

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, JANUARY 16, 2018

BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 19, 2017 (Action Item 1)
- V. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2017 (Item 2)
- VI. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2017 (Action Item 3)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 16, 2018 (Action Item 4)
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. UNFINISHED BUSINESS
 - PARKING LOT SAFETY PROJECT SUMMARY (Item 5)
Staff will provide a project summary and wrap up report.
- X. NEW BUSINESS
 - XOXO EXHIBIT (Action Item 6)
Staff is seeking authorization to proceed with the *XOXO: An Exhibit about Love & Forgiveness* exhibit due to reevaluation of setup costs.

- FOUNDATION EXPLORATORY COMMITTEE (Action Item 7)
Staff is seeking authorization for the creation of an exploratory committee for an Arlington Heights Memorial Library foundation.

- 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; AND (21) REVIEWING CLOSED SESSION MINUTES
- XIV. REVIEW OF CLOSED SESSION MINUTES AND OTHER ITEM(S) FROM CLOSED SESSION FOR ACTION
- XV. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, DECEMBER 19, 2017.

12.17.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, December 19, 2017, at 7:33 p.m. by President Debbie Smart.

12.17.02 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; Janet Moravec, Business Office Administrator; Mike Dennehey, Friends of the Library.

12.17.03 There was no **PUBLIC COMMENT**.

12.17.04 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 21, 2017 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as corrected.

12.17.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2017 (Item 2)** – Mr. Driskell reported total operating expenditures are \$848,243 under the year to date budget. \$23,880 in real estate revenue was received in November; bringing the total real estate tax revenues received to date to 98.7% of the anticipated real estate taxes for the year. Year to date, fees, interest income and other income are all above budget. Fines are trending slightly less than budgeted due to the parking lot project and the extended grace period that was enacted. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

12.17.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 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 NOVEMBER 30, 2017, IN THE AMOUNT OF \$1,127,962.74**. 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.

12.17.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted that for the tenth consecutive year, the library has received a five-star rating in *Library Journal's* national rating of public libraries; the second floor water fountain has been replaced with a bottle

fill station; furniture replacement in Kids' World; and the Celebrate our Community event on November 5 when 286 community members came together to celebrate the diversity of Arlington Heights.

12.17.08 UNFINISHED BUSINESS

- **APPROVAL OF FY2018 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Action Item 4)** – The board reviewed a draft of the Illinois State Library FY2018 Public Library Per Capita Grant application.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ILLINOIS STATE LIBRARY PER CAPITA GRANT AND EQUALIZATION AID GRANT APPLICATION UPON COMPLETION OF ALL BOARD MEMBERS READING THE CHAPTERS REQUIRED.** Trustee Medal seconded. All were in favor and the motion carried.

- **DISCUSSION OF OPERATIONAL METRICS (Item 5)** – Mr. Driskell presented an updated dashboard highlighting circulation and program statistics as well as other operational metrics. Along with the monthly dashboards, the board will periodically review in more depth data that will give a full picture of the library's usage and performance.

12.17.09 NEW BUSINESS

- **SEXUAL HARASSMENT POLICY (Action Item 6)** – Mr. Driskell explained the state of Illinois is requiring that by January 15, 2018, all governmental organizations adopt a policy to prohibit sexual harassment. The library has had two policies in place for many years and they meet all the Illinois requirements. However, the library's attorney recommended updated language to reference specific regulations.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE WHISTLEBLOWER COMPLIANCE AND PROTECTION HUMAN RESOURCES POLICY AS AMENDED.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES PASSES THE RESOLUTION ADOPTING THE POLICIES PROHIBITING HARASSMENT, DISCRIMINATION AND RETALIATION.** Trustee Supplitt seconded. All were in favor and the motion carried.

- **DATA BACKUP SYSTEM REPLACEMENT (Action Item 7)** – The board authorized to enter into an agreement for replacement of a data backup system, pending attorney review of the agreement.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENTER INTO A THREE-YEAR AGREEMENT WITH UNITRENDS**

FOR DATA BACKUP IN AN AMOUNT NOT TO EXCEED \$20,000. Trustee Brody Garkisch seconded. All were in favor and the motion carried.

12.17.10 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Dennehey reported on the Friends of the Library’s most recent lobby sales. President Smart thanked the Friends for their tremendous support as 2018 marks the 50th anniversary of the Friends of the Library.

12.17.11 **OTHER**

- The December 2017 Committee of the Whole meeting has been canceled.
- Mr. Driskell gave an update on the status of net neutrality.
- Mr. Driskell reported that after further consideration, the library will remain open its regularly scheduled hours on Saturday, December 23.

12.17.12 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.** Trustee Medal seconded. All were in favor and the motion carried. The board went into closed session at 8:13 p.m.

The board returned to open session at 9:20 p.m.

Trustee Medal moved **APPROVAL OF THE CLOSED SESSION MEETING MINUTES OF DECEMBER 19, 2017.** Trustee Zyck seconded. All were in favor and the minutes were approved as submitted. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Zyck moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:22 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,915	5,094.65	8	802,000	796,042.13	99	802,000	5,957.87
04 00	Real Estate Tax FICA	59,674	2,645.91	4	566,000	413,425.13	73	566,000	152,574.87
05 00	Real Estate Tax	1,025,936	80,223.79	8	12,462,091	12,535,021.02	101	12,462,091	72,930.02-
401	** Real Estate Taxes	1,152,525	87,964.35	8	13,830,091	13,744,488.28	99	13,830,091	85,602.72
400	*** Taxes	1,152,525	87,964.35	8	13,830,091	13,744,488.28	99	13,830,091	85,602.72
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		60,000	.00		60,000	60,000.00
70 00	Other Grants	250	.00		3,000	61,875.00	2063	3,000	58,875.00-
90 00	Contribution Ord. Library	87	4,665.20	5362	1,000	7,590.58	759	1,000	6,590.58-
411	** Intergovernmental	5,337	4,665.20	87	64,000	69,465.58	109	64,000	5,465.58-
410	*** Intergovernmental Revenue	5,337	4,665.20	87	64,000	69,465.58	109	64,000	5,465.58-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	100	.00		1,200	2,168.00	181	1,200	968.00-
74 00	Copier/Reader Printer Fee	3,174	3,008.57	95	38,000	42,579.85	112	38,000	4,579.85-
75 00	Meeting Room Fees	337	335.00	99	4,000	3,980.00	100	4,000	20.00
436	** Library Fees	3,611	3,343.57	93	43,200	48,727.85	113	43,200	5,527.85-
430	*** Fees	3,611	3,343.57	93	43,200	48,727.85	113	43,200	5,527.85-
440	Fines								
442	Library								
20 00	Late Charges	11,587	11,329.42	98	139,000	129,267.21	93	139,000	9,732.79
25 00	Lost/Damaged Item Charges	1,674	1,154.16	69	20,000	17,164.97	86	20,000	2,835.03
442	** Library	13,261	12,483.58	94	159,000	146,432.18	92	159,000	12,567.82
440	*** Fines	13,261	12,483.58	94	159,000	146,432.18	92	159,000	12,567.82
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,299	15,001.47	653	27,500	74,692.86	272	27,500	47,192.86-
461	** Simple Interest	2,299	15,001.47	653	27,500	74,692.86	272	27,500	47,192.86-
462	Investment Income								
10 00	Market Value Adjustments	0	3,425.94		0	24,715.77		0	24,715.77-
462	** Investment Income	0	3,425.94		0	24,715.77		0	24,715.77-

Village of Arlington Heights
 REVENUE REPORT
 100% OF YEAR LAPSED

ACCOUNTING PERIOD 12/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,299	18,427.41	802	27,500	99,408.63	362	27,500	71,908.63-
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	87	.00		1,000	10,822.88	1082	1,000	9,822.88-
483	** Donations	87	.00		1,000	10,822.88	1082	1,000	9,822.88-
489	Other								
90 00	Other Income	674	711.89	106	8,000	10,454.72	131	8,000	2,454.72-
93 00	Donations Genealogy	49	.00		500	.00		500	500.00
94 00	FOL Reimbursements	5,424	.00		65,000	62,800.69	97	65,000	2,199.31
489	** Other	6,147	711.89	12	73,500	73,255.41	100	73,500	244.59
480	*** Other	6,234	711.89	11	74,500	84,078.29	113	74,500	9,578.29-
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,183,267	127,596.00	11	14,198,291	14,192,600.81	100	14,198,291	5,690.19

Village of Arlington Heights
 REVENUE REPORT
 100% OF YEAR LAPSED

ACCOUNTING PERIOD 12/2017

Village of Arlington Heights

FUND 491 Capital Projects-Library										
ACCOUNT DESCRIPTION										
***** CURRENT *****										
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ANNUAL ESTIMATE	UNREALIZED BALANCE	

460	Interest Income									
461	Simple Interest									
02 00	Interest on Investments	500	6,238.81	1248	6,000	36,464.67	608	6,000	30,464.67-	
461	** Simple Interest	500	6,238.81	1248	6,000	36,464.67	608	6,000	30,464.67-	
462	Investment Income									
10 00	Market Value Adjustments	0	1,649.24		0	11,892.84		0	11,892.84-	
462	** Investment Income	0	1,649.24		0	11,892.84		0	11,892.84-	
460	*** Interest Income	500	7,888.05	1578	6,000	48,357.51	806	6,000	42,357.51-	
490	Other Financing Sources									
491	Other Financing Sources									
05 00	Operating Transfer In	145,837	.00		1,750,000	1,750,000.00	100	1,750,000	.00	
491	** Other Financing Sources	145,837	.00		1,750,000	1,750,000.00	100	1,750,000	.00	
490	*** Other Financing Sources	145,837	.00		1,750,000	1,750,000.00	100	1,750,000	.00	
FUND TOTAL Capital Projects-Library		146,337	7,888.05	5	1,756,000	1,798,357.51	102	1,756,000	42,357.51-	

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 01		Executive Director	12209	.00	0	146453	184488.36	126	.00	146453	38035.36-	126
16 02		Dir. Library Operations	8337	9230.78	111	100000	103505.16	104	.00	100000	3505.16-	104
16 17		Deputy Director	9039	.00	0	108391	102211.26	94	.00	108391	6179.74	94
16 36		Librarian III	6782	7307.68	108	74552	73399.84	99	.00	74552	1152.16	99
16 43		Business Office Adminr	4757	4405.14	93	56963	56986.42	100	.00	56963	23.42-	100
16 51		Clerk IV	3796	3487.50	92	45552	45506.75	100	.00	45552	45.25	100
16 92		Achievement Awards	174	.00	0	2000	6000.00	300	.00	2000	4000.00-	300
16 **		Library Personal Services	45094	24431.10	54	533911	572097.79	107	.00	533911	38186.79-	107
18		Other Personal Services										
18 05		Overtime Civilian	24	.00	0	200	309.29	155	.00	200	109.29-	155
18 **		Other Personal Services	24	.00	0	200	309.29	155	.00	200	109.29-	155
19		Employee Benefits										
19 05		Medical Insurance	5135	4985.67	97	61466	59828.04	97	.00	61466	1637.96	97
19 10		IMRF	4718	3014.80	64	56462	69281.76	123	.00	56462	12819.76-	123
19 11		Social Security	2798	1459.74	52	33024	30336.90	92	.00	33024	2687.10	92
19 12		Medicare	648	341.40	53	7535	7885.13	105	.00	7535	350.13-	105
19 53		Flexible Spending	200	.00	0	2400	1897.25	79	.00	2400	502.75	79
19 55		Unemployment Compensation	837	.00	0	10000	.00	0	.00	10000	10000.00	0
19 **		Employee Benefits	14336	9801.61	68	170887	169229.08	99	.00	170887	1657.92	99
20		Prof Technical Services										
20 05		Professional Services	1250	.00	0	15000	.00	0	.00	15000	15000.00	0
20 08		Consulting Services	337	.00	0	4000	10030.00	251	.00	4000	6030.00-	251
20 20		Legal Services	1337	3762.50	281	16000	25227.50	158	.00	16000	9227.50-	158
20 40		General Insurance	10587	680.25	6	126945	110708.08	87	.00	126945	16236.92	87
20 81		OCLC Services	5419	.00	0	65028	62601.21	96	.00	65028	2426.79	96
20 **		Prof Technical Services	18930	4442.75	24	226973	208566.79	92	.00	226973	18406.21	92
21		Property Services										
21 65		Other Services	709	1001.99	141	8464	9951.61	118	.00	8464	1487.61-	118
21 **		Property Services	709	1001.99	141	8464	9951.61	118	.00	8464	1487.61-	118
22		Other Contractual Service										
22 01		Advertising	87	.00	0	1000	463.05	46	.00	1000	536.95	46
22 02		Dues	1098	2250.00	205	13077	17291.19	132	.00	13077	4214.19-	132
22 03		Training	10212	328.69-	3-	122500	70308.27	57	.00	122500	52191.73	57
22 05		Postage	4129	3538.77	86	49438	47631.93	96	.00	49438	1806.07	96
22 42		Internet Services	2350	3421.57	146	28101	40006.87	142	.00	28101	11905.87-	142
22 70		Telephone Services	3573	4319.57	121	42755	53505.77	125	.00	42755	10750.77-	125
22 **		Other Contractual Service	21449	13201.22	62	256871	229207.08	89	.00	256871	27663.92	89
30		General Supplies										
30 05		Office Supplies & Equip	699	590.81	85	8333	5828.40	70	.00	8333	2504.60	70
30 **		General Supplies	699	590.81	85	8333	5828.40	70	.00	8333	2504.60	70

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	424	.00	0	5000	447.16	9	.00	5000	4552.84	9
	31 **	Public Works Supplies	424	.00	0	5000	447.16	9	.00	5000	4552.84	9
	32	Library Supplies										
	32 72	Special Events	2080	.00	0	24850	16249.28	65	.00	24850	8600.72	65
	32 99	Items Reimb by Employees	0	216.44-	0	0	57.57-	0	.00	0	57.57	0
	32 **	Library Supplies	2080	216.44-	10-	24850	16191.71	65	.00	24850	8658.29	65
	40	Other Charges										
	40 96	Operating Contingency	4603	.00	0	81516	.00	0	.00	81516	81516.00	0
	40 **	Other Charges	4603	.00	0	81516	.00	0	.00	81516	81516.00	0
	50	Property										
	50 15	Other Equipment	27159	30085.03	111	325787	90427.23	28	.00	325787	235359.77	28
	50 **	Property	27159	30085.03	111	325787	90427.23	28	.00	325787	235359.77	28
601	** **	Library	135507	83338.07	62	1642792	1302256.14	79	.00	1642792	340535.86	79
60	** **	Culture/Recreation	135507	83338.07	62	1642792	1302256.14	79	.00	1642792	340535.86	79
DIV	6001	TOTAL ***** Administration	135507	83338.07	62	1642792	1302256.14	79	.00	1642792	340535.86	79

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
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	21	Com & Marketing Manager	7819	7099.62	91	93718	74660.55	80	.00	93718	19057.45	80
16	23	Graphic Supervisor	6114	5636.92	92	73280	73245.59	100	.00	73280	34.41	100
16	48	Library Assistant I	2262	2032.39	90	27056	33390.33	123	.00	27056	6334.33-	123
16	50	Graphics Designer	3282	3045.90	93	39329	39616.02	101	.00	39329	287.02-	101
16	79	Publication Editor	2882	3208.00	111	34529	28890.83	84	.00	34529	5638.17	84
16	80	Communications Assistant	2012	1942.38	97	24045	20983.65	87	.00	24045	3061.35	87
16	**	Library Personal Services	24371	22965.21	94	291957	270786.97	93	.00	291957	21170.03	93
18		Other Personal Services										
18	05	Overtime Civilian	37	.00	0	400	175.72	44	.00	400	224.28	44
18	**	Other Personal Services	37	.00	0	400	175.72	44	.00	400	224.28	44
19		Employee Benefits										
19	05	Medical Insurance	4109	3985.00	97	49187	47820.00	97	.00	49187	1367.00	97
19	10	IMRF	3012	2833.92	94	36078	33436.89	93	.00	36078	2641.11	93
19	11	Social Security	1516	1398.28	92	18126	16561.81	91	.00	18126	1564.19	91
19	12	Medicare	356	327.00	92	4239	3873.45	91	.00	4239	365.55	91
19	**	Employee Benefits	8993	8544.20	95	107630	101692.15	95	.00	107630	5937.85	95
20		Prof Technical Services										
20	05	Professional Services	4409	2092.50	48	52875	28892.50	55	.00	52875	23982.50	55
20	**	Prof Technical Services	4409	2092.50	48	52875	28892.50	55	.00	52875	23982.50	55
21		Property Services										
21	02	Equipment Maintenance	156	340.00	218	1850	1478.00	80	.00	1850	372.00	80
21	65	Other Services	826	858.50-	104-	9912	9045.27	91	.00	9912	866.73	91
21	**	Property Services	982	518.50-	53-	11762	10523.27	90	.00	11762	1238.73	90
22		Other Contractual Service										
22	02	Dues	150	342.00	228	1690	1391.00	82	.00	1690	299.00	82
22	03	Training	13	.00	0	90	20.00	22	.00	90	70.00	22
22	10	Printing	13111	1531.42	12	157255	131288.07	84	.00	157255	25966.93	84
22	**	Other Contractual Service	13274	1873.42	14	159035	132699.07	83	.00	159035	26335.93	83
30		General Supplies										
30	05	Office Supplies & Equip	1228	86.00	7	14725	16724.49	114	.00	14725	1999.49-	114
30	**	General Supplies	1228	86.00	7	14725	16724.49	114	.00	14725	1999.49-	114
31		Public Works Supplies										
31	85	Small Tools and Equipment	687	3491.75	508	8134	6447.43	79	.00	8134	1686.57	79
31	**	Public Works Supplies	687	3491.75	508	8134	6447.43	79	.00	8134	1686.57	79
32		Library Supplies										
32	01	Program Supplies	87	.00	0	1000	46.30	5	.00	1000	953.70	5
32	72	Special Events	699	.00	0	8300	7768.31	94	.00	8300	531.69	94
32	**	Library Supplies	786	.00	0	9300	7814.61	84	.00	9300	1485.39	84

PREPARED 01/12/2018, 10:46:05
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
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										
601	**	** Library	54767	38534.58	70	655818	575756.21	88	.00	655818	80061.79	88
60	**	** Culture/Recreation	54767	38534.58	70	655818	575756.21	88	.00	655818	80061.79	88
DIV	6002	TOTAL *****										
		Communications & Mrkting	54767	38534.58	70	655818	575756.21	88	.00	655818	80061.79	88

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	ACCOUNT DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 22	Dir. of Human Resources	7425	6815.64	92	89045	88569.90	100	.00	89045	475.10 100
	16 51	Clerk IV	3708	3833.50	103	44496	45398.96	102	.00	44496	902.96- 102
	16 53	Volunteer Coordinator	2038	2130.02	105	24357	25803.31	106	.00	24357	1446.31- 106
	16 **	Library Personal Services	13171	12779.16	97	157898	159772.17	101	.00	157898	1874.17- 101
	18	Other Personal Services									
	18 05	Overtime Civilian	24	.00	0	200	593.10	297	.00	200	393.10- 297
	18 **	Other Personal Services	24	.00	0	200	593.10	297	.00	200	393.10- 297
	19	Employee Benefits									
	19 05	Medical Insurance	2679	2596.00	97	32049	31152.00	97	.00	32049	897.00 97
	19 10	IMRF	1634	1576.94	97	19509	19897.55	102	.00	19509	388.55- 102
	19 11	Social Security	826	757.09	92	9802	9564.64	98	.00	9802	237.36 98
	19 12	Medicare	191	177.05	93	2292	2236.81	98	.00	2292	55.19 98
	19 50	Employee Asst. Program	530	.00	0	6250	5578.33	89	.00	6250	671.67 89
	19 **	Employee Benefits	5860	5107.08	87	69902	68429.33	98	.00	69902	1472.67 98
	21	Property Services									
	21 65	Other Services	2043	371.00	18	24450	22035.20	90	.00	24450	2414.80 90
	21 **	Property Services	2043	371.00	18	24450	22035.20	90	.00	24450	2414.80 90
	22	Other Contractual Service									
	22 01	Advertising	75	599.00	799	900	4230.19	470	.00	900	3330.19- 470
	22 02	Dues	224	102.00	46	2655	2831.00	107	.00	2655	176.00- 107
	22 03	Training	73	32.00	44	810	466.88	58	.00	810	343.12 58
	22 55	In Service Training	375	.00	0	4500	6043.94	134	.00	4500	1543.94- 134
	22 **	Other Contractual Service	747	733.00	98	8865	13572.01	153	.00	8865	4707.01- 153
	40	Other Charges									
	40 62	Tuition Reimbursement	837	.00	0	10000	2512.80	25	.00	10000	7487.20 25
	40 70	Employee Recognition Prog	1330	.00	0	15850	13333.90	84	.00	15850	2516.10 84
	40 **	Other Charges	2167	.00	0	25850	15846.70	61	.00	25850	10003.30 61
601	** **	Library	24012	18990.24	79	287165	280248.51	98	.00	287165	6916.49 98
60	** **	Culture/Recreation	24012	18990.24	79	287165	280248.51	98	.00	287165	6916.49 98
DIV	6003	TOTAL ***** Human Resources	24012	18990.24	79	287165	280248.51	98	.00	287165	6916.49 98

