3,062	-1.01%
Equipment	2	-		19	-	
<b>TOTAL Teen Loans</b>	<b>3,071</b>	<b>3,402</b>	<b>-9.73%</b>	<b>27,982</b>	<b>30,307</b>	<b>-7.67%</b>
<b>Juvenile</b>						
Print	30,274	29,528	2.53%	249,674	247,699	0.80%
Periodical	70	85	-17.65%	796	904	-11.95%
Audio	2,264	2,858	-20.78%	21,049	23,194	-9.25%
DVD	8,206	9,548	-14.06%	74,328	82,815	-10.25%
<b>TOTAL Juvenile Loans</b>	<b>40,814</b>	<b>42,019</b>	<b>-2.87%</b>	<b>345,847</b>	<b>354,612</b>	<b>-2.47%</b>
DIGITAL SERVICES	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Loan	16,456	5,473	200.68%	54,122	37,373	44.82%
Equipment Loan	78	-		418	-	
Online Database Use	7,185	8,831	-18.64%	79,472	57,788	37.52%
HOLDS	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,705	8,374	-7.99%			
Holds Made Available	13,047	13,329	-2.12%			
PATRONS	Current Month	Prior Year Same Month	% Change			
New District Cards	339	391	-13.30%			
Total District Cardholders	25,530	25,464	0.26%			
Patron Visits	34,082	30,722	10.94%			
Unique Library Cards Used	5,272	5,548	-4.97%			
IN-HOUSE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>MATERIALS</b>						
Reference--All	60	25	140.00%	293	281	4.27%
Circulating--Juvenile	4,510	8,564	-47.34%	40,183	67,984	-40.89%
Circulating--Teen	450	650	-30.77%	4,204	5,600	-24.93%
Circulating--Commons	187	125	49.60%	916	1,342	-31.74%
Circulating--Adult	1,579	4,617	-65.80%	17,073	40,821	-58.18%
<b>TOTAL In-House Use of Materials</b>	<b>6,786</b>	<b>13,981</b>	<b>-23.50%</b>	<b>62,669</b>	<b>116,028</b>	<b>-12.56%</b>
<b>Items moved on Shelf</b>	<b>3,910</b>	<b>-</b>		<b>38,790</b>	<b>-</b>	

