

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, OCTOBER 17, 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 SEPTEMBER 19, 2017 (Action Item 1)
- V. APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF SEPTEMBER 25, 2017 (Action Item 2)
- VI. APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF OCTOBER 3, 2017 (Action Item 3)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2017 (Item 4)
- VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2017 (Action Item 5)
- IX. EXECUTIVE DIRECTOR'S REPORT

X. UNFINISHED BUSINESS

- AUTHORIZATION TO ACCEPT BID FOR COMPUTER AREA HVAC IMPROVEMENT (Action Item 6)

As part of the 2017 budget, the board approved making modifications that would improve airflow and ventilation in the public computer area. A public bid was held and staff is seeking authorization to move forward with the project by accepting the lowest qualified bid to modify the HVAC system in the public computer area.

- 2018 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS (Action Item 7)

A schedule will be presented of proposed dates for the 2018 board and committee of the whole meetings.

XI. NEW BUSINESS

- RESOLUTION HONORING THE SERVICE OF THE FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Action Item 8)

A resolution will be presented to honor the Friends of the Library and to support Friends of Libraries Week to be held October 15-21, 2017.

- AUTHORIZATION TO ACCEPT HUMAN CAPITAL MANAGEMENT SYSTEM REPLACEMENT PROPOSAL (Action Item 9)

In July 2017, the Board of Library Trustees approved entering into a contract with ADP to replace our current time and attendance system. We entered into a contract with ADP and have since learned they will no longer be supporting the product they sold us. We would like to move forward with our second choice from the request for proposal results, TimeClock Plus.

XII. FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

XIII. OTHER

- XIV. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1)  
FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES
- XV. ITEM(S) FROM CLOSED SESSION FOR ACTION
- XVI. 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, SEPTEMBER 19, 2017.**

- 09.17.01 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, September 19, 2017, at 7:30 p.m. by President Debbie Smart.
- 09.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart.

Absent: None

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Mike Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Tom Spicer, Specialty Info Services Manager; Jan Sissors, Customer Services Manager; Jennifer Czajka, Programs and Exhibits Manager; Janet Moravec, Business Office Administrator; Mike Dennehey, Friends of the Library; Melissa Cayer, Resident.

- 09.17.03 **PUBLIC COMMENT** – Ms. Cayer asked how much money was spent on books on the check register being reviewed. Ms. Spokas responded that the library spent \$57,004.52 on books in August 2017.
- 09.17.04 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 15, 2017 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 09.17.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2017 (Item 2)** – Mr. Kuhl reported 67% of the year has lapsed and cash equivalents for August were \$19,288,095; last year cash equivalents were \$18,900,809. Real estate tax revenue received during the month of August was just over \$3.7 million; bringing the year to date total to \$13,540,631.66, which is 98% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.
- 09.17.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 2017 (Action Item 3)** – There were no trustee questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED AUGUST 31, 2017, IN THE AMOUNT OF \$1,798,052.10**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

09.17.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted training opportunities that are afforded to staff; District 59 Open House collaboration with Mount Prospect Public Library; and grants and development that have been applied or are being applied for. He also gave an update on the Strategic Planning Planning Committee and discussed libraries' role in social justice and inclusion.

09.17.08 **UNFINISHED BUSINESS**

- **DISCUSSION OF STAFF SURVEY (Item 4)** – A staff survey was last conducted in 2015. The board continued its discussion about the ideal frequency of such surveys.

09.17.09 **NEW BUSINESS**

- **STAFF PRESENTATION – THE EVOLUTION OF AHML, PART 2 - 2014-2016 (Item 5)** – Staff presented the second part of a three-part overview of how AHML has evolved since 2010 and the close relationship between the service model, organizational structure, and building renovations.

- **DISCUSSION OF OPERATIONAL METRICS (Item 6)** – Due to time constraints, the board tabled this item until a later meeting.

- **2018 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 7)** – Mr. Kuhl presented the schedule of proposed library holiday dates and closings for 2018.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2018 LIBRARY HOLIDAY DATES AND CLOSINGS.** Trustee Tangney seconded. All were in favor and the motion carried.

- **2018 BOARD MEETING SCHEDULE (Action Item 8)** – Due to time constraints, the board tabled this item until a later meeting.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES TABLE DISCUSSION OF THE 2018 BOARD MEETING SCHEDULE.** Trustee Brody Garkisch seconded. All were in favor and the motion carried.

- **APPROVAL FOR LATE OPENING FOR STAFF INSTITUTE DAY 2018 (Action Item 9)** – Mr. Kuhl requested the board's approval to open the library at 1:00 p.m. on Wednesday, February 28, in order to provide the library's once-a-year training opportunity for the entire staff.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE DELAYED OPENING OF THE LIBRARY ON WEDNESDAY, FEBRUARY 28, 2018 IN ORDER FOR THE LIBRARY STAFF TO ATTEND THE ANNUAL STAFF INSTITUTE DAY.** Trustee Tangney seconded. All were in favor and the motion carried.

09.17.10 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Dennehey reported the Friends' Fantastic Fall Used Book Sale is October 28-29. Friends

are receiving training on book sale procedures. A Friends Lobby Sale is scheduled for September 23-24.

09.17.11 **OTHER**

- **DISCUSSION ITEMS FOR PARK DISTRICT BREAKFAST MEETING – SATURDAY, OCTOBER 21, 8:30 A.M.** – Trustees will email Mr. Kuhl suggested discussion topics for the annual joint breakfast meeting with the Arlington Heights Park District Board of Commissioners.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 9:47 p.m.

The board returned to open session at 11:24 p.m.

Trustee Brody Garkisch moved **TO COMPLETE THE EMPLOYEE SURVEY AS SOON AS POSSIBLE USING AN OUTSIDE FIRM TO HAVE COMPLETED BY THANKSGIVING.** Trustee Zyck seconded. All were in favor and 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 11:26 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, SEPTEMBER 25, 2017.**

09.17.1 A special 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 Monday, September 25, 2017, at 9:00 p.m. by President Debbie Smart.

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

Absent: Trustees Medal and Tangney.

Also present: Jeremy Andrykowski, Deputy Director; Mike Driskell, Director of Administration; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Janet Moravec, Business Office Administrator.

09.17.3 There was no **PUBLIC COMMENT**

09.17.4 **REAFFIRMATION OF VISION, VALUES, AND PRIORITIES (Action Item 1)** – The board reviewed and reaffirmed the library’s Vision, Values, and Priorities, last amended in January of 2017.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES REAFFIRMS THE LIBRARY’S VISION, VALUES, AND PRIORITIES.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

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

09.17.6 **ITEM(S) FROM CLOSED SESSION FOR ACTION**

Trustee Brody Garkisch moved **APPOINTMENT OF MIKE DRISKELL AS ACTING EXECUTIVE DIRECTOR OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY, EFFECTIVE IMMEDIATELY.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

There being no further business to be discussed, Trustee Supplitt moved **ADJOURNMENT.** Trustee Zyck seconded. All were in favor and the meeting was adjourned at 9:03 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder



**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, OCTOBER 3, 2017.**

- 10.17.1 A special 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 3, 2017, at 6:00 p.m. by President Debbie Smart.
- 10.17.2 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart.

Absent: Trustee Tangney.

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; Sarah Shaw, Digital Services Manager; Jennifer Czajka, Programs and Exhibits Manager; Elizabeth Ludemann, Specialty Info Services Librarian; Pat Aichele, Communications and Marketing Assistant; Alice Son, Teen Librarian; Andrea Burger, Info Services Assistant; Janet Moravec, Business Office Administrator; Debbie Halpin, Business Office Assistant; Rosemary Walter, Resident; Scott Delaney, Resident; T. Aaron DeGeorge, Resident; Diane Adam, Resident; Jim O'Donnell, Resident; Anisha Patel, Resident; Katie Kemper, Resident; Ann Gilespe, Resident.

- 10.17.3 **PUBLIC COMMENT** – Three residents commented on the library's recently canceled Know Your Rights Workshop.

Trustee Tangney joined the meeting at 6:05 p.m.

- 10.17.4 Trustee Zyck moved **APPROVAL OF THE BUDGET COMMITTEE MINUTES OF SEPTEMBER 26, 2017 (Action Item 1)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.
- 10.17.5 **REVIEW OF THE PROPOSED BUDGET FOR 2018 (Action Item 2)** – President Smart invited Ms. Spokas to join the table. Ms. Spokas presented a proposed budget for 2018 for consideration by the board.

Tax Levy

Ms. Spokas reported staff is proposing a 0% tax levy increase over the 2016 extended levy by Cook County, in the amount of \$13,968,392.

The Budget Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2017 TAX LEVY IN THE AMOUNT OF \$13,968,392**. No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

Budget Summary

Combined funds revenue projection = \$14,357,892

Proposed general fund operating expenditures budget = \$14,599,856

Proposed transfer from general fund to capital projects fund = \$1,750,000

Proposed capital projects fund expenditures budget = \$1,037,300

Proposed total expenditure budget = \$15,637,156

Difference between total revenue and proposed total expenditure budget = (\$1,279,264)

Per the budget targets, the maximum increase in the operating budget, excluding property is 3%. The proposed 2018 budget for operating expenditures, net property is \$14,444,098, or \$102,227 below the target.

Revenue Projections

For real estate taxes, the budget assumes a 2017 levy equal to a 0% increase on the 2016 extended levy. Minor adjustments have been made in the budgets of some of the other revenue items, such as fees, fines and interest, to match recent actual experience. Overall, the budget reflects a 1% increase in revenue for the 2018 budget versus the 2017 budget.

Personal Services and the Full-Time Equivalency (FTE)

Mr. Spokas explained the bulk of the increase in the personal services budget is related to health insurance cost increases and proposed increases related to the Illinois Municipal Retirement Fund rates for 2018. In addition to those two drivers staff has proposed add-ons for FTEs in the 2018 budget. The net add-ons for FTEs for 2018 are 1.85. The composition of those add-ons are additions of a part-time bookmobile driver; part-time bookmobile assistant; full-time Kids' World librarian; and a part-time customer service assistant in Kids' World.

Overtime

The 2018 overtime expense budget is based on 2017 experience through June.

Medical Insurance

In August, Blue Cross Blue Shield provided the Village of Arlington Heights with preliminary rates which incorporated an 8.1% increase for 2018. The 2018 budget assumption for medical insurance rates increase was adjusted down to 8.5% from 10%, the initial recommendation from the Village.

IMRF

The Illinois Municipal Retirement Fund (IMRF) estimate by the Village for 2018 is 13.07%, up from 12.34% in 2017. IMRF costs rise with the rates and increases in salary. Additionally, there are six more positions in the 2018 budget which are IMRF qualified versus 2017 budgeted positions.

Budget Additions

The Library Administrative Team reviewed approximately 150 add-on requests submitted by managers.

Capital Projects

Ms. Spokas highlighted one-time projects recommended in the library's engineering assessment. Staff has also done a thorough assessment of potential needs and areas of concern that fall outside of the scope of the engineering assessment. Ms. Spokas highlighted these proposed one-time projects as well.

Services and Collections

Expenditures in services and collections for 2018 include registration and attendance for training in order to make the library a certified Family Place Library; expansion of the library's English as a second language program and citizen preparation classes; and translation and printing of signage and brochures in additional languages.

Travel and Training

The budget for staff travel and training for conferences has been budgeted at a similar level as in previous years.

Budget Narrative

The board reviewed the budget narrative that will be included in the Village budget book.

The Budget Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2018 BUDGET DATED SEPTEMBER 26, 2017 REVISED.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- 10.17.6 **APPROVAL OF MUTUALLY AGREED EMPLOYMENT SEPARATION AGREEMENT (Action Item 3)** – President Smart stated the proposed Employment Separation Agreement is an agreement whereby the board accepts the resignation of Jason Kuhl, Executive Director, effective September 25, 2017. The Agreement includes a discretionary payment to Mr. Kuhl of \$73,226.50 which is approximately six months' salary. The Agreement also provides that the library will pay Mr. Kuhl's health insurance for a period not to exceed six months. This agreement reflects payment that is compensatory with time served in our library and for the service he has provided to us in his positions.

In sum and substance, if the board approves the Agreement, the Agreement will reflect the mutual agreement of the board and Mr. Kuhl as to the terms of his resignation and separation of employment.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE LETTER OF RESIGNATION FROM JASON KUHL AND APPROVES THE EMPLOYMENT SEPARATION AGREEMENT FOR THE AMOUNT OF \$73,589**

**AND SIX MONTHS OF RELATED FAMILY HEALTH BENEFITS.** 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.

- 10.17.7 **CONFIRMATION OF ACTING LIBRARY DIRECTOR (Action Item 4)** – The board confirmed its appointment of Michael Driskell as acting executive director of the Arlington Heights Memorial Library.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPOINT MICHAEL DRISKELL ACTING EXECUTIVE DIRECTOR WITH FULL AUTHORITY AS ASSIGNED EFFECTIVE IMMEDIATELY AND UNTIL SUCH TIME THE BOARD OF LIBRARY TRUSTEES APPOINTS EITHER AN INTERIM OR PERMANENT REPLACEMENT.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- 10.17.8 There were no **OTHER** items to be discussed.

- 10.17.9 Trustee Brody Garkisch 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 Zyck seconded. All were in favor and the motion carried. The board went into closed session at 6:23 p.m.

The board returned to open session at 7:42 p.m.

Trustee Thanopoulos moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF OCTOBER 3, 2017.** Trustee Zyck seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to be discussed, Trustee Medal moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 7:43 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder

(Item 4)

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	1,477.49	2	601,251	785,712.75	131	802,000	16,287.25
04 00	Real Estate Tax FICA	59,666	767.33	1	386,994	408,060.53	105	566,000	157,939.47
05 00	Real Estate Tax	1,025,923	23,265.54	2	9,384,309	12,372,368.74	132	12,462,091	89,722.26
401 **	Real Estate Taxes	1,152,506	25,510.36	2	10,372,554	13,566,142.02	131	13,830,091	263,948.98
400 ***	Taxes	1,152,506	25,510.36	2	10,372,554	13,566,142.02	131	13,830,091	263,948.98
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		45,000	.00		60,000	60,000.00
70 00	Other Grants	250	.00		2,250	61,125.00	2717	3,000	58,125.00-
90 00	Contribution Ord. Library	83	.00		747	2,925.38	392	1,000	1,925.38-
411 **	Intergovernmental	5,333	.00		47,997	64,050.38	133	64,000	50.38-
410 ***	Intergovernmental Revenue	5,333	.00		47,997	64,050.38	133	64,000	50.38-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	100	439.00	439	900	2,168.00	241	1,200	968.00-
74 00	Copier/Reader Printer Fee	3,166	3,335.85	105	28,494	32,673.98	115	38,000	5,326.02
75 00	Meeting Room Fees	333	210.00	63	2,997	3,245.00	108	4,000	755.00
436 **	Library Fees	3,599	3,984.85	111	32,391	38,086.98	118	43,200	5,113.02
430 ***	Fees	3,599	3,984.85	111	32,391	38,086.98	118	43,200	5,113.02
440	Fines								
442	Library								
20 00	Late Charges	11,583	6,451.99	56	104,247	97,612.99	94	139,000	41,387.01
25 00	Lost/Damaged Item Charges	1,666	1,221.93	73	14,994	12,996.55	87	20,000	7,003.45
442 **	Library	13,249	7,673.92	58	119,241	110,609.54	93	159,000	48,390.46
440 ***	Fines	13,249	7,673.92	58	119,241	110,609.54	93	159,000	48,390.46
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,291	10,466.00	457	20,619	39,238.47	190	27,500	11,738.47-
461 **	Simple Interest	2,291	10,466.00	457	20,619	39,238.47	190	27,500	11,738.47-
462	Investment Income								
10 00	Market Value Adjustments	0	759.82		0	17,591.70		0	17,591.70-
462 **	Investment Income	0	759.82		0	17,591.70		0	17,591.70-

Village of Arlington Heights  
 REVENUE REPORT  
 75% OF YEAR LAPSED

ACCOUNTING PERIOD 09/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund

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	11,225.82	490	20,619	56,830.17	276	27,500	29,330.17-
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	175.00	211	747	10,600.00	1419	1,000	9,600.00-
483 **	Donations	83	175.00	211	747	10,600.00	1419	1,000	9,600.00-
489	Other								
90 00	Other Income	666	672.47	101	5,994	7,627.13	127	8,000	372.87
93 00	Donations Genealogy	41	.00		369	.00		500	500.00
94 00	FOL Reimbursements	5,416	.00		48,744	38,390.79	79	65,000	26,609.21
489 **	Other	6,123	672.47	11	55,107	46,017.92	84	73,500	27,482.08
480 ***	Other	6,206	847.47	14	55,854	56,617.92	101	74,500	17,882.08
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	49,242.42	4	10,648,656	13,892,337.01	131	14,198,291	305,953.99

Village of Arlington Heights  
 REVENUE REPORT  
 75% OF YEAR LAPSED

ACCOUNTING PERIOD 09/2017

Village of Arlington Heights

FUND 491 Capital Projects-Library										
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	3,261.44	652	4,500	22,217.32	494	6,000	16,217.32-	
461	** Simple Interest	500	3,261.44	652	4,500	22,217.32	494	6,000	16,217.32-	
462	Investment Income									
10 00	Market Value Adjustments	0	306.21		0	8,624.43		0	8,624.43-	
462	** Investment Income	0	306.21		0	8,624.43		0	8,624.43-	
460	*** Interest Income	500	3,567.65	714	4,500	30,841.75	685	6,000	24,841.75-	
490	Other Financing Sources									
491	Other Financing Sources									
05 00	Operating Transfer In	145,833	.00		1,312,497	1,750,000.00	133	1,750,000	.00	
491	** Other Financing Sources	145,833	.00		1,312,497	1,750,000.00	133	1,750,000	.00	
490	*** Other Financing Sources	145,833	.00		1,312,497	1,750,000.00	133	1,750,000	.00	
FUND TOTAL Capital Projects-Library		146,333	3,567.65	2	1,316,997	1,780,841.75	135	1,756,000	24,841.75-	

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16 01		Executive Director	12204	16982.07	139	109836	113163.76	103	.00	146453	33289.24 77
16 02		Dir. Library Operations	8333	11617.80	139	74997	75515.70	101	.00	100000	24484.30 76
16 17		Deputy Director	9032	12689.64	141	81288	84516.26	104	.00	108391	23874.74 78
16 36		Librarian III	6777	9091.71	134	54216	53034.98	98	.00	74552	21517.02 71
16 43		Business Office Adminr	4746	6578.43	139	42714	43771.00	103	.00	56963	13192.00 77
16 51		Clerk IV	3796	5231.25	138	34164	35038.44	103	.00	45552	10513.56 77
16 92		Achievement Awards	166	.00	0	1494	6000.00	402	.00	2000	4000.00- 300
16 **		Library Personal Services	45054	62190.90	138	398709	411040.14	103	.00	533911	122870.86 77
18		Other Personal Services									
18 05		Overtime Civilian	16	131.72	823	144	287.34	200	.00	200	87.34- 144
18 **		Other Personal Services	16	131.72	823	144	287.34	200	.00	200	87.34- 144
19		Employee Benefits									
19 05		Medical Insurance	5121	34210.74	668	46089	44871.03	97	.00	61466	16594.97 73
19 10		IMRF	4704	7690.61	164	42336	49404.53	117	.00	56462	7057.47 88
19 11		Social Security	2786	3752.08	135	24654	23934.94	97	.00	33024	9089.06 73
19 12		Medicare	635	877.48	138	5617	5597.62	100	.00	7535	1937.38 74
19 53		Flexible Spending	200	152.00	76	1800	1617.00	90	.00	2400	783.00 67
19 55		Unemployment Compensation	833	.00	0	7497	.00	0	.00	10000	10000.00 0
19 **		Employee Benefits	14279	46682.91	327	127993	125425.12	98	.00	170887	45461.88 73
20		Prof Technical Services									
20 05		Professional Services	1250	.00	0	11250	.00	0	.00	15000	15000.00 0
20 08		Consulting Services	333	3000.00	901	2997	10030.00	335	.00	4000	6030.00- 251
20 20		Legal Services	1333	.00	0	11997	9512.50	79	.00	16000	6487.50 60
20 40		General Insurance	10578	.00	0	95202	113250.00	119	.00	126945	13695.00 89
20 81		OCLC Services	5419	.00	0	48771	47473.30	97	.00	65028	17554.70 73
20 **		Prof Technical Services	18913	3000.00	16	170217	180265.80	106	.00	226973	46707.20 79
21		Property Services									
21 65		Other Services	705	1811.77	257	6345	7593.13	120	.00	8464	870.87 90
21 **		Property Services	705	1811.77	257	6345	7593.13	120	.00	8464	870.87 90
22		Other Contractual Service									
22 01		Advertising	83	.00	0	747	463.05	62	.00	1000	536.95 46
22 02		Dues	1089	.00	0	9801	10680.19	109	.00	13077	2396.81 82
22 03		Training	10208	1486.83	15	91872	44831.87	49	.00	122500	77668.13 37
22 05		Postage	4119	6963.52	169	37071	36152.81	98	.00	49438	13285.19 73
22 42		Internet Services	2341	3443.23	147	21069	29691.53	141	.00	28101	1590.53- 106
22 70		Telephone Services	3562	4514.05	127	32058	39879.47	124	.00	42755	2875.53 93
22 **		Other Contractual Service	21402	16407.63	77	192618	161698.92	84	.00	256871	95172.08 63
30		General Supplies									
30 05		Office Supplies & Equip	694	631.16	91	6246	4911.61	79	.00	8333	3421.39 59
30 **		General Supplies	694	631.16	91	6246	4911.61	79	.00	8333	3421.39 59



