

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, MAY 15, 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 APRIL 17, 2018 (Action Item 1)
- V. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 7, 2018 (Action Item 2)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2018 (Item 3)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2018 (Action Item 4)
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. OLD BUSINESS
 - SKYLIGHT REPLACEMENT (Action Item 5)
Discussion of replacement options for the skylight between the 1968 and 1993 buildings
 - AWARDING OF BOILER ADDITION PROJECT (Action Item 6)
Staff is seeking authorization to award the bid for the addition of a high efficiency boiler for the 1993 building

- ARLINGTON HEIGHTS MEMORIAL LIBRARY
STRATEGIC PLAN (Action Item 7)
Staff is seeking approval of the Arlington Heights Memorial Library
Strategic Plan as prepared by Library Strategies.

X. NEW BUSINESS

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 AND (5) PURCHASE OR LEASE OF REAL
PROPERTY FOR THE USE OF THE PUBLIC BODY

XIV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XV. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, APRIL 17, 2018.

04.18.01 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, April 17, 2018, at 7:30 p.m. by President Debbie Smart.

04.18.02 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; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Janet Moravec, Business Office Administrator; Karen Smith, Resident.

The board observed a moment of silence to remember former First Lady Barbara Bush, advocate for family literacy.

04.18.03 **PUBLIC COMMENT** – Ms. Smith expressed concern of the library’s practice of submitting accounts to a collection agency without first notifying customers. President Smart replied staff would review current procedures.

Trustee Thanopoulos joined the meeting at 7:33 p.m.

04.18.04 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 19, 2018 (Action Item 1)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

04.18.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MARCH 26, 2018 (Action Item 2)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

04.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2018 (Item 3)** – Mr. Driskell reported \$6,552,524 in real estate revenue has been received to date, which is 52.5% of the annual budgeted revenue. On an overall basis, total operating expenditures are trending \$315,620 over the year to date budget for the operating fund. The variance is largely due to the prepaid expenses booked in the beginning of the year, as well as, a three pay period month in March. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

04.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2018 (Action Item 4)** – There were no trustee questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED MARCH 31, 2018, IN THE AMOUNT OF \$1,437,841.62.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

04.18.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the ongoing trend of increased users in the library delivery service because of promotion in the February newsletter cover story. As part of the community engagement during *XOXO: An Exhibit About Love & Forgiveness*, the March Food Drive partnered with the Wheeling Township Food Pantry; and the community generously donated approximately 1,200 food items. Fourteen staff attended the Public Library Association Conference in Philadelphia. Two librarians presented a program on programming around political information and another presented a “spark talk” about youth services.

04.18.09 **OLD BUSINESS**

- **POLLING PLACE UPDATE (Item 5)** – Mr. Driskell gave an update on a request from the Election Office of Cook County Clerk David Orr’s office to consider using the library as a polling place. Beginning with the November 2018 election, the library’s Cardinal Room will be used as a polling location for two precincts.

04.18.10 **NEW BUSINESS**

- **ONE BOOK, ONE VILLAGE AUTHOR CONTRACT (Action Item 6)** – Staff was seeking approval to enter into contract for the annual One Book, One Village author event.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO A CONTRACT, PENDING ATTORNEY REVIEW, WITH SIMON AND SCHUSTER SPEAKERS BUREAU IN THE AMOUNT OF \$27,500, PLUS TRAVEL EXPENSES, TOTAL NOT TO EXCEED BUDGETED AMOUNT.** Trustee Supplitt seconded. All were in favor and the motion carried.

- **REVIEW OF DECEMBER 31, 2017 ASSIGNED FUND BALANCE (Action Item 7)** – The board discussed the reallocation of the assigned general fund balance as of December 31, 2017 to bring us in compliance with board policy. In order to be in compliance, staff is recommending the board adjust the IMRF assigned balance from \$1.4 million to \$750,000. This will bring the Unassigned balance to \$5,205,299, resulting in compliance to the policy as of 12/31/2017.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RELEASING \$750,000 OF THE ASSIGNED IMRF UAAL BALANCE TO THE UNASSIGNED GENERAL FUND BALANCE.** Trustee Medal

seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

04.18.11 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – President Smart reported on the election of a new slate of officers, including FOL Board President Brian Repsher; congratulated the Friends on their 50th anniversary and thanked them for their commitment and continued support of the library; and shared Stu Wilson from Library Strategies will be working with the Friends at their May meeting.

04.18.12 **OTHER**

- Ms. Distel gave an update on the work of the Arlington Heights Memorial Library Foundation Exploratory Committee.

- **PRELIMINARY DISCUSSION OF 2019 BUDGET PROCESS** – After discussion, the board agreed to conduct the 2019 budget process through the Committee of the Whole structure.

04.18.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Brody Garkisch seconded. All were in favor and the motion carried. The board went into closed session at 8:28 p.m.

The board returned to open session at 9:23 p.m.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF APRIL 17, 2018.** Trustee Brody Garkisch seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:24 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

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

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

Absent: None.

Also present: Mike Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Mary Hastings, Communications and Marketing Manager; Gary Leclair, Facilities Manager; Jennifer Czajka, Programs and Exhibits Manager; Carol Ng-He, Exhibit Coordinator; Janet Moravec, Business Office Administrator.

- 05.18.02 There was no **PUBLIC COMMENT**.
- 05.18.03 **2019 BUDGET TIMETABLE (Item 1)** – The committee reviewed the timetable for budget preparations for 2019.
- 05.18.04 **SKYLIGHT REPLACEMENT (Item 2)** – The committee continued its discussion of replacement options for the skylight between the 1968 and 1993 buildings. After discussion, the committee was in favor of keeping the existing structure and either replacing the exterior panels or replacing the exterior and interior panels. Changing the interior panels would allow change of the color while remaining translucent. The committee requested staff also seek a cost estimate on replacing the skylight with an enclosed roof.
- 05.18.05 **CAULKING PROJECT (Item 3)** – The committee discussed the caulking project for the exterior stone on the 1993 building. The committee directed staff to move ahead with having drawings created so the project can be sent out to bid.
- 05.18.06 **XOXO: AN EXHIBIT ABOUT LOVE & FORGIVENESS FINAL REPORT (Item 4)** – Programs and Exhibits Manager Jennifer Czajka and Exhibit Coordinator Carol Ng-He provided a final report of *XOXO: An Exhibit About Love & Forgiveness*, including attendance, costs and feedback.
- 05.18.07 There were no **OTHER** items to be discussed.
- 05.18.08 Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (5) FOR THE**

PURPOSE OF DISCUSSING THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY. Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 8:32 p.m.

The board returned to open session at 9:47 p.m.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF MAY 7, 2018.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:48 p.m.

Janet Moravec, Recorder

(Item 3)

Village of Arlington Heights
REVENUE REPORT
33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2018

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
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	75,690	4,663.54	6	302,760	481,928.59	159	908,281	426,352.41
04 00	Real Estate Tax FICA	49,169	3,029.48	6	196,676	313,065.73	159	590,029	276,963.27
05 00	Real Estate Tax	1,039,173	64,027.30	6	4,156,692	6,616,551.57	159	12,470,082	5,853,530.43
401 **	Real Estate Taxes	1,164,032	71,720.32	6	4,656,128	7,411,545.89	159	13,968,392	6,556,846.11
400 ***	Taxes	1,164,032	71,720.32	6	4,656,128	7,411,545.89	159	13,968,392	6,556,846.11
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	58,311.42	1166	20,000	58,311.42	292	60,000	1,688.58
70 00	Other Grants	125	.00		500	.00		1,500	1,500.00
90 00	Contribution Ord. Library	83	.00		332	.00		1,000	1,000.00
411 **	Intergovernmental	5,208	58,311.42	1120	20,832	58,311.42	280	62,500	4,188.58
410 ***	Intergovernmental Revenue	5,208	58,311.42	1120	20,832	58,311.42	280	62,500	4,188.58
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		832	439.00	53	2,500	2,061.00
74 00	Copier/Reader Printer Fee	3,333	3,629.95	109	13,332	14,477.64	109	40,000	25,522.36
75 00	Meeting Room Fees	333	465.00	140	1,332	1,300.00	98	4,000	2,700.00
436 **	Library Fees	3,874	4,094.95	106	15,496	16,216.64	105	46,500	30,283.36
430 ***	Fees	3,874	4,094.95	106	15,496	16,216.64	105	46,500	30,283.36
440	Fines								
442	Library								
20 00	Late Charges	11,666	9,415.08	81	46,664	42,031.00	90	140,000	97,969.00
25 00	Lost/Damaged Item Charges	1,416	1,548.81	109	5,664	5,749.29	102	17,000	11,250.71
442 **	Library	13,082	10,963.89	84	52,328	47,780.29	91	157,000	109,219.71
440 ***	Fines	13,082	10,963.89	84	52,328	47,780.29	91	157,000	109,219.71
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,666	4,065.16	153	10,664	11,753.26	110	32,000	20,246.74
461 **	Simple Interest	2,666	4,065.16	153	10,664	11,753.26	110	32,000	20,246.74
462	Investment Income								
10 00	Market Value Adjustments	0	1,922.70		0	9,452.54		0	9,452.54-
462 **	Investment Income	0	1,922.70		0	9,452.54		0	9,452.54-

Village of Arlington Heights
 REVENUE REPORT
 33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2018

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,666	5,987.86	225	10,664	21,205.80	32,000	10,794.20	
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00	0	.00	
470	*** Sales Reimbursable Rents	0	.00		0	.00	0	.00	
480	Other								
482	Library Other								
482	** Library Other	0	.00		0	.00	0	.00	
483	Donations								
70 00	Donations - Library	83	.00		332	.00	1,000	1,000.00	
483	** Donations	83	.00		332	.00	1,000	1,000.00	
489	Other								
90 00	Other Income	833	825.98	99	3,332	4,640.79	10,000	5,359.21	
93 00	Donations Genealogy	41	.00		164	.00	500	500.00	
94 00	FOL Reimbursements	5,416	2,950.00	55	21,664	15,888.62	65,000	49,111.38	
489	** Other	6,290	3,775.98	60	25,160	20,529.41	75,500	54,970.59	
480	*** Other	6,373	3,775.98	59	25,492	20,529.41	76,500	55,970.59	
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00	0	.00	
490	*** Other Financing Sources	0	.00		0	.00	0	.00	
FUND TOTAL Memorial Library Fund		1,195,235	154,854.42	13	4,780,940	7,575,589.45	159	14,342,892	6,767,302.55

Village of Arlington Heights
 REVENUE REPORT
 33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2018

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	3,477.49	278	5,000	8,804.29	176	15,000	6,195.71
461	** Simple Interest	1,250	3,477.49	278	5,000	8,804.29	176	15,000	6,195.71
462	Investment Income								
10 00	Market Value Adjustments	0	2,413.89		0	8,025.68		0	8,025.68-
462	** Investment Income	0	2,413.89		0	8,025.68		0	8,025.68-
460	*** Interest Income	1,250	5,891.38	471	5,000	16,829.97	337	15,000	1,829.97-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		583,332	1,750,000.00	300	1,750,000	.00
491	** Other Financing Sources	145,833	.00		583,332	1,750,000.00	300	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		583,332	1,750,000.00	300	1,750,000	.00
FUND TOTAL Capital Projects-Library		147,083	5,891.38	4	588,332	1,766,829.97	300	1,765,000	1,829.97-

PROGRAM: GM267L
Village of Arlington Heights

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	24515.34	53	185348	113991.25	62	.00	556045	442053.75	21
16	92	Achievement Awards	333	.00	0	1332	1000.00	75	.00	4000	3000.00	25
16	**	Library Personal Services	46670	24515.34	53	186680	114991.25	62	.00	560045	445053.75	21
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	64	603.27	943	.00	200	403.27-	302
18	**	Other Personal Services	16	.00	0	64	603.27	943	.00	200	403.27-	302
19		Employee Benefits										
19	05	Medical Insurance	5409	5496.93	102	21636	21987.72	102	.00	64913	42925.28	34
19	10	IMRF	6056	3118.36	52	24224	14576.49	60	.00	72675	58098.51	20
19	11	Social Security	2872	1462.09	51	11488	6867.23	60	.00	34475	27607.77	20
19	12	Medicare	671	341.93	51	2684	1605.99	60	.00	8063	6457.01	20
19	53	Flexible Spending	208	175.75	85	832	831.25	100	.00	2500	1668.75	33
19	55	Unemployment Compensation	833	.00	0	3332	3143.00	94	.00	10000	6857.00	31
19	**	Employee Benefits	16049	10595.06	66	64196	49011.68	76	.00	192626	143614.32	25
20		Prof Technical Services										
20	05	Professional Services	333	2763.75-	830-	1332	1338.75-	101-	.00	4000	5338.75	34-
20	08	Consulting Services	2054	41981.44	2044	8216	47645.04	580	.00	24650	22995.04-	193
20	20	Legal Services	1333	3465.00	260	5332	3841.25	72	.00	16000	12158.75	24
20	40	General Insurance	11041	2554.00-	23-	44164	102149.46	231	.00	132500	30350.54	77
20	81	OCLC Services	5216	15127.91	290	20864	30255.82	145	.00	62601	32345.18	48
20	**	Prof Technical Services	19977	55256.60	277	79908	182552.82	229	.00	239751	57198.18	76
21		Property Services										
21	65	Other Services	745	640.99	86	2980	5990.81	201	.00	8947	2956.19	67
21	**	Property Services	745	640.99	86	2980	5990.81	201	.00	8947	2956.19	67
22		Other Contractual Service										
22	01	Advertising	83	120.15	145	332	120.15	36	.00	1000	879.85	12
22	02	Dues	1623	306.00	19	6492	5516.00	85	.00	19485	13969.00	28
22	03	Training	10608	7735.27	73	42432	55825.58	132	.00	127300	71474.42	44
22	05	Postage	3590	2825.02	79	14360	16975.24	118	.00	43087	26111.76	39
22	42	Internet Services	2359	2209.29	94	9436	10669.44	113	.00	28311	17641.56	38
22	70	Telephone Services	4167	5889.11	141	16668	24492.06	147	.00	50014	25521.94	49
22	**	Other Contractual Service	22430	19084.84	85	89720	113598.47	127	.00	269197	155598.53	42
30		General Supplies										
30	05	Office Supplies & Equip	738	869.01	118	2952	1954.63	66	.00	8858	6903.37	22
30	**	General Supplies	738	869.01	118	2952	1954.63	66	.00	8858	6903.37	22
31		Public Works Supplies										
31	85	Small Tools and Equipment	399	.00	0	1596	.00	0	.00	4790	4790.00	0
31	**	Public Works Supplies	399	.00	0	1596	.00	0	.00	4790	4790.00	0

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
32		Library Supplies										
32	72	Special Events	70	.00	0	280	326.24	117	.00	850	523.76	38
32	99	Items Reimb by Employees	0	77.38-	0	0	42.73	0	.00	0	42.73-	0
32	**	Library Supplies	70	77.38-	111-	280	368.97	132	.00	850	481.03	43
40		Other Charges										
40	96	Operating Contingency	416	.00	0	1664	.00	0	.00	5000	5000.00	0
40	**	Other Charges	416	.00	0	1664	.00	0	.00	5000	5000.00	0
50		Property										
50	15	Other Equipment	4295	1095.11	26	17180	10277.11	60	.00	51540	41262.89	20
50	**	Property	4295	1095.11	26	17180	10277.11	60	.00	51540	41262.89	20
601	**	** Library	111805	111979.57	100	447220	479349.01	107	.00	1341804	862454.99	36
60	**	** Culture/Recreation	111805	111979.57	100	447220	479349.01	107	.00	1341804	862454.99	36
DIV	6001	TOTAL ***** Administration	111805	111979.57	100	447220	479349.01	107	.00	1341804	862454.99	36

PREPARED 05/10/2018, 12:03:26
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 33% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	55598	52240.72	94	222392	223158.56	100	.00	667274	444115.44	33

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	12898.53	96	53496	58086.57	109	.00	160495	102408.43	36
	16 **	Library Personal Services	13374	12898.53	96	53496	58086.57	109	.00	160495	102408.43	36
	18	Other Personal Services										
	18 05	Overtime Civilian	25	187.72	751	100	911.79	912	.00	300	611.79-	304
	18 **	Other Personal Services	25	187.72	751	100	911.79	912	.00	300	611.79-	304
	19	Employee Benefits										
	19 05	Medical Insurance	2816	3037.72	108	11264	12150.88	108	.00	33800	21649.12	36
	19 10	IMRF	1748	1664.58	95	6992	7504.62	107	.00	20976	13471.38	36
	19 11	Social Security	829	771.91	93	3316	3493.94	105	.00	9951	6457.06	35
	19 12	Medicare	193	180.53	94	772	817.14	106	.00	2327	1509.86	35
	19 50	Employee Asst. Program	520	3775.67	726	2080	5577.34	268	.00	6250	672.66	89
	19 **	Employee Benefits	6106	9430.41	154	24424	29543.92	121	.00	73304	43760.08	40
	21	Property Services										
	21 65	Other Services	687	446.50	65	2748	1942.50	71	.00	8250	6307.50	24
	21 **	Property Services	687	446.50	65	2748	1942.50	71	.00	8250	6307.50	24
	22	Other Contractual Service										
	22 01	Advertising	208	.00	0	832	180.00	22	.00	2500	2320.00	7
	22 02	Dues	258	2300.00	892	1032	2509.00	243	.00	3105	596.00	81
	22 03	Training	67	18.08	27	268	338.07	126	.00	810	471.93	42
	22 55	In Service Training	625	23.00	4	2500	6677.61	267	.00	7500	822.39	89
	22 **	Other Contractual Service	1158	2341.08	202	4632	9704.68	210	.00	13915	4210.32	70
	40	Other Charges										
	40 62	Tuition Reimbursement	1250	.00	0	5000	4445.33	89	.00	15000	10554.67	30
	40 70	Employee Recognition Prog	1370	.00	0	5480	.00	0	.00	16450	16450.00	0
	40 **	Other Charges	2620	.00	0	10480	4445.33	42	.00	31450	27004.67	14
601	** **	Library	23970	25304.24	106	95880	104634.79	109	.00	287714	183079.21	36
60	** **	Culture/Recreation	23970	25304.24	106	95880	104634.79	109	.00	287714	183079.21	36
DIV	6003	TOTAL ***** Human Resources	23970	25304.24	106	95880	104634.79	109	.00	287714	183079.21	36

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	1664	1341.98	81	.00	5000	3658.02	27
	21 **	Property Services	416	.00	0	1664	1341.98	81	.00	5000	3658.02	27
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	5412.66	325	6664	30544.48	458	.00	20000	10544.48-	153
	22 **	Other Contractual Service	1666	5412.66	325	6664	30544.48	458	.00	20000	10544.48-	153
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	1664	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	1664	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	1664	235.96	14	.00	5000	4764.04	5
	32 02	Program Supplies	416	.00	0	1664	309.38	19	.00	5000	4690.62	6
	32 32	Software	125	.00	0	500	.00	0	.00	1500	1500.00	0
	32 72	Special Events	833	2578.70	310	3332	4112.50	123	.00	10000	5887.50	41
	32 75	Audio Visual	166	.00	0	664	.00	0	.00	2000	2000.00	0
	32 78	Electronic Resources	125	.00	0	500	.00	0	.00	1500	1500.00	0
	32 80	Books	416	.00	0	1664	.00	0	.00	5000	5000.00	0
	32 **	Library Supplies	2497	2578.70	103	9988	4657.84	47	.00	30000	25342.16	16
	50	Property										
	50 15	Other Equipment	416	.00	0	1664	.00	0	.00	5000	5000.00	0
	50 **	Property	416	.00	0	1664	.00	0	.00	5000	5000.00	0
601 ** **		Library	5411	7991.36	148	21644	36544.30	169	.00	65000	28455.70	56
60 ** **		Culture/Recreation	5411	7991.36	148	21644	36544.30	169	.00	65000	28455.70	56
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	5411	7991.36	148	21644	36544.30	169	.00	65000	28455.70	56