PC USERS BY AREA	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	2,967	4874	-39.13%	32,325	45,276	-28.60%
Adult Guest Pass	1,499	-		4,196		
Youth Services	1,278	1144	11.71%	11,290	11,404	-1.00%
Teen Services	307	407	-24.57%	3,463	2,822	22.71%
Express Internet	210	225	-6.67%	1,601	2,557	-37.39%
Patron Wi-Fi Uses	13,349	11,299	18.14%	103,659	87,897	17.93%
<b>Total Users</b>	<b>19,610</b>	<b>17,949</b>	<b>9.25%</b>	<b>156,534</b>	<b>149,956</b>	<b>4.39%</b>
<b>Scanning &amp; Fax Pages</b>	<b>3,979</b>	<b>4,159</b>	<b>-4.33%</b>	<b>39,306</b>	<b>36,281</b>	<b>8.34%</b>
<b>Print &amp; Copy Pages</b>	<b>17,206</b>	<b>18,226</b>	<b>-5.60%</b>	<b>133,560</b>	<b>142,190</b>	<b>-6.07%</b>
<b>USE OF STAFF MEDIATED EQUIPMENT</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>		<b>Current YTD</b>		
3-D Printer	25	-		102	-	
Large Scale Poster Printer	-	-		4	-	
VHS to DVD Conversion	6	-		41	-	
<b>TOTAL Use of Staff Mediated Equipment</b>	<b>31</b>	<b>-</b>		<b>147</b>	<b>-</b>	
<b>USERS OF MEDIATED SPACES BY LOCATION</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
KidSpace Study Room	55	19	189.47%	650	154	322.08%
Study Rooms 1-5	489	319	53.29%	5,564	2,650	109.95%
Creative Studio A	30	-		165	-	
<b>TOTAL Users of Mediated Spaces</b>	<b>574</b>	<b>338</b>	<b>69.82%</b>	<b>6,379</b>	<b>2,804</b>	<b>127.48%</b>
<b>MARKETING &amp; PR</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
Website Hits	32,521	35,845	-9.27%			
Facebook "Likes"	1,073	834	28.66%			
Buzz Blog views	678	1,122	-39.57%			
Media Hits (includes print and online articles and listings)	54	40	35.00%			
e-News Subscribers	12,303	10,274	19.75%			
New Resident Letters (February)	74	-				
<b>TECHNICAL SERVICES</b>	<b>Items Added</b>	<b>Items Withdrawn</b>	<b>Library Holdings</b>			
Shelved materials	2,758	1,637	267,814			
Non-shelved materials	620	0	35,471			
Equipment	7	0	65			
<b>Total</b>	<b>3,385</b>	<b>1,637</b>	<b>303,350</b>			
<b>LIBRARY SERVICES</b>	<b>Current Month</b>	<b>Prior Year Same month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Notary Public	200	110	81.82%	1,055	677	55.83%
Test Proctoring	15	12	25.00%	98	72	36.11%
Voters' Registration	0	3	-100.00%	5	8	-37.50%
<b>SERVICE DESKS</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Quick Questions	10,059	6,803	47.86%	65,099	41,841	55.59%
Ready Assistance	6439	-		35,545	-	
Reference/Research	7,908	3,875	104.08%	52,931	55,455	-4.55%
<b>TOTAL All Service Desks</b>	<b>24,406</b>	<b>6,083</b>	<b>301.22%</b>	<b>153,575</b>	<b>97,296</b>	<b>57.84%</b>
<b>Adult Services (3rd floor)</b>						
Quick Questions	172	677	-74.59%	2454	3,761	-34.75%
Reference/Research	1,213	332	265.36%	6654	8,456	-21.31%
<b>Total Reference Desk</b>	<b>1,385</b>	<b>1,009</b>	<b>37.26%</b>	<b>9,108</b>	<b>12,217</b>	<b>-25.45%</b>
<b>Commons Desk</b>						
Quick Questions	59	-		354	-	
Ready Assistance	21	-		216	-	
<b>Total Commons Desk</b>	<b>80</b>	<b>-</b>		<b>570</b>	<b>-</b>	

SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Fiction/Audiovisual Services (2nd floor)</b>						
Quick Questions	121	1,997	-93.94%	5,227	7,134	-26.73%
Reference/Research	1,691	527	220.87%	11,240	12,960	-13.27%
<b>Total InfoDesk</b>	<b>1,812</b>	<b>2,524</b>	<b>-28.21%</b>	<b>16,467</b>	<b>20,094</b>	<b>-18.05%</b>
<b>Patron Services</b>						
Quick Questions	6,495	-		29,176	-	
Ready Assistance	6,418	-		35,329	-	
<b>Total Patron Services</b>	<b>12,913</b>	<b>-</b>		<b>64,505</b>	<b>-</b>	
<b>Technology Desk</b>						
Quick Questions	91	1,151	-92.09%	2,107	6,824	-69.12%
Reference/Research	1,236	337	266.77%	9,644	10,084	-4.36%
<b>Total Tech Desk</b>	<b>1,327</b>	<b>1,488</b>	<b>-10.82%</b>	<b>11,751</b>	<b>16,908</b>	<b>-30.50%</b>
<b>Teen Desk</b>						
Quick Questions	284	379	-25.07%	3,124	3,270	-4.46%
Reference/Research	253	187	35.29%	1,483	1,590	-6.73%
<b>Total Teen Desk</b>	<b>537</b>	<b>566</b>	<b>-5.12%</b>	<b>4,607</b>	<b>4,860</b>	<b>-5.21%</b>
<b>Outreach Services</b>						
Quick Questions	0	-		148	-	
Reference/Research	1,558	558	179.21%	7,063	4,687	50.69%
Bulk Loan Items Delivered to Nursing Homes	485	470	3.19%	4,080	3,820	6.81%
Materials pulled for Homebound Users	1,011	1,096	-7.76%	8,374	9,426	-11.16%
<b>Total Outreach Services</b>	<b>3,054</b>	<b>2,124</b>	<b>43.79%</b>	<b>19,665</b>	<b>17,933</b>	<b>9.66%</b>
<b>Youth Services</b>						
Quick Questions	2837	2,599	9.16%	22,509	20,852	7.95%
Reference/Research	1957	1934	1.19%	16,847	17,678	-4.70%
School Loans pulled	25	26	-3.85%	202	209	-3.35%
Museum Adventure passes distributed	12	19	-36.84%	150	169	-11.24%
<b>Total Youth Services</b>	<b>4,831</b>	<b>4,578</b>	<b>5.53%</b>	<b>39,708</b>	<b>38,908</b>	<b>2.06%</b>
<b>GRAND Total</b>	<b>25,939</b>	<b>12,289</b>	<b>111.07%</b>	<b>166,381</b>	<b>110,920</b>	<b>50.00%</b>
<b>Interlibrary Loan Lending</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Items lent to CCS Libraries	4,362	2925	49.13%	27,875	25,719	8.38%
Items Received from CCS Libraries for patrons	3,924	2936	33.65%	26,875	25,704	4.56%
Items lent to OCLC libraries	330	394	-16.24%	2,691	2,342	14.90%
Items received from OCLC libraries for patrons	126	119	5.88%	1,045	933	12.00%
<b>Total</b>	<b>8,742</b>	<b>6,374</b>	<b>37.15%</b>	<b>58,486</b>	<b>54,698</b>	<b>6.93%</b>
<b>Outreach Services</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
<b>Homebound</b>						
Patrons	261	240	8.75%			
Visits	236	232	1.72%			
<b>Institutions</b>						
Institution Deposit Collections	485	470	3.19%			
Visits	10	12	-16.67%			
<b>Schools</b>						
Items Delivered	843	1,088	-22.52%			
Trips	23	23	0.00%			
<b>VOLUNTEER HOURS</b>	<b>Number of people</b>	<b>Total hours</b>				
Adult/Outreach/Patron Services & Programs	13	47				
Digital Services & Programs	1	5				
Teen Services & Programs	15	36				
Youth Services Department & Programs	33	128				
Admin/Tech/Maint/PR & Library Events	24	183				
<b>Total Volunteers/Hours this month</b>	<b>86</b>	<b>399</b>				
<i>NOTE: Last year volunteers/hours same month</i>	<b>68</b>	<b>321</b>				

LIBRARY PROGRAMS	Number of Programs	Attendance	Num. Programs Same Month Prior Year	Attendance Same Month Prior Year	Attendance % Change
Youth Programs	93	3,418	63	3,662	-6.66%
Teens Programs	19	286	17	318	-10.06%
Adults Programs	50	1,161	30	400	190.25%
Library Exhibit	1	833	-	-	
Outside Meetings	17	210	20	263	-20.15%
<b>TOTAL Programs and Attendance</b>	<b>180</b>	<b>5,908</b>	<b>130</b>	<b>4,643</b>	<b>27.25%</b>
<b>Programs--Youth</b>					
Rise & Shine Storytime (parent & child)	3	101			
Babytime (parent & child)	4	180			
Family Storytime	5	131			
Preschool	3	51			
Toddler Time	3	93			
Big Kids Storytime	3	57			
Neighbor Time	3	55			
Reading Patch Club registrations	1	31			
Reading Patch Club added visits	ongoing	68			
Teacher Use of Die Cut Machine	0	0			
1KKB registrations	1	7			
1KKB added visits	ongoing	13			
Bibliobop	1	62			
Book Buddies	3	7			
Mega Mondays	4	96			
Movie	1	25			
Second Sunday	1	32			
Homework Help	3	69			
In-house toys and games	1	769			
School's Out Movie	1	25			
World Language Storytimes	3	54			
Reading With Rover	2	32			
Ipad Usage	1	300			
Wonder Ground	10	182			
Lego WeDo	1	6			
I Spy Tank	1	200			
Battle of the Books	1	75			
Second Saturday Bingo Breakfast	1	46			
Preschool Outreach Storytimes	21	307			
School Outreach Storytimes	8	201			
Famished for Fiction	1	9			
Chicago Wolves Reading Club	1	8			
In-house videogames	1	126			
<b>Total Youth Services Programs</b>	<b>93</b>	<b>3418</b>	<b>63</b>	<b>3,662</b>	<b>-6.66%</b>
<b>Programs--Teen Audience</b>					
Teen Advisory Board (TAB)	1	14			
Fandom	1	0			
Movie in the Underground	1	8			
Maker Labs	1	2			
In-house Videogames	1	97			
Famished for Fiction	1	10			
Visits to Schools in Service Area	1	6			
Practice ACT	1	3			
Teen Tech Week	5	35			
Poetry Workshop	1	7			
Finger Crocheting	1	8			
Button Making	1	7			
Prep for the ACT	1	3			
Abe Lincoln Award Voting	1	15			
Teen Choice Awards	1	71			
<b>Total Teen Programs</b>	<b>19</b>	<b>286</b>	<b>17</b>	<b>318</b>	<b>-10.06%</b>