FUND 291 Memorial Library Fund		DEPT/DIV 6001 Executive Office/Administration						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										
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	3744	241.26	6	.00	5000	4758.74	5
	31 **	Public Works Supplies	416	.00	0	3744	241.26	6	.00	5000	4758.74	5
	32	Library Supplies										
	32 72	Special Events	2070	1315.96	64	18630	15206.90	82	.00	24850	9643.10	61
	32 99	Items Reimb by Employees	0	156.88	0	0	264.19	0	.00	0	264.19-	0
	32 **	Library Supplies	2070	1472.84	71	18630	15471.09	83	.00	24850	9378.91	62
	40	Other Charges										
	40 96	Operating Contingency	4591	.00	0	67731	.00	0	.00	81516	81516.00	0
	40 **	Other Charges	4591	.00	0	67731	.00	0	.00	81516	81516.00	0
	50	Property										
	50 15	Other Equipment	27148	225.00	1	244332	26480.05	11	.00	325787	299306.95	8
	50 **	Property	27148	225.00	1	244332	26480.05	11	.00	325787	299306.95	8
601	** **	Library	135288	132553.93	98	1236709	933414.46	76	.00	1642792	709377.54	57
60	** **	Culture/Recreation	135288	132553.93	98	1236709	933414.46	76	.00	1642792	709377.54	57
DIV	6001	TOTAL ***** Administration	135288	132553.93	98	1236709	933414.46	76	.00	1642792	709377.54	57

PROGRAM: GM267L  
Village of Arlington Heights

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.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16 21		Com & Marketing Manager	7809	10649.43	136	70281	53361.69	76	.00	93718	40356.31 57
16 23		Graphic Supervisor	6106	8455.38	139	54954	56334.83	103	.00	73280	16945.17 77
16 48		Library Assistant I	2254	3766.62	167	20286	23329.88	115	.00	27056	3726.12 86
16 50		Graphics Designer	3277	4644.12	142	29493	30457.96	103	.00	39329	8871.04 77
16 79		Publication Editor	2877	3736.00	130	25893	18858.83	73	.00	34529	15670.17 55
16 80		Communications Assistant	2003	680.34	34	18027	16243.01	90	.00	24045	7801.99 68
16 **		Library Personal Services	24326	31931.89	131	218934	198586.20	91	.00	291957	93370.80 68
18		Other Personal Services									
18 05		Overtime Civilian	33	.00	0	297	175.72	59	.00	400	224.28 44
18 **		Other Personal Services	33	.00	0	297	175.72	59	.00	400	224.28 44
19		Employee Benefits									
19 05		Medical Insurance	4098	3985.00	97	36882	35865.00	97	.00	49187	13322.00 73
19 10		IMRF	3006	3940.40	131	27054	24527.27	91	.00	36078	11550.73 68
19 11		Social Security	1510	1954.22	129	13590	12162.06	90	.00	18126	5963.94 67
19 12		Medicare	353	457.04	130	3177	2844.49	90	.00	4239	1394.51 67
19 **		Employee Benefits	8967	10336.66	115	80703	75398.82	93	.00	107630	32231.18 70
20		Prof Technical Services									
20 05		Professional Services	4406	.00	0	39654	23200.00	59	.00	52875	29675.00 44
20 **		Prof Technical Services	4406	.00	0	39654	23200.00	59	.00	52875	29675.00 44
21		Property Services									
21 02		Equipment Maintenance	154	.00	0	1386	1138.00	82	.00	1850	712.00 62
21 65		Other Services	826	36.60-	4-	7434	8546.92	115	.00	9912	1365.08 86
21 **		Property Services	980	36.60-	4-	8820	9684.92	110	.00	11762	2077.08 82
22		Other Contractual Service									
22 02		Dues	140	.00	0	1260	849.00	67	.00	1690	841.00 50
22 03		Training	7	.00	0	63	20.00	32	.00	90	70.00 22
22 10		Printing	13104	18369.81	140	117936	114170.03	97	.00	157255	43084.97 73
22 **		Other Contractual Service	13251	18369.81	139	119259	115039.03	97	.00	159035	43995.97 72
30		General Supplies									
30 05		Office Supplies & Equip	1227	1333.29	109	11043	12023.04	109	.00	14725	2701.96 82
30 **		General Supplies	1227	1333.29	109	11043	12023.04	109	.00	14725	2701.96 82
31		Public Works Supplies									
31 85		Small Tools and Equipment	677	305.20	45	6093	2955.68	49	.00	8134	5178.32 36
31 **		Public Works Supplies	677	305.20	45	6093	2955.68	49	.00	8134	5178.32 36
32		Library Supplies									
32 01		Program Supplies	83	.00	0	747	46.30	6	.00	1000	953.70 5
32 72		Special Events	691	.00	0	6219	7768.31	125	.00	8300	531.69 94
32 **		Library Supplies	774	.00	0	6966	7814.61	112	.00	9300	1485.39 84

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										
601	** **	Library	54641	62240.25	114	491769	444878.02	91	.00	655818	210939.98	68
60	** **	Culture/Recreation	54641	62240.25	114	491769	444878.02	91	.00	655818	210939.98	68
DIV	6002	TOTAL ***** Communications & Mrkting	54641	62240.25	114	491769	444878.02	91	.00	655818	210939.98	68

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources							ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	22	Dir. of Human Resources	7420	10223.46	138	66780	68122.98	102	.00	89045	20922.02 77	
16	51	Clerk IV	3708	5214.48	141	33372	34626.19	104	.00	44496	9869.81 78	
16	53	Volunteer Coordinator	2029	2851.39	141	18261	19592.67	107	.00	24357	4764.33 80	
16	**	Library Personal Services	13157	18289.33	139	118413	122341.84	103	.00	157898	35556.16 78	
18		Other Personal Services										
18	05	Overtime Civilian	16	42.98	269	144	283.66	197	.00	200	83.66- 142	
18	**	Other Personal Services	16	42.98	269	144	283.66	197	.00	200	83.66- 142	
19		Employee Benefits										
19	05	Medical Insurance	2670	2596.00	97	24030	23364.00	97	.00	32049	8685.00 73	
19	10	IMRF	1625	2262.19	139	14625	15131.87	104	.00	19509	4377.13 78	
19	11	Social Security	816	1096.42	134	7344	7275.85	99	.00	9802	2526.15 74	
19	12	Medicare	191	256.41	134	1719	1701.56	99	.00	2292	590.44 74	
19	50	Employee Asst. Program	520	.00	0	4680	5578.33	119	.00	6250	671.67 89	
19	**	Employee Benefits	5822	6211.02	107	52398	53051.61	101	.00	69902	16850.39 76	
21		Property Services										
21	65	Other Services	2037	601.00	30	18333	19841.70	108	.00	24450	4608.30 81	
21	**	Property Services	2037	601.00	30	18333	19841.70	108	.00	24450	4608.30 81	
22		Other Contractual Service										
22	01	Advertising	75	100.00	133	675	2857.19	423	.00	900	1957.19- 318	
22	02	Dues	221	.00	0	1989	2729.00	137	.00	2655	74.00- 103	
22	03	Training	67	.00	0	603	434.88	72	.00	810	375.12 54	
22	55	In Service Training	375	.00	0	3375	6043.94	179	.00	4500	1543.94- 134	
22	**	Other Contractual Service	738	100.00	14	6642	12065.01	182	.00	8865	3200.01- 136	
40		Other Charges										
40	62	Tuition Reimbursement	833	.00	0	7497	2512.80	34	.00	10000	7487.20 25	
40	70	Employee Recognition Prog	1320	.00	0	11880	13311.45	112	.00	15850	2538.55 84	
40	**	Other Charges	2153	.00	0	19377	15824.25	82	.00	25850	10025.75 61	
601	**	Library	23923	25244.33	106	215307	223408.07	104	.00	287165	63756.93 78	
60	**	Culture/Recreation	23923	25244.33	106	215307	223408.07	104	.00	287165	63756.93 78	
DIV	6003	TOTAL ***** Human Resources	23923	25244.33	106	215307	223408.07	104	.00	287165	63756.93 78	

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants							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										
	21	Property Services										
	21 65	Other Services	416	400.00	96	3744	3649.92	98	.00	5000	1350.08	73
	21 **	Property Services	416	400.00	96	3744	3649.92	98	.00	5000	1350.08	73
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	416	1200.00	289	3744	20325.00	543	.00	5000	15325.00-	407
	22 **	Other Contractual Service	416	1200.00	289	3744	20325.00	543	.00	5000	15325.00-	407
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	3744	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	3744	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	3744	1329.14	36	.00	5000	3670.86	27
	32 02	Program Events	416	.00	0	3744	7695.60	206	.00	5000	2695.60-	154
	32 32	Software	208	.00	0	1872	.00	0	.00	2500	2500.00	0
	32 72	Special Events	833	.00	0	7497	17672.68	236	.00	10000	7672.68-	177
	32 75	Audio Visual	416	.00	0	3744	449.97	12	.00	5000	4550.03	9
	32 78	Electronic Resources	208	.00	0	1872	.00	0	.00	2500	2500.00	0
	32 80	Books	416	.00	0	3744	4265.89	114	.00	5000	734.11	85
	32 95	Periodicals	0	15.00	0	0	15.00	0	.00	0	15.00-	0
	32 **	Library Supplies	2913	15.00	1	26217	31428.28	120	.00	35000	3571.72	90
	50	Property										
	50 15	Other Equipment	416	.00	0	3744	9995.26	267	.00	5000	4995.26-	200
	50 **	Property	416	.00	0	3744	9995.26	267	.00	5000	4995.26-	200
601	** **	Library	4577	1615.00	35	41193	65398.46	159	.00	55000	10398.46-	119
60	** **	Culture/Recreation	4577	1615.00	35	41193	65398.46	159	.00	55000	10398.46-	119
DIV	6004	TOTAL ***** Paid by Gifts and Grants	4577	1615.00	35	41193	65398.46	159	.00	55000	10398.46-	119

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	2556.96	48	48141	2556.96	5	.00	64193	61636.04	4
	16 29	Finance Director	8390	10961.52	131	75510	97726.77	129	.00	100691	2964.23	97
	16 48	Library Assistant I	4059	5513.81	136	36531	36947.95	101	.00	48710	11762.05	76
	16 51	Clerk IV	1744	.00	0	15696	.00	0	.00	20933	20933.00	0
	16 57	Clerk II	1609	3963.65	246	14481	23551.46	163	.00	19318	4233.46	122
	16 **	Library Personal Services	21151	22995.94	109	190359	160783.14	85	.00	253845	93061.86	63
	18	Other Personal Services										
	18 05	Overtime Civilian	16	9.14	57	144	740.26	514	.00	200	540.26	370
	18 **	Other Personal Services	16	9.14	57	144	740.26	514	.00	200	540.26	370
	19	Employee Benefits										
	19 05	Medical Insurance	3054	2970.00	97	27486	26730.00	97	.00	36659	9929.00	73
	19 10	IMRF	2612	2838.81	109	23508	19969.60	85	.00	31349	11379.40	64
	19 11	Social Security	1312	1347.32	103	11808	9629.17	82	.00	15751	6121.83	61
	19 12	Medicare	308	315.10	102	2772	2252.00	81	.00	3701	1449.00	61
	19 **	Employee Benefits	7286	7471.23	103	65574	58580.77	89	.00	87460	28879.23	67
	20	Prof Technical Services										
	20 05	Professional Services	437	.00	0	3933	5250.00	134	.00	5250	.00	100
	20 **	Prof Technical Services	437	.00	0	3933	5250.00	134	.00	5250	.00	100
	21	Property Services										
	21 36	Equipment Rental	183	115.00	63	1647	2374.00	144	.00	2200	174.00	108
	21 65	Other Services	807	4466.89	554	7263	55148.62	759	.00	9685	45463.62	569
	21 **	Property Services	990	4581.89	463	8910	57522.62	646	.00	11885	45637.62	484
	22	Other Contractual Service										
	22 02	Dues	85	.00	0	765	680.00	89	.00	1025	345.00	66
	22 03	Training	100	.00	0	900	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	1974	1975.00	100	17766	17775.00	100	.00	23690	5915.00	75
	22 **	Other Contractual Service	2159	1975.00	92	19431	18455.00	95	.00	25915	7460.00	71
601 ** **		Library	32039	37033.20	116	288351	301331.79	105	.00	384555	83223.21	78
60 ** **		Culture/Recreation	32039	37033.20	116	288351	301331.79	105	.00	384555	83223.21	78
DIV 6008		TOTAL *****										
		Finance	32039	37033.20	116	288351	301331.79	105	.00	384555	83223.21	78

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	25	Department Manager II	6916	8769.24	127	62244	58861.89	95	.00	83000	24138.11 71
16	26	Department Manager I	6000	8429.94	141	54000	56145.56	104	.00	72006	15860.44 78
16	28	Web Developer	10304	10051.42	98	92736	73399.04	79	.00	123654	50254.96 59
16	44	Library Assistant III	5037	7179.75	143	45333	47922.07	106	.00	60455	12532.93 79
16	49	Computer Technician	9246	12778.80	138	83214	85213.42	102	.00	110963	25749.58 77
16	54	Clerk III	7855	10996.43	140	70695	70782.66	100	.00	94262	23479.34 75
16	68	LAN Administrator	6178	8555.46	139	55602	57001.62	103	.00	74147	17145.38 77
16	**	Library Personal Services	51536	66761.04	130	463824	449326.26	97	.00	618487	169160.74 73
18		Other Personal Services									
18	05	Overtime Civilian	41	42.60	104	369	52.92	14	.00	500	447.08 11
18	**	Other Personal Services	41	42.60	104	369	52.92	14	.00	500	447.08 11
19		Employee Benefits									
19	05	Medical Insurance	11553	11231.00	97	103977	101079.00	97	.00	138643	37564.00 73
19	10	IMRF	6086	7835.55	129	54774	54289.68	99	.00	73041	18751.32 74
19	11	Social Security	3198	4029.27	126	28782	26965.43	94	.00	38378	11412.57 70
19	12	Medicare	749	942.34	126	6741	6306.45	94	.00	8991	2684.55 70
19	**	Employee Benefits	21586	24038.16	111	194274	188640.56	97	.00	259053	70412.44 73
20		Prof Technical Services									
20	05	Professional Services	350	313.89	90	3150	2470.03	78	.00	4210	1739.97 59
20	08	Consulting Services	1625	288.00	18	14625	3387.10	23	.00	19500	16112.90 17
20	**	Prof Technical Services	1975	601.89	31	17775	5857.13	33	.00	23710	17852.87 25
21		Property Services									
21	02	Equipment Maintenance	12163	1747.66	14	109467	138026.14	126	.00	145963	7936.86 95
21	**	Property Services	12163	1747.66	14	109467	138026.14	126	.00	145963	7936.86 95
22		Other Contractual Service									
22	02	Dues	27	.00	0	243	.00	0	.00	329	329.00 0
22	03	Training	37	.00	0	333	63.34	19	.00	450	386.66 14
22	**	Other Contractual Service	64	.00	0	576	63.34	11	.00	779	715.66 8
30		General Supplies									
30	05	Office Supplies & Equip	31	131.41	424	279	158.71	57	.00	375	216.29 42
30	30	Data System Supplies	4142	2161.76	52	37278	27262.29	73	.00	49707	22444.71 55
30	32	Software Library	14404	7604.43	53	129636	122392.55	94	.00	172852	50459.45 71
30	33	Documentation Library	52	.00	0	468	392.99	84	.00	625	232.01 63
30	**	General Supplies	18629	9897.60	53	167661	150206.54	90	.00	223559	73352.46 67
31		Public Works Supplies									
31	85	Small Tools and Equipment	1149	400.76	35	10341	9807.82	95	.00	13791	3983.18 71
31	**	Public Works Supplies	1149	400.76	35	10341	9807.82	95	.00	13791	3983.18 71

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology					ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	32	Library Supplies									
	32 05	Processing Supplies	100	.00	0	900	.00	0	.00	1200	1200.00 0
	32 32	Software	1565	1845.11	118	14085	10506.88	75	.00	18783	8276.12 56
	32 **	Library Supplies	1665	1845.11	111	14985	10506.88	70	.00	19983	9476.12 53
	50	Property									
	50 12	Computer Equipment	6845	5308.61	78	61605	33605.26	55	.00	82149	48543.74 41
	50 15	Other Equipment	1066	.00	0	9594	12800.00	133	.00	12800	.00 100
	50 **	Property	7911	5308.61	67	71199	46405.26	65	.00	94949	48543.74 49
601 ** **		Library	116719	110643.43	95	1050471	998892.85	95	.00	1400774	401881.15 71
60 ** **		Culture/Recreation	116719	110643.43	95	1050471	998892.85	95	.00	1400774	401881.15 71
DIV 6010		TOTAL *****									
		Information Technology	116719	110643.43	95	1050471	998892.85	95	.00	1400774	401881.15 71



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	7893.60	138	51552	52598.19	102	.00	68746	16147.81 77
16	66	Security Guard	14615	19506.01	134	131535	137697.37	105	.00	175390	37692.63 79
16	**	Library Personal Services	20343	27399.61	135	183087	190295.56	104	.00	244136	53840.44 78
18		Other Personal Services									
18	05	Overtime Civilian	62	83.68	135	558	1487.45	267	.00	750	737.45- 198
18	**	Other Personal Services	62	83.68	135	558	1487.45	267	.00	750	737.45- 198
19		Employee Benefits									
19	05	Medical Insurance	4533	4407.00	97	40797	39663.00	97	.00	54404	14741.00 73
19	10	IMRF	2207	3027.96	137	19863	20995.16	106	.00	26489	5493.84 79
19	11	Social Security	1265	1660.31	131	11385	11513.80	101	.00	15183	3669.20 76
19	12	Medicare	295	388.32	132	2655	2692.81	101	.00	3551	858.19 76
19	**	Employee Benefits	8300	9483.59	114	74700	74864.77	100	.00	99627	24762.23 75
22		Other Contractual Service									
22	03	Training	41	.00	0	369	144.96	39	.00	500	355.04 29
22	**	Other Contractual Service	41	.00	0	369	144.96	39	.00	500	355.04 29
30		General Supplies									
30	05	Office Supplies & Equip	18	.00	0	162	75.84	47	.00	225	149.16 34
30	**	General Supplies	18	.00	0	162	75.84	47	.00	225	149.16 34
601	**	Library	28764	36966.88	129	258876	266868.58	103	.00	345238	78369.42 77
60	**	Culture/Recreation	28764	36966.88	129	258876	266868.58	103	.00	345238	78369.42 77
DIV	6015	TOTAL ***** Security	28764	36966.88	129	258876	266868.58	103	.00	345238	78369.42 77

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	60	Clerk I	4724	9469.72	201	42516	49920.24	117	.00	56698	6777.76 88
16	69	Maintenance Supervisor	8222	11329.29	138	73998	75610.47	102	.00	98667	23056.53 77
16	72	Maintenance Worker	19804	21598.83	109	178236	166986.38	94	.00	237658	70671.62 70
16	**	Library Personal Services	32750	42397.84	130	294750	292517.09	99	.00	393023	100505.91 74
18		Other Personal Services									
18	05	Overtime Civilian	208	582.09	280	1872	3532.21	189	.00	2500	1032.21- 141
18	**	Other Personal Services	208	582.09	280	1872	3532.21	189	.00	2500	1032.21- 141
19		Employee Benefits									
19	05	Medical Insurance	8986	8735.00	97	80874	78615.00	97	.00	107837	29222.00 73
19	10	IMRF	3458	4618.01	134	31122	31720.93	102	.00	41503	9782.07 76
19	11	Social Security	2043	2526.77	124	18387	17212.49	94	.00	24522	7309.51 70
19	12	Medicare	477	590.95	124	4293	4025.61	94	.00	5735	1709.39 70
19	**	Employee Benefits	14964	16470.73	110	134676	131574.03	98	.00	179597	48022.97 73
21		Property Services									
21	02	Equipment Maintenance	3435	3887.00	113	30915	34276.57	111	.00	41231	6954.43 83
21	07	Vehicle Equipment Maint	693	.00	0	6237	8611.68	138	.00	8326	285.68- 103
21	11	Building Maintenance	21016	17217.69	82	189144	173337.01	92	.00	252193	78855.99 69
21	36	Equipment Rental	83	.00	0	747	.00	0	.00	1000	1000.00 0
21	60	Water and Sewer Service	1372	4812.19	351	12348	11812.38	96	.00	16472	4659.62 72
21	**	Property Services	26599	25916.88	97	239391	228037.64	95	.00	319222	91184.36 71
22		Other Contractual Service									
22	03	Training	36	.00	0	324	27.40	9	.00	432	404.60 6
22	**	Other Contractual Service	36	.00	0	324	27.40	9	.00	432	404.60 6
30		General Supplies									
30	50	Petroleum Products	542	257.37	48	4878	1756.59	36	.00	6507	4750.41 27
30	51	Heating Fuel	5666	3332.72	59	50994	35519.77	70	.00	68000	32480.23 52
30	**	General Supplies	6208	3590.09	58	55872	37276.36	67	.00	74507	37230.64 50
31		Public Works Supplies									
31	45	Janitorial Supplies	1948	2605.16	134	17532	19501.63	111	.00	23387	3885.37 83
31	**	Public Works Supplies	1948	2605.16	134	17532	19501.63	111	.00	23387	3885.37 83
50		Property									
50	15	Other Equipment	2216	.00	0	19944	2474.00	12	.00	26600	24126.00 9
50	**	Property	2216	.00	0	19944	2474.00	12	.00	26600	24126.00 9
601	**	Library	84929	91562.79	108	764361	714940.36	94	.00	1019268	304327.64 70
60	**	Culture/Recreation	84929	91562.79	108	764361	714940.36	94	.00	1019268	304327.64 70
DIV	6020	TOTAL ***** Facilities	84929	91562.79	108	764361	714940.36	94	.00	1019268	304327.64 70

