

BOARD OF LIBRARY TRUSTEES

7:30 P.M. TUESDAY, SEPTEMBER 19, 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 AUGUST 15, 2017 (Action Item 1)
- V. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2017 (Item 2)
- VI. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 2017 (Action Item 3)
- VII. EXECUTIVE DIRECTOR'S REPORT
- VIII. UNFINISHED BUSINESS
 - DISCUSSION OF STAFF SURVEY (Item 4)
A staff survey was last conducted in 2015. We will continue the discussion about the ideal frequency of such surveys.
- IX. NEW BUSINESS
 - STAFF PRESENTATION – THE EVOLUTION OF AHML, PART 2-2014-2016 (Item 5)

We will present the second part of a three-part overview of how AHML has evolved since 2010 and the close relationship between our service model, organizational structure, and building renovations.

- DISCUSSION OF OPERATIONAL METRICS (Item 6)

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

- 2018 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 7)

We will present a schedule of proposed library holiday dates and closings for 2018.

- 2018 BOARD MEETING SCHEDULE (Action Item 8)

We will present a schedule of proposed dates for the 2018 board and committee of the whole meetings.

- APPROVAL FOR LATE OPENING FOR STAFF INSTITUTE DAY 2018 (Action Item 9)

We will request 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.

X. FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

XI. OTHER

- DISCUSSION ITEMS FOR PARK DISTRICT BREAKFAST MEETING – SATURDAY, OCTOBER 21, 8:30 A.M.

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

XIII. ITEM(S) FROM CLOSED SESSION FOR ACTION

XIV. 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, AUGUST 15, 2017.

08.17.01 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, August 15, 2017, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustees Thanopoulos and Zyck.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Janet Moravec, Business Office Administrator; Mike Dennehey, Resident; Melissa Cayer, Resident.

08.17.03 **PUBLIC COMMENT** – Ms. Cayer asked how the library notifies the public of special board meetings. President Smart responded that 48 hours in advance of a meeting the library will post a notice of the meeting in the library, on the library’s website and with the newspapers.

08.17.04 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 18, 2017 (Action Item 1)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.

08.17.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2017 (Item 2)** – Mr. Kuhl reported 58% of the year has lapsed and cash equivalents for July were \$16,594,032; last year cash equivalents were \$15,651,863. Real estate tax revenue received during the month of July was just over \$2.3 million; bringing the year to date total over \$9.8 million, which is 71% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

08.17.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 31, 2017 (Action Item 3)** – Mr. Kuhl provided information in response to trustees’ questions about individual expenditures.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED JULY 31, 2017, IN THE AMOUNT OF \$1,126,072.23**. Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney and Smart. Nay: none. The motion carried.

08.17.07 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Kuhl highlighted the unveiling of the library’s One Book One Village selection, *The Circle* by Dave Eggers; and the

tremendously successful second annual FanCon: Comics and Pop Culture event that welcomed over 760 attendees who enjoyed a wide variety of activities designed to engage customers of all ages. Mr. Driskell gave an update on the library's parking lot safety improvement project. Mr. Kuhl introduced Ms. Hastings, the library's new communication and marketing manager.

08.17.08 There was no **UNFINISHED BUSINESS** to be discussed.

08.17.09 **NEW BUSINESS**

- **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 4)** – The Local Government Expense Control Act, which became effective January 1, 2017, requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Conference registration for trustee attendance at the 2017 Illinois Library Association Annual Conference were presented. Trustees are expected to participate in continuing education activities that focus on libraries, trusteeship, or other issues pertinent to libraries.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PAYMENT OF REGISTRATION FEES FOR THE 2017 ILLINOIS LIBRARY ASSOCIATION CONFERENCE FOR TRUSTEE ZYCK FOR THE TOTAL AMOUNT OF \$150.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart. Nay: none. The motion carried.

- **AUTHORIZATION TO ENGAGE CONSULTANT FOR STRATEGIC PLANNING (Action Item 5)** – The library received proposals from eight firms for the purpose of conducting a strategic planning process for the library. Staff is seeking authorization to engage Library Strategies, a consulting group of the not-for-profit Friends of the Saint Paul Public Library, for consulting services. Library Strategies have performed their Rapid Results Planning in libraries of all sizes throughout the nation; the process is unique and proposes deeper and more meaningful community involvement than any other firm. References for the group were extremely positive.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENGAGE LIBRARY STRATEGIES FOR AN AMOUNT NOT TO EXCEED \$25,675 FOR CONSULTING SERVICES TO DEVELOP A STRATEGIC PLAN, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart. Nay: none. The motion carried.

- **AUTHORIZATION TO PURCHASE REPLACEMENT FURNITURE FOR KIDS' WORLD (Action Item 6)** – Staff is seeking authorization to move forward with a budgeted expenditure to replace furniture items in Kids' World that no longer fit with current library use or contemporary safety standards. This would finish the renovation work that began in Kids' World in 2010 and the library-wide furniture replacement that began in 2015.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF REPLACEMENT FURNITURE FOR KIDS' WORLD FOR AN AMOUNT NOT TO EXCEED \$43,000.** Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart. Nay: none. The motion carried.

- **AUTHORIZATION TO ENTER INTO CONTRACT FOR XOXO EXHIBIT (Action Item 7)** – Staff is seeking authorization to enter into contract with Children’s Museum of Pittsburg for their traveling exhibit *XOXO: An Exhibit about Love & Forgiveness*, the first of the library’s planned exhibits for 2018. The exhibit is highly interactive, and encourages visitors to explore, communicate and share their feelings. The exhibit will be opened in February and March of 2018.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENTER INTO CONTRACT WITH THE CHILDREN’S MUSEUM OF PITTSBURG FOR THE EXHIBIT XOXO: AN EXHIBIT ABOUT LOVE & FORGIVENESS FOR AN AMOUNT NOT TO EXCEED \$30,000 FOR RENTAL, TRANSPORTATION, INSTALLATION, AND DISASSEMBLY, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart. Nay: none. The motion carried.

08.17.10 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Friends of the Library Board President Mr. Dennehey reported on the Friends recent August used book sale highlighting accomplishments and next steps.

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

08.17.12 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; AND (2) TO REVIEW CLOSED SESSION MINUTES** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 8:51 p.m.

The board returned to open session at 9:38 p.m.

Trustee Medal moved **TO DESTROY THE CLOSED SESSION AUDIO TAPES FROM JULY, 21, 2015; AUGUST 18, 2015; AND JANUARY 19, 2016.** Trustee Brody Garkisch seconded. All were in favor and the motion carried.

Trustee Supplitt moved **APPROVAL OF THE CLOSED SESSION MEETING MINUTES OF AUGUST 15, 2017.** Trustee Tangney seconded. All were in favor and the minutes were approved as submitted. The written minutes and audio recording were sealed until further action by the board.

President Smart commented the board began discussion of the performance evaluation process for the executive director.

There being no further business to discuss, Trustee Brody Garkisch moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 9:40 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

Village of Arlington Heights
 REVENUE REPORT
 67% OF YEAR LAPSED

(Item 2)

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	216,999.26	324	534,334	784,235.26	147	802,000	17,764.74
04 00	Real Estate Tax FICA	59,666	112,698.74	189	327,328	407,293.20	124	566,000	158,706.80
05 00	Real Estate Tax	1,025,923	3,417,018.22	333	8,358,386	12,349,103.20	148	12,462,091	112,987.80
401 **	Real Estate Taxes	1,152,506	3,746,716.22	325	9,220,048	13,540,631.66	147	13,830,091	289,459.34
400 ***	Taxes	1,152,506	3,746,716.22	325	9,220,048	13,540,631.66	147	13,830,091	289,459.34
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		40,000	.00		60,000	60,000.00
70 00	Other Grants	250	.00		2,000	61,125.00	3056	3,000	58,125.00-
90 00	Contribution Ord. Library	83	.00		664	2,925.38	441	1,000	1,925.38-
411 **	Intergovernmental	5,333	.00		42,664	64,050.38	150	64,000	50.38-
410 ***	Intergovernmental Revenue	5,333	.00		42,664	64,050.38	150	64,000	50.38-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	100	.00		800	1,729.00	216	1,200	529.00-
74 00	Copier/Reader Printer Fee	3,166	4,264.18	135	25,328	29,338.13	116	38,000	8,661.87
75 00	Meeting Room Fees	333	355.00	107	2,664	3,035.00	114	4,000	965.00
436 **	Library Fees	3,599	4,619.18	128	28,792	34,102.13	118	43,200	9,097.87
430 ***	Fees	3,599	4,619.18	128	28,792	34,102.13	118	43,200	9,097.87
440	Fines								
442	Library								
20 00	Late Charges	11,583	8,008.04	69	92,664	91,161.00	98	139,000	47,839.00
25 00	Lost/Damaged Item Charges	1,666	1,877.15	113	13,328	11,774.62	88	20,000	8,225.38
442 **	Library	13,249	9,885.19	75	105,992	102,935.62	97	159,000	56,064.38
440 ***	Fines	13,249	9,885.19	75	105,992	102,935.62	97	159,000	56,064.38
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,291	1,382.05	60	18,328	28,772.47	157	27,500	1,272.47-
461 **	Simple Interest	2,291	1,382.05	60	18,328	28,772.47	157	27,500	1,272.47-
462	Investment Income								
10 00	Market Value Adjustments	0	4,083.53		0	16,831.88		0	16,831.88-
462 **	Investment Income	0	4,083.53		0	16,831.88		0	16,831.88-

Village of Arlington Heights
 REVENUE REPORT
 67% OF YEAR LAPSED

ACCOUNTING PERIOD 08/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,291	5,465.58	239	18,328	45,604.35	249	27,500	18,104.35-
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	.00		664	10,425.00	1570	1,000	9,425.00-
483	** Donations	83	.00		664	10,425.00	1570	1,000	9,425.00-
489	Other								
90 00	Other Income	666	994.97	149	5,328	6,954.66	131	8,000	1,045.34
93 00	Donations Genealogy	41	.00		328	.00		500	500.00
94 00	FOL Reimbursements	5,416	.00		43,328	38,390.79	89	65,000	26,609.21
489	** Other	6,123	994.97	16	48,984	45,345.45	93	73,500	28,154.55
480	*** Other	6,206	994.97	16	49,648	55,770.45	112	74,500	18,729.55
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	3,767,681.14	318	9,465,472	13,843,094.59	146	14,198,291	355,196.41

Village of Arlington Heights
 REVENUE REPORT
 67% OF YEAR LAPSED

ACCOUNTING PERIOD 08/2017

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	500	2,141.84	428	4,000	18,955.88	474	6,000	12,955.88-
461	** Simple Interest	500	2,141.84	428	4,000	18,955.88	474	6,000	12,955.88-
462	Investment Income								
10 00	Market Value Adjustments	0	1,532.20		0	8,318.22		0	8,318.22-
462	** Investment Income	0	1,532.20		0	8,318.22		0	8,318.22-
460	*** Interest Income	500	3,674.04	735	4,000	27,274.10	682	6,000	21,274.10-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		1,166,664	1,750,000.00	150	1,750,000	.00
491	** Other Financing Sources	145,833	.00		1,166,664	1,750,000.00	150	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		1,166,664	1,750,000.00	150	1,750,000	.00
FUND TOTAL Capital Projects-Library		146,333	3,674.04	3	1,170,664	1,777,274.10	152	1,756,000	21,274.10-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BGDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	%
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 01	Executive Director	12204	11321.38	93	97632	96181.69	99	.00	146453	50271.31	66
	16 02	Dir. Library Operations	8333	7745.20	93	66664	63897.90	96	.00	100000	36102.10	64
	16 17	Deputy Director	9032	8459.76	94	72256	71826.62	99	.00	108391	36564.38	66
	16 36	Librarian III	6777	6061.14	89	47439	43943.27	93	.00	74552	30608.73	59
	16 43	Business Office Adminr	4746	4390.50	93	37968	37192.57	98	.00	56963	19770.43	65
	16 51	Clerk IV	3796	3487.50	92	30368	29807.19	98	.00	45552	15744.81	65
	16 92	Achievement Awards	166	.00	0	1328	6000.00	452	.00	2000	4000.00	300
	16 **	Library Personal Services	45054	41465.48	92	353655	348849.24	99	.00	533911	185061.76	65
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	128	155.62	122	.00	200	44.38	78
	18 **	Other Personal Services	16	.00	0	128	155.62	122	.00	200	44.38	78
	19	Employee Benefits										
	19 05	Medical Insurance	5121	24239.40	473	40968	10660.29	26	.00	61466	50805.71	17
	19 10	IMRF	4704	5116.84	109	37632	41713.92	111	.00	56462	14748.08	74
	19 11	Social Security	2786	2473.26	89	21868	20182.86	92	.00	33024	12841.14	61
	19 12	Medicare	635	578.42	91	4982	4720.14	95	.00	7535	2814.86	63
	19 53	Flexible Spending	200	152.00	76	1600	1465.00	92	.00	2400	935.00	61
	19 55	Unemployment Compensation	833	.00	0	6664	.00	0	.00	10000	10000.00	0
	19 **	Employee Benefits	14279	15918.88	112	113714	78742.21	69	.00	170887	92144.79	46
	20	Prof Technical Services										
	20 05	Professional Services	1250	.00	0	10000	.00	0	.00	15000	15000.00	0
	20 08	Consulting Services	333	7030.00	2111	2664	7030.00	264	.00	4000	3030.00	176
	20 20	Legal Services	1333	.00	0	10664	9512.50	89	.00	16000	6487.50	60
	20 40	General Insurance	10578	.00	0	84624	113250.00	134	.00	126945	13695.00	89
	20 81	OCLC Services	5419	.00	0	43352	47473.30	110	.00	65028	17554.70	73
	20 **	Prof Technical Services	18913	7030.00	37	151304	177265.80	117	.00	226973	49707.20	78
	21	Property Services										
	21 65	Other Services	705	546.97	78	5640	5781.36	103	.00	8464	2682.64	68
	21 **	Property Services	705	546.97	78	5640	5781.36	103	.00	8464	2682.64	68
	22	Other Contractual Service										
	22 01	Advertising	83	63.45	76	664	463.05	70	.00	1000	536.95	46
	22 02	Dues	1089	190.00	17	8712	10680.19	123	.00	13077	2396.81	82
	22 03	Training	10208	1662.60	16	81664	43345.04	53	.00	122500	79154.96	35
	22 05	Postage	4119	4469.79	109	32952	29189.29	89	.00	49438	20248.71	59
	22 42	Internet Services	2341	3467.70	148	18728	26248.30	140	.00	28101	1852.70	93
	22 70	Telephone Services	3562	4429.97	124	28496	35365.42	124	.00	42755	7389.58	83
	22 **	Other Contractual Service	21402	14283.51	67	171216	145291.29	85	.00	256871	111579.71	57
	30	General Supplies										
	30 05	Office Supplies & Equip	694	1965.76	283	5552	4280.45	77	.00	8333	4052.55	51
	30 **	General Supplies	694	1965.76	283	5552	4280.45	77	.00	8333	4052.55	51

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	3328	241.26	7	.00	5000	4758.74	5
31	**	Public Works Supplies	416	.00	0	3328	241.26	7	.00	5000	4758.74	5
32		Library Supplies										
32	72	Special Events	2070	1400.00	68	16560	13890.94	84	.00	24850	10959.06	56
32	99	Items Reimb by Employees	0	76.76	0	0	107.31	0	.00	0	107.31-	0
32	**	Library Supplies	2070	1476.76	71	16560	13998.25	85	.00	24850	10851.75	56
40		Other Charges										
40	96	Operating Contingency	4591	.00	0	63140	.00	0	.00	81516	81516.00	0
40	**	Other Charges	4591	.00	0	63140	.00	0	.00	81516	81516.00	0
50		Property										
50	15	Other Equipment	27148	13334.67	49	217184	26255.05	12	.00	325787	299531.95	8
50	**	Property	27148	13334.67	49	217184	26255.05	12	.00	325787	299531.95	8
601	**	** Library	135288	64184.27	47	1101421	800860.53	73	.00	1642792	841931.47	49
60	**	** Culture/Recreation	135288	64184.27	47	1101421	800860.53	73	.00	1642792	841931.47	49
DIV	6001	TOTAL ***** Administration	135288	64184.27	47	1101421	800860.53	73	.00	1642792	841931.47	49

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
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	7099.62	91	62472	42712.26	68	.00	93718	51005.74	46
16	23	Graphic Supervisor	6106	5636.92	92	48848	47879.45	98	.00	73280	25400.55	65
16	48	Library Assistant I	2254	2774.77	123	18032	19563.26	109	.00	27056	7492.74	72
16	50	Graphics Designer	3277	3056.08	93	26216	25813.84	99	.00	39329	13515.16	66
16	79	Publication Editor	2877	.00	0	23016	15122.83	66	.00	34529	19406.17	44
16	80	Communications Assistant	2003	2099.67	105	16024	15562.67	97	.00	24045	8482.33	65
16	**	Library Personal Services	24326	20667.06	85	194608	166654.31	86	.00	291957	125302.69	57
18		Other Personal Services										
18	05	Overtime Civilian	33	.00	0	264	175.72	67	.00	400	224.28	44
18	**	Other Personal Services	33	.00	0	264	175.72	67	.00	400	224.28	44
19		Employee Benefits										
19	05	Medical Insurance	4098	3985.00	97	32784	31880.00	97	.00	49187	17307.00	65
19	10	IMRF	3006	2550.32	85	24048	20586.87	86	.00	36078	15491.13	57
19	11	Social Security	1510	1257.85	83	12080	10207.84	85	.00	18126	7918.16	56
19	12	Medicare	353	294.19	83	2824	2387.45	85	.00	4239	1851.55	56
19	**	Employee Benefits	8967	8087.36	90	71736	65062.16	91	.00	107630	42567.84	60
20		Prof Technical Services										
20	05	Professional Services	4406	.00	0	35248	23200.00	66	.00	52875	29675.00	44
20	**	Prof Technical Services	4406	.00	0	35248	23200.00	66	.00	52875	29675.00	44
21		Property Services										
21	02	Equipment Maintenance	154	350.00	227	1232	1138.00	92	.00	1850	712.00	62
21	65	Other Services	826	3675.78	445	6608	8583.52	130	.00	9912	1328.48	87
21	**	Property Services	980	4025.78	411	7840	9721.52	124	.00	11762	2040.48	83
22		Other Contractual Service										
22	02	Dues	140	.00	0	1120	849.00	76	.00	1690	841.00	50
22	03	Training	7	.00	0	56	20.00	36	.00	90	70.00	22
22	10	Printing	13104	19651.92	150	104832	95800.22	91	.00	157255	61454.78	61
22	**	Other Contractual Service	13251	19651.92	148	106008	96669.22	91	.00	159035	62365.78	61
30		General Supplies										
30	05	Office Supplies & Equip	1227	1674.47	137	9816	10689.75	109	.00	14725	4035.25	73
30	**	General Supplies	1227	1674.47	137	9816	10689.75	109	.00	14725	4035.25	73
31		Public Works Supplies										
31	85	Small Tools and Equipment	677	282.69	42	5416	2650.48	49	.00	8134	5483.52	33
31	**	Public Works Supplies	677	282.69	42	5416	2650.48	49	.00	8134	5483.52	33
32		Library Supplies										
32	01	Program Supplies	83	.00	0	664	46.30	7	.00	1000	953.70	5
32	72	Special Events	691	334.15	48	5528	7768.31	141	.00	8300	531.69	94
32	**	Library Supplies	774	334.15	43	6192	7814.61	126	.00	9300	1485.39	84

PREPARED 09/13/2017, 9:10:43
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 67% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
601	** **	Library	54641	54723.43	100	437128	382637.77	88	.00	655818	273180.23 58
60	** **	Culture/Recreation	54641	54723.43	100	437128	382637.77	88	.00	655818	273180.23 58
DIV	6002	TOTAL ***** Communications & Mrkting	54641	54723.43	100	437128	382637.77	88	.00	655818	273180.23 58

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
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 22		Dir. of Human Resources	7420	6815.64	92	59360	57899.52	98	.00	89045	31145.48	65
16 51		Clerk IV	3708	3455.31	93	29664	29411.71	99	.00	44496	15084.29	66
16 53		Volunteer Coordinator	2029	2178.07	107	16232	16741.28	103	.00	24357	7615.72	69
16 **		Library Personal Services	13157	12449.02	95	105256	104052.51	99	.00	157898	53845.49	66
18		Other Personal Services										
18 05		Overtime Civilian	16	25.79	161	128	240.68	188	.00	200	40.68-	120
18 **		Other Personal Services	16	25.79	161	128	240.68	188	.00	200	40.68-	120
19		Employee Benefits										
19 05		Medical Insurance	2670	2596.00	97	21360	20768.00	97	.00	32049	11281.00	65
19 10		IMRF	1625	1539.37	95	13000	12869.68	99	.00	19509	6639.32	66
19 11		Social Security	816	738.22	91	6528	6179.43	95	.00	9802	3622.57	63
19 12		Medicare	191	172.64	90	1528	1445.15	95	.00	2292	846.85	63
19 50		Employee Asst. Program	520	.00	0	4160	5578.33	134	.00	6250	671.67	89
19 **		Employee Benefits	5822	5046.23	87	46576	46840.59	101	.00	69902	23061.41	67
21		Property Services										
21 65		Other Services	2037	547.50	27	16296	19240.70	118	.00	24450	5209.30	79
21 **		Property Services	2037	547.50	27	16296	19240.70	118	.00	24450	5209.30	79
22		Other Contractual Service										
22 01		Advertising	75	599.00	799	600	2757.19	460	.00	900	1857.19-	306
22 02		Dues	221	.00	0	1768	2729.00	154	.00	2655	74.00-	103
22 03		Training	67	43.00	64	536	434.88	81	.00	810	375.12	54
22 55		In Service Training	375	.00	0	3000	6043.94	202	.00	4500	1543.94-	134
22 **		Other Contractual Service	738	642.00	87	5904	11965.01	203	.00	8865	3100.01-	135
40		Other Charges										
40 62		Tuition Reimbursement	833	.00	0	6664	2512.80	38	.00	10000	7487.20	25
40 70		Employee Recognition Prog	1320	.00	0	10560	13311.45	126	.00	15850	2538.55	84
40 **		Other Charges	2153	.00	0	17224	15824.25	92	.00	25850	10025.75	61
601 ** **		Library	23923	18710.54	78	191384	198163.74	104	.00	287165	89001.26	69
60 ** **		Culture/Recreation	23923	18710.54	78	191384	198163.74	104	.00	287165	89001.26	69
DIV 6003		TOTAL *****										
		Human Resources	23923	18710.54	78	191384	198163.74	104	.00	287165	89001.26	69