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	21	Property Services										
	21 65	Other Services	424	13.98	3	5000	3926.87	79	.00	5000	1073.13	79
	21 **	Property Services	424	13.98	3	5000	3926.87	79	.00	5000	1073.13	79
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	424	.00	0	5000	21525.00	431	.00	5000	16525.00-	431
	22 **	Other Contractual Service	424	.00	0	5000	21525.00	431	.00	5000	16525.00-	431
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	424	.00	0	5000	1329.14	27	.00	5000	3670.86	27
	32 02	Program Supplies	424	.00	0	5000	7695.60	154	.00	5000	2695.60-	154
	32 32	Software	212	.00	0	2500	.00	0	.00	2500	2500.00	0
	32 72	Special Events	837	.00	0	10000	17672.68	177	.00	10000	7672.68-	177
	32 75	Audio Visual	424	.00	0	5000	559.96	11	.00	5000	4440.04	11
	32 78	Electronic Resources	212	.00	0	2500	.00	0	.00	2500	2500.00	0
	32 80	Books	424	765.00-	180-	5000	4346.90	87	.00	5000	653.10	87
	32 95	Periodicals	0	.00	0	0	15.00	0	.00	0	15.00-	0
	32 **	Library Supplies	2957	765.00-	26-	35000	31619.28	90	.00	35000	3380.72	90
	50	Property										
	50 15	Other Equipment	424	.00	0	5000	9995.26	200	.00	5000	4995.26-	200
	50 **	Property	424	.00	0	5000	9995.26	200	.00	5000	4995.26-	200
601	** **	Library	4653	751.02-	16-	55000	67066.41	122	.00	55000	12066.41-	122
60	** **	Culture/Recreation	4653	751.02-	16-	55000	67066.41	122	.00	55000	12066.41-	122
DIV	6004	TOTAL ***** Paid by Gifts and Grants	4653	751.02-	16-	55000	67066.41	122	.00	55000	12066.41-	122

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 24	Accounting Supervisor	5354	4430.77	83	64193	6987.73	11	.00	64193	57205.27	11
	16 29	Finance Director	8401	7307.68	87	100691	119649.81	119	.00	100691	18958.81-	119
	16 48	Library Assistant I	4061	3698.21	91	48710	47999.93	99	.00	48710	710.07	99
	16 51	Clerk IV	1749	.00	0	20933	.00	0	.00	20933	20933.00	0
	16 57	Clerk II	1619	2871.73	177	19318	31746.71	164	.00	19318	12428.71-	164
	16 **	Library Personal Services	21184	18308.39	86	253845	206384.18	81	.00	253845	47460.82	81
	18	Other Personal Services										
	18 05	Overtime Civilian	24	27.42	114	200	831.66	416	.00	200	631.66-	416
	18 **	Other Personal Services	24	27.42	114	200	831.66	416	.00	200	631.66-	416
	19	Employee Benefits										
	19 05	Medical Insurance	3065	2970.00	97	36659	35640.00	97	.00	36659	1019.00	97
	19 10	IMRF	2617	2262.62	87	31349	25608.02	82	.00	31349	5740.98	82
	19 11	Social Security	1319	1081.74	82	15751	12296.84	78	.00	15751	3454.16	78
	19 12	Medicare	313	252.98	81	3701	2875.88	78	.00	3701	825.12	78
	19 **	Employee Benefits	7314	6567.34	90	87460	76420.74	87	.00	87460	11039.26	87
	20	Prof Technical Services										
	20 05	Professional Services	443	.00	0	5250	5250.00	100	.00	5250	.00	100
	20 **	Prof Technical Services	443	.00	0	5250	5250.00	100	.00	5250	.00	100
	21	Property Services										
	21 36	Equipment Rental	187	.00	0	2200	2680.00	122	.00	2200	480.00-	122
	21 65	Other Services	808	3392.25	420	9685	71902.71	742	.00	9685	62217.71-	742
	21 **	Property Services	995	3392.25	341	11885	74582.71	628	.00	11885	62697.71-	628
	22	Other Contractual Service										
	22 02	Dues	90	.00	0	1025	680.00	66	.00	1025	345.00	66
	22 03	Training	100	.00	0	1200	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	1976	1975.00	100	23690	23700.00	100	.00	23690	10.00-	100
	22 **	Other Contractual Service	2166	1975.00	91	25915	24380.00	94	.00	25915	1535.00	94
601	**	** Library	32126	30270.40	94	384555	387849.29	101	.00	384555	3294.29-	101
60	**	** Culture/Recreation	32126	30270.40	94	384555	387849.29	101	.00	384555	3294.29-	101
DIV	6008	TOTAL ***** Finance	32126	30270.40	94	384555	387849.29	101	.00	384555	3294.29-	101

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	25	Department Manager II	6924	5846.16	84	83000	76400.37	92	.00	83000	6599.63	92
16	26	Department Manager I	6006	5619.96	94	72006	73005.44	101	.00	72006	999.44-	101
16	28	Web Developer	10310	8680.04	84	123654	99439.16	80	.00	123654	24214.84	80
16	44	Library Assistant III	5048	4786.50	95	60455	62281.57	103	.00	60455	1826.57-	103
16	49	Computer Technician	9257	8548.03	92	110963	110799.85	100	.00	110963	163.15	100
16	54	Clerk III	7857	6976.22	89	94262	92459.09	98	.00	94262	1802.91	98
16	68	LAN Administrator	6189	5703.64	92	74147	74112.54	100	.00	74147	34.46	100
16	**	Library Personal Services	51591	46160.55	90	618487	588498.02	95	.00	618487	29988.98	95
18		Other Personal Services										
18	05	Overtime Civilian	49	.00	0	500	74.22	15	.00	500	425.78	15
18	**	Other Personal Services	49	.00	0	500	74.22	15	.00	500	425.78	15
19		Employee Benefits										
19	05	Medical Insurance	11560	11231.00	97	138643	134772.00	97	.00	138643	3871.00	97
19	10	IMRF	6095	5485.56	90	73041	70737.45	97	.00	73041	2303.55	97
19	11	Social Security	3200	2729.88	85	38378	35238.26	92	.00	38378	3139.74	92
19	12	Medicare	752	638.44	85	8991	8241.26	92	.00	8991	749.74	92
19	**	Employee Benefits	21607	20084.88	93	259053	248988.97	96	.00	259053	10064.03	96
20		Prof Technical Services										
20	05	Professional Services	360	204.08	57	4210	4029.19	96	.00	4210	180.81	96
20	08	Consulting Services	1625	3870.00	238	19500	10887.10	56	.00	19500	8612.90	56
20	**	Prof Technical Services	1985	4074.08	205	23710	14916.29	63	.00	23710	8793.71	63
21		Property Services										
21	02	Equipment Maintenance	12170	2366.52	19	145963	147121.91	101	.00	145963	1158.91-	101
21	**	Property Services	12170	2366.52	19	145963	147121.91	101	.00	145963	1158.91-	101
22		Other Contractual Service										
22	02	Dues	32	.00	0	329	.00	0	.00	329	329.00	0
22	03	Training	43	.00	0	450	63.34	14	.00	450	386.66	14
22	**	Other Contractual Service	75	.00	0	779	63.34	8	.00	779	715.66	8
30		General Supplies										
30	05	Office Supplies & Equip	34	9.69	29	375	251.01	67	.00	375	123.99	67
30	30	Data System Supplies	4145	1157.24	28	49707	32891.29	66	.00	49707	16815.71	66
30	32	Software Library	14408	79.98	1	172852	135408.62	78	.00	172852	37443.38	78
30	33	Documentation Library	53	.00	0	625	527.48	84	.00	625	97.52	84
30	**	General Supplies	18640	1246.91	7	223559	169078.40	76	.00	223559	54480.60	76
31		Public Works Supplies										
31	85	Small Tools and Equipment	1152	527.04	46	13791	13228.05	96	.00	13791	562.95	96
31	**	Public Works Supplies	1152	527.04	46	13791	13228.05	96	.00	13791	562.95	96

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32	05 Processing Supplies	100	.00	0	1200	562.75	47	.00	1200	637.25	47
	32	32 Software	1568	20261.40	1292	18783	35583.01	189	.00	18783	16800.01-	189
	32	** Library Supplies	1668	20261.40	1215	19983	36145.76	181	.00	19983	16162.76-	181
	50	Property										
	50	12 Computer Equipment	6854	.00	0	82149	71762.46	87	.00	82149	10386.54	87
	50	15 Other Equipment	1074	.00	0	12800	12800.00	100	.00	12800	.00	100
	50	** Property	7928	.00	0	94949	84562.46	89	.00	94949	10386.54	89
601	**	** Library	116865	94721.38	81	1400774	1302677.42	93	.00	1400774	98096.58	93
60	**	** Culture/Recreation	116865	94721.38	81	1400774	1302677.42	93	.00	1400774	98096.58	93
DIV	6010	TOTAL ***** Information Technology	116865	94721.38	81	1400774	1302677.42	93	.00	1400774	98096.58	93

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 63	Security Supervisor	5738	5262.40	92	68746	68385.39	100	.00	68746	360.61	100
	16 66	Security Guard	14625	14291.50	98	175390	178424.52	102	.00	175390	3034.52-	102
	16 **	Library Personal Services	20363	19553.90	96	244136	246809.91	101	.00	244136	2673.91-	101
	18	Other Personal Services										
	18 05	Overtime Civilian	68	7.16	11	750	1899.70	253	.00	750	1149.70-	253
	18 **	Other Personal Services	68	7.16	11	750	1899.70	253	.00	750	1149.70-	253
	19	Employee Benefits										
	19 05	Medical Insurance	4541	4407.00	97	54404	52884.00	97	.00	54404	1520.00	97
	19 10	IMRF	2212	2111.46	96	26489	27150.66	103	.00	26489	661.66-	103
	19 11	Social Security	1268	1164.31	92	15183	14896.13	98	.00	15183	286.87	98
	19 12	Medicare	306	272.31	89	3551	3483.87	98	.00	3551	67.13	98
	19 **	Employee Benefits	8327	7955.08	96	99627	98414.66	99	.00	99627	1212.34	99
	22	Other Contractual Service										
	22 03	Training	49	.00	0	500	144.96	29	.00	500	355.04	29
	22 **	Other Contractual Service	49	.00	0	500	144.96	29	.00	500	355.04	29
	30	General Supplies										
	30 05	Office Supplies & Equip	27	37.92	140	225	113.76	51	.00	225	111.24	51
	30 **	General Supplies	27	37.92	140	225	113.76	51	.00	225	111.24	51
601	** **	Library	28834	27554.06	96	345238	347382.99	101	.00	345238	2144.99-	101
60	** **	Culture/Recreation	28834	27554.06	96	345238	347382.99	101	.00	345238	2144.99-	101
DIV	6015	TOTAL ***** Security	28834	27554.06	96	345238	347382.99	101	.00	345238	2144.99-	101

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	60	Clerk I	4734	6680.41	141	56698	69689.92	123	.00	56698	12991.92-	123
16	69	Maintenance Supervisor	8225	7552.86	92	98667	98269.05	100	.00	98667	397.95	100
16	72	Maintenance Worker	19814	14738.39	74	237658	210614.18	89	.00	237658	27043.82	89
16	**	Library Personal Services	32773	28971.66	88	393023	378573.15	96	.00	393023	14449.85	96
18		Other Personal Services										
18	05	Overtime Civilian	212	44.24	21	2500	4169.91	167	.00	2500	1669.91-	167
18	**	Other Personal Services	212	44.24	21	2500	4169.91	167	.00	2500	1669.91-	167
19		Employee Benefits										
19	05	Medical Insurance	8991	8735.00	97	107837	104820.00	97	.00	107837	3017.00	97
19	10	IMRF	3465	3263.32	94	41503	41410.93	100	.00	41503	92.07	100
19	11	Social Security	2049	1681.88	82	24522	22247.52	91	.00	24522	2274.48	91
19	12	Medicare	488	393.36	81	5735	5203.18	91	.00	5735	531.82	91
19	**	Employee Benefits	14993	14073.56	94	179597	173681.63	97	.00	179597	5915.37	97
21		Property Services										
21	02	Equipment Maintenance	3446	550.00	16	41231	39350.94	95	.00	41231	1880.06	95
21	07	Vehicle Equipment Maint	703	.00	0	8326	8732.51	105	.00	8326	406.51-	105
21	11	Building Maintenance	21017	10802.65	51	252193	223158.26	89	.00	252193	29034.74	89
21	36	Equipment Rental	87	.00	0	1000	.00	0	.00	1000	1000.00	0
21	60	Water and Sewer Service	1380	.00	0	16472	16554.67	101	.00	16472	82.67-	101
21	**	Property Services	26633	11352.65	43	319222	287796.38	90	.00	319222	31425.62	90
22		Other Contractual Service										
22	03	Training	36	.00	0	432	27.40	6	.00	432	404.60	6
22	**	Other Contractual Service	36	.00	0	432	27.40	6	.00	432	404.60	6
30		General Supplies										
30	50	Petroleum Products	545	278.17	51	6507	2339.62	36	.00	6507	4167.38	36
30	51	Heating Fuel	5674	4238.16	75	68000	49226.01	72	.00	68000	18773.99	72
30	**	General Supplies	6219	4516.33	73	74507	51565.63	69	.00	74507	22941.37	69
31		Public Works Supplies										
31	45	Janitorial Supplies	1959	3497.18	179	23387	24970.77	107	.00	23387	1583.77-	107
31	**	Public Works Supplies	1959	3497.18	179	23387	24970.77	107	.00	23387	1583.77-	107
50		Property										
50	15	Other Equipment	2224	16952.48	762	26600	39577.02	149	.00	26600	12977.02-	149
50	**	Property	2224	16952.48	762	26600	39577.02	149	.00	26600	12977.02-	149
601	**	** Library	85049	79408.10	93	1019268	960361.89	94	.00	1019268	58906.11	94
60	**	** Culture/Recreation	85049	79408.10	93	1019268	960361.89	94	.00	1019268	58906.11	94
DIV	6020	TOTAL ***** Facilities	85049	79408.10	93	1019268	960361.89	94	.00	1019268	58906.11	94

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.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DEPT	60	TOTAL *****										
		Executive Office	481813	372065.81	77	5790610	5223598.86	90	.00	5790610	567011.14	90

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
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 26		Department Manager I	6735	5793.84	86	80765	71308.66	88	.00	80765	9456.34	88
16 36		Librarian III	26973	22028.62	82	323588	295752.63	91	.00	323588	27835.37	91
16 39		Librarian II	9275	8587.22	93	111300	104718.53	94	.00	111300	6581.47	94
16 44		Library Assistant III	8646	9067.26	105	89379	87153.49	98	.00	89379	2225.51	98
16 45		Library Assistant II	5014	4618.98	92	60047	60018.58	100	.00	60047	28.42	100
16 48		Library Assistant I	13859	12070.50	87	166253	133043.89	80	.00	166253	33209.11	80
16 51		Clerk IV	4010	2104.35	53	44953	27982.28	62	.00	44953	16970.72	62
16 60		Clerk I	296	.00	0	3552	2816.77	79	.00	3552	735.23	79
16 **		Library Personal Services	74808	64270.77	86	879837	782794.83	89	.00	879837	97042.17	89
18		Other Personal Services										
18 05		Overtime Civilian	49	56.44	115	500	291.47	58	.00	500	208.53	58
18 **		Other Personal Services	49	56.44	115	500	291.47	58	.00	500	208.53	58
19		Employee Benefits										
19 05		Medical Insurance	9975	9685.00	97	119579	116220.00	97	.00	119579	3359.00	97
19 10		IMRF	8622	7926.06	92	102074	95201.48	93	.00	102074	6872.52	93
19 11		Social Security	4469	3865.03	87	53193	46543.95	88	.00	53193	6649.05	88
19 12		Medicare	1056	903.89	86	12441	10884.99	88	.00	12441	1556.01	88
19 **		Employee Benefits	24122	22379.98	93	287287	268850.42	94	.00	287287	18436.58	94
21		Property Services										
21 65		Other Services	0	1425.00	0	0	10283.75	0	.00	0	10283.75-	0
21 **		Property Services	0	1425.00	0	0	10283.75	0	.00	0	10283.75-	0
22		Other Contractual Service										
22 02		Dues	365	342.00	94	4358	3244.32	74	.00	4358	1113.68	74
22 03		Training	408	132.70	33	4819	2765.59	57	.00	4819	2053.41	57
22 18		Contr Programs & Exhibits	600	.00	0	7200	3145.00	44	.00	7200	4055.00	44
22 **		Other Contractual Service	1373	474.70	35	16377	9154.91	56	.00	16377	7222.09	56
30		General Supplies										
30 05		Office Supplies & Equip	35	.00	0	310	247.07	80	.00	310	62.93	80
30 **		General Supplies	35	.00	0	310	247.07	80	.00	310	62.93	80
32		Library Supplies										
32 01		Program Supplies	534	1267.73	237	6353	3538.30	56	.00	6353	2814.70	56
32 02		Program Supplies	283	292.69	103	3341	2467.18	74	.00	3341	873.82	74
32 90		Circulation Supplies	190	.00	0	2203	1644.68	75	.00	2203	558.32	75
32 **		Library Supplies	1007	1560.42	155	11897	7650.16	64	.00	11897	4246.84	64
601 ** **		Library	101394	90167.31	89	1196208	1079272.61	90	.00	1196208	116935.39	90
60 ** **		Culture/Recreation	101394	90167.31	89	1196208	1079272.61	90	.00	1196208	116935.39	90
DIV 6405		TOTAL ***** Business & Specialty Serv	101394	90167.31	89	1196208	1079272.61	90	.00	1196208	116935.39	90

