

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, FEBRUARY 20, 2018

BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE BOARD OF LIBRARY TRUSTEES MEETING OF JANUARY 13, 2018 (Action Item 1)
- V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 16, 2018 (Action Item 2)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2018 (Item 3)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2018 (Action Item 4)
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. UNFINISHED BUSINESS
 - 1978 BUILDING ROOF REPLACEMENT (Action Item 5)
Staff is seeking authorization to engage a consultant for engineering services for the 1978 building roof replacement.
- X. NEW BUSINESS
 - ANNUAL REPORT (Item 6)
Presentation of the library's 2017 annual report summary and 2017 financial review.

- APPROVAL OF THE 2018 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2017 (Action Item 7)

Approval and discussion of the 2018 Illinois Public Library Annual Report (IPLAR) to be filed with the Secretary of State's office.

XI. FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

XII. OTHER

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

XIV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XV. ADJOURNMENT

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

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

MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE ARLINGTON HEIGHTS MEMORIAL LIBRARY BOARD OF LIBRARY TRUSTEES HELD ON SATURDAY, JANUARY 13, 2018.

01.18.1 A joint meeting of the Arlington Heights Village Board and the Arlington Heights Memorial Library Board of Library Trustees was called to order in the Cardinal Room of the Arlington Heights Memorial Library on Saturday, January 13, 2018, at 8:30 a.m. by Board of Library Trustees President Debbie Smart.

PRESENT: Village Trustees Baldino, Blackwood, LaBedz, Rosenberg, and Sidor; Village President Hayes; Library Trustees Brody Garkisch, Supplitt, Thanopoulos, Zyck, and Smart.

ABSENT: Village Trustees Glasgow, Scaletta and Tinaglia and Library Trustees Medal and Tangney.

ALSO PRESENT: Randy Recklaus, Village Manager; Michael Driskell, Acting Library Executive Director; Shannon Distel, Acting Library Customer Services Director; Kelly Spokas, Library Finance Director; Mary Hastings, Communications and Marketing Manager; Debbie Halpin, Library Business Office Assistant; and Gaby Rojek, Library Human Resources Assistant.

01.18.2 There was no **PUBLIC COMMENT**.

Village Trustee Scaletta joined the meeting at 8:35 a.m.

Introductory remarks by Village President Hayes and Board of Library Trustee President Smart.

01.18.3 **LIBRARY BOARD'S TOPICS OF INTEREST**

Mr. Driskell presented information on the following library projects:

- Completion of Parking Lot Safety Improvements Project
- Strategic Plan Survey and Retreat with a 3-year Action Plan to be Completed by April

Mr. Driskell highlighted the following library services:

- Business Services
- Senior Center and Senior Services
- Library Visitor Program
- Additional Staff Positions in Children's, Bilingual Services, Community Liaison and English as a Second Language

Mr. Driskell highlighted *XOXO: An Exhibit About Love & Forgiveness* that opens on January 20 and runs through March 31. The museum-level play exhibit offers families an opportunity to think about and share their feelings through activities designed to help them understand, appreciate and express their emotions.

01.18.4 **VILLAGE BOARD'S TOPICS OF INTEREST**

Mr. Recklaus presented information on a variety of village-related topics including:

- Exploration of New Revenue Sources to Fund Village Services.
- Improve Building and Life Safety Processes and Customer Service
- Review and Update Village Business Development and Recruitment Strategy
- Review and Update Village Housing Regulations and Strategy (housing permits)
- Continue Infrastructure Improvement Efforts
- Increase Efficiencies in Service Provision Technology
- Evaluate Village Brand and Identity in the Region
- New Police Station Opens in August
- Storm Water Improvements
- New Social Services Coordinator Nicole Espinosa
- Opioid Task Force
- Village Fire Departments Transitioning to Paramedic Engines
- Coyotes
- Let It Snow, Make it Go Program Sponsored by Village Youth Commission and Senior Center
- Village Electronic Newsletter

01.18.5 There were no **OTHER** items to be discussed.

There being no further business to discuss, Library Trustee Brody Garkisch moved **ADJOURNMENT**. Library Trustee Zyck seconded. All were in favor and the meeting was adjourned at 9:50 a.m.

Joan Brody Garkisch, Vice President/Secretary

Debbie Halpin, Recorder

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JANUARY 16, 2018.

01.18.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, January 16, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: None.

Also present: Michael Driskell Acting Executive Director; Shannon Distel, Acting Director of Customer Services; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Jennifer Czajka, Programs and Exhibits Manager; Carol Ng-He, Exhibits Coordinator; Janet Moravec, Business Office Administrator; Mike Dennehey, Friends of the Library; Ryann Uden, Resident; Melissa Cayer, Resident.

01.18.03 There was no **PUBLIC COMMENT**.

01.18.04 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 19, 2017 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

01.18.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2017 (Item 2)** – Mr. Driskell reported \$87,964 in real estate revenue was received in December; bringing the total real estate tax revenues received to date to 99.4% of the anticipated real estate taxes for the year. The library received \$4,665 in Contribution Ordinance revenue in December. 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. Current cash balance is \$13,478,466 and total operating expenditures are \$1,092,508 under the year to date budget. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

01.18.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2017 (Action Item 3)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER, DATED DECEMBER 31, 2017, IN THE AMOUNT OF \$1,094,381.90**. Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- 01.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 16, 2018 (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 IN THE AMOUNT OF \$367,911.63.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- 01.18.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted an upgraded sound booth that has been installed in the Production Studio; youth services staff provided storytime and play activities for District 214 Teen Parenting program which provides prenatal and parenting classes for parenting and expectant teens; and for the month of December 2017, security reported the least amount of suspensions and police calls for the past ten years.

- 01.18.09 **UNFINISHED BUSINESS**

- **PARKING LOT SAFETY PROJECT SUMMARY (Item 5)** – A parking lot safety construction project was begun in August 2017. The project has been substantially completed and Mr. Driskell provided a project summary and wrap up report.

- 01.18.10 **NEW BUSINESS**

- **XOXO EXHIBIT (Action Item 6)** – Staff provided updated exhibit costs for *XOXO: An Exhibit about Love & Forgiveness* and more detail about the exhibit itself and its anticipated impact within the community.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO PROCEED WITH THE XOXO: AN EXHIBIT ABOUT LOVE & FORGIVENESS EXHIBIT FOR AN AMOUNT NOT TO EXCEED \$43,407 FOR RENTAL, TRANSPORTATION, INSTALLATION, AND DISASSEMBLY.**

Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Zyck, and Smart. Nay: Trustee Thanopoulos. The motion carried.

- **FOUNDATION EXPLORATORY COMMITTEE (Action Item 7)** – Staff is seeking authorization for the creation of an exploratory committee for an Arlington Heights Memorial Library foundation. A foundation would allow advocacy and support of the library through community partnerships and fundraising including grants and estate planning.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CREATION OF AN EXPLORATORY COMMITTEE FOR AN**

ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION COMPRISED OF SHANNON DISTEL, ACTING DIRECTOR OF CUSTOMER SERVICES AND THREE SELECTED COMMUNITY MEMBERS.

Trustee Medal seconded. All were in favor and the motion carried.

- 01.18.11 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Dennehey reported the Friends of the Library Feb Fab Used Book and Media Sale will take place February 3-4. The Friends are in the process of forming nominations for the 2018 election that will take place at the April Friends Board meeting. President Smart congratulated the Friends on their 50th anniversary and thanked them for their commitment and continued support of the library.

01.18.12 **OTHER**

- Mr. Driskell gave a strategic planning update.
- Deb Whisler will be receiving the Pam Stocking Heart of Gold award at the upcoming Arlington Heights Hearts of Gold event.

- 01.18.13 Trustee Zyck 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; AND (2) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 8:25 p.m.

The board returned to open session at 9:16 p.m.

Trustee Zyck moved **TO DESTROY THE CLOSED SESSION AUDIO TAPES FROM FEBRUARY 16, 2016; APRIL 19, 2016; MAY 17, 2016; JUNE 21, 2016 AND JULY 7, 2016.** Trustee Tangney seconded. All were in favor and the motion carried.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 16, 2018.** Trustee Brody Garkisch seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPOINTS MICHAEL DRISKELL AS THE INTERIM EXECUTIVE DIRECTOR THROUGH JULY 30, 2018, AS THE LIBRARY CONTINUES ITS STRATEGIC PLANNING PROCESS AND AS THE BOARD INVESTIGATES SEARCH FIRMS FOR A PERMANENT REPLACEMENT.** Trustee Medal seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Brody Garkisch moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:18 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

(Item 3)

Village of Arlington Heights
REVENUE REPORT
8% OF YEAR LAPSED

Village of Arlington Heights

FUND 291 Memorial Library Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	75,690	74,625.22	99	75,690	74,625.22	99	908,281	833,655.78
04 00	Real Estate Tax FICA	49,169	48,477.30	99	49,169	48,477.30	99	590,029	541,551.70
05 00	Real Estate Tax	1,039,173	1,024,553.37	99	1,039,173	1,024,553.37	99	12,470,082	11,445,528.63
401	** Real Estate Taxes	1,164,032	1,147,655.89	99	1,164,032	1,147,655.89	99	13,968,392	12,820,736.11
400	*** Taxes	1,164,032	1,147,655.89	99	1,164,032	1,147,655.89	99	13,968,392	12,820,736.11
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		5,000	.00		60,000	60,000.00
70 00	Other Grants	125	.00		125	.00		1,500	1,500.00
90 00	Contribution Ord. Library	83	.00		83	.00		1,000	1,000.00
411	** Intergovernmental	5,208	.00		5,208	.00		62,500	62,500.00
410	*** Intergovernmental Revenue	5,208	.00		5,208	.00		62,500	62,500.00
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		208	.00		2,500	2,500.00
74 00	Copier/Reader Printer Fee	3,333	3,140.55	94	3,333	3,140.55	94	40,000	36,859.45
75 00	Meeting Room Fees	333	385.00	116	333	385.00	116	4,000	3,615.00
436	** Library Fees	3,874	3,525.55	91	3,874	3,525.55	91	46,500	42,974.45
430	*** Fees	3,874	3,525.55	91	3,874	3,525.55	91	46,500	42,974.45
440	Fines								
442	Library								
20 00	Late Charges	11,666	11,459.44	98	11,666	11,459.44	98	140,000	128,540.56
25 00	Lost/Damaged Item Charges	1,416	1,708.90	121	1,416	1,708.90	121	17,000	15,291.10
442	** Library	13,082	13,168.34	101	13,082	13,168.34	101	157,000	143,831.66
440	*** Fines	13,082	13,168.34	101	13,082	13,168.34	101	157,000	143,831.66
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,666	2,357.66	88	2,666	2,357.66	88	32,000	29,642.34
461	** Simple Interest	2,666	2,357.66	88	2,666	2,357.66	88	32,000	29,642.34
462	Investment Income								
10 00	Market Value Adjustments	0	3,705.87		0	3,705.87		0	3,705.87-
462	** Investment Income	0	3,705.87		0	3,705.87		0	3,705.87-

Village of Arlington Heights

FUND 291 Memorial Library Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,666	6,063.53	227	2,666	6,063.53	227	32,000	25,936.47
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	.00		83	.00		1,000	1,000.00
483	** Donations	83	.00		83	.00		1,000	1,000.00
489	Other								
90 00	Other Income	833	787.51	95	833	787.51	95	10,000	9,212.49
93 00	Donations Genealogy	41	.00		41	.00		500	500.00
94 00	FOL Reimbursements	5,416	1,378.00	25	5,416	1,378.00	25	65,000	63,622.00
489	** Other	6,290	2,165.51	34	6,290	2,165.51	34	75,500	73,334.49
480	*** Other	6,373	2,165.51	34	6,373	2,165.51	34	76,500	74,334.49
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,195,235	1,172,578.82	98	1,195,235	1,172,578.82	98	14,342,892	13,170,313.18

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	1,250	103.81	8	1,250	103.81	8	15,000	14,896.19
461	** Simple Interest	1,250	103.81	8	1,250	103.81	8	15,000	14,896.19
462	Investment Income								
10 00	Market Value Adjustments	0	1,733.47		0	1,733.47		0	1,733.47-
462	** Investment Income	0	1,733.47		0	1,733.47		0	1,733.47-
460	*** Interest Income	1,250	1,837.28	147	1,250	1,837.28	147	15,000	13,162.72
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		145,833	.00		1,750,000	1,750,000.00
491	** Other Financing Sources	145,833	.00		145,833	.00		1,750,000	1,750,000.00
490	*** Other Financing Sources	145,833	.00		145,833	.00		1,750,000	1,750,000.00
FUND TOTAL Capital Projects-Library		147,083	1,837.28	1	147,083	1,837.28	1	1,765,000	1,763,162.72

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	46337	24458.33	53	46337	24458.33	53	.00	556045	531586.67	4
16	92	Achievement Awards	333	500.00	150	333	500.00	150	.00	4000	3500.00	13
16	**	Library Personal Services	46670	24958.33	54	46670	24958.33	54	.00	560045	535086.67	5
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	16	.00	0	.00	200	200.00	0
18	**	Other Personal Services	16	.00	0	16	.00	0	.00	200	200.00	0
19		Employee Benefits										
19	05	Medical Insurance	5409	5496.93	102	5409	5496.93	102	.00	64913	59416.07	9
19	10	IMRF	6056	3111.12	51	6056	3111.12	51	.00	72675	69563.88	4
19	11	Social Security	2872	1458.56	51	2872	1458.56	51	.00	34475	33016.44	4
19	12	Medicare	671	341.10	51	671	341.10	51	.00	8063	7721.90	4
19	53	Flexible Spending	208	313.50	151	208	313.50	151	.00	2500	2186.50	13
19	55	Unemployment Compensation	833	.00	0	833	.00	0	.00	10000	10000.00	0
19	**	Employee Benefits	16049	10721.21	67	16049	10721.21	67	.00	192626	181904.79	6
20		Prof Technical Services										
20	05	Professional Services	333	.00	0	333	.00	0	.00	4000	4000.00	0
20	08	Consulting Services	2054	2132.17	104	2054	2132.17	104	.00	24650	22517.83	9
20	20	Legal Services	1333	9931.25	745	1333	9931.25	745	.00	16000	6068.75	62
20	40	General Insurance	11041	104886.00	950	11041	104886.00	950	.00	132500	27614.00	79
20	81	OCLC Services	5216	15127.91	290	5216	15127.91	290	.00	62601	47473.09	24
20	**	Prof Technical Services	19977	132077.33	661	19977	132077.33	661	.00	239751	107673.67	55
21		Property Services										
21	65	Other Services	745	3673.36	493	745	3673.36	493	.00	8947	5273.64	41
21	**	Property Services	745	3673.36	493	745	3673.36	493	.00	8947	5273.64	41
22		Other Contractual Service										
22	01	Advertising	83	.00	0	83	.00	0	.00	1000	1000.00	0
22	02	Dues	1623	635.00	39	1623	635.00	39	.00	19485	18850.00	3
22	03	Training	10608	15791.98	149	10608	15791.98	149	.00	127300	111508.02	12
22	05	Postage	3590	5501.79	153	3590	5501.79	153	.00	43087	37585.21	13
22	42	Internet Services	2359	3421.57	145	2359	3421.57	145	.00	28311	24889.43	12
22	70	Telephone Services	4167	5553.49	133	4167	5553.49	133	.00	50014	44460.51	11
22	**	Other Contractual Service	22430	30903.83	138	22430	30903.83	138	.00	269197	238293.17	12
30		General Supplies										
30	05	Office Supplies & Equip	738	506.19	69	738	506.19	69	.00	8858	8351.81	6
30	**	General Supplies	738	506.19	69	738	506.19	69	.00	8858	8351.81	6
31		Public Works Supplies										
31	85	Small Tools and Equipment	399	.00	0	399	.00	0	.00	4790	4790.00	0
31	**	Public Works Supplies	399	.00	0	399	.00	0	.00	4790	4790.00	0

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
32		Library Supplies									
32	72	Special Events	70	226.24	323	70	226.24	323	.00	850	623.76 27
32	99	Items Reimb by Employees	0	209.76	0	0	209.76	0	.00	0	209.76- 0
32	**	Library Supplies	70	436.00	623	70	436.00	623	.00	850	414.00 51
40		Other Charges									
40	96	Operating Contingency	416	.00	0	416	.00	0	.00	5000	5000.00 0
40	**	Other Charges	416	.00	0	416	.00	0	.00	5000	5000.00 0
50		Property									
50	15	Other Equipment	4295	4288.00	100	4295	4288.00	100	.00	51540	47252.00 8
50	**	Property	4295	4288.00	100	4295	4288.00	100	.00	51540	47252.00 8
601	**	** Library	111805	207564.25	186	111805	207564.25	186	.00	1341804	1134239.75 16
60	**	** Culture/Recreation	111805	207564.25	186	111805	207564.25	186	.00	1341804	1134239.75 16
DIV	6001	TOTAL ***** Administration	111805	207564.25	186	111805	207564.25	186	.00	1341804	1134239.75 16

PREPARED 02/15/2018, 10:34:54
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 8% 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.		
60		Culture/Recreation									
601		Library									
		Communications & Mrkting	55598	43596.87	78	55598	43596.87	78	.00	667274	623677.13 7

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	13374	12456.56	93	13374	12456.56	93	.00	160495	148038.44	8
16	**	Library Personal Services	13374	12456.56	93	13374	12456.56	93	.00	160495	148038.44	8
18		Other Personal Services										
18	05	Overtime Civilian	25	44.70	179	25	44.70	179	.00	300	255.30	15
18	**	Other Personal Services	25	44.70	179	25	44.70	179	.00	300	255.30	15
19		Employee Benefits										
19	05	Medical Insurance	2816	3037.72	108	2816	3037.72	108	.00	33800	30762.28	9
19	10	IMRF	1748	1590.17	91	1748	1590.17	91	.00	20976	19385.83	8
19	11	Social Security	829	735.64	89	829	735.64	89	.00	9951	9215.36	7
19	12	Medicare	193	172.05	89	193	172.05	89	.00	2327	2154.95	7
19	50	Employee Asst. Program	520	1801.67	347	520	1801.67	347	.00	6250	4448.33	29
19	**	Employee Benefits	6106	7337.25	120	6106	7337.25	120	.00	73304	65966.75	10
21		Property Services										
21	65	Other Services	687	621.00	90	687	621.00	90	.00	8250	7629.00	8
21	**	Property Services	687	621.00	90	687	621.00	90	.00	8250	7629.00	8
22		Other Contractual Service										
22	01	Advertising	208	.00	0	208	.00	0	.00	2500	2500.00	0
22	02	Dues	258	.00	0	258	.00	0	.00	3105	3105.00	0
22	03	Training	67	.00	0	67	.00	0	.00	810	810.00	0
22	55	In Service Training	625	3214.96	514	625	3214.96	514	.00	7500	4285.04	43
22	**	Other Contractual Service	1158	3214.96	278	1158	3214.96	278	.00	13915	10700.04	23
40		Other Charges										
40	62	Tuition Reimbursement	1250	4445.33	356	1250	4445.33	356	.00	15000	10554.67	30
40	70	Employee Recognition Prog	1370	.00	0	1370	.00	0	.00	16450	16450.00	0
40	**	Other Charges	2620	4445.33	170	2620	4445.33	170	.00	31450	27004.67	14
601	**	Library	23970	28119.80	117	23970	28119.80	117	.00	287714	259594.20	10
60	**	Culture/Recreation	23970	28119.80	117	23970	28119.80	117	.00	287714	259594.20	10
DIV	6003	TOTAL ***** Human Resources	23970	28119.80	117	23970	28119.80	117	.00	287714	259594.20	10

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	21	Property Services									
	21 65	Other Services	416	10.00-	2-	416	10.00-	2-	.00	5000	5010.00 0
	21 **	Property Services	416	10.00-	2-	416	10.00-	2-	.00	5000	5010.00 0
	22	Other Contractual Service									
	22 18	Contr Programs & Exhibits	1666	20181.82	1211	1666	20181.82	1211	.00	20000	181.82- 101
	22 **	Other Contractual Service	1666	20181.82	1211	1666	20181.82	1211	.00	20000	181.82- 101
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	416	.00	0	416	.00	0	.00	5000	5000.00 0
	31 **	Public Works Supplies	416	.00	0	416	.00	0	.00	5000	5000.00 0
	32	Library Supplies									
	32 01	Program Supplies	416	.00	0	416	.00	0	.00	5000	5000.00 0
	32 02	Program Supplies	416	.00	0	416	.00	0	.00	5000	5000.00 0
	32 32	Software	125	.00	0	125	.00	0	.00	1500	1500.00 0
	32 72	Special Events	833	.00	0	833	.00	0	.00	10000	10000.00 0
	32 75	Audio Visual	166	.00	0	166	.00	0	.00	2000	2000.00 0
	32 78	Electronic Resources	125	.00	0	125	.00	0	.00	1500	1500.00 0
	32 80	Books	416	.00	0	416	.00	0	.00	5000	5000.00 0
	32 **	Library Supplies	2497	.00	0	2497	.00	0	.00	30000	30000.00 0
	50	Property									
	50 15	Other Equipment	416	.00	0	416	.00	0	.00	5000	5000.00 0
	50 **	Property	416	.00	0	416	.00	0	.00	5000	5000.00 0
601	** **	Library	5411	20171.82	373	5411	20171.82	373	.00	65000	44828.18 31
60	** **	Culture/Recreation	5411	20171.82	373	5411	20171.82	373	.00	65000	44828.18 31
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5411	20171.82	373	5411	20171.82	373	.00	65000	44828.18 31

