

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, APRIL 17, 2018

BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 19, 2018 (Action Item 1)
- V. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MARCH 26, 2018 (Action Item 2)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2018 (Item 3)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2018 (Action Item 4)
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. OLD BUSINESS

- POLLING PLACE UPDATE (Item 5)

Update on request from the Elections Office of Cook County Clerk David Orr's office to consider using the library as a polling place

X. NEW BUSINESS

- ONE BOOK, ONE VILLAGE AUTHOR CONTRACT

(Action Item 6)

Approval to enter into contract for annual One Book, One Village author event

- REVIEW OF DECEMBER 31, 2017 ASSIGNED FUND

BALANCE (Action Item 7)

Discussion of reallocating the assigned general fund balance as of December 31, 2017

XI. LIAISON REPORTS

- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

XII. OTHER

- PRELIMINARY DISCUSSION OF 2019 BUDGET PROCESS

XIII. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES

XIV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XV. ADJOURNMENT

Final vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda line item specifically states otherwise.

Individuals with disabilities who plan to attend this meeting and who require certain accommodations to allow them to observe and/or participate are requested to contact the Library's Business Office (phone 847-506-2611; TTY 847-392-1119) 48 hours in advance, if possible, to allow for the arrangement of reasonable accommodations.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, MARCH 19, 2018.

03.18.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Monday, March 19, 2018, at 7:30 p.m. by President Debbie Smart.

03.18.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart.

Absent: Trustee Tangney.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Richard Dworiansyn, Information Technology Manager; Lisa Bobis, Collection Services Manager; Janet Moravec, Business Office Administrator; Mike Dennehey, Friends of the Library; Brian Repsher, Friends of the Library.

03.18.03 There was no **PUBLIC COMMENT**.

03.18.04 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 20, 2018 (Action Item 1)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

03.18.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2018 (Item 2)** – Mr. Driskell reported \$1,149,843 in real estate revenue was received in February. Year to date, 19% of the annual budgeted revenue has been received. On an overall basis, total operating expenditures are trending \$132,537 over the year to date budget for the operating fund. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

03.18.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 28, 2018 (Action Item 3)** – Mr. Driskell provided information in response to board members' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED FEBRUARY 28, 2018, IN THE AMOUNT OF \$1,071,124.77**. Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

03.18.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the name change of the Digital Services service point to Tech Learning Center; new Collection Services Manager Lisa Bobis; 200 attendees at the Spring Tech Fair featuring virtual reality,

audio gadgetry, video production, STEM kits and robotics; 185 attendees at the In the Name of Love: An Evening of Storytelling for Adults event; and 403 attendees and 26 exhibitors participated in the 6th Annual Teen Job Fair delivered in conjunction with the Village of Arlington Heights Youth Commission.

03.18.08 **UNFINISHED BUSINESS**

- **REVIEW OF COMMITTEE OF THE WHOLE SCHEDULE (Action Item 4)** – The board discussed the current Committee of the Whole schedule in relation to the regular monthly board meetings. The board is considering moving the Committee of the Whole meeting from the last Monday of the month to the first Monday of the month.

03.18.09 **NEW BUSINESS**

- **UPDATE ON SYSTEMS OUTAGE (Item 5)** – Staff provided an update on the restoration efforts and a summary of the protections put in place following the February systems outage.

- **AUTHORIZATION TO PURCHASE HYPER-CONVERGED SERVER SYSTEM (Action Item 6)** – As part of the library’s server replacement plan, staff have budgeted to move to a hyper-converged server infrastructure. The hyper-converged server system would condense four host servers and storage system into one internally redundant system making the system faster and more efficient.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF A HYPER-CONVERGED SERVER SYSTEM FOR A TOTAL COST NOT TO EXCEED \$116,000, CONTINGENT ON ATTORNEY APPROVAL OF THE AGREEMENT.** Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

03.18.10 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – President Smart thanked Mr. Dennehey for his support and dedication in leading the Friends of the Library. Mr. Dennehey introduced Brian Repsher who is on the slate of officers as president in the Friends upcoming election.

03.18.11 **OTHER**

- President Smart gave an update on the Arlington Heights Memorial Library Foundation Exploratory Committee.

- Mr. Driskell explained that money has been budgeted in 2018 for laptops for board members. He presented a sample laptop for consideration by the board to gauge their interest in using library laptops for board business.

03.18.12 Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING EMPLOYEE APPOINTMENTS; AND (5) TO DISCUSS CONTRACTUAL PROPERTY.** Trustee Zyck seconded. All were in favor and the motion carried. The board went into closed session at 8:20 p.m.

The board returned to open session at 8:58 p.m.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF MARCH 19, 2018.** Trustee Thanopoulos seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT.** Trustee Medal seconded. All were in favor and the meeting was adjourned at 9:06 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 03.18.01 A meeting of the Board of Library Trustees of the Arlington Heights Memorial Library Committee of the Whole was called to order in the Board Room of the Arlington Heights Memorial Library on Monday, March 26, 2018, at 7:30 p.m. by President Smart.

Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart.

Absent: None.

Also present: Mike Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Gary Leclair, Facilities Manager; Jennifer Czajka, Programs and Exhibits Manager; Janet Moravec, Business Office Administrator.

- 03.18.02 There was no **PUBLIC COMMENT**.
- 03.18.03 Trustee Brody Garkisch moved **APPROVAL OF THE COMMITTEE OF THE WHOLE MINUTES OF JANUARY 29, 2018 MEETING (Action Item 1)** Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 03.18.04 **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION (Item 2)** – President Smart gave an update on the status of the Arlington Heights Memorial Library Foundation explaining the exploratory committee has been formed and next steps to move ahead with the foundation are being discussed.
- 03.18.05 **CARPET REPLACEMENT (Item 3)** – The committee discussed the upcoming second floor carpet replacement project budgeted in calendar year 2018. Staff will be seeking bids for the carpet replacement and will bring the results to the board for approval.
- 03.18.06 **SKYLIGHT REPLACEMENT (Item 4)** – The committee discussed replacement options for the skylight between the 1968 and 1993 buildings. As directed by the committee, staff will obtain cost comparisons to replace the entire skylight assembly including clear low-e glass, as recommended by the library’s architect, and translucent panels from the manufacturer of the current skylight.
- 03.18.07 **REVIEW OF COMMITTEE OF THE WHOLE SCHEDULE (Item 5)** – The committee reviewed the current Committee of the Whole schedule in relation to the

regular monthly board meetings. After discussion, the committee was in favor of moving the Committee of the Whole meetings from the last Monday of the month to the first Monday of the month.

03.18.08 **STAFF PRESENTATION – PROGRAMS AND EXHIBITS DEPARTMENT (Item 5)** – Programs and Exhibits Manager Jennifer Czajka provided an overview of the department, the vision of programming at the library, selection of programming topics, and future goals for the department.

03.18.09 **OTHER**

- Friends of the Library – 50 Years Celebration on Tuesday, March 27, 6-8 p.m.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:48 p.m.

Janet Moravec, Recorder

Village of Arlington Heights
 REVENUE REPORT
 25% OF YEAR LAPSED

ACCOUNTING PERIOD 03/2018

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,666	5,620.37	211	7,998	15,217.94	190	32,000	16,782.06
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	.00		249	.00		1,000	1,000.00
483	** Donations	83	.00		249	.00		1,000	1,000.00
489	Other								
90 00	Other Income	833	1,764.33	212	2,499	3,814.81	153	10,000	6,185.19
93 00	Donations Genealogy	41	.00		123	.00		500	500.00
94 00	FOL Reimbursements	5,416	6,192.02	114	16,248	12,938.62	80	65,000	52,061.38
489	** Other	6,290	7,956.35	127	18,870	16,753.43	89	75,500	58,746.57
480	*** Other	6,373	7,956.35	125	19,119	16,753.43	88	76,500	59,746.57
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,195,235	4,730,540.47	396	3,585,705	7,420,735.03	207	14,342,892	6,922,156.97

Village of Arlington Heights
 REVENUE REPORT
 25% OF YEAR LAPSED

Village of Arlington Heights

ACCOUNTING PERIOD 03/2018

FUND 491 Capital Projects-Library										
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE	
460	Interest Income									
461	Simple Interest									
02 00	Interest on Investments	1,250	5,132.98	411	3,750	5,326.80	142	15,000	9,673.20	
461	** Simple Interest	1,250	5,132.98	411	3,750	5,326.80	142	15,000	9,673.20	
462	Investment Income									
10 00	Market Value Adjustments	0	2,142.00		0	5,611.79		0	5,611.79-	
462	** Investment Income	0	2,142.00		0	5,611.79		0	5,611.79-	
460	*** Interest Income	1,250	7,274.98	582	3,750	10,938.59	292	15,000	4,061.41	
490	Other Financing Sources									
491	Other Financing Sources									
05 00	Operating Transfer In	145,833	.00		437,499	1,750,000.00	400	1,750,000	.00	
491	** Other Financing Sources	145,833	.00		437,499	1,750,000.00	400	1,750,000	.00	
490	*** Other Financing Sources	145,833	.00		437,499	1,750,000.00	400	1,750,000	.00	
FUND TOTAL Capital Projects-Library		147,083	7,274.98	5	441,249	1,760,938.59	399	1,765,000	4,061.41	

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	46337	36892.07	80	139011	89475.91	64	.00	556045	466569.09	16
	16 92	Achievement Awards	333	.00	0	999	1000.00	100	.00	4000	3000.00	25
	16 **	Library Personal Services	46670	36892.07	79	140010	90475.91	65	.00	560045	469569.09	16
	18	Other Personal Services										
	18 05	Overtime Civilian	16	592.17	3701	48	603.27	1257	.00	200	403.27-	302
	18 **	Other Personal Services	16	592.17	3701	48	603.27	1257	.00	200	403.27-	302
	19	Employee Benefits										
	19 05	Medical Insurance	5409	5496.93	102	16227	16490.79	102	.00	64913	48422.21	25
	19 10	IMRF	6056	4768.02	79	18168	11458.13	63	.00	72675	61216.87	16
	19 11	Social Security	2872	2259.97	79	8616	5405.14	63	.00	34475	29069.86	16
	19 12	Medicare	671	528.52	79	2013	1264.06	63	.00	8063	6798.94	16
	19 53	Flexible Spending	208	171.00	82	624	655.50	105	.00	2500	1844.50	26
	19 55	Unemployment Compensation	833	.00	0	2499	3143.00	126	.00	10000	6857.00	31
	19 **	Employee Benefits	16049	13224.44	82	48147	38416.62	80	.00	192626	154209.38	20
	20	Prof Technical Services										
	20 05	Professional Services	333	1425.00	428	999	1425.00	143	.00	4000	2575.00	36
	20 08	Consulting Services	2054	3531.43	172	6162	5663.60	92	.00	24650	18986.40	23
	20 20	Legal Services	1333	.00	0	3999	376.25	9	.00	16000	15623.75	2
	20 40	General Insurance	11041	.00	0	33123	104703.46	316	.00	132500	27796.54	79
	20 81	OCLC Services	5216	.00	0	15648	15127.91	97	.00	62601	47473.09	24
	20 **	Prof Technical Services	19977	4956.43	25	59931	127296.22	212	.00	239751	112454.78	53
	21	Property Services										
	21 65	Other Services	745	584.38	78	2235	5349.82	239	.00	8947	3597.18	60
	21 **	Property Services	745	584.38	78	2235	5349.82	239	.00	8947	3597.18	60
	22	Other Contractual Service										
	22 01	Advertising	83	.00	0	249	.00	0	.00	1000	1000.00	0
	22 02	Dues	1623	2325.00	143	4869	5210.00	107	.00	19485	14275.00	27
	22 03	Training	10608	21755.86	205	31824	48090.31	151	.00	127300	79209.69	38
	22 05	Postage	3590	2825.02	79	10770	14150.22	131	.00	43087	28936.78	33
	22 42	Internet Services	2359	2209.07	94	7077	8460.15	120	.00	28311	19850.85	30
	22 70	Telephone Services	4167	7613.44	183	12501	18602.95	149	.00	50014	31411.05	37
	22 **	Other Contractual Service	22430	36728.39	164	67290	94513.63	141	.00	269197	174683.37	35
	30	General Supplies										
	30 05	Office Supplies & Equip	738	330.61	45	2214	1085.62	49	.00	8858	7772.38	12
	30 **	General Supplies	738	330.61	45	2214	1085.62	49	.00	8858	7772.38	12
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	399	.00	0	1197	.00	0	.00	4790	4790.00	0
	31 **	Public Works Supplies	399	.00	0	1197	.00	0	.00	4790	4790.00	0

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32	72 Special Events	70	.00	0	210	326.24	155	.00	850	523.76	38
	32	99 Items Reimb by Employees	0	54.44	0	0	120.11	0	.00	0	120.11-	0
	32	** Library Supplies	70	54.44	78	210	446.35	213	.00	850	403.65	53
	40	Other Charges										
	40	96 Operating Contingency	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	40	** Other Charges	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	50	Property										
	50	15 Other Equipment	4295	.00	0	12885	9182.00	71	.00	51540	42358.00	18
	50	** Property	4295	.00	0	12885	9182.00	71	.00	51540	42358.00	18
601	**	** Library	111805	93362.93	84	335415	367369.44	110	.00	1341804	974434.56	27
60	**	** Culture/Recreation	111805	93362.93	84	335415	367369.44	110	.00	1341804	974434.56	27
DIV	6001	TOTAL ***** Administration	111805	93362.93	84	335415	367369.44	110	.00	1341804	974434.56	27

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	55598	67010.88	121	166794	170917.84	103	.00	667274	496356.16 26	

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	13374	18980.00	142	40122	45188.04	113	.00	160495	115306.96	28
	16 **	Library Personal Services	13374	18980.00	142	40122	45188.04	113	.00	160495	115306.96	28
	18	Other Personal Services										
	18 05	Overtime Civilian	25	196.66	787	75	724.07	965	.00	300	424.07-	241
	18 **	Other Personal Services	25	196.66	787	75	724.07	965	.00	300	424.07-	241
	19	Employee Benefits										
	19 05	Medical Insurance	2816	3037.72	108	8448	9113.16	108	.00	33800	24686.84	27
	19 10	IMRF	1748	2439.28	140	5244	5840.04	111	.00	20976	15135.96	28
	19 11	Social Security	829	1143.31	138	2487	2722.03	110	.00	9951	7228.97	27
	19 12	Medicare	193	267.39	139	579	636.61	110	.00	2327	1690.39	27
	19 50	Employee Asst. Program	520	.00	0	1560	1801.67	116	.00	6250	4448.33	29
	19 **	Employee Benefits	6106	6887.70	113	18318	20113.51	110	.00	73304	53190.49	27
	21	Property Services										
	21 65	Other Services	687	396.00	58	2061	1496.00	73	.00	8250	6754.00	18
	21 **	Property Services	687	396.00	58	2061	1496.00	73	.00	8250	6754.00	18
	22	Other Contractual Service										
	22 01	Advertising	208	180.00	87	624	180.00	29	.00	2500	2320.00	7
	22 02	Dues	258	209.00	81	774	209.00	27	.00	3105	2896.00	7
	22 03	Training	67	319.99	478	201	319.99	159	.00	810	490.01	40
	22 55	In Service Training	625	93.99	15	1875	6654.61	355	.00	7500	845.39	89
	22 **	Other Contractual Service	1158	802.98	69	3474	7363.60	212	.00	13915	6551.40	53
	40	Other Charges										
	40 62	Tuition Reimbursement	1250	.00	0	3750	4445.33	119	.00	15000	10554.67	30
	40 70	Employee Recognition Prog	1370	.00	0	4110	.00	0	.00	16450	16450.00	0
	40 **	Other Charges	2620	.00	0	7860	4445.33	57	.00	31450	27004.67	14
601	** **	Library	23970	27263.34	114	71910	79330.55	110	.00	287714	208383.45	28
60	** **	Culture/Recreation	23970	27263.34	114	71910	79330.55	110	.00	287714	208383.45	28
DIV	6003	TOTAL ***** Human Resources	23970	27263.34	114	71910	79330.55	110	.00	287714	208383.45	28

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	21	Property Services										
	21 65	Other Services	416	.00	0	1248	1341.98	108	.00	5000	3658.02	27
	21 **	Property Services	416	.00	0	1248	1341.98	108	.00	5000	3658.02	27
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	2000.00	120	4998	25131.82	503	.00	20000	5131.82-	126
	22 **	Other Contractual Service	1666	2000.00	120	4998	25131.82	503	.00	20000	5131.82-	126
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	235.96	57	1248	235.96	19	.00	5000	4764.04	5
	32 02	Program Supplies	416	309.38	74	1248	309.38	25	.00	5000	4690.62	6
	32 32	Software	125	.00	0	375	.00	0	.00	1500	1500.00	0
	32 72	Special Events	833	105.00	13	2499	1533.80	61	.00	10000	8466.20	15
	32 75	Audio Visual	166	.00	0	498	.00	0	.00	2000	2000.00	0
	32 78	Electronic Resources	125	.00	0	375	.00	0	.00	1500	1500.00	0
	32 80	Books	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	32 **	Library Supplies	2497	650.34	26	7491	2079.14	28	.00	30000	27920.86	7
	50	Property										
	50 15	Other Equipment	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	50 **	Property	416	.00	0	1248	.00	0	.00	5000	5000.00	0
601	** **	Library	5411	2650.34	49	16233	28552.94	176	.00	65000	36447.06	44
60	** **	Culture/Recreation	5411	2650.34	49	16233	28552.94	176	.00	65000	36447.06	44
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	5411	2650.34	49	16233	28552.94	176	.00	65000	36447.06	44