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	05	Customer Service Manager	7719	13379.92	173	92584	115408.00	125	.00	92584	22824.00-	125
16	07	Customer Service Assc.	13301	10706.62	81	159612	141300.14	89	.00	159612	18311.86	89
16	16	Lib Asst I Circulation	15783	10622.09	67	189264	165010.50	87	.00	189264	24253.50	87
16	26	Department Manager I	6051	9736.16	161	72491	87989.49	121	.00	72491	15498.49-	121
16	33	Librarian IV	4602	.00	0	55169	38405.07	70	.00	55169	16763.93	70
16	39	Librarian II	5497	4034.26	73	65887	69210.89	105	.00	65887	3323.89-	105
16	46	Library Asst I Mags/News	15192	13897.13	92	182293	174102.05	96	.00	182293	8190.95	96
16	48	Library Assistant I	15575	17883.40	115	186823	215368.40	115	.00	186823	28545.40-	115
16	51	Clerk IV	7446	8140.77	109	89242	92690.59	104	.00	89242	3448.59-	104
16	52	Clerk IV Circulation	4104	3907.16	95	49127	40602.03	83	.00	49127	8524.97	83
16	54	Clerk III	0	.00	0	0	5009.32	0	.00	0	5009.32-	0
16	55	Clerk III Circulation	34290	31298.11	91	411447	405064.01	98	.00	411447	6382.99	98
16	57	Clerk II	3945	3384.62	86	47285	39144.91	83	.00	47285	8140.09	83
16	58	Clerk II Circulation	1928	744.47	39	23015	13095.12	57	.00	23015	9919.88	57
16	59	Clerk II Call Center	35896	24153.98	67	430631	323227.28	75	.00	430631	107403.72	75
16	75	Library Page II	36847	34271.92	93	442153	449134.65	102	.00	442153	6981.65-	102
16	**	Library Personal Services	208176	186160.61	89	2497023	2374762.45	95	.00	2497023	122260.55	95
18		Other Personal Services										
18	05	Overtime Civilian	87	36.91	42	1000	1674.92	168	.00	1000	674.92-	168
18	**	Other Personal Services	87	36.91	42	1000	1674.92	168	.00	1000	674.92-	168
19		Employee Benefits										
19	05	Medical Insurance	20245	19669.00	97	242819	236028.00	97	.00	242819	6791.00	97
19	10	IMRF	19576	18175.02	93	234791	230583.07	98	.00	234791	4207.93	98
19	11	Social Security	12913	11313.50	88	154879	145328.04	94	.00	154879	9550.96	94
19	12	Medicare	3033	2645.92	87	36275	33987.60	94	.00	36275	2287.40	94
19	**	Employee Benefits	55767	51803.44	93	668764	645926.71	97	.00	668764	22837.29	97
21		Property Services										
21	02	Equipment Maintenance	49	50.00	102	555	386.29	70	.00	555	168.71	70
21	64	Access Services	299	15.00-	5-	3500	2236.63	64	.00	3500	1263.37	64
21	65	Other Services	269	241.65	90	3129	2497.05	80	.00	3129	631.95	80
21	**	Property Services	617	276.65	45	7184	5119.97	71	.00	7184	2064.03	71
22		Other Contractual Service										
22	02	Dues	167	.00	0	1916	1718.17	90	.00	1916	197.83	90
22	03	Training	349	331.64	95	4133	1694.81	41	.00	4133	2438.19	41
22	**	Other Contractual Service	516	331.64	64	6049	3412.98	56	.00	6049	2636.02	56
30		General Supplies										
30	05	Office Supplies & Equip	437	170.41	39	5156	3847.07	75	.00	5156	1308.93	75
30	07	Supplies Reimb by Patrons	174	.00	0	2000	.00	0	.00	2000	2000.00	0
30	**	General Supplies	611	170.41	28	7156	3847.07	54	.00	7156	3308.93	54

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 01	Program Supplies	582	996.86	171	6973	5009.92	72	.00	6973	1963.08	72
	32 02	Program Supplies	0	.00	0	0	109.26	0	.00	0	109.26-	0
	32 90	Circulation Supplies	938	3651.82	389	11256	12605.87	112	.00	11256	1349.87-	112
	32 **	Library Supplies	1520	4648.68	306	18229	17725.05	97	.00	18229	503.95	97
601 ** **		Library	267294	243428.34	91	3205405	3052469.15	95	.00	3205405	152935.85	95
60 ** **		Culture/Recreation	267294	243428.34	91	3205405	3052469.15	95	.00	3205405	152935.85	95
DIV 6420		TOTAL *****										
		Customer Services	267294	243428.34	91	3205405	3052469.15	95	.00	3205405	152935.85	95

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 25	Department Manager II	6120	5646.66	92	73407	71994.92	98	.00	73407	1412.08	98
	16 36	Librarian III	14723	12659.18	86	176665	135523.99	77	.00	176665	41141.01	77
	16 48	Library Assistant I	4884	4801.14	98	58597	60275.71	103	.00	58597	1678.71-	103
	16 51	Clerk IV	6061	3487.29	58	72644	68598.84	94	.00	72644	4045.16	94
	16 60	Clerk I	1200	.00	0	14334	16001.04	112	.00	14334	1667.04-	112
	16 **	Library Personal Services	32988	26594.27	81	395647	352394.50	89	.00	395647	43252.50	89
	18	Other Personal Services										
	18 05	Overtime Civilian	24	.00	0	200	100.49	50	.00	200	99.51	50
	18 **	Other Personal Services	24	.00	0	200	100.49	50	.00	200	99.51	50
	19	Employee Benefits										
	19 05	Medical Insurance	7440	7229.00	97	89236	86748.00	97	.00	89236	2488.00	97
	19 10	IMRF	2755	3281.75	119	32939	41012.34	125	.00	32939	8073.34-	125
	19 11	Social Security	2048	1584.88	77	24543	20984.43	86	.00	24543	3558.57	86
	19 12	Medicare	482	370.66	77	5740	4907.68	86	.00	5740	832.32	86
	19 **	Employee Benefits	12725	12466.29	98	152458	153652.45	101	.00	152458	1194.45-	101
	22	Other Contractual Service										
	22 02	Dues	71	.00	0	753	948.00	126	.00	753	195.00-	126
	22 03	Training	142	69.88	49	1660	1001.63	60	.00	1660	658.37	60
	22 18	Contr Programs & Exhibits	13689	1701.55-	12-	164169	88192.50	54	.00	164169	75976.50	54
	22 **	Other Contractual Service	13902	1631.67-	12-	166582	90142.13	54	.00	166582	76439.87	54
	32	Library Supplies										
	32 01	Program Supplies	28	304.08	1086	303	304.08	100	.00	303	1.08-	100
	32 02	Program Supplies	4243	3002.67	71	50795	48693.55	96	.00	50795	2101.45	96
	32 **	Library Supplies	4271	3306.75	77	51098	48997.63	96	.00	51098	2100.37	96
601	** **	Library	63910	40735.64	64	765985	645287.20	84	.00	765985	120697.80	84
60	** **	Culture/Recreation	63910	40735.64	64	765985	645287.20	84	.00	765985	120697.80	84
DIV	6440	TOTAL ***** Programs and Exhibits	63910	40735.64	64	765985	645287.20	84	.00	765985	120697.80	84

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	BGDY
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 25		Department Manager II	6123	5867.34	96	73410	76185.90	104	.00	73410	2775.90-	104
16 30		Digital Media Specialist	4136	3798.10	92	49599	49338.77	100	.00	49599	260.23	100
16 33		Librarian IV	6403	5763.00	90	76792	75008.18	98	.00	76792	1783.82	98
16 36		Librarian III	8619	8038.06	93	103373	104492.40	101	.00	103373	1119.40-	101
16 48		Library Assistant I	14948	12977.43	87	179310	190004.67	106	.00	179310	10694.67-	106
16 54		Clerk III	1151	972.40	85	13790	12989.65	94	.00	13790	800.35	94
16 **		Library Personal Services	41380	37416.33	90	496274	508019.57	102	.00	496274	11745.57-	102
18		Other Personal Services										
18 05		Overtime Civilian	12	.00	0	100	.00	0	.00	100	100.00	0
18 **		Other Personal Services	12	.00	0	100	.00	0	.00	100	100.00	0
19		Employee Benefits										
19 05		Medical Insurance	4391	4267.00	97	52681	51204.00	97	.00	52681	1477.00	97
19 10		IMRF	4823	4053.70	84	57832	58473.26	101	.00	57832	641.26-	101
19 11		Social Security	2571	2274.81	89	30775	30991.85	101	.00	30775	216.85-	101
19 12		Medicare	608	532.02	88	7197	7248.16	101	.00	7197	51.16-	101
19 **		Employee Benefits	12393	11127.53	90	148485	147917.27	100	.00	148485	567.73	100
22		Other Contractual Service										
22 02		Dues	171	.00	0	1975	1581.00	80	.00	1975	394.00	80
22 03		Training	56	132.87	237	650	411.88	63	.00	650	238.12	63
22 66		Outside Reference Service	187	.00	0	2200	2554.13	116	.00	2200	354.13-	116
22 **		Other Contractual Service	414	132.87	32	4825	4547.01	94	.00	4825	277.99	94
30		General Supplies										
30 05		Office Supplies & Equip	62	.00	0	700	673.64	96	.00	700	26.36	96
30 07		Supplies Reimb by Patrons	75	.00	0	900	606.44	67	.00	900	293.56	67
30 **		General Supplies	137	.00	0	1600	1280.08	80	.00	1600	319.92	80
31		Public Works Supplies										
31 85		Small Tools and Equipment	517	73.32	14	6149	6064.76	99	.00	6149	84.24	99
31 **		Public Works Supplies	517	73.32	14	6149	6064.76	99	.00	6149	84.24	99
32		Library Supplies										
32 01		Program Supplies	125	.00	0	1500	17.14	1	.00	1500	1482.86	1
32 78		Electronic Resources	25815	893.12	4	309725	305245.53	99	.00	309725	4479.47	99
32 90		Circulation Supplies	124	75.40	61	1477	1819.78	123	.00	1477	342.78-	123
32 **		Library Supplies	26064	968.52	4	312702	307082.45	98	.00	312702	5619.55	98
50		Property										
50 15		Other Equipment	960	3231.53	337	11410	8298.95	73	.00	11410	3111.05	73
50 **		Property	960	3231.53	337	11410	8298.95	73	.00	11410	3111.05	73
601 ** **		Library	81877	52950.10	65	981545	983210.09	100	.00	981545	1665.09-	100
60 ** **		Culture/Recreation	81877	52950.10	65	981545	983210.09	100	.00	981545	1665.09-	100

PREPARED 01/12/2018, 10:46:05
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DIV	6450	TOTAL *****										
		Digital Services	81877	52950.10	65	981545	983210.09	100	.00	981545	1665.09-	100

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	220688	171966.33	78	2646639	2480597.83	94	.00	2646639	166041.17	94
DEPT	64	TOTAL *****										
		User Services	735163	599202.11	82	8795782	8270285.01	94	.00	8795782	525496.99	94

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	90	Other Financing Uses										
	90 05	Operating Transfer Out	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
	90 **	Other Financing Uses	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
601	** **	Library	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
60	** **	Culture/Recreation	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
DIV	6901	TOTAL ***** Non Operating	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
DEPT	69	TOTAL ***** Non Operating	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100

FUND 291 Memorial Library Fund			DEPT/DIV 9901 Non Operating/Non Operating									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
59		Other Financing Uses										
591		Operating Transfer Out										
	90	Other Financing Uses										
	90	05 Operating Transfer Out	300000	300000.00	100	300000	300000.00	100	.00	300000	.00	100
	90	** Other Financing Uses	300000	300000.00	100	300000	300000.00	100	.00	300000	.00	100
591	**	** Operating Transfer Out	300000	300000.00	100	300000	300000.00	100	.00	300000	.00	100
59	**	** Other Financing Uses	300000	300000.00	100	300000	300000.00	100	.00	300000	.00	100
DIV	9901	TOTAL ***** Non Operating	300000	300000.00	100	300000	300000.00	100	.00	300000	.00	100
DEPT	99	TOTAL ***** Non Operating	300000	300000.00	100	300000	300000.00	100	.00	300000	.00	100
FUND	291	TOTAL ***** Memorial Library Fund	1662813	1271267.92	77	16636392	15543883.87	93	.00	16636392	1092508.13	93
GRAND		TOTAL *****	1662813	1271267.92	77	16636392	15543883.87	93	.00	16636392	1092508.13	93

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	50000	.00	0	600000	.00	0	.00	600000	600000.00	0
	50 **	Property	50000	.00	0	600000	.00	0	.00	600000	600000.00	0
601	** **	Library	50000	.00	0	600000	.00	0	.00	600000	600000.00	0
60	** **	Culture/Recreation	50000	.00	0	600000	.00	0	.00	600000	600000.00	0
DIV	6001	TOTAL ***** Administration	50000	.00	0	600000	.00	0	.00	600000	600000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	837	.00	0	10000	10000.00	100	.00	10000	.00	100
	50	** Property	837	.00	0	10000	10000.00	100	.00	10000	.00	100
601	**	** Library	837	.00	0	10000	10000.00	100	.00	10000	.00	100
60	**	** Culture/Recreation	837	.00	0	10000	10000.00	100	.00	10000	.00	100
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	837	.00	0	10000	10000.00	100	.00	10000	.00	100

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	12 Computer Equipment	2687	.00	0	32200	25288.00	79	.00	32200	6912.00	79
	50	** Property	2687	.00	0	32200	25288.00	79	.00	32200	6912.00	79
601	**	** Library	2687	.00	0	32200	25288.00	79	.00	32200	6912.00	79
60	**	** Culture/Recreation	2687	.00	0	32200	25288.00	79	.00	32200	6912.00	79
DIV	6010	TOTAL *****										
		Information Technology	2687	.00	0	32200	25288.00	79	.00	32200	6912.00	79

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	9424	4500.00	48	113000	60091.87	53	.00	113000	52908.13	53
	50 55	Capital Outlay	131625	115954.75	88	1579500	1189903.28	75	.00	1579500	389596.72	75
	50 **	Property	141049	120454.75	85	1692500	1249995.15	74	.00	1692500	442504.85	74
601 ** **		Library	141049	120454.75	85	1692500	1249995.15	74	.00	1692500	442504.85	74
60 ** **		Culture/Recreation	141049	120454.75	85	1692500	1249995.15	74	.00	1692500	442504.85	74
DIV 6020		TOTAL ***** Facilities	141049	120454.75	85	1692500	1249995.15	74	.00	1692500	442504.85	74
DEPT 60		TOTAL ***** Executive Office	194573	120454.75	62	2334700	1285283.15	55	.00	2334700	1049416.85	55
FUND 491		TOTAL ***** Capital Projects-Library	194573	120454.75	62	2334700	1285283.15	55	.00	2334700	1049416.85	55
GRAND		TOTAL *****	194573	120454.75	62	2334700	1285283.15	55	.00	2334700	1049416.85	55

January 16, 2018

(Action Item 3)

**ACCOUNTS PAYABLE - CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
December 31, 2017**

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library (December Invoices)	\$232,032.11
491	Capital Projects Fund - Library (December Invoices)	\$120,454.75
Total Disbursements		<u>\$352,486.86</u>
Payrolls Paid		
12/8/2017		\$268,932.25
12/21/2017		\$277,301.89
		<u>\$546,234.14</u>
 Journal Entry Expenditures by Village On Behalf Of the Library		
12/31/2017	Group Insurance	\$94,016.67
12/31/2017	IMRF	\$61,197.90
12/31/2017	Social Security	\$32,780.05
12/31/2017	Medicare	\$7,666.28
		<u>\$195,660.90</u>
Total Disbursed		<u><u>\$1,094,381.90</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
76044	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-DECEMBER	99.84	99.84
76051	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-140.05-00	EXHIBIT DEPOSIT &	1,500.00	1,500.00
76053	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00 291-0000-140.05-00	OTHER INCOME/REBATE CONSTANT CONTACT ANNUAL	115.70- 2,359.00	2,243.30
***** DIVISION TOTAL ****					3,843.14
***** DEPARTMENT TOTAL **					3,843.14
DEPARTMENT: 60	Executive Office	DIVISION: 01			
76046	ALIBRIS	291-6001-601.32-99	EMP REIMBURSED PURCHASE	149.95	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	63.90	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	112.75	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	48.80	375.40
76047	AMAZON.COM CREDIT	291-6001-601.30-05	MINUTE LEDGERS	153.32	
		291-6001-601.30-05	CALCULATORS	149.60	
		291-6001-601.30-05	REFUND	1.67-	
		291-6001-601.30-05	C-LINE REPLACEMENT BADGE	10.54	
		291-6001-601.30-05	WIPES	30.68	342.47
76051	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	19.90	
		291-6001-601.22-05	POSTAGE-G SANCHEZ	3.00	
		291-6001-601.22-03	TRAV/TRAIN-D HALPIN	8.67	
		291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	39.10	70.67
76052	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.21-65	CASHBACK PROGRAM FEE	90.00	
		291-6001-601.21-65	CASHBACK PROGRAM FEE	90.00	
		291-6001-601.21-65	CASHBACK PROGRAM FEE	90.00	
		291-6001-601.21-65	CASHBACK PROGRAM FEE	90.00	
		291-6001-601.21-65	CASHBACK PROGRAM FEE	90.00	450.00
76053	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.50-15	DUAL BELT STANCHION	979.00	
		291-6001-601.22-05	SENT CONTRACT TO NATIONAL	6.65	
		291-6001-601.22-42	COMCAST PUBLIC INTERNET	344.85	1,330.50
76054	AT & T	291-6001-601.22-70	TELEPHONE	4,319.57	
		291-6001-601.22-42	INTERNET ACCESS	1,212.73	5,532.30
76055	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 10/28/17-	135.00	135.00
76059	BAKER & TAYLOR	291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.55	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	12.81	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	23.86	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	17.00	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	30.91	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	22.71	122.84
76060	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	29.39	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.00	40.39
76072	COMCAST	291-6001-601.21-65	OTHER SERV	21.04	21.04
76075	CORPORATE CONCEPTS INC	291-6001-601.50-15	CHAIRS	6,168.80	6,168.80
76077	DEMCO INC	291-6001-601.50-15	TENNSCO CABINET	634.75	634.75
76081	FEDEX	291-6001-601.22-05	POSTAGE	13.85	13.85
76082	FINER LINE	291-6001-601.30-05	NAME BADGES	13.40	13.40
76085	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	NOTE PADS	11.72	
		291-6001-601.30-05	OFF SUPPS	133.13	144.85
76090	HARPER COLLEGE	291-6001-601.22-03	MOVING FORWARD 12/13/2017	1,800.00	1,800.00
76097	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	7.90	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	5.00	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	17.94	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.23	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.29	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.60	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.29	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.40	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	16.94	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	10.79	120.38
76098	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	CAPER STACKING CHAIRS	1,548.00	
		291-6001-601.50-15	3 FILE BOXES	683.00	
		291-6001-601.50-15	CHAIRS	5,072.00	
		291-6001-601.50-15	FLIPPER DOOR UNITS	540.87	7,843.87
76103	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERV	29.75	29.75
76114	NORTHWEST COMMUNITY HEALTH SERVICES	291-6001-601.20-40	GENL INS	207.08	207.08
76115	NORTHWEST COMMUNITY HOSPITAL	291-6001-601.20-40	GENL INS	473.17	473.17
76124	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	201.40	
		291-6001-601.22-05	POSTAGE	199.00	
		291-6001-601.22-05	POSTAGE	198.80	
		291-6001-601.22-05	POSTAGE	157.50	756.70
76129	ROBBINS SCHWARTZ	291-6001-601.20-20	LEGAL SERV-FOIA REQUESTS	3,762.50	3,762.50
76145	THOMAS INTERIOR SYSTEMS INC	291-6001-601.50-15	8-FOCUS CHAIRS	3,807.44	3,807.44
76147	TIME CLOCK PLUS	291-6001-601.50-15	TIME CLOCK SHIPPING	34.17	

PROGRAM GM348U5

Village of Arlington Heights

ACCOUNTING PERIOD 1/2018

DEPARTMENT: 60 Executive Office

DIVISION: 01

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					34.17
76152	URBAN LIBRARIES COUNCIL	291-6001-601.22-02	2017-3RD QUARTER DUES	2,250.00	2,250.00
76153	VAN METER MAILING	291-6001-601.22-05	POSTAGE	2,758.57	2,758.57
76155	VOCALBOOTH.COM	291-6001-601.50-15	VOCAL BOOTH	10,617.00	10,617.00
76157	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPS	90.09	90.09
76158	WOW BUSINESS	291-6001-601.22-42	12/13-1/12/18 INTERNET	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS	154.00	1,728.99

***** DIVISION TOTAL ****

Marketing and Communications

51,675.97

DEPARTMENT: 60 Executive Office

DIVISION: 02

76045	ALA MEMBERSHIP	291-6002-601.22-02	ALA DUES-M HASTINGS	192.00	192.00
76047	AMAZON.COM CREDIT	291-6002-601.31-85	CANON EF 14mm LENS	2,099.00	2,099.00
76050	ARGO TRANSLATION	291-6002-601.21-65	TRANSLATED LANGUAGES	450.00	450.00
76053	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERTISING	10.00	
		291-6002-601.22-10	BUSINESS CARDS	22.95	
		291-6002-601.22-10	BUSINESS CARDS	63.91	
		291-6002-601.31-85	SPINDLE PAPER DRILL	1,392.75	
		291-6002-601.21-65	EXTENSION OF PREPAYMENT-	154.00	1,643.61
76063	BENCHMARK EDUCATION CO LLC	291-6002-601.30-05	OFFICE SUPPS	86.00	86.00
76067	CARDINAL COLORGROUP	291-6002-601.22-10	WINTER READING LOGS	1,200.00	1,200.00
76094	ILA MEMBERSHIP	291-6002-601.22-02	ILA DUES-B BENSON	150.00	150.00
76111	MOBILE PRINT	291-6002-601.22-10	HOLIDAY CARDS & ENVELOPES	244.56	244.56
76132	SCHLESINGER MACHINERY INC	291-6002-601.21-02	BLADE SHARPENED ON CUTTER	340.00	340.00
76153	VAN METER MAILING	291-6002-601.21-65	OTHER SERVS	620.00	620.00