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance					ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19092	18792.80	98	19092	18792.80	98	.00	229114	210321.20	8
	16 **	Library Personal Services	19092	18792.80	98	19092	18792.80	98	.00	229114	210321.20	8
	18	Other Personal Services										
	18 05	Overtime Civilian	41	.00	0	41	.00	0	.00	500	500.00	0
	18 **	Other Personal Services	41	.00	0	41	.00	0	.00	500	500.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	3222	2977.77	92	3222	2977.77	92	.00	38669	35691.23	8
	19 10	IMRF	2495	2390.44	96	2495	2390.44	96	.00	29946	27555.56	8
	19 11	Social Security	1183	1104.70	93	1183	1104.70	93	.00	14205	13100.30	8
	19 12	Medicare	276	258.36	94	276	258.36	94	.00	3322	3063.64	8
	19 **	Employee Benefits	7176	6731.27	94	7176	6731.27	94	.00	86142	79410.73	8
	20	Prof Technical Services										
	20 05	Professional Services	450	.00	0	450	.00	0	.00	5400	5400.00	0
	20 **	Prof Technical Services	450	.00	0	450	.00	0	.00	5400	5400.00	0
	21	Property Services										
	21 36	Equipment Rental	586	460.00	79	586	460.00	79	.00	7040	6580.00	7
	21 65	Other Services	442	.00	0	442	.00	0	.00	5310	5310.00	0
	21 **	Property Services	1028	460.00	45	1028	460.00	45	.00	12350	11890.00	4
	22	Other Contractual Service										
	22 02	Dues	60	280.00	467	60	280.00	467	.00	725	445.00	39
	22 03	Training	100	.00	0	100	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	2033	2033.33	100	2033	2033.33	100	.00	24400	22366.67	8
	22 **	Other Contractual Service	2193	2313.33	106	2193	2313.33	106	.00	26325	24011.67	9
601	** **	Library	29980	28297.40	94	29980	28297.40	94	.00	359831	331533.60	8
60	** **	Culture/Recreation	29980	28297.40	94	29980	28297.40	94	.00	359831	331533.60	8
DIV	6008	TOTAL ***** Finance	29980	28297.40	94	29980	28297.40	94	.00	359831	331533.60	8

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	52333	47352.21	91	52333	47352.21	91	.00	627997	580644.79	8
	16 **	Library Personal Services	52333	47352.21	91	52333	47352.21	91	.00	627997	580644.79	8
	18	Other Personal Services										
	18 05	Overtime Civilian	20	.00	0	20	.00	0	.00	250	250.00	0
	18 **	Other Personal Services	20	.00	0	20	.00	0	.00	250	250.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	12185	11578.69	95	12185	11578.69	95	.00	146228	134649.31	8
	19 10	IMRF	6644	5799.76	87	6644	5799.76	87	.00	79738	73938.24	7
	19 11	Social Security	3244	2828.56	87	3244	2828.56	87	.00	38936	36107.44	7
	19 12	Medicare	758	661.54	87	758	661.54	87	.00	9106	8444.46	7
	19 **	Employee Benefits	22831	20868.55	91	22831	20868.55	91	.00	274008	253139.45	8
	20	Prof Technical Services										
	20 05	Professional Services	687	856.13	125	687	856.13	125	.00	8252	7395.87	10
	20 08	Consulting Services	2170	5730.00	264	2170	5730.00	264	.00	26045	20315.00	22
	20 **	Prof Technical Services	2857	6586.13	231	2857	6586.13	231	.00	34297	27710.87	19
	21	Property Services										
	21 02	Equipment Maintenance	14991	115342.36	769	14991	115342.36	769	.00	179898	64555.64	64
	21 **	Property Services	14991	115342.36	769	14991	115342.36	769	.00	179898	64555.64	64
	22	Other Contractual Service										
	22 02	Dues	17	.00	0	17	.00	0	.00	209	209.00	0
	22 03	Training	37	.00	0	37	.00	0	.00	450	450.00	0
	22 **	Other Contractual Service	54	.00	0	54	.00	0	.00	659	659.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	31	43.33	140	31	43.33	140	.00	375	331.67	12
	30 30	Data System Supplies	3183	2266.98	71	3183	2266.98	71	.00	38204	35937.02	6
	30 32	Software Library	14623	53344.17	365	14623	53344.17	365	.00	175480	122135.83	30
	30 33	Documentation Library	52	.00	0	52	.00	0	.00	625	625.00	0
	30 **	General Supplies	17889	55654.48	311	17889	55654.48	311	.00	214684	159029.52	26
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1384	1049.51	76	1384	1049.51	76	.00	16610	15560.49	6
	31 **	Public Works Supplies	1384	1049.51	76	1384	1049.51	76	.00	16610	15560.49	6
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	25	.00	0	.00	300	300.00	0
	32 32	Software	857	287.45	34	857	287.45	34	.00	10287	9999.55	3
	32 **	Library Supplies	882	287.45	33	882	287.45	33	.00	10587	10299.55	3

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 12	Computer Equipment	5902	.00	0	5902	.00	0	.00	70830	70830.00 0
	50 15	Other Equipment	1066	.00	0	1066	.00	0	.00	12800	12800.00 0
	50 **	Property	6968	.00	0	6968	.00	0	.00	83630	83630.00 0
601	** **	Library	120209	247140.69	206	120209	247140.69	206	.00	1442620	1195479.31 17
60	** **	Culture/Recreation	120209	247140.69	206	120209	247140.69	206	.00	1442620	1195479.31 17
DIV	6010	TOTAL ***** Information Technology	120209	247140.69	206	120209	247140.69	206	.00	1442620	1195479.31 17

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security					ANNUAL	UNENCUMB.	%		
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	19339	19349.57	100	19339	19349.57	100	.00	232068	212718.43	8
16	**	Library Personal Services	19339	19349.57	100	19339	19349.57	100	.00	232068	212718.43	8
18		Other Personal Services										
18	05	Overtime Civilian	166	122.15	74	166	122.15	74	.00	2000	1877.85	6
18	**	Other Personal Services	166	122.15	74	166	122.15	74	.00	2000	1877.85	6
19		Employee Benefits										
19	05	Medical Insurance	4781	4753.28	99	4781	4753.28	99	.00	57379	52625.72	8
19	10	IMRF	2186	2229.50	102	2186	2229.50	102	.00	26240	24010.50	9
19	11	Social Security	1199	1161.07	97	1199	1161.07	97	.00	14388	13226.93	8
19	12	Medicare	280	271.55	97	280	271.55	97	.00	3365	3093.45	8
19	**	Employee Benefits	8446	8415.40	100	8446	8415.40	100	.00	101372	92956.60	8
22		Other Contractual Service										
22	03	Training	156	.00	0	156	.00	0	.00	1875	1875.00	0
22	**	Other Contractual Service	156	.00	0	156	.00	0	.00	1875	1875.00	0
30		General Supplies										
30	05	Office Supplies & Equip	18	.00	0	18	.00	0	.00	225	225.00	0
30	**	General Supplies	18	.00	0	18	.00	0	.00	225	225.00	0
601	**	** Library	28125	27887.12	99	28125	27887.12	99	.00	337540	309652.88	8
60	**	** Culture/Recreation	28125	27887.12	99	28125	27887.12	99	.00	337540	309652.88	8
DIV	6015	TOTAL ***** Security	28125	27887.12	99	28125	27887.12	99	.00	337540	309652.88	8

PREPARED 02/15/2018, 10:34:54
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 8% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities					ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
		Executive Office	455905	699411.07	153	455905	699411.07	153	.00	5471527	4772115.93 13

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv					ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	
60		Culture/Recreation								
601		Library								
16		Library Personal Services								
16	51	Clerk IV	0	119.23	0	0	119.23	0	.00	0
16	85	Salaries	74334	58803.69	79	74334	58803.69	79	.00	892014
16	**	Library Personal Services	74334	58922.92	79	74334	58922.92	79	.00	892014
18		Other Personal Services								
18	05	Overtime Civilian	20	.00	0	20	.00	0	.00	250
18	**	Other Personal Services	20	.00	0	20	.00	0	.00	250
19		Employee Benefits								
19	05	Medical Insurance	10508	10435.34	99	10508	10435.34	99	.00	126098
19	10	IMRF	9525	7456.37	78	9525	7456.37	78	.00	114303
19	11	Social Security	4608	3521.01	76	4608	3521.01	76	.00	55305
19	12	Medicare	1077	823.48	77	1077	823.48	77	.00	12934
19	**	Employee Benefits	25718	22236.20	87	25718	22236.20	87	.00	308640
21		Property Services								
21	65	Other Services	0	807.50	0	0	807.50	0	.00	0
21	**	Property Services	0	807.50	0	0	807.50	0	.00	0
22		Other Contractual Service								
22	02	Dues	400	478.00	120	400	478.00	120	.00	4803
22	03	Training	370	13.45	4	370	13.45	4	.00	4451
22	18	Contr Programs & Exhibits	850	.00	0	850	.00	0	.00	10200
22	**	Other Contractual Service	1620	491.45	30	1620	491.45	30	.00	19454
30		General Supplies								
30	05	Office Supplies & Equip	25	129.81	519	25	129.81	519	.00	310
30	**	General Supplies	25	129.81	519	25	129.81	519	.00	310
32		Library Supplies								
32	01	Program Supplies	164	39.04	24	164	39.04	24	.00	1970
32	90	Circulation Supplies	183	42.75	23	183	42.75	23	.00	2203
32	**	Library Supplies	347	81.79	24	347	81.79	24	.00	4173
601	**	Library	102064	82669.67	81	102064	82669.67	81	.00	1224841
60	**	Culture/Recreation	102064	82669.67	81	102064	82669.67	81	.00	1224841
DIV	6405	TOTAL ***** Business & Specialty Serv	102064	82669.67	81	102064	82669.67	81	.00	1224841

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services					ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	218730	181854.52	83	218730	181854.52	83	.00	2624771	2442916.48	7
16	**	Library Personal Services	218730	181854.52	83	218730	181854.52	83	.00	2624771	2442916.48	7
18		Other Personal Services										
18	05	Overtime Civilian	166	9.34	6	166	9.34	6	.00	2000	1990.66	1
18	**	Other Personal Services	166	9.34	6	166	9.34	6	.00	2000	1990.66	1
19		Employee Benefits										
19	05	Medical Insurance	21340	21048.44	99	21340	21048.44	99	.00	256090	235041.56	8
19	10	IMRF	21858	18257.67	84	21858	18257.67	84	.00	262298	244040.33	7
19	11	Social Security	13566	11073.06	82	13566	11073.06	82	.00	162793	151719.94	7
19	12	Medicare	3172	2589.57	82	3172	2589.57	82	.00	38073	35483.43	7
19	**	Employee Benefits	59936	52968.74	88	59936	52968.74	88	.00	719254	666285.26	7
21		Property Services										
21	02	Equipment Maintenance	46	47.92	104	46	47.92	104	.00	555	507.08	9
21	64	Access Services	250	.00	0	250	.00	0	.00	3000	3000.00	0
21	65	Other Services	945	1038.45	110	945	1038.45	110	.00	11348	10309.55	9
21	**	Property Services	1241	1086.37	88	1241	1086.37	88	.00	14903	13816.63	7
22		Other Contractual Service										
22	02	Dues	184	150.00	82	184	150.00	82	.00	2210	2060.00	7
22	03	Training	357	188.92	53	357	188.92	53	.00	4294	4105.08	4
22	**	Other Contractual Service	541	338.92	63	541	338.92	63	.00	6504	6165.08	5
30		General Supplies										
30	05	Office Supplies & Equip	433	419.18	97	433	419.18	97	.00	5207	4787.82	8
30	07	Supplies Reimb by Patrons	168	.00	0	168	.00	0	.00	2020	2020.00	0
30	**	General Supplies	601	419.18	70	601	419.18	70	.00	7227	6807.82	6
32		Library Supplies										
32	01	Program Supplies	194	45.63	24	194	45.63	24	.00	2332	2286.37	2
32	90	Circulation Supplies	947	129.46	14	947	129.46	14	.00	11369	11239.54	1
32	**	Library Supplies	1141	175.09	15	1141	175.09	15	.00	13701	13525.91	1
601	**	Library	282356	236852.16	84	282356	236852.16	84	.00	3388360	3151507.84	7
60	**	Culture/Recreation	282356	236852.16	84	282356	236852.16	84	.00	3388360	3151507.84	7
DIV	6420	TOTAL ***** Customer Services	282356	236852.16	84	282356	236852.16	84	.00	3388360	3151507.84	7

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits					ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	33201	26867.65	81	33201	26867.65	81	.00	398420	371552.35	7
16	**	Library Personal Services	33201	26867.65	81	33201	26867.65	81	.00	398420	371552.35	7
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	16	.00	0	.00	200	200.00	0
18	**	Other Personal Services	16	.00	0	16	.00	0	.00	200	200.00	0
19		Employee Benefits										
19	05	Medical Insurance	7843	5862.98	75	7843	5862.98	75	.00	94121	88258.02	6
19	10	IMRF	4199	3417.56	81	4199	3417.56	81	.00	50397	46979.44	7
19	11	Social Security	2058	1599.87	78	2058	1599.87	78	.00	24702	23102.13	7
19	12	Medicare	481	374.15	78	481	374.15	78	.00	5777	5402.85	7
19	**	Employee Benefits	14581	11254.56	77	14581	11254.56	77	.00	174997	163742.44	6
22		Other Contractual Service										
22	02	Dues	171	385.00	225	171	385.00	225	.00	2053	1668.00	19
22	03	Training	111	150.00	135	111	150.00	135	.00	1340	1190.00	11
22	18	Contr Programs & Exhibits	14224	39601.18	278	14224	39601.18	278	.00	170695	131093.82	23
22	**	Other Contractual Service	14506	40136.18	277	14506	40136.18	277	.00	174088	133951.82	23
32		Library Supplies										
32	02	Program Supplies	5138	5920.01	115	5138	5920.01	115	.00	61657	55736.99	10
32	**	Library Supplies	5138	5920.01	115	5138	5920.01	115	.00	61657	55736.99	10
601	**	Library	67442	84178.40	125	67442	84178.40	125	.00	809362	725183.60	10
60	**	Culture/Recreation	67442	84178.40	125	67442	84178.40	125	.00	809362	725183.60	10
DIV	6440	TOTAL ***** Programs and Exhibits	67442	84178.40	125	67442	84178.40	125	.00	809362	725183.60	10

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	85	Salaries	42793	35688.16	83	42793	35688.16	83	.00	513526	477837.84	7
16	**	Library Personal Services	42793	35688.16	83	42793	35688.16	83	.00	513526	477837.84	7
18		Other Personal Services										
18	05	Overtime Civilian	8	41.47	518	8	41.47	518	.00	100	58.53	42
18	**	Other Personal Services	8	41.47	518	8	41.47	518	.00	100	58.53	42
19		Employee Benefits										
19	05	Medical Insurance	4629	3541.55	77	4629	3541.55	77	.00	55556	52014.45	6
19	10	IMRF	5265	4068.99	77	5265	4068.99	77	.00	63185	59116.01	6
19	11	Social Security	2653	2182.67	82	2653	2182.67	82	.00	31839	29656.33	7
19	12	Medicare	620	510.47	82	620	510.47	82	.00	7446	6935.53	7
19	**	Employee Benefits	13167	10303.68	78	13167	10303.68	78	.00	158026	147722.32	7
22		Other Contractual Service										
22	02	Dues	192	150.00	78	192	150.00	78	.00	2305	2155.00	7
22	03	Training	41	.00	0	41	.00	0	.00	500	500.00	0
22	66	Outside Reference Service	225	.00	0	225	.00	0	.00	2700	2700.00	0
22	**	Other Contractual Service	458	150.00	33	458	150.00	33	.00	5505	5355.00	3
30		General Supplies										
30	05	Office Supplies & Equip	58	76.82	132	58	76.82	132	.00	700	623.18	11
30	07	Supplies Reimb by Patrons	75	.00	0	75	.00	0	.00	900	900.00	0
30	**	General Supplies	133	76.82	58	133	76.82	58	.00	1600	1523.18	5
31		Public Works Supplies										
31	85	Small Tools and Equipment	520	124.48	24	520	124.48	24	.00	6250	6125.52	2
31	**	Public Works Supplies	520	124.48	24	520	124.48	24	.00	6250	6125.52	2
32		Library Supplies										
32	01	Program Supplies	83	.00	0	83	.00	0	.00	1000	1000.00	0
32	78	Electronic Resources	28085	154622.34	551	28085	154622.34	551	.00	337027	182404.66	46
32	90	Circulation Supplies	147	171.55	117	147	171.55	117	.00	1775	1603.45	10
32	**	Library Supplies	28315	154793.89	547	28315	154793.89	547	.00	339802	185008.11	46
50		Property										
50	15	Other Equipment	382	558.82	146	382	558.82	146	.00	4588	4029.18	12
50	**	Property	382	558.82	146	382	558.82	146	.00	4588	4029.18	12
601	**	Library	85776	201737.32	235	85776	201737.32	235	.00	1029397	827659.68	20
60	**	Culture/Recreation	85776	201737.32	235	85776	201737.32	235	.00	1029397	827659.68	20
DIV	6450	TOTAL ***** Digital Services	85776	201737.32	235	85776	201737.32	235	.00	1029397	827659.68	20

FUND 291 Memorial Library Fund		DEPT/DIV 6470 User Services/Collection Services						ANNUAL	UNENCUMB.	%		
BA ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	65855	59463.42	90	65855	59463.42	90	.00	790261	730797.58	8
	16 **	Library Personal Services	65855	59463.42	90	65855	59463.42	90	.00	790261	730797.58	8
	18	Other Personal Services										
	18 05	Overtime Civilian	12	7.77	65	12	7.77	65	.00	150	142.23	5
	18 **	Other Personal Services	12	7.77	65	12	7.77	65	.00	150	142.23	5
	19	Employee Benefits										
	19 05	Medical Insurance	15468	16154.21	104	15468	16154.21	104	.00	185626	169471.79	9
	19 10	IMRF	8598	7564.73	88	8598	7564.73	88	.00	103182	95617.27	7
	19 11	Social Security	4083	3519.81	86	4083	3519.81	86	.00	48996	45476.19	7
	19 12	Medicare	954	823.18	86	954	823.18	86	.00	11459	10635.82	7
	19 **	Employee Benefits	29103	28061.93	96	29103	28061.93	96	.00	349263	321201.07	8
	22	Other Contractual Service										
	22 02	Dues	206	.00	0	206	.00	0	.00	2478	2478.00	0
	22 03	Training	83	15.00	18	83	15.00	18	.00	1000	985.00	2
	22 85	Processing Services	8875	6332.80	71	8875	6332.80	71	.00	106500	100167.20	6
	22 **	Other Contractual Service	9164	6347.80	69	9164	6347.80	69	.00	109978	103630.20	6
	30	General Supplies										
	30 05	Office Supplies & Equip	125	88.96	71	125	88.96	71	.00	1500	1411.04	6
	30 33	Documentation Library	59	525.00	890	59	525.00	890	.00	717	192.00	73
	30 **	General Supplies	184	613.96	334	184	613.96	334	.00	2217	1603.04	28
	32	Library Supplies										
	32 03	Binding	16	.00	0	16	.00	0	.00	200	200.00	0
	32 05	Processing Supplies	2583	594.16	23	2583	594.16	23	.00	31000	30405.84	2
	32 75	Audio Visual	43844	45275.23	103	43844	45275.23	103	.00	526135	480859.77	9
	32 80	Books	61106	52537.25	86	61106	52537.25	86	.00	733276	680738.75	7
	32 90	Circulation Supplies	250	.00	0	250	.00	0	.00	3000	3000.00	0
	32 95	Periodicals	10907	38486.40	353	10907	38486.40	353	.00	130889	92402.60	29
	32 **	Library Supplies	118706	136893.04	115	118706	136893.04	115	.00	1424500	1287606.96	10
601	** **	Library	223024	231387.92	104	223024	231387.92	104	.00	2676369	2444981.08	9
60	** **	Culture/Recreation	223024	231387.92	104	223024	231387.92	104	.00	2676369	2444981.08	9
DIV	6470	TOTAL ***** Collection Services	223024	231387.92	104	223024	231387.92	104	.00	2676369	2444981.08	9
DEPT	64	TOTAL ***** User Services	760662	836825.47	110	760662	836825.47	110	.00	9128329	8291503.53	9