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	18995.04	100	76368	85198.82	112	.00	229114	143915.18	37
16	**	Library Personal Services	19092	18995.04	100	76368	85198.82	112	.00	229114	143915.18	37
18		Other Personal Services										
18	05	Overtime Civilian	41	9.50	23	164	114.04	70	.00	500	385.96	23
18	**	Other Personal Services	41	9.50	23	164	114.04	70	.00	500	385.96	23
19		Employee Benefits										
19	05	Medical Insurance	3222	2977.77	92	12888	11911.08	92	.00	38669	26757.92	31
19	10	IMRF	2495	2417.38	97	9980	10851.79	109	.00	29946	19094.21	36
19	11	Social Security	1183	1117.83	95	4732	5029.35	106	.00	14205	9175.65	35
19	12	Medicare	276	261.43	95	1104	1176.21	107	.00	3322	2145.79	35
19	**	Employee Benefits	7176	6774.41	94	28704	28968.43	101	.00	86142	57173.57	34
20		Prof Technical Services										
20	05	Professional Services	450	.00	0	1800	.00	0	.00	5400	5400.00	0
20	**	Prof Technical Services	450	.00	0	1800	.00	0	.00	5400	5400.00	0
21		Property Services										
21	36	Equipment Rental	586	.00	0	2344	536.00	23	.00	7040	6504.00	8
21	65	Other Services	442	.00	0	1768	.00	0	.00	5310	5310.00	0
21	**	Property Services	1028	.00	0	4112	536.00	13	.00	12350	11814.00	4
22		Other Contractual Service										
22	02	Dues	60	.00	0	240	280.00	117	.00	725	445.00	39
22	03	Training	100	.00	0	400	.00	0	.00	1200	1200.00	0
22	25	IT/GIS Service Charge	2033	2033.33	100	8132	8133.32	100	.00	24400	16266.68	33
22	**	Other Contractual Service	2193	2033.33	93	8772	8413.32	96	.00	26325	17911.68	32
601	**	** Library	29980	27812.28	93	119920	123230.61	103	.00	359831	236600.39	34
60	**	** Culture/Recreation	29980	27812.28	93	119920	123230.61	103	.00	359831	236600.39	34
DIV	6008	TOTAL ***** Finance	29980	27812.28	93	119920	123230.61	103	.00	359831	236600.39	34

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	52333	48786.15	93	209332	219995.43	105	.00	627997	408001.57	35
16	**	Library Personal Services	52333	48786.15	93	209332	219995.43	105	.00	627997	408001.57	35
18		Other Personal Services										
18	05	Overtime Civilian	20	10.61	53	80	549.06	686	.00	250	299.06-	220
18	**	Other Personal Services	20	10.61	53	80	549.06	686	.00	250	299.06-	220
19		Employee Benefits										
19	05	Medical Insurance	12185	11578.69	95	48740	46314.76	95	.00	146228	99913.24	32
19	10	IMRF	6644	6010.60	91	26576	27042.25	102	.00	79738	52695.75	34
19	11	Social Security	3244	2918.11	90	12976	13244.63	102	.00	38936	25691.37	34
19	12	Medicare	758	682.46	90	3032	3097.56	102	.00	9106	6008.44	34
19	**	Employee Benefits	22831	21189.86	93	91324	89699.20	98	.00	274008	184308.80	33
20		Prof Technical Services										
20	05	Professional Services	687	6435.32	937	2748	6999.56	255	.00	8252	1252.44	85
20	08	Consulting Services	2170	5217.25	240	8680	13304.75	153	.00	26045	12740.25	51
20	**	Prof Technical Services	2857	11652.57	408	11428	20304.31	178	.00	34297	13992.69	59
21		Property Services										
21	02	Equipment Maintenance	14991	9936.93	66	59964	136277.75	227	.00	179898	43620.25	76
21	**	Property Services	14991	9936.93	66	59964	136277.75	227	.00	179898	43620.25	76
22		Other Contractual Service										
22	02	Dues	17	.00	0	68	.00	0	.00	209	209.00	0
22	03	Training	37	695.00	1878	148	720.07	487	.00	450	270.07-	160
22	**	Other Contractual Service	54	695.00	1287	216	720.07	333	.00	659	61.07-	109
30		General Supplies										
30	05	Office Supplies & Equip	31	.00	0	124	103.65-	84-	.00	375	478.65	28-
30	30	Data System Supplies	3183	4872.19	153	12732	12685.78	100	.00	38204	25518.22	33
30	32	Software Library	14623	187.98	1	58492	98493.98	168	.00	175480	76986.02	56
30	33	Documentation Library	52	.00	0	208	.00	0	.00	625	625.00	0
30	**	General Supplies	17889	5060.17	28	71556	111076.11	155	.00	214684	103607.89	52
31		Public Works Supplies										
31	85	Small Tools and Equipment	1384	1750.52	127	5536	5837.82	106	.00	16610	10772.18	35
31	**	Public Works Supplies	1384	1750.52	127	5536	5837.82	106	.00	16610	10772.18	35
32		Library Supplies										
32	05	Processing Supplies	25	.00	0	100	.00	0	.00	300	300.00	0
32	32	Software	857	2.11	0	3428	2563.97	75	.00	10287	7723.03	25
32	**	Library Supplies	882	2.11	0	3528	2563.97	73	.00	10587	8023.03	24

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
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	7894.00	134	23608	18100.90	77	.00	70830	52729.10	26
	50 15	Other Equipment	1066	895.00	84	4264	895.00	21	.00	12800	11905.00	7
	50 **	Property	6968	8789.00	126	27872	18995.90	68	.00	83630	64634.10	23
601 ** **		Library	120209	107872.92	90	480836	606019.62	126	.00	1442620	836600.38	42
60 ** **		Culture/Recreation	120209	107872.92	90	480836	606019.62	126	.00	1442620	836600.38	42
DIV 6010		TOTAL *****										
		Information Technology	120209	107872.92	90	480836	606019.62	126	.00	1442620	836600.38	42

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	19329.98	100	77356	90917.19	118	.00	232068	141150.81	39
16	**	Library Personal Services	19339	19329.98	100	77356	90917.19	118	.00	232068	141150.81	39
18		Other Personal Services										
18	05	Overtime Civilian	166	115.06	69	664	980.66	148	.00	2000	1019.34	49
18	**	Other Personal Services	166	115.06	69	664	980.66	148	.00	2000	1019.34	49
19		Employee Benefits										
19	05	Medical Insurance	4781	4753.28	99	19124	19013.12	99	.00	57379	38365.88	33
19	10	IMRF	2186	2170.33	99	8744	10353.08	118	.00	26240	15886.92	40
19	11	Social Security	1199	1159.41	97	4796	5512.94	115	.00	14388	8875.06	38
19	12	Medicare	280	271.15	97	1120	1289.33	115	.00	3365	2075.67	38
19	**	Employee Benefits	8446	8354.17	99	33784	36168.47	107	.00	101372	65203.53	36
22		Other Contractual Service										
22	03	Training	156	.00	0	624	92.12	15	.00	1875	1782.88	5
22	**	Other Contractual Service	156	.00	0	624	92.12	15	.00	1875	1782.88	5
30		General Supplies										
30	05	Office Supplies & Equip	18	.00	0	72	37.92	53	.00	225	187.08	17
30	**	General Supplies	18	.00	0	72	37.92	53	.00	225	187.08	17
601	**	** Library	28125	27799.21	99	112500	128196.36	114	.00	337540	209343.64	38
60	**	** Culture/Recreation	28125	27799.21	99	112500	128196.36	114	.00	337540	209343.64	38
DIV	6015	TOTAL ***** Security	28125	27799.21	99	112500	128196.36	114	.00	337540	209343.64	38

PREPARED 05/10/2018, 12:03:26
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 33% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	455905	438918.70	96	1823620	2034164.53	112	.00	5471527	3437362.47	37

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	70539.54	95	297336	300540.30	101	.00	892014	591473.70	34
	16	** Library Personal Services	74334	70539.54	95	297336	300540.30	101	.00	892014	591473.70	34
	18	Other Personal Services										
	18	05 Overtime Civilian	20	.00	0	80	.00	0	.00	250	250.00	0
	18	** Other Personal Services	20	.00	0	80	.00	0	.00	250	250.00	0
	19	Employee Benefits										
	19	05 Medical Insurance	10508	10435.34	99	42032	41741.36	99	.00	126098	84356.64	33
	19	10 IMRF	9525	8962.77	94	38100	38109.18	100	.00	114303	76193.82	33
	19	11 Social Security	4608	4225.80	92	18432	18105.00	98	.00	55305	37200.00	33
	19	12 Medicare	1077	988.28	92	4308	4234.27	98	.00	12934	8699.73	33
	19	** Employee Benefits	25718	24612.19	96	102872	102189.81	99	.00	308640	206450.19	33
	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	285.00	71	1600	1148.00	72	.00	4803	3655.00	24
	22	03 Training	370	182.37	49	1480	339.75	23	.00	4451	4111.25	8
	22	18 Contr Programs & Exhibits	850	.00	0	3400	660.00	19	.00	10200	9540.00	7
	22	** Other Contractual Service	1620	467.37	29	6480	2147.75	33	.00	19454	17306.25	11
	30	General Supplies										
	30	05 Office Supplies & Equip	25	.00	0	100	129.81	130	.00	310	180.19	42
	30	** General Supplies	25	.00	0	100	129.81	130	.00	310	180.19	42
	32	Library Supplies										
	32	01 Program Supplies	164	66.60	41	656	132.29	20	.00	1970	1837.71	7
	32	02 Program Supplies	0	80.06	0	0	80.06	0	.00	0	80.06-	0
	32	90 Circulation Supplies	183	.00	0	732	42.75	6	.00	2203	2160.25	2
	32	** Library Supplies	347	146.66	42	1388	255.10	18	.00	4173	3917.90	6
601	**	** Library	102064	95765.76	94	408256	407115.27	100	.00	1224841	817725.73	33
60	**	** Culture/Recreation	102064	95765.76	94	408256	407115.27	100	.00	1224841	817725.73	33
DIV	6405	TOTAL ***** Business & Specialty Serv	102064	95765.76	94	408256	407115.27	100	.00	1224841	817725.73	33

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
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	218730	183154.37	84	874920	849744.48	97	.00	2624771	1775026.52	32
	16 **	Library Personal Services	218730	183154.37	84	874920	849744.48	97	.00	2624771	1775026.52	32
	18	Other Personal Services										
	18 05	Overtime Civilian	166	28.02	17	664	289.65	44	.00	2000	1710.35	15
	18 **	Other Personal Services	166	28.02	17	664	289.65	44	.00	2000	1710.35	15
	19	Employee Benefits										
	19 05	Medical Insurance	21340	21048.44	99	85360	84193.76	99	.00	256090	171896.24	33
	19 10	IMRF	21858	24214.98	111	87432	91072.46	104	.00	262298	171225.54	35
	19 11	Social Security	13566	11073.82	82	54264	51625.55	95	.00	162793	111167.45	32
	19 12	Medicare	3172	2589.83	82	12688	12073.72	95	.00	38073	25999.28	32
	19 **	Employee Benefits	59936	58927.07	98	239744	238965.49	100	.00	719254	480288.51	33
	21	Property Services										
	21 02	Equipment Maintenance	46	.00	0	184	107.92	59	.00	555	447.08	19
	21 64	Access Services	250	571.86	229	1000	901.37	90	.00	3000	2098.63	30
	21 65	Other Services	945	815.10	86	3780	3682.30	97	.00	11348	7665.70	32
	21 **	Property Services	1241	1386.96	112	4964	4691.59	95	.00	14903	10211.41	32
	22	Other Contractual Service										
	22 02	Dues	184	.00	0	736	345.00	47	.00	2210	1865.00	16
	22 03	Training	357	.00	0	1428	241.61	17	.00	4294	4052.39	6
	22 **	Other Contractual Service	541	.00	0	2164	586.61	27	.00	6504	5917.39	9
	30	General Supplies										
	30 05	Office Supplies & Equip	433	360.46	83	1732	1440.62	83	.00	5207	3766.38	28
	30 07	Supplies Reimb by Patrons	168	.00	0	672	.00	0	.00	2020	2020.00	0
	30 **	General Supplies	601	360.46	60	2404	1440.62	60	.00	7227	5786.38	20
	32	Library Supplies										
	32 01	Program Supplies	194	193.40	100	776	26.46-	3-	.00	2332	2358.46	1-
	32 90	Circulation Supplies	947	65.97	7	3788	587.00	16	.00	11369	10782.00	5
	32 **	Library Supplies	1141	259.37	23	4564	560.54	12	.00	13701	13140.46	4
601 ** **		Library	282356	244116.25	87	1129424	1096278.98	97	.00	3388360	2292081.02	32
60 ** **		Culture/Recreation	282356	244116.25	87	1129424	1096278.98	97	.00	3388360	2292081.02	32
DIV 6420		TOTAL *****										
		Customer Services	282356	244116.25	87	1129424	1096278.98	97	.00	3388360	2292081.02	32

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	30892.19	93	132804	130009.78	98	.00	398420	268410.22	33
16	**	Library Personal Services	33201	30892.19	93	132804	130009.78	98	.00	398420	268410.22	33
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	64	.00	0	.00	200	200.00	0
18	**	Other Personal Services	16	.00	0	64	.00	0	.00	200	200.00	0
19		Employee Benefits										
19	05	Medical Insurance	7843	5862.98	75	31372	23451.92	75	.00	94121	70669.08	25
19	10	IMRF	4199	3801.26	91	16796	16408.97	98	.00	50397	33988.03	33
19	11	Social Security	2058	1849.40	90	8232	7792.75	95	.00	24702	16909.25	32
19	12	Medicare	481	432.49	90	1924	1822.43	95	.00	5777	3954.57	32
19	**	Employee Benefits	14581	11946.13	82	58324	49476.07	85	.00	174997	125520.93	28
22		Other Contractual Service										
22	02	Dues	171	25.00	15	684	640.00	94	.00	2053	1413.00	31
22	03	Training	111	127.39	115	444	318.81	72	.00	1340	1021.19	24
22	18	Contr Programs & Exhibits	14224	28122.89	198	56896	86631.57	152	.00	170695	84063.43	51
22	**	Other Contractual Service	14506	28275.28	195	58024	87590.38	151	.00	174088	86497.62	50
32		Library Supplies										
32	02	Program Supplies	5138	2607.82	51	20552	13177.28	64	.00	61657	48479.72	21
32	**	Library Supplies	5138	2607.82	51	20552	13177.28	64	.00	61657	48479.72	21
601	**	Library	67442	73721.42	109	269768	280253.51	104	.00	809362	529108.49	35
60	**	Culture/Recreation	67442	73721.42	109	269768	280253.51	104	.00	809362	529108.49	35
DIV	6440	TOTAL ***** Programs and Exhibits	67442	73721.42	109	269768	280253.51	104	.00	809362	529108.49	35

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
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	42793	37596.64	88	171172	164160.17	96	.00	513526	349365.83	32
16	**	Library Personal Services	42793	37596.64	88	171172	164160.17	96	.00	513526	349365.83	32
18		Other Personal Services										
18	05	Overtime Civilian	8	.00	0	32	41.47	130	.00	100	58.53	42
18	**	Other Personal Services	8	.00	0	32	41.47	130	.00	100	58.53	42
19		Employee Benefits										
19	05	Medical Insurance	4629	3541.55	77	18516	14166.20	77	.00	55556	41389.80	26
19	10	IMRF	5265	4431.75	84	21060	18563.80	88	.00	63185	44621.20	29
19	11	Social Security	2653	2298.43	87	10612	10050.28	95	.00	31839	21788.72	32
19	12	Medicare	620	537.53	87	2480	2350.47	95	.00	7446	5095.53	32
19	**	Employee Benefits	13167	10809.26	82	52668	45130.75	86	.00	158026	112895.25	29
22		Other Contractual Service										
22	02	Dues	192	243.00	127	768	673.00	88	.00	2305	1632.00	29
22	03	Training	41	42.33	103	164	67.11	41	.00	500	432.89	13
22	66	Outside Reference Service	225	.00	0	900	2662.68	296	.00	2700	37.32	99
22	**	Other Contractual Service	458	285.33	62	1832	3402.79	186	.00	5505	2102.21	62
30		General Supplies										
30	05	Office Supplies & Equip	58	278.71	481	232	508.28	219	.00	700	191.72	73
30	07	Supplies Reimb by Patrons	75	.00	0	300	.00	0	.00	900	900.00	0
30	**	General Supplies	133	278.71	210	532	508.28	96	.00	1600	1091.72	32
31		Public Works Supplies										
31	85	Small Tools and Equipment	520	18.70	4	2080	2004.48	96	.00	6250	4245.52	32
31	**	Public Works Supplies	520	18.70	4	2080	2004.48	96	.00	6250	4245.52	32
32		Library Supplies										
32	01	Program Supplies	83	.00	0	332	.00	0	.00	1000	1000.00	0
32	78	Electronic Resources	28085	56876.47	203	112340	248907.58	222	.00	337027	88119.42	74
32	90	Circulation Supplies	147	170.64	116	588	761.57	130	.00	1775	1013.43	43
32	**	Library Supplies	28315	57047.11	202	113260	249669.15	220	.00	339802	90132.85	74
50		Property										
50	15	Other Equipment	382	1106.85	290	1528	1773.67	116	.00	4588	2814.33	39
50	**	Property	382	1106.85	290	1528	1773.67	116	.00	4588	2814.33	39
601	** **	Library	85776	107142.60	125	343104	466690.76	136	.00	1029397	562706.24	45
60	** **	Culture/Recreation	85776	107142.60	125	343104	466690.76	136	.00	1029397	562706.24	45
DIV	6450	TOTAL ***** Digital Services	85776	107142.60	125	343104	466690.76	136	.00	1029397	562706.24	45

FUND 291 Memorial Library Fund		DEPT/DIV 6470 User Services/Collection Services										
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	65855	60543.08	92	263420	271196.90	103	.00	790261	519064.10	34
	16 **	Library Personal Services	65855	60543.08	92	263420	271196.90	103	.00	790261	519064.10	34
	18	Other Personal Services										
	18 05	Overtime Civilian	12	7.61	63	48	62.04	129	.00	150	87.96	41
	18 **	Other Personal Services	12	7.61	63	48	62.04	129	.00	150	87.96	41
	19	Employee Benefits										
	19 05	Medical Insurance	15468	16154.21	104	61872	64616.84	104	.00	185626	121009.16	35
	19 10	IMRF	8598	7702.02	90	34392	34504.04	100	.00	103182	68677.96	33
	19 11	Social Security	4083	3591.62	88	16332	16156.65	99	.00	48996	32839.35	33
	19 12	Medicare	954	839.93	88	3816	3778.46	99	.00	11459	7680.54	33
	19 **	Employee Benefits	29103	28287.78	97	116412	119055.99	102	.00	349263	230207.01	34
	22	Other Contractual Service										
	22 02	Dues	206	150.00	73	824	513.00	62	.00	2478	1965.00	21
	22 03	Training	83	37.66	45	332	52.66	16	.00	1000	947.34	5
	22 85	Processing Services	8875	5843.55	66	35500	24187.00	68	.00	106500	82313.00	23
	22 **	Other Contractual Service	9164	6031.21	66	36656	24752.66	68	.00	109978	85225.34	23
	30	General Supplies										
	30 05	Office Supplies & Equip	125	63.43	51	500	400.34	80	.00	1500	1099.66	27
	30 33	Documentation Library	59	.00	0	236	525.00	223	.00	717	192.00	73
	30 **	General Supplies	184	63.43	35	736	925.34	126	.00	2217	1291.66	42
	32	Library Supplies										
	32 03	Binding	16	.00	0	64	.00	0	.00	200	200.00	0
	32 05	Processing Supplies	2583	1212.04	47	10332	5137.49	50	.00	31000	25862.51	17
	32 75	Audio Visual	43844	37724.69	86	175376	159818.58	91	.00	526135	366316.42	30
	32 80	Books	61106	61205.82	100	244424	215328.51	88	.00	733276	517947.49	29
	32 90	Circulation Supplies	250	.00	0	1000	.00	0	.00	3000	3000.00	0
	32 95	Periodicals	10907	2906.53	27	43628	42450.76	97	.00	130889	88438.24	32
	32 **	Library Supplies	118706	103049.08	87	474824	422735.34	89	.00	1424500	1001764.66	30
601 ** **		Library	223024	197982.19	89	892096	838728.27	94	.00	2676369	1837640.73	31
60 ** **		Culture/Recreation	223024	197982.19	89	892096	838728.27	94	.00	2676369	1837640.73	31
DIV 6470		TOTAL *****										
		Collection Services	223024	197982.19	89	892096	838728.27	94	.00	2676369	1837640.73	31
DEPT 64		TOTAL *****										
		User Services	760662	718728.22	95	3042648	3089066.79	102	.00	9128329	6039262.21	34