LIBRARY PROGRAMS	This Month	Attendance	TL. Programs Prior Year	Attendance Prior Year	Attendance % Change
<b>Programs--Adult Audience</b>					
Book Discussions	2	19			
Book Bites	1	20			
Citizenship	1	15			
CJE Seniorlife	1	3			
DNA Testing for Kinship	1	18			
DS Adult Computer Beginner Boot Camp	2	18			
DS Building Sweet City	1	12			
DS Open Maker Lab - Creative Studio B	2	4			
DS Free Downloadables	1	1			
DS Tablet Tuesday	1	2			
DS Pomoc komputerowa w języku polskim	1	2			
DS Using your iPad	1	5			
DS Windows 10 for Beginners	1	17			
DS 1-2-1 Training	5	5			
ESL Classes	9	265			
English Conversation	2	22			
Finding Missing Money through I-Cash	1	16			
Hidden Memory: An American Story	1	22			
Job Counseling	1	4			
New Release Movie - Mr. Holmes	1	17			
Niles Songwriters	1	6			
Passions of Emma Goldman	1	24			
Polish Movie	1	34			
Power Employment	1	4			
SCORE: Small Business Counseling	1	14			
Senior Coffee Hour: Living Stronger through Exercise	1	15			
"Sweet Home Chicago" Candy Basket Drawing	1	178			
"Sweet Home Chicago" VIP Opening Reception	1	75			
"Sweet Home Chicago" Opening Weekend (Saturday)	1	78			
"Sweet Home Chicago" Lecture by Leslie Goddard	1	86			
Candy Jars Contest	3	153			
Volunteer Information Session	1	7			
<b>Total Adult Programs</b>	<b>50</b>	<b>1161</b>	<b>30</b>	<b>400</b>	<b>190.25%</b>
<b>Library Exhibit: "Sweet Home Chicago"</b>	<b>1</b>	<b>833</b>	<b>-</b>	<b>-</b>	
<b>Outside Meetings</b>					
Ligia Amarei-New Mom's Group	1	7			
Niles All American Toastmasters	2	19			
Niles Township Toastmasters	2	30			
Keep On Keeping on Foundation	1	15			
Friends of the Library	1	9			
Niles Chamber of Commerce-Women in Business Luncheon	1	25			
Kristy Collazo-Early Intervention	1	9			
Karol Verson-Play Discussion Series	4	48			
Karol Verson-Film Discussion Series	4	48			
<b>Total Outside Meetings</b>	<b>17</b>	<b>210</b>	<b>20</b>	<b>263</b>	<b>-20.15%</b>
<b>Total Meeting and Program Attendance</b>	<b>180</b>	<b>5,908</b>	<b>130</b>	<b>4,643</b>	<b>27.25%</b>

## Patron Suggestions and Comments for April 2016

### Responses to Patron Suggestions and Comments

I loved the Candy Exhibit—it brought back lots of memories!