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating					ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT		
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	90	Other Financing Uses										
	90	05 Operating Transfer Out	145833	.00	0	145833	.00	0	.00	1750000	1750000.00	0
	90	** Other Financing Uses	145833	.00	0	145833	.00	0	.00	1750000	1750000.00	0
601	**	** Library	145833	.00	0	145833	.00	0	.00	1750000	1750000.00	0
60	**	** Culture/Recreation	145833	.00	0	145833	.00	0	.00	1750000	1750000.00	0
DIV	6901	TOTAL ***** Non Operating	145833	.00	0	145833	.00	0	.00	1750000	1750000.00	0
DEPT	69	TOTAL ***** Non Operating	145833	.00	0	145833	.00	0	.00	1750000	1750000.00	0
FUND	291	TOTAL ***** Memorial Library Fund	1362400	1536236.54	113	1362400	1536236.54	113	.00	16349856	14813619.46	9
GRAND		TOTAL *****	1362400	1536236.54	113	1362400	1536236.54	113	.00	16349856	14813619.46	9

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities					ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 15	Other Equipment	13358	.00	0	13358	.00	0	.00	160300	160300.00 0
	50 55	Other Capital Outlay	65416	14243.00	22	65416	14243.00	22	.00	785000	770757.00 2
	50 **	Property	78774	14243.00	18	78774	14243.00	18	.00	945300	931057.00 2
601 ** **		Library	78774	14243.00	18	78774	14243.00	18	.00	945300	931057.00 2
60 ** **		Culture/Recreation	78774	14243.00	18	78774	14243.00	18	.00	945300	931057.00 2
DIV 6020		TOTAL ***** Facilities	78774	14243.00	18	78774	14243.00	18	.00	945300	931057.00 2
DEPT 60		TOTAL ***** Executive Office	86440	14243.00	17	86440	14243.00	17	.00	1037300	1023057.00 1
FUND 491		TOTAL ***** Capital Projects-Library	86440	14243.00	17	86440	14243.00	17	.00	1037300	1023057.00 1
GRAND		TOTAL *****	86440	14243.00	17	86440	14243.00	17	.00	1037300	1023057.00 1

February 20, 2018

(Action Item 4)

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

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$348,008.32
491	Capital Projects Fund - Library	\$14,243.00
Total Disbursements		<u>\$362,251.32</u>
Payrolls Paid		
1/19/2018		<u>\$270,861.94</u>
		<u>\$270,861.94</u>
 Journal Entry Expenditures by Village On Behalf Of the Library		
1/31/2018	Group Insurance	\$96,575.00
1/31/2018	IMRF	\$62,207.38
1/31/2018	Social Security	\$32,289.83
1/31/2018	Medicare	\$7,551.48
		<u>\$198,623.69</u>
Total Disbursed		<u><u>\$831,736.95</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
76211	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-JANUARY	99.84	99.84
76226	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	95.31-	95.31-
76283	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED-FEBRUARY 2018 FSA DEP-FEBRUARY 2018	3,309.02 1,039.24	4,348.26
76333	PROQUEST LLC	291-0000-140.05-00	PREPAID PRESS READER	833.33	833.33
***** DIVISION TOTAL ****					5,186.12
***** DEPARTMENT TOTAL **					5,186.12
DEPARTMENT: 60	<u>Executive Office</u>	DIVISION: 01			
76214	ALA CONFERENCE REGISTRATION DEPT	291-6001-601.22-03 291-6001-601.22-03	ALA CONF-J DUNCAN ALA CONF-G BYLINSKA	305.00 305.00	610.00
76216	ALIBRIS	291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99	EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE	99.75 169.05 126.55 170.65 52.85	618.85
76217	AMAZON.COM CREDIT	291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05	ERASER REFILLS, BANKERS TAX REFUND REFUND OFFICE SUPPS OFFICE SUPPS POST IT NOTES, DESK SORTER ERASERS BANKER BOXES	34.64 .26- 4.34- 28.02 30.39 24.90 8.16 220.58	342.09
76222	ARGO TRANSLATION	291-6001-601.20-08	LIBRARY SURVEY TRANSLA-	2,132.17	2,132.17
76223	ARLINGTON HTS CHAMBER OF COMMERCE	291-6001-601.22-02	2018 CONNECTION MEMBER-	635.00	635.00
76224	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-05 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03	TRAV/TRAIN-J MORAVEC POSTAGE-D HALPIN TRAV/TRAIN-D HALPIN TRAV/TRAIN-J MORAVEC TRAV/TRAIN-S MEYER TRAV/TRAIN-J MORAVEC TRAV/TRAIN-D HALPIN	32.00 3.00 11.97 35.96 29.48 32.00 29.14	173.55
76227	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.32-72 291-6001-601.30-05	LUNCH WIWTH TONI FROM SXSW CONFERENCE-G BERGER AHML/VAH ANNUAL JOINT OFFICE SUPPLIES	61.18 625.00 226.24 27.83	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-42	COMCAST MONTHLY PUBLIC	344.85	1,285.10
76228	ARTHUR J GALLAGHER RISK MANAGMENT	291-6001-601.20-40	TREASURERS BOND	7,200.00	7,200.00
76232	AT & T	291-6001-601.22-70	TELE	4,587.87	
		291-6001-601.22-42	INTERNET ACCESS	1,212.73	5,800.60
76233	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS-11/28/17-	135.00	135.00
76237	BAKER & TAYLOR	291-6001-601.32-99	EMP REIMBURSED PURCHASE	6.77	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	10.76	17.53
76253	COMCAST	291-6001-601.21-65	OTHER SERVS	21.04	21.04
76256	CORPORATE CONCEPTS INC	291-6001-601.50-15	CHAIR FOR T SPICER IN HUB	576.00	
		291-6001-601.50-15	2 CHAIRS FOR GRAPHICS	814.00	1,390.00
76265	FINER LINE	291-6001-601.30-05	NAME BADGES	13.76	
		291-6001-601.30-05	NAME BADGES	13.76	27.52
76269	FIRST CLASS TRAVEL	291-6001-601.22-03	PLA AIRFARE-B PARDUE	381.96	
		291-6001-601.22-03	PLA AIRFARE-L PRIEST	375.61	
		291-6001-601.22-03	PLA AIRFARE-M PAPANASTASS	375.61	
		291-6001-601.22-03	PLA AIRFARE-J JURGENS	375.61	
		291-6001-601.22-03	PLA AIRFARE-A SON	337.60	
		291-6001-601.22-03	PLA AIRFARE-E LUDEMANN	337.60	
		291-6001-601.22-03	PLA AIRFARE-A BAILEY	337.60	
		291-6001-601.22-03	PLA AIRFARE-J DUNCAN	410.60	
		291-6001-601.22-03	PLA AIRFARE-M MONAHAN	375.50	
		291-6001-601.22-03	ALA AIRFARE-M BYLINSKA	444.60	
		291-6001-601.22-03	PLA CONF AIRFARE-K DEVITT	376.59	
		291-6001-601.22-03	SXSW AIRFARE-B BEDNAREK	397.60	
		291-6001-601.22-03	SXSW AIRFARE-G BERGER	397.60	4,924.08
76277	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	OFF SUPPS	27.09	
		291-6001-601.30-05	OFFICE SUPPLIES	46.37	
		291-6001-601.30-05	COFFEE FILTERS	4.99	78.45
76283	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-FEBRUARY 2018	161.50	161.50
76284	HARPER COLLEGE	291-6001-601.22-03	CHANGE MANAGEMENT FOR	3,060.00	3,060.00
76285	HARTFORD,THE	291-6001-601.20-40	GEN'L INSURANCE	38,264.00	38,264.00
76286	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVICES	49.95	
		291-6001-601.22-70	TEXTNET TTY SERVICES-	49.95	99.90
76291	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6001-601.20-81	3RD QUARTER OCLC-NOV-DEC	10,085.27	
		291-6001-601.20-81	3RD QUARTER OCLC-JAN 2018	5,042.64	15,127.91
76292	ILLINOIS LIBRARY ASSOCIATION	291-6001-601.22-03	2018 TRUSTEE FORM WKSHP-	260.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	2018 LEGISLATIVE MEET-UPS	125.00	385.00
76294	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.60	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	19.77	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	25.97	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	22.59	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	13.56	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	23.99	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.27	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	31.19	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	19.78	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.12	191.84
76300	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS-DECEMBER 2017	29.75	29.75
76304	LIBRARY FURNITURE INTERNATIONAL INC	291-6001-601.50-15	SELF CHECK STATION @ THE	2,898.00	2,898.00
76324	PACIFIC TELEMANAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE-	63.00	63.00
76328	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERVICES OCTOBER	9,555.00	9,555.00
76331	PRO LIBRA ASSOCIATES INC	291-6001-601.21-65	EMPLOYMENT CONVERSION FEE	2,500.00	2,500.00
76338	ROBBINS SCHWARTZ	291-6001-601.20-20	FOIA REQUESTS	376.25	376.25
76358	VAN METER MAILING	291-6001-601.22-05	NEWSLETTER POSTAGE	2,740.22	
		291-6001-601.22-05	POSTCARD POSTAGE	2,758.57	5,498.79
76360	VERIZON WIRELESS	291-6001-601.22-70	11/26-12/25/17 TELEPHONE	367.70	
		291-6001-601.22-70	TELEPHONE 12/26-1/25/2018	372.02	739.72
76364	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	30.30	30.30
76367	WOW BUSINESS	291-6001-601.22-42	1/19-2/18/18 INTERNET	154.00	
		291-6001-601.22-42	1/13-2/12/18 INTERNET	1,574.99	1,728.99
***** DIVISION TOTAL ****					106,100.93

Communications and Marketing

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 02			
76213	AIR EXPRESSIONS INC	291-6002-601.32-72	XOXO BALLOONS	330.00	
		291-6002-601.32-72	5 FLOOR BALLOON BOUQUETS	130.00	460.00
76217	AMAZON.COM CREDIT	291-6002-601.31-85	XYRON ADHESIVE	681.34	
		291-6002-601.31-85	NAME BADGES	39.97	
		291-6002-601.30-05	MARKERS	10.72	732.03
76226	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEOOK ADVERTISING FOR	50.00	
		291-6002-601.21-65	FACEOOK ADVERTISING FOR	25.00	75.00
76227	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-10	BUSINESS CARDS	42.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6002-601.30-05	STICKER FOR LITERATURE	285.71	
		291-6002-601.22-10	BUSINESS CARDS	49.93	
		291-6002-601.21-65	ANNUAL SUBSCRIPTION	190.00	
		291-6002-601.22-10	BUSINESS CARDS	34.95	
		291-6002-601.22-10	STICKERS-XOXO	536.00	
		291-6002-601.22-10	BUSINESS CARDS	18.97	1,157.76
76244	BLICK ART MATERIALS	291-6002-601.30-05	RAILROAD BOARD	81.35	81.35
76262	EVO EXHIBITS	291-6002-601.31-85	DISPLAY HARDWARE REPLACE-	2,758.55	2,758.55
76272	FRAMERS EDGE INC	291-6002-601.30-05	FOL RESOLUTION FRAMED &	185.45	185.45
76277	GARVEYS OFFICE PRODUCTS	291-6002-601.30-05	TAPE	29.90	29.90
76305	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	92.95	92.95
76317	MOBILE PRINT	291-6002-601.22-10	XOXO BOOKLISTS	413.34	
		291-6002-601.22-10	BOOK DISCUSSION BROCHURE	360.96	774.30
76344	SIGNS BY TOMORROW	291-6002-601.30-05	VINYL COVER XOXO EXHIBIT	192.70	192.70
76358	VAN METER MAILING	291-6002-601.21-65	NEWSLETTER LABOR & DELIV-	620.00	
		291-6002-601.21-65	POSTCARD LABOR & DELIVERY	539.20	1,159.20
***** DIVISION TOTAL *****					7,699.19

Human Resources

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 03			
76247	CAREERBUILDER	291-6003-601.21-65	OTHER SERVS-JANUARY 2018	621.00	621.00
76308	LOU MALNATIS CATERING	291-6003-601.22-55	LUNCH FOR STAFF DAY	1,722.50	1,722.50
76326	PANERA BREAD	291-6003-601.22-55	BREAKFAST FOR STAFF DAY	1,492.46	1,492.46
***** DIVISION TOTAL *****					3,835.96

Gifts and Grants

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 04			
76234	ATLAS VAN LINES INC	291-6004-601.22-18	XOXO SHIPPING	2,723.22	2,723.22
76240	BENSON, RAYMOND	291-6004-601.22-18	AV MTLs	350.00	350.00
76254	COMDATA CORPORATION	291-6004-601.21-65	REFUND	10.00-	10.00-
76269	FIRST CLASS TRAVEL	291-6004-601.22-18	ARTIST AIRFARE-C RASCHKA	468.60	468.60
76278	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB 3/8/18	350.00	350.00
76323	NOFFS/ATLANTIC RELOCATION SYSTEMS	291-6004-601.22-18	VAN, MEN & CRATE STORAGE	2,440.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					2,440.00
76336	RASCHKA, CHRIS	291-6004-601.22-18	ARTIST IN RESIDENCE	1,000.00	1,000.00
76359	VAN NUIS, PETRA	291-6004-601.22-18	SUNDAY MUSICALE 3/11/18	600.00	600.00
***** DIVISION TOTAL ****					7,921.82

Finance

DEPARTMENT:	60 Executive Office	DIVISION:	08		
76224	ARLINGTON HTS MEMORIAL LIBRARY	291-6008-601.21-36	ASCENTIS INVOICES-TIME	345.00	345.00
76229	ASCENTIS CORPORATION	291-6008-601.21-36	TIME CLOCK RENTAL-	115.00	115.00
***** DIVISION TOTAL ****					460.00

Information Technology

DEPARTMENT:	60 Executive Office	DIVISION:	10		
76209	ADTUMBLER INC	291-6010-601.20-08	CONSULTING SERVS LIBRARY	5,730.00	5,730.00
76217	AMAZON.COM CREDIT	291-6010-601.30-05	COMPRESSED GAS DUSTERS	15.76	
		291-6010-601.30-30	TONER	76.79	
		291-6010-601.31-85	TONER	189.00	
		291-6010-601.30-05	OFF SUPPS	27.57	
		291-6010-601.31-85	SMALL TOOLS	57.14	
		291-6010-601.30-30	COMPUTER SUPPS	76.68	
		291-6010-601.31-85	HUB	111.93	554.87
76224	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ASCENTIS INVOICES-ASCEN-	1,890.00	1,890.00
76227	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	GITHUB MONHLY SUBSCRIP-	25.00	
		291-6010-601.30-32	TRELLO ADD ON USER	2.83	
		291-6010-601.20-05	COMODO SSL CERTIFICATE	19.95	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIP-	9.99	
		291-6010-601.31-85	12 FT PROJECTOR SCREEN &	249.00	
		291-6010-601.30-32	TRELLO MONTHLY SUBSCRIP-	35.00	
		291-6010-601.31-85	10 FT PROJECTOR SCREEN &	199.00	
		291-6010-601.30-32	AMAZON FREETIME UNLIMITED	9.99	
		291-6010-601.32-32	SURVEY MONKEY SUBSCRIP-	287.45	
		291-6010-601.20-05	PAY FLOW PRO MONTHLY	54.10	
		291-6010-601.31-85	DELL POWER VAULT RAID BAT	136.00	1,028.31
76229	ASCENTIS CORPORATION	291-6010-601.30-32	ASCENTIS TIME-FEBRUARY	630.00	630.00
76235	B & H PHOTO VIDEO	291-6010-601.30-30	TONER	1,292.17	
		291-6010-601.31-85	MAKERBOT REPLICATOR	187.99	
		291-6010-601.30-30	TONER	398.99	
		291-6010-601.31-85	REFUND	80.55-	1,798.60
76250	CDW GOVERNMENT INC	291-6010-601.30-30	TRANSFER BELT	196.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.30-30	PAPER TRANSFER BELT	206.35	402.85
76276	GALE/CENGAGE LEARNING	291-6010-601.30-32	MISC SOFTWARE LIBRARY	7,761.60	7,761.60
76293	IMPACT NETWORKING LLC	291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	BASE CHG 2/1-4/28/18	971.91	
		291-6010-601.21-02	BASE CHG 11/29-12/28/2017	371.17	
		291-6010-601.21-02	BASE CHG 11/01-12/31/2017	662.67	
		291-6010-601.21-02	BASE CHG 1/1-1/31/2018	331.33	
		291-6010-601.21-02	OVER CHG 12/13-1/12/18	244.32	
		291-6010-601.21-02	BASE CHG 1/29-2/27/18	346.00	2,946.90
76316	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.30-32	BARRACUDA ENERGIZE UPDATE	2,500.00	
		291-6010-601.21-02	BARRACUDA INSTANT REPLACE	2,050.00	4,550.00
76353	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	COST PER FAX PROGRAM	782.08	782.08
76368	XEROX CORPORATION	291-6010-601.21-02	EXCESS PRINT CHARGES	10.83	10.83
76370	ZOOBEAN INC	291-6010-601.30-32	BEANSTACK PREMIUM SERVICE	1,692.00	1,692.00
***** DIVISION TOTAL ****					29,778.04

Facilities

DEPARTMENT:	60 Executive Office	DIVISION:	20		
76207	A-ALERT LOCK & ALARM	291-6020-601.21-11	CUT 6 KEYS FOR SECURITY	81.00	81.00
76210	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVICE-JANUARY	2,170.63	2,170.63
76217	AMAZON.COM CREDIT	291-6020-601.31-45	SCREEN CLEANER KIT	49.11	
		291-6020-601.31-45	REFUND	3.33-	
		291-6020-601.21-11	VACUUM HOSES	78.94	124.72
76220	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	JANUARY 2018 SERVICE	89.00	89.00
76221	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT-JANUARY 2018	200.00	200.00
76224	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	BLDG MAINT-L VARGAS	16.86	
		291-6020-601.21-02	EQUIP MAINT-T SCALLON	27.00	43.86
76227	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	TOWEL DISPENSER MECHANISM	269.22	269.22
76236	BADE SUPPLY	291-6020-601.31-45	MULTIFOLD TOWELS	348.00	348.00
76248	CAREY ELECTRIC CONTRACTING INC	491-6020-601.50-55	NEW LIGHTING FIXTURES-	1,934.00	1,934.00
76255	COMED	291-6020-601.30-51	HEATING 12/6-1/9/2018	217.94	217.94
76266	FIRE PROTECTION COMPANY	291-6020-601.50-15	REPLACE AIR COMPRESSOR	6,158.00	6,158.00
76267	FIRE PROTECTION COMPANY	491-6020-601.50-55	INSTALL SPRINKLER HEADS	12,309.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					12,309.00
76268	FIRE PROTECTION COMPANY	291-6020-601.21-11	INSTALL REPAIR SLEEVE	563.35	563.35
76277	GARVEYS OFFICE PRODUCTS	291-6020-601.21-11	BUILDING MAINT CALENDARS	365.86 14.68	380.54
76281	GRAINGER INC,W W	291-6020-601.21-11	FILTERS, BELTS	181.76	181.76
76287	IGS	291-6020-601.30-51	NATURAL GAS-DECEMBER 2017	5,433.67	5,433.67
76301	LAPORT INC	291-6020-601.31-45	CHERRY AIR SPRAY	233.52	233.52
76302	LARRYS PLUMBING & ELECTRICAL GEN	291-6020-601.21-11	PLUMBING EMERGENCY	2,795.00	2,795.00
76311	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS-JANUARY JANITORIAL SERVICE-	4,599.00 4,599.00	9,198.00
76314	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINT SUPPLIES	246.42	246.42
76321	NICOR GAS	291-6020-601.30-51	NAT GAS DISTRIBUTION- NAT GAS DISTRIBUTION- NAT GAS DISTRIBUTION- NAT GAS DISTRIBUTION-	917.77 527.73 826.85 511.52	2,783.87
76322	NOFFS SELF STORAGE INC	291-6020-601.21-11	MARCH 2018-PARADE VEHICLE	75.40	75.40
76327	PATTEN INDUSTRIES INC	291-6020-601.21-02	SILVER SERVICE TRANSFER SWITCH INSPEC- REFUND SIVER SERVICE GENERATOR ADVANTAGE	501.00 189.00 501.00- 484.00	673.00
76332	PROGRAM ONE PROFESSIONAL BLDG SERVS	291-6020-601.21-11	WINDOW CLEANING	551.00	551.00
76343	SHERWIN HARDWARE INC	291-6020-601.21-11	BLDG MAINT-PLUGS BLDG MAINT-DRAIN ACID CAULK BRUSH BOWL & CADDY ROLLER COVERS	12.98 45.98 41.95 13.18	114.09
76345	SIMPLEXGRINNELL LP	291-6020-601.21-11	ANNUAL FM200 SYSTEM TEST	500.00	500.00
76347	STANDARD ELEVATOR CO	291-6020-601.21-02	STANDARD SERVICE-JANUARY REGULAR SERVICE FEBRUARY	931.24 931.24	1,862.48
76361	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL-DECEMBER 2017	200.84	
		291-6020-601.21-60	WATER/SEWER	1,515.20	
		291-6020-601.21-60	WATER/SEWER	82.77	1,798.81
76364	WAREHOUSE DIRECT	291-6020-601.21-11	BLDG MAINT	354.11	354.11
76371	ZORO TOOLS INC	291-6020-601.21-11	WASTEBASKETS	63.72	63.72
***** DIVISION TOTAL ****					51,754.11
***** DEPARTMENT TOTAL **					207,550.05

