

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, JULY 17, 2018

BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 19, 2018 (Action Item 1)
- V. APPROVAL OF TRUSTEE EXPENDITURES (Action Item 2)
The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community event, etc., be approved by roll call vote of the board. Travel expenses for President Smart at the American Library Association Conference and Exhibition 2018 will be presented.
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2018 (Item 3)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2018 (Action Item 4)
- VIII. EXECUTIVE DIRECTOR'S REPORT

IX. OLD BUSINESS

X. NEW BUSINESS

- FINE FORGIVENESS WEEK (Action Item 5)

The board will discuss a possible Fine Forgiveness Week in the fall.

XI. LIAISON REPORTS

- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION

XII. OTHER

XIII. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES; (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY; 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, JUNE 19, 2018.

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

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

Absent: Trustees Tangney and Thanopoulos.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Mary Hastings, Director of Communications and Marketing; Diane Schultz, Director of Human Resources; Gary Leclair, Facilities Manager; Donna Ekl, Senior Account; Janet Moravec, Business Office Administrator, Greg Klostermann, Resident; Paige Klostermann, Resident.

06.18.03 There was no **PUBLIC COMMENT**.

Trustee Tangney joined the meeting at 7:32 p.m.

06.18.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 15, 2018 (Action Item 1)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

06.18.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 4, 2018 (Action Item 2)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

06.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2018 (Item 3)** – Mr. Driskell reported \$93,796 in real estate revenue was received in May. The library has received 53% of its annual budgeted revenue to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

06.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2018 (Action Item 4)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED MAY 31, 2018, IN THE AMOUNT OF \$1,127,340.40**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Zyck, and Smart. Nay: none. The motion carried.

06.18.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the May 19 Volunteer Fair providing over 180 attendees the opportunity to meet with more than 30 nonprofit and community organizations; the May 30 National Senior Health and Fitness Day in collaboration with other Senior Center agencies welcomed over 250 older adults who received free health screenings and listened to experts speak on health-related topics; a new program Countdown to Kindergarten designed to increase understanding of kindergarten readiness skills; the creation of an Exhibits Group with the goal of exchanging ideas and experiences around exhibits; as well as the creation of a 20s/30s Programming Group specifically dedicated to innovating and sharing ways to serve people in their 20s and 30s.

06.18.09 **OLD BUSINESS**

- **REVIEW AND APPROVAL OF EXECUTIVE SEARCH PROPOSAL (Action Item 5)** – The board reviewed and accepted the search proposal from John Keister and Associates for an executive director.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS JOHN KEISTER AND ASSOCIATES AS THE EXECUTIVE SEARCH PROVIDER FOR LIBRARY EXECUTIVE DIRECTOR FOR A SUM NOT TO EXCEED \$19,500.** Trustee Brody Garkisch seconded. All were in favor and the motion carried.

- **ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 6)** – The opinion of the auditor is that the library's financial statements present fairly, in all material respects, the financial position of the library. The board accepted the annual financial report for the year ended December 31, 2017.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2017 AS PRESENTED.** Trustee Zyck seconded. All were in favor and the motion carried.

- **ADOPTION OF 2019 BUDGET TARGETS (Action Item 7)** – The board reviewed the budget targets to be used in the preparation of the 2019 budget. Any updated information will be communicated to the board for its review and approval.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2019 BUDGET TARGETS WITH UPDATED INFORMATION TO BE INCLUDED AS IT BECOMES AVAILABLE.** Trustee Medal seconded. All were in favor and the motion carried.

- **AWARDING OF ROOF REPLACEMENT PROJECT (Action Item 8)** – The board awarded the 1978 building roof replacement project to Crowther Roofing whose bid was \$314,250, well below the budgeted amount of \$425,000.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES AWARDS THE 1978 BUILDING ROOF REPLACEMENT PROJECT TO CROWTHER ROOFING IN THE AMOUNT OF \$314,250, PLUS A 10% CONTINGENCY ALLOWANCE FOR A TOTAL OF \$345,675, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Zyck, and Smart. Nay: none. The motion carried.

- **AWARDING OF SKYLIGHT REPLACEMENT PROJECT (Action Item 9)** – At its May meeting, the board approved CPI Daylight’s proposal for the outer layer skylight replacement. Upon attorney review of the contract, it was recommended that CPI provide a list of approved installers and that a limited request for proposals be sent to those contractors. CPI did not want to compete with the contractors and retracted their original bid of \$133,780. Whited Brothers was the low bidder of the contractors with a bid of \$116,686.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES RESCINDS ITS OFFER TO CPI FOR REPLACEMENT OF THE OUTSIDE SKYLIGHT PANELS AND AWARDS THE SKYLIGHT REPLACEMENT PROJECT TO WHITED BROTHERS, INC, FOR AN AMOUNT NOT TO EXCEED \$128,354, WHICH INCLUDES A 10% CONTINGENCY, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Zyck, and Smart. Nay: none. The motion carried.

06.18.10 NEW BUSINESS

- **PREVAILING WAGE RESOLUTION (Action Item 10)** – Mr. Driskell reported that each June a public library is required to pass a prevailing wage resolution and publish an announcement in the local newspaper indicating its compliance with the Prevailing Wage Act. The library stipulates in its contracts and bids that contractors must pay the prevailing wage.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 18-01 “RESOLUTION FOR PREVAILING WAGE.”** Trustee Tangney seconded. All were in favor and the motion carried.

- **REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 11)** – Mr. Driskell reported that each June the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066. Using the General Mathematical Formula method to determine the fee, the new nonresident library card fee would be \$441.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS ITS CONTINUED COMMITMENT TO OFFERING A NONRESIDENT**

LIBRARY CARD OPTION UNDER PUBLIC ACT 92-1066 AND SETS THE ANNUAL FEE FOR THE CARD, USING THE GENERAL MATHEMATICAL FORMULA METHOD AT \$441 EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2019. Trustee Medal seconded. All were in favor and the motion carried.

06.18.11 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** –

President Smart reported the Friends are addressing new concepts for books sales including frequency, location and target marketing. They also have take-aways from their work session with Stu Wilson from Library Strategies and are working on an action plan. The Friends are now off for the summer months.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms.

Distel reported the exploratory committee is continuing to gather information and is now looking for examples of larger library foundations.

06.18.12 **OTHER**

- **ONE BOOK, ONE VILLAGE PROMOTIONAL PIANOS** – The Piano Project will be a public outdoor art display and marketing campaign for the library's community read initiative, One Book, One Village. The project will consist of individual artists each painting one functioning piano. The reinvented pianos will be placed for the community to play and enjoy from September to October 2018.

- **SCHEDULE JOINT MEETING WITH PARK DISTRICT BOARD (Saturday morning in the fall)** – Trustees will consider a Saturday morning in September or October 2018 for the joint meeting.

- **2018 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE, OCTOBER 9-11, 2018** – Registration is open for the Illinois Library Association Annual Conference being held in Peoria, October 9-11.

- The 2018 American Library Association Conference is June 21-26 in New Orleans. A number of staff will be attending and accepting the John Dana Cotton Award, which honors outstanding library public relations and marketing.

- Mr. Driskell reported the contractor working on the parking lot does not need to close the underground parking area; they are able to make the repair by removing a smaller portion of the asphalt than previously anticipated.

- Library Strategies has provided the final graphical version of the strategic plan. One version has the basic plan and a second longer version includes background information about the plan and the process.

06.18.13 Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES AND (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY.** Trustee Medal seconded. All were in favor and the motion carried. The board went into closed session at 8:04 p.m.

The board returned to open session at 8:29 p.m.

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

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:30 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

To: Board of Library Trustees
From: Mike Driskell
Date: July 11, 2018
Re: Authorization of Trustee Expenditures

The Local Government Expense Control Act, which became effective January 1, 2017, requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Below are the travel expenses for reimbursement for the American Library Association Conference & Exhibition 2018 in New Orleans, LA to President Smart.

**American Library Association (ALA) Conference & Exhibition 2018,
June 22-25, New Orleans, LA**

Airport Transportation	\$111.00
Meals	\$ 71.49

Suggested motion: **The Board of Library Trustees approves the reimbursement for travel expenses for the American Library Association Conference & Exhibition 2018 to President Smart in the amount of \$182.49.**

Village of Arlington Heights
REVENUE REPORT
50% OF YEAR LAPSED

Village of Arlington Heights

ACCOUNTING PERIOD 06/2018

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	75,690		.00	454,140	488,027.56	108	908,281	420,253.44
04 00	Real Estate Tax FICA	49,169		.00	295,014	317,027.68	108	590,029	273,001.32
05 00	Real Estate Tax	1,039,173		.00	6,235,038	6,700,286.24	108	12,470,082	5,769,795.76
401 **	Real Estate Taxes	1,164,032		.00	6,984,192	7,505,341.48	108	13,968,392	6,463,050.52
400 ***	Taxes	1,164,032		.00	6,984,192	7,505,341.48	108	13,968,392	6,463,050.52
410	Intergovernmental Revenue								
411	Intergovernmental								
20 00	Author Festival Deposits	0		.00	0			0	.00
65 00	Per Capita Grant & Gifts	5,000		.00	30,000	58,311.42	194	60,000	1,688.58
70 00	Other Grants	125	10,000.00	8000	750	10,000.00	1333	1,500	8,500.00-
75 00	Other Restricted	0		.00	0			0	.00
90 00	Contribution Ord. Library	83		.00	498			1,000	1,000.00
411 **	Intergovernmental	5,208	10,000.00	192	31,248	68,311.42	219	62,500	5,811.42-
410 ***	Intergovernmental Revenue	5,208	10,000.00	192	31,248	68,311.42	219	62,500	5,811.42-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208		.00	1,248	439.00	35	2,500	2,061.00
74 00	Copier/Reader Printer Fee	3,333	3,256.31	98	19,998	21,751.65	109	40,000	18,248.35
75 00	Meeting Room Fees	333	650.00	195	1,998	2,635.00	132	4,000	1,365.00
76 00	ILL Reimbursement	0		.00	0			0	.00
436 **	Library Fees	3,874	3,906.31	101	23,244	24,825.65	107	46,500	21,674.35
430 ***	Fees	3,874	3,906.31	101	23,244	24,825.65	107	46,500	21,674.35
440	Fines								
442	Library								
20 00	Late Charges	11,666	12,022.73	103	69,996	63,821.01	91	140,000	76,178.99
25 00	Lost/Damaged Item Charges	1,416	1,667.54	118	8,496	8,511.61	100	17,000	8,488.39
442 **	Library	13,082	13,690.27	105	78,492	72,332.62	92	157,000	84,667.38
440 ***	Fines	13,082	13,690.27	105	78,492	72,332.62	92	157,000	84,667.38
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,666	9,011.59	338	15,996	31,491.33	197	32,000	508.67
461 **	Simple Interest	2,666	9,011.59	338	15,996	31,491.33	197	32,000	508.67
462	Investment Income								
10 00	Market Value Adjustments	0	1,517.19		0	12,746.61		0	12,746.61-

Village of Arlington Heights
 REVENUE REPORT
 50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2018

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
462	** Investment Income	0	1,517.19		0	12,746.61		0	12,746.61-
460	*** Interest Income	2,666	10,528.78	395	15,996	44,237.94	277	32,000	12,237.94-
470	Sales Reimbursable Rents								
472	Sales and Rents								
42 00	Reimbursed Activity	0	.00		0	.00		0	.00
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
481	Special Events								
55 00	Premium Sponsor	0	.00		0	.00		0	.00
481	** Special Events	0	.00		0	.00		0	.00
482	Library Other								
02 00	Dedicated Revenue	0	.00		0	.00		0	.00
90 00	Reciprocal Borrowing	0	.00		0	.00		0	.00
96 00	Library Cable Network	0	.00		0	.00		0	.00
97 00	LCN Restricted	0	.00		0	.00		0	.00
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	100.00	121	498	2,406.18	483	1,000	1,406.18-
483	** Donations	83	100.00	121	498	2,406.18	483	1,000	1,406.18-
489	Other								
90 00	Other Income	833	846.67	102	4,998	6,460.32	129	10,000	3,539.68
93 00	Donations Genealogy	41	.00		246	.00		500	500.00
94 00	FOL Reimbursements	5,416	.00		32,496	22,736.57	70	65,000	42,263.43
489	** Other	6,290	846.67	14	37,740	29,196.89	77	75,500	46,303.11
480	*** Other	6,373	946.67	15	38,238	31,603.07	83	76,500	44,896.93
490	Other Financing Sources								
491	Other Financing Sources								
06 00	Residual Equity Transf In	0	.00		0	.00		0	.00
491	** Other Financing Sources	0	.00		0	.00		0	.00

Village of Arlington Heights
 REVENUE REPORT
 50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2018

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
490	Other Financing Sources								
491	Other Financing Sources								
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,195,235	39,072.03	3	7,171,410	7,746,652.18	108	14,342,892	6,596,239.82

Village of Arlington Heights
 REVENUE REPORT
 50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2018

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	10,258.62	821	7,500	27,304.54	364	15,000	12,304.54-
461	** Simple Interest	1,250	10,258.62	821	7,500	27,304.54	364	15,000	12,304.54-
462	Investment Income								
10 00	Market Value Adjustments	0	2,696.84		0	13,338.33		0	13,338.33-
462	** Investment Income	0	2,696.84		0	13,338.33		0	13,338.33-
460	*** Interest Income	1,250	12,955.46	1036	7,500	40,642.87	542	15,000	25,642.87-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		874,998	1,750,000.00	200	1,750,000	.00
491	** Other Financing Sources	145,833	.00		874,998	1,750,000.00	200	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		874,998	1,750,000.00	200	1,750,000	.00
FUND TOTAL	Capital Projects-Library	147,083	12,955.46	9	882,498	1,790,642.87	203	1,765,000	25,642.87-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	46337	24533.84	53	278022	163060.90	59	.00	556045	392984.10	29
	16 92	Achievement Awards	333	500.00	150	1998	1500.00	75	.00	4000	2500.00	38
	16 **	Library Personal Services	46670	25033.84	54	280020	164560.90	59	.00	560045	395484.10	29
	18	Other Personal Services										
	18 05	Overtime Civilian	16	79.95	500	96	789.82	823	.00	200	589.82-	395
	18 **	Other Personal Services	16	79.95	500	96	789.82	823	.00	200	589.82-	395
	19	Employee Benefits										
	19 05	Medical Insurance	5409	5496.93	102	32454	32981.58	102	.00	64913	31931.42	51
	19 10	IMRF	6056	3130.89	52	36336	20841.91	57	.00	72675	51833.09	29
	19 11	Social Security	2872	1479.24	52	17232	9821.96	57	.00	34475	24653.04	29
	19 12	Medicare	671	345.94	52	4026	2297.00	57	.00	8063	5766.00	29
	19 53	Flexible Spending	208	171.00	82	1248	1173.25	94	.00	2500	1326.75	47
	19 55	Unemployment Compensation	833	.00	0	4998	15252.16	305	.00	10000	5252.16-	153
	19 **	Employee Benefits	16049	10624.00	66	96294	82367.86	86	.00	192626	110258.14	43
	20	Prof Technical Services										
	20 05	Professional Services	333	6500.00	1952	1998	7400.00	370	.00	4000	3400.00-	185
	20 08	Consulting Services	2054	4567.50-	222-	12324	17445.04	142	.00	24650	7204.96	71
	20 20	Legal Services	1333	.00	0	7998	3841.25	48	.00	16000	12158.75	24
	20 40	General Insurance	11041	.00	0	66246	102149.46	154	.00	132500	30350.54	77
	20 81	OCLC Services	5216	317.34-	6-	31296	29938.48	96	.00	62601	32662.52	48
	20 **	Prof Technical Services	19977	1615.16	8	119862	160774.23	134	.00	239751	78976.77	67
	21	Property Services										
	21 65	Other Services	745	2173.32	292	4470	8113.91	182	.00	8947	833.09	91
	21 **	Property Services	745	2173.32	292	4470	8113.91	182	.00	8947	833.09	91
	22	Other Contractual Service										
	22 01	Advertising	83	.00	0	498	120.15	24	.00	1000	879.85	12
	22 02	Dues	1623	.00	0	9738	6480.00	67	.00	19485	13005.00	33
	22 03	Training	10608	12774.56	120	63648	81808.60	129	.00	127300	45491.40	64
	22 05	Postage	3590	2767.33	77	21540	26092.29	121	.00	43087	16994.71	61
	22 42	Internet Services	2359	2073.84	88	14154	15091.48	107	.00	28311	13219.52	53
	22 70	Telephone Services	4167	5936.25	143	25002	36528.20	146	.00	50014	13485.80	73
	22 **	Other Contractual Service	22430	23551.98	105	134580	166120.72	123	.00	269197	103076.28	62
	30	General Supplies										
	30 05	Office Supplies & Equip	738	363.17	49	4428	2640.36	60	.00	8858	6217.64	30
	30 **	General Supplies	738	363.17	49	4428	2640.36	60	.00	8858	6217.64	30
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	399	.00	0	2394	.00	0	.00	4790	4790.00	0
	31 **	Public Works Supplies	399	.00	0	2394	.00	0	.00	4790	4790.00	0

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
60		Culture/Recreation										
601		Library										
32		Library Supplies										
32	72	Special Events	70	96.34	138	420	422.58	101	.00	850	427.42	50
32	99	Items Reimb by Employees	0	70.26	0	0	21.41-	0	.00	0	21.41	0
32	**	Library Supplies	70	166.60	238	420	401.17	96	.00	850	448.83	47
40		Other Charges										
40	96	Operating Contingency	416	.00	0	2496	.00	0	.00	5000	5000.00	0
40	**	Other Charges	416	.00	0	2496	.00	0	.00	5000	5000.00	0
50		Property										
50	15	Other Equipment	4295	.00	0	25770	14331.11	56	.00	51540	37208.89	28
50	**	Property	4295	.00	0	25770	14331.11	56	.00	51540	37208.89	28
601	** **	Library	111805	63608.02	57	670830	600100.08	90	.00	1341804	741703.92	45
60	** **	Culture/Recreation	111805	63608.02	57	670830	600100.08	90	.00	1341804	741703.92	45
DIV	6001	TOTAL ***** Administration	111805	63608.02	57	670830	600100.08	90	.00	1341804	741703.92	45

PREPARED 07/12/2018, 16:02:18
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 50% 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										
		Communications & Mrkting	55598	39104.68	70	333588	325715.94	98	.00	667274	341558.06	49