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.		
60		Culture/Recreation									
601		Library									
	21	Property Services									
	21 65	Other Services	416	.00	0	3328	3249.92	98	.00	5000	1750.08 65
	21 **	Property Services	416	.00	0	3328	3249.92	98	.00	5000	1750.08 65
	22	Other Contractual Service									
	22 18	Contr Programs & Exhibits	416	1100.00	264	3328	19125.00	575	.00	5000	14125.00- 383
	22 **	Other Contractual Service	416	1100.00	264	3328	19125.00	575	.00	5000	14125.00- 383
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	416	.00	0	3328	.00	0	.00	5000	5000.00 0
	31 **	Public Works Supplies	416	.00	0	3328	.00	0	.00	5000	5000.00 0
	32	Library Supplies									
	32 01	Program Supplies	416	.00	0	3328	1329.14	40	.00	5000	3670.86 27
	32 02	Program Events	416	998.13	240	3328	7695.60	231	.00	5000	2695.60- 154
	32 32	Software	208	.00	0	1664	.00	0	.00	2500	2500.00 0
	32 72	Special Events	833	9985.90	1199	6664	17672.68	265	.00	10000	7672.68- 177
	32 75	Audio Visual	416	.00	0	3328	449.97	14	.00	5000	4550.03 9
	32 78	Electronic Resources	208	.00	0	1664	.00	0	.00	2500	2500.00 0
	32 80	Books	416	155.18	37	3328	4265.89	128	.00	5000	734.11 85
	32 **	Library Supplies	2913	11139.21	382	23304	31413.28	135	.00	35000	3586.72 90
	50	Property									
	50 15	Other Equipment	416	.00	0	3328	9995.26	300	.00	5000	4995.26- 200
	50 **	Property	416	.00	0	3328	9995.26	300	.00	5000	4995.26- 200
601	** **	Library	4577	12239.21	267	36616	63783.46	174	.00	55000	8783.46- 116
60	** **	Culture/Recreation	4577	12239.21	267	36616	63783.46	174	.00	55000	8783.46- 116
DIV	6004	TOTAL ***** Paid by Gifts and Grants	4577	12239.21	267	36616	63783.46	174	.00	55000	8783.46- 116

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	24	Accounting Supervisor	5349	.00	0	42792	.00	0	.00	64193	64193.00	0
16	29	Finance Director	8390	7307.68	87	67120	86765.25	129	.00	100691	13925.75	86
16	48	Library Assistant I	4059	3655.56	90	32472	31434.14	97	.00	48710	17275.86	65
16	51	Clerk IV	1744	.00	0	13952	.00	0	.00	20933	20933.00	0
16	57	Clerk II	1609	2669.38	166	12872	19587.81	152	.00	19318	269.81-	101
16	**	Library Personal Services	21151	13632.62	65	169208	137787.20	81	.00	253845	116057.80	54
18		Other Personal Services										
18	05	Overtime Civilian	16	9.14	57	128	731.12	571	.00	200	531.12-	366
18	**	Other Personal Services	16	9.14	57	128	731.12	571	.00	200	531.12-	366
19		Employee Benefits										
19	05	Medical Insurance	3054	2970.00	97	24432	23760.00	97	.00	36659	12899.00	65
19	10	IMRF	2612	1683.40	64	20896	17130.79	82	.00	31349	14218.21	55
19	11	Social Security	1312	790.70	60	10496	8281.85	79	.00	15751	7469.15	53
19	12	Medicare	308	184.93	60	2464	1936.90	79	.00	3701	1764.10	52
19	**	Employee Benefits	7286	5629.03	77	58288	51109.54	88	.00	87460	36350.46	58
20		Prof Technical Services										
20	05	Professional Services	437	.00	0	3496	5250.00	150	.00	5250	.00	100
20	**	Prof Technical Services	437	.00	0	3496	5250.00	150	.00	5250	.00	100
21		Property Services										
21	36	Equipment Rental	183	421.00	230	1464	2259.00	154	.00	2200	59.00-	103
21	65	Other Services	807	4661.10	578	6456	50681.73	785	.00	9685	40996.73-	523
21	**	Property Services	990	5082.10	513	7920	52940.73	668	.00	11885	41055.73-	445
22		Other Contractual Service										
22	02	Dues	85	.00	0	680	680.00	100	.00	1025	345.00	66
22	03	Training	100	.00	0	800	.00	0	.00	1200	1200.00	0
22	25	IT/GIS Service Charge	1974	1975.00	100	15792	15800.00	100	.00	23690	7890.00	67
22	**	Other Contractual Service	2159	1975.00	92	17272	16480.00	95	.00	25915	9435.00	64
601	**	Library	32039	26327.89	82	256312	264298.59	103	.00	384555	120256.41	69
60	**	Culture/Recreation	32039	26327.89	82	256312	264298.59	103	.00	384555	120256.41	69
DIV	6008	TOTAL ***** Finance	32039	26327.89	82	256312	264298.59	103	.00	384555	120256.41	69

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 25		Department Manager II	6916	5846.16	85	55328	50092.65	91	.00	83000	32907.35	60
16 26		Department Manager I	6000	5619.96	94	48000	47715.62	99	.00	72006	24290.38	66
16 28		Web Developer	10304	8299.27	81	82432	63347.62	77	.00	123654	60306.38	51
16 44		Library Assistant III	5037	4786.50	95	40296	40742.32	101	.00	60455	19712.68	67
16 49		Computer Technician	9246	8512.32	92	73968	72434.62	98	.00	110963	38528.38	65
16 54		Clerk III	7855	6868.99	87	62840	59786.23	95	.00	94262	34475.77	63
16 68		LAN Administrator	6178	5703.64	92	49424	48446.16	98	.00	74147	25700.84	65
16 **		Library Personal Services	51536	45636.84	89	412288	382565.22	93	.00	618487	235921.78	62
18		Other Personal Services										
18 05		Overtime Civilian	41	.00	0	328	10.32	3	.00	500	489.68	2
18 **		Other Personal Services	41	.00	0	328	10.32	3	.00	500	489.68	2
19		Employee Benefits										
19 05		Medical Insurance	11553	11231.00	97	92424	89848.00	97	.00	138643	48795.00	65
19 10		IMRF	6086	5631.58	93	48688	46454.13	95	.00	73041	26586.87	64
19 11		Social Security	3198	2716.96	85	25584	22936.16	90	.00	38378	15441.84	60
19 12		Medicare	749	635.43	85	5992	5364.11	90	.00	8991	3626.89	60
19 **		Employee Benefits	21586	20214.97	94	172688	164602.40	95	.00	259053	94450.60	64
20		Prof Technical Services										
20 05		Professional Services	350	.00	0	2800	2156.14	77	.00	4210	2053.86	51
20 08		Consulting Services	1625	54.10	3	13000	3099.10	24	.00	19500	16400.90	16
20 **		Prof Technical Services	1975	54.10	3	15800	5255.24	33	.00	23710	18454.76	22
21		Property Services										
21 02		Equipment Maintenance	12163	3415.49	28	97304	136278.48	140	.00	145963	9684.52	93
21 **		Property Services	12163	3415.49	28	97304	136278.48	140	.00	145963	9684.52	93
22		Other Contractual Service										
22 02		Dues	27	.00	0	216	.00	0	.00	329	329.00	0
22 03		Training	37	.00	0	296	63.34	21	.00	450	386.66	14
22 **		Other Contractual Service	64	.00	0	512	63.34	12	.00	779	715.66	8
30		General Supplies										
30 05		Office Supplies & Equip	31	.00	0	248	27.30	11	.00	375	347.70	7
30 30		Data System Supplies	4142	5370.01	130	33136	25100.53	76	.00	49707	24606.47	51
30 32		Software Library	14404	6283.98	44	115232	114788.12	100	.00	172852	58063.88	66
30 33		Documentation Library	52	35.00	67	416	392.99	95	.00	625	232.01	63
30 **		General Supplies	18629	11688.99	63	149032	140308.94	94	.00	223559	83250.06	63
31		Public Works Supplies										
31 85		Small Tools and Equipment	1149	757.23	66	9192	9407.06	102	.00	13791	4383.94	68
31 **		Public Works Supplies	1149	757.23	66	9192	9407.06	102	.00	13791	4383.94	68

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 05	Processing Supplies	100	.00	0	800	.00	0	.00	1200	1200.00	0
	32 32	Software	1565	667.50	43	12520	8661.77	69	.00	18783	10121.23	46
	32 **	Library Supplies	1665	667.50	40	13320	8661.77	65	.00	19983	11321.23	43
	50	Property										
	50 12	Computer Equipment	6845	1188.85	17	54760	28296.65	52	.00	82149	53852.35	34
	50 15	Other Equipment	1066	.00	0	8528	12800.00	150	.00	12800	.00	100
	50 **	Property	7911	1188.85	15	63288	41096.65	65	.00	94949	53852.35	43
601	** **	Library	116719	83623.97	72	933752	888249.42	95	.00	1400774	512524.58	63
60	** **	Culture/Recreation	116719	83623.97	72	933752	888249.42	95	.00	1400774	512524.58	63
DIV	6010	TOTAL ***** Information Technology	116719	83623.97	72	933752	888249.42	95	.00	1400774	512524.58	63

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	63	Security Supervisor	5728	5262.40	92	45824	44704.59	98	.00	68746	24041.41	65
16	66	Security Guard	14615	14156.26	97	116920	118191.36	101	.00	175390	57198.64	67
16	**	Library Personal Services	20343	19418.66	96	162744	162895.95	100	.00	244136	81240.05	67
18		Other Personal Services										
18	05	Overtime Civilian	62	193.98	313	496	1403.77	283	.00	750	653.77-	187
18	**	Other Personal Services	62	193.98	313	496	1403.77	283	.00	750	653.77-	187
19		Employee Benefits										
19	05	Medical Insurance	4533	4407.00	97	36264	35256.00	97	.00	54404	19148.00	65
19	10	IMRF	2207	2157.12	98	17656	17967.20	102	.00	26489	8521.80	68
19	11	Social Security	1265	1172.36	93	10120	9853.49	97	.00	15183	5329.51	65
19	12	Medicare	295	274.20	93	2360	2304.49	98	.00	3551	1246.51	65
19	**	Employee Benefits	8300	8010.68	97	66400	65381.18	99	.00	99627	34245.82	66
22		Other Contractual Service										
22	03	Training	41	33.17	81	328	144.96	44	.00	500	355.04	29
22	**	Other Contractual Service	41	33.17	81	328	144.96	44	.00	500	355.04	29
30		General Supplies										
30	05	Office Supplies & Equip	18	.00	0	144	75.84	53	.00	225	149.16	34
30	**	General Supplies	18	.00	0	144	75.84	53	.00	225	149.16	34
601	**	** Library	28764	27656.49	96	230112	229901.70	100	.00	345238	115336.30	67
60	**	** Culture/Recreation	28764	27656.49	96	230112	229901.70	100	.00	345238	115336.30	67
DIV	6015	TOTAL ***** Security	28764	27656.49	96	230112	229901.70	100	.00	345238	115336.30	67

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 60	Clerk I	4724	6614.49	140	37792	40450.52	107	.00	56698	16247.48	71
	16 69	Maintenance Supervisor	8222	7552.86	92	65776	64281.18	98	.00	98667	34385.82	65
	16 72	Maintenance Worker	19804	14381.32	73	158432	145387.55	92	.00	237658	92270.45	61
	16 **	Library Personal Services	32750	28548.67	87	262000	250119.25	96	.00	393023	142903.75	64
	18	Other Personal Services										
	18 05	Overtime Civilian	208	390.45	188	1664	2950.12	177	.00	2500	450.12-	118
	18 **	Other Personal Services	208	390.45	188	1664	2950.12	177	.00	2500	450.12-	118
	19	Employee Benefits										
	19 05	Medical Insurance	8986	8735.00	97	71888	69880.00	97	.00	107837	37957.00	65
	19 10	IMRF	3458	3073.23	89	27664	27102.92	98	.00	41503	14400.08	65
	19 11	Social Security	2043	1677.13	82	16344	14685.72	90	.00	24522	9836.28	60
	19 12	Medicare	477	392.25	82	3816	3434.66	90	.00	5735	2300.34	60
	19 **	Employee Benefits	14964	13877.61	93	119712	115103.30	96	.00	179597	64493.70	64
	21	Property Services										
	21 02	Equipment Maintenance	3435	2890.62	84	27480	30389.57	111	.00	41231	10841.43	74
	21 07	Vehicle Equipment Maint	693	617.14	89	5544	8611.68	155	.00	8326	285.68-	103
	21 11	Building Maintenance	21016	22423.95	107	168128	156119.32	93	.00	252193	96073.68	62
	21 36	Equipment Rental	83	.00	0	664	.00	0	.00	1000	1000.00	0
	21 60	Water and Sewer Service	1372	.00	0	10976	7000.19	64	.00	16472	9471.81	43
	21 **	Property Services	26599	25931.71	98	212792	202120.76	95	.00	319222	117101.24	63
	22	Other Contractual Service										
	22 03	Training	36	.00	0	288	27.40	10	.00	432	404.60	6
	22 **	Other Contractual Service	36	.00	0	288	27.40	10	.00	432	404.60	6
	30	General Supplies										
	30 50	Petroleum Products	542	271.93	50	4336	1499.22	35	.00	6507	5007.78	23
	30 51	Heating Fuel	5666	3119.84	55	45328	32187.05	71	.00	68000	35812.95	47
	30 **	General Supplies	6208	3391.77	55	49664	33686.27	68	.00	74507	40820.73	45
	31	Public Works Supplies										
	31 45	Janitorial Supplies	1948	1399.78	72	15584	16896.47	108	.00	23387	6490.53	72
	31 **	Public Works Supplies	1948	1399.78	72	15584	16896.47	108	.00	23387	6490.53	72
	50	Property										
	50 15	Other Equipment	2216	.00	0	17728	2474.00	14	.00	26600	24126.00	9
	50 **	Property	2216	.00	0	17728	2474.00	14	.00	26600	24126.00	9
601	** **	Library	84929	73539.99	87	679432	623377.57	92	.00	1019268	395890.43	61
60	** **	Culture/Recreation	84929	73539.99	87	679432	623377.57	92	.00	1019268	395890.43	61
DIV	6020	TOTAL ***** Facilities	84929	73539.99	87	679432	623377.57	92	.00	1019268	395890.43	61

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
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	26	Department Manager I	6730	5793.84	86	53840	45236.38	84	.00	80765	35528.62	56
16	36	Librarian III	26965	21716.42	81	215720	187525.66	87	.00	323588	136062.34	58
16	39	Librarian II	9275	8587.22	93	74200	66076.04	89	.00	111300	45223.96	59
16	44	Library Assistant III	8635	9067.26	105	54828	46350.82	85	.00	89379	43028.18	52
16	45	Library Assistant II	5003	4618.98	92	40024	39233.17	98	.00	60047	20813.83	65
16	48	Library Assistant I	13854	9113.09	66	110832	78217.36	71	.00	166253	88035.64	47
16	51	Clerk IV	4001	2161.45	54	28940	19084.21	66	.00	44953	25868.79	43
16	60	Clerk I	296	1062.27	359	2368	2705.12	114	.00	3552	846.88	76
16	**	Library Personal Services	74759	62120.53	83	580752	484428.76	83	.00	879837	395408.24	55
18		Other Personal Services										
18	05	Overtime Civilian	41	.00	0	328	9.28	3	.00	500	490.72	2
18	**	Other Personal Services	41	.00	0	328	9.28	3	.00	500	490.72	2
19		Employee Benefits										
19	05	Medical Insurance	9964	9685.00	97	79712	77480.00	97	.00	119579	42099.00	65
19	10	IMRF	8616	7468.82	87	67604	58374.06	86	.00	102074	43699.94	57
19	11	Social Security	4464	3686.77	83	35332	28549.73	81	.00	53193	24643.27	54
19	12	Medicare	1043	862.18	83	8256	6676.75	81	.00	12441	5764.25	54
19	**	Employee Benefits	24087	21702.77	90	190904	171080.54	90	.00	287287	116206.46	60
21		Property Services										
21	65	Other Services	0	3040.00	0	0	7243.75	0	.00	0	7243.75-	0
21	**	Property Services	0	3040.00	0	0	7243.75	0	.00	0	7243.75-	0
22		Other Contractual Service										
22	02	Dues	363	.00	0	2904	2322.00	80	.00	4358	2036.00	53
22	03	Training	401	231.27	58	3208	1537.77	48	.00	4819	3281.23	32
22	18	Contr Programs & Exhibits	600	685.00	114	4800	2725.00	57	.00	7200	4475.00	38
22	**	Other Contractual Service	1364	916.27	67	10912	6584.77	60	.00	16377	9792.23	40
30		General Supplies										
30	05	Office Supplies & Equip	25	.00	0	200	135.97	68	.00	310	174.03	44
30	**	General Supplies	25	.00	0	200	135.97	68	.00	310	174.03	44
32		Library Supplies										
32	01	Program Supplies	529	277.63	53	4232	888.69	21	.00	6353	5464.31	14
32	02	Program Events	278	100.67	36	2224	914.64	41	.00	3341	2426.36	27
32	90	Circulation Supplies	183	.00	0	1464	1167.45	80	.00	2203	1035.55	53
32	**	Library Supplies	990	378.30	38	7920	2970.78	38	.00	11897	8926.22	25
601	**	Library	101266	88157.87	87	791016	672453.85	85	.00	1196208	523754.15	56
60	**	Culture/Recreation	101266	88157.87	87	791016	672453.85	85	.00	1196208	523754.15	56
DIV	6405	TOTAL ***** Business & Specialty Serv	101266	88157.87	87	791016	672453.85	85	.00	1196208	523754.15	56

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	05	Customer Service Manager	7715	7226.08	94	61720	61352.20	99	.00	92584	31231.80	66
16	07	Customer Service Assc.	13301	8456.96	64	106408	92372.95	87	.00	159612	67239.05	58
16	16	Lib Asst I Circulation	15771	13474.98	85	126168	114124.46	91	.00	189264	75139.54	60
16	26	Department Manager I	6040	5315.38	88	48320	43360.35	90	.00	72491	29130.65	60
16	33	Librarian IV	4597	4655.16	101	36776	38405.07	104	.00	55169	16761.93	70
16	39	Librarian II	5490	5116.85	93	43920	48987.32	112	.00	65887	16899.68	74
16	46	Library Asst I Mags/News	15191	13380.02	88	121528	112323.08	92	.00	182293	69969.92	62
16	48	Library Assistant I	15568	18782.33	121	124544	134846.73	108	.00	186823	51976.27	72
16	51	Clerk IV	7436	7167.24	96	59488	60129.13	101	.00	89242	29112.87	67
16	52	Clerk IV Circulation	4093	3846.74	94	32744	26724.44	82	.00	49127	22402.56	54
16	54	Clerk III	0	.00	0	0	5009.32	0	.00	0	5009.32-	0
16	55	Clerk III Circulation	34287	31680.96	92	274296	263775.81	96	.00	411447	147671.19	64
16	57	Clerk II	3940	3224.39	82	31520	23723.48	75	.00	47285	23561.52	50
16	58	Clerk II Circulation	1917	703.50	37	15336	9993.83	65	.00	23015	13021.17	43
16	59	Clerk II Call Center	35885	27335.08	76	287080	213405.67	74	.00	430631	217225.33	50
16	75	Library Page II	36846	35588.49	97	294768	293997.35	100	.00	442153	148155.65	67
16	**	Library Personal Services	208077	185954.16	89	1664616	1542531.19	93	.00	2497023	954491.81	62
18		Other Personal Services										
18	05	Overtime Civilian	83	156.57	189	664	1367.30	206	.00	1000	367.30-	137
18	**	Other Personal Services	83	156.57	189	664	1367.30	206	.00	1000	367.30-	137
19		Employee Benefits										
19	05	Medical Insurance	20234	19669.00	97	161872	157352.00	97	.00	242819	85467.00	65
19	10	IMRF	19565	17749.53	91	156520	149773.32	96	.00	234791	85017.68	64
19	11	Social Security	12906	11327.29	88	103248	94709.14	92	.00	154879	60169.86	61
19	12	Medicare	3022	2649.16	88	24176	22149.31	92	.00	36275	14125.69	61
19	**	Employee Benefits	55727	51394.98	92	445816	423983.77	95	.00	668764	244780.23	63
21		Property Services										
21	02	Equipment Maintenance	46	164.31	357	368	164.31	45	.00	555	390.69	30
21	64	Access Services	291	420.00	144	2328	1927.23	83	.00	3500	1572.77	55
21	65	Other Services	260	331.15	127	2080	1602.05	77	.00	3129	1526.95	51
21	**	Property Services	597	915.46	153	4776	3693.59	77	.00	7184	3490.41	51
22		Other Contractual Service										
22	02	Dues	159	266.00	167	1272	1355.17	107	.00	1916	560.83	71
22	03	Training	344	63.13	18	2752	690.82	25	.00	4133	3442.18	17
22	**	Other Contractual Service	503	329.13	65	4024	2045.99	51	.00	6049	4003.01	34
30		General Supplies										
30	05	Office Supplies & Equip	429	111.90	26	3432	3092.72	90	.00	5156	2063.28	60
30	07	Supplies Reimb by Patrons	166	.00	0	1328	.00	0	.00	2000	2000.00	0
30	**	General Supplies	595	111.90	19	4760	3092.72	65	.00	7156	4063.28	43