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DEPT	60	TOTAL *****										
		Executive Office	480880	497859.81	104	4347037	3949132.59	91	.00	5790610	1841477.41	68

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv						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	26	Department Manager I	6730	8690.76	129	60570	53927.14	89	.00	80765	26837.86 67
16	36	Librarian III	26965	38300.12	142	242685	225825.78	93	.00	323588	97762.22 70
16	39	Librarian II	9275	12880.83	139	83475	78956.87	95	.00	111300	32343.13 71
16	44	Library Assistant III	8635	13600.89	158	63463	59951.71	95	.00	89379	29427.29 67
16	45	Library Assistant II	5003	6928.47	139	45027	46161.64	103	.00	60047	13885.36 77
16	48	Library Assistant I	13854	17313.32	125	124686	95530.68	77	.00	166253	70722.32 58
16	51	Clerk IV	4001	2953.08	74	32941	22037.29	67	.00	44953	22915.71 49
16	60	Clerk I	296	111.65	38	2664	2816.77	106	.00	3552	735.23 79
16	**	Library Personal Services	74759	100779.12	135	655511	585207.88	89	.00	879837	294629.12 67
18		Other Personal Services									
18	05	Overtime Civilian	41	.00	0	369	9.28	3	.00	500	490.72 2
18	**	Other Personal Services	41	.00	0	369	9.28	3	.00	500	490.72 2
19		Employee Benefits									
19	05	Medical Insurance	9964	9685.00	97	89676	87165.00	97	.00	119579	32414.00 73
19	10	IMRF	8616	12422.35	144	76220	70796.41	93	.00	102074	31277.59 69
19	11	Social Security	4464	6098.55	137	39796	34648.28	87	.00	53193	18544.72 65
19	12	Medicare	1043	1426.28	137	9299	8103.03	87	.00	12441	4337.97 65
19	**	Employee Benefits	24087	29632.18	123	214991	200712.72	93	.00	287287	86574.28 70
21		Property Services									
21	65	Other Services	0	.00	0	0	7243.75	0	.00	0	7243.75- 0
21	**	Property Services	0	.00	0	0	7243.75	0	.00	0	7243.75- 0
22		Other Contractual Service									
22	02	Dues	363	.00	0	3267	2322.00	71	.00	4358	2036.00 53
22	03	Training	401	545.56	136	3609	2083.33	58	.00	4819	2735.67 43
22	18	Contr Programs & Exhibits	600	210.00	35	5400	2935.00	54	.00	7200	4265.00 41
22	**	Other Contractual Service	1364	755.56	55	12276	7340.33	60	.00	16377	9036.67 45
30		General Supplies									
30	05	Office Supplies & Equip	25	.00	0	225	135.97	60	.00	310	174.03 44
30	**	General Supplies	25	.00	0	225	135.97	60	.00	310	174.03 44
32		Library Supplies									
32	01	Program Supplies	529	24.54	5	4761	913.23	19	.00	6353	5439.77 14
32	02	Program Events	278	62.80	23	2502	977.44	39	.00	3341	2363.56 29
32	90	Circulation Supplies	183	.00	0	1647	1167.45	71	.00	2203	1035.55 53
32	**	Library Supplies	990	87.34	9	8910	3058.12	34	.00	11897	8838.88 26
601	**	Library	101266	131254.20	130	892282	803708.05	90	.00	1196208	392499.95 67
60	**	Culture/Recreation	101266	131254.20	130	892282	803708.05	90	.00	1196208	392499.95 67
DIV	6405	TOTAL ***** Business & Specialty Serv	101266	131254.20	130	892282	803708.05	90	.00	1196208	392499.95 67

PROGRAM: GM267L  
Village of Arlington Heights

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.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	05	Customer Service Manager	7715	13916.04	180	69435	75268.24	108	.00	92584	17315.76 81
16	07	Customer Service Assc.	13301	15835.93	119	119709	108208.88	90	.00	159612	51403.12 68
16	16	Lib Asst I Circulation	15771	19569.16	124	141939	133693.62	94	.00	189264	55570.38 71
16	26	Department Manager I	6040	15420.66	255	54360	58781.01	108	.00	72491	13709.99 81
16	33	Librarian IV	4597	.00	0	41373	38405.07	93	.00	55169	16763.93 70
16	39	Librarian II	5490	7213.62	131	49410	56200.94	114	.00	65887	9686.06 85
16	46	Library Asst I Mags/News	15191	20279.01	134	136719	132602.09	97	.00	182293	49690.91 73
16	48	Library Assistant I	15568	26544.91	171	140112	161391.64	115	.00	186823	25431.36 86
16	51	Clerk IV	7436	10368.46	139	66924	70497.59	105	.00	89242	18744.41 79
16	52	Clerk IV Circulation	4093	3542.71	87	36837	30267.15	82	.00	49127	18859.85 62
16	54	Clerk III	0	.00	0	0	5009.32	0	.00	0	5009.32- 0
16	55	Clerk III Circulation	34287	45371.13	132	308583	309146.94	100	.00	411447	102300.06 75
16	57	Clerk II	3940	5005.76	127	35460	28729.24	81	.00	47285	18555.76 61
16	58	Clerk II Circulation	1917	813.22	42	17253	10807.05	63	.00	23015	12207.95 47
16	59	Clerk II Call Center	35885	36853.06	103	322965	250258.73	78	.00	430631	180372.27 58
16	75	Library Page II	36846	50136.05	136	331614	344133.40	104	.00	442153	98019.60 78
16	**	Library Personal Services	208077	270869.72	130	1872693	1813400.91	97	.00	2497023	683622.09 73
18		Other Personal Services									
18	05	Overtime Civilian	83	151.79	183	747	1519.09	203	.00	1000	519.09- 152
18	**	Other Personal Services	83	151.79	183	747	1519.09	203	.00	1000	519.09- 152
19		Employee Benefits									
19	05	Medical Insurance	20234	19669.00	97	182106	177021.00	97	.00	242819	65798.00 73
19	10	IMRF	19565	26217.72	134	176085	175991.04	100	.00	234791	58799.96 75
19	11	Social Security	12906	16518.71	128	116154	111227.85	96	.00	154879	43651.15 72
19	12	Medicare	3022	3863.25	128	27198	26012.56	96	.00	36275	10262.44 72
19	**	Employee Benefits	55727	66268.68	119	501543	490252.45	98	.00	668764	178511.55 73
21		Property Services									
21	02	Equipment Maintenance	46	.00	0	414	164.31	40	.00	555	390.69 30
21	64	Access Services	291	352.75	121	2619	2279.98	87	.00	3500	1220.02 65
21	65	Other Services	260	250.60	96	2340	1852.65	79	.00	3129	1276.35 59
21	**	Property Services	597	603.35	101	5373	4296.94	80	.00	7184	2887.06 60
22		Other Contractual Service									
22	02	Dues	159	.00	0	1431	1355.17	95	.00	1916	560.83 71
22	03	Training	344	262.14	76	3096	952.96	31	.00	4133	3180.04 23
22	**	Other Contractual Service	503	262.14	52	4527	2308.13	51	.00	6049	3740.87 38
30		General Supplies									
30	05	Office Supplies & Equip	429	279.81	65	3861	3372.53	87	.00	5156	1783.47 65
30	07	Supplies Reimb by Patrons	166	.00	0	1494	.00	0	.00	2000	2000.00 0
30	**	General Supplies	595	279.81	47	5355	3372.53	63	.00	7156	3783.47 47

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.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 01	Program Supplies	581	80.31	14	5229	3755.02	72	.00	6973	3217.98	54
	32 02	Program Events	0	.00	0	0	39.17	0	.00	0	39.17-	0
	32 90	Circulation Supplies	938	1612.57	172	8442	5380.03	64	.00	11256	5875.97	48
	32 **	Library Supplies	1519	1692.88	111	13671	9174.22	67	.00	18229	9054.78	50
601 ** **		Library	267101	340128.37	127	2403909	2324324.27	97	.00	3205405	881080.73	73
60 ** **		Culture/Recreation	267101	340128.37	127	2403909	2324324.27	97	.00	3205405	881080.73	73
DIV 6420		TOTAL *****										
		Customer Services	267101	340128.37	127	2403909	2324324.27	97	.00	3205405	881080.73	73



Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	25	Department Manager II	6117	8801.01	144	55053	58583.88	106	.00	73410	14826.12 80
16	30	Digital Media Specialist	4133	5697.15	138	37197	37944.47	102	.00	49599	11654.53 77
16	33	Librarian IV	6399	8644.50	135	57591	57719.18	100	.00	76792	19072.82 75
16	36	Librarian III	8614	12057.09	140	77526	80378.22	104	.00	103373	22994.78 78
16	48	Library Assistant I	14942	20835.21	139	134478	144115.23	107	.00	179310	35194.77 80
16	54	Clerk III	1149	1387.88	121	10341	10001.73	97	.00	13790	3788.27 73
16	**	Library Personal Services	41354	57422.84	139	372186	388742.71	104	.00	496274	107531.29 78
18		Other Personal Services									
18	05	Overtime Civilian	8	.00	0	72	.00	0	.00	100	100.00 0
18	**	Other Personal Services	8	.00	0	72	.00	0	.00	100	100.00 0
19		Employee Benefits									
19	05	Medical Insurance	4390	4267.00	97	39510	38403.00	97	.00	52681	14278.00 73
19	10	IMRF	4819	6665.61	138	43371	45617.79	105	.00	57832	12214.21 79
19	11	Social Security	2564	3519.68	137	23076	23731.70	103	.00	30775	7043.30 77
19	12	Medicare	599	823.16	137	5391	5550.21	103	.00	7197	1646.79 77
19	**	Employee Benefits	12372	15275.45	124	111348	113302.70	102	.00	148485	35182.30 76
22		Other Contractual Service									
22	02	Dues	164	164.00	100	1476	1208.00	82	.00	1975	767.00 61
22	03	Training	54	22.47	42	486	59.01	12	.00	650	590.99 9
22	66	Outside Reference Service	183	.00	0	1647	2554.13	155	.00	2200	354.13- 116
22	**	Other Contractual Service	401	186.47	47	3609	3821.14	106	.00	4825	1003.86 79
30		General Supplies									
30	05	Office Supplies & Equip	58	.00	0	522	610.09	117	.00	700	89.91 87
30	07	Supplies Reimb by Patrons	75	23.98	32	675	116.54	17	.00	900	783.46 13
30	**	General Supplies	133	23.98	18	1197	726.63	61	.00	1600	873.37 45
31		Public Works Supplies									
31	85	Small Tools and Equipment	512	459.26	90	4608	5565.16	121	.00	6149	583.84 91
31	**	Public Works Supplies	512	459.26	90	4608	5565.16	121	.00	6149	583.84 91
32		Library Supplies									
32	01	Program Supplies	125	17.14	14	1125	17.14	2	.00	1500	1482.86 1
32	78	Electronic Resources	25810	9286.58	36	232290	283161.26	122	.00	309725	26563.74 91
32	90	Circulation Supplies	123	252.35	205	1107	1516.75	137	.00	1477	39.75- 103
32	**	Library Supplies	26058	9556.07	37	234522	284695.15	121	.00	312702	28006.85 91
50		Property									
50	15	Other Equipment	950	245.54	26	8550	3234.32	38	.00	11410	8175.68 28
50	**	Property	950	245.54	26	8550	3234.32	38	.00	11410	8175.68 28
601	**	** Library	81788	83169.61	102	736092	800087.81	109	.00	981545	181457.19 82
60	**	** Culture/Recreation	81788	83169.61	102	736092	800087.81	109	.00	981545	181457.19 82



PREPARED 10/12/2017, 8:23:01  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 75% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DIV	6450	TOTAL ***** Digital Services	81788	83169.61	102	736092	800087.81	109	.00	981545	181457.19	82





FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	90	Other Financing Uses									
	90 05	Operating Transfer Out	145833	.00	0	1312497	1750000.00	133	.00	1750000	.00 100
	90 **	Other Financing Uses	145833	.00	0	1312497	1750000.00	133	.00	1750000	.00 100
601 ** **		Library	145833	.00	0	1312497	1750000.00	133	.00	1750000	.00 100
60 ** **		Culture/Recreation	145833	.00	0	1312497	1750000.00	133	.00	1750000	.00 100
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	1312497	1750000.00	133	.00	1750000	.00 100
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	1312497	1750000.00	133	.00	1750000	.00 100
FUND 291		TOTAL ***** Memorial Library Fund	1361234	1380247.58	101	12251111	12061978.28	99	.00	16336392	4274413.72 74
GRAND		TOTAL *****	1361234	1380247.58	101	12251111	12061978.28	99	.00	16336392	4274413.72 74

FUND 491 Capital Projects-Library			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.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	50000	.00	0	450000	.00	0	.00	600000	600000.00	0
	50 **	Property	50000	.00	0	450000	.00	0	.00	600000	600000.00	0
601 ** **		Library	50000	.00	0	450000	.00	0	.00	600000	600000.00	0
60 ** **		Culture/Recreation	50000	.00	0	450000	.00	0	.00	600000	600000.00	0
DIV 6001		TOTAL *****										
		Administration	50000	.00	0	450000	.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	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	833	.00	0	7497	10000.00	133	.00	10000	.00	100
	50	** Property	833	.00	0	7497	10000.00	133	.00	10000	.00	100
601	**	** Library	833	.00	0	7497	10000.00	133	.00	10000	.00	100
60	**	** Culture/Recreation	833	.00	0	7497	10000.00	133	.00	10000	.00	100
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	833	.00	0	7497	10000.00	133	.00	10000	.00	100

PROGRAM: GM267L

Village of Arlington Heights

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	2683	.00	0	24147	25288.00	105	.00	32200	6912.00	79
	50 **	Property	2683	.00	0	24147	25288.00	105	.00	32200	6912.00	79
601 ** **		Library	2683	.00	0	24147	25288.00	105	.00	32200	6912.00	79
60 ** **		Culture/Recreation	2683	.00	0	24147	25288.00	105	.00	32200	6912.00	79
DIV 6010		TOTAL *****										
		Information Technology	2683	.00	0	24147	25288.00	105	.00	32200	6912.00	79

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	9416	.00	0	84744	55591.87	66	.00	113000	57408.13	49
	50 55	Other Capital Outlay	131625	188663.15	143	1184625	1018381.33	86	.00	1579500	561118.67	65
	50 **	Property	141041	188663.15	134	1269369	1073973.20	85	.00	1692500	618526.80	64
601	** **	Library	141041	188663.15	134	1269369	1073973.20	85	.00	1692500	618526.80	64
60	** **	Culture/Recreation	141041	188663.15	134	1269369	1073973.20	85	.00	1692500	618526.80	64
DIV	6020	TOTAL ***** Facilities	141041	188663.15	134	1269369	1073973.20	85	.00	1692500	618526.80	64
DEPT	60	TOTAL ***** Executive Office	194557	188663.15	97	1751013	1109261.20	63	.00	2334700	1225438.80	48
FUND	491	TOTAL ***** Capital Projects-Library	194557	188663.15	97	1751013	1109261.20	63	.00	2334700	1225438.80	48
GRAND		TOTAL *****	194557	188663.15	97	1751013	1109261.20	63	.00	2334700	1225438.80	48



October 17, 2017

(Action Item 5)

**ACCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
September 30, 2017**

**FUND TOTALS**

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library	\$316,203.35
491	Capital Projects Fund - Library	\$188,663.15
<b>Total Disbursements</b>		<u>\$504,866.50</u>
<b>Payrolls Paid</b>		
9/1/2017		\$277,232.80
9/15/2017		\$270,156.17
9/29/2017		\$283,455.45
		<u>\$830,844.42</u>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
9/30/2017	Group Insurance	\$94,016.67
9/30/2017	IMRF	\$93,338.04
9/30/2017	Social Security	\$50,253.07
9/30/2017	Medicare	\$11,752.78
		<u>\$249,360.56</u>
<b>Total Disbursed</b>		<u><u>\$1,585,071.48</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
75544	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION/SEPT 2017	149.76	149.76
75550	AMERICAN LIBRARY ASSOCIATION-PLA	291-0000-140.05-00	PLA CONF-V JAFFE	280.00	280.00
75556	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	113.03-	113.03-
75576	CHILDRENS MUSEUM OF PITTSBURGH	291-0000-140.05-00	XOXO EXHIBIT RENTAL JAN-	10,000.00	10,000.00
75611	GROUP ADMINISTRATORS	291-0000-210.98-00 291-0000-210.94-00	FSA MED-OCTOBER 2017 FSA DEP-OCTOBER 2017	3,263.12 1,197.82	4,460.94
75639	MORNINGSTAR INC	291-0000-140.05-00	PREPAID MORNINGSTAR IN-	8,821.08	8,821.08
75657	PROQUEST LLC	291-0000-140.05-00	PREPAID-PERIODICALS	19,181.76	19,181.76
75667	SCHOLASTIC LIBRARY	291-0000-140.05-00	PREPAID-BOOKFLIX GOLD	4,468.58	4,468.58
***** DIVISION TOTAL ****					47,249.09
***** DEPARTMENT TOTAL **					47,249.09

DEPARTMENT: 60	Executive Office	DIVISION: 01			
73762	LUCKRITZ, MARY	291-6001-601.32-72	OBOV-EVENING WTH ERIC	300.00-	300.00-
73799	SHAW, SARAH	291-6001-601.22-03	AN EVENT APART-S SHAW	55.12-	55.12-
75548	ALIBRIS	291-6001-601.32-99	EMP REIMBURSED PURCHASE	41.00	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	52.40	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	68.80	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	31.70	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	94.70	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	106.75	395.35
75549	AMAZON.COM CREDIT	291-6001-601.30-05	INK REFILL	5.30	
		291-6001-601.30-05	OFF SUPPS	42.39	
		291-6001-601.32-72	GLUE	7.76	
		291-6001-601.30-05	COAT RACK	25.90	
		291-6001-601.30-05	BATTERIES	9.99	
		291-6001-601.30-05	K-CUPS	29.00	120.34
75552	ANDRYKOWSKI, JEREMY	291-6001-601.22-03	WEBINAR-LIBRARY DIR BOOT-	110.25	110.25
75554	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAV/TRAIN-S DISTEL	24.12	
		291-6001-601.22-05	POSTAGE-G ROJEK	7.18	
		291-6001-601.22-03	TRAV/TRAIN-J MORAVEK	27.56	58.86
75556	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.30-05	ASSET TAGS	70.30	
		291-6001-601.22-03	ILA CONF REG-S MEYER	200.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.32-72	TRUFFLES FOR OBOV	274.89	
		291-6001-601.32-72	ITEMS FOR CIRCLEFEST	177.71	
		291-6001-601.22-03	ILA CONF REG-M MONAHAN	200.00	
		291-6001-601.30-05	COFFEE SLEEVES	109.31	
		291-6001-601.30-05	ERRONEOUS CHARGE	14.43-	
		291-6001-601.22-42	COMCAST MONTHLY SERVICE	344.85	1,362.63
75558	AT & T	291-6001-601.22-70	TELEPHONE	4,034.01	
		291-6001-601.22-42	INTERNET ACCESS	1,213.36	5,247.37
75559	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS	135.00	135.00
75562	BAKER & TAYLOR	291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.75	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	74.19	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	20.91	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.90	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.33	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	17.93	159.01
75563	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	29.39	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	36.72	66.11
75577	COMCAST	291-6001-601.22-42	INTERNET ACCESS	21.03	21.03
75584	DAVIDSON, SCOTT	291-6001-601.32-72	OBOV-ONLINE PRIVACY 101	100.00	100.00
75585	DAVIDSON, SCOTT	291-6001-601.32-72	OBOV-ONLINE SECURITY 101	100.00	100.00
75597	FINER LINE	291-6001-601.30-05	NAME BADGES	13.37	13.37
75598	FIRST CLASS TRAVEL	291-6001-601.22-03	YALSA AIRFARE-A SON	319.90	319.90
75599	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENTAL SEPT-DEC	750.00	750.00
75601	FRAMERS EDGE INC	291-6001-601.21-65	FRAMES-WHISLER, UNUMB &	556.28	556.28
75603	FRIENDS-SAINT PAUL PUBLIC LIBRARY	291-6001-601.20-08	RETAINER	3,000.00	3,000.00
75606	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	PENCILS	12.55	
		291-6001-601.30-05	ANTIBIOTIC OINTMENT	20.95	33.50
75611	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-OCTOBER 2017	152.00	152.00
75614	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVICES-SEP	49.95	49.95
75617	ILA CONFERENCE	291-6001-601.22-03	ILA CONF REG-V PECARARO	150.00	
		291-6001-601.22-03	ILA CONF REG-J JURGENS	230.00	
		291-6001-601.22-03	ILA CONF REG-G BERGER	225.00	605.00
75620	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.97	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	8.47	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	4.51	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	12.42	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	16.94	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	6.21	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	7.34	67.86
75623	JANWAY COMPANY USA INC	291-6001-601.30-05	RETRACTABLE BADGE HOLDERS	244.13	244.13
75624	JIMENEZ,BENJAMIN	291-6001-601.32-72	BENS BUBBLE SHOW 10/22/17	400.00	400.00
75630	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS-AUGUST	46.77	46.77
75632	LIBRARY FURNITURE INTERNATIONAL INC	291-6001-601.50-15	3 TIER ACRYLIC CARD HOL-	225.00	225.00
75644	NEOFUNDS	291-6001-601.22-05	POSTAGE INK	175.00	175.00
75651	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE	63.00	63.00
75659	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	320.60	
		291-6001-601.22-05	POSTAGE	286.50	
		291-6001-601.22-05	POSTAGE	306.05	
		291-6001-601.22-05	POSTAGE	351.05	1,264.20
75670	SHAW,SARAH	291-6001-601.22-03	AN EVENT APART-S SHAW-RE-	55.12	55.12
75687	VAN METER MAILING	291-6001-601.22-05	POSTAGE	2,758.57	2,758.57
75688	VERIZON WIRELESS	291-6001-601.22-70	8/26-9/25/17 TELEPHONE	367.09	367.09
75691	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	62.40	62.40
75692	WOW BUSINESS	291-6001-601.22-42	9/13-10/12/17 INTERNET	1,574.99	
		291-6001-601.22-42	9/19-10/18/17 INTERNET	154.00	1,728.99
75695	4IMPRINT	291-6001-601.32-72	OBOV BUBBLES	555.60	555.60
***** DIVISION TOTAL ****					21,014.56

