

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

MONDAY, AUGUST 20, 2018

BOARD ROOM

- AGENDA -

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC COMMENT**
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 17, 2018 (Action Item 1)**
- V. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF AUGUST 6, 2018 (Action Item 2)**
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2018 (Item 3)**
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 31, 2018 (Action Item 4)**
- VIII. EXECUTIVE DIRECTOR'S REPORT**
- IX. OLD BUSINESS**
 - **AUTHORIZATION TO PURCHASE CARPET CLEANER (Action Item 5)**
Staff is seeking authorization to purchase a professional grade carpet-cleaning machine.

- NATURAL GAS RATES (Action Item 6)
Staff is seeking authorization to convert to fixed-rate pricing for natural gas rates.
- AUTHORIZATION TO ACCEPT SECOND FLOOR CARPET REPLACEMENT BID (Action Item 7)
A public bid was held and staff is seeking authorization to move forward with the project by accepting the lowest qualified bid to replace the second floor carpet.
- BUILDING SEALANT REPLACEMENT (Action Item 8)
Staff is seeking direction in next steps for the building sealant replacement project after receiving bid results.
- RECAP OF CHRIS RASCHKA EXHIBIT (Item 9)
Staff will provide a recap of the Chris Raschka Exhibit and artist-in-residence programs.

X. NEW BUSINESS

- AUTHORIZATION TO ENTER INTO CONTRACT FOR CHAGALL EXHIBIT (Action Item 10)
Staff is seeking authorization to enter into contract with Kohl Children's Museum for their Chagall Exhibit, the first of the library's planned exhibits for 2019.
- AUTHORIZATION TO APPROVE FOUNDATION FUNDING (Action Item 11)
Authorization to approve Arlington Heights Memorial Library Foundation's request for funding for startup costs.

XI. LIAISON REPORTS

- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION

XII. OTHER

- PRESENTATION OF *EVERY NOTE PLAYED* BY LISA GENOVA PROMOTIONAL PLAN AND RELATED PROGRAMMING

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

XIV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XV. ADJOURNMENT

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

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

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

07.18.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, July 17, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Zyck.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Mary Hastings, Director of Communications and Marketing; Shannon Meyer, Assistant Manager – Access Services; Donna Ekl, Senior Account; Janet Moravec, Business Office Administrator.

07.18.03 There was no **PUBLIC COMMENT**.

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

07.18.05 **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 2)** – The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community event, etc., be approved by roll call vote of the board. Travel expenses for President Smart at the American Library Association Conference and Exhibition 2018 were presented.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REIMBURSEMENT FOR TRAVEL EXPENSES FOR THE AMERICAN LIBRARY ASSOCIATION CONFERENCE & EXHIBITION 2018 TO PRESIDENT SMART IN THE AMOUNT OF \$182.49**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Thanopoulos. Nay: none. Abstain: Trustee Smart. The motion carried.

07.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2018 (Item 3)** – Mr. Driskell reported the library has received 53% of its annual budgeted revenue to date. The library received a \$10,000 cash award from the American Library Association, H.W. Wilson Foundation, and EBSCO for the 2018 John Cotton Dana Award. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 07.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2018 (Action Item 4)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER IN THE AMOUNT OF \$1,072,940.65.**

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

- 07.18.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the lending of Wi-Fi hot spots; a new offering of a bilingual Polish storytime; Al Carneval Con Papa to celebrate Father’s Day; and the library’s continuing partnership with Arlington Heights District 25 where 256 library cards were created by offering parents the option to opt into library cards for their children during school registration. Artist-in-Residence highlights with Chris Raschka engaged 375 visitors in total with the largest number, 196 people, being introduced to the artist during two drop in sessions when Raschka demonstrated his trademark watercolor illustration. Mr. Driskell also commended Marketing and Communications staff on receiving the ALA John Cotton Dana Library Public Relations Award recognizing marketing and public relations excellence as well as the receipt of four PR Xchange Awards for outstanding graphic design.

- 07.18.09 There was no **OLD BUSINESS** to be discussed.

- 07.18.10 **NEW BUSINESS**

- **FINE FORGIVENESS WEEK (Action Item 5)** – Staff is proposing offering customers a fine forgiveness week where customers would be encouraged to revisit their library and access the resources the library has invested in for the community. The board supports the fine forgiveness week scheduled to take place in the fall and thanked staff for moving forward on the initiative.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE IMPLEMENTATION OF THE FINE FORGIVENESS WEEK STAFF PROPOSAL FOR OCTOBER 24-31, 2018.** Trustee Tangney seconded. All were in favor and the motion carried.

- 07.18.11 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – President Smart reported the Friends are off for the summer months.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Distel reported the exploratory committee will be meeting with staff and discussing next steps.

07.18.12 **OTHER**

- President Smart recognized the library's support of the Urban Libraries Council's statement on race and social equity.

- President Smart expressed pride in the library's participation of National Disability Voter Awareness Week.

07.18.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES; (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY; AND (21) REVIEWING CLOSED SESSION MINUTES.** Trustee Thanopoulos seconded. All were in favor and the motion carried. The board went into closed session at 8:07 p.m.

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

Trustee Zyck moved **TO DESTROY THE CLOSED SESSION AUDIO TAPES FROM JULY 19, 2016; AUGUST 13, 2016; SPECIAL BOARD MEETING OF AUGUST 16, 2016; AUGUST 16, 2016; SEPTEMBER 20, 2016; DECEMBER 20, 2016; AND JANUARY 17, 2017.** Trustee Tangney seconded. All were in favor and the motion carried.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF SEPTEMBER 19, 2017 AND MAY 15, 2018.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes were sealed until further action by the board.

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

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 8:32 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 08.18.01 A meeting of the Board of Library Trustees of the Arlington Heights Memorial Library Committee of the Whole was called to order in the Board Room of the Arlington Heights Memorial Library on Monday, August 6, 2018, at 7:30 p.m. by President Smart.

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

Absent: Trustee Zyck.

Also present: Mike Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Mary Hastings, Director of Communications and Marketing; Gary Leclair, Facilities Manager; Donna Ekl, Senior Accountant; Janet Moravec, Business Office Administrator; Tom Murphy, Murphy Security Solutions; Chris Roesing, Murphy Security Solutions; Marvin Crisp, D-Tech (via video conference).

- 08.18.02 There was no **PUBLIC COMMENT**.
- 08.18.03 **LOCKER/VENDING DEMO (Item 1)** – Mr. Crisp from D-Tech gave a demonstration of library material vending machines and 24/7 pickup lockers. The committee was in favor of further exploration of these types of devices and the services they can provide in the community.
- 08.18.04 **EXHAUST FAN REPLACEMENT (Item 2)** – The 2018 budget includes \$46,000 for the replacement of the rooftop exhaust fans, as recommended in the 2013 engineering assessment. The exhaust fan replacement is being aligned to correspond with the 1978 building roof replacement. After receiving quotes from three vendors, staff is recommending the project be awarded to Crowther Roofing, Sheet Metal & HVAC. Their quote of \$10,450 was the lowest quote received and Crowther Roofing is best suited to schedule the work in conjunction with the roofing project.
- 08.18.05 **CARPET CLEANER (Item 3)** – Staff is proposing the purchase of a professional grade carpet-cleaning machine. Purchasing a riding carpet cleaner capable of cleaning large areas quickly will allow for an increase in the frequency of cleaning, resulting in better looking carpet.
- 08.18.06 **NATURAL GAS RATES (Item 4)** – The committee discussed converting from variable rate to fixed-rate pricing for natural gas. Natural gas rates are favorable and near all-time lows. The committee was in favor of moving to fixed-rate pricing for 36 months.

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

08.18.08 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES AND (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 8:37 p.m.

The board returned to open session at 8:48 p.m.

Trustee Tangney moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF AUGUST 6, 2018.** Trustee Medal seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:49 p.m.

Janet Moravec, Recorder

Village of Arlington Heights
 REVENUE REPORT
 58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2018

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	75,690	222,261.39	294	529,830	710,288.95	134	908,281	197,992.05
04 00	Real Estate Tax FICA	49,169	144,383.26	294	344,183	461,410.94	134	590,029	128,618.06
05 00	Real Estate Tax	1,039,173	3,051,497.42	294	7,274,211	9,751,783.66	134	12,470,082	2,718,298.34
401 **	Real Estate Taxes	1,164,032	3,418,142.07	294	8,148,224	10,923,483.55	134	13,968,392	3,044,908.45
400 ***	Taxes	1,164,032	3,418,142.07	294	8,148,224	10,923,483.55	134	13,968,392	3,044,908.45
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		35,000	58,311.42	167	60,000	1,688.58
70 00	Other Grants	125	.00		875	10,000.00	1143	1,500	8,500.00-
90 00	Contribution Ord. Library	83	8,561.09	315	581	8,561.09	1474	1,000	7,561.09-
411 **	Intergovernmental	5,208	8,561.09	164	36,456	76,872.51	211	62,500	14,372.51-
410 ***	Intergovernmental Revenue	5,208	8,561.09	164	36,456	76,872.51	211	62,500	14,372.51-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		1,456	439.00	30	2,500	2,061.00
74 00	Copier/Reader Printer Fee	3,333	3,664.55	110	23,331	25,416.20	109	40,000	14,583.80
75 00	Meeting Room Fees	333	350.00	105	2,331	2,985.00	128	4,000	1,015.00
436 **	Library Fees	3,874	4,014.55	104	27,118	28,840.20	106	46,500	17,659.80
430 ***	Fees	3,874	4,014.55	104	27,118	28,840.20	106	46,500	17,659.80
440	Fines								
442	Library								
20 00	Late Charges	11,666	11,838.13	102	81,662	75,659.14	93	140,000	64,340.86
25 00	Lost/Damaged Item Charges	1,416	1,154.83	82	9,912	9,666.44	98	17,000	7,333.56
442 **	Library	13,082	12,992.96	99	91,574	85,325.58	93	157,000	71,674.42
440 ***	Fines	13,082	12,992.96	99	91,574	85,325.58	93	157,000	71,674.42
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,666	4,455.36	167	18,662	35,946.69	193	32,000	3,946.69-
461 **	Simple Interest	2,666	4,455.36	167	18,662	35,946.69	193	32,000	3,946.69-
462	Investment Income								
10 00	Market Value Adjustments	0	3,456.09		0	16,202.70		0	16,202.70-
462 **	Investment Income	0	3,456.09		0	16,202.70		0	16,202.70-