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
32		Library Supplies									
32 01		Program Supplies	581	3.80-	1-	4648	3674.71	79	.00	6973	3298.29 53
32 02		Program Events	0	.00	0	0	39.17	0	.00	0	39.17- 0
32 90		Circulation Supplies	938	725.68	77	7504	3767.46	50	.00	11256	7488.54 34
32 **		Library Supplies	1519	721.88	48	12152	7481.34	62	.00	18229	10747.66 41
601 ** **		Library	267101	239584.08	90	2136808	1984195.90	93	.00	3205405	1221209.10 62
60 ** **		Culture/Recreation	267101	239584.08	90	2136808	1984195.90	93	.00	3205405	1221209.10 62
DIV 6420		TOTAL *****									
		Customer Services	267101	239584.08	90	2136808	1984195.90	93	.00	3205405	1221209.10 62

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	25	Department Manager II	6117	5646.66	92	48936	46584.95	95	.00	73407	26822.05	64
16	36	Librarian III	14722	8659.18	59	117776	81557.68	69	.00	176665	95107.32	46
16	48	Library Assistant I	4883	4882.51	100	39064	37670.88	96	.00	58597	20926.12	64
16	51	Clerk IV	6053	5846.42	97	48424	46344.86	96	.00	72644	26299.14	64
16	60	Clerk I	1194	5068.91	425	9552	15430.03	162	.00	14334	1096.03	108
16	**	Library Personal Services	32969	30103.68	91	263752	227588.40	86	.00	395647	168058.60	58
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	128	100.49	79	.00	200	99.51	50
18	**	Other Personal Services	16	.00	0	128	100.49	79	.00	200	99.51	50
19		Employee Benefits										
19	05	Medical Insurance	7436	7229.00	97	59488	57832.00	97	.00	89236	31404.00	65
19	10	IMRF	2744	3089.28	113	21952	25790.30	118	.00	32939	7148.70	78
19	11	Social Security	2045	1823.90	89	16360	13551.23	83	.00	24543	10991.77	55
19	12	Medicare	478	426.56	89	3824	3169.23	83	.00	5740	2570.77	55
19	**	Employee Benefits	12703	12568.74	99	101624	100342.76	99	.00	152458	52115.24	66
22		Other Contractual Service										
22	02	Dues	62	140.00	226	496	468.00	94	.00	753	285.00	62
22	03	Training	138	40.00	29	1104	747.14	68	.00	1660	912.86	45
22	18	Contr Programs & Exhibits	13680	13728.42	100	109440	70986.68	65	.00	164169	93182.32	43
22	**	Other Contractual Service	13880	13908.42	100	111040	72201.82	65	.00	166582	94380.18	43
32		Library Supplies										
32	01	Program Supplies	25	.00	0	200	.00	0	.00	303	303.00	0
32	02	Program Events	4232	3969.64	94	33856	36627.38	108	.00	50795	14167.62	72
32	**	Library Supplies	4257	3969.64	93	34056	36627.38	108	.00	51098	14470.62	72
601	** **	Library	63825	60550.48	95	510600	436860.85	86	.00	765985	329124.15	57
60	** **	Culture/Recreation	63825	60550.48	95	510600	436860.85	86	.00	765985	329124.15	57
DIV	6440	TOTAL ***** Programs and Exhibits	63825	60550.48	95	510600	436860.85	86	.00	765985	329124.15	57

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	25	Department Manager II	6117	5867.34	96	48936	49782.87	102	.00	73410	23627.13	68
16	30	Digital Media Specialist	4133	3798.10	92	33064	32247.32	98	.00	49599	17351.68	65
16	33	Librarian IV	6399	5763.00	90	51192	49074.68	96	.00	76792	27717.32	64
16	36	Librarian III	8614	8038.06	93	68912	68321.13	99	.00	103373	35051.87	66
16	48	Library Assistant I	14942	15114.55	101	119536	123280.02	103	.00	179310	56029.98	69
16	54	Clerk III	1149	1060.80	92	9192	8613.85	94	.00	13790	5176.15	63
16	**	Library Personal Services	41354	39641.85	96	330832	331319.87	100	.00	496274	164954.13	67
18		Other Personal Services										
18	05	Overtime Civilian	8	.00	0	64	.00	0	.00	100	100.00	0
18	**	Other Personal Services	8	.00	0	64	.00	0	.00	100	100.00	0
19		Employee Benefits										
19	05	Medical Insurance	4390	4267.00	97	35120	34136.00	97	.00	52681	18545.00	65
19	10	IMRF	4819	4686.57	97	38552	38952.18	101	.00	57832	18879.82	67
19	11	Social Security	2564	2412.78	94	20512	20212.02	99	.00	30775	10562.98	66
19	12	Medicare	599	564.28	94	4792	4727.05	99	.00	7197	2469.95	66
19	**	Employee Benefits	12372	11930.63	96	98976	98027.25	99	.00	148485	50457.75	66
22		Other Contractual Service										
22	02	Dues	164	36.00	22	1312	1044.00	80	.00	1975	931.00	53
22	03	Training	54	.00	0	432	36.54	9	.00	650	613.46	6
22	66	Outside Reference Service	183	.00	0	1464	2554.13	175	.00	2200	354.13	116
22	**	Other Contractual Service	401	36.00	9	3208	3634.67	113	.00	4825	1190.33	75
30		General Supplies										
30	05	Office Supplies & Equip	58	13.86	24	464	610.09	132	.00	700	89.91	87
30	07	Supplies Reimb by Patrons	75	.00	0	600	92.56	15	.00	900	807.44	10
30	**	General Supplies	133	13.86	10	1064	702.65	66	.00	1600	897.35	44
31		Public Works Supplies										
31	85	Small Tools and Equipment	512	229.52	45	4096	5105.90	125	.00	6149	1043.10	83
31	**	Public Works Supplies	512	229.52	45	4096	5105.90	125	.00	6149	1043.10	83
32		Library Supplies										
32	01	Program Supplies	125	.00	0	1000	.00	0	.00	1500	1500.00	0
32	78	Electronic Resources	25810	.00	0	206480	273874.68	133	.00	309725	35850.32	88
32	90	Circulation Supplies	123	59.06	48	984	1264.40	129	.00	1477	212.60	86
32	**	Library Supplies	26058	59.06	0	208464	275139.08	132	.00	312702	37562.92	88
50		Property										
50	15	Other Equipment	950	.00	0	7600	2988.78	39	.00	11410	8421.22	26
50	**	Property	950	.00	0	7600	2988.78	39	.00	11410	8421.22	26
601	**	** Library	81788	51910.92	64	654304	716918.20	110	.00	981545	264626.80	73
60	**	** Culture/Recreation	81788	51910.92	64	654304	716918.20	110	.00	981545	264626.80	73

PREPARED 09/13/2017, 9:10:43
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 67% 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	51910.92	64	654304	716918.20	110	.00	981545	264626.80	73

PREPARED 09/13/2017, 9:10:43
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 67% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	220541	196345.39	89	1764328	1641081.23	93	.00	2646639	1005557.77	62
DEPT	64	TOTAL *****										
		User Services	734521	636298.62	87	5857056	5480457.92	94	.00	8795782	3315324.08	62

FUND 291 Memorial Library Fund		DEPT/DIV 6901 Non Operating/Non Operating							ANNUAL	UNENCUMB.	%	
BA ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****							
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	90	Other Financing Uses										
	90 05	Operating Transfer Out	145833	.00	0	1166664	1750000.00	150	.00	1750000	.00	100
	90 **	Other Financing Uses	145833	.00	0	1166664	1750000.00	150	.00	1750000	.00	100
601 ** **		Library	145833	.00	0	1166664	1750000.00	150	.00	1750000	.00	100
60 ** **		Culture/Recreation	145833	.00	0	1166664	1750000.00	150	.00	1750000	.00	100
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	1166664	1750000.00	150	.00	1750000	.00	100
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	1166664	1750000.00	150	.00	1750000	.00	100
FUND 291		TOTAL ***** Memorial Library Fund	1361234	997304.41	73	10889877	10681730.70	98	.00	16336392	5654661.30	65
GRAND		TOTAL *****	1361234	997304.41	73	10889877	10681730.70	98	.00	16336392	5654661.30	65

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	50000	.00	0	400000	.00	0	.00	600000	600000.00	0
	50 **	Property	50000	.00	0	400000	.00	0	.00	600000	600000.00	0
601	** **	Library	50000	.00	0	400000	.00	0	.00	600000	600000.00	0
60	** **	Culture/Recreation	50000	.00	0	400000	.00	0	.00	600000	600000.00	0
DIV	6001	TOTAL ***** Administration	50000	.00	0	400000	.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	6664	10000.00	150	.00	10000	.00	100
	50 **	Property	833	.00	0	6664	10000.00	150	.00	10000	.00	100
601 ** **		Library	833	.00	0	6664	10000.00	150	.00	10000	.00	100
60 ** **		Culture/Recreation	833	.00	0	6664	10000.00	150	.00	10000	.00	100
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	833	.00	0	6664	10000.00	150	.00	10000	.00	100

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	2683	.00	0	21464	25288.00	118	.00	32200	6912.00	79
	50 **	Property	2683	.00	0	21464	25288.00	118	.00	32200	6912.00	79
601 ** **		Library	2683	.00	0	21464	25288.00	118	.00	32200	6912.00	79
60 ** **		Culture/Recreation	2683	.00	0	21464	25288.00	118	.00	32200	6912.00	79
DIV 6010		TOTAL *****										
		Information Technology	2683	.00	0	21464	25288.00	118	.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	30500.00	324	75328	55591.87	74	.00	113000	57408.13	49
	50	55 Other Capital Outlay	131625	735601.40	559	1053000	829718.18	79	.00	1579500	749781.82	53
	50	** Property	141041	766101.40	543	1128328	885310.05	79	.00	1692500	807189.95	52
601	**	** Library	141041	766101.40	543	1128328	885310.05	79	.00	1692500	807189.95	52
60	**	** Culture/Recreation	141041	766101.40	543	1128328	885310.05	79	.00	1692500	807189.95	52
DIV	6020	TOTAL ***** Facilities	141041	766101.40	543	1128328	885310.05	79	.00	1692500	807189.95	52
DEPT	60	TOTAL ***** Executive Office	194557	766101.40	394	1556456	920598.05	59	.00	2334700	1414101.95	39
FUND	491	TOTAL ***** Capital Projects-Library	194557	766101.40	394	1556456	920598.05	59	.00	2334700	1414101.95	39
GRAND		TOTAL *****	194557	766101.40	394	1556456	920598.05	59	.00	2334700	1414101.95	39

September 19, 2017

(Action Item 3)

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

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$274,951.96
491	Capital Projects Fund - Library	\$766,101.40
Total Disbursements		<u>\$1,041,053.36</u>
Payrolls Paid		
8/4/2017		\$280,561.83
8/18/2017		\$278,945.96
		<u>\$559,507.79</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
8/31/2017	Group Insurance	\$94,016.67
8/31/2017	IMRF	\$62,038.19
8/31/2017	Social Security	\$33,582.16
8/31/2017	Medicare	\$7,853.93
		<u>\$197,490.95</u>
Total Disbursed		<u><u>\$1,798,052.10</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
75385	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-AUGUST	99.84	99.84
75397	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	63.58-	63.58-
75449	GROUP ADMINISTRATORS	291-0000-210.98-00	FSA MED-SEPTEMBER 2017	4,894.68	6,691.41
		291-0000-210.94-00	FSA DEP-SEPTEMBER 2017	1,796.73	
***** DIVISION TOTAL ****					6,727.67
***** DEPARTMENT TOTAL **					6,727.67
DEPARTMENT: 60	Executive Office	DIVISION: 01			
75387	AGATI, INC	291-6001-601.50-15	DEPOSIT FOR KW FURNITURE	6,509.59	6,509.59
75388	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES-M THANOPOULOS	190.00	190.00
75390	ALIBRIS	291-6001-601.32-99	EMP REIMBURSED PURCHASE	77.10	628.20
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	41.40	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	171.35	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	149.20	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	122.80	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	66.35	
75392	AMAZON.COM CREDIT	291-6001-601.32-72	RETURNED ITEM	35.97-	177.70
		291-6001-601.30-05	STOOL	44.93	
		291-6001-601.30-05	COFFEE & TEA K-CUPS	48.78	
		291-6001-601.30-05	TAPE	37.86	
		291-6001-601.30-05	OFFICE SUPPS	46.13	
		291-6001-601.32-72	CHANGING KIT	35.97	
75395	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAV/TRAIN-J ANDRYKOWSKI	35.96	111.19
		291-6001-601.22-05	POSTAGE-G ROJEK	7.29	
		291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	28.00	
		291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	39.94	
75397	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.30-05	ERRONEOUS CHARGE-CREDIT	14.43	759.28
		291-6001-601.22-03	ILA CONF REG-K MCCOY	200.00	
		291-6001-601.22-03	ILA CONF REG-S JAROL	200.00	
		291-6001-601.22-42	COMCAST MONTHLY SERVICE	344.85	
75399	AT & T	291-6001-601.22-70	TELE	3,949.93	5,158.34
		291-6001-601.22-42	INTERNET ACCESS	1,208.41	
75400	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS	135.45	135.45
75404	BAKER & TAYLOR	291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.56	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	17.02	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	4.77	

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PROGRAM GM348U
DEPARTMENT: 60

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Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/E
Village of Arlington Heights
DIVISION: 01

PAGE 2
ACCOUNTING PERIOD 9/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	22.71	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	19.88	73.94
75420	COMCAST	291-6001-601.21-65	OTHER SERV	21.03	21.03
75428	DATA DRIVEN DECISIONS INC	291-6001-601.20-08	360 REVIEW	7,030.00	7,030.00
75429	DAVIDSON,SCOTT	291-6001-601.32-72	ONLINE PRIVACY 101	100.00	100.00
75430	DAVIDSON,SCOTT	291-6001-601.32-72	ONLINE SECURITY 101	100.00	100.00
75432	DEMCO INC	291-6001-601.50-15	RETURN BOOK DROP BOX WITH	4,818.08	4,818.08
75435	DWELL REMODELING	291-6001-601.32-72	OBOV-DOWN PAYMENT-DESIGN,	1,000.00	1,000.00
75437	F E MORAN SECURITY SOLUTIONS	291-6001-601.30-05	PROXIMITY CARDS	1,676.00	1,676.00
75438	FINER LINE	291-6001-601.30-05	4 NAME BADGES	13.32	13.32
75449	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-SEPTEMBER 2017	152.00	152.00
75452	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVICES-	49.95	49.95
75456	ILA CONFERENCE	291-6001-601.22-03	ILA CONF REG-G ZYCK	150.00	
		291-6001-601.22-03	ILA CONF REG-S DISTEL	230.00	380.00
75461	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	8.98	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	5.39	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	19.75	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	12.74	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	43.79	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	5.19	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	16.17	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	8.97	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.30	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.29	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	13.99	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	8.45	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	13.19	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	10.16	189.36
75462	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	DEPOSIT-CAPER STACKING	609.00	609.00
75463	JAUNT	291-6001-601.32-72	OBOV-BOOK DISCUSSION ON	200.00	200.00
75469	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERV	29.75	29.75
75471	LIBRARY FURNITURE INTERNATIONAL INC	291-6001-601.50-15	DVD SHELVING/SR CENTER	1,398.00	1,398.00
75498	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE-	63.00	63.00
75499	PADDOCK PUBLICATIONS INC	291-6001-601.22-01	ADVERTISING	63.45	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					63.45
75504	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	195.70	
		291-6001-601.22-05	POSTAGE	305.00	
		291-6001-601.22-05	POSTAGE	320.60	
		291-6001-601.22-05	POSTAGE	320.60	
		291-6001-601.22-05	POSTAGE	320.60	1,462.50
75514	SHAW, SARAH	291-6001-601.22-03	FORWARD FEST CONF-S SHAW	778.70	778.70
75525	U S POSTAL SERVICE-NEOPOST	291-6001-601.22-05	POSTAGE	3,000.00	3,000.00
75528	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 7/26/17-8/25/17	367.09	367.09
75531	WAREHOUSE DIRECT	291-6001-601.30-05	OFF SUPPS	84.31	84.31
75535	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS	204.00	1,778.99
***** DIVISION TOTAL ****					39,108.22

Marketing and Communications

				2.99	
				17.72	20.71
75396	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	CLEAN & PRESS TABLECLOTHS	262.45	262.45
75397	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK AD FOR FANCON	5.00	
		291-6002-601.31-85	3 SIDEWALK SIGNS	282.69	
		291-6002-601.30-05	POSTER FRAMES FOR WALLS	139.75	427.44
75415	CARDINAL COLORPRINT	291-6002-601.22-10	SEPTEMBER NEWSLETTER	14,326.00	
		291-6002-601.22-10	OBOV BROCHURE	1,375.00	15,701.00
75444	GARVEYS OFFICE PRODUCTS	291-6002-601.30-05	OFFICE SUPPLIES	58.64	58.64
75474	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	317.77	
		291-6002-601.30-05	PAPER	1,137.60	1,455.37
75488	MOBILE PRINT	291-6002-601.22-10	DRIVE UP WINDOW CARDS	378.42	
		291-6002-601.22-10	BOOKMOBILE BOOKMARKS	417.10	
		291-6002-601.22-10	BOOK DISCUSSION BROCHURE	576.30	
		291-6002-601.22-10	DRIVE UP WINDOW CARDS	314.40	1,686.22
75509	SCHLESINGER MACHINERY INC	291-6002-601.21-02	BLADE SHARPENING ON	350.00	350.00
75517	SIGNS BY TOMORROW	291-6002-601.22-10	OBOV DISPLAY LOGO	181.00	
		291-6002-601.22-10	PARKING LOT SIGNS	2,083.70	2,264.70
75527	VAN METER MAILING	291-6002-601.21-65	OTHER SERVS	2,758.57	

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 PROGRAM GM348U
 DEPARTMENT: 60 Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/E
 Village of Arlington Heights
 DIVISION: 02

PAGE 4
 ACCOUNTING PERIOD 9/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6002-601.21-65	OTHER SERVS	649.76	3,408.33
***** DIVISION TOTAL ****					25,634.86

Human Resources

DEPARTMENT:		DIVISION:			
60	Executive Office	03			
75383	ACTION WITHOUT BORDERS	291-6003-601.22-01	COMMUNICATION & MARKETING	90.00	
		291-6003-601.22-01	YOUTH SERVICES ASST JOB	90.00	180.00
75395	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-03	TRAV/TRAIN-C MEDSKER	43.00	43.00
75397	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-01	30 DAY JOB AD-BOOKMOBILE	419.00	419.00
75401	AURICO REPORTS	291-6003-601.21-65	OTHER SERVS	144.00	144.00
75416	CAREERBUILDER	291-6003-601.21-65	OTHER SERVS-AUGUST 2017	403.50	403.50
***** DIVISION TOTAL ****					1,189.50

Gifts and Grants

DEPARTMENT:		DIVISION:			
60	Executive Office	04			
75392	AMAZON.COM CREDIT	291-6004-601.32-80	BOOKS	78.58	
		291-6004-601.32-80	MEM DON BOOKS-PEIFER	21.81	
		291-6004-601.32-02	ORIGAMI PAPER	12.80	
		291-6004-601.32-80	MEM DON BOOKS-PEIFER	25.26	138.45
75395	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	PROG EVENTS-S HILL	42.44	
		291-6004-601.32-02	PROG EVENTS-L PRIEST	34.28	76.72
75397	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	CUSTOM TABLE COVER-FANCON	441.14	
		291-6004-601.32-02	22 PIZZAS FOR SVS PIZZA	173.49	614.63
75404	BAKER & TAYLOR	291-6004-601.32-80	MEM DON BOOKS-PEIFER	29.53	29.53
75407	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB 10/12/2017	350.00	350.00
75409	BOOKS IN COMMON	291-6004-601.32-72	OBOV-DAVE EGGERS VISIT ON	10,000.00	10,000.00
75421	COMDATA CORPORATION	291-6004-601.32-02	SVS-SPROUT SQUAD	20.40	20.40
75445	GASKELL, SEAN	291-6004-601.22-18	SUNDAY MUSICALE-OCTOBER	400.00	400.00
75446	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB 10/12/17	350.00	350.00
75503	PURCHASE ADVANTAGE CARD	291-6004-601.32-02	SVS	9.99	9.99
75539	4ALL PROMOTIONS	291-6004-601.32-02	T-SHIRTS FOR FANCON	263.59	263.59
75540	4IMPRINT	291-6004-601.32-72	SCRATCH PADS	320.05	

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 PROGRAM GM348U
 DEPARTMENT: 60 Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/D
 Village of Arlington Heights
 DIVISION: 04

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					320.05
***** DIVISION TOTAL ****					12,573.36