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16	85 Salaries	13374	12748.00	95	80244	83670.96	104	.00	160495	76824.04	52
	16	** Library Personal Services	13374	12748.00	95	80244	83670.96	104	.00	160495	76824.04	52
	18	Other Personal Services										
	18	05 Overtime Civilian	25	93.68	375	150	1227.16	818	.00	300	927.16-	409
	18	** Other Personal Services	25	93.68	375	150	1227.16	818	.00	300	927.16-	409
	19	Employee Benefits										
	19	05 Medical Insurance	2816	3037.72	108	16896	18226.32	108	.00	33800	15573.68	54
	19	10 IMRF	1748	1633.48	93	10488	10799.09	103	.00	20976	10176.91	52
	19	11 Social Security	829	756.75	91	4974	5020.84	101	.00	9951	4930.16	51
	19	12 Medicare	193	176.97	92	1158	1174.22	101	.00	2327	1152.78	51
	19	50 Employee Asst. Program	520	.00	0	3120	5577.34	179	.00	6250	672.66	89
	19	** Employee Benefits	6106	5604.92	92	36636	40797.81	111	.00	73304	32506.19	56
	21	Property Services										
	21	65 Other Services	687	632.75	92	4122	3263.00	79	.00	8250	4987.00	40
	21	** Property Services	687	632.75	92	4122	3263.00	79	.00	8250	4987.00	40
	22	Other Contractual Service										
	22	01 Advertising	208	99.00	48	1248	1493.10	120	.00	2500	1006.90	60
	22	02 Dues	258	.00	0	1548	2509.00	162	.00	3105	596.00	81
	22	03 Training	67	534.69	798	402	872.76	217	.00	810	62.76-	108
	22	55 In Service Training	625	.00	0	3750	6677.61	178	.00	7500	822.39	89
	22	** Other Contractual Service	1158	633.69	55	6948	11552.47	166	.00	13915	2362.53	83
	40	Other Charges										
	40	62 Tuition Reimbursement	1250	.00	0	7500	7286.00	97	.00	15000	7714.00	49
	40	70 Employee Recognition Prog	1370	.00	0	8220	536.52	7	.00	16450	15913.48	3
	40	** Other Charges	2620	.00	0	15720	7822.52	50	.00	31450	23627.48	25
601	**	** Library	23970	19713.04	82	143820	148333.92	103	.00	287714	139380.08	52
60	**	** Culture/Recreation	23970	19713.04	82	143820	148333.92	103	.00	287714	139380.08	52
DIV	6003	TOTAL ***** Human Resources	23970	19713.04	82	143820	148333.92	103	.00	287714	139380.08	52

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	21	Property Services										
	21 65	Other Services	416	.00	0	2496	1341.98	54	.00	5000	3658.02	27
	21 **	Property Services	416	.00	0	2496	1341.98	54	.00	5000	3658.02	27
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	2907.29	175	9996	36451.77	365	.00	20000	16451.77-	182
	22 **	Other Contractual Service	1666	2907.29	175	9996	36451.77	365	.00	20000	16451.77-	182
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	2496	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	2496	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	2496	1264.14	51	.00	5000	3735.86	25
	32 02	Program Supplies	416	194.92	47	2496	538.34	22	.00	5000	4461.66	11
	32 32	Software	125	.00	0	750	.00	0	.00	1500	1500.00	0
	32 72	Special Events	833	3850.00	462	4998	16662.31	333	.00	10000	6662.31-	167
	32 75	Audio Visual	166	.00	0	996	.00	0	.00	2000	2000.00	0
	32 78	Electronic Resources	125	.00	0	750	.00	0	.00	1500	1500.00	0
	32 80	Books	416	1100.00-	264-	2496	24.31	1	.00	5000	4975.69	1
	32 **	Library Supplies	2497	2944.92	118	14982	18489.10	123	.00	30000	11510.90	62
	50	Property										
	50 15	Other Equipment	416	.00	0	2496	.00	0	.00	5000	5000.00	0
	50 55	Other Capital Outlay	0	1100.00	0	0	2281.18	0	.00	0	2281.18-	0
	50 **	Property	416	1100.00	264	2496	2281.18	91	.00	5000	2718.82	46
601 ** **		Library	5411	6952.21	129	32466	58564.03	180	.00	65000	6435.97	90
60 ** **		Culture/Recreation	5411	6952.21	129	32466	58564.03	180	.00	65000	6435.97	90
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	5411	6952.21	129	32466	58564.03	180	.00	65000	6435.97	90

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19092	16038.02	84	114552	118543.25	104	.00	229114	110570.75	52
	16 **	Library Personal Services	19092	16038.02	84	114552	118543.25	104	.00	229114	110570.75	52
	18	Other Personal Services										
	18 05	Overtime Civilian	41	1.90	5	246	115.94	47	.00	500	384.06	23
	18 **	Other Personal Services	41	1.90	5	246	115.94	47	.00	500	384.06	23
	19	Employee Benefits										
	19 05	Medical Insurance	3222	2977.77	92	19332	17866.62	92	.00	38669	20802.38	46
	19 10	IMRF	2495	2040.28	82	14970	15093.46	101	.00	29946	14852.54	50
	19 11	Social Security	1183	974.03	82	7098	7015.92	99	.00	14205	7189.08	49
	19 12	Medicare	276	227.79	83	1656	1640.81	99	.00	3322	1681.19	49
	19 **	Employee Benefits	7176	6219.87	87	43056	41616.81	97	.00	86142	44525.19	48
	20	Prof Technical Services										
	20 05	Professional Services	450	5400.00	1200	2700	5400.00	200	.00	5400	.00	100
	20 **	Prof Technical Services	450	5400.00	1200	2700	5400.00	200	.00	5400	.00	100
	21	Property Services										
	21 36	Equipment Rental	586	.00	0	3516	842.00	24	.00	7040	6198.00	12
	21 65	Other Services	442	.00	0	2652	.00	0	.00	5310	5310.00	0
	21 **	Property Services	1028	.00	0	6168	842.00	14	.00	12350	11508.00	7
	22	Other Contractual Service										
	22 02	Dues	60	.00	0	360	280.00	78	.00	725	445.00	39
	22 03	Training	100	.00	0	600	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	2033	2033.33	100	12198	12199.98	100	.00	24400	12200.02	50
	22 **	Other Contractual Service	2193	2033.33	93	13158	12479.98	95	.00	26325	13845.02	47
601 ** **		Library	29980	29693.12	99	179880	178997.98	100	.00	359831	180833.02	50
60 ** **		Culture/Recreation	29980	29693.12	99	179880	178997.98	100	.00	359831	180833.02	50
DIV 6008		TOTAL ***** Finance	29980	29693.12	99	179880	178997.98	100	.00	359831	180833.02	50

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	52333	49570.06	95	313998	318851.32	102	.00	627997	309145.68	51
	16 **	Library Personal Services	52333	49570.06	95	313998	318851.32	102	.00	627997	309145.68	51
	18	Other Personal Services										
	18 05	Overtime Civilian	20	29.74	149	120	596.18	497	.00	250	346.18-	239
	18 **	Other Personal Services	20	29.74	149	120	596.18	497	.00	250	346.18-	239
	19	Employee Benefits										
	19 05	Medical Insurance	12185	11578.69	95	73110	69472.14	95	.00	146228	76755.86	48
	19 10	IMRF	6644	6068.21	91	39864	39147.76	98	.00	79738	40590.24	49
	19 11	Social Security	3244	2967.91	92	19464	19162.05	98	.00	38936	19773.95	49
	19 12	Medicare	758	694.09	92	4548	4481.46	99	.00	9106	4624.54	49
	19 **	Employee Benefits	22831	21308.90	93	136986	132263.41	97	.00	274008	141744.59	48
	20	Prof Technical Services										
	20 05	Professional Services	687	231.46	34	4122	7285.12	177	.00	8252	966.88	88
	20 08	Consulting Services	2170	.00	0	13020	8523.50	66	.00	26045	17521.50	33
	20 **	Prof Technical Services	2857	231.46	8	17142	15808.62	92	.00	34297	18488.38	46
	21	Property Services										
	21 02	Equipment Maintenance	14991	1994.20	13	89946	140205.00	156	.00	179898	39693.00	78
	21 **	Property Services	14991	1994.20	13	89946	140205.00	156	.00	179898	39693.00	78
	22	Other Contractual Service										
	22 02	Dues	17	.00	0	102	.00	0	.00	209	209.00	0
	22 03	Training	37	.00	0	222	720.07	324	.00	450	270.07-	160
	22 **	Other Contractual Service	54	.00	0	324	720.07	222	.00	659	61.07-	109
	30	General Supplies										
	30 05	Office Supplies & Equip	31	.00	0	186	78.67-	42-	.00	375	453.67	21-
	30 30	Data System Supplies	3183	2717.63	85	19098	19681.01	103	.00	38204	18522.99	52
	30 32	Software Library	14623	645.12	4	87738	104190.21	119	.00	175480	71289.79	59
	30 33	Documentation Library	52	.00	0	312	.00	0	.00	625	625.00	0
	30 **	General Supplies	17889	3362.75	19	107334	123792.55	115	.00	214684	90891.45	58
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1384	1584.97	115	8304	9158.66	110	.00	16610	7451.34	55
	31 **	Public Works Supplies	1384	1584.97	115	8304	9158.66	110	.00	16610	7451.34	55
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	150	15.26	10	.00	300	284.74	5
	32 32	Software	857	.00	0	5142	3477.65	68	.00	10287	6809.35	34
	32 **	Library Supplies	882	.00	0	5292	3492.91	66	.00	10587	7094.09	33

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	5902	1120.50	19	35412	20500.39	58	.00	70830	50329.61	29
	50 15	Other Equipment	1066	.00	0	6396	895.00	14	.00	12800	11905.00	7
	50 **	Property	6968	1120.50	16	41808	21395.39	51	.00	83630	62234.61	26
601	** **	Library	120209	79202.58	66	721254	766284.11	106	.00	1442620	676335.89	53
60	** **	Culture/Recreation	120209	79202.58	66	721254	766284.11	106	.00	1442620	676335.89	53
DIV	6010	TOTAL ***** Information Technology	120209	79202.58	66	721254	766284.11	106	.00	1442620	676335.89	53

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 85	Salaries	19339	18279.96	95	116034	128086.25	110	.00	232068	103981.75	55
	16 **	Library Personal Services	19339	18279.96	95	116034	128086.25	110	.00	232068	103981.75	55
	18	Other Personal Services										
	18 05	Overtime Civilian	166	299.43	180	996	1841.31	185	.00	2000	158.69	92
	18 **	Other Personal Services	166	299.43	180	996	1841.31	185	.00	2000	158.69	92
	19	Employee Benefits										
	19 05	Medical Insurance	4781	4753.28	99	28686	28519.68	99	.00	57379	28859.32	50
	19 10	IMRF	2186	2015.97	92	13116	14482.79	110	.00	26240	11757.21	55
	19 11	Social Security	1199	1136.74	95	7194	7809.43	109	.00	14388	6578.57	54
	19 12	Medicare	280	265.84	95	1680	1826.42	109	.00	3365	1538.58	54
	19 **	Employee Benefits	8446	8171.83	97	50676	52638.32	104	.00	101372	48733.68	52
	22	Other Contractual Service										
	22 03	Training	156	.00	0	936	138.18	15	.00	1875	1736.82	7
	22 **	Other Contractual Service	156	.00	0	936	138.18	15	.00	1875	1736.82	7
	30	General Supplies										
	30 05	Office Supplies & Equip	18	37.92	211	108	75.84	70	.00	225	149.16	34
	30 **	General Supplies	18	37.92	211	108	75.84	70	.00	225	149.16	34
601 ** **		Library	28125	26789.14	95	168750	182779.90	108	.00	337540	154760.10	54
60 ** **		Culture/Recreation	28125	26789.14	95	168750	182779.90	108	.00	337540	154760.10	54
DIV 6015		TOTAL ***** Security	28125	26789.14	95	168750	182779.90	108	.00	337540	154760.10	54

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 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

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 ACCOUNTING PERIOD 06/2018

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										
		Executive Office	455905	337552.57	74	2735430	2747359.32	100	.00	5471527	2724167.68	50

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 85	Salaries	74334	71084.96	96	446004	444554.55	100	.00	892014	447459.45	50
	16 **	Library Personal Services	74334	71084.96	96	446004	444554.55	100	.00	892014	447459.45	50
	18	Other Personal Services										
	18 05	Overtime Civilian	20	.00	0	120	.00	0	.00	250	250.00	0
	18 **	Other Personal Services	20	.00	0	120	.00	0	.00	250	250.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10508	10435.34	99	63048	62612.04	99	.00	126098	63485.96	50
	19 10	IMRF	9525	8813.23	93	57150	56185.23	98	.00	114303	58117.77	49
	19 11	Social Security	4608	4247.77	92	27648	26740.57	97	.00	55305	28564.43	48
	19 12	Medicare	1077	993.45	92	6462	6253.90	97	.00	12934	6680.10	48
	19 **	Employee Benefits	25718	24489.79	95	154308	151791.74	98	.00	308640	156848.26	49
	21	Property Services										
	21 65	Other Services	0	.00	0	0	1852.50	0	.00	0	1852.50-	0
	21 **	Property Services	0	.00	0	0	1852.50	0	.00	0	1852.50-	0
	22	Other Contractual Service										
	22 02	Dues	400	474.00	119	2400	2247.00	94	.00	4803	2556.00	47
	22 03	Training	370	15.84	4	2220	644.12	29	.00	4451	3806.88	15
	22 18	Contr Programs & Exhibits	850	420.00	49	5100	1950.00	38	.00	10200	8250.00	19
	22 **	Other Contractual Service	1620	909.84	56	9720	4841.12	50	.00	19454	14612.88	25
	30	General Supplies										
	30 05	Office Supplies & Equip	25	.00	0	150	129.81	87	.00	310	180.19	42
	30 **	General Supplies	25	.00	0	150	129.81	87	.00	310	180.19	42
	32	Library Supplies										
	32 01	Program Supplies	164	541.72	330	984	843.91	86	.00	1970	1126.09	43
	32 02	Program Supplies	0	20.53	0	0	100.59	0	.00	0	100.59-	0
	32 90	Circulation Supplies	183	.00	0	1098	42.75	4	.00	2203	2160.25	2
	32 **	Library Supplies	347	562.25	162	2082	987.25	47	.00	4173	3185.75	24
601	** **	Library	102064	97046.84	95	612384	604156.97	99	.00	1224841	620684.03	49
60	** **	Culture/Recreation	102064	97046.84	95	612384	604156.97	99	.00	1224841	620684.03	49
DIV	6405	TOTAL ***** Business & Specialty Serv	102064	97046.84	95	612384	604156.97	99	.00	1224841	620684.03	49

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	218730	188471.97	86	1312380	1226090.69	93	.00	2624771	1398680.31	47
16	**	Library Personal Services	218730	188471.97	86	1312380	1226090.69	93	.00	2624771	1398680.31	47
18		Other Personal Services										
18	05	Overtime Civilian	166	78.85	48	996	603.77	61	.00	2000	1396.23	30
18	**	Other Personal Services	166	78.85	48	996	603.77	61	.00	2000	1396.23	30
19		Employee Benefits										
19	05	Medical Insurance	21340	21048.44	99	128040	126290.64	99	.00	256090	129799.36	49
19	10	IMRF	21858	13350.05	61	131148	123489.55	94	.00	262298	138808.45	47
19	11	Social Security	13566	11394.75	84	81396	74392.13	91	.00	162793	88400.87	46
19	12	Medicare	3172	2664.91	84	19032	17398.12	91	.00	38073	20674.88	46
19	**	Employee Benefits	59936	48458.15	81	359616	341570.44	95	.00	719254	377683.56	48
21		Property Services										
21	02	Equipment Maintenance	46	.00	0	276	107.92	39	.00	555	447.08	19
21	64	Access Services	250	92.50	37	1500	1429.37	95	.00	3000	1570.63	48
21	65	Other Services	945	739.25	78	5670	5632.25	99	.00	11348	5715.75	50
21	**	Property Services	1241	831.75	67	7446	7169.54	96	.00	14903	7733.46	48
22		Other Contractual Service										
22	02	Dues	184	413.00	225	1104	758.00	69	.00	2210	1452.00	34
22	03	Training	357	372.13	104	2142	653.37	31	.00	4294	3640.63	15
22	**	Other Contractual Service	541	785.13	145	3246	1411.37	44	.00	6504	5092.63	22
30		General Supplies										
30	05	Office Supplies & Equip	433	207.20	48	2598	1941.10	75	.00	5207	3265.90	37
30	07	Supplies Reimb by Patrons	168	.00	0	1008	.00	0	.00	2020	2020.00	0
30	**	General Supplies	601	207.20	35	3606	1941.10	54	.00	7227	5285.90	27
32		Library Supplies										
32	01	Program Supplies	194	11.55	6	1164	1785.09	153	.00	2332	546.91	77
32	90	Circulation Supplies	947	189.11	20	5682	2751.89	48	.00	11369	8617.11	24
32	**	Library Supplies	1141	200.66	18	6846	4536.98	66	.00	13701	9164.02	33
601	**	** Library	282356	239033.71	85	1694136	1583323.89	94	.00	3388360	1805036.11	47
60	**	** Culture/Recreation	282356	239033.71	85	1694136	1583323.89	94	.00	3388360	1805036.11	47
DIV	6420	TOTAL ***** Customer Services	282356	239033.71	85	1694136	1583323.89	94	.00	3388360	1805036.11	47

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16	85 Salaries	33201	36037.46	109	199206	197258.25	99	.00	398420	201161.75	50
	16	** Library Personal Services	33201	36037.46	109	199206	197258.25	99	.00	398420	201161.75	50
	18	Other Personal Services										
	18	05 Overtime Civilian	16	.00	0	96	35.30	37	.00	200	164.70	18
	18	** Other Personal Services	16	.00	0	96	35.30	37	.00	200	164.70	18
	19	Employee Benefits										
	19	05 Medical Insurance	7843	5862.98	75	47058	35177.88	75	.00	94121	58943.12	37
	19	10 IMRF	4199	3759.76	90	25194	23959.38	95	.00	50397	26437.62	48
	19	11 Social Security	2058	2200.19	107	12348	11864.31	96	.00	24702	12837.69	48
	19	12 Medicare	481	514.54	107	2886	2774.60	96	.00	5777	3002.40	48
	19	** Employee Benefits	14581	12337.47	85	87486	73776.17	84	.00	174997	101220.83	42
	22	Other Contractual Service										
	22	02 Dues	171	.00	0	1026	640.00	62	.00	2053	1413.00	31
	22	03 Training	111	28.71	26	666	411.94	62	.00	1340	928.06	31
	22	18 Contr Programs & Exhibits	14224	6890.11	48	85344	104084.74	122	.00	170695	66610.26	61
	22	** Other Contractual Service	14506	6918.82	48	87036	105136.68	121	.00	174088	68951.32	60
	32	Library Supplies										
	32	02 Program Supplies	5138	8740.47	170	30828	32408.98	105	.00	61657	29248.02	53
	32	** Library Supplies	5138	8740.47	170	30828	32408.98	105	.00	61657	29248.02	53
601	**	** Library	67442	64034.22	95	404652	408615.38	101	.00	809362	400746.62	51
60	**	** Culture/Recreation	67442	64034.22	95	404652	408615.38	101	.00	809362	400746.62	51
DIV	6440	TOTAL ***** Programs and Exhibits	67442	64034.22	95	404652	408615.38	101	.00	809362	400746.62	51