Marketing and Communications

75556	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.31-85	BUTTON MACHINE & BUTTON	302.97	
		291-6002-601.31-85	CANCELED ORDER	302.97-	
		291-6002-601.31-85	BUTTON MACHINE & BUTTON	305.20	
		291-6002-601.30-05	POSTER FRAMES FOR WALL	87.03	
		291-6002-601.30-05	BALLOT BOXES	466.13	
		291-6002-601.30-05	DARK RED SAND BLAST FILM	99.15	
		291-6002-601.30-05	60 CREDITS (PHOTO)	416.00	1,373.51
75571	CARDINAL COLORGROUP	291-6002-601.22-10	OCTOBER 2017 NEWSLETTER	9,896.00	
		291-6002-601.22-10	SUNDAY MUSICALE BROCHURE	1,926.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					11,822.00
75582	CREATIVE GROUP	291-6002-601.21-65	OTHER SERVS	2,092.50	2,092.50
75633	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	108.50	
		291-6002-601.30-05	PAPER	156.48	264.98
75673	SIGNS BY TOMORROW	291-6002-601.22-10	KW STACK GUIDES	1,443.83	
		291-6002-601.22-10	HANGING RING SIGNS	2,200.00	
		291-6002-601.22-10	VINYL SIGNS FOR OBOV	1,558.00	
		291-6002-601.22-10	VINYL SIGNS FOR OBOV	668.80	
		291-6002-601.22-10	DRIVE-UP & VENDING MA-	152.80	6,023.43
75687	VAN METER MAILING	291-6002-601.21-65	OTHER SERVS	629.47	629.47
75695	4IMPRINT	291-6002-601.22-10	STICKERS-BOOKMOBILE GIVE-	524.38	524.38
***** DIVISION TOTAL ****					22,730.27

*Human Resources*

DEPARTMENT:	60 Executive Office	DIVISION:	03		
75556	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-01	COMM & MKTG SPECIALIST	100.00	100.00
75572	CAREERBUILDER	291-6003-601.21-65	OTHER SERVICES	601.00	601.00
***** DIVISION TOTAL ****					701.00

*Gifts and Grants*

DEPARTMENT:	60 Executive Office	DIVISION:	04		
75555	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-95	PERIODICALS	15.00	15.00
75565	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB 11/9/17	350.00	350.00
75567	BIXLER, BRUCE	291-6004-601.21-65	NEW LINKEDIN INTERFACE ON	200.00	200.00
75589	DVORAK, MARK	291-6004-601.22-18	AP-TRIBUTE TO LEAD BELLY	500.00	500.00
75607	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB 11/9/17	350.00	350.00
75661	RAND, JANET	291-6004-601.21-65	CAN WE TALK? 11/13/2017	200.00	200.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Finance* 1,615.00

DEPARTMENT:	60 Executive Office	DIVISION:	08		
75541	ACCONTEMPS	291-6008-601.21-65	OTHER SERVS	1,255.91	
		291-6008-601.21-65	OTHER SERVS	336.64	
		291-6008-601.21-65	OTHER SERVS	1,385.38	
		291-6008-601.21-65	OTHER SERVICES	1,488.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					4,466.89
75557	ASCENTIS CORPORATION	291-6008-601.21-36	TIME CLOCK RENTAL-OCTOBER	115.00	115.00
***** DIVISION TOTAL ****					4,581.89
<i>Information Technology</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 10			
75549	AMAZON.COM CREDIT	291-6010-601.30-30	BATTERIES	23.98	
		291-6010-601.30-05	LEAD REFILLS, PENS	19.51	
		291-6010-601.31-85	USB CABLE	95.88	139.37
75556	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ANNUAL RENEWAL OF FONT	149.00	
		291-6010-601.30-32	ANNUAL RENEWAL-FACILITIES	267.18	
		291-6010-601.30-30	TONER	456.36	
		291-6010-601.32-32	ITUNES APP-KIOSK PRO	233.63	
		291-6010-601.32-32	ITUNES APP-KIOSK PRO	21.24	
		291-6010-601.32-32	ITUNES APP FOR WRITING	4.24	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP-	25.00	
		291-6010-601.31-85	CABLES TO GO-TRULINK	38.05	
		291-6010-601.20-05	CRACKED IPHONE SCREEN RE-	163.90	
		291-6010-601.30-32	TRELLO MONTHLY SUBSCRIP-	81.17	
		291-6010-601.30-32	PAYPAL PAYFLOW PRO MONTH-	54.10	
		291-6010-601.30-32	AMAZON FREETIME MONTHLY	9.99	
		291-6010-601.31-85	UPBRIGHT NEW 4-PIN DIN AC	90.66	
		291-6010-601.30-30	HP 823A BLACK LASERJET	188.96	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIP-	9.99	
		291-6010-601.20-05	GODADDY SSL CERTIFICATION	149.99	
		291-6010-601.31-85	UPBRIGHT NEW 4-PIN DIN	79.98	
		291-6010-601.31-85	UPBRIGHT NEW 4-PIN DIN	90.66	
		291-6010-601.30-32	WEBEX MONTHLY SUBSCRIP-	99.00	2,053.14
75557	ASCENTIS CORPORATION	291-6010-601.30-32	ASCENTIS TIME-OCTOBER	630.00	630.00
75560	B & H PHOTO VIDEO	291-6010-601.30-30	TONER	181.97	
		291-6010-601.30-30	TONER	269.99	451.96
75594	ENCOMIUM PUBLICATIONS	291-6010-601.30-32	SOFTWARE LIB	400.00	
		291-6010-601.30-32	ENGLISH DISCOVERIES	1,400.00	1,800.00
75606	GARVEYS OFFICE PRODUCTS	291-6010-601.30-05	WIPES, PENCILS	39.74	39.74
75619	IMPACT NETWORKING LLC	291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	OVER CHG 8/13/17-9/12/17	252.69	
		291-6010-601.21-02	BASE RATE 9/19-12/18/17	748.06	
		291-6010-601.21-02	BASE RATE 9/9-10/08/17	337.91	1,358.16
75633	LINDENMEYR MUNROE	291-6010-601.30-30	PAPER	1,021.00	1,021.00
75637	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	8-APPLE iPADS	2,632.00	
		291-6010-601.30-32	BARRACUDA ENERGIZE UP-	659.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.21-02	BARRACUDA INSTANT REPLACE	409.00	
		291-6010-601.50-12	VITA 19.5 COMPUTER WITH	1,395.00	
		291-6010-601.50-12	APPLE IPAD PRO TABLET	639.00	
		291-6010-601.50-12	SAMSUNG GALAXY TABLET	359.99	
		291-6010-601.32-32	SOLARWINDS ENGINEERS	1,369.00	
		291-6010-601.50-12	SAMSUNG GALAXY TABLET A	282.62	7,745.61
75638	MONOPRICE INC	291-6010-601.31-85	HDMI ADAPTER, KEYSTONE	37.61	
		291-6010-601.31-85	CABLES	77.90	
		291-6010-601.31-85	HEADPHONES	49.98	165.49
75657	PROQUEST LLC	291-6010-601.30-32	LIBRARY THING FOR LIBRA-	3,820.00	3,820.00
75675	STAPLES ADVANTAGE	291-6010-601.30-05	OFF SUPPS	65.08	65.08
75681	TELCOM INNOVATIONS GROUP LLC	291-6010-601.32-32	MCD USER LICENSE	217.00	
		291-6010-601.20-08	SOFTWARE CONFIGURATION	288.00	505.00
75691	WAREHOUSE DIRECT	291-6010-601.30-05	OFFICE SUPPLIES	7.08	7.08

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Facilities* 19,801.63

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 20			
75542	ACRES GROUP	291-6020-601.21-11	LANDSCAPE MAINTENANCE FOR	856.75	856.75
75543	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	REGULAR SERVICE-SEPTEMBER	2,143.19	2,143.19
75549	AMAZON.COM CREDIT	291-6020-601.31-45	TILE & GROUT CLEANER	41.00	
		291-6020-601.31-45	FLOOR CLEANER	21.44	62.44
75551	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	SEPTEMBER 2017 SERVICE	89.00	89.00
75553	AQUARIUM ADVENTURE	291-6020-601.21-02	SEPTEMBER EQUIP MAINT	200.00	200.00
75556	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	LED LIGHT BULBS	143.52	
		291-6020-601.21-11	SCREEN & LIDS FOR CARPET	104.78	
		291-6020-601.21-11	STAIN REMOVER	156.87	405.17
75561	BADE SUPPLY	291-6020-601.31-45	JANITORIAL PRODUCTS	1,441.98	1,441.98
75568	BLACK PEARL SEALCOATING INC	291-6020-601.21-11	SEAL COATING SOUTH PARK-	5,420.00	5,420.00
75570	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	FIX LAWN SPRINKLERS	357.72	357.72
75578	COMED	291-6020-601.30-51	HEATING 8/8/17-9/6/17	32.08	32.08
75596	ESPOSITO PIANO SERVICE	291-6020-601.21-11	PIANO TUNING	105.00	105.00
75608	GRAINGER INC,W W	291-6020-601.21-11	LIGHT FIXTURES	198.72	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					198.72
75615	IGS	291-6020-601.30-51	NATURAL GAS-AUGUST 2017	2,338.22	2,338.22
75621	INTERIOR INVESTMENTS LLC	291-6020-601.21-11	WHEEL CASTERS	24.00	24.00
75631	LAPORT INC	291-6020-601.31-45	DISINFECTANT SPRAY	42.42	42.42
75634	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE-	4,599.00	4,599.00
75635	MENARDS-LONG GROVE	291-6020-601.21-11	BATTERIES, TAPE,BLEACH	74.76	74.76
75640	NABCO ENTRANCES INC	291-6020-601.21-11	SERVICE CALL-DRIVE UP	220.00	
		291-6020-601.21-11	REPLACE DRIVE UP WINDOW	619.69	839.69
75642	NATIONWIDE POWER SOLUTIONS	291-6020-601.21-02	EMERGENCY SERVICE AGREE-	3,444.00	3,444.00
75647	NICOR GAS	291-6020-601.30-51	NAT GAS DISTRIBUTION	816.54	
		291-6020-601.30-51	NAT GAS DISTRIBUTION	145.88	962.42
75648	NOFFS SELF STORAGE INC	291-6020-601.21-11	NOVEMBER STORAGE-PARADE	75.40	75.40
75649	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	REPLACE OVERLOAD ON	1,837.00	1,837.00
75660	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL PRODUCTS	315.60	
		291-6020-601.31-45	TISSUES	36.00	351.60
75669	SHALES MCNUTT LLC	491-6020-601.50-55	PARKING LOT PROJECT-SEP-	188,663.15	188,663.15
75671	SHERWIN HARDWARE INC	291-6020-601.21-11	BLDG MAINT	5.28	
		291-6020-601.21-11	GREAT STUFF, TUBE BRAID	39.78	
		291-6020-601.21-11	DRILL BIT, SCREWS	37.57	
		291-6020-601.21-11	TAPE, ROLLER COVERS,	60.52	
		291-6020-601.21-11	GORILLA TAPE, STEELWOOL,	67.14	210.29
75678	SUPPLYWORKS	291-6020-601.31-45	FOAM HANDWASH REFILL	638.08	638.08
75685	TYCO INTEGRATED SECURITY LLC	291-6020-601.21-02	FIRE ALARM MONITORING	243.00	243.00
75689	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL-AUGUST 2017	257.37	
		291-6020-601.21-60	WATER/SEWER	70.27	
		291-6020-601.21-60	WATER/SEWER	4,741.92	5,069.56
75691	WAREHOUSE DIRECT	291-6020-601.31-45	JANITORIAL PRODUCTS	68.64	68.64
***** DIVISION TOTAL ****					220,793.28
***** DEPARTMENT TOTAL **					291,237.63



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Specialty Info Services</i>					
/PAYM #					
74608	YOUNG, MEGAN	291-6405-601.32-02	TINKER GROUP REFRESHMENTS	67.95-	67.95-
75554	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-02	PROG EVENTS-A SON	10.00	
		291-6405-601.22-03	TRAV/TRAIN-K ZSUPAN	11.35	
		291-6405-601.32-02	PROG EVENTS-A BAILEY	25.30	
		291-6405-601.32-01	PROG SUPPS-S HILL	24.54	
		291-6405-601.22-03	TRAV/TRAIN-J JURGENS	31.74	
		291-6405-601.22-03	TRAV/TRAIN-S HARRISSIS	21.61	124.54
75555	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-02	TAB MEETING	27.50	27.50
75556	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	CONFERENCE FOR PROMOTING	37.92	
		291-6405-601.22-03	ALA STORE-eCOURSE	192.94	
		291-6405-601.22-03	GROWING OUR TEACHING PRAC	250.00	480.86
75613	HENQUINET, RICHARD	291-6405-601.22-18	JULY, AUG & SEPT RESUME	210.00	210.00
75694	YOUNG, MEGAN	291-6405-601.32-02	TINKER GROUP MEETING-RE-	67.95	67.95

\*\*\*\*\* DIVISION TOTAL \*\*\*\*\*

*Customer Services*

842.90

73904	KNABB, JACOB S	291-6420-601.32-02	WRITER'S INK-12/4/2016	150.00-	150.00-
74136	WASHTENAW COMMUNITY COLLEGE	291-6420-601.21-64	ACCESS SERVS	45.00-	45.00-
74195	HENQUINET, RICHARD	291-6420-601.22-18	DECEMBER 2016 RESUME	30.00-	30.00-
74730	SCHWARTING, PAM	291-6420-601.32-01	TEA SUPPLIES & TEA FOR	69.57-	69.57-
75549	AMAZON.COM CREDIT	291-6420-601.32-90	CC-HEADPHONE SPLITTER,	21.17	
		291-6420-601.32-90	IS-HEFTY FREEZER BAGS	12.04	
		291-6420-601.32-90	CC-GUIDED BUSINESS NOTE-	32.24	
		291-6420-601.30-05	WIRELESS DOOR BELL	38.99	
		291-6420-601.32-90	OFF SUPPS	22.27	
		291-6420-601.32-90	CONTAINERS	34.43	
		291-6420-601.30-05	CC-ORGANIZERS	42.08	
		291-6420-601.32-90	TAPE	12.02	
		291-6420-601.32-01	WALL MAP	36.90	252.14
75554	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAV/TRAIN-R KUNKEL	39.47	
		291-6420-601.22-03	TRAV/TRAIN-M PAPANASTASS-	14.34	
		291-6420-601.32-01	PROG SUPPS-P SCHWARTING	43.41	97.22
75556	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	MAKING YOUR LIBRARY WORK	71.66	
		291-6420-601.22-03	TAX CREDIT	6.66-	
		291-6420-601.22-03	SOCIAL MEDIA-BOOK LOVERS	143.33	
		291-6420-601.32-90	THERMAL PAPER	1,027.23	
		291-6420-601.21-64	INTERLIBRARY LOAN OF	15.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,250.56
75587	DEMCO INC	291-6420-601.32-90	CC-COLOR CODED PAPER TAPE	288.48	288.48
75606	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	IS-OFF SUPPS	8.24	
		291-6420-601.30-05	CC-CALENDAR	5.97	
		291-6420-601.32-90	OFF SUPPS	86.43	100.64
75613	HENQUINET,RICHARD	291-6420-601.22-18	DEC RESUME REVIEWS/REIS-	30.00	30.00
75618	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS-AUGUST 2017	362.75	362.75
75625	KANKAKEE PUBLIC LIBRARY	291-6420-601.21-64	ILL-DAMAGED BOOK	35.00	35.00
75629	KNABB,JACOB S	291-6420-601.32-02	WRITERS INK-12/14/16 RE-	150.00	150.00
75658	PURCHASE ADVANTAGE CARD	291-6420-601.32-90	DISTRICT 214 PROGRAM	21.95	21.95
75668	SCHWARTING,PAM	291-6420-601.32-01	BOOK DISCUSSION SUPPLIES-	69.57	69.57
75675	STAPLES ADVANTAGE	291-6420-601.30-05	CC-WIPES	5.72	5.72
75686	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	SEPTEMBER PLACEMENTS	250.60	250.60
75691	WAREHOUSE DIRECT	291-6420-601.30-05	CC-OFFICE SUPPLIES	105.69	
		291-6420-601.32-90	CIRC SUPPLIES	54.31	
		291-6420-601.30-05	IS-OFFICE SUPPLIES	54.79	
		291-6420-601.30-05	IL-OFFICE SUPPLIES	18.33	233.12

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

*programs and exhibits*

2,853.18

DEPARTMENT: 64 User Services

DIVISION: 40

74753	YOUNG CHICAGO AUTHORS	291-6440-601.22-18	BREAKBEAT POET PERFORM-	1,000.00-	1,000.00-
75545	AFTERSCHOOL ENRICHMENT SOLUTIONS	291-6440-601.22-18	CHESS CLUB 11/26/2017	100.00	100.00
75547	ALEXANDER, GREGORY	291-6440-601.22-18	SGT PEPPER PROGRAM ON	300.00	300.00
75549	AMAZON.COM CREDIT	291-6440-601.32-02	SPOONS	17.72	
		291-6440-601.32-02	CLEAR PLASTIC CUPS	34.65	
		291-6440-601.32-02	PLASTIC PLATES	56.85	
		291-6440-601.32-02	GLITTER SHEETS,TAPE,COLOR	180.45	
		291-6440-601.32-02	STICKER DOTS	9.68	
		291-6440-601.32-02	TEALIGHT SET	50.00	
		291-6440-601.32-02	RUBBING ALCOHOL	5.77	
		291-6440-601.32-02	PRUNING SHEARS	142.32	
		291-6440-601.22-18	2 LOUNGE CHAIRS	1,198.00	
		291-6440-601.32-02	POM POMS	19.99	1,715.43
75554	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROG EVENTS-K DEVITT	34.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROG EVENTS-M VELA	43.33	
		291-6440-601.32-02	PROG EVENTS-D NAPRAVNIK	39.67	
		291-6440-601.32-02	PROG EVENTS-S HARRISSIS	20.27	138.22
75555	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	BOOKS & BREWS BUFFET SET-	40.00	40.00
75556	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	ACOUSTIC GUITAR	164.99	
		291-6440-601.32-02	PROG EVENT	45.97	
		291-6440-601.22-18	TABLE OBOV	149.55	
		291-6440-601.22-18	REFUND	149.55-	210.96
75569	BOOKS IN COMMON INC	291-6440-601.22-18	AFTERNOON-LAURA NUMEROFF	5,250.00	5,250.00
75583	CZAJKA, JENNIFER	291-6440-601.22-18	#beinthecircle EXHIBIT	207.49	207.49
75586	DAVIDSON, SCOTT	291-6440-601.22-18	STOP SPAM CLASS 10/10/147	100.00	100.00
75588	DERIWALA, NAZMA	291-6440-601.22-18	DIWALI CELEBRATION ON	300.00	300.00
75590	DWELL REMODELING	291-6440-601.22-18	THE CIRCLE-OBOV EXHIBIT	2,200.00	2,200.00
75593	EMILIA PLATER POLISH SCHOOL	291-6440-601.22-18	DANCE PERFORMANCE 11/5/17	200.00	200.00
75602	FRENCH BATTLEFIELDS	291-6440-601.22-18	DEFENSE OF BASTOGNE LEC-	100.00	100.00
75604	FUN EXPRESS LLC	291-6440-601.32-02	DIY DRUM SETS	29.09	29.09
75610	GREENBURG, BRADLEY	291-6440-601.22-18	AUTHOR VISIT-BOOK DISCUS-	300.00	300.00
75612	GUICO, KARINA	291-6440-601.22-18	AP-WINTER CARD MAKING	150.00	150.00
75628	KNABB, JACOB S	291-6440-601.22-18	WRITERS INK-11/18/17	150.00	150.00
75643	NATL MUSEUM OF MEXICAN ART	291-6440-601.22-18	CELEBRATE OUR CULTURE	200.00	200.00
75652	PARRISH, REBECCA	291-6440-601.22-18	RADICAL GRACE 11/7/17	200.00	200.00
75658	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	SALAD IN A JAR, WATER FOR	190.54	190.54
75663	RELISH CATERING KITCHEN	291-6440-601.32-02	COOKBOOK BOOK DISCUSSION	398.00	398.00
75665	SCHOBER, LINDA	291-6440-601.22-18	ART AROUND THE WORLD	200.00	200.00
75679	SWIDERSKI, ANN	291-6440-601.22-18	ESL WRITING CLASS	130.00	130.00
75684	TSUKASA TAIKO	291-6440-601.22-18	TAIKO DRUM PERFORMANCE	100.00	100.00
75690	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT MANIA 11/4/17	150.00	150.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\*\* 12,059.73