Finance

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 08			
75381	ACCOUNTEMPS	291-6008-601.21-65	OTHER SERVS	1,553.70	
		291-6008-601.21-65	OTHER SERVS	1,553.70	
		291-6008-601.21-65	OTHER SERVS	1,553.70	4,661.10
75398	ASCENTIS CORPORATION	291-6008-601.21-36	TIME CLOCK RENTAL-SEPTEMBER-	115.00	115.00
75491	NEOPOST USA INC	291-6008-601.21-36	POSTAGE METER RENTAL-	306.00	306.00
***** DIVISION TOTAL ****					5,082.10

Information Technology

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 10			
75397	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-30	CLX-6200 REVERSE UNIT	119.70	
		291-6010-601.31-85	SURFACE CASE	35.97	
		291-6010-601.20-08	MONTHLY PAYPAL PAYFLOW	54.10	
		291-6010-601.32-32	MASCHINE 2 SOFTWARE	99.00	
		291-6010-601.31-85	SAMSUNG 850 EVO SOLID	107.97	
		291-6010-601.30-32	AMAZON FREETIME UNLIMITED	9.99	
		291-6010-601.31-85	WALL CHARGER	23.98	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION FOR	75.00	
		291-6010-601.30-30	AMAZON BASICS 9-VOLT BAT-	99.90	
		291-6010-601.50-12	WESTERN DIGITAL BLACK 6TB	562.57	
		291-6010-601.31-85	WESTERN DIGITAL BLACK	55.96	
		291-6010-601.31-85	NOOK CHARGING CABLES	31.25	
		291-6010-601.31-85	CABLE MATTERS USB TO	9.49	
		291-6010-601.30-32	MONTHLY SPOTIFY SUBSCRIP-	9.99	
		291-6010-601.31-85	MICROSOFT SURFACE ARC	177.00	
		291-6010-601.50-12	WESTERN DIGITAL BLACK 6TB	272.72-	
		291-6010-601.30-32	WEBEX MONTHLY SUBSCRIP-	99.00	
		291-6010-601.31-85	UPBRIGHT POWER ADAPTER	45.88	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP-	25.00	
		291-6010-601.30-30	KONICA MINOLTA TONER CART	278.56	
		291-6010-601.31-85	UPBRIGHT POWER ADAPTER	45.88	
		291-6010-601.31-85	CRUCIAL 8GB RAM MODULE	123.90	
		291-6010-601.30-33	DRUPALIZE.ME MONTHLY SUB-	35.00	1,852.37
75398	ASCENTIS CORPORATION	291-6010-601.30-32	ASCENTIS TIME-SEPTEMBER	630.00	630.00
75403	B & H PHOTO VIDEO	291-6010-601.30-30	TONER	3,760.93	
		291-6010-601.30-30	TONER & PAPER	833.94	4,594.87
75404	BAKER & TAYLOR	291-6010-601.30-32	SOFTWARE LIBRARY	2,635.00	2,635.00
75436	ENCOMIUM PUBLICATIONS	291-6010-601.30-32	EYESPEAK ENGLISH SUBSCRIP	700.00	

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 PROGRAM GM348U
 DEPARTMENT: 60 Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/I
 Village of Arlington Heights
 DIVISION: 10

PAGE 6
 ACCOUNTING PERIOD 9/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					700.00
75459	IMPACT NETWORKING LLC	291-6010-601.21-02	BASE CHARGE-8/1-10/31/17	994.00	
		291-6010-601.21-02	BASE CHARGE-8/9-9/8/17	323.67	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	OVER CHG 6/13-7/12/17	212.03	
		291-6010-601.21-02	OVER CHG 7/13-8/12/17	377.22	
		291-6010-601.30-30	STAPLES FOR COPIER	100.50	
		291-6010-601.21-02	BASE RATE 8/6/17-2/5/18	558.00	
		291-6010-601.21-02	BASE RATE 8/29-9/28/17	139.77	2,724.69
75474	LINDENMEYR MUNROE	291-6010-601.30-30	PAPER	156.98	156.98
75487	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	MICROSOFT SURFACE PRO 4	899.00	
		291-6010-601.31-85	TABLET COVER	99.95	
		291-6010-601.32-32	SOFTWARE-ADOBE SYSTEMS	474.00	
		291-6010-601.32-32	SOFTWARE-ADOBE SYSTEMS	94.50	1,567.45
75523	TODAYS BUSINESS SOLUTIONS	291-6010-601.30-32	SOFTWARE LIB	2,100.00	
		291-6010-601.21-02	SCAN SYSTEM EQUIP MAINT	795.00	2,895.00
75536	XEROX CORPORATION	291-6010-601.21-02	EXCESS PRINT CHARGES	15.80	15.80
***** DIVISION TOTAL **** Security					17,772.16
DEPARTMENT: 60 Executive Office		DIVISION: 15			
75395	ARLINGTON HTS MEMORIAL LIBRARY	291-6015-601.22-03	TRAV/TRAIN-M KLEAN	33.17	33.17
***** DIVISION TOTAL **** Facilities					33.17
DEPARTMENT: 60 Executive Office		DIVISION: 20			
75380	A-ALERT LOCK & ALARM	291-6020-601.21-11	CUT 2 AL27 KEYS	33.00	33.00
75382	ACRES GROUP	291-6020-601.21-11	TREE TRIMMING & BUSH	100.00	
		291-6020-601.21-11	LANDSCAPE MAINTENANCE-	856.75	956.75
75384	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVICE-AUGUST	2,708.42	2,708.42
75391	ALPHA PRIME COMMUNICATIONS	291-6020-601.21-11	BATTERY FOR CP200 RADIO	45.00	45.00
75392	AMAZON.COM CREDIT	291-6020-601.21-11	FOLDING STEP STOOL	63.82	
		291-6020-601.21-11	MICROWAVE OVEN	69.99	
		291-6020-601.21-11	2 YR PROTECTION PLAN FOR	4.92	
		291-6020-601.21-11	SEPTIC BACTERIA	49.95	188.68
75393	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REG SERVICE-AUGUST 2017	89.00	89.00
75394	AQUARIUM ADVENTURE	291-6020-601.21-11	AQUARIUM CLEANING-JULY	200.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-02	EQUIP MAINT-AUGUST 2017	259.99	459.99
75396	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	REPLACEMENT CASTER KIT	125.00	125.00
75397	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	XL GRAB DRY	268.52	
		291-6020-601.21-11	CARPET PROTECTOR SPRAY	218.88	
		291-6020-601.21-11	NOVA SINGLE POLE SLIDE TO	107.71	
		291-6020-601.21-11	FOUR BATTERIES	445.46	
		291-6020-601.21-11	DISCOUNT	445.46-	
		291-6020-601.21-11	FOUR BATTERIES	387.80	982.91
75422	COMED	291-6020-601.30-51	HEATING 7/10/17-8/8/17	32.08	32.08
75425	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	SCHEDULED MAINT-1968,1978	1,650.00	
		291-6020-601.21-11	SCHEDULED MAINT-MILLER	2,137.00	3,787.00
75434	DOOR SYSTEMS INC	291-6020-601.21-11	ANNUAL GARAGE DOOR MAINT-	491.74	491.74
75437	F E MORAN SECURITY SOLUTIONS	291-6020-601.21-02	BURGLAR ALARM MONITORING-	105.00	
		291-6020-601.21-02	ELEVATOR MONITORING SERVS	60.00	
		291-6020-601.21-02	ELEVATOR MONITORING SERVS	60.00	225.00
75439	FIRE PROTECTION COMPANY	291-6020-601.21-11	REPLACED SPRINKLER HEAD-	662.10	662.10
75441	FORWARD SPACE	291-6020-601.21-11	54 SQ YDS CARPET TILE	1,949.70	1,949.70
75442	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	OIL CHANGE-BOOKMOBILE	389.50	389.50
75448	GRAINGER INC,W W	291-6020-601.21-11	AXIAL FAN	30.96	
		291-6020-601.21-11	LIGHT BULBS	1,778.38	
		291-6020-601.21-11	REPLACEMENT BULB	4.56	
		291-6020-601.21-11	REFUND	4.56-	1,809.34
75450	H-O-H WATER TECHNOLOGY INC	291-6020-601.21-11	LEGIONELLA TESTING IN	367.56	367.56
75454	IGS	291-6020-601.30-51	NATURAL GAS-JULY 2017	2,165.17	2,165.17
75458	ILLINOIS OFFICE-STATE FIRE MARSHAL	291-6020-601.21-02	BOILER CERTIFICATE FEE	70.00	70.00
75467	KD REPAIR	291-6020-601.21-07	ANNUAL MAINTENANCE ON	227.64	227.64
75470	LAPORT INC	291-6020-601.31-45	JANITORIAL PRODUCTS	141.43	
		291-6020-601.31-45	JANITORIAL PRODUCTS	63.36	
		291-6020-601.31-45	JANITORIAL PRODUCTS	175.15	379.94
75473	LIGHTING SUPPLY COMPANY	291-6020-601.21-11	LIGHT BULBS	301.55	301.55
75479	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE	4,599.00	4,599.00
75484	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	WIRE, FLEX SEAL, GORILLA	240.63	
		291-6020-601.21-11	FLEX SEAL SPRAY,DUALCHECK	58.16	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					298.79
75493	NICOR GAS	291-6020-601.30-51	NAT GAS DISTRIBUTION-JULY	776.27	
		291-6020-601.30-51	NAT GAS DISTRIBUTION-JULY	146.32	922.59
75494	NOFFS SELF STORAGE INC	291-6020-601.21-11	OCTOBER STORAGE-PARADE	75.40	75.40
75496	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	SERVICE CALL-ALARMS TRIP	1,216.00	1,216.00
75505	R E WHITTAKER CO INC	291-6020-601.21-11	CARPET CLEANING SPRAY	457.00	457.00
75506	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	SEAT COVERS	250.08	
		291-6020-601.31-45	JANITORIAL PRODUCTS	769.76	1,019.84
75513	SHALES MCNUTT LLC	491-6020-601.50-55	PARKING LOT PROJECT-	733,901.40	733,901.40
75515	SHERWIN HARDWARE INC	291-6020-601.21-11	CAUTION TAPE, UPHOLSTERY	106.80	
		291-6020-601.21-11	10 KEYS MADE	24.90	131.70
75519	STANDARD ELEVATOR CO	291-6020-601.21-02	STANDARD SERVICE-AUGUST	931.24	
		291-6020-601.21-02	SCHEDULED PRESSURE TEST	931.24	1,862.48
75520	STANDARD ELEVATOR CO	291-6020-601.21-02	REPAIR STAFF ELEVATOR	473.15	473.15
75529	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL-JULY 2017	271.93	271.93
75531	WAREHOUSE DIRECT	291-6020-601.21-11	BLDG MAINT	32.08	32.08
75534	WIGHT & COMPANY	491-6020-601.50-55	PARKING LOT IMPROVEMENTS=	1,700.00	1,700.00
75537	ZORO TOOLS INC	291-6020-601.21-11	AUTO DRAIN VALVE	100.23	
		291-6020-601.21-11	BALLAST LAMPS	816.00	916.23
75538	20/10 ENGINEERING GROUP LLC	491-6020-601.50-15	AIR FLOW-PUBLIC COMPUTER	5,000.00	
		491-6020-601.50-15	ENGINEERING SERVICE-AIR	13,500.00	
		491-6020-601.50-15	ENGINEERING SERVICE FOR	12,000.00	30,500.00
***** DIVISION TOTAL ****					796,824.66
***** DEPARTMENT TOTAL **					898,218.03

Specialty Info Services

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
291-6405-601.32-01	COLOR DUCT TAPE	38.58	
291-6405-601.32-01	BEARINGS, LOCKING NUTS	56.39	
291-6405-601.32-01	PAINT PEN SET	20.39	
291-6405-601.32-01	PAINT BRUSH SETS	25.33	140.69
291-6405-601.32-02	PROG EVENTS-A SON	25.26	
291-6405-601.32-01	PROG SUPPS-A SON	21.96	
291-6405-601.22-03	TRAV/TRAIN-A SON	40.00	

PREPARED 09/15 01:25 PM
 PROGRAM GM348U
 DEPARTMENT: 64 User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/E
 Village of Arlington Heights
 DIVISION: 05

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6405-601.22-03	TRAV/TRAIN-S MAYER	26.00	
		291-6405-601.32-02	PROG EVENTS-K ZSUPAN	13.40	
		291-6405-601.32-02	PROG EVENTS-M YOUNG	4.62	131.24
75396	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-02	PIZZA-TAB MEETING 7/30/17	29.89	
		291-6405-601.32-02	PIZZA 8/20/17	27.50	57.39
75397	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-01	DIGITAL CAMERA MICROSCOPE	114.98	
		291-6405-601.22-03	TICKETS-SUMMER NOT JUST	32.64	
		291-6405-601.22-03	TICKETS-STEM FUN @ MUSEUM	32.64	180.26
75478	MADAY, JULIE I	291-6405-601.22-18	RESUME REVIEWS-AUGUST	270.00	
		291-6405-601.22-18	RESUME REVIEWS-JULY 2017	240.00	510.00
75481	MAYER, SUSAN	291-6405-601.22-03	GOOGLE FOR GENEALOGY-	99.99	99.99
75482	MCMILLIN, TERESA STEINKAMP	291-6405-601.22-18	KICKSTART YOUR GENEALOGY	175.00	175.00
75502	PRO LIBRA ASSOCIATES INC	291-6405-601.21-65	OTHER SERVS	380.00	
		291-6405-601.21-65	OTHER SERVS	570.00	
		291-6405-601.21-65	OTHER SERVS	380.00	
		291-6405-601.21-65	OTHER SERVS	190.00	
		291-6405-601.21-65	OTHER SERVS	380.00	
		291-6405-601.21-65	OTHER SERVS	380.00	
		291-6405-601.21-65	OTHER SERVS	570.00	
		291-6405-601.21-65	OTHER SERVS	190.00	3,040.00

***** DIVISION TOTAL ****

Customer Services

4,334.57

DEPARTMENT: 64 User Services
 75388 ALA MEMBERSHIP

DIVISION: 20

		291-6420-601.22-02	ALA DUES-S MEYER	191.00	191.00
75392	AMAZON.COM CREDIT	291-6420-601.32-90	CC-HEADPHONES & HOOKS,	106.96	
		291-6420-601.30-05	WIPES	23.40	
		291-6420-601.32-90	IS-DRY ERASERS	44.76	
		291-6420-601.30-05	WIPES	23.40	
		291-6420-601.21-02	DRY ERASE CLEANER	7.20	
		291-6420-601.21-02	DISINFECTANT SPRAY	23.06	228.78
75395	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.21-02	EQUIP MAINT-M AMBROSE	50.00	
		291-6420-601.22-03	TRAV/TRAIN-A SON	47.67	
		291-6420-601.32-01	PROG SUPPS-B WEINER	12.47	
		291-6420-601.22-03	TRAV/TRAIN-J DUNCAN	15.46	125.60
75397	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	CC-LARGE TOTE BAGS	279.60	
		291-6420-601.32-90	CC-WALL SHELVES	89.97	369.57
75413	CALIFORNIA STATE UNIVERSITY	291-6420-601.21-64	ACCESS SERVS	20.00	20.00
75433	DISCOUNT SCHOOL SUPPLY	291-6420-601.32-01	SENSORY TABLE, BUTCHER	233.73	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					233.73
75444	GARVEYS OFFICE PRODUCTS	291-6420-601.21-02	WIPES	52.80	52.80
75447	GLOBAL EQUIPMENT COMPANY INC	291-6420-601.32-90	FOLDING CRATE CART	81.39	81.39
75457	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS-JULY 2017	400.00	400.00
75472	LIBRARY STORE INC,THE	291-6420-601.32-90	IL-MAILING LABELS	99.96	99.96
75485	MEYER,SHANNON	291-6420-601.22-02	ILA DUES-S MEYER	75.00	75.00
75526	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	JULY 2017 PLACEMENTS	214.80	
		291-6420-601.21-65	AUGUST PLACEMENTS	116.35	331.15
75531	WAREHOUSE DIRECT	291-6420-601.30-05	IS-OFF SUPPS	65.10	
		291-6420-601.32-90	IL CIRC SUPPS	23.04	
		291-6420-601.21-02	EQUIP MAINT	31.25	119.39

***** DIVISION TOTAL **** *Programs and Exhibits* 2,328.37

DEPARTMENT:		DIVISION:			
64	User Services	40			
75085	ALEXANDER, GREGORY	291-6440-601.22-18	HOW SGT PEPPER CAME TO	300.00-	300.00-
75174	MOBILE ED PRODUCTIONS INC	291-6440-601.22-18	STEAM MUSEUM PROGRAM	1,125.00-	1,125.00-
75386	AFTERSCHOOL ENRICHMENT SOLUTIONS	291-6440-601.22-18	CHESS CLUB 10/15/2017	100.00	100.00
75389	ALEXANDER, GREGORY	291-6440-601.22-18	REPLACE LOST CHECK #75085	300.00	300.00
75392	AMAZON.COM CREDIT	291-6440-601.32-02	RED STICKY TAPE	21.48	
		291-6440-601.32-02	POPCORN & OIL	42.44	
		291-6440-601.32-02	PAINT	38.82	
		291-6440-601.32-02	APRONS	29.97	
		291-6440-601.32-02	PONY BEADS, BAKING CUPS	17.49	
		291-6440-601.32-02	DUCT TAPE, STRAWS, FOAM	78.93	
		291-6440-601.32-02	BATH BOMB BALL MOLD	16.96	
		291-6440-601.32-02	BESWAX PELLETS,DUCT TAPE	41.07	287.16
75395	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROG EVENTS-S HILL	7.48	
		291-6440-601.32-02	PROG EVENTS-S HARISSIS	10.00	
		291-6440-601.32-02	PROG EVENTS-J CZAJKA	49.82	
		291-6440-601.32-02	PROG EVENTS-M VELA	45.77	
		291-6440-601.32-02	PROG EVENTS-A SON	15.00	
		291-6440-601.32-02	PROG EVENTS-T DANTIS	29.70	
		291-6440-601.32-02	PROG EVENTS-C CAPUTO	45.77	
		291-6440-601.32-02	PROG EVENTS-K DEVITT	48.91	
		291-6440-601.32-02	PROG EVENTS-A SON	42.96	
		291-6440-601.32-02	PROG EVENTS-A BELFORD	25.33	
		291-6440-601.32-02	PROG EVENTS-M VELA	20.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.22-03	TRAV/TRAIN-S HOLLARS	40.00	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	3.99	
		291-6440-601.32-02	PROG EVENTS-K DEVITT	34.73	
		291-6440-601.32-02	PROG EVENTS-P SPARREO	47.01	
		291-6440-601.32-02	PROG EVENTS-R ALLEN	32.66	
		291-6440-601.32-02	PROG EVENTS-C CAPUTO	27.95	528.02
75396	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	BOOK SWAP 7/30/17	86.63	
		291-6440-601.32-02	TEEN SUMMER READING PROG-	70.00	
		291-6440-601.32-02	BOOKS & BREWS 8/9/17	40.00	196.63
75397	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	11-\$7 AMC E-GIFT CARDS	77.00	
		291-6440-601.32-02	10 \$7 AMC E-GIFT CARDS	70.00	
		291-6440-601.32-02	TABLE COVERS	36.80	
		291-6440-601.32-02	FILM LICENSE	106.95	
		291-6440-601.32-02	TAX CREDIT	7.50-	
		291-6440-601.32-02	15 PIZZAS	265.35	
		291-6440-601.22-02	ILA DUES-K MCCOY	40.00	
		291-6440-601.22-02	ILA DUES-S JAROL	100.00	
		291-6440-601.32-02	TEEN FILM FEST PRIZES	504.66	
		291-6440-601.32-02	TEEN SRP PRIZES	375.00	
		291-6440-601.32-02	TEEN SRP PRIZES	287.68	
		291-6440-601.32-02	ADULT SPELLING BEE	106.63	
		291-6440-601.32-02	SUPPLIES FOR POP-ART PET	83.01	2,045.58
75411	BURGER, VICKI	291-6440-601.22-18	AP-PREPARING FOR HOME	200.00	200.00
75412	BURKERT, HANS	291-6440-601.22-18	DADDY-DAUGHTER HAIR	400.00	400.00
75414	CANDLEWICK PRESS	291-6440-601.22-18	TOBIN ANDERSON-VISIT AREA	3,000.00	3,000.00
75418	CHIRUVURI, DEEPTHI	291-6440-601.22-18	DIWALI CELEBRATION ON	100.00	100.00
75419	CLESEN, REBECCA	291-6440-601.22-18	SPANISH BILINGUAL STORY-	100.00	100.00
75421	COMDATA CORPORATION	291-6440-601.32-02	TEEN FILM FEST	140.20	
		291-6440-601.32-02	HEALTHY COOKING, ADULT	68.69	208.89
75429	DAVIDSON, SCOTT	291-6440-601.22-18	BUYING A NEW PC OR TABLET	140.00	140.00
75431	DAVIDSON, SCOTT	291-6440-601.22-18	PROTECTING KIDS ONLINE	140.00	140.00
75453	HUNTINGTON LEARNING CENTER	291-6440-601.22-18	COLLEGE KNOWLEDGE-ACT vs	150.00	150.00
75464	JAWORSKI, THOMAS	291-6440-601.22-18	COLLEGE KNOWLEDGE SERIES	250.00	250.00
75466	KARWOWSKA, ANNA	291-6440-601.22-18	POLISH STORYTIME 9/16/17	50.00	50.00
75468	KNABB, JACOB S	291-6440-601.22-18	WRITERS INK ON 10/11/17	150.00	150.00
75475	LOL CHICAGO LLC	291-6440-601.22-18	INTRO TO IMPROV 10/10/17	500.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					500.00
75477	LUDEMANN, ELIZABETH	291-6440-601.32-02	5 GIFT CARDS-\$50.00 EACH-	250.00	250.00
75483	MCNULTY, ALAYNE	291-6440-601.22-18	ART WITH ALAYNE-10/17/17	420.00	420.00
75487	MNJ TECHNOLOGIES DIRECT INC	291-6440-601.22-18	MACLOCKS-STYLUS	388.87	
		291-6440-601.22-18	APPLE IPAD TABLET	428.71	
		291-6440-601.22-18	VERSA ROTATING PLATE	25.33	
		291-6440-601.22-18	9 APPLE IPAD TABLETS FOR	3,866.33	
		291-6440-601.22-18	TARGUS STYLUS FOR THE	56.97	
		291-6440-601.22-18	VESA ROTATING PLATE FOR	50.77	
		291-6440-601.22-18	IPAD MACLOCKS FOR THE	3,378.75	
		291-6440-601.22-18	VESA ROTATING PLATE FOR	177.69	8,373.42
75503	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	TWEEN MOVIE NIGHT, BUBBLES	24.96	24.96
75510	SCHROEDER, JOHN	291-6440-601.22-18	INTRO TO HTML 9/21/17	200.00	200.00
75511	SCHROEDER, JOHN	291-6440-601.22-18	INTRO TO CSS 9/28/17	200.00	200.00
75512	SCHROEDER, JOHN	291-6440-601.22-18	INTRO TO JAVASCRIPT	200.00	200.00
75515	SHERWIN HARDWARE INC	291-6440-601.32-02	TARP	39.99	39.99
75518	SON, ALICE	291-6440-601.32-02	TEEN SRP PRIZES-AMC GIFT	224.00	
		291-6440-601.32-02	TEEN FILM FEST AFTER	55.93	279.93
75522	SWIDERSKI, ANN	291-6440-601.22-18	ESL WRITING CLASS	130.00	130.00
75530	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT MANIA 10/14/17	150.00	150.00
75531	WAREHOUSE DIRECT	291-6440-601.32-02	PROG EVENTS	38.36	38.36
***** DIVISION TOTAL ****					17,727.94