Village of Arlington Heights
 REVENUE REPORT
 58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2018

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,666	7,911.45	297	18,662	52,149.39	279	32,000	20,149.39-
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								
481	Special Events								
481	** Special Events	0	.00		0	.00		0	.00
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	.00		581	2,406.18	414	1,000	1,406.18-
483	** Donations	83	.00		581	2,406.18	414	1,000	1,406.18-
489	Other								
90 00	Other Income	833	934.64	112	5,831	7,394.96	127	10,000	2,605.04
93 00	Donations Genealogy	41	.00		287	.00		500	500.00
94 00	FOL Reimbursements	5,416	.00		37,912	22,736.57	60	65,000	42,263.43
489	** Other	6,290	934.64	15	44,030	30,131.53	68	75,500	45,368.47
480	*** Other	6,373	934.64	15	44,611	32,537.71	73	76,500	43,962.29
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,195,235	3,452,556.76	289	8,366,645	11,199,208.94	134	14,342,892	3,143,683.06

Village of Arlington Heights
 REVENUE REPORT
 58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2018

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	1,179.94	94	8,750	28,484.48	326	15,000	13,484.48-
461	** Simple Interest	1,250	1,179.94	94	8,750	28,484.48	326	15,000	13,484.48-
462	Investment Income								
10 00	Market Value Adjustments	0	2,877.96		0	16,216.29		0	16,216.29-
462	** Investment Income	0	2,877.96		0	16,216.29		0	16,216.29-
460	*** Interest Income	1,250	4,057.90	325	8,750	44,700.77	511	15,000	29,700.77-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		1,020,831	1,750,000.00	171	1,750,000	.00
491	** Other Financing Sources	145,833	.00		1,020,831	1,750,000.00	171	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		1,020,831	1,750,000.00	171	1,750,000	.00
FUND TOTAL Capital Projects-Library		147,083	4,057.90	3	1,029,581	1,794,700.77	174	1,765,000	29,700.77-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	46337	24536.67	53	324359	187597.57	58	.00	556045	368447.43 34
	16 92	Achievement Awards	333	500.00	150	2331	2000.00	86	.00	4000	2000.00 50
	16 **	Library Personal Services	46670	25036.67	54	326690	189597.57	58	.00	560045	370447.43 34
	18	Other Personal Services									
	18 05	Overtime Civilian	16	17.77	111	112	807.59	721	.00	200	607.59- 404
	18 **	Other Personal Services	16	17.77	111	112	807.59	721	.00	200	607.59- 404
	19	Employee Benefits									
	19 05	Medical Insurance	5409	5496.93	102	37863	38478.51	102	.00	64913	26434.49 59
	19 10	IMRF	6056	3123.33	52	42392	23965.24	57	.00	72675	48709.76 33
	19 11	Social Security	2872	1475.56	51	20104	11297.52	56	.00	34475	23177.48 33
	19 12	Medicare	671	345.07	51	4697	2642.07	56	.00	8063	5420.93 33
	19 53	Flexible Spending	208	175.75	85	1456	1349.00	93	.00	2500	1151.00 54
	19 55	Unemployment Compensation	833	2290.00	275	5831	17542.16	301	.00	10000	7542.16- 175
	19 **	Employee Benefits	16049	12906.64	80	112343	95274.50	85	.00	192626	97351.50 50
	20	Prof Technical Services									
	20 05	Professional Services	333	3139.38	943	2331	10539.38	452	.00	4000	6539.38- 264
	20 08	Consulting Services	2054	7859.12	383	14378	25304.16	176	.00	24650	654.16- 103
	20 20	Legal Services	1333	7645.00	574	9331	11486.25	123	.00	16000	4513.75 72
	20 40	General Insurance	11041	.00	0	77287	102149.46	132	.00	132500	30350.54 77
	20 81	OCLC Services	5216	15091.45	289	36512	45029.93	123	.00	62601	17571.07 72
	20 **	Prof Technical Services	19977	33734.95	169	139839	194509.18	139	.00	239751	45241.82 81
	21	Property Services									
	21 65	Other Services	745	150.06	20	5215	8263.97	159	.00	8947	683.03 92
	21 **	Property Services	745	150.06	20	5215	8263.97	159	.00	8947	683.03 92
	22	Other Contractual Service									
	22 01	Advertising	83	135.00	163	581	255.15	44	.00	1000	744.85 26
	22 02	Dues	1623	7851.00	484	11361	14331.00	126	.00	19485	5154.00 74
	22 03	Training	10608	11042.19	104	74256	92850.79	125	.00	127300	34449.21 73
	22 05	Postage	3590	12.90	0	25130	26105.19	104	.00	43087	16981.81 61
	22 42	Internet Services	2359	2212.53	94	16513	17304.01	105	.00	28311	11006.99 61
	22 70	Telephone Services	4167	5655.61	136	29169	42183.81	145	.00	50014	7830.19 84
	22 **	Other Contractual Service	22430	26909.23	120	157010	193029.95	123	.00	269197	76167.05 72
	30	General Supplies									
	30 05	Office Supplies & Equip	738	446.01	60	5166	3086.37	60	.00	8858	5771.63 35
	30 **	General Supplies	738	446.01	60	5166	3086.37	60	.00	8858	5771.63 35
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	399	.00	0	2793	.00	0	.00	4790	4790.00 0
	31 **	Public Works Supplies	399	.00	0	2793	.00	0	.00	4790	4790.00 0

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	32	Library Supplies									
	32 72	Special Events	70	.00	0	490	422.58	86	.00	850	427.42 50
	32 99	Items Reimb by Employees	0	144.05	0	0	122.64	0	.00	0	122.64- 0
	32 **	Library Supplies	70	144.05	206	490	545.22	111	.00	850	304.78 64
	40	Other Charges									
	40 96	Operating Contingency	416	.00	0	2912	.00	0	.00	5000	5000.00 0
	40 **	Other Charges	416	.00	0	2912	.00	0	.00	5000	5000.00 0
	50	Property									
	50 15	Other Equipment	4295	3425.61	80	30065	17756.72	59	.00	51540	33783.28 35
	50 **	Property	4295	3425.61	80	30065	17756.72	59	.00	51540	33783.28 35
601	** **	Library	111805	102770.99	92	782635	702871.07	90	.00	1341804	638932.93 52
60	** **	Culture/Recreation	111805	102770.99	92	782635	702871.07	90	.00	1341804	638932.93 52
DIV	6001	TOTAL ***** Administration	111805	102770.99	92	782635	702871.07	90	.00	1341804	638932.93 52

PREPARED 08/16/2018, 13:10:15
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 58% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	55598	36998.93	67	389186	362714.87	93	.00	667274	304559.13	54

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	13374	12947.09	97	93618	96618.05	103	.00	160495	63876.95	60
	16 **	Library Personal Services	13374	12947.09	97	93618	96618.05	103	.00	160495	63876.95	60
	18	Other Personal Services										
	18 05	Overtime Civilian	25	303.93	1216	175	1531.09	875	.00	300	1231.09-	510
	18 **	Other Personal Services	25	303.93	1216	175	1531.09	875	.00	300	1231.09-	510
	19	Employee Benefits										
	19 05	Medical Insurance	2816	3037.72	108	19712	21264.04	108	.00	33800	12535.96	63
	19 10	IMRF	1748	1685.54	96	12236	12484.63	102	.00	20976	8491.37	60
	19 11	Social Security	829	782.13	94	5803	5802.97	100	.00	9951	4148.03	58
	19 12	Medicare	193	182.91	95	1351	1357.13	101	.00	2327	969.87	58
	19 50	Employee Asst. Program	520	.00	0	3640	5577.34	153	.00	6250	672.66	89
	19 **	Employee Benefits	6106	5688.30	93	42742	46486.11	109	.00	73304	26817.89	63
	21	Property Services										
	21 65	Other Services	687	2072.50	302	4809	5335.50	111	.00	8250	2914.50	65
	21 **	Property Services	687	2072.50	302	4809	5335.50	111	.00	8250	2914.50	65
	22	Other Contractual Service										
	22 01	Advertising	208	297.20	143	1456	1790.30	123	.00	2500	709.70	72
	22 02	Dues	258	.00	0	1806	2509.00	139	.00	3105	596.00	81
	22 03	Training	67	250.00	373	469	1122.76	239	.00	810	312.76-	139
	22 55	In Service Training	625	.00	0	4375	6677.61	153	.00	7500	822.39	89
	22 **	Other Contractual Service	1158	547.20	47	8106	12099.67	149	.00	13915	1815.33	87
	40	Other Charges										
	40 62	Tuition Reimbursement	1250	3043.00	243	8750	10329.00	118	.00	15000	4671.00	69
	40 70	Employee Recognition Prog	1370	.00	0	9590	536.52	6	.00	16450	15913.48	3
	40 **	Other Charges	2620	3043.00	116	18340	10865.52	59	.00	31450	20584.48	35
601	** **	Library	23970	24602.02	103	167790	172935.94	103	.00	287714	114778.06	60
60	** **	Culture/Recreation	23970	24602.02	103	167790	172935.94	103	.00	287714	114778.06	60
DIV	6003	TOTAL ***** Human Resources	23970	24602.02	103	167790	172935.94	103	.00	287714	114778.06	60

