

**BOARD OF LIBRARY TRUSTEES**

**7:30 P.M. TUESDAY, DECEMBER 19, 2017 BOARD ROOM**

**- AGENDA -**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 21, 2017 (Action Item 1)
- V. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2017 (Item 2)
- VI. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2017 (Action Item 3)
- VII. EXECUTIVE DIRECTOR'S REPORT
- VIII. UNFINISHED BUSINESS

- APPROVAL OF FY2018 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Action Item 4)

The board will review a draft of the Illinois State Library FY2018 Public Library Per Capita Grant application.

- DISCUSSION OF OPERATIONAL METRICS (Item 5)  
Staff will discuss the metrics trustees need to regularly see to have a full picture of the library's usage and performance in relation to the library's priorities.

IX. NEW BUSINESS

- SEXUAL HARRASSMENT POLICY (Action Item 6)  
Staff will discuss changes regarding requirements for sexual harassment policies to be in place before January 15, 2018.

- DATA BACKUP SYSTEM REPLACEMENT (Action Item 7)  
Staff is seeking authorization to enter into an agreement for replacement of a data backup system.

X. FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

XI. OTHER

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

XIII. ITEM(S) FROM CLOSED SESSION FOR ACTION

XIV. 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 TUESDAY, NOVEMBER 21, 2017.**

11.17.01 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 Tuesday, November 21, 2017, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Tangney

Also present: Michael Driskell, Acting 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; Janet Moravec, Business Office Administrator; Mike Dennehey, Friends of the Library; Melissa Cayer, Resident, Mike Philipp, Resident.

11.17.03 There was no **PUBLIC COMMENT**.

Trustee Tangney joined the meeting at 7:01 p.m.

11.17.04 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 17, 2017 (Action Item 1)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

11.17.05 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF OCTOBER 21, 2017 (Action Item 2)**. Trustee Tangney seconded. All were in favor and the minutes were approved as amended.

11.17.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2017 (Item 3)** – Mr. Driskell reported \$66,500 in real estate revenue was received in October; bringing the total real estate tax revenues received to date to 98.5% of the anticipated real estate taxes for the year. Year to date, fees, interest income and other income are all above budget. Fines are trending slightly less than budgeted due to the parking lot project and the extended grace period that was enacted. Total operating expenditures are \$671,734 under the year to date budget. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

11.17.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2017 (Action Item 4)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER OF OCTOBER 31, 2017, IN THE AMOUNT OF \$1,369,567.83.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

11.17.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted a new type of audio-enabled books in Kids' World; more secure bike racks near the Dunton Avenue entrance; updated software on book scan stations that can translate into 25 different languages as well as convert scanned documents to audio files; 350 people attended the first Diwali, Hindi Festival of Lights, celebration; Lauren Banovz has accepted the role as Specialty Info Services Librarian, serving as the lead for genealogy and local history programs and services; and a total of 555 people (205 more than 2016) attended the 5<sup>th</sup> annual Halloween Fun event. Mr. Driskell also gave a One Book, One Village 2017 wrap up. New this year was the library's first online book discussion with 72 readers participating and 360 people attended the author event with best-selling author Dave Eggers held at District 214's Forest View auditorium.

11.17.09 **UNFINISHED BUSINESS**

- **AUTHORIZATION TO PURCHASE REPLACEMENT SOUND BOOTH (Action Item 5)** – Staff is seeking authorization to purchase a replacement sound booth for the digital services production studio. The current booth is showing wear and tear due to vandalism and normal usage and is not ADA accessible.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF A REPLACEMENT SOUND BOOTH FOR THE PRODUCTION STUDIO FOR AN AMOUNT NOT TO EXCEED \$10,700.** Trustee Tangney seconded. All were in favor and the motion carried.

- **FY2018 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION UPDATE (Item 6)** – Mr. Driskell provided an update on the completion of the Illinois State Library FY2018 Public Library Per Capita Grant application. The board reviewed the requirements and the application will be brought to the December board meeting for approval with the application being due January 15, 2018.

- **DISCUSSION OF OPERATIONAL METRICS (Item 7)** – Mr. Driskell discussed the metrics provided to the board each month in the director's report and dashboard. The goal is to provide a concise data set that gives a full picture of the library's usage and performance in relation to the library's priorities.

11.17.10 **NEW BUSINESS**

- **2017-2018 LIRA INSURANCE RENEWAL UPDATE (Item 8)** – Mr. Driskell provided renewal information and rates from LIRA (Libraries of Illinois Risk Agency) for 2017-2018 Property, Casualty and Worker’s Compensation policies.
- **VILLAGE HEALTH INSURANCE FUND (Action Item 9)** – Staff provided an update on the Village of Arlington Heights Health Insurance fund. The fund is projected to be in a negative position some time in 2018. Due to the projected negative balance, the Village approved a transfer of \$2.3 million into the fund. The library’s share of the transfer amount would be \$300,000.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES A TRANSFER OF \$300,000 FROM THE LIBRARY’S GENERAL FUND TO THE VILLAGE OF ARLINGTON HEIGHTS HEALTH INSURANCE FUND IN 2017 TO MAINTAIN A WORKING CASH BALANCE IN 2018.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

- 11.17.11 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – President Smart thanked the Friends of the Library (FOL) for the approval of a generous wish list including \$10,000 for the 2018 One Book One Village, \$10,000 for Saturday evening family events; \$9,000 for a new Artist in Residence Program, \$7,000 for the 2018 Sunday Musicale Series, \$6,300 for the 2018 Dann and Raymond’s Movie Club, and \$4,000 for the 2018 Summer Volunteer Squads. The FOL holiday book sale will take place December 1-3.

11.17.12 **OTHER**

- The November 2017 Committee of the Whole meeting has been canceled.
- **STRATEGIC PLANNING UPDATE** – An update was given on the initial strategic planning meeting with Library Strategies.
- **HOLIDAY BOOK DRIVE** – Books will be purchased for the Wheeling Township’s Adopt-a-Family program.
- An early closing of the library on Saturday, December 23 was discussed.

- 11.17.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Zyck seconded. All were in favor and the motion carried. The board went into closed session at 8:54 p.m.

The board returned to open session at 9:24 p.m.

Trustee Zyck moved **APPROVAL OF THE CLOSED SESSION MEETING MINUTES OF NOVEMBER 21, 2017.** Trustee Medal seconded. All were in favor and the minutes were approved as submitted. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:25 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder

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
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,917	1,383.18	2	735,085	790,947.48	108	802,000	11,052.52
04 00	Real Estate Tax FICA	59,666	718.39	1	506,326	410,779.22	81	566,000	155,220.78
05 00	Real Estate Tax	1,025,923	21,779.41	2	11,436,155	12,454,797.23	109	12,462,091	7,293.77
401 **	Real Estate Taxes	1,152,506	23,880.98	2	12,677,566	13,656,523.93	108	13,830,091	173,567.07
400 ***	Taxes	1,152,506	23,880.98	2	12,677,566	13,656,523.93	108	13,830,091	173,567.07
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		55,000	.00		60,000	60,000.00
70 00	Other Grants	250	750.00	300	2,750	61,875.00	2250	3,000	58,875.00-
90 00	Contribution Ord. Library	83	.00		913	2,925.38	320	1,000	1,925.38-
411 **	Intergovernmental	5,333	750.00	14	58,663	64,800.38	111	64,000	800.38-
410 ***	Intergovernmental Revenue	5,333	750.00	14	58,663	64,800.38	111	64,000	800.38-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	100	.00		1,100	2,168.00	197	1,200	968.00-
74 00	Copier/Reader Printer Fee	3,166	3,563.25	113	34,826	39,571.28	114	38,000	1,571.28-
75 00	Meeting Room Fees	333	255.00	77	3,663	3,645.00	100	4,000	355.00
436 **	Library Fees	3,599	3,818.25	106	39,589	45,384.28	115	43,200	2,184.28-
430 ***	Fees	3,599	3,818.25	106	39,589	45,384.28	115	43,200	2,184.28-
440	Fines								
442	Library								
20 00	Late Charges	11,583	10,592.45	91	127,413	117,937.79	93	139,000	21,062.21
25 00	Lost/Damaged Item Charges	1,666	1,738.00	104	18,326	16,010.81	87	20,000	3,989.19
442 **	Library	13,249	12,330.45	93	145,739	133,948.60	92	159,000	25,051.40
440 ***	Fines	13,249	12,330.45	93	145,739	133,948.60	92	159,000	25,051.40
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,291	15,036.17	656	25,201	59,691.39	237	27,500	32,191.39-
461 **	Simple Interest	2,291	15,036.17	656	25,201	59,691.39	237	27,500	32,191.39-
462	Investment Income								
10 00	Market Value Adjustments	0	2,150.68		0	21,289.83		0	21,289.83-
462 **	Investment Income	0	2,150.68		0	21,289.83		0	21,289.83-

Village of Arlington Heights

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FUND 291 Memorial Library Fund									
ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
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460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,291	17,186.85	750	25,201	80,981.22	321	27,500	53,481.22-
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	222.88	269	913	10,822.88	1185	1,000	9,822.88-
483	** Donations	83	222.88	269	913	10,822.88	1185	1,000	9,822.88-
489	Other								
90 00	Other Income	666	968.15	145	7,326	9,742.83	133	8,000	1,742.83-
93 00	Donations Genealogy	41	.00		451	.00		500	500.00
94 00	FOL Reimbursements	5,416	1,700.00	31	59,576	62,800.69	105	65,000	2,199.31
489	** Other	6,123	2,668.15	44	67,353	72,543.52	108	73,500	956.48
480	*** Other	6,206	2,891.03	47	68,266	83,366.40	122	74,500	8,866.40-
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		1,183,184	60,857.56	5	13,015,024	14,065,004.81	108	14,198,291	133,286.19



Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	500	5,378.10	1076	5,500	30,225.86	550	6,000	24,225.86-
461	** Simple Interest	500	5,378.10	1076	5,500	30,225.86	550	6,000	24,225.86-
462	Investment Income								
10 00	Market Value Adjustments	0	963.01		0	10,243.60		0	10,243.60-
462	** Investment Income	0	963.01		0	10,243.60		0	10,243.60-
460	*** Interest Income	500	6,341.11	1268	5,500	40,469.46	736	6,000	34,469.46-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		1,604,163	1,750,000.00	109	1,750,000	.00
491	** Other Financing Sources	145,833	.00		1,604,163	1,750,000.00	109	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		1,604,163	1,750,000.00	109	1,750,000	.00
FUND TOTAL Capital Projects-Library		146,333	6,341.11	4	1,609,663	1,790,469.46	111	1,756,000	34,469.46-

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	01	Executive Director	12204	.00	0	134244	184488.36	137	.00	146453	38035.36-	126
16	02	Dir. Library Operations	8333	9230.78	111	91663	94274.38	103	.00	100000	5725.62	94
16	17	Deputy Director	9032	9235.24	102	99352	102211.26	103	.00	108391	6179.74	94
16	36	Librarian III	6777	6996.04	103	67770	66092.16	98	.00	74552	8459.84	89
16	43	Business Office Adminr	4746	4405.14	93	52206	52581.28	101	.00	56963	4381.72	92
16	51	Clerk IV	3796	3487.50	92	41756	42019.25	101	.00	45552	3532.75	92
16	92	Achievement Awards	166	.00	0	1826	6000.00	329	.00	2000	4000.00-	300
16	**	Library Personal Services	45054	33354.70	74	488817	547666.69	112	.00	533911	13755.69-	103
18		Other Personal Services										
18	05	Overtime Civilian	16	21.95	137	176	309.29	176	.00	200	109.29-	155
18	**	Other Personal Services	16	21.95	137	176	309.29	176	.00	200	109.29-	155
19		Employee Benefits										
19	05	Medical Insurance	5121	4985.67	97	56331	54842.37	97	.00	61466	6623.63	89
19	10	IMRF	4704	4118.68	88	51744	66266.96	128	.00	56462	9804.96-	117
19	11	Social Security	2786	2000.68	72	30226	28877.16	96	.00	33024	4146.84	87
19	12	Medicare	635	467.91	74	6887	7543.73	110	.00	7535	8.73-	100
19	53	Flexible Spending	200	137.75	69	2200	1897.25	86	.00	2400	502.75	79
19	55	Unemployment Compensation	833	.00	0	9163	.00	0	.00	10000	10000.00	0
19	**	Employee Benefits	14279	11710.69	82	156551	159427.47	102	.00	170887	11459.53	93
20		Prof Technical Services										
20	05	Professional Services	1250	.00	0	13750	.00	0	.00	15000	15000.00	0
20	08	Consulting Services	333	.00	0	3663	10030.00	274	.00	4000	6030.00-	251
20	20	Legal Services	1333	4531.25	340	14663	21465.00	146	.00	16000	5465.00-	134
20	40	General Insurance	10578	3222.17-	31-	116358	110027.83	95	.00	126945	16917.17	87
20	81	OCLC Services	5419	.00	0	59609	62601.21	105	.00	65028	2426.79	96
20	**	Prof Technical Services	18913	1309.08	7	208043	204124.04	98	.00	226973	22848.96	90
21		Property Services										
21	65	Other Services	705	918.29	130	7755	8949.62	115	.00	8464	485.62-	106
21	**	Property Services	705	918.29	130	7755	8949.62	115	.00	8464	485.62-	106
22		Other Contractual Service										
22	01	Advertising	83	.00	0	913	463.05	51	.00	1000	536.95	46
22	02	Dues	1089	838.00	77	11979	15041.19	126	.00	13077	1964.19-	115
22	03	Training	10208	14847.23	145	112288	70636.96	63	.00	122500	51863.04	58
22	05	Postage	4119	6739.03	164	45309	44093.16	97	.00	49438	5344.84	89
22	42	Internet Services	2341	3336.57	143	25751	36585.30	142	.00	28101	8484.30-	130
22	70	Telephone Services	3562	3432.11	96	39182	49186.20	126	.00	42755	6431.20-	115
22	**	Other Contractual Service	21402	29192.94	136	235422	216005.86	92	.00	256871	40865.14	84
30		General Supplies										
30	05	Office Supplies & Equip	694	170.08	25	7634	5237.59	69	.00	8333	3095.41	63
30	**	General Supplies	694	170.08	25	7634	5237.59	69	.00	8333	3095.41	63

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										
31		Public Works Supplies										
31	85	Small Tools and Equipment	416	205.90	50	4576	447.16	10	.00	5000	4552.84	9
31	**	Public Works Supplies	416	205.90	50	4576	447.16	10	.00	5000	4552.84	9
32		Library Supplies										
32	72	Special Events	2070	.00	0	22770	16249.28	71	.00	24850	8600.72	65
32	99	Items Reimb by Employees	0	64.63-	0	0	158.87	0	.00	0	158.87-	0
32	**	Library Supplies	2070	64.63-	3-	22770	16408.15	72	.00	24850	8441.85	66
40		Other Charges										
40	96	Operating Contingency	4591	.00	0	76913	.00	0	.00	81516	81516.00	0
40	**	Other Charges	4591	.00	0	76913	.00	0	.00	81516	81516.00	0
50		Property										
50	15	Other Equipment	27148	32396.13	119	298628	60342.20	20	.00	325787	265444.80	19
50	**	Property	27148	32396.13	119	298628	60342.20	20	.00	325787	265444.80	19
601	**	** Library	135288	109215.13	81	1507285	1218918.07	81	.00	1642792	423873.93	74
60	**	** Culture/Recreation	135288	109215.13	81	1507285	1218918.07	81	.00	1642792	423873.93	74
DIV	6001	TOTAL ***** Administration	135288	109215.13	81	1507285	1218918.07	81	.00	1642792	423873.93	74

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrktng								
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	21	Com & Marketing Manager	7809	7099.62	91	85899	67560.93	79	.00	93718	26157.07 72
16	23	Graphic Supervisor	6106	5636.92	92	67166	67608.67	101	.00	73280	5671.33 92
16	48	Library Assistant I	2254	2287.97	102	24794	31357.94	127	.00	27056	4301.94- 116
16	50	Graphics Designer	3277	3056.08	93	36047	36570.12	102	.00	39329	2758.88 93
16	79	Publication Editor	2877	3368.00	117	31647	25682.83	81	.00	34529	8846.17 74
16	80	Communications Assistant	2003	1932.13	97	22033	19041.27	86	.00	24045	5003.73 79
16	**	Library Personal Services	24326	23380.72	96	267586	247821.76	93	.00	291957	44135.24 85
18		Other Personal Services									
18	05	Overtime Civilian	33	.00	0	363	175.72	48	.00	400	224.28 44
18	**	Other Personal Services	33	.00	0	363	175.72	48	.00	400	224.28 44
19		Employee Benefits									
19	05	Medical Insurance	4098	3985.00	97	45078	43835.00	97	.00	49187	5352.00 89
19	10	IMRF	3006	2885.20	96	33066	30602.97	93	.00	36078	5475.03 85
19	11	Social Security	1510	1424.03	94	16610	15163.53	91	.00	18126	2962.47 84
19	12	Medicare	353	333.04	94	3883	3546.45	91	.00	4239	692.55 84
19	**	Employee Benefits	8967	8627.27	96	98637	93147.95	94	.00	107630	14482.05 87
20		Prof Technical Services									
20	05	Professional Services	4406	.00	0	48466	26800.00	55	.00	52875	26075.00 51
20	**	Prof Technical Services	4406	.00	0	48466	26800.00	55	.00	52875	26075.00 51
21		Property Services									
21	02	Equipment Maintenance	154	.00	0	1694	1138.00	67	.00	1850	712.00 62
21	65	Other Services	826	635.02	77	9086	9903.77	109	.00	9912	8.23 100
21	**	Property Services	980	635.02	65	10780	11041.77	102	.00	11762	720.23 94
22		Other Contractual Service									
22	02	Dues	140	200.00	143	1540	1049.00	68	.00	1690	641.00 62
22	03	Training	7	.00	0	77	20.00	26	.00	90	70.00 22
22	10	Printing	13104	4907.02	37	144144	129756.65	90	.00	157255	27498.35 83
22	**	Other Contractual Service	13251	5107.02	39	145761	130825.65	90	.00	159035	28209.35 82
30		General Supplies									
30	05	Office Supplies & Equip	1227	512.09	42	13497	16638.49	123	.00	14725	1913.49- 113
30	**	General Supplies	1227	512.09	42	13497	16638.49	123	.00	14725	1913.49- 113
31		Public Works Supplies									
31	85	Small Tools and Equipment	677	.00	0	7447	2955.68	40	.00	8134	5178.32 36
31	**	Public Works Supplies	677	.00	0	7447	2955.68	40	.00	8134	5178.32 36
32		Library Supplies									
32	01	Program Supplies	83	.00	0	913	46.30	5	.00	1000	953.70 5
32	72	Special Events	691	.00	0	7601	7768.31	102	.00	8300	531.69 94
32	**	Library Supplies	774	.00	0	8514	7814.61	92	.00	9300	1485.39 84

PREPARED 12/14/2017, 9:32:45  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 92% OF YEAR LAPSED

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.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
601	** **	Library	54641	38262.12	70	601051	537221.63	89	.00	655818	118596.37	82
60	** **	Culture/Recreation	54641	38262.12	70	601051	537221.63	89	.00	655818	118596.37	82
DIV	6002	TOTAL *****										
		Communications & Mrkting	54641	38262.12	70	601051	537221.63	89	.00	655818	118596.37	82

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
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	22	Dir. of Human Resources	7420	6815.64	92	81620	81754.26	100	.00	89045	7290.74	92
16	51	Clerk IV	3708	3438.12	93	40788	41565.46	102	.00	44496	2930.54	93
16	53	Volunteer Coordinator	2029	1311.20	65	22319	23673.29	106	.00	24357	683.71	97
16	**	Library Personal Services	13157	11564.96	88	144727	146993.01	102	.00	157898	10904.99	93
18		Other Personal Services										
18	05	Overtime Civilian	16	206.29	1289	176	593.10	337	.00	200	393.10-	297
18	**	Other Personal Services	16	206.29	1289	176	593.10	337	.00	200	393.10-	297
19		Employee Benefits										
19	05	Medical Insurance	2670	2596.00	97	29370	28556.00	97	.00	32049	3493.00	89
19	10	IMRF	1625	1561.18	96	17875	18320.61	103	.00	19509	1188.39	94
19	11	Social Security	816	749.18	92	8976	8807.55	98	.00	9802	994.45	90
19	12	Medicare	191	175.20	92	2101	2059.76	98	.00	2292	232.24	90
19	50	Employee Asst. Program	520	.00	0	5720	5578.33	98	.00	6250	671.67	89
19	**	Employee Benefits	5822	5081.56	87	64042	63322.25	99	.00	69902	6579.75	91
21		Property Services										
21	65	Other Services	2037	1446.00	71	22407	21664.20	97	.00	24450	2785.80	89
21	**	Property Services	2037	1446.00	71	22407	21664.20	97	.00	24450	2785.80	89
22		Other Contractual Service										
22	01	Advertising	75	165.00	220	825	3631.19	440	.00	900	2731.19-	404
22	02	Dues	221	.00	0	2431	2729.00	112	.00	2655	74.00-	103
22	03	Training	67	.00	0	737	434.88	59	.00	810	375.12	54
22	55	In Service Training	375	.00	0	4125	6043.94	147	.00	4500	1543.94-	134
22	**	Other Contractual Service	738	165.00	22	8118	12839.01	158	.00	8865	3974.01-	145
40		Other Charges										
40	62	Tuition Reimbursement	833	.00	0	9163	2512.80	27	.00	10000	7487.20	25
40	70	Employee Recognition Prog	1320	22.45	2	14520	13333.90	92	.00	15850	2516.10	84
40	**	Other Charges	2153	22.45	1	23683	15846.70	67	.00	25850	10003.30	61
601	**	Library	23923	18486.26	77	263153	261258.27	99	.00	287165	25906.73	91
60	**	Culture/Recreation	23923	18486.26	77	263153	261258.27	99	.00	287165	25906.73	91
DIV	6003	TOTAL ***** Human Resources	23923	18486.26	77	263153	261258.27	99	.00	287165	25906.73	91