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Digital Services</i>		
75546	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES-D Olichwier	164.00	164.00
75549	AMAZON.COM CREDIT	291-6450-601.31-85	iPAD CASES	111.93	
		291-6450-601.50-15	LITTLE BITS, SYNTH KIT	245.54	
		291-6450-601.31-85	PAPER SHREDDER	209.88	
		291-6450-601.30-07	JEWEL CASEES	23.98	591.33
75554	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-03	TRAV/TRAIN-B BEDNAREK	22.47	
		291-6450-601.32-01	PROG SUPPS-B PARDUE	17.14	39.61
75556	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	CAMERA MOUNTS	137.45	137.45
75591	EBSCO INFORMATION SERVICES	291-6450-601.32-78	MY HERITAGE-LIBRARY	3,308.00	3,308.00
75606	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	HAND SANITIZER, WIPES,	123.05	
		291-6450-601.32-90	WIPES	56.88	
		291-6450-601.32-90	BOOKS	72.42	252.35
75639	MORNINGSTAR INC	291-6450-601.32-78	MORNINGSTAR INVESTMENT	801.92	801.92
75645	NEW ENGLAND HISTORIC GENEALOGY SOCIETY	291-6450-601.32-78	INSTITUTIONAL MEMBERSHIP	200.00	200.00
75667	SCHOLASTIC LIBRARY	291-6450-601.32-78	BOOKFLIX GOLD	3,190.42	3,190.42
75682	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFO CHARGES-JULY	893.12	
		291-6450-601.32-78	WEST INFORMATION CHARGES	893.12	1,786.24

\*\*\*\*\* DIVISION TOTAL \*\*\*\*\*

*Collection Services*

10,471.32

ACCOUNT	DESCRIPTION	AMOUNT
DIVISION: 70		
291-6470-601.32-75	AV MTLs	95.98
291-6470-601.32-75	AV MTLs	30.47
291-6470-601.32-75	AV MTLs	47.99
291-6470-601.32-75	AV MTLs	46.20
291-6470-601.32-75	AV MTLs	95.97
291-6470-601.32-75	AV MTLs	20.47
291-6470-601.32-75	AV MTLs	20.69
291-6470-601.32-75	AV MTLs	23.08
291-6470-601.32-75	AV MTLs	39.54
291-6470-601.32-75	AV MTLs	6.98
291-6470-601.32-75	AV MTLs	9.99
291-6470-601.32-75	AV MTLs	30.62
291-6470-601.32-75	AV MTLs	11.39
291-6470-601.32-75	AV MTLs	7.50
291-6470-601.32-75	AV MTLs	40.25
291-6470-601.32-75	AV MTLs	32.68
291-6470-601.32-75	AV MTLs	9.39
291-6470-601.32-75	AV MTLs	6.83
291-6470-601.32-75	AV MTLs	36.99

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	18.85	
		291-6470-601.32-75	AV MTLs	43.53	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	62.97	
		291-6470-601.32-75	AV MTLs	10.89	
		291-6470-601.32-75	AV MTLs	56.99	
		291-6470-601.32-75	AV MTLs	20.19	
		291-6470-601.32-75	AV MTLs	8.49	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	79.92	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	49.98	
		291-6470-601.32-75	AV MTLs	39.96	
		291-6470-601.32-75	AV MTLs	29.49	
		291-6470-601.32-75	AV MTLs	46.53	
		291-6470-601.32-75	AV MTLs	8.00-	
		291-6470-601.32-75	AV MTLs	9.90	
		291-6470-601.32-75	AV MTLs	16.38	
		291-6470-601.32-75	AV MTLs	102.78	
		291-6470-601.32-80	BOOKS	19.00	
		291-6470-601.32-80	BOOKS	26.88	
		291-6470-601.32-80	BOOKS	14.55	
		291-6470-601.32-80	BOOKS	53.34	
		291-6470-601.32-80	BOOKS	12.70	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	48.81	
		291-6470-601.32-80	BOOKS	47.87	
		291-6470-601.32-80	BOOKS	27.00	
		291-6470-601.32-80	BOOKS	13.55	
		291-6470-601.32-80	BOOKS	41.70	
		291-6470-601.32-80	BOOKS	22.49	
		291-6470-601.32-80	BOOKS	16.20	
		291-6470-601.32-80	BOOKS	57.60	
		291-6470-601.32-80	BOOKS	48.48	
		291-6470-601.32-80	BOOKS	8.95	
		291-6470-601.32-80	BOOKS	14.96	
		291-6470-601.32-80	BOOKS	105.35	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	19.10	
		291-6470-601.32-80	BOOKS	12.45	
		291-6470-601.32-80	BOOKS	44.71	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	15.09	
		291-6470-601.32-80	BOOKS	92.89	
		291-6470-601.32-80	BOOKS	76.00	
		291-6470-601.32-80	BOOKS	12.97	
		291-6470-601.32-80	BOOKS	14.79	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	58.98	
		291-6470-601.32-80	BOOKS	9.54	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	21.97	
		291-6470-601.32-80	BOOKS	121.50	
		291-6470-601.32-80	BOOKS	11.54	
		291-6470-601.32-80	BOOKS	12.83	
		291-6470-601.32-80	BOOKS	8.98	
		291-6470-601.32-80	BOOKS	12.96	
		291-6470-601.32-80	BOOKS	6.97	
		291-6470-601.32-80	BOOKS	14.83	
		291-6470-601.32-80	BOOKS	12.28	
		291-6470-601.32-95	PERIODICALS	8.98	
		291-6470-601.32-95	PERIODICALS	13.87	
		291-6470-601.32-95	PERIODICALS	38.97	
		291-6470-601.32-95	PERIODICALS	8.81	
		291-6470-601.32-95	PERIODICALS	7.97	
		291-6470-601.32-95	PERIODICALS	19.85	
		291-6470-601.32-95	PERIODICALS	10.98	
		291-6470-601.32-75	AV MTLs	2.91-	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	46.47	
		291-6470-601.32-75	AV MTLs	119.88	
		291-6470-601.32-75	AV MTLs	22.55	
		291-6470-601.32-75	AV MTLs	43.59	
		291-6470-601.32-75	AV MTLs	14.26	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	59.95	
		291-6470-601.32-75	AV MTLs	37.26	
		291-6470-601.32-75	AV MTLs	96.42	
		291-6470-601.32-75	AV MTLs	10.89	
		291-6470-601.32-75	AV MTLs	10.98	
		291-6470-601.32-75	AV MTLs	12.24	
		291-6470-601.32-75	AV MTLs	11.39	
		291-6470-601.32-75	AV MTLs	149.99	
		291-6470-601.32-75	AV MTLs	19.98	
		291-6470-601.32-75	AV MTLs	8.99	
		291-6470-601.32-75	AV MTLs	67.96	
		291-6470-601.32-75	AV MTLs	18.29	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	48.40	
		291-6470-601.32-75	AV MTLs	95.98	
		291-6470-601.32-75	AV MTLs	9.19	
		291-6470-601.32-75	AV MTLs	17.98	
		291-6470-601.32-75	AV MTLs	10.67	
		291-6470-601.32-75	AV MTLs	23.88	
		291-6470-601.32-75	AV MTLs	2.84-	
		291-6470-601.32-75	AV MTLs	19.91	
		291-6470-601.32-75	AV MTLs	15.03	
		291-6470-601.32-75	AV MTLs	73.95	
		291-6470-601.32-75	AV MTLs	95.27	
		291-6470-601.32-75	AV MTLs	12.94	
		291-6470-601.32-75	AV MTLs	143.97	
		291-6470-601.32-75	AV MTLs	103.90	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	143.97	
		291-6470-601.32-75	AV MTLs	79.48	
		291-6470-601.32-75	AV MTLs	24.96	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	22.78	
		291-6470-601.32-75	AV MTLs	122.03	
		291-6470-601.32-75	AV MTLs	161.87	
		291-6470-601.32-75	AV MTLs	.63-	
		291-6470-601.32-75	AV MTLs	19.91-	
		291-6470-601.32-75	AV MTLs	.33-	
		291-6470-601.32-75	AV MTLs	3.00-	
		291-6470-601.32-75	AV MTLs	54.98	
		291-6470-601.32-75	AV MTLs	25.16	
		291-6470-601.32-75	AV MTLs	38.82	
		291-6470-601.32-75	AV MTLs	22.99	
		291-6470-601.32-75	AV MTLs	6.14	
		291-6470-601.32-75	AV MTLs	23.99	
		291-6470-601.32-80	BOOKS	178.24	
		291-6470-601.32-80	BOOKS	10.97	
		291-6470-601.32-80	BOOKS	27.10	
		291-6470-601.32-80	BOOKS	33.75	
		291-6470-601.32-80	BOOKS	19.78	
		291-6470-601.32-80	BOOKS	12.64	
		291-6470-601.32-80	BOOKS	22.60	
		291-6470-601.32-80	BOOKS	52.00	
		291-6470-601.32-80	BOOKS	16.14	
		291-6470-601.32-80	BOOKS	10.29	
		291-6470-601.32-80	BOOKS	35.98	
		291-6470-601.32-80	BOOKS	14.29	
		291-6470-601.32-80	BOOKS	39.33	
		291-6470-601.32-80	BOOKS	89.57	
		291-6470-601.32-80	BOOKS	37.98	
		291-6470-601.32-80	BOOKS	41.06	
		291-6470-601.32-80	BOOKS	22.95	
		291-6470-601.32-80	BOOKS	14.19-	
		291-6470-601.32-80	BOOKS	12.26	
		291-6470-601.32-80	BOOKS	23.94	
		291-6470-601.32-80	BOOKS	14.88	
		291-6470-601.32-80	BOOKS	60.60	
		291-6470-601.32-80	BOOKS	11.33	
		291-6470-601.32-80	BOOKS	22.60	
		291-6470-601.32-80	BOOKS	19.87	
		291-6470-601.32-80	BOOKS	10.96	
		291-6470-601.32-80	BOOKS	13.11	
		291-6470-601.32-80	BOOKS	6.54	
		291-6470-601.32-80	BOOKS	41.04	
		291-6470-601.32-80	BOOKS	8.86	
		291-6470-601.32-80	BOOKS	35.90	
		291-6470-601.32-80	BOOKS	12.14	
		291-6470-601.32-80	BOOKS	41.91	
		291-6470-601.32-80	BOOKS	5.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	9.19	
		291-6470-601.32-80	BOOKS	12.14-	
		291-6470-601.32-80	BOOKS	7.97	
		291-6470-601.32-80	BOOKS	56.89	
		291-6470-601.32-80	BOOKS	47.19	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	14.59	
		291-6470-601.32-80	BOOKS	45.82	
		291-6470-601.32-80	BOOKS	18.40	
		291-6470-601.32-80	BOOKS	26.95	
		291-6470-601.32-80	BOOKS	18.00	
		291-6470-601.32-80	BOOKS	49.10	
		291-6470-601.32-80	BOOKS	78.93	
		291-6470-601.32-80	BOOKS	32.99	
		291-6470-601.32-80	BOOKS	28.21	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	16.19	
		291-6470-601.32-80	BOOKS	52.20	
		291-6470-601.32-80	BOOKS	31.94	
		291-6470-601.32-80	BOOKS	20.94	
		291-6470-601.32-80	BOOKS	17.47	
		291-6470-601.32-80	BOOKS	16.70	
		291-6470-601.32-80	BOOKS	11.82	
		291-6470-601.32-80	BOOKS	11.69	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	13.55	
		291-6470-601.32-80	BOOKS	63.81	
		291-6470-601.32-95	PERIODICALS	11.59	
		291-6470-601.32-95	PERIODICALS	12.86	
		291-6470-601.32-95	PERIODICALS	6.91-	
		291-6470-601.32-95	PERIODICALS	10.94	
		291-6470-601.32-95	PERIODICALS	10.90	
		291-6470-601.32-95	PERIODICALS	12.59	
		291-6470-601.32-95	PERIODICALS	10.98	
		291-6470-601.32-95	PERIODICALS	11.00	
		291-6470-601.32-95	PERIODICALS	8.98	
		291-6470-601.32-95	PERIODICALS	9.99	
		291-6470-601.32-95	PERIODICALS	14.88	
		291-6470-601.32-75	AV MTLs	22.38	
		291-6470-601.32-75	AV MTLs	143.97	
		291-6470-601.32-75	AV MTLs	33.98	
		291-6470-601.32-75	AV MTLs	29.97	
		291-6470-601.32-75	AV MTLs	5.99	
		291-6470-601.32-75	AV MTLs	33.29	
		291-6470-601.32-75	AV MTLs	40.87	
		291-6470-601.32-75	AV MTLs	36.45	
		291-6470-601.32-75	AV MTLs	9.53	
		291-6470-601.32-75	AV MTLs	9.01	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	19.89	
		291-6470-601.32-75	AV MTLs	35.58	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	14.18	
		291-6470-601.32-75	AV MTLs	29.98	
		291-6470-601.32-75	AV MTLs	.33-	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	50.77	
		291-6470-601.32-75	AV MTLs	56.66	
		291-6470-601.32-75	AV MTLs	.02-	
		291-6470-601.32-75	AV MTLs	260.64	
		291-6470-601.32-80	BOOKS	11.81	7,544.26
75554	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS-M SZYMANEK	8.00	8.00
75555	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	24.97	
		291-6470-601.32-05	GAME CARD CASES	19.08	
		291-6470-601.32-75	AV MTLs	43.99	
		291-6470-601.32-75	AV MTLs	179.97	
		291-6470-601.32-75	AV MTLs	59.99	328.00
75556	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	DVD CASES	119.94	
		291-6470-601.32-75	AV MTLs	37.34	
		291-6470-601.32-75	AV MTLs	49.99	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	103.55	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	5% OPEN SAVINGS	1.25-	
		291-6470-601.32-75	AV MTLs	140.00	
		291-6470-601.32-75	AV MTLs	51.35	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	290.94	
		291-6470-601.32-75	AV MTLs	25.00	
		291-6470-601.32-95	PERIODICALS	29.99	
		291-6470-601.32-80	BOOKS	39.80	
		291-6470-601.32-95	PERIODICALS	14.49	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.30-33	TAX CREDIT	11.94-	
		291-6470-601.32-80	BOOKS	60.45	
		291-6470-601.32-95	PERIODICALS	19.34	
		291-6470-601.32-95	PERIODICALS	30.47	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-80	BOOKS	84.43	
		291-6470-601.32-95	PERIODICALS	12.95	
		291-6470-601.32-80	BOOKS	58.45	
		291-6470-601.32-75	AV MTLs	179.94	
		291-6470-601.32-95	PERIODICALS	17.98	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-95	PERIODICALS	240.00	1,874.03
75562	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	472.71	
		291-6470-601.32-75	AV MTLs	72.73	
		291-6470-601.32-75	AV MTLs	38.62	
		291-6470-601.32-75	AV MTLs	27.59	
		291-6470-601.32-75	AV MTLs	464.70	
		291-6470-601.32-80	BOOKS	1,808.51	
		291-6470-601.32-80	BOOKS	495.18	
		291-6470-601.32-80	BOOKS	34.91	
		291-6470-601.32-80	BOOKS	552.46	
		291-6470-601.32-80	BOOKS	1,084.78	
		291-6470-601.32-80	BOOKS	425.63	
		291-6470-601.32-80	BOOKS	320.18	
		291-6470-601.32-80	BOOKS	403.77	
		291-6470-601.32-80	BOOKS	102.37	
		291-6470-601.32-80	BOOKS	347.87	
		291-6470-601.32-80	BOOKS	365.72	
		291-6470-601.32-80	BOOKS	484.36	
		291-6470-601.32-80	BOOKS	788.96	
		291-6470-601.32-80	BOOKS	1,812.96	
		291-6470-601.32-80	BOOKS	93.41	
		291-6470-601.32-80	BOOKS	183.46	
		291-6470-601.32-80	BOOKS	1,336.27	
		291-6470-601.32-80	BOOKS	694.89	
		291-6470-601.32-80	BOOKS	1,859.98	
		291-6470-601.32-80	BOOKS	727.02	
		291-6470-601.32-80	BOOKS	33.70	
		291-6470-601.32-80	BOOKS	160.33	
		291-6470-601.32-80	BOOKS	268.45	
		291-6470-601.32-80	BOOKS	73.39	
		291-6470-601.32-80	BOOKS	279.38	
		291-6470-601.32-80	BOOKS	351.57	
		291-6470-601.32-80	BOOKS	93.37	
		291-6470-601.32-80	BOOKS	44.20	
		291-6470-601.32-80	BOOKS	199.34	
		291-6470-601.32-80	BOOKS	425.29	
		291-6470-601.32-80	BOOKS	425.12	
		291-6470-601.32-80	BOOKS	366.67	
		291-6470-601.22-85	PROC SERVS	149.35	
		291-6470-601.22-85	PROC SERVS	383.80	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	600.40	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	142.90	
		291-6470-601.22-85	PROC SERVS	123.20	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	140.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	486.40	
		291-6470-601.22-85	PROC SERVS	197.60	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	440.80	
		291-6470-601.22-85	PROC SERVS	19.00	
		291-6470-601.22-85	PROC SERVS	117.60	
		291-6470-601.22-85	PROC SERVS	266.00	
		291-6470-601.22-85	PROC SERVS	377.00	
		291-6470-601.22-85	PROC SERVS	197.60	
		291-6470-601.32-75	AV MTLs	257.17	
		291-6470-601.32-75	AV MTLs	86.47	
		291-6470-601.32-75	AV MTLs	3,923.67	
		291-6470-601.32-75	AV MTLs	300.05	
		291-6470-601.32-75	AV MTLs	204.58	
		291-6470-601.32-75	AV MTLs	175.78	
		291-6470-601.32-75	AV MTLs	449.90	
		291-6470-601.32-75	AV MTLs	4,014.17	
		291-6470-601.32-75	AV MTLs	83.69	
		291-6470-601.32-75	AV MTLs	69.62	
		291-6470-601.32-75	AV MTLs	216.86	
		291-6470-601.32-75	AV MTLs	85.64	
		291-6470-601.32-75	AV MTLs	662.60	
		291-6470-601.32-75	AV MTLs	121.58	
		291-6470-601.32-75	AV MTLs	55.22	
		291-6470-601.32-75	AV MTLs	237.56	
		291-6470-601.32-75	AV MTLs	198.94	
		291-6470-601.32-75	AV MTLs	8.37	
		291-6470-601.32-80	BOOKS	270.19	
		291-6470-601.32-80	BOOKS	728.76	
		291-6470-601.32-80	BOOKS	271.29	
		291-6470-601.32-80	BOOKS	56.99	
		291-6470-601.32-80	BOOKS	865.05	
		291-6470-601.32-80	BOOKS	106.14	
		291-6470-601.32-80	BOOKS	1,643.33	
		291-6470-601.32-80	BOOKS	100.30	
		291-6470-601.32-80	BOOKS	226.58	
		291-6470-601.32-80	BOOKS	312.22	
		291-6470-601.32-80	BOOKS	144.80	
		291-6470-601.32-80	BOOKS	272.59	
		291-6470-601.32-80	BOOKS	26.25	
		291-6470-601.32-80	BOOKS	117.95-	
		291-6470-601.32-80	BOOKS	704.42	
		291-6470-601.32-80	BOOKS	1,347.07	
		291-6470-601.32-80	BOOKS	995.77	
		291-6470-601.32-80	BOOKS	325.21	
		291-6470-601.32-80	BOOKS	154.59	
		291-6470-601.32-80	BOOKS	880.23	
		291-6470-601.32-80	BOOKS	1,192.94	
		291-6470-601.32-80	BOOKS	1,048.30	
		291-6470-601.32-80	BOOKS	1,108.16	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	479.46	
		291-6470-601.32-80	BOOKS	520.50	
		291-6470-601.32-80	BOOKS	292.07	
		291-6470-601.32-80	BOOKS	219.23	
		291-6470-601.32-80	BOOKS	1,426.66	
		291-6470-601.32-80	BOOKS	717.67	
		291-6470-601.32-80	BOOKS	1,453.14	
		291-6470-601.32-80	BOOKS	178.56	
		291-6470-601.32-80	BOOKS	233.45	
		291-6470-601.32-80	BOOKS	691.41	
		291-6470-601.32-80	BOOKS	142.40	
		291-6470-601.32-80	BOOKS	41.07	
		291-6470-601.32-80	BOOKS	742.45	
		291-6470-601.32-80	BOOKS	270.02	
		291-6470-601.32-80	BOOKS	283.31	
		291-6470-601.32-80	BOOKS	23.25	
		291-6470-601.32-80	BOOKS	2,608.84	
		291-6470-601.32-80	BOOKS	367.91	
		291-6470-601.32-80	BOOKS	255.06	
		291-6470-601.32-80	BOOKS	738.18	
		291-6470-601.32-80	BOOKS	12.80	
		291-6470-601.32-80	BOOKS	566.61	
		291-6470-601.32-80	BOOKS	549.86	
		291-6470-601.32-80	BOOKS	1,134.75	
		291-6470-601.32-80	BOOKS	311.33	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	216.60	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	577.60	
		291-6470-601.22-85	PROC SERVS	199.90	
		291-6470-601.22-85	PROC SERVS	162.40	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	372.40	
		291-6470-601.22-85	PROC SERVS	224.20	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	342.00	
		291-6470-601.22-85	PROC SERVS	399.00	
		291-6470-601.22-85	PROC SERVS	315.40	
		291-6470-601.22-85	PROC SERVS	380.45	
		291-6470-601.22-85	PROC SERVS	61.60	
		291-6470-601.22-85	PROC SERVS	307.80	
		291-6470-601.22-85	PROC SERVS	535.80	
		291-6470-601.22-85	PROC SERVS	649.80	
		291-6470-601.22-85	PROC SERVS	212.80	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	288.80	
		291-6470-601.22-85	PROC SERVS	159.25	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERV	134.15	
		291-6470-601.32-80	BOOKS	59.24	
		291-6470-601.32-75	AV MTL	30.39	
		291-6470-601.32-75	AV MTL	246.86	
		291-6470-601.32-80	BOOKS	222.63	
		291-6470-601.32-80	BOOKS	359.71	
		291-6470-601.32-80	BOOKS	489.33	
		291-6470-601.32-80	BOOKS	105.89	
		291-6470-601.32-80	EMP REIMBURSED PURCHASE	14.12	
		291-6470-601.22-85	PROC SERV	78.40	67,746.51
75563	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTL	82.10	
		291-6470-601.32-75	AV MTL	22.04	
		291-6470-601.32-75	AV MTL	362.08	
		291-6470-601.32-75	AV MTL	242.87	
		291-6470-601.32-75	AV MTL	11.88	
		291-6470-601.32-75	AV MTL	302.31	
		291-6470-601.32-75	AV MTL	2,066.74	
		291-6470-601.32-75	AV MTL	303.79	
		291-6470-601.32-75	AV MTL	351.26	
		291-6470-601.32-75	AV MTL	57.47	
		291-6470-601.32-75	AV MTL	359.94	
		291-6470-601.32-75	AV MTL	5,024.71	
		291-6470-601.32-75	AV MTL	76.10	
		291-6470-601.32-75	AV MTL	11.98	
		291-6470-601.32-75	AV MTL	146.96-	
		291-6470-601.32-75	AV MTL	391.56	9,519.87
75564	BARNES & NOBLE INC	291-6470-601.32-75	AV MTL	204.19	
		291-6470-601.32-75	AV MTL	1,642.23	1,846.42
75566	BIBLIOTHECA LLC	291-6470-601.32-80	eBOOKS-AUGUST	11.99	
		291-6470-601.32-80	eBOOKS-AUGUST	1,499.23	
		291-6470-601.32-80	eBOOKS-AUGUST	4,943.47	
		291-6470-601.32-75	eAUDIOBOOKS-AUGUST	3,204.75	9,659.44
75573	CAVENDISH SQUARE	291-6470-601.32-80	BOOKS	195.54	195.54
75574	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	208.53	208.53
75575	CFRA	291-6470-601.32-95	PERIODICALS	2,675.00	2,675.00
75579	COMIX REVOLUTION	291-6470-601.32-95	PERIODICALS	93.75	
		291-6470-601.32-80	BOOKS	45.88	139.63
75580	COVENTRY HOUSE PUBLISHING LLC	291-6470-601.32-80	BOOKS	9.99	9.99
75581	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	126.50	
		291-6470-601.32-95	PERIODICALS	138.64	
		291-6470-601.32-95	PERIODICALS	27.27-	237.87
75591	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	29.86-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	330.20	
		291-6470-601.32-95	PERIODICALS	378.00	678.34
75592	ELIZABETH CLAIRE INC	291-6470-601.32-75	AV MTLs	22.00	22.00
75595	ESPN THE MAGAZINE	291-6470-601.32-95	PERIODICALS	26.00	26.00
75600	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	129.16	
		291-6470-601.32-80	BOOKS	19.54	
		291-6470-601.32-80	BOOKS	39.93	188.63
75605	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	155.96	
		291-6470-601.32-80	BOOKS	202.35	
		291-6470-601.32-80	BOOKS	808.56	
		291-6470-601.32-80	BOOKS	124.77	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	93.58	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	164.75	
		291-6470-601.32-80	BOOKS	57.58	
		291-6470-601.32-80	BOOKS	27.96	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	109.56	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	215.13	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	89.96	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	28.79	2,385.87
75606	GARVEYS OFFICE PRODUCTS	291-6470-601.32-05	DRY ERASE MARKERS	4.19	
		291-6470-601.30-05	CALENDARS	33.55	37.74
75609	GREAT COURSES	291-6470-601.32-75	AV MTLs	11.95	11.95
75616	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	108.75	363.75
75620	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	40.38	
		291-6470-601.32-80	BOOKS	43.16	
		291-6470-601.32-80	BOOKS	8.97	
		291-6470-601.32-80	BOOKS	14.97	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	121.27	
		291-6470-601.32-80	BOOKS	16.94	
		291-6470-601.32-80	BOOKS	19.78	
		291-6470-601.32-80	BOOKS	144.45	
		291-6470-601.32-80	BOOKS	51.32	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	46.15	
		291-6470-601.32-80	BOOKS	70.94	
		291-6470-601.32-80	BOOKS	96.57	
		291-6470-601.32-80	BOOKS	225.25	
		291-6470-601.32-80	BOOKS	19.18	
		291-6470-601.32-80	BOOKS	158.45	
		291-6470-601.32-80	BOOKS	148.59	
		291-6470-601.32-80	BOOKS	25.41	
		291-6470-601.32-80	BOOKS	8.47	
		291-6470-601.32-80	BOOKS	76.61	
		291-6470-601.32-80	BOOKS	30.64	
		291-6470-601.32-80	BOOKS	74.37	
		291-6470-601.32-80	BOOKS	176.97	
		291-6470-601.32-80	BOOKS	13.19	
		291-6470-601.32-80	BOOKS	41.96	
		291-6470-601.32-80	BOOKS	49.65	
		291-6470-601.32-80	BOOKS	88.14	
		291-6470-601.32-80	BOOKS	40.69	
		291-6470-601.32-80	BOOKS	38.90	
		291-6470-601.32-80	BOOKS	73.10	
		291-6470-601.32-80	BOOKS	43.61	
		291-6470-601.32-80	BOOKS	13.17	
		291-6470-601.32-80	BOOKS	10.73	
		291-6470-601.32-80	BOOKS	180.10	
		291-6470-601.32-80	BOOKS	235.64	
		291-6470-601.32-80	BOOKS	47.90	
		291-6470-601.32-80	BOOKS	8.45	
		291-6470-601.32-80	BOOKS	345.77	
		291-6470-601.32-80	BOOKS	30.52	
		291-6470-601.32-80	BOOKS	30.52	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	43.41	
		291-6470-601.32-80	BOOKS	91.28	
		291-6470-601.32-80	BOOKS	105.50	
		291-6470-601.32-80	BOOKS	42.92	
		291-6470-601.32-80	BOOKS	154.84	
		291-6470-601.32-80	BOOKS	56.30	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	70.53	
		291-6470-601.32-80	BOOKS	28.75	
		291-6470-601.32-80	BOOKS	303.54	
		291-6470-601.32-80	BOOKS	18.29	3,858.62
75622	INTERNATIONAL MEDIA SERVICE	291-6470-601.32-95	PERIODICALS	780.00	780.00
75623	JANWAY COMPANY USA INC	291-6470-601.32-05	HANGING MEDIA POUCHES	599.11	599.11
75626	KANOPY LLC	291-6470-601.32-75	AV MTLs	282.00	282.00
75627	KIRKUS MEDIA LLC	291-6470-601.32-95	PERIODICALS	199.00	199.00
75632	LIBRARY FURNITURE INTERNATIONAL INC	291-6470-601.32-90	PLASTIC DIVIDERS	124.41	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					124.41
75636	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	353.78	
		291-6470-601.32-75	AV MTLs	24.72	
		291-6470-601.32-75	AV MTLs	356.80	
		291-6470-601.32-75	AV MTLs	239.84	
		291-6470-601.32-75	AV MTLs	290.02	
		291-6470-601.32-75	AV MTLs	7,206.36	8,471.52
75639	MORNINGSTAR INC	291-6470-601.32-95	PERIODICALS	199.00	199.00
75641	NATIONAL APPRAISAL GUIDES	291-6470-601.32-95	PERIODICALS	75.00	75.00
75646	NEW READERS PRESS	291-6470-601.32-75	AV MTLs	19.25	19.25
75650	OK MAGAZINE	291-6470-601.32-95	PERIODICALS	46.28	46.28
75653	PEOPLE MAGAZINE	291-6470-601.32-95	PERIODICALS	113.12	113.12
75654	PHOTOGRAPHIC SOCIETY OF AMERICA	291-6470-601.32-95	PERIODICALS	45.00	45.00
75655	POLYLINE LLC	291-6470-601.32-05	DVD & CD CASES	1,024.00	1,024.00
75656	PRICE DIGESTS	291-6470-601.32-95	PERIODICALS	87.95	87.95
75657	PROQUEST LLC	291-6470-601.32-95	PERIODICALS	777.91	777.91
75662	RECORDED BOOKS INC	291-6470-601.32-95	PERIODICALS	11,929.82	
		291-6470-601.32-95	PERIODICALS	3,600.00	15,529.82
75664	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	163.25	163.25
75666	SCHOLASTIC INC	291-6470-601.32-95	PERIODICALS	178.05	178.05
75667	SCHOLASTIC LIBRARY	291-6470-601.32-80	BOOKS	50.70	
		291-6470-601.32-80	BOOKS	400.40	
		291-6470-601.32-80	BOOKS	403.00	
		291-6470-601.32-80	BOOKS	253.50	
		291-6470-601.32-80	BOOKS	109.20	
		291-6470-601.32-80	BOOKS	120.90	1,337.70
75672	SIERRA CLUB MEMBER SERVICES	291-6470-601.32-95	PERIODICALS	12.00	12.00
75674	SOAP OPERA DIGEST	291-6470-601.32-95	PERIODICALS	94.96	94.96
75676	SUN MAGAZINE	291-6470-601.32-95	PERIODICALS	42.00	42.00
75677	SUNRISE PACKAGING	291-6470-601.32-05	DVD CASES	49.04	49.04
75680	TASTE OF HOME BOOKS	291-6470-601.32-80	BOOKS	127.80	127.80
75683	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	41.35	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					41.35
75691	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	136.39	136.39
75693	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	30.75	
***** DIVISION TOTAL ****					140,152.65
***** DEPARTMENT TOTAL **					166,379.78
***** GRAND TOTAL *****					504,866.50