FUND 291 Memorial Library Fund		DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants							ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	21	Property Services										
	21 65	Other Services	416	.00	0	2912	1341.98	46	.00	5000	3658.02	27
	21 **	Property Services	416	.00	0	2912	1341.98	46	.00	5000	3658.02	27
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	1750.00	105	11662	38201.77	328	.00	20000	18201.77-	191
	22 **	Other Contractual Service	1666	1750.00	105	11662	38201.77	328	.00	20000	18201.77-	191
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	2912	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	2912	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	2912	1264.14	43	.00	5000	3735.86	25
	32 02	Program Supplies	416	71.63	17	2912	609.97	21	.00	5000	4390.03	12
	32 32	Software	125	.00	0	875	.00	0	.00	1500	1500.00	0
	32 72	Special Events	833	500.00	60	5831	17162.31	294	.00	10000	7162.31-	172
	32 75	Audio Visual	166	.00	0	1162	.00	0	.00	2000	2000.00	0
	32 78	Electronic Resources	125	.00	0	875	.00	0	.00	1500	1500.00	0
	32 80	Books	416	77.72	19	2912	102.03	4	.00	5000	4897.97	2
	32 **	Library Supplies	2497	649.35	26	17479	19138.45	110	.00	30000	10861.55	64
	50	Property										
	50 15	Other Equipment	416	.00	0	2912	.00	0	.00	5000	5000.00	0
	50 55	Other Capital Outlay	0	.00	0	0	2281.18	0	.00	0	2281.18-	0
	50 **	Property	416	.00	0	2912	2281.18	78	.00	5000	2718.82	46
601	** **	Library	5411	2399.35	44	37877	60963.38	161	.00	65000	4036.62	94
60	** **	Culture/Recreation	5411	2399.35	44	37877	60963.38	161	.00	65000	4036.62	94
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	5411	2399.35	44	37877	60963.38	161	.00	65000	4036.62	94

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	19092	16090.04	84	133644	134633.29	101	.00	229114	94480.71 59
16	**	Library Personal Services	19092	16090.04	84	133644	134633.29	101	.00	229114	94480.71 59
18		Other Personal Services									
18	05	Overtime Civilian	41	1.72	4	287	117.66	41	.00	500	382.34 24
18	**	Other Personal Services	41	1.72	4	287	117.66	41	.00	500	382.34 24
19		Employee Benefits									
19	05	Medical Insurance	3222	2977.77	92	22554	20844.39	92	.00	38669	17824.61 54
19	10	IMRF	2495	2046.87	82	17465	17140.33	98	.00	29946	12805.67 57
19	11	Social Security	1183	967.41	82	8281	7983.33	96	.00	14205	6221.67 56
19	12	Medicare	276	226.24	82	1932	1867.05	97	.00	3322	1454.95 56
19	**	Employee Benefits	7176	6218.29	87	50232	47835.10	95	.00	86142	38306.90 56
20		Prof Technical Services									
20	05	Professional Services	450	.00	0	3150	5400.00	171	.00	5400	.00 100
20	**	Prof Technical Services	450	.00	0	3150	5400.00	171	.00	5400	.00 100
21		Property Services									
21	36	Equipment Rental	586	.00	0	4102	842.00	21	.00	7040	6198.00 12
21	65	Other Services	442	.00	0	3094	.00	0	.00	5310	5310.00 0
21	**	Property Services	1028	.00	0	7196	842.00	12	.00	12350	11508.00 7
22		Other Contractual Service									
22	02	Dues	60	.00	0	420	280.00	67	.00	725	445.00 39
22	03	Training	100	.00	0	700	.00	0	.00	1200	1200.00 0
22	25	IT/GIS Service Charge	2033	2033.33	100	14231	14233.31	100	.00	24400	10166.69 58
22	**	Other Contractual Service	2193	2033.33	93	15351	14513.31	95	.00	26325	11811.69 55
601	**	** Library	29980	24343.38	81	209860	203341.36	97	.00	359831	156489.64 57
60	**	** Culture/Recreation	29980	24343.38	81	209860	203341.36	97	.00	359831	156489.64 57
DIV	6008	TOTAL ***** Finance	29980	24343.38	81	209860	203341.36	97	.00	359831	156489.64 57

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.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16 85		Salaries	52333	49351.01	94	366331	368202.33	101	.00	627997	259794.67 59
16 **		Library Personal Services	52333	49351.01	94	366331	368202.33	101	.00	627997	259794.67 59
18		Other Personal Services									
18 05		Overtime Civilian	20	.00	0	140	596.18	426	.00	250	346.18- 239
18 **		Other Personal Services	20	.00	0	140	596.18	426	.00	250	346.18- 239
19		Employee Benefits									
19 05		Medical Insurance	12185	11578.69	95	85295	81050.83	95	.00	146228	65177.17 55
19 10		IMRF	6644	6064.05	91	46508	45211.81	97	.00	79738	34526.19 57
19 11		Social Security	3244	2952.47	91	22708	22114.52	97	.00	38936	16821.48 57
19 12		Medicare	758	690.49	91	5306	5171.95	98	.00	9106	3934.05 57
19 **		Employee Benefits	22831	21285.70	93	159817	153549.11	96	.00	274008	120458.89 56
20		Prof Technical Services									
20 05		Professional Services	687	921.30	134	4809	8206.42	171	.00	8252	45.58 99
20 08		Consulting Services	2170	.00	0	15190	8523.50	56	.00	26045	17521.50 33.
20 **		Prof Technical Services	2857	921.30	32	19999	16729.92	84	.00	34297	17567.08 49
21		Property Services									
21 02		Equipment Maintenance	14991	3355.29	22	104937	143560.29	137	.00	179898	36337.71 80
21 **		Property Services	14991	3355.29	22	104937	143560.29	137	.00	179898	36337.71 80
22		Other Contractual Service									
22 02		Dues	17	.00	0	119	.00	0	.00	209	209.00 0
22 03		Training	37	.00	0	259	720.07	278	.00	450	270.07- 160
22 **		Other Contractual Service	54	.00	0	378	720.07	191	.00	659	61.07- 109
30		General Supplies									
30 05		Office Supplies & Equip	31	.00	0	217	78.67-	36-	.00	375	453.67 21-
30 30		Data System Supplies	3183	1879.36	59	22281	21560.37	97	.00	38204	16643.63 56
30 32		Software Library	14623	1138.74	8	102361	105328.95	103	.00	175480	70151.05 60
30 33		Documentation Library	52	.00	0	364	.00	0	.00	625	625.00 0
30 **		General Supplies	17889	3018.10	17	125223	126810.65	101	.00	214684	87873.35 59
31		Public Works Supplies									
31 85		Small Tools and Equipment	1384	3444.81	249	9688	12603.47	130	.00	16610	4006.53 76
31 **		Public Works Supplies	1384	3444.81	249	9688	12603.47	130	.00	16610	4006.53 76
32		Library Supplies									
32 05		Processing Supplies	25	.00	0	175	15.26	9	.00	300	284.74 5
32 32		Software	857	.00	0	5999	3477.65	58	.00	10287	6809.35 34
32 **		Library Supplies	882	.00	0	6174	3492.91	57	.00	10587	7094.09 33

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 12	Computer Equipment	5902	4332.00	73	41314	24832.39	60	.00	70830	45997.61 35
	50 15	Other Equipment	1066	.00	0	7462	895.00	12	.00	12800	11905.00 7
	50 **	Property	6968	4332.00	62	48776	25727.39	53	.00	83630	57902.61 31
601 ** **		Library	120209	85708.21	71	841463	851992.32	101	.00	1442620	590627.68 59
60 ** **		Culture/Recreation	120209	85708.21	71	841463	851992.32	101	.00	1442620	590627.68 59
DIV 6010		TOTAL *****									
		Information Technology	120209	85708.21	71	841463	851992.32	101	.00	1442620	590627.68 59

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19339	19838.17	103	135373	147924.42	109	.00	232068	84143.58	64
	16 **	Library Personal Services	19339	19838.17	103	135373	147924.42	109	.00	232068	84143.58	64
	18	Other Personal Services										
	18 05	Overtime Civilian	166	206.17	124	1162	2047.48	176	.00	2000	47.48-	102
	18 **	Other Personal Services	166	206.17	124	1162	2047.48	176	.00	2000	47.48-	102
	19	Employee Benefits										
	19 05	Medical Insurance	4781	4753.28	99	33467	33272.96	99	.00	57379	24106.04	58
	19 10	IMRF	2186	2203.84	101	15302	16686.63	109	.00	26240	9553.37	64
	19 11	Social Security	1199	1196.55	100	8393	9005.98	107	.00	14388	5382.02	63
	19 12	Medicare	280	279.85	100	1960	2106.27	108	.00	3365	1258.73	63
	19 **	Employee Benefits	8446	8433.52	100	59122	61071.84	103	.00	101372	40300.16	60
	22	Other Contractual Service										
	22 03	Training	156	.00	0	1092	138.18	13	.00	1875	1736.82	7
	22 **	Other Contractual Service	156	.00	0	1092	138.18	13	.00	1875	1736.82	7
	30	General Supplies										
	30 05	Office Supplies & Equip	18	.00	0	126	75.84	60	.00	225	149.16	34
	30 **	General Supplies	18	.00	0	126	75.84	60	.00	225	149.16	34
601	** **	Library	28125	28477.86	101	196875	211257.76	107	.00	337540	126282.24	63
60	** **	Culture/Recreation	28125	28477.86	101	196875	211257.76	107	.00	337540	126282.24	63
DIV	6015	TOTAL ***** Security	28125	28477.86	101	196875	211257.76	107	.00	337540	126282.24	63