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Specialty Info Services</i>					
/PAYM #					
76215	ALA MEMBERSHIP	291-6405-601.22-02	ALA DUES-M YOUNG	115.00	
		291-6405-601.22-02	ALA DUES-J JURGENS	263.00	378.00
76217	AMAZON.COM CREDIT	291-6405-601.32-01	PAINT PEN	6.57	
		291-6405-601.32-01	SPOOL PIN	11.48	
		291-6405-601.32-01	MARKERS	20.99	
		291-6405-601.30-05	CORK BOARD	129.81	
		291-6405-601.32-90	GUITAR STRINGS	12.76	
		291-6405-601.32-90	DISPOSABLE MASKS	29.99	211.60
76224	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAV/TRAIN-M YOUNG	13.45	13.45
76289	ILA MEMBERSHIP	291-6405-601.22-02	ILA DUES-M MONAHAN	100.00	100.00
76331	PRO LIBRA ASSOCIATES INC	291-6405-601.21-65	OTHER SERVS	237.50	
		291-6405-601.21-65	OTHER SERVS	190.00	
		291-6405-601.21-65	OTHER SERVS	190.00	
		291-6405-601.21-65	OTHER SERVICES	190.00	807.50
***** DIVISION TOTAL *****					1,510.55

Customer Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
76217	AMAZON.COM CREDIT	291-6420-601.21-02	TOY DISINFECTANT SPRAY	47.92	
		291-6420-601.30-05	LABELING TAPE	64.72	
		291-6420-601.32-01	FLANNEL EASEL	265.49	
		291-6420-601.32-01	REFUND	263.60	
		291-6420-601.32-90	CRATE CART	17.98	
		291-6420-601.30-05	DUSTER REFILL, DUSTER KIT	47.34	
		291-6420-601.32-90	CC-THREE HOLE PUNCH	8.49	
		291-6420-601.22-03	BE A GREAT BOSS BOOK	51.94	
		291-6420-601.30-05	MARKERS	19.17	
		291-6420-601.30-05	PENS	9.99	
		291-6420-601.30-05	6 QT STORAGE BOXES	50.91	
		291-6420-601.30-05	16 QT STORAGE BOXES	89.98	
		291-6420-601.32-90	IL-MINI HUMIDIFIER	16.67	427.00
76224	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-01	PROG SUPPS-J LASKY	25.94	
		291-6420-601.32-01	PROG SUPPLIES-E BOLDIZAR	17.80	
		291-6420-601.22-03	TRAV/TRAIN-S MEYER	15.70	59.44
76227	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	WORKING WITH HOMELESS WEB	121.28	121.28
76261	ELLISON EDUCATIONAL EQUIPMENT	291-6420-601.30-05	HEART DIE CUTS	61.00	61.00
76277	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	CC-FAN	14.99	
		291-6420-601.30-05	WIPES, TAPE	58.99	
		291-6420-601.32-90	IS-MARKERS	29.28	
		291-6420-601.32-90	CC-RUBBER BANDS	34.74	
		291-6420-601.30-05	CC-PENCIL POUCH	2.09	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					140.09
76335	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	OTHER SERVS	201.40	
		291-6420-601.21-65	OTHER SERVS	178.00	
		291-6420-601.21-65	OTHER SERVS	180.20	
		291-6420-601.21-65	OTHER SERVS	201.40	761.00
76355	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	JANUARY 2018 PLACEMENTS	277.45	277.45
76371	ZORO TOOLS INC	291-6420-601.32-90	BARRICADE LIGHT	22.30	22.30

***** DIVISION TOTAL ***** *Programs and exhibits* 1,869.56

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
76212	AFTERSCHOOL ENRICHMENT SOLUTIONS	291-6440-601.22-18	CHESS CLUB 3/11/2018	100.00	100.00
76213	AIR EXPRESSIONS INC	291-6440-601.32-02	XOXO BALLOONS	626.00	626.00
76217	AMAZON.COM CREDIT	291-6440-601.32-02	PROG EVENTS	700.53	
		291-6440-601.32-02	WASHI TAPE	15.95	
		291-6440-601.32-02	CLEAR CUPS	113.90	
		291-6440-601.32-02	COFFEE CUPS	77.70	
		291-6440-601.32-02	POPCORN	139.12	
		291-6440-601.32-02	PAPER	21.98	
		291-6440-601.32-02	PROGRAM EVENTS	162.43	
		291-6440-601.32-02	NAPKINS	38.52	
		291-6440-601.32-02	NAPKINS	5.71	
		291-6440-601.32-02	TABLE CLOTH	17.49	
		291-6440-601.32-02	TACK BLANK PINS	15.38	
		291-6440-601.32-02	HOT COCOA MIX	13.75	
		291-6440-601.32-02	REFUND	.44-	
		291-6440-601.32-02	CARPET RUNNER	87.85	
		291-6440-601.32-02	BOOK	8.79	
		291-6440-601.32-02	HOT COCOA MIX	13.74	
		291-6440-601.32-02	6-\$10 AMAZON GIFT CARDS	60.00	
		291-6440-601.32-02	CARDSTOCK	45.00	
		291-6440-601.32-02	GLUE STICKS, WASHI TAPE	51.26	
		291-6440-601.32-02	PAPER	55.09	
		291-6440-601.32-02	WASHI TAPE	17.98	
		291-6440-601.32-02	PROGRAM EVENTS	158.85	1,820.58
76218	AMERICAN ALLIANCE OF MUSEUMS	291-6440-601.22-02	AAM DUES-C NG-HE	115.00	115.00
76219	AMERICAN EAGLE PRODUCTIONS	291-6440-601.22-18	WORLD OF POOH MARCH	650.00	650.00
76224	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROG EVENTS-D NAPRAVNIK	28.55	
		291-6440-601.32-02	PROG EVENTS-M PAPANASTASS	46.06	
		291-6440-601.32-02	PROG EVENTS-S HILL	9.99	
		291-6440-601.32-02	PROG EVENTS-R ALLEN	14.98	
		291-6440-601.32-02	PROG EVENTS-M LEPO	34.18	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROG EVENTS-M VELA	12.50	
		291-6440-601.32-02	PROG EVENTS-A BELFORD	5.49	
		291-6440-601.32-02	PROG EVENTS-S HILL	13.86	
		291-6440-601.32-02	PROG EVENTS-J CZAJKA	46.59	
		291-6440-601.32-02	PROG EVENTS-L BANOVZ	37.93	
		291-6440-601.32-02	PROG EVENTS-R ALLEN	9.18	
		291-6440-601.32-02	PROG EVENTS-N MURRAY	12.96	272.27
76225	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	TAG MEETING 1/5/18	48.47	
		291-6440-601.32-02	TAB MEETING 1/21/18	28.00	76.47
76227	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	JUMBO DIES	175.50	
		291-6440-601.32-02	JUICE & WATER	249.12	
		291-6440-601.32-02	DVD-MAKERS	36.81	
		291-6440-601.32-02	BUTTON SUPPLIES	135.57	
		291-6440-601.32-02	YARN	45.73	
		291-6440-601.22-18	MLK COMMUNITY MURAL	296.18	938.91
76230	ASSOCIATION OF CHILDRENS MUSEUMS	291-6440-601.22-02	ACM DUES-C NG-HE	100.00	100.00
76231	ASSOCIATION OF MIDWEST MUSEUMS	291-6440-601.22-02	AMM DUES-C NG-HE	70.00	70.00
76243	BLAIR THOMAS & COMPANY	291-6440-601.22-18	SELFISH GIANT PERFORMANCE	3,000.00	3,000.00
76254	COMDATA CORPORATION	291-6440-601.32-02	SENIOR CENTER PROGRAMS	9.38	
		291-6440-601.32-02	PROGRAM EVENTS	1,062.24	1,071.62
76259	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	PLAYDOUGH	19.59	
		291-6440-601.32-02	CONSTRUCTION PAPER, GLUE	57.24	
		291-6440-601.32-02	PROGRAM EVENTS	126.62	203.45
76260	DWELL REMODELING	291-6440-601.22-18	INSTALL/SETUP OF EXHIBIT	6,340.00	6,340.00
76273	FRITZ, KENNETH	291-6440-601.22-18	ONLINE DATING EVENT SPEAK	150.00	150.00
76274	FUN EXPRESS LLC	291-6440-601.32-02	STICKY LADYBUGS	14.97	
		291-6440-601.32-02	PROG EVENTS	39.50	54.47
76275	FUNNY VALENTINE PRESS	291-6440-601.22-18	GREAT AMERICAN SONGBOOK	250.00	250.00
76279	GIRISH, UMA	291-6440-601.22-18	DISCUSSION ON GRIEF	250.00	250.00
76280	GODDARD, LESLIE	291-6440-601.22-18	AN EVENING WITH RACHEL	150.00	150.00
76290	ILLINOIS ASSOCIATION OF MUSEUMS	291-6440-601.22-02	IAM DUES-C NG-HE	50.00	50.00
76296	KADEN, PATRICIA S	291-6440-601.22-18	SIGN LANGUAGE INTERPRETER	200.00	200.00
76298	KINO LORBER	291-6440-601.32-02	DVD-WIDER LENS EVENT	349.00	349.00
76299	KNABB, JACOB S	291-6440-601.22-18	WRITERS INK 3/14/18	150.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					150.00
76303	LEATHERWOOD,DARNELL	291-6440-601.22-18	WIDER LENS DISCUSSION	150.00	150.00
76306	LIVE 4 LALI INC	291-6440-601.22-18	GRIEF DISCUSSION-3/10/18	100.00	100.00
76307	LIVELY KITCHENS INC	291-6440-601.22-18	QUICK HEALTHY LUNCHES	305.00	305.00
76309	MADDOX,SUSAN	291-6440-601.22-18	MAKE COOKING "ONE"-DERFUL	375.00	375.00
76312	MCNULTY,ALAYNE	291-6440-601.22-18	ART W/ ALAYNE-2 SESSIONS	420.00	420.00
76313	MCNULTY,ALAYNE	291-6440-601.22-18	ART W/ ALAYNE-2 SESSIONS	420.00	420.00
76319	MOVIE LICENSING USA	291-6440-601.22-18	PUBLIC PERFORMANCE SITE	1,825.00	1,825.00
76320	MUSEUM EDUCATION ROUNDTABLE	291-6440-601.22-02	MER DUES-C NG-HE	50.00	50.00
76329	PODGORSKI,ROBERT	291-6440-601.22-18	INTERNET FAILS-JOB SEARCH	200.00	200.00
76334	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	PROGRAM EVENTS	206.04	206.04
76337	RELISH CATERING KITCHEN	291-6440-601.32-02	COOKBOOK BOOK DISCUSSION	360.00	360.00
76342	SECOND CITY CURLING	291-6440-601.22-18	CURLING PROGRAM 2/23/18	100.00	100.00
76346	SKIBBIE,JOSEPH	291-6440-601.22-18	SEARCH ENGINE OPTIMIZA-	150.00	150.00
76348	STAPLES ADVANTAGE	291-6440-601.32-02	WIPES	175.20	175.20
76349	SUSKIND,BETH	291-6440-601.22-18	THIRTY MILLION WORDS PRE-	750.00	750.00
76350	SWIDERSKI,ANN	291-6440-601.22-18	ESL WRITING CLASS 1/23/18	125.00	125.00
76351	SWIDERSKI,ANN	291-6440-601.22-18	ESL WRITING CLASS 2/27/18	125.00	125.00
76356	URBAN LIBRARIES COUNCIL	291-6440-601.22-03	TRAV/TRAIN-J CZAJKA	150.00	150.00
76362	VRABLIK,LISA	291-6440-601.22-18	MINECRAFT MANIA-3/3/2018	400.00	400.00
76369	YOUNG,MEGAN	291-6440-601.32-02	CRAFT FOR A CAUSE PROGRAM	62.18	62.18
***** DIVISION TOTAL *****					23,436.19

Digital Services

DEPARTMENT: 64	User Services	DIVISION: 50			
76217	AMAZON.COM CREDIT	291-6450-601.30-05	BATTERIES	11.99	
		291-6450-601.30-05	BATTERIES	8.99	
		291-6450-601.30-05	HANGING FOLDERS	19.85	
		291-6450-601.32-90	CAVI WIPES	76.75	117.58
76224	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	OTHER EQUIP-B BEDNAREK	19.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					19.99
76226	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	TEMPERATURE SENSOR	8.55	
		291-6450-601.50-15	PROFESSIONAL BUTTON MAKER	496.95	505.50
76227	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	SAMPLE TILE	33.33	33.33
76235	B & H PHOTO VIDEO	291-6450-601.31-85	RUGGARD PADDED CASE	24.50	
		291-6450-601.31-85	BACKGROUND PAPER	99.98	124.48
76271	FOUNDATION CENTER,THE	291-6450-601.32-78	FUNDING INFO NETWORK PART	1,995.00	1,995.00
76276	GALE/CENGAGE LEARNING	291-6450-601.32-78	GENERAL ONE FILECENGAGE	6,168.49	6,168.49
76277	GARVEYS OFFICE PRODUCTS	291-6450-601.30-05	CALENDAR	4.19	
		291-6450-601.32-90	WIPES	56.88	
		291-6450-601.32-90	WIPES	37.92	
		291-6450-601.30-05	CUPS, FOLDERS	31.80	130.79
76289	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES-B PARDUE	150.00	150.00
76318	MOCAVO	291-6450-601.32-78	WORLD COMMUNITY SUBSCRIP-	895.00	895.00
76333	PROQUEST LLC	291-6450-601.32-78	PRESS READER	9,166.67	9,166.67
76339	ROSEN PUBLISHING	291-6450-601.32-78	CORE CONCEPT DATABASE	1,595.00	1,595.00
76352	THINKMAP INC	291-6450-601.32-78	VISUAL THESAURUS ONLINE	1,500.00	1,500.00
***** DIVISION TOTAL ****					22,401.83

Collection Services

DEPARTMENT: 64 User Services
 76208 ABC-CLIO LLC

DIVISION: 70
 291-6470-601.32-80 BOOKS
 291-6470-601.32-80 BOOKS

				52.32	
				53.19	105.51
76217	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	23.36	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	38.80	
		291-6470-601.32-75	AV MTLs	19.42	
		291-6470-601.32-75	AV MTLs	7.99	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	61.62	
		291-6470-601.32-75	AV MTLs	37.38	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	313.80	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	79.87	