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19092	28444.88	149	57276	66203.78	116	.00	229114	162910.22	29
	16 **	Library Personal Services	19092	28444.88	149	57276	66203.78	116	.00	229114	162910.22	29
	18	Other Personal Services										
	18 05	Overtime Civilian	41	66.53	162	123	104.54	85	.00	500	395.46	21
	18 **	Other Personal Services	41	66.53	162	123	104.54	85	.00	500	395.46	21
	19	Employee Benefits										
	19 05	Medical Insurance	3222	2977.77	92	9666	8933.31	92	.00	38669	29735.69	23
	19 10	IMRF	2495	3626.65	145	7485	8434.41	113	.00	29946	21511.59	28
	19 11	Social Security	1183	1689.00	143	3549	3911.52	110	.00	14205	10293.48	28
	19 12	Medicare	276	395.00	143	828	914.78	111	.00	3322	2407.22	28
	19 **	Employee Benefits	7176	8688.42	121	21528	22194.02	103	.00	86142	63947.98	26
	20	Prof Technical Services										
	20 05	Professional Services	450	.00	0	1350	.00	0	.00	5400	5400.00	0
	20 **	Prof Technical Services	450	.00	0	1350	.00	0	.00	5400	5400.00	0
	21	Property Services										
	21 36	Equipment Rental	586	.00	0	1758	536.00	31	.00	7040	6504.00	8
	21 65	Other Services	442	.00	0	1326	.00	0	.00	5310	5310.00	0
	21 **	Property Services	1028	.00	0	3084	536.00	17	.00	12350	11814.00	4
	22	Other Contractual Service										
	22 02	Dues	60	.00	0	180	280.00	156	.00	725	445.00	39
	22 03	Training	100	.00	0	300	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	2033	2033.33	100	6099	6099.99	100	.00	24400	18300.01	25
	22 **	Other Contractual Service	2193	2033.33	93	6579	6379.99	97	.00	26325	19945.01	24
	30	General Supplies										
	30 32	Software Library	0	1260.00	0	0	.00	0	.00	0	.00	0
	30 **	General Supplies	0	1260.00	0	0	.00	0	.00	0	.00	0
601	** **	Library	29980	40493.16	135	89940	95418.33	106	.00	359831	264412.67	27
60	** **	Culture/Recreation	29980	40493.16	135	89940	95418.33	106	.00	359831	264412.67	27
DIV	6008	TOTAL ***** Finance	29980	40493.16	135	89940	95418.33	106	.00	359831	264412.67	27

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	52333	74012.37	141	156999	171209.28	109	.00	627997	456787.72	27
	16 **	Library Personal Services	52333	74012.37	141	156999	171209.28	109	.00	627997	456787.72	27
	18	Other Personal Services										
	18 05	Overtime Civilian	20	50.38	252	60	538.45	897	.00	250	288.45-	215
	18 **	Other Personal Services	20	50.38	252	60	538.45	897	.00	250	288.45-	215
	19	Employee Benefits										
	19 05	Medical Insurance	12185	11578.69	95	36555	34736.07	95	.00	146228	111491.93	24
	19 10	IMRF	6644	9031.20	136	19932	21031.65	106	.00	79738	58706.35	26
	19 11	Social Security	3244	4484.60	138	9732	10326.52	106	.00	38936	28609.48	27
	19 12	Medicare	758	1048.83	138	2274	2415.10	106	.00	9106	6690.90	27
	19 **	Employee Benefits	22831	26143.32	115	68493	68509.34	100	.00	274008	205498.66	25
	20	Prof Technical Services										
	20 05	Professional Services	687	201.15	29	2061	564.24	27	.00	8252	7687.76	7
	20 08	Consulting Services	2170	1350.00	62	6510	8087.50	124	.00	26045	17957.50	31
	20 **	Prof Technical Services	2857	1551.15	54	8571	8651.74	101	.00	34297	25645.26	25
	21	Property Services										
	21 02	Equipment Maintenance	14991	7428.92	50	44973	126340.82	281	.00	179898	53557.18	70
	21 **	Property Services	14991	7428.92	50	44973	126340.82	281	.00	179898	53557.18	70
	22	Other Contractual Service										
	22 02	Dues	17	.00	0	51	.00	0	.00	209	209.00	0
	22 03	Training	37	.00	0	111	25.07	23	.00	450	424.93	6
	22 **	Other Contractual Service	54	.00	0	162	25.07	16	.00	659	633.93	4
	30	General Supplies										
	30 05	Office Supplies & Equip	31	.00	0	93	103.65-	112-	.00	375	478.65	28-
	30 30	Data System Supplies	3183	2153.48	68	9549	7813.59	82	.00	38204	30390.41	21
	30 32	Software Library	14623	35534.90	243	43869	98306.00	224	.00	175480	77174.00	56
	30 33	Documentation Library	52	.00	0	156	.00	0	.00	625	625.00	0
	30 **	General Supplies	17889	37688.38	211	53667	106015.94	198	.00	214684	108668.06	49
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1384	1275.31	92	4152	4087.30	98	.00	16610	12522.70	25
	31 **	Public Works Supplies	1384	1275.31	92	4152	4087.30	98	.00	16610	12522.70	25
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	75	.00	0	.00	300	300.00	0
	32 32	Software	857	2.11	0	2571	2561.86	100	.00	10287	7725.14	25
	32 **	Library Supplies	882	2.11	0	2646	2561.86	97	.00	10587	8025.14	24

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	12 Computer Equipment	5902	7018.56	119	17706	10206.90	58	.00	70830	60623.10	14
	50	15 Other Equipment	1066	.00	0	3198	.00	0	.00	12800	12800.00	0
	50	** Property	6968	7018.56	101	20904	10206.90	49	.00	83630	73423.10	12
601	**	** Library	120209	155170.50	129	360627	498146.70	138	.00	1442620	944473.30	35
60	**	** Culture/Recreation	120209	155170.50	129	360627	498146.70	138	.00	1442620	944473.30	35
DIV	6010	TOTAL ***** Information Technology	120209	155170.50	129	360627	498146.70	138	.00	1442620	944473.30	35

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19339	30065.07	156	58017	71587.21	123	.00	232068	160480.79	31
	16 **	Library Personal Services	19339	30065.07	156	58017	71587.21	123	.00	232068	160480.79	31
	18	Other Personal Services										
	18 05	Overtime Civilian	166	527.04	318	498	865.60	174	.00	2000	1134.40	43
	18 **	Other Personal Services	166	527.04	318	498	865.60	174	.00	2000	1134.40	43
	19	Employee Benefits										
	19 05	Medical Insurance	4781	4753.28	99	14343	14259.84	99	.00	57379	43119.16	25
	19 10	IMRF	2186	3386.85	155	6558	8182.75	125	.00	26240	18057.25	31
	19 11	Social Security	1199	1850.53	154	3597	4353.53	121	.00	14388	10034.47	30
	19 12	Medicare	280	432.78	155	840	1018.18	121	.00	3365	2346.82	30
	19 **	Employee Benefits	8446	10423.44	123	25338	27814.30	110	.00	101372	73557.70	27
	22	Other Contractual Service										
	22 03	Training	156	46.06	30	468	92.12	20	.00	1875	1782.88	5
	22 **	Other Contractual Service	156	46.06	30	468	92.12	20	.00	1875	1782.88	5
	30	General Supplies										
	30 05	Office Supplies & Equip	18	37.92	211	54	37.92	70	.00	225	187.08	17
	30 **	General Supplies	18	37.92	211	54	37.92	70	.00	225	187.08	17
601 ** **		Library	28125	41099.53	146	84375	100397.15	119	.00	337540	237142.85	30
60 ** **		Culture/Recreation	28125	41099.53	146	84375	100397.15	119	.00	337540	237142.85	30
DIV 6015		TOTAL ***** Security	28125	41099.53	146	84375	100397.15	119	.00	337540	237142.85	30

PREPARED 04/12/2018, 10:31:18
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 25% OF YEAR LAPSED

FUND 291 Memorial Library Fund		DEPT/DIV 6020 Executive Office/Facilities										
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	455905	514625.82	113	1367715	1595245.83	117	.00	5471527	3876281.17	29

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	74334	105254.90	142	223002	230000.76	103	.00	892014	662013.24	26
	16 **	Library Personal Services	74334	105254.90	142	223002	230000.76	103	.00	892014	662013.24	26
	18	Other Personal Services										
	18 05	Overtime Civilian	20	.00	0	60	.00	0	.00	250	250.00	0
	18 **	Other Personal Services	20	.00	0	60	.00	0	.00	250	250.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10508	10435.34	99	31524	31306.02	99	.00	126098	94791.98	25
	19 10	IMRF	9525	13358.74	140	28575	29146.41	102	.00	114303	85156.59	26
	19 11	Social Security	4608	6361.90	138	13824	13879.20	100	.00	55305	41425.80	25
	19 12	Medicare	1077	1487.88	138	3231	3245.99	101	.00	12934	9688.01	25
	19 **	Employee Benefits	25718	31643.86	123	77154	77577.62	101	.00	308640	231062.38	25
	21	Property Services										
	21 65	Other Services	0	.00	0	0	1852.50	0	.00	0	1852.50-	0
	21 **	Property Services	0	.00	0	0	1852.50	0	.00	0	1852.50-	0
	22	Other Contractual Service										
	22 02	Dues	400	340.00	85	1200	863.00	72	.00	4803	3940.00	18
	22 03	Training	370	94.36	26	1110	157.38	14	.00	4451	4293.62	4
	22 18	Contr Programs & Exhibits	850	480.00	57	2550	660.00	26	.00	10200	9540.00	7
	22 **	Other Contractual Service	1620	914.36	56	4860	1680.38	35	.00	19454	17773.62	9
	30	General Supplies										
	30 05	Office Supplies & Equip	25	.00	0	75	129.81	173	.00	310	180.19	42
	30 **	General Supplies	25	.00	0	75	129.81	173	.00	310	180.19	42
	32	Library Supplies										
	32 01	Program Supplies	164	26.65	16	492	65.69	13	.00	1970	1904.31	3
	32 90	Circulation Supplies	183	.00	0	549	42.75	8	.00	2203	2160.25	2
	32 **	Library Supplies	347	26.65	8	1041	108.44	10	.00	4173	4064.56	3
601 ** **		Library	102064	137839.77	135	306192	311349.51	102	.00	1224841	913491.49	25
60 ** **		Culture/Recreation	102064	137839.77	135	306192	311349.51	102	.00	1224841	913491.49	25
DIV 6405		TOTAL ***** Business & Specialty Serv	102064	137839.77	135	306192	311349.51	102	.00	1224841	913491.49	25

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	218730	288961.35	132	656190	666590.11	102	.00	2624771	1958180.89	25
	16 **	Library Personal Services	218730	288961.35	132	656190	666590.11	102	.00	2624771	1958180.89	25
	18	Other Personal Services										
	18 05	Overtime Civilian	166	162.41	98	498	261.63	53	.00	2000	1738.37	13
	18 **	Other Personal Services	166	162.41	98	498	261.63	53	.00	2000	1738.37	13
	19	Employee Benefits										
	19 05	Medical Insurance	21340	21048.44	99	64020	63145.32	99	.00	256090	192944.68	25
	19 10	IMRF	21858	28879.27	132	65574	66857.48	102	.00	262298	195440.52	26
	19 11	Social Security	13566	17601.84	130	40698	40551.73	100	.00	162793	122241.27	25
	19 12	Medicare	3172	4116.56	130	9516	9483.89	100	.00	38073	28589.11	25
	19 **	Employee Benefits	59936	71646.11	120	179808	180038.42	100	.00	719254	539215.58	25
	21	Property Services										
	21 02	Equipment Maintenance	46	.00	0	138	107.92	78	.00	555	447.08	19
	21 64	Access Services	250	165.01	66	750	329.51	44	.00	3000	2670.49	11
	21 65	Other Services	945	918.80	97	2835	2867.20	101	.00	11348	8480.80	25
	21 **	Property Services	1241	1083.81	87	3723	3304.63	89	.00	14903	11598.37	22
	22	Other Contractual Service										
	22 02	Dues	184	195.00	106	552	345.00	63	.00	2210	1865.00	16
	22 03	Training	357	30.00	8	1071	241.61	23	.00	4294	4052.39	6
	22 **	Other Contractual Service	541	225.00	42	1623	586.61	36	.00	6504	5917.39	9
	30	General Supplies										
	30 05	Office Supplies & Equip	433	137.90	32	1299	1080.16	83	.00	5207	4126.84	21
	30 07	Supplies Reimb by Patrons	168	.00	0	504	.00	0	.00	2020	2020.00	0
	30 **	General Supplies	601	137.90	23	1803	1080.16	60	.00	7227	6146.84	15
	32	Library Supplies										
	32 01	Program Supplies	194	.00	0	582	219.86	38	.00	2332	2551.86	9
	32 90	Circulation Supplies	947	230.43	24	2841	521.03	18	.00	11369	10847.97	5
	32 **	Library Supplies	1141	230.43	20	3423	301.17	9	.00	13701	13399.83	2
601	** **	Library	282356	362447.01	128	847068	852162.73	101	.00	3388360	2536197.27	25
60	** **	Culture/Recreation	282356	362447.01	128	847068	852162.73	101	.00	3388360	2536197.27	25
DIV	6420	TOTAL ***** Customer Services	282356	362447.01	128	847068	852162.73	101	.00	3388360	2536197.27	25

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	33201	43579.32	131	99603	99117.59	100	.00	398420	299302.41	25
	16 **	Library Personal Services	33201	43579.32	131	99603	99117.59	100	.00	398420	299302.41	25
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	48	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	16	.00	0	48	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	7843	5862.98	75	23529	17588.94	75	.00	94121	76532.06	19
	19 10	IMRF	4199	5543.26	132	12597	12607.71	100	.00	50397	37789.29	25
	19 11	Social Security	2058	2631.81	128	6174	5943.35	96	.00	24702	18758.65	24
	19 12	Medicare	481	615.48	128	1443	1389.94	96	.00	5777	4387.06	24
	19 **	Employee Benefits	14581	14653.53	101	43743	37529.94	86	.00	174997	137467.06	21
	22	Other Contractual Service										
	22 02	Dues	171	230.00	135	513	615.00	120	.00	2053	1438.00	30
	22 03	Training	111	.00	0	333	191.42	58	.00	1340	1148.58	14
	22 18	Contr Programs & Exhibits	14224	13537.50	95	42672	58508.68	137	.00	170695	112186.32	34
	22 **	Other Contractual Service	14506	13767.50	95	43518	59315.10	136	.00	174088	114772.90	34
	32	Library Supplies										
	32 02	Program Supplies	5138	2226.13	43	15414	10569.46	69	.00	61657	51087.54	17
	32 **	Library Supplies	5138	2226.13	43	15414	10569.46	69	.00	61657	51087.54	17
601	** **	Library	67442	74226.48	110	202326	206532.09	102	.00	809362	602829.91	26
60	** **	Culture/Recreation	67442	74226.48	110	202326	206532.09	102	.00	809362	602829.91	26
DIV	6440	TOTAL ***** Programs and Exhibits	67442	74226.48	110	202326	206532.09	102	.00	809362	602829.91	26

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	42793	52999.92	124	128379	126563.53	99	.00	513526	386962.47 25
	16 **	Library Personal Services	42793	52999.92	124	128379	126563.53	99	.00	513526	386962.47 25
	18	Other Personal Services									
	18 05	Overtime Civilian	8	.00	0	24	41.47	173	.00	100	58.53 42
	18 **	Other Personal Services	8	.00	0	24	41.47	173	.00	100	58.53 42
	19	Employee Benefits									
	19 05	Medical Insurance	4629	3541.55	77	13887	10624.65	77	.00	55556	44931.35 19
	19 10	IMRF	5265	5967.03	113	15795	14132.05	90	.00	63185	49052.95 22
	19 11	Social Security	2653	3253.45	123	7959	7751.85	97	.00	31839	24087.15 24
	19 12	Medicare	620	760.89	123	1860	1812.94	98	.00	7446	5633.06 24
	19 **	Employee Benefits	13167	13522.92	103	39501	34321.49	87	.00	158026	123704.51 22
	22	Other Contractual Service									
	22 02	Dues	192	.00	0	576	430.00	75	.00	2305	1875.00 19
	22 03	Training	41	24.78	60	123	24.78	20	.00	500	475.22 5
	22 66	Outside Reference Service	225	.00	0	675	2662.68	395	.00	2700	37.32 99
	22 **	Other Contractual Service	458	24.78	5	1374	3117.46	227	.00	5505	2387.54 57
	30	General Supplies									
	30 05	Office Supplies & Equip	58	139.20	240	174	229.57	132	.00	700	470.43 33
	30 07	Supplies Reimb by Patrons	75	.00	0	225	.00	0	.00	900	900.00 0
	30 **	General Supplies	133	139.20	105	399	229.57	58	.00	1600	1370.43 14
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	520	1380.13	265	1560	1985.78	127	.00	6250	4264.22 32
	31 **	Public Works Supplies	520	1380.13	265	1560	1985.78	127	.00	6250	4264.22 32
	32	Library Supplies									
	32 01	Program Supplies	83	.00	0	249	.00	0	.00	1000	1000.00 0
	32 78	Electronic Resources	28085	16514.23	59	84255	192031.11	228	.00	337027	144995.89 57
	32 90	Circulation Supplies	147	191.86	131	441	590.93	134	.00	1775	1184.07 33
	32 **	Library Supplies	28315	16706.09	59	84945	192622.04	227	.00	339802	147179.96 57
	50	Property									
	50 15	Other Equipment	382	.00	0	1146	666.82	58	.00	4588	3921.18 15
	50 **	Property	382	.00	0	1146	666.82	58	.00	4588	3921.18 15
601	** **	Library	85776	84773.04	99	257328	359548.16	140	.00	1029397	669848.84 35
60	** **	Culture/Recreation	85776	84773.04	99	257328	359548.16	140	.00	1029397	669848.84 35
DIV	6450	TOTAL *****									
		Digital Services	85776	84773.04	99	257328	359548.16	140	.00	1029397	669848.84 35