PREPARED 08/16/2018, 13:10:15
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 58% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	455905	379183.96	83	3191335	3126543.28	98	.00	5471527	2344983.72	57

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	74334	78822.40	106	520338	523376.95	101	.00	892014	368637.05 59
16	**	Library Personal Services	74334	78822.40	106	520338	523376.95	101	.00	892014	368637.05 59
18		Other Personal Services									
18	05	Overtime Civilian	20	.00	0	140	.00	0	.00	250	250.00 0
18	**	Other Personal Services	20	.00	0	140	.00	0	.00	250	250.00 0
19		Employee Benefits									
19	05	Medical Insurance	10508	10435.34	99	73556	73047.38	99	.00	126098	53050.62 58
19	10	IMRF	9525	9759.80	103	66675	65945.03	99	.00	114303	48357.97 58
19	11	Social Security	4608	4744.17	103	32256	31484.74	98	.00	55305	23820.26 57
19	12	Medicare	1077	1109.55	103	7539	7363.45	98	.00	12934	5570.55 57
19	**	Employee Benefits	25718	26048.86	101	180026	177840.60	99	.00	308640	130799.40 58
21		Property Services									
21	65	Other Services	0	.00	0	0	1852.50	0	.00	0	1852.50- 0
21	**	Property Services	0	.00	0	0	1852.50	0	.00	0	1852.50- 0
22		Other Contractual Service									
22	02	Dues	400	424.00	106	2800	2671.00	95	.00	4803	2132.00 56
22	03	Training	370	41.90	11	2590	686.02	27	.00	4451	3764.98 15
22	18	Contr Programs & Exhibits	850	360.00	42	5950	2310.00	39	.00	10200	7890.00 23
22	**	Other Contractual Service	1620	825.90	51	11340	5667.02	50	.00	19454	13786.98 29
30		General Supplies									
30	05	Office Supplies & Equip	25	.00	0	175	129.81	74	.00	310	180.19 42
30	**	General Supplies	25	.00	0	175	129.81	74	.00	310	180.19 42
32		Library Supplies									
32	01	Program Supplies	164	268.78	164	1148	1112.69	97	.00	1970	857.31 57
32	02	Program Supplies	0	.00	0	0	100.59	0	.00	0	100.59- 0
32	90	Circulation Supplies	183	114.34	63	1281	157.09	12	.00	2203	2045.91 7
32	**	Library Supplies	347	383.12	110	2429	1370.37	56	.00	4173	2802.63 33
601	**	Library	102064	106080.28	104	714448	710237.25	99	.00	1224841	514603.75 58
60	**	Culture/Recreation	102064	106080.28	104	714448	710237.25	99	.00	1224841	514603.75 58
DIV	6405	TOTAL ***** Business & Specialty Serv	102064	106080.28	104	714448	710237.25	99	.00	1224841	514603.75 58

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	218730	186212.38	85	1531110	1412303.07	92	.00	2624771	1212467.93	54
16	**	Library Personal Services	218730	186212.38	85	1531110	1412303.07	92	.00	2624771	1212467.93	54
18		Other Personal Services										
18	05	Overtime Civilian	166	45.03	27	1162	648.80	56	.00	2000	1351.20	32
18	**	Other Personal Services	166	45.03	27	1162	648.80	56	.00	2000	1351.20	32
19		Employee Benefits										
19	05	Medical Insurance	21340	21048.44	99	149380	147339.08	99	.00	256090	108750.92	58
19	10	IMRF	21858	18776.34	86	153006	142265.89	93	.00	262298	120032.11	54
19	11	Social Security	13566	11282.91	83	94962	85675.04	90	.00	162793	77117.96	53
19	12	Medicare	3172	2638.74	83	22204	20036.86	90	.00	38073	18036.14	53
19	**	Employee Benefits	59936	53746.43	90	419552	395316.87	94	.00	719254	323937.13	55
21		Property Services										
21	02	Equipment Maintenance	46	.00	0	322	107.92	34	.00	555	447.08	19
21	64	Access Services	250	1116.48	447	1750	2545.85	146	.00	3000	454.15	85
21	65	Other Services	945	1291.15	137	6615	6923.40	105	.00	11348	4424.60	61
21	**	Property Services	1241	2407.63	194	8687	9577.17	110	.00	14903	5325.83	64
22		Other Contractual Service										
22	02	Dues	184	592.00	322	1288	1350.00	105	.00	2210	860.00	61
22	03	Training	357	99.78	28	2499	753.15	30	.00	4294	3540.85	18
22	**	Other Contractual Service	541	691.78	128	3787	2103.15	56	.00	6504	4400.85	32
30		General Supplies										
30	05	Office Supplies & Equip	433	262.99	61	3031	2204.09	73	.00	5207	3002.91	42
30	07	Supplies Reimb by Patrons	168	.00	0	1176	.00	0	.00	2020	2020.00	0
30	**	General Supplies	601	262.99	44	4207	2204.09	52	.00	7227	5022.91	31
32		Library Supplies										
32	01	Program Supplies	194	99.76	51	1358	1884.85	139	.00	2332	447.15	81
32	90	Circulation Supplies	947	760.01	80	6629	3511.90	53	.00	11369	7857.10	31
32	**	Library Supplies	1141	859.77	75	7987	5396.75	68	.00	13701	8304.25	39
601	**	** Library	282356	244226.01	87	1976492	1827549.90	93	.00	3388360	1560810.10	54
60	**	** Culture/Recreation	282356	244226.01	87	1976492	1827549.90	93	.00	3388360	1560810.10	54
DIV	6420	TOTAL ***** Customer Services	282356	244226.01	87	1976492	1827549.90	93	.00	3388360	1560810.10	54

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	33201	37165.21	112	232407	234423.46	101	.00	398420	163996.54	59
	16 **	Library Personal Services	33201	37165.21	112	232407	234423.46	101	.00	398420	163996.54	59
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	112	35.30	32	.00	200	164.70	18
	18 **	Other Personal Services	16	.00	0	112	35.30	32	.00	200	164.70	18
	19	Employee Benefits										
	19 05	Medical Insurance	7843	5862.98	75	54901	41040.86	75	.00	94121	53080.14	44
	19 10	IMRF	4199	3754.40	89	29393	27713.78	94	.00	50397	22683.22	55
	19 11	Social Security	2058	2238.33	109	14406	14102.64	98	.00	24702	10599.36	57
	19 12	Medicare	481	523.43	109	3367	3298.03	98	.00	5777	2478.97	57
	19 **	Employee Benefits	14581	12379.14	85	102067	86155.31	84	.00	174997	88841.69	49
	22	Other Contractual Service										
	22 02	Dues	171	100.00	59	1197	740.00	62	.00	2053	1313.00	36
	22 03	Training	111	38.81	35	777	450.75	58	.00	1340	889.25	34
	22 18	Contr Programs & Exhibits	14224	4004.54	28	99568	108089.28	109	.00	170695	62605.72	63
	22 **	Other Contractual Service	14506	4143.35	29	101542	109280.03	108	.00	174088	64807.97	63
	32	Library Supplies										
	32 02	Program Supplies	5138	7294.45	142	35966	39703.43	110	.00	61657	21953.57	64
	32 **	Library Supplies	5138	7294.45	142	35966	39703.43	110	.00	61657	21953.57	64
601	** **	Library	67442	60982.15	90	472094	469597.53	100	.00	809362	339764.47	58
60	** **	Culture/Recreation	67442	60982.15	90	472094	469597.53	100	.00	809362	339764.47	58
DIV	6440	TOTAL ***** Programs and Exhibits	67442	60982.15	90	472094	469597.53	100	.00	809362	339764.47	58

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	42793	39375.84	92	299551	280836.28	94	.00	513526	232689.72 55
16	**	Library Personal Services	42793	39375.84	92	299551	280836.28	94	.00	513526	232689.72 55
18		Other Personal Services									
18	05	Overtime Civilian	8	.00	0	56	41.47	74	.00	100	58.53 42
18	**	Other Personal Services	8	.00	0	56	41.47	74	.00	100	58.53 42
19		Employee Benefits									
19	05	Medical Insurance	4629	3541.55	77	32403	24790.85	77	.00	55556	30765.15 45
19	10	IMRF	5265	4579.37	87	36855	31976.62	87	.00	63185	31208.38 51
19	11	Social Security	2653	2403.85	91	18571	17171.86	93	.00	31839	14667.14 54
19	12	Medicare	620	562.19	91	4340	4015.98	93	.00	7446	3430.02 54
19	**	Employee Benefits	13167	11086.96	84	92169	77955.31	85	.00	158026	80070.69 49
22		Other Contractual Service									
22	02	Dues	192	352.00	183	1344	1025.00	76	.00	2305	1280.00 45
22	03	Training	41	90.08	220	287	157.19	55	.00	500	342.81 31
22	66	Outside Reference Service	225	.00	0	1575	2662.68	169	.00	2700	37.32 99
22	**	Other Contractual Service	458	442.08	97	3206	3844.87	120	.00	5505	1660.13 70
30		General Supplies									
30	05	Office Supplies & Equip	58	63.94	110-	406	539.13	133	.00	700	160.87 77
30	07	Supplies Reimb by Patrons	75	63.94	85	525	106.55	20	.00	900	793.45 12
30	**	General Supplies	133	.00	0	931	645.68	69	.00	1600	954.32 40
31		Public Works Supplies									
31	85	Small Tools and Equipment	520	18.93	4	3640	2630.20	72	.00	6250	3619.80 42
31	**	Public Works Supplies	520	18.93	4	3640	2630.20	72	.00	6250	3619.80 42
32		Library Supplies									
32	01	Program Supplies	83	13.38	16	581	13.38	2	.00	1000	986.62 1
32	78	Electronic Resources	28085	12286.67	44	196595	311151.78	158	.00	337027	25875.22 92
32	90	Circulation Supplies	147	116.90	80	1029	1048.95	102	.00	1775	726.05 59
32	**	Library Supplies	28315	12416.95	44	198205	312214.11	158	.00	339802	27587.89 92
50		Property									
50	15	Other Equipment	382	270.76	71	2674	2160.75	81	.00	4588	2427.25 47
50	**	Property	382	270.76	71	2674	2160.75	81	.00	4588	2427.25 47
601	**	** Library	85776	63611.52	74	600432	680328.67	113	.00	1029397	349068.33 66
60	**	** Culture/Recreation	85776	63611.52	74	600432	680328.67	113	.00	1029397	349068.33 66
DIV	6450	TOTAL ***** Digital Services	85776	63611.52	74	600432	680328.67	113	.00	1029397	349068.33 66