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	262.97	63	4576	3912.89	86	.00	5000	1087.11	78
	21 **	Property Services	416	262.97	63	4576	3912.89	86	.00	5000	1087.11	78
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	416	.00	0	4576	21525.00	470	.00	5000	16525.00-	431
	22 **	Other Contractual Service	416	.00	0	4576	21525.00	470	.00	5000	16525.00-	431
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	4576	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	4576	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	4576	1329.14	29	.00	5000	3670.86	27
	32 02	Program Events	416	.00	0	4576	7695.60	168	.00	5000	2695.60-	154
	32 32	Software	208	.00	0	2288	.00	0	.00	2500	2500.00	0
	32 72	Special Events	833	.00	0	9163	17672.68	193	.00	10000	7672.68-	177
	32 75	Audio Visual	416	109.99	26	4576	559.96	12	.00	5000	4440.04	11
	32 78	Electronic Resources	208	.00	0	2288	.00	0	.00	2500	2500.00	0
	32 80	Books	416	823.30	198	4576	5111.90	112	.00	5000	111.90-	102
	32 95	Periodicals	0	.00	0	0	15.00	0	.00	0	15.00-	0
	32 **	Library Supplies	2913	933.29	32	32043	32384.28	101	.00	35000	2615.72	93
	50	Property										
	50 15	Other Equipment	416	.00	0	4576	9995.26	218	.00	5000	4995.26-	200
	50 **	Property	416	.00	0	4576	9995.26	218	.00	5000	4995.26-	200
601	** **	Library	4577	1196.26	26	50347	67817.43	135	.00	55000	12817.43-	123
60	** **	Culture/Recreation	4577	1196.26	26	50347	67817.43	135	.00	55000	12817.43-	123
DIV	6004	TOTAL ***** Paid by Gifts and Grants	4577	1196.26	26	50347	67817.43	135	.00	55000	12817.43-	123

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	24	Accounting Supervisor	5349	.00	0	58839	2556.96	4	.00	64193	61636.04	4
16	29	Finance Director	8390	7307.68	87	92290	112342.13	122	.00	100691	11651.13-	112
16	48	Library Assistant I	4059	3679.93	91	44649	44301.72	99	.00	48710	4408.28	91
16	51	Clerk IV	1744	.00	0	19184	.00	0	.00	20933	20933.00	0
16	57	Clerk II	1609	2634.22	164	17699	28874.98	163	.00	19318	9556.98-	150
16	**	Library Personal Services	21151	13621.83	64	232661	188075.79	81	.00	253845	65769.21	74
18		Other Personal Services										
18	05	Overtime Civilian	16	27.42	171	176	804.24	457	.00	200	604.24-	402
18	**	Other Personal Services	16	27.42	171	176	804.24	457	.00	200	604.24-	402
19		Employee Benefits										
19	05	Medical Insurance	3054	2970.00	97	33594	32670.00	97	.00	36659	3989.00	89
19	10	IMRF	2612	1684.31	65	28732	23345.40	81	.00	31349	8003.60	75
19	11	Social Security	1312	791.16	60	14432	11215.10	78	.00	15751	4535.90	71
19	12	Medicare	308	185.03	60	3388	2622.90	77	.00	3701	1078.10	71
19	**	Employee Benefits	7286	5630.50	77	80146	69853.40	87	.00	87460	17606.60	80
20		Prof Technical Services										
20	05	Professional Services	437	.00	0	4807	5250.00	109	.00	5250	.00	100
20	**	Prof Technical Services	437	.00	0	4807	5250.00	109	.00	5250	.00	100
21		Property Services										
21	36	Equipment Rental	183	306.00	167	2013	2680.00	133	.00	2200	480.00-	122
21	65	Other Services	807	4751.74	589	8877	68510.46	772	.00	9685	58825.46-	707
21	**	Property Services	990	5057.74	511	10890	71190.46	654	.00	11885	59305.46-	599
22		Other Contractual Service										
22	02	Dues	85	.00	0	935	680.00	73	.00	1025	345.00	66
22	03	Training	100	.00	0	1100	.00	0	.00	1200	1200.00	0
22	25	IT/GIS Service Charge	1974	1975.00	100	21714	21725.00	100	.00	23690	1965.00	92
22	**	Other Contractual Service	2159	1975.00	92	23749	22405.00	94	.00	25915	3510.00	87
601	**	** Library	32039	26312.49	82	352429	357578.89	102	.00	384555	26976.11	93
60	**	** Culture/Recreation	32039	26312.49	82	352429	357578.89	102	.00	384555	26976.11	93
DIV	6008	TOTAL ***** Finance	32039	26312.49	82	352429	357578.89	102	.00	384555	26976.11	93



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										
16		Library Personal Services										
16	25	Department Manager II	6916	5846.16	85	76076	70554.21	93	.00	83000	12445.79	85
16	26	Department Manager I	6000	5619.96	94	66000	67385.48	102	.00	72006	4620.52	94
16	28	Web Developer	10304	8680.04	84	113344	90759.12	80	.00	123654	32894.88	73
16	44	Library Assistant III	5037	4786.50	95	55407	57495.07	104	.00	60455	2959.93	95
16	49	Computer Technician	9246	8519.20	92	101706	102251.82	101	.00	110963	8711.18	92
16	54	Clerk III	7855	7203.17	92	86405	85482.87	99	.00	94262	8779.13	91
16	68	LAN Administrator	6178	5703.64	92	67958	68408.90	101	.00	74147	5738.10	92
16	**	Library Personal Services	51536	46358.67	90	566896	542337.47	96	.00	618487	76149.53	88
18		Other Personal Services										
18	05	Overtime Civilian	41	.00	0	451	74.22	17	.00	500	425.78	15
18	**	Other Personal Services	41	.00	0	451	74.22	17	.00	500	425.78	15
19		Employee Benefits										
19	05	Medical Insurance	11553	11231.00	97	127083	123541.00	97	.00	138643	15102.00	89
19	10	IMRF	6086	5480.34	90	66946	65251.89	98	.00	73041	7789.11	89
19	11	Social Security	3198	2761.70	86	35178	32508.38	92	.00	38378	5869.62	85
19	12	Medicare	749	645.90	86	8239	7602.82	92	.00	8991	1388.18	85
19	**	Employee Benefits	21586	20118.94	93	237446	228904.09	96	.00	259053	30148.91	88
20		Prof Technical Services										
20	05	Professional Services	350	860.98	246	3850	3825.11	99	.00	4210	384.89	91
20	08	Consulting Services	1625	645.00	40	17875	7017.10	39	.00	19500	12482.90	36
20	**	Prof Technical Services	1975	1505.98	76	21725	10842.21	50	.00	23710	12867.79	46
21		Property Services										
21	02	Equipment Maintenance	12163	710.00	6	133793	144755.39	108	.00	145963	1207.61	99
21	**	Property Services	12163	710.00	6	133793	144755.39	108	.00	145963	1207.61	99
22		Other Contractual Service										
22	02	Dues	27	.00	0	297	.00	0	.00	329	329.00	0
22	03	Training	37	.00	0	407	63.34	16	.00	450	386.66	14
22	**	Other Contractual Service	64	.00	0	704	63.34	9	.00	779	715.66	8
30		General Supplies										
30	05	Office Supplies & Equip	31	48.96	158	341	241.32	71	.00	375	133.68	64
30	30	Data System Supplies	4142	2782.53	67	45562	31734.05	70	.00	49707	17972.95	64
30	32	Software Library	14404	12757.11	89	158444	135328.64	85	.00	172852	37523.36	78
30	33	Documentation Library	52	64.49	124	572	527.48	92	.00	625	97.52	84
30	**	General Supplies	18629	15653.09	84	204919	167831.49	82	.00	223559	55727.51	75
31		Public Works Supplies										
31	85	Small Tools and Equipment	1149	912.15	79	12639	12701.01	101	.00	13791	1089.99	92
31	**	Public Works Supplies	1149	912.15	79	12639	12701.01	101	.00	13791	1089.99	92

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										
	32	Library Supplies										
	32	05 Processing Supplies	100	.00	0	1100	562.75	51	.00	1200	637.25	47
	32	32 Software	1565	274.73	18	17215	15321.61	89	.00	18783	3461.39	82
	32	** Library Supplies	1665	274.73	17	18315	15884.36	87	.00	19983	4098.64	80
	50	Property										
	50	12 Computer Equipment	6845	8607.00	126	75295	71762.46	95	.00	82149	10386.54	87
	50	15 Other Equipment	1066	.00	0	11726	12800.00	109	.00	12800	.00	100
	50	** Property	7911	8607.00	109	87021	84562.46	97	.00	94949	10386.54	89
601	**	** Library	116719	94140.56	81	1283909	1207956.04	94	.00	1400774	192817.96	86
60	**	** Culture/Recreation	116719	94140.56	81	1283909	1207956.04	94	.00	1400774	192817.96	86
DIV	6010	TOTAL *****										
		Information Technology	116719	94140.56	81	1283909	1207956.04	94	.00	1400774	192817.96	86

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
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 63	Security Supervisor	5728	5262.40	92	63008	63122.99	100	.00	68746	5623.01	92
	16 66	Security Guard	14615	12595.12	86	160765	164133.02	102	.00	175390	11256.98	94
	16 **	Library Personal Services	20343	17857.52	88	223773	227256.01	102	.00	244136	16879.99	93
	18	Other Personal Services										
	18 05	Overtime Civilian	62	323.24	521	682	1892.54	278	.00	750	1142.54-	252
	18 **	Other Personal Services	62	323.24	521	682	1892.54	278	.00	750	1142.54-	252
	19	Employee Benefits										
	19 05	Medical Insurance	4533	4407.00	97	49863	48477.00	97	.00	54404	5927.00	89
	19 10	IMRF	2207	1931.59	88	24277	25039.20	103	.00	26489	1449.80	95
	19 11	Social Security	1265	1072.21	85	13915	13731.82	99	.00	15183	1451.18	90
	19 12	Medicare	295	250.76	85	3245	3211.56	99	.00	3551	339.44	90
	19 **	Employee Benefits	8300	7661.56	92	91300	90459.58	99	.00	99627	9167.42	91
	22	Other Contractual Service										
	22 03	Training	41	.00	0	451	144.96	32	.00	500	355.04	29
	22 **	Other Contractual Service	41	.00	0	451	144.96	32	.00	500	355.04	29
	30	General Supplies										
	30 05	Office Supplies & Equip	18	.00	0	198	75.84	38	.00	225	149.16	34
	30 **	General Supplies	18	.00	0	198	75.84	38	.00	225	149.16	34
601	** **	Library	28764	25842.32	90	316404	319828.93	101	.00	345238	25409.07	93
60	** **	Culture/Recreation	28764	25842.32	90	316404	319828.93	101	.00	345238	25409.07	93
DIV	6015	TOTAL ***** Security	28764	25842.32	90	316404	319828.93	101	.00	345238	25409.07	93

FUND 291 Memorial Library Fund			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										
	16	Library Personal Services										
	16	60 Clerk I	4724	6797.58	144	51964	63009.51	121	.00	56698	6311.51-	111
	16	69 Maintenance Supervisor	8222	7552.86	92	90442	90716.19	100	.00	98667	7950.81	92
	16	72 Maintenance Worker	19804	14440.97	73	217844	195875.79	90	.00	237658	41782.21	82
	16	** Library Personal Services	32750	28791.41	88	360250	349601.49	97	.00	393023	43421.51	89
	18	Other Personal Services										
	18	05 Overtime Civilian	208	326.87	157	2288	4125.67	180	.00	2500	1625.67-	165
	18	** Other Personal Services	208	326.87	157	2288	4125.67	180	.00	2500	1625.67-	165
	19	Employee Benefits										
	19	05 Medical Insurance	8986	8735.00	97	98846	96085.00	97	.00	107837	11752.00	89
	19	10 IMRF	3458	3266.19	95	38038	38147.61	100	.00	41503	3355.39	92
	19	11 Social Security	2043	1699.57	83	22473	20565.64	92	.00	24522	3956.36	84
	19	12 Medicare	477	397.47	83	5247	4809.82	92	.00	5735	925.18	84
	19	** Employee Benefits	14964	14098.23	94	164604	159608.07	97	.00	179597	19988.93	89
	21	Property Services										
	21	02 Equipment Maintenance	3435	1961.89	57	37785	38800.94	103	.00	41231	2430.06	94
	21	07 Vehicle Equipment Maint	693	120.83	17	7623	8732.51	115	.00	8326	406.51-	105
	21	11 Building Maintenance	21016	17538.79	84	231176	212355.61	92	.00	252193	39837.39	84
	21	36 Equipment Rental	83	.00	0	913	.00	0	.00	1000	1000.00	0
	21	60 Water and Sewer Service	1372	4742.29	346	15092	16554.67	110	.00	16472	82.67-	101
	21	** Property Services	26599	24363.80	92	292589	276443.73	95	.00	319222	42778.27	87
	22	Other Contractual Service										
	22	03 Training	36	.00	0	396	27.40	7	.00	432	404.60	6
	22	** Other Contractual Service	36	.00	0	396	27.40	7	.00	432	404.60	6
	30	General Supplies										
	30	50 Petroleum Products	542	157.30	29	5962	2061.45	35	.00	6507	4445.55	32
	30	51 Heating Fuel	5666	6044.32	107	62326	44987.85	72	.00	68000	23012.15	66
	30	** General Supplies	6208	6201.62	100	68288	47049.30	69	.00	74507	27457.70	63
	31	Public Works Supplies										
	31	45 Janitorial Supplies	1948	1196.02	61	21428	21473.59	100	.00	23387	1913.41	92
	31	** Public Works Supplies	1948	1196.02	61	21428	21473.59	100	.00	23387	1913.41	92
	50	Property										
	50	15 Other Equipment	2216	17662.26	797	24376	22624.54	93	.00	26600	3975.46	85
	50	** Property	2216	17662.26	797	24376	22624.54	93	.00	26600	3975.46	85
601	**	** Library	84929	92640.21	109	934219	880953.79	94	.00	1019268	138314.21	86
60	**	** Culture/Recreation	84929	92640.21	109	934219	880953.79	94	.00	1019268	138314.21	86
DIV	6020	TOTAL ***** Facilities	84929	92640.21	109	934219	880953.79	94	.00	1019268	138314.21	86

PREPARED 12/14/2017, 9:32:45  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 92% OF YEAR LAPSED

FUND 291 Memorial Library Fund			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										
DEPT	60	TOTAL *****										
		Executive Office	480880	406095.35	84	5308797	4851533.05	91	.00	5790610	939076.95	84

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	BUDGET	BALANCE	BDGT	
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 26		Department Manager I	6730	5793.84	86	74030	65514.82	89	.00	80765	15250.18	81
16 36		Librarian III	26965	22263.75	83	296615	273724.01	92	.00	323588	49863.99	85
16 39		Librarian II	9275	8587.22	93	102025	96131.31	94	.00	111300	15168.69	86
16 44		Library Assistant III	8635	9067.26	105	80733	78086.23	97	.00	89379	11292.77	87
16 45		Library Assistant II	5003	4618.98	92	55033	55399.60	101	.00	60047	4647.40	92
16 48		Library Assistant I	13854	12716.58	92	152394	120973.39	79	.00	166253	45279.61	73
16 51		Clerk IV	4001	1982.68	50	40943	25877.93	63	.00	44953	19075.07	58
16 60		Clerk I	296	.00	0	3256	2816.77	87	.00	3552	735.23	79
16 **		Library Personal Services	74759	65030.31	87	805029	718524.06	89	.00	879837	161312.94	82
18		Other Personal Services										
18 05		Overtime Civilian	41	225.75	551	451	235.03	52	.00	500	264.97	47
18 **		Other Personal Services	41	225.75	551	451	235.03	52	.00	500	264.97	47
19		Employee Benefits										
19 05		Medical Insurance	9964	9685.00	97	109604	106535.00	97	.00	119579	13044.00	89
19 10		IMRF	8616	8052.57	94	93452	87275.42	93	.00	102074	14798.58	86
19 11		Social Security	4464	3928.60	88	48724	42678.92	88	.00	53193	10514.08	80
19 12		Medicare	1043	918.75	88	11385	9981.10	88	.00	12441	2459.90	80
19 **		Employee Benefits	24087	22584.92	94	263165	246470.44	94	.00	287287	40816.56	86
21		Property Services										
21 65		Other Services	0	997.50	0	0	8858.75	0	.00	0	8858.75-	0
21 **		Property Services	0	997.50	0	0	8858.75	0	.00	0	8858.75-	0
22		Other Contractual Service										
22 02		Dues	363	187.83	52	3993	2902.32	73	.00	4358	1455.68	67
22 03		Training	401	235.31	59	4411	2632.89	60	.00	4819	2186.11	55
22 18		Contr Programs & Exhibits	600	150.00	25	6600	3145.00	48	.00	7200	4055.00	44
22 **		Other Contractual Service	1364	573.14	42	15004	8680.21	58	.00	16377	7696.79	53
30		General Supplies										
30 05		Office Supplies & Equip	25	65.28	261	275	247.07	90	.00	310	62.93	80
30 **		General Supplies	25	65.28	261	275	247.07	90	.00	310	62.93	80
32		Library Supplies										
32 01		Program Supplies	529	922.73	174	5819	2270.57	39	.00	6353	4082.43	36
32 02		Program Events	278	1107.28	398	3058	2174.49	71	.00	3341	1166.51	65
32 90		Circulation Supplies	183	337.08	184	2013	1644.68	82	.00	2203	558.32	75
32 **		Library Supplies	990	2367.09	239	10890	6089.74	56	.00	11897	5807.26	51
601 ** **		Library	101266	91843.99	91	1094814	989105.30	90	.00	1196208	207102.70	83
60 ** **		Culture/Recreation	101266	91843.99	91	1094814	989105.30	90	.00	1196208	207102.70	83
DIV 6405		TOTAL *****										
		Business & Specialty Serv	101266	91843.99	91	1094814	989105.30	90	.00	1196208	207102.70	83

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	05	Customer Service Manager	7715	13379.92	173	84865	102028.08	120	.00	92584	9444.08-	110
16	07	Customer Service Assoc.	13301	11437.76	86	146311	130593.52	89	.00	159612	29018.48	82
16	16	Lib Asst I Circulation	15771	10367.55	66	173481	154388.41	89	.00	189264	34875.59	82
16	26	Department Manager I	6040	9736.16	161	66440	78253.33	118	.00	72491	5762.33-	108
16	33	Librarian IV	4597	.00	0	50567	38405.07	76	.00	55169	16763.93	70
16	39	Librarian II	5490	4502.47	82	60390	65176.63	108	.00	65887	710.37	99
16	46	Library Asst I Mags/News	15191	13845.00	91	167101	160204.92	96	.00	182293	22088.08	88
16	48	Library Assistant I	15568	18985.83	122	171248	197485.00	115	.00	186823	10662.00-	106
16	51	Clerk IV	7436	7023.53	95	81796	84549.82	103	.00	89242	4692.18	95
16	52	Clerk IV Circulation	4093	3660.28	89	45023	36694.87	82	.00	49127	12432.13	75
16	54	Clerk III	0	.00	0	0	5009.32	0	.00	0	5009.32-	0
16	55	Clerk III Circulation	34287	32127.59	94	377157	373765.90	99	.00	411447	37681.10	91
16	57	Clerk II	3940	3512.97	89	43340	35760.29	83	.00	47285	11524.71	76
16	58	Clerk II Circulation	1917	874.25	46	21087	12350.65	59	.00	23015	10664.35	54
16	59	Clerk II Call Center	35885	23562.79	66	394735	299073.30	76	.00	430631	131557.70	70
16	75	Library Page II	36846	35068.24	95	405306	414862.73	102	.00	442153	27290.27	94
16	**	Library Personal Services	208077	188084.34	90	2288847	2188601.84	96	.00	2497023	308421.16	88
18		Other Personal Services										
18	05	Overtime Civilian	83	25.95	31	913	1638.01	179	.00	1000	638.01-	164
18	**	Other Personal Services	83	25.95	31	913	1638.01	179	.00	1000	638.01-	164
19		Employee Benefits										
19	05	Medical Insurance	20234	19669.00	97	222574	216359.00	97	.00	242819	26460.00	89
19	10	IMRF	19565	18277.95	93	215215	212408.05	99	.00	234791	22382.95	91
19	11	Social Security	12906	11421.29	89	141966	134014.54	94	.00	154879	20864.46	87
19	12	Medicare	3022	2671.07	88	33242	31341.68	94	.00	36275	4933.32	86
19	**	Employee Benefits	55727	52039.31	93	612997	594123.27	97	.00	668764	74640.73	89
21		Property Services										
21	02	Equipment Maintenance	46	.00	0	506	336.29	67	.00	555	218.71	61
21	64	Access Services	291	165.10-	57-	3201	2251.63	70	.00	3500	1248.37	64
21	65	Other Services	260	196.90	76	2860	2255.40	79	.00	3129	873.60	72
21	**	Property Services	597	31.80	5	6567	4843.32	74	.00	7184	2340.68	67
22		Other Contractual Service										
22	02	Dues	159	.00	0	1749	1718.17	98	.00	1916	197.83	90
22	03	Training	344	67.62	20	3784	1363.17	36	.00	4133	2769.83	33
22	**	Other Contractual Service	503	67.62	13	5533	3081.34	56	.00	6049	2967.66	51
30		General Supplies										
30	05	Office Supplies & Equip	429	18.36	4	4719	3676.66	78	.00	5156	1479.34	71
30	07	Supplies Reimb by Patrons	166	.00	0	1826	.00	0	.00	2000	2000.00	0
30	**	General Supplies	595	18.36	3	6545	3676.66	56	.00	7156	3479.34	51