We are delighted that you liked it!

Great candy display! I grew up in Chicago! Ate 'em all! Still eat candy bars at 79 years old. Have large Chicago brewing advertising collection—1933-1978 era. Have displayed in three Chicago area libraries. P. P.

Thank you for the kind words. I will pass your contact information along to our Display and Art Committee so they can learn more about your collection.

Just wanted to tell you how helpful Lynn was at the front desk today. She went above and beyond, explained all the protocols, and did everything with a smile. Thank you. W. M.

Thank you so much for taking the time to write. I will be sure Lynn's supervisor sees this.

Helene was awesome—she helped with a card I had lost. She acted on it right away. Thank you so much. She was wonderful. Dodie was also wonderful. T. S.

Thank you very much for writing. I will be sure Helene's supervisor hears about her good work.

Men's bath room stall door does not lock properly and has never worked right—1<sup>st</sup> floor.

I will ask the Maintenance Department to examine this lock and get it working better.

On Friday, 3/18, at 9:30 a.m., a patron walked out, the buzzer rang, someone yelled "please come back" which was ignored. We were charged \$20 for a book which we claimed was returned interlibrary. I asked the circulation person and she said she was not "going to run after the man." This is unequal treatment and our money should be returned. T. S.

I see this as two different issues, but I can certainly understand why it didn't make you feel good about doing the right thing while a potential thief got away with stealing. We do not encourage staff to run after patrons for safety reasons.

If you feel that you were unfairly charged for material you believe was returned, you can certainly discuss that further with the Patron Services Supervisor.

Most movies (DVDs) have some labels placed in the back of the movie case and they cover the description of what the movie is all about. It's a big deal because I usually read the description before I rent a movie. Can you place these stickers in the middle where there are mostly photos? E. S.

We are sorry about the inconvenience. We try to put the barcode in the same place on each item so it can be easily found, but it does occasionally cover information. I will discuss the issue with staff and see if it could be changed now that we have a different system.

Request acquisition of new book *The Chair Rocks* by Ashton Applewhite. L. H.

Thank you for the recommendation. We will consider it—the website on ageism was interesting.



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 Chicago, Illinois 60606-2903  
 T 312 984 6400 F 312 984 6444

15010 S. Ravinia Avenue, Ste 10  
 Orland Park, Illinois 60462-5353  
 T 708 349 3888 F 708 349 1506

DD 312 984 6410

www.ktilaw.com

**MEMORANDUM**

**To: Susan Lempke, Library Director  
 Greg Pritz, Business Manager**  
**From: Dennis G. Walsh**  
**Date: March 22, 2016**  
**Re: Status of PTAB Appeals**

As previously discussed, below is a status of all pending PTAB appeals and an overview of the PTAB appeal process, including the Library District's current involvement in PTAB appeals.

**Status of Pending PTAB appeals**

PTAB Appeal	Other Intervenors	Status
2010 Target	None	BOT approved settlement on 3/16
2010 Best Buy	SD 63 & SD 207	BOT approved settlement on 3/16
2010 BGE Ltd	SD 63 & SD 207	Set for initial prehearing conference on 4/13/2016
2010 Horizon Bay	SD 63 & SD 207	All evidence has been filed, no pending prehearing settlement conference or hearing dates; waiting on PTAB to schedule prehearing conference
2010 Sidcor Dempster Plaza	SD 63 & SD 207	All evidence has been filed, no pending prehearing settlement conference or hearing dates; waiting on PTAB to schedule prehearing conference

As you will note, the above pending appeals are all for the 2010 tax year. KTJ has not received authority to intervene on behalf of the Library District in any PTAB appeal since 2012 (which was when the 2010 appeals were being filed).