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	316,203.35
491	Capital Projects-Library	188,663.15
	**** TOTAL ALL FUNDS ****	504,866.50

October 19, 2017

Arlington Heights Memorial Library  
Special Funds Summary  
9/30/2016

Count 19

	Account	Amount	Description	Staff
<b>Check # 1477-AHML - Petty Cash</b>				
9/5/2017	6001-2203	\$ 24.12	Travel/Training	S Distel
	6405-3202	\$ 10.00	Program Events	A Son
	6470-3295	\$ 8.00	Periodicals	M Szymanek
	6405-2203	\$ 11.35	Travel/Training	K Zsupan
	6405-3202	\$ 25.30	Program Events	A Bailey
9/11/2017	6420-2203	\$ 39.47	Travel/Training	R Kunkel
	6440-3202	\$ 34.95	Program Events	K Devitt
	6440-3202	\$ 43.33	Program Events	M Vela
	6420-2203	\$ 14.34	Travel/Training	M Papanastassiou
	6450-2203	\$ 22.47	Travel/Training	B Bednarek
	6405-3201	\$ 24.54	Program Supplies	S Hill
9/25/2017	6405-2203	\$ 31.74	Travel/Training	J Jurgens
	6440-3202	\$ 39.67	Program Events	D Napravnik
	6420-3201	\$ 43.41	Program Supplies	P Schwarting
9/29/2017	6001-2205	\$ 7.18	Postage	G Rojek
	6450-3201	\$ 17.14	Program Supplies	B Pardue
	6001-2203	\$ 27.56	Travel/Training	J Moravec
	6440-3202	\$ 20.27	Program Events	S Harrissis
	6405-2203	\$ 21.61	Travel/Training	S Harrissis
		<u>\$ 466.45</u>		

October 17, 2017

**Arlington Heights Memorial Library  
American Express Card Summary  
9/3/2017**

<u>CARDHOLDER</u>	Count	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
	88				
J. Kuhl		489-90-00	\$ (113.03)	AMEX Cash back rebate	Other Income/Rebate
M. Driskell		6010-3032	\$ 149.00	Hoefler & Co	Annual renewal of font package
		6010-3032	\$ 267.18	LogMeln.com	Annual renewal for facilites HVAC maintenance
J. Moravec		6020-2111	\$ 143.52	Light Up	LED Light Bulbs
		6003-2201	\$ 100.00	JournalismJobs	Comm. & Mktg. Specialist Job Ad / 5 Weeks
		6405-2203	\$ 37.92	Eventbrite	Conference for Promoting STEM
		6001-3005	\$ 70.30	Smart Sign	Asset Tags
		6420-2203	\$ 71.66	ALA Store	Conference for Making you r library work for homeschool
		6420.2203	\$ (6.66)	ALA Store	Tax Credit
		6440-3202	\$ 164.99	Guitar Center	Acoustic Guitar
		6002-3185	\$ 302.97	Button Makers	Button Machine & Button Set
		6002-3185	\$ (302.97)	Button Makers	Canceled Order
		6001-2203	\$ 200.00	ILA	ILA Conference Registration - S. Meyer
		6002-3185	\$ 305.20	American Button Machines	Button Machine & Button Set
		6405-2203	\$ 192.94	ALA Store	eCourse
		6405-2203	\$ 250.00	Library Juice Academy	Growing Our Teaching Practice Course
		6450-3185	\$ 137.45	GoPro	Camera Mounts
		6470-3205	\$ 119.94	Super Media Store	DVD Cases
		6001-3272	\$ 274.89	Lindt	Truffles for OBOV
		6001-3272	\$ 177.71	Walmart	Items for CircleFest 10/22/17
		6001-2203	\$ 200.00	ILA	ILA Conference Registration - M Monahan
		6020-2111	\$ 104.78	IVIE Enterprises, Inc	Screen and Lids For Carpet Cleaner
		6002-3005	\$ 87.03	Displays2go	Poster Frames for Wall
		6420-2203	\$ 143.33	ALA Store	Social Media For Book Lovers Workshop
		6420-3290	\$ 1,027.23	POSpaper	Thermal Paper
		6002-3005	\$ 466.13	Displays2go	Ballot Boxes
		6010-3030	\$ 456.36	Staples	Toner
		6020-2111	\$ 156.87	Jon-Don	Stain Remover
		6001-3005	\$ 109.31	Webstarant Store	Coffee Sleeves
		6420-2164	\$ 15.00	State Historical Society of MO	Interlibrary Loan of Microfilm
		6002-3005	\$ 99.15	Decorative Films	Dark Red Sand Blast Film
		6002-3005	\$ 416.00	iStockPhoto	60 Credits (Photo)
		6001-3005	\$ (14.43)	Best Buy	Erroneous charge - erroneous
M. Schultz		6470-3275	\$ 37.34	CD Baby	AV Mtls
		6470-3275	\$ 49.99	Target.com	AV Mtls
		6470-3275	\$ 59.99	Target.com	AV Mtls
		6470-3275	\$ 59.99	Target.com	AV Mtls
		6470-3275	\$ 59.99	Target.com	AV Mtls
		6470-3275	\$ 103.55	Gamestop.com	AV Mtls
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls
		6470-3275	\$ 11.99	Netflix	AV Mtls
		6470-3275	\$ (1.25)	Barnes&Noble.com	5% OPEN savings
		6470-3275	\$ 140.00	PAYPAL	AV Mtls
		6470-3275	\$ 51.35	PAYPAL	AV Mtls
		6470-3275	\$ 29.95	PAYPAL	AV Mtls
		6470-3275	\$ 290.94	AcornUSA	AV Mtls
		6470-3275	\$ 25.00	Barnes&Noble.com	AV Mtls
		6470-3295	\$ 29.99	Ratrod Magazine	Periodicals
		6470-3280	\$ 39.80	US News	Books
		6470-3295	\$ 14.49	Mymagstore	Periodicals
		6470-3275	\$ 11.99	Netflix	AV Mtls
		6470-3033	\$ (11.94)	Dri Amerian Library	Tax Credit
		6470-3280	\$ 60.45	ARRL	Books
		6470-3295	\$ 19.34	Mymagstore	Periodicals
		6470-3295	\$ 30.47	Mymagstore	Periodicals
		6470-3275	\$ 11.99	Netflix	AV Mtls
		6470-3280	\$ 84.43	Mymagstore	Books
		6470-3295	\$ 12.95	Baker's Catalogue	Periodicals
		6470-3280	\$ 58.45	Consumer Report Book	Books
		6470-3275	\$ 179.94	AcornUSA	AV Mtls
		6470-3295	\$ 17.98	SIP Northwest Magazine	Periodicals
		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
		6470-3295	\$ 240.00	Chartist Inc	Periodicals

J. Czajka	6440-3202	\$	45.97	JoAnn	Program Events
	6440-2218	\$	149.55	Amazon	Table OBOV
	6440-2218	\$	(149.55)	Amazon	Refund
R. Dworianyn	6010-3232	\$	233.63	iTunes.com	Itunes App - Kiosk Pro Basic OBOV Circle
	6010-3232	\$	21.24	iTunes.com	Itunes App - Kiosk Pro Basic OBOV Circle
	6010-3232	\$	4.24	iTunes.com	Itunes App for writing prompts for OBOV
	6010-3032	\$	99.00	WebEx.com	WebEx Monthly Subscription
	6010-3032	\$	25.00	GitHub.com	GitHub Monthly Subscription
	6010-3185	\$	38.05	CableToGo	Cables to go TruLink media gateway
	6001-2242	\$	344.85	Comcast	Comcast monthly service
	6010-2005	\$	163.90	Apple Store	Cracked iPhone Screen repair - Security
	6010-3032	\$	81.17	Trello.com	Trello Monthly Subscription
	6010-3032	\$	54.10	Paypal Inc	PayPal Payflow Pro Monthly Subscription
	6010-3032	\$	9.99	Amazon	Amazon Freetime Monthly Subscription
	6010-3185	\$	90.66	Amazon	UpBright New 4-Pin DIN AC/DC global power adapter
	6010-3030	\$	188.96	Amazon	HP 823A Black laserjet toner cartridge
	6010-3032	\$	9.99	Spotify.com	Spotify Monthly Subscription
	6010-2005	\$	149.99	Godaddy.com	Godaddy SSL Certification Renewal
	6010-3185	\$	(79.98)	Amazon	UpBright New 4-Pin DIN global AC/DC adapter
	6010-3185	\$	90.66	Amazon	UpBright New 4-Pin DIN global AC/DC adapter
	Total	\$	9,135.28		

October 17, 2017

Arlington Heights Memorial Library  
Master Card Summary  
9/30/2017

Count 8

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
K Spokas	6440-3202	\$40.00	Eddies Restaurant	Buffet Set-Up
	6405-3202	\$27.50	Rosati's Pizza	TAB meeting
M Schultz	6470-3295	\$24.97	Red Princess Magazine	Periodicals
	6470-3205	\$19.08	Nintendo	Game card cases
	6470-3275	\$43.99	Target.com	Audio/Visual Materials
	6004-3295	\$15.00	Family Search Microfilm	Periodicals
	6470-3275	\$179.97	Target.com	Audio/Visual Materials
	6470-3275	\$59.99	Target.com	Audio/Visual Materials
	Total	<u>\$410.50</u>		

To: Board of Library Trustees  
From: Mike Driskell and Gary Leclair  
Date: October 17, 2017  
Re: Authorization to Accept Bid for Computer Area HVAC Improvement

At the September 25 meeting, The Committee of the Whole discussed the scope of this project and recommended proceeding with the improvements to the HVAC system. I have included the information provided to the Committee of the Whole below:

Digital Services staff members regularly receive complaints from customers regarding the air quality in the public computer area. Due to a lack of airflow and many people concentrated in one area, there is a persistent odor issue in that space. Staff have added air purifiers in the space in an attempt to address the odor issue, but this has not proven to be an effective solution.

Our Facility Manager worked with 20/10 Engineering to design a new ventilation system to reduce odors in the public computer area. 20/10 Engineering provided us with drawings and specifications that we used to go out to bid for the modifications to the system. Included with the approved 2017 budget is \$149,500 to add a roof top air conditioning unit and to make corrections that will improve airflow and ventilation in this area. Based on the engineer's recommendations, and input from the Digital Services staff, we have deemed the roof top air conditioning unit unnecessary and have modified the design to focus more on improving the airflow and ventilation. This system, as designed, will cost substantially less than the budgeted amount.

At the May 2017 board meeting, the Board of Library Trustees approved of staff seeking bids to make the modifications to the HVAC system. The bidding results are below:

<b>Company</b>	<b>Base Bid Total</b>
Amber Mechanical	\$38,900
Complete Temp System	\$43,355
DeKalb Mechanical	\$36,000
Jensen's	\$36,936
MG Mechanical	\$32,800
Martin Petersen	\$40,250
Oak Brook Mechanical	\$52,385
RJ Olmen Company	\$25,035
Stanton Mechanical	\$22,600

We contacted the low bidder, Stanton Mechanical, and are confident that they are able to perform the modifications necessary and as laid out in the plans. We would recommend engaging in a contract with Stanton in the amount of \$22,600. With a project of this type, there are always some uncertainties, since the work will be done above the ceilings. As a result, we would like to include a 10% contingency on this project, which would bring the not to exceed total to \$24,860.

If approved, we will be starting this project in November, and it will take approximately two weeks. During this time, we will offset the lack of airflow in the computer area by fans placed throughout the space. While the work is being performed, areas of the computer lab will be unavailable periodically and will be sectioned off and cleared as needed.

**Suggested Motion: 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.**



(Action Item 7)

To: Board of Library Trustees

From: Mike Driskell

Date: October 6, 2017

Re: 2018 Board of Library Trustees Schedule of Meetings

*This item was tabled at the September board meeting. The memo has been updated to reflect input from trustees on the availability of dates.*

Every fall the board reviews its meeting schedule for the next calendar year and approves it. This year's schedule includes the monthly board and Committee of the Whole meetings. Becky Hume, the Arlington Heights Village Clerk, provides the annual list of legal and religious holidays and elections that should be avoided when scheduling public meetings. Janet then checks the meeting schedule for conflicts. According to the Open Meetings Act (5 ILCS 120/2.01) (from Ch. 102, par. 42. 01) Sec. 2.01 "All meetings required by this Act to be public shall be held at specified times and places which are convenient and open to the public. No meeting required by this Act to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday." Therefore, the Open Meetings Act does not require any of the regular board meeting dates be changed.