Digital Services

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
64	User Services	50			
75392	AMAZON.COM CREDIT	291-6450-601.31-85	NEEDLE BEARING	19.49	
		291-6450-601.31-85	DVD PLAYER, POWER STRIP,	62.46	81.95
75395	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-02	ALA DUES-A BOCHENEK	36.00	
		291-6450-601.31-85	SMALL TOOLS-B BEDNAREK	19.77	55.77
75397	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	REPAIR-PRESONUS FIRE STU-	95.00	95.00
75403	B & H PHOTO VIDEO	291-6450-601.31-85	ADAPTERS, 4-PIN CABLES,	32.80	32.80
75444	GARVEYS OFFICE PRODUCTS	291-6450-601.30-05	TAPE	13.86	
		291-6450-601.32-90	PENS, WIPES	59.06	72.92
***** DIVISION TOTAL ****					338.44

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			Collection Services		
74806	DR OZ THE GOOD LIFE	291-6470-601.32-95	PERIODICALS	27.97-	27.97-
75388	ALA MEMBERSHIP	291-6470-601.22-02	ALA DUES-M BYLINSKA	275.00	275.00
75392	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	16.47	
		291-6470-601.32-75	AV MTLs	18.91	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	9.22	
		291-6470-601.32-75	AV MTLs	40.63	
		291-6470-601.32-75	AV MTLs	26.40	
		291-6470-601.32-75	AV MTLs	9.91	
		291-6470-601.32-75	AV MTLs	21.65	
		291-6470-601.32-75	AV MTLs	13.24	
		291-6470-601.32-75	AV MTLs	194.95	
		291-6470-601.32-75	AV MTLs	9.91	
		291-6470-601.32-75	AV MTLs	31.65	
		291-6470-601.32-75	AV MTLs	46.62	
		291-6470-601.32-75	AV MTLs	394.40	
		291-6470-601.32-75	AV MTLs	17.06	
		291-6470-601.32-75	AV MTLs	141.76	
		291-6470-601.32-75	AV MTLs	17.74	
		291-6470-601.32-75	AV MTLs	9.32	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	55.19	
		291-6470-601.32-75	AV MTLs	109.56	
		291-6470-601.32-75	AV MTLs	1.24-	
		291-6470-601.32-75	AV MTLs	8.31	
		291-6470-601.32-75	AV MTLs	32.80	
		291-6470-601.32-75	AV MTLs	29.02	
		291-6470-601.32-75	AV MTLs	22.69	
		291-6470-601.32-75	AV MTLs	8.59	
		291-6470-601.32-75	AV MTLs	21.93	
		291-6470-601.32-75	AV MTLs	22.05	
		291-6470-601.32-75	AV MTLs	25.22	
		291-6470-601.32-75	AV MTLs	48.71	
		291-6470-601.32-75	AV MTLs	37.13	
		291-6470-601.32-75	AV MTLs	27.48	
		291-6470-601.32-75	AV MTLs	21.98	
		291-6470-601.32-75	AV MTLs	28.05	
		291-6470-601.32-75	AV MTLs	295.95	
		291-6470-601.32-75	AV MTLs	30.81	
		291-6470-601.32-75	AV MTLs	17.64	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-75	AV MTLs	27.43	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	47.21	
		291-6470-601.32-75	AV MTLs	44.97	
		291-6470-601.32-75	AV MTLs	21.98	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	1.51-	

PREPARED 09/15 01:25 PM
PROGRAM GM348U
DEPARTMENT: 64

User Services

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

PAGE 14
ACCOUNTING PERIOD 9/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	164.83	
		291-6470-601.32-75	AV MTLs	95.98	
		291-6470-601.32-75	AV MTLs	29.87	
		291-6470-601.32-80	BOOKS	21.96	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	112.96	
		291-6470-601.32-80	BOOKS	57.80	
		291-6470-601.32-80	BOOKS	55.93	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	26.20	
		291-6470-601.32-80	BOOKS	396.46	
		291-6470-601.32-80	BOOKS	69.50	
		291-6470-601.32-80	BOOKS	6.52	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	11.50	
		291-6470-601.32-80	BOOKS	286.77	
		291-6470-601.32-80	BOOKS	13.28	
		291-6470-601.32-80	BOOKS	37.82	
		291-6470-601.32-80	BOOKS	18.17	
		291-6470-601.32-80	BOOKS	7.29	
		291-6470-601.32-80	BOOKS	101.19	
		291-6470-601.32-80	BOOKS	81.29	
		291-6470-601.32-80	BOOKS	4.88	
		291-6470-601.32-80	BOOKS	28.72	
		291-6470-601.32-95	PERIODICALS	13.97	
		291-6470-601.32-80	BOOKS	40.00	
		291-6470-601.32-80	BOOKS	11.79	
		291-6470-601.32-80	BOOKS	19.98	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	90.54	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	46.80	
		291-6470-601.32-80	BOOKS	158.55	
		291-6470-601.32-80	BOOKS	224.85	
		291-6470-601.32-80	BOOKS	9.88	
		291-6470-601.32-80	BOOKS	14.39	
		291-6470-601.32-80	BOOKS	60.46	
		291-6470-601.32-80	BOOKS	32.07	
		291-6470-601.32-80	BOOKS	68.41	
		291-6470-601.32-95	PERIODICALS	11.98	
		291-6470-601.32-95	PERIODICALS	11.98	
		291-6470-601.32-95	PERIODICALS	8.17	
		291-6470-601.30-05	STAPLES	108.30	
		291-6470-601.32-75	AV MTLs	44.99	
		291-6470-601.32-75	AV MTLs	7.99	
		291-6470-601.32-75	AV MTLs	17.37	
		291-6470-601.32-75	AV MTLs	34.81	
		291-6470-601.32-75	AV MTLs	13.87	
		291-6470-601.32-75	AV MTLs	179.90	
		291-6470-601.32-75	AV MTLs	8.85	
		291-6470-601.32-75	AV MTLs	12.19	

PREPARED 09/19 01:25 PM
PROGRAM GM348U
DEPARTMENT: 64

User Services

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

PAGE 15
ACCOUNTING PERIOD 9/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	27.84	
		291-6470-601.32-75	AV MTLs	18.24	
		291-6470-601.32-75	AV MTLs	18.56	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	18.64	
		291-6470-601.32-75	AV MTLs	6.59	
		291-6470-601.32-75	AV MTLs	24.14	
		291-6470-601.32-75	AV MTLs	23.97	
		291-6470-601.32-75	AV MTLs	18.48	
		291-6470-601.32-75	AV MTLs	45.06	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	54.47	
		291-6470-601.32-75	AV MTLs	13.85	
		291-6470-601.32-75	AV MTLs	23.06	
		291-6470-601.32-75	AV MTLs	22.97	
		291-6470-601.32-75	AV MTLs	31.11	
		291-6470-601.32-75	AV MTLs	59.97	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	29.77	
		291-6470-601.32-75	AV MTLs	32.37	
		291-6470-601.32-75	AV MTLs	32.48	
		291-6470-601.32-75	AV MTLs	5.99	
		291-6470-601.32-75	AV MTLs	18.41	
		291-6470-601.32-75	AV MTLs	24.95	
		291-6470-601.32-75	AV MTLs	7.79	
		291-6470-601.32-75	AV MTLs	29.24	
		291-6470-601.32-75	AV MTLs	95.91	
		291-6470-601.32-75	AV MTLs	95.98	
		291-6470-601.32-75	AV MTLs	46.76	
		291-6470-601.32-75	AV MTLs	1.08-	
		291-6470-601.32-75	AV MTLs	167.42	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	15.01-	
		291-6470-601.32-75	AV MTLs	28.00	
		291-6470-601.32-75	AV MTLs	39.88	
		291-6470-601.32-75	AV MTLs	117.80	
		291-6470-601.32-75	AV MTLs	17.69	
		291-6470-601.32-75	AV MTLs	69.95	
		291-6470-601.32-80	BOOKS	17.94	
		291-6470-601.32-80	BOOKS	13.50	
		291-6470-601.32-80	BOOKS	48.47	
		291-6470-601.32-80	BOOKS	16.50	
		291-6470-601.32-80	BOOKS	8.53	
		291-6470-601.32-80	BOOKS	28.68	
		291-6470-601.32-80	BOOKS	29.21	
		291-6470-601.32-80	BOOKS	9.18	
		291-6470-601.32-80	BOOKS	20.94	
		291-6470-601.32-80	BOOKS	45.28	
		291-6470-601.32-80	BOOKS	33.72	
		291-6470-601.32-80	BOOKS	46.82	

PREPARED 09/19 01:25 PM
PROGRAM GM348U5
DEPARTMENT: 64

User Services

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

PAGE 16
ACCOUNTING PERIOD 9/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	41.48	
		291-6470-601.32-80	BOOKS	33.04	
		291-6470-601.32-80	BOOKS	13.97	
		291-6470-601.32-80	BOOKS	77.48	
		291-6470-601.32-80	BOOKS	135.40	
		291-6470-601.32-80	BOOKS	11.90	
		291-6470-601.32-80	BOOKS	20.13	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	10.30	
		291-6470-601.32-80	BOOKS	33.94	
		291-6470-601.32-80	BOOKS	18.59	
		291-6470-601.32-80	BOOKS	29.27	
		291-6470-601.32-80	BOOKS	62.16	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	23.11	
		291-6470-601.32-80	BOOKS	8.73	
		291-6470-601.32-80	BOOKS	14.28	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	103.21	
		291-6470-601.32-80	BOOKS	20.94	
		291-6470-601.32-80	BOOKS	81.18	
		291-6470-601.32-80	BOOKS	34.16	
		291-6470-601.32-80	BOOKS	68.33	
		291-6470-601.32-80	BOOKS	7.46	
		291-6470-601.32-80	BOOKS	59.15	
		291-6470-601.32-80	BOOKS	17.70	
		291-6470-601.32-80	BOOKS	15.95	
		291-6470-601.32-80	BOOKS	6.26	
		291-6470-601.32-80	BOOKS	22.98	
		291-6470-601.32-80	BOOKS	9.94	
		291-6470-601.32-95	PERIODICALS	29.82	
		291-6470-601.32-80	BOOKS	11.59	
		291-6470-601.32-80	BOOKS	15.87	
		291-6470-601.32-80	BOOKS	57.92	
		291-6470-601.32-80	BOOKS	23.95	
		291-6470-601.32-80	BOOKS	91.36	
		291-6470-601.32-95	PERIODICALS	18.01	
		291-6470-601.32-95	PERIODICALS	24.98	
		291-6470-601.32-95	PERIODICALS	41.97	
		291-6470-601.32-95	PERIODICALS	12.59	
		291-6470-601.32-95	PERIODICALS	24.51	
		291-6470-601.32-95	PERIODICALS	28.84	
		291-6470-601.32-95	PERIODICALS	8.52	
		291-6470-601.32-95	PERIODICALS	8.98	
		291-6470-601.32-95	PERIODICALS	8.63	
		291-6470-601.32-95	PERIODICALS	15.96	
		291-6470-601.30-05	FILE FOLDERS	18.09	
		291-6470-601.30-05	TAPE	28.24	
		291-6470-601.30-05	SHIPPING POUCH	25.90	
		291-6470-601.32-75	AV MTLs	42.89	

PREPARED 09/15
PROGRAM GM348U5
DEPARTMENT: 64

01:25 PM
User Services

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

PAGE 17
ACCOUNTING PERIOD 9/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	48.63	
		291-6470-601.32-75	AV MTLs	214.88	
		291-6470-601.32-75	AV MTLs	58.18	
		291-6470-601.32-75	AV MTLs	116.16	
		291-6470-601.32-75	AV MTLs	55.76	
		291-6470-601.32-75	AV MTLs	29.87	
		291-6470-601.32-75	AV MTLs	168.87	
		291-6470-601.32-80	BOOKS	63.12	
		291-6470-601.32-80	BOOKS	26.92	
		291-6470-601.32-80	BOOKS	30.74	
		291-6470-601.32-80	BOOKS	36.11	
		291-6470-601.32-80	BOOKS	17.20	
		291-6470-601.32-95	PERIODICALS	8.98	
		291-6470-601.32-95	PERIODICALS	23.86	
		291-6470-601.32-95	PERIODICALS	15.96	
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.32-95	PERIODICALS	8.98	
		291-6470-601.32-05	POP-UP NOTES, MARKER KIT	30.51	9,317.90
75396	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	199.00	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-75	AV MTLs	46.98	
		291-6470-601.32-75	AV MTLs	64.00	
		291-6470-601.32-75	AV MTLs	25.98	
		291-6470-601.32-95	PERIODICALS	22.97	370.92
75397	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.30-05	GRAPH PAPER	27.02	
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-95	PERIODICALS	12.00	
		291-6470-601.32-80	BOOKS	21.47	
		291-6470-601.32-75	AV MTLs	107.55	
		291-6470-601.32-95	PERIODICALS	8.50	
		291-6470-601.32-75	AV MTLs	111.45	
		291-6470-601.32-75	TAX CREDIT	6.56-	
		291-6470-601.32-75	AV MTLs	18.51	
		291-6470-601.32-75	AV MTLs	20.99	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	17.08	
		291-6470-601.32-75	AV MTLs	78.06	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	

PREPARED 09/15
PROGRAM GM348U5
DEPARTMENT: 64

01:25 PM
User Services

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

PAGE 18
ACCOUNTING PERIOD 9/2017

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	12.98	
		291-6470-601.32-95	PERIODICALS	99.00	
		291-6470-601.32-75	AV MTLs	28.45	692.35
75402	AV CAFE	291-6470-601.32-75	AV MTLs	28.45	28.45
75404	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	90.62	
		291-6470-601.32-75	AV MTLs	299.69	
		291-6470-601.32-75	AV MTLs	55.76	
		291-6470-601.32-75	AV MTLs	132.60	
		291-6470-601.32-75	AV MTLs	16.50	
		291-6470-601.32-75	AV MTLs	546.08	
		291-6470-601.32-80	BOOKS	112.53	
		291-6470-601.32-80	BOOKS	386.45	
		291-6470-601.32-80	BOOKS	400.37	
		291-6470-601.32-80	BOOKS	399.47	
		291-6470-601.32-80	BOOKS	323.37	
		291-6470-601.32-80	BOOKS	370.36	
		291-6470-601.32-80	BOOKS	171.34	
		291-6470-601.32-80	BOOKS	536.16	
		291-6470-601.32-80	BOOKS	826.54	
		291-6470-601.32-80	BOOKS	667.28	
		291-6470-601.32-80	BOOKS	131.71	
		291-6470-601.32-80	BOOKS	229.06	
		291-6470-601.32-80	BOOKS	1,117.06	
		291-6470-601.32-80	BOOKS	249.54	
		291-6470-601.32-80	BOOKS	23.15	
		291-6470-601.32-80	BOOKS	612.52	
		291-6470-601.32-80	BOOKS	217.02	
		291-6470-601.32-80	BOOKS	271.00	
		291-6470-601.32-80	BOOKS	310.06	
		291-6470-601.32-80	BOOKS	456.75	
		291-6470-601.32-80	BOOKS	1,432.70	
		291-6470-601.32-80	BOOKS	141.12	
		291-6470-601.32-80	BOOKS	806.32	
		291-6470-601.32-80	BOOKS	226.97	
		291-6470-601.32-80	BOOKS	307.91	
		291-6470-601.32-80	BOOKS	634.89	
		291-6470-601.32-80	BOOKS	252.69	
		291-6470-601.32-80	BOOKS	1,011.48	
		291-6470-601.32-80	BOOKS	277.95	
		291-6470-601.32-80	BOOKS	174.99	
		291-6470-601.32-80	BOOKS	119.27	
		291-6470-601.32-80	BOOKS	484.22	
		291-6470-601.32-80	BOOKS	226.11	
		291-6470-601.32-80	BOOKS	455.89	
		291-6470-601.32-80	BOOKS	124.98	
		291-6470-601.32-80	BOOKS	401.74	
		291-6470-601.32-80	BOOKS	1,671.75	

PREPARED 09/15 01:25 PM
PROGRAM GM348U
DEPARTMENT: 64 User Services

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

PAGE 19
ACCOUNTING PERIOD 9/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	140.01	
		291-6470-601.32-80	BOOKS	483.69	
		291-6470-601.32-80	BOOKS	117.70	
		291-6470-601.32-80	BOOKS	183.20	
		291-6470-601.32-80	BOOKS	232.01	
		291-6470-601.32-80	BOOKS	547.38	
		291-6470-601.22-85	PROC SERVS	205.20	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	149.35	
		291-6470-601.22-85	PROC SERVS	65.75	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	78.40	
		291-6470-601.22-85	PROC SERVS	70.70	
		291-6470-601.22-85	PROC SERVS	376.20	
		291-6470-601.22-85	PROC SERVS	361.00	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	5.60	
		291-6470-601.22-85	PROC SERVS	140.00	
		291-6470-601.22-85	PROC SERVS	311.60	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	77.15	
		291-6470-601.22-85	PROC SERVS	267.15	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.32-75	AV MTLs	58.01	
		291-6470-601.32-75	AV MTLs	258.50	
		291-6470-601.32-75	AV MTLs	80.11	
		291-6470-601.32-75	AV MTLs	24.87	
		291-6470-601.32-80	BOOKS	935.13	
		291-6470-601.32-80	BOOKS	665.28	
		291-6470-601.32-80	BOOKS	365.16	
		291-6470-601.32-80	BOOKS	99.95	
		291-6470-601.32-80	BOOKS	144.69	
		291-6470-601.32-80	BOOKS	192.43	
		291-6470-601.32-80	BOOKS	426.94	
		291-6470-601.32-80	BOOKS	225.63	
		291-6470-601.32-80	BOOKS	342.45	
		291-6470-601.32-80	BOOKS	387.50	
		291-6470-601.32-80	BOOKS	1,060.62	
		291-6470-601.32-80	BOOKS	196.15	
		291-6470-601.32-80	BOOKS	258.82	
		291-6470-601.32-80	BOOKS	217.92	
		291-6470-601.32-80	BOOKS	159.98	
		291-6470-601.32-80	BOOKS	92.37	

PREPARED 09/15
PROGRAM GM348U
DEPARTMENT: 64

01:25 PM

User Services

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

PAGE 20
ACCOUNTING PERIOD 9/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	248.03	
		291-6470-601.32-80	BOOKS	75.78	
		291-6470-601.32-80	BOOKS	238.85	
		291-6470-601.32-80	BOOKS	917.91	
		291-6470-601.32-80	BOOKS	169.58	
		291-6470-601.32-80	BOOKS	218.37	
		291-6470-601.32-80	BOOKS	186.97	
		291-6470-601.32-80	BOOKS	162.18	
		291-6470-601.32-80	BOOKS	815.97	
		291-6470-601.32-80	BOOKS	673.07	
		291-6470-601.32-80	BOOKS	305.12	
		291-6470-601.32-80	BOOKS	1,358.60	
		291-6470-601.32-80	BOOKS	373.09	
		291-6470-601.32-80	BOOKS	341.05	
		291-6470-601.32-80	BOOKS	1,019.96	
		291-6470-601.32-80	BOOKS	839.55	
		291-6470-601.32-80	BOOKS	77.40	
		291-6470-601.32-80	BOOKS	91.21	
		291-6470-601.32-80	BOOKS	104.53	
		291-6470-601.32-80	BOOKS	239.03	
		291-6470-601.32-80	BOOKS	298.02	
		291-6470-601.32-80	BOOKS	151.34	
		291-6470-601.32-80	BOOKS	1,137.51	
		291-6470-601.32-80	BOOKS	625.46	
		291-6470-601.32-80	BOOKS	127.20	
		291-6470-601.32-80	BOOKS	680.53	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	338.20	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	258.40	
		291-6470-601.22-85	PROC SERVS	5.60-	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	34.20	
		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	224.20	
		291-6470-601.22-85	PROC SERVS	61.60	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	388.75	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	216.25	
		291-6470-601.22-85	PROC SERVS	243.20	
		291-6470-601.22-85	PROC SERVS	27.75	
		291-6470-601.22-85	PROC SERVS	245.50	
		291-6470-601.22-85	PROC SERVS	345.80	
		291-6470-601.22-85	PROC SERVS	122.05	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.32-75	AV MTLs	36.36	
		291-6470-601.32-80	BOOKS	597.71	