**PTAB Appeal Process**

Notices of PTAB appeals are sent to the Library directly, and not to KTJ, so we are not aware of PTAB appeals unless the Library District forwards the notice of a PTAB appeal. Upon receiving notice of a PTAB appeal from the Cook County Board of Review, we ask that our taxing district clients forward the same immediately. We will review the notice of appeal, review the history of

appeals from our files and the PTAB website, calculate the potential refund exposure to our clients and provide a letter recommending for or against intervention. A taxing district that plans to intervene has sixty (60) days from the notice to file an intervention. We must have a resolution from the taxing district authorizing KTJ to represent the taxing district to accompany the intervention papers. The last notices we received and evaluated for the Library District were in 2012, and included our recommendation to intervene in the 2010 Sidcor Dempster Plaza PTAB appeal and our recommendations to not intervene in three (3) other PTAB appeals.

We rely upon our knowledge and experience in representing taxing districts before the PTAB in setting a threshold figure of \$10,000 of costs to intervene. Our general rule of thumb is that if the appeal (or series of appeals) involves more than \$10,000 in refunds requested from our client, then intervention is generally recommended. This \$10,000 threshold is based off of our experience in appraisal fees and attorneys' fees and other costs associated with taking a PTAB appeal to hearing.

After intervening, we then will receive the evidence filed by the taxpayer and Board of Review. Our clients are granted time to file their own evidence. Depending on the total exposure at issue and the strength and type of evidence filed by the taxpayer and the Board of Review, we will recommend the filing of comparable sales, appraisals of the property, and evidence to serve as a rebuttal to taxpayer's appraisal. Our role throughout this process is largely administrative, as we are overseeing and ensuring the filing of timely evidence. Based on our knowledge of the case and experience before the PTAB, we work with the appraiser to ensure the appraisal adequately addresses the subject property in light of PTAB rules and prior decisions.

Once evidence is on file for all years in the triennial, PTAB will then look to move the case to resolution. It generally sets status conferences to ask the parties to attempt to resolve the issue through settlement. If settlement cannot be reached, then a hearing will be set. The vast majority of PTAB appeals are settled. Only a small minority of cases actually go to hearing. Typically, those cases involve unreasonable taxpayers or appeals that involve substantial amounts at issue where the parties could not reach a settlement.

Occasionally, PTAB appeals may involve legal issues concerning how the property is assessed. In said cases, we will file legal briefs to support our position in addition to any evidence to be filed.

When working toward a settlement with a taxpayer, we typically look to settle an entire triennial if the taxpayer filed appeals in all years of the triennial. On rare occasions, for those properties involving substantial refunds, we may settle more than one triennial, especially if appeals are filed in a later triennial at the time of resolving the prior triennial. For larger PTAB appeals, we may also look to spread out the impact of a substantial settlement, so that the taxing district will not experience an inordinate amount of property tax reduction from the Cook County Treasurer. We can seek agreement from the taxpayer to have its refund paid out in installments.

Keep in mind that if the taxpayer receives relief from the PTAB, circuit court or Board of Review, the taxing districts do not write a check to the taxpayer. Instead, the taxpayer receives a refund from the Cook County Treasurer and the Cook County Treasurer reduces the property tax

distributions from the respective taxing districts on the next ensuing distribution. In addition to the principal refund, the taxpayer is entitled to interest at the lesser of CPI or 5% from the date of the payment of the property tax through the taxpayer's refund.

If the PTAB appeal is not settled and the taxpayer or taxing district is unsatisfied with the decision of the PTAB, then the PTAB appeal can be appealed to the circuit court or the appellate court, except that any case requesting a reduction of \$300,000 or more must be appealed to the appellate court directly.

### **The Need for the Library District to Intervene in PTAB Appeals when Other Taxing Districts are Intervening**

When other taxing districts intervene in a PTAB appeal affecting the Library District, the Library District will be impacted by the decisions made as part of the PTAB appeal litigation. The Library District, as well as other taxing districts, can certainly take the position to rely on other taxing districts to intervene and represent the best interests of all taxing districts; however, without intervening, the Library District will have no power to influence any decision.