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	65855	60782.24	92	460985	453111.56	98	.00	790261	337149.44 57
	16 **	Library Personal Services	65855	60782.24	92	460985	453111.56	98	.00	790261	337149.44 57
	18	Other Personal Services									
	18 05	Overtime Civilian	12	15.24	127	84	85.14	101	.00	150	64.86 57
	18 **	Other Personal Services	12	15.24	127	84	85.14	101	.00	150	64.86 57
	19	Employee Benefits									
	19 05	Medical Insurance	15468	16154.21	104	108276	113079.47	104	.00	185626	72546.53 61
	19 10	IMRF	8598	7733.41	90	60186	57646.45	96	.00	103182	45535.55 56
	19 11	Social Security	4083	3606.91	88	28581	26949.21	94	.00	48996	22046.79 55
	19 12	Medicare	954	843.50	88	6678	6302.40	94	.00	11459	5156.60 55
	19 **	Employee Benefits	29103	28338.03	97	203721	203977.53	100	.00	349263	145285.47 58
	22	Other Contractual Service									
	22 02	Dues	206	.00	0	1442	513.00	36	.00	2478	1965.00 21
	22 03	Training	83	30.65	37	581	222.36	38	.00	1000	777.64 22
	22 85	Processing Services	8875	4707.55	53	62125	43070.20	69	.00	106500	63429.80 40
	22 **	Other Contractual Service	9164	4738.20	52	64148	43805.56	68	.00	109978	66172.44 40
	30	General Supplies									
	30 05	Office Supplies & Equip	125	46.18	37	875	741.82	85	.00	1500	758.18 50
	30 33	Documentation Library	59	191.00	324	413	716.00	173	.00	717	1.00 100
	30 **	General Supplies	184	237.18	129	1288	1457.82	113	.00	2217	759.18 66
	32	Library Supplies									
	32 03	Binding	16	.00	0	112	.00	0	.00	200	200.00 0
	32 05	Processing Supplies	2583	2388.72	93	18081	13223.45	73	.00	31000	17776.55 43
	32 75	Audio Visual	43844	39597.97	90	306908	276835.11	90	.00	526135	249299.89 53
	32 80	Books	61106	43525.90	71	427742	389632.80	91	.00	733276	343643.20 53
	32 90	Circulation Supplies	250	1999.97	800	1750	2915.93	167	.00	3000	84.07 97
	32 95	Periodicals	10907	7527.23	69	76349	69604.62	91	.00	130889	61284.38 53
	32 **	Library Supplies	118706	95039.79	80	830942	752211.91	91	.00	1424500	672288.09 53
601 ** **		Library	223024	189150.68	85	1561168	1454649.52	93	.00	2676369	1221719.48 54
60 ** **		Culture/Recreation	223024	189150.68	85	1561168	1454649.52	93	.00	2676369	1221719.48 54
DIV 6470		TOTAL ***** Collection Services	223024	189150.68	85	1561168	1454649.52	93	.00	2676369	1221719.48 54
DEPT 64		TOTAL ***** User Services	760662	664050.64	87	5324634	5142362.87	97	.00	9128329	3985966.13 56

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	90	Other Financing Uses									
	90 05	Operating Transfer Out	145833	.00	0	1020831	1750000.00	171	.00	1750000	.00 100
	90 **	Other Financing Uses	145833	.00	0	1020831	1750000.00	171	.00	1750000	.00 100
601 ** **		Library	145833	.00	0	1020831	1750000.00	171	.00	1750000	.00 100
60 ** **		Culture/Recreation	145833	.00	0	1020831	1750000.00	171	.00	1750000	.00 100
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	1020831	1750000.00	171	.00	1750000	.00 100
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	1020831	1750000.00	171	.00	1750000	.00 100
FUND 291		TOTAL ***** Memorial Library Fund	1362400	1043234.60	77	9536800	10018906.15	105	.00	16349856	6330949.85 61
GRAND		TOTAL *****	1362400	1043234.60	77	9536800	10018906.15	105	.00	16349856	6330949.85 61

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	7666	.00	0	53662	86829.86	162	.00	92000	5170.14	94
	50 **	Property	7666	.00	0	53662	86829.86	162	.00	92000	5170.14	94
601 ** **		Library	7666	.00	0	53662	86829.86	162	.00	92000	5170.14	94
60 ** **		Culture/Recreation	7666	.00	0	53662	86829.86	162	.00	92000	5170.14	94
DIV 6010		TOTAL *****										
		Information Technology	7666	.00	0	53662	86829.86	162	.00	92000	5170.14	94

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	13358	85671.45	641	93506	85671.45	92	.00	160300	74628.55	53
	50 55	Other Capital Outlay	65416	.00	0	457912	16934.00	4	.00	785000	768066.00	2
	50 **	Property	78774	85671.45	109	551418	102605.45	19	.00	945300	842694.55	11
601 ** **		Library	78774	85671.45	109	551418	102605.45	19	.00	945300	842694.55	11
60 ** **		Culture/Recreation	78774	85671.45	109	551418	102605.45	19	.00	945300	842694.55	11
DIV 6020		TOTAL ***** Facilities	78774	85671.45	109	551418	102605.45	19	.00	945300	842694.55	11
DEPT 60		TOTAL ***** Executive Office	86440	85671.45	99	605080	189435.31	31	.00	1037300	847864.69	18
FUND 491		TOTAL ***** Capital Projects-Library	86440	85671.45	99	605080	189435.31	31	.00	1037300	847864.69	18
GRAND		TOTAL *****	86440	85671.45	99	605080	189435.31	31	.00	1037300	847864.69	18

August 20, 2018

(Action Item 4)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
July 31, 2018**