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										
	32	Library Supplies										
	32 01	Program Supplies	581	258.04	44	6391	4013.06	63	.00	6973	2959.94	58
	32 02	Program Events	0	.00	0	0	109.26	0	.00	0	109.26	0
	32 90	Circulation Supplies	938	2119.11	226	10318	8954.05	87	.00	11256	2301.95	80
	32 **	Library Supplies	1519	2377.15	157	16709	13076.37	78	.00	18229	5152.63	72
601	** **	Library	267101	242644.53	91	2938111	2809040.81	96	.00	3205405	396364.19	88
60	** **	Culture/Recreation	267101	242644.53	91	2938111	2809040.81	96	.00	3205405	396364.19	88
DIV	6420	TOTAL *****										
		Customer Services	267101	242644.53	91	2938111	2809040.81	96	.00	3205405	396364.19	88



FUND 291 Memorial Library Fund		DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	25	Department Manager II	6117	5646.66	92	67287	66348.26	99	73407	7058.74	90
16	36	Librarian III	14722	12659.18	86	161942	122864.81	76	176665	53800.19	70
16	48	Library Assistant I	4883	5062.69	104	53713	55474.57	103	58597	3122.43	95
16	51	Clerk IV	6053	4393.17	73	66583	65111.55	98	72644	7532.45	90
16	60	Clerk I	1194	.00	0	13134	16001.04	122	14334	1667.04-	112
16	**	Library Personal Services	32969	27761.70	84	362659	325800.23	90	395647	69846.77	82
18		Other Personal Services									
18	05	Overtime Civilian	16	.00	0	176	100.49	57	200	99.51	50
18	**	Other Personal Services	16	.00	0	176	100.49	57	200	99.51	50
19		Employee Benefits									
19	05	Medical Insurance	7436	7229.00	97	81796	79519.00	97	89236	9717.00	89
19	10	IMRF	2744	3317.17	121	30184	37730.59	125	32939	4791.59-	115
19	11	Social Security	2045	1602.68	78	22495	19399.55	86	24543	5143.45	79
19	12	Medicare	478	374.84	78	5258	4537.02	86	5740	1202.98	79
19	**	Employee Benefits	12703	12523.69	99	139733	141186.16	101	152458	11271.84	93
22		Other Contractual Service									
22	02	Dues	62	117.00	189	682	948.00	139	753	195.00-	126
22	03	Training	138	34.61	25	1518	931.75	61	1660	728.25	56
22	18	Contr Programs & Exhibits	13680	2067.88-	15-	150480	89894.05	60	164169	74274.95	55
22	**	Other Contractual Service	13880	1916.27-	14-	152680	91773.80	60	166582	74808.20	55
32		Library Supplies									
32	01	Program Supplies	25	.00	0	275	.00	0	303	303.00	0
32	02	Program Events	4232	5876.05	139	46552	45690.88	98	50795	5104.12	90
32	**	Library Supplies	4257	5876.05	138	46827	45690.88	98	51098	5407.12	89
601	**	Library	63825	44245.17	69	702075	604551.56	86	765985	161433.44	79
60	**	Culture/Recreation	63825	44245.17	69	702075	604551.56	86	765985	161433.44	79
DIV	6440	TOTAL ***** Programs and Exhibits	63825	44245.17	69	702075	604551.56	86	765985	161433.44	79

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital 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	25	Department Manager II	6117	5867.34	96	67287	70318.56	105	.00	73410	3091.44	96
16	30	Digital Media Specialist	4133	3798.10	92	45463	45540.67	100	.00	49599	4058.33	92
16	33	Librarian IV	6399	5763.00	90	70389	69245.18	98	.00	76792	7546.82	90
16	36	Librarian III	8614	8038.06	93	94754	96454.34	102	.00	103373	6918.66	93
16	48	Library Assistant I	14942	17730.65	119	164362	177027.24	108	.00	179310	2282.76	99
16	54	Clerk III	1149	1012.18	88	12639	12017.25	95	.00	13790	1772.75	87
16	**	Library Personal Services	41354	42209.33	102	454894	470603.24	104	.00	496274	25670.76	95
18		Other Personal Services										
18	05	Overtime Civilian	8	.00	0	88	.00	0	.00	100	100.00	0
18	**	Other Personal Services	8	.00	0	88	.00	0	.00	100	100.00	0
19		Employee Benefits										
19	05	Medical Insurance	4390	4267.00	97	48290	46937.00	97	.00	52681	5744.00	89
19	10	IMRF	4819	4242.64	88	53009	54419.56	103	.00	57832	3412.44	94
19	11	Social Security	2564	2571.95	100	28204	28717.04	102	.00	30775	2057.96	93
19	12	Medicare	599	601.52	100	6589	6716.14	102	.00	7197	480.86	93
19	**	Employee Benefits	12372	11683.11	94	136092	136789.74	101	.00	148485	11695.26	92
22		Other Contractual Service										
22	02	Dues	164	.00	0	1804	1581.00	88	.00	1975	394.00	80
22	03	Training	54	220.00	407	594	279.01	47	.00	650	370.99	43
22	66	Outside Reference Service	183	.00	0	2013	2554.13	127	.00	2200	354.13-	116
22	**	Other Contractual Service	401	220.00	55	4411	4414.14	100	.00	4825	410.86	92
30		General Supplies										
30	05	Office Supplies & Equip	58	5.52	10	638	673.64	106	.00	700	26.36	96
30	07	Supplies Reimb by Patrons	75	489.90	653	825	606.44	74	.00	900	293.56	67
30	**	General Supplies	133	495.42	373	1463	1280.08	88	.00	1600	319.92	80
31		Public Works Supplies										
31	85	Small Tools and Equipment	512	130.95	26	5632	5991.44	106	.00	6149	157.56	97
31	**	Public Works Supplies	512	130.95	26	5632	5991.44	106	.00	6149	157.56	97
32		Library Supplies										
32	01	Program Supplies	125	.00	0	1375	17.14	1	.00	1500	1482.86	1
32	78	Electronic Resources	25810	20215.53	78	283910	304352.41	107	.00	309725	5372.59	98
32	90	Circulation Supplies	123	161.76	132	1353	1744.38	129	.00	1477	267.38-	118
32	**	Library Supplies	26058	20377.29	78	286638	306113.93	107	.00	312702	6588.07	98
50		Property										
50	15	Other Equipment	950	1833.10	193	10450	5067.42	49	.00	11410	6342.58	44
50	**	Property	950	1833.10	193	10450	5067.42	49	.00	11410	6342.58	44
601	**	** Library	81788	76949.20	94	899668	930259.99	103	.00	981545	51285.01	95
60	**	** Culture/Recreation	81788	76949.20	94	899668	930259.99	103	.00	981545	51285.01	95

PREPARED 12/14/2017, 9:32:45  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 92% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital 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										
DIV	6450	TOTAL *****										
		Digital Services	81788	76949.20	94	899668	930259.99	103	.00	981545	51285.01	95



PREPARED 12/14/2017, 9:32:45  
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 Village of Arlington Heights

DETAIL BUDGET REPORT  
 92% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection 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										
		Collection Services	220541	177219.89	80	2425951	2308631.50	95	.00	2646639	338007.50	87
DEPT	64	TOTAL *****										
		User Services	734521	632928.01	86	8060619	7671082.90	95	.00	8795782	1124699.10	87

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating									
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										
	90	Other Financing Uses										
	90	05 Operating Transfer Out	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00	100
	90	** Other Financing Uses	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00	100
601	**	** Library	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00	100
60	**	** Culture/Recreation	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00	100
DIV	6901	TOTAL ***** Non Operating	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00	100
DEPT	69	TOTAL ***** Non Operating	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00	100
FUND	291	TOTAL ***** Memorial Library Fund	1361234	1039023.36	76	14973579	14272615.95	95	.00	16336392	2063776.05	87
GRAND		TOTAL *****	1361234	1039023.36	76	14973579	14272615.95	95	.00	16336392	2063776.05	87

Village of Arlington Heights

FUND 491 Capital Projects-Library			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										
	50	Property										
	50 15	Other Equipment	50000	.00	0	550000	.00	0	.00	600000	600000.00	0
	50 **	Property	50000	.00	0	550000	.00	0	.00	600000	600000.00	0
601	** **	Library	50000	.00	0	550000	.00	0	.00	600000	600000.00	0
60	** **	Culture/Recreation	50000	.00	0	550000	.00	0	.00	600000	600000.00	0
DIV	6001	TOTAL *****										
		Administration	50000	.00	0	550000	.00	0	.00	600000	600000.00	0

FUND 491 Capital Projects-Library			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										
	50	Property										
	50	55 Other Capital Outlay	833	.00	0	9163	10000.00	109	.00	10000	.00	100
	50	** Property	833	.00	0	9163	10000.00	109	.00	10000	.00	100
601	**	** Library	833	.00	0	9163	10000.00	109	.00	10000	.00	100
60	**	** Culture/Recreation	833	.00	0	9163	10000.00	109	.00	10000	.00	100
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	833	.00	0	9163	10000.00	109	.00	10000	.00	100



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	2683	.00	0	29513	25288.00	86	.00	32200	6912.00	79
	50	** Property	2683	.00	0	29513	25288.00	86	.00	32200	6912.00	79
601	**	** Library	2683	.00	0	29513	25288.00	86	.00	32200	6912.00	79
60	**	** Culture/Recreation	2683	.00	0	29513	25288.00	86	.00	32200	6912.00	79
DIV	6010	TOTAL *****										
		Information Technology	2683	.00	0	29513	25288.00	86	.00	32200	6912.00	79

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	9416	.00	0	103576	55591.87	54	.00	113000	57408.13	49
	50	55 Other Capital Outlay	131625	36898.20	28	1447875	1073948.53	74	.00	1579500	505551.47	68
	50	** Property	141041	36898.20	26	1551451	1129540.40	73	.00	1692500	562959.60	67
601	**	** Library	141041	36898.20	26	1551451	1129540.40	73	.00	1692500	562959.60	67
60	**	** Culture/Recreation	141041	36898.20	26	1551451	1129540.40	73	.00	1692500	562959.60	67
DIV	6020	TOTAL ***** Facilities	141041	36898.20	26	1551451	1129540.40	73	.00	1692500	562959.60	67
DEPT	60	TOTAL ***** Executive Office	194557	36898.20	19	2140127	1164828.40	54	.00	2334700	1169871.60	50
FUND	491	TOTAL ***** Capital Projects-Library	194557	36898.20	19	2140127	1164828.40	54	.00	2334700	1169871.60	50
GRAND		TOTAL *****	194557	36898.20	19	2140127	1164828.40	54	.00	2334700	1169871.60	50

December 19, 2017

(Action Item 3)

**ACCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
November 30, 2017**

**FUND TOTALS**

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library	<b>\$336,263.44</b>
491	Capital Projects Fund - Library	<b>\$36,898.20</b>
<b>Total Disbursements</b>		<b><u>\$373,161.64</u></b>
<b>Payrolls Paid</b>		
11/9/2017		
11/22/2017		<b>\$280,472.31</b>
		<b><u>\$276,989.15</u></b>
		<b><u>\$557,461.46</u></b>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
11/30/2017	Group Insurance	<b>\$94,016.67</b>
11/30/2017	IMRF	<b>\$62,010.62</b>
11/30/2017	Social Security	<b>\$33,481.94</b>
11/30/2017	Medicare	<b>\$7,830.41</b>
		<b><u>\$197,339.64</u></b>
<b>Total Disbursed</b>		<b><u><u>\$1,127,962.74</u></u></b>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
75888	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-NOVEMBER	99.84	99.84
75889	AFTERSCHOOL ENRICHMENT SOLUTIONS	291-0000-140.05-00	CHESS CLUB 1/14/18	100.00	100.00
75902	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00 291-0000-140.05-00	OTHER INCOME/REBATE ANNUAL AWARDS GALA TICK-	151.81- 1,500.00	1,348.19
75908	BAREFOOT HAWAIIAN INC	291-0000-140.05-00	HUGA PROGRAM 1/17/2018	150.00	150.00
75909	BELLIVEAU, STEVE	291-0000-140.05-00	DEPOSIT-SCIENCE WORKSHOP	50.00	50.00
75910	BENSON, RAYMOND	291-0000-140.05-00	MOVIE CLUB 1/11/18	350.00	350.00
75915	CAMRON, RON	291-0000-140.05-00	SUNDAY MUSICALE 1/14/2018	450.00	450.00
75927	COOK MAGIC	291-0000-140.05-00	MAGIC OF BILL COOK PROG-	500.00	500.00
75945	GIRE, DANN	291-0000-140.05-00	MOVIE CLUB 1/11/18	350.00	350.00
75948	GROUP ADMINISTRATORS	291-0000-210.98-00 291-0000-210.94-00	FSA MED-DECEMBER 2017 FSA DEP-DECEMBER 2017	2,885.74 1,197.82	4,083.56
75956	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-0000-140.05-00	PREPAID ILLIAD ANNUAL LIC	5,005.95	5,005.95
75960	INNOVATIVE USERS GROUP	291-0000-140.05-00	IUG 2018 CONF-S MEYER	325.00	325.00
75964	KAREN CHAN FINANCIAL EDUCATION	291-0000-140.05-00	RIGHT TIME TO RETIRE?	300.00	300.00
75965	KNABB, JACOB S	291-0000-140.05-00	WRITERS INK 1/10/18	150.00	150.00
75974	LYNCH, TERRENCE	291-0000-140.05-00	AP-BURNHAMS CHICAGO ON	275.00	275.00
75980	MIDCO INC	291-0000-140.05-00	SECURITY MAINTENANCE-2018	10,396.00	10,396.00
75984	MOBILE ED PRODUCTIONS INC	291-0000-140.05-00	STEAM MUSEUM 1/15/2018	1,125.00	1,125.00
75993	NOFFS SELF STORAGE INC	291-0000-140.05-00	JANUARY PARADE VEHICLE	75.40	75.40
75996	PACIFIC TELEMAGEMENT SERVICES	291-0000-140.05-00	2ND FLOOR PAY PHONE-	63.00	63.00
76000	POLONIA BOOKSTORE INC	291-0000-140.05-00	ANNUAL SUBSCRIPTIONS	1,370.00	1,370.00
76002	PROQUEST LLC	291-0000-140.05-00	PREPAID 360 LINK	4,106.67	4,106.67
76005	RECORD INFORMATION SERVICES INC	291-0000-140.05-00	PREPAID PUBLIC RECORD &	1,475.00	1,475.00
76011	S&P GLOBAL MARKET INTELLIGENCE LLC	291-0000-140.05-00	PREPAID NETADVANTAGE	916.67	916.67
76013	SENSOURCE	291-0000-140.05-00	DATA HOSTING SERVICE FEE-	540.00	540.00
76021	TREEHOUSE ISLAND INC	291-0000-140.05-00	PREPAID-ANNUAL 50 SEAT	7,906.25	7,906.25

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					7,906.25
76033	VRABLIK,LISA	291-0000-140.05-00	MINECRAFT MANIA-2 PROG-	300.00	300.00
***** DIVISION TOTAL ****					41,811.53
***** DEPARTMENT TOTAL **					41,811.53
DEPARTMENT: 60	Executive Office	DIVISION: 01			
75890	AGATI, INC	291-6001-601.50-15	AGATI CHAIRS	15,189.05	15,189.05
75891	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUE-M DRISKELL	263.00	
		291-6001-601.22-02	ALA DUES-AHML	500.00	763.00
75892	ALIBRIS	291-6001-601.32-99	EMP REIMBURSED PURCHASE	98.25	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	49.90	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	53.90	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	115.75	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	62.85	380.65
75894	AMAZON.COM CREDIT	291-6001-601.30-05	INDEX CARD BOX, STORAGE	93.56	
		291-6001-601.30-05	HANGING BOX FILE	33.49	
		291-6001-601.30-05	INDEX BOX REFUND	4.35-	
		291-6001-601.31-85	CHARGING UNIT	205.90	
		291-6001-601.30-05	STORAGE BOX	11.85	
		291-6001-601.30-05	MAGNET HOLDER	10.99	351.44
75897	ARLINGTON HTS CHAMBER OF COM	291-6001-601.22-03	TRAV/TRAIN-S DISTEL &	40.00	40.00
75899	ARLINGTON HTS HISTORICAL SOCIETY	291-6001-601.22-02	AHML DUES	75.00	75.00
75900	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAV/TRAIN-D HALPIN	36.94	
		291-6001-601.22-03	TRAV/TRAIN-S SWANSON	27.86	
		291-6001-601.22-03	TRAV/TRAIN-G ROJEK	27.24	
		291-6001-601.22-03	TRAV/TRAIN-D HALPIN	5.99	
		291-6001-601.22-03	TRAV/TRAIN-T SPICER	14.20	
		291-6001-601.22-03	TRAV/TRAIN-D HALPIN	25.73	
		291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	38.95	
		291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	5.98	182.89
75901	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	AIRBNB-SXSW LODGING-FOR	2,196.36	2,196.36
75902	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	PLA CONFERENCE REG-	280.00	
		291-6001-601.22-03	STAFF APRECIATION/THANKS-	567.95	
		291-6001-601.22-03	STAFF APRECIATION/THANKS-	1,873.10	
		291-6001-601.30-05	INDEX BOX	11.14	
		291-6001-601.21-65	PRIME MEMBERSHIP	99.00	
		291-6001-601.22-05	SURE SEAL SOLUTION	48.00	
		291-6001-601.22-42	COMCAST INTERNET SERVICE	344.85	3,224.04
75903	AT & T	291-6001-601.22-70	TELEPHONE	3,014.48	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-42	INTERNET ACCESS	1,212.73	4,227.21
75906	BAKER & TAYLOR	291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.11	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.89	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	29.67	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	44.02	103.69
75907	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	18.36	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	8.48	26.84
75911	BERGER,GREGORY	291-6001-601.22-03	ILA CONF-G BERGER	248.86	248.86
75922	COMCAST	291-6001-601.21-65	OTHER SERVS	21.03	21.03
75923	COMDATA CORPORATION	291-6001-601.22-03	TRAV/TRAIN	65.83	65.83
75931	DISTEL,SHANNON	291-6001-601.22-03	THANKSGIVING MEAL SUPPS	96.89	96.89
75933	DRISKELL,MIKE	291-6001-601.22-03	THANKSGIVING MEAL SUPPS	183.86	183.86
75935	FEDEX	291-6001-601.22-05	POSTAGE	20.94	20.94
75937	FINER LINE	291-6001-601.30-05	7 NAME BADGES	13.40	13.40
75948	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-DECEMBER 2017	137.75	137.75
75949	HALPIN,DEBRA L	291-6001-601.22-03	BAGELS WITH THE BOARD	89.70	89.70
75950	HARPER COLLEGE	291-6001-601.22-03	COMMUNICATIONG CHANGE	1,800.00	
		291-6001-601.22-03	MANAGING RESISTANCE	1,800.00	3,600.00
75952	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVICES-	49.95	49.95
75959	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	24.26	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	47.07	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	16.38	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.25	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	16.92	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.72	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.69	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.86	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	53.08	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	19.20	226.43
75962	JASINSKI,MARGARET	291-6001-601.22-03	COLL SERVS OPEN HOUSE	222.56	222.56
75968	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS	44.54	44.54
75969	LEARNING TREE INTERNATIONAL	291-6001-601.22-03	SHAREPOINT 2016 CONF-	1,500.00	
		291-6001-601.22-03	SHAREPOINT 2016 CONF-	2,159.00	3,659.00
75970	LIBRARY FURNITURE INTERNATIONAL INC	291-6001-601.50-15	KIDS WORLD TABLE & CHAIRS	13,087.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					13,087.00
75995	OLICHWIER, DAVID	291-6001-601.22-03	DIGITAL MEDIA CONFERENCE-	1,540.23	1,540.23
76004	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	199.50	
		291-6001-601.22-05	POSTAGE	147.00	
		291-6001-601.22-05	POSTAGE	201.40	
		291-6001-601.22-05	POSTAGE	157.20	
		291-6001-601.22-05	POSTAGE	201.40	906.50
76009	ROBBINS SCHWARTZ	291-6001-601.20-20	LEGAL SERVS-FOIA REQUESTS	4,531.25	4,531.25
76019	TIME CLOCK PLUS	291-6001-601.50-15	2 TIMECLOCKS	4,898.00	4,898.00
76023	U S POSTAL SERVICE-NEOPOST POSTAGE	291-6001-601.22-05	POSTAGE METER FUNDS	3,000.00	3,000.00
76028	UPS	291-6001-601.22-05	POSTAGE	5.02	5.02
76029	VAN METER MAILING	291-6001-601.22-05	POSTAGE	2,758.57	2,758.57
76031	VERIZON WIRELESS	291-6001-601.22-70	10/26-11/25/17 TELEPHONE	367.68	367.68
76034	WAREHOUSE DIRECT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	156.04	156.04
76038	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS	204.00	1,778.99