As explained above, we only recommend the Library District to intervene in those PTAB appeals where the refund at issue justifies intervention. In said PTAB appeals, it is our opinion that it is in the best interests of the Library District to intervene so that it can influence the outcome of the PTAB appeal. Although a school district may intervene in a particular PTAB appeal, the school district may have varying tolerance to the impact of a refund as compared to the Library District. This could influence the school district's decision when negotiating a settlement or when deciding to litigate the matter. When relying on the school district to intervene, the interests of the Library District certainly will not come into play as part of that decision.

In certain PTABs in the past, we have been able to share in the costs of intervening with other taxing districts, such as Niles School District No. 71. In that event, the costs of intervening decrease while permitting the Library District to have influence over the outcome of the PTAB appeal.

Finally, relying on the school districts to intervene in PTAB appeals is not always 100% reliable. The school districts may fail to intervene or fail to submit evidence and by relying on the intervention of the school districts could mean that no intervening party would be of record in a PTAB appeal. For example, the Library District is the only intervening party and its decision not to intervene in 2011 and 2012 tax years impacted the settlement negotiations.

cc: Board of Trustees, Niles Public Library District



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

March 28, 2016

Ms. Susan Dove Lempke, Director  
Niles Public Library District  
6960 West Oakton Street  
Niles, Illinois 60714-3098

Dear Ms. Dove Lempke:

I am pleased to award the Niles Public Library District a FY2016 Illinois Public Library Per Capita Grant in the amount of \$44,157.37. Over \$9.4 million is being awarded this year to Illinois public libraries serving nearly 11.5 million patrons at a rate of \$0.77085 per resident, a reduction due to state budget cuts.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure that public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to the state budget impasse, payment of these funds may be significantly delayed. As in previous years, the library may use these funds until the end of the following fiscal year; in this case, until June 30, 2017. All expenditures must have concluded by that date.

Our public libraries are truly the cornerstones of our communities. In these hard economic times, they are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service you and all Illinois public libraries provide.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

JESSE WHITE, Secretary of State  
and State Librarian

cc: Morgan Dubiel, Board President  
FY2016 Niles Public Library District Per Capita File

JW:isl

## Cyndi Rademacher

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**From:** Marge Coleman <mcole@gtlic.com>  
**Sent:** Thursday, April 07, 2016 8:38 AM  
**To:** Cyndi Rademacher  
**Subject:** Charitable Initiative 4/7/16

Hi Cyndi- We want to extend our thanks to you and Dave for the volunteer opportunity at the Niles Public Library. It was our pleasure to spend time in one of the best places and it revived our love of the printable word.

Thank you and have a good day!

### Marge Smialek-Coleman, RN, CCM

Case Management  
E:mcole@gtlic.com  
P: (847) 904-5397  
F: (847) 904-5929



1275 Milwaukee Ave, Glenview, IL 60025  
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# NILES PUBLIC LIBRARY



Dear Niles Public Library,  
Thank you so much for giving us access to your 3D-PRINTER and GREEN SCREEN. My partner and I truly appreciate your kindness. Without your help, we never would have gotten a 4 (the highest grade) in our writing assignment. We truly appreciate it.

Thank you once again. This card is just a token of our appreciation, we know it's not much, but we truly tried our best. Thank you!

Sincerely,  
Alex and  
Krish.

THANK  
YOU  
FROM THE  
BOTTOM OF  
OUR HEARTS

THANK  
You!



**New Business—Recommended Actions**

**A. Recommended Action on Sunday, July 3, 2016**

MOVE the Library Board of Trustees approve to close the Library on Sunday, July 3<sup>rd</sup>, 2016.

**Memorandum A of Recommended Board Action**

In previous years, when Independence Day fell on a Monday the Library was closed because it was a summer Sunday. We anticipate that our traffic on Sunday, July 3<sup>rd</sup> will be very minimal, and recommend closing the Library 1-4. As with the Sundays preceding Memorial Day and Labor Day, this would not be a holiday for staff.

**New Business—Recommended Actions**

**B. Recommended Action on Spring Issue of Chapter One**

MOVE the Library Board of Trustees approve payment to Visographic in the amount of \$5,891.36

**Memorandum B of Recommended Board Action**

This payment is for the printing of the spring issue of our Library's newsletter, Chapter One.