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	90	Other Financing Uses									
	90 05	Operating Transfer Out	145833	.00	0	583332	1750000.00	300	.00	1750000	.00 100
	90 **	Other Financing Uses	145833	.00	0	583332	1750000.00	300	.00	1750000	.00 100
601 ** **		Library	145833	.00	0	583332	1750000.00	300	.00	1750000	.00 100
60 ** **		Culture/Recreation	145833	.00	0	583332	1750000.00	300	.00	1750000	.00 100
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	583332	1750000.00	300	.00	1750000	.00 100
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	583332	1750000.00	300	.00	1750000	.00 100
FUND 291		TOTAL ***** Memorial Library Fund	1362400	1157646.92	85	5449600	6873231.32	126	.00	16349856	9476624.68 42
GRAND		TOTAL *****	1362400	1157646.92	85	5449600	6873231.32	126	.00	16349856	9476624.68 42

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	86829.86	1133	30664	86829.86	283	.00	92000	5170.14	94
	50	** Property	7666	86829.86	1133	30664	86829.86	283	.00	92000	5170.14	94
601	**	** Library	7666	86829.86	1133	30664	86829.86	283	.00	92000	5170.14	94
60	**	** Culture/Recreation	7666	86829.86	1133	30664	86829.86	283	.00	92000	5170.14	94
DIV	6010	TOTAL *****										
		Information Technology	7666	86829.86	1133	30664	86829.86	283	.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	53432	.00	0	.00	160300	160300.00	0
	50	55 Other Capital Outlay	65416	.00	0	261664	2434.00	1	.00	785000	782566.00	0
	50	** Property	78774	.00	0	315096	2434.00	1	.00	945300	942866.00	0
601	**	** Library	78774	.00	0	315096	2434.00	1	.00	945300	942866.00	0
60	**	** Culture/Recreation	78774	.00	0	315096	2434.00	1	.00	945300	942866.00	0
DIV	6020	TOTAL ***** Facilities	78774	.00	0	315096	2434.00	1	.00	945300	942866.00	0
DEPT	60	TOTAL ***** Executive Office	86440	86829.86	101	345760	89263.86	26	.00	1037300	948036.14	9
FUND	491	TOTAL ***** Capital Projects-Library	86440	86829.86	101	345760	89263.86	26	.00	1037300	948036.14	9
GRAND		TOTAL *****	86440	86829.86	101	345760	89263.86	26	.00	1037300	948036.14	9

May 15, 2018

(Action Item 4)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
April 30, 2018**

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$438,724.08
491	Capital Projects Fund - Library	\$86,829.86
Total Disbursements		<u>\$525,553.94</u>
Payrolls Paid		
4/13/2018		
4/27/2018		\$277,345.76
		<u>\$283,830.26</u>
		<u>\$561,176.02</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
4/30/2018	Group Insurance	\$96,575.00
4/30/2018	IMRF	\$70,957.69
4/30/2018	Social Security	\$33,637.23
4/30/2018	Medicare	\$7,866.67
		<u>\$209,036.59</u>
Total Disbursed		<u><u>\$1,295,766.55</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
76685	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-APRIL	99.84	99.84
76695	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	160.60-	160.60-
76739	EBSCO INFORMATION SERVICES	291-0000-140.05-00	PREPAID-EBSCO PACKAGE	12,424.67	12,424.67
76755	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED-MAY 2018 FSA DEP-MAY 2018	3,579.20 1,039.27	4,618.47
76763	INFOGROUP	291-0000-140.05-00	PRE-PAID REFERENCE USA	3,250.00	3,250.00
76787	MNJ TECHNOLOGIES DIRECT INC	291-0000-140.05-00	HYPERCONVERGED SERVERS	15,341.60	15,341.60
76796	NORTHWEST MUNICIPAL CONFERENCE	291-0000-140.05-00	PREPAID EAP PROGRAM	1,887.83	1,887.83
76805	PROQUEST LLC	291-0000-140.05-00 291-0000-140.05-00	PREPAID ONLINE HERITAGE PREPAID GLOBAL NEWSTREAM	2,643.35 4,133.33	6,776.68
***** DIVISION TOTAL ****					44,238.49
***** DEPARTMENT TOTAL **					44,238.49
DEPARTMENT: 60	Executive Office	DIVISION: 01			
76686	AGATI, INC	291-6001-601.50-15	30% DEPOSIT-KW CHAIRS	1,095.11	1,095.11
76688	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES D SMART	191.00	191.00
76689	ALIBRIS	291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99	EMPL REIMBURSED PURCHASE EMPL REIMBURSED PURCHASE EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE	127.95 41.95 143.70 39.90	353.50
76690	AMAZON.COM CREDIT	291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05	WALL CLIPS HOOKS FLAGS REFUND	10.25 3.99 5.00 5.00-	14.24
76693	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.30-05 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03	OFF SUPPS-G ROJEK TRAV/TRAIN-L PRIEST TRAV/TRAIN-J MORAVEC TRAV/TRAIN-K DEVITT	6.00 40.00 48.00 16.00	110.00
76694	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.21-65	OTHER SERVICES	101.01	101.01
76695	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03	ALSC CONF-C CAPUTO HOTEL-IUG CONF-L BOBIS HOTEL-IUG CONF-S MEYER HOTEL-IUG CONF-C KRUEGER	630.99 873.00 815.82 654.75	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	ALA CONFERENCE REFUND	195.00-	
		291-6001-601.22-03	ALA CONF WKSHOP-J DUNCAN	390.00	
		291-6001-601.22-03	HOTEL-COABE CONF-T KARIM	908.46	
		291-6001-601.22-42	MONTHLY SUBSCRIPTION	344.85	4,422.87
76696	ASSOCIATION OF MIDWEST MUSEUMS	291-6001-601.22-03	2018 ANNUAL CONF-C.NG-HE	325.00	325.00
76697	AT & T	291-6001-601.22-70	TELEPHONE	5,404.62	5,404.62
76698	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS	135.45	135.45
76703	BAKER & HOSTETLER LLP	291-6001-601.20-05	PROF SERVICES	2,695.00	2,695.00
76704	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMBURSED PURCHASE	28.67	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	16.58	45.25
76705	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMPL REIMBURSED PURCHASE	33.80	
		291-6001-601.32-99	EMPL REIMBURSED PURCHASE	51.43	85.23
76714	BOBIS,LISA	291-6001-601.22-03	IUG CONF-L BOBIS	236.33	236.33
76716	BRIDGE CARE CONSULTING INC	291-6001-601.22-03	SEMINAR-M LEPO & K MYERS	370.00	370.00
76718	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE	2,825.02	2,825.02
76727	COMCAST	291-6001-601.21-65	OTHER SERVS	21.04	21.04
76734	CRYPISIS	291-6001-601.20-08	CONSULTING SERVS LIBRARY	28,787.50	28,787.50
76742	FINER LINE	291-6001-601.30-05	NAME BADGES	13.76	
		291-6001-601.30-05	PRE PAY-NAME BADGES	707.00	720.76
76743	FIRST CLASS TRAVEL	291-6001-601.22-03	ALA CONF AIRFARE-J DUNCAN	440.40	
		291-6001-601.22-03	INTER ACTIVITY CONF-AIR-	338.39	
		291-6001-601.22-03	INTER ACTIVITY CONF-AIR-	338.39	1,117.18
76747	FRIENDS-SAINT PAUL PUBLIC LIBRARY	291-6001-601.20-08	CONSULTING SERVS LIBRARY	13,193.94	13,193.94
76750	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	BANDAGES	46.56	
		291-6001-601.30-05	STAPLES	4.79	
		291-6001-601.30-05	OFFICE SUPPLIES	17.58	68.93
76755	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-MAY 2018	175.75	175.75
76756	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	APRIL-18 TEXTNET TTY SERV	49.95	49.95
76759	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES-J GARKISCH	75.00	75.00
76760	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6001-601.20-81	4TH QUARTER OCLC-	15,127.91	15,127.91
76764	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.27	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	6.59	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	22.60	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	31.64	72.10
76767	JURGENS, JULIE	291-6001-601.22-03	ELEVATE CONF-J JURGENS	224.54	224.54
76769	KARIM, TRACY	291-6001-601.22-03	COABE CONF-T KARIM	275.61	275.61
76774	KRUEGER, CHRIS	291-6001-601.22-03	IUG CONF-C KRUEGER	220.63	220.63
76776	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS	76.61	76.61
76779	MANAGEMENT ASSOCIATION OF ILL	291-6001-601.22-03	EVOLVING MANAGER BOOT-	945.00	945.00
76784	MEYER, SHANNON	291-6001-601.22-03	IUG CONF-S MEYER	233.93	
		291-6001-601.22-03	ELEVATE CONF-S MEYER	270.42	504.35
76798	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE-MARCH	63.00	63.00
76799	PADDOCK PUBLICATIONS INC	291-6001-601.22-01	ADVERTISING-BOILER BID	59.40	
		291-6001-601.22-01	ADVERTISING-ROOF BID	60.75	120.15
76801	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERVS 1/1-3/31/2018	3,465.00	3,465.00
76809	QUILL CORPORATION	291-6001-601.30-05	MEMO HOLDER	1.75	1.75
76820	SKILLPATH/NST SEMINARS	291-6001-601.22-03	PAYROLL SEMINAR-D EKL	199.00	199.00
76832	VERIZON WIRELESS	291-6001-601.22-70	3/26-4/25/2018 TELEPHONE	371.54	371.54
76835	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	57.33	57.33
76836	WILIUG-C/O RACHEL ROHLF	291-6001-601.22-02	WILIUG DUES	40.00	40.00
76837	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS	154.00	1,728.99
***** DIVISION TOTAL ****					86,113.19

Communications and Marketing

76687	AIR EXPRESSIONS INC	291-6002-601.32-72	DIST 25 ART SHOW	140.00	140.00
76690	AMAZON.COM CREDIT	291-6002-601.30-05	PLAYBALLS	26.09	26.09
76695	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERTISING FOR	11.94	
		291-6002-601.22-10	BUSINESS CARDS	17.97	
		291-6002-601.30-05	GRAPHICS CREATION	468.00	
		291-6002-601.32-72	FOR ART SHOW 5/3/18	67.87	565.78
76713	BLICK ART MATERIALS	291-6002-601.30-05	OFFICE SUPPS	53.37	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					53.37
76718	CARDINAL COLORGROUP	291-6002-601.22-10	MAY NEWSLETTER	13,538.00	
		291-6002-601.21-65	MAIL SERVICE	200.00	13,738.00
76728	COMDATA CORPORATION	291-6002-601.32-72	DIST 25 REFRESHMENTS	265.50	265.50
76744	FOAMBOARDSOURCE.COM	291-6002-601.30-05	FOAM BOARD	1,095.11	1,095.11
76777	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	80.34	80.34
76788	MOBILE PRINT	291-6002-601.22-10	DISTRICT 25 ART SHOW	267.84	
		291-6002-601.22-10	STORYTIME STICKERS	575.33	
		291-6002-601.22-10	BOOK DISCUSSION BROCHURE	360.96	1,204.13
76831	VAN METER MAILING	291-6002-601.21-65	OTHER SERV	2,758.57	2,758.57
***** DIVISION TOTAL ****					19,926.89

Human Resources

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
76693	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-55	IN SERV TRAINING-J LASKY	23.00	23.00
76719	CAREERBUILDER	291-6003-601.21-65	OTHER SERV-APRIL 2018	346.50	346.50
76764	INGRAM LIBRARY SERVICES	291-6003-601.22-03	TRAV/TRAIN	18.08	18.08
76779	MANAGEMENT ASSOCIATION OF ILL	291-6003-601.22-02	2018-2019 DUES	2,300.00	2,300.00
76795	NORTHWEST COMMUNITY HOSPITAL	291-6003-601.21-65	CONSORTIUM MEMBERSHIP	100.00	100.00
76796	NORTHWEST MUNICIPAL CONFERENCE	291-6003-601.19-50	EAP PROGRAM MAY-DEC 2018	3,775.67	3,775.67
***** DIVISION TOTAL ****					6,563.25

Gifts and Grants

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
76690	AMAZON.COM CREDIT	291-6004-601.32-72	PICTURE FRAME-VOLUNTEER	14.95	14.95
76695	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-72	2018 VOLUNTEER LUNCHEON	44.97	
		291-6004-601.32-72	2018 VOLUNTEER LUNCHEON	119.92	
		291-6004-601.32-72	2018 VOLUNTEER LUNCHEON	44.97	
		291-6004-601.32-72	2018 VOLUNTEER LUNCHEON	2,190.36	
		291-6004-601.32-72	2018 VOLUNTEER LUNCHEON	44.55	
		291-6004-601.32-72	ORANGE DECORATIVE FILM	118.98	2,563.75
76699	ATLANTIC RELOCATION SYSTEMS	291-6004-601.22-18	XOXO EXHIBITS REMOVAL	1,794.00	1,794.00
76713	BLICK ART MATERIALS	291-6004-601.22-18	ARTIST IN RESIDENCE-CHRIS	129.77	129.77
76720	CARPET SQUARE RECORDS	291-6004-601.22-18	BAND PERFORMANCE 6/16/18-	1,250.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,250.00
76738	DWELL REMODELING	291-6004-601.22-18	DISASSEMBLY & PACK XOXO	2,238.89	2,238.89
***** DIVISION TOTAL ****					7,991.36
<i>Information Technology</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 10			
76690	AMAZON.COM CREDIT	291-6010-601.31-85	SMALL TOOLS & EQUIPMENT	376.69	
		291-6010-601.30-30	COMPUTER SUPPLIES	566.93	
		291-6010-601.31-85	HDMI SWITCH	25.99	
		291-6010-601.30-30	HEADPHONES	137.98	
		291-6010-601.31-85	USB CABLE	20.97	
		291-6010-601.30-30	INK	153.36	
		291-6010-601.31-85	SMALL TOOLS & EQUIPMENT	37.32	
		291-6010-601.30-30	TONER	209.99	1,529.23
76693	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.20-08	IT CONSULTING	4,781.25	4,781.25
76695	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	RIDDLE-MONTHLY SUBSCRIP-	49.00	
		291-6010-601.30-30	ROLLER KIT	64.96	
		291-6010-601.31-85	MAKERBOT-FILAMENT FOR 3D	132.44	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	39.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	50.00	
		291-6010-601.30-32	AMAZON FREE TIME-MONTHLY	9.99	
		291-6010-601.31-85	IPHONE 7 CASE FOR BOARD	17.99	
		291-6010-601.20-05	MONTHLY SUBSCRIPTION	54.10	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	14.99	
		291-6010-601.20-05	PERSONAL SSL CERTIFICATE-	49.08	
		291-6010-601.32-32	PICCOLLAGE EDU-COLLAGE	2.11	
		291-6010-601.20-08	EPSON SURE COLOR P9000-	436.00	944.66
76701	B & H PHOTO VIDEO	291-6010-601.30-30	TONER	2,091.95	
		291-6010-601.31-85	SMALL TOOLS & EQUIPMENT	267.44	
		291-6010-601.50-12	COMPUTER EQUIPMENT	399.00	
		291-6010-601.30-30	TONER	470.00	
		291-6010-601.30-30	MAKEBOT FILAMENT	120.02	3,348.41
76709	BAYSCAN TECHNOLOGIES	291-6010-601.31-85	BAYSCAN IMAGER	230.00	230.00
76722	CDW GOVERNMENT INC	291-6010-601.31-85	3-ACER MONITORS	587.70	587.70
76761	IMAGE SYSTEMS & BUSINESS SOLUTIONS	291-6010-601.50-15	COPIER FOR CIRC	895.00	895.00
76762	IMPACT NETWORKING LLC	291-6010-601.21-02	OVER CHG 1/9-4/8/2018	204.56	
		291-6010-601.21-02	OVER CHG 3/13-4/12/2018	197.39	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	BASE CHG 4/9-5/8/2018	664.72	
		291-6010-601.21-02	OVER CHG 1/3-4/2/2018	1,188.22	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.30-30	TONER	19.50	2,313.39
76777	LINDENMEYR MUNROE	291-6010-601.30-30	COMPUTER SUPPS	998.50	998.50
76787	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	5 LENOVO COMPUTERS	7,495.00	
		291-6010-601.20-05	PROF SERVS	5,462.54	
		491-6010-601.50-12	HYPERCONVERGED SERVERS	79,263.82	
		291-6010-601.21-02	HYPERCONVERGED SERVERS	7,670.80	
		491-6010-601.50-12	HYPERCONVERGED SERVERS	7,566.04	
		291-6010-601.22-03	HYPERCONVERGED SERVERS	695.00	108,153.20
76789	MONOPRICE INC	291-6010-601.31-85	HDMI CABLES	53.98	53.98
76828	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	COST PER FAX PROGRAM-1ST	869.60	869.60
76838	XEROX CORPORATION	291-6010-601.21-02	3/9-3/30/18 EXCESS PRINT	11.24	11.24
***** DIVISION TOTAL ****					124,716.16

Facilities

76683	ACRES GROUP	291-6020-601.21-11	LAWN MAINTENANCE	883.00	
		291-6020-601.21-11	LAWN MAINTENANCE-MAY 2018	883.00	1,766.00
76684	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	APRIL 2018 REG SERVICE	2,184.79	2,184.79
76690	AMAZON.COM CREDIT	291-6020-601.21-11	BATTERY CHARGER	65.99	
		291-6020-601.21-11	WATER FILTERS	212.37	278.36
76691	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	APRIL 2018 - REG SERVICE	89.00	89.00
76692	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT-APRIL 2018	200.00	200.00
76693	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	BLDG MAINT-G LECLAIR	38.94	38.94
76694	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-02	LICENSE PLATE LIGHT	21.89	21.89
76695	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.31-45	KW DISPENSERS	314.45	
		291-6020-601.21-11	ELECTRICAL FLOOR BOX	98.99	
		291-6020-601.21-11	CARPET PROTECTOR	204.98	
		291-6020-601.21-11	BALLAST	102.37	720.79
76702	BADE SUPPLY	291-6020-601.31-45	JANITORIAL PRODUCTS	1,388.66	1,388.66
76726	CINTAS FIRE PROTECTION	291-6020-601.21-11	ANNUAL EXTINGUISHER TEST-	1,044.45	1,044.45
76729	COMED	291-6020-601.30-51	HEATING 3/9-4/9/18	119.47	
		291-6020-601.30-51	HEATING 3/9-4/9/18	1.64	121.11
76731	COMMERCIAL CARPET CLEANERS INC	291-6020-601.21-11	CARPET CLEANING	5,550.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					5,550.00
76732	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	PREVENTATIVE MAINTENANCE	2,137.00	2,137.00
76752	GRAINGER INC,W W	291-6020-601.21-11	LIGHT BULBS	1,022.92	
		291-6020-601.21-11	BULBS & LOCKS	315.44	1,338.36
76757	IGS	291-6020-601.30-51	NATURAL GAS-MARCH 2018	3,728.40	3,728.40
76771	KD IRONWORKS	291-6020-601.21-11	RAILINGS INSTALLED	1,750.00	1,750.00
76781	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE-MAY	4,599.00	4,599.00
76782	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINT	25.88	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	15.42	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	95.21	136.51
76792	NICOR GAS	291-6020-601.30-51	NAT GAS DISTRIBUTION	722.16	
		291-6020-601.30-51	NAT GAS DISTRIBUTION	439.78	1,161.94
76793	NOFFS SELF STORAGE INC	291-6020-601.21-11	JUNE 2018-PARADE VEHICLE	75.40	75.40
76797	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	REPAIR VALVE ON COOLING	373.21	373.21
76810	R E WHITTAKER CO INC	291-6020-601.21-11	CARPET CHEMICALS	292.00	292.00
76811	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL PRODUCTS	894.26	894.26
76817	SHERWIN HARDWARE INC	291-6020-601.21-11	BLACKTOP REPAIR BAG	15.99	
		291-6020-601.21-11	KICK DOWN DOOR HOLDS	25.77	
		291-6020-601.21-11	BLDG MAINT SUPPS	22.97	64.73
76818	SHERWIN-WILLIAMS	291-6020-601.21-11	PAINT	217.86	
		291-6020-601.21-11	QT SPACKLE	15.31	233.17
76819	SIMPLEXGRINNELL LP	291-6020-601.21-11	ANNUAL FIRE ALARM TESTING	2,886.00	2,886.00
76821	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVICE-APRIL 2018	931.24	931.24
76822	STAPLES ADVANTAGE	291-6020-601.31-45	WIPES	52.44	52.44
76825	TELCOM INNOVATIONS GROUP LLC	291-6020-601.21-11	HEADSET FOR CALL CENTER	311.40	311.40
76833	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	MARCH 2018-PETROL	234.87	234.87
***** DIVISION TOTAL ****					34,603.92
***** DEPARTMENT TOTAL **					279,914.77