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

*communications and marketing*

68,470.19

DEPARTMENT: 60 Executive Office

DIVISION: 02

75894	AMAZON.COM CREDIT	291-6002-601.30-05	TWIN TIP MARKERS, BLENDER	33.90	33.90
75902	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK AD-THE CIRCLE &	12.22	
		291-6002-601.22-02	RAGAN INSIDER ANNUAL MEM-	200.00	
		291-6002-601.22-10	BUSINESS CARDS	20.97	
		291-6002-601.22-10	BUSINESS CARDS	59.93	
		291-6002-601.22-10	BUSINESS CARDS	20.97	
		291-6002-601.30-05	FLOOR STAND BASES	158.39	472.48
75921	COLORWAVE GRAPHICS LLC	291-6002-601.22-10	PRINTED FABRIC GRAPHIC	972.50	972.50
75944	GARVEYS OFFICE PRODUCTS	291-6002-601.30-05	LABELS	319.80	319.80
75985	MOBILE PRINT	291-6002-601.22-10	LETTERHEAD, ENVELOPES	1,513.20	
		291-6002-601.22-10	ENVELOPES	805.10	
		291-6002-601.22-10	KW NAMETAGS	273.66	
		291-6002-601.22-10	BILINGUAL FLYER-HOW TO	477.36	
		291-6002-601.22-10	BOOK DISCUSSION BROCHURE	420.13	
		291-6002-601.22-10	BOOK DISCUSSION BROCHURE-	343.20	3,832.65
76029	VAN METER MAILING	291-6002-601.21-65	OTHER SERVS	600.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
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/PAYM #

		291-6002-601.21-65	OTHER SERVS	22.80	622.80
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\*\*\*\*\* DIVISION TOTAL \*\*\*\*

6,254.13

*Human Resources*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 03			
75884	ACTION WITHOUT BORDERS	291-6003-601.22-01	ESL/LITERACY COORDINATOR	90.00	90.00
75900	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	EMP RECOGNITION-K MCCOY	22.45	22.45
75902	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-01	30D JOB AD-ESL/LITERACY	75.00	75.00
75916	CAREERBUILDER	291-6003-601.21-65	OTHER SERVS	361.00	361.00
75966	KROGER PBM	291-6003-601.21-65	2017 FLUSHOT CLINIC	585.00	585.00
75976	MANAGEMENT ASSOCIATION OF ILL	291-6003-601.21-65	OTHER SERVS	500.00	500.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

1,633.45

*Gifts and Grants*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 04			
75894	AMAZON.COM CREDIT	291-6004-601.32-80	MEM DON BOOKS	19.97	19.97
75900	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.21-65	OTHER SERVS-E LUDEMANN	24.97	24.97
75906	BAKER & TAYLOR	291-6004-601.32-80	MEM DON BOOKS-PEIFER	19.88	
		291-6004-601.32-80	MEM DON BOOKS-PEIFER	22.71	
		291-6004-601.32-80	HOLIDAY BOOK DRIVE BOOKS	32.35	74.94
75923	COMDATA CORPORATION	291-6004-601.21-65	OTHER SERVS	238.00	238.00
75936	FINDAWAY WORLD LLC	291-6004-601.32-75	MEM DON-AV MTL SCHRMM	109.99	109.99
75959	INGRAM LIBRARY SERVICES	291-6004-601.32-80	HOLIDAY BOOK DRIVE BOOKS	11.24	
		291-6004-601.32-80	HOLIDAY BOOK DRIVE BOOKS	717.15	728.39

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

1,196.26

*Finance*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 08			
75883	ACOUNTEMPS	291-6008-601.21-65	OTHER SERVS	1,242.96	
		291-6008-601.21-65	OTHER SERVS	1,242.96	
		291-6008-601.21-65	OTHER SERVS	893.38	
		291-6008-601.21-65	OTHER SERVS	1,372.44	4,751.74
75990	NEOPOST USA INC	291-6008-601.21-36	EQUIP RENTAL	306.00	306.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

5,057.74



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Information Technology</i>		
75886	ADTUMBLER INC	291-6010-601.20-08	CONSULTING SERVS LIB	645.00	645.00
75894	AMAZON.COM CREDIT	291-6010-601.31-85	GREEN SCREEN	99.99	
		291-6010-601.31-85	iPAD CASE	181.10	
		291-6010-601.50-12	XBOX CONSOLE	499.00	
		291-6010-601.30-30	BATTERIES	12.49	
		291-6010-601.31-85	iPAD CASE	11.99	
		291-6010-601.30-05	GOO GONE REMOVER	3.99	
		291-6010-601.31-85	XBOX CONTROLLER	140.70	
		291-6010-601.31-85	FUJIFILM CAMERA FILM	144.30	
		291-6010-601.31-85	MACBOOK HARD CASE COVER	95.92	
		291-6010-601.30-05	P-TOUCH TAPE	44.97	
		291-6010-601.31-85	SCREEN PROTECTOR	7.99	
		291-6010-601.30-30	BATTERY	12.49	1,254.93
75896	AQUARIUM ADVENTURE	291-6010-601.21-02	EQUIP MAINT-NOVEMBER 2017	295.00	295.00
75902	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ANNUAL RENEWAL-PARALLES	55.11	
		291-6010-601.31-85	iPHONE HOLSTER CASE FOR	19.98	
		291-6010-601.30-32	NETCLOUD MANAGER 1YR RE-	32.00	
		291-6010-601.31-85	HP LJ RIGHT DOOR ASSEMBLY	58.99	
		291-6010-601.20-05	MONTHLY SUBSCRIPTION-	54.10	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	9.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION-	35.00	
		291-6010-601.31-85	BNC EXTENSION CONNECTOR	47.96	
		291-6010-601.30-32	SLOW SHUTTER CAM APP	33.83	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION-	9.99	
		291-6010-601.30-33	ALA IMAGE USE WORKSHOP	64.49	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP-	25.00	446.44
75904	B & H PHOTO VIDEO	291-6010-601.30-30	TONER CARTRIDGE, LASERJET	453.99	
		291-6010-601.30-30	TONER	292.87	
		291-6010-601.30-30	COLOR LASERJET TONER	292.87	
		291-6010-601.30-30	COLOR LASERJET TONER	292.87-	
		291-6010-601.31-85	HEADPHONES	80.55	
		291-6010-601.30-30	HEADPHONES	143.50	970.91
75956	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6010-601.30-32	ILLIAD ANNUAL LICENSE	1,001.19	1,001.19
75957	IMPACT NETWORKING LLC	291-6010-601.30-30	TONER	19.50	19.50
75973	LINDENMEYR MUNROE	291-6010-601.30-30	COPY PAPER	1,417.75	1,417.75
75983	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.30-30	LASER KIT, FUSER KIT	429.94	
		291-6010-601.30-32	BARRACUDA UPDATES	333.00	
		291-6010-601.21-02	BARRACUDA INSTANT REPLACE	415.00	
		291-6010-601.32-32	CLOUD TEAM APPS	274.73	
		291-6010-601.50-12	APPLE iPAD TABLET	329.00	
		291-6010-601.50-12	HP PRO BOOK	6,560.00	
		291-6010-601.50-12	APPLE MACBOOK AIR	1,219.00	9,560.67
75986	MONOPRICE INC	291-6010-601.31-85	HDTV CABLE	22.68	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					22.68
76019	TIME CLOCK PLUS	291-6010-601.30-32	TCP ACTIVATION	999.00	
		291-6010-601.30-32	ONE TIME SOFTWARE MODULE	10,223.00	11,222.00
76020	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	COST PER FAX PROGRAM-3RD	806.88	806.88
***** DIVISION TOTAL ****					27,662.95

*Facilities*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
75885	ADLER ROOFING AND SHEET METAL	291-6020-601.21-11	PREVENTATIVE MAINTENANCE	1,327.00	1,327.00
75887	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	NOVEMBER STANDARD SERVICE	2,156.76	2,156.76
75895	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	NOVEMBER 2017 SERVICE	89.00	89.00
75898	ARLINGTON HTS FORD	291-6020-601.21-07	VAN OIL CHANGE & BULB RE-	65.91	
		291-6020-601.21-07	PICKUP OIL CHANGE & RE-	54.92	120.83
75900	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	BLDG MAINT-G LECLAIR	38.94	38.94
75902	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	CIRCUIT BREAKERS	459.90	459.90
75905	BADE SUPPLY	291-6020-601.31-45	TOWELS & TISSUES	1,196.02	1,196.02
75924	COMED	291-6020-601.30-51	HEATING 10/5-11/3/17	75.41	75.41
75925	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	REPLACE COUPLING FOR	124.00	
		291-6020-601.21-11	FIXED ANTIFREEZE LEAKING	3,367.00	
		291-6020-601.21-11	REPLACE CONTACTOR &	420.00	
		291-6020-601.21-11	REPLACE AIR DRYER ON 1994	2,020.00	
		291-6020-601.21-11	2 ACTUATORS FOR NORTH &	2,542.00	8,473.00
75932	DOOR SYSTEMS INC	291-6020-601.50-15	REPLACE GARAGE DOOR	9,085.00	9,085.00
75934	F E MORAN SECURITY SOLUTIONS	291-6020-601.21-02	BURLAR ALARM MONITORING	106.17	
		291-6020-601.21-02	ELEVATOR EMERGENCY MONI-	60.00	
		291-6020-601.21-02	ELEVATOR EMERGENCY MONI-	60.00	226.17
75938	FIRE PROTECTION COMPANY	291-6020-601.21-11	ANNUAL FIRE SPRINKLER	1,020.00	1,020.00
75946	GRAINGER INC,W W	291-6020-601.21-11	V-BELTS	531.93	531.93
75954	IGS	291-6020-601.30-51	NATURAL GAS-OCTOBER 2017	3,587.87	3,587.87
75967	LANDWORKS LIMITED	291-6020-601.21-11	IRRIGATION CONTROLLER RE-	525.00	525.00
75977	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE-	4,599.00	4,599.00
75978	MCGANN PLUMBING INC	291-6020-601.50-15	5 ELECTRIC WATER HEATERS	4,184.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					4,184.00
75979	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	3PK 20 AMP GFCI, ROTARY	157.86	157.86
75980	MIDCO INC	291-6020-601.50-15	EXTERIOR GARAGE CAMERA	2,488.27	2,488.27
75992	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIBUTION	917.27	
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	202.92	
		291-6020-601.30-51	NAT GAS DISTRIBUTION-	854.69	
		291-6020-601.30-51	NAT GAS DISTRIBUTION-	406.16	2,381.04
76014	SHALES MCNUTT LLC	491-6020-601.50-55	PARKING LOT PROJECT-	36,898.20	36,898.20
76015	SHERWIN HARDWARE INC	291-6020-601.21-11	DOOR STOP, HARDWARE	27.35	
		291-6020-601.21-11	CLAMP HOSE	7.95	
		291-6020-601.21-11	SWITCHPLATES, WALL PLATES	30.09	65.39
76016	STANDARD ELEVATOR CO	291-6020-601.21-02	CHECK SENSOR IN WEST	342.85	
		291-6020-601.21-02	REG SERVICE-DECEMBER 2017	931.24	
		291-6020-601.21-02	DUNTON ELEVATOR REPAIR	461.63	1,735.72
76032	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL-OCTOBER 2017	157.30	
		291-6020-601.21-60	WATER/SEWER	82.77	
		291-6020-601.21-60	WATER/SEWER	4,659.52	4,899.59
***** DIVISION TOTAL ****					86,321.90
***** DEPARTMENT TOTAL **					196,596.62

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
64	User Services	01			
75900	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	TRAV/TRAIN-A BELFORD	4.82	
		291-6401-601.22-03	TRAV/TRAIN-A BELFORD	6.43	
		291-6401-601.32-02	PROG EVENTS-C CAPUTO	13.98	25.23

\*\*\*\*\* DIVISION TOTAL \*\*\*\* Specialty Info Services 25.23

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
64	User Services	05			
75894	AMAZON.COM CREDIT	291-6405-601.32-02	FOLDING PLATFORM TRUCK	79.30	
		291-6405-601.32-01	HOTWHEELS MINDRACERS	87.59	
		291-6405-601.32-90	CALCULATOR AND CASE	317.82	
		291-6405-601.32-02	HAND COUNTER, FOLDING CART	280.55	
		291-6405-601.32-02	CLAX CRATE	30.00	
		291-6405-601.32-01	K'NEX ROLLER COASTER, KNEX	529.75	
		291-6405-601.32-01	GREETING CARDS	11.33	
		291-6405-601.32-01	TAX REFUND	.84-	
		291-6405-601.32-01	TAX REFUND	1.62-	
		291-6405-601.32-90	EARPLUGS	19.26	
		291-6405-601.32-01	CIRCUIT STICKERS BATTERY	106.35	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6405-601.32-01	CIRCUIT STICKERS	17.55	
		291-6405-601.32-01	STAR WARS DROID	99.00	
		291-6405-601.30-05	DESK ORGANIZER	27.15	
		291-6405-601.30-05	STACKING SORTER	15.83	
		291-6405-601.32-01	TAX CREDIT	3.72-	1,615.30
75900	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-02	DUES-T DANTIS	45.83	
		291-6405-601.32-01	PROG SUPPS-K DEVITT	45.00	
		291-6405-601.32-01	PROG EVENTS-K DEVITT	12.98	
		291-6405-601.32-02	PROG EVENTS-L DAKAS	15.99	
		291-6405-601.32-01	PROG SUPPS-S HARISSIS	19.36	
		291-6405-601.22-03	TRAV/TRAIN-T DANTIS	24.73	
		291-6405-601.22-03	TRAV/TRAIN-S HILL	40.91	
		291-6405-601.32-02	PROG EVENTS-T DANTIS	25.00	
		291-6405-601.22-03	TRAV/TRAIN-J JURGENS	49.70	
		291-6405-601.22-03	TRAV/TRAIN-K DEVITT	46.33	
		291-6405-601.22-03	TRAV/TRAIN-M YOUNG	8.72	
		291-6405-601.32-02	PROG EVENTS-M YOUNG	8.45	
		291-6405-601.22-03	TRAV/TRAIN-A SON	19.39	
		291-6405-601.32-02	PROG EVENTS-A SON	20.29	
		291-6405-601.32-02	PROG EVENTS-S HARISSIS	12.08	
		291-6405-601.22-03	TRAV/TRAIN-A BAILEY	22.35	
		291-6405-601.22-03	TRAV/TRAIN-D MALIK	23.18	
		291-6405-601.32-02	PROG EVENTS-D MALIK	5.00	445.29
75901	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-02	TAB MEETING 11/19/17	28.00	28.00
75902	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-02	MULTILINGUAL READ WRIST-	66.00	
		291-6405-601.22-02	ALA & PLA DUES-A BAILEY	142.00	208.00
75923	COMDATA CORPORATION	291-6405-601.32-02	PROG EVENTS	308.59	308.59
75930	DEVITT, KERRY	291-6405-601.32-02	DECEMBER TAG SUPPLIES	76.40	76.40
75951	HENQUINET, RICHARD	291-6405-601.22-18	NOVEMBER RESUME REVIEWS	60.00	60.00
75975	MADAY, JULIE I	291-6405-601.22-18	SEPTEMBER RESUME REVIEWS	30.00	
		291-6405-601.22-18	NOVEMBER RESUME REVIEWS	60.00	90.00
76001	PRO LIBRA ASSOCIATES INC	291-6405-601.21-65	OTHER SERVS	190.00	
		291-6405-601.21-65	OTHER SERVS	427.50	
		291-6405-601.21-65	OTHER SERVS	190.00	
		291-6405-601.21-65	OTHER SERVS	190.00	997.50
76003	PURCHASE ADVANTAGE CARD	291-6405-601.32-02	LINCOLN STORY LEAGUE, TAB	151.63	151.63
76034	WAREHOUSE DIRECT	291-6405-601.30-05	OFF SUPPS	22.30	22.30
***** DIVISION TOTAL *****					4,003.01

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Customer Services</i>		
75894	AMAZON.COM CREDIT	291-6420-601.32-90	POST-IT NOTES	7.92	7.92
75900	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAV/TRAIN-S BECKMAN	15.00	
		291-6420-601.32-01	PROG SUPPS-M PAPANASTASS-	4.99	
		291-6420-601.22-03	TRAV/TRAIN-S MEYER	26.12	
		291-6420-601.22-03	TRAV/TRAIN-S MEYER	15.00	
		291-6420-601.32-01	PROG SUPPS-B WEINER	24.50	
		291-6420-601.22-03	TRAV/TRAIN-J DUNCAN	11.50	97.11
75920	CIVIL WAR TIMES ILLUSTRATED	291-6420-601.32-01	PICTURE STORY, INSTA-SNOW	128.58	128.58
75941	FROSTBURG STATE UNIVERSITY	291-6420-601.21-64	ACCESS SERVS	15.00	15.00
75944	GARVEYS OFFICE PRODUCTS	291-6420-601.32-90	WIPES	52.80	52.80
75956	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS-OCTOBER 2017	12.10-	
		291-6420-601.21-64	ACCESS SERVS-NOVEMBER	268.00-	280.10-
75961	JANWAY COMPANY USA INC	291-6420-601.32-90	RED KIT BAGS	1,910.33	1,910.33
75972	LIBRARY STORE INC,THE	291-6420-601.32-90	LIBRARY MAILING LABELS	100.02	100.02
75994	OFFICE DEPOT BUSINESS ACCOUNT	291-6420-601.32-90	CC-STAMP	28.79	28.79
75998	PAPANASTASSIOU,MARIA	291-6420-601.32-01	PROG SUPPS	99.97	99.97
76003	PURCHASE ADVANTAGE CARD	291-6420-601.32-90	CIRC SUPPLIES	7.83	7.83
76025	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	NOVEMBER 2017 PLACEMENTS	196.90	196.90
76026	UNIV OF NORTH CAROLINA	291-6420-601.21-64	ACCESS SERVS	100.00	100.00
76034	WAREHOUSE DIRECT	291-6420-601.32-90	CIRC SUPPS	11.42	
		291-6420-601.30-05	OFF SUPPS	18.36	29.78

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

*Programs and Exhibits*

2,494.93

ACCOUNT	DESCRIPTION	AMOUNT
291-6440-601.32-02	CHARM BOXES	8.79
291-6440-601.32-02	SEA SHELLS	20.28
291-6440-601.32-02	POPCORN KERNELS	66.63
291-6440-601.32-02	FABRIC SPOOL, HEADBANDS,	135.34
291-6440-601.32-02	FABRIC SPOOL	13.00
291-6440-601.32-02	FABRIC SPOOL	13.00
291-6440-601.32-02	POPCORN SALT	8.28
291-6440-601.32-02	QUILLING STRIPS, BAKING	254.14
291-6440-601.32-02	CARD STOCK	13.80
291-6440-601.32-02	CARD STOCK	32.50
291-6440-601.32-02	CUPCAKE PENCILS, KRAFT	193.37

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	CUPCAKE STAMPERS	167.79	
		291-6440-601.32-02	THREAD & ZIPPERS	4.00	
		291-6440-601.32-02	TISSUE PAPER	23.74	
		291-6440-601.32-02	TISSUE PAPER, ZIPPERS,	43.72	
		291-6440-601.32-02	FOOD CONTAINERS	12.45	
		291-6440-601.32-02	FOOD CONTAINERS	12.45	1,023.28
75900	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	XOXO EXHIBIT	5,000.00	
		291-6440-601.32-02	PROG EVENTS-D NAPRAVNIK	11.99	
		291-6440-601.32-02	PROG EVENTS-M YOUNG	6.98	
		291-6440-601.32-02	PROG EVENTS-K DEVITT	27.87	
		291-6440-601.32-02	PROG SUPPS-K DEVITT	9.78	
		291-6440-601.32-02	PROG EVENTS-L DAKAS	19.00	
		291-6440-601.32-02	PROG EVENTS-M PAPANASTASS	9.98	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	18.97	
		291-6440-601.32-02	PROG EVENTS-D NAPRAVNIK	40.64	
		291-6440-601.32-02	PROG EVENTS-A SON	14.39	
		291-6440-601.32-02	PROG EVENTS-L DAKAS	15.00	
		291-6440-601.22-03	TRAV/TRAIN-J CZAJKA	34.61	5,209.21
75901	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PIZZA-TEEN PROGRAM	25.20	
		291-6440-601.32-02	SUNDAY PROGRAM-MUFFINS	656.00	
		291-6440-601.32-02	BOOKS & BREWS BUFFET SET-	80.00	761.20
75902	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	REFUND-BALLOT BOXES	288.08-	
		291-6440-601.32-02	REFUND-BALLOT BOXES	36.01-	
		291-6440-601.32-02	GLASS BOWLS & GREEN BRICK	95.52	
		291-6440-601.32-02	BALLOT BOXES	86.86	
		291-6440-601.32-02	ICE	1.83	
		291-6440-601.22-02	ALA & PLA DUES-S JAROL	117.00	
		291-6440-601.22-18	TRANSPORTATION CHICAGO TO	95.25	
		291-6440-601.22-18	AUTHOR L NUMEROFF MISC	19.85	
		291-6440-601.22-18	TRANSPORTATION-AHML TO	95.25	
		291-6440-601.22-18	REFUND ON FOOD EXPENSES	19.85-	
		291-6440-601.32-02	GAME OF THRONES TRIVIA	100.00	
		291-6440-601.22-18	LUNCH FOR M T ANDERSON	43.71	
		291-6440-601.32-02	DIY GREETING CARD SUPPS	27.95	
		291-6440-601.32-02	FLOWERS-THANKSGIVING	49.95	389.23
75920	CIVIL WAR TIMES ILLUSTRATED	291-6440-601.32-02	GLUE PENS,RULER SET,	147.05	147.05
75940	FREE PLAY PICTURES	291-6440-601.32-02	PERFORMANCE LICENSE	300.00	300.00
75942	FUN EXPRESS LLC	291-6440-601.32-02	BEACH BALLS	35.95	35.95
75981	MIDWEST MEDIA	291-6440-601.22-18	M T ANDERSON DRIVER	141.26	141.26
75987	MOTION PICTURE LICENSING CORP	291-6440-601.22-18	CERTIFICATE OF LICENSE	315.89	
		291-6440-601.22-18	CERTIFICATE OF LICENSE	240.76	556.65
75998	PAPANASTASSIOU,MARIA	291-6440-601.32-02	PROG EVENTS	165.34	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	DOLLHOUSE FOR PLAY AREA	79.99	245.33
76003	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	FAMILY BOOK CLUB, DIST 214	177.29	177.29
76008	RO*CO FILMS EDUCATIONAL	291-6440-601.32-02	PROG EVENTS	260.00	260.00
76012	SCHOLASTIC INC	291-6440-601.32-02	KW PRIZE BOOKS	2,528.25	
		291-6440-601.32-02	KW PRIZE BOOKS	24.25	2,552.50
76030	VELA, MAUREEN	291-6440-601.32-02	PROG EVENTS SUPPLIES	160.83	160.83
***** DIVISION TOTAL ****					11,959.78