For the board's 2018 meeting schedule there are a number of dates the board may wish to review.

**March Board Meeting** – The third Tuesday, March 20, is the Gubernatorial Primary Election. Since polls are normally open 6 a.m.-7 p.m., the board meeting would not necessarily interfere with those wishing to vote. The second issue for that date is the Public Library Association (PLA) annual conference is March 20-24 in Philadelphia. If the board decides to reschedule its regular March board meeting it could consider Monday, March 19.

**May Committee of the Whole Meeting** – The last Monday, May 28 is Memorial Day and the library is closed. If the board decides to reschedule its May Committee of the Whole meeting it could consider Tuesday, May 29.

**August Board Meeting** – The third Tuesday, August 21 is Eid al-Adha. If the board decides to reschedule its regular August board meeting it could consider Monday, August 20.

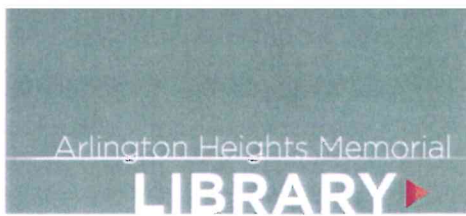
**September Board Meeting** – The third Tuesday, September 18 is Yom Kippur. If the board decides to reschedule its regular September board meeting it could consider Monday, September 17.

**December Committee of the Whole Meeting** – The last Monday, December 31 is New Year's Eve and the library closes at 5:00 p.m. If the board decides to reschedule its December Committee of the Whole meeting it could consider Thursday, December 27.

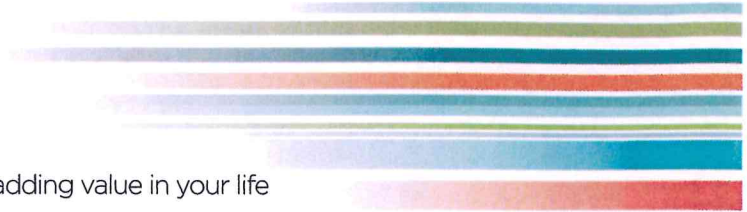
Suggested motion: **The Board of Library Trustees approves the 2018 Board of Library Trustees Schedule of Meetings.**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY  
BOARD OF LIBRARY TRUSTEES  
2018 SCHEDULE OF REGULAR MEETINGS  
7:30 PM – BOARD ROOM**

	Board Meeting	Committee of the Whole Meeting
January 2018	January 16	January 29
February 2018	February 20	February 26
March 2018	March 20 No meeting day – Gubernatorial Primary Election and PLA annual conference - Philadelphia Mar 20-24. Alternate date to consider Monday, March 19	March 26
April 2018	April 17	April 30
May 2018	May 15	May 28 Memorial Day – library closed. Alternate date to consider Tuesday, May 29
June 2018	June 19	June 25
July 2018	July 17	July 30
August 2018	August 21 (Eid) Al Adha Begins at sundown (7:43 PM) on August 21; August 22 is the official holiday. Alternate date to consider Monday, August 20	August 27
September 2018	September 18 Yom Kippur Begins at sundown (6:56 PM) – VAH has both 18 and 19 listed. Alternate date to consider Monday, September 17	September 24
October 2018	October 16	October 29
November 2018	November 20	November 26
December 2018	December 18	December 31 New Year's Eve – library closes at 5 p.m. Alternate date to consider Thursday, December 27



▶ adding value in your life



(Action Item 8)

RESOLUTION 17-05  
HONORING THE SERVICE OF  
THE FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

**Whereas**, the Friends of the Arlington Heights Memorial Library have served for many years as the vital link between the library and the community, holding popular events, encouraging others to join, and promoting the library as a learning commons and an institution essential to literacy and quality of life; and

**Whereas**, the Friends of the Library have devoted countless hours to the raising of funds through four yearly book sales and a book boutique in the library; and

**Whereas**, the Friends of the Library have, since their incorporation in 1968, donated more than \$1.5 million in assistance to the library; and

**Whereas**, the Friends of the Library have supported the Sunday Musicale Series, DVD shelving units, Blu-ray DVD collection, Hendrickson Room audio/video system, Independence Day parade float and giveaways, holiday lighting, art and sculptures; and

**Whereas**, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community; and

**Whereas**, the Arlington Heights Memorial Library and the residents of Arlington Heights, Illinois, have benefitted from the hard work, commitment and support of the Friends of the Library; and

**Whereas**, the Friends of the Library have advocated to citizens and community leaders the importance of the library, its potential, and its future, The Arlington Heights Memorial Library Board of Library Trustees, hereby declare its support of Friends of Libraries Week, to be held October 15-21, 2017; and

**Now therefore, be it resolved** THAT THE ARLINGTON HEIGHTS MEMORIAL LIBRARY BOARD OF LIBRARY TRUSTEES RECOGNIZES AND SINCERELY THANKS THE FRIENDS OF THE ARLINGTON HEIGHTS LIBRARY FOR THEIR YEARS OF DISTINGUISHED SERVICE AND FOR ALL THEY HAVE CONTRIBUTED TO THE LIBRARY AND TO THE ARLINGTON HEIGHTS COMMUNITY; and

**Furthermore, be it resolved** THAT THE BOARD EXTEND ITS WARMEST REGARDS AND APPRECIATION DURING THIS FRIENDS OF LIBRARIES WEEK, ALONG WITH ITS BEST WISHES FOR SUCCESS IN THE FUTURE ENDEAVORS OF THE FRIENDS OF THE LIBRARY.

Adopted on the 17th day of October 2017 by the Board of Library Trustees.

\_\_\_\_\_  
Debbie Smart, President

\_\_\_\_\_  
Joan Brody Garkisch, Vice President/Secretary

\_\_\_\_\_  
Greg Zyck, Treasurer

\_\_\_\_\_  
Carole Medal

\_\_\_\_\_  
John Supplitt

\_\_\_\_\_  
Christine Tangney

\_\_\_\_\_  
Marianthi Thanopoulos

To: Board of Library Trustees

From: Mike Driskell

Date: October 17, 2017

Re: Authorization to Accept Human Capital Management System Replacement Proposal

In July of 2017, the Board of Library Trustees approved entering into a contract with ADP to replace our current time and attendance system. Since this time, we have worked with ADP to secure the contract and a timeline for installation. We have recently learned that ADP has decided to sunset the product that they sold us and will no longer be supporting it. ADP has offered to provide us with their enterprise product for the pricing specified in the original contract.

After discussing this option with the selection committee, we have decided to negate the contract with ADP for the original system, ADP essentials, and enter into a new contract with our second choice from the Request for Proposal (RFP) results. Although we were disappointed that ADP was not able to come through, we feel TimeClock Plus will address all of the same concerns that ADP addressed and provide as good of an experience for our staff.

As a reminder, I have included our original selection criteria and scoring for each of the products below.

The selection committee viewed live demos of products from all of the vendors that submitted proposals. Each product was evaluated and ranked by the committee, based on the evaluation criteria below. The evaluation criteria was included in the RFP.

- **Response to System Requirements (25%):** The clarity and completeness of the responses to system requirements and how well the proposed system matches the requirements outlined in the RFP. AHML prefers a system meeting its requirements in a standard configuration but will give consideration to requiring customization to meet system requirements.
- **Technical Capability and Usability (25%):** The technology, capabilities, usability of the proposed system, as demonstrated to the AHML selection committee.
- **Proposed Cost and Value (20%):** The cost to be charged by proposer to AHML for performance of the services required under the proposal. The breakdown of all proposed costs as requested should be clear, concise and conform to AHML's needs.

- **Relevant Experience and Qualifications (20%):** The proposer’s background and related experience in installing similar system implementations in organizations comparable size and complexity. The proposer’s indication of the understanding of the purpose and scope of the proposed services as evidenced by the quality of the proposal.
- **Project Schedule (10%):** The demonstrated ability of the proposer to perform the services within the specified time requirements set forth in the RFP, by the adherence to the terms, conditions and requirements of the specifications listed.

Upon review of all of the systems that submitted proposals, the workgroup has submitted evaluation of each of the systems, resulting in the scores below. Each of the scores in the table is an aggregate of multiple data points for each area of evaluation.

	<b>ADP Ent.</b>	<b>ADP Essentials</b>	<b>Ascentis</b>	<b>ePay</b>	<b>KRONOS</b>	<b>Paychex</b>	<b>TimeClock Plus</b>
<b>Response to System Requirements (25%)</b>	1.83	2.27	1.72	1.40	1.85	1.77	2.19
<b>Technical Capability and Usability (25%)</b>	1.74	2.15	1.53	1.40	1.59	1.60	1.98
<b>Proposed Cost and Value (20%)</b>	0.70	1.36	1.11	1.56	1.13	1.64	1.29
<b>Relevant Experience and Qualifications (20%)</b>	1.93	1.93	1.27	1.30	1.90	1.80	1.83
<b>Project Schedule (10%)</b>	1.00	1.00	1.00	1.00	0.90	1.00	1.00
<b>Total Score (10 pts possible)</b>	<b>7.20</b>	<b>8.71</b>	<b>6.64</b>	<b>6.66</b>	<b>7.37</b>	<b>7.81</b>	<b>8.30</b>

Funds for the replacement of the time keeping system have been included in the 2017 and ongoing budgets, and are outlined below:

2017 budgeted amount:

<b>Description</b>	<b>Qty.</b>	<b>Cost</b>	<b>Total</b>
New timekeeping system monthly fee	12	\$2,875	\$34,500
Purchase 2 timeclocks	2	\$5,090	\$10,180
One Time Fees	1	\$9,375	\$9,375
Timeclock Maintenance fee	1	\$475	\$475

**2017 budgeted amount: \$54,530**

**Ongoing budgeted amount: \$34,975**

Since the approval for this system is later in the year, we are expecting implementation and payment to take place in the first quarter of 2018. This will have an impact on the 2017 and 2018 budget, since the implementation costs will now be in 2018. The costs break down as follows:

**2018 setup costs (including clocks and licensing): \$39,500**

**Ongoing costs: \$15,000**

**Recommended motion: 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.**

## **Executive Director's Report** October 2017

### **Facilities and Operations**

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#### **Circulation News**

- In September 2017, our total circulation was 167,419, which is a decrease of 11% from September 2016.
- Electronic checkouts were down 23% compared to last September and remained the same year to date.
- Our self-check stations were used to check out 66.3% of all items in the main library.
- This was an increase over last September with 64.9% self-checkout totals.
- The parking lot project continued to have an impact of the use of the drive-up window with 25.8% fewer visitors resulting in a -30% drop in number of items checked out from this location.
- The bookmobile children's collection was very popular in September with a 23% increase in items checked out.
- Just to illustrate how popular our on-line renewal serve is, this September 29,598 items were renewed via our web catalog.

#### **Collection Services News**

**SHELF TALKERS** – Following the design of shelf talkers installed last year in the Adult collection, new shelf talkers arrived for the Kids and Teen collections. The new signs are more durable, professional, and legible, and should help customers more easily find their way in the collection.





Before -



After -

### Senior Center Listening Station

Staff from various departments coordinated the development and installation of a listening station at the Senior Center. Customers can now sit and relax while sampling musical selections. The face-out display is also much more attractive than the previous spinner display.



**Digital Services News**

- We offered a new program – *Record a Song in 90 Minutes* – where attendees used Studio equipment to record a song. We had 12 attendees record 4 different songs.
- Our Cord Cutting 101 class continues to be very popular. We had 16 attendees at our class on September 20 and scheduled an additional class in early October for the 19 customers on the waitlist for that class.

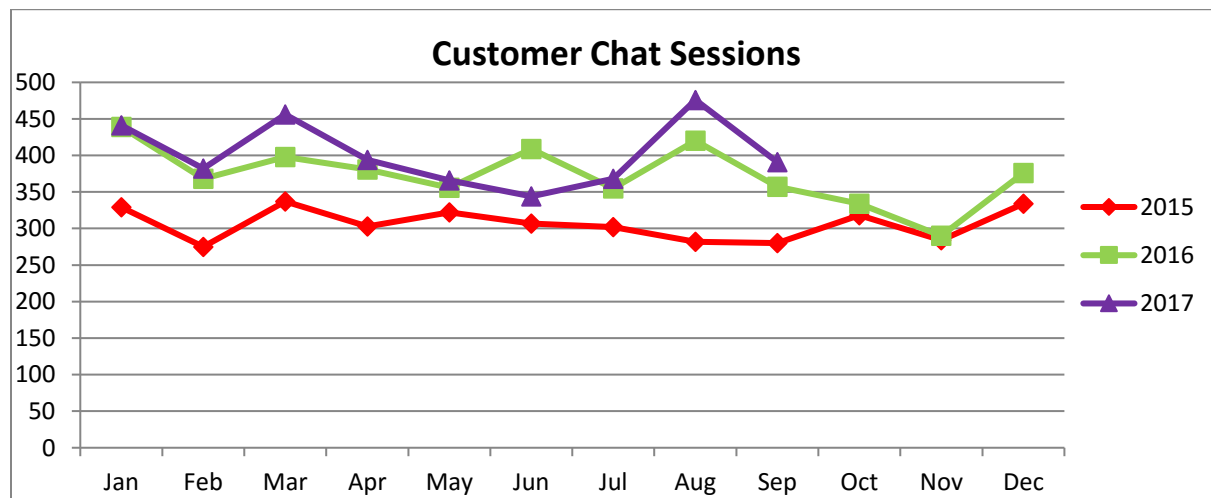
**Info Services News**

We had 6,017 phone interactions in the month of September. This is a 1% increase over September 2016.

There were 391 chat sessions this month, which is a 10% increase over September 2016.

Jolie Duncan presented at a LACONI event titled “Who’s On Desk? Adapting to Changing Trends in Public Service.” She spoke on the library’s call center model and the recent restructuring of the departments. There were several questions from the 50 attendees about training, staffing, and the call center in general.

At our September Info Services Staff meeting, all Info staff engaged in a conversation around Hate Speech, Hate Conduct, and our library’s upholding of customer’s First Amendment rights. We collectively brainstormed about potential scenarios and appropriate responses.



## Library Delivery Services

We added 5 new library delivery customers this month.

We delivered 410 items to residents in independent living and made 63 deliveries to them. We delivered 261 item to residents in healthcare sites and made 46 deliveries to them. This number is down slightly from previous months because we were unable to make deliveries on Labor Day.

Our delivery staff served a customer who had been in the hospital recently and was unable to read because of her medical condition. Her condition improved and we were able to make a delivery to her and she says she is now reading 1 book every 3 days (from barely 2 a month). She and her son were amazed at our delivery service and very grateful, as she had been so sick and in the hospital.

## Inspiring Understanding

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### Peace Crane Project

In September, tweens crafted origami peace cranes in celebration of International Day of Peace. The peace cranes created by drop-in customers to Kids' World will be exchanged with those created by students in Cape Town, South Africa. On September 21, the students of Loreto Primary School sent an email message of peace from their small seaside town at the southernmost tip of Africa. They expressed their thankfulness to "have an opportunity to reach out in solidarity with our brothers and sisters across the globe." Their peace cranes are making their way across the globe and should arrive here in Arlington Heights by the end of October.





## Book Explorers

This ongoing program continues our work toward Inspiring Understanding for every age group. In September, 1st and 2nd graders read *Dream Carver*, a picture book inspired by the life of Manuel Jimenez, a renowned artist from Oaxaca, Mexico. Afterwards, the children experienced carving first-hand using soap and popsicle sticks, then painted their work in the style of the artists, using multiple bright colors and designs.

## Desserts Books and More: An International Book Discussion

September's meeting focused on the Suburban Mosaic selection, *We Came to America* by Faith Ringgold. 11 parents and children attended and engaged in a variety of activities. Parents read the book to their children, then showed their kids where they or their ancestors came from using the map. Multiple different countries were identified. Younger siblings were provided markers and maps to color. Everybody enjoyed a video of drumming from around the world, then painted a paper drum using paint and a Q-tip. Parents shared positive feedback about this and our other cultural programming.

## Programs

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### Series of senior book discussions

The 2017/18 opened in September with 3 discussions attended by 51 people. Staff led the discussions on *News of the World* at the Senior Center and *The Last Painting of Sara DeVos* at Luther Village. Attendees appreciated the supporting research topics that provided context for both novels based on actual historical events.

## Notable Business and Genealogy Programs

Our September business Program drew 27 people to *Start Your Own Business with the SBA* on September 28. Another highlight was all 26 people who registered for *Practical DNA Tools for Genealogists* attended on September 16. There were 10 first-time attendees in the audience, as well. The program was taught by Steve Szabados, one of our Genealogy volunteers.

## Connecting to Underserved Audiences

Our staff have begun the important community-connecting to help us better serve underserved audiences. Our Community Engagement Liaison has scheduled steering committee meetings for “All-Income” and “Spanish-speaking” community groups and agreed on a meeting system for staff participation on steering committee work.

## Family Movie Night

We had a great turn out for our September 22 family movie, *Nut Job*. Many families brought blankets to sit on together in order to better share the experience as a family. Families enjoyed popcorn during the film and a take-home activity to extend the experience – pinecones with directions to make “Pine Cone Bird Feeders” which they can hang at home when the weather gets cold.

## Laser Comedy Show

Monthly Saturday evening family events continue to offer the community free, high caliber entertainment when they are looking for ways to spend time together. 128 attended September’s Laser Comedy Show – a unique program where children chose characters for a superhero story, which the presenter created on the spot, using lasers! True to its name, grade school kids found the whole thing to be very funny.

## Tech Fun

New in STEM programming this year is the **Tech Fun** for kids in grades 1-2. This series is designed to highlight our STEM kits and toys that are available to customers for check out. The first program focused on coding. Children experimented with code-a-pillar, ozobot, puzzlets, and a mouse coding game. We started out with a couple of non-tech activities to get them thinking in a logical progression, then launched into using the equipment.

## **LEGO Club**

Month in and month out, this simple program was received enthusiastically. One mother reported that her daughter had been waiting the entire month of August to attend. We've also learned that several customers attend because they cannot afford to purchase LEGO kits and this program offers their children the opportunity to play. The format is also accessible to children with special needs, and allows families to build together. This month's creation will be displayed virtually, in Kids' World.

## **3D printing for kids**

Offered on a bi-monthly basis, the first 3D printing class for the school year was held September 19. Nine tweens attended and used the Makerbot Printshop app to create their first project.

## **Homeschool Hangout**

Homeschool Hangout got off to a great start for the season this month in the HUB. It was well attended by several families with children of various ages from newborn to 10 years old. We shared two multi-cultural art activities, Native American dream catchers and Guatemalan worry dolls. Other activities were play-based and included the use of iPads, creating with play dough, and imaginative play with dress-up clothes. Parents who attended appreciated the opportunity to network with other homeschoolers while their children engaged in educational activities.

## **Daddy-Daughter Hair Factory**

A diverse group of 50 dads and daughters attended this hands-on program, bringing families closer together through a very practical skill – styling hair! Each parent/kid combo received a bag full of hair supplies, and received expert instruction from local hair stylist Hans Burkert and his assistants. Dads were shown how to do different types of hairstyles on a mannequin head, and then received one-on-one assistance from the presenters while attempting the styles on their daughters' hair. Customers leaving the program uniformly commented on how much fun they had and how much they learned, with many wondering when a "part two" would be held.

## **One Book, One Village highlights**

**Future Tech** - This program offered a perfect combo of lecture-style learning and play. It was presented by Brian Pichman, who staff identified as a great fit for OBOV when they saw at Reaching Forward. After learning about exciting new technologies, attendees spent 45 minutes interacting with a variety of tech goodies. Favorable

comments included: *"I like the hands on approach of the program and actually getting to use the devices"* and *"Enjoyed entire presentation that included many personal insights and experiences."*

## Social Media and the Brain

This important topic drew a crowd of 37 very engaged customers. The fascinating information was presented by a professor of psychology at College of DuPage, and the relevance of the information elicited lively discussion. One attendee shared *"This kind of programs are very useful, especially for parents of IGen who are "lost". This topic is the "hot potato" almost for every adult."*

## #beinthecircle

Our 2017 One Book, One Village exhibit, was officially opened on October 1. This homegrown exhibit captures a wide range of public opinions on and attitudes toward social media and technology, and allows visitors to immerse themselves in related media (videos, Ted Talks) which enhance explore themes similar to those in Dave Eggers' *The Circle*. Here are some responses to the exhibit's prompts, which are collected daily from the interactive digital kiosks:

- Social media helps me to... *learn about the world around me*
- Social media helps me to ... *share and remember*
  
- Social media creates ... *a sense of closeness with those far away*
- Social media creates ... *a false sense of community*
- Social media creates ... *a place to voice opinion*
  
- Technology impacts our society by ... *Enabling change and expanding perspective*
  
- I connect with others by ... *being kind*
  
- In my Utopia, technology would ... *not exist*
- In my Utopia, technology would ... *be invisible yet accessible*
  
- When I unplug, I feel ... *relaxed, less stressful, more present*
- When I unplug, I feel ... *free and able to notice the little wonders of our world.*

The production was an impressive collaboration between Programs and Exhibits, IT, Facilities, and Communications and Marketing. Staff were given previews of the exhibit content and concept at their department meetings and three walk-throughs were held before hours, inviting staff to familiarize themselves with the truly unique experience.

15 staff members on average attended each walk-through, and the digital engagement will allow us to measure customer interactions at exhibit end.