CHECK #	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	48.93	
		291-6470-601.32-75	AV MTLs	121.80	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	56.31	
		291-6470-601.32-75	AV MTLs	6.52-	
		291-6470-601.32-75	AV MTLs	43.59	
		291-6470-601.32-75	AV MTLs	136.14	
		291-6470-601.32-75	AV MTLs	28.99	
		291-6470-601.32-75	AV MTLs	27.97	
		291-6470-601.32-75	AV MTLs	33.98	
		291-6470-601.32-75	AV MTLs	30.53	
		291-6470-601.32-75	AV MTLs	49.59	
		291-6470-601.32-75	AV MTLs	43.30	
		291-6470-601.32-75	AV MTLs	10.79	
		291-6470-601.32-75	AV MTLs	72.56	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	19.95	
		291-6470-601.32-75	AV MTLs	24.82	
		291-6470-601.32-75	AV MTLs	8.88	
		291-6470-601.32-75	AV MTLs	50.90	
		291-6470-601.32-75	AV MTLs	94.43	
		291-6470-601.32-75	AV MTLs	31.96	
		291-6470-601.32-75	AV MTLs	22.19	
		291-6470-601.32-75	AV MTLs	125.95	
		291-6470-601.32-75	AV MTLs	2.00-	
		291-6470-601.32-75	AV MTLs	32.73	
		291-6470-601.32-75	AV MTLs	117.95	
		291-6470-601.32-75	AV MTLs	25.19	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	18.95	
		291-6470-601.32-75	AV MTLs	92.92	
		291-6470-601.32-75	AV MTLs	199.98	
		291-6470-601.32-75	AV MTLs	29.98	
		291-6470-601.32-75	AV MTLs	16.14	
		291-6470-601.32-75	AV MTLs	41.97	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-75	AV MTLs	29.21	
		291-6470-601.32-75	AV MTLs	20.97	
		291-6470-601.32-75	AV MTLs	35.91	
		291-6470-601.32-75	AV MTLs	54.86	
		291-6470-601.32-75	AV MTLs	29.25	
		291-6470-601.32-75	AV MTLs	27.40	
		291-6470-601.32-75	AV MTLs	51.92	
		291-6470-601.32-75	AV MTLs	128.60	
		291-6470-601.32-80	BOOKS	23.78	
		291-6470-601.32-80	BOOKS	18.34	
		291-6470-601.32-80	BOOKS	12.29	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	12.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	12.23	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	11.52	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	13.74	
		291-6470-601.32-80	BOOKS	32.38	
		291-6470-601.32-80	BOOKS	18.55	
		291-6470-601.32-80	BOOKS	33.05	
		291-6470-601.32-80	BOOKS	31.98	
		291-6470-601.32-80	BOOKS	21.38	
		291-6470-601.32-80	BOOKS	13.78	
		291-6470-601.32-80	BOOKS	19.65	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-80	BOOKS	48.57	
		291-6470-601.32-80	BOOKS	12.63	
		291-6470-601.32-80	BOOKS	11.65	
		291-6470-601.32-80	BOOKS	38.96	
		291-6470-601.32-80	BOOKS	46.79	
		291-6470-601.32-80	BOOKS	47.98	
		291-6470-601.32-80	BOOKS	48.68	
		291-6470-601.32-80	BOOKS	82.00	
		291-6470-601.32-80	BOOKS	34.55	
		291-6470-601.32-80	BOOKS	14.39	
		291-6470-601.32-80	BOOKS	19.80	
		291-6470-601.32-80	BOOKS	10.63	
		291-6470-601.32-80	BOOKS	25.66	
		291-6470-601.32-80	BOOKS	17.14	
		291-6470-601.32-80	BOOKS	89.82	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	27.00	
		291-6470-601.32-80	BOOKS	20.83	
		291-6470-601.32-80	BOOKS	31.20	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	60.30	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	17.26	
		291-6470-601.32-80	BOOKS	35.00	
		291-6470-601.32-80	BOOKS	88.84	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	17.38	
		291-6470-601.32-80	BOOKS	55.12	
		291-6470-601.32-80	BOOKS	18.55	
		291-6470-601.32-80	BOOKS	12.93	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	38.68	
		291-6470-601.32-80	BOOKS	54.58-	
		291-6470-601.32-80	BOOKS	29.99	
		291-6470-601.32-80	BOOKS	17.38-	
		291-6470-601.32-80	BOOKS	52.79	
		291-6470-601.32-80	BOOKS	9.14	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	14.37	
		291-6470-601.32-80	BOOKS	24.50	
		291-6470-601.32-80	BOOKS	68.20	
		291-6470-601.32-80	BOOKS	11.58	
		291-6470-601.32-80	BOOKS	7.19	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	26.95	
		291-6470-601.32-95	PERIODICALS	14.22	
		291-6470-601.32-95	PERIODICALS	12.59	
		291-6470-601.32-95	PERIODICALS	27.38	
		291-6470-601.32-95	PERIODICALS	11.74	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	19.99	
		291-6470-601.32-95	PERIODICALS	24.98	
		291-6470-601.30-05	MAILING/SHIPPING POUCHES	25.90	
		291-6470-601.32-75	AV MTLs	29.44	
		291-6470-601.32-75	AV MTLs	15.00	
		291-6470-601.32-75	AV MTLs	39.10	
		291-6470-601.32-75	AV MTLs	6.49	
		291-6470-601.32-75	AV MTLs	53.29	
		291-6470-601.32-75	AV MTLs	11.78	
		291-6470-601.32-75	AV MTLs	18.80	
		291-6470-601.32-75	AV MTLs	18.19	
		291-6470-601.32-75	AV MTLs	33.60	
		291-6470-601.32-75	AV MTLs	31.99	
		291-6470-601.32-75	AV MTLs	139.96	
		291-6470-601.32-75	AV MTLs	23.94	
		291-6470-601.32-75	AV MTLs	.74-	
		291-6470-601.32-75	AV MTLs	11.88	
		291-6470-601.32-75	AV MTLs	28.98	
		291-6470-601.32-75	AV MTLs	41.77	
		291-6470-601.32-75	AV MTLs	55.42	
		291-6470-601.32-75	AV MTLs	20.24	
		291-6470-601.32-75	AV MTLs	14.80-	
		291-6470-601.32-75	AV MTLs	14.14	
		291-6470-601.32-75	AV MTLs	64.41	
		291-6470-601.32-75	AV MTLs	22.07	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	29.81	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	95.98	
		291-6470-601.32-75	AV MTLs	40.98	
		291-6470-601.32-75	AV MTLs	15.92	
		291-6470-601.32-75	AV MTLs	24.58	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	217.98	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	31.97	
		291-6470-601.32-75	AV MTLs	69.96	
		291-6470-601.32-75	AV MTLs	21.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	23.78	
		291-6470-601.32-75	AV MTLs	6.40	
		291-6470-601.32-75	AV MTLs	27.21	
		291-6470-601.32-75	AV MTLs	37.98	
		291-6470-601.32-75	AV MTLs	10.40	
		291-6470-601.32-75	AV MTLs	68.47	
		291-6470-601.32-75	AV MTLs	18.20	
		291-6470-601.32-75	AV MTLs	20.04	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	15.00	
		291-6470-601.32-75	AV MTLs	17.34	
		291-6470-601.32-75	AV MTLs	14.96	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	120.00	
		291-6470-601.32-75	AV MTLs	90.36	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	83.92	
		291-6470-601.32-75	AV MTLs	59.90	
		291-6470-601.32-80	BOOKS	13.99-	
		291-6470-601.32-80	BOOKS	71.84	
		291-6470-601.32-80	BOOKS	37.92	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	44.92	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	33.90	
		291-6470-601.32-80	BOOKS	11.49	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	18.96-	
		291-6470-601.32-80	BOOKS	68.23	
		291-6470-601.32-80	BOOKS	16.50	
		291-6470-601.32-80	BOOKS	50.97	
		291-6470-601.32-80	BOOKS	65.67	
		291-6470-601.32-80	BOOKS	52.33	
		291-6470-601.32-80	BOOKS	37.32	
		291-6470-601.32-80	BOOKS	88.99	
		291-6470-601.32-80	BOOKS	16.80	
		291-6470-601.32-80	BOOKS	26.16	
		291-6470-601.32-80	BOOKS	90.93	
		291-6470-601.32-80	BOOKS	7.92	
		291-6470-601.32-80	BOOKS	17.96	
		291-6470-601.32-80	BOOKS	15.65	
		291-6470-601.32-80	BOOKS	14.24	
		291-6470-601.32-80	BOOKS	59.15	
		291-6470-601.32-80	BOOKS	13.71	
		291-6470-601.32-80	BOOKS	63.10	
		291-6470-601.32-80	BOOKS	28.15	
		291-6470-601.32-80	BOOKS	21.70	
		291-6470-601.32-80	BOOKS	21.00	
		291-6470-601.32-80	BOOKS	14.83	
		291-6470-601.32-80	BOOKS	26.97	
		291-6470-601.32-80	BOOKS	28.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	13.23	
		291-6470-601.32-80	BOOKS	22.92	
		291-6470-601.32-80	BOOKS	75.25	
		291-6470-601.32-80	BOOKS	32.48	
		291-6470-601.32-80	BOOKS	137.23	
		291-6470-601.32-80	BOOKS	67.95	
		291-6470-601.32-80	BOOKS	90.03	
		291-6470-601.32-80	BOOKS	31.20	
		291-6470-601.32-80	BOOKS	29.31	
		291-6470-601.32-95	PERIODICALS	16.77	
		291-6470-601.32-95	PERIODICALS	11.98	
		291-6470-601.32-95	PERIODICALS	11.82	
		291-6470-601.32-95	PERIODICALS	9.73	
		291-6470-601.32-95	PERIODICALS	12.80	
		291-6470-601.32-95	PERIODICALS	13.92	8,384.57
		291-6470-601.30-05	WIPES		
76224	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS-M SZYMANEK	22.00	22.00
76225	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-80	BOOKS	445.50	
		291-6470-601.32-95	PERIODICALS	29.95	
		291-6470-601.32-95	PERIODICALS	195.00	
		291-6470-601.32-75	AV MTLs	99.00	769.45
76226	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	7.99	
		291-6470-601.32-75	AV MTLs	13.99	
		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	
		291-6470-601.32-75	AV MTLs	4.99	51.92
76227	ARLINGTON HTS MEMORIAL LIBRARY	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	290.00	
		291-6470-601.32-75	AV MTLs	9.78	
		291-6470-601.32-95	PERIODICALS	195.00	
		291-6470-601.30-33	DOCUMENTATION LIBRARY	525.00	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	115.10	
		291-6470-601.32-75	AV MTLs	58.31	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	119.97	
		291-6470-601.32-75	AV MTLs	20.39	
		291-6470-601.22-03	TRAV/TRAIN	15.00	
		291-6470-601.32-75	AV MTLs	287.76	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-95	PERIODICALS	35.00	
		291-6470-601.32-75	AV MTLs	222.90	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	48.85	2,089.95
76237	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	46.98	
		291-6470-601.32-75	AV MTLs	19.35	
		291-6470-601.32-75	AV MTLs	110.53	
		291-6470-601.32-75	AV MTLs	228.23	
		291-6470-601.32-75	AV MTLs	96.68	
		291-6470-601.32-75	AV MTLs	218.14	
		291-6470-601.32-75	AV MTLs	243.10	
		291-6470-601.32-75	AV MTLs	22.10	
		291-6470-601.32-75	AV MTLs	8.08-	
		291-6470-601.32-80	BOOKS	330.63	
		291-6470-601.32-80	BOOKS	588.98	
		291-6470-601.32-80	BOOKS	447.48	
		291-6470-601.32-80	BOOKS	366.84	
		291-6470-601.32-80	BOOKS	70.18	
		291-6470-601.32-80	BOOKS	19.54	
		291-6470-601.32-80	BOOKS	289.86	
		291-6470-601.32-80	BOOKS	545.86	
		291-6470-601.32-80	BOOKS	348.65	
		291-6470-601.32-80	BOOKS	105.64	
		291-6470-601.32-80	BOOKS	298.81	
		291-6470-601.32-80	BOOKS	64.09	
		291-6470-601.32-80	BOOKS	419.16	
		291-6470-601.32-80	BOOKS	385.90	
		291-6470-601.32-80	BOOKS	118.62	
		291-6470-601.32-80	BOOKS	1,764.58	
		291-6470-601.32-80	BOOKS	864.15	
		291-6470-601.32-80	BOOKS	185.68	
		291-6470-601.32-80	BOOKS	124.74	
		291-6470-601.32-80	BOOKS	232.09	
		291-6470-601.32-80	BOOKS	1,177.94	
		291-6470-601.32-80	BOOKS	814.98	
		291-6470-601.32-80	BOOKS	191.84	
		291-6470-601.32-80	BOOKS	444.19	
		291-6470-601.32-80	BOOKS	692.14	
		291-6470-601.32-80	BOOKS	115.03	
		291-6470-601.32-80	BOOKS	89.26	
		291-6470-601.32-80	BOOKS	52.46	
		291-6470-601.32-80	BOOKS	186.62	
		291-6470-601.32-80	BOOKS	50.72	
		291-6470-601.32-80	BOOKS	1,787.53	
		291-6470-601.32-80	BOOKS	182.09	
		291-6470-601.32-80	BOOKS	1,179.93	
		291-6470-601.32-80	BOOKS	510.05	
		291-6470-601.32-80	BOOKS	65.08	
		291-6470-601.32-80	BOOKS	357.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	54.71	
		291-6470-601.32-80	BOOKS	312.50	
		291-6470-601.32-80	BOOKS	246.40	
		291-6470-601.32-80	BOOKS	240.12	
		291-6470-601.32-80	BOOKS	109.34	
		291-6470-601.32-80	BOOKS	78.80	
		291-6470-601.32-80	BOOKS	637.36	
		291-6470-601.32-80	BOOKS	1,388.86	
		291-6470-601.32-80	BOOKS	406.31	
		291-6470-601.32-80	BOOKS	38.38	
		291-6470-601.32-80	BOOKS	61.79	
		291-6470-601.32-80	BOOKS	359.90	
		291-6470-601.32-80	BOOKS	750.29	
		291-6470-601.32-80	BOOKS	505.82	
		291-6470-601.32-80	BOOKS	273.98	
		291-6470-601.32-80	BOOKS	955.28	
		291-6470-601.32-80	BOOKS	323.45	
		291-6470-601.22-85	PROC SERVS	502.75	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	180.90	
		291-6470-601.22-85	PROC SERVS	67.20	
		291-6470-601.22-85	PROC SERVS	22.45-	
		291-6470-601.22-85	PROC SERVS	19.00-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	72.20-	
		291-6470-601.22-85	PROC SERVS	53.20-	
		291-6470-601.22-85	PROC SERVS	49.40-	
		291-6470-601.22-85	PROC SERVS	15.20-	
		291-6470-601.22-85	PROC SERVS	22.80-	
		291-6470-601.22-85	PROC SERVS	22.80-	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	235.60	
		291-6470-601.22-85	PROC SERVS	459.80	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.22-85	PROC SERVS	22.80	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	247.00	
		291-6470-601.22-85	PROC SERVS	573.80	
		291-6470-601.22-85	PROC SERVS	4.00-	
		291-6470-601.22-85	PROC SERVS	60.80-	
		291-6470-601.22-85	PROC SERVS	79.80-	
		291-6470-601.22-85	PROC SERVS	19.00-	
		291-6470-601.22-85	PROC SERVS	56.00	
		291-6470-601.22-85	PROC SERVS	383.80	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.22-85	PROC SERVS	99.95	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	357.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	254.60	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	196.10	
		291-6470-601.22-85	PROC SERVS	376.20	
		291-6470-601.22-85	PROC SERVS	110.20-	
		291-6470-601.22-85	PROC SERVS	26.60-	
		291-6470-601.22-85	PROC SERVS	201.40-	
		291-6470-601.22-85	PROC SERVS	30.40-	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	85.64	
		291-6470-601.32-75	AV MTLs	529.65	
		291-6470-601.32-75	AV MTLs	150.69	
		291-6470-601.32-75	AV MTLs	254.16	
		291-6470-601.32-75	AV MTLs	390.33	
		291-6470-601.32-80	BOOKS	262.41	
		291-6470-601.32-80	BOOKS	82.50	
		291-6470-601.32-80	BOOKS	500.01	
		291-6470-601.32-80	BOOKS	124.64	
		291-6470-601.32-80	BOOKS	1,046.68	
		291-6470-601.32-80	BOOKS	86.32	
		291-6470-601.32-80	BOOKS	119.25	
		291-6470-601.32-80	BOOKS	79.97	
		291-6470-601.32-80	BOOKS	285.58	
		291-6470-601.32-80	BOOKS	273.64	
		291-6470-601.32-80	BOOKS	87.67	
		291-6470-601.32-80	BOOKS	644.99	
		291-6470-601.32-80	BOOKS	594.89	
		291-6470-601.32-80	BOOKS	568.33	
		291-6470-601.32-80	BOOKS	176.11	
		291-6470-601.32-80	BOOKS	193.54	
		291-6470-601.32-80	BOOKS	1,097.46	
		291-6470-601.32-80	BOOKS	411.92	
		291-6470-601.32-80	BOOKS	76.12	
		291-6470-601.32-80	BOOKS	80.06	
		291-6470-601.32-80	BOOKS	139.36	
		291-6470-601.32-80	BOOKS	844.51	
		291-6470-601.32-80	BOOKS	109.86	
		291-6470-601.32-80	BOOKS	816.02	
		291-6470-601.32-80	BOOKS	1,161.69	
		291-6470-601.32-80	BOOKS	269.11	
		291-6470-601.32-80	BOOKS	60.66	
		291-6470-601.32-80	BOOKS	185.98	
		291-6470-601.32-80	BOOKS	319.32	
		291-6470-601.32-80	BOOKS	681.20	
		291-6470-601.32-80	BOOKS	900.54	
		291-6470-601.32-80	BOOKS	395.01	
		291-6470-601.32-80	BOOKS	90.97	
		291-6470-601.32-80	BOOKS	271.24	
		291-6470-601.32-80	BOOKS	546.48	
		291-6470-601.32-80	BOOKS	497.09	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	642.18	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	282.00	
		291-6470-601.22-85	PROC SERVS	76.00-	
		291-6470-601.22-85	PROC SERVS	91.20-	
		291-6470-601.22-85	PROC SERVS	178.60-	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	128.80	
		291-6470-601.22-85	PROC SERVS	159.25	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	44.90	
		291-6470-601.22-85	PROC SERVS	275.90	
		291-6470-601.22-85	PROC SERVS	330.60	
		291-6470-601.22-85	PROC SERVS	223.50	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	311.60	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	220.40	
		291-6470-601.22-85	PROC SERVS	194.95	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	26.60-	
		291-6470-601.22-85	PROC SERVS	1.15-	
		291-6470-601.22-85	PROC SERVS	15.20-	
		291-6470-601.22-85	PROC SERVS	57.00-	
		291-6470-601.22-85	PROC SERVS	34.20-	
		291-6470-601.22-85	PROC SERVS	53.20-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	34.20-	45,655.44
76238	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	86.03	
		291-6470-601.32-75	AV MTLs	3,389.41	
		291-6470-601.32-75	AV MTLs	85.99	
		291-6470-601.32-75	AV MTLs	5.14	
		291-6470-601.32-75	AV MTLs	172.83	
		291-6470-601.32-75	AV MTLs	236.17	
		291-6470-601.32-75	AV MTLs	2,268.46	
		291-6470-601.32-75	AV MTLs	231.12	
		291-6470-601.32-75	AV MTLs	260.88	
		291-6470-601.32-75	AV MTLs	49.23	
		291-6470-601.32-75	AV MTLs	75.77	
		291-6470-601.32-75	AV MTLs	244.06	
		291-6470-601.32-75	AV MTLs	2,478.86	
		291-6470-601.32-75	AV MTLs	247.85	
		291-6470-601.32-75	AV MTLs	165.02	
		291-6470-601.32-75	AV MTLs	195.79	
		291-6470-601.32-75	AV MTLs	28.02	
		291-6470-601.32-75	AV MTLs	35.90	
		291-6470-601.32-75	AV MTLs	1,651.43	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	88.43	
		291-6470-601.32-75	AV MTLs	109.75	
		291-6470-601.32-75	AV MTLs	213.16	
		291-6470-601.32-75	AV MTLs	3,632.11	
		291-6470-601.32-75	AV MTLs	61.08	
		291-6470-601.32-75	AV MTLs	902.60	
		291-6470-601.32-75	AV MTLs	112.93	17,028.02
76239	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	850.71	
		291-6470-601.32-75	AV MTLs	1,310.38	2,161.09
76241	BI RESEARCH	291-6470-601.32-95	PERIODICALS	100.00	100.00
76242	BIBLIOTHECA LLC	291-6470-601.32-75	eAUDIOBOOKS-DECEMBER 2017	702.65	
		291-6470-601.32-80	eBOOKS-DECEMBER 2017	903.49	1,606.14
76245	BRODART CO	291-6470-601.32-05	BUSINESS LABELS	20.06	20.06
76246	CABOT HERITAGE CORP	291-6470-601.32-95	PERIODICALS	167.00	167.00
76249	CARLTON INDUSTRIES LP	291-6470-601.32-05	TAG PROTECTORS	83.68	83.68
76251	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	92.28	
		291-6470-601.32-80	BOOKS	46.74	
		291-6470-601.32-80	BOOKS	161.19	300.21
76252	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	736.42	736.42
76257	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	141.68	141.68
76258	DAPPLED THINGS MAGAZINE	291-6470-601.32-95	PERIODICALS	25.00	25.00
76263	FINANCIAL TIMES	291-6470-601.32-95	PERIODICALS	612.00	612.00
76264	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	139.99	139.99
76270	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	58.63	
		291-6470-601.32-80	BOOKS	46.73	105.36
76276	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	121.57	
		291-6470-601.32-80	BOOKS	739.78	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	324.71	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	75.91	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	98.96	
		291-6470-601.32-80	BOOKS	45.73	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	129.56	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	86.38	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	27.19	2,033.89
76282	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	233.05	233.05
76288	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	78.75	
		291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	127.50	
		291-6470-601.32-80	BOOKS	71.25	401.25
76294	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	8.97	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-80	BOOKS	262.66	
		291-6470-601.32-80	BOOKS	100.88	
		291-6470-601.32-80	BOOKS	46.16	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	84.08	
		291-6470-601.32-80	BOOKS	10.19	
		291-6470-601.32-80	BOOKS	25.43	
		291-6470-601.32-80	BOOKS	122.02	
		291-6470-601.32-80	BOOKS	18.36	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	101.94	
		291-6470-601.32-80	BOOKS	114.40	
		291-6470-601.32-80	BOOKS	97.70	
		291-6470-601.32-80	BOOKS	67.50	
		291-6470-601.32-80	BOOKS	32.08	
		291-6470-601.32-80	BOOKS	17.39	
		291-6470-601.32-80	BOOKS	97.40	
		291-6470-601.32-80	BOOKS	49.76	
		291-6470-601.32-80	BOOKS	111.54	
		291-6470-601.32-80	BOOKS	14.13	
		291-6470-601.32-80	BOOKS	10.71	
		291-6470-601.32-80	BOOKS	132.72	
		291-6470-601.32-80	BOOKS	44.04	
		291-6470-601.32-80	BOOKS	134.18	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-75	AV MTLs	30.24	
		291-6470-601.32-80	BOOKS	764.87	
		291-6470-601.32-80	BOOKS	149.04	
		291-6470-601.32-80	BOOKS	29.45	
		291-6470-601.32-80	BOOKS	61.04	
		291-6470-601.32-80	BOOKS	17.97	
		291-6470-601.32-80	BOOKS	14.97-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	153.48	
		291-6470-601.32-80	BOOKS	14.12	
		291-6470-601.32-80	BOOKS	34.76	
		291-6470-601.32-80	BOOKS	60.37	
		291-6470-601.32-80	BOOKS	40.06	
		291-6470-601.32-80	BOOKS	119.85	
		291-6470-601.32-80	BOOKS	51.09	
		291-6470-601.32-80	BOOKS	68.64	
		291-6470-601.32-80	BOOKS	38.99	
		291-6470-601.32-80	BOOKS	97.40	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	47.23	
		291-6470-601.32-80	BOOKS	87.48	
		291-6470-601.32-80	BOOKS	10.16	3,783.65
76295	JANWAY COMPANY USA INC	291-6470-601.32-05	MESH TOY BAGS	246.42	246.42
76297	KANOPY LLC	291-6470-601.32-75	AV MTLs	312.00	312.00
76310	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	213.00	213.00
76315	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	200.09	
		291-6470-601.32-75	AV MTLs	157.41	
		291-6470-601.32-75	AV MTLs	155.91	
		291-6470-601.32-75	AV MTLs	188.84	
		291-6470-601.32-75	AV MTLs	272.77	
		291-6470-601.32-75	AV MTLs	8,372.51	9,347.53
76325	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	PERIODICALS	230.00	230.00
76330	POLYLINE LLC	291-6470-601.32-05	3-DISC BLU-RAY CASES	244.00	244.00
76340	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	52.65	52.65
76341	SCHOLASTIC LIBRARY	291-6470-601.32-80	BOOKS	50.70	
		291-6470-601.32-80	BOOKS	253.50	
		291-6470-601.32-80	BOOKS	36.40	
		291-6470-601.32-80	BOOKS	109.20	
		291-6470-601.32-80	BOOKS	403.00	
		291-6470-601.32-80	BOOKS	120.90	973.70
76354	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	64.95	
		291-6470-601.32-80	BOOKS	161.11	
		291-6470-601.32-80	BOOKS	40.56	
		291-6470-601.32-80	BOOKS	95.53	
		291-6470-601.32-80	BOOKS	349.88	712.03
76357	VALUE LINE PUBLISHING LLC	291-6470-601.32-95	PERIODICALS	387.00	387.00
76363	WALL STREET JOURNAL	291-6470-601.32-95	PERIODICALS	443.88	

PREPARED 02/20/18, 11:20 AM
PROGRAM GM348U5
DEPARTMENT: 64 User Services

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

PAGE 25
ACCOUNTING PERIOD 2/2018

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					443.88
76364	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	49.14	49.14
76365	WHITE PAPERS	291-6470-601.32-80	BOOKS	268.34	268.34
76366	WORLD CHAMBER OF COMMERCE DIRECTORY	291-6470-601.32-80	BOOKS	60.00	
***** DIVISION TOTAL ****					100,297.02
***** DEPARTMENT TOTAL **					149,515.15
***** GRAND TOTAL *****					362,251.32

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	348,008.32
491	Capital Projects-Library	14,243.00
**** TOTAL ALL FUNDS ****		362,251.32

February 20, 2018

**Arlington Heights Memorial Library
Special Funds Summary
1/31/2018**

	Count	27	Account	Amount	Description	Staff
Check # 1487-AHML			100-80-00	\$ 20,000.00	Transfer to Disbursement Account	L Langdon
Check # 1486 Ascentis Corp.			6008-2136	\$ 345.00	Invoices SI-053802, SI-054348 & SI-054916	L Langdon
Check # 1486 Ascentis Corp.			6010-3032	\$ 1,890.00	Invoices SI-053802, SI-054348 & SI-054916	L Langdon
Check # 1488-AHML - Petty Cash						
	1/2/2018		6450-5015	\$ 19.99	Other Equipment	B Bednarek
	1/8/2018		6440-3202	\$ 28.55	Program Events	D Napravnik
			6440-3202	\$ 46.06	Program Events	M Papanastassiou
			6440-3202	\$ 9.99	Program Events	S Hill
			6001-2203	\$ 32.00	Travel/Training	J Moravec
			6001-2205	\$ 3.00	Postage	D Halpin
	1/15/2018		6020-2111	\$ 16.86	Building Maintenance	L Vargas
			6001-2203	\$ 11.97	Travel/Training	D Halpin
			6001-2203	\$ 35.96	Travel/Training	J Moravec
			6440-3202	\$ 14.98	Program Events	R Allen
			6420-3201	\$ 25.94	Program Supplies	J Lasky
			6470-3295	\$ 22.00	Periodicals	M Syzmanek
	1/22/2018		6420-3201	\$ 17.80	Program Supplies	E Boldizar
			6440-3202	\$ 34.18	Program Events	M Lepo
			6420-2203	\$ 15.70	Travel/Training	S Meyer
	1/29/2018		6001-2203	\$ 29.48	Travel/Training	S Meyer
			6405-2203	\$ 13.45	Travel/Training	M Young
			6001-2203	\$ 32.00	Travel/Training	J Moravec
			6020-2102	\$ 27.00	Equipment Maintenance	T Scallon
			6001-2203	\$ 29.14	Travel/Training	D Halpin
			6440-3202	\$ 12.50	Program Events	M Vela
	1/31/2018		6440-3202	\$ 5.49	Program events	A Belford
			6440-3202	\$ 13.86	Program events	S Hill
			6440-3202	\$ 46.59	Program events	J Czajka
			6440-3202	\$ 37.93	Program events	L Banovz
			6440-3202	\$ 9.18	Program events	R Allen
			6440-3202	\$ 12.96	Program events	N Murray
				<u>\$ 2,839.56</u>		

