

BOARD OF LIBRARY TRUSTEES

7:30 P.M. TUESDAY, NOVEMBER 21, 2017 BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
 - II. ROLL CALL
 - III. PUBLIC COMMENT
 - IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 17, 2017 (Action Item 1)
 - V. APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF OCTOBER 21, 2017 (Action Item 2)
 - VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2017 (Item 3)
 - VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2017 (Action Item 4)
 - VIII. EXECUTIVE DIRECTOR'S REPORT
 - IX. UNFINISHED BUSINESS
- AUTHORIZATION TO PURCHASE REPLACEMENT SOUND BOOTH (Action Item 5)
Staff is seeking authorization to purchase a replacement sound booth for the digital services production studio.

- FY2018 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION UPDATE (Item 6)

Staff provide an update on the Illinois State Library FY2018 Public Library Per Capita Grant application.

- DISCUSSION OF OPERATIONAL METRICS (Item 7)

Staff will discuss the metrics trustees need to regularly see to be informed and make effective decisions and be sure our services are hitting the mark in terms of the needs and wants of the community.

X. NEW BUSINESS

- 2017-2018 LIRA INSURANCE RENEWAL UPDATE (Item 8)

Staff will provide renewal information and rates from LIRA for 2017-2018 Property, Casualty and Worker's Compensation policies.

- VILLAGE HEALTH INSURANCE FUND (Action Item 9)

Staff will provide an update on the Village's health insurance fund.

XI. FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

XII. OTHER

- STRATEGIC PLANNING UPDATE

Staff will give an update on the initial strategic planning meeting with Library Strategies.

- HOLIDAY BOOK DRIVE

Books will be purchased for the Wheeling Township's Adopt-a-Family program.

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

XIV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XV. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, OCTOBER 17, 2017.

- 10.17.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, October 17, 2017, at 7:30 p.m. by President Debbie Smart.
- 10.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart.
- Absent: None.
- Also present: Mike Driskell, Acting Executive Director; Jeremy Andrykowski, Deputy Director; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Janet Moravec, Business Office Administrator; Mike Dennehey, Friends of the Library; Melissa Cayer, Resident.
- 10.17.03 **PUBLIC COMMENT** – Ms. Cayer asked how much money was spent on books on the check register being reviewed. President Smart responded the library spent \$63,417.92 on books in September 2017.
- 10.17.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 19, 2017 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.17.05 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF SEPTEMBER 25, 2017 (Action Item 2)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.17.06 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF OCTOBER 3, 2017 (Action Item 3)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.
- 10.17.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2017 (Item 4)** – Mr. Driskell reported 75% of the year has lapsed and cash equivalents for September were \$17,193,363; last year cash equivalents were \$17,686,969. Real estate taxes received in September were just over \$25,000 bringing the total tax revenues received to date to 98% of the budgeted tax revenues for the year. Total operating expenditures are \$627,816 under the year to date budget. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.
- 10.17.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2017 (Action Item 5)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED SEPTEMBER 30, 2017 IN THE AMOUNT OF \$1,585,071.48.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

10.17.09 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell shared letters from a few community members who had written in conjunction with the Institute of Museum and Library Services National Medal nomination. Mr. Driskell highlighted the increase in chat sessions and phone interactions; and 84 people joined the library's first online book discussion with the One Book One Village selection *The Circle*.

10.17.10 **UNFINISHED BUSINESS**

- **AUTHORIZATION TO ACCEPT BID FOR COMPUTER AREA HVAC IMPROVEMENT (Action Item 6)** – Included in the approved 2017 budget is \$149,500 to add a roof top air conditioning unit to make corrections that would improve airflow and ventilation in the public computer area. Based on the engineer's recommendations, the scope of the project changed in that a roof top air conditioning unit is no longer deemed necessary and modifications of the design focus more on improving airflow and ventilation. The system, as designed, would cost substantially less than the budgeted amount.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENTER INTO A CONTRACT WITH STANTON MECHANICAL FOR THE COMPUTER AREA HVAC IMPROVEMENT FOR AN AMOUNT NOT TO EXCEED \$24,860, PENDING REFERENCE CHECKS AND ATTORNEY REVIEW OF THE CONTRACT.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

- **2018 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS (Action Item 7)** – The board reviewed a schedule of proposed dates for the 2018 board and Committee of the Whole meetings

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2018 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS.** Trustee Zyck seconded. All were in favor and the motion carried.

10.17.11 **NEW BUSINESS**

- **RESOLUTION HONORING THE SERVICE OF THE FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Action Item 8)** – President Smart read *Resolution 17-05 Honoring the Service of the Friends of the Arlington Heights Memorial Library* to support Friends of Libraries Week, October 15-21, 2017.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS RESOLUTION 17-05 HONORING THE SERVICE OF THE FRIENDS OF THE**

ARLINGTON HEIGHTS MEMORIAL LIBRARY. Trustee Brody Garkisch seconded. All were in favor and the motion carried.

- **AUTHORIZATION TO ACCEPT HUMAN CAPITAL MANAGEMENT SYSTEM REPLACEMENT PROPOSAL (Action Item 9)** – In July 2017, the board approved entering into a contract with ADP to replace the library’s current time and attendance system. After entering into a contract with ADP, staff have since learned ADP will no longer be supporting the product that was sold. Staff would like to move forward with the second choice from the request for proposals results, TimeClock Plus.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ACCEPT THE PROPOSAL FROM TIMECLOCK PLUS TO REPLACE OUR EXISTING TIMEKEEPING SYSTEM, PENDING CANCELATION OF THE CONTRACT WITH ADP AND ATTORNEY REVIEW OF THE NEW CONTRACT.** Trustee Tangney seconded. All were in favor and the motion carried.

10.17.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Trustee Supplitt and Mr. Dennehey reported on recent conversations with the Friends of the Library (FOL) with regard to making modifications to run more efficient book sales. Mr. Driskell attended the recent FOL meeting to help answer questions.

10.17.13 **OTHER**

- Trustee Zyck gave a report on the 2017 Illinois Library Association annual conference, held October 10-12 in Tinley Park.

10.17.14 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 9:17 p.m.

Trustee Zyck moved **APPROVAL OF THE CLOSED SESSION MEETING MINUTES OF OCTOBER 17, 2017.** Trustee Medal seconded. All were in favor and the minutes were approved as submitted. The written minutes and audio recording were sealed until further action by the board.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES COMPENSATE MICHAEL DRISKELL AT \$120,000 ANNUALLY PRORATED FOR THE PERIOD SERVED IN THE ROLE OF ACTING EXECUTIVE DIRECTOR RETROACTIVE TO SEPTEMBER 26, 2017.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

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

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE ARLINGTON HEIGHTS MEMORIAL LIBRARY BOARD OF LIBRARY TRUSTEES HELD ON SATURDAY, OCTOBER 21, 2017.

10.17.01 A joint breakfast meeting of the Arlington Heights Park District Board of Commissioners and the Arlington Heights Memorial Library Board of Library Trustees was called to order in the Cardinal Room of the Arlington Heights Memorial Library on Saturday, October 21, 2017, at 8:30 a.m. by Board of Library Trustees President Debbie Smart.

PRESENT: Park District Commissioners Leno, Gelinas, Naughton, Nesvacil and Ploger; Library Trustees Smart, Tangney, Thanopoulos and Zyck.

ABSENT: Library Trustees Brody Garkisch, Medal and Supplitt

ALSO PRESENT: Rick Hanetho, Park District Executive Director; Brian Meyer, Park District Director of Recreation and Facilities; Ben Rae, Park District Director of Parks and Planning; Cheryl Mosqueda, Park District Director of Finance/Personnel; Mike Driskell, Library Acting Executive Director; Janet Moravec, Library Business Office Administrator; Debbie Halpin Library Business Office Assistant; Melissa Cayer, Resident.

10.17.02 There was no **PUBLIC COMMENT**.

10.17.03 **LIBRARY TRUSTEES' TOPICS OF INTEREST**

– **PAST AND FUTURE PARTNERSHIPS** - Mr. Driskell highlighted:

- Sprout squad – gardening program – the library would be interested in expanding this program
 - *The park district would be interesting to expand this program to Olympic, Frontier and Cypress Parks as well so youth could walk or bike to gardens*
 - *Expand to Seniors as well; intergenerational program*
- Yoga – worked with the museum – library sponsored – had three phenomenal sessions over the summer
- Two outdoor concerts this summer at Lake Arlington – around 120 people attended each show – cross promotion could increase attendance
- After school program – Children at Play – Summer day camps – Kaleidoscope Camps. Book bags and bookmobile visits
- Eclipse viewing at North School Park – this would have been a good partnership opportunity to do at all parks

Library Needs:

- Pop up programming throughout the community
- Small collection on the north side

Library Resources:

- Education on disabilities studies – library staff have researched this extensively
- English Language Learner group – how people navigate a world when they don't speak English – bilingual programming partnership? Citizenship?

The board commented on recent partnerships within the Village with the Dryden Place Project; a possible partnership with the Historical Society; and how to increase diversity on Village boards.

10.17.04 **PARK DISTRICT COMMISSIONERS' TOPICS OF INTEREST**

- **COMMUNITY SURVEY** – The park district updated its strategic plan earlier this summer. The updated strategic plan will provide a five-year roadmap for the district's direction and strategies for its parks, recreation programs and services. An independent contractor, Ron Vine & Associates, conducted a scientific, statistically valid study. The study's purpose was to collect and utilize community input in establishing priorities for future capital improvements, programs, and services. The district received over 1,000 results to date.
- **OLYMPIC PROJECT** - Olympic Indoor Swim Center renovation and expansion
 - \$16 million project
 - Multi-purpose room addition
 - High school size gymnasium addition
 - Indoor walking track
 - Fitness addition
 - Warm water pool addition
 - Bid in spring of 2018; ground breaking in early summer of 2018

Commissioners gave an update on the Lake Arlington Improvement Project; creation of a number of butterfly gardens; Heathy Kids Running Series; Health Action Alliance; and recent work with the Historical Society.

10.17.05 There was no **OTHER** items to be discussed.

There being no further business to be discussed, Trustee Tangney moved **ADJOURNMENT.** Trustee Zyck seconded. All were in favor and the meeting was adjourned at 9:35 a.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

(Item 3)

Village of Arlington Heights
REVENUE REPORT
83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,917	3,851.55	6	668,168	789,564.30	118	802,000	12,435.70
04 00	Real Estate Tax FICA	59,666	2,000.30	3	446,660	410,060.83	92	566,000	155,939.17
05 00	Real Estate Tax	1,025,923	60,649.08	6	10,410,232	12,433,017.82	119	12,462,091	29,073.18
401	** Real Estate Taxes	1,152,506	66,500.93	6	11,525,060	13,632,642.95	118	13,830,091	197,448.05
400	*** Taxes	1,152,506	66,500.93	6	11,525,060	13,632,642.95	118	13,830,091	197,448.05
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		50,000	.00		60,000	60,000.00
70 00	Other Grants	250	.00		2,500	61,125.00	2445	3,000	58,125.00-
90 00	Contribution Ord. Library	83	.00		830	2,925.38	353	1,000	1,925.38-
411	** Intergovernmental	5,333	.00		53,330	64,050.38	120	64,000	50.38-
410	*** Intergovernmental Revenue	5,333	.00		53,330	64,050.38	120	64,000	50.38-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	100	.00		1,000	2,168.00	217	1,200	968.00-
74 00	Copier/Reader Printer Fee	3,166	3,334.05	105	31,660	36,008.03	114	38,000	1,991.97
75 00	Meeting Room Fees	333	145.00	44	3,330	3,390.00	102	4,000	610.00
436	** Library Fees	3,599	3,479.05	97	35,990	41,566.03	116	43,200	1,633.97
430	*** Fees	3,599	3,479.05	97	35,990	41,566.03	116	43,200	1,633.97
440	Fines								
442	Library								
20 00	Late Charges	11,583	9,732.35	84	115,830	107,345.34	93	139,000	31,654.66
25 00	Lost/Damaged Item Charges	1,666	1,276.26	77	16,660	14,272.81	86	20,000	5,727.19
442	** Library	13,249	11,008.61	83	132,490	121,618.15	92	159,000	37,381.85
440	*** Fines	13,249	11,008.61	83	132,490	121,618.15	92	159,000	37,381.85
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,291	5,416.75	236	22,910	44,655.22	195	27,500	17,155.22-
461	** Simple Interest	2,291	5,416.75	236	22,910	44,655.22	195	27,500	17,155.22-
462	Investment Income								
10 00	Market Value Adjustments	0	1,547.45		0	19,139.15		0	19,139.15-
462	** Investment Income	0	1,547.45		0	19,139.15		0	19,139.15-

Village of Arlington Heights
 REVENUE REPORT
 83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,291	6,964.20	304	22,910	63,794.37	279	27,500	36,294.37-
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		830	10,600.00	1277	1,000	9,600.00-
483	** Donations	83	.00		830	10,600.00	1277	1,000	9,600.00-
489	Other								
90 00	Other Income	666	1,147.55	172	6,660	8,774.68	132	8,000	774.68-
93 00	Donations Genealogy	41	.00		410	.00		500	500.00
94 00	FOL Reimbursements	5,416	22,709.90	419	54,160	61,100.69	113	65,000	3,899.31
489	** Other	6,123	23,857.45	390	61,230	69,875.37	114	73,500	3,624.63
480	*** Other	6,206	23,857.45	384	62,060	80,475.37	130	74,500	5,975.37-
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,183,184	111,810.24	9	11,831,840	14,004,147.25	118	14,198,291	194,143.75

Village of Arlington Heights
 REVENUE REPORT
 83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2017

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	500	2,630.44	526	5,000	24,847.76	497	6,000	18,847.76-
461	** Simple Interest	500	2,630.44	526	5,000	24,847.76	497	6,000	18,847.76-
462	Investment Income								
10 00	Market Value Adjustments	0	656.16		0	9,280.59		0	9,280.59-
462	** Investment Income	0	656.16		0	9,280.59		0	9,280.59-
460	*** Interest Income	500	3,286.60	657	5,000	34,128.35	683	6,000	28,128.35-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		1,458,330	1,750,000.00	120	1,750,000	.00
491	** Other Financing Sources	145,833	.00		1,458,330	1,750,000.00	120	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		1,458,330	1,750,000.00	120	1,750,000	.00
FUND TOTAL	Capital Projects-Library	146,333	3,286.60	2	1,463,330	1,784,128.35	122	1,756,000	28,128.35-

FUND 291 Memorial Library Fund		DEPT/DIV 6001 Executive Office/Administration										
BA ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 01		Executive Director	12204	71324.60	584	122040	184488.36	151	.00	146453	38035.36-	126
16 02		Dir. Library Operations	8333	9527.90	114	83330	85043.60	102	.00	100000	14956.40	85
16 17		Deputy Director	9032	8459.76	94	90320	92976.02	103	.00	108391	15414.98	86
16 36		Librarian III	6777	6061.14	89	60993	59096.12	97	.00	74552	15455.88	79
16 43		Business Office Adminr	4746	4405.14	93	47460	48176.14	102	.00	56963	8786.86	85
16 51		Clerk IV	3796	3493.31	92	37960	38531.75	102	.00	45552	7020.25	85
16 92		Achievement Awards	166	.00	0	1660	6000.00	361	.00	2000	4000.00-	300
16 **		Library Personal Services	45054	103271.85	229	443763	514311.99	116	.00	533911	19599.01	96
18		Other Personal Services										
18 05		Overtime Civilian	16	.00	0	160	287.34	180	.00	200	87.34-	144
18 **		Other Personal Services	16	.00	0	160	287.34	180	.00	200	87.34-	144
19		Employee Benefits										
19 05		Medical Insurance	5121	4985.67	97	51210	49856.70	97	.00	61466	11609.30	81
19 10		IMRF	4704	12743.75	271	47040	62148.28	132	.00	56462	5686.28-	110
19 11		Social Security	2786	2941.54	106	27440	26876.48	98	.00	33024	6147.52	81
19 12		Medicare	635	1478.20	233	6252	7075.82	113	.00	7535	459.18	94
19 53		Flexible Spending	200	142.50	71	2000	1759.50	88	.00	2400	640.50	73
19 55		Unemployment Compensation	833	.00	0	8330	.00	0	.00	10000	10000.00	0
19 **		Employee Benefits	14279	22291.66	156	142272	147716.78	104	.00	170887	23170.22	86
20		Prof Technical Services										
20 05		Professional Services	1250	.00	0	12500	.00	0	.00	15000	15000.00	0
20 08		Consulting Services	333	.00	0	3330	10030.00	301	.00	4000	6030.00-	251
20 20		Legal Services	1333	7421.25	557	13330	16933.75	127	.00	16000	933.75-	106
20 40		General Insurance	10578	.00	0	105780	113250.00	107	.00	126945	13695.00	89
20 81		OCLC Services	5419	15127.91	279	54190	62601.21	116	.00	65028	2426.79	96
20 **		Prof Technical Services	18913	22549.16	119	189130	202814.96	107	.00	226973	24158.04	89
21		Property Services										
21 65		Other Services	705	438.20	62	7050	8031.33	114	.00	8464	432.67	95
21 **		Property Services	705	438.20	62	7050	8031.33	114	.00	8464	432.67	95
22		Other Contractual Service										
22 01		Advertising	83	.00	0	830	463.05	56	.00	1000	536.95	46
22 02		Dues	1089	3523.00	324	10890	14203.19	130	.00	13077	1126.19-	109
22 03		Training	10208	10957.86	107	102080	55789.73	55	.00	122500	66710.27	46
22 05		Postage	4119	1201.32	29	41190	37354.13	91	.00	49438	12083.87	76
22 42		Internet Services	2341	3557.20	152	23410	33248.73	142	.00	28101	5147.73-	118
22 70		Telephone Services	3562	5874.62	165	35620	45754.09	129	.00	42755	2999.09-	107
22 **		Other Contractual Service	21402	25114.00	117	214020	186812.92	87	.00	256871	70058.08	73
30		General Supplies										
30 05		Office Supplies & Equip	694	155.90	23	6940	5067.51	73	.00	8333	3265.49	61
30 **		General Supplies	694	155.90	23	6940	5067.51	73	.00	8333	3265.49	61

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	416	.00	0	4160	241.26	6	.00	5000	4758.74 5
	31 **	Public Works Supplies	416	.00	0	4160	241.26	6	.00	5000	4758.74 5
	32	Library Supplies									
	32 72	Special Events	2070	1042.38	50	20700	16249.28	79	.00	24850	8600.72 65
	32 99	Items Reimb by Employees	0	40.69-	0	0	223.50	0	.00	0	223.50- 0
	32 **	Library Supplies	2070	1001.69	48	20700	16472.78	80	.00	24850	8377.22 66
	40	Other Charges									
	40 96	Operating Contingency	4591	.00	0	72322	.00	0	.00	81516	81516.00 0
	40 **	Other Charges	4591	.00	0	72322	.00	0	.00	81516	81516.00 0
	50	Property									
	50 15	Other Equipment	27148	1466.02	5	271480	27946.07	10	.00	325787	297840.93 9
	50 **	Property	27148	1466.02	5	271480	27946.07	10	.00	325787	297840.93 9
601	** **	Library	135288	176288.48	130	1371997	1109702.94	81	.00	1642792	533089.06 68
60	** **	Culture/Recreation	135288	176288.48	130	1371997	1109702.94	81	.00	1642792	533089.06 68
DIV	6001	TOTAL ***** Administration	135288	176288.48	130	1371997	1109702.94	81	.00	1642792	533089.06 68

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****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										
16		Library Personal Services										
16	21	Com & Marketing Manager	7809	7099.62	91	78090	60461.31	77	.00	93718	33256.69	65
16	23	Graphic Supervisor	6106	5636.92	92	61060	61971.75	102	.00	73280	11308.25	85
16	48	Library Assistant I	2254	5740.09	255	22540	29069.97	129	.00	27056	2013.97	107
16	50	Graphics Designer	3277	3056.08	93	32770	33514.04	102	.00	39329	5814.96	85
16	79	Publication Editor	2877	3456.00	120	28770	22314.83	78	.00	34529	12214.17	65
16	80	Communications Assistant	2003	866.13	43	20030	17109.14	85	.00	24045	6935.86	71
16	**	Library Personal Services	24326	25854.84	106	243260	224441.04	92	.00	291957	67515.96	77
18		Other Personal Services										
18	05	Overtime Civilian	33	.00	0	330	175.72	53	.00	400	224.28	44
18	**	Other Personal Services	33	.00	0	330	175.72	53	.00	400	224.28	44
19		Employee Benefits										
19	05	Medical Insurance	4098	3985.00	97	40980	39850.00	97	.00	49187	9337.00	81
19	10	IMRF	3006	3190.50	106	30060	27717.77	92	.00	36078	8360.23	77
19	11	Social Security	1510	1577.44	105	15100	13739.50	91	.00	18126	4386.50	76
19	12	Medicare	353	368.92	105	3530	3213.41	91	.00	4239	1025.59	76
19	**	Employee Benefits	8967	9121.86	102	89670	84520.68	94	.00	107630	23109.32	79
20		Prof Technical Services										
20	05	Professional Services	4406	3600.00	82	44060	26800.00	61	.00	52875	26075.00	51
20	**	Prof Technical Services	4406	3600.00	82	44060	26800.00	61	.00	52875	26075.00	51
21		Property Services										
21	02	Equipment Maintenance	154	.00	0	1540	1138.00	74	.00	1850	712.00	62
21	65	Other Services	826	721.83	87	8260	9268.75	112	.00	9912	643.25	94
21	**	Property Services	980	721.83	74	9800	10406.75	106	.00	11762	1355.25	89
22		Other Contractual Service										
22	02	Dues	140	.00	0	1400	849.00	61	.00	1690	841.00	50
22	03	Training	7	.00	0	70	20.00	29	.00	90	70.00	22
22	10	Printing	13104	10679.60	82	131040	124849.63	95	.00	157255	32405.37	79
22	**	Other Contractual Service	13251	10679.60	81	132510	125718.63	95	.00	159035	33316.37	79
30		General Supplies										
30	05	Office Supplies & Equip	1227	4103.36	334	12270	16126.40	131	.00	14725	1401.40	110
30	**	General Supplies	1227	4103.36	334	12270	16126.40	131	.00	14725	1401.40	110
31		Public Works Supplies										
31	85	Small Tools and Equipment	677	.00	0	6770	2955.68	44	.00	8134	5178.32	36
31	**	Public Works Supplies	677	.00	0	6770	2955.68	44	.00	8134	5178.32	36
32		Library Supplies										
32	01	Program Supplies	83	.00	0	830	46.30	6	.00	1000	953.70	5
32	72	Special Events	691	.00	0	6910	7768.31	112	.00	8300	531.69	94
32	**	Library Supplies	774	.00	0	7740	7814.61	101	.00	9300	1485.39	84