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 PROGRAM GM348U5
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	335.12	
		291-6470-601.32-80	BOOKS	65.70	
		291-6470-601.32-80	BOOKS	366.00	45,244.47
75405	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLS	244.92	
		291-6470-601.32-75	AV MTLS	2,048.73	
		291-6470-601.32-75	AV MTLS	137.38	
		291-6470-601.32-75	AV MTLS	208.35	
		291-6470-601.32-75	AV MTLS	16.48	
		291-6470-601.32-75	AV MTLS	160.30	
		291-6470-601.32-75	AV MTLS	16.48-	
		291-6470-601.32-75	AV MTLS	16.89	
		291-6470-601.32-75	AV MTLS	3,852.63	
		291-6470-601.32-75	AV MTLS	656.66	
		291-6470-601.32-75	AV MTLS	78.93	
		291-6470-601.32-75	AV MTLS	2,583.28	
		291-6470-601.32-75	AV MTLS	149.95	
		291-6470-601.32-75	AV MTLS	41.27	
		291-6470-601.32-75	AV MTLS	127.60	
		291-6470-601.32-75	AV MTLS	11.89	
		291-6470-601.32-75	AV MTLS	4,105.02	
		291-6470-601.32-75	AV MTLS	91.81	
		291-6470-601.32-75	AV MTLS	25.72	
		291-6470-601.32-75	AV MTLS	220.48	
		291-6470-601.32-75	AV MTLS	381.39	
		291-6470-601.32-75	AV MTLS	4,185.83	
		291-6470-601.32-75	AV MTLS	199.38	
		291-6470-601.32-75	AV MTLS	292.73	
		291-6470-601.32-75	AV MTLS	11.88	19,833.02
75406	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLS	546.11	
		291-6470-601.32-75	AV MTLS	1,242.46	
		291-6470-601.32-75	AV MTLS	877.20	
		291-6470-601.32-75	AV MTLS	520.02	3,185.79
75408	BIBLIOTHECA +3M	291-6470-601.32-75	eAUDIOBOOKS-JULY 2017	76.00	
		291-6470-601.32-80	eBOOKS-JULY 2017	4,111.27	
		291-6470-601.32-80	eBOOKS-JULY 2017	204.99	
		291-6470-601.32-75	eAUDIOBOOKS-JULY 2017	321.90	
		291-6470-601.32-75	eAUDIOBOOKS-JULY 2017	1,625.38	
		291-6470-601.32-80	eBOOKS-JULY 2017	2,928.91	9,268.45
75410	BRODART CO	291-6470-601.32-05	PAMPHLET FILES	24.63	24.63
75417	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	23.37	
		291-6470-601.32-80	BOOKS	139.62	
		291-6470-601.32-80	BOOKS	46.74	
		291-6470-601.32-80	BOOKS	104.85	314.58
75423	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	21.94	
		291-6470-601.32-80	BOOKS	3.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	73.80	99.73
75424	COMPLETE INVESTOR	291-6470-601.32-95	PERIODICALS	87.00	87.00
75426	COUNCIL OF ISLAMIC ORGANIZATIONS	291-6470-601.32-95	PERIODICALS	25.00	25.00
75427	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	210.24	
		291-6470-601.32-95	PERIODICALS	34.36	
		291-6470-601.32-95	PERIODICALS	38.46-	206.14
75432	DEMCO INC	291-6470-601.32-05	PAPER TAPE, LABEL PROTEC-	526.11	
		291-6470-601.32-05	IMPRINTED COLOR-CODED	104.13	630.24
75440	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	162.28	162.28
75443	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	182.35	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	55.98	
		291-6470-601.32-80	BOOKS	407.88	
		291-6470-601.32-80	BOOKS	59.18	
		291-6470-601.32-80	BOOKS	665.39	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	1,441.34	3,068.66
75444	GARVEYS OFFICE PRODUCTS	291-6470-601.30-05	STICKY NOTES	5.92	
		291-6470-601.30-05	OFFICE SUPPLIES	53.58	59.50
75451	HERB QUARTERLY	291-6470-601.32-95	PERIODICALS	33.00	33.00
75455	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	108.75	108.75
75460	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	301.05	
		291-6470-601.32-95	PERIODICALS	99.95	401.00
75461	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	75.05	
		291-6470-601.32-80	BOOKS	30.57	
		291-6470-601.32-80	BOOKS	124.19	
		291-6470-601.32-80	BOOKS	11.38	
		291-6470-601.32-80	BOOKS	16.18	
		291-6470-601.32-80	BOOKS	39.92	
		291-6470-601.32-80	BOOKS	45.24	
		291-6470-601.32-80	BOOKS	63.02	
		291-6470-601.32-80	BOOKS	43.20	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	82.40	
		291-6470-601.32-80	BOOKS	68.67	
		291-6470-601.32-80	BOOKS	25.37	

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PROGRAM GM348U.
DEPARTMENT: 64

User Services

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

PAGE 23
ACCOUNTING PERIOD 9/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	170.09	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	152.46	
		291-6470-601.32-80	BOOKS	426.89	
		291-6470-601.32-80	BOOKS	92.09	
		291-6470-601.32-80	BOOKS	120.41	
		291-6470-601.32-80	BOOKS	39.45	
		291-6470-601.32-80	BOOKS	90.25	
		291-6470-601.32-80	BOOKS	62.93	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	6.59	
		291-6470-601.32-80	BOOKS	11.97	
		291-6470-601.32-75	AV MTLs	49.68	
		291-6470-601.32-80	BOOKS	10.17	
		291-6470-601.32-80	BOOKS	371.01	
		291-6470-601.32-80	BOOKS	674.41	
		291-6470-601.32-80	BOOKS	18.59	
		291-6470-601.32-80	BOOKS	234.90	
		291-6470-601.32-80	BOOKS	83.11	
		291-6470-601.32-80	BOOKS	38.96	
		291-6470-601.32-80	BOOKS	38.22	
		291-6470-601.32-80	BOOKS	24.83	
		291-6470-601.32-80	BOOKS	50.04	
		291-6470-601.32-80	BOOKS	15.25	
		291-6470-601.32-80	BOOKS	125.27	
		291-6470-601.32-80	BOOKS	29.56	
		291-6470-601.32-80	BOOKS	37.17	
		291-6470-601.32-80	BOOKS	89.35	
		291-6470-601.32-80	BOOKS	88.14	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	3.59	
		291-6470-601.32-80	BOOKS	36.09	
		291-6470-601.32-80	BOOKS	23.32	
		291-6470-601.32-80	BOOKS	45.99	
		291-6470-601.32-80	BOOKS	36.56	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	79.43	
		291-6470-601.32-80	BOOKS	31.42	
		291-6470-601.32-80	BOOKS	59.25	
		291-6470-601.32-80	BOOKS	58.70	
		291-6470-601.32-80	BOOKS	127.38	
		291-6470-601.32-80	BOOKS	50.22	
		291-6470-601.32-80	BOOKS	28.20	
		291-6470-601.32-80	BOOKS	21.59	
		291-6470-601.32-80	BOOKS	59.28	
		291-6470-601.32-80	BOOKS	97.40	4,600.73
75465	KANOPY LLC	291-6470-601.32-75	AV MTLs	242.00	242.00
75476	LONELY PLANET PUBLICATIONS, IN	291-6470-601.32-95	PERIODICALS	10.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					10.00
75480	MAXIM	291-6470-601.32-95	PERIODICALS	19.97	19.97
75486	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	350.12	
		291-6470-601.32-75	AV MTLs	256.34	
		291-6470-601.32-75	AV MTLs	217.30	
		291-6470-601.32-75	AV MTLs	7,695.52	
		291-6470-601.32-75	AV MTLs	376.94	8,896.22
75489	MULTICULTURAL BOOKS & VIDEOS	291-6470-601.32-80	BOOKS	13.95	13.95
75490	NATL GEOGRAPHIC	291-6470-601.32-95	PERIODICALS	24.00	24.00
75492	NEW YORK TIMES CO,THE	291-6470-601.32-95	PERIODICALS	1,014.00	1,014.00
75495	NORTHWEST SUBURBAN GENEALOGY SOC	291-6470-601.32-95	PERIODICALS	20.00	20.00
75497	OK MAGAZINE	291-6470-601.32-95	PRIODICALS	46.28	46.28
75500	PETERSONS A NELNET COMPANY	291-6470-601.32-80	BOOKS	48.80	48.80
75501	PIONEER PRESS	291-6470-601.32-95	PERIODICALS	84.24	84.24
75507	RECORDED BOOKS INC	291-6470-601.32-95	PERIODICALS	12.44-	
		291-6470-601.32-95	PERIODICALS	24.99-	
		291-6470-601.32-95	PERIODICALS	24.99-	
		291-6470-601.32-75	AV MTLs	6.95	
		291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	82.20	
		291-6470-601.32-75	AV MTLs	115.00	
		291-6470-601.32-75	AV MTLs	82.20	
		291-6470-601.32-05	CD CASES	1,443.70	1,766.63
75508	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	184.96	184.96
75516	SHOWCASES	291-6470-601.32-05	CD/DVD ALBUMS	212.54	212.54
75521	STAPLES ADVANTAGE	291-6470-601.32-90	ROLLING HAND BASKETS	457.98	457.98
75524	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	88.07	
		291-6470-601.32-80	BOOKS	35.83	123.90
75531	WAREHOUSE DIRECT	291-6470-601.30-05	OFF SUPPS	57.90	
		291-6470-601.32-05	PROC SUPPS	47.40	105.30
75532	WASHINGTON SPECTATOR	291-6470-601.32-95	PERIODICALS	18.00	18.00
75533	WASHINGTON TIMES NATIONAL WEEKLY	291-6470-601.32-95	PERIODICALS	79.95	
***** DIVISION TOTAL ****					111,378.34
***** DEPARTMENT TOTAL **					136,107.66
***** GRAND TOTAL *****					1,041,053.36

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	274,951.96
491	Capital Projects-Library	766,101.40
**** TOTAL ALL FUNDS ****		1,041,053.36

September 19, 2017

**Arlington Heights Memorial Library
Special Funds Summary
8/31/2016**

Count 37

	Account	Amount	Description	Staff
Check # 1476-AHML - Petty Cash				
8/7/2017	6420-2102	\$ 50.00	Equipment Maintenance	M Ambrose
	6440-3202	\$ 7.48	Program Events	S Hill
	6440-3202	\$ 10.00	Program Events	S Harissis
	6440-3202	\$ 49.82	Program Events	J Czajka
	6440-3202	\$ 45.77	Program Events	M Vela
	6405-3202	\$ 25.26	Program Events	A Son
	6440-3202	\$ 15.00	Program Events	A Son
	6001-2203	\$ 35.96	Travel/Training	J Andrykowski
	6420-2203	\$ 47.67	Travel/Training	A Son
	6420-3201	\$ 12.47	Program Supplies	B Weiner
	6405-3201	\$ 21.96	Program Supplies	A Son
8/14/2017	6440-3202	\$ 29.70	Program Events	T Dantis
	6440-3202	\$ 45.77	Program Events	C Caputo
	6004-3202	\$ 42.44	Program Events	S Hill
	6440-3202	\$ 48.91	Program Events	K Devitt
	6450-2202	\$ 36.00	ALA Dues	A Bochenek
	6450-3185	\$ 19.77	Small Tools & Equipment	B Bednarek
8/21/2017	6003-2203	\$ 43.00	Travel/Training	C Medsker
	6440-3202	\$ 42.96	Program Events	A Son
	6405-2203	\$ 40.00	Travel/Training	A Son
	6001-2205	\$ 7.29	Postage	G Rojek
	6440-3202	\$ 25.33	Program Events	A Belford
	6405-2203	\$ 26.00	Travel/Training	S Mayer
	6440-3202	\$ 20.94	Program Events	M Vela
	6405-3202	\$ 13.40	Program Events	K Zsupan
8/28/2017	6420-2203	\$ 15.46	Travel/Training	J Duncan
	6015-2203	\$ 33.17	Travel/Training	M Klean
	6001-2203	\$ 28.00	Travel/Training	J Moravec
	6001-2203	\$ 39.94	Travel/Training	J Moravec
	6440-2203	\$ 40.00	Travel/Training	S Hollars
	6405-3202	\$ 4.62	Program Events	M Young
	6440-3202	\$ 3.99	Program Events	S Hollars
	6004-3202	\$ 34.28	Program Events	L Priest
	6440-3202	\$ 34.73	Program Events	K Devitt
8/31/2017	6440-3202	\$ 47.01	Program Events	P Sparreo
	6440-3202	\$ 32.66	Program Events	R Allen
	6440-3202	\$ 27.95	Program Events	C Caputo
		<u>\$ 1,104.71</u>		

September 19, 2017

**Arlington Heights Memorial Library
American Express Card Summary
8/31/2017**

<u>CARDHOLDER</u>	<u>Count</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
	89				
J. Kuhl		489-90-00	\$ (63.58)	AMEX Cash back rebate	Other Income/Rebate
M. Driskell		6002-2165	\$ 5.00	Facebook.com	Facebook Ad for FanCon
J. Moravec		6440-3202	\$ 77.00	AMC	11-\$7 AMC e-gift cards
		6004-3202	\$ 441.14	Displays2go	Custom Table Cover - Fan Con
		6440-3202	\$ 70.00	AMC	10-\$7 AMC e-gift cards
		6001-3005	\$ 14.43	Best Buy	Erroneous charge - credit next month
		6470-3005	\$ 27.02	Walmart	Graph Paper
		6440-3202	\$ 36.80	Walmart	Table Covers
		6420-3290	\$ 279.60	L.L. Bean	CC-Large Tote Bags
		6020-2111	\$ 268.52	XL North	XL Grab Dry
		6020-2111	\$ 218.88	Commercial Vacuum	Carpet Protector Spray
		6405-3201	\$ 114.98	AMScope	Digital Camera Microscope
		6440-3202	\$ 106.95	Storied Street Films	Film License
		6003-2201	\$ 419.00	CareerBuilder	30 day job ad - Bookmobile Driver
		6420-3290	\$ 89.97	Container Store	CC-Wall Shelves
		6405-2203	\$ 32.64	Eventbrite	Tickets for SUMMER Not Just for Reading anymore event
		6405-2203	\$ 32.64	Eventbrite	Tickets for STEM fun at the Museum of Science and Industry event
		6450-3185	\$ 95.00	PreSonus	Repair for PreSonus Fire Studio Project
		6002-3185	\$ 282.69	Displays2go	3-Sidewalk Signs
		6002-3005	\$ 139.75	Displays2go	Poster Frames for Walls
		6020-2111	\$ 107.71	Pro Lighting Group	Nova Single Pole Slide to Off Dimmer
		6020-2111	\$ 445.46	Batteries Plus	Four Batteries
		6020-2111	\$ (445.46)	Batteries Plus	Discount
		6020-2111	\$ 387.80	Batteries Plus	Four Batteries
		6440-3202	\$ (7.50)	Candy Warehouse	Tax credit
M Szymanek		6470-3295	\$ 40.00	Fly Squared Media	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	\$ 12.00	SP Beeradvocate	Periodicals
		6470-3280	\$ 21.47	PayPal	Books
		6470-3275	\$ 107.55	BBC America Shop	AV Mtls
		6470-3295	\$ 8.50	PayPal	Periodicals
		6470-3275	\$ 111.45	PBS-Education	AV Mtls
		6470-3275	\$ (6.56)	PBS-Education	Tax credit
		6470-3275	\$ 18.51	PayPal	AV Mtls
		6470-3275	\$ 20.99	Answers in Genesis	AV Mtls
		6470-3275	\$ 11.99	Netflix	AV Mtls
		6470-3295	\$ 99.00	Newsweek	Periodicals
		6470-3275	\$ 28.45	SP Barnes Foundation	AV Mtls
		6470-3275	\$ 17.08	Pledgemusic	AV Mtls
		6470-3275	\$ 78.06	Dead.net	AV Mtls
		6470-3275	\$ 11.99	Netflix	AV Mtls
		6470-3275	\$ 11.99	Netflix	AV Mtls
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls
		6470-3275	\$ 4.99	Acorn.TV	AV Mtls
		6470-3295	\$ 12.98	PayPal	Periodicals
J. Czajka		6440-3202	\$ 265.35	Garibaldi's Italian Eater	15 Pizzas
		6004-3202	\$ 173.49	Domino's	22-Pizzas for the SVS Pizza Party
		6001-2203	\$ 200.00	ILA	ILA 2017 Conference Registration K McCoy
		6440-2202	\$ 40.00	ILA	K McCoy ILA Membership
		6001-2203	\$ 200.00	ILA	ILA 2017 Conference Registration S Jarol
		6440-2202	\$ 100.00	ILA	S Jarol ILA Membership
		6440-3202	\$ 504.66	Sam's Club	Teen Film Fest Prizes
		6440-3202	\$ 375.00	LEGOLAND Discover Ce	Teen SRP Prizes
		6440-3202	\$ 287.68	Sam's Club	Teen SRP Prizes
		6440-3202	\$ 106.63	Trader Joe's	Refreshments for 8/23/17 Adult Spelling Bee
		6440-3202	\$ 83.01	Walmart	Supplies for Pop-Art Pet Portraits. Circle Fest, Thanksgiving Centerpiece Program and Greeti
R. Dworiansyn		6010-3030	\$ 119.70	Calhoun Technologies	CLX-6200 Reverse Unit
		6010-3185	\$ 35.97	Amazon	Surface Case
		6010-2005	\$ 54.10	PayPal	Monthly PayPal PayFlow Pro Subscription
		6010-3232	\$ 99.00	Native	Maschine 2 software

6010-3185	\$ 107.97	Amazon	Samsung 850 Evo Solid State Drive
6010-3032	\$ 9.99	Amazon	Amazon Freetime Unlimited Subscription
6010-3185	\$ 23.98	Amazon	Wall Charger
6010-3032	\$ 75.00	Trello	Monthly Subscription for Trello
6010-3030	\$ 99.90	Amazon	Amazon Basics 9-Volt Batteries
6010-5012	\$ 562.57	Amazon	Western Digital Black 6TB Hard Drive
6010-3185	\$ 55.96	Amazon	western Digital Black 500Gb Hard Drive
6010-3185	\$ 31.25	Amazon	Nook Charging Cables
6010-3185	\$ 9.49	Amazon	Cable Matters USB to Serial Cable
6010-3032	\$ 9.99	Spotify	Monthly Spotify Subscription
6010-3185	\$ 177.00	B&H Photo	Microsoft Surface Arc Touch Mouse
6010-5012	\$ (272.72)	Amazon	Western Digital Black 6TB Hard Drive
6001-2242	\$ 344.85	Comcast	Comcast Monthly Service
6010-3032	\$ 99.00	WebEx	WebEx Monthly Subscription
6010-3185	\$ 45.88	Amazon	UpBright Power Adapter for Tangent Computer
6010-3032	\$ 25.00	GitHub	GitHub Monthly Subscription
6010-3030	\$ 278.56	Amazon	Konica Minolta Toner Cartridge
6010-3185	\$ 45.88	Amazon	UpBright Power Adapter for Tangent Computer
6010-3185	\$ 123.90	B&H Photo	Crucial 8GB RAM Module
6010-3033	\$ 35.00	Lullabot Education	Drupalize.Me Monthly Subscription
Total	<u>\$ 8,374.81</u>		

September 19, 2017

Arlington Heights Memorial Library
Master Card Summary
8/31/2017

Count 13

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M Kelly	6405-3202	\$29.89	Rosati's Pizza	Pizza for TAB Meeting 7/30/17
	6002-2165	\$262.45	Image Cleaners	Tablecloths Clean and Press
	6440-3202	\$86.63	Garage Tavern	Book Swap 7/30/17
	6440-3202	\$70.00	AMC Center	Teen Summer Reading Program Prizes
	6020-2111	\$125.00	Kingsley	Replacement Caster Kit
	6440-3202	\$40.00	Eddies Restaurant	Books and Brews 8/9/17
M Schultz	6405-3202	\$27.50	Rosati's Pizza	Pizza 8/20/17
	6470-3295	\$199.00	Motley	Periodicals
	6470-3280	\$11.99	Lulu	Books
	6470-3275	\$46.98	USA Acorn	AV Mtls
	6470-3275	\$64.00	WTTW Channel	AV Mtls
	6470-3275	\$25.98	Target	AV Mtls
	6470-3295	\$22.97	MoissouriQuilt	Periodicals
	Total	<u>\$1,012.39</u>		

(Item 5)

To: Board of Library Trustees
From: Jason Kuhl
Date: September 13, 2017
Re: Staff Presentation – The Evolution of AHML, Part 2: 2014-2016

At your meeting, I will give the second part of a three-part overview of how AHML has evolved since 2010.