Digital Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
75893	ALLDATA	291-6450-601.32-78	LIBRARY-REPAIR SERIES ON-	1,500.00	1,500.00
75894	AMAZON.COM CREDIT	291-6450-601.31-85	FRONT COVER FRAME	15.99	
		291-6450-601.30-05	KEYLESS ENTRY BATTERY	5.52	
		291-6450-601.32-90	BATTERIES	12.49	
		291-6450-601.30-07	FLASH DRIVES	489.90	
		291-6450-601.50-15	COMPUTER KIT, DASH & DOT	963.87	
		291-6450-601.50-15	AMAZON ECHO	94.99	1,582.76
75900	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	SMALL TOOLS-B BEDNAREK	47.61	
		291-6450-601.31-85	SMALL TOOLS-B BEDNAREK	29.00	76.61
75902	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	DROID INVENTOR & SMART	224.45	
		291-6450-601.50-15	FLYBRIX DELUXE OCTO KIT	266.08	
		291-6450-601.50-15	GOOGLE HOME	137.06	
		291-6450-601.50-15	WALABOT STARTER KIT	161.33	
		291-6450-601.50-15	TAX REFUND	14.68-	774.24
75911	BERGER, GREGORY	291-6450-601.22-03	SPEAKING COURSE @ HARPER	220.00	220.00
75944	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES	56.88	
		291-6450-601.32-90	CIRC SUPPS	92.39	149.27
75986	MONOPRICE INC	291-6450-601.31-85	CABLES	38.35	38.35
76002	PROQUEST LLC	291-6450-601.32-78	360 LINK	2,053.33	
		291-6450-601.32-78	ALT-PRESSWATCH	3,467.00	5,520.33
76006	RECORDED BOOKS INC	291-6450-601.32-78	ARTIST WORKS SUBSCRIPTION	1,500.00	1,500.00
76011	S&P GLOBAL MARKET INTELLIGENCE LLC	291-6450-601.32-78	NETADVANTAGE	10,083.33	10,083.33
76018	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFO CHARGES-OCTOBER	893.12	893.12
76021	TREEHOUSE ISLAND INC	291-6450-601.32-78	ANNUAL 50 SEAT PLAN	718.75	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					718.75

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

Collection Services

23,056.76

DEPARTMENT: 64 User Services  
 75891 ALA MEMBERSHIP  
 75894 AMAZON.COM CREDIT

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
DIVISION: 70			
291-6470-601.22-02	ALA DUE-J KADUS	213.00	213.00
291-6470-601.32-75	AV MTLs	255.92	
291-6470-601.32-75	AV MTLs	57.03	
291-6470-601.32-75	AV MTLs	59.35	
291-6470-601.32-75	AV MTLs	256.93	
291-6470-601.32-75	AV MTLs	19.98	
291-6470-601.32-75	AV MTLs	49.80	
291-6470-601.32-75	AV MTLs	9.99	
291-6470-601.32-75	AV MTLs	97.79	
291-6470-601.32-75	AV MTLs	95.98	
291-6470-601.32-75	AV MTLs	15.98	
291-6470-601.32-75	AV MTLs	11.99	
291-6470-601.32-75	AV MTLs	47.98	
291-6470-601.32-75	AV MTLs	9.99	
291-6470-601.32-75	AV MTLs	30.18	
291-6470-601.32-75	AV MTLs	170.56	
291-6470-601.32-75	AV MTLs	59.95	
291-6470-601.32-75	AV MTLs	89.92	
291-6470-601.32-75	AV MTLs	29.95	
291-6470-601.32-75	AV MTLs	59.99	
291-6470-601.32-75	AV MTLs	39.95	
291-6470-601.32-75	AV MTLs	5.93-	
291-6470-601.32-75	AV MTLs	29.83	
291-6470-601.32-75	AV MTLs	19.95	
291-6470-601.32-75	AV MTLs	59.88	
291-6470-601.32-75	AV MTLs	108.00	
291-6470-601.32-75	AV MTLs	38.98	
291-6470-601.32-75	AV MTLs	38.23	
291-6470-601.32-75	AV MTLs	21.98	
291-6470-601.32-75	AV MTLs	11.99	
291-6470-601.32-75	AV MTLs	54.14	
291-6470-601.32-75	AV MTLs	67.88	
291-6470-601.32-75	AV MTLs	27.41	
291-6470-601.32-75	AV MTLs	179.97	
291-6470-601.32-75	AV MTLs	5.99	
291-6470-601.32-75	AV MTLs	11.99	
291-6470-601.32-75	AV MTLs	89.97	
291-6470-601.32-75	AV MTLs	64.95	
291-6470-601.32-75	AV MTLs	26.19	
291-6470-601.32-75	AV MTLs	62.02	
291-6470-601.32-75	AV MTLs	16.48	
291-6470-601.32-75	AV MTLs	52.28	
291-6470-601.32-75	AV MTLs	264.88	
291-6470-601.32-75	AV MTLs	29.97	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL	22.38	
		291-6470-601.32-75	AV MTL	224.97	
		291-6470-601.32-75	AV MTL	107.04	
		291-6470-601.32-75	AV MTL	119.76	
		291-6470-601.32-75	AV MTL	95.97	
		291-6470-601.32-75	AV MTL	29.91	
		291-6470-601.32-75	AV MTL	31.18	
		291-6470-601.32-75	AV MTL	55.82	
		291-6470-601.32-75	AV MTL	54.38	
		291-6470-601.32-75	AV MTL	115.98	
		291-6470-601.32-75	AV MTL	24.98	
		291-6470-601.32-75	AV MTL	19.98	
		291-6470-601.32-75	AV MTL	18.69	
		291-6470-601.32-75	AV MTL	87.06	
		291-6470-601.32-75	AV MTL	95.98	
		291-6470-601.32-75	AV MTL	34.27	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-75	AV MTL	.06-	
		291-6470-601.32-75	AV MTL	25.46	
		291-6470-601.32-75	AV MTL	11.39	
		291-6470-601.32-75	AV MTL	139.98	
		291-6470-601.32-75	AV MTL	19.99	
		291-6470-601.32-75	AV MTL	36.95	
		291-6470-601.32-75	AV MTL	45.88	
		291-6470-601.32-75	AV MTL	34.95	
		291-6470-601.32-75	AV MTL	34.99	
		291-6470-601.32-75	AV MTL	26.77	
		291-6470-601.32-75	AV MTL	100.13	
		291-6470-601.32-75	AV MTL	11.89	
		291-6470-601.32-75	AV MTL	39.99	
		291-6470-601.32-75	AV MTL	16.95	
		291-6470-601.32-75	AV MTL	19.51	
		291-6470-601.32-75	AV MTL	10.99	
		291-6470-601.32-75	AV MTL	25.94	
		291-6470-601.32-75	AV MTL	25.96	
		291-6470-601.32-75	AV MTL	21.65	
		291-6470-601.32-75	AV MTL	107.26	
		291-6470-601.32-75	AV MTL	5.70-	
		291-6470-601.32-75	AV MTL	9.88	
		291-6470-601.32-75	AV MTL	13.98	
		291-6470-601.32-75	AV MTL	19.96	
		291-6470-601.32-75	AV MTL	25.87	
		291-6470-601.32-75	AV MTL	12.29	
		291-6470-601.32-75	AV MTL	84.96	
		291-6470-601.32-75	AV MTL	89.29	
		291-6470-601.32-75	AV MTL	12.59	
		291-6470-601.32-75	AV MTL	12.99	
		291-6470-601.32-75	AV MTL	29.97	
		291-6470-601.32-75	AV MTL	13.12	
		291-6470-601.32-75	AV MTL	118.93	
		291-6470-601.32-80	BOOKS	23.81	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	19.82	
		291-6470-601.32-80	BOOKS	37.60	
		291-6470-601.32-80	BOOKS	214.06	
		291-6470-601.32-80	BOOKS	19.96	
		291-6470-601.32-80	BOOKS	27.91	
		291-6470-601.32-80	BOOKS	50.44	
		291-6470-601.32-80	BOOKS	108.03	
		291-6470-601.32-80	BOOKS	46.57	
		291-6470-601.32-80	BOOKS	12.05	
		291-6470-601.32-80	BOOKS	18.05	
		291-6470-601.32-80	BOOKS	31.64	
		291-6470-601.32-80	BOOKS	8.64	
		291-6470-601.32-80	BOOKS	38.98	
		291-6470-601.32-80	BOOKS	35.99	
		291-6470-601.32-80	BOOKS	53.04	
		291-6470-601.32-80	BOOKS	35.37	
		291-6470-601.32-80	BOOKS	17.93	
		291-6470-601.32-80	BOOKS	37.01	
		291-6470-601.32-80	BOOKS	60.98	
		291-6470-601.32-80	BOOKS	18.31	
		291-6470-601.32-80	BOOKS	7.13	
		291-6470-601.32-80	BOOKS	44.19	
		291-6470-601.32-80	BOOKS	75.37	
		291-6470-601.32-80	BOOKS	60.92	
		291-6470-601.32-80	BOOKS	29.50	
		291-6470-601.32-80	BOOKS	101.70	
		291-6470-601.32-80	BOOKS	9.52	
		291-6470-601.32-80	BOOKS	19.60	
		291-6470-601.32-80	BOOKS	20.02	
		291-6470-601.32-80	BOOKS	16.91	
		291-6470-601.32-80	BOOKS	99.56	
		291-6470-601.32-80	BOOKS	33.58	
		291-6470-601.32-80	BOOKS	10.49	
		291-6470-601.32-80	BOOKS	11.82	
		291-6470-601.32-80	BOOKS	9.34	
		291-6470-601.32-80	BOOKS	63.61	
		291-6470-601.32-80	BOOKS	9.96	
		291-6470-601.32-80	BOOKS	42.49	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	30.98	
		291-6470-601.32-80	BOOKS	9.27	
		291-6470-601.32-80	BOOKS	12.74	
		291-6470-601.32-80	BOOKS	34.18	
		291-6470-601.32-80	BOOKS	23.25	
		291-6470-601.32-80	BOOKS	13.59	
		291-6470-601.32-80	BOOKS	49.50	
		291-6470-601.32-80	BOOKS	34.21	
		291-6470-601.32-80	BOOKS	22.30	
		291-6470-601.32-80	BOOKS	55.85	
		291-6470-601.32-80	BOOKS	72.21	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	14.39	
		291-6470-601.32-80	BOOKS	268.79	
		291-6470-601.32-80	BOOKS	42.90	
		291-6470-601.32-80	BOOKS	91.05	
		291-6470-601.32-80	BOOKS	22.14	
		291-6470-601.32-80	BOOKS	22.05	
		291-6470-601.32-80	BOOKS	110.31	
		291-6470-601.32-80	BOOKS	16.79	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	8.44	
		291-6470-601.32-80	BOOKS	73.95	
		291-6470-601.32-80	BOOKS	8.96	
		291-6470-601.32-80	BOOKS	127.61	
		291-6470-601.32-80	BOOKS	87.58	
		291-6470-601.32-80	BOOKS	28.21	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-95	PERIODICALS	8.98	
		291-6470-601.32-95	PERIODICALS	12.82	
		291-6470-601.32-95	PERIODICALS	12.49	
		291-6470-601.32-95	PERIODICALS	11.37	
		291-6470-601.32-95	PERIODICALS	14.00	
		291-6470-601.32-95	PERIODICALS	11.54	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.32-75	AV MTLs	59.95	
		291-6470-601.32-75	AV MTLs	47.96	
		291-6470-601.32-75	AV MTLs	7.99-	
		291-6470-601.32-75	AV MTLs	79.98	
		291-6470-601.32-75	AV MTLs	14.95	
		291-6470-601.32-75	AV MTLs	68.06	
		291-6470-601.32-75	AV MTLs	9.98-	
		291-6470-601.32-75	AV MTLs	89.92	
		291-6470-601.32-75	AV MTLs	.11-	
		291-6470-601.32-75	AV MTLs	46.46	
		291-6470-601.32-75	AV MTLs	16.98	
		291-6470-601.32-75	AV MTLs	53.94	
		291-6470-601.32-75	AV MTLs	24.98	
		291-6470-601.32-75	AV MTLs	37.98	
		291-6470-601.32-75	AV MTLs	8.89	
		291-6470-601.32-75	AV MTLs	31.79	
		291-6470-601.32-75	AV MTLs	37.99	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	39.96	
		291-6470-601.32-75	AV MTLs	54.43	
		291-6470-601.32-75	AV MTLs	22.76	
		291-6470-601.32-75	AV MTLs	11.90	
		291-6470-601.32-75	AV MTLs	65.75	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	105.49	
		291-6470-601.32-75	AV MTLs	139.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	112.02	
		291-6470-601.32-75	AV MTLs	44.98	
		291-6470-601.32-75	AV MTLs	54.68	
		291-6470-601.32-75	AV MTLs	63.02	
		291-6470-601.32-80	BOOKS	16.54	
		291-6470-601.32-80	BOOKS	8.59	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	23.67	
		291-6470-601.32-80	BOOKS	37.17	
		291-6470-601.32-80	BOOKS	106.37	
		291-6470-601.32-80	BOOKS	6.30	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	93.59	
		291-6470-601.32-80	BOOKS	62.26	
		291-6470-601.32-80	BOOKS	16.00	
		291-6470-601.32-80	BOOKS	16.84	
		291-6470-601.32-80	BOOKS	119.60	
		291-6470-601.32-80	BOOKS	23.94	
		291-6470-601.32-80	BOOKS	21.98	
		291-6470-601.32-80	BOOKS	50.91	
		291-6470-601.32-80	BOOKS	41.96	
		291-6470-601.32-80	BOOKS	63.32	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	38.25	
		291-6470-601.32-80	BOOKS	15.93	
		291-6470-601.32-80	BOOKS	35.65	
		291-6470-601.32-80	BOOKS	25.19	
		291-6470-601.32-80	BOOKS	35.00	
		291-6470-601.32-80	BOOKS	74.08	
		291-6470-601.32-95	PERIODICALS	11.49	
		291-6470-601.32-95	PERIODICALS	8.32	
		291-6470-601.32-95	PERIODICALS	9.98	
		291-6470-601.32-95	PERIODICALS	27.98	
		291-6470-601.30-05	MAILING/SHIPPING ENVELOPE	25.90	
		291-6470-601.32-05	LAMINATED TAPE	50.00	
		291-6470-601.32-05	CARTRIDGE LAMINATOR	54.96	10,643.93
75901	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	54.00	
		291-6470-601.32-95	FOREIGN TRANSACTION FEE	1.08	55.08
75902	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	161.07	
		291-6470-601.32-75	AV MTLs	183.92	
		291-6470-601.32-75	AV MTLs	198.25	
		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	22.49	
		291-6470-601.32-95	PERIODICALS	12.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-75	AV MTLs	95.59-	
		291-6470-601.32-75	AV MTLs	132.78	
		291-6470-601.32-95	PERIODICALS	99.00	
		291-6470-601.32-95	PERIODICALS	25.98	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-75	AV MTLs	.42	
		291-6470-601.32-75	AV MTLs	15.56	
		291-6470-601.32-75	AV MTLs	68.27	
		291-6470-601.32-75	AV MTLs	249.90	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	63.74	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	12.98	
		291-6470-601.32-75	AV MTLs	50.00	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	26.54	
		291-6470-601.32-95	PERIODICALS	9.94	
		291-6470-601.32-95	PERIODICALS	12.49	
		291-6470-601.32-75	AV MTLs	18.95	
		291-6470-601.32-75	AV MTLs	20.08	
		291-6470-601.32-75	AV MTLs	35.64	
		291-6470-601.32-75	AV MTLs	35.64	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	159.98	
		291-6470-601.32-75	AV MTLs	1.00-	1,790.85
75906	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	113.24	
		291-6470-601.32-75	AV MTLs	484.50	
		291-6470-601.32-75	AV MTLs	50.33	
		291-6470-601.32-75	AV MTLs	44.21	
		291-6470-601.32-75	AV MTLs	55.26	
		291-6470-601.32-75	AV MTLs	583.11	
		291-6470-601.32-75	AV MTLs	30.40	
		291-6470-601.32-80	BOOKS	370.20	
		291-6470-601.32-80	BOOKS	164.53	
		291-6470-601.32-80	BOOKS	683.01	
		291-6470-601.32-80	BOOKS	154.42	
		291-6470-601.32-80	BOOKS	301.68	
		291-6470-601.32-80	BOOKS	895.83	
		291-6470-601.32-80	BOOKS	234.35	
		291-6470-601.32-80	BOOKS	120.18	
		291-6470-601.32-80	BOOKS	2,078.92	
		291-6470-601.32-80	BOOKS	284.62	
		291-6470-601.32-80	BOOKS	14.87-	
		291-6470-601.32-80	BOOKS	155.88	
		291-6470-601.32-80	BOOKS	2,373.26	
		291-6470-601.32-80	BOOKS	935.85	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	755.72	
		291-6470-601.32-80	BOOKS	446.57	
		291-6470-601.32-80	BOOKS	329.92	
		291-6470-601.32-80	BOOKS	441.74	
		291-6470-601.32-80	BOOKS	1,128.62	
		291-6470-601.32-80	BOOKS	537.34	
		291-6470-601.32-80	BOOKS	319.39	
		291-6470-601.32-80	BOOKS	260.26	
		291-6470-601.32-80	BOOKS	565.48	
		291-6470-601.32-80	BOOKS	159.63	
		291-6470-601.32-80	BOOKS	171.59	
		291-6470-601.32-80	BOOKS	880.64	
		291-6470-601.32-80	BOOKS	220.89	
		291-6470-601.32-80	BOOKS	397.73	
		291-6470-601.32-80	BOOKS	289.70	
		291-6470-601.32-80	BOOKS	299.91	
		291-6470-601.32-80	BOOKS	1,013.52	
		291-6470-601.32-80	BOOKS	138.97	
		291-6470-601.32-80	BOOKS	300.86	
		291-6470-601.32-80	BOOKS	342.39	
		291-6470-601.32-80	BOOKS	262.40	
		291-6470-601.32-80	BOOKS	276.13	
		291-6470-601.32-80	BOOKS	440.41	
		291-6470-601.32-80	BOOKS	213.48	
		291-6470-601.32-80	BOOKS	1,999.73	
		291-6470-601.32-80	BOOKS	662.43	
		291-6470-601.32-80	BOOKS	344.65	
		291-6470-601.32-80	BOOKS	49.18	
		291-6470-601.32-80	BOOKS	62.95	
		291-6470-601.32-80	BOOKS	513.54	
		291-6470-601.32-80	BOOKS	243.59	
		291-6470-601.32-80	BOOKS	64.56	
		291-6470-601.32-80	BOOKS	244.78	
		291-6470-601.32-80	BOOKS	503.52	
		291-6470-601.32-80	BOOKS	49.43	
		291-6470-601.32-80	BOOKS	751.64	
		291-6470-601.32-80	BOOKS	47.14	
		291-6470-601.32-80	BOOKS	267.73	
		291-6470-601.32-80	BOOKS	1,004.64	
		291-6470-601.32-80	BOOKS	26.11	
		291-6470-601.32-80	BOOKS	530.36	
		291-6470-601.32-80	BOOKS	104.62	
		291-6470-601.32-80	BOOKS	237.69	
		291-6470-601.32-80	BOOKS	143.11	
		291-6470-601.32-80	BOOKS	95.52	
		291-6470-601.22-85	PROC SERVS	307.80	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	189.30	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	521.75	
		291-6470-601.22-85	PROC SERVS	87.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	123.20	
		291-6470-601.22-85	PROC SERVS	186.20	
		291-6470-601.22-85	PROC SERVS	187.35	
		291-6470-601.22-85	PROC SERVS	638.05	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	395.20	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	338.20	
		291-6470-601.22-85	PROC SERVS	69.55	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	19.00	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.22-85	PROC SERVS	89.70	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	486.40	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	5.60-	
		291-6470-601.22-85	PROC SERVS	26.60-	
		291-6470-601.22-85	PROC SERVS	19.00-	
		291-6470-601.22-85	PROC SERVS	216.60	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.22-85	PROC SERVS	161.20	
		291-6470-601.22-85	PROC SERVS	148.20	
		291-6470-601.22-85	PROC SERVS	162.40	
		291-6470-601.32-75	AV MTLs	382.14	
		291-6470-601.32-80	BOOKS	1,981.51	
		291-6470-601.32-80	BOOKS	472.03	
		291-6470-601.32-80	BOOKS	172.76	
		291-6470-601.32-80	BOOKS	388.44	
		291-6470-601.32-80	BOOKS	169.99	
		291-6470-601.32-80	BOOKS	233.62	
		291-6470-601.32-80	BOOKS	37.46	
		291-6470-601.32-80	BOOKS	84.02	
		291-6470-601.32-80	BOOKS	262.36	
		291-6470-601.32-80	BOOKS	341.36	
		291-6470-601.32-80	BOOKS	370.46	
		291-6470-601.32-80	BOOKS	235.94	
		291-6470-601.32-80	BOOKS	81.79	
		291-6470-601.32-80	BOOKS	42.67	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	30.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	84.00	
		291-6470-601.22-85	PROC SERVS	76.00	39,854.77
75907	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	653.75	
		291-6470-601.32-75	AV MTLs	146.72	
		291-6470-601.32-75	AV MTLs	4,075.83	
		291-6470-601.32-75	AV MTLs	392.57	
		291-6470-601.32-75	AV MTLs	110.85	
		291-6470-601.32-75	AV MTLs	51.44	
		291-6470-601.32-75	AV MTLs	110.64	
		291-6470-601.32-75	AV MTLs	192.52	
		291-6470-601.32-75	AV MTLs	135.86	
		291-6470-601.32-75	AV MTLs	3,473.06	
		291-6470-601.32-75	AV MTLs	165.30	
		291-6470-601.32-75	AV MTLs	583.63	
		291-6470-601.32-75	AV MTLs	179.38	
		291-6470-601.32-75	AV MTLs	165.68	
		291-6470-601.32-75	AV MTLs	2,208.68	
		291-6470-601.32-75	AV MTLs	124.11	
		291-6470-601.32-75	AV MTLs	144.43	
		291-6470-601.32-75	AV MTLs	1,419.63	
		291-6470-601.32-75	AV MTLs	153.79	
		291-6470-601.32-75	AV MTLs	570.16	
		291-6470-601.32-75	AV MTLs	57.80	15,115.83
75912	BOTTOM LINE BOOKS	291-6470-601.32-80	BOOKS	48.94	48.94
75913	BOTTOM LINE PERSONAL	291-6470-601.32-95	PERIODICALS	39.00	39.00
75914	CABOT HERITAGE CORP	291-6470-601.32-95	PERIODICALS	147.00	147.00
75917	CCH INCORPORATED	291-6470-601.32-80	BOOKS	140.96	140.96
75918	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	138.42	
		291-6470-601.32-80	BOOKS	46.74	185.16
75919	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	111.92	111.92
75926	COMPUTYPE INC	291-6470-601.32-05	CD/DVD DONUTS	953.59	953.59
75928	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	120.43	
		291-6470-601.32-95	PERIODICALS	40.43	
		291-6470-601.32-95	PERIODICALS	24.29	
		291-6470-601.32-95	PERIODICALS	171.94	116.23
75929	DEMCO INC	291-6470-601.32-05	LABEL PROTECTORS	464.73	464.73
75939	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	167.39	
		291-6470-601.32-80	BOOKS	106.21	
		291-6470-601.32-80	BOOKS	20.39	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					293.99
75943	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	920.55	
		291-6470-601.32-80	BOOKS	112.77	
		291-6470-601.32-80	BOOKS	160.74	
		291-6470-601.32-80	BOOKS	57.58	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	75.17	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	79.97	
		291-6470-601.32-80	BOOKS	81.58	1,716.11
75944	GARVEYS OFFICE PRODUCTS	291-6470-601.30-05	INK, ERASERS	6.37	
		291-6470-601.32-05	ADHESIVE CRAZY GLUE	3.23	9.60
75947	GREY HOUSE PUBLISHING	291-6470-601.32-80	BOOKS	764.75	764.75
75953	ID LABEL INC	291-6470-601.32-05	BARCODE LABELS	838.50	838.50
75955	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	71.25	
		291-6470-601.32-80	BOOKS	131.25	202.50
75958	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	433.03	
		291-6470-601.32-80	BOOKS	361.05	794.08
75959	INGRAM LIBRARY SERVICES	291-6470-601.32-75	AV MTLs	61.75	
		291-6470-601.32-80	BOOKS	10.17	
		291-6470-601.32-75	AV MTLs	47.50	
		291-6470-601.32-80	BOOKS	34.84	
		291-6470-601.32-80	BOOKS	170.68	
		291-6470-601.32-80	BOOKS	224.11	
		291-6470-601.32-80	BOOKS	35.61	
		291-6470-601.32-80	BOOKS	171.81	
		291-6470-601.32-80	BOOKS	56.92	
		291-6470-601.32-80	BOOKS	50.76	
		291-6470-601.32-80	BOOKS	22.60	
		291-6470-601.32-80	BOOKS	37.20	
		291-6470-601.32-80	BOOKS	223.28	
		291-6470-601.32-80	BOOKS	153.70	
		291-6470-601.32-80	BOOKS	20.32	
		291-6470-601.32-80	BOOKS	246.28	
		291-6470-601.32-80	BOOKS	9.57	
		291-6470-601.32-80	BOOKS	165.22	
		291-6470-601.32-80	BOOKS	10.17	
		291-6470-601.32-80	BOOKS	120.73	
		291-6470-601.32-80	BOOKS	68.73	
		291-6470-601.32-80	BOOKS	214.61	
		291-6470-601.32-80	BOOKS	28.80	
		291-6470-601.32-80	BOOKS	59.32	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	88.14	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	52.07	
		291-6470-601.32-80	BOOKS	344.49	
		291-6470-601.32-80	BOOKS	26.96	
		291-6470-601.32-80	BOOKS	140.47	
		291-6470-601.32-80	BOOKS	145.57	
		291-6470-601.32-80	BOOKS	192.00	
		291-6470-601.32-80	BOOKS	17.40	
		291-6470-601.32-80	BOOKS	35.91	
		291-6470-601.32-80	BOOKS	369.78	
		291-6470-601.32-80	BOOKS	11.97	
		291-6470-601.32-80	BOOKS	78.05	
		291-6470-601.32-80	BOOKS	64.68	
		291-6470-601.32-80	BOOKS	23.95	
		291-6470-601.32-80	BOOKS	25.97	
		291-6470-601.32-80	BOOKS	170.47	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	8.59	
		291-6470-601.32-80	BOOKS	30.93	
		291-6470-601.32-80	BOOKS	218.07	
		291-6470-601.32-80	BOOKS	141.25	
		291-6470-601.32-80	BOOKS	82.24	
		291-6470-601.32-80	BOOKS	82.40	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	84.53	4,723.76
75961	JANWAY COMPANY USA INC	291-6470-601.32-05	HANGING MEDIA POUCHES	294.70	294.70
75963	KANOPIY LLC	291-6470-601.32-75	AV MTL5	276.00	276.00
75971	LIBRARY JOURNAL	291-6470-601.32-95	AV MTL5	157.99	157.99
75982	MIDWEST TAPE	291-6470-601.32-75	AV MTL5	100.38	
		291-6470-601.32-75	AV MTL5	173.13	
		291-6470-601.32-75	AV MTL5	478.25	
		291-6470-601.32-75	AV MTL5	86.92	
		291-6470-601.32-75	AV MTL5	7,289.41	8,128.09
75988	NADA USED CAR GUIDE	291-6470-601.32-75	AV MTL5	125.00	125.00
75989	NATIONAL AUDUBON SOCIETY	291-6470-601.32-95	PERIODICALS	20.00	20.00
75991	NEW YORK TIMES CO,THE	291-6470-601.32-95	PERIODICALS	1,014.00	1,014.00
75997	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	PERIODICALS	38.60	38.60
75999	PENGUIN RANDOM HOUSE LLC	291-6470-601.32-75	AV MTL5	129.00	129.00
76006	RECORDED BOOKS INC	291-6470-601.32-95	PERIODICALS	27.36-	27.36-
76007	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	58.34	