***** DIVISION TOTAL ****

Human Resources

7,025.17

DEPARTMENT: 60 Executive Office

DIVISION: 03

76041	ACTION WITHOUT BORDERS	291-6003-601.22-01	ADVERTISING	90.00	
		291-6003-601.22-01	ADVERTISING	90.00	180.00
76051	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-03	TRAV/TRAIN-G ROJEK	16.00	
		291-6003-601.22-03	TRAV/TRAIN-G ROJEK	16.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					32.00
76053	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-01	30 DAY JOB AD-DIGITAL SER	419.00	
		291-6003-601.22-02	ALA/PLA DUES-K MCCOY	102.00	521.00
76068	CAREERBUILDER	291-6003-601.21-65	OTHER SERVICES	371.00	371.00
***** DIVISION TOTAL ****					1,104.00

Gifts and Grants

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 04			
76047	AMAZON.COM CREDIT	291-6004-601.32-80	MEM DONATION-BOOKS-ITEM	19.97-	
		291-6004-601.32-80	MEM DONATION BOOKS-PEIFER	16.97	3.00-
76051	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.21-65	OTHER SERVS-D HALPIN	13.98	13.98
***** DIVISION TOTAL ****					10.98

Finance

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 08			
76040	ACCOMTEMPS	291-6008-601.21-65	OTHER SERVS	1,644.33	
		291-6008-601.21-65	OTHER SERVS	1,463.07	
		291-6008-601.21-65	OTHER SERVS	284.85	3,392.25
***** DIVISION TOTAL ****					3,392.25

Information Technology

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 10			
76042	ADTUMBLER INC	291-6010-601.20-08	CONSULTING SERVS LIBRARY	3,870.00	3,870.00
76047	AMAZON.COM CREDIT	291-6010-601.31-85	WIRE CABLE	5.99	
		291-6010-601.31-85	SOLDER WIRE, CUTTER	42.31	48.30
76053	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.31-85	DRIVE ASSEMBLY FOR HP	20.99	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP-	25.00	
		291-6010-601.32-32	MINECRAFT LICENSE	26.95	
		291-6010-601.32-32	MINECRAFT LICENSE	26.95	
		291-6010-601.32-32	MINECRAFT LICENSE	26.95	
		291-6010-601.20-05	SSL RENEWAL FOR AHML.INFO	149.98	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIP-	9.99	
		291-6010-601.30-32	TRELLO MONTHLY SUBSCRIP-	35.00	
		291-6010-601.30-32	AMAZON FREETIME MONTHLY	9.99	
		291-6010-601.31-85	LANYARD SKIN CASE-iPOD	59.75	
		291-6010-601.20-05	PAYPAL PAYFLOW PRO MONTH-	54.10	
		291-6010-601.32-32	MINECRAFT LICENSE	26.95	
		291-6010-601.32-32	MINECRAFT LICENSE	26.95	
		291-6010-601.32-32	MINECRAFT LICENSE	26.95	
		291-6010-601.32-32	MINECRAFT LICENSE	26.95	553.45
76057	B & H PHOTO VIDEO	291-6010-601.30-30	TONER & MOUSE PADS	474.75	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.30-30	TONER	240.51	
		291-6010-601.30-30	TONER	422.48	1,137.74
76096	IMPACT NETWORKING LLC	291-6010-601.21-02	BASE CHG 12/9/18-1/8/18	332.63	
		291-6010-601.21-02	OVER CHG 11/13-12/12/17	205.21	
		291-6010-601.21-02	BASE CHG 12/19-3/18/18	799.64	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	OVER CHG 9/29-12/28/17	7.66	
		291-6010-601.21-02	BASE CHG 12/29-1/28/18	276.92	
		291-6010-601.21-02	BASE CHG-11/9-12/8/2017	497.10	
		291-6010-601.21-02	OVER CHG-10/13-11/12/2017	230.55	2,369.21
76110	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.31-85	CHROMEBOOK	398.00	
		291-6010-601.32-32	GOV CAMTASIA	77.75	
		291-6010-601.32-32	UNITRENDS LICENSES	19,995.00	20,470.75
76139	STAPLES ADVANTAGE	291-6010-601.30-05	POST-IT NOTES	9.69	9.69
76159	XEROX CORPORATION	291-6010-601.21-02	EXCESS PRINT CHARGES	16.81	16.81

***** DIVISION TOTAL **** Security 28,475.95

DEPARTMENT: 60 Executive Office DIVISION: 15
 76085 GARVEYS OFFICE PRODUCTS 291-6015-601.30-05 OFF SUPPS 37.92 37.92

***** DIVISION TOTAL **** Facilities 37.92

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office				
76043	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVICE-DECEMBER	2,170.42	2,170.42
76047	AMAZON.COM CREDIT	291-6020-601.31-45	ALCOHOL	37.83	
		291-6020-601.21-11	AIR PURIFIER FILTER	47.99	
		291-6020-601.21-11	FILTERS	26.99	
		291-6020-601.31-45	BANDAGES	9.78	122.59
76048	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	DECEMBER 2017 SERVICE	89.00	89.00
76049	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MQINT-DECEMBER 2017	200.00	200.00
76058	BADE SUPPLY	291-6020-601.31-45	JANITORIAL PRODUCTS	1,441.98	1,441.98
76066	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	WINTER SHUT DOWN	155.00	155.00
76073	COMED	291-6020-601.30-51	HEATING 11/3-12/6/2017	166.21	166.21
76085	GARVEYS OFFICE PRODUCTS	291-6020-601.31-45	BANDAGES	16.98	16.98
76086	GLOBAL EQUIPMENT COMPANY INC	291-6020-601.21-11	TWIN LIGHT BULBS	282.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					282.00
76087	GRAINGER INC,W W	291-6020-601.21-11	REFLECTIVE STRIPS	20.59	
		291-6020-601.21-11	LIGHT BULBS	2,398.20	2,418.79
76092	IGS	291-6020-601.30-51	NATURAL GAS-NOVEMBER 2017	4,071.95	4,071.95
76095	ILLINOIS OFFICE-STATE FIRE MARSHAL	291-6020-601.21-02	CERTIFICATE FEES-BOILERS	350.00	350.00
76098	INTERIOR INVESTMENTS LLC	291-6020-601.21-11	INSERTS FOR CAPER CHAIRS	24.00	24.00
76102	LANG HOME MEDICAL EQUIPMENT	291-6020-601.21-11	REPLACE SCOOTER BATTERIES	415.00	415.00
76106	MAGIC PURE LLC	291-6020-601.50-15	INSTALL NEW DRINKING FOUN	7,144.00	7,144.00
76108	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	GORILLA TAPE, DRIVEWAY	91.82	
		291-6020-601.21-11	TAPE, DRILL BITS, SPONGES	91.82	183.64
76112	NATIONAL ENERGY CONTROL CORP	291-6020-601.21-11	THERMOSTATS	469.47	469.47
76116	NORTHWEST ELECTRICAL SUPPLY CO	291-6020-601.21-11	EMERGENCY LIGHT	279.52	279.52
76125	R I C ELECTRIC	291-6020-601.50-15	REPLACE TRANSFORMER IN	9,808.48	9,808.48
76126	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	PLASTIC LINERS	515.80	
		291-6020-601.31-45	JANITORIAL PRODUCTS	888.51	1,404.31
76133	SHALES MCNUTT LLC	491-6020-601.50-55	PARKING LOT PROJECT-	93,354.75	93,354.75
76134	SHERWIN HARDWARE INC	291-6020-601.21-11	KEYS, DOOR STOP	8.97	
		291-6020-601.21-11	BLDG MAINT	26.37	
		291-6020-601.21-11	BLDG MAINT	15.57	50.91
76136	STANLEY ACCESS TECH LLC	291-6020-601.21-11	REPAIR MAIN ENTRY SLIDING	1,264.91	
		291-6020-601.21-11	REPAIR AUTOMATIC DOORS AT	432.92	1,697.83
76137	STANTON MECHANICAL INC	491-6020-601.50-55	MECHANICAL SERVS-AIRFLOW-	20,340.00	20,340.00
76138	STANTON MECHANICAL INC	491-6020-601.50-55	MECHANICAL SERVS-AIRFLOW-	2,260.00	2,260.00
76141	SUBURBAN TRIM & GLASS CORP	291-6020-601.21-11	WINDOW REPAIRS	309.50	309.50
76142	SULLIVAN ROOFING INC	291-6020-601.21-11	ROOF INSPECTION & REPAIR	891.00	891.00
76143	SUPPLYWORKS	291-6020-601.31-45	JANITORIAL PRODUCTS	373.28	373.28
76144	TENNANT SALES AND SERVICE COMPANY	291-6020-601.21-11	FILTERS & BRUSHES	967.50	967.50
76154	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL-NOVEMBER 2017	278.17	278.17
76157	WAREHOUSE DIRECT	291-6020-601.31-45	JANITORIAL PRODUCTS	213.02	213.02
76160	1000BULBS.COM	291-6020-601.21-11	LIGHT BULBS	324.09	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					324.09
76161	20/10 ENGINEERING GROUP LLC	491-6020-601.50-15	ENGINEERING SERVICE FOR	3,000.00	
		491-6020-601.50-15	ENGINEERING FOR AIRFLOW	1,500.00	4,500.00
***** DIVISION TOTAL ****					156,773.39
***** DEPARTMENT TOTAL **					248,495.63

Specialty Info Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 05			
76045	ALA MEMBERSHIP	291-6405-601.22-02	ALA/PLA DUES-L BANOVS	142.00	142.00
76047	AMAZON.COM CREDIT	291-6405-601.32-01	STORAGE BOXES, GLUE STICK	52.54	
		291-6405-601.32-01	PONY BEADS	37.96	
		291-6405-601.32-01	RUBBER BANDS	4.49	
		291-6405-601.32-01	REFUND	41.98-	
		291-6405-601.32-01	PIPE CLEANERS, BALLOONS	16.98	
		291-6405-601.32-01	PAINTING ROCKS	39.90	
		291-6405-601.32-01	PROG SUPPS	230.10	339.99
76051	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAV/TRAIN-T DANTIS	14.33	
		291-6405-601.22-03	TRAV/TRAIN-L DAKAS	38.36	
		291-6405-601.32-02	PROG EVENTS-A LORINCZ	19.00	
		291-6405-601.22-03	TRAV/TRAIN-M CIFUENTES	9.10	
		291-6405-601.22-03	TRAV/TRAIN-M CIFUENTES	5.46	
		291-6405-601.32-02	PROG EVENTS-A BAILEY	4.00	
		291-6405-601.22-03	TRAV/TRAIN-A BAILEY	17.14	
		291-6405-601.32-01	PROG SUPPS-M CIFUENTES	35.97	
		291-6405-601.32-01	PROG SUPPS-K DEVITT	13.25	
		291-6405-601.22-03	TRAV/TRAIN-K DEVITT	24.80	
		291-6405-601.22-03	TRAV/TRAIN-K DEVITT	12.44	
		291-6405-601.32-02	PROG EVENTS-E LUDEMANN	19.84	
		291-6405-601.22-03	TRAV/TRAIN-A SON	11.07	
		291-6405-601.32-02	PROG EVENTS-A SON	35.24	260.00
76052	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-02	PIZZA FOR TAB MEETING ON	28.00	
		291-6405-601.32-02	PIZZA FOR BOOK DISCUSSION	28.00	56.00
76053	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-01	MENS ATHLETIC CREW SOCKS	28.95	
		291-6405-601.32-01	SPHERO MINI & SPHERO SPRK	207.00	
		291-6405-601.32-01	HOT WHEELS MIND RACERS	59.00	
		291-6405-601.32-01	CONDUCTIVE INK PEN	183.91	
		291-6405-601.32-02	INKLINGS PRIZES NOVEMBER	41.47	520.33
76094	ILA MEMBERSHIP	291-6405-601.22-02	ILA DUES-L BANOVS	100.00	100.00
76104	LEPO,MARY JO	291-6405-601.32-02	COFFEE FOR CURRENT EVENTS	56.97	56.97
76122	PRO LIBRA ASSOCIATES INC	291-6405-601.21-65	OTHER SERVS	427.50	
		291-6405-601.21-65	OTHER SERVS	190.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6405-601.21-65	OTHER SERVS	190.00	
		291-6405-601.21-65	OTHER SERVS	427.50	
		291-6405-601.21-65	OTHER SERVS	190.00	1,425.00
76127	REFORMA	291-6405-601.22-02	REFORMA DUES-M CIFUENTES	100.00	100.00
76135	SON,ALICE	291-6405-601.32-01	DECEMBER DIY KIT SUPPLIES	69.73	
		291-6405-601.32-02	TEEN CLUB-INKLINGS	60.17	129.90
76140	STEMFINITY LLC	291-6405-601.32-01	MAKEBLOCK ROBOTS	329.93	329.93
***** DIVISION TOTAL ****					3,460.12

Customer Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
76039	ABLE CARD LLC	291-6420-601.32-90	LIBRARY CARDS	2,398.71	2,398.71
76047	AMAZON.COM CREDIT	291-6420-601.32-01	WEPLAY SET	691.46	
		291-6420-601.32-01	EASEL	263.60	
		291-6420-601.32-01	LEGO DUPLO CREATIVE BOX	41.80	
		291-6420-601.22-03	DE-ESCALATE BOOK, RADICAL	145.32	
		291-6420-601.32-90	POST-IT POP UP REFILL	39.76	
		291-6420-601.30-05	CC STICKY NOTES	2.97	
		291-6420-601.32-90	FILE JACKET	20.99	
		291-6420-601.32-90	IS-SPRAY BOTTLES	9.87	
		291-6420-601.22-03	LIBRARY PROFESSIONALS-	64.76	1,280.53
76051	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-01	INSTA SNOW	128.58	
		291-6420-601.22-03	TRAV/TRAIN-P SPARREO	30.00	
		291-6420-601.22-03	TRAV/TRAIN-P SPARREO	29.52	
		291-6420-601.30-05	OFF SUPPS-T SCALLON	6.00	
		291-6420-601.21-02	EQUIP MAINT-T SCALLON	50.00	244.10
76053	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	CC-CHROME GARMENT HOOKS	48.92	48.92
76069	CARLTON INDUSTRIES LP	291-6420-601.32-90	VINYL TAGS	73.35	73.35
76077	DEMCO INC	291-6420-601.32-90	CC-CLEAR POCKETS	52.76	52.76
76078	DUNCAN,JOLIE	291-6420-601.22-03	TRAV/TRAIN-J DUNCAN	62.04	62.04
76085	GARVEYS OFFICE PRODUCTS	291-6420-601.32-90	IS-COLD PACKS	13.76	
		291-6420-601.32-90	IS-CADDY & WIPES	53.59	
		291-6420-601.30-05	IS-TAPE DISPENSER	8.37	
		291-6420-601.30-05	IS-OFF SUPPS	73.98	
		291-6420-601.30-05	CC-OFF SUPPS	7.89	
		291-6420-601.32-90	TAPE, PENS	59.40	
		291-6420-601.30-05	NOTEBOOKS	15.66	232.65
76100	JANWAY COMPANY USA INC	291-6420-601.32-90	CORDURA KIT BAGS	694.15	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					694.15
76149	TMU LOGISTICS LLC	291-6420-601.32-90	IS-WIPES	104.61	104.61
76151	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	DECEMBER 2017 PLACEMENTS	241.65	241.65
76157	WAREHOUSE DIRECT	291-6420-601.32-90	IS-COPIER SUPPS	45.57	
		291-6420-601.32-90	COPIER SUPPS	36.38	
		291-6420-601.30-05	IS-OFFICE SUPPS	55.54	137.49
***** DIVISION TOTAL ****					5,570.96

Programs and exhibits

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
DEPARTMENT: 64	User Services	DIVISION: 40			
76047	AMAZON.COM CREDIT	291-6440-601.32-02	REFUND	12.45-	
		291-6440-601.32-02	HABA DOLLS	94.95	
		291-6440-601.32-02	KEY CHAINS	6.54	
		291-6440-601.32-02	FRIENDS DOLL	9.99	
		291-6440-601.32-02	GRANDMA DOLL	13.56	
		291-6440-601.32-02	POM POMS	13.24	
		291-6440-601.32-02	CHOCOLATE BROWN PAPER	8.89	
		291-6440-601.32-02	CONSTRUCTION PAPER	9.54	
		291-6440-601.32-02	ISLAND OF THE LOST BOOK	8.68	
		291-6440-601.32-02	WOMAN IN THE WINDOW BOOK	17.56	
		291-6440-601.32-02	BOOKS	136.95	
		291-6440-601.32-02	PROG EVENTS	317.04	624.49
76051	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	AUTHOR VISIT 11/15/17	3,000.00	
		291-6440-601.32-02	GLUE PENS, MARKER-CLASS	147.05	
		291-6440-601.32-02	PROG SUPPS-D NAPRAVNIK	33.20	
		291-6440-601.32-02	PROG EVENTS-M VELA	49.84	
		291-6440-601.32-02	PROG EVENTS-P SPARREO	20.88	
		291-6440-601.32-02	PROG EVENTS-P SPARREO	34.95	
		291-6440-601.22-03	TRAV/TRAIN-D NAPRAVNIK	45.63	
		291-6440-601.32-02	PROG EVENTS-M VELA	37.87	
		291-6440-601.32-02	PROG EVENTS-A BELFORD	33.63	
		291-6440-601.32-02	PROG EVENTS-A BELFORD	46.50	
		291-6440-601.32-02	PROG EVENTS-K DEVITT	44.29	
		291-6440-601.32-02	PROG EVENTS-A SON	44.00	
		291-6440-601.32-02	PROG EVENTS-A SON	41.67	3,579.51
76052	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	GAME CHANGERS PROGRAM ON	19.27	19.27
76053	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	HUSH BUDDY HEADPHONES,	216.43	
		291-6440-601.32-01	MAGNETIC WHITEBOARD	304.08	
		291-6440-601.32-02	CHRISTMAS GIFT BAGS	21.30	
		291-6440-601.32-02	CHRISTMAS SUGAR COOKIES	354.95	
		291-6440-601.32-02	GLITTER GELS	134.05	
		291-6440-601.32-02	TABLE COVERS, PLATES,	202.05	
		291-6440-601.22-18	L NUMEROFF AUTHOR TRANS-	298.45	1,531.31
76113	NEW DAY FILMS	291-6440-601.32-02	DVD-LIFE ON THE LINE	104.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					104.00
76123	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	PROG EVENTS	237.07	237.07
76135	SON,ALICE	291-6440-601.32-02	11/10/17 TEEN PROGRAM	125.95	125.95
76139	STAPLES ADVANTAGE	291-6440-601.32-02	PROGRAM EVENTS	14.72	14.72
76150	ULINE	291-6440-601.32-02	SHIPPING TAGS	540.20	540.20
***** DIVISION TOTAL ****					6,776.52