(Action Item 7)

To: Board of Library Trustees

From: Jason Kuhl

Date: September 5, 2017

Re: 2018 Library Holiday Dates/Closings

Each year the board approves the following year's holiday and closing schedule. There are no issues that need to be resolved in this year's schedule.

Suggested motion: **The Board of Library Trustees approves the 2018 Library Holiday Dates and Closings.**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
HOLIDAY AND CLOSING SCHEDULE
2018**

HOLIDAY	LIBRARY CLOSED	PAID HOLIDAY
January 1 – New Year’s Day (Monday)	Yes	Yes
January 15 – Martin Luther King Jr. Day (Monday)	No	Yes
February 19 – Presidents’ Day (Monday)	No	Yes
April 1 – Easter Sunday	Yes	No
May 28 – Memorial Day (Monday)	Yes	Yes
July 4 – Independence Day (Wednesday)	Yes	Yes
September 3 – Labor Day (Monday)	Yes	Yes
October 8 – Columbus Day (Monday)	No	Yes
November 12 – Veterans’ Day observed (Monday)	No	Yes
November 22 – Thanksgiving (Thursday)	Yes	Yes
December 24 – Christmas Eve (Monday)	Yes	Yes
December 25 – Christmas Day (Tuesday)	Yes	Yes
December 31 – New Year’s Eve (Monday)	Closes at 5PM	No
Observance Day (floating holiday)	N/A	Yes

- ◆ Full-time employees receive the benefit of paid holidays. A schedule of holidays is approved annually by the Board of Library Trustees.

- ◆ On New Year’s Eve, Monday, December 31, the library closes at 5:00 p.m.

(Action Item 8)

To: Board of Library Trustees

From: Jason Kuhl

Date: September 12, 2017

Re: 2018 Board of Library Trustees Schedule of Meetings

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; Monday, March 26 (instead of the March Committee of the Whole meeting); or Tuesday, March 27.

March Committee of the Whole Meeting – Due to the PLA conference and the timing between the March board meeting (third Tuesday of the month), the Committee of the Whole meeting (last Monday of the month), the board may decide to cancel the March Committee of the Whole meeting.

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

June Committee of the Whole Meeting – Due to the American Library Association (ALA) annual conference, June 21-26 in New Orleans and the timing between the June board meeting (third Tuesday of the month), the Committee of the Whole meeting (last Monday of the month), the board may decide to cancel the June Committee of the Whole meeting.

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 normally closes at 5:00 p.m. The board may decide to cancel the December Committee of the Whole meeting.

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

**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	
April 2018	April 17	April 30
May 2018	May 15	
June 2018	June 19	June 25 – ALA annual conference - New Orleans Jun 21-26
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	August 27
September 2018	September 18 Yom Kippur Begins at sundown (6:56 PM) – VAH has both 18 and 19 listed	September 24
October 2018	October 16	October 29
November 2018	November 20	November 26
December 2018	December 18	

To: Board of Library Trustees
From: Jason Kuhl
Date: September 5, 2017
Re: Approval for Late Opening for Staff Institute Day 2018

I am requesting the board's permission to open the library at 1:00 p.m. on Wednesday, February 28, 2018 in order to provide our once-a-year training opportunity for the entire staff.

We will also honor staff who have earned awards for 10, 15, 20 and 25 years of service to AHML.

Suggested motion: 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.

Executive Director's Report

September 2017

Facilities and Operations

Circulation News

- In August 2017 our total circulation was 177,534 which was a 9% decrease from August 2016. Year to date circulation is down 6%.
- Electronic checkouts were up 13.7% compared to last August and up 4.5% year to date.
- Self-check stations were used to check out 66% of all items in the main library, which was a 1.5% increase over August of 2016.
- The two week closure of the drive up window during parking lot construction had an impact on several statistics:
 - Checkouts and cars at the drive-up were down 49% and 45% respectively.
 - However, checkouts at the Senior Center and the Bookmobile were both up 16%. This was most likely due to the number of customers who requested a change to an off-site pick-up location for their drive-up holds.
 - One surprising statistic that remained constant in August was our percentage of holds not picked, which was 12.9% this August compared to 13% in August 2016. We held items one extra day, offered remote site pick-up and even provided curbside delivery for customers needing special accommodations. All these factors contributed to customers getting their holds, in spite of the inconvenience of the parking lot project.

Collection Services News

- Due to their continued popularity, 20 more rolling shopping baskets were added to the collection. About three-fourths of them are typically checked out at any point in time.

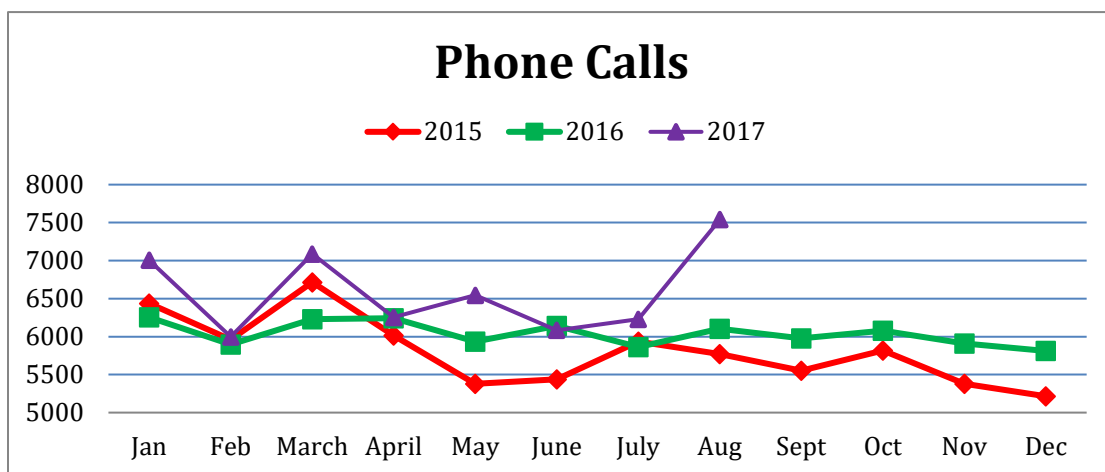
- The Friends of the Library and Collection Services have been working collaboratively to handle post-book-sale materials a bit differently going forward. As part of this change, approximately 170 boxes of unsold items were shipped to Better World Books after the August sale.

Digital Services News

- The third Tech Bar theme, 2017 Eclipse, had 992 interactions over a 6-week period. The next theme, Online Privacy in the 21st Century, went up the week of September 11th.
- We offered four new classes in August: Snapchat; GIMP: Free Windows Photo Editor; Cord Cutting 101: Exploring Cable Alternatives; and Kanopy & Hoopla: Streaming Videos and More.

Info Services News

- We had 7,540 phone interactions in the month of August. This is a 24% increase compared to August 2016.
- Leading up to the eclipse we had a large number of inquiries about where to find eclipse glasses, as well as calls about the eclipse path, timeline, and programs. Compared to the same weekend (Friday-Monday) the previous year there was a 97% increase in the numbers of calls.



- Chat was also very busy during the month of August with a 13% increase from August 2016. Staff answered about 40 chats related to the solar eclipse and eclipse glasses.
- There was an 11% increase of number of persons using the conference rooms (3335) compared to July (3010). These numbers are impressive, considering the parking lot project was underway.
- We delivered 466 items to customers that live independently but are unable to get to the library and 499 items to customers living in healthcare facilities. We added 5 new library delivery customers this month. One customer commented *“Thank you for the stopping by and listening to me.”*

Staff Training Opportunities

I want to take a moment to highlight training opportunities that are afforded staff at AHML and provide some benchmark data from peer libraries. We make professional development a priority and provide a wide range of staff with opportunities to attend conferences and workshops, as well as take part in webinars and other opportunities. So far in 2017, 90 unique staff have participated in training opportunities or are registered for opportunities that occur later in the year. This includes 25 staff who attended Reaching Forward, 29 staff who attended the American Library Association Annual Conference, and 17 staff who are registered for the Illinois Library Association Annual Conference later in the year.

A partial list of conferences and workshops attended by staff in 2017 include:

- ALA Midwinter - January 20-24 – Atlanta, GA
- Planning and Administering SharePoint 2016 – February 20-24
- ULC Education Working Group – March 1-2 – Washington DC
- Illinois Youth Services Institute – March 10-11 – Springfield, IL
- Library Technology – March 15-16 – St Paul, MN
- Innovative User Group – April 3-5 – National Harbor, MD
- Commission on Adult Basic Education – April 3-5 – Orlando, FL
- Digital Public Library Association Fest – April 20-21 – Harold Washington Library, Chicago
- Reaching Forward – May 5 – Rosemont
- ALA Annual Conference – June 22-27 – Chicago
- WILIUG – July – southern WI
- National Summit on Volunteer Engagement Leadership – July 26-28 – St Paul, MN
- ILA – October 10-12 – Tinley Park
- Harwood/ALA Innovators Lab – October – Atlanta, GA

- YALSA's Young Adult Services Symposium—November 3-5—Louisville, KY

Significant webinars include:

- ULC Webinar Series on Cultural Intelligence – April 27 and May 11
- ALA webinar Mindfulness for Librarians: Handling Stress and Thriving Under Pressure – June 16
- Booklist Webinar - Enticing Book Club Picks – July 18
- Leading with Emotional Intelligence Webinar – LLAMA – August 23

In the proposed 2018 budget being reviewed by the Budget Committee, approximately **\$136,000** has been allocated for travel and training. As a comparison, the Skokie Public Library has **\$120,000** in their most current budget, the Schaumburg Township District Library has **\$114,000**, and the Oak Park Public Library has **\$80,000**.

Inspiring Understanding

Wider Lens films - *Before the Flood* and *Storied Streets*

The Wider Lens film series offers space for learning and connection around issues and experiences presented in documentary films. Each screening is followed by a facilitated discussion with a new community partner. August saw 33 attendees gather to discuss climate change as portrayed in Leonardo DiCaprio's *Before the Flood*. Facilitator Lisa Albrecht of Solar Service Inc. offered a balanced discussion. On September 5, we partnered with Journeys to present *Storied Streets*, exploring the issue of homelessness through the stories of people living it.

Survey responses included:

"I am so glad that I attended this program. I took away many valuable thoughts to share with my friends and family."

I attended because our church (First Pres of AH) has a PADS site and is also involved in Faith Community Homes. I think the movie and discussion would be a good resource for people involved as volunteers in both programs. Excellent program."

Programs

Build a Better World Summer Reading Success

Summer was busy as readers of all ages worked to **Build a Better World** through this year's summer reading challenges. Parents enjoyed working with their children to practice kindness; tweens and teens came out in record numbers to read more diverse books; and hundreds of adults shared thanks for the people in their life who go above and beyond on our interactive chalkboard displays. Some highlights:

Kids

- More than 4,000 babies through tweens registered to participate - up 700 from 2016. Completion rate was higher than usual at 25% .
- Tweens responded to this year's program in a big way, with more than 1,000 participating. The popularity of the Good Deed Machine spurred tweens to carry out more than 2,000 good deeds in the community.
- 196 active teen volunteers worked in 12 different squads to build skills and create and deliver unique programs at the library and in the community. Supported by Friends of the Library, they contributed 1,633.87 volunteer hours, which includes essential services at the summer reading table.

Teens

- 393 teens registered with 84 finishers - a notable increase from last year's program, which reached 116.
- Teens were challenged to review a book, movie, show or album that impacted them; to gain experiences at a library event; to garner skills in the teen DIY space; to create a film for the Teen Film Fest; or to contribute time to a volunteer project.
- The rise in teen interest and participation is likely due to strong school partnerships and impactful outreach visits to local schools: Our Lady of the Wayside, Buffalo Grove High School, Holmes Middle School, and Cooper Middle School.

Adults

- 197 adults registered for adult summer reading challenges designed to broaden their worldview and offered via Beanstack. 56 earned a “Build a Better World” prize for completing one track while 37 people earned an “Above and Beyond” prize for completing two.
- A Build a Better World book display proved popular, circulating more than 300 items selected by staff to complement the theme. One customer went out of her way to let us know she appreciated that the program pushed her to read things she wouldn’t normally, which she was enjoying. Many complimented the program for being edgy and timely.
- Passive engagement with the theme was high with hundreds of adults, teens and kids flocking to contribute to new chalkboard displays. Originally displayed in Marketplace, the demand necessitated a second chalkboard. Rotating questions prompted visitors to think about themes of community and kindness. Some examples of their meaningful contributions:

Who has gone above and beyond in your world? Share their good deeds here.

Everyone who is kind to others; People who stand up for their rights; Teachers who nurture and guide our children; Mathematicians - they calculate every last thing we need

Random Acts of Kindness

Continuing the spirit of Build a Better World, tweens dropped in to “make some simple projects designed to giveaway and make someone's day”. They created Kindness Rocks (popular nationally this summer) and tagged dinosaurs (“You found me, now I’m yours”), then hid their creations throughout the community where they were waiting to be found and to spread kindness.

One Book, One Village

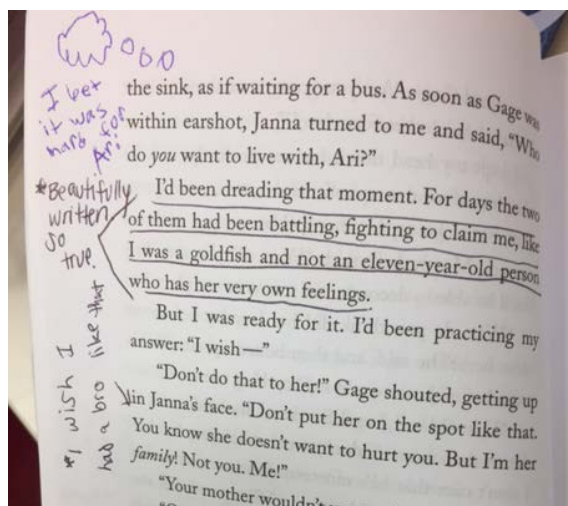
AHML’s fourth annual One Book, One Village community read launched August 18 with a Marketplace display introducing our 2017 selection, Dave Eggers’ *The Circle*. In an effort to include as many readers as possible the book is available in Spanish, Polish, Japanese and Chinese, plus the library will facilitate its first online book discussion. Hosted via a Facebook group, **The Circle AHML Book Discussion** invites readers to steer the discussion, contributing anytime, from anywhere. Five staff moderators will facilitate and offer engaging prompts, questions, related articles, interviews, and more.

We will partner with Forest View Educational Center in a new capacity to host Dave Eggers, appearing in conversation with Info Services Supervisor Pam Schwarting, on Thursday, October 12. The event - our largest adult author event at 380 seat capacity - has already filled.

One Book programming began September 5 with 39 in attendance to learn about "Future Tech: Trends in Technology." September programs continue to explore technology and offer balance. Beginning October 1, an original exhibit, #beinthecircle, will invite visitors into a circle of iPads to share reflections on how social media and technology impact or help them.

Margin Project

As a part of the tween summer reading program, participants were challenged to read a book from the Margin Project collection. This special collection of books encourages readers to interact with the text by making comments, doodles, observations and notes in the margins as they read. The project sparked the interest of many tweens who were excited to "break the rules" and write in a library book. What these tweens might not realize is that they are gaining important annotation skills that will help them become more careful and critical readers of all kinds of texts. The 155 book collection has seen 196 circs in three months. Many thoughtful questions, interesting observations and insightful conversations have been written down on the pages of the Margin project books so far. The project will continue this fall and possibly longer depending on the continued level of demand.



Puzzle-palooza

Families and children of all ages were treated to a variety of puzzles in Kids' World. Over 80 attendees moved from puzzle to puzzle, connecting with one another as they pieced them together. The developmental benefits of puzzling are well-documented and people find the activity relaxing and creative. Parents and children asked when the next event would be. (The answer - winter break!)

11th Annual Teen Film Fest

This year's Teen Film Fest attracted 81 customers who viewed 25 teen-created films. New this year was a weekly Teen Film Camp to assist teens with their entries and an early-bird deadline so teens could improve films after receiving staff feedback. The panel of judges included stand-up comedian and actress Tamara Chambers, former Teen Film Fest winner Robert Kraybill and *Daily Herald* film critic Dann Gire. After the Film Fest, 55 customers gathered for a Glow Party in the Hub and Cardinal Room. We celebrated teen filmmakers and played glow-in-the-dark games.

**Tween Advisory Group (TAG) at Farmers Market**

The library has continued to pop-up at the Farmer's Market on the third Saturday of the month. August's activity was created by TAG, who engaged visitors in making bubble wands and playing with bubbles. 115 customers of all ages stopped by to play, connect, and learn about TAG.

Teddy Bear Picnic

The summer in Kids' World came to a close with the annual Teddy Bear Picnic. This year two sessions were offered and each filled to capacity with well-loved bears and toddlers.

Children entered the room via a bear cave and enjoyed teddy bear cookies. The program was filled with stories, music, puppets and a parade to the tune of Teddy Bears on Parade.

Solar Eclipse Viewing Party

An estimated 600+ people gathered in North School Park to view the first coast-to-coast total solar eclipse in nearly a century. Over 400 people lined up to receive solar glasses, with the first customers arriving at 7 a.m. We distributed 245 pairs and reserved five for sharing at a designated station - a popular feature.

The library also set up a telescope with a solar filter and distributed pin hole projectors made by tweens. Attendees enjoyed making UV bead bracelets that changed color in the sun and corona chalk art that mimicked the aura that forms around the sun during a total solar eclipse.

Customers also had an opportunity to watch NASA's live stream of the eclipse in the Training Center and Hendrickson Room, where another 100+ people connected through this rare cosmic event. In all, it was a community event that brought people of different ages and backgrounds together through a shared experience. WBBM reporter Craig Dellimore, who covered the event for three hours, shared this sentiment in his broadcast.



Drum Circle in the Park

Now in its third year, the Community Drum Circle facilitated by Matt Potts and “Potts and Pans” moved to North School Park. The new, cozier location and celebration of music attracted 69 people to join in the circle, most of whom stayed the entire hour and a half.

Adult Spelling Bee

Because back to school season isn't just for kids, adults were invited to spell or spectate at our first Adult Spelling Bee. 80 customers registered and 75 attended this highly interactive, bookish event at Arlington Ale House. In addition to prizes for our top two spellers, we awarded a dictionary to the first speller out and a “Covfefe Award” for the most creative spelling.



Grants and Development

Media Literacy @ Your Library

We have applied for this grant offered by the American Library Association (ALA), in collaboration with the Center for News Literacy at Stony Brook University, which focuses on training library staff to help adult patrons become better news consumers. It will be awarded to five public libraries, each of which will work with ALA and the Center for News Literacy to adapt existing media literacy training materials to serve the needs of public librarians and the communities they serve. The teams will attend an in-person training and use their skills to conduct related adult public programs in their communities. Team members will also provide feedback on the training and serve as advisers to, and beta testers for, the development of a corresponding web-based curriculum for the library field.

National Medal for Museum and Library Service

The National Medal for Museum and Library Service honors outstanding libraries and museums that contribute significantly to the wellbeing of their communities. Selected institutions demonstrate extraordinary and innovative approaches to public service, exceeding the expected levels of community outreach. We have assembled a project team and intend to apply before the October deadline.

Autism Welcome Here: Library Programs, Services, and More

We are putting together a proposal for this grant, which funds programs and services to benefit people with autism or their families.

Illinois Humanities Grant

We have submitted a grant proposal to Illinois Humanities to help fund a project to engage underserved audiences in Arlington Heights. The project, called Arlington Heights Memorial Library Embajadores, would be a library ambassador program to promote library services in the community and as a relationship building tool with the Hispanic population.

In the Community

District 59 Open House Collaboration with Mount Prospect Public Library

At Holmes Junior High, we exhibited with Mount Prospect Public Library for the school's Open House. We interacted with 132 attendees who we would not otherwise have reached.

Walk Arlington - A Community Initiative

Last winter, the library joined a multi-agency conversation about expanding the Walk Arlington project, which began in the downtown business district. Village of Arlington Heights Trustee Thomas Glasgow led the charge to explore extending signage into the community, encouraging walking and promoting healthful behavior. VAH brought together stakeholders including representatives from the Village's Bicycle and Pedestrian Advisory Commission, Arlington Heights Park District, Arlington Heights School District 25, Arlington Heights Chamber of Commerce, Northwest Community Healthcare, and the library to consider how we could support the initiative as well as how it could support us. Together all stakeholders discussed the usability, project scope, ideas for how community members might engage with the project through social media or related events, and collaborated on design and strategic locations.

The first round of signs was produced by VAH and installed this summer in strategic locations. Several point community members to the library, encouraging them to walk to us rather than drive. Signs also include the anticipated length of the walk (in minutes, not miles), and the calories burned (demonstrated by food items). Though the benefits of walkability and health are both drivers for the expanded project and go hand in hand, the tagline "Explore it, One Step at a Time" more explicitly promotes the walkability of the community. Pictured are signs spotted at Olive Mary-Stitt School and Harmony Park.