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	42793	38343.99	90	256758	241460.44	94	.00	513526	272065.56	47
	16 **	Library Personal Services	42793	38343.99	90	256758	241460.44	94	.00	513526	272065.56	47
	18	Other Personal Services										
	18 05	Overtime Civilian	8	.00	0	48	41.47	86	.00	100	58.53	42
	18 **	Other Personal Services	8	.00	0	48	41.47	86	.00	100	58.53	42
	19	Employee Benefits										
	19 05	Medical Insurance	4629	3541.55	77	27774	21249.30	77	.00	55556	34306.70	38
	19 10	IMRF	5265	4434.03	84	31590	27397.25	87	.00	63185	35787.75	43
	19 11	Social Security	2653	2339.87	88	15918	14768.01	93	.00	31839	17070.99	46
	19 12	Medicare	620	547.23	88	3720	3453.79	93	.00	7446	3992.21	46
	19 **	Employee Benefits	13167	10862.68	83	79002	66868.35	85	.00	158026	91157.65	42
	22	Other Contractual Service										
	22 02	Dues	192	.00	0	1152	673.00	58	.00	2305	1632.00	29
	22 03	Training	41	.00	0	246	67.11	27	.00	500	432.89	13
	22 66	Outside Reference Service	225	.00	0	1350	2662.68	197	.00	2700	37.32	99
	22 **	Other Contractual Service	458	.00	0	2748	3402.79	124	.00	5505	2102.21	62
	30	General Supplies										
	30 05	Office Supplies & Equip	58	.00	0	348	603.07	173	.00	700	96.93	86
	30 07	Supplies Reimb by Patrons	75	62.70	84	450	42.61	10	.00	900	857.39	5
	30 **	General Supplies	133	62.70	47	798	645.68	81	.00	1600	954.32	40
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	520	.00	0	3120	2611.27	84	.00	6250	3638.73	42
	31 **	Public Works Supplies	520	.00	0	3120	2611.27	84	.00	6250	3638.73	42
	32	Library Supplies										
	32 01	Program Supplies	83	.00	0	498	.00	0	.00	1000	1000.00	0
	32 78	Electronic Resources	28085	33817.00	120	168510	298865.11	177	.00	337027	38161.89	89
	32 90	Circulation Supplies	147	170.48	116	882	932.05	106	.00	1775	842.95	53
	32 **	Library Supplies	28315	33987.48	120	169890	299797.16	177	.00	339802	40004.84	88
	50	Property										
	50 15	Other Equipment	382	366.68-	96-	2292	1889.99	83	.00	4588	2698.01	41
	50 **	Property	382	366.68-	96-	2292	1889.99	83	.00	4588	2698.01	41
601	** **	Library	85776	82890.17	97	514656	616717.15	120	.00	1029397	412679.85	60
60	** **	Culture/Recreation	85776	82890.17	97	514656	616717.15	120	.00	1029397	412679.85	60
DIV	6450	TOTAL *****										
		Digital Services	85776	82890.17	97	514656	616717.15	120	.00	1029397	412679.85	60

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										
	16	Library Personal Services										
	16 85	Salaries	65855	60676.76	92	395130	392329.32	99	.00	790261	397931.68	50
	16 **	Library Personal Services	65855	60676.76	92	395130	392329.32	99	.00	790261	397931.68	50
	18	Other Personal Services										
	18 05	Overtime Civilian	12	.00	0	72	69.90	97	.00	150	80.10	47
	18 **	Other Personal Services	12	.00	0	72	69.90	97	.00	150	80.10	47
	19	Employee Benefits										
	19 05	Medical Insurance	15468	16154.21	104	92808	96925.26	104	.00	185626	88700.74	52
	19 10	IMRF	8598	7718.07	90	51588	49913.04	97	.00	103182	53268.96	48
	19 11	Social Security	4083	3599.43	88	24498	23342.30	95	.00	48996	25653.70	48
	19 12	Medicare	954	841.77	88	5724	5458.90	95	.00	11459	6000.10	48
	19 **	Employee Benefits	29103	28313.48	97	174618	175639.50	101	.00	349263	173623.50	50
	22	Other Contractual Service										
	22 02	Dues	206	.00	0	1236	513.00	42	.00	2478	1965.00	21
	22 03	Training	83	110.88	134	498	191.71	39	.00	1000	808.29	19
	22 85	Processing Services	8875	5875.70	66	53250	38362.65	72	.00	106500	68137.35	36
	22 **	Other Contractual Service	9164	5986.58	65	54984	39067.36	71	.00	109978	70910.64	36
	30	General Supplies										
	30 05	Office Supplies & Equip	125	235.00	188	750	695.64	93	.00	1500	804.36	46
	30 33	Documentation Library	59	.00	0	354	525.00	148	.00	717	192.00	73
	30 **	General Supplies	184	235.00	128	1104	1220.64	111	.00	2217	996.36	55
	32	Library Supplies										
	32 03	Binding	16	.00	0	96	.00	0	.00	200	200.00	0
	32 05	Processing Supplies	2583	756.00	29	15498	10834.73	70	.00	31000	20165.27	35
	32 75	Audio Visual	43844	38911.64	89	263064	237237.14	90	.00	526135	288897.86	45
	32 80	Books	61106	54059.88	89	366636	346106.90	94	.00	733276	387169.10	47
	32 90	Circulation Supplies	250	915.96	366	1500	915.96	61	.00	3000	2084.04	31
	32 95	Periodicals	10907	2725.53	25	65442	62077.39	95	.00	130889	68811.61	47
	32 **	Library Supplies	118706	97369.01	82	712236	657172.12	92	.00	1424500	767327.88	46
601 ** **		Library	223024	192580.83	86	1338144	1265498.84	95	.00	2676369	1410870.16	47
60 ** **		Culture/Recreation	223024	192580.83	86	1338144	1265498.84	95	.00	2676369	1410870.16	47
DIV 6470		TOTAL ***** Collection Services	223024	192580.83	86	1338144	1265498.84	95	.00	2676369	1410870.16	47
DEPT 64		TOTAL ***** User Services	760662	675585.77	89	4563972	4478312.23	98	.00	9128329	4650016.77	49

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDDT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	90	Other Financing Uses										
	90 05	Operating Transfer Out	145833	.00	0	874998	1750000.00	200	.00	1750000	.00 100	
	90 **	Other Financing Uses	145833	.00	0	874998	1750000.00	200	.00	1750000	.00 100	
601 ** **		Library	145833	.00	0	874998	1750000.00	200	.00	1750000	.00 100	
60 ** **		Culture/Recreation	145833	.00	0	874998	1750000.00	200	.00	1750000	.00 100	
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	874998	1750000.00	200	.00	1750000	.00 100	
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	874998	1750000.00	200	.00	1750000	.00 100	
FUND 291		TOTAL ***** Memorial Library Fund	1362400	1013138.34	74	8174400	8975671.55	110	.00	16349856	7374184.45 55	
GRAND		TOTAL *****	1362400	1013138.34	74	8174400	8975671.55	110	.00	16349856	7374184.45 55	

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	12 Computer Equipment	7666	.00	0	45996	86829.86	189	.00	92000	5170.14	94
	50	** Property	7666	.00	0	45996	86829.86	189	.00	92000	5170.14	94
601	**	** Library	7666	.00	0	45996	86829.86	189	.00	92000	5170.14	94
60	**	** Culture/Recreation	7666	.00	0	45996	86829.86	189	.00	92000	5170.14	94
DIV	6010	TOTAL *****										
		Information Technology	7666	.00	0	45996	86829.86	189	.00	92000	5170.14	94

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	13358	.00	0	80148	.00	0	.00	160300	160300.00	0
	50 55	Other Capital Outlay	65416	14500.00	22	392496	16934.00	4	.00	785000	768066.00	2
	50 **	Property	78774	14500.00	18	472644	16934.00	4	.00	945300	928366.00	2
601 ** **		Library	78774	14500.00	18	472644	16934.00	4	.00	945300	928366.00	2
60 ** **		Culture/Recreation	78774	14500.00	18	472644	16934.00	4	.00	945300	928366.00	2
DIV 6020		TOTAL ***** Facilities	78774	14500.00	18	472644	16934.00	4	.00	945300	928366.00	2
DEPT 60		TOTAL ***** Executive Office	86440	14500.00	17	518640	103763.86	20	.00	1037300	933536.14	10
FUND 491		TOTAL ***** Capital Projects-Library	86440	14500.00	17	518640	103763.86	20	.00	1037300	933536.14	10
GRAND		TOTAL *****	86440	14500.00	17	518640	103763.86	20	.00	1037300	933536.14	10

July 17, 2018

(Action Item 4)

ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
June 30, 2018

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$281,623.27
491	Capital Projects Fund - Library	\$14,500.00
Total Disbursements		<u>\$296,123.27</u>
Payrolls Paid		
6/8/2018		\$286,604.16
6/22/2018		\$286,195.70
		<u>\$572,799.86</u>
 Journal Entry Expenditures by Village On Behalf Of the Library		
6/30/2018	Group Insurance	\$96,575.00
6/30/2018	IMRF	\$59,722.05
6/30/2018	Social Security	\$34,412.10
6/30/2018	Medicare	\$13,308.37
		<u>\$204,017.52</u>
Total Disbursed		<u><u>\$1,072,940.65</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
77005	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-JUNE 2018	99.84	99.84
77017	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	237.57-	237.57-
77060	GALE/CENGAGE LEARNING	291-0000-140.05-00	PREPAID ELECTRONIC DATA	3,302.31	
		291-0000-140.05-00	PREPAID VALUE	9,049.61	12,351.92
77066	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED	3,463.82	
		291-0000-210.99-00	FSA DEP	769.24	4,233.06
77102	NEWSPAPER ARCHIVE INC	291-0000-140.05-00	2019 SILVER MICROFILM SUB	9,127.00	9,127.00
77124	SCHOLASTIC LIBRARY	291-0000-140.05-00	PREPAID VALUE	5,360.00	5,360.00
77140	TUTOR.COM	291-0000-140.05-00	PREPAID VALUE	4,100.00	4,100.00
77143	VALUE LINE PUBLISHING LLC	291-0000-140.05-00	PREPAID VALUE	2,967.67	2,967.67
***** DIVISION TOTAL ****					38,001.92
***** DEPARTMENT TOTAL **					38,001.92

DEPARTMENT: 60

Executive Office

DIVISION: 01

77006	AICHELE, PATRICIA	291-6001-601.22-03	ALA CONF - AICHELE P	245.43	245.43
77009	ALIBRIS	291-6001-601.32-99	EMP REIMBURSED PURCHASE	69.30	
		291-6001-601.32-99	EMPL REIMB PURCHASE	37.90	107.20
77010	AMAZON.COM CREDIT	291-6001-601.30-05	BOX	11.70	
		291-6001-601.30-05	OFFICE SUPPLIES	32.30	
		291-6001-601.30-05	FOLDERS	14.40	
		291-6001-601.30-05	POCKET FOLDERS	13.98	
		291-6001-601.30-05	PENS	12.11	
		291-6001-601.30-05	OFFICE SUPPLIES	21.75	
		291-6001-601.30-05	OFFICE SUPPLIES	13.98-	
		291-6001-601.30-05	FOLDERS	13.98	106.24
77015	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAVEL/TRAINING-P SPARREO	29.60	29.60
77016	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	CERTIF AS CDP - M LEPO	137.00	
		291-6001-601.22-03	CERTIF AS CDP - K MYERS	137.00	274.00
77017	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	ALA J COTTON AWARD DINNER	330.26	
		291-6001-601.22-42	COMCAST MONTHLY INTERNET	344.85	
		291-6001-601.22-03	ALA CONF HOTEL-G BYLINSKA	734.76	
		291-6001-601.22-03	ALA CONF HOTEL-P AICHELE	734.76	
		291-6001-601.22-03	ALA CONF HOTEL - C KELLY	734.76	
		291-6001-601.21-65	ERRONEOUS CHARGE WILL	331.27	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	ALA CONF HOTEL - S DISTEL	1,191.45	
		291-6001-601.22-03	REFUND WILIUG	50.00-	
		291-6001-601.22-03	ALSC CONF HOTEL -C CAPUTO	630.99	
		291-6001-601.22-03	ALSC CONF HOTEL -C CAPUTO	630.99-	
		291-6001-601.22-03	ALA CONF HOTEL	969.68	
		291-6001-601.22-03	ALA CONF HOTEL - A HARDER	759.53	
		291-6001-601.22-03	LIBRARY STRATEGIES	336.96	
		291-6001-601.22-03	ALA DUES - S DISTEL	305.00	
		291-6001-601.22-03	LMCC CONF REGISTRATION -	375.00	7,098.28
77019	AT & T	291-6001-601.22-70	TELE	5,451.76	5,451.76
77023	BAKER & TAYLOR	291-6001-601.32-99	EMP REIMBURSED PURCHASE	44.70	
		291-6001-601.32-99	EMP REIMB PURCHASE	11.29	
		291-6001-601.32-99	EMP REIMB PURCHASE	42.96	98.95
77024	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMP REIMB PURCH	22.01	22.01
77026	BENSON, BRIAN	291-6001-601.22-03	ALA CONF - BENSON B	256.47	256.47
77031	BYLINSKA, MALGORZATA	291-6001-601.22-03	ALA CONF - BYLINSKA M	417.75	417.75
77037	COMCAST	291-6001-601.21-65	BUSINESS CABLE JULY 2018	21.04	21.04
77043	DANTIS, PATRICIA	291-6001-601.22-03	ALA CONF - P DANTIS	300.26	300.26
77046	DISTEL, SHANNON	291-6001-601.22-03	ALA CONF - DISTEL S	289.08	289.08
77048	DRISKELL, MIKE	291-6001-601.22-03	ALA CONF - M DRISKELL	460.60	460.60
77051	FACE TO FACE COMMUNICATIONS	291-6001-601.22-03	COACHING -DRISKELL&DISTEL	600.00	600.00
77052	FINER LINE	291-6001-601.30-05	NAME BADGES	13.80	13.80
77053	FIRST CLASS TRAVEL	291-6001-601.22-03	ALA CONFERENCE AIRFARE -	613.40	
		291-6001-601.22-03	RIPL CONFERENCE AIRFARE -	307.40	
		291-6001-601.22-03	ALA CONF - D OLICHWIER	578.41	1,499.21
77055	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENTAL FOR 2018	750.00	750.00
77061	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	OFFICE SUPPLIES	44.50	
		291-6001-601.30-05	OFFICE SUPPLIES	58.51	
		291-6001-601.30-05	OFFICE SUPPLIES	49.10	
		291-6001-601.30-05	OFFICE SUPPLIES	12.00	
		291-6001-601.30-05	HIGHLIGHTERS	13.08	
		291-6001-601.30-05	PAPER PADS	49.10	226.29
77066	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES	171.00	171.00
77067	HARDER, APRIL	291-6001-601.22-03	ALA CONF - HARDER A	297.26	297.26
77070	HASTINGS, MARY	291-6001-601.22-03	ALA CONF - HASTINGS M	1,082.79	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
					1,082.79
77072	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVICES JUNE	49.95	49.95
77077	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6001-601.20-81	CREDIT FOR OCLC REDUCTION	317.34-	317.34-
77080	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	2.99	
		291-6001-601.32-99	EMP REIMBURSED PURCH	7.34	
		291-6001-601.32-99	EMP REIMBURSED PURCH	9.59	
		291-6001-601.32-99	EMPL REIMB PURCHASE	12.99	
		291-6001-601.32-99	EMPL REIMB PURCHASE	9.59	
		291-6001-601.32-99	EMPL REIMB PURCHASE	22.57	
		291-6001-601.32-99	EMPL REIMB PURCHASE	8.45	
		291-6001-601.32-99	EMPL REIMB PURCHASE	29.91	
		291-6001-601.32-99	EMPL REIMB PURCHASE	10.16	113.59
77082	JOHN KEISTER & ASSOCIATES LLC	291-6001-601.20-05	FIRST FEE PAYMENT LIBRARY	6,500.00	6,500.00
77084	KELLY, COLLEEN	291-6001-601.22-03	ALA CONF - KELLY C	392.46	392.46
77088	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVICES	46.29	46.29
77094	MC COY, KELLEY	291-6001-601.32-72	JUNE 5 DSSC EVENT SUPPLIE	96.34	96.34
77106	NWSRA	291-6001-601.22-03	STAFF TRAINING - K MYERS	75.00	75.00
77108	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE JULY	63.00	63.00
77115	QUICK DELIVERY SERVICE INC	291-6001-601.21-65	OTHER SERVICES	209.00	209.00
77131	SMART, DEBBIE	291-6001-601.22-03	ALA CONF - SMART D	182.49	182.49
77142	UPS	291-6001-601.22-05	POSTAGE	8.76	8.76
77145	VERIZON WIRELESS	291-6001-601.22-70	5/26/18-6/25/18 TELEPHONE	371.54	371.54
77148	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPLIES	16.84	16.84
77151	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 6/13-7/12	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS 6/19-7/18	154.00	1,728.99

***** DIVISION TOTAL **** *Communications and marketing* 29,355.93

77010	AMAZON.COM CREDIT	291-6002-601.30-05	OFFICE SUPPLIES	36.54	
		291-6002-601.30-05	TAPE	12.84	49.38
77017	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	ADVERTISING FOR JAZZ FOR	2.09	
		291-6002-601.22-10	BUSINESS CARDS	34.95	
		291-6002-601.30-05	UPHOLSTERY VINYL	62.97	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6002-601.22-10	BUSINESS CARDS	18.97	
		291-6002-601.22-10	BUSINESS CARDS	18.97	
		291-6002-601.22-10	BUSINESS CARDS	36.70	
		291-6002-601.30-05	GROMMETS	62.95	
		291-6002-601.32-72	GEOMETRIC NOTEPADS-PICNIC	518.10	
		291-6002-601.30-05	CABLE TIES	32.44	
		291-6002-601.22-02	AMA DUES - M HASTINGS	175.00	963.14
77030	BLICK ART MATERIALS	291-6002-601.22-10	CLEAR OVERLAY ROLL	97.12	97.12
77056	FOAMBOARDSOURCE.COM	291-6002-601.30-05	FOAM BOARD	2,089.65	2,089.65
77062	GOGU, DIANA	291-6002-601.32-72	COSTUMED CHARACTER APPEAR	125.00	125.00
77068	HARRISON, TIMOTHY R	291-6002-601.32-72	COSTUMED CHARACTER APPEAR	125.00	125.00
77090	LINDENMEYR MUNROE	291-6002-601.30-05	COLORED PAPER	672.14	672.14
77095	MELE, ANTHONY	291-6002-601.32-72	7/4/18 PARADE: COSTUME	125.00	125.00
77101	MOBILE PRINT	291-6002-601.22-10	PRINTING - FANCON BOOKLET	961.39	961.39
77121	ROGOSKI, CLAIRE E	291-6002-601.32-72	COSTUME CHARACTER APPEAR	125.00	125.00
77130	SIGNS BY TOMORROW	291-6002-601.21-65	OTHER SERVICES	514.20	
		291-6002-601.22-10	PRINTED VINYL	706.50	1,220.70
77134	STAPLES ADVANTAGE	291-6002-601.30-05	FILE HOLDER, CLIPS	29.25	29.25
77152	4ALL PROMOTIONS	291-6002-601.32-72	T-SHIRTS	268.22	268.22

***** DIVISION TOTAL **** *Human Resources* 6,850.99

DEPARTMENT: 60 Executive Office	DIVISION: 03				
77003 ACTION WITHOUT BORDERS	291-6003-601.22-01	ADVERTISING	90.00	90.00	
77017 ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-01	ADVERTISING	240.00-		
	291-6003-601.22-01	ADVERTISING	249.00	9.00	
77034 CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT SCREENING	532.75	532.75	
77092 MANAGEMENT ASSOCIATION OF ILL	291-6003-601.21-65	2018 LACONI LIBRARY SURVE	100.00	100.00	
77094 MC COY, KELLEY	291-6003-601.22-03	VOLUNTEER COORDINATOR GA	534.69	534.69	

***** DIVISION TOTAL **** 1,266.44

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Gifts and Grants</i>					
77015	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	PROGRAM EVENTS - S HILL	37.67	37.67
77047	DOHERTY, LAURA	291-6004-601.22-18	CONCERT WITH BAND 7/28	700.00	700.00
77099	MJ PRODUCTIONS	291-6004-601.22-18	SUNDAY MUSICALE PERFORMAN	400.00	400.00
77117	RASCHKA, CHRIS	291-6004-601.22-18	ARTIST IN RESIDENCE	1,807.29	1,807.29
77144	VELA, MAUREEN	291-6004-601.32-02	SNACKS FROM COSTCO FOR	157.25	157.25
77152	4ALL PROMOTIONS	291-6004-601.32-72	SUPERHERO MASK	3,850.00	3,850.00

***** DIVISION TOTAL **** *Finance* 6,952.21

DEPARTMENT: 60 Executive Office	DIVISION: 08
77089 LAUTERBACH & AMEN LLP	291-6008-601.20-05 PROFESSIONAL SERVICES
	5,400.00
	5,400.00