Digital Services

DEPARTMENT: 64 User Services
 76047 AMAZON.COM CREDIT

DIVISION: 50

		291-6450-601.50-15	REFUND	.50-	
		291-6450-601.50-15	OTAMATONE	29.56	
		291-6450-601.50-15	FOLDING CART	26.55	
		291-6450-601.50-15	VIEW MASTER VIRTUAL REAL-	19.83	
		291-6450-601.50-15	3 DOODLER	599.00	
		291-6450-601.50-15	BIT BOT	224.95	
		291-6450-601.31-85	HOOTOO CHARGING PORTS	73.32	972.71
76051	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-03	TRAV/TRAIN-D OLICHWIER	29.82	
		291-6450-601.22-03	TRAV/TRAIN-D OLICHWIER	18.10	
		291-6450-601.22-03	TRAV/TRAIN-D OLICHWIER	43.62	
		291-6450-601.22-03	TRAV/TRAIN-D OLICHWIER	37.26	
		291-6450-601.22-03	TRAV/TRAIN-B JOHNSON	4.07	132.87
76062	BCMI US LLC	291-6450-601.50-15	ARDUINO STARTER KIT	78.29	78.29
76085	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES	47.40	47.40
76105	LITTLEBITS ELECTRONICS INC	291-6450-601.50-15	CODE KIT	854.85	854.85
76130	ROBERT BOSCH TOOL CORP	291-6450-601.50-15	3D PRINTER	1,399.00	1,399.00
76146	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	INFO CHARGES-NOVEMBER	893.12	893.12
76157	WAREHOUSE DIRECT	291-6450-601.32-90	COPIER SUPPS	28.00	28.00

***** DIVISION TOTAL ****

Collection Services

4,406.24

DEPARTMENT: 64 User Services
 76047 AMAZON.COM CREDIT

DIVISION: 70

		291-6470-601.32-75	AV MTLs	89.28	
		291-6470-601.32-75	AV MTLs	29.97	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	38.08	
		291-6470-601.32-75	AV MTLs	23.87	
		291-6470-601.32-75	AV MTLs	14.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	52.99	
		291-6470-601.32-75	AV MTLs	49.87	
		291-6470-601.32-75	AV MTLs	109.98	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	15.98	
		291-6470-601.32-75	AV MTLs	31.95	
		291-6470-601.32-75	AV MTLs	59.88	
		291-6470-601.32-75	AV MTLs	19.47	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	44.44	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-75	AV MTLs	25.00	
		291-6470-601.32-75	AV MTLs	17.97	
		291-6470-601.32-75	AV MTLs	27.98	
		291-6470-601.32-75	AV MTLs	47.90	
		291-6470-601.32-75	AV MTLs	57.79	
		291-6470-601.32-75	AV MTLs	58.81	
		291-6470-601.32-75	AV MTLs	8.99	
		291-6470-601.32-75	AV MTLs	6.97	
		291-6470-601.32-75	AV MTLs	74.13	
		291-6470-601.32-75	AV MTLs	21.74	
		291-6470-601.32-75	AV MTLs	9.95	
		291-6470-601.32-75	AV MTLs	10.61	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	27.98	
		291-6470-601.32-75	AV MTLs	35.97	
		291-6470-601.32-75	AV MTLs	10.83	
		291-6470-601.32-75	AV MTLs	46.88	
		291-6470-601.32-75	AV MTLs	27.98	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	17.97	
		291-6470-601.32-75	AV MTLs	35.99	
		291-6470-601.32-75	AV MTLs	78.00	
		291-6470-601.32-75	AV MTLs	55.88	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	45.43	
		291-6470-601.32-75	AV MTLs	20.69	
		291-6470-601.32-75	AV MTLs	27.98	
		291-6470-601.32-75	AV MTLs	20.87	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	17.98	
		291-6470-601.32-75	AV MTLs	62.01	
		291-6470-601.32-75	AV MTLs	22.56	
		291-6470-601.32-80	BOOKS	33.22	
		291-6470-601.32-80	BOOKS	31.64	
		291-6470-601.32-80	BOOKS	48.99	
		291-6470-601.32-80	BOOKS	25.39	
		291-6470-601.32-80	BOOKS	63.94	
		291-6470-601.32-80	BOOKS	35.14	
		291-6470-601.32-80	BOOKS	12.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	3.74-	
		291-6470-601.32-80	BOOKS	28.00	
		291-6470-601.32-80	BOOKS	103.96	
		291-6470-601.32-80	BOOKS	17.49	
		291-6470-601.32-80	BOOKS	31.63	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	55.90	
		291-6470-601.32-80	BOOKS	89.59	
		291-6470-601.32-80	BOOKS	8.86	
		291-6470-601.32-80	BOOKS	54.72	
		291-6470-601.32-80	BOOKS	33.15	
		291-6470-601.32-80	BOOKS	69.12	
		291-6470-601.32-80	BOOKS	9.77	
		291-6470-601.32-80	BOOKS	11.50	
		291-6470-601.32-80	BOOKS	11.50	
		291-6470-601.32-80	BOOKS	27.56	
		291-6470-601.32-80	BOOKS	51.44	
		291-6470-601.32-80	BOOKS	104.75	
		291-6470-601.32-80	BOOKS	93.62	
		291-6470-601.32-80	BOOKS	54.58	
		291-6470-601.32-80	BOOKS	41.04	
		291-6470-601.32-80	BOOKS	12.23	
		291-6470-601.32-80	BOOKS	26.74	
		291-6470-601.32-80	BOOKS	29.46	
		291-6470-601.32-80	BOOKS	64.76	
		291-6470-601.32-80	BOOKS	116.91	
		291-6470-601.32-80	BOOKS	16.65	
		291-6470-601.32-80	BOOKS	54.99	
		291-6470-601.32-80	BOOKS	96.49	
		291-6470-601.32-80	BOOKS	9.05	
		291-6470-601.32-80	BOOKS	21.47	
		291-6470-601.32-80	BOOKS	9.34	
		291-6470-601.32-80	BOOKS	23.38	
		291-6470-601.32-80	BOOKS	115.16	
		291-6470-601.32-80	BOOKS	19.13	
		291-6470-601.32-80	BOOKS	8.28	
		291-6470-601.32-80	BOOKS	19.98	
		291-6470-601.32-80	BOOKS	38.81	
		291-6470-601.32-80	BOOKS	28.50	
		291-6470-601.32-80	BOOKS	8.86	
		291-6470-601.32-80	BOOKS	71.35	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	11.44	
		291-6470-601.32-80	BOOKS	61.20	
		291-6470-601.32-80	BOOKS	57.98	
		291-6470-601.32-80	BOOKS	15.16	
		291-6470-601.32-80	BOOKS	22.20	
		291-6470-601.32-80	BOOKS	78.80	
		291-6470-601.32-80	BOOKS	32.10	
		291-6470-601.32-80	BOOKS	16.00	
		291-6470-601.32-80	BOOKS	39.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-95	PERIODICALS	14.49	
		291-6470-601.32-95	PERIODICALS	11.92	
		291-6470-601.32-95	PERIODICALS	23.98	
		291-6470-601.32-95	PERIODICALS	29.50	
		291-6470-601.32-95	PERIODICALS	7.74	
		291-6470-601.32-95	PERIODICALS	25.98	
		291-6470-601.32-95	PERIODICALS	10.98	
		291-6470-601.32-95	PERIODICALS	8.99	
		291-6470-601.32-75	AV MTLs	2.07-	
		291-6470-601.32-75	ARDUINO STARTER KIT,CAMEO	997.57	5,109.59
76053	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	SMALL ZIPPER BAGS	30.00	
		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	11.13-	
		291-6470-601.32-75	AV MTLs	222.50	
		291-6470-601.32-75	AV MTLs	89.98	
		291-6470-601.32-75	AV MTLs	89.98	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	515.86	
		291-6470-601.32-75	AV MTLs	19.95	
		291-6470-601.32-75	AV MTLs	44.81	
		291-6470-601.32-75	AV MTLs	41.20	
		291-6470-601.32-75	AV MTLs	43.10	
		291-6470-601.32-75	AV MTLs	95.59	
		291-6470-601.32-75	AV MTLs	17.32-	
		291-6470-601.32-75	AV MTLs	15.00	
		291-6470-601.32-75	AV MTLs	49.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	16.19	
		291-6470-601.32-75	AV MTLs	18.38	
		291-6470-601.32-75	AV MTLs	39.75	
		291-6470-601.32-75	AV MTLs	16.47	
		291-6470-601.32-75	AV MTLs	10.95	
		291-6470-601.32-75	AV MTLs	197.39	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	63.74	
		291-6470-601.32-75	AV MTLs	23.48	
		291-6470-601.32-75	AV MTLs	105.00	
		291-6470-601.32-75	AV MTLs	55.99	
		291-6470-601.32-75	AV MTLs	117.17	
		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	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	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	
					2,034.81
76056	AV CAFE	291-6470-601.32-75	AV MTLs	116.56	116.56
76059	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	49.73	
		291-6470-601.32-75	AV MTLs	58.01	
		291-6470-601.32-75	AV MTLs	76.24	
		291-6470-601.32-75	AV MTLs	67.43	
		291-6470-601.32-75	AV MTLs	80.12	
		291-6470-601.32-75	AV MTLs	319.33	
		291-6470-601.32-80	BOOKS	136.07	
		291-6470-601.32-80	BOOKS	194.36	
		291-6470-601.32-80	BOOKS	338.34	
		291-6470-601.32-80	BOOKS	236.64	
		291-6470-601.32-80	BOOKS	299.66	
		291-6470-601.32-80	BOOKS	23.68	
		291-6470-601.32-80	BOOKS	170.07	
		291-6470-601.32-80	BOOKS	349.81	
		291-6470-601.32-80	BOOKS	141.81	
		291-6470-601.32-80	BOOKS	327.97	
		291-6470-601.32-80	BOOKS	212.44	
		291-6470-601.32-80	BOOKS	1,712.44	
		291-6470-601.32-80	BOOKS	1,063.61	
		291-6470-601.32-80	BOOKS	290.22	
		291-6470-601.32-80	BOOKS	745.24	
		291-6470-601.32-80	BOOKS	64.05	
		291-6470-601.32-80	BOOKS	125.52	
		291-6470-601.32-80	BOOKS	377.20	
		291-6470-601.32-80	BOOKS	319.29	
		291-6470-601.32-80	BOOKS	170.72	
		291-6470-601.32-80	BOOKS	338.20	
		291-6470-601.32-80	BOOKS	688.15	
		291-6470-601.32-80	BOOKS	274.67	
		291-6470-601.32-80	BOOKS	338.62	
		291-6470-601.32-80	BOOKS	406.81	
		291-6470-601.32-80	BOOKS	587.21	
		291-6470-601.32-80	BOOKS	78.70	
		291-6470-601.32-80	BOOKS	159.46	
		291-6470-601.32-80	BOOKS	83.84	
		291-6470-601.32-80	BOOKS	147.27	
		291-6470-601.32-80	BOOKS	368.75	
		291-6470-601.32-80	BOOKS	273.47	
		291-6470-601.32-80	BOOKS	146.01	
		291-6470-601.32-80	BOOKS	150.22	
		291-6470-601.32-80	BOOKS	342.47	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	109.53	
		291-6470-601.32-80	BOOKS	319.27	
		291-6470-601.32-80	BOOKS	298.71	
		291-6470-601.32-80	BOOKS	92.44	
		291-6470-601.32-80	BOOKS	332.94	
		291-6470-601.32-80	BOOKS	481.64	
		291-6470-601.32-80	BOOKS	288.35	
		291-6470-601.32-80	BOOKS	460.12	
		291-6470-601.32-80	BOOKS	145.02	
		291-6470-601.32-80	BOOKS	338.40	
		291-6470-601.32-80	BOOKS	314.29	
		291-6470-601.32-80	BOOKS	291.54	
		291-6470-601.32-80	BOOKS	1,060.09	
		291-6470-601.32-80	BOOKS	123.95	
		291-6470-601.32-80	BOOKS	18.50	
		291-6470-601.32-80	BOOKS	200.28	
		291-6470-601.32-80	BOOKS	798.90	
		291-6470-601.32-80	BOOKS	510.98	
		291-6470-601.32-80	BOOKS	115.97	
		291-6470-601.32-80	BOOKS	93.40	
		291-6470-601.32-80	BOOKS	4.77	
		291-6470-601.32-80	BOOKS	800.76	
		291-6470-601.32-80	BOOKS	130.40	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	273.60	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	30.40-	
		291-6470-601.22-85	PROC SERVS	26.60-	
		291-6470-601.22-85	PROC SERVS	30.40-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	5.60-	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROC SERVS	5.60-	
		291-6470-601.22-85	PROC SERVS	68.40-	
		291-6470-601.22-85	PROC SERVS	45.60-	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	250.80	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	118.95	
		291-6470-601.22-85	PROC SERVS	132.65	
		291-6470-601.22-85	PROC SERVS	102.25	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	67.20	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	159.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	159.25	
		291-6470-601.22-85	PROC SERVS	220.40	
		291-6470-601.32-80	BOOKS	743.94	
		291-6470-601.32-80	BOOKS	771.44	
		291-6470-601.32-80	BOOKS	121.70	
		291-6470-601.32-80	BOOKS	274.99	
		291-6470-601.32-80	BOOKS	175.78	
		291-6470-601.22-85	PROC SERVS	323.00	24,293.25
76060	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	67.03	
		291-6470-601.32-75	AV MTLs	22.01	
		291-6470-601.32-75	AV MTLs	5,227.10	
		291-6470-601.32-75	AV MTLs	257.10	
		291-6470-601.32-75	AV MTLs	117.65	
		291-6470-601.32-75	AV MTLs	40.42	
		291-6470-601.32-75	AV MTLs	229.00	
		291-6470-601.32-75	AV MTLs	2,068.93	
		291-6470-601.32-75	AV MTLs	227.46	
		291-6470-601.32-75	AV MTLs	174.98	
		291-6470-601.32-75	AV MTLs	466.08	
		291-6470-601.32-75	AV MTLs	163.59	
		291-6470-601.32-75	AV MTLs	44.09	
		291-6470-601.32-75	AV MTLs	1,572.34	
		291-6470-601.32-75	AV MTLs	249.83	
		291-6470-601.32-75	AV MTLs	3,553.37	
		291-6470-601.32-75	AV MTLs	253.87	
		291-6470-601.32-75	AV MTLs	122.69	14,857.54
76061	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	998.65	
		291-6470-601.32-75	AV MTLs	539.58	
		291-6470-601.32-75	AV MTLs	1,459.38	2,997.61
76064	BIBLIOTHECA LLC	291-6470-601.32-80	eBOOKS-NOVEMBER 2017	4,330.42	
		291-6470-601.32-75	eAUDIOBOOKS-NOVEMBER 2017	2,451.00	
		291-6470-601.32-80	eBOOKS-NOVEMBER 2017	130.00	
		291-6470-601.32-80	eBOOKS-NOVEMBER 2017	409.88	
		291-6470-601.32-80	eBOOKS-12/1-12/19/2017	44.98	
		291-6470-601.32-75	eAUDIOBOOKS-12/1-12/19/17	1,701.69	
		291-6470-601.32-80	eBOOKS-12/1-12/19/17	1,525.68	10,593.65
76065	BRODART CO	291-6470-601.32-05	MEDIA ENVELOPES	282.49	282.49
76070	CCH INCORPORATED	291-6470-601.32-80	BOOKS	141.41	141.41
76071	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	162.99	162.99
76074	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	51.87	
		291-6470-601.32-95	PERIODICALS	168.55	220.42
76076	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	2,019.33	2,019.33
76077	DEMCO INC	291-6470-601.32-05	CHRISTMAS LABELS	18.24	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-05	JACKET COVERS	141.43	
		291-6470-601.32-05	BOOK JACKET COVERS, FILM-	379.73	539.40
76079	ELGIN GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	20.00	20.00
76080	ELIZABETH CLAIRE INC	291-6470-601.32-75	AV MTLs	15.00	15.00
76083	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	16.99	16.99
76084	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	440.66	
		291-6470-601.32-80	BOOKS	77.57	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	90.71	
		291-6470-601.32-80	BOOKS	564.84	1,395.93
76085	GARVEYS OFFICE PRODUCTS	291-6470-601.30-05	OFF SUPPS	63.81	63.81
76088	GREAT COURSES	291-6470-601.32-75	AV MTLs	69.95	69.95
76089	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	220.60	220.60
76091	HEALTH SPECIAL REPORT	291-6470-601.32-80	BOOKS	28.90	
		291-6470-601.32-80	BOOKS	28.90	57.80
76093	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	60.00	60.00
76097	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	64.37	
		291-6470-601.32-80	BOOKS	53.89	
		291-6470-601.32-80	BOOKS	9.58	
		291-6470-601.32-80	BOOKS	138.27	
		291-6470-601.32-80	BOOKS	35.10	
		291-6470-601.32-80	BOOKS	53.89	
		291-6470-601.32-80	BOOKS	60.27	
		291-6470-601.32-80	BOOKS	25.12	
		291-6470-601.32-80	BOOKS	11.97	
		291-6470-601.32-80	BOOKS	343.22	
		291-6470-601.32-80	BOOKS	133.36	
		291-6470-601.32-80	BOOKS	175.07	
		291-6470-601.32-80	BOOKS	17.96	
		291-6470-601.32-80	BOOKS	246.99	
		291-6470-601.32-80	BOOKS	26.51	
		291-6470-601.32-80	BOOKS	109.54	
		291-6470-601.32-80	BOOKS	109.44	
		291-6470-601.32-80	BOOKS	88.14	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	250.32	
		291-6470-601.32-80	BOOKS	6.59	
		291-6470-601.32-80	BOOKS	24.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	10.79	
		291-6470-601.32-80	BOOKS	21.24	
		291-6470-601.32-80	BOOKS	65.97	
		291-6470-601.32-80	BOOKS	98.51	
		291-6470-601.32-80	BOOKS	39.57	
		291-6470-601.32-80	BOOKS	27.63	
		291-6470-601.32-80	BOOKS	16.36	
		291-6470-601.32-80	BOOKS	45.63	
		291-6470-601.32-80	BOOKS	79.72	
		291-6470-601.32-80	BOOKS	154.26	
		291-6470-601.32-80	BOOKS	135.49	
		291-6470-601.32-80	BOOKS	4.19	
		291-6470-601.32-80	BOOKS	27.71	
		291-6470-601.32-80	BOOKS	79.54	
		291-6470-601.32-80	BOOKS	37.26	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-80	BOOKS	30.58	
		291-6470-601.32-80	BOOKS	32.19	
		291-6470-601.32-80	BOOKS	228.75	3,157.37
76099	INTERVIEW	291-6470-601.32-95	PERIODICALS	24.97	24.97
76101	KANOPY LLC	291-6470-601.32-75	AV MTLs	262.00	262.00
76107	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	209.00	209.00
76109	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	200.10	
		291-6470-601.32-75	AV MTLs	98.92	
		291-6470-601.32-75	AV MTLs	209.83	
		291-6470-601.32-75	AV MTLs	63.68	
		291-6470-601.32-75	AV MTLs	7,468.93	8,041.46
76117	OFFICE DEPOT BUSINESS ACCOUNT	291-6470-601.32-05	PENS	8.99	8.99
76118	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	PERIODICALS	190.80	
		291-6470-601.32-95	PERIODICALS	190.80	
		291-6470-601.32-95	PERIODICALS	190.80	
		291-6470-601.32-95	PERIODICALS	190.80	763.20
76119	PETERSONS A NELNET COMPANY	291-6470-601.32-80	BOOKS	237.66	237.66
76120	PIONEER WOMAN MAGAZINE	291-6470-601.32-95	PERIODICALS	15.00	15.00
76121	POLYLINE LLC	291-6470-601.32-05	AV CASES	769.00	769.00
76128	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	16.96	16.96
76131	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	190.83	
		291-6470-601.32-80	BOOKS	191.90	382.73
76139	STAPLES ADVANTAGE	291-6470-601.32-05	WIPES	28.78	

PREPARED 01/16/18, 01:29 PM
PROGRAM GM348U5
DEPARTMENT: 64 User Services

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

PAGE 19
ACCOUNTING PERIOD 1/2018

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					28.78
76148	TIME INC UK LTD	291-6470-601.32-95	PERIODICALS	77.00	77.00
76156	WALL STREET JOURNAL	291-6470-601.32-95	PERIODICALS	525.00	525.00
76157	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPS	126.00	
***** DIVISION TOTAL ****					79,934.25
***** DEPARTMENT TOTAL **					100,148.09
***** GRAND TOTAL *****					352,486.86

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	232,032.11
491	Capital Projects-Library	120,454.75
**** TOTAL ALL FUNDS ****		352,486.86