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 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 83% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
601	**	** Library	54641	54081.49	99	546410	498959.51	91	.00	655818	156858.49	76
60	**	** Culture/Recreation	54641	54081.49	99	546410	498959.51	91	.00	655818	156858.49	76
DIV	6002	TOTAL ***** Communications & Mrkting	54641	54081.49	99	546410	498959.51	91	.00	655818	156858.49	76

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	B DGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	%
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 22		Dir. of Human Resources	7420	6815.64	92	74200	74938.62	101	.00	89045	14106.38	84
16 51		Clerk IV	3708	3501.15	94	37080	38127.34	103	.00	44496	6368.66	86
16 53		Volunteer Coordinator	2029	2769.42	137	20290	22362.09	110	.00	24357	1994.91	92
16 **		Library Personal Services	13157	13086.21	100	131570	135428.05	103	.00	157898	22469.95	86
18		Other Personal Services										
18 05		Overtime Civilian	16	103.15	645	160	386.81	242	.00	200	186.81-	193
18 **		Other Personal Services	16	103.15	645	160	386.81	242	.00	200	186.81-	193
19		Employee Benefits										
19 05		Medical Insurance	2670	2596.00	97	26700	25960.00	97	.00	32049	6089.00	81
19 10		IMRF	1625	1627.56	100	16250	16759.43	103	.00	19509	2749.57	86
19 11		Social Security	816	782.52	96	8160	8058.37	99	.00	9802	1743.63	82
19 12		Medicare	191	183.00	96	1910	1884.56	99	.00	2292	407.44	82
19 50		Employee Asst. Program	520	.00	0	5200	5578.33	107	.00	6250	671.67	89
19 **		Employee Benefits	5822	5189.08	89	58220	58240.69	100	.00	69902	11661.31	83
21		Property Services										
21 65		Other Services	2037	376.50	19	20370	20218.20	99	.00	24450	4231.80	83
21 **		Property Services	2037	376.50	19	20370	20218.20	99	.00	24450	4231.80	83
22		Other Contractual Service										
22 01		Advertising	75	609.00	812	750	3466.19	462	.00	900	2566.19-	385
22 02		Dues	221	.00	0	2210	2729.00	124	.00	2655	74.00-	103
22 03		Training	67	.00	0	670	434.88	65	.00	810	375.12	54
22 55		In Service Training	375	.00	0	3750	6043.94	161	.00	4500	1543.94-	134
22 **		Other Contractual Service	738	609.00	83	7380	12674.01	172	.00	8865	3809.01-	143
40		Other Charges										
40 62		Tuition Reimbursement	833	.00	0	8330	2512.80	30	.00	10000	7487.20	25
40 70		Employee Recognition Prog	1320	.00	0	13200	13311.45	101	.00	15850	2538.55	84
40 **		Other Charges	2153	.00	0	21530	15824.25	74	.00	25850	10025.75	61
601 ** **		Library	23923	19363.94	81	239230	242772.01	102	.00	287165	44392.99	85
60 ** **		Culture/Recreation	23923	19363.94	81	239230	242772.01	102	.00	287165	44392.99	85
DIV 6003		TOTAL *****										
		Human Resources	23923	19363.94	81	239230	242772.01	102	.00	287165	44392.99	85

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	4160	3649.92	88	.00	5000	1350.08	73
	21 **	Property Services	416	.00	0	4160	3649.92	88	.00	5000	1350.08	73
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	416	1200.00	289	4160	21525.00	517	.00	5000	16525.00-	431
	22 **	Other Contractual Service	416	1200.00	289	4160	21525.00	517	.00	5000	16525.00-	431
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	4160	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	4160	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	4160	1329.14	32	.00	5000	3670.86	27
	32 02	Program Events	416	.00	0	4160	7695.60	185	.00	5000	2695.60-	154
	32 32	Software	208	.00	0	2080	.00	0	.00	2500	2500.00	0
	32 72	Special Events	833	.00	0	8330	17672.68	212	.00	10000	7672.68-	177
	32 75	Audio Visual	416	.00	0	4160	449.97	11	.00	5000	4550.03	9
	32 78	Electronic Resources	208	.00	0	2080	.00	0	.00	2500	2500.00	0
	32 80	Books	416	22.71	6	4160	4288.60	103	.00	5000	711.40	86
	32 95	Periodicals	0	.00	0	0	15.00	0	.00	0	15.00-	0
	32 **	Library Supplies	2913	22.71	1	29130	31450.99	108	.00	35000	3549.01	90
	50	Property										
	50 15	Other Equipment	416	.00	0	4160	9995.26	240	.00	5000	4995.26-	200
	50 **	Property	416	.00	0	4160	9995.26	240	.00	5000	4995.26-	200
601	** **	Library	4577	1222.71	27	45770	66621.17	146	.00	55000	11621.17-	121
60	** **	Culture/Recreation	4577	1222.71	27	45770	66621.17	146	.00	55000	11621.17-	121
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	4577	1222.71	27	45770	66621.17	146	.00	55000	11621.17-	121

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
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	24	Accounting Supervisor	5349	.00	0	53490	2556.96	5	.00	64193	61636.04	4
16	29	Finance Director	8390	7307.68	87	83900	105034.45	125	.00	100691	4343.45-	104
16	48	Library Assistant I	4059	3673.84	91	40590	40621.79	100	.00	48710	8088.21	83
16	51	Clerk IV	1744	.00	0	17440	.00	0	.00	20933	20933.00	0
16	57	Clerk II	1609	2689.30	167	16090	26240.76	163	.00	19318	6922.76-	136
16	**	Library Personal Services	21151	13670.82	65	211510	174453.96	83	.00	253845	79391.04	69
18		Other Personal Services										
18	05	Overtime Civilian	16	36.56	229	160	776.82	486	.00	200	576.82-	388
18	**	Other Personal Services	16	36.56	229	160	776.82	486	.00	200	576.82-	388
19		Employee Benefits										
19	05	Medical Insurance	3054	2970.00	97	30540	29700.00	97	.00	36659	6959.00	81
19	10	IMRF	2612	1691.49	65	26120	21661.09	83	.00	31349	9687.91	69
19	11	Social Security	1312	794.77	61	13120	10423.94	80	.00	15751	5327.06	66
19	12	Medicare	308	185.87	60	3080	2437.87	79	.00	3701	1263.13	66
19	**	Employee Benefits	7286	5642.13	77	72860	64222.90	88	.00	87460	23237.10	73
20		Prof Technical Services										
20	05	Professional Services	437	.00	0	4370	5250.00	120	.00	5250	.00	100
20	**	Prof Technical Services	437	.00	0	4370	5250.00	120	.00	5250	.00	100
21		Property Services										
21	36	Equipment Rental	183	.00	0	1830	2374.00	130	.00	2200	174.00-	108
21	65	Other Services	807	8610.10	1067	8070	63758.72	790	.00	9685	54073.72-	658
21	**	Property Services	990	8610.10	870	9900	66132.72	668	.00	11885	54247.72-	556
22		Other Contractual Service										
22	02	Dues	85	.00	0	850	680.00	80	.00	1025	345.00	66
22	03	Training	100	.00	0	1000	.00	0	.00	1200	1200.00	0
22	25	IT/GIS Service Charge	1974	1975.00	100	19740	19750.00	100	.00	23690	3940.00	83
22	**	Other Contractual Service	2159	1975.00	92	21590	20430.00	95	.00	25915	5485.00	79
601	**	Library	32039	29934.61	93	320390	331266.40	103	.00	384555	53288.60	86
60	**	Culture/Recreation	32039	29934.61	93	320390	331266.40	103	.00	384555	53288.60	86
DIV	6008	TOTAL ***** Finance	32039	29934.61	93	320390	331266.40	103	.00	384555	53288.60	86

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	%
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 25		Department Manager II	6916	5846.16	85	69160	64708.05	94	.00	83000	18291.95	78
16 26		Department Manager I	6000	5619.96	94	60000	61765.52	103	.00	72006	10240.48	86
16 28		Web Developer	10304	8680.04	84	103040	82079.08	80	.00	123654	41574.92	66
16 44		Library Assistant III	5037	4786.50	95	50370	52708.57	105	.00	60455	7746.43	87
16 49		Computer Technician	9246	8519.20	92	92460	93732.62	101	.00	110963	17230.38	85
16 54		Clerk III	7855	7497.04	95	78550	78279.70	100	.00	94262	15982.30	83
16 68		LAN Administrator	6178	5703.64	92	61780	62705.26	102	.00	74147	11441.74	85
16 **		Library Personal Services	51536	46652.54	91	515360	495978.80	96	.00	618487	122508.20	80
18		Other Personal Services										
18 05		Overtime Civilian	41	21.30	52	410	74.22	18	.00	500	425.78	15
18 **		Other Personal Services	41	21.30	52	410	74.22	18	.00	500	425.78	15
19		Employee Benefits										
19 05		Medical Insurance	11553	11231.00	97	115530	112310.00	97	.00	138643	26333.00	81
19 10		IMRF	6086	5481.87	90	60860	59771.55	98	.00	73041	13269.45	82
19 11		Social Security	3198	2781.25	87	31980	29746.68	93	.00	38378	8631.32	78
19 12		Medicare	749	650.47	87	7490	6956.92	93	.00	8991	2034.08	77
19 **		Employee Benefits	21586	20144.59	93	215860	208785.15	97	.00	259053	50267.85	81
20		Prof Technical Services										
20 05		Professional Services	350	494.10	141	3500	2964.13	85	.00	4210	1245.87	70
20 08		Consulting Services	1625	2985.00	184	16250	6372.10	39	.00	19500	13127.90	33
20 **		Prof Technical Services	1975	3479.10	176	19750	9336.23	47	.00	23710	14373.77	39
21		Property Services										
21 02		Equipment Maintenance	12163	6019.25	50	121630	144045.39	118	.00	145963	1917.61	99
21 **		Property Services	12163	6019.25	50	121630	144045.39	118	.00	145963	1917.61	99
22		Other Contractual Service										
22 02		Dues	27	.00	0	270	.00	0	.00	329	329.00	0
22 03		Training	37	.00	0	370	63.34	17	.00	450	386.66	14
22 **		Other Contractual Service	64	.00	0	640	63.34	10	.00	779	715.66	8
30		General Supplies										
30 05		Office Supplies & Equip	31	33.65	109	310	192.36	62	.00	375	182.64	51
30 30		Data System Supplies	4142	1689.23	41	41420	28951.52	70	.00	49707	20755.48	58
30 32		Software Library	14404	178.98	1	144040	122571.53	85	.00	172852	50280.47	71
30 33		Documentation Library	52	70.00	135	520	462.99	89	.00	625	162.01	74
30 **		General Supplies	18629	1971.86	11	186290	152178.40	82	.00	223559	71380.60	68
31		Public Works Supplies										
31 85		Small Tools and Equipment	1149	1981.04	172	11490	11788.86	103	.00	13791	2002.14	86
31 **		Public Works Supplies	1149	1981.04	172	11490	11788.86	103	.00	13791	2002.14	86

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 Village of Arlington Heights

DETAIL BUDGET REPORT
 83% OF YEAR LAPSED

PAGE 10
 ACCOUNTING PERIOD 10/2017

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32	05 Processing Supplies	100	562.75	563	1000	562.75	56	.00	1200	637.25	47
	32	32 Software	1565	4540.00	290	15650	15046.88	96	.00	18783	3736.12	80
	32	** Library Supplies	1665	5102.75	307	16650	15609.63	94	.00	19983	4373.37	78
	50	Property										
	50	12 Computer Equipment	6845	29550.20	432	68450	63155.46	92	.00	82149	18993.54	77
	50	15 Other Equipment	1066	.00	0	10660	12800.00	120	.00	12800	.00	100
	50	** Property	7911	29550.20	374	79110	75955.46	96	.00	94949	18993.54	80
601	**	** Library	116719	114922.63	99	1167190	1113815.48	95	.00	1400774	286958.52	80
60	**	** Culture/Recreation	116719	114922.63	99	1167190	1113815.48	95	.00	1400774	286958.52	80
DIV	6010	TOTAL ***** Information Technology	116719	114922.63	99	1167190	1113815.48	95	.00	1400774	286958.52	80

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16 63		Security Supervisor	5728	5262.40	92	57280	57860.59	101	.00	68746	10885.41 84
16 66		Security Guard	14615	13840.53	95	146150	151537.90	104	.00	175390	23852.10 86
16 **		Library Personal Services	20343	19102.93	94	203430	209398.49	103	.00	244136	34737.51 86
18		Other Personal Services									
18 05		Overtime Civilian	62	81.85	132	620	1569.30	253	.00	750	819.30- 209
18 **		Other Personal Services	62	81.85	132	620	1569.30	253	.00	750	819.30- 209
19		Employee Benefits									
19 05		Medical Insurance	4533	4407.00	97	45330	44070.00	97	.00	54404	10334.00 81
19 10		IMRF	2207	2112.45	96	22070	23107.61	105	.00	26489	3381.39 87
19 11		Social Security	1265	1145.81	91	12650	12659.61	100	.00	15183	2523.39 83
19 12		Medicare	295	267.99	91	2950	2960.80	100	.00	3551	590.20 83
19 **		Employee Benefits	8300	7933.25	96	83000	82798.02	100	.00	99627	16828.98 83
22		Other Contractual Service									
22 03		Training	41	.00	0	410	144.96	35	.00	500	355.04 29
22 **		Other Contractual Service	41	.00	0	410	144.96	35	.00	500	355.04 29
30		General Supplies									
30 05		Office Supplies & Equip	18	.00	0	180	75.84	42	.00	225	149.16 34
30 **		General Supplies	18	.00	0	180	75.84	42	.00	225	149.16 34
601 ** **		Library	28764	27118.03	94	287640	293986.61	102	.00	345238	51251.39 85
60 ** **		Culture/Recreation	28764	27118.03	94	287640	293986.61	102	.00	345238	51251.39 85
DIV 6015		TOTAL ***** Security	28764	27118.03	94	287640	293986.61	102	.00	345238	51251.39 85

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
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	60	Clerk I	4724	6291.69	133	47240	56211.93	119	.00	56698	486.07	99
16	69	Maintenance Supervisor	8222	7552.86	92	82220	83163.33	101	.00	98667	15503.67	84
16	72	Maintenance Worker	19804	14448.44	73	198040	181434.82	92	.00	237658	56223.18	76
16	**	Library Personal Services	32750	28292.99	86	327500	320810.08	98	.00	393023	72212.92	82
18		Other Personal Services										
18	05	Overtime Civilian	208	266.59	128	2080	3798.80	183	.00	2500	1298.80-	152
18	**	Other Personal Services	208	266.59	128	2080	3798.80	183	.00	2500	1298.80-	152
19		Employee Benefits										
19	05	Medical Insurance	8986	8735.00	97	89860	87350.00	97	.00	107837	20487.00	81
19	10	IMRF	3458	3160.49	91	34580	34881.42	101	.00	41503	6621.58	84
19	11	Social Security	2043	1653.58	81	20430	18866.07	92	.00	24522	5655.93	77
19	12	Medicare	477	386.74	81	4770	4412.35	93	.00	5735	1322.65	77
19	**	Employee Benefits	14964	13935.81	93	149640	145509.84	97	.00	179597	34087.16	81
21		Property Services										
21	02	Equipment Maintenance	3435	2562.48	75	34350	36839.05	107	.00	41231	4391.95	89
21	07	Vehicle Equipment Maint	693	.00	0	6930	8611.68	124	.00	8326	285.68-	103
21	11	Building Maintenance	21016	21479.81	102	210160	194816.82	93	.00	252193	57376.18	77
21	36	Equipment Rental	83	.00	0	830	.00	0	.00	1000	1000.00	0
21	60	Water and Sewer Service	1372	.00	0	13720	11812.38	86	.00	16472	4659.62	72
21	**	Property Services	26599	24042.29	90	265990	252079.93	95	.00	319222	67142.07	79
22		Other Contractual Service										
22	03	Training	36	.00	0	360	27.40	8	.00	432	404.60	6
22	**	Other Contractual Service	36	.00	0	360	27.40	8	.00	432	404.60	6
30		General Supplies										
30	50	Petroleum Products	542	147.56	27	5420	1904.15	35	.00	6507	4602.85	29
30	51	Heating Fuel	5666	3423.76	60	56660	38943.53	69	.00	68000	29056.47	57
30	**	General Supplies	6208	3571.32	58	62080	40847.68	66	.00	74507	33659.32	55
31		Public Works Supplies										
31	45	Janitorial Supplies	1948	775.94	40	19480	20277.57	104	.00	23387	3109.43	87
31	**	Public Works Supplies	1948	775.94	40	19480	20277.57	104	.00	23387	3109.43	87
50		Property										
50	15	Other Equipment	2216	2488.28	112	22160	4962.28	22	.00	26600	21637.72	19
50	**	Property	2216	2488.28	112	22160	4962.28	22	.00	26600	21637.72	19
601	**	Library	84929	73373.22	86	849290	788313.58	93	.00	1019268	230954.42	77
60	**	Culture/Recreation	84929	73373.22	86	849290	788313.58	93	.00	1019268	230954.42	77
DIV	6020	TOTAL ***** Facilities	84929	73373.22	86	849290	788313.58	93	.00	1019268	230954.42	77

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 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 83% OF YEAR LAPSED

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 ACCOUNTING PERIOD 10/2017

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DEPT	60	TOTAL *****										
		Executive Office	480880	496305.11	103	4827917	4445437.70	92	.00	5790610	1345172.30	77

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	%
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 26	Department Manager I	6730	5793.84	86	67300	59720.98	89	.00	80765	21044.02	74
	16 36	Librarian III	26965	25634.48	95	269650	251460.26	93	.00	323588	72127.74	78
	16 39	Librarian II	9275	8587.22	93	92750	87544.09	94	.00	111300	23755.91	79
	16 44	Library Assistant III	8635	9067.26	105	72098	69018.97	96	.00	89379	20360.03	77
	16 45	Library Assistant II	5003	4618.98	92	50030	50780.62	102	.00	60047	9266.38	85
	16 48	Library Assistant I	13854	12726.13	92	138540	108256.81	78	.00	166253	57996.19	65
	16 51	Clerk IV	4001	1857.96	46	36942	23895.25	65	.00	44953	21057.75	53
	16 60	Clerk I	296	.00	0	2960	2816.77	95	.00	3552	735.23	79
	16 **	Library Personal Services	74759	68285.87	91	730270	653493.75	90	.00	879837	226343.25	74
	18	Other Personal Services										
	18 05	Overtime Civilian	41	.00	0	410	9.28	2	.00	500	490.72	2
	18 **	Other Personal Services	41	.00	0	410	9.28	2	.00	500	490.72	2
	19	Employee Benefits										
	19 05	Medical Insurance	9964	9685.00	97	99640	96850.00	97	.00	119579	22729.00	81
	19 10	IMRF	8616	8426.44	98	84836	79222.85	93	.00	102074	22851.15	78
	19 11	Social Security	4464	4102.04	92	44260	38750.32	88	.00	53193	14442.68	73
	19 12	Medicare	1043	959.32	92	10342	9062.35	88	.00	12441	3378.65	73
	19 **	Employee Benefits	24087	23172.80	96	239078	223885.52	94	.00	287287	63401.48	78
	21	Property Services										
	21 65	Other Services	0	617.50	0	0	7861.25	0	.00	0	7861.25-	0
	21 **	Property Services	0	617.50	0	0	7861.25	0	.00	0	7861.25-	0
	22	Other Contractual Service										
	22 02	Dues	363	392.49	108	3630	2714.49	75	.00	4358	1643.51	62
	22 03	Training	401	314.25	78	4010	2397.58	60	.00	4819	2421.42	50
	22 18	Contr Programs & Exhibits	600	60.00	10	6000	2995.00	50	.00	7200	4205.00	42
	22 **	Other Contractual Service	1364	766.74	56	13640	8107.07	59	.00	16377	8269.93	50
	30	General Supplies										
	30 05	Office Supplies & Equip	25	45.82	183	250	181.79	73	.00	310	128.21	59
	30 **	General Supplies	25	45.82	183	250	181.79	73	.00	310	128.21	59
	32	Library Supplies										
	32 01	Program Supplies	529	434.61	82	5290	1347.84	26	.00	6353	5005.16	21
	32 02	Program Events	278	89.77	32	2780	1067.21	38	.00	3341	2273.79	32
	32 90	Circulation Supplies	183	140.15	77	1830	1307.60	72	.00	2203	895.40	59
	32 **	Library Supplies	990	664.53	67	9900	3722.65	38	.00	11897	8174.35	31
601	** **	Library	101266	93553.26	92	993548	897261.31	90	.00	1196208	298946.69	75
60	** **	Culture/Recreation	101266	93553.26	92	993548	897261.31	90	.00	1196208	298946.69	75
DIV	6405	TOTAL ***** Business & Specialty Serv	101266	93553.26	92	993548	897261.31	90	.00	1196208	298946.69	75