***** DIVISION TOTAL **** *Information Technology* 5,400.00

DEPARTMENT: 60 Executive Office	DIVISION: 10
77010 . AMAZON.COM CREDIT	291-6010-601.30-30 TONER
	291-6010-601.31-85 CABLES
	291-6010-601.30-30 TONER
	291-6010-601.31-85 MONITORS
	159.00
	16.47
	500.00
	999.95
	1,675.42
77017 ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32 MONTHLY SUBSCRIPTION
	291-6010-601.21-02 SQUARE TRADE -4 YR WARRANT
	291-6010-601.50-12 ENGENIUS DURA FON 1X
	291-6010-601.31-85 ENGENIUS PHONE BELT CLIP
	291-6010-601.20-05 SSL CRTIFICATE RENEWAL
	291-6010-601.20-05 PERSONAL SECURITY CERTIF
	291-6010-601.20-05 SSL CERTIFICATE RENEWAL
	291-6010-601.31-85 PHILIPS HUE STARTER KIT
	291-6010-601.30-32 MONTHLY SUBSCRIPTION
	291-6010-601.30-32 MONTHLY SUBSCRIPTION
	291-6010-601.30-32 MONTHLY SUBSCRIPTION
	291-6010-601.31-85 NAVISKAUTO BLU-RAY/DVD
	291-6010-601.30-32 MONTHLY SUBSCRIPTION
	25.00
	6.20
	295.50
	10.71
	74.99
	81.48
	74.99
	317.85
	25.00
	54.10
	9.99
	239.99
	14.99
	1,230.79
77021 B & H PHOTO VIDEO	291-6010-601.30-30 TONER
	940.88
	940.88
77077 ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6010-601.30-32 EZ PROXY SUB
	516.04
	516.04
77078 IMPACT NETWORKING LLC	291-6010-601.21-02 EQUIPMENT MAINENANCE
	291-6010-601.21-02 EQUIPMENT MAINENANCE
	291-6010-601.21-02 EQUIPMENT MAINENANCE
	291-6010-601.21-02 EQUIPMENT MAINTENANCE
	341.60
	385.46
	764.21
	436.48

DEPARTMENT: 60 Executive Office

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	60.25	
		291-6010-601.30-30	TONER	19.50	2,007.50
77090	LINDENMEYR MUNROE	291-6010-601.30-30	COPY PAPER	1,098.25	1,098.25
77100	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	THERMAL PRINTER	825.00	825.00

***** DIVISION TOTAL **** Security 8,293.88

DEPARTMENT: 60 Executive Office
 77061 GARVEYS OFFICE PRODUCTS

DIVISION: 15
 291-6015-601.30-05 WIPES

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

DEPARTMENT: 60 Executive Office

DIVISION: 20

77004	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVICE JUNE	2,270.12	2,270.12
77013	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVICE-JUNE 2018	89.00	89.00
77014	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT - JUNE 2018	200.00	200.00
77018	ASSA ABLOY ENTRANCE SYSTEMS US INC	291-6020-601.21-11	REPAIR OF INNER NORTH	4,011.38	4,011.38
77032	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	TURN ON & TUNE UP SPRINKL	300.00	
		291-6020-601.21-11	BUILDING MAINTENANCE	402.44	
		291-6020-601.21-11	MISC BLDG MAINT SUPPLIES	33.51	735.95
77039	COMED	291-6020-601.30-51	HEATING	1.64	
		291-6020-601.30-51	HEATING	80.36	82.00
77058	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	CHECK INVERTER ON BOOK-	1,263.53	1,263.53
77074	IGS	291-6020-601.30-51	NATURAL GAS - MAY 2018	2,588.38	2,588.38
77083	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	EQUIP MAINT	243.00	243.00
77093	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE JULY18	4,599.00	4,599.00
77103	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIBUTION	741.25	
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	156.78	898.03
77104	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE	76.00	76.00
77105	NORTHWEST ELECTRICAL SUPPLY CO	291-6020-601.21-11	CIRCUIT BREAKER	8.56	8.56
77107	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	FIX CARMUS BOILER	658.75	658.75
77110	PATTEN INDUSTRIES INC	291-6020-601.21-02	EQUIPMENT MAINTENANCE	922.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					922.00
77116	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL PRODUCTS	62.52	
		291-6020-601.31-45	JANITORIAL PRODUCTS	921.60	984.12
77127	SHALES MCNUTT LLC	491-6020-601.50-55	PARKING LOT CONSTRUCTION	10,500.00	10,500.00
77128	SHERWIN HARDWARE INC	291-6020-601.21-11	BLDG MAINT SUPPLIES	110.35	110.35
77129	SHERWIN-WILLIAMS	291-6020-601.21-11	BUILDING MAINTENANCE	172.72	
		291-6020-601.21-11	BUILDING MAINTENANCE	156.90	329.62
77133	STANDARD ELEVATOR CO	291-6020-601.21-02	REPLACE VALVE, CLEAN TANK	7,450.00	
		291-6020-601.21-02	WEST ELEVATOR	500.00	7,950.00
77134	STAPLES ADVANTAGE	291-6020-601.31-45	SOAP	416.88	416.88
77137	TEE JAY SERVICE COMPANY INC	291-6020-601.21-11	SERVICE - BESAM INTERIOR	287.50	287.50
77146	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL- MAY 2018	277.52	277.52
77148	WAREHOUSE DIRECT	291-6020-601.21-11	CHAIRMAT	32.08	32.08
77150	WHITED BROTHERS INC	491-6020-601.50-55	OTHER CAPITAL OUTLAY	4,000.00	4,000.00

***** DIVISION TOTAL ****

43,533.77

***** DEPARTMENT TOTAL **

Specialty Info Services

101,691.14

DEPARTMENT: 64 User Services

DIVISION: 05

77007	ALA MEMBERSHIP	291-6405-601.22-02	ALA DUES E MATHER	274.00	274.00
77010	AMAZON.COM CREDIT	291-6405-601.32-01	MINI PALM TREES	23.98	
		291-6405-601.32-01	GLYCERINE	9.23	
		291-6405-601.32-01	PROGRAM SUPPLIES	119.88	153.09
77015	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAVEL/TRAINING - L DAKAS	12.04	
		291-6405-601.22-03	TRAVEL/TRAINING-A LORINCZ	3.80	
		291-6405-601.32-01	PROGRAM SUPPLIES-K BAILEY	25.00	
		291-6405-601.32-01	PROGRAM SUPPLIES-K BAILEY	10.50	
		291-6405-601.32-01	PROGRAM SUPPLIES-K BAILEY	21.00	
		291-6405-601.32-01	PROGRAM SUPPLIES-K BAILEY	42.00	
		291-6405-601.32-02	PROGRAM EVENT - A LORINCZ	20.53	
		291-6405-601.32-01	PROGRAM SUPPLIES -	43.00	177.87
77017	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-01	MASON JARS	31.28	
		291-6405-601.32-01	DIY SPONGES	118.04	
		291-6405-601.32-01	MASON JARS	27.93-	
		291-6405-601.32-01	MASON JARS	37.27	
		291-6405-601.32-01	DIY SPONGES	88.47	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					247.13
77071	HENQUINET,RICHARD	291-6405-601.22-18	RESUME REVIEWS - JYNE	270.00	270.00
77076	ILA MEMBERSHIP	291-6405-601.22-02	ILA MEMBERSHIP	100.00	
		291-6405-601.22-02	ILA MEMBERSHIP	100.00	200.00
77091	MADAY,JULIE I	291-6405-601.22-18	RESUME REVIEWS - JUNE	150.00	150.00
***** DIVISION TOTAL *****					1,472.09

Customer Services

DEPARTMENT:		DIVISION:			
64	User Services	20			
77007	ALA MEMBERSHIP	291-6420-601.22-02	ALA DUES M PAPANASTASSIOU	313.00	313.00
77010	AMAZON.COM CREDIT	291-6420-601.32-90	IS- ERASERS	47.80	
		291-6420-601.32-90	IS- WIPES	55.97	
		291-6420-601.32-90	CC- HEAT ROLLS	37.33	
		291-6420-601.30-05	CC- OFFICE SUPPLIES	26.92	168.02
77015	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-01	PROGRAM SUPPLIES -	11.55	
		291-6420-601.22-03	TRAVEL/TRAINING - R KING	41.20	
		291-6420-601.22-03	TRAVEL/TRAINING -J MORENO	20.93	73.68
77017	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.30-05	DIE CUT	29.26	
		291-6420-601.22-03	ONLINE RUSA COURSE	310.00	
		291-6420-601.30-05	DIE CUT	51.74	391.00
77061	GARVEYS OFFICE PRODUCTS	291-6420-601.32-90	IS-MARKERS	29.28	
		291-6420-601.32-90	CC-RUBBERBANDS	11.58	
		291-6420-601.30-05	IS-OFFICE SUPPLIES	35.75	
		291-6420-601.32-90	WALL CLIPS	6.64	
		291-6420-601.30-05	CC- OFFICE SUPPLIES	8.63	91.88
77076	ILA MEMBERSHIP	291-6420-601.22-02	ILA MEMBERSHIP	100.00	100.00
77077	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SER MAY 2018	92.50	92.50
77115	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	OTHER SERVICES	187.00	
		291-6420-601.21-65	DELIVERY SERVICES	209.00	
		291-6420-601.21-65	DELIVERY SERVICES	209.00	605.00
77141	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	MAY 2018 PLACEMENTS	134.25	134.25
77148	WAREHOUSE DIRECT	291-6420-601.30-05	CC- CLIPS	.48	
		291-6420-601.32-90	CC - TACKS	.51	
		291-6420-601.30-05	OFFICE SUPPLIES	54.42	55.41
***** DIVISION TOTAL *****					2,024.74

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
			<i>Programs and Exhibits</i>		
77008	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM SUPPLIES	28.03	28.03
77010	AMAZON.COM CREDIT	291-6440-601.32-02	SAF-T-POPS	16.80	
		291-6440-601.32-02	DISPOSABLE CAMERA	13.50	
		291-6440-601.32-02	PROGRAM SUPPLIES	7.89	
		291-6440-601.32-02	PROGRAM SUPPLIES	19.62	
		291-6440-601.32-02	PRGRAM SUPPLIES	23.68	
		291-6440-601.32-02	MIRROR	96.38	
		291-6440-601.32-02	PROGRAM SUPPLIES	135.65	
		291-6440-601.32-02	DRY ERASE CRAYONS	41.70	
		291-6440-601.32-02	BEADS	20.89	
		291-6440-601.32-02	BEADS	83.56	
		291-6440-601.32-02	PROGRAM EVENTS	5.67-	
		291-6440-601.32-02	PROGRAM EVENTS	171.31	
		291-6440-601.32-02	POSTERS	6.17	
		291-6440-601.32-02	PROGRAM EVENTS	9.99-	
		291-6440-601.32-02	PROGRAM EVENTS	510.66	
		291-6440-601.32-02	MARKERS	75.45	
		291-6440-601.32-02	GLUE GUNS	35.39	
		291-6440-601.32-02	MARKERS	23.61	
		291-6440-601.32-02	PROGRAM EVENTS	334.50	
		291-6440-601.32-02	COFFEE MUG	15.00	
		291-6440-601.32-02	CUP CONTAINERS	9.99	
		291-6440-601.32-02	SOCKS	39.98	1,666.07
77015	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS -	43.95	
		291-6440-601.32-02	PROGRAM EVENTS -	50.00	
		291-6440-601.32-02	PROGRAM EVENTS -	41.98	
		291-6440-601.32-02	PROGRAM EVENT - M YOUNG	51.88	
		291-6440-601.32-02	PROGRAM SUPPLIES -	12.23	
		291-6440-601.32-02	PROGRAM SUPPLIES - M VELA	21.34	
		291-6440-601.32-02	PROGRAM SUPPLIES -	33.90	
		291-6440-601.22-03	TRAVEL/TRAINING -J CZAJKA	15.81	
		291-6440-601.32-02	PROGRAM EVENTS -	21.99	
		291-6440-601.32-02	PROGRAM EVENTS - L DRAFTZ	24.99	
		291-6440-601.32-02	PROGRAM EVENTS - L DRAFTZ	5.98	
		291-6440-601.32-02	PROGRAM EVENTS - K BAILEY	48.19	
		291-6440-601.32-02	PROGRAM EVENTS - D MALIK	14.97	
		291-6440-601.32-02	PROGRAM EVENTS -	36.68	
		291-6440-601.32-02	PROGRAM EVENTS -S HOLLARS	23.91	
		291-6440-601.22-03	TRAVEL/TRAINING -	12.90	
		291-6440-601.22-18	CONTRACTED PERFORMANCE	21.26	481.96
77016	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	END OF THE YEAR HUB PARTY	93.80	
		291-6440-601.32-02	BOOKS AND BREWS 6/13/18	40.00	133.80
77017	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	WIPES	117.80	
		291-6440-601.32-02	LANYARDS FANCON	549.50	
		291-6440-601.32-02	FOAM EGGS FANCON	144.59	
		291-6440-601.32-02	THUMB TACKS FANCON	250.02	
		291-6440-601.32-02	BOOKMARKS	9.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.22-18	TOTES	698.85	
		291-6440-601.32-02	TRAINER KIT FANCON	88.43	
		291-6440-601.32-02	GIFT CARDS SRP	600.95	
		291-6440-601.32-02	MOVIE PASSES - TEEN SRP	359.60	
		291-6440-601.32-02	GIFT CARDS SRP	20.00	
		291-6440-601.32-02	GIFT CARDS SRP	20.00	
		291-6440-601.32-02	STORYTELLING WORKSHOP	28.59	2,888.28
77022	BAILEY, KERRY	291-6440-601.32-02	CUPCAKE WARS, CODE CAMP,	113.97	113.97
77026	BENSON, BRIAN	291-6440-601.32-02	SUMMER READING - DISPLAY	95.92	95.92
77027	BIALOBRZEWSKI, ELIZABETH	291-6440-601.22-18	BILINGUAL POLISH	100.00	100.00
77029	BIXLER, BRUCE	291-6440-601.22-18	THE LINKEDIN MOBILE APP	200.00	200.00
77030	BLICK ART MATERIALS	291-6440-601.32-02	CANVAS PANEL	24.64	24.64
77033	CAMRON, RON	291-6440-601.22-18	RON AND SANDIE: A TRIBUTE	450.00	450.00
77035	CARPENTER, DANIEL	291-6440-601.22-18	TEEN FILM FEST 8/10/18	100.00	100.00
77038	COMDATA CORPORATION	291-6440-601.32-02	AL CARNAVAL CON PAPA	26.89	
		291-6440-601.32-02	CUPCAKE WARS	16.98	
		291-6440-601.32-02	PROGRAM REFRESHMENTS	153.32	197.19
77041	COPPOCK, CHET	291-6440-601.22-18	AUTHOR VISIT, BOOKS AND	300.00	300.00
77044	DEMCO INC	291-6440-601.32-02	PROGRAM EVENTS	140.77	140.77
77045	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	PROGRAM SUPPLIES	1,091.73	
		291-6440-601.32-02	PROGRAM SUPPLIES	100.86	
		291-6440-601.32-02	PROGRAM EVENTS	38.54	
		291-6440-601.32-02	PROGRAM EVENTS	34.96	1,266.09
77050	ELLIEPRESENTS	291-6440-601.22-18	PROGRAM:WE'RE GONNA PARTY	100.00	100.00
77054	FIRST PERSON, INC	291-6440-601.22-18	STORYTELLING PROGRAM	500.00	500.00
77059	FUN EXPRESS LLC	291-6440-601.32-02	PROGRAM EVENTS	46.30	46.30
77065	GRINNELL, KARL M	291-6440-601.22-18	PROGRAM: DINING OUT IN	400.00	400.00
77069	HASHIMOTO, STEVEN	291-6440-601.22-18	NIGHT ON THE LAKE:SUENOS	550.00	550.00
77073	HUERTA, EDGAR	291-6440-601.22-18	MUSICAL PERFORMANCE, GUIT	400.00	400.00
77081	JAWORSKI, THOMAS	291-6440-601.22-18	TEEN PROGRAMS - COLLEGE	300.00	300.00
77085	KNABB, JACOB S	291-6440-601.22-18	WRITER'S INK FACILITATION	150.00	150.00
77086	KRAYBILL, RICHARD	291-6440-601.22-18	ADULT BUSINESS PROGRAM	50.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					50.00
77087	LACOPO, MICHAEL D	291-6440-601.22-18	GENEALOGY PRESENTATION	275.00	275.00
77097	MINUSKIN, LYNN	291-6440-601.22-18	YOGA IN THE PARK, 7/21/18	60.00	60.00
77098	MINUSKIN, LYNN	291-6440-601.22-18	YOGA IN THE PARK, 8/18/18	60.00	60.00
77101	MOBILE PRINT	291-6440-601.32-02	PROGRAM EVENTS	674.15	674.15
77109	PAPANASTASSIOU, MARIA	291-6440-601.32-02	COUNTDOWN TO KINDERGARDEN	203.94	203.94
77111	PIECH, RON	291-6440-601.22-18	NIGHT AT THE LAKE: PEACHES	1,000.00	1,000.00
77114	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	COUNTDOWN TO KDG	18.05	18.05
77120	ROBERTS, DAYLE	291-6440-601.22-18	SENIOR CENTER: ANTARCTICA	75.00	75.00
77125	SCHROEDER, JOHN	291-6440-601.22-18	INTRODUCTION TO CSS, 7/18	200.00	200.00
77126	SCHROEDER, JOHN	291-6440-601.22-18	INTRODUCTION TO JAVASCRIPT	200.00	200.00
77130	SIGNS BY TOMORROW	291-6440-601.32-02	PROGRAM EVENTS	501.00	501.00
77132	SMILEMAKERS	291-6440-601.32-02	STICKERS	30.96	30.96
77134	STAPLES ADVANTAGE	291-6440-601.32-02	GLUE	8.17	8.17
77135	SWIDERSKI, ANN	291-6440-601.22-18	ESL WRITING CLASS, 7/24/18	125.00	125.00
77136	SZABADOS, STEPHEN	291-6440-601.22-18	7/24/18 PROGRAM, MINING C	175.00	175.00
77147	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT MANIA AND MOD	400.00	400.00
77152	4ALL PROMOTIONS	291-6440-601.32-02	SUNGLASSES	970.00	970.00

***** DIVISION TOTAL ***** *Digital Services* 15,659.29

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
77010	AMAZON.COM CREDIT	291-6450-601.32-90	HAND SANITIZER	38.00	38.00
77017	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	SYNTH SPEAKER	34.95	
		291-6450-601.50-15	BUTTON SUPPLIES	93.37	128.32
77021	B & H PHOTO VIDEO	291-6450-601.50-15	RECORDER RETURN	495.00-	495.00-
77060	GALE/CENGAGE LEARNING	291-6450-601.32-78	ELECTRONIC DATABASES	4,623.23	
		291-6450-601.32-78	SUBSCRIPTION	12,669.46	17,292.69
77061	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES	123.24	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6450-601.30-07	EARBUDS	62.70	
		291-6450-601.32-90	TAPE	9.24	195.18
77112	PLUNKETT RESEARCH LTD	291-6450-601.32-78	ELECTRONIC RESOURCES SUB	2,900.00	2,900.00
77124	SCHOLASTIC LIBRARY	291-6450-601.32-78	SUBSCRIPTION	2,680.00	2,680.00
77138	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	ELECTRONIC RESOURCES	910.98	910.98
77140	TUTOR.COM	291-6450-601.32-78	ONLINE TUTORING	4,100.00	4,100.00
77143	VALUE LINE PUBLISHING LLC	291-6450-601.32-78	REASEARCH CENTER W/REMOTE	5,933.33	5,933.33