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Specialty Info Services</i>		
76688	ALA MEMBERSHIP	291-6405-601.22-02	ALA DUES B POWERS	135.00	135.00
76690	AMAZON.COM CREDIT	291-6405-601.32-01	BANNER HANGERS	7.99	7.99
76693	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAV/TRAIN-K DEVITT	41.75	
		291-6405-601.22-03	TRAV/TRAIN-E LUDEMANN	15.00	
		291-6405-601.32-02	PROG EVENTS-T KARIM	37.14	
		291-6405-601.32-02	PROG EVENTS-L BANOVZ	38.93	
		291-6405-601.32-01	PROG SUPPS-K DEVITT	16.85	
		291-6405-601.22-03	TRAV/TRAIN-K DEVITT	11.06	
		291-6405-601.32-02	PROG EVENTS-K DEVITT	3.99	
		291-6405-601.22-03	TRAV/TRAIN-T KARIM	37.50	
		291-6405-601.22-03	TRAV/TRAIN-A LORINCZ	37.06	
		291-6405-601.22-03	TRAV/TRAIN-T KARIM	40.00	279.28
76728	COMDATA CORPORATION	291-6405-601.32-01	VOLUNTEER MEET & GREET	41.76	41.76
76759	ILA MEMBERSHIP	291-6405-601.22-02	ILA DUES-T SPICER	150.00	150.00
***** DIVISION TOTAL ****					614.03
			<i>Customer Services</i>		

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
64	User Services	20			
76690	AMAZON.COM CREDIT	291-6420-601.21-64	ACCESS SERVS	16.36	
		291-6420-601.32-01	RE-USABLE NAME CARDS	178.45	
		291-6420-601.30-05	CC-ADHESIVE	24.72	
		291-6420-601.30-05	OFFICE SUPPS	28.03	
		291-6420-601.30-05	IS-WIPES	94.29	
		291-6420-601.30-05	CC-TAX REFUND	1.46-	
		291-6420-601.32-90	IS-DRY MARKER	8.90	
		291-6420-601.30-05	CC-OFFICE SUPPLIES	20.19	
		291-6420-601.32-90	IS-DRY ERASERS	25.41	394.89
76693	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-01	PROG SUPPS-T SCALLON	14.95	14.95
76695	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.30-05	OFFICE SUPPLIES	21.70	21.70
76750	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	CC-OFFICE SUPPLIES	20.67	
		291-6420-601.32-90	IS-PENCIL BOX	2.38	
		291-6420-601.30-05	OFFICE SUPPLIES	20.35	
		291-6420-601.30-05	IS-OFFICE SUPPLIES	15.60	
		291-6420-601.30-05	CC-OFFICE SUPPLIES	22.42	
		291-6420-601.30-05	IS-OFFICE SUPPLIES	23.40	
		291-6420-601.32-90	IS-CIRC SUPPLIES	29.28	134.10
76760	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS-DEC 2017	7.00-	
		291-6420-601.21-64	ACCESS SERVS-MARCH 2018	562.50	555.50
76806	PURCHASE ADVANTAGE CARD	291-6420-601.30-05	DIST 214	33.66	33.66
76808	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	OTHER SERVS	203.30	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.21-65	OTHER SERVS	203.30	
		291-6420-601.21-65	OTHER SERVS	205.20	
		291-6420-601.21-65	OTHER SERVS	203.30	815.10
76835	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	19.10	
		291-6420-601.30-05	CC-OFFICE SUPPLIES	17.79	36.89

***** DIVISION TOTAL ***** *Programs and exhibits* 2,006.79

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
76688	ALA MEMBERSHIP	291-6440-601.22-03	ALA DUES-M MATKOWSKI	37.00	37.00
76690	AMAZON.COM CREDIT	291-6440-601.32-02	POETRY SLAM PROGRAM	34.19	
		291-6440-601.22-18	STICKY NOTES	30.60	
		291-6440-601.32-02	RIBBON	8.99	
		291-6440-601.32-02	STRAWS	34.75	
		291-6440-601.32-02	TAX REFUND	.34-	
		291-6440-601.32-02	LAPEL PINS	14.64	
		291-6440-601.32-02	REFUND	19.99-	
		291-6440-601.32-02	PROGRAM SUPPLIES	77.31	
		291-6440-601.32-02	CLOTHESPINS	11.72	
		291-6440-601.32-02	PROGRAM SUPPLIES	54.84	
		291-6440-601.32-02	GLUE PENS	31.36	
		291-6440-601.32-02	PROGRAM SUPPLIES	68.77	
		291-6440-601.32-02	PROGRAM SUPPLIES	185.93	
		291-6440-601.22-18	CONTRACTED PERFORMERS &	38.73	
		291-6440-601.32-02	BOWLS	21.15	
		291-6440-601.32-02	REFUND	21.15-	
		291-6440-601.32-02	PROGRAM SUPPLIES	35.98	
		291-6440-601.22-18	CONTRACTED PERFORMERS &	34.32	
		291-6440-601.22-18	CONTRACTED PERFORMERS &	13.28	
		291-6440-601.22-18	CONTRACTED PERFORMERS &	62.04	717.12
76693	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	OBOV AUTHOR EVENT W/ LISA	13,750.00	
		291-6440-601.22-03	TRAV/TRAIN-M VELA	29.43	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	11.97	
		291-6440-601.32-02	PROG EVENTS-J PINOTTI	17.98	
		291-6440-601.32-02	PROG EVENTS-A BELFORD	25.96	
		291-6440-601.32-02	PROG EVENTS-M PAPANASTASS	49.97	
		291-6440-601.32-02	PROG EVENTS-M LEPO	38.97	
		291-6440-601.32-02	PROG EVENTS-M LEPO	45.96	
		291-6440-601.32-02	PROG EVENTS-D NAPRAVNIK	32.83	
		291-6440-601.32-02	PROG EVENTS-N MURRAY	6.48	
		291-6440-601.32-02	PROG EVENTS-M VELA	25.00	
		291-6440-601.22-03	TRAV/TRAIN-J CZAJKA	36.98	
		291-6440-601.22-03	TRAV/TRAIN-C NG-HE	23.98	14,095.51
76694	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM SUPPLIES	85.47	
		291-6440-601.32-02	PROGRAM SUPPLIES	241.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROGRAM SUPPLIES	40.00	
		291-6440-601.32-02	PROGRAM SUPPLIES	28.00	394.47
76695	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PLAY THEATER FOR SRP	171.99	
		291-6440-601.32-02	LIT MONTH AUTHOR EVENT	112.16	284.15
76706	BALBOA, PEGGY	291-6440-601.22-18	NUTRITION & COGNITION @	125.00	
		291-6440-601.22-18	EAT WELL TO AGE WELL ON	450.00	575.00
76710	BELNICK INC	291-6440-601.22-18	COCKTAIL TABLE DOLLY	213.99	213.99
76711	BIALOBRZEWSKI, ELIZABETH	291-6440-601.22-18	POLISH STORYTIME 6/23/18	100.00	100.00
76717	BURKERT, HANS	291-6440-601.22-18	BEEKEEPING PROG 5/17/18	150.00	150.00
76728	COMDATA CORPORATION	291-6440-601.32-02	TWEEN BOOK DISCUSSION	7.92	
		291-6440-601.32-02	EMILY DICKINSON PROGRAM	14.75	
		291-6440-601.32-02	PROGRAM SUPPLIES	47.44	
		291-6440-601.32-02	PROGRAM SUPPLIES	17.62-	52.49
76737	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	NEON SHADES-KINDERGARTEN	21.78	
		291-6440-601.32-02	PUTTY-WONDERTIME PROGRAM	49.46	71.24
76738	DWELL REMODELING	291-6440-601.22-18	DISASSEMBLY & PACK XOXO	2,961.11	2,961.11
76740	ENCORE ILLINOIS NFP	291-6440-601.22-18	MUSICAL PERFORMANCE	400.00	400.00
76741	FARRIS, KEVIN	291-6440-601.22-18	MUSICAL PERFORMANCE	450.00	450.00
76745	FOB & DONGLE PRODUCTIONS	291-6440-601.32-02	CLOSURE PUBLIC PERFOR-	150.00	150.00
76748	FUN EXPRESS LLC	291-6440-601.32-02	DIY PAPER FANS	72.89	
		291-6440-601.32-02	DIY MINI CERAMIC FLOWER	85.79	
		291-6440-601.32-02	PROGRAM SUPPLIES	260.25	418.93
76750	GARVEYS OFFICE PRODUCTS	291-6440-601.22-18	PENCIL CUP	30.42	30.42
76751	GINSBERG, DEBORAH	291-6440-601.22-18	BITCOIN PROGRAM 6/19/18	150.00	150.00
76759	ILA MEMBERSHIP	291-6440-601.22-02	ILA DUES-M YOUNG	25.00	25.00
76766	JONES, PARNESHIA	291-6440-601.22-18	LIT MONTH PUBLISHING	200.00	200.00
76770	KASTIEL, DIANE	291-6440-601.22-18	STORYTELLING WORKSHOP	500.00	500.00
76772	KNABB, JACOB S	291-6440-601.22-18	WRITERS INK 6/13/18	150.00	150.00
76773	KOT, GREG	291-6440-601.22-18	REPLACE CHECK #76659 TO	1,500.00	1,500.00
76775	LAKESIDE PRIDE MUSIC ENSEMBLES	291-6440-601.22-18	COMMUNITY JAZZ CONCERT	3,000.00	3,000.00
76778	MA, LINA	291-6440-601.22-18	LIT MONTH PUBLISHING PA-	200.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					200.00
76783	METROPOLIS PERFORMING ARTS CENTRE	291-6440-601.22-18	NEWCOMER CENTER OUTREACH	450.00	450.00
76786	MINUSKIN, LYNN	291-6440-601.22-18	YOGA IN THE PARK 6/16/18	60.00	60.00
76790	MURPHY, THERESA	291-6440-601.22-18	PASTEL PORTRAITS 6/10/18	300.00	300.00
76794	NORTH SHORE DANCING INC	291-6440-601.22-18	HAVANA NIGHTS 6/13/2018	500.00	500.00
76800	PATEL, ANISHA	291-6440-601.22-18	ON THE TABLE 5/8/18	150.00	150.00
76802	PEREZ, MARIO	291-6440-601.22-18	ON THE TABLE 5/8/18	150.00	150.00
76804	POST, DONNA	291-6440-601.22-18	ON THE TABLE 5/8/18	150.00	150.00
76806	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	PROGRAM SUPPLIES	188.27	188.27
76815	SCHOBER, LINDA	291-6440-601.22-18	LEARN TO DRAW 6/13/18	350.00	350.00
76816	SCHOLASTIC INC	291-6440-601.32-02	BOOK FIESTA 4/21/18	255.00	255.00
76823	SWIDERSKI, ANN	291-6440-601.22-18	ESL WRITING CLASS-MAY	125.00	125.00
76824	SWIDERSKI, ANN	291-6440-601.22-18	ESL WRITING CLASS-MAY	125.00	125.00
76829	TOWNSHIP HIGH SCHOOL DIST 214	291-6440-601.22-18	AN AFTERNOON WITH KATE	526.00	526.00
76834	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT MANIA-2 PRO-	400.00	400.00
76840	ZORO TOOLS INC	291-6440-601.22-18	5-COCKTAIL TABLES	327.40	327.40

***** DIVISION TOTAL *****

Digital Services

30,883.10

76688	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES B BEDNAREK	106.00	
		291-6450-601.22-02	ALA DUES A BOCHENEK	37.00	143.00
76690	AMAZON.COM CREDIT	291-6450-601.30-05	DVD'S	23.75	
		291-6450-601.31-85	CLOCKS	67.71	
		291-6450-601.31-85	BATTERIES	38.00	
		291-6450-601.31-85	GLOVES	12.98	
		291-6450-601.30-05	STAPLER	40.81	
		291-6450-601.30-05	TAX REFUND	.74-	
		291-6450-601.31-85	READER CARD	31.83	
		291-6450-601.30-05	OFFICE SUPPLIES	183.94	
		291-6450-601.31-85	SMALL TOOLS & EQUIPMENT	34.00	432.28
76693	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-03	TRAV/TRAIN-D OLICHWIER	42.33	42.33
76694	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.32-78	ELECTRONIC RESOURCES	725.30	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6450-601.32-78	FOREIGN TRANSACTION	14.50	739.80
76695	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	JOY BONNET-TECH CLASSES	112.11	112.11
76701	B & H PHOTO VIDEO	291-6450-601.31-85	HOLD NEW CIRCULATING DSLR	73.18	
		291-6450-601.50-15	OTHER EQUIPMENT	497.37	
		291-6450-601.50-15	BLACK MAGIC RECORDER,	497.37	
		291-6450-601.31-85	REFUND	239.00-	828.92
76733	CONSUMERS CHECKBOOK	291-6450-601.32-78	CONSUMERS CHECKBOOK ON-	450.00	450.00
76739	EBSO INFORMATION SERVICES	291-6450-601.32-78	EBSO PACKAGE	24,849.33	24,849.33
76750	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES	170.64	
		291-6450-601.30-05	OFFICE SUPPLIES	12.60	
		291-6450-601.30-05	PENS	1.09	
		291-6450-601.30-05	OFFICE SUPPLIES	17.26	201.59
76759	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES-B BEDNAREK	100.00	100.00
76763	INFOGROUP	291-6450-601.32-78	REFERENCE USA PACKAGE	9,750.00	9,750.00
76791	NEWSPAPER ARCHIVE INC	291-6450-601.32-78	ACCESS NEWSPAPER-ARCHIVE	1,606.00	1,606.00
76805	PROQUEST LLC	291-6450-601.32-78	FOLD3 LIBRARY EDITION	3,420.00	
		291-6450-601.32-78	ONLINE HERITAGE QUEST	5,286.69	
		291-6450-601.32-78	GLOBAL NEWSTREAM	8,266.67	16,973.36
76807	P4A ANTIQUES RESEARCH SERVICES LLC	291-6450-601.32-78	SUBSCRIPTION-INSTITUTION	415.00	415.00
76826	THERAPEUTIC RESEARCH CENTER LLC	291-6450-601.32-78	NATURAL MEDICINES	1,182.00	1,182.00
76827	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFO CHARGES-MARCH	910.98	910.98