January 16, 2018

**Arlington Heights Memorial Library
Special Funds Summary
12/31/2017**

Count 40

	Account	Amount	Description	Staff
Check # 1482-Mathew Tobin Anderson				
	6440-2218	\$ 3,000.00	Author Visit 11/15/17	J Czajka
Check # 1483-Nat'l Cntr for Children's Illus. Literature				
	6004-2218	\$ 1,500.00	Exhibit-Deposit & shipping	J Czajka
Check # 1484-AHML Discount School Supply				
	6420-3201	\$ 128.58	Intsa Snow	L Langdon
Check # 1484-AHML Discount School Supply				
	6440-3202	\$ 147.05	Glue Pens, Marker Class Pack	L Langdon
Check # 1485-AHML - Petty Cash				
12/4/2017	6405-2203	\$ 14.33	Travel/Training	T Dantis
	6003-2203	\$ 16.00	Travel/Training	G Rojek
	6440-3202	\$ 33.20	Program Supplies	D Napravnik
12/11/2017	6440-3202	\$ 49.84	Program Events	M Vela
	6001-2203	\$ 19.90	Travel/Training	J Moravec
	6405-2203	\$ 38.36	Travel/Training	L Dakas
	6440-3202	\$ 20.88	Program Events	P Sparreo
	6420-2203	\$ 30.00	Travel/Training	P Sparreo
	6440-3202	\$ 34.95	Program Events	P Sparreo
	6420-2203	\$ 29.52	Trav/Train	P Sparreo
	6004-2165	\$ 13.98	Other Services	D Halpin
	6001-2205	\$ 3.00	Postage	G Sanchez
12/18/2017	6405-3202	\$ 19.00	Program Events	A Lorincz
	6420-3005	\$ 6.00	Office Supplies	T Scallon
	6450-2203	\$ 29.82	Travel/Training	D Olichwier
	6003-2203	\$ 16.00	Travel/Training	G Rojek
	6450-2203	\$ 18.10	Travel/Training	D Olichwier
	6450-2203	\$ 43.62	Travel/Training	D Olichwier
	6450-2203	\$ 37.26	Travel/Training	D Olichwier
	6440-2203	\$ 45.63	Travel/Training	D Napravnik
	6440-3202	\$ 37.87	Program Events	M Vela
	6440-3202	\$ 33.63	Program Events	A Belford
12/26/2017	6440-3202	\$ 46.50	Program Events	A Belford
	6001-2203	\$ 8.67	Travel/Training	D Halpin
	6001-2203	\$ 39.10	Travel/Training	J Moravec
	6405-2203	\$ 9.10	Travel/Training	M Cifuentes
	6405-2203	\$ 5.46	Travel/Training	M Cifuentes
	6450-2203	\$ 4.07	Travel/Training	B Johnson
	6405-3202	\$ 4.00	Program Events	A Bailey
	6405-2203	\$ 17.14	Travel/Training	A Bailey
	6405-3201	\$ 35.97	Program Supplies	M Cifuentes
	6405-3201	\$ 13.25	Program Supplies	K Devitt
	6405-2203	\$ 24.80	Travel/Training	K Devitt
	6440-3202	\$ 44.29	Program Events	K Devitt
	6405-2203	\$ 12.44	Travel/Training	K Devitt
12/29/2017	6420-2102	\$ 50.00	Equip Maint	T Scallon
	6405-3202	\$ 19.84	Program Events	E Ludemann
	6405-2203	\$ 11.07	Travel/Training	A Son
	6440-3202	\$ 44.00	Program Events	A Son
	6405-3202	\$ 35.24	Program Events	A Son
	6440-3202	\$ 41.67	Program Events	A Son
	TOTAL	\$ 5,833.13		

January 16, 2018

**Arlington Heights Memorial Library
American Express Card Summary
12/31/2017**

<u>CARDHOLDER</u>	<u>COUNT</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
	86				
M. Driskell		489-90-00	\$ (115.70)	AMEX Cash back rebate	Other Income/Rebate
		6002-2165	\$ 10.00	FACEBK	Facebook Advertising Campaign
J. Moravec		6002-2165	\$ 2,359.00	CTC*CONSTANTCONTACT.COM	Annual Payment
		6002-2210	\$ 22.95	VISTAPR*VISTAPRINT.COM	Business Cards
		6470-3205	\$ 30.00	CUMBERLAND CONCEPTS, INC	Small Zipper Bags
		6003-2201	\$ 419.00	CareerBuilder	30 day Job Ad-Digital Services Manager
		6003-2202	\$ 102.00	AMER LIB ASSOC	ALA/PLA Dues - K McCoy
		6440-3202	\$ 216.43	NATIONAL AUTISM RESOURCES	Hush Buddy Headphones, Wipes & Fidgets
		6002-2210	\$ 63.91	VISTAPR*VISTAPRINT.COM	Business Cards
		6440-3201	\$ 304.08	OFFICESUPPLY.COM	Magnetic Whiteboard
		6002-3185	\$ 1,392.75	MY BINDING COM	Spindle Paper Drill
		6440-3202	\$ 21.30	PAYPAL *LOVECHERRYT	Christmas Gift Bags
		6001-5015	\$ 979.00	PRO STANCHIONS	Dual Belt Stanchion
		6440-3202	\$ 354.95	SCOTT'S CAKES	Christmas Sugar Cookies
		6440-3202	\$ 134.05	WALMART.COM	Glitter Gels
		6405-3201	\$ 28.95	DOLLAR TREE	Men's Athletic Crew Socks
		6002-2165	\$ 154.00	CTC*CONSTANTCONTACT.COM	Extension of prepayment for use
		6405-3201	\$ 207.00	ORBOTIX 00-08021008803	Sphero Mini & Sphero SPRK Education
		6405-3201	\$ 59.00	OSMO	Hot Wheels Mind Racers Game
		6420-3290	\$ 48.92	THE CONTAINER STORE	CC-Chrome Garment Hooks
		6001-2205	\$ 6.65	USPS.COM ONLINE SHIPPING	Sent Signed Contract to National Center
		6405-3201	\$ 183.91	SP * ELECTRONINKS WRIT	Conductive Ink Pen
		6405-3202	\$ 41.47	SP * NANOWRIMO STORE	Inklings Prizes Nov.2017
		6440-3202	\$ 202.05	DOLLAR TREE	Table covers, Plates, Spoons and Frosting
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	\$ (11.13)	5% OPEN Savings at BarnesandNo	AV Mtls
		6470-3275	\$ 222.50	BARNES&NOBLE.COM	AV Mtls
		6470-3275	\$ 89.98	THE RIGHT STUF, INC.	AV Mtls
		6470-3275	\$ 89.98	THE RIGHT STUF, INC.	AV Mtls
		6470-3275	\$ 4.99	ACORN.TV	AV Mtls
		6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
		6470-3275	\$ 515.86	USA*ACORNUSA	AV Mtls
		6470-3275	\$ 19.95	FUTURE US INC	AV Mtls
		6470-3275	\$ 44.81	MY MAG STORE	AV Mtls
		6470-3275	\$ 41.20	USPS.COM POSTAL STORE	AV Mtls
		6470-3275	\$ 43.10	A NEW BEGINNING	AV Mtls
		6470-3275	\$ 95.59	GAMESTOP.COM GameStop.com	AV Mtls
		6470-3275	\$ (17.32)	LAW BULLETIN PUBL CO	AV Mtls
		6470-3275	\$ 15.00	PAYPAL *FRDM PLANET	AV Mtls
		6470-3275	\$ 49.99	TARGET.COM	AV Mtls
		6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
		6470-3275	\$ 16.19	NAXOS OF AMERICA 2	AV Mtls
		6470-3275	\$ 18.38	PAYPAL *BLOODSHOTRE	AV Mtls
		6470-3275	\$ 39.75	SOAPS IN DEPTH	AV Mtls
		6470-3275	\$ 16.47	SP * DAISRECORDS.COM	AV Mtls
		6470-3275	\$ 10.95	SI-SMITHSONIAN ENTERPRI	AV Mtls
		6470-3275	\$ 197.39	LAW BULLETIN PUBL CO	AV Mtls
		6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
		6470-3275	\$ 13.99	TARGET.COM	AV Mtls
		6470-3275	\$ 63.74	GAMESTOP.COM	AV Mtls
		6470-3275	\$ 23.48	MY MAG STORE	AV Mtls
		6470-3275	\$ 105.00	PAYPAL *ROCO FILMS	AV Mtls
		6470-3275	\$ 55.99	TARGET.COM	AV Mtls
		6470-3275	\$ 117.17	MY MAG STORE	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	\$ 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
J. Czajka		6440-2218	\$ 298.45	TOP FLEET INC	Laura Numeroff Author Transportation

R. Dworianyn	6010-3185	\$ 20.99	CALHOUN TECHNOLOGIES	Drive Assembly for HP Printer
	6010-3032	\$ 25.00	GITHUB GITHUB	Github monthly subscription
	6010-3232	\$ 26.95	MOJANG.COM	Minecraft license
	6001-2242	\$ 344.85	COMCAST CHICAGO	Comcast monthly public internet service
	6010-3232	\$ 26.95	MOJANG.COM	Minecraft license
	6010-3232	\$ 26.95	MOJANG.COM	Minecraft license
	6010-2005	\$ 149.98	GODADDY.COM	SSL renewal for AHML.INFO domain
	6010-3032	\$ 9.99	SPOTIFY USA	Spotify monthly subscription
	6010-3032	\$ 35.00	TRELLO*TRELLO	Trello monthly subscription
	6010-3032	\$ 9.99	AMAZON FREETIME UNLTD	Amazon free time unlimited monthly subscription
	6010-3185	\$ 59.75	AMAZON MKTPPLACE PMTS	Lanskin executive lanyard skin case for iPod
	6010-2005	\$ 54.10	PAYFLOW/PAYPAL 0045	PayPal Payflow Pro monthly subscription
	6010-3232	\$ 26.95	MOJANG.COM	Minecraft license
	6010-3232	\$ 26.95	MOJANG.COM	Minecraft license
	6010-3232	\$ 26.95	MOJANG.COM	Minecraft license
	6010-3232	\$ 26.95	MOJANG.COM	Minecraft license
	Total	<u>\$ 10,427.23</u>		

January 16, 2018

Arlington Heights Memorial Library
American Express Card Summary
12/31/2017

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M. Driskell	6001-2165	\$ 90.00	Amex	CashBack Program Fee
J. Moravec	6001-2165	\$ 90.00	Amex	CashBack Program Fee
M. Schultz	6001-2165	\$ 90.00	Amex	CashBack Program Fee
J. Czajka	6001-2165	\$ 90.00	Amex	CashBack Program Fee
R. Dworianyn	6001-2165	\$ 90.00	Amex	CashBack Program Fee
	Total	<u>\$ 450.00</u>		

January 16, 2018

Arlington Heights Memorial Library
Master Card Summary
12/31/2017

Count 3

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
K Spokas	6440-3202	\$19.27	Dominos	Pizza for Game Changers Program 12/12/17
	6405-3202	\$28.00	Rosati's	Pizza for TAB 12/17/17
	6405-3202	\$28.00	Rosati's	Pizza for Book Discussion 12/14/17
	Total	<u>\$75.27</u>		

January 16, 2018

(Action Item 4)

**ACCOUNTS PAYABLE - CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
December 31, 2017**

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library (January Invoices)	\$100,306.90
491	Capital Projects Fund - Library (January Invoices)	\$0.00
Total Disbursements		<u>\$100,306.90</u>
Payrolls Paid 1/5/2018		\$267,604.73
		<u>\$267,604.73</u>
Total Disbursed		<u><u>\$367,911.63</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
76167	BIBLIOTHECA LLC	291-0000-140.05-00	PREPAID AV MTLs	916.67	916.67
76181	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED-JANUARY 2018	3,165.52	4,204.76
		291-0000-210.99-00	FSA DEP-JANUARY 2018	1,039.24	
***** DIVISION TOTAL ****					5,121.43
***** DEPARTMENT TOTAL **					5,121.43
DEPARTMENT: 60	Executive Office	DIVISION: 01			
76177	FIRST CLASS TRAVEL	291-6001-601.22-03	PLA CONF AIRFARE-S JAROL	337.40	757.01
		291-6001-601.22-03	PLA CONF AIRFARE-M MCCOY	419.61	
76178	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENTAL FOR 2018	750.00	750.00
76181	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-JANUARY 2018	152.00	152.00
76190	LIBRARIES OF ILLINOIS RISK AGENCY	291-6001-601.20-40	GENERAL INSURANCE 2018	59,422.00	59,422.00
***** DIVISION TOTAL ****					61,081.01
<i>Marketing and Communications</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 02			
76204	VOGUE PRINTERS	291-6002-601.32-72	GOOD PLAN POSTCARDS	2,117.00	2,117.00
***** DIVISION TOTAL ****					2,117.00
<i>Human Resources</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 03			
76165	BALZER, EDMUND	291-6003-601.40-62	TUITION REIMBURSEMENT	659.95	659.95
76185	KALMENS, LEV	291-6003-601.40-62	TUITION REIMBURSEMENT	1,495.98	1,495.98
76192	NELSON, BONNIE	291-6003-601.40-62	TUITION REIMBURSEMENT	1,539.40	1,539.40
76206	YOUNG, MEGAN	291-6003-601.40-62	TUITION REIMBURSEMENT	750.00	750.00
***** DIVISION TOTAL ****					4,445.33
<i>Gifts and Grants</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 04			
76166	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB 2/8/2018	350.00	350.00
76168	BULGRIN, THOMAS	291-6004-601.22-18	AP-SUNDAY MUSICALE	400.00	400.00
76179	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB 2/8/18	350.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					350.00
***** DIVISION TOTAL ****					1,100.00
<i>Finance</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 08			
76180	GOVERNMENT FINANCE OFFICERS ASSOC	291-6008-601.22-02	GFOA 2018 DUES-K SPOKAS	280.00	280.00
***** DIVISION TOTAL ****					280.00
<i>Information Technology</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 10			
76176	FARONICS TECHNOLOGIES USA INC	291-6010-601.30-32	DEEP FREEZE & ANTI-VIRUS	1,629.64	1,629.64
76196	PROQUEST LLC	291-6010-601.30-32	LIBRARY THING	3,563.85	3,563.85
***** DIVISION TOTAL ****					5,193.49
<i>Facilities</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 20			
76195	NOFFS SELF STORAGE INC	291-6020-601.21-11	FEBRUARY 2018 PARADE VE-	75.40	75.40
76201	SHERWIN HARDWARE INC	291-6020-601.21-11	BATTERIES	41.97	41.97
76203	TYCO INTEGRATED SECURITY LLC	291-6020-601.21-02	FIRE ALARM MONITORING	243.00	243.00
***** DEPARTMENT TOTAL **					74,577.20
<i>Customer Services</i>					
DEPARTMENT: 64	User Services	DIVISION: 20			
76162	ADULT READING ROUND TABLE	291-6420-601.22-02	ARRT 2018 DUES-10 STAFF	150.00	150.00
***** DIVISION TOTAL ****					510.37
<i>programs and exhibits</i>					
DEPARTMENT: 64	User Services	DIVISION: 40			
76163	AFTERSCHOOL ENRICHMENT SOLUTIONS	291-6440-601.22-18	CHESS CLUB 2/11/2018	100.00	100.00
76164	BALAZS, STEVE	291-6440-601.22-18	XOXO PERFORMANCE 1/20/18	600.00	600.00
76171	CLESEN, REBECCA	291-6440-601.22-18	SPANISH STORYTIME 1/27/18	100.00	100.00
76172	CLESEN, REBECCA	291-6440-601.22-18	SPANISH STORYTIME 2/17/18	100.00	100.00
76174	CURTIN, DENIS	291-6440-601.22-18	BETTER RESUMES ON 1/18/18	150.00	150.00
76182	GUICO, KARINA	291-6440-601.22-18	AP-QUILLED PAPER CARD	300.00	300.00

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					300.00
76184	JEANNIE B MUSIC LLC	291-6440-601.22-18	PRESCHOOL TEACHER WKSHP	600.00	600.00
76186	KASTIEL,DIANE	291-6440-601.22-18	STORYTELLING PROGRAM 50%	250.00	250.00
76187	KASTIEL,DIANE	291-6440-601.22-18	STORYTELLING PROGRAM	250.00	250.00
76188	KNABB,JACOB S	291-6440-601.22-18	WRITERS INK 2/14/18	150.00	150.00
76189	LAHOOD,MARTI	291-6440-601.22-18	HEALTHY BACK YOGA PROGRAM	75.00	75.00
76191	MCNULTY,ALAYNE	291-6440-601.22-18	ART W/ ALAYNE-TWO 2-HOUR	420.00	420.00
76194	NICHOLS-YEHLING,MICHELLE	291-6440-601.22-18	SPACE FOOD PROGRAM	175.00	175.00
76197	SAVARINO,VINCENTE G	291-6440-601.22-18	MLK COMMUNITY MURAL	4,000.00	4,000.00
76198	SCHROEDER,JOHN	291-6440-601.22-18	INTRO TO HTML 1-25-18	200.00	200.00
76199	SCHROEDER,JOHN	291-6440-601.22-18	INTRO TO CSS 2-1-18	200.00	200.00
76200	SCHROEDER,JOHN	291-6440-601.22-18	INTRO TO JAVASCRIPT	200.00	200.00
76205	VRABLIK,LISA	291-6440-601.22-18	2 MINECRAFT MANIA	300.00	300.00

***** DIVISION TOTAL ****

Digital Services

8,170.00

DEPARTMENT: 64 User Services
 76169 CAPSTONE PRESS INC
 76193 NICHE ACADEMY

DIVISION: 50

76169	CAPSTONE PRESS INC	291-6450-601.32-78	PEBBLEGO DATABASE	888.25	888.25
76193	NICHE ACADEMY	291-6450-601.32-78	NICHE ACADEMY ANNUAL SUB-	1,530.00	1,530.00

***** DIVISION TOTAL ****

Collection Services

2,418.25

DEPARTMENT: 64 User Services
 76167 BIBLIOTHECA LLC

DIVISION: 70

76167	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	4,583.33	4,583.33
76170	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	727.48	
		291-6470-601.32-95	PERIODICALS	920.00	1,647.48
76173	CLOSER	291-6470-601.32-95	PERIODICALS	89.97	89.97
76175	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	3,489.24	3,489.24
76183	ISBGFH	291-6470-601.32-95	PERIODICALS	35.00	35.00
76202	TENNESSEE GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	

PREPARED 01/16/18, 03:44 PM
PROGRAM GM348U5
DEPARTMENT: 64 User Services

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

PAGE 4
ACCOUNTING PERIOD 1/2018

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
***** DIVISION TOTAL ****					9,870.02
***** DEPARTMENT TOTAL **					20,608.27
***** GRAND TOTAL ****					100,306.90

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	100,306.90
**** TOTAL ALL FUNDS ****		100,306.90

To: Board of Library Trustees

From: Mike Driskell

Date: January 16, 2018

Re: Parking Lot Safety Project Summary

The Arlington Heights Memorial Library engaged in a parking lot safety construction project, beginning in August. This project has been substantially completed, and I will be providing a project summary and wrap up report at the January board meeting.

To: Board of Library Trustees
 From: Mike Driskell
 Date: January 16, 2018
 Re: XOXO Exhibit Costs

The Board of Library Trustees approved a total project cost of \$30,000 for our first exhibit of 2018, ***XOXO: An Exhibit about Love and Forgiveness***, at their August 2017 meeting.

As the Programs and Exhibits department has been working out the logistics of delivery and installation, they have found the previously approved \$30,000 will not be enough to cover the rental, delivery, setup and installation costs. Due to the additional complexity of the load-in, the new estimate ranges from \$39,314 to \$43,407. We expect the actual installation costs to be closer to the low estimate, but are presenting the full range estimated. The Fairy Tales exhibit and installation cost \$40,000 for comparison.

There are a few reasons why the original requested amount was low for this project:

- The proposed and approved amount for the installation of the ***XOXO*** exhibit was based on the actual costs to install the Fairy Tales exhibit, \$10,000. The ***XOXO*** installation is turning out to be more complicated, requiring significantly more time to unload and setup.
- We used some library staff resources in the load-in of the Fairy Tales exhibit. For ***XOXO***, we have opted to hire separate crews of professional movers and installers, due to size and complexity.
- The crates in which the exhibit will be delivered are larger than anticipated. While the majority will load-in through the dock, two require unpacking and delivery through the Dunton Street entrance, which adds time to the delivery.
- Because our storage space is limited, we have opted to store the exhibit crates offsite for the duration of the exhibit. This adds an additional \$1,816 to the project costs: \$880 storage (11 weeks) plus an estimated \$936 labor to transport empty crates out of and back into the library.