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	65855	88800.94	135	197565	210653.82	107	.00	790261	579607.18 27	
	16 **	Library Personal Services	65855	88800.94	135	197565	210653.82	107	.00	790261	579607.18 27	
	18	Other Personal Services										
	18 05	Overtime Civilian	12	39.05	325	36	54.43	151	.00	150	95.57 36	
	18 **	Other Personal Services	12	39.05	325	36	54.43	151	.00	150	95.57 36	
	19	Employee Benefits										
	19 05	Medical Insurance	15468	16154.21	104	46404	48462.63	104	.00	185626	137163.37 26	
	19 10	IMRF	8598	11300.40	131	25794	26802.02	104	.00	103182	76379.98 26	
	19 11	Social Security	4083	5338.01	131	12249	12565.03	103	.00	48996	36430.97 26	
	19 12	Medicare	954	1248.37	131	2862	2938.53	103	.00	11459	8520.47 26	
	19 **	Employee Benefits	29103	34040.99	117	87309	90768.21	104	.00	349263	258494.79 26	
	22	Other Contractual Service										
	22 02	Dues	206	150.00	73	618	363.00	59	.00	2478	2115.00 15	
	22 03	Training	83	.00	0	249	15.00	6	.00	1000	985.00 2	
	22 85	Processing Services	8875	7082.60	80	26625	18343.45	69	.00	106500	88156.55 17	
	22 **	Other Contractual Service	9164	7232.60	79	27492	18721.45	68	.00	109978	91256.55 17	
	30	General Supplies										
	30 05	Office Supplies & Equip	125	214.48	172	375	336.91	90	.00	1500	1163.09 23	
	30 33	Documentation Library	59	.00	0	177	525.00	297	.00	717	192.00 73	
	30 **	General Supplies	184	214.48	117	552	861.91	156	.00	2217	1355.09 39	
	32	Library Supplies										
	32 03	Binding	16	.00	0	48	.00	0	.00	200	200.00 0	
	32 05	Processing Supplies	2583	2430.17	94	7749	3925.45	51	.00	31000	27074.55 13	
	32 75	Audio Visual	43844	37379.83	85	131532	122093.89	93	.00	526135	404041.11 23	
	32 80	Books	61106	55348.67	91	183318	154122.69	84	.00	733276	579153.31 21	
	32 90	Circulation Supplies	250	.00	0	750	.00	0	.00	3000	3000.00 0	
	32 95	Periodicals	10907	303.56	3	32721	39544.23	121	.00	130889	91344.77 30	
	32 **	Library Supplies	118706	95462.23	80	356118	319686.26	90	.00	1424500	1104813.74 22	
601	** **	Library	223024	225790.29	101	669072	640746.08	96	.00	2676369	2035622.92 24	
60	** **	Culture/Recreation	223024	225790.29	101	669072	640746.08	96	.00	2676369	2035622.92 24	
DIV	6470	TOTAL ***** Collection Services	223024	225790.29	101	669072	640746.08	96	.00	2676369	2035622.92 24	
DEPT	64	TOTAL ***** User Services	760662	885076.59	116	2281986	2370338.57	104	.00	9128329	6757990.43 26	

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
60		Culture/Recreation										
601		Library										
	90	Other Financing Uses										
	90 05	Operating Transfer Out	145833	.00	0	437499	1750000.00	400	.00	1750000	.00	100
	90 **	Other Financing Uses	145833	.00	0	437499	1750000.00	400	.00	1750000	.00	100
601 ** **		Library	145833	.00	0	437499	1750000.00	400	.00	1750000	.00	100
60 ** **		Culture/Recreation	145833	.00	0	437499	1750000.00	400	.00	1750000	.00	100
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	437499	1750000.00	400	.00	1750000	.00	100
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	437499	1750000.00	400	.00	1750000	.00	100
FUND 291		TOTAL ***** Memorial Library Fund	1362400	1399702.41	103	4087200	5715584.40	140	.00	16349856	10634271.60	35
GRAND		TOTAL *****	1362400	1399702.41	103	4087200	5715584.40	140	.00	16349856	10634271.60	35

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	12 Computer Equipment	7666	.00	0	22998	.00	0	.00	92000	92000.00	0
	50	** Property	7666	.00	0	22998	.00	0	.00	92000	92000.00	0
601	**	** Library	7666	.00	0	22998	.00	0	.00	92000	92000.00	0
60	**	** Culture/Recreation	7666	.00	0	22998	.00	0	.00	92000	92000.00	0
DIV	6010	TOTAL *****										
		Information Technology	7666	.00	0	22998	.00	0	.00	92000	92000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	15 Other Equipment	13358	.00	0	40074	.00	0	.00	160300	160300.00	0
	50	55 Other Capital Outlay	65416	500.00	1	196248	2434.00	1	.00	785000	782566.00	0
	50	** Property	78774	500.00	1	236322	2434.00	1	.00	945300	942866.00	0
601	**	** Library	78774	500.00	1	236322	2434.00	1	.00	945300	942866.00	0
60	**	** Culture/Recreation	78774	500.00	1	236322	2434.00	1	.00	945300	942866.00	0
DIV	6020	TOTAL ***** Facilities	78774	500.00	1	236322	2434.00	1	.00	945300	942866.00	0
DEPT	60	TOTAL ***** Executive Office	86440	500.00	1	259320	2434.00	1	.00	1037300	1034866.00	0
FUND	491	TOTAL ***** Capital Projects-Library	86440	500.00	1	259320	2434.00	1	.00	1037300	1034866.00	0
GRAND		TOTAL *****	86440	500.00	1	259320	2434.00	1	.00	1037300	1034866.00	0

April 17, 2018

(Action Item 4)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
March 31, 2018**

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$328,466.26
491	Capital Projects Fund - Library	\$500.00
Total Disbursements		<u>\$328,966.26</u>
Payrolls Paid		
3/2/2018		\$279,848.65
3/16/2018		\$291,361.63
3/30/2018		\$279,544.38
		<u>\$850,754.66</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
3/31/2018	Group Insurance	\$96,575.00
3/31/2018	IMRF	\$98,038.06
3/31/2018	Social Security	\$51,470.28
3/31/2018	Medicare	\$12,037.36
		<u>\$258,120.70</u>
Total Disbursed		<u><u>\$1,437,841.62</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
75927	COOK MAGIC	291-0000-140.05-00	MAGIC OF BILL COOK PROG-	500.00-	500.00-
76516	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-MARCH	149.76	149.76
76531	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	122.62-	122.62-
76559	COOK MAGIC	291-0000-140.05-00	MAGIC OF BILL COOK PROG	500.00	500.00
76584	GREY HOUSE PUBLISHING	291-0000-140.05-00	PREPAID FINANCIAL RATINGS	6,228.75	6,228.75
76585	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED-APRIL 2018	3,567.20	
		291-0000-210.99-00	FSA DEP-APRIL 2018	1,039.24	4,606.44
76642	PROQUEST LLC	291-0000-140.05-00	PREPAID SUMMON DISC SERVS	4,000.00	4,000.00
***** DIVISION TOTAL ****					14,862.33
***** DEPARTMENT TOTAL **					14,862.33

DEPARTMENT: 60 Executive Office

DIVISION: 01

75808	MC COY, KELLEY	291-6001-601.22-03	ILA CONF-K MCCOY	196.27-	196.27-
76519	ALIBRIS	291-6001-601.32-99	EMP REIMBURSED PURCHASE	162.15	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	136.70	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	53.80	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	131.60	484.25
76522	AMAZON.COM CREDIT	291-6001-601.30-05	DOOR HOOK	13.72	
		291-6001-601.30-05	FLASH DRIVES	45.99	59.71
76528	ARLINGTON HTS CHAMBER OF COMMERCE	291-6001-601.22-02	BUSINESS BLDRS BLAST DUES	75.00	75.00
76529	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	32.00	
		291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	12.77	
		291-6001-601.22-03	TRAV/TRAIN-E LUDEMANN	1.50	
		291-6001-601.22-03	TRAV/TRAIN-S JAROL	25.00	71.27
76531	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	PLA HOTEL-J JURGENS	862.26	
		291-6001-601.22-03	PLA HOTEL-S JAROL	828.15	
		291-6001-601.22-03	PLA HOTEL-K DEVITT	833.52	
		291-6001-601.22-03	PLA HOTEL-J DUNCAN-CANCEL	694.73-	
		291-6001-601.22-03	WILIUG WORKSHOP	100.00	
		291-6001-601.30-05	COFFEE CUP SLEEVE	152.62	
		291-6001-601.22-03	PLA HOTEL-J DUNCAN-CANCEL	694.73	
		291-6001-601.22-03	PLA HOTEL-E LUDEMEANN	659.79	
		291-6001-601.22-03	PLA HOTEL-A JONES	659.79	
		291-6001-601.22-03	PLA HOTEL-A SON	659.79	
		291-6001-601.22-03	PLA HOTEL-M PAPANASTASS-	659.79	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	PLA HOTEL-B PARDUE	439.86	
		291-6001-601.22-03	PLA HOTEL-M MONAHAN	659.79	
		291-6001-601.22-03	PLA HOTEL-L PRIEST	659.79	
		291-6001-601.22-03	PLA HOTEL-J CZAJKA	879.72	
		291-6001-601.22-03	ALA CONF REG-D SMART	180.00	
		291-6001-601.22-03	WEBINAR-MANAGERS/SUPERVI-	120.00	
		291-6001-601.22-42	COMCAST MONTHLY INTERNET	344.85	8,699.72
76533	AT & T	291-6001-601.22-70	TELEPHONE	7,128.47	7,128.47
76534	AT&T MOBILITY	291-6001-601.22-42	1/28-2/27/18 INTERNET	135.23	135.23
76536	BAKER & HOSTETLER LLP	291-6001-601.20-08	CONSULTING SERVS LIBRARY	1,645.00	1,645.00
76537	BAKER & TAYLOR	291-6001-601.32-99	EMP REIMBURSED PURCHASE	8.94	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	28.78	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	10.75	48.47
76540	BEDNAREK, BRYAN	291-6001-601.22-03	SXSW CONF-B BEDNAREK	375.17	
		291-6001-601.22-03	SXSW CONF-B BEDNAREK	215.10	590.27
76542	BERGER, GREGORY	291-6001-601.22-03	SXSW CONF-G BERGER	183.66	
		291-6001-601.22-03	SXSW CONF-G BERGER	388.10	571.76
76545	BOBIS, LISA	291-6001-601.22-03	PLA CONF-L BOBIS	779.33	779.33
76547	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE	2,825.02	2,825.02
76553	COMCAST	291-6001-601.21-65	OTHER SERVS	21.04	21.04
76561	CRYPISIS	291-6001-601.20-05	PROF SERVS	525.00	525.00
76562	CZAJKA, JENNIFER	291-6001-601.22-03	PLA CONF-J CZAJKA	472.17	472.17
76565	DEVITT, KERRY	291-6001-601.22-03	PLA CONF-K DEVITT	153.06	153.06
76566	DISTEL, SHANNON	291-6001-601.22-03	FOUNDATION EXPLORATORY	80.64	80.64
76567	DRISKELL, MIKE	291-6001-601.22-03	PLA CONF-M DRISKELL	894.90	894.90
76568	DWORIANYN, RICH	291-6001-601.22-03	MEAL FOR IT STAFF	67.57	67.57
76574	FIRST CLASS TRAVEL	291-6001-601.22-03	ALA CONF-D SMART	394.60	
		291-6001-601.22-03	IUG CONF-C KRUEGER	306.59	
		291-6001-601.22-03	ALA CONF AIRFARE-T DANTIS	503.40	1,204.59
76575	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENT APR-MAY-JUNE	750.00	750.00
76579	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	PAGE FLAGS	18.98	
		291-6001-601.30-05	PENCILS	1.98	
		291-6001-601.30-05	COLD PACKS	13.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					34.91
76585	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-APRIL 2018	171.00	171.00
76587	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SRVS-MARCH	49.95	49.95
76589	IDVILLE	291-6001-601.30-05	ID BADGE CLIPS	78.50	78.50
76592	ILA CONFERENCE	291-6001-601.22-03	ELEVATE PROG-J JURGENS	75.00	
		291-6001-601.22-03	2018 REACHING FORWARD-	300.00	
		291-6001-601.22-03	2018 REACHING FORWARD-	3,900.00	
		291-6001-601.22-03	ELEVATE PROGRAM-S MEYER	75.00	4,350.00
76597	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	23.99	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	22.60	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	53.99	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.99	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	16.38	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	5.64	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	10.79	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.59	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	36.16	191.13
76598	JAFFE, VIOLET	291-6001-601.22-03	PLA CONF-V JAFFE	107.10	107.10
76599	JAROL, SYDNEY	291-6001-601.22-03	PLA CONF-S JAROL	230.78	230.78
76600	JONES, ANGELA	291-6001-601.22-03	PLA CONF-A JONES	476.01	476.01
76603	JURGENS, JULIE	291-6001-601.22-03	PLA CONF-J JURGENS	162.61	162.61
76610	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS	29.75	29.75
76614	LUDEMANN, ELIZABETH	291-6001-601.22-03	PLA CONF-E LUDEMANN	160.41	160.41
76617	MC COY, KELLEY	291-6001-601.22-03	ILA CONF-K MCCOY	196.27	
		291-6001-601.22-03	PLA CONF-K MCCOY	1,480.06	1,676.33
76626	MONAHAN, MICHAEL	291-6001-601.22-03	PLA CONF-M MONAHAN	266.84	
		291-6001-601.22-03	PLA AIRFARE-M MONAHAN	366.30	633.14
76632	NATL SUMMER LEARNING ASSOCIATION	291-6001-601.22-03	NATL SUMMER LEARNING CONF	475.00	475.00
76637	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY POHONE	63.00	63.00
76638	PAPANASTASSIOU, MARIA	291-6001-601.22-03	PLA CONF-M PAPANASTASSIOU	167.75	167.75
76639	PARDUE, WILLIAM J.	291-6001-601.22-03	PLA CONF-B PARDUE	195.48	195.48
76640	PRIEST, LYNNE	291-6001-601.22-03	PLA CONF-L PRIEST	152.54	152.54
76641	PRODUCT ARCHITECTURE + DESIGN	291-6001-601.20-05	COMPLETION OF YOUTH AREA	500.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.20-05	TECH SERVICES LAYOUTS,	400.00	900.00
76643	PURCHASE ADVANTAGE CARD	291-6001-601.22-03	ICED TEA FOR DIRECTORS	5.58	5.58
76658	SON,ALICE	291-6001-601.22-03	PLA CONF-A SON	341.99	341.99
76665	TIME CLOCK PLUS	291-6001-601.20-08	CONSULTING SERVICES LIB	1,886.43	1,886.43
76670	URBAN LIBRARIES COUNCIL	291-6001-601.22-02	1ST QUARTER DUES	2,250.00	2,250.00
76671	VERIZON WIRELESS	291-6001-601.22-70	2/26-3/25 TELEPHONE	372.02	372.02
76676	WAREHOUSE DIRECT	291-6001-601.30-05	OFF SUPPS	4.87	4.87
76678	WOW BUSINESS	291-6001-601.22-42	INTERENT ACCESS 3/13/18-	1,574.99	
		291-6001-601.22-42	INTERENT ACCESS 3/19/18-	154.00	1,728.99
***** DIVISION TOTAL ****					43,981.47

Marketing and Communications

76517	AIR EXPRESSIONS INC	291-6002-601.32-72	FOL-GOLD BALLOONS	150.00	150.00
76522	AMAZON.COM CREDIT	291-6002-601.32-72	TABLE COVERS	37.18	37.18
76526	ARGO TRANSLATION	291-6002-601.21-65	SURVEY TRANSLATION	400.00	400.00
76529	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.32-72	SPEC EVENTS-J MORAVEC	24.99	
		291-6002-601.32-72	SPEC EVENTS-D HALPIN	6.99	31.98
76531	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.32-72	FLOWERS-FOL 50 YEAR EVENT	149.25	
		291-6002-601.30-05	ENVELOPES-D25 ART SHOW	75.44	
		291-6002-601.32-72	DESSERT-FOL 50 YEAR EVENT	261.36	
		291-6002-601.22-10	BUSINESS CARDS-A SON	24.19	
		291-6002-601.22-10	BUSINESS CARDS-L BOBIS	24.19	
		291-6002-601.30-05	ACRYLIC DISPLAYS	322.45	856.88
76544	BLICK ART MATERIALS	291-6002-601.30-05	OFFICE SUPPLIES	299.31	
		291-6002-601.30-05	BACKGROUND PAPER	54.50	353.81
76547	CARDINAL COLORGROUP	291-6002-601.22-10	NEWSLETTER-FEBRUARY 2018	13,500.00	
		291-6002-601.22-10	NEWSLETTER-MARCH 2018	13,500.00	
		291-6002-601.22-10	NEWSLETTER-APRIL 2018	13,700.00	40,700.00
76612	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	92.00	92.00
76625	MOBILE PRINT	291-6002-601.22-10	VOLUNTEER INVITE CARDS	349.32	
		291-6002-601.22-10	PADS BROCHURE	116.52	465.84
76628	MORAVEC, JANET	291-6002-601.32-72	PAPER GOODS-FOL 50 YEAR	53.93	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6002-601.32-72	SUPPLIES-FOL 50 YEAR	96.87	150.80
76652	SCHLESINGER MACHINERY INC	291-6002-601.21-02	BLADE SHARPENED	340.00	340.00
76657	SIGNS BY TOMORROW	291-6002-601.30-05	ADD ON FOR SIDED STACK	19.00	
		291-6002-601.22-10	NO SMOKING DECALS	280.60	299.60
76681	1000BULBS.COM	291-6002-601.30-05	MINI LIGHT GLOBES	115.47	115.47
***** DIVISION TOTAL ****					43,993.56