***** DIVISION TOTAL ****

33,683.50

Collection Services

DEPARTMENT: 64 User Services
 77010 AMAZON.COM CREDIT

ACCOUNT	DESCRIPTION	AMOUNT
DIVISION: 70		
291-6470-601.32-75	AV MTLs	95.97
291-6470-601.32-75	AV MTLs	95.98
291-6470-601.32-75	AV MTLs	42.99
291-6470-601.32-75	AV MTLs	92.04
291-6470-601.32-75	AV MTLs	21.48
291-6470-601.32-75	AV MTLs	47.90
291-6470-601.32-75	AV MTLs	38.97
291-6470-601.32-75	AV MTLs	49.99
291-6470-601.32-75	AV MTLs	10.93
291-6470-601.32-75	AV MTLs	35.97
291-6470-601.32-75	AV MTLs	35.64
291-6470-601.32-75	AV MTLs	21.03
291-6470-601.32-75	AV MTLs	99.95
291-6470-601.32-75	AV MTLs	16.99
291-6470-601.32-75	AV MTLs	475.59
291-6470-601.32-75	AV MTLs	27.29
291-6470-601.32-75	AV MTLs	57.84
291-6470-601.32-75	AV MTLs	17.37
291-6470-601.32-75	AV MTLs	18.23
291-6470-601.32-75	AV MTLs	42.95
291-6470-601.32-75	AV MTLs	29.95
291-6470-601.32-75	AV MTLs	348.55
291-6470-601.32-75	AV MTLs	46.00
291-6470-601.32-75	AV MTLs	299.40
291-6470-601.32-75	AV MTLs	59.90
291-6470-601.32-75	AV MTLs	39.18
291-6470-601.32-75	AV MTLs	19.43
291-6470-601.32-75	AV MTLs	79.90
291-6470-601.32-75	AV MTLs	12.96
291-6470-601.32-75	AV MTLs	12.96
291-6470-601.32-75	AV MTLs	23.88
291-6470-601.32-75	AV MTLs	9.99
291-6470-601.32-80	BOOKS	259.83

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	37.95	
		291-6470-601.32-80	BOOKS	119.20	
		291-6470-601.32-80	BOOKS	10.44	
		291-6470-601.32-80	BOOKS	2.11-	
		291-6470-601.32-80	BOOKS	120.92-	
		291-6470-601.32-80	BOOKS	16.14	
		291-6470-601.32-80	BOOKS	14.00	
		291-6470-601.32-80	BOOKS	9.80	
		291-6470-601.32-80	BOOKS	24.23	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	52.93	
		291-6470-601.32-80	BOOKS	14.82	
		291-6470-601.32-80	BOOKS	155.41	
		291-6470-601.32-80	BOOKS	26.46	
		291-6470-601.32-80	BOOKS	1.82-	
		291-6470-601.32-80	BOOKS	13.44	
		291-6470-601.32-80	BOOKS	31.29	
		291-6470-601.32-80	BOOKS	2.37-	
		291-6470-601.32-80	BOOKS	172.16	
		291-6470-601.32-80	BOOKS	13.97	
		291-6470-601.32-80	BOOKS	15.81	
		291-6470-601.32-80	BOOKS	92.99	
		291-6470-601.32-95	PERIODICALS	53.98	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	13.92	
		291-6470-601.32-75	AV MTLs	159.84	
		291-6470-601.32-75	AV MTLs	179.20	
		291-6470-601.32-75	AV MTLs	209.94	
		291-6470-601.32-75	AV MTLs	23.19	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	24.37	
		291-6470-601.32-75	AV MTLs	9.49	
		291-6470-601.32-75	AV MTLs	64.99	
		291-6470-601.32-75	AV MTLs	14.88	
		291-6470-601.32-75	AV MTLs	16.54	
		291-6470-601.32-75	AV MTLs	23.19	
		291-6470-601.32-75	AV MTLs	279.56	
		291-6470-601.32-75	AV MTLs	20.53	
		291-6470-601.32-75	AV MTLs	79.88	
		291-6470-601.32-75	AV MTLs	49.99	
		291-6470-601.32-75	AV MTLs	159.84	
		291-6470-601.32-80	BOOKS	2.02-	
		291-6470-601.32-80	BOOKS	49.35	
		291-6470-601.32-80	BOOKS	133.92	
		291-6470-601.32-80	BOOKS	10.14	
		291-6470-601.32-80	BOOKS	17.76	
		291-6470-601.32-80	BOOKS	25.64	
		291-6470-601.32-80	BOOKS	32.88	
		291-6470-601.32-80	BOOKS	38.97	
		291-6470-601.32-80	BOOKS	39.44	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	104.31	
		291-6470-601.32-80	BOOKS	195.78	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	158.78	
		291-6470-601.32-80	BOOKS	16.49	
		291-6470-601.32-80	BOOKS	171.10	
		291-6470-601.32-80	BOOKS	33.79	
		291-6470-601.32-80	BOOKS	17.96	
		291-6470-601.32-75	AV MTLs	33.99	
		291-6470-601.32-75	AV MTLs	62.48	
		291-6470-601.32-75	AV MTLs	5.87	
		291-6470-601.32-75	AV MTLs	22.38	
		291-6470-601.32-75	AV MTLs	143.97	
		291-6470-601.32-75	AV MTLs	7.99	
		291-6470-601.32-75	AV MTLs	18.27	
		291-6470-601.32-75	AV MTLs	18.29	
		291-6470-601.32-75	AV MTLs	51.03	
		291-6470-601.32-75	AV MTLs	14.93	
		291-6470-601.32-75	AV MTLs	10.98	
		291-6470-601.32-75	AV MTLs	14.12	
		291-6470-601.32-80	BOOKS	5.78	
		291-6470-601.32-80	BOOKS	15.04	
		291-6470-601.32-80	BOOKS	21.03	
		291-6470-601.32-80	BOOKS	45.80	
		291-6470-601.32-80	BOOKS	15.29	
		291-6470-601.32-80	BOOKS	12.59	
		291-6470-601.32-80	BOOKS	22.90	
		291-6470-601.32-80	BOOKS	43.96	
		291-6470-601.32-80	BOOKS	65.94	
		291-6470-601.32-80	BOOKS	12.70	
		291-6470-601.32-95	PERIODICALS	14.44	
		291-6470-601.32-95	PERIODICALS	25.98	
		291-6470-601.30-05	OFFICE SUPPLIES	193.72	
		291-6470-601.32-95	PERIODICALS	21.96	
		291-6470-601.32-95	PERIODICALS	12.81	
		291-6470-601.32-95	PERIODICALS	8.88	
		291-6470-601.32-95	PERIODICALS	14.15	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	30.17	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	109.40	
		291-6470-601.32-80	BOOKS	16.13	
		291-6470-601.32-80	BOOKS	19.07	
		291-6470-601.32-80	BOOKS	24.45	
		291-6470-601.32-80	BOOKS	40.00	
		291-6470-601.32-80	BOOKS	51.66	
		291-6470-601.32-80	BOOKS	64.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	16.96	
		291-6470-601.32-80	BOOKS	74.49	
		291-6470-601.32-80	BOOKS	59.14	
		291-6470-601.32-80	BOOKS	63.97	
		291-6470-601.32-80	BOOKS	22.98	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	124.74	
		291-6470-601.32-80	BOOKS	86.44	
		291-6470-601.32-80	BOOKS	47.97	
		291-6470-601.32-75	AV MTLs	24.94	
		291-6470-601.32-75	AV MTLs	48.57	
		291-6470-601.32-75	AV MTLs	18.23	
		291-6470-601.32-75	AV MTLs	183.44	
		291-6470-601.32-75	AV MTLs	43.15	
		291-6470-601.32-75	AV MTLs	24.44	
		291-6470-601.32-75	AV MTLs	148.10	
		291-6470-601.32-75	AV MTLs	15.01	
		291-6470-601.32-75	AV MTLs	11.19	
		291-6470-601.32-80	BOOKS	54.69	
		291-6470-601.32-80	BOOKS	14.83	
		291-6470-601.32-80	BOOKS	42.86	
		291-6470-601.32-75	AV MTLs	242.97	
		291-6470-601.32-75	AV MTLs	3.97-	
		291-6470-601.32-75	AV MTLs	89.97	
		291-6470-601.32-75	AV MTLs	19.49	
		291-6470-601.32-75	AV MTLs	119.96	
		291-6470-601.32-80	BOOKS	16.54	
		291-6470-601.32-80	BOOKS	8.58	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	29.92	
		291-6470-601.32-80	BOOKS	59.73	
		291-6470-601.32-80	BOOKS	29.83	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	8.80	
		291-6470-601.32-80	BOOKS	137.32	
		291-6470-601.32-80	BOOKS	82.51	
		291-6470-601.32-80	BOOKS	36.12	
		291-6470-601.32-80	BOOKS	16.98	
		291-6470-601.32-80	BOOKS	10.87	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	34.37	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	22.14	
		291-6470-601.32-75	AV MTLs	11.19	
		291-6470-601.32-75	AV MTLs	21.97	
		291-6470-601.32-75	AV MTLs	93.81	
		291-6470-601.32-75	AV MTLs	12.60	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	43.92	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	29.94	
		291-6470-601.32-75	AV MTLs	185.94	
		291-6470-601.32-75	AV MTLs	36.84	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	59.00	
		291-6470-601.32-75	AV MTLs	9.74	
		291-6470-601.32-75	AV MTLs	157.59	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	9.64	
		291-6470-601.32-75	AV MTLs	617.01	
		291-6470-601.32-75	AV MTLs	61.02-	
		291-6470-601.30-05	MAILING POUCHES	26.00	
		291-6470-601.30-05	SHEET PROTECTORS	15.28	
		291-6470-601.32-75	AV MTLs	46.00	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	62.89	
		291-6470-601.32-75	AV MTLs	.83-	
		291-6470-601.32-75	AV MTLs	50.86	10,889.90
77011	AMERICAN SPIRIT	291-6470-601.32-95	PERIODICALS	18.00	18.00
77012	AMERICAN TRUCK HISTORICAL SOCIETY	291-6470-601.32-95	PERIODICALS	45.00	45.00
77015	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	TRAVEL/TRAINING -	27.96	
		291-6470-601.32-95	PERIODICALS	19.98	47.94
77016	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	.70	
		291-6470-601.32-95	PERIODICALS	.77	
		291-6470-601.32-95	PERIODICALS	35.04	
		291-6470-601.32-95	PERIODICALS	38.94	
		291-6470-601.32-95	PERIODICALS	36.69	
		291-6470-601.32-95	PERIODICALS	19.31	
		291-6470-601.32-95	PERIODICALS	.38	
		291-6470-601.32-95	PERIODICALS	.73	
		291-6470-601.32-95	PERIODICALS	449.00	581.56
77017	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-95	PERIODICALS	27.56	
		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	3.12-	
		291-6470-601.32-75	AV MTLs	48.98	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	344.93	
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-75	AV MTLs	53.11	
		291-6470-601.32-75	AV MTLs	13.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	35.48	
		291-6470-601.32-75	AV MTLs	108.00	
		291-6470-601.32-95	PERIODICALS	24.98	
		291-6470-601.32-75	AV MTLs	6.00-	
		291-6470-601.32-75	AV MTLs	65.97	
		291-6470-601.32-75	AV MTLs	149.90	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-95	PERIODICALS	14.49	
		291-6470-601.32-95	PERIODICALS	21.23	
		291-6470-601.32-95	PERIODICALS	1.25-	
		291-6470-601.32-95	PERIODICALS	17.98	
		291-6470-601.32-95	PERIODICALS	17.98	
		291-6470-601.32-75	AV MTLs	136.49	
		291-6470-601.22-03	TRAVEL/TRAINING	41.46	
		291-6470-601.22-03	TRAVEL/TRAINING	41.46	
		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	
					1,321.47
77020	AV CAFE	291-6470-601.32-75	AV MTLs	56.46	56.46
77023	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	36.46	
		291-6470-601.32-75	AV MTLs	44.21	
		291-6470-601.32-75	AV MTLs	117.71	
		291-6470-601.32-75	AV MTLs	44.20	
		291-6470-601.32-75	AV MTLs	471.15	
		291-6470-601.32-80	BOOKS	796.60	
		291-6470-601.32-80	BOOKS	194.02	
		291-6470-601.32-80	BOOKS	34.43	
		291-6470-601.32-80	BOOKS	213.91	
		291-6470-601.32-80	BOOKS	19.30	
		291-6470-601.32-80	BOOKS	133.92	
		291-6470-601.32-80	BOOKS	155.50	
		291-6470-601.32-80	BOOKS	663.03	
		291-6470-601.32-80	BOOKS	549.87	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	433.59	
		291-6470-601.32-80	BOOKS	194.09	
		291-6470-601.32-80	BOOKS	419.77	
		291-6470-601.32-80	BOOKS	670.33	
		291-6470-601.32-80	BOOKS	1,654.99	
		291-6470-601.32-80	BOOKS	1,160.69	
		291-6470-601.32-80	BOOKS	106.73	
		291-6470-601.32-80	BOOKS	97.26	
		291-6470-601.32-80	BOOKS	693.74	
		291-6470-601.32-80	BOOKS	453.50	
		291-6470-601.32-80	BOOKS	128.32	
		291-6470-601.32-80	BOOKS	104.92	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	240.39	
		291-6470-601.32-80	BOOKS	200.01	
		291-6470-601.32-80	BOOKS	266.78	
		291-6470-601.32-80	BOOKS	455.72	
		291-6470-601.32-80	BOOKS	73.27	
		291-6470-601.32-80	BOOKS	48.01	
		291-6470-601.32-80	BOOKS	75.77	
		291-6470-601.32-80	BOOKS	75.55	
		291-6470-601.32-80	BOOKS	168.34	
		291-6470-601.32-80	BOOKS	239.67	
		291-6470-601.32-80	BOOKS	487.97	
		291-6470-601.22-85	PROC SERVS	193.80	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	168.35	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	326.80	
		291-6470-601.22-85	PROC SERVS	589.00	
		291-6470-601.22-85	PROC SERVS	187.35	
		291-6470-601.22-85	PROC SERVS	123.20	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.32-75	AV MTLs	22.11	
		291-6470-601.32-80	BOOKS	385.32	
		291-6470-601.32-80	BOOKS	51.37	
		291-6470-601.32-80	BOOKS	195.40	
		291-6470-601.32-80	BOOKS	417.67	
		291-6470-601.32-80	BOOKS	389.85	
		291-6470-601.32-80	BOOKS	1,639.14	
		291-6470-601.32-80	BOOKS	313.01	
		291-6470-601.32-80	BOOKS	39.59	
		291-6470-601.32-80	BOOKS	265.32	
		291-6470-601.32-80	BOOKS	666.39	
		291-6470-601.32-80	BOOKS	533.98	
		291-6470-601.32-80	BOOKS	495.89	
		291-6470-601.32-80	BOOKS	455.88	
		291-6470-601.32-80	BOOKS	348.53	
		291-6470-601.22-85	PROCESSING SERVICES	95.00	
		291-6470-601.32-80	BOOKS	381.94	
		291-6470-601.32-80	BOOKS	244.71	
		291-6470-601.32-80	BOOKS	176.90	
		291-6470-601.32-80	BOOKS	115.96	
		291-6470-601.32-80	BOOKS	254.65	
		291-6470-601.32-80	BOOKS	576.92	
		291-6470-601.32-80	BOOKS	1,311.12	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROCESSING SERVICES	53.20	
		291-6470-601.22-85	PROCESSING SERVICES	19.00	
		291-6470-601.22-85	PROCESSING SERVICES	129.20	
		291-6470-601.22-85	PROCESSING SERVICES	140.60	
		291-6470-601.22-85	PROCESSING SERVICES	201.40	
		291-6470-601.22-85	PROCESSING SERVICES	1.15-	
		291-6470-601.22-85	PROCESSING SERVICES	3.80-	
		291-6470-601.22-85	PROCESSING SERVICES	26.60-	
		291-6470-601.22-85	PROCESSING SERVICES	3.80-	
		291-6470-601.22-85	PROCESSING SERVICES	68.40	
		291-6470-601.22-85	PROCESSING SERVICES	103.75	
		291-6470-601.22-85	PROCESSING SERVICES	148.20	
		291-6470-601.22-85	PROCESSING SERVICES	482.60	
		291-6470-601.32-80	BOOKS	364.80	
		291-6470-601.32-80	BOOKS	1,526.42	
		291-6470-601.32-80	BOOKS	814.04	
		291-6470-601.32-80	BOOKS	582.47	
		291-6470-601.32-80	BOOKS	26.71	
		291-6470-601.32-80	BOOKS	386.65	
		291-6470-601.32-80	BOOKS	305.25	
		291-6470-601.32-80	BOOKS	319.77	
		291-6470-601.32-80	BOOKS	331.83	
		291-6470-601.32-80	BOOKS	112.65	
		291-6470-601.32-80	BOOKS	999.82	
		291-6470-601.32-80	BOOKS	357.01	
		291-6470-601.32-80	BOOKS	135.63	
		291-6470-601.32-80	BOOKS	147.93	
		291-6470-601.22-85	PROC SERVS	266.00	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	213.60	
		291-6470-601.22-85	PROC SERVS	535.80	
		291-6470-601.22-85	PROC SERVS	94.65	
		291-6470-601.22-85	PROC SERVS	95.20	
		291-6470-601.32-75	AV MTLs	19.35	
		291-6470-601.32-75	AV MTLs	399.77	
		291-6470-601.32-80	BOOKS	420.99	
		291-6470-601.32-80	BOOKS	866.91	
		291-6470-601.32-75	AV MTLs	156.73	
		291-6470-601.32-75	AV MTLs	423.45	
		291-6470-601.22-85	PROC SERVS	44.80	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	118.95	
		291-6470-601.22-85	PROC SERVS	288.80	
		291-6470-601.22-85	PROC SERVS	117.60	35,788.85
77024	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AVMTLS	169.08	
		291-6470-601.32-75	AVMTLS	2,496.21	
		291-6470-601.32-75	AVMTLS	11.03	
		291-6470-601.32-75	AVMTLS	121.24	
		291-6470-601.32-75	AVMTLS	154.13	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AVMTLS	258.89	
		291-6470-601.32-75	AVMTLS	3,190.61	
		291-6470-601.32-75	AV MTLs	110.20	
		291-6470-601.32-75	AV MTLs	210.52	
		291-6470-601.32-75	AV MTLs	220.10	
		291-6470-601.32-75	AV MTLs	66.41	
		291-6470-601.32-75	AV MTLs	107.02	
		291-6470-601.32-75	AV MTLs	1,815.99	
		291-6470-601.32-75	AV MTLs	340.28	
		291-6470-601.32-75	AV MTLs	154.00	
		291-6470-601.32-75	AV MTLs	3,151.12	
		291-6470-601.32-75	AV MTLs	140.60	
		291-6470-601.32-75	AV MTLs	77.46	
		291-6470-601.32-75	AV MTLs	266.19	13,061.08
77025	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	415.66	
		291-6470-601.32-75	AV MTLs	749.64	1,165.30
77028	BIBLIOTHECA LLC	291-6470-601.32-80	E BOOKS MAY 2018	6,041.89	
		291-6470-601.32-75	E AUDIOBOOKS MAY 2018	96.99	
		291-6470-601.32-80	E BOOKS MAY 2018	5,337.48	
		291-6470-601.32-80	E BOOKS MAY 2018	10.00	
		291-6470-601.32-75	E AUDIOBOOKS MAY 2018	5,257.58	16,743.94
77036	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	126.60	126.60
77040	COMIX REVOLUTION	291-6470-601.32-95	PERIODICALS	38.90	
		291-6470-601.32-80	BOOKS	39.91	
		291-6470-601.32-80	BOOKS	11.97	
		291-6470-601.32-95	PERIODICALS	5.98	
		291-6470-601.32-80	BOOKS	38.90	135.66
77042	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	30.35	30.35
77049	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	54.00	54.00
77057	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	98.55	98.55
77060	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	86.37	
		291-6470-601.32-80	BOOKS	715.80	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	525.46	
		291-6470-601.32-80	BOOKS	84.77	
		291-6470-601.32-80	BOOKS	55.98	
		291-6470-601.32-80	BOOKS	2,002.22	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	51.18	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	104.77	
		291-6470-601.32-80	BOOKS	44.23	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	137.95	
		291-6470-601.32-80	BOOKS	604.01	
		291-6470-601.32-80	BOOKS	85.96	
		291-6470-601.32-80	BOOKS	20.99	4,824.21
77063	GREAT COURSES	291-6470-601.32-75	AV MTLs	49.95	49.95
77064	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	233.05	
		291-6470-601.32-95	PERIODICALS	233.05	466.10
77075	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	71.25	
		291-6470-601.32-80	BOOKS	138.75	210.00
77079	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	404.53	
		291-6470-601.32-95	PERIODICALS	99.95	504.48
77080	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	28.22	
		291-6470-601.32-80	BOOKS	98.81	
		291-6470-601.32-80	BOOKS	47.88	
		291-6470-601.32-80	BOOKS	67.57	
		291-6470-601.32-80	BOOKS	105.70	
		291-6470-601.32-80	BOOKS	44.29	
		291-6470-601.32-80	BOOKS	23.01	
		291-6470-601.32-80	BOOKS	70.24	
		291-6470-601.32-80	BOOKS	19.75	
		291-6470-601.32-80	BOOKS	151.48	
		291-6470-601.32-80	BOOKS	23.94	
		291-6470-601.32-80	BOOKS	227.78	
		291-6470-601.32-80	BOOKS	28.80	
		291-6470-601.32-80	BOOKS	22.78	
		291-6470-601.32-80	BOOKS	19.78	
		291-6470-601.32-80	BOOKS	19.78	
		291-6470-601.32-80	BOOKS	112.59	
		291-6470-601.32-80	BOOKS	20.82	
		291-6470-601.32-80	BOOKS	98.82	
		291-6470-601.32-80	BOOKS	28.23	
		291-6470-601.32-80	BOOKS	171.49	
		291-6470-601.32-80	BOOKS	112.91	
		291-6470-601.32-80	BOOKS	28.80	
		291-6470-601.32-80	BOOKS	17.97	
		291-6470-601.32-80	BOOKS	81.53	
		291-6470-601.32-80	BOOKS	35.06	
		291-6470-601.32-80	BOOKS	14.10	
		291-6470-601.32-80	BOOKS	31.16	
		291-6470-601.32-80	BOOKS	29.34	
		291-6470-601.32-80	BOOKS	268.67	
		291-6470-601.32-80	BOOKS	84.55	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	3.59	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	86.09	
		291-6470-601.32-80	BOOKS	383.00	
		291-6470-601.32-80	BOOKS	38.16	
		291-6470-601.32-80	BOOKS	9.59	
		291-6470-601.32-80	BOOKS	108.10	
		291-6470-601.32-80	BOOKS	29.89	
		291-6470-601.32-80	BOOKS	102.60	
		291-6470-601.32-80	BOOKS	52.13	
		291-6470-601.32-80	BOOKS	39.90	
		291-6470-601.32-80	BOOKS	56.28	
		291-6470-601.32-80	BOOKS	26.97	
		291-6470-601.32-80	BOOKS	161.50	
		291-6470-601.32-80	BOOKS	42.27	
		291-6470-601.32-80	BOOKS	21.56	
		291-6470-601.32-80	BOOKS	48.56	
		291-6470-601.32-80	BOOKS	42.47	
		291-6470-601.32-80	BOOKS	75.45	
		291-6470-601.32-80	BOOKS	245.90	
		291-6470-601.32-80	BOOKS	131.58	
		291-6470-601.32-80	BOOKS	240.70	
		291-6470-601.32-80	BOOKS	54.24	
		291-6470-601.32-80	BOOKS	15.00	4,116.10
77096	MIDWEST TAPE	291-6470-601.32-75	AV MATLS	251.54	
		291-6470-601.32-75	AV MATLS	196.39	
		291-6470-601.32-75	AV MTLs	323.86	
		291-6470-601.32-75	AV MTLs	208.37	
		291-6470-601.32-75	AV MTLs	131.93	
		291-6470-601.32-75	AV MTLs	8,609.53	9,721.62
77113	POLYLINE LLC	291-6470-601.32-05	JEWEL CASES	756.00	756.00
77118	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	16.00	16.00
77119	RO*CO FILMS EDUCATIONAL	291-6470-601.32-75	AV MTLs	105.00	105.00
77122	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	195.63	
		291-6470-601.32-80	BOOKS	70.37	
		291-6470-601.32-80	BOOKS	132.01	398.01
77123	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	36.95	36.95
77134	STAPLES ADVANTAGE	291-6470-601.32-90	ROLLING BASKETS	915.96	915.96
77139	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	301.51	301.51
77143	VALUE LINE PUBLISHING LLC	291-6470-601.32-95	PERIODICALS	1,000.00	1,000.00
77149	WHITE PAPERS	291-6470-601.32-80	BOOKS	4.04	