***** DIVISION TOTAL ****

Collection Services

58,736.70

76682	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	54.00	54.00
76690	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	43.98	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	59.79	
		291-6470-601.32-75	AV MTLs	27.10	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	37.68	
		291-6470-601.32-75	AV MTLs	62.49	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	24.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	110.39	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	55.30	
		291-6470-601.32-75	AV MTLs	14.81	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	8.01	
		291-6470-601.32-75	AV MTLs	77.90	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	66.95	
		291-6470-601.32-75	AV MTLs	142.96	
		291-6470-601.32-75	AV MTLs	18.20	
		291-6470-601.32-75	AV MTLs	39.17	
		291-6470-601.32-75	AV MTLs	30.81-	
		291-6470-601.32-75	AV MTLs	163.94	
		291-6470-601.32-75	AV MTLs	19.98	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	57.90	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	12.98	
		291-6470-601.32-75	AV MTLs	6.99	
		291-6470-601.32-75	AV MTLs	35.97	
		291-6470-601.32-75	AV MTLs	30.25	
		291-6470-601.32-80	BOOKS	19.46	
		291-6470-601.32-80	BOOKS	60.81	
		291-6470-601.32-80	BOOKS	14.90	
		291-6470-601.32-80	BOOKS	108.32	
		291-6470-601.32-80	BOOKS	15.13	
		291-6470-601.32-80	BOOKS	118.82	
		291-6470-601.32-80	BOOKS	19.04	
		291-6470-601.32-80	BOOKS	170.29	
		291-6470-601.32-80	BOOKS	86.92	
		291-6470-601.32-80	BOOKS	15.48	
		291-6470-601.32-80	BOOKS	23.34	
		291-6470-601.32-80	BOOKS	79.67	
		291-6470-601.32-80	BOOKS	8.79	
		291-6470-601.32-80	BOOKS	6.18	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-80	BOOKS	32.08	
		291-6470-601.32-80	BOOKS	38.92	
		291-6470-601.32-80	BOOKS	64.00	
		291-6470-601.32-80	BOOKS	38.97	
		291-6470-601.32-80	BOOKS	14.90-	
		291-6470-601.32-80	BOOKS	56.04	
		291-6470-601.32-80	BOOKS	114.30	
		291-6470-601.32-80	BOOKS	16.00	
		291-6470-601.32-80	BOOKS	84.65	
		291-6470-601.32-80	BOOKS	39.20	
		291-6470-601.32-80	BOOKS	28.00	
		291-6470-601.32-80	BOOKS	32.85	
		291-6470-601.32-80	BOOKS	21.42	
		291-6470-601.32-80	BOOKS	21.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	44.32	
		291-6470-601.32-80	BOOKS	7.88	
		291-6470-601.32-80	BOOKS	47.12	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	44.85	
		291-6470-601.32-80	BOOKS	30.89	
		291-6470-601.32-80	BOOKS	46.56	
		291-6470-601.32-80	BOOKS	48.00	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	26.49	
		291-6470-601.32-80	BOOKS	10.55	
		291-6470-601.32-80	BOOKS	13.54	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	21.81	
		291-6470-601.32-80	BOOKS	7.95	
		291-6470-601.32-80	BOOKS	67.78	
		291-6470-601.32-80	BOOKS	28.00	
		291-6470-601.32-80	BOOKS	9.07	
		291-6470-601.32-80	BOOKS	38.47	
		291-6470-601.32-80	BOOKS	56.96	
		291-6470-601.32-80	BOOKS	9.89	
		291-6470-601.32-80	BOOKS	41.07	
		291-6470-601.32-80	BOOKS	137.74	
		291-6470-601.32-80	BOOKS	8.89	
		291-6470-601.32-80	BOOKS	47.10	
		291-6470-601.32-80	BOOKS	71.52	
		291-6470-601.32-95	PERIODICALS	18.98	
		291-6470-601.32-95	PERIODICALS	10.49	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	38.97	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.32-95	PERIODICALS	10.84	
		291-6470-601.32-95	PERIODICALS	23.96	
		291-6470-601.32-95	PERIODICALS	19.48	
		291-6470-601.32-95	PERIODICALS	10.44-	
		291-6470-601.32-95	PERIODICALS	10.44	
		291-6470-601.32-95	PERIODICALS	16.02	
		291-6470-601.32-95	PERIODICALS	10.49	
		291-6470-601.32-95	PERIODICALS	12.37	
		291-6470-601.32-95	PERIODICALS	9.98	
		291-6470-601.32-95	PERIODICALS	12.31	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	35.49	
		291-6470-601.32-75	AV MTLs	26.58	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	16.00	
		291-6470-601.32-75	AV MTLs	33.00-	
		291-6470-601.32-75	AV MTLs	29.56	
		291-6470-601.32-75	AV MTLs	14.95	
		291-6470-601.32-75	AV MTLs	20.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	20.24-	
		291-6470-601.32-75	AV MTLs	59.88	
		291-6470-601.32-75	AV MTLs	29.88	
		291-6470-601.32-75	AV MTLs	29.29	
		291-6470-601.32-75	AV MTLs	5.52-	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	44.96	
		291-6470-601.32-75	AV MTLs	39.95	
		291-6470-601.32-75	AV MTLs	25.96	
		291-6470-601.32-75	AV MTLs	122.95	
		291-6470-601.32-75	AV MTLs	9.90	
		291-6470-601.32-80	BOOKS	26.17	
		291-6470-601.32-80	BOOKS	9.28	
		291-6470-601.32-80	BOOKS	32.00	
		291-6470-601.32-80	BOOKS	18.20	
		291-6470-601.32-80	BOOKS	47.17	
		291-6470-601.32-80	BOOKS	34.40	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	22.38	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	65.01	
		291-6470-601.32-80	BOOKS	235.93	
		291-6470-601.32-80	BOOKS	23.33	
		291-6470-601.32-80	BOOKS	27.18	
		291-6470-601.32-80	BOOKS	18.94	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	25.19	
		291-6470-601.32-75	AV MTLs	174.65	
		291-6470-601.32-75	AV MTLs	36.71	
		291-6470-601.32-75	AV MTLs	7.97	
		291-6470-601.32-75	AV MTLs	.34-	
		291-6470-601.32-75	AV MTLs	25.19	
		291-6470-601.32-75	AV MTLs	40.22	
		291-6470-601.32-75	AV MTLs	35.49	
		291-6470-601.32-75	AV MTLs	17.94	
		291-6470-601.32-75	AV MTLs	15.87	
		291-6470-601.32-75	AV MTLs	33.86	
		291-6470-601.32-95	PERIODICALS	6.98	
		291-6470-601.32-95	PERIODICALS	12.59	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	18.49	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	24.42	
		291-6470-601.32-75	AV MTLs	12.33	
		291-6470-601.32-75	AV MTLs	31.96	
		291-6470-601.32-75	AV MTLs	25.59	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	12.64	
		291-6470-601.32-75	AV MTLs	33.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	13.60	
		291-6470-601.32-75	AV MTLs	9.98	
		291-6470-601.32-80	BOOKS	5.45	
		291-6470-601.32-80	BOOKS	21.72	
		291-6470-601.32-80	BOOKS	14.75	
		291-6470-601.32-80	BOOKS	8.92	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	22.35	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	14.84	
		291-6470-601.32-80	BOOKS	16.73	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	11.08	
		291-6470-601.32-80	BOOKS	12.59	
		291-6470-601.32-80	BOOKS	16.36	
		291-6470-601.32-80	BOOKS	8.28	
		291-6470-601.32-80	BOOKS	18.94	
		291-6470-601.32-95	PERIODICALS	19.47	
		291-6470-601.32-95	PERIODICALS	8.94	
		291-6470-601.32-95	PERIODICALS	10.44	
		291-6470-601.32-95	PERIODICALS	14.30	5,886.01
76693	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	TRAV/TRAIN- M SZYMANEK	37.66	37.66
76694	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-80	BOOKS	137.00	137.00
76695	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	16.98	
		291-6470-601.32-75	AV MTLs	25.00	
		291-6470-601.32-80	BOOKS	237.00	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-95	PERIODICALS	36.00	
		291-6470-601.32-95	PERIODICALS	23.51	
		291-6470-601.32-75	AV MTLs	50.98	
		291-6470-601.32-75	AV MTLs	13.16	
		291-6470-601.32-75	AV MTLs	60.00	
		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	28.38	
		291-6470-601.32-95	PERIODICALS	23.00	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-95	PERIODICALS	29.95	
		291-6470-601.32-75	AV MTLs	179.97	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-95	PERIODICALS	25.90	
		291-6470-601.32-75	AV MTLs	15.00	
		291-6470-601.32-75	AV MTLs	59.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					896.73
76700	AV CAFE	291-6470-601.32-75	AV MTLs	51.97	51.97
76704	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	105.60	
		291-6470-601.32-75	AV MTLs	540.40	
		291-6470-601.32-75	AV MTLs	24.87	
		291-6470-601.32-75	AV MTLs	463.33	
		291-6470-601.32-75	AV MTLs	29.30	
		291-6470-601.32-75	AV MTLs	88.40	
		291-6470-601.32-80	BOOKS	147.08	
		291-6470-601.32-80	BOOKS	113.12	
		291-6470-601.32-80	BOOKS	38.58	
		291-6470-601.32-80	BOOKS	107.14	
		291-6470-601.32-80	BOOKS	929.05	
		291-6470-601.32-80	BOOKS	641.99	
		291-6470-601.32-80	BOOKS	369.23	
		291-6470-601.32-80	BOOKS	1,007.87	
		291-6470-601.32-80	BOOKS	507.88	
		291-6470-601.32-80	BOOKS	260.11	
		291-6470-601.32-80	BOOKS	350.03	
		291-6470-601.32-80	BOOKS	315.99	
		291-6470-601.32-80	BOOKS	303.95	
		291-6470-601.32-80	BOOKS	468.47	
		291-6470-601.32-80	BOOKS	782.46	
		291-6470-601.32-80	BOOKS	432.03	
		291-6470-601.32-80	BOOKS	102.65	
		291-6470-601.32-80	BOOKS	1,908.58	
		291-6470-601.32-80	BOOKS	389.25	
		291-6470-601.32-80	BOOKS	23.09	
		291-6470-601.32-80	BOOKS	241.97	
		291-6470-601.32-80	BOOKS	239.73	
		291-6470-601.32-80	BOOKS	769.47	
		291-6470-601.32-80	BOOKS	156.92	
		291-6470-601.32-80	BOOKS	108.15	
		291-6470-601.32-80	BOOKS	306.05	
		291-6470-601.32-80	BOOKS	201.78	
		291-6470-601.32-80	BOOKS	47.39	
		291-6470-601.32-80	BOOKS	208.37	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	193.44	
		291-6470-601.32-80	BOOKS	109.26	
		291-6470-601.32-80	BOOKS	472.38	
		291-6470-601.32-80	BOOKS	298.86	
		291-6470-601.32-80	BOOKS	37.92	
		291-6470-601.32-80	BOOKS	1,262.54	
		291-6470-601.32-80	BOOKS	425.07	
		291-6470-601.32-80	BOOKS	324.74	
		291-6470-601.32-80	BOOKS	221.43	
		291-6470-601.32-80	BOOKS	671.27	
		291-6470-601.32-80	BOOKS	536.39	
		291-6470-601.32-80	BOOKS	174.36	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	1,144.20	
		291-6470-601.32-80	BOOKS	298.81	
		291-6470-601.32-80	BOOKS	423.55	
		291-6470-601.32-80	BOOKS	285.99	
		291-6470-601.32-80	BOOKS	218.83	
		291-6470-601.32-80	BOOKS	611.58	
		291-6470-601.32-80	BOOKS	18.63	
		291-6470-601.32-80	BOOKS	219.68	
		291-6470-601.32-80	BOOKS	121.50	
		291-6470-601.32-80	BOOKS	30.06	
		291-6470-601.32-80	BOOKS	250.39	
		291-6470-601.32-80	BOOKS	273.23	
		291-6470-601.32-80	BOOKS	1,669.96	
		291-6470-601.32-80	BOOKS	794.92	
		291-6470-601.32-80	BOOKS	40.72	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	130.35	
		291-6470-601.22-85	PROC SERVS	247.00	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	30.40-	
		291-6470-601.22-85	PROC SERVS	30.40-	
		291-6470-601.22-85	PROC SERVS	83.60-	
		291-6470-601.22-85	PROC SERVS	212.80	
		291-6470-601.22-85	PROC SERVS	253.10	
		291-6470-601.22-85	PROC SERVS	186.20	
		291-6470-601.22-85	PROC SERVS	19.00-	
		291-6470-601.22-85	PROC SERVS	79.80-	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	535.80	
		291-6470-601.22-85	PROC SERVS	182.40	
		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	64.60	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	19.00-	
		291-6470-601.22-85	PROC SERVS	123.20	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	475.00	
		291-6470-601.22-85	PROC SERVS	134.15	
		291-6470-601.22-85	PROC SERVS	212.80	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	304.00	
		291-6470-601.22-85	PROC SERVS	11.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	202.20	
		291-6470-601.22-85	PROC SERVS	558.60	
		291-6470-601.32-75	AV MTLs	30.38	
		291-6470-601.32-75	AV MTLs	27.63	
		291-6470-601.32-75	AV MTLs	87.87	
		291-6470-601.32-75	AV MTLs	351.96	
		291-6470-601.32-75	AV MTLs	292.35	
		291-6470-601.32-80	BOOKS	417.10	
		291-6470-601.32-80	BOOKS	485.70	
		291-6470-601.32-80	BOOKS	313.92	
		291-6470-601.32-80	BOOKS	1,870.06	
		291-6470-601.32-80	BOOKS	2.00-	
		291-6470-601.32-80	BOOKS	232.31	
		291-6470-601.32-80	BOOKS	390.69	
		291-6470-601.32-80	BOOKS	739.17	
		291-6470-601.32-80	BOOKS	1,317.32	
		291-6470-601.32-80	BOOKS	778.36	
		291-6470-601.32-80	BOOKS	1,195.32	
		291-6470-601.32-80	BOOKS	224.55	
		291-6470-601.32-80	BOOKS	2,015.16	
		291-6470-601.32-80	BOOKS	311.70	
		291-6470-601.32-80	BOOKS	433.95	
		291-6470-601.32-80	BOOKS	204.78	
		291-6470-601.32-80	BOOKS	217.99	
		291-6470-601.32-80	BOOKS	231.22	
		291-6470-601.32-80	BOOKS	174.29	
		291-6470-601.32-80	BOOKS	483.58	
		291-6470-601.32-80	BOOKS	310.42	
		291-6470-601.32-80	BOOKS	517.45	
		291-6470-601.32-80	BOOKS	553.02	
		291-6470-601.32-80	BOOKS	203.44	
		291-6470-601.32-80	BOOKS	514.79	
		291-6470-601.32-80	BOOKS	680.64	
		291-6470-601.32-80	BOOKS	321.84	
		291-6470-601.32-80	BOOKS	101.49	
		291-6470-601.22-85	PROC SERVS	115.15	
		291-6470-601.22-85	PROC SERVS	22.80-	
		291-6470-601.22-85	PROC SERVS	30.40-	
		291-6470-601.22-85	PROC SERVS	15.20-	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	9.70-	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	60.80-	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROC SERVS	19.00-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	30.40-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	34.20-	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	134.15	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	118.95	
		291-6470-601.22-85	PROC SERVS	89.60	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROC SERVS	41.80-	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	95.00-	45,741.59
76705	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	6,899.79	
		291-6470-601.32-75	AV MTLs	574.26	
		291-6470-601.32-75	AV MTLs	950.62	
		291-6470-601.32-75	AV MTLs	65.90	
		291-6470-601.32-75	AV MTLs	3,497.96	
		291-6470-601.32-75	AV MTLs	32.24	
		291-6470-601.32-75	AV MTLs	206.62	
		291-6470-601.32-75	AV MTLs	22.04	
		291-6470-601.32-75	AV MTLs	3,560.70	
		291-6470-601.32-75	AV MTLs	365.11	
		291-6470-601.32-75	AV MTLs	226.26	
		291-6470-601.32-75	AV MTLs	9.53	
		291-6470-601.32-75	AV MTLs	142.77	
		291-6470-601.32-75	AV MTLs	580.11	
		291-6470-601.32-75	AV MTLs	3,194.31	
		291-6470-601.32-75	AV MTLs	297.29	
		291-6470-601.32-75	AV MTLs	191.52	
		291-6470-601.32-75	AV MTLs	102.86	20,919.89
76707	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	838.51	838.51
76708	BARRONS	291-6470-601.32-95	PERIODICALS	239.88	239.88
76712	BIBLIOTHECA LLC	291-6470-601.32-80	eBOOKS MARCH 2018	4,976.27	
		291-6470-601.32-80	eAUDIO BOOKS MARCH 2018	1,749.75	
		291-6470-601.32-75	AV MTLs	47.50	
		291-6470-601.32-80	BOOKS	1,731.23	
		291-6470-601.32-75	AV MTLs	127.28	
		291-6470-601.32-80	BOOKS	872.87	9,504.90
76715	BOTTOM LINE PERSONAL	291-6470-601.32-95	PERIODICALS	39.00	39.00
76721	CAVENDISH SQUARE PUBLISHING	291-6470-601.32-80	BOOKS	177.93	177.93
76723	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	25.32	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	25.32	
		291-6470-601.32-80	BOOKS	27.89	
		291-6470-601.32-80	BOOKS	28.04	106.57
76724	CHICAGO SUN TIMES	291-6470-601.32-95	PERIODICALS	832.00	
		291-6470-601.32-95	PERIODICALS	234.00	1,066.00
76725	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	485.00	485.00
76730	COMIX REVOLUTION	291-6470-601.32-95	PERIODICALS	13.96	
		291-6470-601.32-80	BOOKS	63.86	77.82
76735	C2ER	291-6470-601.32-95	PERIODICALS	175.00	175.00
76736	DEMCO INC	291-6470-601.32-05	PAPER TAPE & LABEL PROTEC	170.46	170.46
76746	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	173.33	
		291-6470-601.32-80	BOOKS	41.63	214.96
76749	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	427.86	
		291-6470-601.32-80	BOOKS	182.35	
		291-6470-601.32-80	BOOKS	127.17	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	83.17	
		291-6470-601.32-80	BOOKS	147.16	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	348.73	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	19.20	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	99.71	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	35.98	1,763.20
76750	GARVEYS OFFICE PRODUCTS	291-6470-601.30-05	OFFICE SUPPLIES	14.29	14.29
76753	GREAT COURSES	291-6470-601.32-75	AV MTLs	89.95	
		291-6470-601.32-75	AV MTLs	89.95	
		291-6470-601.32-75	AV MTLs	824.50	1,004.40
76754	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	233.05	
		291-6470-601.32-95	PERIODICALS	233.05	466.10
76758	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	131.25	255.00
76759	ILA MEMBERSHIP	291-6470-601.22-02	ILA DUES-C ROSSIN	150.00	150.00
76764	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	114.47	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	31.04	
		291-6470-601.32-80	BOOKS	14.69	
		291-6470-601.32-80	BOOKS	43.73	
		291-6470-601.32-80	BOOKS	67.64	
		291-6470-601.32-80	BOOKS	23.36	
		291-6470-601.32-80	BOOKS	66.07	
		291-6470-601.32-80	BOOKS	164.82	
		291-6470-601.32-80	BOOKS	48.78	
		291-6470-601.32-80	BOOKS	86.95	
		291-6470-601.32-80	BOOKS	8.96	
		291-6470-601.32-80	BOOKS	22.60	
		291-6470-601.32-80	BOOKS	10.20	
		291-6470-601.32-80	BOOKS	68.11	
		291-6470-601.32-80	BOOKS	42.00	
		291-6470-601.32-80	BOOKS	23.98	
		291-6470-601.32-80	BOOKS	48.87	
		291-6470-601.32-80	BOOKS	76.27	
		291-6470-601.32-80	BOOKS	453.84	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	92.15	
		291-6470-601.32-80	BOOKS	27.81	
		291-6470-601.32-80	BOOKS	91.64	
		291-6470-601.32-80	BOOKS	88.22	
		291-6470-601.32-80	BOOKS	87.16	
		291-6470-601.32-80	BOOKS	21.57	
		291-6470-601.32-80	BOOKS	40.17	
		291-6470-601.32-80	BOOKS	111.54	
		291-6470-601.32-80	BOOKS	112.03	
		291-6470-601.32-80	BOOKS	91.98	
		291-6470-601.32-80	BOOKS	71.24	
		291-6470-601.32-80	BOOKS	40.80	
		291-6470-601.32-80	BOOKS	82.68	
		291-6470-601.32-80	BOOKS	78.73	
		291-6470-601.32-80	BOOKS	107.71	
		291-6470-601.32-80	BOOKS	54.52	
		291-6470-601.32-80	BOOKS	85.16	
		291-6470-601.32-80	BOOKS	104.09	
		291-6470-601.32-80	BOOKS	17.34	
		291-6470-601.32-80	BOOKS	54.00	
		291-6470-601.32-80	BOOKS	357.99	
		291-6470-601.32-80	BOOKS	33.90	
		291-6470-601.32-80	BOOKS	11.66	
		291-6470-601.32-80	BOOKS	1,056.87	
		291-6470-601.32-80	BOOKS	771.90	
		291-6470-601.32-80	BOOKS	15.79	
		291-6470-601.32-80	BOOKS	429.01	
		291-6470-601.32-80	BOOKS	116.15	
		291-6470-601.32-80	BOOKS	23.19	
		291-6470-601.32-80	BOOKS	126.20	
		291-6470-601.32-80	BOOKS	297.95	
		291-6470-601.32-80	BOOKS	297.56	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	9.60	6,430.68
76765	JANWAY COMPANY USA INC	291-6470-601.32-05	MESH TOY BAGS	246.58	246.58
76768	KANOPY LLC	291-6470-601.32-75	AV MTL5	308.00	308.00
76780	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	147.00	147.00
76785	MIDWEST TAPE	291-6470-601.32-75	AV MTL5	334.26	
		291-6470-601.32-75	AV MTL5	243.36	
		291-6470-601.32-75	AV MTL5	194.43	
		291-6470-601.32-75	AV MTL5	65.95	
		291-6470-601.32-75	AV MTL5	8,106.55	8,944.55
76803	POLYLINE LLC	291-6470-601.32-05	BLU-RAY-DVD/CD CASES	795.00	795.00
76812	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	42.94	42.94
76813	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	88.93	88.93
76814	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	346.11	346.11
76827	THOMSON REUTERS-WEST PAYMENT CENTER	291-6470-601.32-80	BOOKS	241.00	241.00
76830	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	149.97	
		291-6470-601.32-80	BOOKS	123.85	
		291-6470-601.32-80	BOOKS	149.26	
		291-6470-601.32-80	BOOKS	105.36	528.44
76835	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	49.14	49.14
76839	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	39.25	
		291-6470-601.32-80	BOOKS	60.50	99.75
76841	4IMPRINT	291-6470-601.32-75	UMBRELLAS FOR CIRC	418.07	
***** DIVISION TOTAL ****					109,160.06
***** DEPARTMENT TOTAL **					201,400.68
***** GRAND TOTAL *****					525,553.94

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	438,724.08
491	Capital Projects-Library	86,829.86
**** TOTAL ALL FUNDS ****		525,553.94