Customer Comments

As you know, one of our priorities is to provide popular materials in a timely manner with minimal waiting:

***Popular Materials:** We will offer the books, movies, music, and emerging formats most in demand by our residents, ensure they are in good condition and easy to find, and make every effort to deliver them in a timely manner with minimal waiting for even the most in-demand items. We will seek to ensure our collection reflects the diversity of our world.*

On September 12, we received this tweet from a happy customer, confirming we are hitting the mark in terms of access to in-demand items:

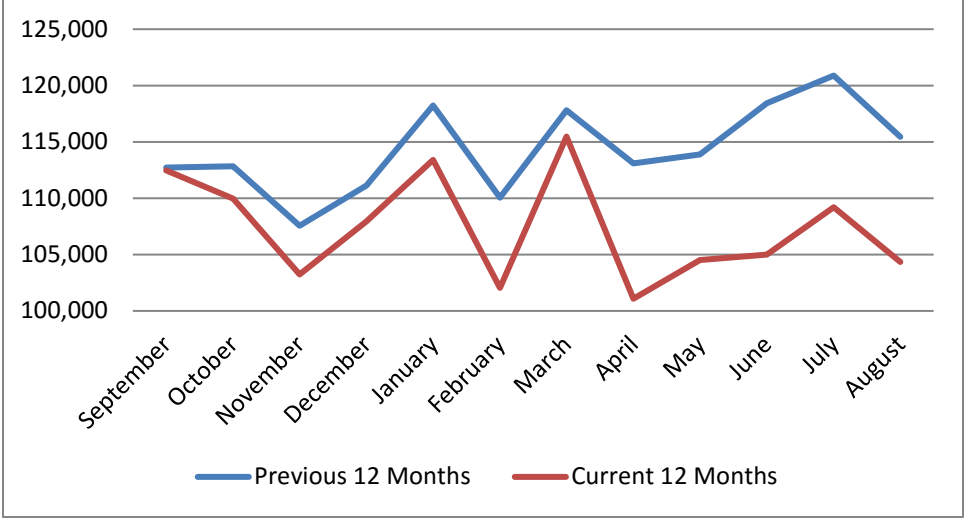
@ahml Love my library! Just picked up Hillary's book. No need to buy it or wait in long hold line. 5 star library #marketplace rocks

9/12/17, 8:05 PM

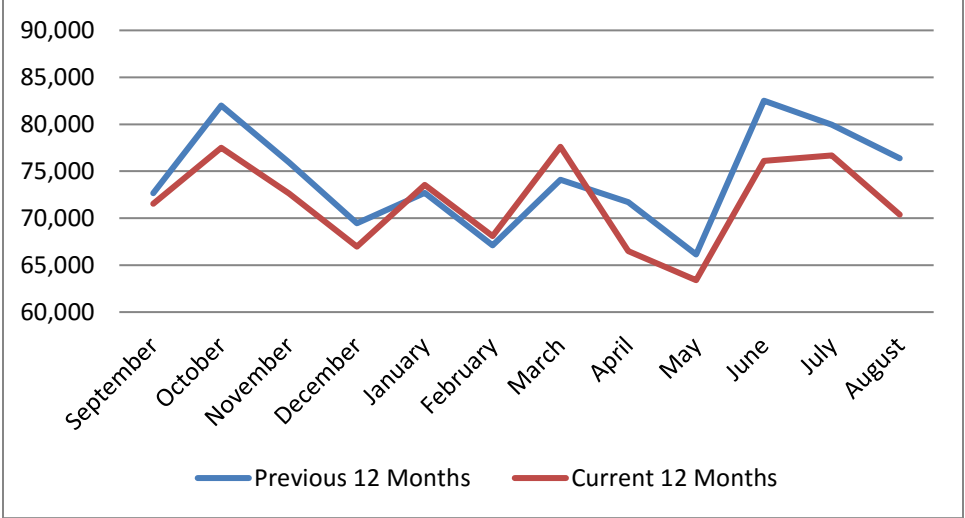
AHML - DASHBOARD - August 2017

	Aug 2017	Aug 2016	% change from last Aug	Jan 2017- Aug 2017	Jan 2016- Aug 2016	% change from last YTD
Total circulation	177,534	195,066	-9%	1,448,382	1,540,997	-6%
Adult circulation	104,353	115,454	-10%	855,069	927,860	-8%
Teen circulation	2,808	3,231	-13%	21,066	22,539	-7%
Children circulation	70,373	76,381	-8%	572,247	590,598	-3%
Print book circulation	87,272	99,441	-12%	726,189	761,653	-5%
Audiovisual circulation	64,015	74,005	-13%	517,009	577,999	-11%
Downloadables circulation	13,213	11,616	14%	130,571	124,977	4%
Self-check as % of main floor circ	66%	65%	1%	66%	64%	2%
Circulation to reciprocal borrowers	10,008	10,467	-4%	86,594	74,507	16%
ILLs borrowed for our customers	407	495	-18%	3,288	4,074	-19%
ILLS lent to other libraries	799	830	-4%	5,670	6,153	-8%
Resident cards issued	409	474	-14%	3,529	3,591	-2%
Reciprocal cards registered	171	162	6%	1,497	1,609	-7%
Reference questions	18,101	16,167	12%	134,906	125,625	7%
Number of Programs	152	141	8%	2,011	1,835	10%
Program attendance	4,956	2,959	67%	84,848	62,869	35%
First-time attendees at programs	90	124	-27%	1,823	1,963	-7%
% of target audience attending	65%	81%	-16%	64%	68%	-4%
% of progs meeting target audience #	76%	65%	11%	83%	80%	3%
Public computer use	11,439	11,768	-3%	88,102	87,200	1%
Website visits	106,119	108,752	-2%	863,719	859,321	1%
In-person visitors	85,659	92,708	-8%	706,862	708,850	0%
Marketplace - % of adult coll / of circ	9% / 35.2%	8% / 34%	1% / 1%	8.7% / 35%	8% / 34%	1% / 1%
Kids' Mktplace - % of KW coll / of circ	5% / 16.8%	5% / 15%	0% / 2%	5.1% / 16.1%	5% / 15%	0% / 1%
Volunteer hours	2,535	2,519	1%	20,199	20,684	-2%

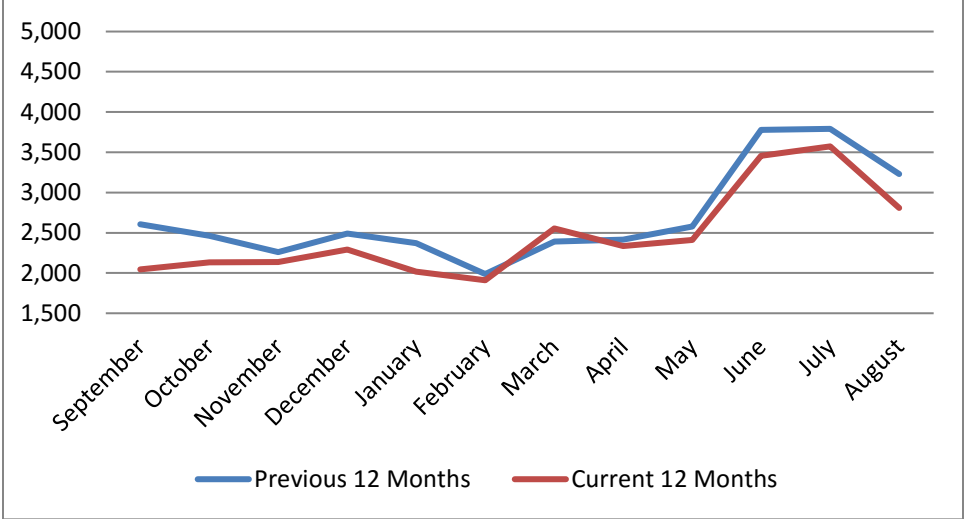
Adult Circulation



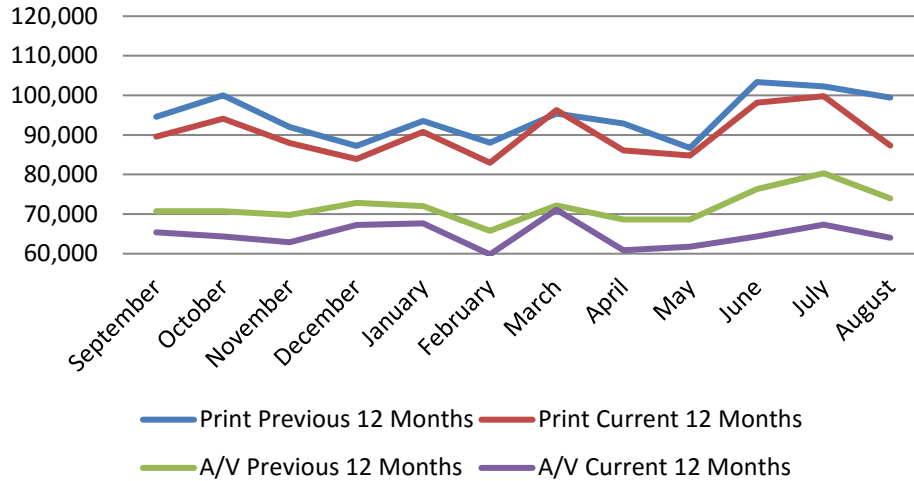
Children's Circulation



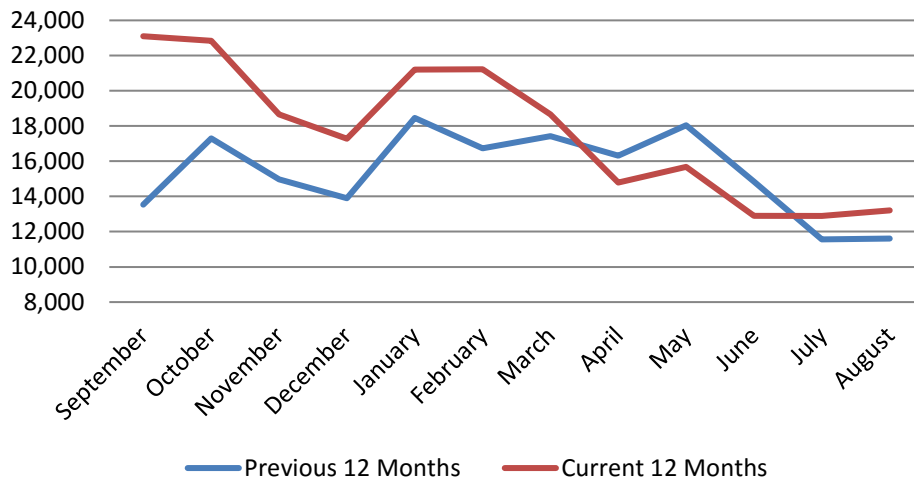
Teen Circulation



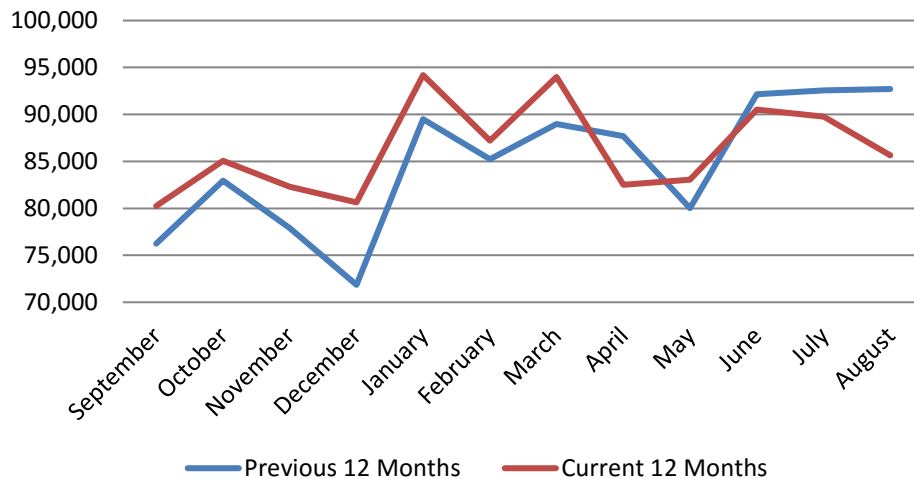
Physical Circulation

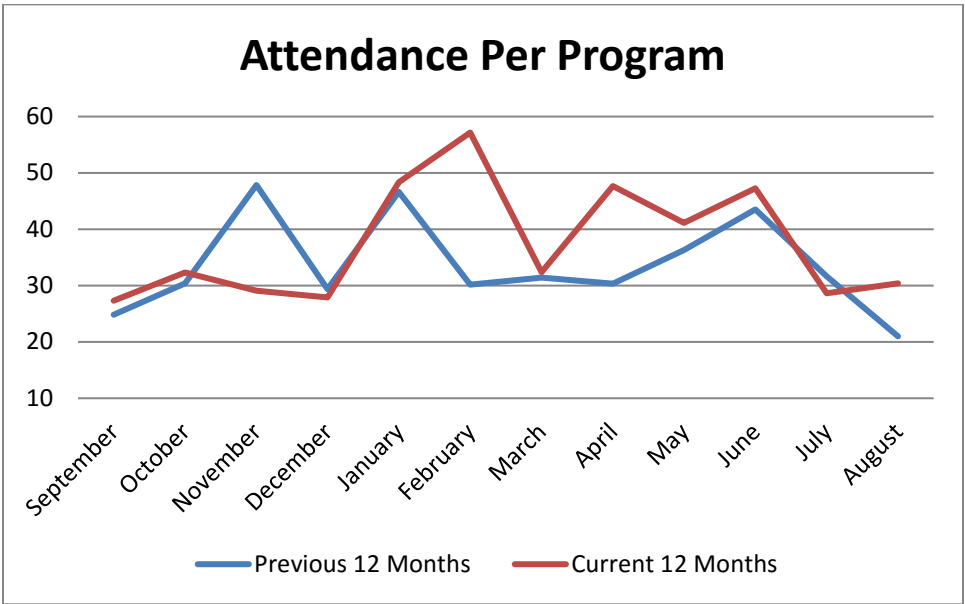
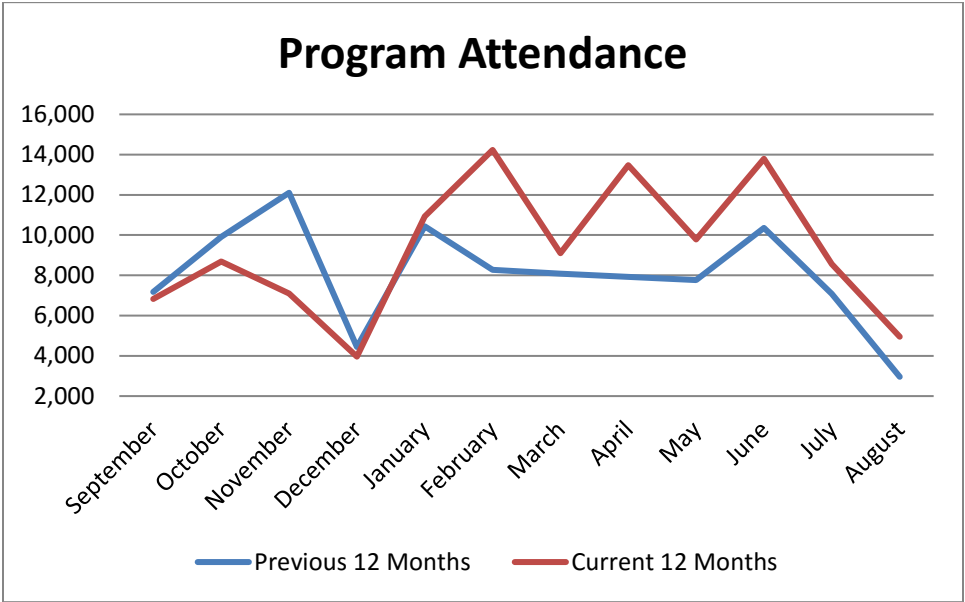
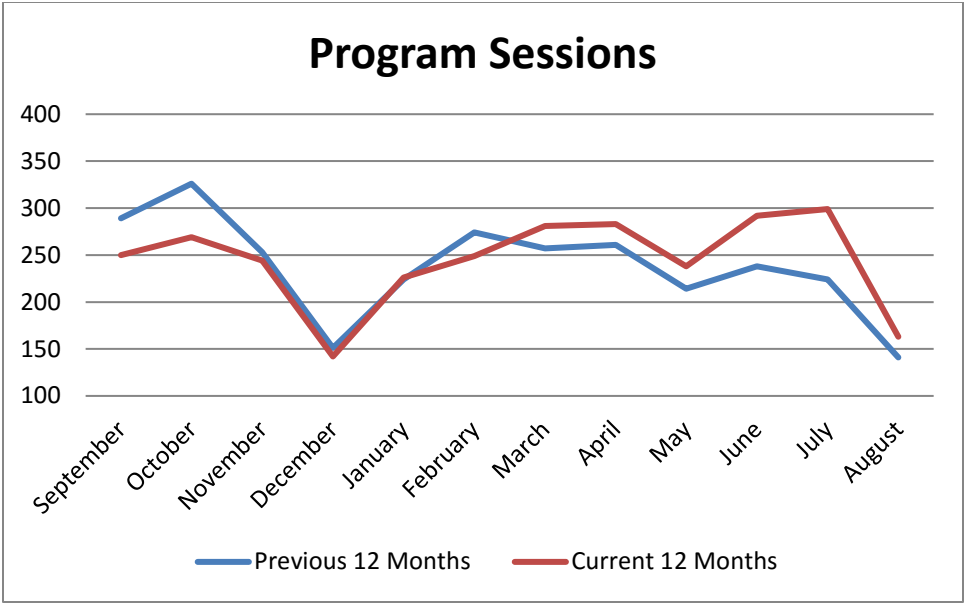


Downloadables Circulation

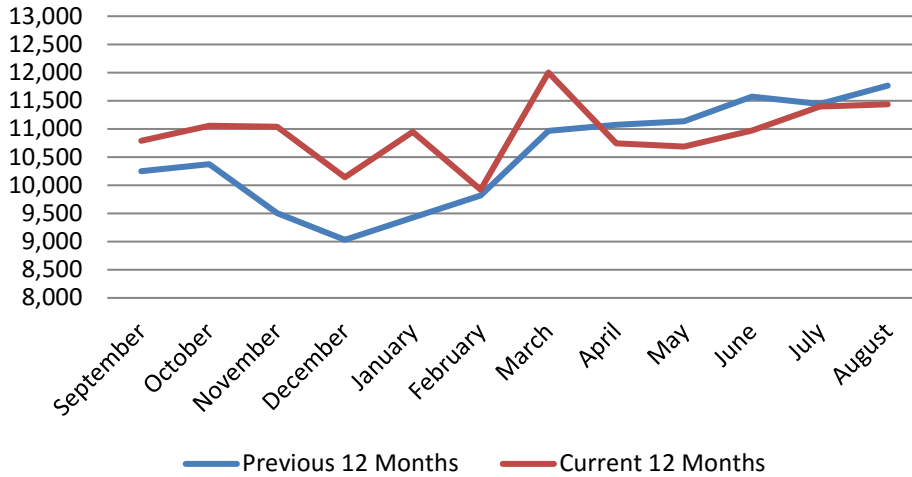


In-person Attendance

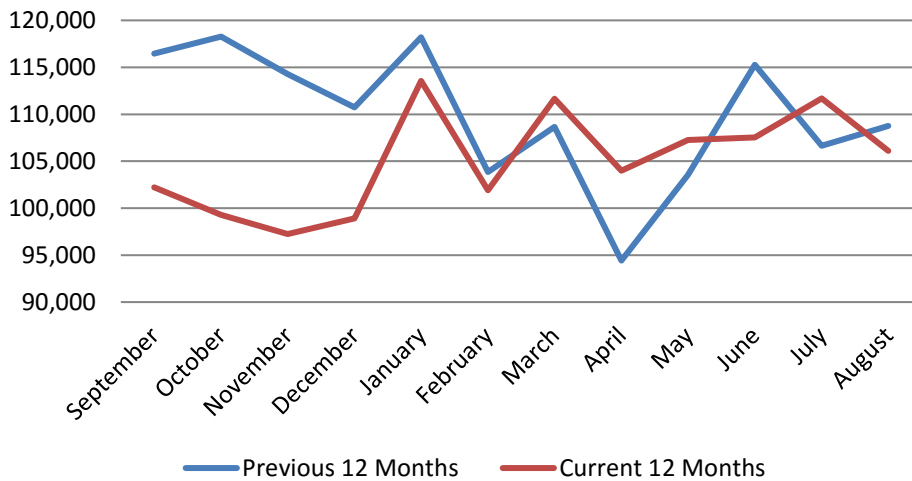




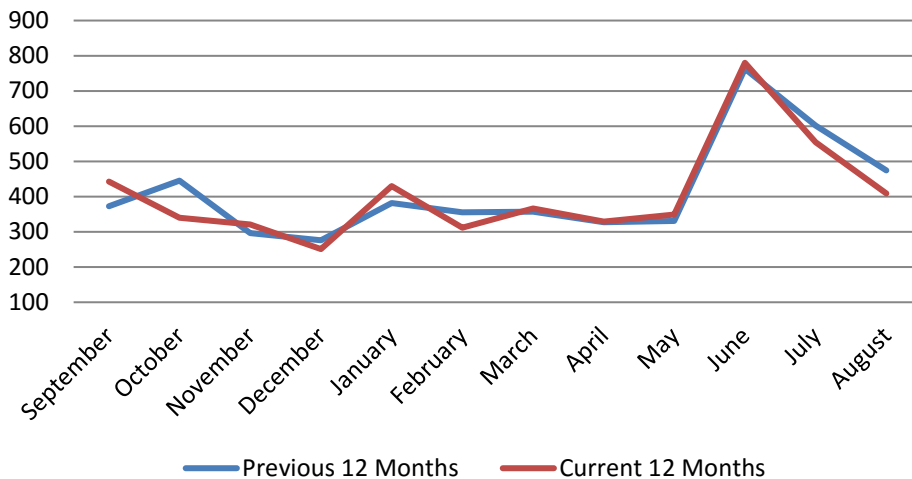
Public Computer Use



Website Visits



Resident Library Cards Issued



Reference Questions