We received a positive customer comment about a recent off site One Book One Village book discussion:

*Just want to thank the library for having the book discussion at Jaunt last night. It was wonderful! The venue, food and drinks were just so well done. A lot of work went into this and I was very impressed. It made all the guests feel special and created an atmosphere for lively discussion. Leaders of the discussion were excellent. Thanks again!*

On September 12, we launched our first online book discussion with *The Circle*. To date, 84 people have joined the online book group. An article about the discussion appeared in the [September 14 Chicago Tribune](#). The headline and picture included:

Arlington Heights Memorial Library launches first-ever online book club on Facebook



*Arlington Heights Memorial Library employees Elizabeth Ludemann (left), Jennifer Czajka, Pam Schwarting, Jolie Duncan and Katie Myers will moderate a new online book club, which features discussions on author Dave Eggers' novel "The Circle." (Courtesy of Arlington Heights Memorial)*



## **Grants and Development**

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### **Media Literacy @ Your Library**

A grant application was submitted for the Media Literacy @Your Library Grant on September 11. We were notified on September 25 that the library was not one of the five selected for this one-year pilot program offered by ALA and the Center for New Literacy at the Stony Brook School of Journalism.

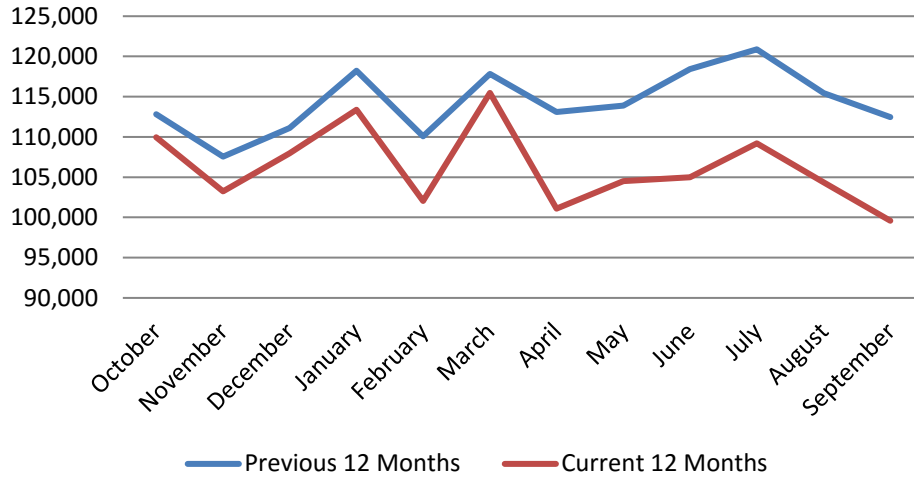
### **National Medal for Museum and Library Service**

The decision was made to cease work on the library's nomination for the IMLS National medal. This decision was based on the current workload of involved staff, the likeliness of receiving the award, along with the lack of examples and partnerships that it takes to win this award. We felt it would be in the best interest of the library to not submit this year, but keep this goal in mind as we plan for next year. As a requirement of the process, we requested letters from a few community members, which I will provide at the meeting.

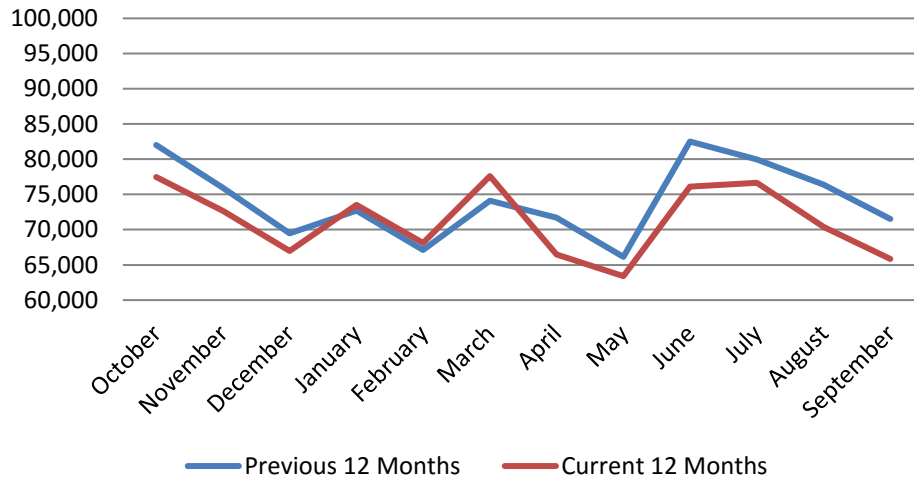
### AHML - DASHBOARD - SEPTEMBER 2017

	Sep 2017	Sep 2016	% change from last Sep	Jan 2017- Sep 2017	Jan 2016- Sep 2016	% change from last YTD
Total circulation	167,419	186,057	-10%	1,615,801	1,727,054	-6%
Adult circulation	99,588	112,480	-11%	954,657	1,040,340	-8%
Teen circulation	1,990	2,046	-3%	23,056	24,585	-6%
Children circulation	65,841	71,531	-8%	638,088	662,129	-4%
Print book circulation	85,290	89,547	-5%	811,479	851,200	-5%
Audiovisual circulation	56,727	65,386	-13%	573,736	643,385	-11%
Downloadables circulation	17,714	23,099	-23%	148,285	148,076	0%
Self-check as % of main floor circ	66%	65%	1%	66%	64%	2%
Circulation to reciprocal borrowers	9,225	9,742	-5%	95,819	84,249	14%
ILLs borrowed for our customers	430	388	11%	3,718	4,462	-17%
ILLS lent to other libraries	662	756	-12%	6,332	6,909	-8%
Resident cards issued	350	443	-21%	3,879	4,034	-4%
Reciprocal cards registered	154	176	-13%	1,651	1,785	-8%
Reference questions	15,267	14,793	3%	150,173	140,418	7%
Number of Programs	262	250	5%	2,273	2,085	9%
Program attendance	6,602	6,829	-3%	91,450	69,704	31%
First-time attendees at programs	240	297	-19%	2,063	2,260	-9%
% of target audience attending	65%	65%	0%	65%	68%	-3%
% of progs meeting target audience #	88%	89%	-1%	83%	81%	2%
Public computer use	10,078	10,791	-7%	98,180	97,991	0%
Website visits	99,462	102,208	-3%	963,181	961,529	0%
In-person visitors	77,184	80,252	-4%	784,046	789,102	-1%
Marketplace - % of adult coll / of circ	9% / 36%	9% / 35%	0% / 1%	9% / 35%	8% / 34%	1% / 1%
Kids' Mktplace - % of KW coll / of circ	5% / 17%	5% / 15%	0% / 2%	5% / 17%	5% / 15%	0% / 2%
Volunteer hours	2,100	2,276	-8%	22,299	22,960	-3%

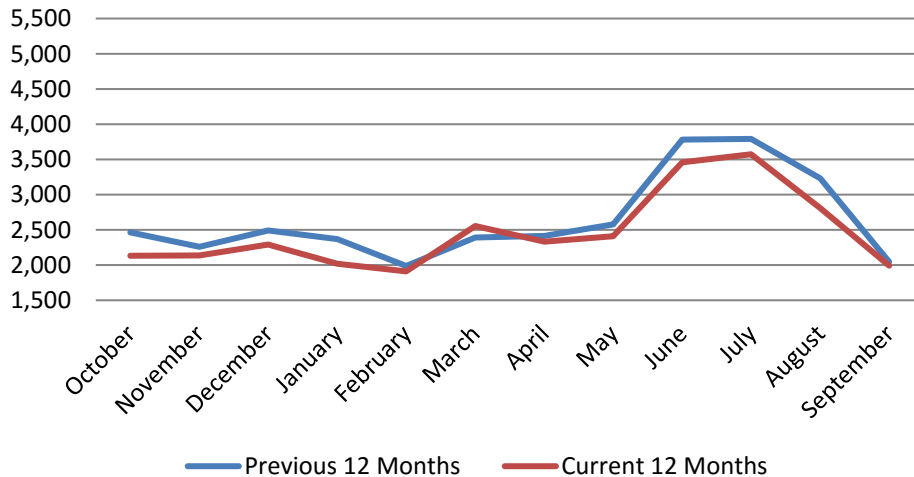
## Adult Circulation



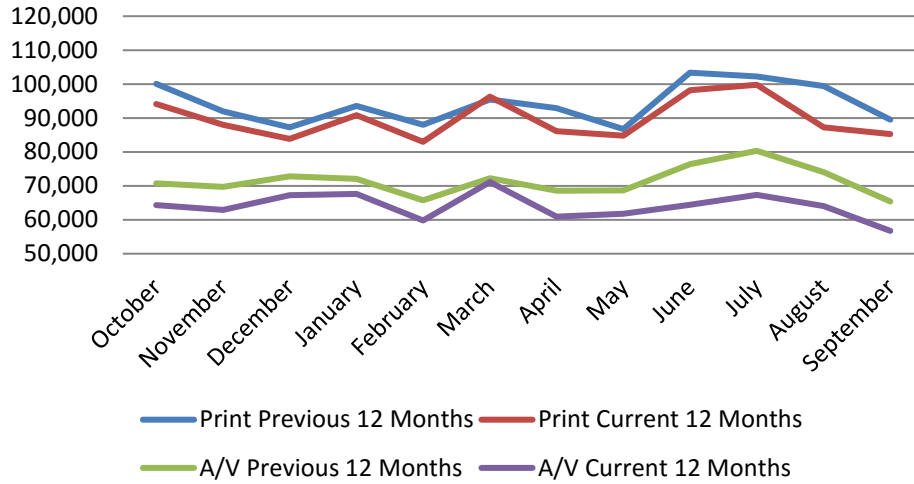
## Children's Circulation



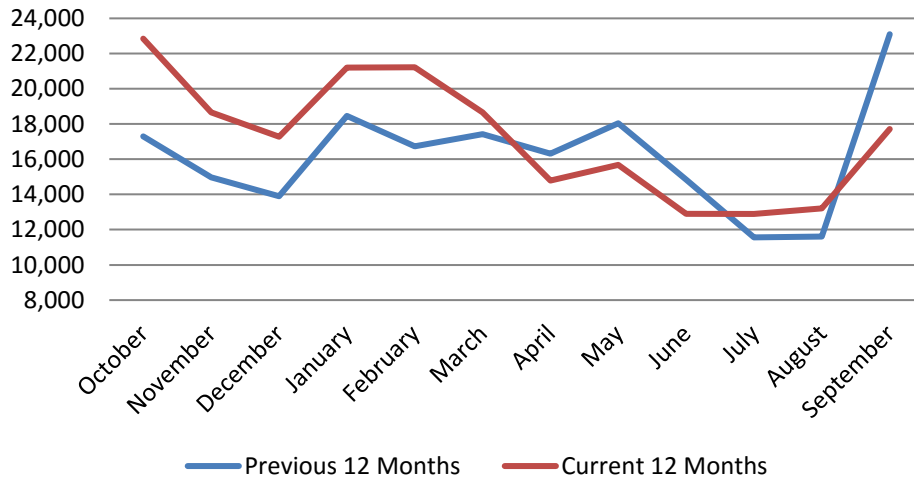
## Teen Circulation



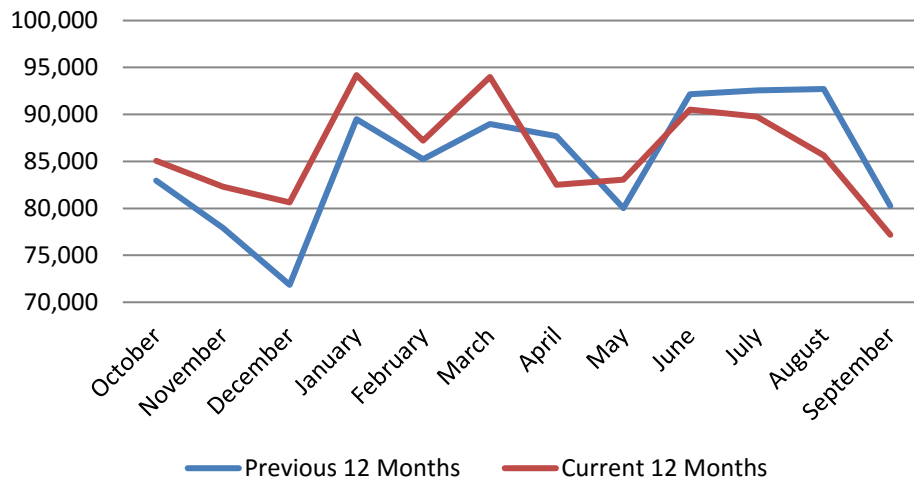
## Physical Circulation



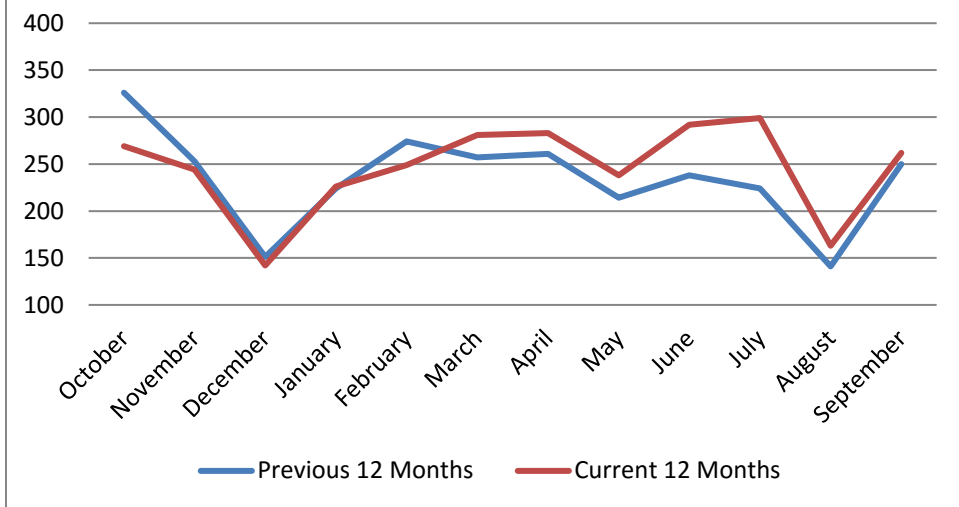
## Downloadables Circulation



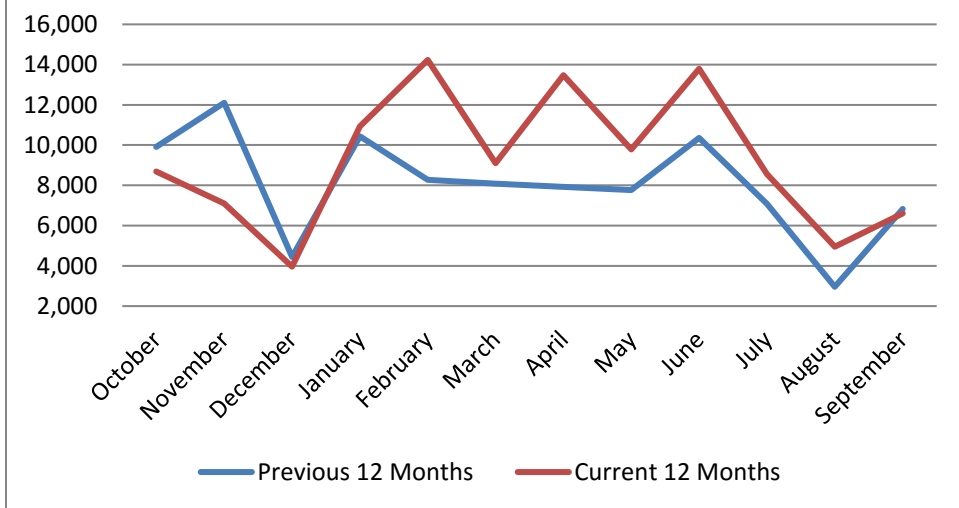
## In-person Attendance



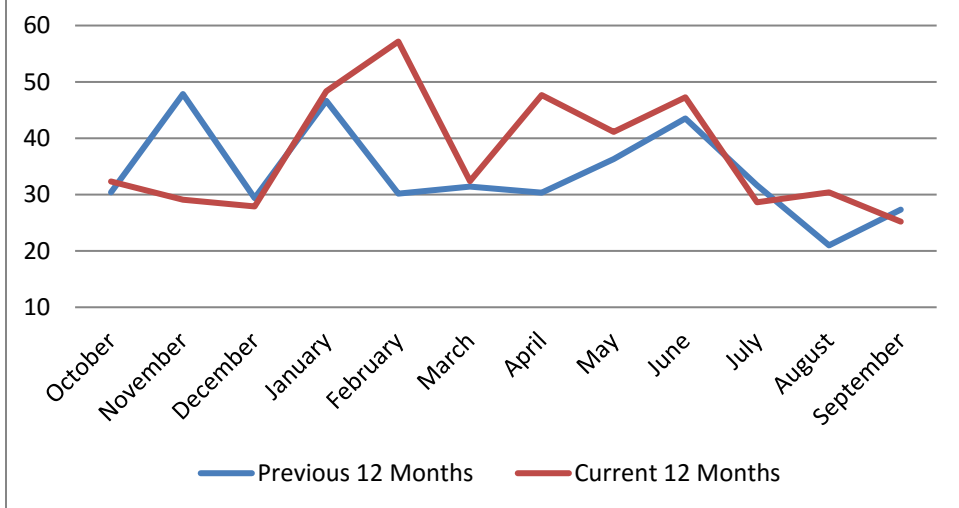
### Program Sessions



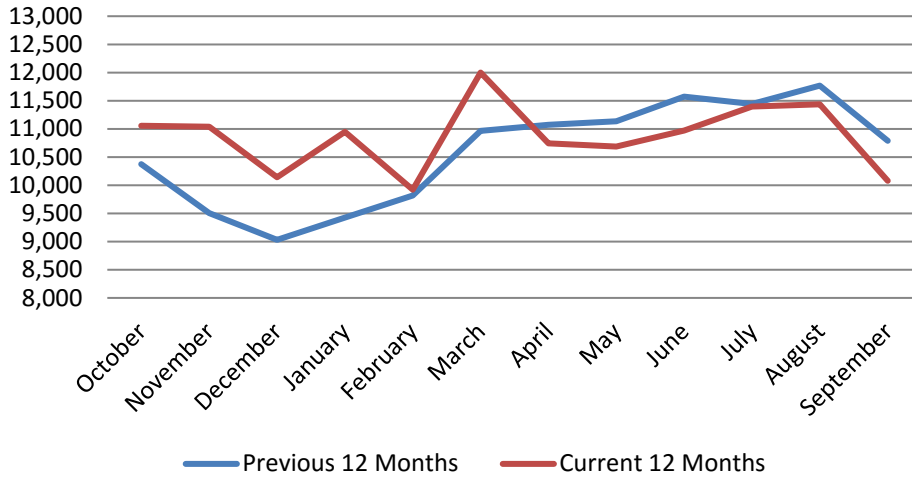
### Program Attendance



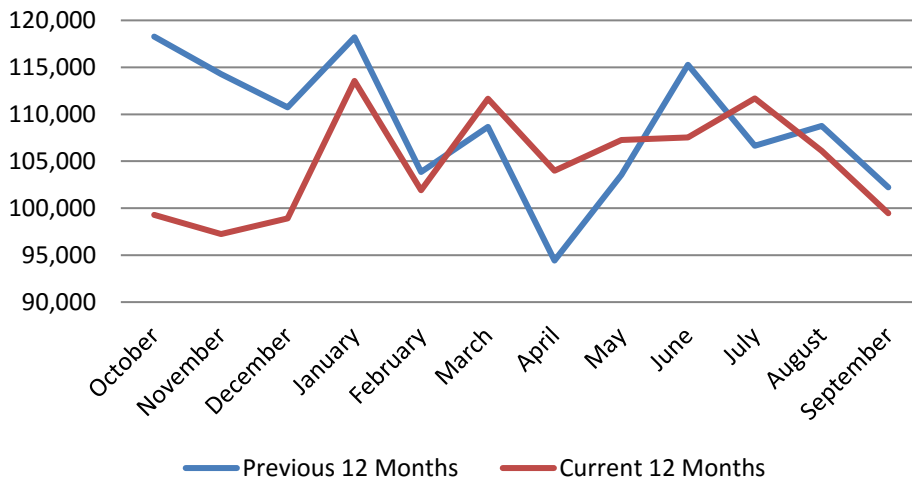
### Attendance Per Program



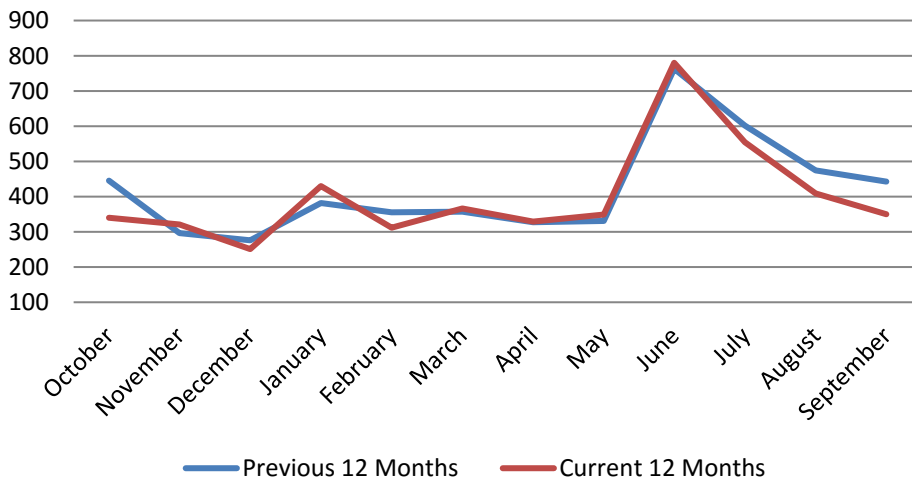
## Public Computer Use



## Website Visits



## Resident Library Cards Issued



# Reference Questions