While exploration of the exhibit began in June 2017, it was not until we fully executed the contract on October 6 that we received the full Technical Manual which recalibrated some elements of load-in. As known costs began exceeding the approved \$30,000 budget, we presented Friends of the Library with an update and request to extend their previously approved up to \$15,000 contribution. They graciously agreed to fund 50% of the new exhibit costs, not to exceed \$21,703, at their January meeting.

The revised costs break down as follows:

Service	Low estimate	High estimate
Delivery (Action, selected by museum)	\$2,697	\$3,862
Movers (Atlantic, lowest quote of 3, includes storage of crates)	\$4,792	\$7,720
Installation/setup (Tom/Dwell, lowest quote of 3)	\$11,825	\$11,825
XOXO Exhibit rental	\$20,000	\$20,000
Estimated total	\$39,314	\$43,407
- Approved FOL Contribution (50%)	\$19,657	\$21,703
Revised AHML responsibility	\$19,657	\$21,703
Previously approved amount (minus FOL contribution)	\$15,000	\$15,000
Requested extension	\$4,657	\$6,703

final billing based on actual time

In light of this new information, I would like to provide some additional detail as to what to expect during the exhibition of **XOXO**, how it was selected, and its anticipated impact within the community.

Why XOXO: In selecting exhibits for the Arlington Heights community, it is important that we offer engaging experiences for all of our visitors, alternating exhibits that appeal most heavily to children and families with those that may engage older children, teens and adults. With our last play exhibit in January-March 2016, families have been eager to learn “What’s next?” Winter is a perfect time to offer a play exhibit providing families an outlet for play in the cold weather months, so we sought to identify one with themes different than past exhibits have offered (Dinosaurs, Math Midway, LEGO, Fairy Tale). This play-based exhibit supports our vision and values in a myriad of ways through skill development, inspiring understanding as we welcome, learn about, and develop empathy for others who may have different experiences than us, while also offering opportunities for the entire community to gather and learn around a community-building theme of love and forgiveness. The **XOXO** exhibit offers unique experiential play learning opportunities for skill development for a diverse range of ages in a variety of areas in an especially powerful way: it ties in multiple areas of child development with social/emotional learning and development. Skills that can be developed by attending the exhibit include gross and fine motor skills, imaginative play and creativity, cognitive development, cooperation and communication skills, and spatial relationships, while making concepts such as compassion and respect and their often complex accompanying emotions tangible and accessible for all learners at any stage of development. The chance to offer an exhibit about human emotions seemed a fitting follow-up to 2017’s Build a Better World summer reading theme, which parents applauded, thanking the library for reinforcing the importance of practicing kindness. We anticipate the community will welcome the theme, which introduces important conversations through collaboration, discovery, creativity and play – all skills we incorporate into our year-round programming, but which will now be on display to create broader awareness and community conversation.

Target audience: The target audience for the hands-on exhibition elements are children, toddler through middle school, and their families. Many of the activities will also appeal to teens and adults, and positioning some of the stations in Marketplace will leave open the possibility of all-ages interacting with them. We will exhibit the most playful elements in Kids’ World, enhancing the already creative and interactive atmosphere there.

Projected attendance: **XOXO** will be on display from January 20 to March 31. During the same time period in 2017, approximately 186,000 people visited the library. We expect to see an increase in total library visits over the same period in 2018 and estimate approximately 30% of our visitors will interact with the exhibit, designed to welcome interaction, in some way. We draw this conclusion knowing that in 2017, circulation of children’s materials comprised 39.6% of our annual circulation and children’s programming in the library comprised 45.6% of our annual program attendance. This implies similar traffic into Kids’ World, where families visiting choose AHML as a destination place to connect with their children through literacy and play. The 12 unique interactive components of **XOXO** will invite them to engage at each visit.

Fairy Tales observations:

- During its 9-week stay, January 15 to 180,398 people visited the library (a 10,723 person increase over 2015), with tens of thousands stopping in Kids World to engage in hands-on exhibit play.
- More than 2,500 customers of all-ages attended 50 fairy tale themed programs, and 2,119 kids were treated to exhibit-related activities with fairy tale volunteers

Measuring success: In an effort to collect feedback and most accurately estimate visitor engagement with the exhibit, we will utilize the following methods of data collection:

- **Exhibit volunteers collecting data – XOXO** Volunteers will fill two unique roles - Play Facilitator and Surveyors, with Surveyors capturing observations and counting interactions during 2-hour periods. This sampling will give us a general idea of the number of interactions that take place throughout the duration of the exhibit, while Play Engagement volunteers will share more anecdotal feedback.
- **Exhibit Response Wall** – One exhibit component asks visitors to create content by writing their answers to thematic questions on tags which are tied to a display wall. Previous museums hosting **XOXO** have found the Response Wall “exemplifies visitors’ willingness to engage with the topic and eagerness to participate.” (Children’s Museum of Pittsburgh Summative Report)
- **Custom XOXO program survey** – Attendees of all **XOXO**-themed programs will receive a hybrid program/exhibit survey via email. This will measure their satisfaction with the program, plus ask additional questions about their engagement with **XOXO**, if applicable. These will be launched via REV and sent to all customers registered to attend the 19 **XOXO** events.
- **Exhibit surveys measuring visitor satisfaction** - Three quick iPad survey stations will collect visitor satisfaction throughout the exhibit. This survey method contains one metric, rating the general experience of the customer through the selection of an emoticon. We expect this method to receive a higher participation rate than the full multiple question **XOXO** survey.



How much did you enjoy XOXO?



A full Summative Evaluation combining the learning from each of these measures will be reported at exhibit end.

Beyond the exhibit: In addition to the physical exhibit stations, staff will develop extension activities, interactive displays and thoughtful programming to welcome customers of every age to interact with themes of love and forgiveness in meaningful ways. Below is a list of the programs associated with the **XOXO** exhibit.

January

- Opening Night Party (Saturday, January 20, 6-8pm)

February

- Sensory-Friendly Exhibit Hours (Tuesday, February 6, 1-3pm)
- In the Name of Love: An Evening of Storytelling for Adults (Friday, February 9, 7:30-9:30pm)
- Online Dating: Tips and Tricks for Finding the Love of Your Life (Monday, February 12, 7-9pm)
- Chocolate Making (Tuesday, February 13, 4:30-5pm)
- Interfaith Dialogue on Love, Understanding and Forgiveness (Tuesday, February 13, 7-8pm)
- Thursday Fun Night: Love and Friendship (Thursday, February 15, 6:30-7pm)
- A Wider Lens: The Age of Love (Saturday, February 17, 1-3pm)
- Cocoa & Kindness (Monday, February 19, 11:30am-2:30pm)
- The Selfish Giant (Saturday, February 24, 11am-12pm)
- Beloved Recipe Exchange (Sunday, February 25, 2-3:30pm)
- Paws To Read (Sunday, February 26, 2-3pm)
- XOXO Book Discussion & Craft: Faithful (Tuesday, February 27, 7-8:30pm)
- Masterminds (Wednesday, February 28, 4-5:30pm)

March

- Sensory-Friendly Exhibit Hours (Sunday, March 4, 9-11am)
- Emotional Intelligence (Tuesday, March 6, 7-8:30pm)
- Discussion on Grief (Saturday, March 10, 1-2:30pm)
- A Wider Lens: The Power of Forgiveness (Thursday, March 15, 7-9pm)
- Winnie the Pooh – the Musical (Saturday, March 24, 11am-12pm)

Ongoing during the Exhibit

- Tech Bar: A Maker Mood
- Special book displays and accompanying lists to highlight the library's collections selected by library staff on the theme of love, forgiveness and peace for adults, teens, and kids.

Community Engagement Initiatives

We will engage the Arlington Heights community, including visitors without young children, through two unique partnerships that reinforce the exhibit themes of love and forgiveness. They include:

- **Letter Writing** (Feb 1-10) – Three Letter Writing Stations will invite library visitors to share the love by writing letters to women newly diagnosed with breast cancer. This partnership with national organization Girls Love Mail will invite visitors to engage in a more passive way. Stations will attract participants of many ages based on their strategic placement in The Hub, Main Street, and at the Senior Center. (Feb 1)
- **Community Food Drive** (month of March) – A collection of canned good and non-perishable foods will encourage empathy and benefit the Wheeling Township Food Pantry.

Marketing reach: Communications and Marketing is utilizing every channel for this exhibit. We are monitoring responses to our promotions and will continue to use Facebook advertising through the event opening. Opening night will also result in word-of-mouth marketing to help exhibit attendance throughout March. All marketing messages will include recognition of the Friends support of the exhibit. Below are the channels that we will be using to market this exhibit.

Opening Night Party registrations as of 1/10/17 - **259**

Marketing Channel	Audience/Reach	Date
January newsletter front page	37,200 addresses	December 28-January 1
February newsletter page 2-3 spread	37,200 addresses	January 22 in home date
Website featured image/story		January 1 – exhibit end
Template letter prepared for YS staff to share with school contacts promoting school visits (included exhibit educator guide).	Teachers, librarians special services staff	Late December
PDF flyer for distribution to school digital backpacks to District 24 & 59	District 59 has posted District 25 has posted	C & M sent to schools 12/21 January 8

Social media

Facebook event post & ad	opening night - 5.5K reach (\$10 for 1 st 7-day ad) More ads scheduled through 1/20	January 3 – 10
General exhibit post	810 reach Ads scheduled through 3/25	January 3
Twitter posts	434 impressions from 1st tweet with 28 engagements More tweets scheduled	January 3 – through 2/5
Pinterest	booklists related to exhibit	Publishing 1/15

Email marketing

Sent to <i>All Programs, Arts & Culture, Friends, Just for Kids, Special Child at the Library</i> and new <i>Exhibits</i> list (Fairytale gala attendees)	1320 opens (34%), 47 clicks More campaigns scheduled	January 6
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Community group pitches

Vocal We the People of the Mt. Prospect	Posted event on social media	
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Social media influencer outreach

A Little Time and a Keyboard District 25 Adam Harris	3300 Tweet reach, 900K page views	
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Field Trip pitches

Kindness Ambassadors-Dryden School
Character Counts Olive-Mary Stitt
(Children are leaders in anti-bullying program)

Local Girl Scouts (field trip confirmed)
Local Boy Scouts
Pastors and Youth groups at local churches
Awana groups

Reporter pitches

Karen Cullotta, *Chicago Tribune* confirmed attendance at opening night and is bringing a photographer
Daily Herald
Eileen Dady (not available for event)
Jamie Sotonoff

Other pitches and placements

Patch.com
TimeOut Chicago Kids section
& *Chicago Parent, Oaklees, Daily Herald*
and *Chicago Tribune 15 things to Do With Your Kids* editor
Neighborhood Parents Network

Other

Exhibit heart-shaped stickers at all service points and bookmobile

Suggested Motion: 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.

To: Board of Library Trustees

From: Shannon Distel

Date: January 16, 2018

Re: Arlington Heights Memorial Library Foundation Exploratory Committee

It is recommended an exploratory committee be convened to explore the opportunities an Arlington Heights Memorial Library foundation 501(c) (3) non-profit corporation can provide to the library. One of the major benefits of a library foundation is a structure of financial support through an array of revenue sources that increases community support and confidence. This may include high-level fundraising, donations, partnerships with major grantors, planned giving opportunities, endowments, and investment opportunities.

To begin the process, three community members will be identified to work with a library staff member to explore the need and feasibility of a library foundation including:

- Community stakeholders
- Foundation Board of Directors
- Operational structure of a library foundation
- IL SOS filing requirements
- Mission statement
- Revenue
- Fundraising

Suggested motion: **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.**

Executive Director's Report January 2018

What's New @ AHML

Upgraded Sound Booth

An upgraded sound booth was installed in the Production Studio. The new booth is 2' wider, lower to the ground, and includes a 36" wide ramp to accommodate wheelchairs. In addition, the new soundproofing inside the booth is covered in fabric for improved durability.



Diversity and Inclusion

Life, Animated inspires understanding of Autism

December's Wider Lens documentary, *Life, Animated*, tells the story of a young man with Autism and his family's unique journey. While previous Wider Lens films have elicited lots of attendee perspectives and personal stories during discussion, December's participants seemed to attend primarily to educate themselves on Autism. Since our selected facilitator works with young adults with Autism, she was the perfect expert to lead the conversation and answer questions stemming from this film. The audience was engaged and left with a greater understanding of Autism - a true example of Inspiring Understanding. One attendee summarized their learning as follows: *"This was a wonderful film, it really was. Because you never think of autistic adults, you never think about what happens to those kids when they grow up."*

Community Involvement

As part of their end of year celebration, Info Services decided give back to the local community by collecting donations from Info Services staff for the local Journeys shelter. They delivered several boxes of food, personal care, and warm weather items.



Department Highlights

Digital Services News

The Studio set two usage records:

- 2017 was the first year we exceeded 5,000 total Studio users (5,279)
- December was our busiest December on record (423 Studio users)

The Tech Bar Music Box was our most popular rotating display in 2017 averaging 80 interactions per week.



Info Services News

2017 Facts

- 12,967 items circulated from our displays including Trending, Dunton display carts, Featured DVD and Staff picks.
- We selected and delivered 9,742 items to customers that are unable to get to the library in 2017.
- We handled 32,599 questions at Info Desk in 2017, about a 3% decrease from 2016. In December, we answered 2,058 questions. This is nearly the same number of questions answered in December 2016. 93% of customer interactions occurred at the Info desk, with 7% of interactions being a result of roving.

Library Delivery Services:

- In December 2017 we added **5** new library delivery customers.
- We delivered 412 items to residents in independent living and made 52 deliveries to them. We delivered 402 item to residents in healthcare sites and made 59 deliveries to them. Customer Comments: "Thank you for all you do for me and the great selection of books." "Thanks for all of your help and for the deliveries. I love the stories I get!"

Program News

Professor Moptop Returns

78 Beatles fans turned up to take a Magical Mystery Tour with WXRT's Professor Moptop, back by popular demand. He engaged the eager group of music fans for two hours, discussing the making of the *Magical Mystery Tour* movie and album to celebrate the 50th anniversary of its release. We were glad to see more men than turn out for most library programming, many staying to share stories and anecdotes long after the program ended.

5th Annual Holiday Movie Night

130 people gathered the Friday before Christmas to watch a winter family favorite: *The Polar Express*. In the spirit of family movie night, many families came in pajamas with stuffed trains and holiday stuffed animals and filed in along the train track (created with silver duct tape). Everybody relaxed with candy canes, popcorn and juice.

Cielito Lindo

The library hosted a new and local talent this month for the Saturday Evening Family Series. Cielito Lindo has been described as Chicago's version of the Von Trapp Family Singers. Juan Lucero and his six children ranging in age from 4 to 13 years, performed their favorite holiday and traditional mariachi music. Each child introduced their favorite song as well as the instrument they played.

Winter Reading Challenge 2018

The Winter Reading Challenge, which began Dec 18 and runs to the end of January is going strong. Kids grades K-3 are once again our strongest participants with nearly 500 stopping by to pick up a card and spin the wheel for a project to bring home. This year children can bring home supplies to make their own hovercraft, a pan flute, or a snowman. Tweens are participating in record numbers this year and picking up their weekly projects as well. Total participation is expected to exceed last year's total of 1,227.

District 214 Teen Parent Outreach

Youth staff from AHML and MPPL helped provide some fun storytime and play activities for students participating in District 214's Teen Parenting program which provides prenatal and parenting classes for parenting and expectant teens. At their holiday party, library staff provided parent and child activity playtime as well as shared songs and books with over 45 teens and their children. Santa and his elf were on hand to provide special surprises from Toys for Tots and students were also able to choose baby items donated by Northwest Community Hospital and books donated by AHML and MPPL.



Security

- The recommendation to have safety Bollards installed at the new walkway entrances, were installed in December. The recommendation came because 12 vehicles were recorded by Security, customers and staff driving the wrong way and onto the pedestrian walkway into the parking garage.
- During the month of December 2017 we had the least amount of suspensions and police calls for the past 10 years. With the Security and staff training for “See Something, Say Something” and building Emergency training refresher presentations that Dan and Mike presented library wide, staff has been very proactive reporting suspicious stuff to the Security staff. The library is working together to try and keep the library a safe place for customers and staff.

Specialty Info Services



- Tween Advisory Group members made fleece blankets for Project Linus, an organization that distributes handmade blankets to children who are seriously ill, traumatized or in need. Tweens enjoyed both working together to create the blankets and giving to people in need.
- School Services staff visited Ivy Hill for booktalks on December 7th and a teacher reported that they experienced triple the amount of sign-ups for their Lunch Period Book Club, thanks in part to our staff’s efforts to promote and engage their students through literature.
“We nearly tripled the number of students that registered last year and I think that mainly had to do with you coming to the school along with some really great book choices this year.”-Ivy Hill staff member
- SIS librarians delivered a few classes including a few that were directed at our Business and Job Seeking communities: *Library Resources for Job Seekers* and *Pinterest as a Marketing Tool*. Additionally, all of the Swedish Genealogy research appointments filled again this month, making this an extremely popular Genealogy service to our customers.
- The entire library was very busy at the end of December as it was the first month that District 214 shifted the first semester Final Exams *before* the Holiday break. We saw over 1,000 teens walk in our doors for our *Final Exams Study Lounge*.

Staff Development

Professional Involvement

Jolie Duncan was accepted as a member of the ALA Post Selection Committee. This is a three-year term and she will work with librarians across the country in all types of libraries to organize and select posters for the ALA annual and Midwinter conferences.

Collection Services Open House

On December 7, Collection Services staff hosted a successful and well-attended Open House. Staff from other departments came to meet the Collection Services staff and learn a bit more about what they do. The informal one-hour event included a quiz, demonstrations of tasks and tools in Processing, a giant flowchart on “How an idea becomes a recat project”, and of course, food.