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$292,934.82
491	Capital Projects Fund - Library	\$85,671.45
Total Disbursements		<u>\$378,606.27</u>
Payrolls Paid		
7/6/2018		\$293,561.15
7/20/2018		\$286,695.41
		<u>\$580,256.56</u>
 Journal Entry Expenditures by Village On Behalf Of the Library		
7/31/2018	Group Insurance	\$96,575.00
7/31/2018	IMRF	\$66,239.57
7/31/2018	Social Security	\$34,848.84
7/31/2018	Medicare	\$14,403.91
		<u>\$212,067.32</u>
Total Disbursed		<u><u>\$1,170,930.15</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
77158	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION - JULY'18	99.84	99.84
77170	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	142.77-	142.77-
77211	GALE/CENGAGE LEARNING	291-0000-140.05-00	PREPAID VALUE	8,173.41	8,173.41
77219	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED AUGUST 2018 FSA DEP AUGUST 2018	5,105.73 1,153.86	6,259.59
77247	MANGO LANGUAGES	291-0000-140.05-00	PREPAID VALUE	19,000.98	19,000.98
77275	PROQUEST LLC	291-0000-140.05-00	PREPAID VALUE	4,293.33	4,293.33
***** DIVISION TOTAL ****					37,684.38
***** DEPARTMENT TOTAL **					37,684.38
DEPARTMENT: 60	Executive Office	DIVISION: 01			
77159	AGATI, INC	291-6001-601.50-15	Z- LOUNGE CHAIRS	2,555.27	2,555.27
77160	ALA MEMBERSHIP	291-6001-601.22-02 291-6001-601.22-02 291-6001-601.22-02	ALA DUES - S DISTEL ALA MEMBERSHIP - ALA MEMBERSHIP - S DISTEL	280.00 191.00 330.00	801.00
77162	ALIBRIS	291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99	EMPL REIMBURSED PURCHASE EMPL REIMB PURCHASE EMPL REIMB PURCHASE EMPL REIMB PURCHASE EMPL REIMB PURCHASE EMPL REIMB PURCHASE	97.20 59.80 96.10 25.94 38.94 23.94	341.92
77163	AMAZON.COM CREDIT	291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05	FILE FOLDERS POCKET FOLDERS OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES COIN COUNTER INDEXES	10.82 16.47 61.09 47.80- 1.06- 67.84 47.80 94.99 19.88	270.03
77168	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-05 291-6001-601.22-03	TRAVEL/TRAINING- K MYERS TRAVEL/TRAINING-J MORAVEC TRAVEL/TRAINING-J MORAVEC POSTAGE - J MORAVEC TRAVEL/TRAINING-J MPRAVEC	24.70 38.28 49.51 12.90 37.49	162.88
77169	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	HOTEL - S DISTEL 7/8/18	131.04	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					131.04
77170	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-02	RENEWAL OF ANNUAL SITE	100.00	
		291-6001-601.22-03	LUNCH WITH BOARDPRESIDENT	84.69	
		291-6001-601.22-03	ALA CONF HOTEL -	1,063.00	
		291-6001-601.22-42	INTERNET SERVICE	344.85	
		291-6001-601.30-05	WALL CLOCK-COAT HOOKS	45.66	
		291-6001-601.30-05	MIRROR	29.87	
		291-6001-601.22-03	LMCC CONF - P AICHELE	375.00	
		291-6001-601.22-03	ABOS CONF - T SCALLON	275.00	
		291-6001-601.21-65	ERRONEOUS CHARGE	331.27-	
		291-6001-601.22-03	ALA CONF HOTEL - B BENSON	1,012.72	
		291-6001-601.22-03	ALA CONF HOTEL - J DUNCON	1,161.70	
		291-6001-601.22-03	ALA CONF HOTEL - T DANTIS	762.54	
		291-6001-601.22-03	ALA CONF HOTEL - D SMART	762.54	5,686.30
77172	AT & T	291-6001-601.22-70	TELE	5,171.67	5,171.67
77173	AT&T MOBILITY	291-6001-601.22-42	INTERNER ACCESS	138.69	138.69
77177	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	15.82	
		291-6001-601.32-99	EMPL REIMB PURCHASE	11.89	
		291-6001-601.32-99	EMPL REIMB PURCHASE	25.04	
		291-6001-601.32-99	EMPL REIMB PURCHASE	36.02	88.77
77178	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMPL REIMB PURCHASE	36.72	
		291-6001-601.32-99	EMPL REIMB PURCHASE	29.39	
		291-6001-601.32-99	EMPL REIMB PURCHASE	14.68	
		291-6001-601.32-99	EMPL REIMB PURCHASE	29.39	110.18
77187	COMCAST	291-6001-601.21-65	BUSINESS CABLE AUGUST	21.04	21.04
77199	DISTEL, SHANNON	291-6001-601.22-03	ILA CONF - S DISTEL	162.76	162.76
77200	DRISKELL, MIKE	291-6001-601.22-03	RIPL TRAINING -M DRISKELL	249.02	249.02
77201	DUNCAN, JOLIE	291-6001-601.22-03	ALA CONF - J DUNCAN	381.89	
		291-6001-601.22-03	ILA CONF - J DUNCAN	156.87	538.76
77205	FINER LINE	291-6001-601.30-05	NAME BADGES	13.80	13.80
77206	FIRST CLASS TRAVEL	291-6001-601.22-03	FAMILY PLACE TRAINING	359.41	
		291-6001-601.22-03	FAMILY PLACE TRAINING	359.41	718.82
77208	FRIENDS-SAINT PAUL PUBLIC LIBRARY	291-6001-601.20-08	CONSULTING SERVS LIBRARY	7,859.12	7,859.12
77212	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	OFFICE SUPPLIES	48.61	
		291-6001-601.30-05	OFFICE SUPPLIES	17.98	66.59
77217	GRAINGER INC, W W	291-6001-601.30-05	INSTANT COLD PAK	7.32	7.32
77219	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES AUGUST 2018	175.75	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					175.75
77222	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVICES JULY	49.95	49.95
77225	IL DEPT OF EMPLOYMENT SECURITY	291-6001-601.19-55	UNEMPLOYMENT COMPENSATION	2,290.00	2,290.00
77227	ILA CONFERENCE	291-6001-601.22-03	ILA CONF - S DISTEL	225.00	
		291-6001-601.22-03	ILA CONF - J BOWER	255.00	
		291-6001-601.22-03	ILA CONF - T SPICER	225.00	
		291-6001-601.22-03	ILA CONF - K BAILEY	225.00	
		291-6001-601.22-03	ILA CONF - S BECKMAN	225.00	
		291-6001-601.22-03	ILA CONF - E MATHER	255.00	
		291-6001-601.22-03	ILA CONF - S MEYER	200.00	
		291-6001-601.22-03	ILA CONF - B PARDUE	225.00	
		291-6001-601.22-03	ILA CONF - J DUNCAN	225.00	
		291-6001-601.22-03	ILA CONF - D SMART	175.00	
		291-6001-601.22-03	ILA CONF - M LEPO	225.00	
		291-6001-601.22-03	ILA CONF - R THORNTON	225.00	2,685.00
77228	ILA MEMBERSHIP	291-6001-601.22-02	ILA MEMBERSHIP - S DISTEL	200.00	200.00
77229	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6001-601.20-81	1ST QUARTER OCLC	15,091.45	15,091.45
77232	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMPL REIMB PURCHASE	31.63	
		291-6001-601.32-99	EMPL REIMB PURCHASE	14.13	45.76
77233	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	Z - STOOL CHAIRS	870.34	870.34
77241	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVICES	43.58	43.58
77260	NG-HE, CAROL	291-6001-601.22-03	AMM-IAM-VSA CONF -C NG-HE	200.96	200.96
77267	OFFICE TEAM	291-6001-601.20-05	PROFESSIONAL SERVICES	539.28	
		291-6001-601.20-05	PROFESSIONAL SERVICES	866.70	
		291-6001-601.20-05	PROFESSIONAL SERVICES	866.70	
		291-6001-601.20-05	PROFESSIONAL SERVICES	866.70	3,139.38
77268	OLICHWIER, DAVID	291-6001-601.22-03	ALA CONF - D OLICHWIER	460.66	460.66
77269	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE -	63.00	63.00
77270	PADDOCK PUBLICATIONS INC	291-6001-601.22-01	ADVERTISING - PREV WAGE	67.50	
		291-6001-601.22-01	ADVERTISING - CARPET BID	67.50	135.00
77272	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERVICES	6,615.00	6,615.00
77282	ROBBINS SCHWARTZ	291-6001-601.20-20	LEGAL SERVICES -JUNE 2018	1,030.00	1,030.00
77300	URBAN LIBRARIES COUNCIL	291-6001-601.22-02	MEMBERSHIP INSTALLMENT	6,750.00	6,750.00
77301	VERIZON WIRELESS	291-6001-601.22-70	6/26-7/25/2018 TELEPHONE	370.99	370.99
77304	WAREHOUSE DIRECT	291-6001-601.32-99	EMPL REIMB PURCHASE	49.61	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.30-05	OFFICE SUPPLIES	12.74	62.35
77307	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 7/13-8/12	1,574.99	1,728.99
		291-6001-601.22-42	INTERNET ACCESS	154.00	
77308	YALSA/ALA	291-6001-601.22-03	YALSA SYMPOSIUM - A SON	248.00	248.00

***** DIVISION TOTAL **** *Communications and marketing* 67,351.14

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 02			
77168	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.20-05	THE PIANO PROJECT -	500.00	2,500.00
		291-6002-601.20-05	THE PIANO PROJECT -	500.00	
		291-6002-601.20-05	THE PIANO PROJECT -	500.00	
		291-6002-601.20-05	THE PIANO PROJECT -	500.00	
		291-6002-601.20-05	THE PIANO PROJECT -	500.00	
77170	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERTISING	1.76	396.59
		291-6002-601.21-65	FACEBOOK ADVERTISING	68.09	
		291-6002-601.22-10	PROPLAN PAYMENT	239.84	
		291-6002-601.30-05	ENVELOPES	86.90	
77243	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	85.25	85.25
77257	MOBILE PRINT	291-6002-601.22-10	BIRTHDAY CARD -VOLUNTEERS	115.55	115.55
77277	QUILL CORPORATION	291-6002-601.30-05	DROP BOX	47.98	47.98
77284	SCHLESINGER MACHINERY INC	291-6002-601.21-02	CUTTER BLADE SHARPENING	340.00	340.00
77309	4ALL PROMOTIONS	291-6002-601.32-72	SRC ERASERS	340.00	640.00
		291-6002-601.32-72	SRC PENCILS	300.00	

***** DIVISION TOTAL **** *Human Resources* 4,125.37

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 03			
77156	ACTION WITHOUT BORDERS	291-6003-601.22-01	ADVERTISING HR	90.00	90.00
77169	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-01	GENEALOGY LIBRARIAN JOBAD	207.20	207.20
77179	BALZER, EDMUND	291-6003-601.40-62	TUITION REIMBURSEMENT	660.00	660.00
77183	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT SCREENING	1,072.50	1,072.50
77200	DRISKELL, MIKE	291-6003-601.40-62	TUITION REIMBURSEMENT	1,324.00	1,324.00
77246	MANAGEMENT ASSOCIATION OF ILL	291-6003-601.22-03	HR ROUNDABLE SERIES	250.00	1,000.00
		291-6003-601.21-65	BENCHMARKING	1,000.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,250.00
77254	MEYER, SHANNON	291-6003-601.40-62	TUITION REIMBURSMENT	1,059.00	1,059.00
***** DIVISION TOTAL ****					5,662.70

Gifts and Grants

DEPARTMENT:	60 Executive Office	DIVISION:	04		
77165	ANIMAL FARM MUSIC	291-6004-601.22-18	FAMILY CONCERT, 9/22	750.00	750.00
77168	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-72	VOLUNTEER LUNCHEON -	500.00	
		291-6004-601.32-02	PROGRAM EVENTS - S HILL	31.50	531.50
77177	BAKER & TAYLOR	291-6004-601.32-80	BOOKS	66.73	66.73
77188	COMDATA CORPORATION	291-6004-601.32-02	SVS FARMER'S MARKET	40.13	40.13
77211	GALE/CENGAGE LEARNING	291-6004-601.32-80	BOOKS	10.99	10.99
77299	UPBEAT MUSIC CORPORATION	291-6004-601.22-18	SUNDAY MUSICALE CALLALOO,	1,000.00	1,000.00
***** DIVISION TOTAL ****					2,399.35