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	%
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	05	Customer Service Manager	7715	13379.92	173	77150	88648.16	115	.00	92584	3935.84	96
16	07	Customer Service Assc.	13301	10946.88	82	133010	119155.76	90	.00	159612	40456.24	75
16	16	Lib Asst I Circulation	15771	10327.24	66	157710	144020.86	91	.00	189264	45243.14	76
16	26	Department Manager I	6040	9736.16	161	60400	68517.17	113	.00	72491	3973.83	95
16	33	Librarian IV	4597	.00	0	45970	38405.07	84	.00	55169	16763.93	70
16	39	Librarian II	5490	4473.22	82	54900	60674.16	111	.00	65887	5212.84	92
16	46	Library Asst I Mags/News	15191	13757.83	91	151910	146359.92	96	.00	182293	35933.08	80
16	48	Library Assistant I	15568	17107.53	110	155680	178499.17	115	.00	186823	8323.83	96
16	51	Clerk IV	7436	7028.70	95	74360	77526.29	104	.00	89242	11715.71	87
16	52	Clerk IV Circulation	4093	2767.44	68	40930	33034.59	81	.00	49127	16092.41	67
16	54	Clerk III	0	.00	0	0	5009.32	0	.00	0	5009.32-	0
16	55	Clerk III Circulation	34287	32491.37	95	342870	341638.31	100	.00	411447	69808.69	83
16	57	Clerk II	3940	3518.08	89	39400	32247.32	82	.00	47285	15037.68	68
16	58	Clerk II Circulation	1917	669.35	35	19170	11476.40	60	.00	23015	11538.60	50
16	59	Clerk II Call Center	35885	25251.78	70	358850	275510.51	77	.00	430631	155120.49	64
16	75	Library Page II	36846	35661.09	97	368460	379794.49	103	.00	442153	62358.51	86
16	**	Library Personal Services	208077	187116.59	90	2080770	2000517.50	96	.00	2497023	496505.50	80
18		Other Personal Services										
18	05	Overtime Civilian	83	92.97	112	830	1612.06	194	.00	1000	612.06-	161
18	**	Other Personal Services	83	92.97	112	830	1612.06	194	.00	1000	612.06-	161
19		Employee Benefits										
19	05	Medical Insurance	20234	19669.00	97	202340	196690.00	97	.00	242819	46129.00	81
19	10	IMRF	19565	18139.06	93	195650	194130.10	99	.00	234791	40660.90	83
19	11	Social Security	12906	11365.40	88	129060	122593.25	95	.00	154879	32285.75	79
19	12	Medicare	3022	2658.05	88	30220	28670.61	95	.00	36275	7604.39	79
19	**	Employee Benefits	55727	51831.51	93	557270	542083.96	97	.00	668764	126680.04	81
21		Property Services										
21	02	Equipment Maintenance	46	171.98	374	460	336.29	73	.00	555	218.71	61
21	64	Access Services	291	136.75	47	2910	2416.73	83	.00	3500	1083.27	69
21	65	Other Services	260	205.85	79	2600	2058.50	79	.00	3129	1070.50	66
21	**	Property Services	597	514.58	86	5970	4811.52	81	.00	7184	2372.48	67
22		Other Contractual Service										
22	02	Dues	159	363.00	228	1590	1718.17	108	.00	1916	197.83	90
22	03	Training	344	342.59	100	3440	1295.55	38	.00	4133	2837.45	31
22	**	Other Contractual Service	503	705.59	140	5030	3013.72	60	.00	6049	3035.28	50
30		General Supplies										
30	05	Office Supplies & Equip	429	285.77	67	4290	3658.30	85	.00	5156	1497.70	71
30	07	Supplies Reimb by Patrons	166	.00	0	1660	.00	0	.00	2000	2000.00	0
30	**	General Supplies	595	285.77	48	5950	3658.30	62	.00	7156	3497.70	51

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	32	Library Supplies									
	32 01	Program Supplies	581	.00	0	5810	3755.02	65	.00	6973	3217.98 54
	32 02	Program Events	0	70.09	0	0	109.26	0	.00	0	109.26- 0
	32 90	Circulation Supplies	938	1454.91	155	9380	6834.94	73	.00	11256	4421.06 61
	32 **	Library Supplies	1519	1525.00	100	15190	10699.22	70	.00	18229	7529.78 59
601 ** **		Library	267101	242072.01	91	2671010	2566396.28	96	.00	3205405	639008.72 80
60 ** **		Culture/Recreation	267101	242072.01	91	2671010	2566396.28	96	.00	3205405	639008.72 80
DIV 6420		TOTAL *****									
		Customer Services	267101	242072.01	91	2671010	2566396.28	96	.00	3205405	639008.72 80

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	25	Department Manager II	6117	5646.66	92	61170	60701.60	99	.00	73407	12705.40	83
16	36	Librarian III	14722	12659.18	86	147220	110205.63	75	.00	176665	66459.37	62
16	48	Library Assistant I	4883	5120.81	105	48830	50411.88	103	.00	58597	8185.12	86
16	51	Clerk IV	6053	5600.44	93	60530	60718.38	100	.00	72644	11925.62	84
16	60	Clerk I	1194	.00	0	11940	16001.04	134	.00	14334	1667.04-	112
16	**	Library Personal Services	32969	29027.09	88	329690	298038.53	90	.00	395647	97608.47	75
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	160	100.49	63	.00	200	99.51	50
18	**	Other Personal Services	16	.00	0	160	100.49	63	.00	200	99.51	50
19		Employee Benefits										
19	05	Medical Insurance	7436	7229.00	97	74360	72290.00	97	.00	89236	16946.00	81
19	10	IMRF	2744	3581.96	131	27440	34413.42	125	.00	32939	1474.42-	105
19	11	Social Security	2045	1735.72	85	20450	17796.87	87	.00	24543	6746.13	73
19	12	Medicare	478	405.94	85	4780	4162.18	87	.00	5740	1577.82	73
19	**	Employee Benefits	12703	12952.62	102	127030	128662.47	101	.00	152458	23795.53	84
22		Other Contractual Service										
22	02	Dues	62	363.00	586	620	831.00	134	.00	753	78.00-	110
22	03	Training	138	150.00	109	1380	897.14	65	.00	1660	762.86	54
22	18	Contr Programs & Exhibits	13680	10439.76	76	136800	91961.93	67	.00	164169	72207.07	56
22	**	Other Contractual Service	13880	10952.76	79	138800	93690.07	68	.00	166582	72891.93	56
32		Library Supplies										
32	01	Program Supplies	25	.00	0	250	.00	0	.00	303	303.00	0
32	02	Program Events	4232	1913.33	45	42320	39814.83	94	.00	50795	10980.17	78
32	**	Library Supplies	4257	1913.33	45	42570	39814.83	94	.00	51098	11283.17	78
601	**	** Library	63825	54845.80	86	638250	560306.39	88	.00	765985	205678.61	73
60	**	** Culture/Recreation	63825	54845.80	86	638250	560306.39	88	.00	765985	205678.61	73
DIV	6440	TOTAL ***** Programs and Exhibits	63825	54845.80	86	638250	560306.39	88	.00	765985	205678.61	73

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 25		Department Manager II	6117	5867.34	96	61170	64451.22	105	.00	73410	8958.78	88
16 30		Digital Media Specialist	4133	3798.10	92	41330	41742.57	101	.00	49599	7856.43	84
16 33		Librarian IV	6399	5763.00	90	63990	63482.18	99	.00	76792	13309.82	83
16 36		Librarian III	8614	8038.06	93	86140	88416.28	103	.00	103373	14956.72	86
16 48		Library Assistant I	14942	15181.36	102	149420	159296.59	107	.00	179310	20013.41	89
16 54		Clerk III	1149	1003.34	87	11490	11005.07	96	.00	13790	2784.93	80
16 **		Library Personal Services	41354	39651.20	96	413540	428393.91	104	.00	496274	67880.09	86
18		Other Personal Services										
18 05		Overtime Civilian	8	.00	0	80	.00	0	.00	100	100.00	0
18 **		Other Personal Services	8	.00	0	80	.00	0	.00	100	100.00	0
19		Employee Benefits										
19 05		Medical Insurance	4390	4267.00	97	43900	42670.00	97	.00	52681	10011.00	81
19 10		IMRF	4819	4559.13	95	48190	50176.92	104	.00	57832	7655.08	87
19 11		Social Security	2564	2413.39	94	25640	26145.09	102	.00	30775	4629.91	85
19 12		Medicare	599	564.41	94	5990	6114.62	102	.00	7197	1082.38	85
19 **		Employee Benefits	12372	11803.93	95	123720	125106.63	101	.00	148485	23378.37	84
22		Other Contractual Service										
22 02		Dues	164	373.00	227	1640	1581.00	96	.00	1975	394.00	80
22 03		Training	54	.00	0	540	59.01	11	.00	650	590.99	9
22 66		Outside Reference Service	183	.00	0	1830	2554.13	140	.00	2200	354.13	116
22 **		Other Contractual Service	401	373.00	93	4010	4194.14	105	.00	4825	630.86	87
30		General Supplies										
30 05		Office Supplies & Equip	58	58.03	100	580	668.12	115	.00	700	31.88	95
30 07		Supplies Reimb by Patrons	75	.00	0	750	116.54	16	.00	900	783.46	13
30 **		General Supplies	133	58.03	44	1330	784.66	59	.00	1600	815.34	49
31		Public Works Supplies										
31 85		Small Tools and Equipment	512	295.33	58	5120	5860.49	115	.00	6149	288.51	95
31 **		Public Works Supplies	512	295.33	58	5120	5860.49	115	.00	6149	288.51	95
32		Library Supplies										
32 01		Program Supplies	125	.00	0	1250	17.14	1	.00	1500	1482.86	1
32 78		Electronic Resources	25810	975.62	4	258100	284136.88	110	.00	309725	25588.12	92
32 90		Circulation Supplies	123	65.87	54	1230	1582.62	129	.00	1477	105.62	107
32 **		Library Supplies	26058	1041.49	4	260580	285736.64	110	.00	312702	26965.36	91
50		Property										
50 15		Other Equipment	950	.00	0	9500	3234.32	34	.00	11410	8175.68	28
50 **		Property	950	.00	0	9500	3234.32	34	.00	11410	8175.68	28
601 ** **		Library	81788	53222.98	65	817880	853310.79	104	.00	981545	128234.21	87
60 ** **		Culture/Recreation	81788	53222.98	65	817880	853310.79	104	.00	981545	128234.21	87

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 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 83% OF YEAR LAPSED

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 ACCOUNTING PERIOD 10/2017

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DIV	6450	TOTAL *****										
		Digital Services	81788	53222.98	65	817880	853310.79	104	.00	981545	128234.21	87

PREPARED 11/15/2017, 9:03:09
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 83% OF YEAR LAPSED

PAGE 22
 ACCOUNTING PERIOD 10/2017

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services						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									
		Collection Services	220541	231344.65	105	2205410	2131411.61	97	.00	2646639	515227.39 81
DEPT	64	TOTAL *****									
		User Services	734521	675309.20	92	7326098	7038154.89	96	.00	8795782	1757627.11 80

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.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	90	Other Financing Uses										
	90 05	Operating Transfer Out	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00	100
	90 **	Other Financing Uses	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00	100
601 ** **		Library	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00	100
60 ** **		Culture/Recreation	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00	100
DIV 6901		TOTAL *****										
		Non Operating	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00	100
DEPT 69		TOTAL *****										
		Non Operating	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00	100
FUND 291		TOTAL *****										
		Memorial Library Fund	1361234	1171614.31	86	13612345	13233592.59	97	.00	16336392	3102799.41	81
GRAND		TOTAL *****	1361234	1171614.31	86	13612345	13233592.59	97	.00	16336392	3102799.41	81

PREPARED 11/15/2017, 9:03:24
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 83% OF YEAR LAPSED

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	50000	.00	0	500000	.00	0	.00	600000	600000.00	0
	50 **	Property	50000	.00	0	500000	.00	0	.00	600000	600000.00	0
601	** **	Library	50000	.00	0	500000	.00	0	.00	600000	600000.00	0
60	** **	Culture/Recreation	50000	.00	0	500000	.00	0	.00	600000	600000.00	0
DIV	6001	TOTAL *****										
		Administration	50000	.00	0	500000	.00	0	.00	600000	600000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	50	Property										
	50 55	Other Capital Outlay	833	.00	0	8330	10000.00	120	.00	10000	.00 100	
	50 **	Property	833	.00	0	8330	10000.00	120	.00	10000	.00 100	
601	** **	Library	833	.00	0	8330	10000.00	120	.00	10000	.00 100	
60	** **	Culture/Recreation	833	.00	0	8330	10000.00	120	.00	10000	.00 100	
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	833	.00	0	8330	10000.00	120	.00	10000	.00 100	

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	9416	.00	0	94160	55591.87	59	.00	113000	57408.13	49
	50 55	Other Capital Outlay	131625	18669.00	14	1316250	1037050.33	79	.00	1579500	542449.67	66
	50 **	Property	141041	18669.00	13	1410410	1092642.20	78	.00	1692500	599857.80	65
601 ** **		Library	141041	18669.00	13	1410410	1092642.20	78	.00	1692500	599857.80	65
60 ** **		Culture/Recreation	141041	18669.00	13	1410410	1092642.20	78	.00	1692500	599857.80	65
DIV 6020		TOTAL ***** Facilities	141041	18669.00	13	1410410	1092642.20	78	.00	1692500	599857.80	65
DEPT 60		TOTAL ***** Executive Office	194557	18669.00	10	1945570	1127930.20	58	.00	2334700	1206769.80	48
FUND 491		TOTAL ***** Capital Projects-Library	194557	18669.00	10	1945570	1127930.20	58	.00	2334700	1206769.80	48
GRAND		TOTAL *****	194557	18669.00	10	1945570	1127930.20	58	.00	2334700	1206769.80	48

November 21, 2017

(Action Item 4)

**ACCCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
October 31, 2017**

<u>Fund Number</u>	<u>Fund Name</u>	<u>Fund Total</u>
291	General Fund - Library	\$508,645.19
491	Capital Projects Fund - Library	\$18,669.00
Total Disbursements		<u>\$527,314.19</u>
Payrolls Paid		
10/13/2017		\$349,311.54
10/27/2017		\$283,388.48
		<u>\$632,700.02</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
10/31/2017	Group Insurance	\$94,016.67
10/31/2017	IMRF	\$71,882.36
10/31/2017	Social Security	\$34,739.71
10/31/2017	Medicare	\$8,914.88
		<u>\$209,553.62</u>
Total Disbursed		<u>\$1,369,567.83</u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
75701	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-SEPTEMBER	99.84	99.84
75703	ALA CONFERENCE REGISTRATION DEPT	291-0000-140.05-00	PREPAID-ALA CONF-T DANTIS	255.00	255.00
75715	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME-REBATE	84.41-	84.41-
75759	FIRST CLASS TRAVEL	291-0000-140.05-00	PREPAID-ALA CONF AIRFARE-	295.40	
		291-0000-140.05-00	PLA CONF AIRFARE-V JAFFE	347.40	642.80
75772	GROUP ADMINISTRATORS	291-0000-210.98-00	FSA MED-NOVEMBER 2017	3,201.12	
		291-0000-210.94-00	FSA DEP-NOVEMBER 2017	1,197.82	4,398.94
75786	INNOVATIVE INTERFACES INC	291-0000-140.05-00	SIERRA & INN-REACH ANNUAL	138,293.82	138,293.82
75820	NEW READERS PRESS	291-0000-140.05-00	PREPAID-NEWS FOR YOU ON-	259.95	259.95
75822	NEWSBANK	291-0000-140.05-00	PREPAID-NEWSBANK JAN-DEC	27,655.00	27,655.00
75823	NEWSPAPER ARCHIVE INC	291-0000-140.05-00	PREPAID 2018 SILVER MICRO	8,944.00	8,944.00
***** DIVISION TOTAL ****					180,464.94
***** DEPARTMENT TOTAL **					180,464.94

DEPARTMENT: 60

Executive Office

DIVISION: 01

75704	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES--J ANDRYKOWSKI	263.00	263.00
75706	ALIBRIS	291-6001-601.32-99	EMP REIMBURSED PURCHASE	45.30	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	31.90	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	124.80	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	100.75	302.75
75711	ANDRYKOWSKI, JEREMY	291-6001-601.22-03	ILA CONF-J ANDRYKOWSKI	208.88	208.88
75713	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAV/TRAIN-J ANDRYKOWSKI	38.70	
		291-6001-601.22-03	TRAV/TRAIN-C NG-HE	37.98	
		291-6001-601.22-03	TRAV/TRAIN-K MCCOY	15.95	
		291-6001-601.22-03	TRAV/TRAIN-D HALPIN	6.58	
		291-6001-601.22-03	TRAV/TRAIN-D HALPIN	8.58	
		291-6001-601.22-03	TRAV/TRAIN-T DANTIS	28.49	
		291-6001-601.22-03	TRAV/TRAIN-S HILL	20.78	
		291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	32.00	
		291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	14.00	
		291-6001-601.22-03	TRAV/TRAIN-T SPICER	35.31	238.37
75715	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	LIBRARY DIRECTOR BOOT	100.00	
		291-6001-601.22-02	ANNUAL AHML MEMBERSHIP TO	100.00	
		291-6001-601.22-02	ANNUAL MEMBERSHIP FOR	60.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	THE DISASTER CONFERENCE	795.00	
		291-6001-601.22-03	FOL BOARD MTG REFRESH-	70.20	
		291-6001-601.50-15	HOOK RACK	39.93	
		291-6001-601.50-15	BIRCH VENEER DESK	226.88	
		291-6001-601.50-15	TAX CREDIT	10.56-	
		291-6001-601.22-03	HOTEL FOR HARWOOD TRAIN-	747.96	
		291-6001-601.32-72	BREAKFAST AHML/AHPD JOINT	225.02	
		291-6001-601.32-72	TAX CREDIT	25.00-	
		291-6001-601.32-72	DAVE EGGERS AUTHOR EVENT	95.65	
		291-6001-601.22-42	COMCAST MONTHLY SERVICE	344.85	2,769.93
75717	AT & T	291-6001-601.22-70	TELE	5,281.02	
		291-6001-601.22-42	INTERNET ACCESS	1,213.36	6,494.38
75718	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS	135.00	
		291-6001-601.22-42	INTERNET ACCESS	135.00	270.00
75720	BAILEY, ANGELA	291-6001-601.22-03	HARWOOD/ALA LAB-A BAILEY	340.80	340.80
75721	BAKER & TAYLOR	291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.36	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	50.44	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	13.75	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	13.75	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	22.71	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	70.94	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	7.17	190.12
75722	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.98	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	25.71	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	13.17	53.86
75724	BALZER, EDMUND	291-6001-601.22-03	ILA-E BALZER	84.32	84.32
75738	COMCAST	291-6001-601.21-65	OTHER SERVS-NOVEMBER 2017	21.03	21.03
75739	COMDATA CORPORATION	291-6001-601.22-03	STAFF MTG W/ EXEC DIREC-	78.63	78.63
75747	CZAJKA, JENNIFER	291-6001-601.22-03	ILA CONF-J CZAJKA	103.41	103.41
75749	DEVITT, KERRY	291-6001-601.22-03	ILA CONF-K DEVITT	192.44	192.44
75751	DISTEL, SHANNON	291-6001-601.22-03	ILA CONF-S DISTEL	197.35	197.35
75752	DRISKELL, MIKE	291-6001-601.22-03	AHHOG MTG/LUNCH-	84.55	84.55
75753	DUNCAN, JOLIE	291-6001-601.22-03	ILA CONF-J DUNCAN	213.84	213.84
75757	FEDEX	291-6001-601.22-05	POSTAGE	22.14	22.14
75758	FINER LINE	291-6001-601.30-05	7 NAME BADGES	13.37	13.37
75766	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	OFFICE SUPPS	64.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					64.00
75772	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-NOVEMBER 2017	142.50	142.50
75774	HARISSIS, STACIE	291-6001-601.22-03	ILA CONF-S HARISSIS	112.93	112.93
75775	HARPER COLLEGE	291-6001-601.22-03	CHANGE MANAGEMENT TOOLS &	3,600.00	3,600.00
75777	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVS-OCTOBER	49.95	
		291-6001-601.22-70	TEXTNET TTY SERVICES	49.95	99.90
75781	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES-AHML	750.00	750.00
75782	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6001-601.20-81	2ND QUARTER OCLC-AUG-SEPT	15,127.91	15,127.91
75785	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	27.28	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	46.70	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	5.08	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	18.00	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.58	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	12.42	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.23	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	46.76	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	16.94	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.12	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.69	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	5.08	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	5.64	237.52
75787	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	FREESTAND 20D BOX	208.00	208.00
75790	JAROL, SYDNEY	291-6001-601.22-03	ILA CONF-S JAROL	58.16	58.16
75794	KRUEGER INTERNATIONAL INC	291-6001-601.50-15	2 TABLES FOR KW	777.92	777.92
75796	LACONI INC-MEMBERSHIP	291-6001-601.22-02	LACONI DUES-AHML	100.00	100.00
75798	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS	32.61	32.61
75800	LIBRARY FURNITURE INTERNATIONAL INC	291-6001-601.50-15	PRIVACY SCREEN	223.85	223.85
75806	LUDEMANN, ELIZABETH	291-6001-601.22-03	ILA CONF-E LUDEMANN	191.29	191.29
75808	MC COY, KELLEY	291-6001-601.22-03	ILA CONF-K MCCOY	196.27	196.27
75812	MEYER, SHANNON	291-6001-601.22-03	ILA CONF-S MEYER	129.78	129.78
75817	MONAHAN, MICHAEL	291-6001-601.22-03	ILA CONF-M MONAHAN	81.26	81.26
75818	MORENO, JACKIE	291-6001-601.22-03	ILA CONF-J MORENO	72.44	72.44
75828	OLICHWIER, DAVID	291-6001-601.22-03	COMPUTERS IN LIBRARIES-	2,071.02	

DEPARTMENT: 60 Executive Office

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					2,071.02
75829	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE-	63.00	
		291-6001-601.22-70	2ND FLOOR PAY PHONE	63.00	126.00
75830	PAPANASTASSIOU, MARIA	291-6001-601.22-03	ILA CONF-M PAPANASTASSIOU	180.00	180.00
75832	PECORARO, VALERIE	291-6001-601.22-03	ILA CONF-V PECORARO	81.58	81.58
75833	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	GEN LEGAL SERVS JULY-SEPT	6,615.00	6,615.00
75835	POWERS, BARBARA	291-6001-601.22-03	ILA CONF-B POWERS	121.16	121.16
75837	PURCHASE ADVANTAGE CARD	291-6001-601.22-03	OBOV EXHIBIT-STAFF WALK-	39.97	39.97
75838	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	306.05	
		291-6001-601.22-05	POSTAGE	201.40	
		291-6001-601.22-05	POSTAGE	201.40	
		291-6001-601.22-05	POSTAGE	201.40	
		291-6001-601.22-05	POSTAGE	199.50	1,109.75
75844	ROBBINS SCHWARTZ	291-6001-601.20-20	LEGAL SERVS-FOIA REQUESTS	161.25	
		291-6001-601.20-20	LEGAL SERVS-FOIA REQUESTS	483.75	
		291-6001-601.20-20	LEGAL SERVS-FOIA REQUESTS	161.25	806.25
75853	SON, ALICE	291-6001-601.22-03	ILA CONF-A SON	106.52	
		291-6001-601.22-03	YALSA SYMPOSIUM-A SON	484.73	591.25
75862	TOWNSHIP HIGH SCHOOL DIST 214	291-6001-601.32-72	OBOV COMMUNITY EVENT	746.71	746.71
75867	UPS	291-6001-601.22-05	POSTAGE	30.70	
		291-6001-601.22-05	POSTAGE	43.11	73.81
75869	URBAN LIBRARIES COUNCIL	291-6001-601.22-02	2017-2ND QUARTER DUES	2,250.00	2,250.00
75872	VERIZON WIRELESS	291-6001-601.22-70	9/26-10/25/17 TELEPHONE	367.70	367.70
75876	WAREHOUSE DIRECT	291-6001-601.30-05	OFF SUPPS	78.53	78.53
75878	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS	154.00	
		291-6001-601.22-42	INTERNET ACCESS	1,574.99	1,728.99