PREPARED 12/19/17, 01:35 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
 Village of Arlington Heights  
 DIVISION: 70

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					58.34
76010	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	126.00	
		291-6470-601.32-80	BOOKS	120.52	246.52
76017	STAPLES ADVANTAGE	291-6470-601.32-90	ROLLING HAND BASKETS	915.96	915.96
76022	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	62.69	62.69
76024	ULINE	291-6470-601.32-05	UN-DU LABEL REMOVER	138.44	
		291-6470-601.32-05	JOB TICKET HOLDERS	199.74	
		291-6470-601.32-05	JOB TICKET HOLDERS	198.95	
		291-6470-601.32-05	JOB TICKET HOLDERS-RETURN	199.74-	
		291-6470-601.32-05	PROC SUPPS	97.74	435.13
76027	UNIVERSITY OF ILLINOIS PRESS	291-6470-601.32-95	PERIODICALS	75.00	75.00
76035	WHITE PAPERS	291-6470-601.32-80	BOOKS	24.90	24.90
76036	WOMENS HEALTH	291-6470-601.32-95	PERIODICALS	16.94	16.94
76037	WORLD BOOK SCHOOL AND LIBRARY	291-6470-601.32-80	BOOKS	1,998.00	
***** DIVISION TOTAL ****					93,213.78
***** DEPARTMENT TOTAL **					134,753.49
***** GRAND TOTAL ****					373,161.64

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	336,263.44
491	Capital Projects-Library	36,898.20
**** TOTAL ALL FUNDS ****		373,161.64

December 19, 2017

**Arlington Heights Memorial Library  
Special Funds Summary  
11/30/2016**

Count 38

	Account	Amount	Description	Staff
<b>Check # 1480-Childrens Museum of Pittsburgh</b>				
	6440-2218	\$ 5,000.00	XOXO Exhibit	L Langdon
<b>Check # 1481-AHML - Petty Cash</b>				
11/6/2017	6405-2202	\$ 45.83	Dues/Publications	T Dantis
	6440-3202	\$ 11.99	Program Events	D Napravnik
	6440-3202	\$ 6.98	Program Events	M Young
	6440-3202	\$ 27.87	Program Events	K Devitt
	6405-3201	\$ 45.00	Program Supplies	K Devitt
	6405-3201	\$ 12.98	Program Events	K Devitt
	6440-3202	\$ 9.78	Program Supplies	K Devitt
	6020-2111	\$ 38.94	Building Maintenance	G LeClair
11/13/2017	6405-3202	\$ 15.99	Program Events	L Dakas
	6440-3202	\$ 19.00	Program Events	L Dakas
	6001-2203	\$ 36.94	Travel/Training	D Halpin
	6420-2203	\$ 15.00	Travel/Training	S Beckman
	6405-3201	\$ 19.36	Program Supplies	S Harissis
	6420-3201	\$ 4.99	Program Supplies	M Papanastassiou
	6440-3202	\$ 9.98	Program Events	M Papanastassiou
11/20/2017	6401-2203	\$ 4.82	Travel/Training	A Belford
	6401-2203	\$ 6.43	Travel/Training	A Belford
	6405-2203	\$ 24.73	Travel/Training	T Dantis
	6001-2203	\$ 27.86	Travel/Training	S Swanson
	6001-2203	\$ 27.24	Travel/Training	G Rojek
	6004-2165	\$ 24.97	Other Services	E Ludemann
	6405-2203	\$ 40.91	Travel/Training	S Hill
	6405-3202	\$ 25.00	Program Events	T Dantis
	6405-2203	\$ 49.70	Travel/Training	J Jurgens
	6003-4070	\$ 22.45	Employee Recognition	K McCoy
11/27/2017	6440-3202	\$ 18.97	Program Events	S Hollars
	6440-3202	\$ 40.64	Program Events	D Napravnik
	6420-2203	\$ 26.12	Travel/Training	S Meyer
	6405-2203	\$ 46.33	Travel/Training	K Devitt
	6001-2203	\$ 5.99	Travel/Training	D Halpin
	6405-2203	\$ 8.72	Travel/Training	M Young
	6405-3202	\$ 8.45	Program Events	M Young
	6420-2203	\$ 15.00	Travel/Training	S Meyer
	6440-3202	\$ 14.39	Program Events	A Son
	6405-2203	\$ 19.39	Travel/Training	A Son
	6405-3202	\$ 20.29	Program Events	A Son
	6420-3201	\$ 24.50	Program Supplies	B Weiner
	6001-2203	\$ 14.20	Trav/Train	T Spicer
11/30/2017	6001-2203	\$ 25.73	Travel/Training	D Halpin
	6440-3202	\$ 15.00	Program Events	L Dakas
	6405-3202	\$ 12.08	Program Events	S Harissis
	6001-2203	\$ 38.95	Travel/Training	J Moravec
	6001-2203	\$ 5.98	Travel/Training	J Moravec
	6440-2203	\$ 34.61	Travel/Training	J Czajka
	6450-3185	\$ 47.61	Small Tools	B Bednarek
	6405-2203	\$ 22.35	Travel/Training	A Bailey
	6401-3202	\$ 13.98	Program Events	C Caputo
	6405-2203	\$ 23.18	Travel/Training	D Malik
	6405-3202	\$ 5.00	Program Events	D Malik
	6450-3185	\$ 29.00	Small Tools	B Bednarek
	6420-2203	\$ 11.50	Travel/Training	J Duncan
		\$ 6,122.70		

December, 19 2017

**ARLINGTON HEIGHTS MEMORIAL LIBRARY  
AMERICAN EXPRESS CARD SUMMARY  
11/30/2017**

CARD HOLDER	ACCOUNT	AMOUNT	VENDOR	DESCRIPTION
M. Driskell	489-90-00	\$ (151.81)	YOUR CASH BACK THIS PERIOD IS	Other Income/Rebate
	6002-2165	\$ 12.22	FACEBK *A9VZYCN822 FB.ME/ADS CA	Facebook advertising for the Circle and Wider Lens Series
	6010-3032	\$ 55.11	CBI*PARALLELS 800-799-9570 IL	Annual Renewal of Paralles desktop for Mac
	6001-2203	\$ 280.00	PLA 8003107554 MC	PLA Conference Registration
	6001-2203	\$ 567.95	IN *TASTY CATERING ELK GROVE VILLAGE IL	Staff Appreciation / Thanksgiving Dinner
J. Moravec	6001-2203	\$ 1,873.10	IN *TASTY CATERING ELK GROVE VILLAGE IL	Staff Appreciation / Thanksgiving Dinner
	6440-3202	\$ (288.08)	DISPLAYS2GO 401-247-0333 MA	Refund
	6002-2202	\$ 200.00	RAGAN COMMUNICATIONSCHICAGO IL	Annual Membership
	6440-3202	\$ (36.01)	DISPLAYS2GO 401-247-0333 MA	Refund
	6405-3202	\$ 66.00	AMERICAN LIBRARY 866-746-7252 IL	Multilingual Read Wristbands
	6002-2210	\$ 20.97	VISTAPR*VISTAPRINT.C866-8936743 MA	Business Cards
	6450-5015	\$ 224.45	BT*LITTLEBITS ELECTRNEW YORK NY	Droid Inventor and Smart Home Kit
	6450-5015	\$ 266.08	SP * FLYBRIX SAN FRANCISCO CA	Flybrix Deluxe Octo Kit
	6003-2201	\$ 75.00	BOXWOOD TECHNOLOGY BHUNT VALLEY MD	30d job ad - ESL/Literacy Coordinator
	6002-2210	\$ 59.93	VISTAPR*VISTAPRINT.C866-8936743 MA	Business Cards
	6020-2111	\$ 459.90	PACIFIC COAST BREAKEMCCLELLAN CA	Circuit Breakers
	6440-3202	\$ 95.52	SYNDICATE SALES INC KOKOMO IN	Glass Bowls and Green Brick Inserts
	6002-2210	\$ 20.97	VISTAPR*VISTAPRINT.C866-8936743 MA	Business Cards
	6001-3005	\$ 11.14	PAYPAL *MAIRSHANDMA 4029357733 CA	Index Box
	291-0000-140.05-00	\$ 1,500.00	ARL HTS CHAMBER OF CARLINGTON HEI IL	Annual Awards Gala Tickets
	6001-2165	\$ 99.00	Amazon Prime Amazon.com WA	Prime Membership
	6450-5015	\$ 137.06	GOOGLE *GOOGLE STOREG.CO/HELPPAY# CA	Google Home
	6450-5015	\$ 161.33	BLUESNAP INC WALTHAM MA	Walabot Starter Kit
	6001-2205	\$ 48.00	NEOPOST USA 1 MILFORD CT	Sure Seal Solution
6405-2202	\$ 142.00	AMER LIB ASSOC-IMIS CHICAGO IL	ALA Memberships	
6450-5015	\$ (14.68)	BLUESNAP INC WALTHAM MA	Tax Refund	
6440-3202	\$ 86.86	DISPLAYS2GO 401-247-0333 MA	Ballot Boxes	
6002-3005	\$ 158.39	DISPLAYS2GO 401-247-0333 MA	Floor Stand Bases	
M. Schultz	6470-3275	\$ 161.07	WALMART.COM BENTONVILLE AR	AV Materials
	6470-3275	\$ 183.92	TARGET.COM 800-591-3869 MN	AV Materials
	6470-3275	\$ 198.25	THE RIGHT STUF, INC.GRIMES IA	AV Materials
	6470-3275	\$ 4.99	ACORN.TV ACORNMEDIA SILVER SPRING MD	AV Materials
	6470-3275	\$ 4.99	ACORN.TV ACORNMEDIA SILVER SPRING MD	AV Materials
	6470-3275	\$ 4.99	ACORN.TV ACORNMEDIA SILVER SPRING MD	AV Materials
	6470-3275	\$ 4.99	ACORN.TV ACORNMEDIA SILVER SPRING MD	AV Materials
	6470-3275	\$ 4.99	ACORN.TV ACORNMEDIA SILVER SPRING MD	AV Materials
	6470-3275	\$ 4.99	ACORN.TV ACORNMEDIA SILVER SPRING MD	AV Materials
	6470-3275	\$ 4.99	ACORN.TV ACORNMEDIA SILVER SPRING MD	AV Materials
	6470-3295	\$ 22.49	MY MAG STORE 6500000SEATTLE WA	Periodicals
	6470-3295	\$ 12.95	BAKER'S CATALOGUE (802)299-2240 VT	Periodicals
	6470-3295	\$ 40.00	PATOMI MEDIA GROUP CORPUS CHRISTI TX	Periodicals
	6470-3275	\$ (95.59)	GAMESTOP.COM GameSto8008838895 TX	AV Materials
	6470-3275	\$ 132.78	GAMESTOP.COM GameSto8008838895 TX	AV Materials
	6470-3295	\$ 99.00	BRINKER ADVISORY SERLITTLETON CO	Periodicals
	6470-3295	\$ 25.98	HM HOFFMAN STORE 800-361-8059 AL	Periodicals
	6470-3275	\$ 11.99	NETFLIX.COM 866-579-7172 CA	AV Materials
	6470-3295	\$ 20.00	SHALOMMEDIA 2153663031 TX	Periodicals
	6470-3275	\$ 0.42	FOREIGN TRANSACTION FEE	AV Materials
	6470-3275	\$ 15.56	PAYPAL*REGENTRECOR 4029357733 GB	AV Materials
	6470-3275	\$ 68.27	THE RIGHT STUF, INC.GRIMES IA	AV Materials
	6470-3275	\$ 249.90	TARGET.COM 800-591-3869 MN	AV Materials
	6470-3275	\$ 11.99	NETFLIX.COM 866-579-7172 CA	AV Materials
	6470-3275	\$ 63.74	GAMESTOP.COM GameSto8008838895 TX	AV Materials
	6470-3275	\$ 11.99	NETFLIX.COM 866-579-7172 CA	AV Materials
	6470-3275	\$ 12.98	CHRISTIANBOOK.COM (800)247-4784 MA	AV Materials
	6470-3275	\$ 50.00	PAYPAL *COFFEYFITCO 6099530863 NJ	AV Materials
	6470-3275	\$ 4.99	ACORN.TV ACORNMEDIA SILVER SPRING MD	AV Materials
	6470-3275	\$ 19.99	TARGET.COM 800-591-3869 MN	AV Materials
	6470-3275	\$ 26.54	CRAFTSY*CRAFTSY DENVER CO	AV Materials
	6470-3295	\$ 9.94	KPC*KALMBACH PRODUCT800-829-9132 WI	Periodicals
	6470-3295	\$ 12.49	MY MAG STORE 6500000SEATTLE WA	Periodicals
6470-3275	\$ 18.95	J S PALUCH CO OTHER FRANKLIN PARK IL	AV Materials	
6470-3275	\$ 20.08	CLARIONPROJECT 6463081230 DC	AV Materials	
6470-3275	\$ 35.64	AMAZON *MKTPLCE EU-UAMAZON.CO.UK LU	AV Materials	
6470-3275	\$ 35.64	AMAZON *MKTPLCE EU-UAMAZON.CO.UK LU	AV Materials	
6470-3275	\$ 59.99	TARGET.COM 800-591-3869 MN	AV Materials	
6470-3275	\$ 59.99	TARGET.COM 800-591-3869 MN	AV Materials	
6470-3275	\$ 159.98	TARGET.COM 800-591-3869 MN	AV Materials	
6470-3275	\$ (1.00)	JS PALUCH CO/WLP FRANKLIN PARK IL	AV Materials	
J. Czajka	6440-3202	\$ 1.83	#03422 JEWEL 0000000ARLINGTON HEIGHTS IL	Ice
	6440-2202	\$ 117.00	AMER LIB ASSOC-IMIS CHICAGO IL	ALA Memberships
	6440-2218	\$ 95.25	TOP FLEET INC CHICAGO IL	Transportation Chicago to AHML-Author L Numeroff
	6440-2218	\$ 19.85	OMNI CHICAGO HOTEL CHICAGO IL	AuthorL Numeroff misc food expenses
	6440-2218	\$ 95.25	TOP FLEET INC CHICAGO IL	Transportation AHML to O'Hare Airport-L Numeroff