Human Resources

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
76326	PANERA BREAD	291-6003-601.22-55	BREAKFAST FOR STAFF DAY	1,492.46-	1,492.46-
76512	ACTION WITHOUT BORDERS	291-6003-601.22-01	ADVERTISING	90.00	
		291-6003-601.22-01	ADVERTISING	90.00	180.00
76522	AMAZON.COM CREDIT	291-6003-601.22-03	TRAV/TRAIN	19.99	19.99
76529	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-55	IN-SERVS TRAIN-J MORAVEC	41.68	
		291-6003-601.22-55	IN-SERVS TRAIN-S MEYER	18.03	
		291-6003-601.22-55	IN-SERVS TRAIN-D HALPIN	16.99	76.70
76531	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-55	BALANCE FOR STAFF LUNCH	180.15	
		291-6003-601.22-55	STAFF DAY BREAKFAST	1,329.60	1,509.75
76548	CAREERBUILDER	291-6003-601.21-65	OTHER SERVS-MARCH 2018	396.00	396.00
76617	MC COY,KELLEY	291-6003-601.22-03	POINTS OF LIGHT CONF REG-	300.00	300.00
76648	ROJEK,GABRIELA	291-6003-601.22-02	ANNUAL SHRM DUES-G ROJEK	209.00	209.00

Gifts and Grants

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
76520	ALLIANCE BRASS QUINTET LLC	291-6004-601.22-18	SUNDAY MUSICALE 5/6/2018	1,300.00	1,300.00
76531	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-01	TAX REFUND	20.00-	
		291-6004-601.32-02	BAG-100 BOOKS BEFROE HIGH	309.38	
		291-6004-601.32-01	BOOKMARKS FOR CIRC NEW	255.96	545.34
76541	BENSON,RAYMOND	291-6004-601.22-18	MOVIE CLUB 5/10/18	350.00	350.00
76580	GIRE,DANN	291-6004-601.22-18	MOVIE CLUB 5/10/18	350.00	350.00
76617	MC COY,KELLEY	291-6004-601.32-72	POSTCARD STAMPS-VOLUNTEER	105.00	105.00

***** DIVISION TOTAL **** 2,650.34

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Information Technology</i>		
76513	ADTUMBLER INC	291-6010-601.20-08	CONSULTING SERVICES LIB-	1,350.00	1,350.00
76522	AMAZON.COM CREDIT	291-6010-601.30-30	TONER	199.96	
		291-6010-601.31-85	CHARGING PLAY STATION 4	49.92	
		291-6010-601.30-30	TONER	375.00	
		291-6010-601.30-30	TONER CARTRIDGES	457.54	
		291-6010-601.30-30	TAX REFUND	1.12-	
		291-6010-601.30-30	TONER,BATTERIES	326.10	
		291-6010-601.50-12	50" TV	475.00	
		291-6010-601.31-85	POWER ADAPTER	32.99	1,915.39
76529	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	TIME CLOCK PLUS ANNUAL	8,640.00	8,640.00
76531	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.31-85	iPAD CASE	83.93	
		291-6010-601.32-32	iTUNES COLLAGE MAKER APP	2.11	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP-	25.00	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIP-	9.99	
		291-6010-601.20-05	GODADDY-DOMAIN & HOSTING	147.05	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIP-	9.99	
		291-6010-601.20-05	PAYFLOW MONTHLY SUBSCRIP-	54.10	
		291-6010-601.30-32	TRELLO MONTHLY SUBSCRIP-	46.67	378.84
76546	BOOKSITE	291-6010-601.30-32	SOFTWARE LIBRARY	2,232.00	2,232.00
76551	CDW GOVERNMENT INC	291-6010-601.30-32	AUTODESK SUBSCRIPTION RE-	207.00	
		291-6010-601.30-30	RETURNED TRANSFER BELT	196.50-	10.50
76557	COMPENDIUM LIBRARY SERVICES	291-6010-601.30-32	DESK TRACKER RENEWAL	1,885.27	1,885.27
76563	DELL MARKETING L.P.	291-6010-601.50-12	DELL LATITUDE 3490 BTX	884.83	884.83
76595	IMPACT NETWORKING LLC	291-6010-601.21-02	BASE CHG 3/9-4/8/2018	402.53	
		291-6010-601.21-02	OVER CHG 2/13-3/12/2018	201.74	
		291-6010-601.21-02	BASE CHG 3/19-6/18/2018	839.51	
		291-6010-601.21-02	BASE CHG 3/29-4/28/18	762.34	
		291-6010-601.21-02	OVER CHG 12/29/17-3/28/18	8.80	
		291-6010-601.30-30	TONER	19.50	2,234.42
76612	LINDENMEYR MUNROE	291-6010-601.30-30	COPY PAPER	973.00	973.00
76624	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	7 APPLE iPAD TABLETS	2,303.00	
		291-6010-601.31-85	TOUCH MOUSE	231.00	
		291-6010-601.31-85	CASES FOR TABLETS	299.85	
		291-6010-601.50-12	MICROSOFT SURFACE PRO	2,505.00	
		291-6010-601.30-32	BARRACUDA ENERGIZE UPDATE	1,199.00	
		291-6010-601.21-02	BARRACUDA INSTANT REPLACE	989.00	
		291-6010-601.31-85	APPLE iPAD TOUCH	189.00	
		291-6010-601.31-85	APPLE iPAD TOUCH	189.00	
		291-6010-601.30-32	ADOBE SOFTWARE LICENSING	17,094.93	
		291-6010-601.50-12	TV CART & CABINET	850.73	
		291-6010-601.31-85	SURGE SUPPRESSOR	43.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					25,893.51
76627	MONOPRICE INC	291-6010-601.31-85	HEADPHONES, CABLES	156.62	156.62
76642	PROQUEST LLC	291-6010-601.30-32	SYNDETIC REVIEWS	3,363.30	3,363.30
76666	TODAYS BUSINESS SOLUTIONS	291-6010-601.30-32	SOFTWARE LIBRARY	873.75	5,098.75
		291-6010-601.21-02	ANNUAL SERVICE RENEWAL	4,225.00	
76673	VOLGISTICS INC	291-6010-601.30-32	SOFTWARE LIBRARY	1,208.00	1,208.00
***** DIVISION TOTAL **** Security					56,224.43

DEPARTMENT: 60 Executive Office	DIVISION: 15		
76531 ARLINGTON HTS MEMORIAL LIBRARY	291-6015-601.22-03 SECURITY LICENSE RENEWAL-	45.00	
	291-6015-601.22-03 SECURITY LICENSE RENEWAL-	1.06	46.06
76579 GARVEYS OFFICE PRODUCTS	291-6015-601.30-05 WIPES	37.92	37.92

***** DIVISION TOTAL **** Facilities 83.98

DEPARTMENT: 60 Executive Office	DIVISION: 20		
76515 ADVANCED DISPOSAL SERVICES	291-6020-601.21-11 REGULAR SERVICE-MARCH	2,193.86	2,193.86
76521 ALPHA PRIME COMMUNICATIONS	291-6020-601.21-11 MOTOROLA WALKIE TALKIE	390.00	390.00
76524 ANDERSON PEST SOLUTIONS	291-6020-601.21-11 REG SERVICE-MARCH 2018	89.00	89.00
76525 AQUARIUM ADVENTURE	291-6020-601.21-02 EQUIP MAINT-MARCH 2018	200.00	200.00
76529 ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-07 TIRES FOR PICKUP TRUCK	643.93	643.93
76531 ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11 NO PEDESTRIAN CROSSING	150.19	519.48
	291-6020-601.21-11 NEW LOCK FOR FOL ROOM	369.29	
76555 COMED	291-6020-601.30-51 HEATING 2/8-3/9/2018	154.40	154.40
76573 FIRE PROTECTION COMPANY	291-6020-601.21-11 DRY PENDANT SPRINKLER	1,351.00	1,351.00
76581 GRAINGER INC,W W	291-6020-601.21-11 HALOGEN LIGHT BULBS	171.36	100.80
	291-6020-601.21-11 RETURN LIGHT BULBS	70.56-	
76590 IGS	291-6020-601.30-51 NATURAL GAS-FEBRUARY 2018	5,890.39	5,890.39
76606 KD IRONWORKS	291-6020-601.21-11 GUARD RAILINGS-DEPOSIT	900.00	900.00
76616 MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11 JANITORIAL SERVICE-APRIL	4,599.00	4,599.00
76620 MENARDS-MOUNT PROSPECT	291-6020-601.21-11 BLDG MAINT SUPPS	12.65	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					12.65
76634	NICOR GAS	291-6020-601.30-51	NAT GAS DISTRIBUTION	444.85	
		291-6020-601.30-51	NAT GAS DISTRIBUTION	742.06	1,186.91
76635	NOFFS SELF STORAGE INC	291-6020-601.21-11	MAY 2018-PARADE VEHICLE	75.40	75.40
76636	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	BOILER WORK DUE TO NICOR	760.00	760.00
76641	PRODUCT ARCHITECTURE + DESIGN	491-6020-601.50-55	CARPET REPLACEMENT	500.00	500.00
76655	SHERWIN HARDWARE INC	291-6020-601.21-11	BLDG MAINT	39.28	
		291-6020-601.21-11	BLDG MAINT SUPPS	21.16	
		291-6020-601.21-11	PADLOCK, KEYS	29.95	
		291-6020-601.21-11	BLDG MAINT SUPPS	12.28	102.67
76656	SHERWIN-WILLIAMS	291-6020-601.21-11	PAINT & PAINTING SUPPLIES	274.99	274.99
76660	STANDARD ELEVATOR CO	291-6020-601.21-02	EQUIP MAINT-WEST ELEVATOR	231.75	
		291-6020-601.21-02	ANNUAL PRESSURE TEST ON	3,425.00	3,656.75
76661	STAPLES ADVANTAGE	291-6020-601.21-11	RECYCLING CONTAINER	66.24	66.24
76668	TYCO INTEGRATED SECURITY LLC	291-6020-601.21-02	FIRE ALARM MONITORING	243.00	243.00
76672	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL-FEBRUARY 2018	403.94	
		291-6020-601.21-60	WATER/SEWER 1/3-3/2/18	82.77	
		291-6020-601.21-60	WATER/SEWER 12/29-2/28/18	1,699.04	2,185.75
76676	WAREHOUSE DIRECT	291-6020-601.21-11	BLDG MAINT	51.67	51.67
***** DIVISION TOTAL ****					26,147.89
***** DEPARTMENT TOTAL **					174,280.65

Specialty Info Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 05			
76528	ARLINGTON HTS CHAMBER OF COMMERCE	291-6405-601.22-02	YEARLY DUES-SYNERGY	75.00	75.00
76529	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAV/TRAIN-D MALIK	21.02	
		291-6405-601.22-03	TRAV/TRAIN-M YOUNG	5.44	
		291-6405-601.22-03	TRAV/TRAIN-E LUDEMANN	22.89	
		291-6405-601.22-03	TRAV/TRAIN-L DARAS	15.96	
		291-6405-601.22-03	TRAV/TRAIN-A JONES	29.05	94.36
76554	COMDATA CORPORATION	291-6405-601.32-01	ESL TEA & TALK	26.65	26.65
76586	HENQUINET, RICHARD	291-6405-601.22-18	MARCH 2018-RESUME REVIEWS	270.00	270.00
76593	ILA MEMBERSHIP	291-6405-601.22-02	ILA DUES-S HILL	25.00	25.00
76615	MADAY, JULIE I	291-6405-601.22-18	MARCH 2018 RESUME REVIEWS	210.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
76658	SON,ALICE	291-6405-601.22-02	ALA, PLA, YALSA DUES-A SON	240.00	240.00
***** DIVISION TOTAL ****					941.01

Customer Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
76514	ADULT READING ROUND TABLE	291-6420-601.22-03	ARRT RA OUTREACH SESSION	30.00	30.00
76518	ALA MEMBERSHIP	291-6420-601.22-02	ALA DUES-C CAPUTO	195.00	195.00
76522	AMAZON.COM CREDIT	291-6420-601.32-90	IS-DRY ERASER	31.85	
		291-6420-601.32-90	IS-ENVELOPES	19.98	
		291-6420-601.30-05	IS-WIPES	4.49	
		291-6420-601.30-05	CC-ZIPPER BAGS	51.64	107.96
76529	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	CIRC SUPPS-R KUNKEL	14.00	
		291-6420-601.30-05	OFF SUPPS-T SCALLON	5.99	19.99
76570	ELLISON EDUCATIONAL EQUIPMENT	291-6420-601.30-05	HEART DIE CUT	40.00	40.00
76579	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	TAPE	17.92	
		291-6420-601.32-90	CABLE TIES, TAPE	117.20	
		291-6420-601.30-05	MARKERS	13.24	
		291-6420-601.30-05	CC-OFFICE SUPPS	4.62	
		291-6420-601.32-90	IS-WIPES	47.40	200.38
76594	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS-FEB 2018	166.00	166.00
76630	NAPERVILLE PUBLIC LIBRARY	291-6420-601.21-64	WATER DAMAGED BOOK	21.00	21.00
76644	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	OTHER SERVS	201.40	
		291-6420-601.21-65	OTHER SERVS	201.40	
		291-6420-601.21-65	OTHER SERVS	201.40	
		291-6420-601.21-65	OTHER SERVS	201.40	805.60
76669	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	MARCH 2018 PLACEMENTS	143.20	143.20
***** DIVISION TOTAL ****					1,729.13

Programs and exhibits

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
75201	THATTE,SONALI	291-6440-601.22-18	EVENING WITH SONALI DEV	250.00-	250.00-
75808	MC COY,KELLEY	291-6440-601.32-02	STONEBRIDGE & CIRCLEFEST	63.88-	
		291-6440-601.32-02	PROG SUPPS FOR 11/21/17 &	114.74-	178.62-
76199	SCHROEDER,JOHN	291-6440-601.22-18	INTRO TO CSS 2-1-18	200.00-	200.00-
76200	SCHROEDER,JOHN	291-6440-601.22-18	INTRO TO JAVASCRIPT	200.00-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					200.00-
76518	ALA MEMBERSHIP	291-6440-601.22-02	ALA DUES-C GEORGE	50.00	50.00
76522	AMAZON.COM CREDIT	291-6440-601.32-02	PLAY PIZZAS	15.92	
		291-6440-601.32-02	PLAY DOLL	9.99	
		291-6440-601.32-02	TAX REFUND	5.94-	
		291-6440-601.32-02	CLOTHESPIN	48.64	
		291-6440-601.32-02	FUJI FILM	26.88	
		291-6440-601.32-02	CLOTHESPIN	11.72	
		291-6440-601.32-02	PROG SUPPS	44.21	
		291-6440-601.32-02	TAX REMOVAL	1.00-	
		291-6440-601.32-02	PROG SUPPSL	50.89	
		291-6440-601.32-02	BEADS	21.88	
		291-6440-601.32-02	TALLY COUNTER	39.45	
		291-6440-601.32-02	WIPES	59.95	
		291-6440-601.32-02	GLOVES	42.42	
		291-6440-601.32-02	MINI CANVASES-TWEEN SRP	223.86	
		291-6440-601.32-02	MINI CANVASES-TWEEN SRP	735.54	1,324.41
76523	AMIRPOUR, SANAZ	291-6440-601.22-18	MOMS SELF CARE SERIES-4	500.00	500.00
76527	ARKENBERG, TODD	291-6440-601.22-18	PUBLISHING PANEL 4/15/18	100.00	100.00
76529	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROG EVENTS-A HAMILTON	31.98	
		291-6440-601.32-02	PROG EVENTS-P SPARREO	21.88	
		291-6440-601.32-02	PROG EVENTS-P SPARREO	31.99	
		291-6440-601.32-02	PROG EVENTS-P SPARREO	31.99	
		291-6440-601.32-02	PROG EVENTS-D NAPRAVNIK	40.78	
		291-6440-601.32-02	PROG EVENTS-K DEVITT	15.00	
		291-6440-601.32-02	PROG EVENTS-T DANTIS	28.25	
		291-6440-601.32-02	PROG EVENTS-B POWERS	9.19	211.06
76531	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	NAIL COLOR-NAIL ART	35.82	
		291-6440-601.32-02	NAIL COLOR-NAIL ART	33.83	
		291-6440-601.32-02	RACE TO NOWHERE-FILM LI-	315.00	384.65
76532	ART EXCURSIONS INC	291-6440-601.22-18	PINCHED PAINTINGS 5/1/18	350.00	350.00
76549	CATALDO, JILL	291-6440-601.22-18	SUPER COUPONING-4/23/2018	375.00	375.00
76564	DEMCO INC	291-6440-601.32-02	STICKERS	25.82	25.82
76572	FINLEE ASSOCIATES INC	291-6440-601.22-18	PUBLISHING PANEL 4/15/18	100.00	100.00
76577	FUN EXPRESS LLC	291-6440-601.32-02	PROG SUPPS	38.71	
		291-6440-601.32-02	MINI STUFFED DOGS	24.34	
		291-6440-601.32-02	STUFFED DOGS	24.34	87.39
76588	HUNTER, LINDSAY	291-6440-601.22-18	PUBLISHING PANEL 4/15/18	100.00	100.00
76593	ILA MEMBERSHIP	291-6440-601.22-02	ILA DUES-C GEORGE	40.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.22-02	ILA DUES-N MURRAY	40.00	
		291-6440-601.22-02	ILA DUES-L PRIEST	100.00	180.00
76596	IMPROV PLAYHOUSE THEATER INC	291-6440-601.22-18	UGLY DUCKLING PERFORMANCE	525.00	525.00
76601	JONES, PARNESHIA	291-6440-601.22-18	PUBLISHING PANEL 4/15/18	200.00	
		291-6440-601.22-18	PUBLISHING PANEL 4/15/18	200.00	400.00
76605	KAYE PUBLICITY INC	291-6440-601.22-18	PUBLISHING PANEL 4/15/18	500.00	500.00
76607	KNABB, JACOB S	291-6440-601.22-18	WRITERS INK-5/9/18	150.00	150.00
76608	KO, BOKEUM	291-6440-601.22-18	CALLIGRAPHY CLASS 5/5/18	350.00	350.00
76609	KRUEGER, MAX	291-6440-601.22-18	3DRD PRESENTATION-THOMAS	150.00	150.00
76613	LUCERO, JUAN	291-6440-601.22-18	REMAINDER-PERFORMANCE ON	450.00	450.00
76617	MC COY, KELLEY	291-6440-601.32-02	RE-SUBMIT FOR LOST CHECK	63.88	
		291-6440-601.32-02	RE-SUBMIT FOR LOST CHECK	114.74	178.62
76618	MCNULTY, ALAYNE	291-6440-601.22-18	ART W/ALAYNE-TWO 2 HOUR	420.00	420.00
76619	MENARDS-LONG GROVE	291-6440-601.22-18	PROG & EXHIBITS SUPPLIES	150.99	
		291-6440-601.22-18	PROG & EXHIBITS SUPPLIES	991.51	1,142.50
76621	MICHALSKI, BRIAN	291-6440-601.22-18	VAGABONDING AROUND THE	150.00	150.00
76623	MILLIGAN, LAUREN	291-6440-601.22-18	OVER 50-NOW WHAT? 5/15/18	125.00	125.00
76631	NATL CENTER-CHILDRENS ILLUSTRATED	291-6440-601.22-18	FINAL PAYMENT-BRAVO-CHRIS	4,500.00	4,500.00
76633	NEMEC, BLAKE	291-6440-601.22-18	WRITERS INK 3/14/2018	150.00	150.00
76643	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	PROG EVENTS	192.80	192.80
76647	ROBERTS, DAYLE	291-6440-601.22-18	CHINA TRAVELOG-4/13/18	75.00	75.00
76651	RUTHERFORD, MATTHEW	291-6440-601.22-18	ADOPTION RECORDS 4/22/18	275.00	275.00
76653	SCHWEDEL, HOWARD	291-6440-601.22-18	YOUR OWN BUSINESS ROUND-	150.00	150.00
76654	SHATTNER, JACQUIE	291-6440-601.22-18	EMIGRATION & IMMIGRATION	175.00	175.00
76659	SOUND OPINIONS	291-6440-601.22-18	GREG KOT-I'LL TAKE YOU	1,500.00	1,500.00
76663	THATTE, SONALI	291-6440-601.22-18	RESUBMISSION FOR LOST	250.00	250.00
76674	VRABLIK, LISA	291-6440-601.22-18	2 MINECRAFT PROGRAMS ON	400.00	400.00
76675	WALLACE, CORRIE	291-6440-601.22-18	NAVIGATING REAL LIFE DIV-	500.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					500.00
76677	WILLS,BETSEY MEANS	291-6440-601.22-18	I DWELL IN POSSIBILITY	325.00	325.00
***** DIVISION TOTAL **** Digital Services					15,993.63