Information Technology

DEPARTMENT:	60 Executive Office	DIVISION:	10		
77163	AMAZON.COM CREDIT	291-6010-601.31-85	TAPE CARTRIDGE	1,399.86	1,399.86
77169	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-30	TONER	733.26	
		291-6010-601.30-30	EASY SAVINGS	10.00-	
		291-6010-601.30-30	TONER	282.89	
		291-6010-601.30-30	EASY SAVINGS	5.65-	1,000.50
77170	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	SUBSCRIPTION	25.00	
		291-6010-601.21-02	BATTERY WARRANTY	3.80	
		291-6010-601.31-85	DELL RAID BACKUP BATTERY	125.00	
		291-6010-601.30-32	PEOPLE TRAK SUPPORT	989.77	
		291-6010-601.30-32	SUBSCRIPTION	25.00	
		291-6010-601.30-32	SUBSCRIPTION	9.99	
		291-6010-601.20-05	SUBSCRIPTION	54.10	
		291-6010-601.30-32	SUBSCRIPTION	14.99	
		291-6010-601.30-32	SUBSCRIPTION	24.99	
		291-6010-601.31-85	LED MONITOR - CONF ROOMS	999.95	
		291-6010-601.30-32	SUBSCRIPTION	49.00	2,321.59
77174	B & H PHOTO VIDEO	291-6010-601.30-30	TONER	859.36	859.36
77181	BAYSCAN TECHNOLOGIES	291-6010-601.31-85	BAYSCAN 2D AREA IMAGER	920.00	920.00
77230	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	234.99	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	400.26	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	946.79	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	474.90	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	499.55	
		291-6010-601.30-30	TONER	19.50	2,575.99
77256	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	TANGENT COMPUTERS	4,332.00	4,332.00
77295	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	COST PER FAX PROGRAM-2ND	867.20	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	795.00	1,662.20
***** DIVISION TOTAL *****					15,071.50

Facilities

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
DEPARTMENT: 60	Executive Office	DIVISION: 20			
77155	ACRES GROUP	291-6020-601.21-11	LAWN MAINTENANCE - JULY	883.00	883.00
77157	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVICE JULY	2,412.65	2,412.65
77164	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVICE - JULY'18	89.00	89.00
77166	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT - JULY 2018	200.00	200.00
77167	ARLINGTON HTS FORD	291-6020-601.21-07	AUTO EQUIPMENT MAINTEN	42.95	42.95
77168	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	BLDG MAINT - G LECLAIR	45.00	
		291-6020-601.21-11	BLDG MAINT - G LECLAIR	38.94	83.94
77170	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	LOCK	21.73	
		291-6020-601.21-11	PLASTIC BOXES	98.19	
		291-6020-601.21-11	LMCC CONF - M HASTINGS	375.00	
		291-6020-601.21-07	OIL CHANGE	33.95	
		291-6020-601.21-11	MATS	108.90	
		291-6020-601.21-11	CARPET FLANGE	248.41	886.18
77175	BADE SUPPLY	291-6020-601.31-45	JANITORIAL PRODUCTS	1,731.65	1,731.65
77189	COMED	291-6020-601.30-51	HEATING	34.21	
		291-6020-601.30-51	HEATING	1.64	35.85
77192	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	PREVENTATIVE MAINT MILLER	2,137.00	
		291-6020-601.21-11	HVAC EQUIPMENT INSPECTION	1,650.00	
		291-6020-601.21-11	COMPRESSOR OIL	119.00	3,906.00
77196	DAHME MECHANICAL INDUSTRIES	491-6020-601.50-15	BOILER WORK	85,671.45	85,671.45
77209	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	AUTO EQUIPMENT MAINTEN	169.39	169.39
77212	GARVEYS OFFICE PRODUCTS	291-6020-601.31-45	URINAL SCREEN CHERRY	128.60	128.60
77217	GRAINGER INC,W W	291-6020-601.21-11	EXIT SIGNS	83.04	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	SIGNS	170.23	253.27
77220	H-O-H WATER TECHNOLOGY INC	291-6020-601.21-11	FILTERS	104.26	104.26
77224	IGS	291-6020-601.30-51	NATURAL GAS - JUNE 2018	2,398.40	2,398.40
77249	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICES FOR	4,599.00	4,599.00
77251	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINT SUPPLIES	102.93	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	196.41	299.34
77258	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	WATER'S EDGE PAINT	77.98	
		291-6020-601.21-11	TRAFFIC WT/YL PAINT	204.95	282.93
77261	NICOR GAS	291-6020-601.30-51	NAT GAS DISTRIBUTION -	153.36	
		291-6020-601.30-51	NAT GAS DISTRIBUTION -	660.53	813.89
77264	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE	76.00	76.00
77265	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	LOW WATER CUT OFF	586.00	586.00
77271	PATTEN INDUSTRIES INC	291-6020-601.21-02	REPLACE COOLANT FOR	725.88	725.88
77274	PROGRAM ONE PROFESSIONAL BLDG SERVS	291-6020-601.21-11	WINDOW CLEANING	551.00	551.00
77280	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL PRODUCTS	950.75	950.75
77287	SHERWIN HARDWARE INC	291-6020-601.21-11	MISC BLDG MAINT SUPPLIES	39.93	
		291-6020-601.21-11	MISC BLDG MAINT SUPPLIES	18.55	
		291-6020-601.21-11	MISC BLDG MAINT SUPPLIES	57.52	
		291-6020-601.21-11	BATTERY	27.98	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	14.49	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	22.99	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	41.93	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	14.58	237.97
77288	SHERWIN-WILLIAMS	291-6020-601.21-11	PAINT	51.78	51.78
77290	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVICE/ JULY 2018	931.24	
		291-6020-601.21-02	REG SERVICE 2/JULY 2018	931.24	1,862.48
77291	STAPLES ADVANTAGE	291-6020-601.31-45	REFUND	34.74-	
		291-6020-601.31-45	SOAP-GLOVES-MOP HEADS	676.64	641.90
77302	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - JUNE 2018	301.51	
		291-6020-601.21-60	WATER/SEWER 5/1-7/3/2018	4,923.90	
		291-6020-601.21-60	WATER/SEWER 5/2-7/3/2018	82.77	5,308.18
77304	WAREHOUSE DIRECT	291-6020-601.21-11	BUILDING MAINTENANCE	76.91	
		291-6020-601.31-45	JANITORIAL PRODUCTS	174.68	251.59

***** DIVISION TOTAL ****

116,235.28

***** DEPARTMENT TOTAL **

210,845.34

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Specialty Info Services</i>					
/PAYM #					
77160	ALA MEMBERSHIP	291-6405-601.22-02	ALA MEMBERSHIP - T DANTIS	324.00	324.00
77163	AMAZON.COM CREDIT	291-6405-601.32-01	KEY RINGS	13.44	
		291-6405-601.32-01	PROGRAM SUPPLIES	119.88	
		291-6405-601.32-90	PANASONIC AA REGARCH BATT	69.11	
		291-6405-601.32-90	RECHARGEABLE BATTERIES	17.99	
		291-6405-601.32-01	KEY CHAIN PENS	25.56	
		291-6405-601.32-01	FEATHERS	42.00	
		291-6405-601.32-01	PROGRAM SUPPLIES	16.65	304.63
77168	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAVEL/TRAINING - L DAKAS	21.90	21.90
77170	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	CANCELED PROGRAM - CROAR	105.00-	
		291-6405-601.22-03	SYSTEMIC RACISM TRAINING-	105.00	
77188	COMDATA CORPORATION	291-6405-601.32-01	TEA&TALK	28.32	
		291-6405-601.32-01	VOLUNTEER MEETINGS	22.93	51.25
77210	FUN EXPRESS LLC	291-6405-601.32-90	CIRC SUPPLIES	27.24	27.24
77221	HENQUINET, RICHARD	291-6405-601.22-18	RESUME REVIEWS - JULY'18	210.00	210.00
77228	ILA MEMBERSHIP	291-6405-601.22-02	ILA MEMBERSHIP	100.00	100.00
77245	MADAY, JULIE I	291-6405-601.22-18	RESUME REVIEWS - JULY'18	150.00	150.00
77278	RAILS	291-6405-601.22-03	MENTAL HEALTH FIRST AID	20.00	20.00
***** DIVISION TOTAL ****					1,209.02
<i>Customer Services</i>					

77160	ALA MEMBERSHIP	291-6420-601.22-02	ALA DUES - R KING	192.00	192.00
77163	AMAZON.COM CREDIT	291-6420-601.32-01	PROGRAM SUPPLIES	99.76	
		291-6420-601.30-05	CLIPS	7.53	
		291-6420-601.30-05	BINS	10.89	
		291-6420-601.32-90	CC - BADGE HOLDERS	74.36	
		291-6420-601.30-05	IS - OFFICE SUPPLIES	22.96	
		291-6420-601.30-05	IS - SHREDDER	163.99	
		291-6420-601.32-90	CC- LABEL PRINTER TAPE	15.98	
		291-6420-601.32-90	CC- RUBBER BANDS	28.16	
		291-6420-601.32-90	CC- ORGANIZER	117.07	540.70
77168	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAVEL/TRAINING- S MEYER	25.94	
		291-6420-601.22-03	TRAVEL/TRAINING - M MAIER	6.54	
		291-6420-601.22-03	TRAVEL/TRAINING-S BECKMAN	5.88	
		291-6420-601.22-03	TRAVEL/TRAINING - M MAIER	6.54	
		291-6420-601.22-03	TRAVEL/TRAINING-S BECKMAN	5.88	50.78
77170	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	ABOS DUES - T SCALLON	49.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					49.00
77212	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	OFFICE SUPPLIES	23.57	
		291-6420-601.32-90	CC- RUBBERBANDS	8.78	32.35
77228	ILA MEMBERSHIP	291-6420-601.22-02	ILA MEMBERSHIP	75.00	
		291-6420-601.22-02	ILA MEMBERSHIP	150.00	
		291-6420-601.22-02	ILA MEMBERSHIP	25.00	
		291-6420-601.22-02	ILA MEMBERSHIP	150.00	400.00
77229	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS/JUNE 2018	1,076.50	1,076.50
77238	KEWANEE PUBLIC LIBRARY DISTRICT	291-6420-601.21-64	LOST BOOK	14.99	14.99
77262	NILES PUBLIC LIBRARY	291-6420-601.21-64	ACCESS SERVS	24.99	24.99
77276	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SERVICES	207.10	
		291-6420-601.21-65	DELIVERY SERVICES	185.30	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	1,013.70
77291	STAPLES ADVANTAGE	291-6420-601.32-90	IL - REMOVABLE LABELS	371.60	371.60
77297	ULINE	291-6420-601.32-90	IL - BUBBLE BAGS	78.96	78.96
77298	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS - JUNE 2018	116.35	
		291-6420-601.21-65	PLACEMENTS - JULY 2018	161.10	277.45
77304	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	34.05	
		291-6420-601.32-90	CIRCULATION SUPPLIES	65.10	99.15
***** DIVISION TOTAL *****					4,222.17