R. Dworiany

6440-2218	\$	(19.85)	OMNI CHICAGO HOTEL	CHICAGO	IL	Refund on food expenses
6440-3202	\$	100.00	PEGGY KINNANE S	ARLINGTON HEI	IL	Games Of Thrones Trivia Appetizers
6440-2218	\$	43.71	TTOWA RESTAURANT	ARLINGTON HEI	IL	Lunch for Author M.T. Anderson
6440-3202	\$	27.95	JOANN STORES #2113	QARLINGTON HTS	IL	DIY Greeting Cards Supplies
6440-3202	\$	49.95	TRADER JOE'S #687	QARLINGTONHTS	IL	Flowers for Thanksgiving Floral Centerpiece Programs
6010-3185	\$	19.98	AMAZON MKTPLACE	PMTSAMZN.COM/BILL	WA	iPhone Holster Case for Security Phones
6010-3032	\$	32.00	CRADLEPOINT	855-813-3385	ID	NetCloud Manager 1 yr Renewal
6010-3185	\$	58.99	CALHOUN TECHNOLOGIES	GOLDEN VALLEY	MN	HP LJ Right Door Assembly
6010-2005	\$	54.10	PAYFLOW/PAYPAL	0045 LAVISTA	NE	Monthly Subscription-Payflow pro
6010-3032	\$	9.99	AMAZON FREETIME	UNLT866-216-1072	WA	Monthly Subscription-Amazon Freetime
6010-3032	\$	35.00	TRELLO*TRELLO	NEW YORK	NY	Monthly Subscription-Trello
6010-3185	\$	47.96	AMAZON MKTPLACE	PMTSAMZN.COM/BILL	WA	BNC Extension Connector
6010-3032	\$	33.83	WWW.ITUNES.COM/BILL	CUPERTINO	CA	Slow Shutter Cam App
6010-3032	\$	9.99	SPOTIFY USA	NEW YORK		Monthly Subscription-Spotify
6001-2242	\$	344.85	COMCAST CHICAGO	800-COMCAST	IL	Comcast Internet Service
6010-3033	\$	64.49	AMERICAN LIBRARY	866-746-7252	IL	ALA Image Use Workshop
6010-3032	\$	25.00	GITHUB GITHUB	SAN FRANCISCO	CA	Monthly Subscription
Total	\$	<u>9,188.37</u>				

December 19, 2017

Arlington Heights Memorial Library  
Master Card Summary  
11/30/2017

Count 7

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
K Spokas	6440-3202	\$25.20	Rosati's Pizza	Teen Program
	6440-3202	\$656.00	Sweet T's Bakery	Sunday Program
	6001-2203	\$2,196.36	Air BNB	Trip to Austin, TX Bryan Bednarek + 1
	6440-3202	\$80.00	Eddie's Restaurant	Books & Brews discussion group
M Szymanek	6405-3202	\$28.00	Roasati's	Children's Services, Trixie Dantis
	6470-3295	\$54.00	Amarchitrakatha Co Gurgaon	Magazine subscription
	6470-3295	\$1.08	Foreign Transaction Fee	Amarchitrakatha transaction fee
	Total	<u>\$3,040.64</u>		



To: Board of Library Trustees  
From: Shannon Distel  
Date: December 19, 2017  
Re: Illinois State Library FY2018 Public Library Per Grant Application

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Please find attached a draft of the AHML's Illinois State Library FY2018 Public Library Per Capita Grant application.

Suggested motion: **The Board of Library trustees approves the Illinois State Library Per Capita and Equalization Aid Grant application.**



**JESSE WHITE • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

If the library does not have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library, the application will not be reviewed or considered for funding.

Enter initials to confirm authorization to submit this application and to acknowledge you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

\_\_\_\_\_ Initials

\_\_\_\_\_ Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: \_\_\_\_\_

2. Library's Control Number: \_\_\_\_\_ Branch Number: \_\_\_\_\_

3. Contact Information of Person completing this grant application:

Preparer's Name: \_\_\_\_\_  
(Prefix) (First Name) (Last Name)

Preparer's Title: \_\_\_\_\_

Preparer's Phone Number: \_\_\_\_\_

Preparer's Email Address: \_\_\_\_\_

4. Population Served: \_\_\_\_\_

All changes in population must be documented, and supporting information that details the increase or decrease shall be submitted electronically along with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that have been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with additional questions.

5. **Standards Chapter Review:** As per the requirements, the library staff and at least one trustee must review Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (75ILCS 10/8.1,1). Review the check list at the end of the chapter and report your findings.

6. **Trustees:** Review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3.

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Describe the Library Board's plan to modify or create bylaws as a result of the review.

7. All Trustees, existing and new, must complete the Open Meeting Act electronic training once during their appointment.

[http://foia.ilattorneygeneral.net/pdf/Open\\_Meetings\\_Act\\_Elected\\_Appointed\\_Members.pdf](http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf)

Has each board member completed the test?      Yes       Not yet

All board members are to complete a Conflict of Interest Statement and an Economic Interest Statement annually. These are distributed by the County Clerk.

Has each board member completed a Conflict of Interest Statement?      Yes       Not yet

Has each board member completed an Economic Interest Statement?      Yes       Not yet

8. **Continuing Education:** Library staff and at least one trustee will complete at least one educational program focusing on safety in the library. The requirement can be met via live presentation, webinar or a free online course. Providers may include, but are not limited to, local police and fire personnel, an Illinois Library System, the American Library Association, the Public Library Association, the Illinois Library Association or other state libraries. Report on the libraries commitment to the safety of staff and patrons in the event of an emergency, active shooter, fire, etc.

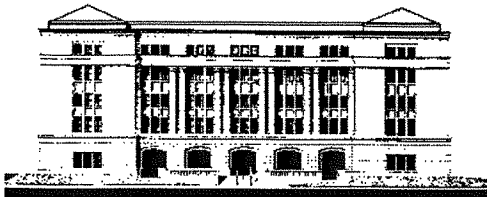
9. Please provide the hours the library and its branches are open, i.e. Monday - Thursday, 9 a.m. - 9 p.m.

10. **Outreach:** The library shall familiarize itself with services provided by the Illinois State Library Literacy program at <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

Provide a brief description of the library's current or planned services to accommodate low literate English speaking and/or English as a Second Language patrons. Explain the library's involvement, if any, with the Illinois State Library Literacy initiative and/or local literacy agencies.

Would you like a follow-up discussion with a member of the Illinois State Library Literacy team after the January 15 deadline?    Yes             Not at this time

11. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards described in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures.



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### Illinois Public Library Per Capita Grant Expenditures Report

*Per Capita Grant funds must be obligated by June 30 and expended by August 15.*

**Library Name:** Arlington Heights Memorial Library      **City:** Arlington Heights

**Control Number:** 30019      **Branch Number:** 00

**Fiscal Year:** 2016      **Exact amount of Per Capita Grant received:** \$57,891.61

**CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.**

**Materials** (*materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.*)  
57,891.61

**Programs** (Summer Reading, Mom & Tot, educational, instructional, etc.)

**Personnel**

**Electronic Access** (databases, resource sharing, LLSAPs, system fees, etc.)

**Continuing Education** (staff and/or board)

**Supplies**

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

**To:** Board of Library Trustees  
**From:** Michael Driskell  
**Date:** December 11, 2017  
**Re:** Discussion of Operational Metrics

As discussion began at the November 2017 board meeting, the metrics provided to the Board of Library Trustees in the monthly Director's report and dashboard have been a topic of discussion in the past, and something that needs evaluation. My goal is to provide you with the right amount and type of information for you to be able to gauge the performance of the organization and make decisions accordingly.

Staff and I are in the process of reviewing information provided to the board currently. My goal is to provide you with a concise data set that gives you a full picture of the library's usage and performance in relation to our priorities.

I see this to be a topic of discussion for the November and December meetings to allow me to bring you progress on this topic and have a new model in place for the beginning of 2018.



TO: Board of Library Trustees

FROM: Mike Driskell

DATE: December 13, 2017

SUBJECT: Sexual Harassment Policy

The state of Illinois is requiring that by January 15, 2018, all governmental organizations adopt a policy to prohibit sexual harassment. Our two related Human Resources policies, *Unlawful Harassment* and *Whistleblower Compliance and Protection*, have been in place for many years (see attached), and our policies meet all the Illinois requirements. However, the library's attorney recommends the following:

- 1) Update *Whistleblower Compliance and Protection* to include reference to specific regulations, with the following language:

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act 775 ILCS 5/1-101 et seq.

- 2) The board should reaffirm the *Unlawful Harassment* policy and the *Whistleblower* policy as amended.

**Suggestion motions:**

The Board of Library Trustees approves the *Whistleblower Compliance and Protection* human resources policy as amended.

and

The Board of Library Trustees reaffirms human resources policies *Unlawful Harassment* and *Whistleblower Compliance and Protection*.

## Whistleblower Compliance and Protection

The library adheres to all federal, state, and local laws and regulations. Therefore, the library asks that any potential violation of federal, state, or local law or regulation witnessed or learned of by an employee be reported immediately to the Director of Human Resources. The library will investigate and, if applicable, take appropriate action within a reasonable period of time.

If the Director of Human Resources is believed to be involved in the matter being reported, employees may, in the alternative, make a report to the Executive Director.

If any employee reports in good faith what the employee believes to be a violation of a law to the library or to a federal, state, or local agency or assists in an investigation, there will be no retaliation taken against the employee, including but not limited to discharge, harassment, or disciplinary action. Retaliation against an employee who makes a good-faith report pursuant to this policy is grounds for discipline up to and including termination.

Employees must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Employees with questions should contact the Director of Human Resources.

*(Proposed additional language):*

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act 775 ILCS 5/1-101 et seq.

## Unlawful Harassment

The library is committed to providing a work environment that is free of discrimination and unlawful harassment.

### Sexual Harassment

Sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. Sexual harassment encompasses a wide range of unwanted, sexually-directed behavior and has been defined in the following manner.

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
3. such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to:

The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.

The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.

The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Unlawful sexual harassment may occur to a victim without economic injury or termination of employment.

The harasser's conduct must be unwelcome.

It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. The victim is encouraged to and should report any sexual harassment using the procedure described in the section "Reporting Harassment."

### Other Forms of Harassment

Harassment is not limited to claims of sexual harassment. It can arise from inappropriate conduct based on race, color, religion, sex, pregnancy, national origin, sexual orientation, age, disability, and all other protected classifications as required by federal, state, and local law. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, disability, or any other legally protected characteristic will not be tolerated.

### Reporting Harassment

Any employee who wants to report an incident of unlawful harassment at work by anyone, including supervisors, co-workers, customers, or visitors, is urged to report the matter promptly to a supervisor, the Human Resources Director, or the Executive Director so that the problem can be investigated immediately. Incidents reported to a supervisor or the Executive Director must be immediately communicated to the Human Resources Director.

The Human Resources Director investigates all complaints and endeavors to handle these matters expeditiously and in a professional manner to protect the offended individual. As much as possible in order to effectively investigate, strict confidentiality is maintained for those employees reporting or providing information about unlawful harassment, as well as for the person accused. Employees making a report of harassment or participating in an investigation will not be subject to retaliation for such participation or reporting. Any personnel action taken as a result of the complaint and investigation will be authorized by the Executive Director.

The library considers any type of harassment to be a major offense. Violation of this policy is subject to disciplinary action up to and including termination of employment.

To: Board of Library Trustees  
From: Rich Dworianyn  
Date: December 19, 2017  
Re: Replacement of data backup system

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In preparation for our planned Hyper-Converged Server Upgrade planned for 2018, we have two factors to consider for our data backup solution. First is the need for storing more data and having room to grow in the future. Second, we need to ensure the compatibility of our backup solution with the software running on the Hyper-Converged platform. We are currently utilizing Barracuda's backup solution and we had planned for a hardware upgrade in 2018 that would address the storage concerns.

At the same time, we have been evaluating a similar backup solution, by Unitrends, with a few notable differences. The Unitrends solution will work directly with the intended Hyper-Converged Servers. It will also provide the much-needed increase in storage space to accommodate our growing data needs.

Unitrends will be a total of just under \$20,000 for three years, including the hardware, software updates, and cloud storage fees. Over the course of the next three years, we will realize a cost savings of \$6,000. In order to realize these savings and take advantage of their promotional offer, we need to have the order placed prior to the end of the year. If we wait until after January, the price would increase by over \$14,000. This amount reflects the promotional value of the free backup appliance.

Barracuda – Hardware Upgrade (2018)	\$5,000/yr	1 Year	\$5,000
Barracuda – Maintenance & Support	\$7,000/yr	3 Years	\$21,000
		<b>Total</b>	<b>\$26,000</b>
Unitrends – Hardware, Maintenance, & Support	\$20,000	3 Years	\$20,000
		<b>Total</b>	<b>\$20,000</b>

**Suggested Motion:** THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENTER INTO A THREE-YEAR AGREEMENT WITH UNITRENDS FOR DATA BACKUP IN AN AMOUNT NOT TO EXCEED \$20,000.

## Executive Director's Report December 2017

### What's New @ AHML

Five stars for ten years!



For the tenth consecutive year, Arlington Heights Memorial Library (AHML) has received a five-star rating in *Library Journal's* national rating of public libraries. Five stars is the highest rating that a library can receive. Over the ten editions of *LJ's* ranking of Star Libraries, 606 libraries have been named Star Libraries in one or more years. A total of 69 libraries received stars in each of the ten rankings. Of those, AHML is one of only 13 public libraries nationwide to have earned a five-star rating each and every year.

### Bottle fill station

We have replaced the second floor water fountain with a new ADA compliant unit that includes a bottle filler. The water from this fountain/filler is cooled and filtered.



### Kids World furniture replacement

As part of the 2017 budget, we planned to replace our hard surface Kids' World chairs and tables with more kid friendly furniture. Most of the new furniture is now in place, and is much more forgiving when bumped into by little kids. The furniture was also selected to make the areas more flexible and to match the redesigned décor. Here are a few pieces that are now in the space:





## **Diversity and Inclusion**

### **Celebrate Our Community**

286 community members came together to celebrate the diversity of Arlington Heights on November 5. Attendees had a chance to taste a variety of foods from area restaurants, including Around Cafe, Assyrian Kitchen, Bangkok Cafe, Bistro Chen, and Love That Spice. Three talented groups of youth performers captivated the audience with Polish dance, Taiko Drumming and Karate while sharing more about each performance's cultures and traditions. Two Chicago museums offered cultural activities for families - National Museum of Mexican Art and Polish Museum of America, rounding out our biggest group of community collaborators in one program. Everybody attending, including performers, were encouraged to wear a nametag, which included their language(s), which fostered many connections and conversations.



### **Wider Lens: Radical Grace**

November's Wider Lens included a conversation with director Rebecca Parrish, the woman behind the series' latest selection, *Ordinary Grace*. This film captures a period of dramatic transformation as the Catholic Church grapples with the modern world. Attendees continue to praise this space for learning and conversation through film, and one shared, *"I think it's great the library provides programs like this to expand people's horizons beyond little Arlington Heights. Introducing interesting and diverse materials and speakers can only enhance those attending lives."*

### **Library Delivery Services**

Library Delivery Services delivered 416 items to residents in independent living and made 56 deliveries to them. They delivered 393 item to residents in healthcare sites and made 75 deliveries to them.

## Department Highlights

### Digital Services News

- Our final tech bar theme of 2017 opened in November entitled The Music Box. On display is a variety of different electronic musical instruments including a Theramini, Otamatones, a Little Bits Synth Kit, and a Roli Block. We had 340 interactions in November.
- We have had the busiest year in the Studio ever with a total of 4,856 reservations in Jan-Nov (last year's total was 4,453 for the entire year). We are on track to have over 5,000 reservations in one year for the first time ever!

### Collection Services News

SHELF-READY SERVICES - Profiling was completed with Baker & Taylor to enable them to provide adult large type books 'shelf-ready'. The number of large type books that will come shelf-ready is not dramatic, but it is another reduction in the number of items that need in-house work, thus freeing CoSG staff for other projects to benefit our customers and our catalog.

TEEN GRAPHIC NOVELS - After many months on the back burner due to other projects underway, CoSG began the teen GN recataloging project. This project, desired by Teen staff and customers, will break the collection into more browser-friendly sections. The four categories will ultimately be MANGA, GN, FICTION, and NONFICTION.

### Book Discussions/Info Programs

We hosted seven book discussions with a total of 107 attendees. This high attendance is largely due to the Book & Brews discussion of *Chicago Bears: Stories From The Chicago Bears Sideline, Locker Room, And Press Box*. Coauthor Chet Copock led a discussion about the book, Bears, and Chicago sports with 40 people. The Info Advisors planned and hosted the discussion about the book, Bears, and Chicago sports.



## Program News

Best known for her beloved picture book series, *If You Give a Mouse a Cookie*, author Laura Numeroff visited Arlington Heights November 12 for a very special Sunday afternoon event. 200 kids and grownups met the author in the Hendrickson Room, where she shared “Here’s where it all began, at the library.” She shared her love of reading, books, and dogs before autographing books for attendees who were thrilled to meet her - One brought a copy of *Mouse*, which belonged to her son, now grown up, so she could pass it onto his daughter. Another family brought their own copy of the book in Hebrew, which Numeroff was excited to sign. Meanwhile, 250 stopped in Kids’ World to meet Mouse and participate in activities and crafts related to Numeroff’s books and characters, including fun with pancakes, pigs, dogs, donuts and more.



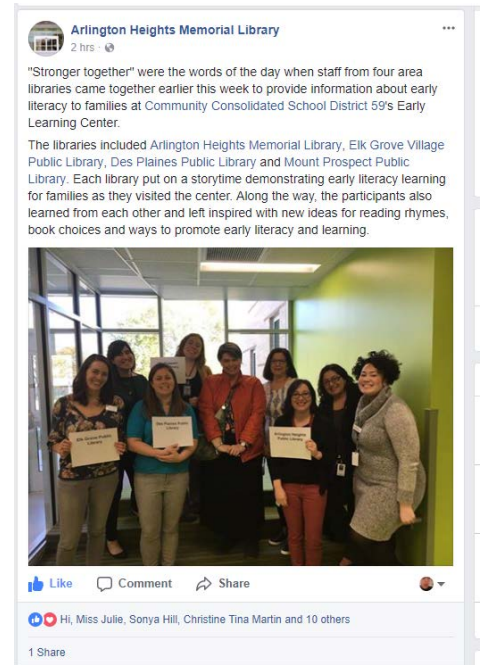
Hands-on Holiday Programs - November and early December offered multiple opportunities for customers of every age to get creative for the holidays. The week of Thanksgiving, 18 kids in grade 3 and up came together to make a favorite **Thanksgiving Craft**: colorful paper turkeys, while adults made their own **Floral Centerpiece** for their holiday table at two full sessions. DIY-loving adults were also invited to **Winter Card Making**, which supplied everything needed for embellished cards for the winter season, and 89 people of every age dropped into Marketplace on Sunday, December 2 to make and take multicultural **Pop-Up Cards from Around the World**, including Los Posadas, St. Lucia's Day, Chinese New Year, Omisoka, and more. Customers consistently learn together and connect with one another at our hands-on making events, which they praise:

- *"Generous make and take event." (Winter Card Making)*
- *"The centerpieces turned out GORGEOUS. Never made one before so it was a fantastic experience." (Floral Centerpieces)*
- *"Loved being able to relax and create a beautiful floral centerpiece for my Thanksgiving table."* (Floral Centerpieces)



## Specialty Info Services

Mount Prospect Public Library Partnership - Approximately 60 children attended the November 8 program at the Early Learning Center from School District 59, as a part of our partnership with the Mount Prospect Public Library. The children really enjoyed staff's storytelling and the rest of the team was able to have important conversations with other regional libraries (Mount Prospect and Elk Grove). Our staff was also able to speak to three parents from Arlington Heights about ESL services available at the library. One Mongolian family from the event visited the ESL office the following week.



Defense of Bastogne Program - Sixty-one people attended Arlington Heights author Robert Mueller's presentation of the WWII Defense of Bastogne that highlighted personal stories of many of the soldiers. Program attendees included nearly 40 men and over 20 veterans. Two Arlington Heights brothers brought their father's Medal of Honor from the Bastogne battle as well as other memorabilia to show Robert after the presentation. Robert stayed after the program to answer questions and listen to the stories from many of the people who attended including a local resident whose family still lives in Bastogne.



## Staff Development

Security completed the following refresher emergency training to all departments: Lockdown/soft lockdown, active shooter, See Something Say Something, emergency flip charts /video, all building emergency, building evacuation procedures.

## Grants/Awards

Trixie Dantis, Alice Son and Shannon Distel attended the High School District 214 Center for Career Discovery Industry Partner Recognition Breakfast on November 8 at Forest View Educational Center. They were presented with certificates of appreciation for “outstanding support of students and their futures”. Trixie, Alice and Shannon have worked in various capacities with students and their teachers over the past few years.