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

Marketing and Communications

51,337.23

DEPARTMENT: 60 Executive Office
 75708 AMAZON.COM CREDIT

DIVISION: 02
 291-6002-601.30-05 TRIMMER

6.94

6.94

75715 ARLINGTON HTS MEMORIAL LIBRARY

291-6002-601.21-65 FACEBOOK AD-1ST TIME
 291-6002-601.21-65 TEAM MEMBER ADD-ON ANNUAL
 291-6002-601.22-10 500 STICKERS

15.69

84.14

127.00

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6002-601.30-05	BALLOT BOXES	192.67	
		291-6002-601.22-10	FACEBOOK AD CAMPAIGN FOR	15.00	434.50
75730	CARDINAL COLORGROUP	291-6002-601.22-10	AHML NEWSLETTER-NOVEMBER	9,971.00	9,971.00
75746	CREATIVE GROUP	291-6002-601.20-05	PROF SERVS	3,600.00	3,600.00
75760	FOAMBOARDSOURCE.COM	291-6002-601.30-05	BLACK & WHITE FOAMBOARD	3,542.38	3,542.38
75766	GARVEYS OFFICE PRODUCTS	291-6002-601.30-05	PENS	29.94	
		291-6002-601.30-05	INSERTS, HANGING FOLDER	9.38	39.32
75816	MOBILE PRINT	291-6002-601.22-10	BOOK DISCUSSION BROCHURES	566.60	566.60
75855	STAPLES ADVANTAGE	291-6002-601.30-05	OFFICE SUPPLIES	285.25	285.25
75870	VAN METER MAILING	291-6002-601.21-65	OTHER SERVS	622.00	622.00
75876	WAREHOUSE DIRECT	291-6002-601.30-05	OFF SUPPS	36.80	36.80

***** DIVISION TOTAL ***** 19,104.79

Human Resources

DEPARTMENT: 60 Executive Office	DIVISION: 03				
75697 ACTION WITHOUT BORDERS	291-6003-601.22-01	SENIOR ACCOUNTANT JOB AD	90.00	90.00	
75715 ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-01	SENIOR ACCOUNTANT JOB AD	419.00		
	291-6003-601.22-01	JOB AD	100.00	519.00	
75731 CAREERBUILDER	291-6003-601.21-65	OTHER SERVS-OCTOBER 2017	376.50	376.50	

***** DIVISION TOTAL ***** 985.50

Gifts and Grants

DEPARTMENT: 60 Executive Office	DIVISION: 04				
75721 BAKER & TAYLOR	291-6004-601.32-80	MEMORIAL DONATION-PEIFER	22.71	22.71	
75726 BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB 12/14/17	350.00	350.00	
75768 GIRE, DANN	291-6004-601.22-18	MOVIE CLUB 12/14/17	350.00	350.00	
75795 KWON, MINJI	291-6004-601.22-18	SUNDAY MUSICALE 12/17/17	250.00	250.00	
75882 YUN, JIMIN	291-6004-601.22-18	SUNDAY MUSICALE 12/17/17	250.00	250.00	

***** DIVISION TOTAL ***** 1,222.71

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Finance</i>					
/PAYM #					
75696	ACCUONTEMPS	291-6008-601.21-65	OTHER SERVS	1,566.65	
		291-6008-601.21-65	OTHER SERVS	1,424.23	
		291-6008-601.21-65	OTHER SERVS	1,320.65	
		291-6008-601.21-65	OTHER SERVS	1,566.65	
		291-6008-601.21-65	OTHER SERVS	1,178.22	
		291-6008-601.21-65	OTHER SERVS	1,553.70	8,610.10
***** DIVISION TOTAL *****					8,610.10
<i>Information Technology</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 10			
75698	ADTUMBLER INC	291-6010-601.20-08	CONSULTING SERVS LIBRARY	2,985.00	2,985.00
75700	ADVANTAGE MICROFILM SERVICES	291-6010-601.21-02	ANNUAL SERVICE AGREEMENT	2,600.00	2,600.00
75708	AMAZON.COM CREDIT	291-6010-601.31-85	POWER SUPPLY ADAPTER	11.90	
		291-6010-601.30-05	TAPE	33.65	
		291-6010-601.31-85	USB SOUND ADAPTER	150.60	
		291-6010-601.31-85	DESK SORTER, ADAPTER	17.20	
		291-6010-601.30-30	TONER	159.00	
		291-6010-601.31-85	PRINTER WITH TONER	263.58	
		291-6010-601.31-85	PRINTER WITH TONER	263.58	
		291-6010-601.31-85	iPAD CASE	14.99	
		291-6010-601.31-85	TAX REFUND	1.23-	
		291-6010-601.31-85	CHARGING STATION,DUO PACK	250.72	
		291-6010-601.31-85	PRINTER TONER	263.58	1,427.57
75715	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.31-85	MOUNTING TAPE	21.97	
		291-6010-601.30-33	MONTHLY DRUPALIZE.ME	35.00	
		291-6010-601.30-33	MONTHLY DRUPALIZE.ME	35.00	
		291-6010-601.31-85	GORSUN LIGHTWEIGHT FOLD-	41.97	
		291-6010-601.20-05	MONTHLY PAYPAL SUBSCRIP-	54.10	
		291-6010-601.30-32	AMAZON FREE TIME UNLIMIT-	9.99	
		291-6010-601.30-32	TRELLO MONTHLY SUBSCRIP-	35.00	
		291-6010-601.30-32	WEBEX MONTHLY SUBSCRIP-	99.00	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIP-	9.99	
		291-6010-601.31-85	ARKON 3M VHB SECURITY	29.85	
		291-6010-601.31-85	GALAXY TAB S2 CASE	10.99	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP-	25.00	407.86
75719	B & H PHOTO VIDEO	291-6010-601.31-85	MOTOROLA EARPIECES	79.16	
		291-6010-601.30-30	TONER	264.78	
		291-6010-601.30-30	TONER	795.71	
		291-6010-601.31-85	EARPIECE W/IN-LINE MICRO-	56.97	
		291-6010-601.30-30	HP LASERJET BLACK TONER	269.99	1,466.61
75756	ELM USA INC	291-6010-601.32-05	PROCESSING SUPPLIES	562.75	562.75
75783	IMPACT NETWORKING LLC	291-6010-601.21-02	BASE CHG 9/29-10/28/2017	285.63	
		291-6010-601.21-02	OVER CHG 6/29-9/28/2017	26.13	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.21-02	BASE CHG 10/9-11/8/2017	304.18	
		291-6010-601.21-02	OVER CHG 7/9-10/8/2017	195.85	
		291-6010-601.21-02	OVER CHG 7/3-10/2/2017	1,280.99	
		291-6010-601.21-02	OVER CHG-9/13-10/12/2017	216.86	
		291-6010-601.21-02	BASE CHG 10/28-11/28/17	278.49	2,588.13
75786	INNOVATIVE INTERFACES INC	291-6010-601.20-05	EXPRESS LANE LICENSE ADD	240.00	
		291-6010-601.32-32	ADDITIONAL SELF CHECK	3,150.00	3,390.00
75803	LINDENMEYR MUNROE	291-6010-601.30-30	COPY PAPER	199.75	199.75
75815	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.31-85	APPLE PENCIL FOR IPAD PRO	99.00	
		291-6010-601.50-12	7-VITA 19.5" COMPUTERS	9,765.00	
		291-6010-601.50-12	MICROSOFT SURFACE PRO 4	1,798.00	
		291-6010-601.50-12	LENOVO THINKSTATION WORK-	5,174.20	
		291-6010-601.31-85	MICROSOFT BLUETOOTH MOUSE	135.90	
		291-6010-601.31-85	STARTECH MOUNTING DEPTH	77.98	
		291-6010-601.50-12	THERMAL PAPER	837.00	
		291-6010-601.31-85	MICROSOFT CASES	199.90	
		291-6010-601.50-12	4-VITA COMPUTERS	6,596.00	24,682.98
75843	RMC IMAGING INC	291-6010-601.21-02	ANNUAL HARDWARE & SOFT-	785.00	785.00
75861	TODAYS BUSINESS SOLUTIONS	291-6010-601.50-12	BOOK SCAN STATION-SINGLE	5,380.00	
		291-6010-601.20-05	PROF SERVICES INSTALLA-	200.00	
		291-6010-601.32-32	SIMPLE SCAN V4 TO V6	1,390.00	6,970.00
75879	XEROX CORPORATION	291-6010-601.21-02	EXCESS PRINT CHARGES	14.01	
		291-6010-601.21-02	EXCESS PRINT CHARGES	32.11	46.12
***** DIVISION TOTAL ****					48,111.77

Facilities

DEPARTMENT:	Executive Office	DIVISION:	20		
75699	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	REGULAR SERVICE-OCTOBER	2,155.33	2,155.33
75707	ALPHA PRIME COMMUNICATIONS	291-6020-601.21-11	BATTERIES FOR CP200 RADIO	90.00	90.00
75708	AMAZON.COM CREDIT	291-6020-601.21-11	NO SMOKING STICKERS	8.20	
		291-6020-601.21-11	FILTERS	96.75	104.95
75710	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	SERVICE MONTH-OCTOBER	89.00	89.00
75712	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT-OCTOBER 2017	200.00	200.00
75715	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	FRS-R FUSES	68.64	
		291-6020-601.21-11	BOILER LIQUID	37.96	
		291-6020-601.21-11	BATTERIES	269.96	
		291-6020-601.21-11	TEFLON CARPET PROTECTOR	218.88	
		291-6020-601.21-11	ANTI-FREEZE FOR SIDEWALK	1,221.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,816.44
75729	BTU COMPANY INC	291-6020-601.21-11	CYLINDERS FOR HUMIDIFIERS	2,119.18	2,119.18
75732	CAREY ELECTRIC CONTRACTING INC	291-6020-601.21-11	REPAIR PARKING LOT POLE	602.00	602.00
75740	COMED	291-6020-601.30-51	HEATING 9/6/17-10/5/17	36.05	36.05
75742	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	MILLER PICKING MAINT-	2,137.00	
		291-6020-601.21-11	HAVAC INSPECTION	1,650.00	
		291-6020-601.21-11	FURNISH & INSTALL NEW	849.00	4,636.00
75754	EASTLAND INDUSTRIES	291-6020-601.21-11	PREVENTATIVE MAINTENANCE	1,305.62	1,305.62
75763	FSI	291-6020-601.21-11	FILTERS	1,126.20	1,126.20
75770	GRAINGER INC,W W	291-6020-601.21-11	VACUUM BREAKER KIT	20.94	20.94
75779	IGS	291-6020-601.30-51	NATURAL GAS-SEPTEMBER	2,457.71	2,457.71
75807	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE-	4,599.00	4,599.00
75811	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINT SUPPS	147.96	
		291-6020-601.21-11	BALLVALVE, BUSHING	23.38	171.34
75813	MIDCO INC	291-6020-601.21-11	RE-INSTALL CAMERAS AT	318.75	
		291-6020-601.50-15	INSTALL NEW CAMERAS AT	2,488.28	2,807.03
75824	NICOR GAS	291-6020-601.30-51	NAT GAS DISTRIBUTION	782.35	
		291-6020-601.30-51	NAT GAS DISTRIBUTION	147.65	930.00
75825	NOFFS SELF STORAGE INC	291-6020-601.21-11	NOVEMBER STORAGE-PARADE	75.40	75.40
75841	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	BATHROOM TISSUE, PLASTIC	456.90	456.90
75849	SHALES MCNUTT LLC	491-6020-601.50-55	PARKING LOT PROJECT-	18,669.00	18,669.00
75850	SHERWIN HARDWARE INC	291-6020-601.21-11	BLDG MAINT	80.56	
		291-6020-601.21-11	SANDER, RANDOM ORBIT	59.17	
		291-6020-601.21-11	RETURN SANDPAPER	1.58	138.15
75851	SHERWIN WILLIAMS CO	291-6020-601.21-11	PAINT	156.90	156.90
75854	STANDARD ELEVATOR CO	291-6020-601.21-02	STANDARD SERVICE-OCTOBER	931.24	
		291-6020-601.21-02	REGULAR SERVICE-NOVEMBER	931.24	1,862.48
75857	SUPPLYWORKS	291-6020-601.31-45	FOAM HANDWASH	319.04	319.04
75863	TREETOP PRODUCTS CONSOLIDATED	291-6020-601.21-11	3-BIKE CORRALS	1,904.99	1,904.99
75873	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL-SEPTEMBER 2017	147.56	
		291-6020-601.21-02	5 ELEVATOR INSPECTIONS	500.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					647.56
75876	WAREHOUSE DIRECT	291-6020-601.21-11	BLDG MAINT	49.62	49.62
***** DIVISION TOTAL ****					49,546.83
***** DEPARTMENT TOTAL **					178,918.93

DEPARTMENT:		DIVISION:			
64	User Services	01			
75713	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	TRAV/TRAIN-S HOLLARS	13.00	
		291-6401-601.32-02	PROG EVENTS-S HOLLARS	7.38	20.38

***** DIVISION TOTAL ****					20.38
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Specialty Info Services

DEPARTMENT:		DIVISION:			
64	User Services	05			
75704	ALA MEMBERSHIP	291-6405-601.22-02	ALA DUES-K DEVITT	260.00	260.00
75708	AMAZON.COM CREDIT	291-6405-601.30-05	CHALK, MARKERS, PORTFOLIO	45.82	
		291-6405-601.32-01	ZIPPERS	64.17	
		291-6405-601.32-01	RED, BLACK & YELLOW FELT	50.49	160.48
75713	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAV/TRAIN-M YOUNG	11.00	
		291-6405-601.22-02	YALSA, PLA DUES-M YOUNG	32.49	
		291-6405-601.22-03	TRAV/TRAIN-T DANTIS	21.12	
		291-6405-601.22-03	TRAV/TRAIN-K DEVITT	33.12	
		291-6405-601.22-03	TRAV/TRAIN-S MAYER	15.19	
		291-6405-601.32-02	PROG EVENTS-S MAYER	15.45	
		291-6405-601.22-03	TRAV/TRAIN-L DAKAS	25.15	
		291-6405-601.22-03	TRAV/TRAIN-T DANTIS	5.99	
		291-6405-601.32-02	PROG EVENTS-T DANTIS	6.79	
		291-6405-601.22-03	TRAV/TRAIN-D MALIK	2.68	
		291-6405-601.32-02	PROG EVENTS-D MALIK	14.33	183.31
75714	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-02	TEEN PROGRAM PIZZA	25.20	
		291-6405-601.32-02	TAB MEETING	28.00	53.20
75715	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	INDIVISIBLE 10 YEARS LAT-	200.00	
		291-6405-601.32-01	1YR SUBSCRIPTION-FLIPGRID	65.00	
		291-6405-601.32-01	DRY ERASE BOARDS	198.00	
		291-6405-601.32-01	DRY ERASE BOARDS	198.00	
		291-6405-601.32-01	REFUND-DRY ERASE BOARDS	198.00-	
		291-6405-601.32-90	ALCOHOL WIPES	140.15	603.15
75749	DEVITT, KERRY	291-6405-601.32-01	TWEEN DIY KIT	56.95	56.95
75776	HENQUINET, RICHARD	291-6405-601.22-18	OCTOBER 2017 RESUME RE-	60.00	60.00
75781	ILA MEMBERSHIP	291-6405-601.22-02	ILA DUES-T DANTIS	100.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					100.00
75836	PRO LIBRA ASSOCIATES INC	291-6405-601.21-65	OTHER SERV	190.00	
		291-6405-601.21-65	OTHER SERV	427.50	617.50
***** DIVISION TOTAL ****					2,094.59

Customer Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
75708	AMAZON.COM CREDIT	291-6420-601.30-05	CC-MESH ORGANIZER	19.93	
		291-6420-601.32-90	CC-DRY ERASE MARKER	16.74	
		291-6420-601.32-90	CC-ENVELOPES	19.13	
		291-6420-601.30-05	CC-ERASERS, MARKERS	29.80	
		291-6420-601.21-02	PLANNER	42.64	
		291-6420-601.32-90	WIPES	79.98	
		291-6420-601.32-90	CC-TAPE	47.25	
		291-6420-601.32-90	CC-THERMAL PAPER	57.47	
		291-6420-601.32-90	IL-REMOVABLE LABELS	491.60	804.54
75713	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAV/TRAIN-S BECKMAN	29.48	
		291-6420-601.22-03	TRAV/TRAIN-C CAPUTO	36.11	65.59
75715	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	MANAGING IN THE MIDDLE	127.00	
		291-6420-601.32-90	CC-THERMAL PAPER	117.50	244.50
75748	DEMCO INC	291-6420-601.30-05	CALENDAR	23.34	
		291-6420-601.30-05	CC-BOOK POCKETS, TAPE	65.46	88.80
75750	DISCOUNT SCHOOL SUPPLY	291-6420-601.32-02	GLUE STICKS	70.09	70.09
75753	DUNCAN, JOLIE	291-6420-601.22-02	ALA, PLA, LLAMA-J DUNCAN	263.00	263.00
75766	GARVEYS OFFICE PRODUCTS	291-6420-601.32-90	CC-TAPE, INDEX CARDS	60.59	
		291-6420-601.32-90	CC-INDEX GUIDES	55.00	
		291-6420-601.32-90	CC-RETURN INDEX GUIDES	25.30	
		291-6420-601.32-90	IS-WIPES	56.88	147.17
75781	ILA MEMBERSHIP	291-6420-601.22-02	ILA DUES-P SCHWARTING	100.00	100.00
75782	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERV-SEPTEMBER	136.75	136.75
75827	OLARU, JULIE	291-6420-601.22-03	ARRT CONFERENCE- J OLARU	75.00	75.00
75831	PARKER, NEAL	291-6420-601.22-03	AART CONFERENCE-N PARKER	75.00	75.00
75837	PURCHASE ADVANTAGE CARD	291-6420-601.21-02	EQUIP MAINT	16.96	16.96
75855	STAPLES ADVANTAGE	291-6420-601.32-90	IS-OFFICE SUPPLIES	16.69	
		291-6420-601.32-90	CC-OFFICE SUPPLIES	116.87	133.56
75860	TMU LOGISTICS LLC	291-6420-601.30-05	IS-HAND SANITIZER	55.52	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					55.52
75865	ULINE	291-6420-601.32-90	IL-QUIET TAPE	135.85	135.85
75866	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	OCTOBER 2017 PLACEMENTS	205.85	205.85
75876	WAREHOUSE DIRECT	291-6420-601.32-90	CC-CIRC SUPPS	64.78	
		291-6420-601.30-05	CC-OFF SUPPS	91.72	
		291-6420-601.21-02	EQUIP MAINT	112.38	
		291-6420-601.32-90	IS-CIRC SUPPS	143.88	412.76
***** DIVISION TOTAL ****					3,030.94