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
76522	AMAZON.COM CREDIT	291-6450-601.31-85	STAPLER AND STAPLES	23.62	
		291-6450-601.32-90	BATTERIES	21.22	
		291-6450-601.31-85	STAPLER & STAPLES	35.72	
		291-6450-601.30-05	FASTENERS	10.95	
		291-6450-601.30-05	FASTENERS	17.00	108.51
76529	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-03	TRAV/TRAIN-D OLICHWIER	24.78	24.78
76535	B & H PHOTO VIDEO	291-6450-601.31-85	CANON CAMERA,BATTERY,CARD	774.79	
		291-6450-601.31-85	AV MULTI-STANDARD TIME	546.00	1,320.79
76569	EBSCO INFORMATION SERVICES	291-6450-601.32-78	READERS GUIDE RETROSPEC-	776.00	776.00
76579	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES	170.64	
		291-6450-601.30-05	HAND SANITIZER	54.99	
		291-6450-601.30-05	OFFICE SUPPS	50.33	275.96
76584	GREY HOUSE PUBLISHING	291-6450-601.32-78	FINANCIAL RATINGS SERIES	566.25	566.25
76611	LEXISNEXIS	291-6450-601.32-78	CORPORATE AFFILIATIONS	2,346.00	2,346.00
76642	PROQUEST LLC	291-6450-601.32-78	COSPVOT	3,620.00	
		291-6450-601.32-78	SUMMON DISC SERVICE	8,000.00	11,620.00
76662	STORY COVE LLC	291-6450-601.32-78	STORY COVE SUBSCRIPTION	295.00	295.00
76664	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFO CHARGES-	910.98	910.98
76676	WAREHOUSE DIRECT	291-6450-601.30-05	OFFICE SUPPS	5.93	5.93
***** DIVISION TOTAL **** Collection Services					18,250.20

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 70			
75737	CINEMA GUILD INC	291-6470-601.32-75	AV MTLs	99.95-	99.95-
76511	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	53.19	53.19
76522	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	23.54	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	38.88	
		291-6470-601.32-75	AV MTLs	10.15	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	34.05	
		291-6470-601.32-75	AV MTLs	31.68	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-75	AV MTLs	149.75	
		291-6470-601.32-75	AV MTLs	58.32	
		291-6470-601.32-75	AV MTLs	79.84	
		291-6470-601.32-75	AV MTLs	143.97	
		291-6470-601.32-75	AV MTLs	20.74	
		291-6470-601.32-75	AV MTLs	97.50	
		291-6470-601.32-75	AV MTLs	13.35	
		291-6470-601.32-75	AV MTLs	8.97	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	25.37	
		291-6470-601.32-80	BOOKS	19.16	
		291-6470-601.32-80	BOOKS	35.99	
		291-6470-601.32-80	BOOKS	42.98	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	48.38	
		291-6470-601.32-80	BOOKS	100.72	
		291-6470-601.32-80	BOOKS	59.45	
		291-6470-601.32-80	BOOKS	51.20	
		291-6470-601.32-80	BOOKS	5.97	
		291-6470-601.32-80	BOOKS	25.33	
		291-6470-601.32-80	BOOKS	36.63	
		291-6470-601.32-80	BOOKS	81.00	
		291-6470-601.32-80	BOOKS	22.18	
		291-6470-601.32-80	BOOKS	49.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	202.33	
		291-6470-601.32-80	BOOKS	31.98	
		291-6470-601.32-75	AV MTLs	5.00	
		291-6470-601.32-75	AV MTLs	51.99	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	25.97	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	12.97	
		291-6470-601.32-75	AV MTLs	125.36	
		291-6470-601.32-75	AV MTLs	13.60	
		291-6470-601.32-75	AV MTLs	79.98	
		291-6470-601.32-75	AV MTLs	42.48	
		291-6470-601.32-75	AV MTLs	22.04	
		291-6470-601.32-75	AV MTLs	38.58	
		291-6470-601.32-75	AV MTLs	33.82	
		291-6470-601.32-75	AV MTLs	30.69	
		291-6470-601.32-75	AV MTLs	39.92	
		291-6470-601.32-75	AV MTLs	44.94	
		291-6470-601.32-75	AV MTLs	159.52	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	19.96	
		291-6470-601.32-75	AV MTLs	58.92	
		291-6470-601.32-75	AV MTLs	29.73	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	39.20	
		291-6470-601.32-80	BOOKS	1.55-	
		291-6470-601.32-80	BOOKS	29.80	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	9.34	
		291-6470-601.32-80	BOOKS	17.20	
		291-6470-601.32-80	BOOKS	65.45	
		291-6470-601.32-80	BOOKS	281.60	
		291-6470-601.32-80	BOOKS	33.58	
		291-6470-601.32-80	BOOKS	25.18	
		291-6470-601.32-95	PERIODICALS	8.88	
		291-6470-601.32-75	AV MTLs	24.11	
		291-6470-601.32-75	AV MTLs	39.82	
		291-6470-601.32-75	AV MTLs	23.28-	
		291-6470-601.32-75	AV MTLs	12.05-	
		291-6470-601.32-75	AV MTLs	12.06-	
		291-6470-601.32-75	AV MTLs	29.42	
		291-6470-601.32-75	AV MTLs	26.32	
		291-6470-601.32-75	AV MTLs	79.98	
		291-6470-601.32-80	BOOKS	8.57	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	85.17	
		291-6470-601.32-80	BOOKS	11.95	
		291-6470-601.32-80	BOOKS	51.59	
		291-6470-601.32-80	BOOKS	18.06	
		291-6470-601.32-80	BOOKS	29.50	
		291-6470-601.32-80	BOOKS	147.32	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	85.65	
		291-6470-601.32-80	BOOKS	15.29	
		291-6470-601.32-80	BOOKS	6.29	
		291-6470-601.32-80	BOOKS	19.94	
		291-6470-601.32-80	BOOKS	9.89	
		291-6470-601.32-80	BOOKS	12.96	
		291-6470-601.32-80	BOOKS	21.96	
		291-6470-601.32-80	BOOKS	32.74	
		291-6470-601.32-80	BOOKS	29.41	
		291-6470-601.32-80	BOOKS	14.21	
		291-6470-601.32-80	BOOKS	11.80	
		291-6470-601.32-80	BOOKS	5.35-	
		291-6470-601.32-80	BOOKS	9.89	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-95	PERIODICALS	10.98	
		291-6470-601.32-95	PERIODICALS	23.28	
		291-6470-601.32-75	AV MTLs	95.97	
		291-6470-601.32-75	AV MTLs	22.97	
		291-6470-601.32-75	AV MTLs	32.56	
		291-6470-601.32-75	AV MTLs	107.00	
		291-6470-601.32-75	AV MTLs	8.30	
		291-6470-601.32-75	AV MTLs	57.90	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	87.44	
		291-6470-601.32-75	AV MTLs	33.14	
		291-6470-601.32-75	AV MTLs	151.24	
		291-6470-601.32-75	AV MTLs	43.51	
		291-6470-601.32-75	AV MTLs	21.42	
		291-6470-601.32-75	AV MTLs	24.28	
		291-6470-601.32-75	AV MTLs	28.23	
		291-6470-601.32-75	AV MTLs	44.23	
		291-6470-601.32-75	AV MTLs	106.98	
		291-6470-601.32-75	AV MTLs	37.83	
		291-6470-601.32-75	AV MTLs	18.99	
		291-6470-601.32-75	AV MTLs	17.32	
		291-6470-601.32-75	AV MTLs	99.95	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	37.83	
		291-6470-601.32-75	AV MTLs	29.88	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	15.00-	
		291-6470-601.32-95	PERIODICALS	14.48	
		291-6470-601.32-95	PERIODICALS	24.98	
		291-6470-601.32-95	PERIODICALS	10.68	
		291-6470-601.32-95	PERIODICALS	12.10	
		291-6470-601.32-95	PERIODICALS	9.89	
		291-6470-601.32-80	BOOKS	22.93	
		291-6470-601.32-75	AV MTLs	30.79	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	126.07	
		291-6470-601.32-75	AV MTLs	95.98	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	47.97	
		291-6470-601.32-75	AV MTLs	15.95	
		291-6470-601.32-75	AV MTLs	199.95	
		291-6470-601.32-75	AV MTLs	4.55-	
		291-6470-601.32-75	AV MTLs	18.48	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	124.28	
		291-6470-601.32-75	AV MTLs	49.96	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	179.80	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	23.98	
		291-6470-601.32-75	AV MTLs	15.26	
		291-6470-601.32-75	AV MTLs	21.73	
		291-6470-601.32-75	AV MTLs	11.98	
		291-6470-601.32-75	AV MTLs	239.72	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	21.99	
		291-6470-601.32-75	AV MTLs	36.66	
		291-6470-601.32-75	AV MTLs	26.72	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	38.23	
		291-6470-601.32-95	PERIODICALS	4.99	
		291-6470-601.32-95	PERIODICALS	129.89	
		291-6470-601.32-80	BOOKS	26.92	
		291-6470-601.32-75	AV MTLs	130.00	
		291-6470-601.32-95	PERIODICALS	19.49	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-80	BOOKS	99.00	
		291-6470-601.32-80	BOOKS	27.45	
		291-6470-601.32-75	AV MTLs	179.97	
		291-6470-601.32-95	PERIODICALS	23.51	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	19.09	
		291-6470-601.32-95	PERIODICALS	27.00	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-80	BOOKS	125.99	
		291-6470-601.32-75	AV MTLs	16.30	
		291-6470-601.32-75	AV MTLs	23.66	
		291-6470-601.32-75	AV MTLs	26.19	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	38.03	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-95	PERIODICALS	27.33	
		291-6470-601.32-95	PERIODICALS	30.35	1,211.15
76537	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	89.43	
		291-6470-601.32-75	AV MTLs	16.57	
		291-6470-601.32-75	AV MTLs	455.24	
		291-6470-601.32-75	AV MTLs	38.68	
		291-6470-601.32-80	BOOKS	550.44	
		291-6470-601.32-80	BOOKS	217.97	
		291-6470-601.32-80	BOOKS	545.71	
		291-6470-601.32-80	BOOKS	208.65	
		291-6470-601.32-80	BOOKS	223.11	
		291-6470-601.32-80	BOOKS	232.77	
		291-6470-601.32-80	BOOKS	376.31	
		291-6470-601.32-80	BOOKS	263.48	
		291-6470-601.32-80	BOOKS	1,681.76	
		291-6470-601.32-80	BOOKS	69.03	
		291-6470-601.32-80	BOOKS	685.41	
		291-6470-601.32-80	BOOKS	691.61	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	132.93	
		291-6470-601.32-80	BOOKS	205.60	
		291-6470-601.32-80	BOOKS	816.36	
		291-6470-601.32-80	BOOKS	856.37	
		291-6470-601.32-80	BOOKS	1,093.82	
		291-6470-601.32-75	AV MTLs	128.48	
		291-6470-601.32-80	BOOKS	117.81	
		291-6470-601.32-80	BOOKS	541.53	
		291-6470-601.32-80	BOOKS	161.83	
		291-6470-601.32-80	BOOKS	483.14	
		291-6470-601.32-80	BOOKS	460.46	
		291-6470-601.32-80	BOOKS	1,124.10	
		291-6470-601.32-80	BOOKS	499.24	
		291-6470-601.32-80	BOOKS	371.70	
		291-6470-601.32-80	BOOKS	664.97	
		291-6470-601.32-80	BOOKS	503.87	
		291-6470-601.32-80	BOOKS	1,622.35	
		291-6470-601.32-80	BOOKS	1,836.54	
		291-6470-601.32-80	BOOKS	409.38	
		291-6470-601.32-80	BOOKS	806.50	
		291-6470-601.32-80	BOOKS	118.37	
		291-6470-601.32-80	BOOKS	268.97	
		291-6470-601.32-80	BOOKS	612.87	
		291-6470-601.32-80	BOOKS	650.41	
		291-6470-601.32-80	BOOKS	16.14-	
		291-6470-601.32-80	BOOKS	170.25	
		291-6470-601.32-80	BOOKS	182.11	
		291-6470-601.32-80	BOOKS	63.05	
		291-6470-601.32-80	BOOKS	557.90	
		291-6470-601.32-80	BOOKS	60.94	
		291-6470-601.32-80	BOOKS	84.67	
		291-6470-601.32-80	BOOKS	254.71	
		291-6470-601.32-80	BOOKS	800.12	
		291-6470-601.32-80	BOOKS	139.83	
		291-6470-601.32-80	BOOKS	127.68	
		291-6470-601.32-80	BOOKS	122.55	
		291-6470-601.32-80	BOOKS	20.67	
		291-6470-601.32-80	BOOKS	557.63	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PERIODICALS	3.80-	
		291-6470-601.22-85	PROC SERVS	282.35	
		291-6470-601.22-85	PROC SERVS	39.20	
		291-6470-601.22-85	PROC SERVS	469.35	
		291-6470-601.22-85	PROC SERVS	300.20	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	15.00-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	60.80-	
		291-6470-601.22-85	PROC SERVS	34.20-	
		291-6470-601.22-85	PROC SERVS	372.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	235.60	
		291-6470-601.22-85	PROC SERVS	285.00	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	646.00	
		291-6470-601.22-85	PROC SERVS	437.00	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	22.80-	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	22.80-	
		291-6470-601.22-85	PROC SERVS	22.80-	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	19.00	
		291-6470-601.22-85	PROC SERVS	222.70	
		291-6470-601.22-85	PROC SERVS	128.80	
		291-6470-601.22-85	PROC SERVS	285.00	
		291-6470-601.32-75	AV MTLs	406.43	
		291-6470-601.32-75	AV MTLs	33.17	
		291-6470-601.32-75	AV MTLs	51.38	
		291-6470-601.32-80	BOOKS	395.51	
		291-6470-601.32-80	BOOKS	362.61	
		291-6470-601.32-80	BOOKS	172.50	
		291-6470-601.32-80	BOOKS	1,629.06	
		291-6470-601.32-80	BOOKS	114.66	
		291-6470-601.32-80	BOOKS	240.84	
		291-6470-601.32-80	BOOKS	218.17	
		291-6470-601.32-80	BOOKS	587.10	
		291-6470-601.32-80	BOOKS	663.95	
		291-6470-601.32-80	BOOKS	51.63	
		291-6470-601.32-80	BOOKS	1,186.62	
		291-6470-601.32-80	BOOKS	94.71	
		291-6470-601.32-80	BOOKS	289.72	
		291-6470-601.32-80	BOOKS	257.06	
		291-6470-601.32-80	BOOKS	160.53	
		291-6470-601.32-80	BOOKS	235.04	
		291-6470-601.32-80	BOOKS	1,002.86	
		291-6470-601.32-80	BOOKS	914.70	
		291-6470-601.32-80	BOOKS	127.87	
		291-6470-601.32-80	BOOKS	193.60	
		291-6470-601.32-80	BOOKS	340.14	
		291-6470-601.32-80	BOOKS	185.85	
		291-6470-601.32-80	BOOKS	308.67	
		291-6470-601.32-80	BOOKS	1,698.54	
		291-6470-601.32-80	BOOKS	100.39	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	157.03	
		291-6470-601.32-80	BOOKS	362.44	
		291-6470-601.32-80	BOOKS	105.80	
		291-6470-601.32-80	BOOKS	92.59	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	589.00	
		291-6470-601.22-85	PROC SERVS	46.75	
		291-6470-601.22-85	PROC SERVS	98.45	
		291-6470-601.22-85	PROC SERVS	15.20-	
		291-6470-601.22-85	PROC SERVS	38.00-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	45.60-	
		291-6470-601.22-85	PROC SERVS	26.60-	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROC SERVS	53.20-	
		291-6470-601.22-85	PROC SERVS	228.00	
		291-6470-601.22-85	PROC SERVS	145.55	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	217.75	
		291-6470-601.22-85	PROC SERVS	283.15	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	5.60-	
		291-6470-601.22-85	PROC SERVS	30.40-	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	15.20-	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROC SERVS	438.15	43,783.51
76538	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	490.85	
		291-6470-601.32-75	AV MTLs	6,578.98	
		291-6470-601.32-75	AV MTLs	190.20	
		291-6470-601.32-75	AV MTLs	229.17	
		291-6470-601.32-75	AV MTLs	122.33	
		291-6470-601.32-75	AV MTLs	220.34	
		291-6470-601.32-75	AV MTLs	80.90	
		291-6470-601.32-75	AV MTLs	3,338.04	
		291-6470-601.32-75	AV MTLs	79.68	
		291-6470-601.32-75	AV MTLs	2,528.70	
		291-6470-601.32-75	AV MTLs	86.25	
		291-6470-601.32-75	AV MTLs	44.09-	
		291-6470-601.32-75	AV MTLs	45.49	
		291-6470-601.32-75	AV MTLs	135.46	
		291-6470-601.32-75	AV MTLs	1,473.75	
		291-6470-601.32-75	AV MTLs	19.50	
		291-6470-601.32-75	AV MTLs	42.24	
		291-6470-601.32-75	AV MTLs	154.95	15,772.74
76539	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	1,069.21	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
					1,069.21
76543	BIBLIOTHECA LLC	291-6470-601.32-75	eAUDIOBOOKS-FEBRUARY 2018	629.94	
		291-6470-601.32-80	eBOOKS-FEBRUARY 2018	337.10	
		291-6470-601.32-75	eAUDIOBOOKS-FEBRUARY 2018	2,555.68	
		291-6470-601.32-80	eBOOKS-FEBRUARY 2018	4,126.70	
		291-6470-601.32-75	eAUDIOBOOKS-FEBRUARY 2018	29.96	
		291-6470-601.32-80	eBOOKS-FEBRUARY 2018	1,290.91	8,970.29
76550	CCH INCORPORATED	291-6470-601.32-80	BOOKS	160.69	160.69
76552	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	50.64	
		291-6470-601.32-80	BOOKS	24.67	
		291-6470-601.32-80	BOOKS	186.96	262.27
76556	COMIX REVOLUTION	291-6470-601.32-95	PERIODICALS	28.92	
		291-6470-601.32-80	BOOKS	75.81	104.73
76558	COMPUTYPE INC	291-6470-601.32-05	CD/DVD DONUTS	954.28	954.28
76560	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	105.26	105.26
76564	DEMCO INC	291-6470-601.30-05	WEIGHT BAGS	83.89	
		291-6470-601.32-05	COLOR-CODING DOTS, LABELS	32.19	116.08
76569	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	88.13-	88.13-
76571	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	159.99	159.99
76576	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	204.76	
		291-6470-601.32-80	BOOKS	46.73	
		291-6470-601.32-80	BOOKS	109.60	361.09
76578	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	896.95	
		291-6470-601.32-80	BOOKS	194.34	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	44.98	
		291-6470-601.32-80	BOOKS	79.17	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	135.96	
		291-6470-601.32-80	BOOKS	406.28	
		291-6470-601.32-80	BOOKS	59.18	
		291-6470-601.32-80	BOOKS	124.77	
		291-6470-601.32-80	BOOKS	436.69	
		291-6470-601.32-80	BOOKS	719.80	
		291-6470-601.32-80	BOOKS	80.77	
		291-6470-601.32-80	BOOKS	55.98	3,465.02
76579	GARVEYS OFFICE PRODUCTS	291-6470-601.30-05	RUBBERBANDS	13.17	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					13.17
76582	GRASSHOPPER FILM	291-6470-601.32-75	AV MTLs	113.95	113.95
76583	GREAT COURSES	291-6470-601.32-75	AV MTLs	89.95	89.95
76591	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	131.25	131.25
76593	ILA MEMBERSHIP	291-6470-601.22-02	ILA DUES-J KADUS	150.00	150.00
76597	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	44.97	
		291-6470-601.32-80	BOOKS	135.93	
		291-6470-601.32-80	BOOKS	69.47	
		291-6470-601.32-80	BOOKS	45.08	
		291-6470-601.32-80	BOOKS	4.19	
		291-6470-601.32-80	BOOKS	49.00	
		291-6470-601.32-80	BOOKS	530.51	
		291-6470-601.32-80	BOOKS	41.93	
		291-6470-601.32-80	BOOKS	144.37	
		291-6470-601.32-80	BOOKS	172.47	
		291-6470-601.32-80	BOOKS	97.40	
		291-6470-601.32-80	BOOKS	112.86	
		291-6470-601.32-80	BOOKS	436.59	
		291-6470-601.32-80	BOOKS	105.59	
		291-6470-601.32-80	BOOKS	166.89	
		291-6470-601.32-80	BOOKS	19.79	
		291-6470-601.32-80	BOOKS	49.67	
		291-6470-601.32-80	BOOKS	267.00	
		291-6470-601.32-80	BOOKS	361.26	
		291-6470-601.32-80	BOOKS	25.43	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	22.67	
		291-6470-601.32-80	BOOKS	288.22	
		291-6470-601.32-80	BOOKS	44.30	
		291-6470-601.32-80	BOOKS	108.39	
		291-6470-601.32-80	BOOKS	3.15	
		291-6470-601.32-80	BOOKS	20.32	
		291-6470-601.32-80	BOOKS	25.77	
		291-6470-601.32-80	BOOKS	28.52	
		291-6470-601.32-80	BOOKS	44.66	
		291-6470-601.32-80	BOOKS	70.45	
		291-6470-601.32-80	BOOKS	583.70	
		291-6470-601.32-80	BOOKS	4.49	
		291-6470-601.32-80	BOOKS	7.19	
		291-6470-601.32-80	BOOKS	25.78	
		291-6470-601.32-80	BOOKS	185.13	
		291-6470-601.32-80	BOOKS	152.18	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	32.19	
		291-6470-601.32-80	BOOKS	28.20	
		291-6470-601.32-80	BOOKS	259.00	
		291-6470-601.32-80	BOOKS	217.92	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	129.26	
		291-6470-601.32-80	BOOKS	117.68	
		291-6470-601.32-80	BOOKS	57.19	
		291-6470-601.32-80	BOOKS	84.08	
		291-6470-601.32-80	BOOKS	97.40	
		291-6470-601.32-80	BOOKS	23.01	5,555.03
76602	JOURNAL & TOPICS	291-6470-601.32-95	PERIODICALS	33.00	33.00
76604	KANOPY LLC	291-6470-601.32-75	AV MTLs	330.00	330.00
76622	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	39.72	
		291-6470-601.32-75	AV MTLs	126.68	
		291-6470-601.32-75	AV MTLs	261.57	
		291-6470-601.32-75	AV MTLs	385.90	
		291-6470-601.32-75	AV MTLs	8,787.31	9,601.18
76629	MORNINGSTAR INC	291-6470-601.32-80	BOOKS	185.00	185.00
76645	RAT ROD	291-6470-601.32-95	PERIODICALS	29.99	29.99
76646	RECORDED BOOKS INC	291-6470-601.32-95	PERIODICALS	27.36-	
		291-6470-601.32-75	AV MTLs	58.20	
		291-6470-601.32-75	AV MTLs	58.20	
		291-6470-601.32-75	AV MTLs	62.20	
		291-6470-601.32-95	PERIODICALS	204.87-	
		291-6470-601.32-05	CD SMALL CASES	1,443.70	
		291-6470-601.32-75	AV MTLs	74.20	1,464.27
76649	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	40.34	
		291-6470-601.32-80	BOOKS	66.91	107.25
76650	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	31.45	31.45
76661	STAPLES ADVANTAGE	291-6470-601.30-05	OFFICE SUPPS	10.74	10.74
76667	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	66.55	66.55
76679	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	73.25	73.25
76680	ZIPPORAH FILMS	291-6470-601.32-75	AV MTLs	420.40	
***** DIVISION TOTAL ****					102,909.31
***** DEPARTMENT TOTAL **					139,823.28
***** GRAND TOTAL *****					328,966.26