PREPARED 07/17/18, 09:35 AM
PROGRAM GM348US
DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
***** DIVISION TOTAL ****					103,590.59
***** DEPARTMENT TOTAL **					156,430.21
***** GRAND TOTAL *****					296,123.27

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	281,623.27
491	Capital Projects-Library	14,500.00
**** TOTAL ALL FUNDS ****		296,123.27

July 17, 2018

**Arlington Heights Memorial Library
American Express Card Summary
6/30/2018**

<u>CARDHOLDER</u>	Count <u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	
M. Driskell	489-90-00	\$ (237.57)	AMEX Cash back rebate	Other Income/Rebate	
	6001-2203	\$ 330.26	ORLEANS	ALA John Cotton Dana Award Dinner	
M. Schultz	6002-2165	\$ 2.09	FACEBK	Advertising for "Jazz is for Everyone"	
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls	
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls	
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls	
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls	
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls	
	6470-3295	\$ 27.56	DM LUXURY LLC	Periodicals	
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls	
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls	
	6470-3275	\$ (3.12)	GAMESTOP.COM	AV Mtls	
	6470-3275	\$ 48.98	THE RIGHT STUF, INC.	AV Mtls	
	6470-3275	\$ 39.99	TARGET.COM	AV Mtls	
	6470-3275	\$ 344.93	USA*ACORNUSA	AV Mtls	
	6470-3295	\$ 40.00	DM LUXURY LLC	Periodicals	
	6470-3275	\$ 53.11	GAMESTOP.COM	AV Mtls	
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls	
	6470-3275	\$ 35.48	TARGET.COM	AV Mtls	
	6470-3275	\$ 108.00	PAYPAL *UDAYA	AV Mtls	
	6470-3295	\$ 24.98	RDA*READERS DIGEST	Periodicals	
	6470-3275	\$ (6.00)	BESTBUYCOM	AV Mtls	
	6470-3275	\$ 65.97	BESTBUYCOM	AV Mtls	
	6470-3275	\$ 149.90	BBC AMERICA SHOP	AV Mtls	
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls	
	6470-3295	\$ 14.49	MY MAG STORE	Periodicals	
	6470-3295	\$ 21.23	GAMESTOP.COM	Periodicals	
	6470-3295	\$ (1.25)	GAMESTOP.COM	Periodicals	
6470-3295	\$ 17.98	HMD* HEARST PRODUCTS	Periodicals		
6470-3295	\$ 17.98	HMD* HEARST PRODUCTS	Periodicals		
6470-3275	\$ 136.49	SERV OTHERS MISSION VIEJO	AV Mtls		
6470-2203	\$ 41.46	PAYPAL *WILIUG	Travel/Training		
6470-2203	\$ 41.46	PAYPAL *WILIUG	Travel/Training		
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		
R. Dworiany	6010-3032	\$ 25.00	GITHUB	Monthly Subscription	
	6010-2102	\$ 6.20	AMAZON MKTPLACE	Square Trade - 4 Year Warranty for EnGenius Phone	
	6010-5012	\$ 295.50	AMAZON.COM	EnGenius Dura Fon 1x Handset	
	6010-3185	\$ 10.71	AMAZON MKTPLACE	EnGenius Phone Belt Clip	
	6010-2005	\$ 74.99	GODADDY.COM	SSL Certificate Renewal - ezproxy.ahml.info	
	6010-2005	\$ 81.48	COMODO	Personal Security Certificate - Village Staff	
	6001-2242	\$ 344.85	COMCAST	Comcast Monthly Internet Bill - Public	
	6010-2005	\$ 74.99	GODADDY.COM	SSL Certificate Renewal - myrequests.ahml.info	
	6010-3185	\$ 317.85	AMAZON MKTPLACE	Philips Hue Starter Kit	
	6010-3032	\$ 25.00	TRELLO	Monthly Subscription	
	6010-3032	\$ 54.10	PAYFLOW/PAYPAL	Monthly Subscription	
	6010-3032	\$ 9.99	AMAZON FREETIME	Monthly Subscription	
	6010-3185	\$ 239.99	AMAZON MKTPLACE	NAVISKAUTO Blu-Ray/DVD Player	
	6010-3032	\$ 14.99	SPOTIFY USA	Monthly Subscription	
	J. Moravec	6001-2203	\$ 734.76	NEW ORLEANS MARRIOTT	ALA Conference Hotel- G Bylinska
		6001-2203	\$ 734.76	NEW ORLEANS MARRIOTT	ALA Conference Hotel-P Aichele
6001-2203		\$ 734.76	NEW ORLEANS MARRIOTT	ALA Conference Hotel	
6405-3201		\$ 31.28	TARGET.COM	Mason Jars	
6001-2165		\$ 331.27	LOWE'S OF KENOSHA,	Erroneous Charge Will Take Off Next Month	
6001-2203		\$ 1,191.45	RIVERFRONT FRONT NEW	ALA Conference Hotel-S Distel	
6002-2210		\$ 34.95	VISTAPRINT	Business Cards	
6440-3202	\$ 117.80	STAPLES	Wipes		

6001-2203	\$	(50.00)	PAYPAL *WILIUG	Refund WILIUG
6002-3005	\$	62.97	JOANN STORES	Upholstery Vinyl
6001-2203	\$	630.99	HYATT REGENCY CINCINNATI	ALSC Conference Hotel C Caputo
6420-3005	\$	29.26	SIZZIX .COM	Die Cut
6002-2210	\$	18.97	VISTAPRINT	Business Cards
6001-2203	\$	(630.99)	HYATT REGENCY CINCINNATI	ALSC Conference Hotel C Caputo
6440-3202	\$	549.50	TOTALLY PROMOTIONAL	Lanyards FanCon
6405-3201	\$	118.04	DOLLAR TREE	DIY Sponges
			LOEWS HOTELS NEW	
6001-2203	\$	969.68	ORLEANS	ALA Conference Hotel-D Olichwier
6002-2210	\$	18.97	VISTAPRINT	Business Cards
6440-3202	\$	144.59	JOANN	Foam Eggs FanCon
6405-3201	\$	(27.93)	TARGET.COM	Mason Jars
6440-3202	\$	250.02	DOLLAR TREE	Thumb Tacks FanCon
6002-2210	\$	36.70	VISTAPRINT	Business Cards
6450-5015	\$	34.95	LITTLEBITS ELECTR	Synth Speaker
6002-3005	\$	62.95	ROWLEY COMPANY	Grommets
6001-2203	\$	759.53	JW MARRIOTT NEW ORLEANS	ALA Conference Hotel-A Harder
6001-2203	\$	336.96	PANERA BREAD	Library Strategies Implementation Plan - 6/8/18
6001-2203	\$	305.00	AMER LIB ASSOC	ALA Dues S Distel
6405-3201	\$	37.27	TARGET.COM	Mason Jars
6002-3272	\$	518.10	4IMPRINT	Geometric Notepads-Picnic in the Park
6405-3201	\$	88.47	DOLLAR TREE	DIY Sponges
6450-5015	\$	93.37	AMERICAN BUTTON	Button Supplies
6001-2203	\$	375.00	AMIGOS LIBRARY	LMCC Conference Registration-A Harder
6003-2201	\$	(240.00)	ZIPRECRUITER	Advertising
6003-2201	\$	249.00	ZIPRECRUITER	Advertising
6002-3005	\$	32.44	CABLE TIES AND MORE	Cable Ties
6440-3202	\$	9.95	ETSY.COM	Bookmarks
6440-2218	\$	698.85	4IMPRINT	Totes
6440-3202	\$	88.43	TROLLANDTOAD.COM	Trainer Kit FanCon
6440-3202	\$	600.95	BARNES&NOBLE.COM	Gift Cards SRP
6420-2203	\$	310.00	AMERICAN MARKETING	Online RUSA Course
6002-2202	\$	175.00	AMER LIB ASSOC	AMA Dues-M Hastings
6420-3005	\$	51.74	SIZZIX .COM	Die Cut
6440-3202	\$	359.60	SAM'S CLUB	Movie Passes - Teen SRP
6440-3202	\$	20.00	CHIPOTLE	Gift Cards SRP
6440-3202	\$	20.00	STARBUCKS STORE	Gift Cards SRP
6440-3202	\$	28.59	SPUNKY DUNKERS	Storytelling Workshop
Total	\$	<u>14,039.84</u>		

J. Czajka

July 17, 2018

Arlington Heights Memorial Library
Master Card Summary
6/30/2018

Count 13

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
Shannon Distel	6440-3202	\$93.80	Dominos Pizza	Emd of the year HUB party
	6440-3202	\$40.00	Eddies Restaurant	Books and Brews 6/13/18
	6001-2203	\$137.00	NCCDP	Certification as a Certified Dementia Practitioner - M Lepo
M Szymanek	6001-2203	\$137.00	NCCDP	Certification as a Certified Dementia Practitioner - K Myers
	6470-3295	\$0.70	Foreign Transaction Fee	Periodicals
	6470-3295	\$0.77	Foreign Transaction Fee	Periodicals
	6470-3295	\$35.04	Chatelaine Mag. Sub.	Periodicals
	6470-3295	\$38.94	Macleans Mag. Sub.	Periodicals
	6470-3295	\$36.69	Rogers Media Store	Periodicals
	6470-3295	\$19.31	Rogers Media Store	Periodicals
	6470-3295	\$0.38	Foreign Transaction Fee	Periodicals
	6470-3295	\$0.73	Foreign Transaction Fee	Periodicals
	6470-3295	\$449.00	WWD	Periodicals
Total		<u>\$989.36</u>		

July 17, 2018

Arlington Heights Memorial Library
Special Funds Summary
6/30/2018

Count 32

	Account	Amount	Description	Staff
Check # 1506-AHML - Petty Cash				
6/11/2018	6440-3202	\$ 43.95	Program Events	M Papanastassiou
	6440-3202	\$ 50.00	Program Events	M Lepo
	6440-3202	\$ 41.98	Program Events	L Draftz
	6405-2203	\$ 12.04	Travel/Training	L Dakas
	6405-2203	\$ 3.80	Travel/Training	A Lorincz
	6001-2203	\$ 29.60	Travel/Training	P Sparreo
	6420-3201	\$ 11.55	Program Supplies	E Boldizsar
6/18/2018	6420-2203	\$ 41.20	Travel/Training	R King
	6405-3201	\$ 25.00	Program Supplies	K Bailey
	6405-3201	\$ 10.50	Program Supplies	K Bailey
	6405-3201	\$ 21.00	Program Supplies	K Bailey
	6405-3201	\$ 42.00	Program Supplies	K Bailey
	6405-3202	\$ 20.53	Program Events	A Lorincz
	6440-3202	\$ 51.88	Program Events	M Young
6/25/2018	6420-2203	\$ 20.93	Travel/Training	J Moreno
	6470-2203	\$ 27.96	Travel/Training	M Szymanek
	6440-3202	\$ 12.23	Program Supplies	P Sparreo
	6440-3202	\$ 21.34	Program Supplies	M Vela
	6440-3202	\$ 33.90	Program Supplies	J Czajka
	6440-2203	\$ 15.81	Travel/Training	J Czajka
6/30/2018	6004-3202	\$ 37.67	Program Events	S Hill
	6440-3202	\$ 21.99	Program Events	D Napravnik
	6440-3202	\$ 24.99	Program Events	L Draftz
	6440-3202	\$ 5.98	Program Events	L Draftz
	6440-3202	\$ 48.19	Program Events	K Bailey
	6440-3202	\$ 14.97	Program Events	D Malik
	6440-3202	\$ 36.68	Program Events	M Cifuentes
	6440-3202	\$ 23.91	Program Events	S Hollars
	6405-2203	\$ 12.90	Travel/Training	M Cifuentes
	6440-2218	\$ 21.26	Contracted Performers & Exhibits	C Ng-He
	6470-3295	\$ 19.98	Periodicals	M Szymanek
	6405-3201	\$ 43.00	Program Supplies	K Bailey
		<u>\$ 848.72</u>		

TO: Board of Library Trustees
FROM: Mike Driskell and Shannon Meyer
DATE: July 17, 2018
SUBJECT: Fine Forgiveness Week

Our hope is that by generously offering our customers a fine forgiveness week, we will encourage all of our customers to revisit their library and access the resources we have invested in for our community, show our fiscal responsibility by attempting to recover materials versus repurchasing, and strengthen the library's role as a compassionate community partner.

For many families, library fines can be a barrier to using the library. Access to checking out library materials, attending programs, and other resources require a library card. A customer's privileges are suspended when \$10.00 in overdue or library item charges accrue on their account. The perceived policy intent is to recover materials and get them back on our shelves—but libraries are questioning its effectiveness.

- At Algonquin Area Public Library District, in lieu of fines, patrons are simply billed for the replacement cost of the item once the item is two weeks overdue, plus a processing fee and blocked from further checkouts. When the items are eventually returned, the bill and processing fees are waived and no fines assessed. **A family with three children that regularly uses Algonquin Area Public Library District was always scrambling to get their DVDs back on time and a late night run to the library was a weekly occurrence. Now, they no longer see the library as a place that induces stress and creates penalties for transgressions, and they immediately sent a thank you to show their gratitude for the change in policy.**
- Vernon Area Public Library District does not assess fines but bills the replacement cost for items that are more than fourteen days overdue. They wanted to make it clear to the public that “no fines” doesn't mean “no responsibility.” **Vernon Area Public Library District's Stephen Territo, Head of Library Operations, notes that not only has the elimination of fines been good for patrons, it produced an unexpected boost in staff morale.**

- Ela Area Public Library District, blocks patrons from further checkout until late items are returned. However, there is also a fourteen-day grace period before those borrowing privileges are suspended, allowing more flexibility and incentives for returning items. In a press release to the public, the library stressed the several ways borrowers can renew and manage their account, even when the library is closed, to help mitigate an onslaught of overdue materials. **After running a circulation report of long overdue materials shortly after implementation of the fine-free program, Ela discovered that only four patrons out of over six hundred still had items overdue.**

For those who can afford fines, paying a small late fee is no problem, so the fines are not a particularly strong incentive. On the other hand, for those who cannot afford fines, they deliver a disproportionately negative impact. For all customers, conversations with library staff about fines is not an enjoyable conversation. Thus, a customer's library experience can be negative.

One of the eight key action areas defined as a priority by ALA includes "Equitable Access to Information and Library Services". Libraries are committing to making a significant impact in this way by eliminating one of the primary obstacles keeping patrons from accessing information and library services.