February 20, 2018

Arlington Heights Memorial Library
 American Express Card Summary
 1/31/2018

Count	56			
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M. Driskell	489-90-00	\$0.00	AMEX Cash back rebate	Other Income/Rebate
	6001-2203	\$ 61.18	MAGO	Lunch with Toni from Library Strategies
J. Moravec	6002-2210	\$ 42.20	VISTAPRINT	Business Cards
	6002-3005	\$ 285.71	CLIP STRIP CORP	Stickers for Literature Holders
	6002-2210	\$ 49.93	VISTAPRINT	Business Cards
	6020-2111	\$ 269.22	PRODRYERS	Towel Dispenser Mechanism
	6001-2203	\$ 625.00	SXSW, LLC	Conference - G Berger & B Bednarek
	6001-3272	\$ 226.24	PANERA BREAD	AHML/VAH Annual Joint Trustee Meeting
	6440-3202	\$ 175.50	ACCUCUT, LLC	Jumbo Dies
	6002-2165	\$ 190.00	LATER.COM INSTAGRAM	Annual Subscription
	6440-3202	\$ 249.12	SAMS CLUB	Juice and Water
	6420-2203	\$ 121.28	AMERICAN LIBRARY	Working w/ Individuals Affected by Homelessness Webinar
	6440-3202	\$ 36.81	PBS CONSUMER SALES	DVD- Makers
	6002-2210	\$ 34.95	VISTAPRINT	Business Cards
	6001-3005	\$ 27.83	STAPLES	Office Supplies
	6440-3202	\$ 135.57	BUTTONMAKERS.NET	Button Supplies
	6440-3202	\$ 45.73	JOANN	Yarn
	6002-2210	\$ 536.00	STICKER MULE	Stickers - XOXO
	6450-5015	\$ 33.33	MOVING COLOR, INC	Sample Tile
	6002-2210	\$ 18.97	VISTAPRINT	Business Cards
M. Schultz	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3275	\$ 290.00	THE CHARTIST INC	AV Mtls
	6470-3275	\$ 9.78	DIGITAL STORES. DIGI LONDON	AV Mtls
	6470-3295	\$ 195.00	THE TURNAROUND LETTE	Periodicals
	6470-3033	\$ 525.00	LIB OF CONGRESS	Documentation Library
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3275	\$ 115.10	CDBABY.COM	AV Mtls
	6470-3275	\$ 58.31	MY MAG STORE	AV Mtls
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
	6470-3280	\$ 8.99	CHICAGO MAGAZINE	Books
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
	6470-3275	\$ 119.97	TARGET.COM	AV Mtls
	6470-3275	\$ 20.39	MATADOR RECORDS	AV Mtls
	6470-2203	\$ 15.00	EB *TECH SERVICES	Travel/Training
	6470-3275	\$ 287.76	BARNES&NOBLE.COM-	AV Mtls
	6470-3275	\$ 39.99	TARGET.COM	AV Mtls
	6470-3295	\$ 35.00	MANTRA GOSQ.COM	Periodicals
	6470-3275	\$ 222.90	PEACE HILL PRESS INC	AV Mtls
	6470-3275	\$ 39.99	TARGET.COM	AV Mtls
	6470-3275	\$ 48.85	GAMESTOP.COM	AV Mtls
R. Dworianyn	6010-3032	\$ 25.00	GITHUB GITHUB	GitHub Monthly Subscription
	6010-3032	\$ 2.83	TRELLO	Trello Add on User
	6010-2005	\$ 19.95	CSS - COMODO	Comodo SSL Certificate for Village Communications
	6001-2242	\$ 344.85	COMCAST CHICAGO	Comcast Monthly Public Internet Subscription
	6010-3032	\$ 9.99	SPOTIFY USA	Spotify Monthly Subscription
	6010-3185	\$ 249.00	AMAZON	12ft Projector Screen & Stand
	6010-3032	\$ 35.00	TRELLO	Trello Monthly Subscription
	6010-3185	\$ 199.00	AMAZON	10ft Projector Screen & Stand
	6010-3032	\$ 9.99	AMAZON FREETIME	Amazon Free Time Unlimited Subscription
	6010-3232	\$ 287.45	SMK*SURVEYMONKEY.COM	Survey Monkey Subscription
	6010-2005	\$ 54.10	PAYFLOW	Pay Flow Pro Monthly Charge
	6010-3185	\$ 136.00	CALHOUN TECHNOLOGIES	Dell Power Vault Raid Battery Replacement
J. Czajka	6440-2218	\$ 296.18	TORTORICE'S PIZZERIA	MLK Community Mural 1/15/18
	Total	\$6,923.86		

February 20, 2018

Arlington Heights Memorial Library
American Express Card Summary
 1/31/2018

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
	Count			
	11			
M. Driskell	489-90-00	-95.31	AMEX Cash back rebate	Other Income/Rebate
		50.00	FACEBK	
		25.00	FACEBK	
J. Moravec	6450-5015	8.55	ADAFRUIT INDUSTRIES	Temperature Sensor
	6450-5015	496.95	SP * AMERICAN BUTTON	Professional Button Maker Kit
M. Schultz	6470-3295	7.99	F+W CONSUMER SALES	Periodicals
	6470-3275	13.99	NETFLIX.COM	AV Mtls
	6470-3275	4.99	ACORN.TV ACORNMEDIA	AV Mtls
	6470-3275	4.99	ACORN.TV ACORNMEDIA	AV Mtls
	6470-3275	4.99	ACORN.TV ACORNMEDIA	AV Mtls
	6470-3275	4.99	ACORN.TV ACORNMEDIA	AV Mtls
	6470-3275	4.99	ACORN.TV ACORNMEDIA	AV Mtls
	6470-3275	4.99	ACORN.TV ACORNMEDIA	AV Mtls
	Total	\$ 537.11		

February 20, 2018

Arlington Heights Memorial Library
Master Card Summary
1/31/2018

Count 6

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
K Spokas	6440-3202	\$48.47	Domino's	TAG Meeting 1/5/18
	6440-3202	\$28.00	Rosati's	TAB Meeting 1/21/18
M Szymanek	6470-3280	\$445.50	Salem Press	Books
	6470-3295	\$29.95	Card Player	Periodicals
	6470-3295	\$195.00	Forbes Newsletters	Periodicals
	6470-3275	\$99.00	Amazon Prime	AV Mtls
	Total	<u>\$845.92</u>		

To: Board of Library Trustees
From: Gary Leclair and Mike Driskell
Date: February 13, 2018
Re: 1978 Building Roof Replacement

With the exception of minor wording changes, this memo is identical to the one considered by the Committee of the Whole at their January 29 meeting.

The roof on the 1978 building is now 20 years old and is no longer covered under warranty. The engineering assessment done by Shales McNutt Construction in 2013 recommended replacement of the 1978 building roof in 2017. In the 2017 budget, we included \$340,000 to replace the roof, the amount specified in the assessment. Due to other projects, project cost increases, and the current condition of the roof, we made the decision to postpone this project until 2018. We budgeted \$425,000 in calendar year 2018 for the roof replacement.

The first step in this project is the hiring of an engineer to prepare plans, assist with bidding, and monitor the work. We have received three bids from engineering companies we have used in the past:

STR Partners	\$69,000
Shales McNutt	\$40,115
Building Consultants Ltd.	\$16,050

We would like to move forward with preparing the plans and going out to bid for the project. The low bidder, Building Consultants Ltd, is the company we used twenty years ago for the replacement of the 1978 building roof and more recently, for the replacement of the 1968 building roof. In both cases, the projects went well and the roofs have been of high quality.

One of the issues last year that was driving up the cost estimate was STR's insistence that the Village would require us to add insulation to achieve an R-30 value. Since then, we spoke to Deb Pierce, the Plan Reviewer at the Village. She told us the insulation requirements are for new construction only. The Village would only request that the roof have as much insulation as allowed without raising any curbs, boots, etc.

After talking to consultants and roofers, our best times to perform this work is early in the spring, or after summer. These are the times when roofing work is slow and we can get the best prices. The next step would be to work with the engineer to prepare the necessary documents and to seek bids, looking to start the project in late April/early May.

Suggested motion: **The Board of Library Trustees authorizes the engagement of Building Consultants, Ltd. for engineering services for the 1978 building roof replacement in the amount of \$16,050, pending attorney review of the contract.**

To: Board of Library Trustees

From: Mike Driskell

Date: February 16, 2018

Re: Annual Report

At your meeting, I will be discuss the 2017 Annual Report for the Arlington Heights Memorial Library including the 2017 Annual Report Summary and 2017 Financial Review.

2017 Annual Report Summary

Service Point Traffic

Total visits
1,038,782 ▬ 0.16%
 1,037,096 last year

Main Library visits
988,939 ▬ 0.17%
 987,227 last year

Sr Center Visits
25,412 ▾ -5.72%
 26,955 last year

Bookmobile Visits
24,431 ▴ 6.62%
 22,914 last year

Circulation

Total Circulation
2,116,572 ▾ -6.84%
 2,271,891 last year

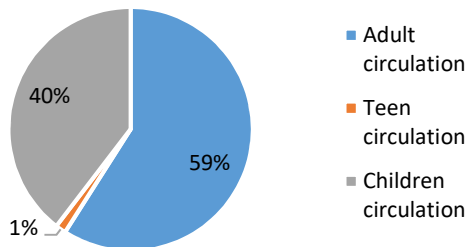
Library Cards
 Resident **4,903** ▬ -0.87%
 (issued) 4,946 last year

Non-Resident **2,058** ▾ -8.29%
 (Registered) 2,244 last year

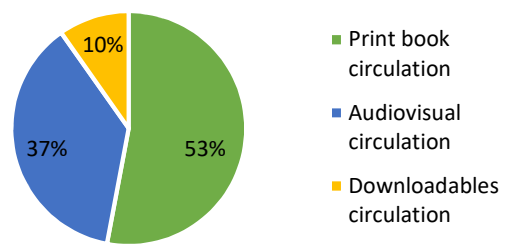
Interlibrary Loan
 Borrowed **4,619** ▾ -17.33%
 5,587 last year

Lent **8,175** ▾ -8.15%
 8,900 last year

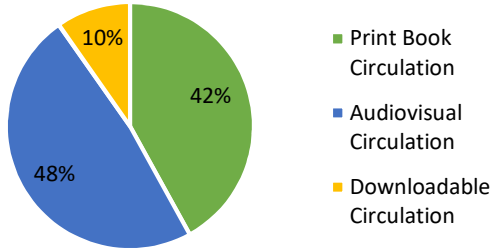
Circulation by Audience



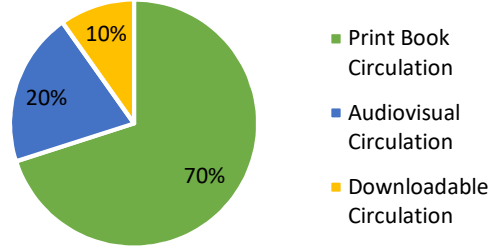
Circulation by Format



Adult Circulation by Format



Children Circulation by Format



Programs

Program Attendance
113,715 ▴ 27.13%
 89,451 last year

Number of Programs
3,006 ▴ 9.79%
 2,738 last year

Questions

Reference Questions
193,472 ▴ 5.78%
 182,902 last year

Reference Questions
 (via phone)
53,861 ▴ 17.15%
 45,975 last year

Chat sessions
4,724 ▴ 5.38%
 4,483 last year

Technology Usage

Public Computer Use
127,537 ▾ -2.06%
 130,222 last year

Website Visits
1,257,172 ▬ 0.02%
 1,256,960 last year

Self Checkout
 (% of main floor circ)
66% ▴ 2.00%
 64% last year

Arlington Heights Memorial Library
2017 Preliminary Review (through Period 13 as of 2/14/18)
(unaudited)

	2017 Amended Budget	2017 Actual	2017 Actual Variance to Budget - Fav/(Unfav)	% Variance to Budget	Comments
GENERAL FUND					
Beginning Fund Balance	\$ 9,730,664	\$ 9,993,427			
Revenues					
Taxes	\$ 13,830,091	\$ 13,744,488	\$ (85,603)	-0.6%	
Intergovernmental	64,000	69,466	5,466	8.5%	Library did not receive Per Capita Grant in 2017. Revenue shown is for Energy Grant Rebate related to Boiler project.
Fees	43,200	48,728	5,528	12.8%	Copier/printer fees were higher than budgeted.
Fines	159,000	146,560	(12,440)	-7.8%	Late fees/lost item charges were lower than budgeted partially due to the grace period enacted during the parking lot project and also related to the decreasing circulation trend.
Interest Income	27,500	99,408	71,908	261.5%	Library budgets conservatively for interest income. 2016 Interest Income was \$55K.
Other	74,500	84,097	9,597	12.9%	\$10K donation for sculpture was not included in the budget.
Total Revenue	\$ 14,198,291	\$ 14,192,747	\$ (5,544)	0.0%	
Expenditures					
Salaries	\$ 7,562,861	\$ 7,244,911	\$ 317,950	4.2%	Budgeted Library FTE was 157, the average FTE through the year was 147.43.
Fringe Benefits	2,565,521	2,480,602	84,919	3.3%	See note above.
Total Personal Services	10,128,382	9,725,513	402,869	4.0%	
Contractual Services	1,589,522	1,456,458	133,064	8.4%	The following areas were under budget: Travel & Training (\$50k), program costs (\$70k)
Commodities	2,297,376	2,075,508	221,868	9.7%	Primary under budget areas related to commodities are: IT software (\$38k), books/av/periodicals (\$120K).
Other Charges	107,366	25,842	81,524	75.9%	This line item contains a \$81K contingency in Admin which was not used in 2017.
Property	463,746	222,865	240,881	51.9%	The Admin-Other Equipment account contained an allowance of \$200k for a potential branch which was not used.
Total Operating Expenditures	\$ 14,586,392	\$ 13,506,186	\$ 1,080,206	7.4%	
Transfer to Health Insurance Fund	-	300,000	(300,000)	-	Library was required to fund Village's self insured Health Insurance fund in Q4 of 2017 due to projected deficit in 2018.
Transfer to Capital Projects Fund	1,750,000	1,750,000	-	0.0%	
Total Expenditures/Transfers	\$ 16,336,392	\$ 15,556,186	\$ 780,206	4.8%	
Ending Fund Balance	\$ 7,592,563	\$ 8,629,988	\$ 1,037,425	13.7%	
CAPITAL PROJECTS FUND					
Beginning Fund Balance	\$ 4,089,712	\$ 4,183,278			
Transfer from General Fund	\$ 1,750,000	\$ 1,750,000	\$ -	0.0%	
Interest Income	\$ 6,000	\$ 48,358	\$ 42,358	706.0%	Library budgets conservatively for interest income. 2016 Interest Income was \$17K.
Total Revenue	\$ 1,756,000	\$ 1,798,358	\$ 42,358	2.4%	
Capital Expenditures	\$ 2,334,700	\$ 1,285,283	\$ 1,049,417	44.9%	The following projects were budgeted but deferred to future years: 1978 Roof replacement (\$340K) and Redo Core entrance (\$165K). Also a \$600K contingency for expansion of services was included in the budget.
Ending Fund Balance	\$ 3,511,012	\$ 4,696,353	\$ 1,185,341		
COMBINED FUNDS					
Beginning Fund Balance	\$ 13,820,376	\$ 14,176,705			
Total Revenue	\$ 14,204,291	\$ 14,241,105	\$ 36,814	0.3%	
Total Expenditures [excluding inter-fund transfer]	\$ 16,921,092	\$ 15,091,469	\$ 1,829,623	10.8%	
Revenues Over/(Under) Expenditures	\$ (2,716,801)	\$ (850,364)	\$ 1,866,437		
Ending Fund Balance	\$ 11,103,575	\$ 13,326,341	\$ 2,222,766	20.0%	

To: Board of Library Trustees
From: Mike Driskell
Date: February 14, 2018
Re: Approval of the 2018 Illinois Public Library Annual Report of 2017

Each year, the Board of Library Trustees reviews and approves the Illinois Public Library Annual Report (IPLAR), which is submitted electronically to the Illinois State Library.

New to the report this year is the **Adult Literacy Questions** section just after *Programs and Attendance 15.1-15.7* regarding services provided by the library or in partnership with local literacy programs that serve low literate or English as a Second Language adults and/or families.

For comparison purposes, the responses from the previous year's report are shown in bold type to the right of this year's answers. Below are items of note and areas that have increased or decreased significantly.

Programs and Attendance:

15.1 Children's Programs and Young Adult Programs

15.2 Children's Attendance and Young Adult Attendance

Children's increase

- 254 more programs offered
- Two day LEGO Train Exhibit
- Peter Brown Author Visits (11 school visits/1 library)
- Kids Summer Reading – increase of 700 participates from 2016
- Summer Volunteer Squads – not reported as programming in 2016

Young Adult increase

- 22 more programs offered
- Teens Finals studying – increase of 2,331 students over 2016
- Teen Job Fair growing
- Teen Summer Reading participation growing

15.3 Passive Programs

15.4 Passive Program Attendance (Children's, Young Adult, Other, Total)

We are reporting on passive programs/attendance for Young Adult, as this was tracked for 2017. We do not have statistics on passive programs/program attendance for Children's or Other.

Resources Owned

17.4 E-books Held at the end of the fiscal year

17.5b Audio Recordings: Downloadable Units Held at the end of the fiscal year

Included are both owned/leased items and pay-per-use totals from CloudLibrary and Hoopla used by our customers.

17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year

These are Kanopy and Hoopla pay-per-use totals used by our customers.

Use of Resources

Report circulation, including renewals, by the material types:

18.13 Successful Retrieval of Electronic Information – this was a new question last year that we did not have statistics on.

We are reporting on this question for 2018, as we added this tracking to our statistics.

Suggested motion: **The Board of Library Trustees accepts the 2018 Illinois Public Library Annual Report.**

ARLINGTON HEIGHTS MEMORIAL LIBRARY**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30019
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0018
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Arlington Heights Memorial Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	500 North Dunton Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Arlington Heights
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60004
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	500 North Dunton Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Arlington Heights
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60004
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	847-392-0100
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	847-506-2650
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.ahml.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Michael Driskell
1.15 Title	Interim Executive Director
1.16 Library Director's E-mail	mdriskell@ahml.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	75,101
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**SERVICE OUTLETS (2.1 - 2.14)**

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	1	1
2.1b Total number of branch libraries [PLSC 210]	1	1
2.2a Are any of the branch libraries a combined public and school library?		