December 2017

Service Point Traffic

Total visits
83,775 ↑ 4%
 80,637 last year

Main Library visits
81,084 ↑ 5%
 77,585 last year

Sr Center Visits
1,541 ↓ -14.39%
 1,800 last year

Bookmobile Visits
1,150 ↓ -8.15%
 1,252 last year

Circulation

Total Circulation
160,747 ↓ -9%
 177,220 last year

Library Cards

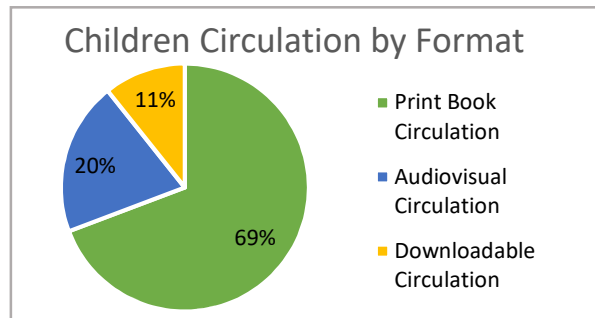
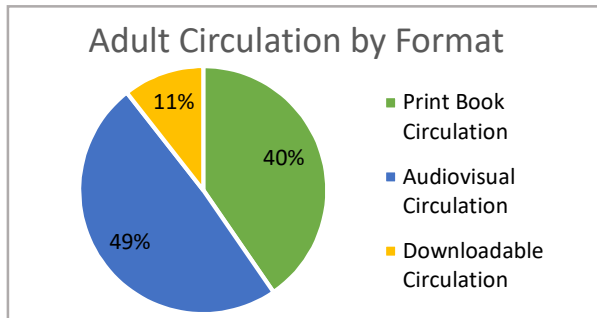
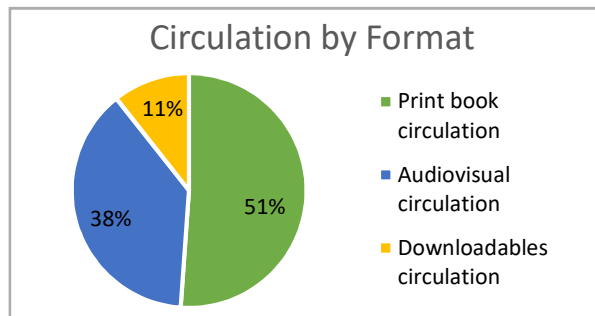
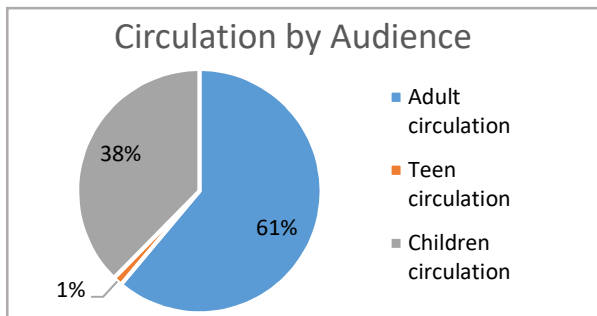
Resident (issued) **230** ↓ -8.37%
 251 last year

Non-Resident (Registered) **126** ↓ 0.80%
 125 last year

Interlibrary Loan

Borrowed **298** ↓ -19.89%
 372 last year

Lent **515** ↓ -15.16%
 607 last year



Programs

Program Attendance
3,912 ↓ -1%
 3,961 last year

Number of Programs
158 ↑ 11%
 142 last year

Cost of Programs
 Coming soon

General Satisfaction
 Coming soon

Questions

Reference Questions
12,035 ↓ -13%
 13,756 last year

Reference Questions
 (via phone)
3,980 ↑ 11%
 3,576 last year

Chat sessions
355 ↓ -5.08%
 374 last year

Technology Usage

Public Computer Use
9,356 ↓ -7.72%
 10,139 last year

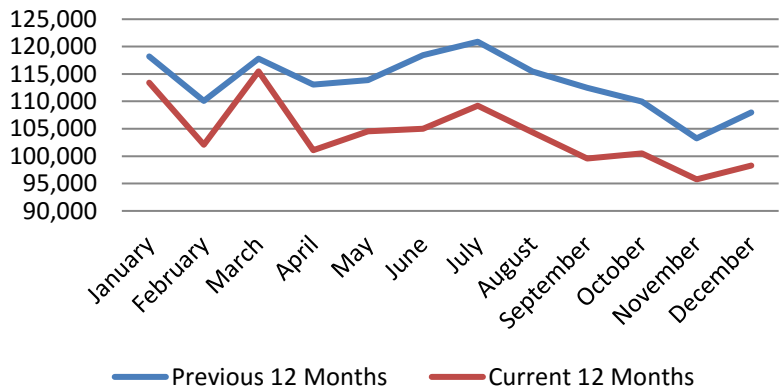
Website Visits
93,818 ↓ -5.15%
 98,907 last year

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

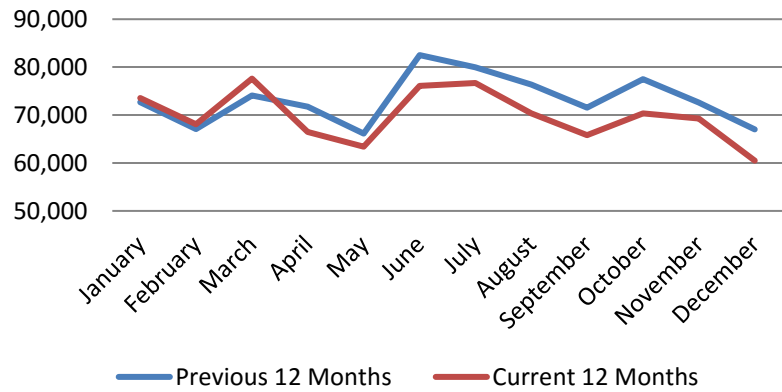
AHML - DASHBOARD - December 2017

	December 2017	December 2016	% change from last Dec	Jan 2017- Dec 2017	Jan 2016- Dec 2016	% change from last YTD
Total circulation	160,747	177,220	-9%	2,116,572	2,271,891	-7%
Adult circulation	98,255	107,951	-9%	1,249,170	1,361,513	-8%
Teen circulation	2,000	2,290	-13%	29,184	31,144	-6%
Children circulation	60,492	66,979	-10%	838,218	879,234	-5%
Print book circulation	78,003	83,881	-7%	1,065,060	1,117,186	-5%
Audiovisual circulation	58,278	67,261	-13%	748,574	837,938	-11%
Downloadables circulation	16,225	17,278	-6%	196,089	206,864	-5%
Self-check as % of main floor circ	66%	64%	2%	66%	64%	2%
Circulation to reciprocal borrowers	8,791	9,770	-10%	123,782	114,660	8%
ILLs borrowed for our customers	298	372	-20%	4,619	5,587	-17%
ILLS lent to other libraries	515	607	-15%	8,175	8,900	-8%
Resident cards issued	230	251	-8%	4,903	4,946	-1%
Reciprocal cards registered	126	125	1%	2,058	2,244	-8%
Reference questions	12,035	13,756	-13%	192,230	182,902	5%
Number of Programs	158	142	11%	2,970	2,738	8%
Program attendance	3,912	3,961	-1%	112,661	89,451	26%
Public computer use	9,356	10,139	-8%	127,537	130,222	-2%
Website visits	93,818	98,907	-5%	1,257,172	1,256,960	0%
In-person visitors	83,775	80,637	4%	1,035,972	1,037,096	0%
Marketplace - % of adult coll	8.5%	8.2%	0%	8.7%	8.2%	0%
Marketplace - % of circ	34.6%	34.6%	0%	35.1%	34.1%	1%
Kids' Mktplace - % of KW coll	4.5%	4.5%	0%	5.0%	4.8%	0%
Kids' Mktplace - % of circ	15.0%	14.6%	0%	16.1%	14.7%	1%
Volunteer hours	1,664	1,682	-1%	28,413	29,261	-3%

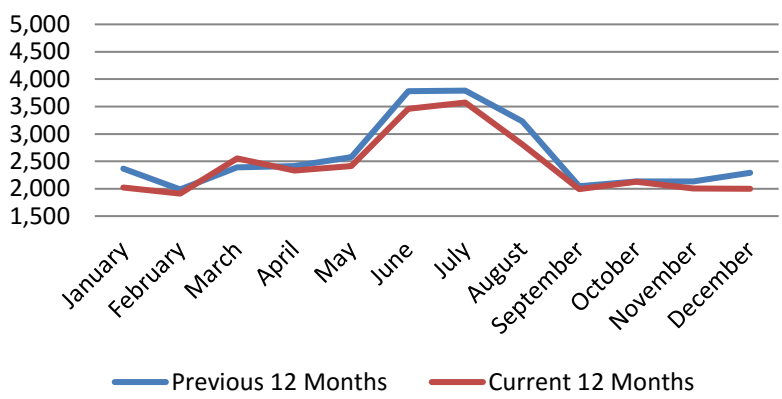
Adult Circulation



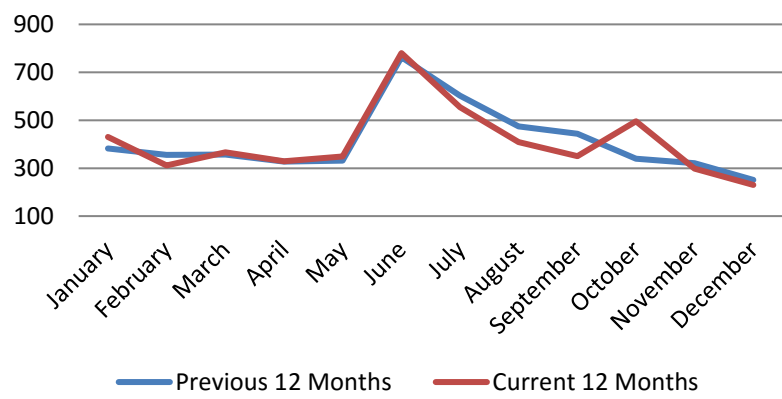
Children's Circulation

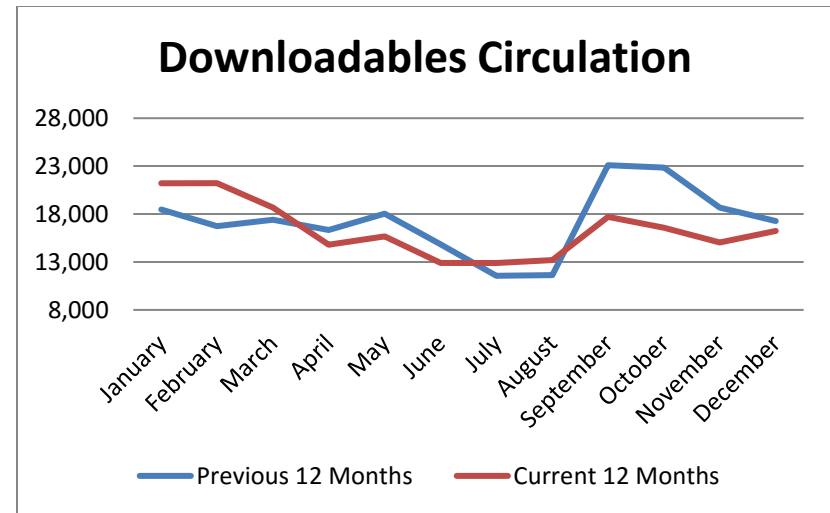
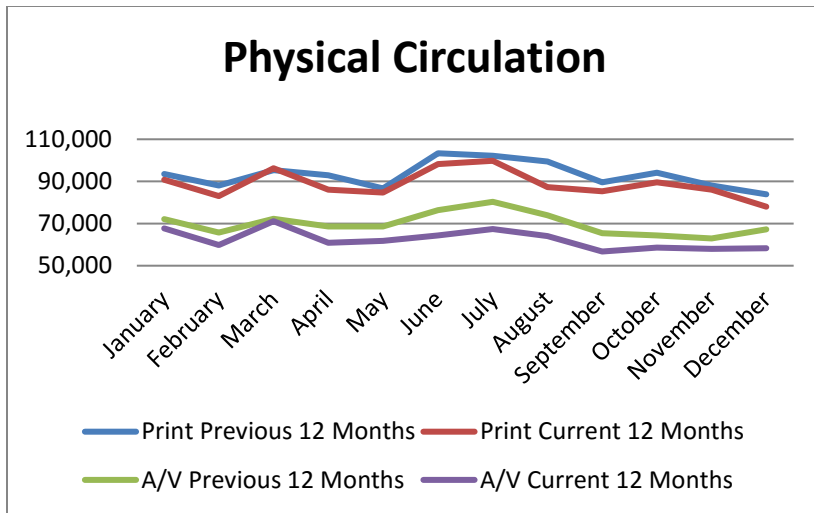


Teen Circulation



Resident Library Cards Issued

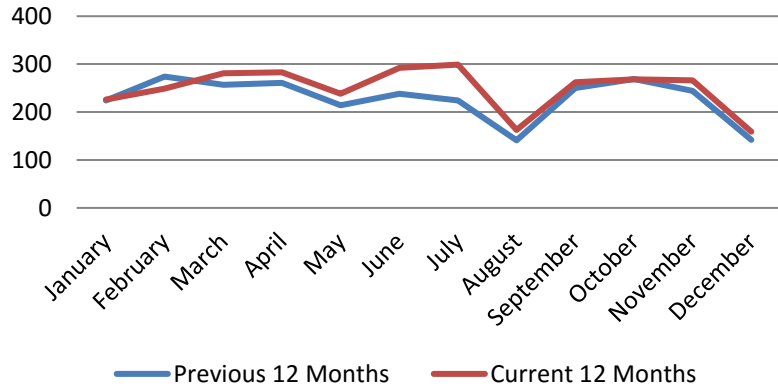




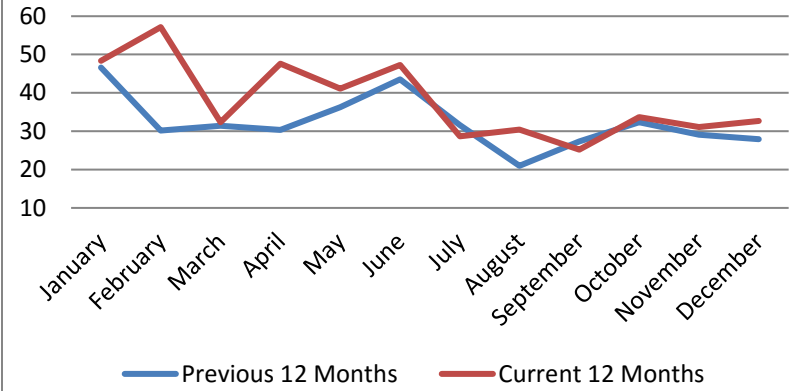
Notes relating to circulation:

- Circulation is down 9.3% for the month and 6.8% for the year. Even though checkouts are down, some areas have seen an increase in use.
 - At the Bookmobile, checkouts are up 7.9% for the month and 3.7% for the year.
 - Checkouts are up 6% for the year at the Senior Center.
 - An average of 65.9% of all main library checkouts were done at one of our self-check stations throughout 2017, compared to 64% in 2016.
- The number of Arlington Heights resident cards issued for the year remains steady compared to 2016, only down 0.9%, or about 40 cards, less than last year.
 - Of the 4,903 AH residents cards issued in 2017, 383 cards, or 7.8% of the total, were done in conjunction with our partnership with District 25.
- A few collections have seen increased usage this year.
 - Children’s music CDs (including bookmobile) are up 4.5% compared to 2016.
 - Children’s nonfiction movies are up 9.7% compared to last December.
 - Checkouts of equipment, which includes items such as cameras, Roku, iPads, flash drives, bike locks, and snowbrushes increased 38.8% compared to 2016.

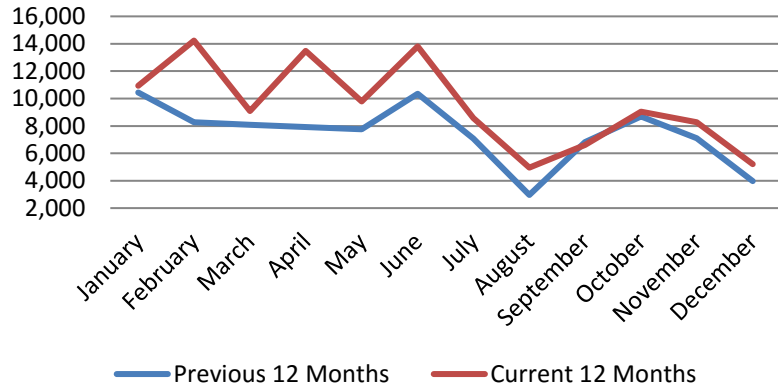
Program Sessions

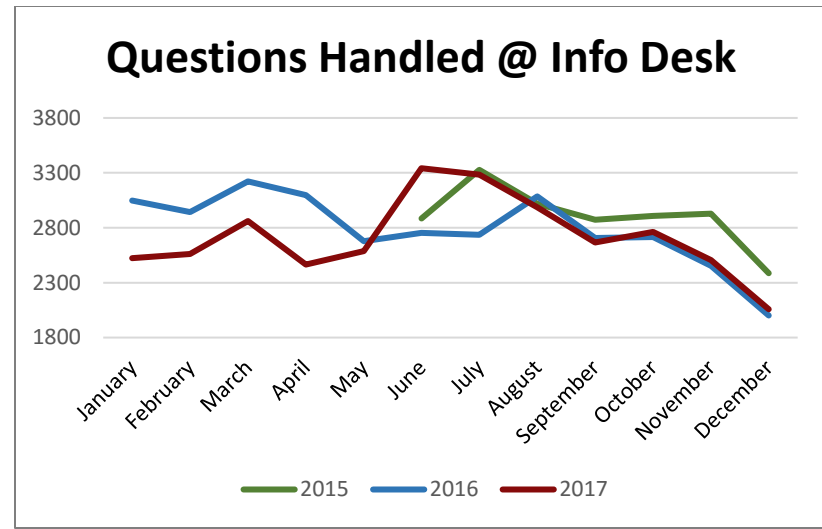
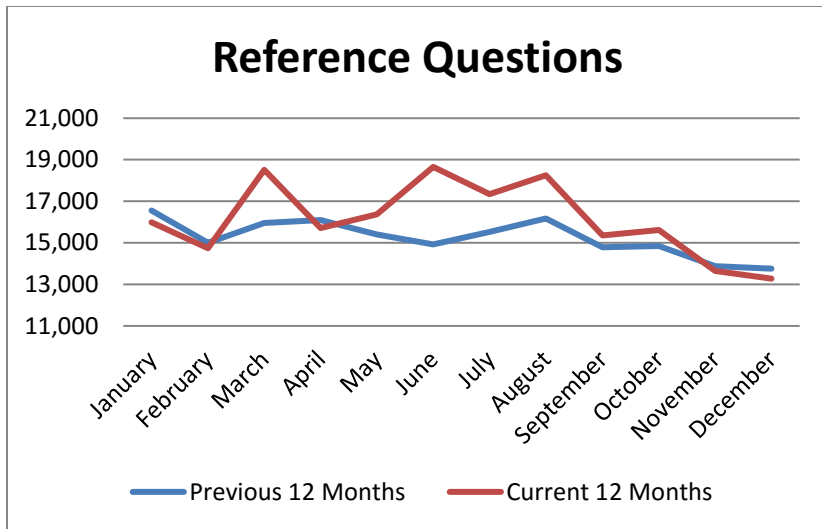


Attendance Per Program



Program Attendance

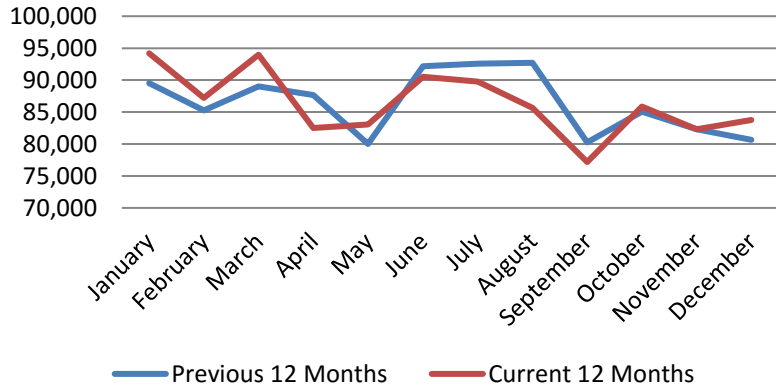




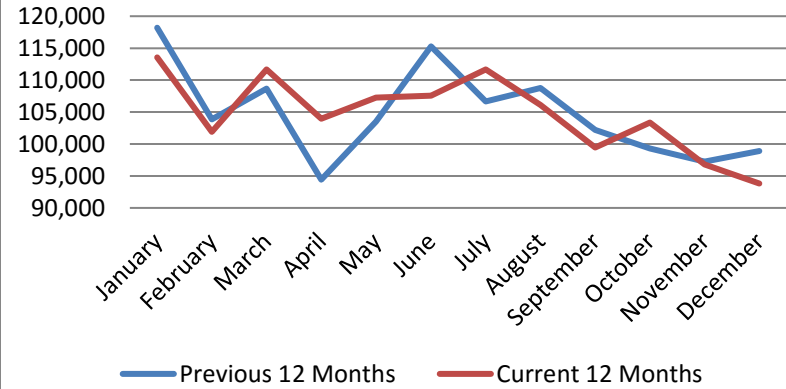
Notes relating to Info Services:

- In 2017, the Call Center answered over 75,000 and saw a 17% increase in reference questions. We also answered 4,724 chats, a 5% increase from 2016.
- We had 18,332 completed conference room reservations. This was a 5% increase from 2016.
- We handled 32,599 questions at Info Desk in 2017, about a 3% decrease from 2016. In December, we answered 2,058 questions. This is nearly the same number of questions answered in December 2016. 93% of customer interactions occurred at the Info desk, with 7% of interactions being a result of roving.
- In 2017, we answered 4724 chats, a 5% increase from 2016.
- In 2017 there were 18,332 completed conference room reservations. This was a 5% increase from 2016 (17,386 reservations).
- In 2017, 824 customers attended our book discussions. This attendance was distributed among 63 book discussions. This is a 6% increase over 2016 attendance.

In-person Attendance



Website Visits



Public Computer Use