Programs and Exhibits

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
75702	AFTERSCHOOL ENRICHMENT SOLUTIONS	291-6440-601.22-18	CHESS CLUB 12/10/2017	100.00	100.00
75704	ALA MEMBERSHIP	291-6440-601.22-02	ALA DUES-L PRIEST	263.00	263.00
75705	ALEXANDER, GREGORY	291-6440-601.22-18	MAGICAL MYSTERY TOUR	300.00	300.00
75708	AMAZON.COM CREDIT	291-6440-601.32-02	GREEN CHENILLE STEMS	3.99	
		291-6440-601.32-02	BUBBLE MAKER, GLUE STICKS	109.34	
		291-6440-601.32-02	POSTER	23.99	
		291-6440-601.32-02	CHOKING HAZARD TESTER	19.90	
		291-6440-601.32-02	VELLUMS	45.36	
		291-6440-601.32-02	PURPLE TISSUE PAPER	7.30	
		291-6440-601.32-02	BUBBLE MAKER SET REFUND	6.25-	
		291-6440-601.32-02	BUBBLE MAKER SET REFUND	18.75-	184.88
75713	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROG EVENTS-S HOLLARS	1.99	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	3.98	
		291-6440-601.32-02	PROG EVENTS-A BELFORD	34.05	
		291-6440-601.32-02	PROG EVENTS-D NAPRAVNIK	42.28	
		291-6440-601.32-02	PROG EVENTS-A BELFORD	36.43	
		291-6440-601.32-02	PROG EVENTS-R ALLEN	19.64	
		291-6440-601.32-02	PROG EVENTS-K MCCOY	5.98	
		291-6440-601.32-02	PROG EVENTS-K MCCOY	19.96	
		291-6440-601.32-02	PROG EVENTS-T DANTIS	16.43	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	14.33	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	3.29	
		291-6440-601.32-02	PROG EVENTS-S HILL	10.00	208.36
75715	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	DIWALI PROG REFRESHMENTS	165.00	
		291-6440-601.32-02	PROG EVENTS	64.21	
		291-6440-601.22-18	LAURA NUMEROFF HOTEL RES-	315.81	
		291-6440-601.22-18	LAURA NUMEROFF TRANSPORTA	488.95	1,033.97
75716	ASSYRIAN KITCHEN INC	291-6440-601.22-18	COOKING DEMO & FOOD SAMP-	500.00	500.00
75723	BALBOA, PEGGY	291-6440-601.22-18	HAPPY HEALTHY HOLIDAYS	225.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					225.00
75728	BISTRO CHEN	291-6440-601.22-18	CELEBRATE YOUR COMMUNITY	300.00	300.00
75736	CHILDRENS MUSEUM OF PITTSBURGH	291-6440-601.22-18	XOXO EXHIBIT RENTAL	5,000.00	5,000.00
75739	COMDATA CORPORATION	291-6440-601.32-02	MASTERMINDS 10/21/17	13.00	
		291-6440-601.32-02	PROGRAM EVENTS	39.53	52.53
75744	COSTUME SPECIALISTS	291-6440-601.32-02	CELEBRATE THE AUTHOR	160.00	160.00
75750	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	CONSTRUCTION PAPER	15.61	
		291-6440-601.32-02	STAMP PADS, GLUE STICKS	95.39	
		291-6440-601.32-02	GREEN & BROWN FOAM SHEETS	30.48	141.48
75764	FUN EXPRESS LLC	291-6440-601.32-02	BOOKS	32.33	
		291-6440-601.32-02	HALLOWEEN TOY GIVEAWAYS	232.95	265.28
75767	GIOVANNELLI-CAPUTO,CHRISTINA	291-6440-601.32-02	PUMPKIN PALOOZA & TROLLS	60.34	60.34
75769	GOODMAN,CLARENCE	291-6440-601.22-18	MURDER, MAYHEM AND MAFIA	250.00	250.00
75778	HOECK,LINDA	291-6440-601.22-18	A WIDER LENS: LIFE,	200.00	200.00
75781	ILA MEMBERSHIP	291-6440-601.22-02	ILA DUES-J CZAJKA	100.00	100.00
75793	KNABB,JACOB S	291-6440-601.22-18	WRITERS INK 12/13/17	150.00	150.00
75797	LAHOOD,MARTI	291-6440-601.22-18	BABY & ME YOGA 12/11/17	75.00	75.00
75799	LEECHO MIYOUNG	291-6440-601.22-18	CELEBRATE YOUR COMMUNITY	125.00	125.00
75805	LUCERO,JUAN	291-6440-601.22-18	FAMILY CONCERT 12/16/17	600.00	600.00
75808	MC COY,KELLEY	291-6440-601.32-02	STONEBRIDGE & CIRCLEFEST	63.88	
		291-6440-601.32-02	PROG SUPPS FOR 11/21/17 &	114.74	178.62
75819	NAJAM,ASMAR	291-6440-601.22-18	CRICKET PROGRAM 12/9/2017	100.00	100.00
75834	PONTILLO,SHARI	291-6440-601.22-18	DIY CROCHETED WIRE BRACE-	380.00	380.00
75837	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	PUMPKIN PALOOZA, DIWALI	532.62	532.62
75847	SCHOBER,LINDA	291-6440-601.22-18	ART AROUND THE WORLD	200.00	200.00
75852	SMILEMAKERS	291-6440-601.32-02	STICKERS	16.98	16.98
75858	SWIDERSKI,ANN	291-6440-601.22-18	ESL WRITING CLASS	130.00	130.00
75869	URBAN LIBRARIES COUNCIL	291-6440-601.22-03	ULC WEBINAR-J CZAJKA	150.00	150.00
75871	VELA,MAUREEN	291-6440-601.32-02	CRAFT SUPPLIES FOR MISC	133.15	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					133.15
75874	VRABLIK,LISA	291-6440-601.22-18	2 MINECRAFT MANIA PRO-	300.00	300.00
75881	YOUNG CHICAGO AUTHORS	291-6440-601.22-18	REPLACE CHECK 74753-BREAK	1,000.00	1,000.00
***** DIVISION TOTAL *****					13,416.21

Digital Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
75704	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES-G BERGER	273.00	273.00
75708	AMAZON.COM CREDIT	291-6450-601.31-85	SHOPPING CART LINER	6.99	
		291-6450-601.31-85	PORTABLE FOLDING SHOPPING	47.57	
		291-6450-601.31-85	TAX CREDIT	6.72-	
		291-6450-601.31-85	iPAD CASES	90.65	
		291-6450-601.32-90	BATTERIES	8.99	
		291-6450-601.31-85	HAND TRUCK	35.99	
		291-6450-601.30-05	SWINGLINE EASYBLADE	11.75	
		291-6450-601.30-05	PAPER TRIMMER	46.28	241.50
75719	B & H PHOTO VIDEO	291-6450-601.31-85	KANEXPRO HDMI CONVERTER	99.95	
		291-6450-601.31-85	TRIPOD CASE	14.95	
		291-6450-601.31-85	REEL & CASE FOR 8mm FILM	5.95	120.85
75766	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES	56.88	56.88
75781	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES-G BERGER	100.00	100.00
75840	RAILS	291-6450-601.32-78	GALE VIRTUAL REFERENCE	82.50	82.50
75859	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFO CHARGES-SEPTEMBER	893.12	893.12
***** DIVISION TOTAL *****					1,767.85

Collection Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT
64	User Services	DIVISION: 70		
75708	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	71.97
		291-6470-601.32-75	AV MTLs	115.20
		291-6470-601.32-75	AV MTLs	251.84
		291-6470-601.32-75	AV MTLs	33.24
		291-6470-601.32-75	AV MTLs	47.99
		291-6470-601.32-75	AV MTLs	12.87
		291-6470-601.32-75	AV MTLs	.33-
		291-6470-601.32-75	AV MTLs	16.99
		291-6470-601.32-75	AV MTLs	95.97
		291-6470-601.32-75	AV MTLs	72.09
		291-6470-601.32-75	AV MTLs	69.22
		291-6470-601.32-75	AV MTLs	23.45
		291-6470-601.32-75	AV MTLs	49.22

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	23.04	
		291-6470-601.32-75	AV MTLs	239.64	
		291-6470-601.32-75	AV MTLs	23.97	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	9.72	
		291-6470-601.32-75	AV MTLs	159.95	
		291-6470-601.32-75	AV MTLs	126.36	
		291-6470-601.32-75	AV MTLs	9.38	
		291-6470-601.32-75	AV MTLs	95.98	
		291-6470-601.32-75	AV MTLs	14.89	
		291-6470-601.32-75	AV MTLs	22.99	
		291-6470-601.32-75	AV MTLs	23.75-	
		291-6470-601.32-75	AV MTLs	4.75-	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	99.07	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	4.07-	
		291-6470-601.32-75	AV MTLs	89.19	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	26.96	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	17.28	
		291-6470-601.32-75	AV MTLs	20.88	
		291-6470-601.32-75	AV MTLs	29.97	
		291-6470-601.32-75	AV MTLs	7.99	
		291-6470-601.32-75	AV MTLs	30.87	
		291-6470-601.32-75	AV MTLs	15.01	
		291-6470-601.32-75	AV MTLs	89.67	
		291-6470-601.32-75	AV MTLs	30.34	
		291-6470-601.32-75	AV MTLs	16.50	
		291-6470-601.32-75	AV MTLs	34.48	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	63.98	
		291-6470-601.32-75	AV MTLs	15.78	
		291-6470-601.32-75	AV MTLs	29.06	
		291-6470-601.32-75	AV MTLs	125.94	
		291-6470-601.32-75	AV MTLs	9.29	
		291-6470-601.32-75	AV MTLs	19.95	
		291-6470-601.32-75	AV MTLs	91.96	
		291-6470-601.32-75	AV MTLs	260.88	
		291-6470-601.32-75	AV MTLs	23.28	
		291-6470-601.32-80	BOOKS	23.97	
		291-6470-601.32-80	BOOKS	40.17	
		291-6470-601.32-80	BOOKS	44.29	
		291-6470-601.32-80	BOOKS	27.10	
		291-6470-601.32-80	BOOKS	8.85	
		291-6470-601.32-80	BOOKS	5.98	
		291-6470-601.32-80	BOOKS	26.58	
		291-6470-601.32-80	BOOKS	25.52	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	10.32	
		291-6470-601.32-80	BOOKS	16.40	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	12.00	
		291-6470-601.32-80	BOOKS	24.82	
		291-6470-601.32-80	BOOKS	19.91	
		291-6470-601.32-80	BOOKS	29.50	
		291-6470-601.32-80	BOOKS	6.93	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	26.72	
		291-6470-601.32-80	BOOKS	27.94	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	70.57	
		291-6470-601.32-80	BOOKS	48.60	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	17.98	
		291-6470-601.32-80	BOOKS	32.00	
		291-6470-601.32-80	BOOKS	26.71	
		291-6470-601.32-80	BOOKS	91.51	
		291-6470-601.32-80	BOOKS	12.59	
		291-6470-601.32-80	BOOKS	59.90	
		291-6470-601.32-80	BOOKS	62.37	
		291-6470-601.32-80	BOOKS	13.98	
		291-6470-601.32-80	BOOKS	25.95	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	77.26	
		291-6470-601.32-80	BOOKS	37.30	
		291-6470-601.32-80	BOOKS	66.53	
		291-6470-601.32-80	BOOKS	11.69	
		291-6470-601.32-80	BOOKS	68.94	
		291-6470-601.32-80	BOOKS	81.99	
		291-6470-601.32-80	BOOKS	17.78	
		291-6470-601.32-80	BOOKS	15.70	
		291-6470-601.32-80	BOOKS	8.86	
		291-6470-601.32-80	BOOKS	22.13	
		291-6470-601.32-80	BOOKS	26.67	
		291-6470-601.32-80	BOOKS	9.62	
		291-6470-601.32-80	BOOKS	11.20	
		291-6470-601.32-80	BOOKS	27.35	
		291-6470-601.32-80	BOOKS	37.95	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	71.96	
		291-6470-601.32-80	BOOKS	1.46-	
		291-6470-601.32-80	BOOKS	12.44	
		291-6470-601.32-80	BOOKS	14.13	
		291-6470-601.32-80	BOOKS	.64-	
		291-6470-601.32-80	BOOKS	10.97	
		291-6470-601.32-80	BOOKS	6.98	
		291-6470-601.32-80	BOOKS	10.25	
		291-6470-601.32-80	BOOKS	13.58	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	22.97	
		291-6470-601.32-80	BOOKS	22.98	
		291-6470-601.32-80	BOOKS	25.18	
		291-6470-601.32-80	BOOKS	29.90	
		291-6470-601.32-80	BOOKS	15.89	
		291-6470-601.32-80	BOOKS	48.61	
		291-6470-601.32-80	BOOKS	13.53	
		291-6470-601.32-80	BOOKS	25.94	
		291-6470-601.32-95	PERIODICALS	38.95	
		291-6470-601.32-95	PERIODICALS	5.99	
		291-6470-601.32-95	PERIODICALS	17.00	
		291-6470-601.32-95	PERIODICALS	13.97	
		291-6470-601.32-95	PERIODICALS	8.98	
		291-6470-601.32-75	AV MTLs	2.40-	
		291-6470-601.32-75	AV MTLs	93.50	
		291-6470-601.32-75	AV MTLs	139.70	
		291-6470-601.32-75	AV MTLs	36.21	
		291-6470-601.32-75	AV MTLs	12.95	
		291-6470-601.32-75	AV MTLs	23.94	
		291-6470-601.32-75	AV MTLs	11.39	
		291-6470-601.32-75	AV MTLs	17.91	
		291-6470-601.32-75	AV MTLs	69.33	
		291-6470-601.32-75	AV MTLs	5.99	
		291-6470-601.32-75	AV MTLs	35.58	
		291-6470-601.32-75	AV MTLs	59.88	
		291-6470-601.32-75	AV MTLs	10.77-	
		291-6470-601.32-75	AV MTLs	55.38	
		291-6470-601.32-75	AV MTLs	19.14	
		291-6470-601.32-75	AV MTLs	19.98	
		291-6470-601.32-75	AV MTLs	27.99	
		291-6470-601.32-75	AV MTLs	22.34	
		291-6470-601.32-75	AV MTLs	62.16	
		291-6470-601.32-75	AV MTLs	158.97	
		291-6470-601.32-75	AV MTLs	19.95	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	2.01-	
		291-6470-601.32-75	AV MTLs	40.59	
		291-6470-601.32-75	AV MTLs	40.96	
		291-6470-601.32-75	AV MTLs	18.00	
		291-6470-601.32-75	AV MTLs	59.92	
		291-6470-601.32-75	AV MTLs	104.81	
		291-6470-601.32-75	AV MTLs	110.61	
		291-6470-601.32-75	AV MTLs	24.94	
		291-6470-601.32-75	AV MTLs	27.96	
		291-6470-601.32-75	AV MTLs	71.99	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	5.50	
		291-6470-601.32-75	AV MTLs	53.76	
		291-6470-601.32-80	BOOKS	15.72	
		291-6470-601.32-80	BOOKS	14.75	
		291-6470-601.32-80	BOOKS	64.35	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	16.36	
		291-6470-601.32-80	BOOKS	109.04	
		291-6470-601.32-80	BOOKS	19.18	
		291-6470-601.32-80	BOOKS	102.88	
		291-6470-601.32-80	BOOKS	9.04	
		291-6470-601.32-80	BOOKS	.93-	
		291-6470-601.32-80	BOOKS	167.20	
		291-6470-601.32-80	BOOKS	133.00	
		291-6470-601.32-80	BOOKS	39.40	
		291-6470-601.32-80	BOOKS	37.90	
		291-6470-601.32-80	BOOKS	12.47	
		291-6470-601.32-80	BOOKS	12.22	
		291-6470-601.32-80	BOOKS	28.98	
		291-6470-601.32-80	BOOKS	52.18	
		291-6470-601.32-80	BOOKS	76.98	
		291-6470-601.32-80	BOOKS	99.70	
		291-6470-601.32-80	BOOKS	15.08	
		291-6470-601.32-80	BOOKS	1.06-	
		291-6470-601.32-80	BOOKS	.69-	
		291-6470-601.32-80	BOOKS	63.96	
		291-6470-601.32-80	BOOKS	9.34	
		291-6470-601.32-80	BOOKS	18.02	
		291-6470-601.32-80	BOOKS	32.38	
		291-6470-601.32-95	PERIODICALS	11.86	
		291-6470-601.32-95	PERIODICALS	7.76	
		291-6470-601.32-95	PERIODICALS	15.98	
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.32-75	AV MTLs	334.25	
		291-6470-601.32-75	AV MTLs	32.97	
		291-6470-601.32-75	AV MTLs	9.29	
		291-6470-601.32-75	AV MTLs	35.97	
		291-6470-601.32-75	AV MTLs	47.12	
		291-6470-601.32-75	AV MTLs	15.37	
		291-6470-601.32-75	AV MTLs	67.73	
		291-6470-601.32-75	AV MTLs	44.99	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	114.95	
		291-6470-601.32-75	AV MTLs	95.98	
		291-6470-601.32-75	AV MTLs	79.88	
		291-6470-601.32-75	AV MTLs	64.52	
		291-6470-601.32-75	AV MTLs	179.64	
		291-6470-601.32-75	AV MTLs	10.19	
		291-6470-601.32-75	AV MTLs	135.42	
		291-6470-601.32-75	AV MTLs	21.99	
		291-6470-601.32-75	AV MTLs	9.59	
		291-6470-601.32-75	AV MTLs	28.28	
		291-6470-601.32-75	AV MTLs	17.87	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	21.01	
		291-6470-601.32-75	AV MTLs	45.74	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	102.87	
		291-6470-601.32-80	BOOKS	129.68	
		291-6470-601.32-80	BOOKS	106.69	
		291-6470-601.32-80	BOOKS	39.78	
		291-6470-601.32-80	BOOKS	11.00	
		291-6470-601.32-80	BOOKS	33.97	
		291-6470-601.32-80	BOOKS	17.24	
		291-6470-601.32-80	BOOKS	64.70	
		291-6470-601.32-80	BOOKS	21.15	
		291-6470-601.32-80	BOOKS	7.95	
		291-6470-601.32-80	BOOKS	18.88	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	40.71	
		291-6470-601.32-80	BOOKS	7.98	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	67.95	
		291-6470-601.32-80	BOOKS	5.78	
		291-6470-601.32-80	BOOKS	37.56	
		291-6470-601.32-80	BOOKS	35.92	
		291-6470-601.32-80	BOOKS	25.37	
		291-6470-601.32-80	BOOKS	11.00	
		291-6470-601.32-80	BOOKS	19.71	
		291-6470-601.32-80	BOOKS	61.16	
		291-6470-601.32-80	BOOKS	27.20	
		291-6470-601.32-80	BOOKS	61.95	
		291-6470-601.32-80	BOOKS	62.95	
		291-6470-601.32-80	BOOKS	38.98	
		291-6470-601.32-80	BOOKS	11.18	
		291-6470-601.32-80	BOOKS	85.66	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	40.73	
		291-6470-601.32-80	BOOKS	166.82	
		291-6470-601.32-80	BOOKS	13.96	
		291-6470-601.32-80	BOOKS	19.49	
		291-6470-601.32-80	BOOKS	33.59	
		291-6470-601.32-80	BOOKS	23.81	
		291-6470-601.32-80	BOOKS	92.02	
		291-6470-601.32-80	BOOKS	35.98	
		291-6470-601.32-80	BOOKS	19.82	
		291-6470-601.32-80	BOOKS	65.00	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	9.28	
		291-6470-601.32-95	PERIODICALS	10.98	
		291-6470-601.32-95	PERIODICALS	17.94	
		291-6470-601.32-95	PERIODICALS	18.88	
		291-6470-601.32-95	PERIODICALS	8.98	
		291-6470-601.32-95	PERIODICALS	13.49	10,686.96
75709	AMICUS	291-6470-601.32-80	BOOKS	135.70	135.70
75713	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS-M SZYMANEK	12.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	1,137.43	
		291-6470-601.32-80	BOOKS	886.57	
		291-6470-601.32-80	BOOKS	291.32	
		291-6470-601.32-80	BOOKS	366.31	
		291-6470-601.32-80	BOOKS	217.29	
		291-6470-601.32-80	BOOKS	587.89	
		291-6470-601.32-80	BOOKS	688.09	
		291-6470-601.32-80	BOOKS	975.66	
		291-6470-601.32-80	BOOKS	458.04	
		291-6470-601.32-80	BOOKS	492.95	
		291-6470-601.32-80	BOOKS	219.76	
		291-6470-601.32-80	BOOKS	98.69	
		291-6470-601.32-80	BOOKS	430.58	
		291-6470-601.32-80	BOOKS	290.24	
		291-6470-601.32-80	BOOKS	259.77	
		291-6470-601.32-80	BOOKS	19.71	
		291-6470-601.32-80	BOOKS	196.51	
		291-6470-601.32-80	BOOKS	211.12	
		291-6470-601.32-80	BOOKS	359.40	
		291-6470-601.32-80	BOOKS	321.54	
		291-6470-601.32-80	BOOKS	481.69	
		291-6470-601.32-80	BOOKS	454.38	
		291-6470-601.32-80	BOOKS	326.07	
		291-6470-601.32-80	BOOKS	48.12	
		291-6470-601.32-80	BOOKS	180.92	
		291-6470-601.32-80	BOOKS	1,208.32	
		291-6470-601.32-80	BOOKS	338.09	
		291-6470-601.32-80	BOOKS	280.62	
		291-6470-601.32-80	BOOKS	325.32	
		291-6470-601.32-80	BOOKS	1,926.41	
		291-6470-601.32-80	BOOKS	1,802.08	
		291-6470-601.32-80	BOOKS	1,380.61	
		291-6470-601.32-80	BOOKS	446.27	
		291-6470-601.32-80	BOOKS	789.53	
		291-6470-601.32-80	BOOKS	414.19	
		291-6470-601.32-80	BOOKS	273.61	
		291-6470-601.32-80	BOOKS	90.60	
		291-6470-601.32-80	BOOKS	917.04	
		291-6470-601.32-80	BOOKS	497.98	
		291-6470-601.32-80	BOOKS	135.65	
		291-6470-601.32-80	BOOKS	106.16	
		291-6470-601.22-85	PROC SERVS	285.00	
		291-6470-601.22-85	PROC SERVS	399.00	
		291-6470-601.22-85	PROC SERVS	304.00	
		291-6470-601.22-85	PROC SERVS	117.60	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	250.80	
		291-6470-601.22-85	PROC SERVS	231.80	
		291-6470-601.22-85	PROC SERVS	164.55	
		291-6470-601.22-85	PROC SERVS	79.45	
		291-6470-601.22-85	PROC SERVS	91.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	5.60-	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROC SERVS	2.00-	
		291-6470-601.22-85	PROC SERVS	2.00-	
		291-6470-601.22-85	PROC SERVS	653.60	
		291-6470-601.22-85	PROC SERVS	488.00	
		291-6470-601.22-85	PROC SERVS	186.20	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	368.60	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	254.60	
		291-6470-601.32-75	AV MTLs	146.02	
		291-6470-601.32-75	AV MTLs	13.81	
		291-6470-601.32-75	AV MTLs	653.62	
		291-6470-601.32-75	AV MTLs	105.01	
		291-6470-601.32-75	AV MTLs	548.79	
		291-6470-601.32-75	AV MTLs	116.65	
		291-6470-601.32-80	BOOKS	254.66	
		291-6470-601.32-80	BOOKS	341.05	
		291-6470-601.32-80	BOOKS	102.59	
		291-6470-601.32-80	BOOKS	299.69	
		291-6470-601.32-80	BOOKS	561.36	
		291-6470-601.32-80	BOOKS	117.32	
		291-6470-601.32-80	BOOKS	340.37	
		291-6470-601.32-80	BOOKS	1,312.05	
		291-6470-601.32-80	BOOKS	699.80	
		291-6470-601.32-80	BOOKS	272.81	
		291-6470-601.32-80	BOOKS	352.74	
		291-6470-601.32-80	BOOKS	1,789.63	
		291-6470-601.32-80	BOOKS	233.30	
		291-6470-601.32-80	BOOKS	252.58	
		291-6470-601.32-80	BOOKS	754.35	
		291-6470-601.32-80	BOOKS	131.08	
		291-6470-601.32-80	BOOKS	150.82	
		291-6470-601.32-80	BOOKS	195.76	
		291-6470-601.32-80	BOOKS	168.72	
		291-6470-601.32-80	BOOKS	204.61	
		291-6470-601.32-80	BOOKS	605.67	
		291-6470-601.32-80	BOOKS	2,592.85	
		291-6470-601.32-80	BOOKS	602.25	
		291-6470-601.32-80	BOOKS	151.09	
		291-6470-601.32-80	BOOKS	125.91	
		291-6470-601.32-80	BOOKS	173.97	
		291-6470-601.32-80	BOOKS	120.02	
		291-6470-601.32-80	BOOKS	439.06	
		291-6470-601.32-80	BOOKS	333.05	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	134.56	
		291-6470-601.32-80	BOOKS	23.74-	
		291-6470-601.32-80	BOOKS	373.11	
		291-6470-601.32-80	BOOKS	282.32	
		291-6470-601.32-80	BOOKS	252.30	
		291-6470-601.32-80	BOOKS	2,387.96	
		291-6470-601.32-80	BOOKS	1,715.84	
		291-6470-601.32-80	BOOKS	1,037.29	
		291-6470-601.32-80	BOOKS	283.87	
		291-6470-601.32-80	BOOKS	926.04	
		291-6470-601.32-80	BOOKS	356.49	
		291-6470-601.32-80	BOOKS	654.43	
		291-6470-601.32-80	BOOKS	2,499.90	
		291-6470-601.32-80	BOOKS	47.12	
		291-6470-601.32-80	BOOKS	480.39	
		291-6470-601.32-80	BOOKS	250.19	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	285.00	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	201.40	
		291-6470-601.22-85	PROC SERVS	220.40	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	187.35	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	657.40	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	64.25	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	42.95	
		291-6470-601.22-85	PROC SERVS	145.55	
		291-6470-601.22-85	PROC SERVS	609.15	
		291-6470-601.22-85	PROC SERVS	140.00	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	608.00	
		291-6470-601.22-85	PROC SERVS	140.00	
		291-6470-601.22-85	PROC SERVS	554.80	
		291-6470-601.22-85	PROC SERVS	349.60	
		291-6470-601.22-85	PROC SERVS	564.70	
		291-6470-601.22-85	PROC SERVS	259.55	
		291-6470-601.22-85	PROC SERVS	178.25	
		291-6470-601.22-85	PROC SERVS	85.90	
		291-6470-601.32-75	AV MTLs	196.16	
		291-6470-601.32-75	AV MTLs	398.10	
		291-6470-601.32-80	BOOKS	96.96	
		291-6470-601.32-80	BOOKS	163.33	
		291-6470-601.32-80	BOOKS	221.77	
		291-6470-601.32-80	BOOKS	544.04	
		291-6470-601.32-80	BOOKS	780.28	
		291-6470-601.32-80	BOOKS	703.05	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	591.93	
		291-6470-601.32-80	BOOKS	397.63	
		291-6470-601.32-80	BOOKS	181.39	
		291-6470-601.32-80	BOOKS	342.83	
		291-6470-601.32-80	BOOKS	502.56	
		291-6470-601.32-80	BOOKS	514.36	
		291-6470-601.32-80	BOOKS	1,304.73	
		291-6470-601.32-80	BOOKS	1,328.41	
		291-6470-601.32-80	BOOKS	170.93	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	145.55	
		291-6470-601.22-85	PROC SERVS	204.85	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	288.80	
		291-6470-601.22-85	PROC SERVS	171.00	69,584.43
75722	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTL5	173.28	
		291-6470-601.32-75	AV MTL5	240.82	
		291-6470-601.32-75	AV MTL5	3,736.29	
		291-6470-601.32-75	AV MTL5	59.62	
		291-6470-601.32-75	AV MTL5	76.79	
		291-6470-601.32-75	AV MTL5	128.33	
		291-6470-601.32-75	AV MTL5	3,463.18	
		291-6470-601.32-75	AV MTL5	117.99	
		291-6470-601.32-75	AV MTL5	220.38	
		291-6470-601.32-75	AV MTL5	82.00	
		291-6470-601.32-75	AV MTL5	109.28	
		291-6470-601.32-75	AV MTL5	3,115.35	
		291-6470-601.32-75	AV MTL5	365.77	
		291-6470-601.32-75	AV MTL5	55.88	
		291-6470-601.32-75	AV MTL5	102.86	
		291-6470-601.32-75	AV MTL5	93.60	
		291-6470-601.32-75	AV MTL5	1,824.03	
		291-6470-601.32-75	AV MTL5	44.10	
		291-6470-601.32-75	AV MTL5	158.71	
		291-6470-601.32-75	AV MTL5	225.63	
		291-6470-601.32-75	AV MTL5	22.04-	
		291-6470-601.32-75	AV MTL5	200.16	
		291-6470-601.32-75	AV MTL5	43.42	
		291-6470-601.32-75	AV MTL5	4,079.30	
		291-6470-601.32-75	AV MTL5	398.29	
		291-6470-601.32-75	AV MTL5	428.19	
		291-6470-601.32-75	AV MTL5	44.99	
		291-6470-601.32-75	AV MTL5	44.99-	19,521.21
75725	BARNES & NOBLE INC	291-6470-601.32-75	AV MTL5	534.40	534.40
75727	BIBLIOTHECA LLC	291-6470-601.32-75	eAUDIOBOOKS-SEPT 2017	3,356.59	
		291-6470-601.32-80	eBOOKS-SEPT 2017	3,494.61	
		291-6470-601.32-80	eBOOKS-SEPT 2017	310.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	eBOOKS-SEPT 2017	16.99	
		291-6470-601.32-75	eAUDIOBOOKS OCTOBER 2017	2,400.21	
		291-6470-601.32-80	eBOOKS OCTOBER 2017	4,123.05	
		291-6470-601.32-75	eAUDIOBOOKS OCTOBER 2017	233.92	
		291-6470-601.32-80	eBOOKS OCTOBER 2017	1,397.90	15,334.23
75733	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	93.48	
		291-6470-601.32-80	BOOKS	68.31	161.79
75734	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	111.92	111.92
75735	CHICAGOLY	291-6470-601.32-95	PERIODICALS	8.00	8.00
75737	CINEMA GUILD INC	291-6470-601.32-75	AV MTLs	99.95	99.95
75741	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	14.96	
		291-6470-601.32-80	BOOKS	7.98	
		291-6470-601.32-95	PERIODICALS	80.78	103.72
75743	COMPUTYPE INC	291-6470-601.32-05	SPINE LABELS	654.25	654.25
75745	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	492.84	
		291-6470-601.32-95	PERIODICALS	455.40-	37.44
75748	DEMCO INC	291-6470-601.32-05	HUB STICKERS	104.90	
		291-6470-601.32-05	LABEL PROTECTORS	100.10	205.00
75755	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	15.40	
		291-6470-601.32-95	PERIODICALS	11.04	
		291-6470-601.32-95	PERIODICALS	7.33-	
		291-6470-601.32-95	PERIODICALS	3,875.03	3,894.14
75761	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	71.37	
		291-6470-601.32-80	BOOKS	304.18	375.55
75762	FRA NOI	291-6470-601.32-95	PERIODICALS	19.00	19.00
75765	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	1,328.41	
		291-6470-601.32-80	BOOKS	119.96	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	60.78	
		291-6470-601.32-80	BOOKS	28.78	
		291-6470-601.32-80	BOOKS	17.60	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	98.21	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	111.97	
		291-6470-601.32-80	BOOKS	60.78	
		291-6470-601.32-80	BOOKS	30.39	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	14.40	
		291-6470-601.32-80	BOOKS	22.40	
		291-6470-601.32-80	BOOKS	30.40	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	137.55	
		291-6470-601.32-80	BOOKS	52.70	2,394.06
75771	GREAT COURSES	291-6470-601.32-75	AV MTLs	44.95	
		291-6470-601.32-75	AV MTLs	1,706.55	1,751.50
75773	GUIDEPOSTS	291-6470-601.32-80	BOOKS	17.92	17.92
75780	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	131.25	131.25
75781	ILA MEMBERSHIP	291-6470-601.22-02	ILA DUES-M BYLINSKA	150.00	150.00
75784	INFORMATION TODAY INC	291-6470-601.32-95	PERIODICALS	225.90	
		291-6470-601.32-80	BOOKS	343.53	569.43
75785	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	47.89	
		291-6470-601.32-80	BOOKS	44.94	
		291-6470-601.32-80	BOOKS	152.44	
		291-6470-601.32-80	BOOKS	148.58	
		291-6470-601.32-80	EMP REIMBURSED PURCHASE	157.58	
		291-6470-601.32-80	BOOKS	292.71	
		291-6470-601.32-80	BOOKS	55.36	
		291-6470-601.32-80	BOOKS	82.40	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	22.80	
		291-6470-601.32-80	BOOKS	24.29	
		291-6470-601.32-80	BOOKS	35.93	
		291-6470-601.32-80	BOOKS	60.92	
		291-6470-601.32-80	BOOKS	127.37	
		291-6470-601.32-80	BOOKS	182.65	
		291-6470-601.32-80	BOOKS	284.03	
		291-6470-601.32-80	BOOKS	29.38	
		291-6470-601.32-80	BOOKS	11.10	
		291-6470-601.32-80	BOOKS	61.12	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	14.13	
		291-6470-601.32-80	BOOKS	193.68	
		291-6470-601.32-80	BOOKS	112.90	
		291-6470-601.32-80	BOOKS	76.04	
		291-6470-601.32-80	BOOKS	53.44	
		291-6470-601.32-80	BOOKS	29.38	
		291-6470-601.32-80	BOOKS	74.22	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	38.35	
		291-6470-601.32-80	BOOKS	227.70	
		291-6470-601.32-80	BOOKS	15.29	
		291-6470-601.32-75	AV MTLs	16.49	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	49.62	
		291-6470-601.32-80	BOOKS	148.39	
		291-6470-601.32-80	BOOKS	154.39	
		291-6470-601.32-80	BOOKS	15.55	
		291-6470-601.32-80	BOOKS	12.00	
		291-6470-601.32-80	BOOKS	81.95	
		291-6470-601.32-80	BOOKS	131.68	
		291-6470-601.32-80	BOOKS	10.19	
		291-6470-601.32-80	BOOKS	19.16	
		291-6470-601.32-80	BOOKS	219.43	
		291-6470-601.32-80	BOOKS	79.16	
		291-6470-601.32-80	BOOKS	82.10	
		291-6470-601.32-80	BOOKS	100.63	
		291-6470-601.32-80	BOOKS	24.57	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	127.55	
		291-6470-601.32-80	BOOKS	82.68	
		291-6470-601.32-80	BOOKS	13.92	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	115.29	
		291-6470-601.32-80	BOOKS	48.57	
		291-6470-601.32-80	BOOKS	18.05	
		291-6470-601.32-80	BOOKS	82.40	
		291-6470-601.32-80	BOOKS	81.33	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	13.79	
		291-6470-601.32-80	BOOKS	20.32	
		291-6470-601.32-80	BOOKS	23.39	
		291-6470-601.32-80	BOOKS	28.48	4,569.28
75788	INTERNET GENEALOGY	291-6470-601.32-95	PERIODICALS	27.95	27.95
75789	JANWAY COMPANY USA INC	291-6470-601.32-05	TOY MESH BAGS	339.81	339.81
75791	JASINSKI, MARGARET	291-6470-601.22-03	WILIUG MTG-M JASINSKI	79.07	79.07
75792	KANOPY LLC	291-6470-601.32-75	AV MTLs	264.00	264.00
75801	LIBRARY IDEAS	291-6470-601.32-80	BOOKS	785.94	
		291-6470-601.32-80	BOOKS	82.73	868.67
75802	LIBRARY JOURNAL	291-6470-601.32-95	PERIODICALS	157.99	157.99
75804	LOST TREASURE MAGAZINE	291-6470-601.32-95	PERIODICALS	33.95	33.95
75809	MC HENRY COUNTY IL GENEALOGY SOC	291-6470-601.32-95	PERIODICALS	20.00	20.00
75810	MEDJUGORJE MAGAZINE	291-6470-601.32-95	PERIODICALS	20.00	20.00
75814	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	214.31	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	696.40	
		291-6470-601.32-75	AV MTLs	130.36	
		291-6470-601.32-75	AV MTLs	7,576.62	
		291-6470-601.32-75	AV MTLs	535.22	9,152.91
75821	NEW WORLD PUBLICATIONS	291-6470-601.32-95	PERIODICALS	25.00	25.00
75826	NORTH SUBURBAN GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
75839	QUILL CORPORATION	291-6470-601.32-05	CUSTOM STAMPS	35.18	35.18
75842	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	77.45	77.45
75845	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	99.50	99.50
75846	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	42.11	
		291-6470-601.32-80	BOOKS	123.04	165.15
75848	SCHOLASTIC LIBRARY	291-6470-601.32-80	BOOKS	518.40	518.40
75856	SUP THE MAGAZINE	291-6470-601.32-95	PERIODICALS	49.97	49.97
75864	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	222.79	
		291-6470-601.32-80	BOOKS	126.87	
		291-6470-601.32-80	BOOKS	273.67	
		291-6470-601.32-80	BOOKS	98.15	
		291-6470-601.32-80	BOOKS	55.49	
		291-6470-601.32-80	BOOKS	29.50	
		291-6470-601.32-80	BOOKS	146.27	952.74
75865	ULINE	291-6470-601.32-05	VINYL ENVELOPES	97.74	97.74
75868	UPSIDE	291-6470-601.32-95	PERIODICALS	239.00	239.00
75875	WALL STREET JOURNAL	291-6470-601.32-95	PERIODICALS	443.88	443.88
75876	WAREHOUSE DIRECT	291-6470-601.32-05	PROC SUPPS	49.14	49.14
75877	WHITE PAPERS	291-6470-601.32-80	BOOKS	24.90	24.90
75880	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	139.13	
		291-6470-601.32-80	BOOKS	32.88	
***** DIVISION TOTAL ****					147,600.35
***** DEPARTMENT TOTAL **					167,930.32
***** GRAND TOTAL *****					527,314.19