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	328,466.26
491	Capital Projects-Library	500.00
**** TOTAL ALL FUNDS ****		328,966.26

April 17, 2018

**Arlington Heights Memorial Library
Special Funds Summary
3/31/2018**

Count	28	Account	Amount	Description	Staff
				To Pay Invoice	
				#449019 Annual	
				Licenses Renewal	I Langdon
				Tires For Pickup	
				Truck	G Leclair
Check #1494-time Clock Plus		6010-3032	\$ 8,640.00		
Check #1495-Pep Boys		6020-2107	\$ 643.93		
Check #1496-VOID					
Check #1497-AHML - Petty Cash					
3/5/2018		6420-3290	\$ 14.00	Circulation Supplies	R Kunkel
		6405-2203	\$ 21.02	Travel/Training	D Malik
		6405-2203	\$ 5.44	Travel/Training	M Young
		6405-2203	\$ 22.89	Travel/Training	E Ludemann
3/12/2018		6405-2203	\$ 15.96	Travel/Training	L Dakas
		6420-3005	\$ 5.99	Office Supplies	T Scallon
		6450-2203	\$ 24.78	Travel/Training	D Olichwier
		6003-2255	\$ 41.68	In-Service Training	J Moravec
		6001-2203	\$ 32.00	Travel/Training	J Moravec
		6440-3202	\$ 31.98	Program Events	A Hamilton
		6003-2255	\$ 18.03	In-Service Training	S Meyer
3/19/2018		6440-3202	\$ 21.88	Program Events	P Sparreo
		6440-3202	\$ 31.99	Program Events	P Sparreo
		6001-2203	\$ 12.77	Travel/Training	J Moravec
		6440-3202	\$ 31.99	Program Events	P Sparreo
		6002-3272	\$ 24.99	Special Events	J Moravec
3/26/2018		6002-3272	\$ 6.99	Special Events	D Halpin
		6440-3202	\$ 40.78	Program Events	D Napravnik
		6440-3202	\$ 15.00	Program Events	K Devitt
		6440-3202	\$ 28.25	Program Events	T Dantis
		6405-2203	\$ 29.05	Travel/Training	A Jones
3/30/2018		6003-2255	\$ 16.99	In Service Training	D Halpin
		6001-2203	\$ 1.50	Travel/Training	E Ludemann
		6001-2203	\$ 25.00	Travel/Training	S Jarol
		6470-3295	\$ 13.29	Periodicals	M Szymanek
		6440-3202	\$ 9.19	Program Events	B Powers
			\$ 9,827.36		

	6470-3275	\$	4.99	ACORN.TV	AV Mtls
	6470-3275	\$	4.99	ACORN.TV	AV Mtls
	6470-3275	\$	4.99	ACORN.TV	AV Mtls
	6470-3275	\$	4.99	ACORN.TV	AV Mtls
	6470-3275	\$	4.99	ACORN.TV	AV Mtls
	6470-3295	\$	27.33	MY MAG STORE	Periodicals
	6470-3295	\$	30.35	MY MAG STORE	Periodicals
R. Dworiansyn	6010-3185	\$	83.93	AMAZON	iPad Case
	6010-3232	\$	2.11	ITUNES.COM	iTunes Collage Maker App
	6010-3032	\$	25.00	GITHUB	Github Monthly Subscription
	6001-2242	\$	344.85	COMCAST	Comcast Monthly Internet Service - Public
	6010-3032	\$	9.99	SPOTIFY USA	Spotify Monthly Subscription
	6010-2005	\$	147.05	GODADDY.COM	Godaddy - ahmlcodecamp.com Domain and Hosting
	6010-3032	\$	46.67	TRELLO	Trello Monthly Subscription
	6010-3032	\$	9.99	AMAZON	Amazon Freetime Unlimited Subscription
	6010-2005	\$	54.10	PAYFLOW/PAYPAL	PayFlow Monthly Subscription
	Total		<u>\$ 14,029.25</u>		

April 17, 2018

Arlington Heights Memorial Library
Master Card Summary
3/31/2018

Count 1

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M Szymanek	6470-3275	\$109.00	BullFrog Films	AV Mtls
	Total	<u>\$109.00</u>		

To: Board of Library Trustees
From: Michael Driskell
Date: April 11, 2018
Re: Polling Place Update

As a review, this is the information you received for discussion at your January Committee of the Whole meeting.

We have been contacted by staff in the Elections Office of Cook County Clerk David Orr inquiring if library staff would consider allowing them to use the library as a polling place.

According to staff in David Orr's office, the First Presbyterian Church has been the polling place in this area, but due to construction, they cannot accommodate the request in March of 2018. Staff believes the church will no longer be a polling place in the future and is looking for a place to hold the elections in March and November 2018.

With elections taking place on Tuesdays in March and November, staff at David Orr's office is looking to use the library, and specifically the Hendrickson Room. Due to commitments with our Read to Learn program, we are unable to accommodate the request. If we would like to be considered as a polling place, we could offer David Orr's office the use of the Cardinal Room, if the room meets their requirements. For the Gubernatorial Primary Election on March 20 both the Hendrickson Room and Cardinal Room are booked with previous reservations and are not available. The Cardinal Room is currently available for the General Election on November 6, 2018.

April 2018 Update:

Staff from David Orr's office were at the library on April 5 to look at the Cardinal Room. The space does indeed meet their requirements and they are very excited to be able to use our facility. They will plan to use the room for two precincts beginning with the election in November 2018. Final details and a consent form to use the facility will be mailed in August.

To: Board of Library Trustees
From: Mike Driskell
Date: April 17, 2018
Re: One Book, One Village Author Contract

Our 5th annual One Book, One Village title has been selected. I am seeking approval to enter into a contract with the author's publishing company for our annual author event.

The OBOV title is *Every Note Played*, written by Dr. Lisa Genova and released in March of 2018. This well-paced and gravitating book shines a light on the devastating neurological disorder ALS. Lisa Genova is the New York Times bestselling author of *Still Alice*, *Left Neglected*, *Love Anthony*, and *Inside the O'Briens*. *Still Alice* was adapted into an Oscar-winning film starring Julianne Moore, Alec Baldwin, and Kristen Stewart. Lisa holds a PhD in neuroscience from Harvard University. She travels worldwide speaking about the neurological diseases she writes about and has appeared on Today, PBS NewsHour, CNN, and NPR. Her TED talk, What You Can Do to Prevent Alzheimer's, has been viewed over 2 million times.

We have tentatively planned to host the event at the same venue that we used for the 2017 OBOV author event, Forest View Educational Center Theatre. This venue holds approximately 580 guests, including an overflow room.

Cost for the presentation, tentatively scheduled for October 18, 2018, is \$27,500, plus travel expenses. The Friends of the Library have agreed to contribute \$10,000 to the OBOV program, which we will use towards this centerpiece author event.

Costs:

Author contract:	\$27,500 plus travel expenses
<u>Minus FOL commitment:</u>	<u>\$10,000</u>
Library commitment:	\$17,500 plus travel expenses

Suggested motion: The Board of Library Trustees approves entering into a contract, pending attorney review, with Simon and Schuster Speakers Bureau in the amount of \$27,500, plus travel expenses.

TO: Board of Library Trustees
 FROM: Kelly Spokas and Mike Driskell
 RE: Review of 12/31/2017 Assigned Fund Balance
 DATE: April 17, 2018

In the preliminary fiscal year 2017 audit findings, our auditor, Lauterbach & Amen LLP, noted that the Library's Unrestricted Fund balance as of 12/31/2017 was out of compliance with Board Policy (2.009). This policy states that the Unassigned fund balance should represent no less than four months (33%) and no more than nine months (75%) of the expected annual operating expenditures for the coming year (2018). See the draft December 31, 2017 fund balance amount below:

FUND BALANCES

	<u>General Fund</u>	<u>Capital Fund</u>	<u>Total</u>
Nonspendable	374,045	-	374,045
Restricted	354,098	-	354,098
Assigned	3,350,000	4,673,543	8,023,543
Unassigned	4,555,299	-	4,555,299
Total Fund Balances	<u>\$ 8,633,442</u>	<u>\$ 4,673,543</u>	<u>\$13,306,985</u>

2018 Budgeted Operating fund expenditures are \$14,599,856. 33% of this amount is \$4,817,952. The current unassigned fund balance (\$4,555,299) is out of compliance by \$262,653. One of the primary drivers of this issue is the unanticipated \$300,000 contribution required by the Village of Arlington Heights health insurance fund which was made at the end of the 2017. This was not contemplated in the 2017 Budget.

The other components of the General Fund balances are:

Non-spendable – represents prepaid amounts to vendors as of 12/31/2017.

Restricted – represents cumulative Real Estate Taxes-FICA which have been levied but not paid out.