May 16, 2018

**Arlington Heights Memorial Library
Special Funds Summary
4/30/2018**

	Count	33	Account	Amount	Description	Staff
Check #1498-AHML			100-80-00	\$ 25,000.00	Transfer to Disbursement Account	L Langdon
Check #1499-TeamLogic IT			6010-2008	\$ 4,781.25	IT consulting in respones to cryptolocker virus	M Driskell
Check #1500-Simon & Schuster Speakers Bureau			6440-2218	\$ 13,750.00	OBOV Author Event W/ Lisa Genova 10/18/18 50% Dep.	J Czajka
Check #1501-AHML - Petty Cash						
	4/9/2018		6001-3005	\$ 6.00	Office Supplies	G Rojek
			6003-2255	\$ 23.00	In-Service Training	J Lasky
			6440-2203	\$ 29.43	Travel/Training	M Vela
			6001-2203	\$ 40.00	Travel/Training	L Priest
			6440-3202	\$ 11.97	Program Events	S Hollars
	4/16/2018		6440-3202	\$ 17.98	Program Events	J Pinotti
			6440-3202	\$ 25.96	Program Events	A Belford
			6470-2203	\$ 37.66	Travel/Training	M Szymanek
			6440-3202	\$ 49.97	Program Events	M Papanastassiou
			6405-2203	\$ 41.75	Travel/Training	K Devitt
			6405-2203	\$ 15.00	Travel/Training	E Ludeman
			6450-2203	\$ 42.33	Travel/Training	D Olichwier
			6420-3201	\$ 14.95	Program Supplies	T Scallon
	4/23/2018		6440-3202	\$ 38.97	Program Events	M Lepo
			6440-3202	\$ 45.96	Program Events	M Lepo
			6440-3202	\$ 32.83	Program Events	D Napravnik
			6405-3202	\$ 37.14	Program Events	T Karim
			6405-3202	\$ 38.93	Program Events	L Banovz
	4/30/2018		6405-3201	\$ 16.85	Program Supplies	K Devitt
			6405-2203	\$ 11.06	Travel/Training	K Devitt
			6405-3202	\$ 3.99	Program Events	K Devitt
			6440-3202	\$ 6.48	Program Events	N Murray
			6440-3202	\$ 25.00	Program Events	M Vela
			6405-2203	\$ 37.50	Travel/Training	T Karim
			6405-2203	\$ 37.06	Travel/Training	A Lorincz
			6405-2203	\$ 40.00	Travel/Training	T Karim
			6001-2203	\$ 48.00	Travel/Training	J Moravec
			6001-2203	\$ 16.00	Travel/Training	K Devitt
			6020-2111	\$ 38.94	Building Maintenance	G Leclair
			6440-2203	\$ 36.98	Travel/Training	J Czajka
			6440-2203	\$ 23.98	Travel/Training	C Ng-He
				<u>\$ 19,422.92</u>		

May 16, 2018

Arlington Heights Memorial Library
 American Express Card Summary
 4/30/2018

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
	Count 64			
M. Driskell	489-90-00	\$ (160.60)	AMEX Cash back rebate	Other Income/Rebate
	6002-2165	\$ 11.94	FACEBK	Facebook advertising for XOXO and library survey
J. Moravec	6020-3145	\$ 314.45	THE WEBSTAUANT STORE	KW dispensers
	6001-2203	\$ 630.99	HYATT REGENCY CINCIN	ALSC Institute Conference C Caputo
	6001-2203	\$ 873.00	RENAISSANCE ORLANDO	Hotel for IUG Conference L Bobis
	6001-2203	\$ 815.82	RENAISSANCE ORLANDO	Hotel for IUG Conference S Meyer
	6002-2210	\$ 17.97	VISTAPR*VISTAPRINT	Business Cards
	6020-2111	\$ 98.99	GORDON ELECTRIC SUPP	Electrical Floor Box
	6440-3202	\$ 171.99	MAGIC CABIN DOLLS	Play Theater for SRP
	6004-3272	\$ 44.97	TARGET.COM	2018 Volunteer Luncheon
	6004-3272	\$ 119.92	TARGET.COM	2018 Volunteer Luncheon
	6004-3272	\$ 44.97	TARGET.COM	2018 Volunteer Luncheon
	6020-2111	\$ 204.98	SUN-BELT USA	Carpet Protector
	6004-3272	\$ 2,190.36	GIFTCARDS.COM	2018 Volunteer Luncheon
	6002-3005	\$ 468.00	WWW.ISTOCK.COM	Graphics Creation
	6450-5015	\$ 112.11	ADAFRUIT INDUSTRIES	Joy Bonnet for Tech Classes
	6004-3272	\$ 44.55	BROWN INDUSTRIES INC	2018 Volunteer Luncheon
	6004-3272	\$ 118.98	DECORATIVE FILMS LLC	Orange Decorative Film
	6002-3272	\$ 67.87	PARTY CITY	For Art Show 5/3/18
	6001-2203	\$ 654.75	RENAISSANCE ORLANDO	Hotel for IUG Conference C Krueger
	6020-2111	\$ 102.37	SPOTLIGHT	Ballast
	6420-3005	\$ 21.70	JOANN STORES ONLINE	Office Supplies
	6001-2203	\$ (195.00)	AMER LIB ASSOC	ALA Conference Refund
	6001-2203	\$ 390.00	AMER LIB ASSOC	ala Conference Workshop J Duncan
	6001-2203	\$ 908.46	HYATT REGENCY PHOENI	Hotel for COABE Conference T Karim
J. Czajka	6440-3202	\$ 112.16	TRADER JOE'S	Refreshments Lit Month Author Events
M. Schultz	6470-3295	\$ 16.98	HEARST PRODUCTS	Periodicals
	6470-3275	\$ 25.00	TINY CHAIR PICTURES	AV Mtls
	6470-3280	\$ 237.00	NATIONAL CARE PLANNI	Books
	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	\$ 36.00	ZCOMMUNICATIONS.ORG	Periodicals
	6470-3295	\$ 23.51	SP * ALTERNATIVE PRE	Periodicals
	6470-3275	\$ 50.98	USA*ACORNUSA	AV Mtls
	6470-3275	\$ 13.16	WALLOWS	AV Mtls
	6470-3275	\$ 60.00	WDSE WRPT	AV Mtls
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
	6470-3275	\$ 28.38	TARGET.COM	AV Mtls
	6470-3295	\$ 23.00	HOUSE AND HOME MEDIA	Periodicals
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
	6470-3295	\$ 29.95	INFOBASE	Periodicals
	6470-3275	\$ 179.97	TARGET.COM	AV Mtls
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
	6470-3295	\$ 25.90	KAF*BAKER'S CATALOG	Periodicals
	6470-3275	\$ 15.00	PAYPAL *MAGICSPACEM	AV Mtls
	6470-3275	\$ 59.99	TARGET.COM	AV Mtls
R. Dworianyyn	6010-3032	\$ 49.00	RIDDLE.COM	Riddle- Monthly Subscription
	6010-3030	\$ 64.96	CALHOUN TECHNOLOGIES	Roller Kit
	6010-3185	\$ 132.44	WWW.MAKERBOT.COM	Makerbot - Filament for 3D Printer
	6010-3032	\$ 25.00	GITHUB	Monthly Subscription
	6010-3032	\$ 39.00	BASECAMP.COM	Monthly Subscription
	6001-2242	\$ 344.85	COMCAST	Monthly Subscription
	6010-3032	\$ 50.00	TRELLO	Monthly Subscription
	6010-3032	\$ 9.99	AMAZON FREETIME UNLT	Amazon Free Time Unlimited Monthly Subscription

6010-3185	\$	17.99	AMAZON MKTPLACE	iPhone 7 case for Board Member
6010-2005	\$	54.10	PAYFLOW	Monthly Subscription
6010-3032	\$	14.99	SPOTIFY USA	Monthly Subscription
6010-2005	\$	49.08	CSS - COMODO	Personal SSL Certificate - Rojek
6010-3232	\$	2.11	ITUNES.COM	PicCollage EDU - Collage Make App
6010-2008	\$	436.00	DECISION ONE CORP	Epson Sure Color P9000 - Service Call
Total	\$	<u>10,371.94</u>		

May 16, 2018

Arlington Heights Memorial Library
Master Card Summary
4/30/2018

Count 9

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
K Spokas	6440-3202	\$85.47	Dominos	Program Supplies
	6020-2102	\$21.89	Midwest Bus	License plate light
	6440-3202	\$241.00	Dominos	Program Supplies
	6440-3202	\$40.00	Eddies Restaurant	Program Supplies
	6001-2165	\$101.01	Airbnb	Other Services
	6440-3202	\$28.00	Rosati's Pizza	Program Supplies
M Szymanek	6470-3280	\$137.00	Indiana Academy	Book
	6450-3278	\$725.30	ArkivDigital	Electronic Recourses
	6450-3278	\$14.50	Foreign Trans.	Foreign Trans.
	Total	<u>\$1,394.17</u>		

To: Board of Library Trustees

From: Mike Driskell and Gary Leclair

Date: May 15, 2018

Re: Skylight Replacement

The skylight replacement discussion initiated at the March and May Committee of the Whole meetings, where the committee requested cost estimates and considerations of the options available for the replacement. Below is the memo from the March meeting, followed by the available options, estimated costs, considerations, and recommendation:

The engineering assessment done in 2013 by Shales McNutt Construction called for replacement of the long skylight between the 1968 and 1993 buildings. We budgeted \$210,000 for this replacement.

Since there are a number of color options available, we asked Product Architecture + Design to choose the best option for our building. Surprisingly, their choice was to replace the skylight panels with clear low-e glass. They felt this option would make the greatest impact on the look and feel of the building.

CPI Daylighting manufactured our current skylight. It is proprietary in the way the panels snap in and fit. Unfortunately, CPI does not have a clear glass option, but there are panels that are more translucent than what we have now. If we were to change to a glass option, another manufacturer would be involved and the cost would be at least double the amount we budgeted.

We are bringing this to the Committee of the Whole to see if there is an interest in pursuing the glass option for the skylight, or if we should pursue the translucent panels from CPI.

Options:

1. Replace just the outside panels, consistent with what is recommended in the engineering assessment (existing manufacturer/structure):

Estimated cost: \$135,000

Energy efficiency: Exactly like existing

Light transmission: Exactly like existing

Duration: 3 weeks

Lead Time: 4-16 weeks

Disruption: Minimal – Noisy at times but relatively un-noticeable from inside. Structure and interior panels will remain in place. This would be an almost seamless operation, keeping the building sealed from the elements. We would rope off sections under the skylight as the work progressed.

2. Replace the exterior and interior panels. This would allow us to change the color from the inside, but will remain translucent (existing manufacturer/structure).

Estimated cost: \$260,000

Energy efficiency: Similar to existing, but varies by panel type.

Light transmission: Will depend on type of panel selected. Clearer=more light, Opaque=less light

Duration: 6 weeks

Lead Time: 14-18 weeks

Disruption: Extensive disruption – Entire structure will need to be removed-new framing, gaskets and panels installed. Area under skylight would be roped off. This would have a large impact on services within the building.

3. Replace the entire frame/structure unit. This would allow for clear glass, giving a dramatic visual impact. This is the option recommended by our architect:

Estimated cost: \$336,000 - \$600,000

Energy efficiency: Similar or less efficient than our current system.

Light transmission: High, with possible areas of glare.

Duration: Approximately 4 months

Lead Time: 17-21 weeks

Disruption: Extensive disruption – Entire structure will need to be removed-new framing, gaskets and glass panels installed. Area under skylight would need to be roped off. This would have a large impact on services within the building.

4. Remove the entire frame/structure unit and replace with a standard roof.

Estimated cost: Starting at \$600,000 - \$650,000, but could go higher due to unknowns that could surface during demolition and architectural and engineering design.

Energy efficiency: More efficient than our current system.

Light transmission: None.

Duration: Approximately 4-8 months

Lead Time: 4 weeks

Disruption: Extensive disruption – Entire structure will need to be removed and a temporary structure built over the skylight to keep the elements out during construction. Area under skylight would need to be roped off. This would have a large impact on services within the building.

Note: Options 2, 3, and 4 would also require architect involvement in the form of drawings/approvals/specifications.

Staff strongly recommend option 1 due to the lower cost and minimal disruption to our customers.

Suggested Motion: **The Board of Library Trustees recommends staff enter into a contract with CPI for replacement of the outside skylight panels not to exceed \$150,000, pending attorney review of the contract.**

To: Board of Library Trustees
From: Mike Driskell and Gary Leclair
Date: May 15, 2018
Re: 1993 Boiler Addition Project

In the 2018 budget, there are funds to add a boiler in the 1993 building, as discussed at the January 2018 Committee of the Whole meeting. Since the initial discussion, staff have gone through the bid process, the results of which are included below for your consideration. The original memo from the January 2018 Committee of the Whole meeting follows the bid results.

Seven firms submitted the following bids:

C Acitelli Heating & Piping	\$124,000
Complete Temperature Systems	\$117,000
Stanton Mechanical	\$112,742
Amber Mechanical	\$117,000
FE Moran	\$130,500
Dahme Mechanical	\$106,674
Oak Brook Mechanical	\$131,878

The low bid on this project came in slightly higher than the \$104,000 budgeted, mainly because of perceived difficulties in running a new stack to the rooftop. However, we are pursuing possible incentives from Nicor that should bring the project cost back under budget.

The low bidder, Dahme Mechanical, is located in Arlington Heights and their references were excellent.

Suggested Motion: The Board of Library Trustees recommends that the 1993 Boiler Addition Project be awarded to Dahme Mechanical, Inc. in the amount of \$106,674, pending attorney review of the contract.

To: Committee of the Whole

From: Mike Driskell and Gary Leclair

Date: January 29, 2018

Re: 1993 Boiler Addition

In 2017, we hired 20/10 Engineering to prepare plans for the addition of a second boiler for the 1993 building. In 2018, we budgeted \$104,000 for the addition of the boiler based on the design work done in 2017. We propose adding this boiler for two reasons. First, there is no redundancy in the heating system for the 1993 building. If the boiler fails, the 1993 building will have no heat. Secondly, the boiler currently in use is not efficient by today's standards.

The original boiler is 25 years old and we have had minimal issues with it to date. According to the ASHRAE standards, this boiler has reached the median age for this type of equipment.

The boiler we are proposing to add will be a high efficiency boiler and will be the building's primary heating source. The original boiler will serve as a backup in the event of a failure of the primary boiler. Since we will no longer be using the original boiler regularly, the life expectancy of it would be extended at least another 10 years as a backup.

In addition to the redundancy, we can expect a reduction in energy usage due to the higher efficiency of the new boiler. I have provided the energy usage change since we have installed the boilers in the 1978 building. The overall cost did increase due to a rate increase; however, we have seen a 20% reduction in energy usage.

	Winter 2015-2016	Winter 2016-2017		
	November-March 4,360 HDD*	November-March 4,545 HDD*	Change	% Change
Usage (Dekatherms)	7,816.95	6,288.05	(1,528.90)	-19.6%
Cost	\$ 19,051.54	\$ 21,525.76	2,474.22	13.0%

*"Heating degree days", or "HDD", are a measure of how much (in degrees), and for how long (in days), outside air temperature was lower than a specific "base temperature" (or "balance point"). A base temperature of 65 degrees was used in this comparison. Historical data provided by BizEE.net.

As with the previous boiler replacement project, we will seek energy grants, rebates, and incentives to help offset the project costs.

The next step would be to seek bids for the addition of a high efficiency boiler for the 1993 building, looking to bring the results of the bid process to the board in March or April.

To: Board of Library Trustees
From: Shannon Distel
Date: 5/15/2017
Re: Arlington Heights Memorial Library Strategic Plan

Please find attached the second draft of the Arlington Heights Memorial Library's Strategic Plan as prepared by Library Strategies.

Suggested motion: **The Board of Library trustees approves the Strategic Plan and Mission as presented.**



Arlington Heights Memorial Library 3-Year Strategic Plan: DRAFT May 15, 2018

PROPOSED NEW MISSION

The Arlington Heights Memorial Library fulfills the knowledge, information, enrichment, entertainment and cultural engagement needs of our community members.

GOALS & STRATEGIES

GOAL 1: COMMUNITY CONNECTIONS

Foster increased connections across and throughout our varied communities.

Strategies:

- Incorporate additional cross-cultural and inter-generational approaches in programming and outreach efforts
- Further bridge geographic gaps in Arlington Heights through the bookmobile, outreach services, digital resources and partnerships
- Deepen literacy and cultural services for non-English speakers and new Americans
- Collaborate with the Village and other partners to better address the needs of customers at all income levels
- Advance resources for, and partnership opportunities with, area schools
- Strengthen the collaboration with the Friends of the Library and develop a Library Foundation to serve as key support organizations within the community

GOAL 2: DIGITAL DIRECTIONS

Refine digital and technology services to enhance ease of use and raise the Library's profile as a technology leader in the community.

Strategies:

- Optimize the availability of e-resources at the Library
- Develop and maintain a usable, valuable and accessible Library app

- Address customer concerns with the current functionality of the catalog
- Create one or more technology-oriented makerspaces to meet the needs of a broader range of audiences

GOAL 3: ACCESS & EXPERIENCES

Increase access to library services, and enhance the experience of using the library.

Strategies:

- Review, develop, and implement programming to ensure the scope, timing, and quality meet the varied, identified interests and needs in the community
- Evaluate and report on the customers' experience of using the library services, programs and exhibits and modify as necessary
- Determine the optimum public service hours for the community
- Create a separate quiet space accessible to all Library users
- Explore creating a dedicated space for "tweens"
- Improve signage throughout the building to improve wayfinding for all visitors and clarity for customers with limited English language ability
- Ensure that all areas of the Library accommodate people with varying abilities
- Reconsider and explore alternative parking options

GOAL 4: COHESIVE STAFF CULTURE

Strengthen the internal work environment for all Library employees to promote both professional growth and job satisfaction.

Strategies:

- Rework the Library's culture statement engaging staff at all levels of the organization; and incorporate the statement into operational and human resource practices
- Strengthen staff/management connections by evaluating organizational structures, policy and procedure reviews, and enhanced internal communications
- Encourage and foster a positive work environment for all employees
- Replace the annual personnel review process, to reflect understandable performance goals and provide constructive feedback, and tie the process to outcomes and long-term Library objectives
- Evaluate and report on the work environment through biennial surveys of employees and develop an action plan to address needs as necessary.

Executive Director's Report May 2018

What's New @ AHML

Parking Lot Safety Railings

We added two railings outside the south entrance to keep pedestrian traffic from stepping into oncoming vehicle traffic. This is in response to multiple concerns from parents about children running into the traffic lane when exiting the building. These railings keep the pedestrian traffic at a safe distance from blind spots created by the building.



Creation Station

To supplement the Summer Reading theme, staff transformed the tech bar into a “Creation Station”. This includes a Buddha Board (a portable temporary painting set), a button maker, and Legos. People can stop by and get creative in between checking out materials for summer reading.



Pressreader

The library now offers *Pressreader*, a new database that provides access to over 6,500 print publications from 95 different countries and 52 different languages. This allows customers the ability to read publications from all around the world. Complementing the international offerings of *Pressreader*, we also are now offering *A to Z World Foods* and *A to Z World Maps*. Customers can explore detailed topographic, climate and historic maps, as well as find recipes and overviews of food from around the world.

Get Lost in a Good Book

The May newsletter featured Readers Advisors in the Dear Reader column and promoted our form-based advisory. To date, we have curated 18 book lists for customers that have submitted Book Me requests.

Diversity and Inclusion

Multi-Lingual Staff

It's always nice when staff's additional skills can be used outside the department. Staff was asked to help a customer with a translation of an Old Russian document. The customer was very grateful and was excited to learn about her family's background from the 1800's.

Navigating Real Life Diversity

Corrie Wallace, a local educator and diversity consultant, developed this unique workshop. In it, she tailored her expertise to the specific needs of the Arlington Heights community, meeting participants where they are in terms of thinking about issues of race, bias, equity and more. Designed to be inclusive and skill building, the workshop elicited a range of responses and emotional reactions from the 26 participants. A mix of familiar faces and new program attendees, the audience represented the wide range of the people who live in our community. Many expressed hope we would continue programming along these lines, or even bring back Ms. Wallace for more in-depth training.