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	508,645.19
491	Capital Projects-Library	18,669.00
**** TOTAL ALL FUNDS ****		527,314.19

November 21, 2017

**Arlington Heights Memorial Library
Special Funds Summary
10/31/2016**

	Count	38			
Check #	Account	Amount	Description	Staff	
Check # 1478-AHML	100-80-00	\$ 25,000.00	Transfer to Disbursement Account	L Langdon	
<hr/>					
Check # 1479-AHML - Petty Cash					
10/9/2017	6440-3202	\$ 1.99	Program Events	S Hollars	
	6401-2203	\$ 13.00	Travel/Training	S Hollars	
	6440-3202	\$ 3.98	Program Events	S Hollars	
	6405-2203	\$ 11.00	Travel/Training	M Young	
	6405-2202	\$ 32.49	Dues/Publications	M Young	
	6405-2203	\$ 21.12	Travel/Training	T Dantis	
	6001-2203	\$ 38.70	Travel/Training	J Andrykowski	
	6001-2203	\$ 37.98	Travel/Training	C Ng-He	
	6405-2203	\$ 33.12	Travel/Training	K Devitt	
	6440-3202	\$ 34.05	Program Events	A Belford	
	6401-3202	\$ 7.38	Program Events	S Hollars	
	6440-3202	\$ 42.28	Program Events	D Napravnik	
	6440-3202	\$ 36.43	Program Events	A Belford	
	6440-3202	\$ 19.64	Program Events	R Allen	
10/16/2017	6405-2203	\$ 15.19	Travel/Training	S Mayer	
	6405-3202	\$ 15.45	Program Events	S Mayer	
	6440-3202	\$ 5.98	Program Events	K McCoy	
	6001-2203	\$ 15.95	Travel/Training	K McCoy	
	6440-3202	\$ 19.96	Program Events	K McCoy	
	6440-3202	\$ 16.43	Program Events	T Dantis	
10/23/2017	6420-2203	\$ 29.48	Travel/Training	S Beckman	
	6001-2203	\$ 6.58	Travel/Training	D Halpin	
	6001-2203	\$ 8.58	Travel/Training	D Halpin	
	6420-2203	\$ 36.11	Travel/Training	C Caputo	
	6001-2203	\$ 28.49	Travel/Training	T Dantis	
	6001-2203	\$ 20.78	Travel/Training	S Hill	
	6440-3202	\$ 14.33	Program Events	S Hollars	
	6440-3202	\$ 3.29	Program Events	S Hollars	
10/30/2017	6470-3295	\$ 12.99	Periodicals	M Szymanek	
	6001-2203	\$ 32.00	Travel/Training	J Moravec	
	6405-2203	\$ 25.15	Travel/Training	L Dakas	
	6001-2203	\$ 14.00	Travel/Training	J Moravec	
	6405-2203	\$ 5.99	Travel/Training	T Dantis	
	6405-3202	\$ 6.79	Program Events	T Dantis	
	6440-3202	\$ 10.00	Program Events	S Hill	
10/31/2017	6405-2203	\$ 2.68	Trav/Train	D Malik	
	6405-3202	\$ 14.33	Prog Events	D Malik	
	6001-2203	\$ 35.31	Trav/Train	T Spicer	

\$ 729.00

November 21, 2017

**Arlington Heights Memorial Library
American Express Card Summary
10/31/2017**

<u>CARDHOLDER</u>	Count	91	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	
M. Driskell		489-90-00	\$ (84.41)	AMEX Cash back rebate	Other Income/Rebate	
		6001-2203	\$ 100.00	ALA	Library Director Boot camp Webinar	
		6002-2165	\$ 15.69	Facebook	Facebook Ad for First Time Parents Meet Up and the Circle Campaigns	
		6001-2202	\$ 100.00	Innovative Users Group	Annual institutional membership to IUG	
		6001-2202	\$ 60.00	AH Chamber of Commerce	Annual membership for Business Builder Group	
		6002-2165	\$ 84.14	Hootsuite	Team Member Add-on Annual Fee	
	J. Moravec		6003-2201	\$ 419.00	Career Builder	Senior Accountant Job Ad
			6001-2203	\$ 795.00	The Disaster Conferences	The Disaster Conference
			6405-2203	\$ 200.00	Center for Teaching Through Children	Indivisible 10 Years Later Conversations in Social Justice Conference
			6420-2203	\$ 127.00	ALA	Managing in the Middle (Book)
		6470-3205	\$ 105.55	Casetopia Media	Blu-ray Cases	
		6405-3201	\$ 65.00	FlipGrid	1 Yr. Subscription to FlipGrid Classroom, for Oct. DIY Kit	
		6002-2210	\$ 127.00	Sticker Mule	500-Stickers	
		6001-2203	\$ 70.20	Sweet Ts Bakery	Refreshments for FOL Board Meeting on 10/10/17	
		6001-5015	\$ 39.93	The Container Store	Hook Rack	
		6420-3290	\$ 117.50	POS Supply Solutions	CC-Thermal Roll Paper	
		6001-5015	\$ 226.88	IKEA	Birch Veneer Desk	
		6001-5015	\$ (10.56)	IKEA	Tax credit	
		6440-3202	\$ 165.00	GR8mart	Refreshments for Diwali Program on 10/15/17	
		6405-3201	\$ 198.00	The Markerboard People	Dry Erase Boards	
		6405-3201	\$ 198.00	The Markerboard People	Dry Erase Boards	
		6450-3201	\$ (198.00)	The Markerboard People	Refund	
		6020-2111	\$ 68.64	Allfuses.com	FRS-R Fuses	
		6020-2111	\$ 37.96	Home Depot	Boiler Liquid	
		6020-2111	\$ 269.96	Replacement Battery Store	Batteries	
		6405-3290	\$ 140.15	Healthykin	Alcohol Wipes	
		6002-3005	\$ 192.67	Displays2go	Ballot Boxes	
		6470-3205	\$ 172.75	Super Media Store	DVD Cases	
		6470-3205	\$ (119.94)	Super Media Store	Refund	
		6020-2111	\$ 218.88	Commercialvacuum	Teflon Carpet Protector	
		6003-2201	\$ 100.00	Indeed.com	Job Ad	
		6002-2210	\$ 15.00	Facebook	Facebook Advertising Campaign for OBOV Discussion Group	
		6020-2111	\$ 1,221.00	Supply House	Anti-Freeze for Sidewalk	
		6001-2203	\$ 747.96	Ellis Hotel	Hotel Room for Harwood Training	
		6001-3272	\$ 225.02	Panera Bread Café	Breakfast for AHML/AHPD Annual Joint Trustee Meeting	
		6001-3272	\$ (25.00)	Lindt	Tax credit	
M. Schultz		6470-3275	\$ 20.95	Ustheduo.com	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 299.97	AcornUSA	AV Mtls	
		6470-3275	\$ 159.96	AcornUSA	AV Mtls	
		6470-3275	\$ 11.99	Netflix	AV Mtls	
		6470-3275	\$ (1.14)	Barnes&Noble.com	5% OPEN savings	
		6470-3275	\$ 113.93	BBC America Shop	AV Mtls	
		6470-3295	\$ 19.34	My Mag Store	Periodicals	
		6470-3275	\$ 95.00	PAYPAL	AV Mtls	
		6470-3280	\$ 22.77	Barnes&Noble.com	Books	
		6470-3275	\$ 11.99	Netflix	AV Mtls	
		6470-3280	\$ 25.48	Consumer Report Books	Books	
		6470-2203	\$ 637.95	EB Diversity and cultures	Travel/Training	
		6470-3275	\$ (1.87)	CD Baby	AV Mtls	
		6470-3275	\$ 11.99	Netflix	AV Mtls	
		6470-3275	\$ 46.98	AcornUSA	AV Mtls	
		6470-3275	\$ (31.94)	Walmart.com	AV Mtls	
		6470-3295	\$ 34.95	Missouriquiltco.com	Periodicals	
		6470-3295	\$ 295.00	Prudentspeculator	Periodicals	
		6470-3275	\$ 100.90	Gamestop.com	AV Mtls	
		6470-3295	\$ 7.99	F&W Consumer Sales	Periodicals	
		6470-3275	\$ 351.46	Walmart.com	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls	
J. Czajka		6440-3202	\$ 64.21	Trader Joe's	Program Events	
		6440-2218	\$ 315.81	Omni Hotels	Reservation for 11/11-12/17 for Author Laura Numerof	
		6440-2218	\$ 488.95	Top Fleet Inc.	Transportation 11/11-12/17 from IN to Chicago to AHML for Author Laura Numerof	
R. Dworinyan		6001-3272	\$ 95.65	Ttowa Korean Bistro	Dave Eggers author event, dinner	
		6010-3185	\$ 21.97	Home Depot	Mounting Tape	

6010-3033	\$	35.00	Lullabot Education	Monthly Drupalize.me Subscription
6010-3033	\$	35.00	Lullabot Education	Monthly Drupalize.me Subscription
6010-3185	\$	41.97	Amazon	Gorsun Lightweight Folding Wired Headphones
6010-2005	\$	54.10	PayPal Inc	Monthly PayPal Subscription
6010-3032	\$	9.99	Amazon	Amazon FreeTime Unlimited Monthly Subscription
6010-3032	\$	35.00	Trello.com	Trello Monthly Subscription
6010-3032	\$	99.00	WebEx.com	WebEx Monthly Subscription
6010-3032	\$	9.99	Spotify.com	Spotify Monthly Subscription
6010-3185	\$	29.85	Amazon	Arkon 3M VHB Security Plate
6010-3185	\$	10.99	Amazon	Galaxy Tab S2 Case
6010-3032	\$	25.00	GitHub	GitHub Monthly Subscription
6001-2242	\$	344.85	Comcast	Comcast monthly service
Total		<u>\$ 10,221.78</u>		

November 21, 2017

Arlington Heights Memorial Library
Master Card Summary
10/31/2017

Count 4

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
K Spokas	6405-3202	\$25.20	Rosati's	Teen Program
	6405-3202	\$28.00	Rosati's	Tab Meeting
M Szymanek	6470-3275	\$59.99	Target.com	AV Mtls
	6470-3275	\$59.99	Target.com	AV Mtls
	Total	<u>\$173.18</u>		

To: Board of Library Trustees

From: Sarah Shaw

Date: November 14, 2017

Re: Authorization to Purchase Replacement Sound Booth

As discussed at the October 30 Committee of the Whole meeting, the sound booth is our most sought after resource in the Studio. Our Studio Production room, where the booth resides, is our busiest room with over 1000 reservations so far this year. That is 300 more than our second busiest studio.