## Service Point Traffic

**Total visits**  
**82,297** ▬ 0%  
 82,288 last year

**Main Library visits**  
**78,556** ▬ 0%  
 78,752 last year

**Sr Center Visits**  
**1,919** ▾ -7.29%  
 2,070 last year

**Bookmobile Visits**  
**1,822** ▴ 24.28%  
 1,466 last year

## Circulation

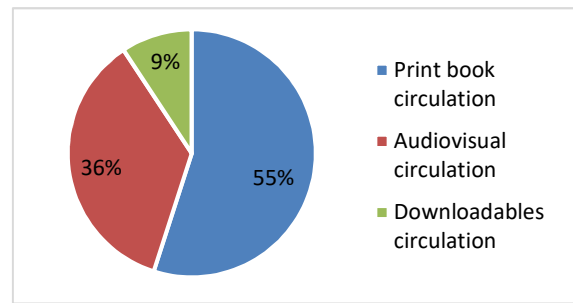
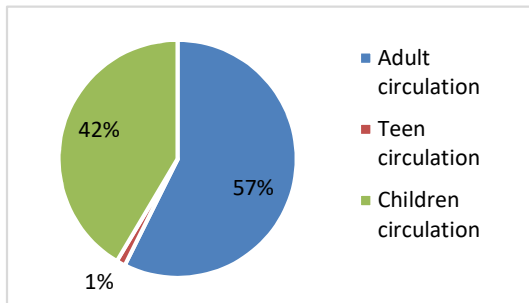
**Total Circulation**  
**167,042** ▾ -6%  
 178,025 last year

**Library Cards**

Resident (issued)	<b>298</b> <span style="color: #c00000;">▾</span> -7.17%
	321 last year
Non-Resident (Registered)	<b>138</b> <span style="color: #c00000;">▾</span> -12.10%
	157 last year

**Interlibrary Loan**

Borrowed	<b>306</b> <span style="color: #c00000;">▾</span> -20.73%
	386 last year
Lent	<b>680</b> <span style="color: #c00000;">▬</span> -0.58%
	684 last year



## Programs

**Program Attendance**  
**8,261** ▴ 16%  
 7,098 last year

**Number of Programs**  
**266** ▴ 9%  
 244 last year

**Cost of Programs**  
 Coming soon

**General Satisfaction**  
 Coming soon

## Questions

**Reference Questions**  
**13,740** ▾ -1%  
 13,880 last year

**Reference Questions**  
 (via phone)  
**4,134** ▴ 12%  
 3,690 last year

**Chat sessions**  
**373** ▴ 28.62%  
 290 last year

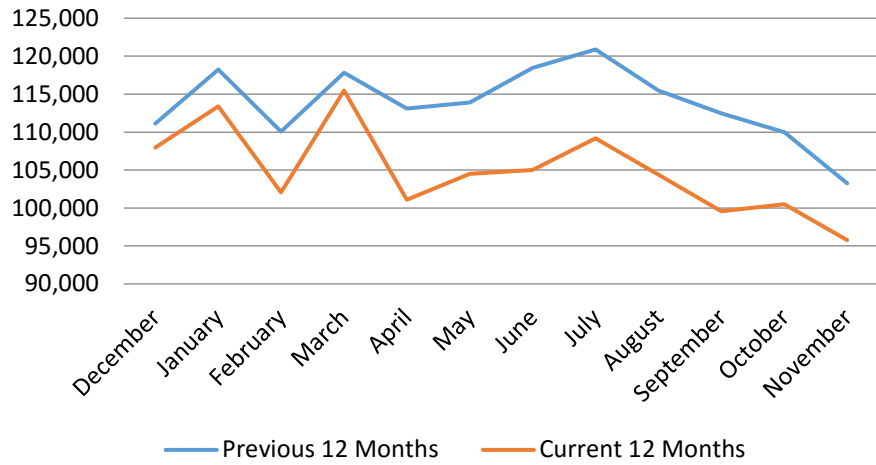
## Technology Usage

**Public Computer Use**  
**9,663** ▾ -12.45%  
 11,037 last year

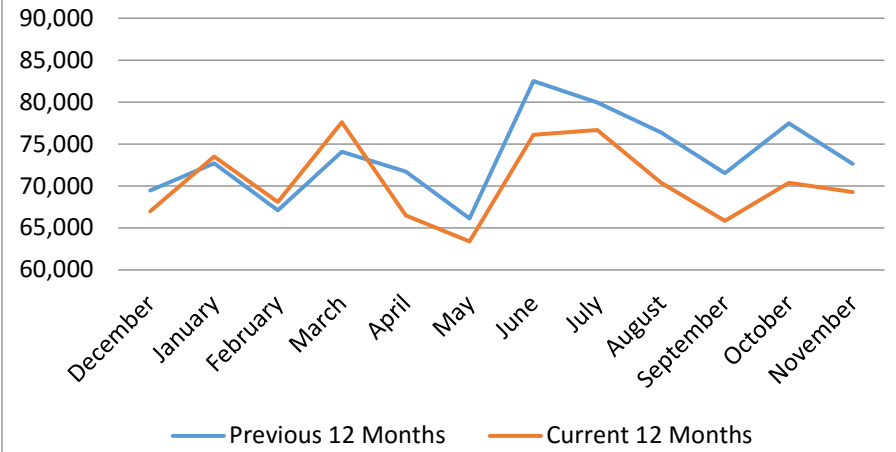
**Website Visits**  
**96,796** ▬ -0.46%  
 97,245 last year

**Self Checkout**  
 (% of total checkouts)  
**66%** ▴ 2.00%  
 64% last year

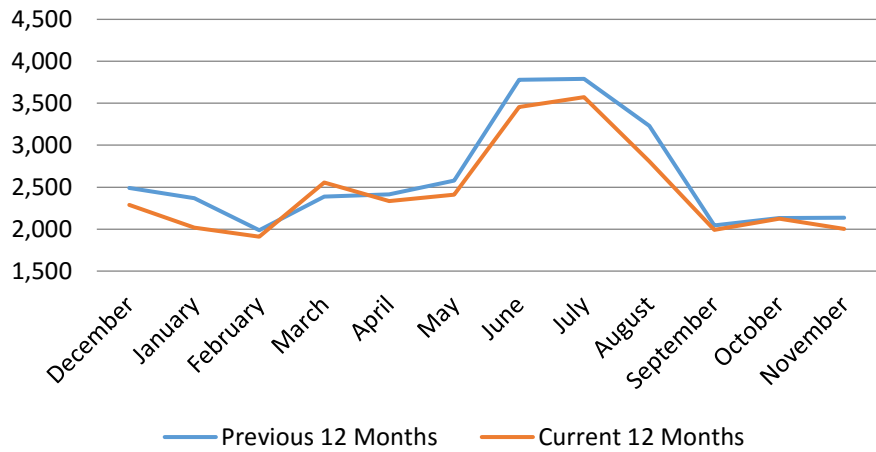
### Adult Circulation



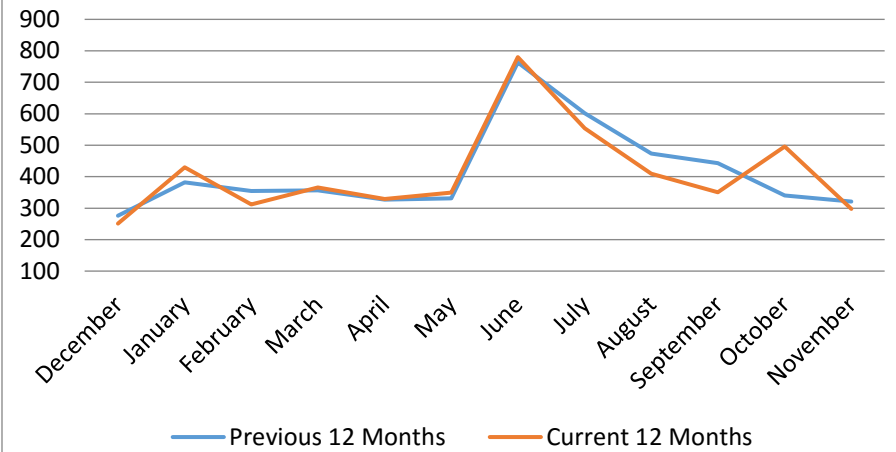
### Children's Circulation



### Teen Circulation

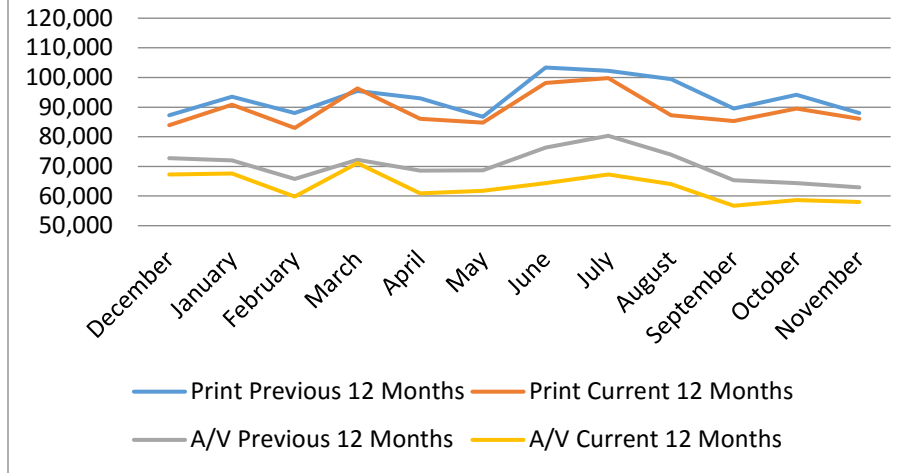


### Resident Library Cards Issued

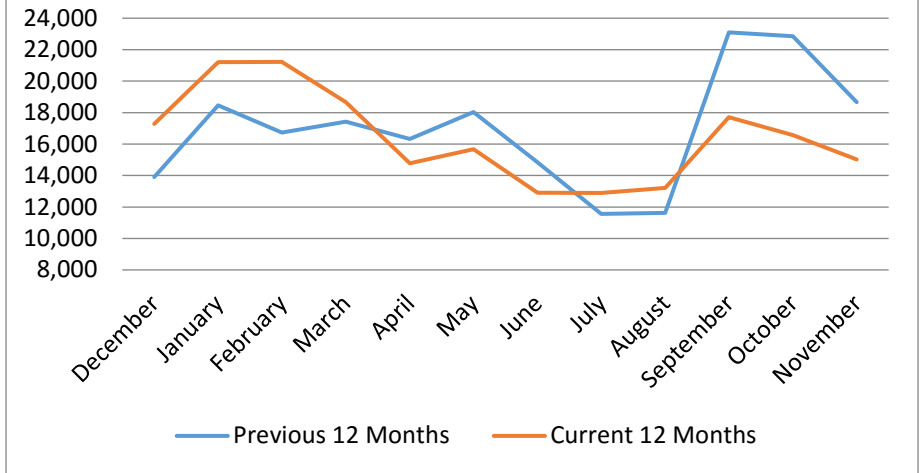




## Physical Circulation



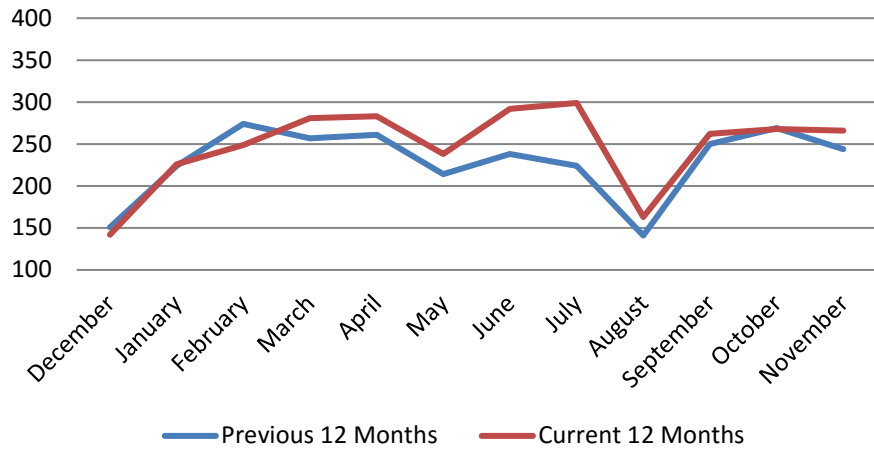
## Downloadables Circulation



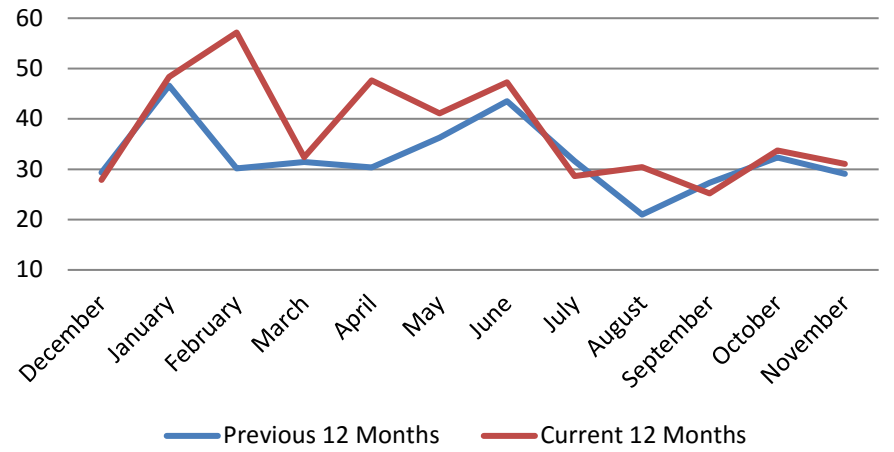
### Notes relating to circulation in November:

- Teen nonfiction is up 75% compared to last November.
- Kids' World nonfiction movies are up 47.5% compared to last November.
- While Kids' World music CDs are down 14.4% for the month, they are up 4.9% for the year.
- Our customers checked out 20,409 items from the Senior Center reading room so far this year, up 6% compared to 2016.

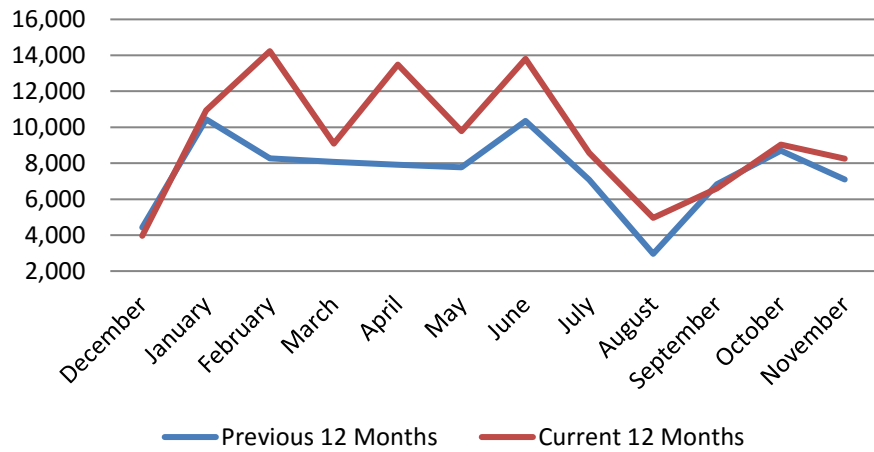
### Program Sessions

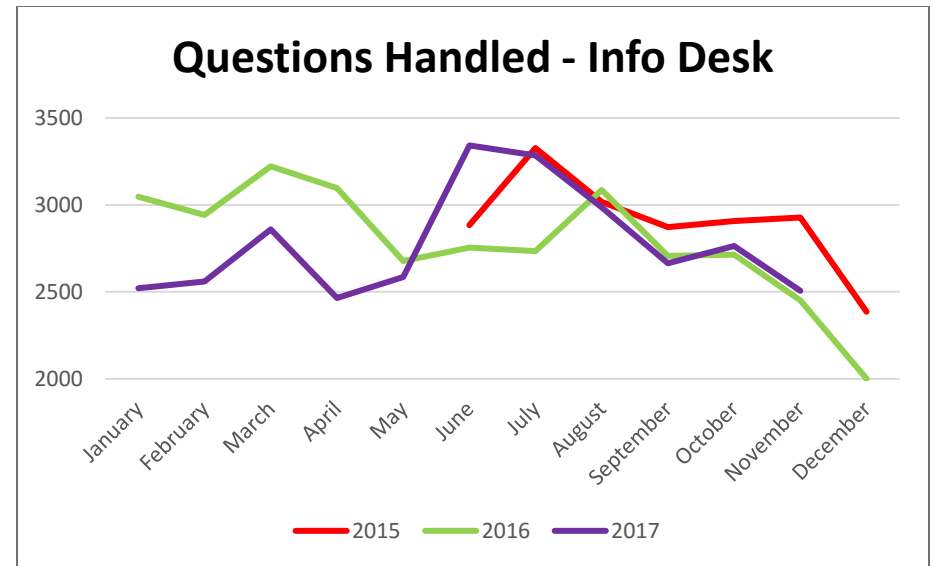
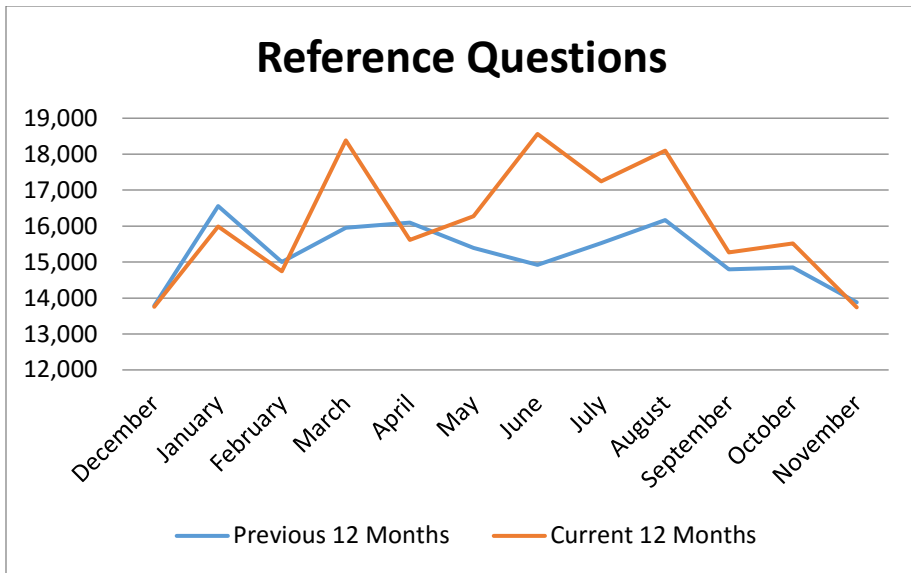


### Attendance Per Program



### Program Attendance





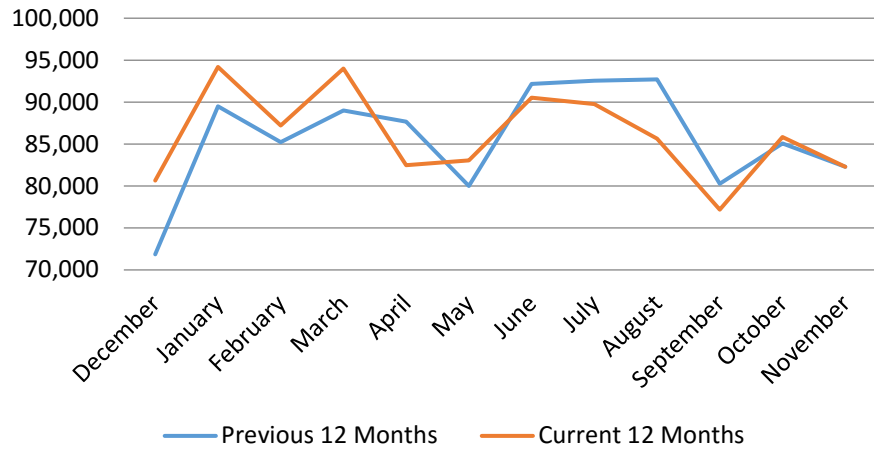
Notes relating to Info Services in November:

Info Services answered 2,507 questions on the first floor during November 2017. This is nearly the same number of questions answered in November 2016. 95% of customer interactions occurred at the Info desk, with only 5% of interactions being a result of roving. We will continue to emphasize to Info Staff the importance of roving and approaching customers away from the desk.

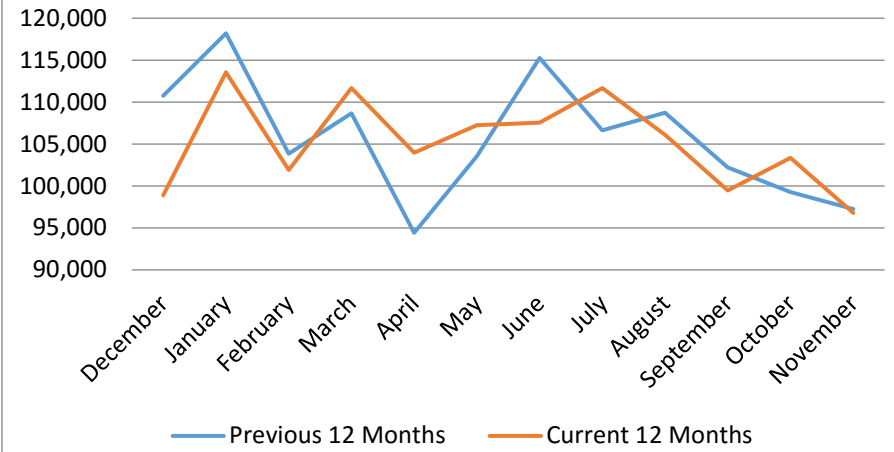
Year-to-date we have answered 30,541 questions at Info Desk.

Of the 5919 calls we received in November 2017, we answered 4134 reference questions. This is a 12% increase compared to the 3690 question answered in November 2016. The total increase year-to-date is 18%.

### In-person Attendance



### Website Visits



### Public Computer Use