- *"She did an excellent job engaging us without pressure."*
- *"This program was about issues that I think are extremely necessary to talk about and challenge in our community, but that I almost never hear discussed in AH. I learned so much and would love to see more sessions with more attendees!"*
- *"...participants learned not only learned from her, but each other. I can't stop thinking about it."*

Community Engagement

Community Engagement staff have been active in getting to know our community and their needs. Our Bilingual Advisor supported Youth Services' *Book Fiesta* by helping plan activities and read a story in Spanish. She and our Community Engagement Liaison also met with two priests at Misión San Juan Diego to find out how we can serve our community members there. Additionally, the liaison attended the *Week of the Young Child Fair* to promote library programming and services. 314 people stopped by our table to learn about library offerings. Finally, she attended a STEM fair for children with developmental disabilities; 115 children stopped by the table.

Department Highlights

Programs and Exhibits News

Family Gardening

In celebration of Earth Day, we welcomed 16 families (48 attendees) to create a vegetable garden together. The program set-up enabled the families to rotate through six stations or projects. Children with their parents and grandparents left with seed bombs, popsicle stick embellished garden markers, and their very own DIY greenhouses with a choice of seeds to grow. Families loved the hands-on time together as evidenced when asked what they enjoyed most –

- “Watching our grandchildren learn and have fun”
- “Spending time making crafts with my children.”



Bookmobile Design Art Contest

To celebrate National Bookmobile Day, we launched a contest to let kids and families design their own bookmobile. Participants picked up templates in Kids’ World, then returned their creative submissions to be part of the display and competition. We received 90 unique bookmobiles (artists ranging from 2 to 32) and 324 votes to choose winners. Three lucky winners will receive a copy of *Library of Wheels: Mary Lemist Titcomb and America’s First Bookmobile* by Sharlee Glenn (2018), and a special 30-minute bookmobile visit to their house.

Lit Month

Slam Poetry Spectacular

On April 7, we welcomed the founder of the slam poetry movement, Marc Smith. Fifteen attendees, ranging in age from teens to retirees, learned the art of slam poetry through this hands-on workshop. While many appeared shy at first, Marc had them standing up, moving around and practicing shouting lines of poetry. They performed for one another by program end and were ultimately inclusive - One customer without speech reciting several poems using her laptop's text-to-speech function. Attendees enjoyed learning more about poetry in a thought-provoking and diverse space as well as the caliber of the presenter.

"This was the best program ever. Please have the speaker back again."

Publishing Panel

The Village of Arlington Heights Arts Commission and library collaborated to connect writers while providing practical information, expertise and experience through two Publishing Panels – one focused on self-publishing and the other traditional. Jacob Knabb, an author, writing instructor and former publisher who facilitates AHML's monthly Writer's Ink group, moderated both panels. Attendees shared that they learned a great deal and felt more equipped to pursue the next steps in their writing careers.



- *"It was a wonderful panel. They really took the time to tell us about their experiences. Which helped me personally."*
- *"It was nice to hear from individuals who have faced some of the same problems I encountered when writing my book."*
- *"Enjoyed connecting with other local writers."*

An Evening with Greg Kot

Following two successful Sound Opinions programs in Arlington Heights, Greg Kot, co-host of the nationally syndicated NPR music talk show and Chicago Tribune music critic, returned for a solo event. His book, *I'll Take You There*, also the current One Book, One Chicago selection, was the focus of the conversation style event. The majority of 62 attendees, including many new faces, had not yet read Kot's book about the Staples Singers and the music that shaped the Civil Rights movement. All wanted to after hearing his stories of local living legend Mavis Staples. Participants met Greg following the program, had books signed and shared high praise for the content and how much they learned. "Outstanding free musical event in my own backyard."



Tori Telfer

Chicago author Tori Telfer visited to share her book *Lady Killers: Deadly Women Throughout History*. Tried and true fans of true crime were fascinated by Tori's presentation and personality, while others thanked the library for our commitment to introducing local authors.

An Afternoon with Kate DiCamillo

Kate DiCamillo, beloved author of modern children’s classics *Because of Winn Dixie* and *The Tale of Despereaux*, engaged an audience of more than 350 parents, children and educators at Forest View Education Center. She began the afternoon with a reading, then shared insights into her writing, her characters, and answered questions from the audience as she walked through the aisles, connecting with her readers. DiCamillo also signed copies of her books and took photos with fans. It was heartwarming to see young customers reading her books while waiting in the signing line and so many customers approached staff, thanking the library hosting such a wonderful children’s author.



Zine Workshop with Author Celia Perez

Local author and Chicago Public Library librarian Celia Perez was the focus of two great events for tweens. First, tweens gathered to discuss her debut book, *The First Rule of Punk*. The following week she visited us to lead 17 tweens in a hands-on zine workshop. Participants crafted their own zines on a chosen topic and contributed to a group Zine that Celia made in collaboration with the tweens. They loved it!



Info Services News

Books and Brews Book Discussion

The Books and Brews discussion had 20 attendees. They discussed the nonfiction book *Endurance: A Year in Space, A Lifetime of Discovery* by astronaut Scott Kelly. The discussion attracted a range of ages as well as both men and women. Digital Services staff joined in facilitating and demonstrated the library's Google Expedition to space.

Bookface Friday – Endurance by Scott Kelly. This post coincided with the book discussion as a cross promotion of the discussion.



2018 Tax Season

The tax table was available from January 29- April 20. During that time, approximately 9,500 federal and 3,000 state tax forms, provided by the Federal and State governments, were distributed. This was the first year we offered a self-print station for tax forms. Approximately 1,500 sheets of paper were printed from this station. We received good customer feedback.

"The Tax Form Print Center is 'genius' and should continue each and every year."

In addition to providing forms, we also helped facilitate AARP tax appointments. This year we completed 381 appointments, an increase of 19% from last year.

Library Delivery Service

In April 2018, we added eight new library delivery customers as compared to three last April; year-to-date, we have added 27 new customers in 2018. We currently deliver to 62 customers in homes and 40 in healthcare facilities. The increase in home delivery is from the newsletter; part of the increase in healthcare is our close partnership with activity coordinators. Increase for both is also influenced by the outreach programming.

- *“I don’t know what I would do without these books. They are our sole entertainment, since I don’t have vision and my husband has dementia.”*
- *“THANK YOU so much for bringing those books to me! You’ve gone above & beyond... and it is much appreciated.” (after this customer moved to Rehab, staff made a special delivery to her) “I loved having you bring me items at Rehab, and it was nice to have a visit.”*

Specialty Info Services News

Be Heard

April was a record month for U.S. Representative Jan Schakowsky’s Staff Open Office. Fifteen people stopped by to *Be Heard* and discuss national and local politics, as well as gain access to government information pertinent to their lives.

Google Expedition at Highland Assisted Living

Our virtual reality trip to Jefferson’s Monticello at The Highlands Assisted Living at The Moorings of Arlington Heights was a great success. We had 24 very excited residents who attended along with management and staff from The Moorings who stopped by to see what was going on. We had many great comments from our trip-takers who were so excited about the opportunity to travel again.



Youth Services News

3D-RD

Staff launched this year's 3D-RD class, our collaboration with Thomas Middle School in its fifth year. Staff coordinated a presentation by a resident prosthetist and orthotist that uses 3D printing in his daily work. Mr. Jim Grant TMS instructor commented that many students were engaged and inspired by the talk – he looks forward to continuing this class and exploring other opportunities to collaborate with the library on curriculum.



Hooray for Storytime

Staff developed and presented Hooray for Storytime!, a new program designed to teach children how to deliver a storytime. Parents often tell us that their children play “storytime” at home, so this program focused on books about storytimes, making a craft (tambourine) to use during a storytime song, and an easy flannel story they could replicate at home. Each child left with a book, flannel pieces, and the tambourine they made so that they can present their own storytimes at home. After the huge success, staff plan to present annually.



Staff Development

Elevate

Youth Services Outreach Coordinator Julie Jurgens and Customer Services Assistant Manager– Access Services Shannon Meyer were selected and attended Elevate, a statewide library initiative to recruit and nurture future Illinois library leaders.



Innovative Users Group Conference

Three staff members attended the Innovative User Group conference in Orlando, Florida during the month of April. The focus of this conference is innovation and education of our integrated library system software, which is the database that houses all of our item and customer information.

April 2018

Service Point Traffic

Total visits
84,515 ↑ 2%
 82,819 last year

Main Library visits
81,074 ↑ 3%
 79,084 last year

Sr Center Visits
1,512 ↓ -28.88%
 2,126 last year

Bookmobile Visits
1,929 ↑ 19.89%
 1,609 last year

Circulation

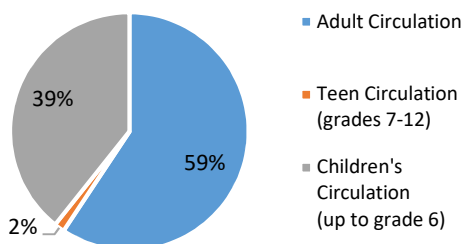
Total Circulation
161,510 ↓ -5%
 169,891 last year

Card Holders
48,399

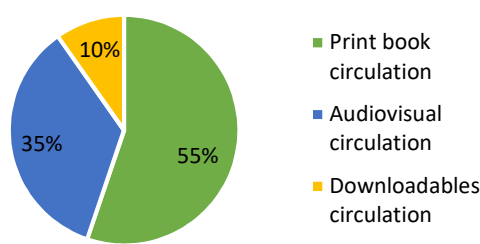
Library Cards Issued
 Resident (issued) **334** ↑ 1.52%
 329 last year
 Non-Resident (Registered) **165** ↓ -7.30%
 178 last year

Interlibrary Loan
 Borrowed **413** 0.24%
 412 last year
 Lent **531** ↓ -13.94%
 617 last year

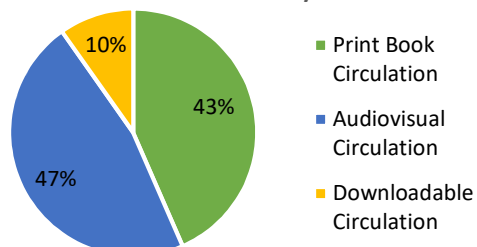
Circulation by Audience



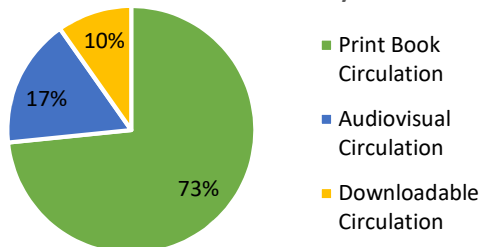
Circulation by Format



Adult Circulation by Format



Children Circulation by Format



Programs

Program Attendance
9,326 ↓ -31%
 13,480 last year

Number of Programs
266 ↓ -6%
 283 last year

Cost of Programs
 Coming in July

General Satisfaction
 Coming in July

Questions

Reference Questions
15,705 0%
 15,715 last year

Reference Questions
 (via call center)
4,579 ↑ 13%
 4,037 last year

Chat sessions
370 ↓ -6.09%
 394 last year

Technology Usage

Public Computer Use
10,436 ↓ -2.85%
 10,742 last year

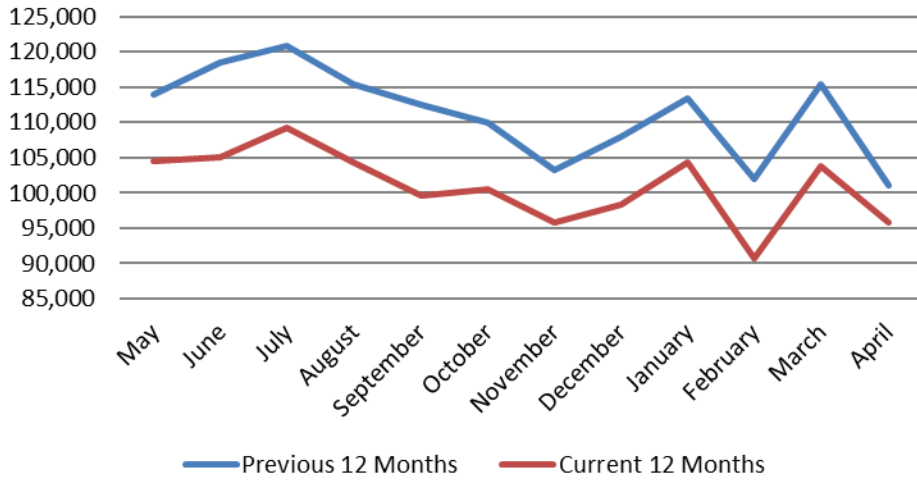
Website Visits
99,772 ↓ -4.05%
 103,984 last year

Self Checkout
 (% of total checkouts)
66% 0.38%
 66% last year

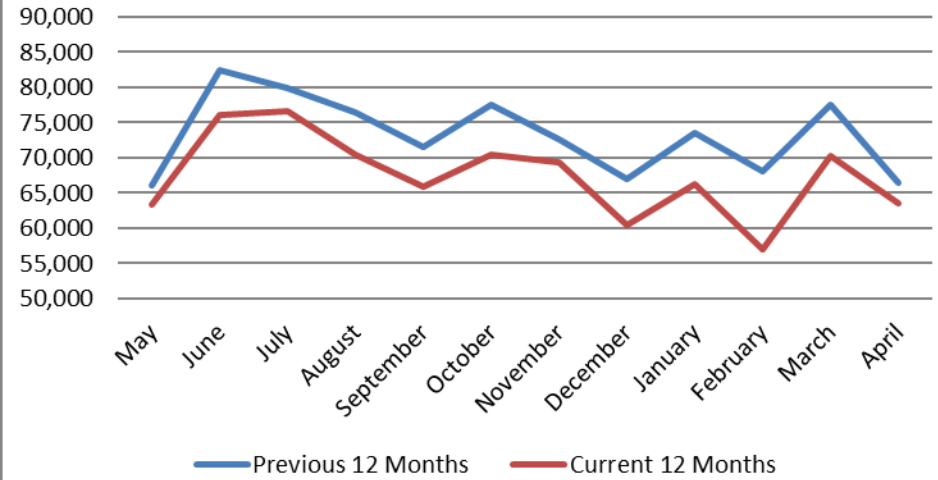
AHML - DASHBOARD - May 2018

	April 2018	April 2017	% change from last April	Jan 2018 - April 2018	Jan 2017 - April 2017	% change from last YTD
Total circulation	161,510	169,891	-5%	660,699	726,516	-9%
Adult circulation	95,811	101,080	-5%	394,609	431,998	-9%
Teen circulation	2,229	2,334	-4%	9,235	8,817	5%
Children circulation	63,470	66,477	-5%	256,855	285,701	-10%
Print book circulation	84,780	86,100	-2%	338,951	356,186	-5%
Audiovisual circulation	53,827	60,899	-12%	223,780	259,487	-14%
Downloadables circulation	15,018	14,787	2%	65,668	75,892	-13%
Self-check as % of main floor circ	66.14%	65.76%	0.38%	66.32%	65.44%	0.88%
Circulation to reciprocal borrowers	9,974	11,114	-10%	39,142	45,547	-14%
ILLs borrowed for our customers	413	412	0%	1,497	1,600	-6%
ILLS lent to other libraries	531	617	-14%	2,178	2,759	-21%
Resident cards issued	334	329	2%	1,375	1,437	-4%
Reciprocal cards registered	165	178	-7%	673	808	-17%
Reference questions	15,705	15,715	0%	65,411	64,959	1%
Number of Programs	266	283	-6%	1,058	1,039	2%
Program attendance	9,326	13,480	-31%	34,104	47,740	-29%
Public computer use	10,436	10,742	-3%	41,148	43,609	-6%
Website visits	99,772	103,984	-4%	401,810	431,110	-7%
In-person visitors	84,515	82,819	2%	349,369	359,199	-3%
Marketplace - % of adult coll	8.60%	8.64%	0%	8.5%	8.5%	-0.2%
Marketplace - % of circ	34.6%	35.3%	-2%	34.4%	34.4%	-0.2%
Kids' Mktplace - % of KW coll	4.7%	4.9%	-6%	4.8%	5.2%	-7%
Kids' Mktplace - % of circ	14.9%	16.5%	-11%	15.3%	15.9%	-4%
Individual Staff Sessions	296	410	-39%	999	1594	-60%
Volunteer hours	2,145	2,345	-9%	8,395	9,263	-10%

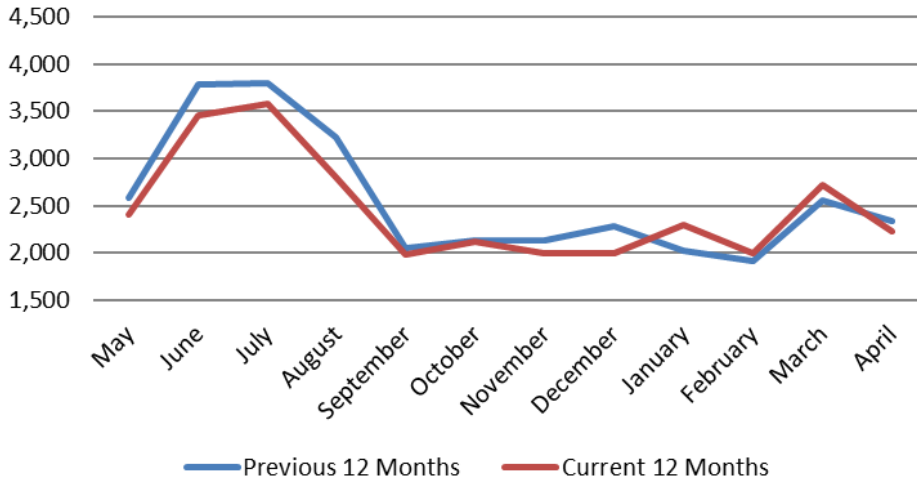
Adult Circulation



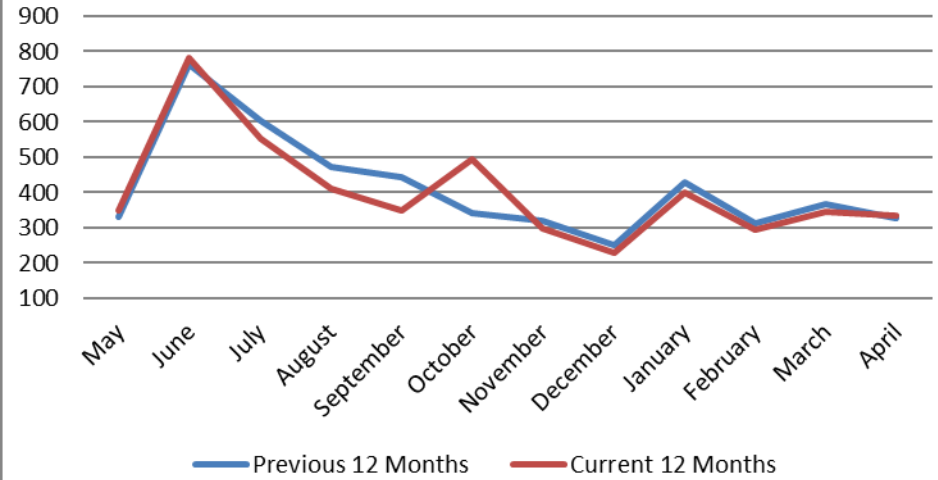
Children's Circulation

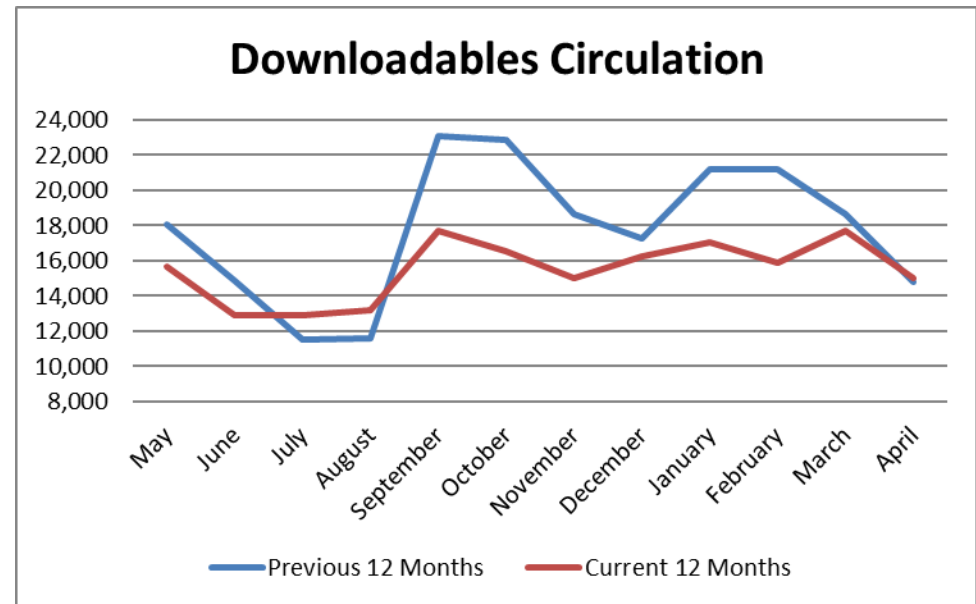
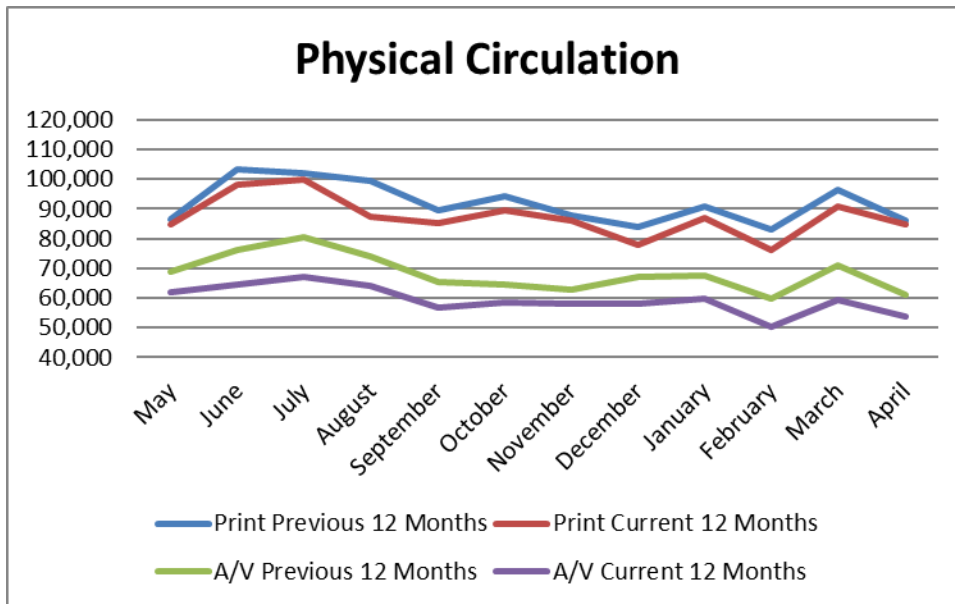