The current sound booth is showing wear and tear to its soundproofing due to vandalism and normal usage. Besides the poor choice of insulation for public use, the sound booth is not ADA accessible. The step is too high to accommodate a ramp, and the door too narrow to accommodate a wheel chair. We have received a quote to replace the foam insulation in the booth, but thought we would bring another option to the board for consideration at this time.

I suggest purchasing the sound booth outlined below. This booth is two feet wider, lower to the ground, and includes a 36” ramp to accommodate wheel chairs. The soundproofing is covered in fabric, which provides additional amplitude reduction and is not “pickable” as the soft foam we currently have. We have confirmed that the larger booth will fit in the space.

The old booth will be relocated to the Hub where it will serve as a recording Studio especially for teens, presenting them with an opportunity to develop valuable skills with hands-on experience in their comfort zone. The booth will be in plain view of staff, which will deter misbehavior and further damage.

The replacement of this booth cultivates a more inclusive atmosphere for our customers with disabilities.

We have received three quotes for a new booth, and are recommending we move forward with the lowest cost option provided by VocalBooth. VocalBooth is the manufacturer of our current unit, and we have been pleased with its performance

outside of the insulation issue. Cost includes the unit and delivery. Assembly will be performed by library staff, which we expect to take approximately eight hours.

Replace the foam in the sound booth: \$1,250 plus approximately 30 hours of our staff labor

Replace entire booth with ADA compliant unit and “unpickable” interior:

WhisperRoom: \$16,883.00

GK SoundBooth: \$12,438.00

VocalBooth: \$10,617.00

The sound booth cost would be recorded to account 6001-5015 – Administration – Other Equipment.

Suggested motion: **The Board of Library Trustees authorizes the purchase of a replacement sound booth for the production studio for an amount not to exceed \$10,700.**

To: Board of Library Trustees
From: Shannon Distel
Date: November 21, 2017
Re: FY2018 Per Capita Grant Requirements and Application Update

The application for the FY2018 Illinois Public Library Per Capita Grant was made available in mid-November; the deadline is January 15, 2018. To meet compliance requirements, managers are including Continuing Education and Outreach in their November department meetings. Trustee requirements are below. The application will be completed in early December and included in the December board packet for suggested motion to approve.

- **Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 12, “Safety,” of “Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014.” Review the check list at the end of the chapter, and report on your findings.**

All safety standard requirements as outlined in Chapter 12, “Safety” in *Serving Our Public 3.0: Standards for Illinois Public Libraries*, are in place and compliant. Information is accessible throughout the library on emergency call number lists and on the flip charts “How To Respond In An Emergency”. The flip charts are located in every employee room, the Hendrickson, Cardinal, Board and Lindsey rooms. Mike Klean, the library’s Manager of Security attended department meetings in October 2017 to provide emergency refresher training for active shooter, lockdown and emergency procedures. The Arlington Heights Police Department and Fire Department have copies of the library’s procedures. Police cars have a library floor plan with designated shelter areas, emergency exits and numbered building exits. All service desks have first aid kits with latex and non-latex gloves. The Security wiki is a comprehensive resource for security information including phone numbers, training videos, community information, library maps and security procedures.

- **Trustees — Will review chapters 1-5 of the “TRUSTEE FACTS FILE THIRD EDITION”:**

https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trustee_facts.pdf

Please read and review prior to the December board meeting.

- **Continuing Education — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.**

Managers and staff are reviewing options for free online education opportunities focusing on safety at department meetings in November 2017. Staff will meet the requirement during department meetings and/or review individually. The options for free online educational opportunities include the following:

- Video: How To Respond In An Emergency
<http://pine.ahml.info/training/how-respond-emergency/how-respond-emergency>
- Video: Run. Hide. Fight: Surviving an Active Shooter Event from the City of Houston.
https://www.youtube.com/watch?v=5VcSwejU2D0&feature=player_embedded
- Video: LIFEPAK CR Plus: AED DEFIB Demonstration Video
<https://www.youtube.com/watch?v=3uhZPzvvyu10&feature=youtu.be&t=7s>
- AHML [Security Wiki](#) resources:
 - Unique Situations with Customers
http://docs.ahml.info/shared/SecurityWIKI/WORKING2_Unique_Situations_with_Customers.pdf
 - Protecting Your Personal Space and Information at Work
http://docs.ahml.info/shared/SecurityWIKI/PROTECTING_YOUR_PERSONAL_SPACE_AND_INFORMATION_AT_WORK.pdf

- Libraries and Autism Video
http://docs.ahml.info/shared/SecurityWIKI/AutismVideo_Title_01_01.mov
- AHML Building Floorplan with numbered exit doors
http://docs.ahml.info/shared/SecurityWIKI/PD_doors.pdf
- **Outreach — Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program:**
<http://www.cyberdriveillinois.com/departments/library/literacy/home.html>

Managers and staff are reviewing services at department meetings in November 2017.

To: Board of Library Trustees
From: Michael Driskell
Date: November 21, 2017
Re: Discussion of Operational Metrics

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

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

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

To: Board of Library Trustees
CC: Mike Driskell
From: Kelly Spokas
Date: November 14, 2017
Re: 2017-2018 LIRA Insurance Renewal Update

This week AHML received renewal information and rates from LIRA for our 12/31/17-12/30/18 Property, Casualty and Worker's Compensation policies. Below is a summary recent rate history and those proposed for next year:

	Next Year 12/31/17 - 12/30/18	Current Year 12/31/16 - 12/30/17	Prior Year 12/31/15 - 12/30/16
Property/Casualty	\$ 59,528	\$ 62,639	\$ 65,256
Worker's Compensation	\$ 38,265	\$ 41,614	\$ 49,718
	\$ 97,793	\$ 104,253	\$ 114,974
% Change from Previous year	-6.2%	-9.3%	
Rebate - surplus allocation	TBD	\$ (3,222)	-
Net Cost	\$ 97,793	\$ 101,031	\$ 114,974

There are no new coverage categories this year, however, seven different policies in the package have improved limits. This year was the first year where LIRA distributed a surplus from our loss reserve pool. The library's share was \$3,222 which will offset 2017 insurance expense.

The reduction in rates is being driven by a few factors:

- The LIRA library pool has had positive claim experience over the last 5 years, driving favorably priced policies.
- The membership of LIRA has grown to 48 libraries from 23 original founding libraries. This growth affords LIRA more buying power and competitive pricing.
- Over the last few years in the insurance industry, rates have been lower as there have been no large scale weather catastrophes in recent years. Gallagher predicts that the market will change in 2018 due to the 2017 Hurricane season. Our policies were priced out before the impact of the hurricane season was realized in the insurance market.

To: Board of Library Trustees
CC: Mike Driskell
From: Kelly Spokas
Date: November 16, 2017
Re: Proposed Health Insurance Fund Transfer

The library participates in the Village of Arlington Heights self-insured Health Insurance fund. The Village and the library bear risk if there are significant fluctuations in claims experience with a self-insurance structure. In the last several years, total claims have trended higher than expected. The claims increases are due to a combination of rising prescription costs as well as caused by some more significant individual experience claims occurring in 2016 and 2017. Higher claims in the last two years have led to a declining fund balance. The Village is also anticipating the need to transfer funds from the Health Insurance fund to the Retiree Health Insurance Fund (anticipated to be around \$1.5 million in 2017 and in 2018). With these events, the Health Insurance Fund is projected to be in a negative position by the end of 2018, estimated to be around (\$800,000).

Due to the projected negative balance of the Health Insurance fund, the Village has made a recommendation to transfer \$2.3 million into this fund. This will re-establish working cash balances in accordance with best practices of maintaining a reserve balance equivalent to 10-12% of annual fund expenditures.

The library's share of this transfer amount is \$300,000. The library's share is calculated based on the percentage of the library's annual health insurance charge from 2015-2018 budgeted versus the Village's charges. Our share has averaged 13.1% over the last four years.

The Village Board of Trustees approved a \$2 million transfer (to be made in 2017) at the Village's November 13, 2017 Budget hearing. The Board of Library Trustees will need to make a decision on whether to authorize the recommended transfer of \$300,000. Additionally, the board would need to decide whether to transfer the funds in 2017 or 2018. Staff's recommendation is to make the transfer this year as the General fund is projected to be almost \$1.3 million under budget in 2017.

Suggested Motion: The Board of Library Trustees authorizes a transfer of \$300,000 from the Library's General Fund to the Village of Arlington Heights Health Insurance fund in 2017 to maintain a working cash balance in 2018.

Executive Director's Report

November 2017

What's New @ AHML

- A new type of audio-enabled books will soon be in the Kids' Sights & Sounds collection. These convenient hardcover books have a read-along recording embedded in them and are fully portable (no data or Wi-Fi required).



- We went live with cloudLibrary's pay-per-use eBooks on October 12. The vendor made approximately 6,000 titles available from a couple of publishers, with more to follow; records for these titles are in the catalog. Customers will not be aware that these titles are available under a different purchasing model; the distinction is invisible to them. We now have over 600,000 eTitles total in the catalog
- We have replaced the bike racks on the Dunton Avenue side of the library with more secure racks. The previous models only allowed customers to lock up the wheel of their bike. The new racks are the universally preferred style, which allows for locking up the wheels and frame, making theft much less likely.



Diversity and inclusion Highlights

We updated the software on our existing Book Scan stations. These stations now can translate scans into one of 25 different languages as well as convert scanned documents into an audio file. These stations also provide audio and visual accessibility options to the user. We are considering adding a third station in the genealogy area.



Women in Tech Program

Two women with very different careers in the world of technology spoke about their work and themselves: one was a woman working in robotics, and one worked in online platform building. What followed was a fascinating discussion between these women and the people in attendance, many of whom were also women working in tech. They all shared stories, struggles and suggestions, and a few participants were able to make connections and get specific questions answered. It became almost a networking group, and everyone walking out seemed to have come away with something.

Diwali Celebration

We hosted our first ever celebration of Diwali, the Hindu Festival of Lights, on October 15 and if smiles are any measurement, it was wildly successful. An estimated 350 attended the celebration! Library staff worked with an AHML volunteer and member of the Indian community to learn more about the Indian Culture. Together they selected food (Indian sweets from Gr*t Mart), made Rangoli (Indian chalk art), and incorporated elements of Indian Culture. At the event, children gravitated to the craft tables where they created Diwali diyas and lanterns and colored mandala pages. A local henna artist drew henna tattoos on guests which was very popular with the tweens and teens. The celebration ended with a half hour dance performance by the students from Bollywood Dance Fit.



In Library Programming for Seniors Success: We had some more great comments about the Art with Alayne installments in October: “Personable, helpful, positive in her critique of each person’s effort. Hope we will have more of Alayne’s art programs. Loved it!” –Attendee.



Department Highlights

Digital Services

- We have already exceeded last year’s total Studio reservations making this the busiest year ever in the Studio. Last year, we have 4,453 total reservations. This year, we have already had 4,464. We are on pace to exceed 5,000 reservations in 2017.
- Our fourth Tech Bar theme – Online Privacy – wrapped up in October with 114 interactions. The new theme – Music Box – is up and will feature a rotating display of different electronic music instruments. This will run through December.

Specialty Info Services

- Our SIS Business Advisor had nine 1-on-1 Business appointments in October. She covered Reference USA, Social Media, and starting a business in Illinois. Her next appointment is with an ESL student who owns a small business. An upcoming newsletter will feature a customer who has used our Business Services, including a Facebook class that she recently taught. The third Business Builders group (RED) meeting to be held at the library is scheduled for mid-November. BLAST and Synergy met here in August and September. We have 11 people signed up for the first Business Book Discussion at 25N on November 9.
- On 10/6 Kerry and Tom conducted the first TAG meeting of the year. We lost a number of sixth graders at the end of the school year, so we are seeing some new faces who hopefully spread the word to their friends. Ten tweens were in attendance to play some getting to know you games, give some input on potential tween programming, and help prep some of the Halloween Fun activities.
- AHML staff member, Lauren Banovz, has accepted a new role as a Specialty Info Services Librarian, serving as the lead for our genealogy and local history programs and services. Before joining AHML in 2015 as an Info Advisor, Lauren worked as an archivist and researcher at the San Diego History Center and in Special Collections at San Diego State University. Lauren will concentrate her efforts in the Genealogy area, with some time spent being our Librarian On Duty on the Info Services desk and in the Call Center.

Info Services

- Year-to-date we have had 694 attendees at book discussions for 2017. This is right on track with the same number of attendees at 2016
- Library Delivery Services delivered 474 items to residents in independent living and made 67 deliveries to them. They also delivered 432 item to residents in healthcare sites and made 74 deliveries to them.

Programs and Exhibits

5th Annual Halloween Fun

Kids' World was recently visited by pint-sized superheroes, princesses and several scary creatures this month as part of our Fifth Annual Halloween Fun. With a total of 555 attendees, this year marked the highest attendance ever for this program (205 more than 2016). Children made their way through a Halloween Obstacle Course, made crafts, and played games. Parents love the variety of activities (many prepared by Tween Advisory Group) and the opportunity to share in a community event in a safe, warm, candy-free environment where their children are able to show off their costumes and interact with friends. Plus, children were thrilled to wear their costumes more than once!



One Book, One Village 2017 Wrap Up

Our fourth annual One Book, One Village community read wrapped up November 5. As with each of OBOV book selection to date, *The Circle* by Dave Eggers offered unique opportunities for conversation and connection. Some highlights and successes of this year's reach:

- Copies of the book (various formats) **circulated 1,313 times** over eleven weeks. Our highest weekly checkout was 312 in week one and lowest was 34 in week eleven.
- This year's book was available in Chinese, Japanese, Spanish, and Polish. Available on our Marketplace display, **World Language copies circulated 13 times**. This tells us targeted promotion could increase this reach and OBOV's inclusivity in the future.
- **16 community book groups** checked out book discussion sets to host their own discussion of *The Circle*.
- **7 library-led book discussions** invited customers to discuss *The Circle* or Dave Eggers' *Zeitoun*. Discussion took place in the library, at the Senior Center and in the community with new partners - Jaunt and Rack House - as well as longtime favorites - Eddie's.

- **26 additional programs were offered** which celebrated themes in the book. New this year, many of the initiative's programs were educational, inviting attendees to explore privacy and technology. Four were catered to aging adults and offered at the Senior Center.
- **72 readers participated in our first online book discussion**, detailed below.
- A total of **1,502 people engaged in these unique OBOV programs and discussions**.

OBOV Program and Exhibit Highlights

The Circle AHML Book Discussion

The Circle was the basis for AHML's **first online book discussion**, providing the community a new way to interact with and discuss our OBOV selection and its themes. We were excited to pilot this advisory model of meeting people where they are with this title both because the book resonates with users of social media, and because Eggers' audience skews younger than past OBOV authors. The discussion took place via Facebook Groups, over five weeks, and attracted 72 non-staff participants (93 total). This group was active online at all hours of the day and had a chance to get to know five staff facilitators, each moderating a different week of discussion. Library staff kept the conversation flowing with 33 questions, related articles and links, while our readers posted links and questions of their own throughout, both as unique posts on the discussion wall and in the comments. A total of 497 reader interactions (likes, comments and posts) were counted. Our readers weren't just commenting with casual remarks but with personal experiences and thoughtful, sincere analysis of the situations, characters and themes of the book. In all of these ways we surpassed our goal of simply reaching 50 readers (the equivalent of five in person discussions).

#beinthecircle Exhibit

Over the final five weeks of OBOV, September 29 through November 5, library visitors had the opportunity to engage in our first all-digital exhibit targeted primarily to adults. #beinthecircle invited participants to respond to six unique prompts -- "Social media helps me to....., Social media creates....., In my utopia, technology would....., Technology impacts our society by....., I connect with others by....., and When I unplug I feel....."

We received 1,030 unique responses to these prompts, many of which were published for other visitors to browse and view on the iPads. Some responses were also highlighted on AHML social media, encouraging others to visit the exhibit and share their thoughts. The digital nature of the exhibit allowed us to easily collect and measure customer so we were able to quantify important patterns -- Participation was relatively steady the first three weeks, and Mondays were the busiest days in the exhibits first 3 weeks, after which weekend participation outnumbered Mondays. The number of average daily visitors dropped over the course of the exhibit, from 44/day in its first week to 13/week in its last. Tracking engagement patterns like this will greatly help us steer future exhibits.

An Evening with Dave Eggers

Our event with best-selling author Dave Eggers drew a record-breaking 360



attendees to a new partner location, District 214's Forest View auditorium. Customer praise included:
"Enlightening. Wonderful to be around people who read."

"He was very engaging. I was amazed at how personal he was with everyone, and I would have like to have listened to him more."

"It was terrific. I liked the book; but he was even more impressive as a person."

"What a phenomenal finale to all the events Arlington Heights Memorial Library planned around our #OneBookOneVillage by author Dave Eggers. Pam did a phenomenal job with the on stage interview! Thank you to the whole #AHML team for an amazing journey through *The Circle*! Kinda sad it's over. Till next time!" (submitted via Facebook)

A Wider Lens: Screenagers

Our Wider Lens series made a nod to One Book, One Village with a screening and discussion of *Screenagers: Growing Up in the Digital Age*. This was our best-attended Wider Lens program with 87 attendees and the film attracted a wonderfully mixed crowd of all ages - including teens! A panel of three experts and facilitators led the post-film discussion: Chris Fahoe (D25 Directory of Technology), Gregory Berger (Digital Services Supervisor) and Julie Jurgens (School Outreach Specialist). Their discussion, lasted nearly 40 minutes and covered a wide variety of topics related to screen-time, parenting, and the well-being of young people growing up in a tech-heavy world. Overall, the program was an excellent way to bring the themes of *The Circle* to a broad audience, and encourage dialogue on these important and relevant societal issues and concerns.

Dann & Raymond's One Book, One Village Special

Each year since the launch of OBOV, Dann & Raymond have created a unique program to complement the themes of our community read. For their 4th annual special, they focused on films that take place in dystopian societies. It was a well-plotted show, with a great deal of variety in the films they chose to highlight, and plenty of commentary that kept it relevant to *The Circle*. Most exciting, it brought out a few people we do not traditionally see attending Dann & Raymond, including younger adults.

Staff Development

- Our Community Engagement Liaison attended the Harwood Public Innovators Lab for libraries early this month in Atlanta. She began the process of developing a training on some of the modules for staff. The Liaison's work will be focusing on underserved audiences in Arlington Heights, and to that end, the "Income" and "Spanish-speaking" service providers have begun meeting. The community members of the committee include multiple staff members from District 214, St. Mary's Services, Wheeling Township, District 59, Journeys, and Catholic Charities.
- AHML hosted part 2 of a change management workshop for 18 of our staff in leadership positions, developed for us by Harper College. The course, *Leading Change*, is designed to provide an overview of change management theory and to provide an opportunity for staff to immediately practice and apply theory to their current projects and initiatives. This workshop consists of 4 sessions, starting October 18 and going through December 13.
- The library offers open training for all staff either on an on-demand basis, or during specified times. These sessions included one on one time with our staff trainer to address training needs on any supported software.

Grants/Awards

- The library's Embajadores Program grant application for an Illinois Humanities Community Grant was not selected for funding.
- Shannon Distel's program proposal, "Getting Down to Business: Developing Business Services from the Ground Up" was accepted for the ALA Annual Conference in 2018.

- Although not specific to AHML, the LINKin consortium received a Certificate of Recognition for Shared Service Best Practices from the Lieutenant Governor of Illinois, Evelyn Sanguinetti. Robert Moffett, Division Chief of Access Services at Gail Borden Public Library (a fellow LINKin consortium member), submitted the story of our LINKin shared catalog to the Lt. Governor when he found out that she was looking for stories about local governments working together to share services.

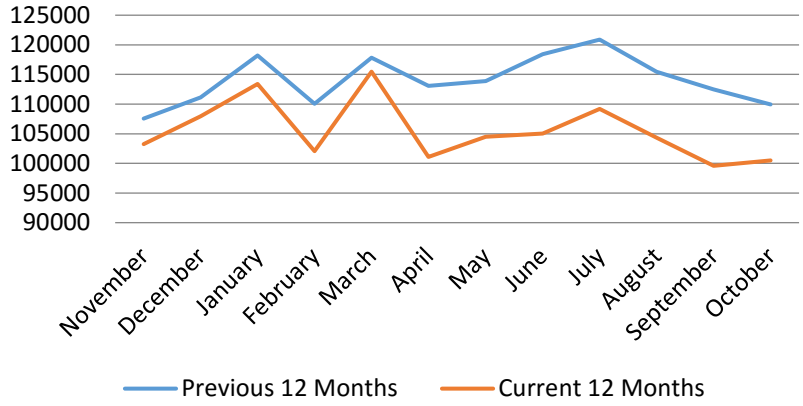
Robert wrote: “The nine libraries of the LINKin Library Consortium are a group of standalone libraries in northern Illinois dedicated to sharing library materials through their deep partnership. Members’ library catalogs are linked into a single catalog and powered by Inn-Reach software sold by Innovative Interfaces, Inc. Through the agreement, taxpayers from each library in the consortium can independently borrow materials if titles are not owned by their home library or if their library’s own copy is already checked out. Items borrowed through the agreement are free to users and most items are available for pickup within one week. The catalog includes books, Blu-Rays, CDs, DVDs, and recorded books. New titles are added every day.”