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	ARLINGTON HEIGHTS SENIOR CENTER BR/		
ARLINGTON HEIGHTS MEM. LIB.	ARLINGTON HEIGHTS MEMORIAL LIBRARY		
ARLINGTON HEIGHTS BOOKMOBILE	ARLINGTON HEIGHTS MEMORIAL LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	30019	3001902
ARLINGTON HEIGHTS MEM. LIB.	30019	3001900
ARLINGTON HEIGHTS BOOKMOBILE	30019	3001901

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	1801 W CENTRAL RD.		
ARLINGTON HEIGHTS MEM. LIB.	500 NORTH DUNTON AVENUE		
ARLINGTON HEIGHTS BOOKMOBILE	500 NORTH DUNTON AVENUE		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	ARLINGTON HEIGHTS		60005	
ARLINGTON HEIGHTS MEM. LIB.	ARLINGTON HEIGHTS		60004	
ARLINGTON HEIGHTS BOOKMOBILE	ARLINGTON HEIGHTS		60004	

County & Phone

Location	<u>2.9a</u> County [PLSC 707]	<u>2.9b</u> If the outlet's county has changed, then enter the updated answer here.	<u>2.10a</u> Telephone [PLSC 708]	<u>2.10b</u> If the outlet's phone number has changed, then enter the updated answer here.
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	Cook		847-870-3710	
ARLINGTON HEIGHTS MEM. LIB.	Cook		847-392-0100	
ARLINGTON HEIGHTS BOOKMOBILE	Cook		847-392-0100	

Square Feet

Location	<u>2.11a</u> Square Footage of Outlet [PLSC 711]	<u>2.11b</u> If the facility's square footage has changed, then enter the updated answer here.	<u>2.11c</u> Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	1,405		
ARLINGTON HEIGHTS MEM. LIB.	132,000		
ARLINGTON HEIGHTS BOOKMOBILE	-3	251	

IDs**Hours and Attendance**

Location	<u>2.12</u> Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]		<u>2.13</u> Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]		<u>2.14</u> Total annual attendance/visits in the outlet	
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	2,248	2,202	52	52	25,412	26,955
ARLINGTON HEIGHTS MEM. LIB.	4,330	4,266	52	52	988,939	987,227
ARLINGTON HEIGHTS BOOKMOBILE	1,056	1,005	52	52	24,431	22,914

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**ANNUAL REPORT DATA (3.1 - 3.7)**

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2017	01/01/2016
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2017	12/31/2016
3.3 Number of months in this fiscal year	12	12
3.4 Name of person preparing this annual report	Janet Moravec	Janet Moravec
3.5 Telephone Number of Person Preparing Report	847-506-2649	847-506-2649
3.6 FAX Number	847-506-2650	847-506-2650
3.7 E-Mail Address	jmoravec@ahml.info	JMoravec@ahml.info

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**REFERENDA (4.1 - 4.11)**

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period? No No

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	0
4.9 Territory Annexation - Effective Date (mm/dd/year)	0
4.10a Other Action by Backdoor Referendum (please specify)	0
4.10b Other - Effective Date (mm/dd/year)	0
4.11a Other Action by Backdoor Referendum (please specify)	0
4.11b Other - Effective Date (mm/dd/year)	0

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**CURRENT LIBRARY BOARD (5.1 - 5.13)**

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7	7
5.2 Total number of vacant board seats	0	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes	Yes

First Member

5.5 Name	John Supplitt
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-506-2685
5.9 E-mail Address	JSupplitt@ahml.info
5.10 Home Address	714 South Ridge Avenue
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60005

Second member

5.5 Name	Marianthi Thanopoulos
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	224-762-8304
5.9 E-mail Address	MThanopoulos@ahml.info
5.10 Home Address	512 South Forrest Avenue
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Third member

5.5 Name	Joan Brody Garkisch
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	847-338-8445
5.9 E-mail Address	JBrodyGarkisch@ahml.info
5.10 Home Address	108 South Donald Avenue
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Fourth member

5.5 Name	Carole Medal
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	847-506-2683
5.9 E-mail Address	CMedal@ahml.info
5.10 Home Address	44 North Vail Avenue, #409
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60005

Fifth member

5.5 Name	Greg Zyck
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	847-507-2336
5.9 E-mail Address	GZyck@ahml.info
5.10 Home Address	17 West Waverly Road
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Sixth member

5.5 Name	Christine Tangney
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	847-506-2686
5.9 E-mail Address	CTangney@ahml.info
5.10 Home Address	603 East Thorntree Terrace
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Seventh member

5.5 Name	Debbie Smart
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-494-3707
5.9 E-mail Address	DSmart@ahml.info
5.10 Home Address	200 West Campbell Street, Unit 601
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60005

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**FACILITY/FACILITIES (6.1-6.4)**

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	132,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
6.3a Total Number of Meeting Rooms	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	203
6.4a Total Number of Study Rooms	14
6.4b Total number of times study room(s) used by the public during the fiscal year	18,332

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**ASSETS AND LIABILITIES (7.1 - 7.13)**

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? \$39,143,000 **\$38,003,454**

7.2 During the last fiscal year, did the library acquire any real and/or personal property? Yes **Yes**

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	\$1,508,444	\$963,595
7.4 Legacy	\$0	0 <input checked="" type="checkbox"/> Not Applicable
7.5 Gift	\$10,000	\$2,000
7.6 Other	\$0	0 <input checked="" type="checkbox"/> Not Applicable

7.7 Provide a general description of the property acquired. Furniture, Network and Computer equipment, and Capital Projects.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reason(s) for the fiscal accumulations.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?

Yes **Yes**

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE GOVERNMENTAL FUNDS (Unaudited) FOR THE YEAR ENDED DECEMBER 31, 2017

**STATEMENT OF REVENUE, EXPENDITURES,
AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS (Unaudited)**

FOR THE YEAR ENDED DECEMBER 31, 2017

ITEM 7.8

REVENUE	12 Month Period ended <u>Dec 31, 2017</u>
Property Taxes - General	\$ 12,535,021
Property Taxes - IMRF	\$ 796,042
Property Taxes - FICA	\$ 413,425
Intergovernmental	
State Grants [per capita + DCEO]	\$ -
Other Grants	\$ 61,875
Other Restricted	\$ -
Contribution Ordinance Library	\$ 7,591
Copier and film printer fees	\$ 48,728
Late charges and lost/damaged item charges	\$ 146,560
Investment Income	\$ 147,767
Contributions	\$ 73,643
Miscellaneous	\$ 10,455
	\$ 14,241,107
EXPENDITURES	
Culture, recreation and education	
Salaries	\$ 7,244,912
Fringe Benefits	\$ 2,480,604
Contractual services	\$ 1,456,459
Commodities	\$ 2,075,509
Property and Capital Outlay	\$ 1,518,144
Other Charges	\$ 15,847
	\$ 14,791,475
OTHER FINANCIAL SOURCES (USES)	
Transfer In	
Transfer Out	\$ (300,000)
NET CHANGE IN FUND BALANCE	\$ (850,368)
FUND BALANCE, JANUARY 1, 2017	\$ 14,176,705
FUND BALANCE, DECEMBER 31, 2017	\$ 13,326,337

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$602,629 \$454,992
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	Accounts Payable - \$352,487 Accrued Payroll - \$250,142

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)**

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$13,744,488	\$13,667,250
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No	
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	-1	-1

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	\$0	\$57,892
8.3 Equalization aid grant	\$0	\$0
8.4 Personal property replacement tax	\$0	\$0
8.5 Other State Government funds received	\$61,875	\$2,250
8.6 If Other, please specify	0	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$61,875	\$60,142

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$0	\$0
8.9 E-Rate funds received	\$0	\$0
8.10 Other federal funds received	\$0	\$0
8.11 If Other, please specify	0	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$73,643	\$35,409
8.14 Other receipts intended to be used for operating expenditures	\$312,743	\$295,432
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$386,386	\$330,841
8.16 Other non-capital receipts placed in reserve funds	\$0	\$2,670

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$14,192,749	\$14,058,233
---	--------------	--------------

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Browse...	No file selected.
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$7,100,000	\$7,100,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority	Municipal Corporate Authority

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)**

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$7,244,912	\$6,940,852
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$2,480,604	\$2,408,893
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$9,725,516	\$9,349,745

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$709,223	\$685,555	
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$534,106	\$502,054	
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$331,796	\$353,106	
10.3b Please provide an explanation of the other types of material expenditures.	CDs, DVDs, Video Games, Spoken Audio, Toys		CDs, DVDs, Video Games, Spoken Audio, Toys
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$1,575,125	\$1,540,715	

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$2,205,551	\$2,249,882
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$13,506,192	\$13,140,342

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)**

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0	\$0
12.1b Local Government: Other	\$0	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0	\$0
12.2 State Government [PLSC 401]	\$0	\$0
12.3 Federal Government [PLSC 402]	\$0	\$0
12.4 Other Capital Revenue [PLSC 403]	\$48,358	\$17,052
12.5 If Other, please specify	Interest Income	Interest Income
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$48,358	\$17,052

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$1,285,283	\$522,904
---	-------------	-----------

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**PERSONNEL (13.1 - 13.46)**

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

23	23	\$739.38	773	
<u>13.1</u> Position Title	<u>13.2</u> Primary Work Area	<u>13.3</u> Hourly Rate	<u>13.4</u> Total Hours/Week	
Director of Customer Se	Assistant Library Director	\$48.72	37.50	X
Collection Services Man:	Collection Development Acquisitions	\$50.35	37.50	X
Customer Services Man:	Adult Services	\$41.03	37.50	X
Specialty Info Services I	Adult Services	\$38.63	37.50	X
Assistant Manager Child	Children's Services	\$34.14	37.50	X
Info Specialist	Automation/Technology/Systems	\$38.42	37.50	X
Cataloging Supervisor	Cataloging	\$35.08	37.50	X
Collection Services Spec	Collection Development Acquisitions	\$35.08	37.50	X
Collection Services Supe	Collection Development Acquisitions	\$35.08	37.50	X
Info Specialist	Children's Services	\$32.41	37.50	X
Teen Services Supervisc	Young Adult Services	\$29.09	37.50	X
Info Services Supervisor	Adult Services	\$28.15	37.50	X
Info Specialist	Young Adult Services	\$25.32	37.50	X
Info Specialist	Adult Services	\$25.32	37.50	X
Info Specialist	Adult Services	\$24.97	37.50	X
Collection Services Spec	Collection Development Acquisitions	\$24.96	37.50	X
Info Specialist	Young Adult Services	\$24.96	37.50	X
Cataloging Specialist	Cataloging	\$32.22	30.00	X
Info Specialist	Children's Services	\$24.42	25.00	X
Info Specialist	Adult Services	\$24.75	37.50	X
Info Specialist	Adult Services	\$23.39	4.50	X
Info Specialist	Children's Services	\$33.02	1.00	X
Info Specialist	Children's Services	\$29.87	37.50	X
				X

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	19.33	20.45
---	-------	-------

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

1			\$0.00	0.00	
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week	
0			\$0.00	0.00	X
					X

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	19.33	20.45

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	3,990.20	3,618.00
13.14 Minimum hourly rate actually paid	\$12.76	\$12.51
13.15 Maximum hourly rate actually paid	\$62.74	\$55.68
13.16 Total FTE Group C employees (13.13 / 40)	99.76	90.45

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	863.00	803.25
13.18 Minimum hourly rate actually paid	\$10.00	\$10.63
13.19 Maximum hourly rate actually paid	\$19.95	\$19.58
13.20 Total FTE Group D employees (13.17 / 40)	21.58	20.08

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	532.00	506.00
13.22 Minimum hourly rate actually paid	\$12.17	\$11.93
13.23 Maximum hourly rate actually paid	\$50.35	\$49.36
13.24 Total FTE Group E employees (13.21 / 40)	13.30	12.65
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	134.63	123.18
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	153.96	143.63

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

1	1	1	37.50	9	\$45,608.00	\$68,411.00	
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum	
Info Specialist	Adult Services	Master's Degree (ALA accredited)	37.50	9	\$45,608.00	\$68,411.00	X
							X

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

1			0.00				
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)		
0			0.00				X
							X

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

1			0.00				
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated	
0							X
			0.00				X
							X

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)**

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	4,330	4,266
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	3,304	3,207
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	7,634	7,473
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52	52
14.3 Total annual visits/attendance in the library [PLSC 501]	1,038,782	1,037,096

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**PROGRAMS & ATTENDANCE (15.1 - 15.17)****Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these type of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	<u>15.1</u> Programs	<u>15.2</u> Attendance	<u>15.3</u> Passive Programs	<u>15.4</u> Passive Program Attendance
Children's	1,414	1,160	72,807	52,889
Young Adult	177	155	11,399	7,827
Other	1,415	1,423	29,509	28,735
Total	3,006	2,738	113,715	89,451
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes Yes			
15.17b Please describe the programming provided.	Monthly Sensory Storytime Monthly Early Intervention Playgroup Sensory-Friendly Movie Night			

ADULT LITERACY QUESTIONS

Please indicate the services provided by your library or in partnership with local literacy programs that serve low literate or English as a Second Language (ESL) adults and/or families. If you have any questions about this section, please contact Beth Paoli (217-785-6923 or bpaoli@ilsos.net) at the Illinois State Library.

Provide one-to-one adult volunteer tutoring	Yes
Provide space for one-to-one adult volunteer tutoring	Yes
Recruit low literate/ESL adult learners	Yes
Refer low literate/ESL adult learners	Yes
Train adult volunteer tutors	Yes
Provide ESL conversation groups	Yes
House a high interest/low reading level collection	Yes
House a bilingual collection (English/Spanish, English/Polish, etc.)	Yes
Employ bilingual or multilingual staff	Yes
Provide bilingual or multilingual services	Yes
Provide low literate adult learner programming	Yes
Provide family literacy programming, i.e. parent and child together literacy activities	Yes
Other (please specify)	
Would you like more information about the Illinois Secretary of State Literacy Program?	Yes

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**REGISTERED USERS (16.1 - 16.4)**

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	46,351	59,516
16.2a Total Number of Unexpired Non-resident Users Cards	16	11
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$4,829.00	\$3,440.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	46,367	59,527
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes Yes	

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**RESOURCES OWNED (17.1 - 17.9)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	232,358	232,231
17.2 Current Print Serial Subscriptions [PLSC 460]	792	794
17.3 Total Print Materials (17.1+17.2)	233,150	233,025
17.4 E-books Held at end of the fiscal year [PLSC 451] ¹	28,219	11,978
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	31,716	31,508
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	29,096	2,931
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	44,509	44,354
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] ²	7,272	0

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	75	72
17.8 State (state government or state library) [PLSC 457]	13	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	88	85

ARLINGTON HEIGHTS MEMORIAL LIBRARY**USE OF RESOURCES (18.1 - 18.17)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	1,249,170	1,361,513
18.2 Number of young adult materials loaned	29,184	31,144
18.3 Number of children's materials loaned [PLSC 551]	838,218	879,234
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	2,116,572	2,271,891

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	1,012,605	1,066,496
18.6 Videos/DVDs- Physical	603,014	670,773
18.7 Audios (include music)- Physical	145,560	167,165
18.8 Magazines/Periodicals- Physical	52,455	50,690
18.9 Other Items- Physical	102,230	104,316
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	1,915,864	2,059,440
18.11 Use of Electronic Materials [PLSC 552]	196,089	206,864
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	2,111,953	2,266,304
18.13 Successful Retrieval of Electronic Information [PLSC 554]	0	-1
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	196,089	206,864
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	2,111,953	2,266,304
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	8,175	8,900
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	4,619	5,587

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**PATRON SERVICES (19.1-19.2)**

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]

193,472

182,902**One-on-One Tutorials**

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials

3,860

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**AUTOMATION (20.1 - 20.5)**

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	402	373
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	150	134
20.3 Is your library's catalog automated?	Yes	Yes
20.4 Is your library's catalog accessible via the web?	Yes	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes	Yes

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**INTERNET (21.1 - 21.8)**

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)	Other (specify)
21.2b If Other, please specify	1,000 Mbps	200Mbps
21.3 What is the monthly cost of the library's internet access?	\$345	\$1,005
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	118	85
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	127,537	130,222
21.6 Wireless Sessions Per Year [PLSC 652]	-1	-1
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes	Yes

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**E-RATE (22.1 - 22.3)**

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?

No Yes

22.3 If NO, why did your library NOT participate in the E-rate program?

Participation requires more resources than actual benefit.

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)**

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$26,220	\$32,028
23.2 Does the above amount include travel expenses?	Yes	Yes
23.3 How many hours of training did employees receive this year?	2,445.25	2,158.50
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes	Yes
23.5 Would you like to receive autism training at your library?	Yes	No

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**COMMENTS AND SUGGESTIONS (24.1-24.3)**

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?

24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?

24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

ARLINGTON HEIGHTS MEMORIAL LIBRARY**IPLAR CERTIFICATION**

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	<u>Electronic Signature</u>	<u>Date</u>
Library Director	Michael Driskell	02/20/2018
President	Debbie Smart	02/20/2018
Secretary	Joan Brody Garkisch	02/20/2018

¹, 17.4 Includes both owned/leased items and pay-per-use titles from CloudLibrary and Hoopla used by our customers. (0-2018-02-06)

², 17.6b Kanopy and Hoopla pay-per-use usage. (0-2018-02-06)

Executive Director's Report February 2018

Diversity and Inclusion



Celebrating Martin Luther King, Jr.'s legacy on the federal holiday, close to 100 community members and students from District 214's Newcomer Center came together to create a mural bearing his likeness and finished with a quote from his famous "I Have a Dream" speech. Commissioned by the library in partnership with Newcomer Center, the mural was created by local artist Gino Savarino, who has previously led mural projects in Arlington Heights and was himself a newcomer to this country at one time. Gino's pop art touches and effortless instruction allowed every community member attending to add their own touch to the finished painting, which is signed by all participants on the backside.



The completed mural is on display in the library through the end of February, will be displayed at Village Hall, and will eventually be permanently hung at the Newcomer Center, housed at the Forest View Educational Center in Arlington Heights.

What's New @ AHML



A new self-checkout was installed at the Senior Center at the end of January, which will allow customers there to enjoy this popular service.

Department Highlights

Info Services

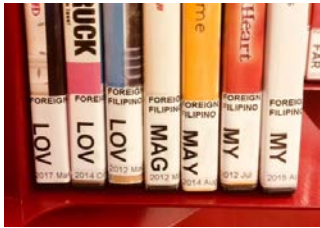
Fourth Annual Reader's Party

Our 4th annual Reader's Party brought together library Advisory staff and community members around the theme of "A Book That Changed Your Life." 46 readers attended and were treated to book talks from library staff representing Readers Advisory, Teen Services and School Services. Community partners were also invited to share their picks on the theme and we were happy to welcome Abby Vombrack from Metropolis Theater and Mary Luckritz, English Department Head from Rolling Meadows High School. Several community members jumped in to share books that have moved them and conversations among readers continued among readers long after the program ended. Attendee feedback ranged from "Had a good time, came home with a new list of good reads. I wish you would do it more than once a year!" to "Enjoyed hearing from many different ages /backgrounds."



Library Delivery Services added 6 new library delivery customers in January. In addition, we received approximately 15 calls inquiring about the library delivery program because of the February newsletter cover story about our delivery services.

Collection News



In order to make materials easier to shelve and find, Collection Services began including the language on the spine label of foreign DVDs and Blu-rays.

Old labels (left) vs. new labels (right)

Specialty Info Services



Preschool and Childcare Information Night- In January, Preschool Outreach staff gathered 41 local organizations offering preschool and childcare resources for the community. This event brought 354 parents and families to the Hendrickson Room and Marketplace to gather information for the library's youngest customers. The preschool/childcare binder containing pamphlets and flyers from this event will be featured in the March library newsletter.

Programs

XOXO Opening Night Party



Close to 600 parents, kids and community members were among the first to see ***XOXO: An Exhibit About Love & Forgiveness*** at our Saturday, January 20 Opening Night Party. For two hours, families filled Main Street, Marketplace, Kids' World, The Hub and Hendrickson Room, moving through a variety of family friendly-activities, enjoying refreshments and music, and connecting through play in the just unveiled exhibit.



***XOXO* Exhibit Engagement, at a Glance**

XOXO iPad Survey Results

iPad surveys measure customer satisfaction on an emoji scale (5, or “heart eyes,” being most satisfied)

Week 1: 513 responses, with an average rating is 4.7 out of 5.

Week 2: 242 responses were collected. The average rating is 4.3 out of 5.

Volunteer Interaction and Site Surveys

Week 2 (The first week we introduced exhibit volunteers – Play Facilitators and Surveyors): Five “site surveys” were collected by volunteer Surveyors collecting observational data in 2-hour shifts. The compiled results --

- 385 customers counted during these shifts
- 75% of the customers visited and/or interacted with the exhibit activities
- 52% of the customers read the exhibit activity instructions
- The average time of a customer spending on an exhibit activity: 14.8 minutes per activity

Harry Potter Escape Room

For one night only, the Lindsey Room was transformed into Professor Snape's office. 35 enthusiastic tweens put their wits to the test as they worked in teams to solve a series of puzzles and escape in 30 minutes. Five sessions were scheduled back to back, with a sixth added to meet the demand of customers on the waitlist. Customer demand, and a year-round love of Harry Potter, will see us repeating the event this summer.

Staff Development

Professional Involvement

Specialty Info Services Advisor and business specialist Diane Malik continues to make and strengthen connections in the business community. She is now a member of the Chamber of Commerce Business Builders Group – Synergy and working with the Business Development Coordinator for the Village of Arlington Heights to promote the Studio and Business Services.