Teen Circulation



Resident Library Cards Issued

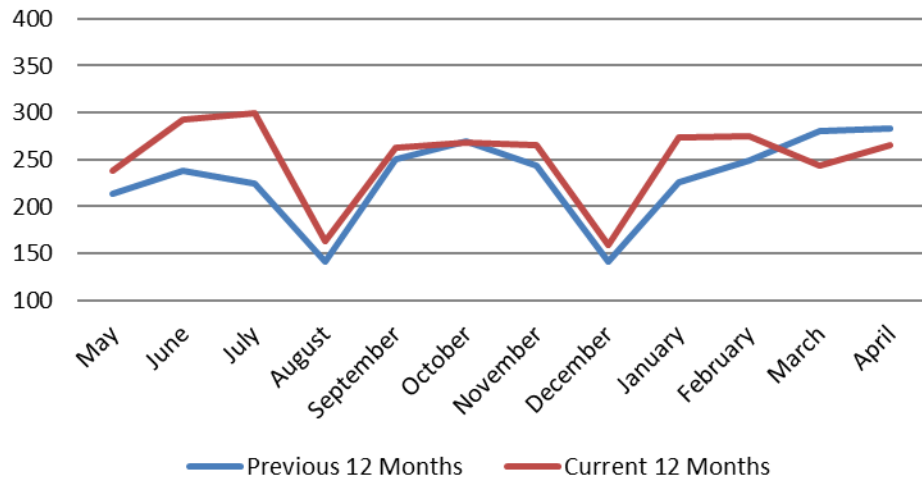




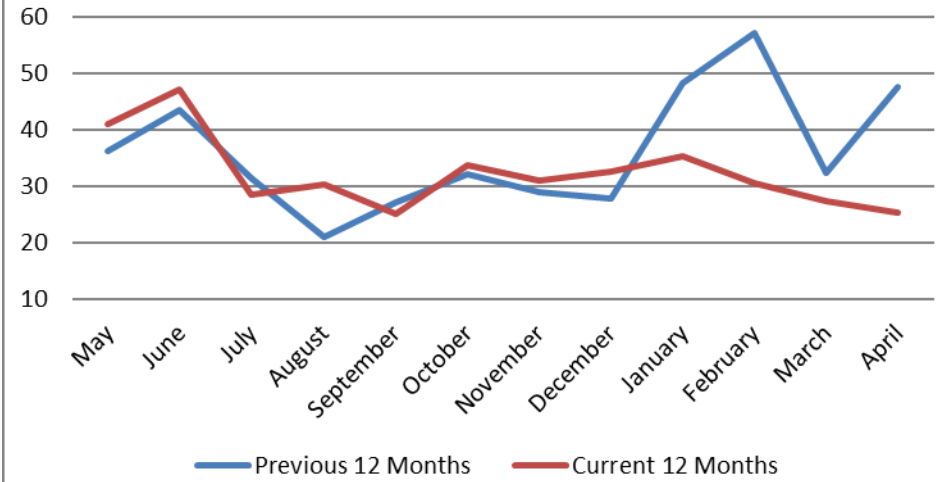
Notes relating to circulation:

- Our customers continue to take advantage of the convenience of our drive-up window. Checkouts at the drive-up are up 0.9% over last year, and with 6,466 cars coming through, this was an 8.2% increase over last April.
- We issued 334 AH library cards this month, which is up 1.5% over last April.
- AV self-check popularity has increased, up 2.6% over last April and 4.1% for the year. Overall, self-check is up .91% over last April.
- Participating in Our Lady of the Wayside literacy week helped increase circulation of the bookmobile’s youth collection, which is up 18.3% over last April and up 13.7% for the year.
- We hosted four students from Dryden Elementary school for their World of Work day, where they learned some of the skills required to work at a library by helping our customers at the checkout desk and the drive-up.
- Our electronic items continue to trend upward with 15,018 checkouts in April, representing 9.3% of all checkouts for the month.

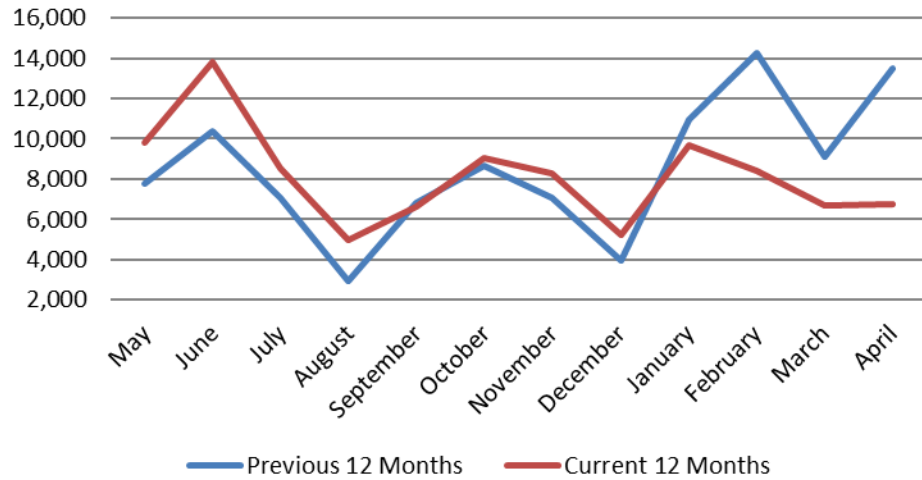
Program Sessions



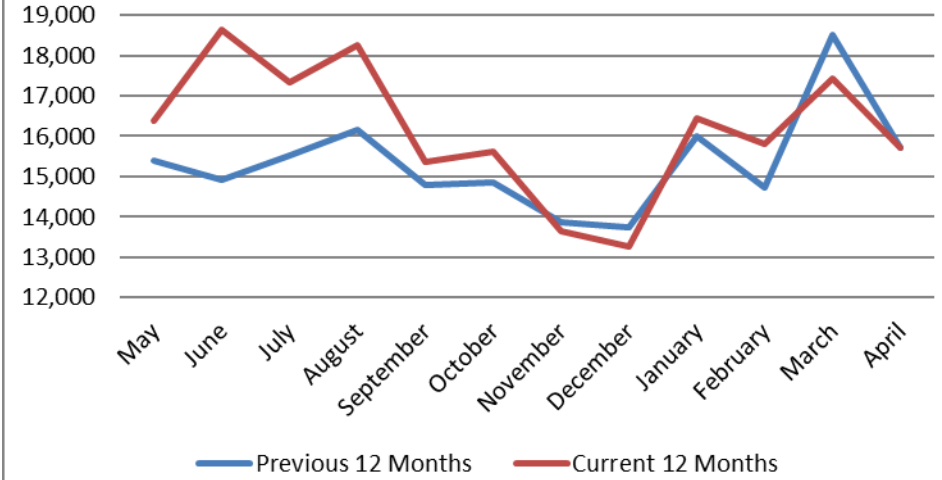
Attendance Per Program



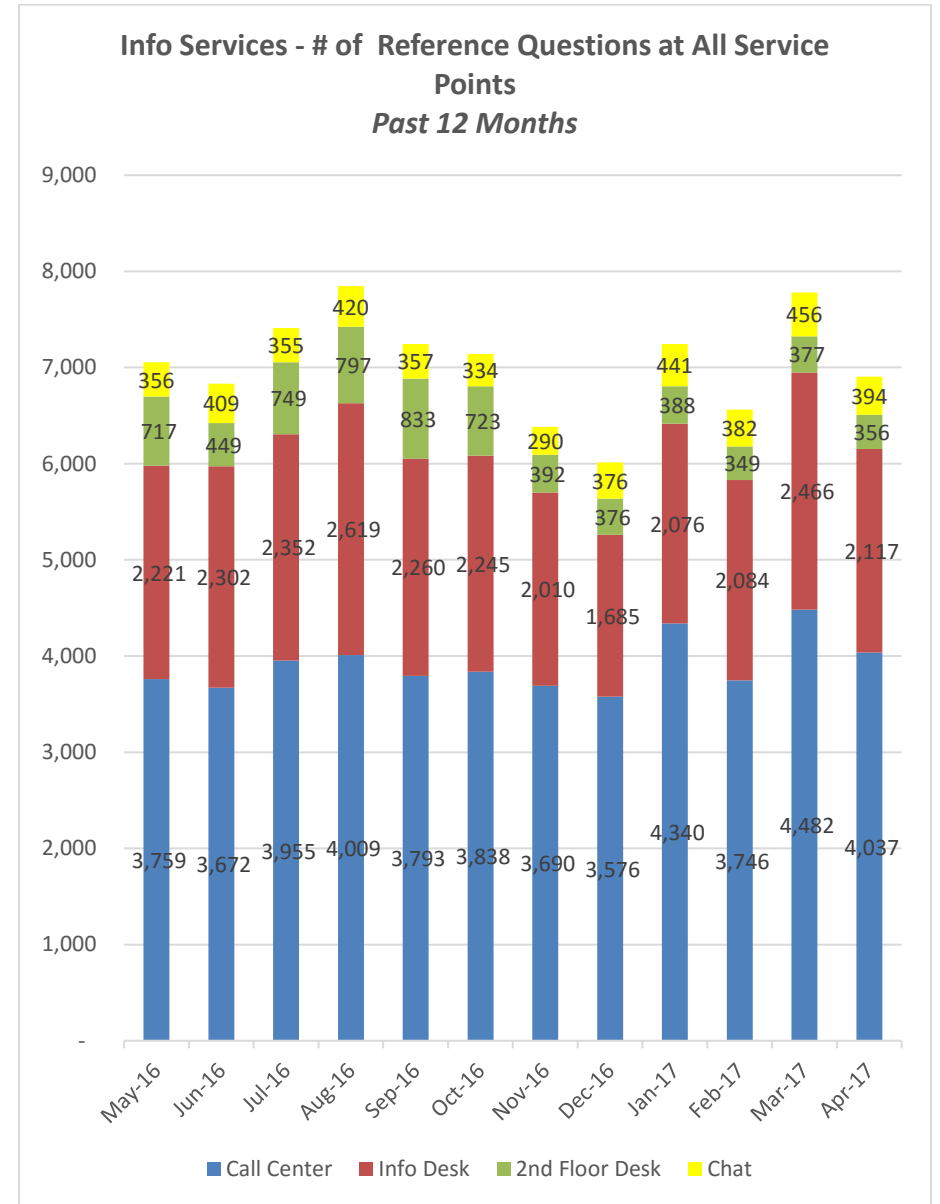
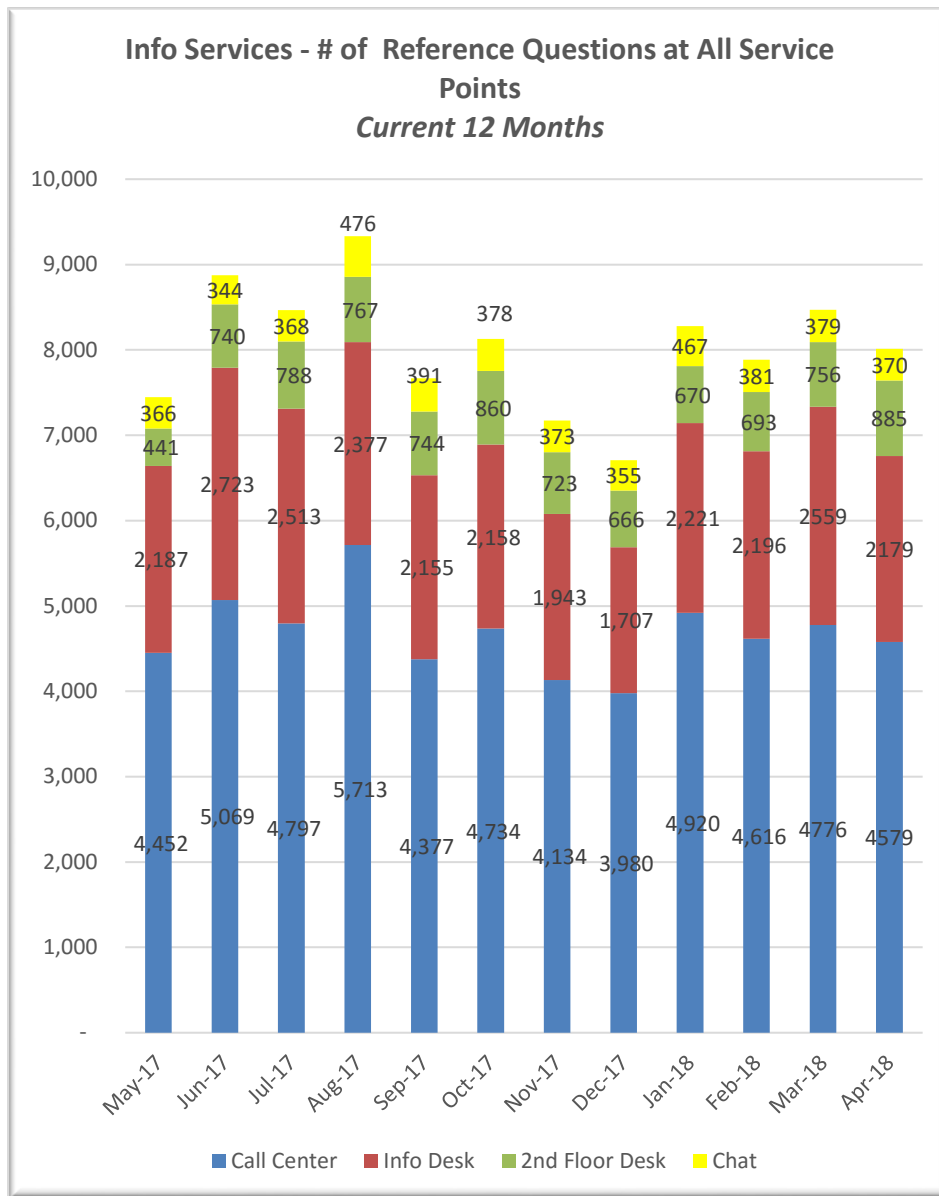
Program Attendance



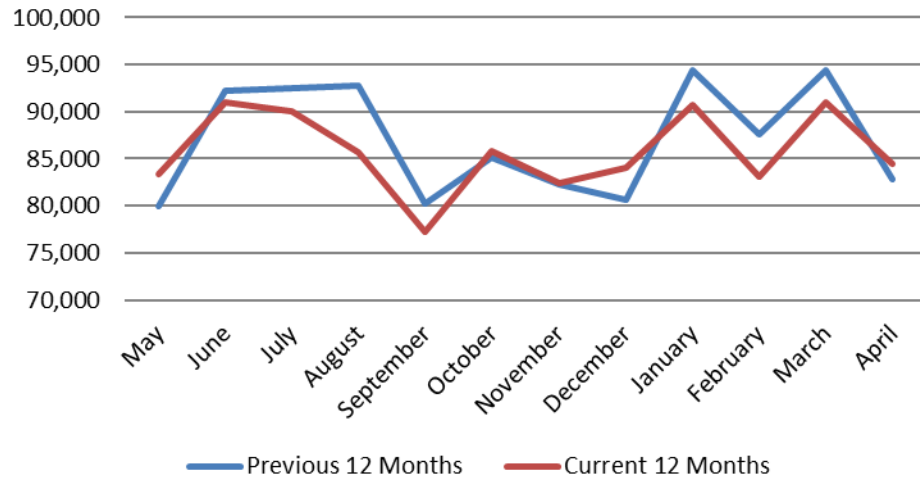
Reference Questions (Library Wide)



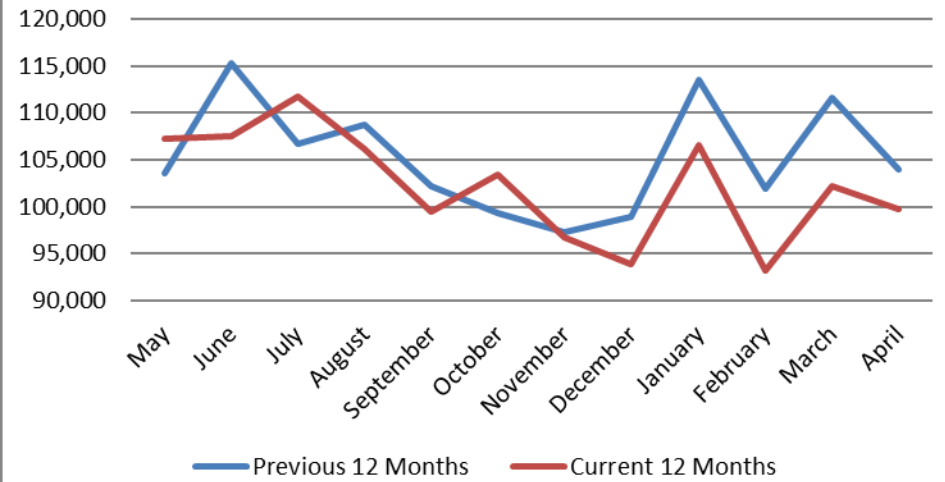
The charts below illustrate the total reference questions handled at the various Info Services points.



In-person Attendance



Website Visits



Public Computer Use