AHML is an original member of the LINKin consortium, and the administrator of the central catalog.

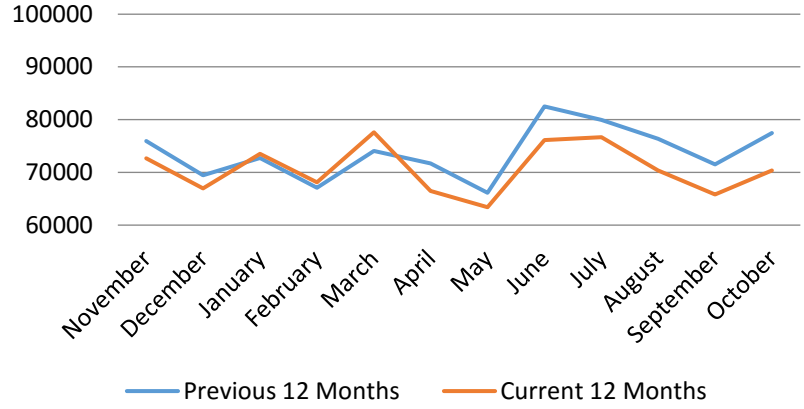
AHML - DASHBOARD - October 2017

	October 2017	October 2016	% change from last Oct	Jan 2017- Oct 2017	Jan 2016- Oct 2016	% change from last YTD
Total circulation	172,982	189,592	-9%	1,788,783	1,916,646	-7%
Adult circulation	100,491	109,972	-9%	1,055,148	1,150,312	-8%
Teen circulation	2,124	2,134	0%	25,180	26,719	-6%
Children circulation	70,367	77,486	-9%	708,455	739,615	-4%
Print book circulation	89,532	94,115	-5%	901,011	945,315	-5%
Audiovisual circulation	58,614	64,362	-9%	632,350	707,747	-11%
Downloadables circulation	16,559	22,848	-28%	164,844	170,924	-4%
Self-check as % of main floor circ	65%	64%	1%	66%	64%	2%
Circulation to reciprocal borrowers	9,946	10,570	-6%	105,765	94,819	12%
ILLs borrowed for our customers	297	367	-19%	4,015	4,829	-17%
ILLS lent to other libraries	648	700	-7%	6,980	7,609	-8%
Resident cards issued	496	340	46%	4,375	4,374	0%
Reciprocal cards registered	143	177	-19%	1,794	1,962	-9%
Reference questions	15,468	14,848	4%	165,583	155,266	7%
Number of Programs	284	267	6%	2,556	2,352	9%
Program attendance	9,038	8,783	3%	100,488	78,392	28%
First-time attendees at programs	252	213	18%	2,315	2,473	-6%
% of target audience attending	59%	64%	-5%	66%	69%	-3%
% of progs meeting target audience #	75%	86%	-11%	82%	82%	0%
Public computer use	10,338	11,055	-6%	108,021	109,046	-1%
Website visits	103,377	99,279	4%	1,066,558	1,060,808	1%
In-person visitors	85,854	85,069	1%	859,900	874,171	-2%
Marketplace - % of adult coll	8.7%	8.3%	5%	8.7%	8.3%	5%
Marketplace - % of circ	35.1%	35.4%	-1%	35.1%	33.9%	3%
Kids' Mktplace - % of KW coll	5.1%	4.7%	7%	5.1%	4.8%	5%
Kids' Mktplace - % of circ	16.3%	14.5%	11%	16.3%	14.6%	10%

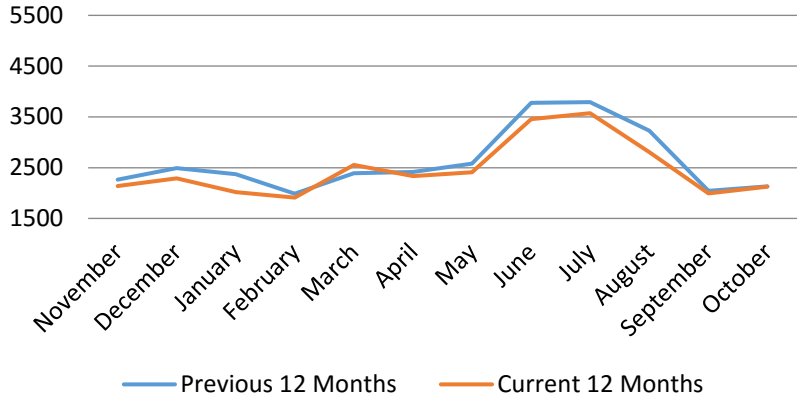
Adult Circulation



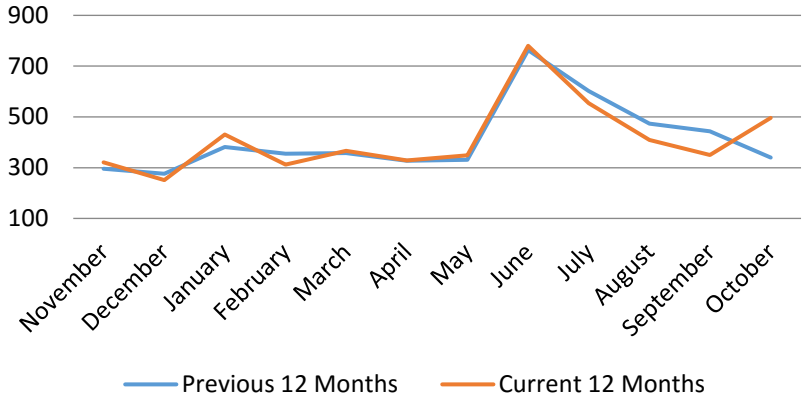
Children's Circulation



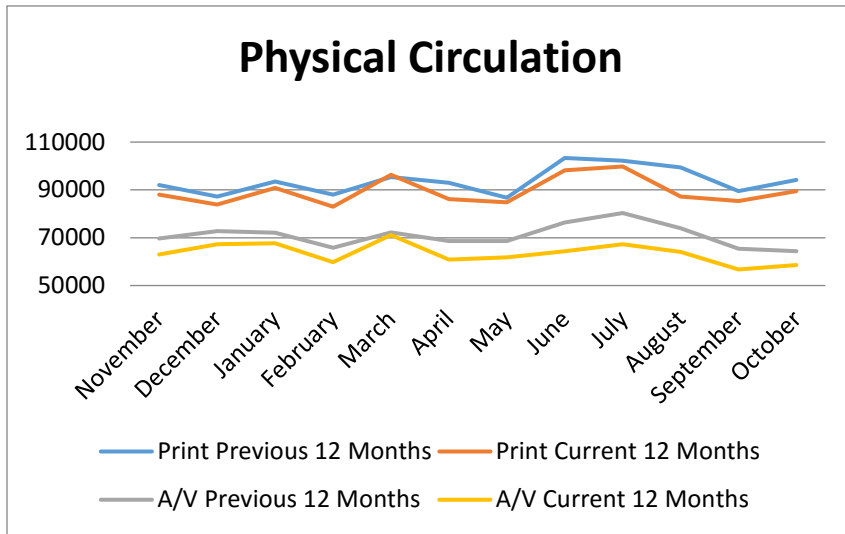
Teen Circulation



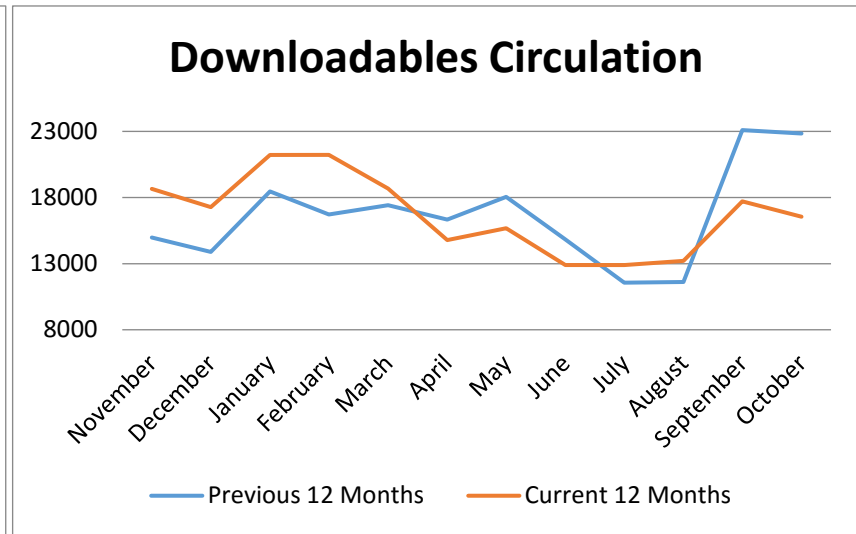
Resident Library Cards Issued



We issued 496 AH library cards in October, which is an increase of 45.9% compared to last October. Of these, 107 were from the collaboration with District 25.

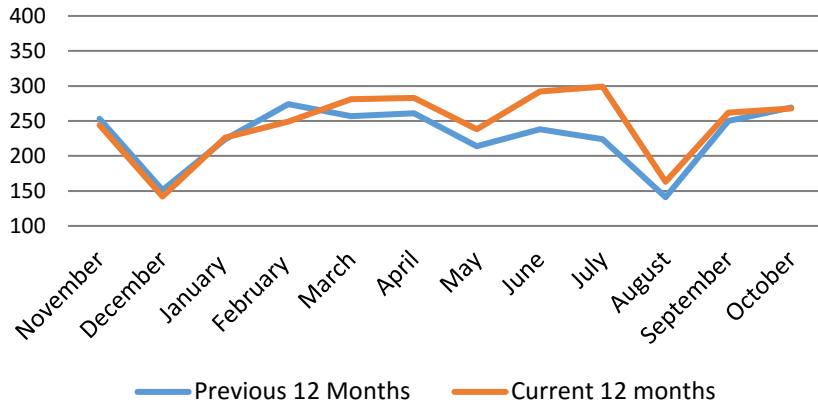


Circulation is down 8.8% for the month and 6.7% for the year. This decrease was spread throughout all formats.

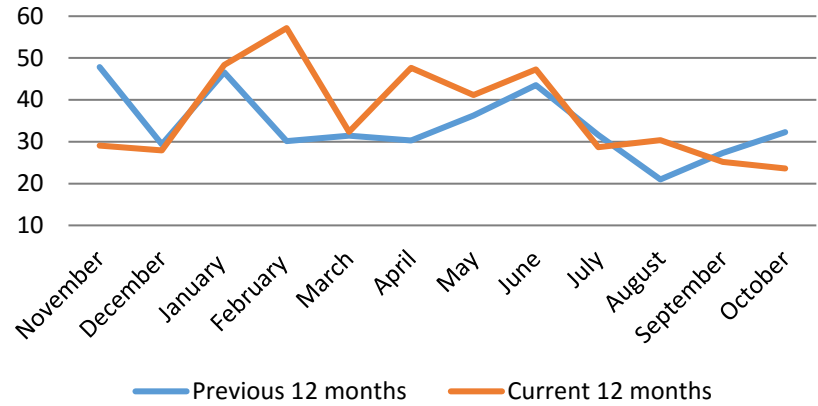


While electronic checkouts are down 27.5% for the month due to a decrease in Tumblebook usage, Hoopla use has increased. Hoopla checkouts are up 47.4% compared to October 2016.

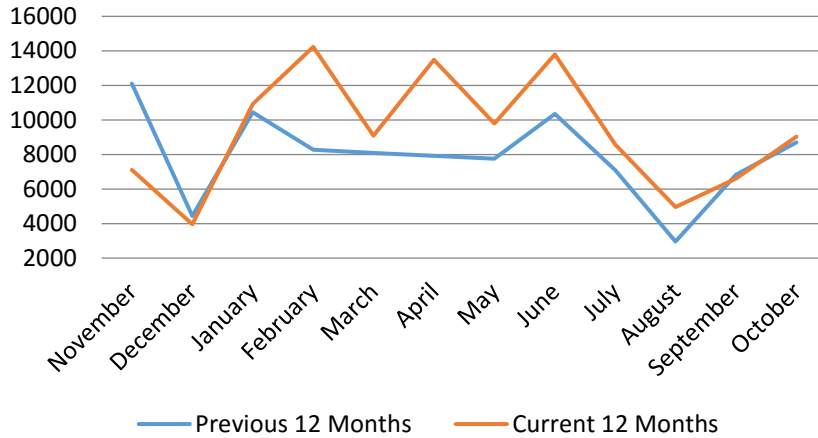
Program Sessions

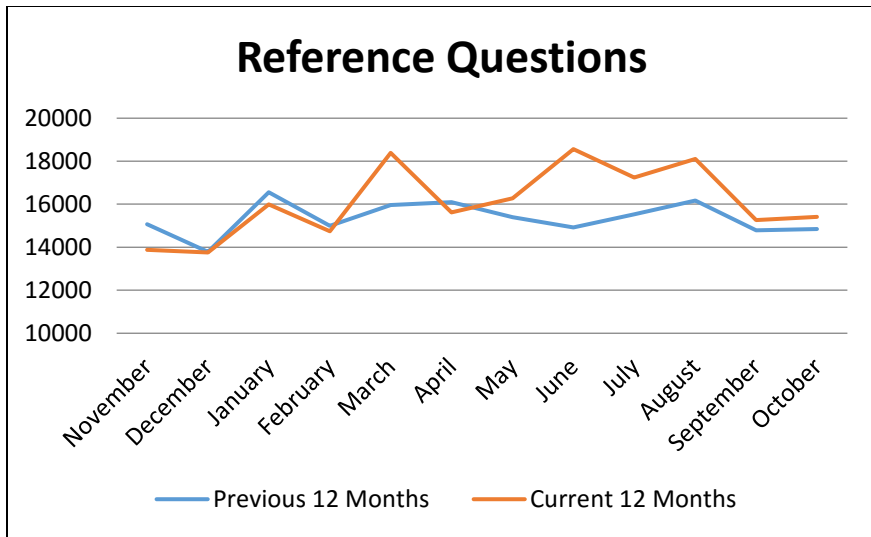


Attendance Per Program



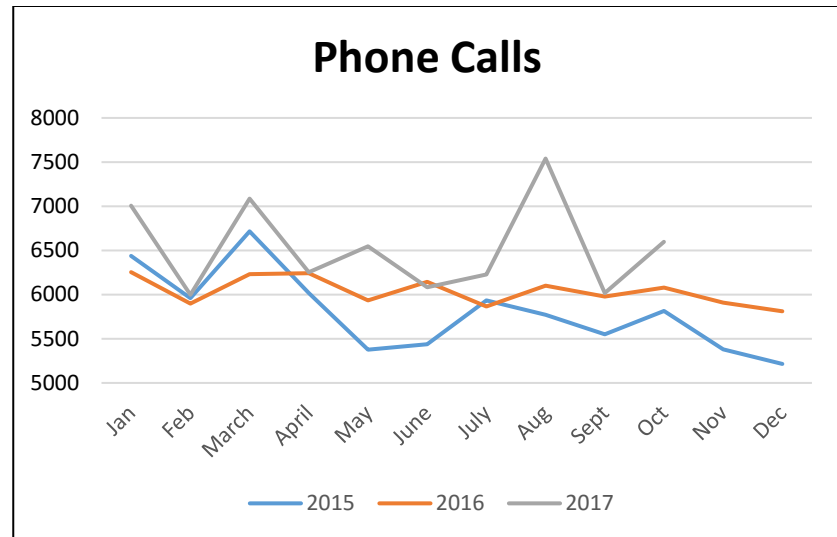
Program Attendance



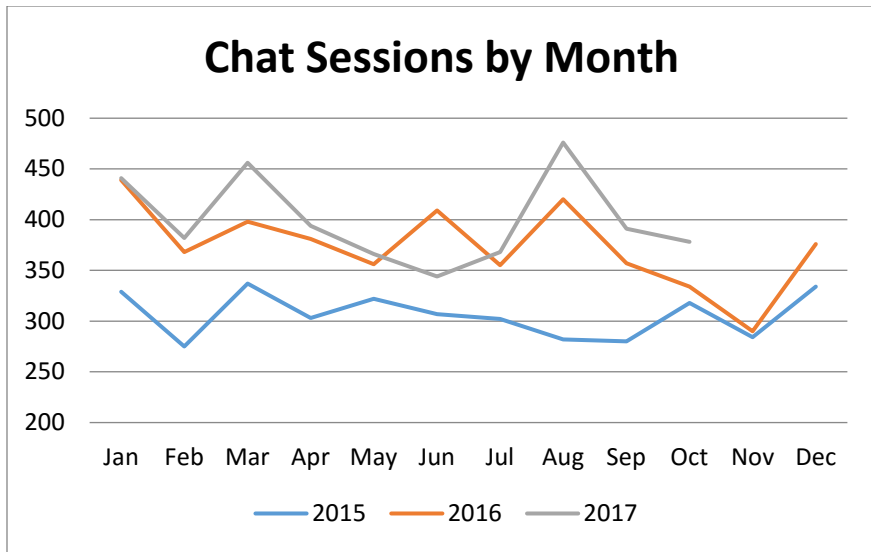


We answered 2,763 questions on the first floor during October 2017. We answered 157 questions while roving away from the desk, which represents 6% of our interactions.

Year-to-date we have answered 28,034 questions at Info Desk. This is nearly the same as number of questions handled for the same year-to-date 2016 (28,982)

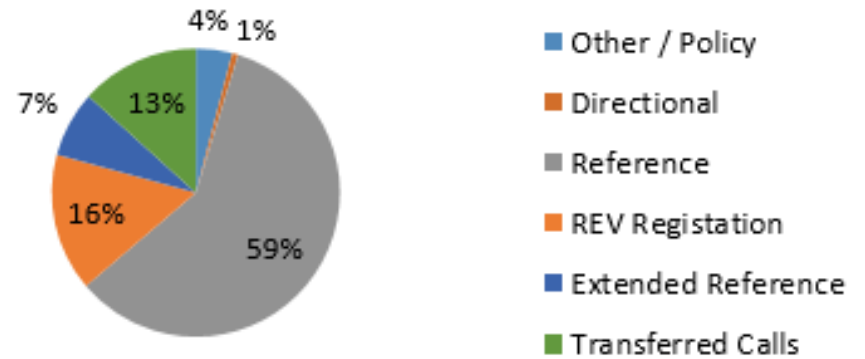


87% of questions received via phone were answered directly by Info Services staff with a modest 13% of the calls being transferred.



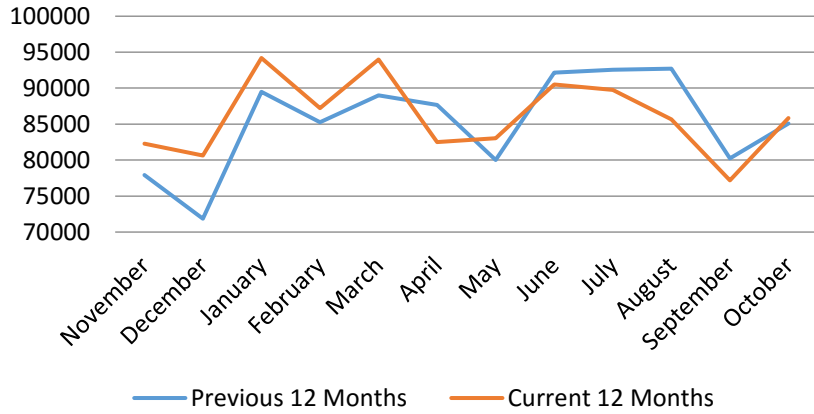
In October 2017, 378 chats came in through the online chat system; this is a 13% increase from October 2016. Year to date, chat is on a consistent and steady upward trend of 5%.

Call Center - Types of Questions

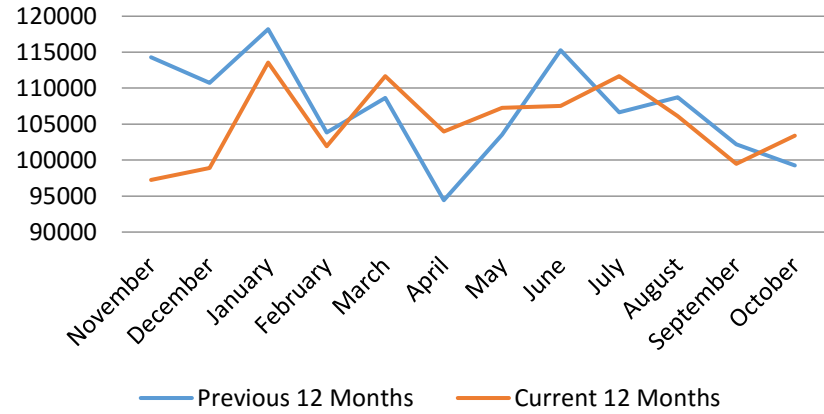


We answered 4,734 reference questions in the call center in October 2017, this is a 23% increase compared to October 2016. There is a 9% increase in call volume this October compared to last with 6598 calls. Year to date, call volume is up 8%.

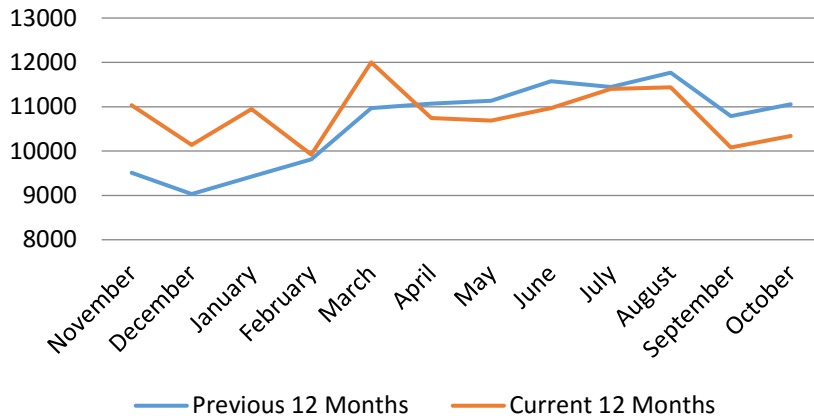
In-person Attendance



Website Visits



Public Computer Use



Conference Room Reservations