January 2018

Service Point Traffic

Total visits
90,721 ↓ -4%
 94,190 last year

Main Library visits
87,725 ↓ -4%
 91,071 last year

Sr Center Visits
1,545 ↓ -12.27%
 1,761 last year

Bookmobile Visits
1,451 ↑ 6.85%
 1,358 last year

Circulation

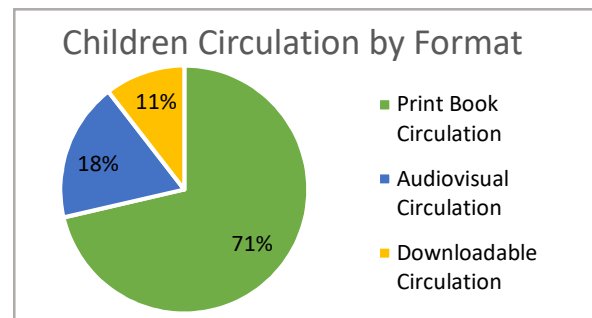
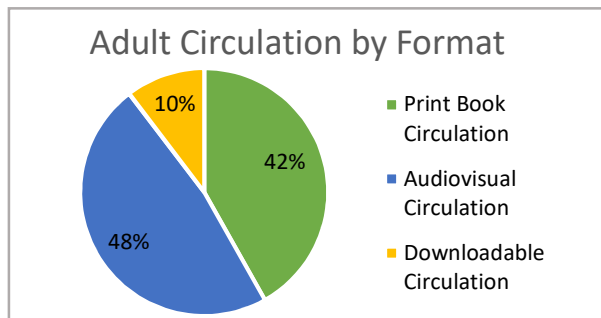
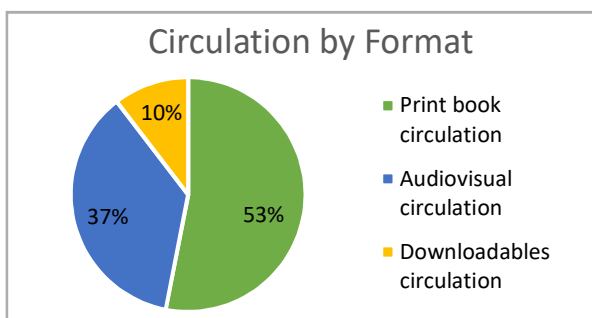
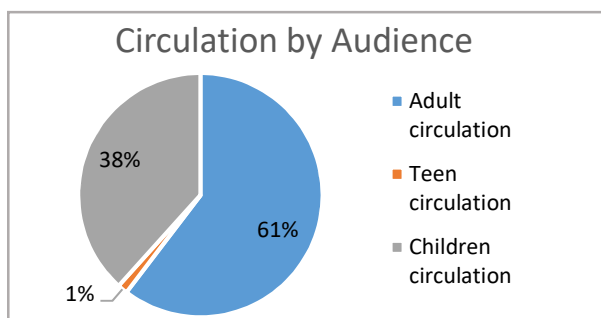
Total Circulation
172,857 ↓ -9%
 188,941 last year

Library Cards

Resident (issued)	400 ↓ -6.98% 430 last year
Non-Resident (Registered)	181 ↓ -4.74% 190 last year

Interlibrary Loan

Borrowed	364 ↓ -11.65% 412 last year
Lent	592 ↓ -17.78% 720 last year



Programs

Program Attendance
10,046 ↓ -8%
 10,931 last year

Number of Programs
274 ↑ 21%
 226 last year

Cost of Programs
 Coming soon

General Satisfaction
 Coming soon

Questions

Reference Questions
16,457 ↑ 3%
 15,993 last year

Reference Questions
 (via phone)
4,920 ↑ 13%
 4,340 last year

Chat sessions
467 ↑ 5.90%
 441 last year

Technology Usage

Public Computer Use
10,820 ↓ -1.15%
 10,946 last year

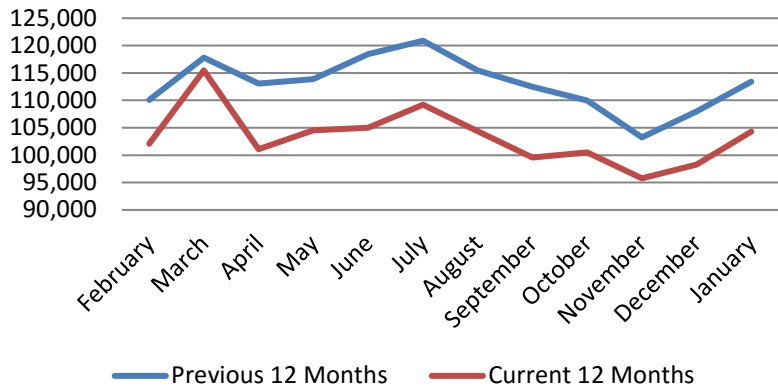
Website Visits
106,564 ↓ -6.16%
 113,554 last year

Self Checkout
 (% of total checkouts)
65.5% ↓ 0.60%
 64.9% last year

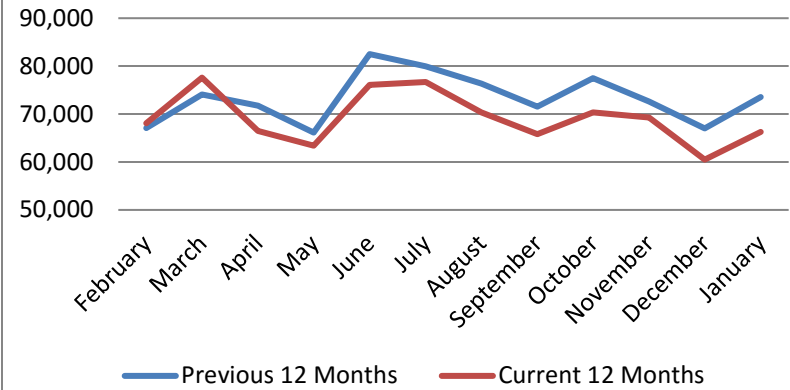
AHML - DASHBOARD - January 2018

	Jan 2018	Jan 2017	% change from last January	Jan 2018 - Jan 2018	Jan 2017 - Jan 2017	% change from last YTD
Total circulation	172,857	188,941	-9%	172,857	188,941	-9%
Adult circulation	104,316	113,392	-8%	104,316	113,392	-8%
Teen circulation	2,294	2,019	14%	2,294	2,019	14%
Children circulation	66,247	73,530	-10%	66,247	73,530	-10%
Print book circulation	87,140	90,825	-4%	87,140	90,825	-4%
Audiovisual circulation	59,975	67,644	-11%	59,975	67,644	-11%
Downloadables circulation	17,087	21,212	-19%	17,087	21,212	-19%
Self-check as % of main floor circ	65%	65%	1%	1	1	1%
Circulation to reciprocal borrowers	9,815	11,238	-13%	9,815	11,238	-13%
ILLs borrowed for our customers	364	412	-12%	364	412	-12%
ILLS lent to other libraries	592	720	-18%	592	720	-18%
Resident cards issued	400	430	-7%	400	430	-7%
Reciprocal cards registered	181	190	-5%	181	190	-5%
Reference questions	16,457	15,993	3%	16,457	15,993	3%
Number of Programs	274	226	21%	274	226	21%
Program attendance	10,046	10,931	-8%	10,046	10,931	-8%
Public computer use	10,820	10,946	-1%	10,820	10,946	-1%
Website visits	106,564	113,554	-6%	106,564	113,554	-6%
In-person visitors	90,721	94,403	-4%	90,721	94,403	-4%
Marketplace - % of adult coll	8.5%	8.3%	3%	8.5%	8.3%	3%
Marketplace - % of circ	34.6%	34.5%	0%	34.6%	34.5%	0%
Kids' Mktplace - % of KW coll	4.9%	5.0%	-2%	4.9%	5.0%	-2%
Kids' Mktplace - % of circ	15.3%	14.8%	3%	15.3%	14.8%	3%
Individual Staff Sessions	193	311	-61%	193	311	-61%
Volunteer hours	1,968	2,108	-7%	1,968	2,108	-7%

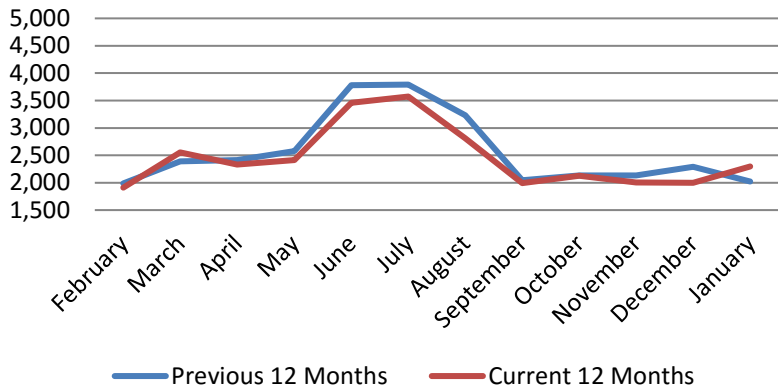
Adult Circulation



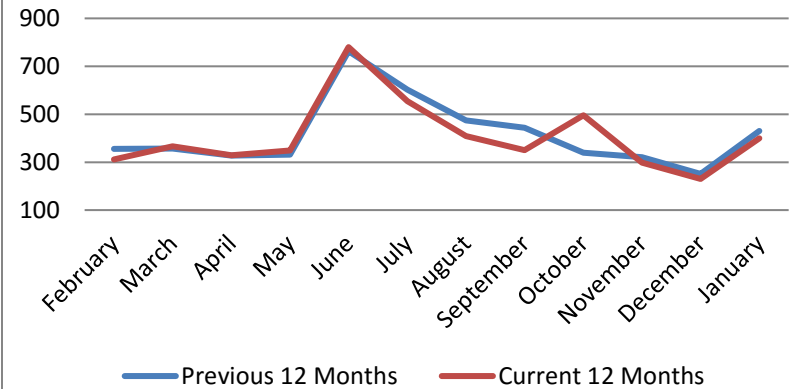
Children's Circulation

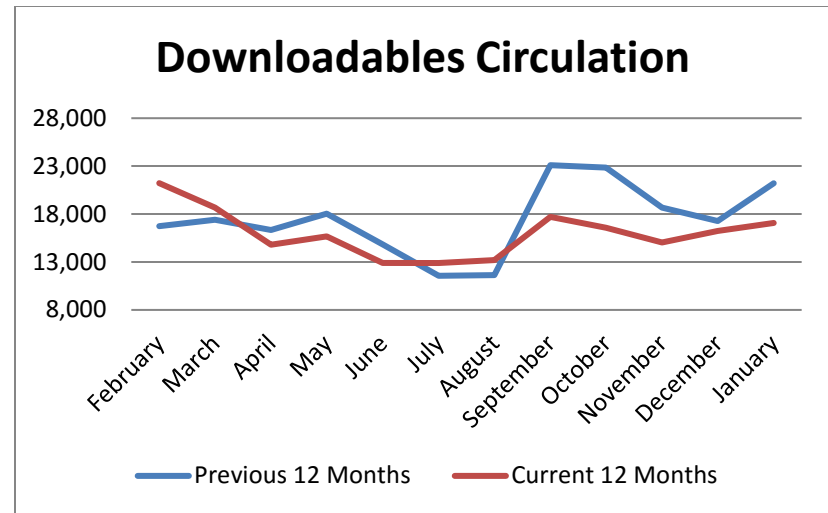
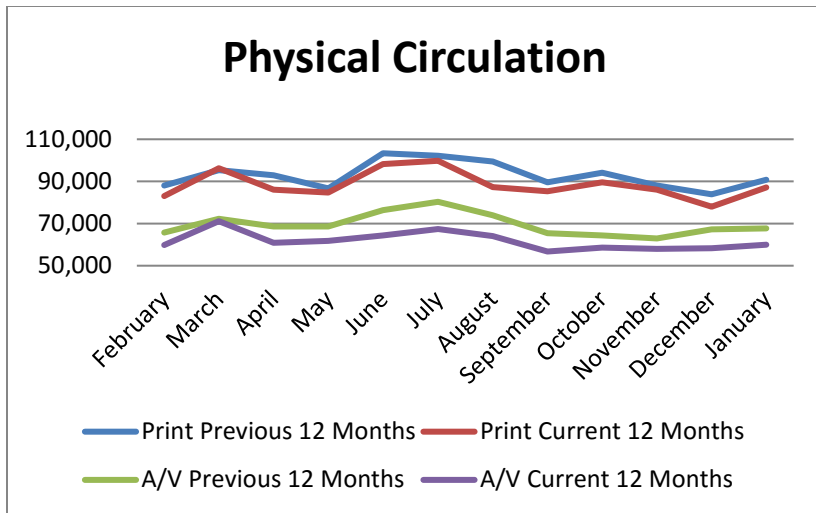


Teen Circulation



Resident Library Cards Issued

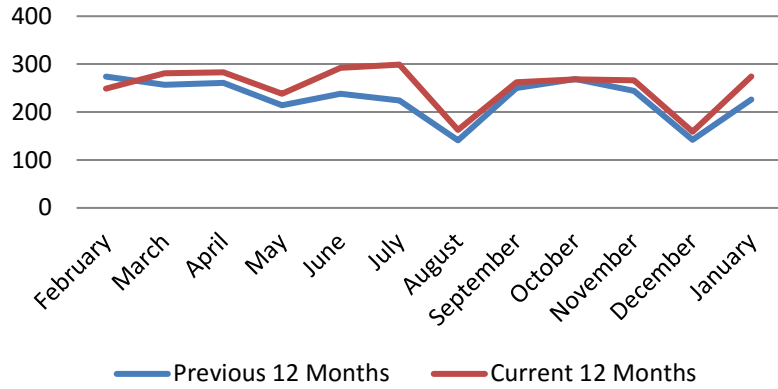




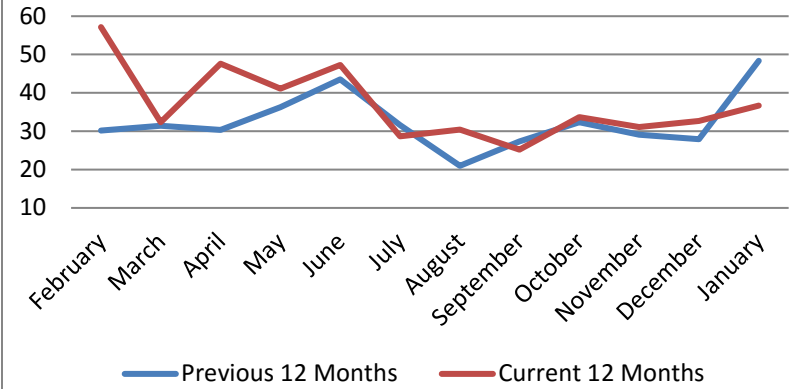
Notes relating to circulation:

- Circulation is down 8.5% compared to January 2017, but our customers are enjoying the services we offer with our partner libraries. Although ILL is down 11.7% compared to January 2017, we have circulated 5.5% more LINKin materials this month compared to last January.
- We issued 400 AHML resident cards in January. Forty-four cards, or 11%, were issued through our library card collaboration with District 25.
- Hoopla had a record month. Our customers borrowed 4,493 titles in January, which is up 40.5% compared to last January. Hoopla has started becoming an increasingly popular platform for audiobooks, and January continues to be our highest month for first-time Hoopla users.
- Self-Checkout continues to be popular with our customers. They checked out 65.5% of all main library materials at one of our three self-check stations. This is an increase of 0.6% compared to last January.
- Teen circulation as a whole is up 13.6% compared to January 2017, with teen nonfiction seeing the largest increase. It is up 38% from the same time last year, which is likely due to the new Teen Test Prep section in the Teen Marketplace that had just launched near the end of January 2017.

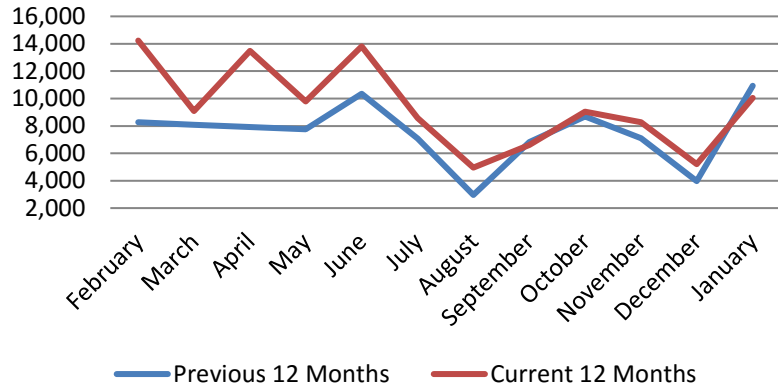
Program Sessions

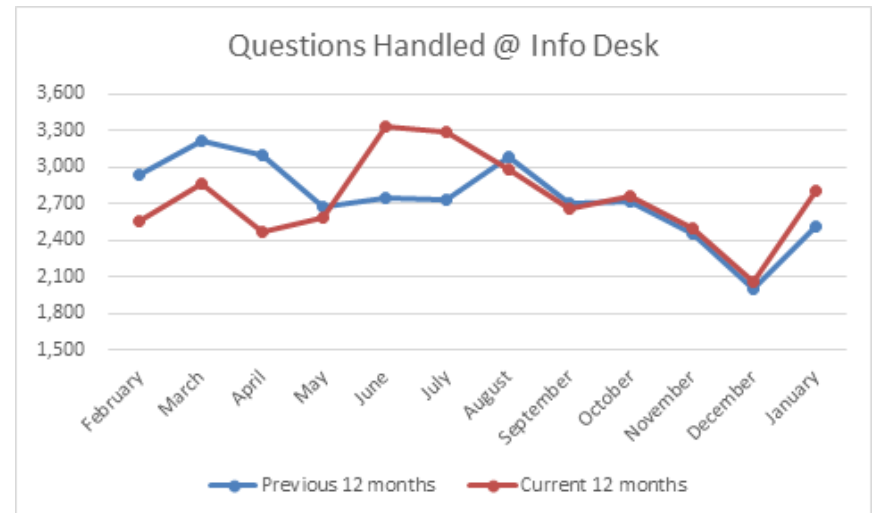
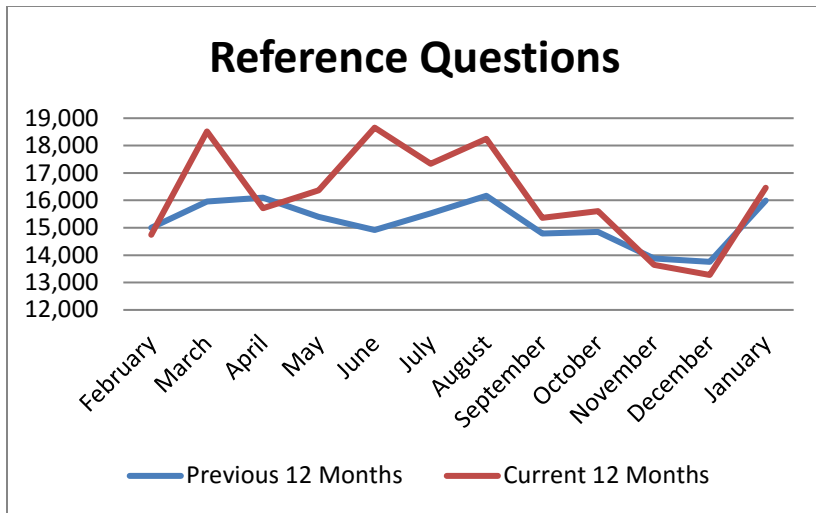


Attendance Per Program



Program Attendance

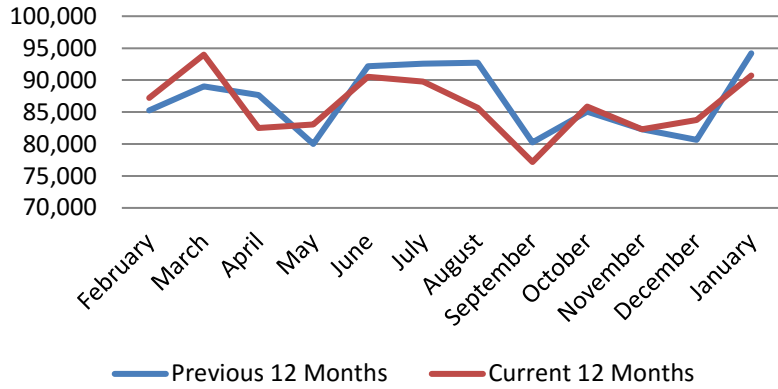




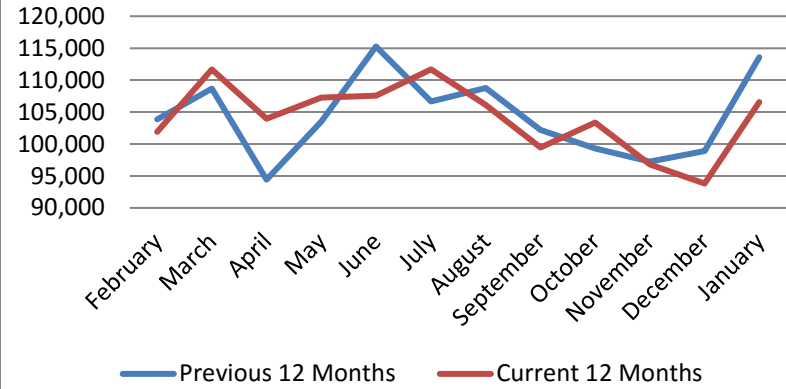
Notes relating to Info Services:

- The Call Center handled 6754 calls in January 2018, this is a 4% decrease in call volume compared to January 2017. 73% of the calls were reference questions. The number of reference questions answered in January 2018 increased by 13% compared to January 2017.
- The Info Desk handled 2,801 questions in January. This is an 11% increase from January 2017. 79% of questions were reference questions followed by directional (14%). 96% of customer interactions occurred at the Info Desk, with 4% of interactions being a result of roving.
- 2018 is off to a strong start with 467 Chats in January, the highest number of chats since January 2012, which had 649 chats. Chat is up 6% from January 2017.
- In January 2018, we offered four book discussions with a total of 58 attendees, which is almost exact to January 2017, which was 59 people.
- We delivered 454 items to residents in independent living and made 63 deliveries. We delivered 293 item to residents in healthcare sites and made 59 deliveries.

In-person Attendance



Website Visits



Public Computer Use