Over the last few years, many libraries are instead offering their patrons reasons to come back to the library and attend programs through waiving or eliminating fines.

STATS:

- In 2017, we claimed **\$14,299,416** in total revenue. Of that, **\$129,395** was collected through fines, representing **0.9%** of our total revenue.
- We collect approximately **\$2,400** in fines per week from our customers.
 - In 2017, about **70 %** of all fine interactions with customers occurred at the Circulation desk in person or over the phone.
- Of our **88,571** library card users, **25,119** currently have fines on their account.
 - Of these, **13,988** have not used their cards in over 18 months.
- As of June 7, 2018, the total amount of money currently owed in fines is **\$193,870.29**.
- There are currently **5,212** items in missing or overdue status.
 - Replacement cost for all outstanding library items is **\$130,898.24**.

WHEN:

In order to provide notice to our customers, our target date for Fine Forgiveness Week is October 24-31. Communications & Marketing will promote it with seasonal Halloween themes, such as *Don't be afraid to return to the library!* Alternatively, *Freaky fines keeping you away?*

WHAT:

The Fine Forgiveness Week plan would include:

- Customers must visit the library and/or speak to Circulation / Info staff to have overdue fines waived
 - Includes Bookmobile and Senior Center locations
 - Call Center may waive fines directly, or transfer to Circulation as needed
- Fine forgiveness does not include charges for collection agencies or replacement of materials

HOW:

- Communications & Marketing will advertise in our October newsletter
- News item and/or featured image on website during this week
- Email (or postcard if no email) to customers with fines currently on account, sent October 17-23
- Press release sent to local newspapers October 10
- Message to schools in advance for publication in their newsletters by October 17
- Circulation staff will be prepared to waive all overdue fines up to \$50 during this week
- Call Center staff will be trained and prepared to waive straightforward overdue fines up to \$50 during this week or transfer calls to Circ, as needed.

Executive Director's Report

July 2018

What's New @ AHML

Amazon Prime

Streaming from Amazon Prime is now available on our circulating Roku. Customers now have access to Amazon Prime exclusives like *Transparent*, *The Man in the High Castle* and *Sneaky Pete* as well as Prime's entire back catalog of movies and TV shows. Often Amazon does not release their exclusive content on DVD so this is the first time much of this material is available through the library. Also, since we were already paying for these Amazon Prime accounts, this is all at no additional cost!

Hot Spots

Wi-Fi hot spots have arrived! We began lending ten of the devices on June 11, currently all ten are checked out, and there is a five-person hold list. We're very excited to have added what is sure to be a popular collection.

Diversity and Inclusion

Bilingual Polish Storytime

A new offering this month, Bilingual Polish Storytime engaged 18 participants; many of the families are bilingual and interested in reinforcing both languages for their young children. Stories and songs were presented in both English and Polish. The storytime was closed with a traditional circle song popular in Polish culture. This series will continue through the summer and into fall.

Al Carnaval Con Papa

Al Carnaval Con Papa, coordinated by Mari Cifuentes and Angela Jones, Community Engagement Liaison, was well attended with 30+ in attendance, including Spanish-speaking families! This is part of our continuing efforts to connect with, and serve, under-served populations of Arlington Heights.



Department Highlights

Programs News

Artist-in-Residence with Chris Raschka

From June 27-30, artist and illustrator Chris Raschka visited the library as our artist-in-residence, facilitating a series of activities for different ages while bringing his *Bravo! Chris Raschka* exhibit to life. We engaged 375 visitors in total during his visit with the largest number (196) introduced to the artist during two drop in demonstrations in front of the exhibit itself. During these sessions, four hours in total, Raschka demonstrated his trademark watercolor illustration, creating new pieces while kindly and calmly interacting with viewers of every age. Viewers

comfortably interacted with Raschka, asking questions about his work in the exhibit, his books, and his artistic process.



Digital Services News

PressReader

Use of our new resource PressReader has been steadily increasing since its debut in February. June saw usage climb to 962 (it was 361 in April and 823 in May, respectively). PressReader provides access to thousands of US and international newspapers and magazines; however, the Chicago Sun-Times and Tribune have been particularly popular with our customers.

Info Services News

Online Chat

Online chat was busy with 427 chats, the second busiest month this year with January being the busiest with 467 chats. There were 344 chat sessions in June of 2017, so this is a significant increase from last year.

Youth News

Jazz is for Everyone

Supporting the *Bravo, Chris Raschka!* exhibit and summer reading program, Jazz is for Everyone at the Metropolis Performing Arts Centre exemplified what libraries do best – bringing the community together to tell, share, and enjoy stories. Lakeside Pride Jazz Orchestra dazzled an intergenerational crowd of about 275 customers with their performance. Interspersed throughout, band members educated attendees on the different instruments, describing their history or how they work to produce sound. Outreach Coordinator Julie Jurgens did a fabulous job entertaining with musical read-alouds of Raschka books and songs. The first two rows of the theater were saved for families and kids, resulting in a dance party filled with scarves, shakers, and tambourines!



End of School Year Party!

Friday, June 8 marked the last day of school and the first day of summer for many middle school-age teens in our community. The Hub celebrated by throwing our first End of School Year Party! to welcome incoming seventh graders to the Hub and to foster a sense of community for those already using the Hub. Using a trivia format, Youth Services staff introduced 63 attendees to the Hub and all the resources marked specially for their use. During the remainder of the program, teens were able to contribute a page to the inaugural Hub yearbook, make a duct tape lanyard, play video games, and try virtual reality gaming using the HTC Vive.



Tween Lounge

This month's drop-in Tween Lounge introduced over 20 tweens to board games, the art cart, and video gaming available for fourth-sixth graders visiting the library, mimicking the services offered for teens in the Hub. This program also launched drop-in, tween video gaming offered daily from 1-3 p.m. This added service has had steady participation despite no advertising or promotion, providing further confirmation of tween customers' desire for targeted services and activities.



Summer Volunteer Squad

The library's annual Summer Volunteer Squad program is off to a great start with ten groups of teen volunteers totaling 185 participants. Last year there were 196 participants. Our young volunteers wanted more opportunities and have been volunteering in other capacities including delivering supplies ordered by the Finance office, an inter-generational volunteer as a Reading Room aide, assisting at the Volunteer Fair and the FOL Book Sale. Teen volunteer Anthony Vega who was assisting at an exhibit pop-up activity interacted with a customer who only spoke Spanish. The customer was very grateful and shared this with library staff.

This year, library staff offered two new volunteer opportunities: Culinary Crusaders, a group focusing on heritage cooking led by Genealogy Librarian Lauren Banovz and Teen Advisor Lauren Draftz, and Pop-up Players, a pop-up performance troupe led by Outreach Coordinator Julie Jurgens and Outreach Intern Janki Mody.

Circulation News

Movie Night

The bookmobile participated in our first movie night with the park district. About 40 customers visited, checked out materials and even registered their reciprocal library cards in the one hour we were there!

Driver license Scanner

Circulation has been testing a driver license scanner at the circulation desk that increases efficiency of signing up new cardholders. Creating library cards is faster and easier, as all information from the license transfers over immediately into the library card record once scanned. We are planning to purchase three additional scanners, as it is only on the library card desk right now.

Bookmobile Design Winners

Amazing bookmobile designs colored by our creative customers resulted in three winners, each receiving a personal 30-minute visit. Two of the winners opted to receive their visit in June. Melody, Grace, and many of their friends, family, and neighbors stopped by to help them celebrate!



AH District 25

Continuing our partnership with AH District 25, Circulation created 256 library cards for children (169 were created in June, 87 were created in July) by offering parents the option to opt into library cards for their children during school registration.

Collection Services News

Beach Reads

The Beach Reads display continues to be popular. For the month of June, there were 384 circs with both teens and adults browsing the display. Instead of purchasing books for this seasonal display, it is stocked with paperbacks donated to the Friends.

Staff Development

This Call May Be Monitored for Quality Assurance

Jackie Moreno and Pam Schwarting repeated the presentation of “This Call May Be Monitored for Quality Assurance” at the June WILIUG meeting (Wisconsin, Illinois Innovative Users Group). They shared ideas with attendees about phone training and staff assessments.

ALA

Eleven staff and one board member attended the American Library Association conference in New Orleans this month. Shannon Distel, Director of Customer Services, presented on building business services in her presentation titled: Getting Down to Business: Building Business Services From the Ground Up



April Harder, editorial supervisor; Pat Aichele, communications & marketing specialist; Brian Benson, graphics supervisor; Colleen Kelly, graphic artist and Mary Hastings, director of communications & marketing, accepted the John Cotton Dana Library Public Relations Award and a \$10,000 check from the H.W. Wilson Foundation at a reception sponsored by EBSCO Information Services during the American Library Association’s (ALA) 2018 annual conference in New Orleans.

The team won the award for the #beinthecircle marketing campaign for the 2017 One Book, One Village program. Using creative inspiration from social media themes in *The Circle* by Dave Eggers, they built #beinthecircle, a communications campaign combining traditional marketing with a heightened emphasis on social media. Key to the success of the program was using “influencer” marketing to promote the program, resulting in 84 percent more social media engagement and 55 percent growth in book discussion attendance than the previous year.

ALA describes the award as one of the “most coveted and prestigious of the awards recognizing marketing and public relations excellence.”



Brian Benson and Colleen Kelly accepted four PR Xchange Awards at ALA for outstanding graphic design. The awards were given for the library newsletter, book discussion brochure, winter reading challenge brochure and the One Book One Village brochure. Our library graphics team won the most awards at this year's event.

Over 400 entries in print and electronic formats were submitted from over 100 institutions, including public, academic, school, state and special libraries. Submissions were assessed based on the quality of content, format, design, creativity and originality. The PR Xchange Awards are part of the Marketing and Communications Community of Practice, Library Leadership and Management Association (LLAMA), a division of ALA.

June 2018

Service Point Traffic

Total visits
89,918 ↓ -1%
 90,981 last year

Main Library visits
84,650 ▬ -1%
 85,475 last year

Sr Center Visits
2,026 ↓ -6.85%
 2,175 last year

Bookmobile Visits
3,242 ↓ -2.67%
 3,331 last year

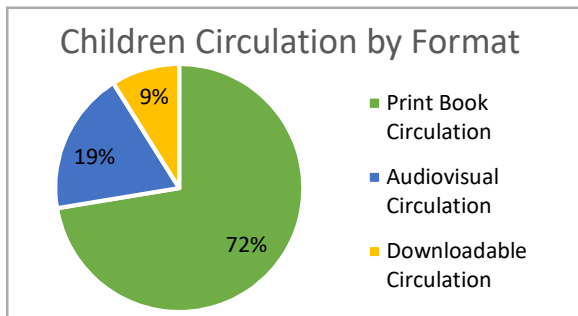
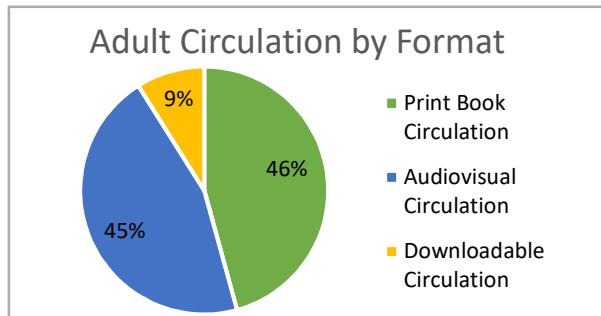
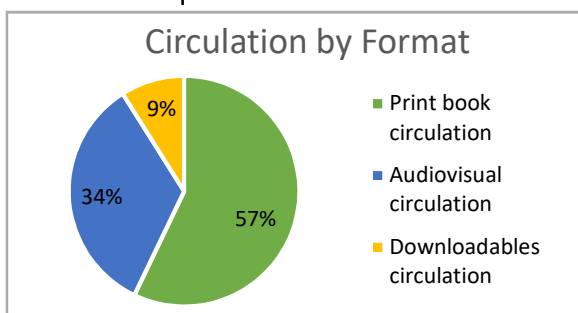
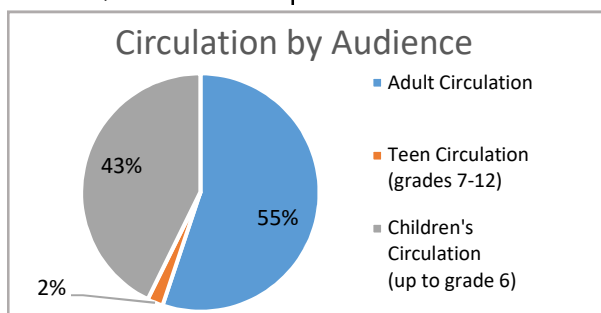
Circulation

Total Circulation
183,239 ▬ -1%
 184,573 last year

Card Holders
49,745

Library Cards Issued
 Resident **708** ↓ -9.23%
 (issued) 780 last year
 Non-Resident **208** ↑ 11.23%
 (Registered) 187 last year

Interlibrary Loan
 Borrowed **428** ↑ 10.88%
 386 last year
 Lent **529** ↓ -30.39%
 760 last year



Programs

Program Attendance
14,217 ↑ 3%
 13,811 last year

Number of Programs
281 ↓ -5%
 295 last year

Cost of Programs
\$18,539
 \$8,870 funded by FOL

General Satisfaction
4.83/5

Questions

Reference Questions
17,227 ↓ -8%
 18,655 last year

Reference Questions
 (via call center)
4,500 ↓ -11%
 5,069 last year

Chat sessions
427 ↑ 24.13%
 344 last year

Technology Usage

Public Computer Use
10,923 ▬ -0.42%
 10,969 last year

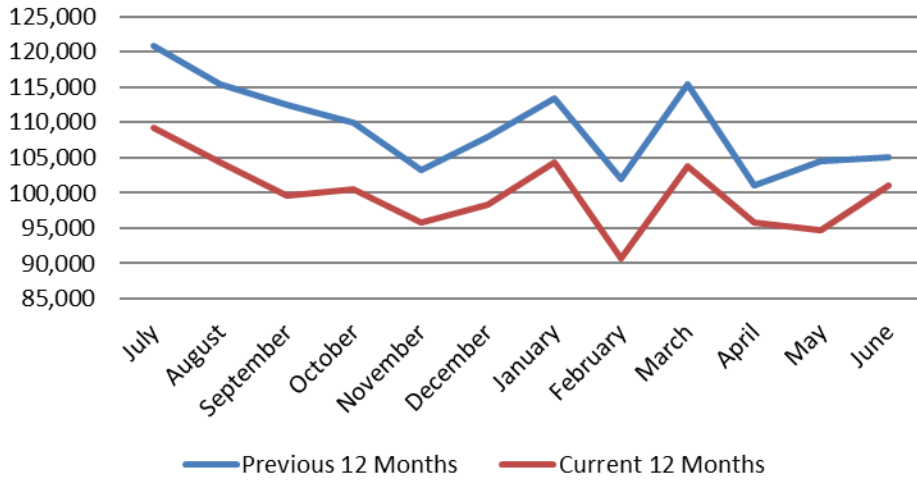
Website Visits
99,875 ↓ -7.13%
 107,547 last year

Self Checkout
 (% of total checkouts)
69% ↑ 2.03%
 67% last year

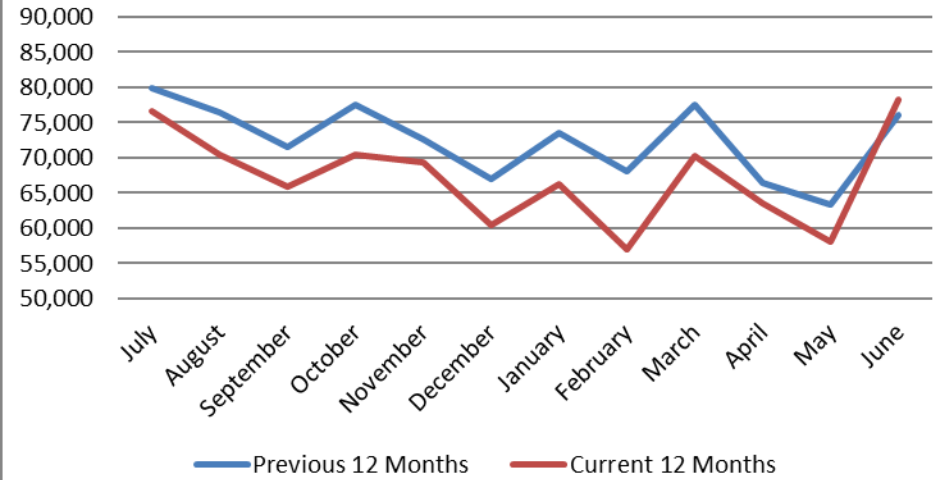
AHML - DASHBOARD - July 2018

	June 2018	June 2017	% change from last June	Jan 2018 - June 2018	Jan 2017 - June 2017	% change from last YTD
Total circulation	183,239	184,573	-1%	999,207	1,081,414	-8%
Adult circulation	101,048	105,007	-4%	590,313	641,521	-8%
Teen circulation	3,933	3,457	14%	15,610	14,685	6%
Children circulation	78,258	76,109	3%	393,284	425,208	-8%
Print book circulation	99,334	98,163	1%	518,773	539,125	-4%
Audiovisual circulation	59,103	64,379	-8%	335,000	385,624	-13%
Downloadables circulation	15,535	12,898	20%	96,520	104,465	-8%
Self-check as % of main floor circ	68.81%	66.79%	2.03%	66.79%	65.81%	0.98%
Circulation to reciprocal borrowers	10,354	10,133	2%	58,730	66,001	-11%
ILLs borrowed for our customers	428	386	11%	2,228	2,446	-9%
ILLS lent to other libraries	529	760	-30%	3,191	4,192	-24%
Resident cards issued	708	780	-9%	2,370	2,566	-8%
Reciprocal cards registered	208	187	11%	1,024	1,147	-11%
Reference questions	17,227	18,655	-8%	97,924	99,985	-2%
Number of Programs	281	295	-5%	1,645	1,585	4%
Program attendance	14,217	13,811	3%	59,041	71,177	-17%
Public computer use	10,923	10,969	0%	63,038	65,264	-3%
Website visits	99,875	107,547	-7%	596,962	645,922	-8%
In-person visitors	89,918	90,981	-1%	521,716	533,582	-2%
Marketplace - % of adult coll	8.67%	9.11%	-5%	8.6%	8.6%	-1.1%
Marketplace - % of circ	34.3%	36.1%	-5%	34.6%	35.0%	-1.1%
Kids' Mktplace - % of KW coll	4.7%	5.1%	-8%	4.7%	5.1%	-8%
Kids' Mktplace - % of circ	14.2%	15.6%	-10%	15.3%	16.1%	-5%
Individual Staff Sessions	268	352	-31%	1975	2311	-17%
Volunteer hours	3,017	3,087	-2%	13,322	14,720	-10%