Board Assigned Funds – defined as ‘self-imposed’ constraints on spending the fund balance based on the library’s intent to use the fund balance for a specific purpose. The current Assigned fund balance (\$3,350,000) is comprised of:

Assigned Balance as of 12/31/2017

		<u>Description</u>
Capital Projects	1,750,000	Anticipated transfer to capital fund in upcoming year
IMRF UAAL	1,400,000	Reserve for IMRF pension liability
Insurance Reserves	<u>200,000</u>	Reserve for OPEB (other post employment benefits)
	<u>\$3,350,000</u>	

In 2013, the board elected to assign \$1.4 million of the general fund balance to reserve for the IMRF Unfunded Actuarial Accrued Liability (UAAL) – the library’s long-term future pension liability. This assignment was not required to be in compliance with any accounting or governmental reporting standards.

It should be noted that unfunded pension liabilities are long term liabilities and thus, are classified non-current liabilities in the Statement of Net Position in the library’s financial statements. Additionally, this liability amount changes yearly depending on plan changes, contributions, participant statuses and actuarial evaluations.

In order to be in compliance with the Library’s Unrestricted Fund balance policy, we are recommending that the board consider adjusting the IMRF assigned balance from \$1.4M to \$750,000. This will bring the Unassigned balance to \$5,205,299 which represents 35.6% of 2018 annual operating budget, resulting in compliance to the policy as of 12/31/2017.

Suggested motion: The Board of Library Trustees approves releasing \$750,000 of the Assigned IMRF UAAL Balance to the Unassigned General Fund Balance.

Executive Director's Report April 2018

What's New @ AHML

AHML on Instagram

Info Advisors have been working with Communications & Marketing to provide photos of trending displays to be posted on our AHML Instagram. March posts included:



Info Advisors are also working with Communications & Marketing to feature #Bookface Friday each week on Instagram. Info Advisors plan the photos, take the photos and submit to Marketing. Some of the photos posted on Instagram include:



Diversity and Inclusion

AARP Tax Help

For the month of March, AARP Tax Help Aide volunteers assisted 162 customers, a 17% increase from March 2017. To date, AARP has prepared 270 returns.

Library Delivery Service

In March 2018, LDS added six new library delivery customers. The increase in users is an ongoing trend and is a result of promotion in the February newsletter cover story.

Customer Comments:

- *“You can’t imagine how much I look forward to your visits, they are one of my favorite things!”*
- *“Just visited the NWSRA – thank you so much for letting me know about their Snoezelen Room! Thank you! You are a wealth of information! Love their room – didn’t want to leave.” – Lifestyle Coordinator at Lutheran Home*

Turkish American Society

Youth Services staff attended brunch hosted by the Turkish American Society as they celebrated community helpers. This was our first interaction with this local organization – we hope to develop this partnership in the future.



Department Highlights

Collection Services News

Staff organized sending 80 boxes to Better World Books and took 32 carts of items to the Friends of the Library. Staff wrapped 124 books for the Friends' upcoming sale.



Staff created a template for labels for new magazine titles making the collection look more attractive with printed labels instead of handwritten ones.

Youth Services News

Marshmallow Art Contest

Youth Services staff delivered the 2nd Annual Marshmallow Art Contest. This year we had 77 entries, nearly doubling last year's participation. After tallying the votes of 431 customers for their favorite display, three winners were awarded a stuffed Peep.



Thomas Middle School

In preparation for spring break, Youth Services staff visited Thomas Middle School to booktalk titles for seventh graders to enjoy while they were on vacation. Staff interacted with 185 students and teens rushed to check out books at the end of the presentations.



Specialty Info Services News

Be an Informed Voter

SIS staff led the *Be an Informed Voter* class on the March 5. 27 people came to learn about the March primary, demonstrating that we have significant interest in civic engagement and political classes. We will continue to incorporate this model in future classes and programming.

Programs and Exhibits News

Winnie the Pooh

The beloved book characters of A.A. Milne's Winnie the Pooh were celebrated in two programs for families this March. First, on March 18 our bi-monthly Family Book Club engaged families through snacking, playing games, and creating honey pots while discussing favorite parts of the book. On March 24, during Spring Break, 177 attended a musical production following Pooh and his friends in their Hundred Acre Wood adventures, which was accompanied by an American Sign Language interpreter. Families were very complimentary of the performance, and the increased accessibility of this programming.



Grief Discussion

This unique cross-departmental collaboration was an incredibly impactful addition to our suite of XOXO programming. The library's first Discussion on Grief, centered on *When Breathe Becomes Air*. Four facilitators, all women who work with grief in their professions, navigated the delicate topic. We were delighted by the nearly 30 attendees, and the way everybody engaged respectfully with one another. Participants were incredibly open, shared very personal experiences and pain, and found commonality with the other attendees through discussion. As a result of the positive feedback, we will offer another discussion in June, this time specially focused on the grief of losing someone to substance abuse, as written about in *Everything Is Horrible And Wonderful: A Tragicomic Memoir Of Genius, Heroin, Love, And Loss*.

March Food Drive

As part of our community engagement during *XOXO: An Exhibit About Love & Forgiveness*, we partnered with Wheeling Township Food Pantry to conduct a community food drive during the month of March. The community generously donated approximately 1,200 food items, or 240 items per week on average (including canned fruits, veggies, beans and soups, canned meat, cereal, whole grain pasta and rice, peanut butter, crackers and cookies). In addition, the Wheeling Township hosted a display on their services through the food pantry on the library's second floor, outside Hendrickson Room North, during the drive.



March *XOXO* Exhibit Interaction by the numbers

We offered eight, 2-hour interactive/instructional sessions.

33 site surveys were conducted. 1,248 were observed.

Of those 1,248:

- 77% visited and/or interacted with the exhibit activities
- 42% read the exhibit activity instructions
- The average time spent on an exhibit activity: 13 minutes per activity

With 1,227 unique responses collected, the average satisfaction rating in March for the exhibit was 4.1 out of 5.

Staff Development

Harwood

Our Community Engagement Liaison recently attended the Chicagoland regional Harwood community of practice on March 14, where she learned about development tools that might be useful for our library in the future (Innovation Spaces).

PLA

Fourteen staff attended the Public Library Association Conference in Philadelphia including a mix of front line staff, supervisors, managers, and administration. Librarians Elizabeth Ludemann and Mike Monahan, presented a program at the PLA Conference on programming around political information and had over 400 people in the audience. Julie Jurgens presented a 5 minute “spark talk” about youth services to another large audience, which was very well received.

COABE

The ESL Coordinator attended COABE (Continuing Basic Adult Education) for the first time and learned a significant amount about citizenship preparation, as well as strategies in focusing on volunteer training and working with ESL and ABE populations.



Elevate

Customer Services Assistant Manager-Access Services Shannon Meyer and School Services Coordinator Julie Jurgens were accepted into the Illinois State Library Elevate Illinois Libraries Leadership Program.

March 2018

Service Point Traffic

Total visits
91,037 ↓ -4%
 94,455 last year

Main Library visits
87,925 ↓ -3%
 90,516 last year

Sr Center Visits
1,622 ↓ -30.98%
 2,350 last year

Bookmobile Visits
1,490 ↓ -6.23%
 1,589 last year

Circulation

Total Circulation
176,763 ↓ -10%
 195,629 last year

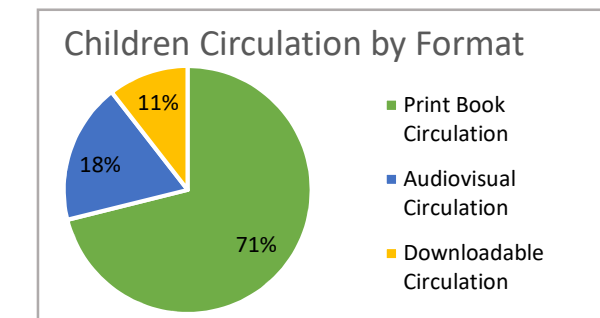
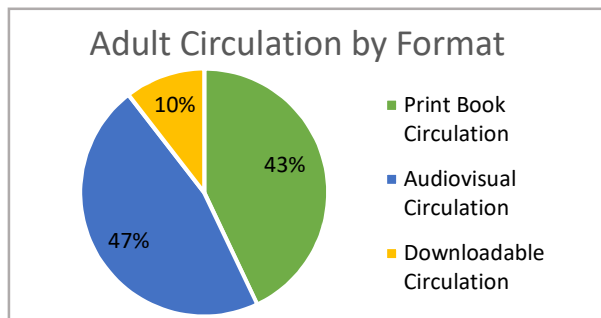
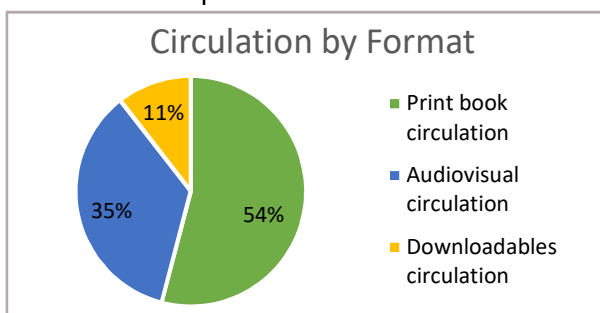
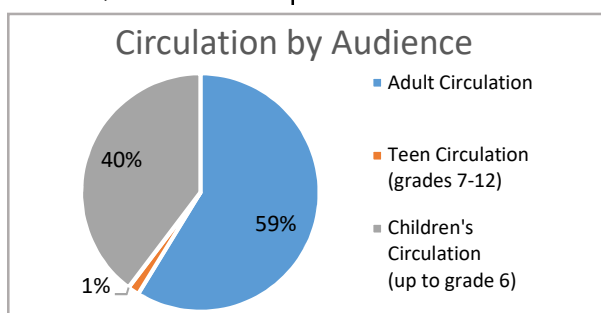
Card Holders
47,900

Library Cards Issued

Resident (issued)	347 ↓ -5.19% 366 last year
Non-Resident (Registered)	175 ↓ -33.21% 262 last year

Interlibrary Loan

Borrowed	441 ↓ -4.96% 464 last year
Lent	651 ↓ -9.21% 717 last year



Programs

Program Attendance
6,727 ↓ -26%
 9,097 last year

Number of Programs
249 ↓ -11%
 281 last year

Cost of Programs
 Coming soon

General Satisfaction
 Coming soon

Questions

Reference Questions
17,433 ↓ -6%
 18,512 last year

Reference Questions
 (via call center)
4,776 ↑ 7%
 4,482 last year

Chat sessions
379 ↑ 9.86%
 345 last year

Technology Usage

Public Computer Use
10,644 ↓ -11.30%
 12,000 last year

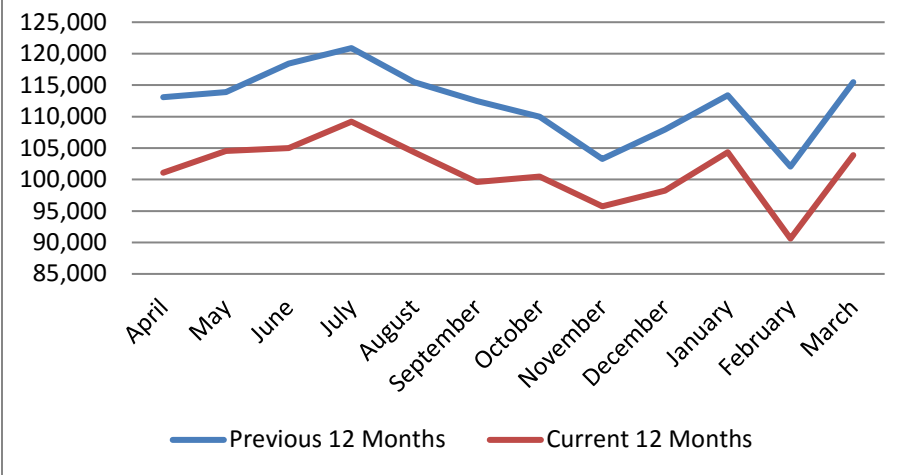
Website Visits
102,240 ↓ -8.44%
 111,659 last year

Self Checkout
 (% of total checkouts)
67% ↑ 1.87%
 66% last year

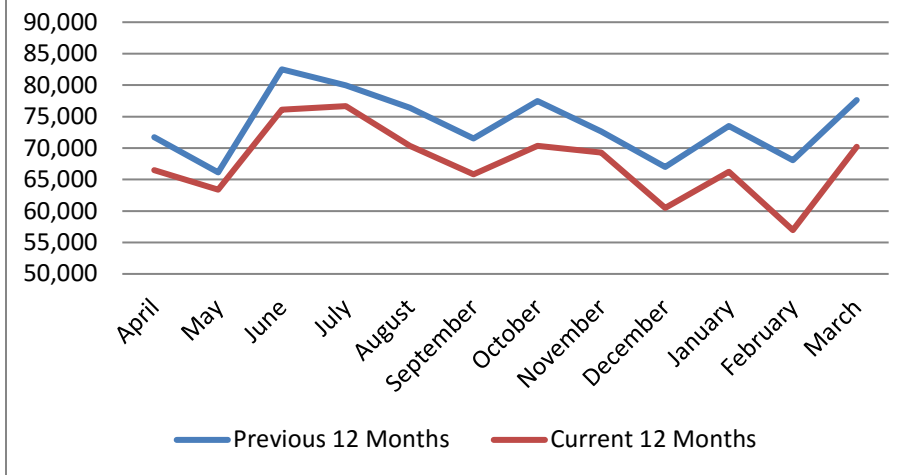
AHML - DASHBOARD - March 2018

	February 2018	February 2017	% change from last February	Jan 2018 - Feb 2018	Jan 2017 - Feb 2017	% change from last YTD
Total circulation	176,763	195,629	-10%	499,189	556,625	-10%
Adult circulation	103,869	115,472	-10%	298,798	330,918	-10%
Teen circulation	2,716	2,554	6%	7,006	6,483	8%
Children circulation	70,178	77,603	-10%	193,385	219,224	-12%
Print book circulation	91,032	96,286	-5%	254,171	270,086	-6%
Audiovisual circulation	59,564	71,124	-16%	169,953	198,588	-14%
Downloadables circulation	17,688	18,669	-5%	50,650	61,105	-17%
Self-check as % of main floor circ	67.49%	65.62%	1.87%	66.39%	65.34%	1.05%
Circulation to reciprocal borrowers	10,397	12,585	-17%	29,168	34,433	-15%
ILLs borrowed for our customers	441	464	-5%	1,084	1,188	-9%
ILLS lent to other libraries	651	717	-9%	1,647	2,142	-23%
Resident cards issued	347	366	-5%	1,041	1,108	-6%
Reciprocal cards registered	175	262	-33%	508	630	-19%
Reference questions	17,433	18,512	-6%	49,706	49,244	1%
Number of Programs	249	281	-11%	798	756	6%
Program attendance	6,727	9,097	-26%	24,835	34,260	-28%
Public computer use	10,644	12,000	-11%	30,712	32,867	-7%
Website visits	102,240	111,659	-8%	302,038	327,126	-8%
In-person visitors	91,037	94,455	-4%	264,854	276,380	-4%
Marketplace - % of adult coll	8.59%	8.68%	-1%	8.5%	8.5%	-0.1%
Marketplace - % of circ	34.0%	33.9%	0%	34.3%	34.2%	0.3%
Kids' Mktplace - % of KW coll	5.0%	5.4%	-9%	4.9%	5.2%	-8%
Kids' Mktplace - % of circ	15.3%	16.4%	-7%	15.4%	15.6%	-2%
Individual Staff Sessions	276	482	-75%	703	1184	-69%
Volunteer hours	2,195	2,465	-11%	6,250	6,918	-11%