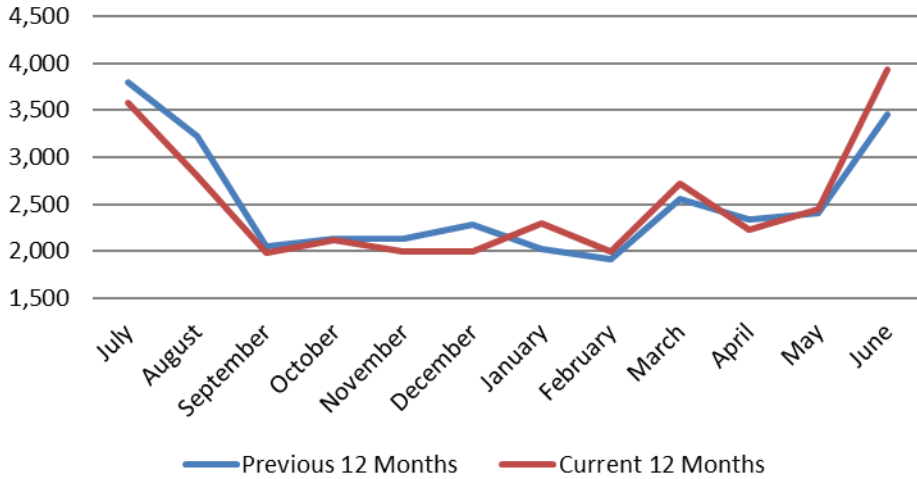
Adult Circulation



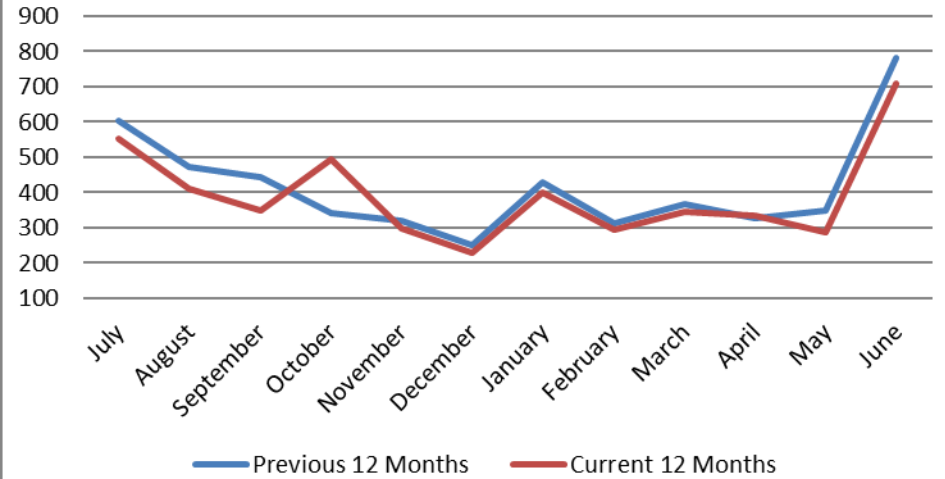
Children's Circulation

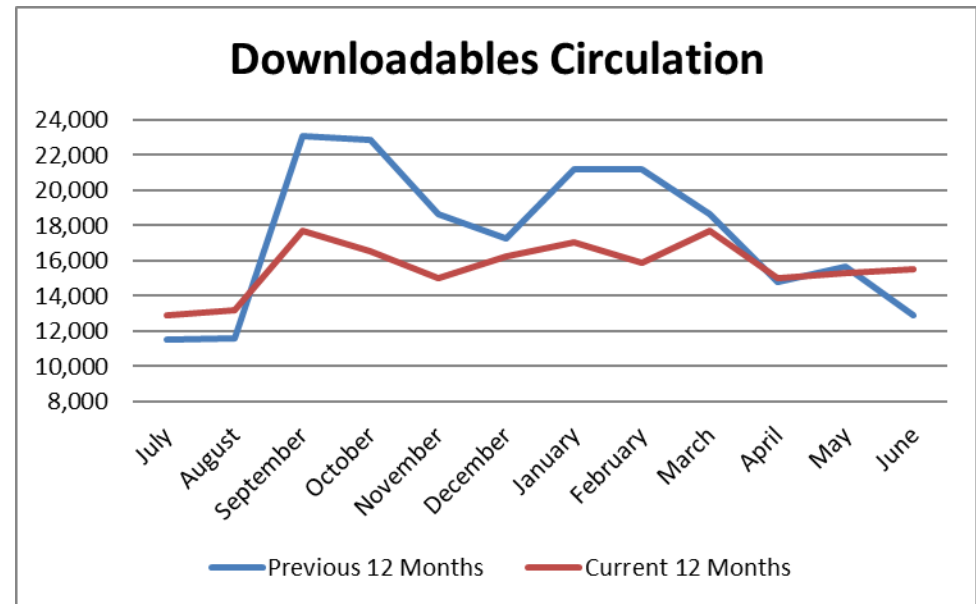
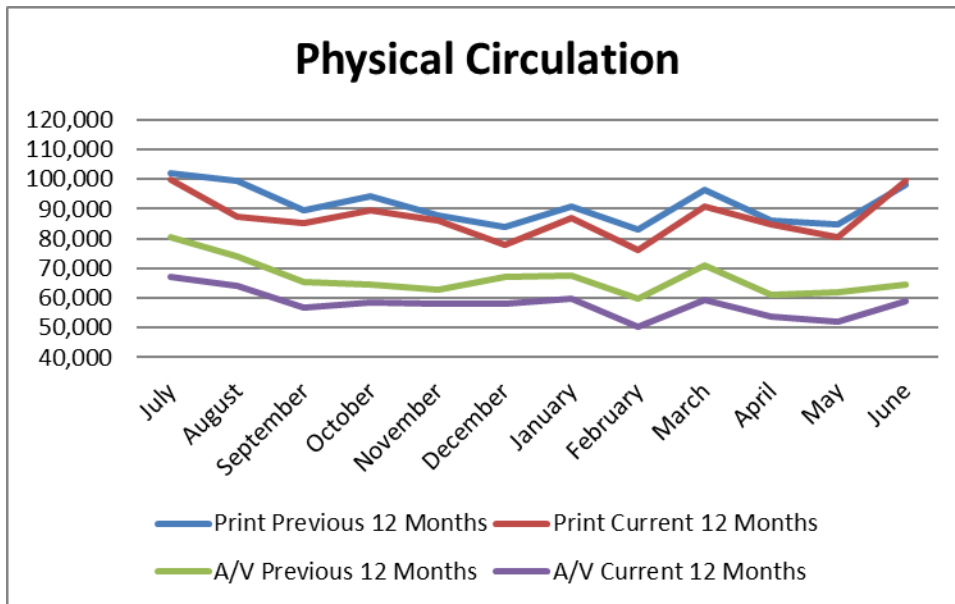


Teen Circulation



Resident Library Cards Issued

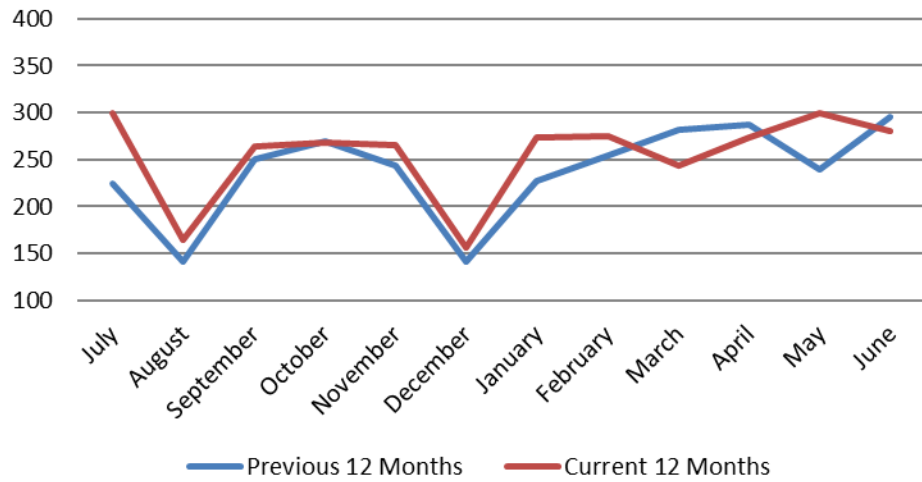




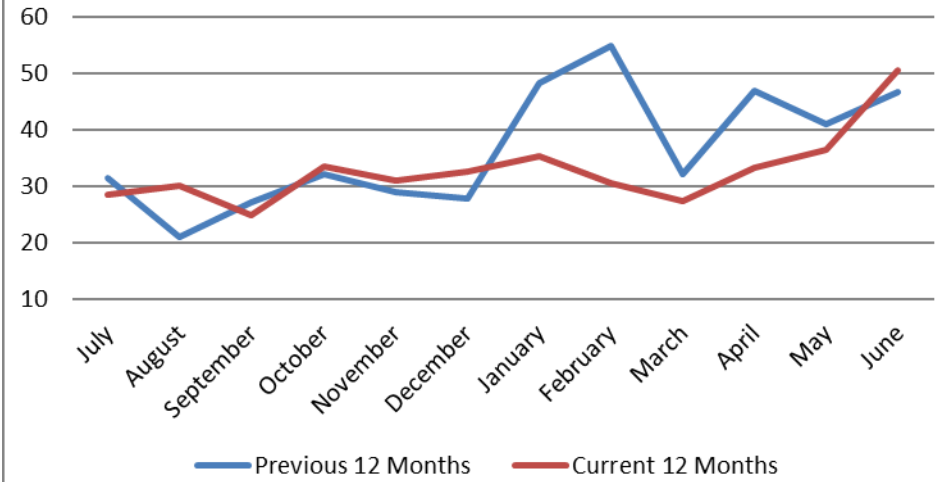
Notes relating to circulation:

- In June, we reached a record high for self-checkout. 68.8% of all main library checkouts were done at one of our self-check stations. This is up 2% from last June.
- We created 708 AHML library cards in June. Through our District 25 partnership, we created 169 new cards, or 24% of new cards in June; we created 74, or 10.5%, of all new cards at Backstretch.
- Quite a few collections have seen an increase in use:
 - Our D214 summer reading partnership has contributed to Teen circulation increasing 13.8% for the month, up 6.3% for the year. This includes an increase of 48.5% for Teen Nonfiction and an increase of 26.2% for Teen Graphic Novels.
 - Staff dedication to book club promotion has successfully led to Kids' World and Adult book discussion increases, up 12.1% and 36.4% respectively compared to June 2017.
- Electronic checkouts are up 20.4% compared to last June. In particular:
 - Hoopla is up 19.4%
 - Cloud Library is up 19.6%
 - Kanopy is up 183.5%
 - Flipster is up 130%

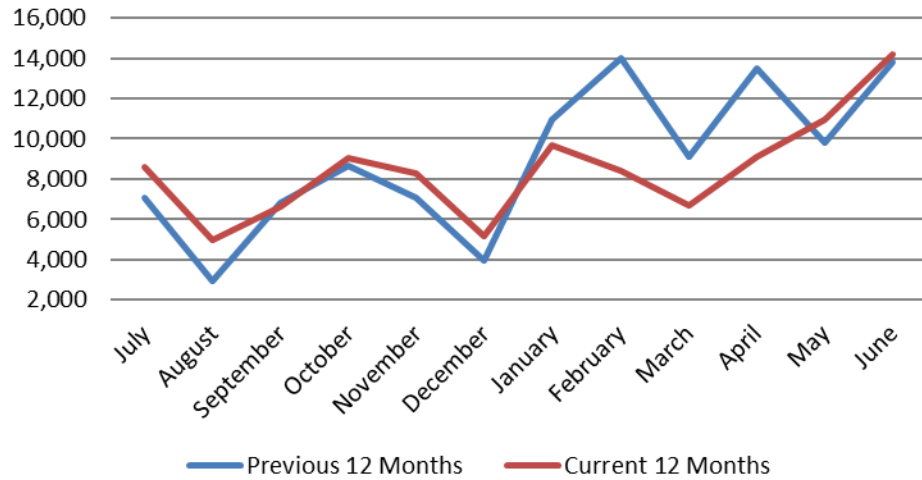
Program Sessions



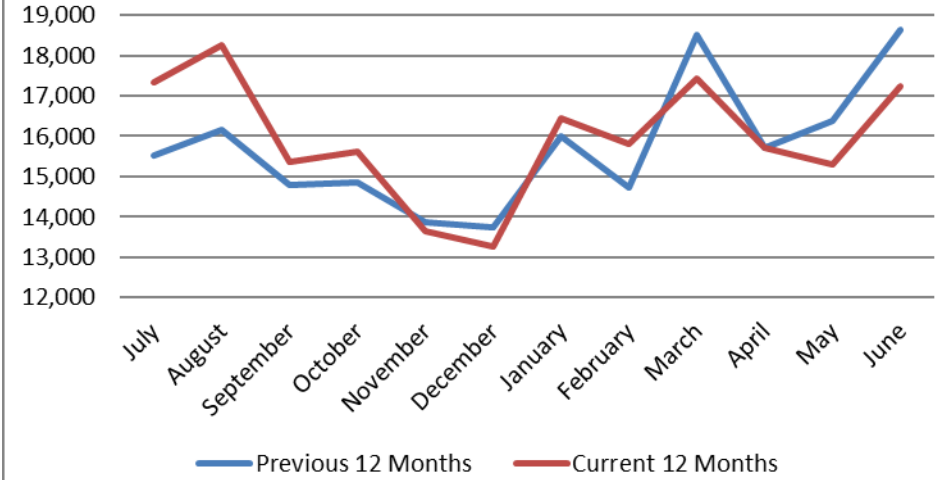
Attendance Per Program



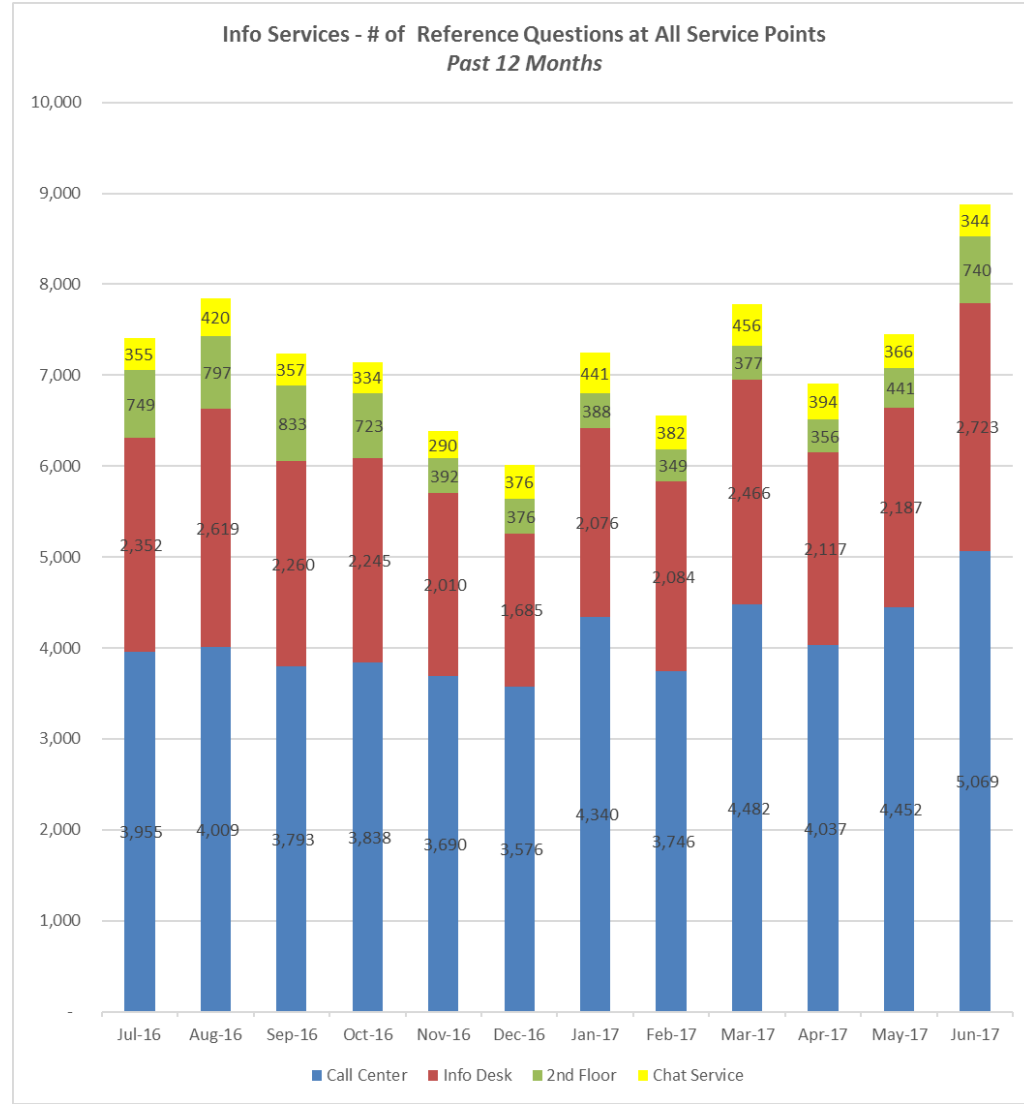
Program Attendance



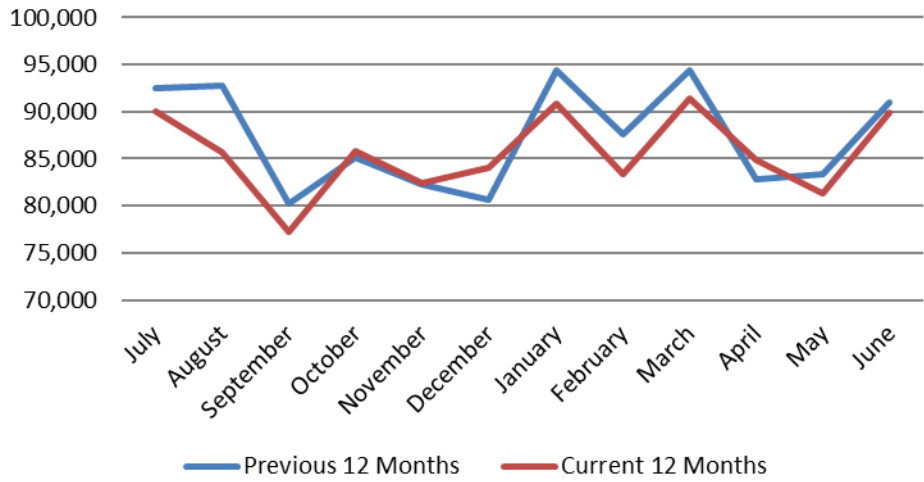
Reference Questions (Library Wide)



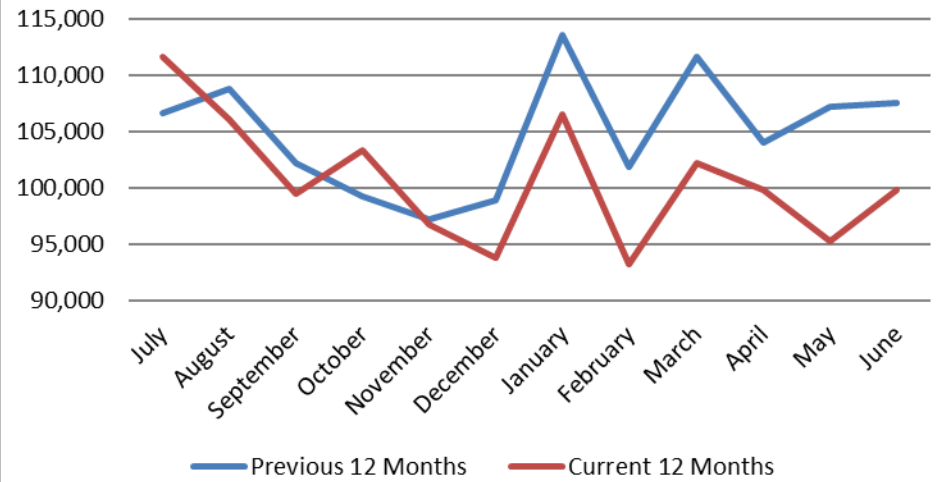
The charts below illustrate the total reference questions handled at the various Info service points for the current 12 months and the prior 12 months.



In-person Attendance



Website Visits



Public Computer Use