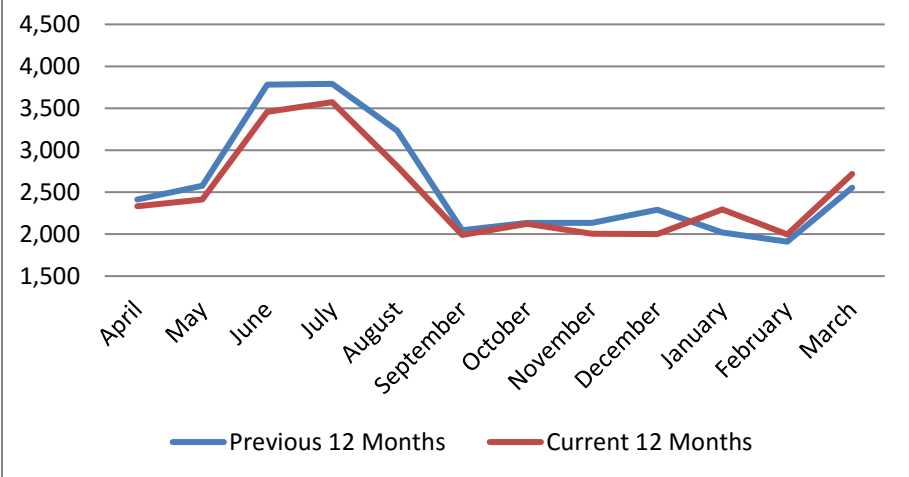
Adult Circulation



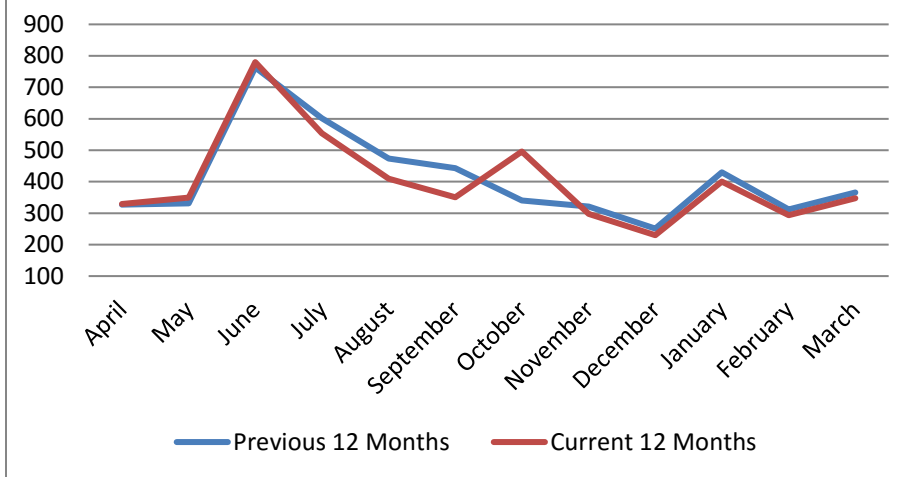
Children's Circulation

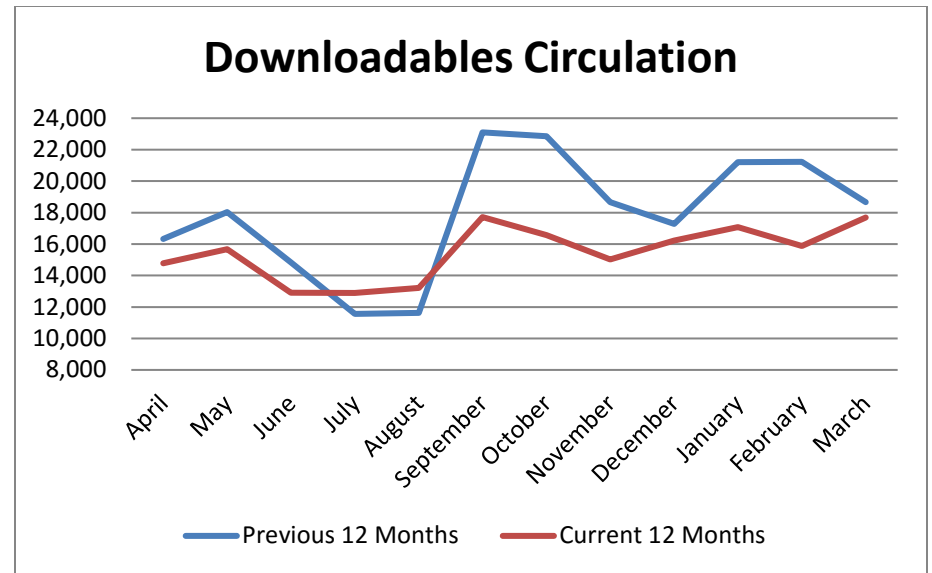
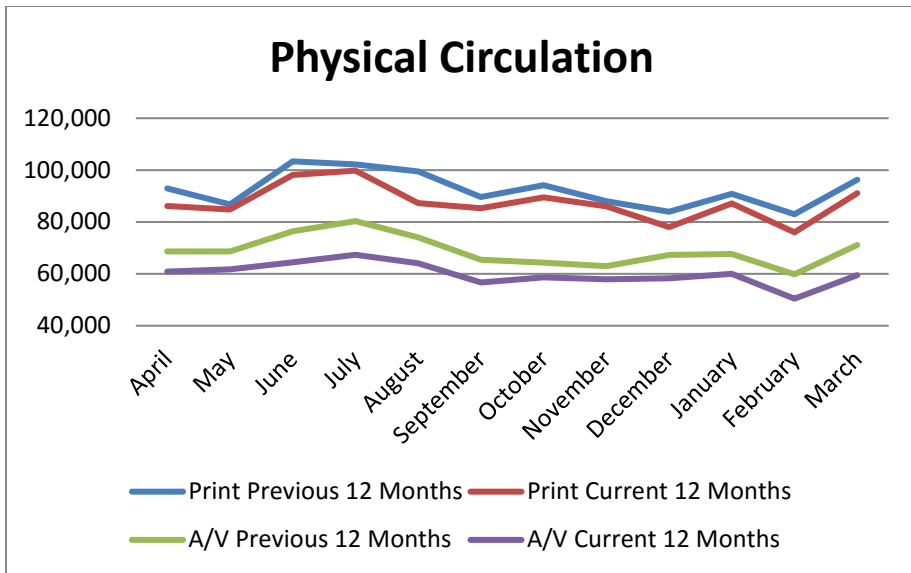


Teen Circulation



Resident Library Cards Issued

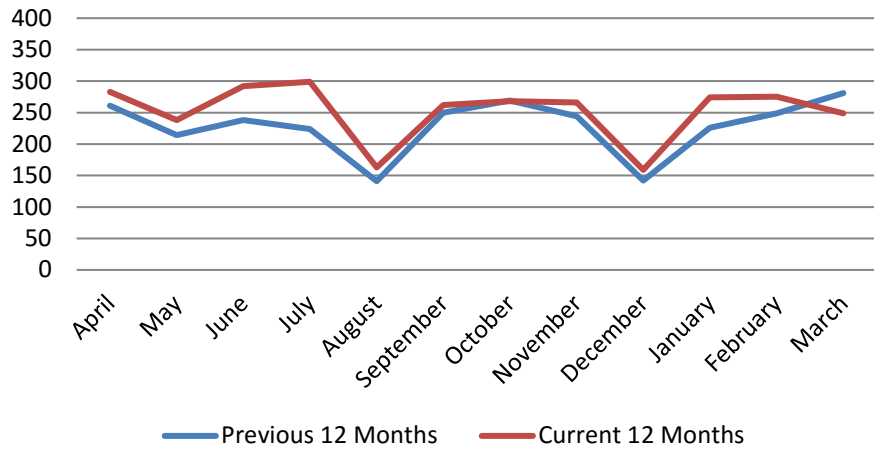




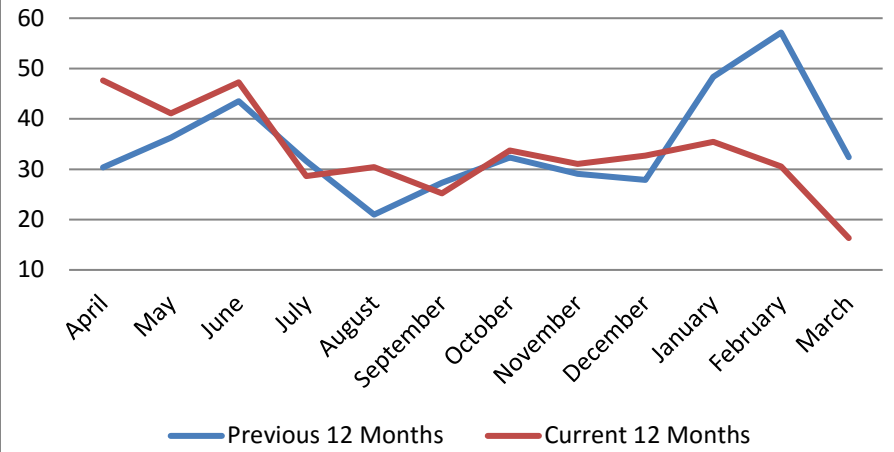
Notes relating to circulation:

- We have a new self-check record! 67.5% of all main library checkouts were done at one of our three self-check stations. This is up 1.9% compared to last March. Our previous high was 66.8% in July 2017.
- The number of cars visiting Drive-up continues to increase. We've seen 4.3% more cars this month compared to March 2017, and 3.9% more cars for the year.
- 19.2% of all children's library cards issued in March were done in conjunction with our partnership with District 25.

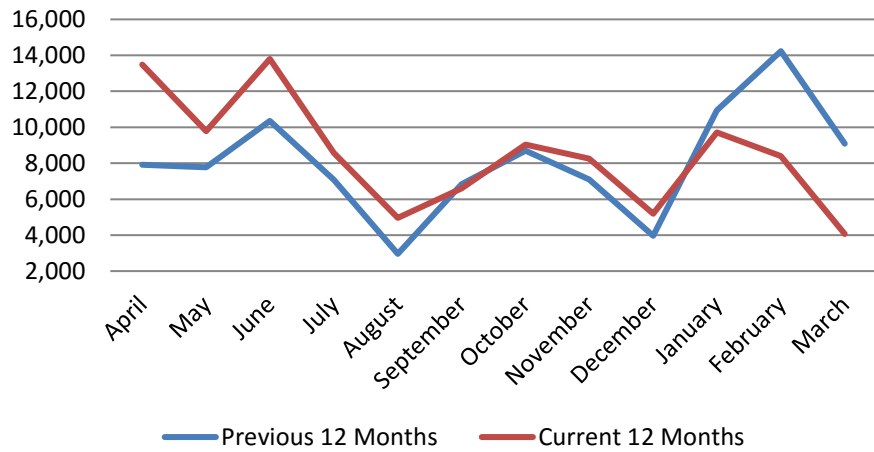
Program Sessions



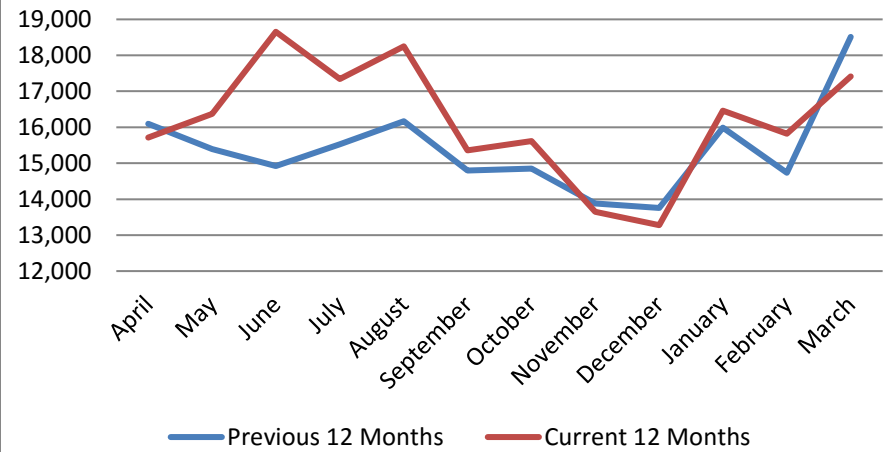
Attendance Per Program



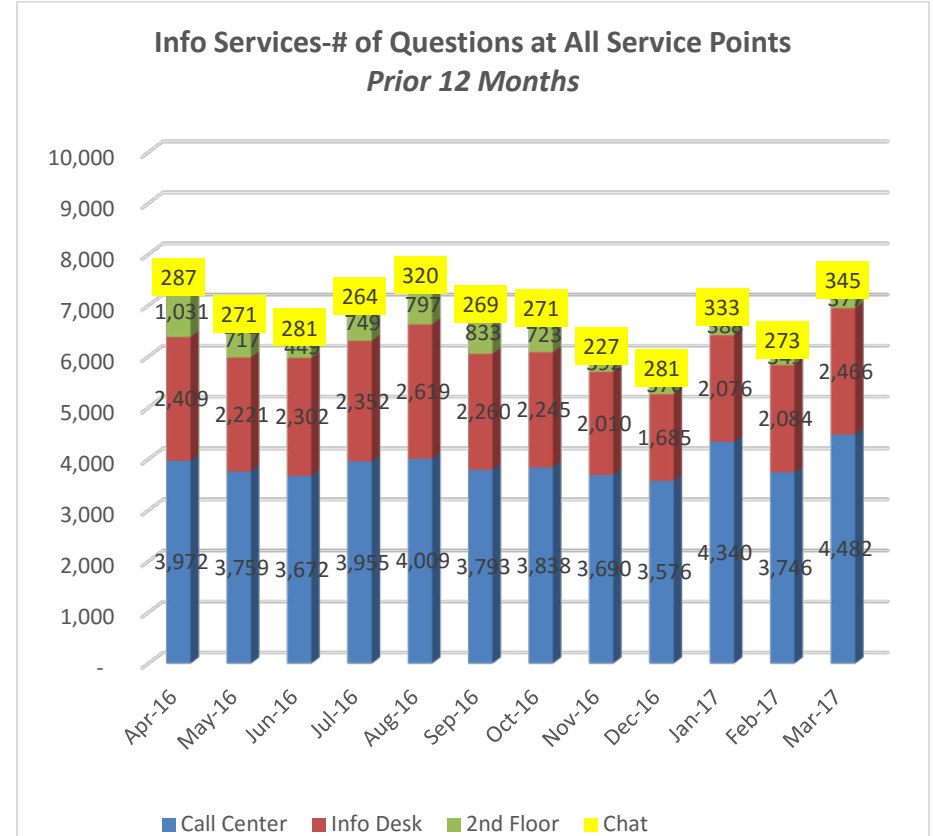
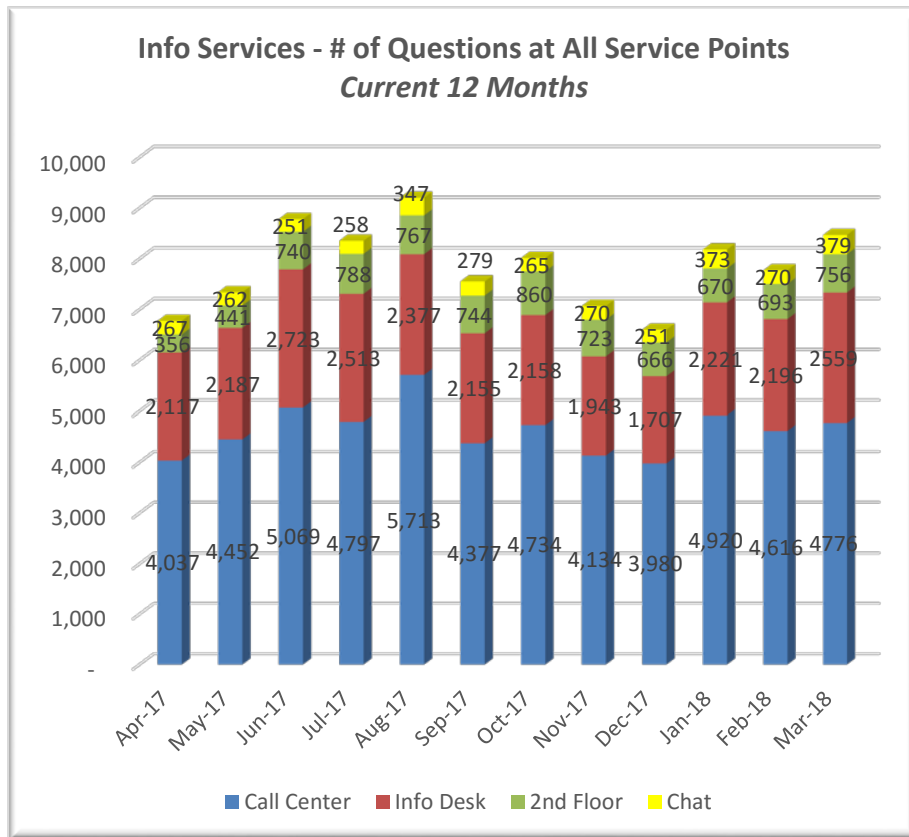
Program Attendance



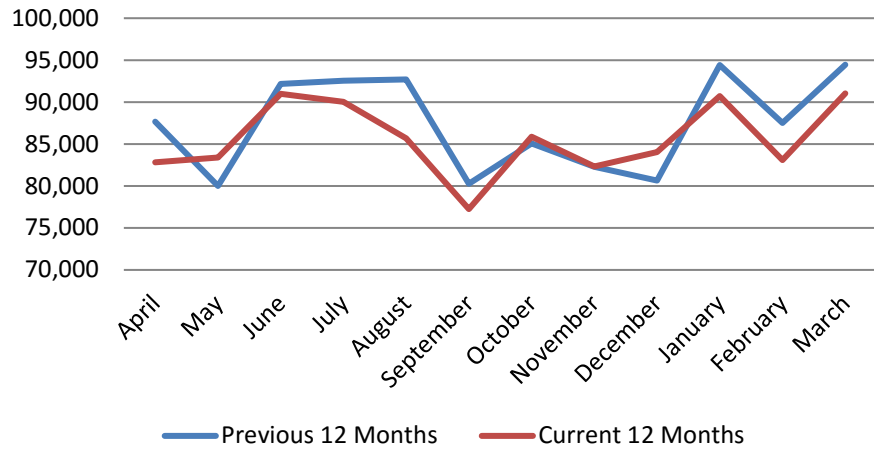
Reference Questions (Library Wide)



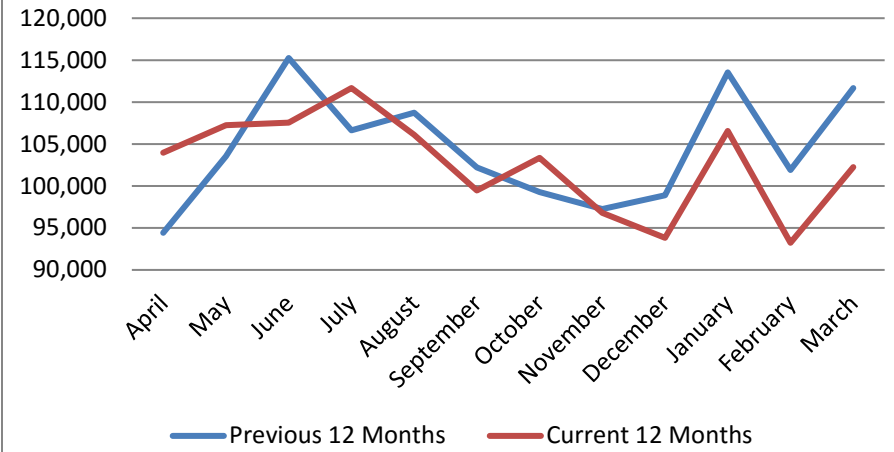
The charts below illustrate the total reference questions handled at the various Info Services points.



In-person Attendance



Website Visits



Public Computer Use