programs and exhibits

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
64	User Services	40			
77033	CAMRON, RON	291-6440-601.22-18	RON AND SANDIE: A TRIBUTE	450.00-	450.00-
77086	KRAYBILL, RICHARD	291-6440-601.22-18	ADULT BUSINESS PROGRAM	50.00-	50.00-
77163	AMAZON.COM CREDIT	291-6440-601.32-02	STICKERS	12.73	
		291-6440-601.32-02	PROGRAM EVENTS	37.52	
		291-6440-601.32-02	PROGRAM EVENTS	42.31	
		291-6440-601.32-02	ART KIT	9.99	
		291-6440-601.32-02	STICKERS	25.96	
		291-6440-601.32-02	PROGRAM EVENTS	1.91-	
		291-6440-601.32-02	PROGRAM EVENTS	.71-	
		291-6440-601.32-02	PROGRAM EVENTS	223.74	
		291-6440-601.32-02	PROGRAM EVENTS	.74-	
		291-6440-601.32-02	HARRY POTTER ACTIONFIGURE	8.87	
		291-6440-601.32-02	PROGRAM EVENTS	72.19	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	IRON ON APPLIQUE PATCH	38.94	
		291-6440-601.32-02	BUTTON PINS BADGES	9.38	
		291-6440-601.32-02	PROGRAM EVENTS	83.93	
		291-6440-601.32-02	PROGRAM EVENTS	.41-	
		291-6440-601.32-02	ORNAMENTS	25.98	
		291-6440-601.32-02	SEA ASSORTMENT	9.88	597.65
77168	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	IMPROV PERFORMANCE, 7/20	500.00	
		291-6440-601.32-02	PROGRAM EVENTS - T SPICER	20.37	
		291-6440-601.32-02	PROGRAM EVENTS - K BAILEY	52.76	
		291-6440-601.32-02	PROGRAM EVENTS - J CZAJKA	36.95	
		291-6440-601.22-03	TRAVEL/TRAINING- J CZAJKA	11.99	
		291-6440-601.32-02	PROGRAM EVENTS - E MATHER	13.18	
		291-6440-601.32-02	PROGRAM EVENTS - L DRAFTZ	25.00	
		291-6440-601.32-02	PROGRAM EVENTS - S JAROL	35.30	
		291-6440-601.32-02	PROGRAM EVENTS - K BAILEY	46.69	
		291-6440-601.32-02	PROGRAM EVENTS - S HILL	44.95	
		291-6440-601.32-02	PROGRAM EVENTS - M LEPO	49.40	
		291-6440-601.32-02	PROGRAM EVENTS - S HILL	30.17	
		291-6440-601.32-02	PROGRAM EVENTS -	50.00	
		291-6440-601.32-02	PROGRAM EVENTS - L DRAFTZ	18.97	
		291-6440-601.32-02	PROGRAM EVENTS -S HOLLARS	22.38	
		291-6440-601.32-02	PROGRAM EVENTS - M VELA	29.78	
		291-6440-601.22-03	TRAVEL/TRAINING - S NG-HE	26.82	1,014.71
77169	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PIZZA FOR FANCON	176.16	176.16
77170	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	BUFFET - BAD ART NIGHT	250.00	
		291-6440-601.32-02	REFRESHMENT -STORYTELLING	101.21	
		291-6440-601.32-02	PROGRAM SUPPLIES	31.95	
		291-6440-601.32-02	MOVIE PASSES -TEEN SUMMER	179.80	
		291-6440-601.22-18	DINNER -ARTIST IN RESIDEN	94.54	
		291-6440-601.32-02	PROGRAM SUPPLIES	71.71	
		291-6440-601.32-02	PROGRAM SUPPLIES	16.20	
		291-6440-601.32-02	PROGRAM SUPPLIES	189.19	
		291-6440-601.32-02	REFUND	7.00-	
		291-6440-601.32-02	UNREST DVD LICENSE	105.85	
		291-6440-601.32-02	POVERTY DVD LICENSE	105.00	
		291-6440-601.32-02	PINS	390.00	
		291-6440-601.32-02	BUTTON PINS	135.53	1,663.98
77171	ART EXCURSIONS INC	291-6440-601.22-18	ART OF KLIMT 8/30/18	350.00	350.00
77176	BAILEY, KERRY	291-6440-601.32-02	FAN CON FOOD TRUCK MINIM	112.00	112.00
77186	CHAMBERS, TAMARA	291-6440-601.22-18	GUEST JUDGE AT TEEN FILM	200.00	200.00
77188	COMDATA CORPORATION	291-6440-601.32-02	SENIOR ART PROGRAM	4.00	
		291-6440-601.32-02	WORLD CUP	45.55	
		291-6440-601.32-02	INTEGENERATIONAL PROGRAM	23.63	73.18
77198	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	PROGRAM EVENTS	543.64	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROGRAM EVENTS	119.10	662.74
77202	FAMBRO MANAGEMENT	291-6440-601.22-18	CHESS CLUB, 9/16	100.00	100.00
77210	FUN EXPRESS LLC	291-6440-601.32-02	PROGRAM EVENTS	17.47	17.47
77213	GIRE,DANN	291-6440-601.22-18	GUEST JUDGE AT TEEN FILM	200.00	200.00
77214	GIRISH,UMA	291-6440-601.22-18	A VISION BOARD WORKSHOP	350.00	350.00
77215	GKIDS	291-6440-601.22-18	FLAT SCREENING FEE, 9/28	100.00	100.00
77223	HUBBERTS,DIANA	291-6440-601.22-18	FILM DISCUSSION,"CLOSURE"	150.00	150.00
77228	ILA MEMBERSHIP	291-6440-601.22-02	ILA MEMBERSHIP	100.00	100.00
77235	KADEN,PATRICIA S	291-6440-601.22-18	ASL INTERPRET SRVS TEEN	225.00	225.00
77237	KAREN CHAN FINANCIAL EDUCATION	291-6440-601.22-18	PRESENTATION: RETIREMENT	300.00	300.00
77239	KITTREDGE,JULIE	291-6440-601.22-18	PHOTOGRAPHY SERVICES	175.00	175.00
77240	KNABB,JACOB S	291-6440-601.22-18	WRITER'S INK FACILITATION	150.00	150.00
77242	LEPO,MARY JO	291-6440-601.32-02	SENIOR CENTER EVENTS	66.96	66.96
77245	MADAY,JULIE I	291-6440-601.22-18	RESUME REVIEWS - 9/6/18	100.00	100.00
77250	MCNULTY,ALAYNE	291-6440-601.22-18	CREATIVE AGING: ART	420.00	420.00
77273	POOT-MAN	291-6440-601.22-18	THE MINDFULNESS MOVIE NP	50.00	50.00
77279	RAINVILLE,AMY	291-6440-601.22-18	ASL INTERPRETATION TEEN	225.00	225.00
77285	SCHOLASTIC INC	291-6440-601.32-02	OUTREACH PRESCHOOL SUMMER	362.40	
		291-6440-601.32-02	SUMMER READING -	3,180.55	3,542.95
77289	SMITH,SUSAN	291-6440-601.22-18	CREATIVE CONNECTIONS:	150.00	150.00
77292	SWANK MOTION PICTURES INC	291-6440-601.22-18	WIDESCREEN DVD SR CENTER	140.00	140.00
77293	SWIDERSKI,ANN	291-6440-601.22-18	ESL WRITING CLASS,8/28/18	125.00	125.00
77303	VRABLIK,LISA	291-6440-601.22-18	MINECRAFT, 2 PROGRAMS,9/1	400.00	400.00

***** DIVISION TOTAL ***** 11,437.80

Digital Services

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6450-601.50-15	GAMES	31.78	
		291-6450-601.32-90	CIRC- SUPPLIES	23.89	
		291-6450-601.32-90	BATTERIES	8.99	
		291-6450-601.50-15	MUSE	238.98	
		291-6450-601.32-01	PROGRAM SUPPLIES	13.38	348.96
77168	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-03	TRAVEL/TRAINING - J FROHN	7.09	
		291-6450-601.22-03	TRAVEL/TRAINING -G BERGER	23.99	31.08
77170	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-03	LLAMA WEBINAR - GAMING	59.00	
		291-6450-601.22-02	ALA DUES - J BOWER	202.00	261.00
77174	B & H PHOTO VIDEO	291-6450-601.31-85	QUICK RELEASE PLATE	12.98	
		291-6450-601.31-85	SCREWS	5.95	18.93
77211	GALE/CENGAGE LEARNING	291-6450-601.32-78	SUBSCRIPTION	8,173.41	8,173.41
77228	ILA MEMBERSHIP	291-6450-601.22-02	ILA MEMBER APP FEE	150.00	150.00
77247	MANGO LANGUAGES	291-6450-601.32-78	SUBSCRIPTION	1,055.61	1,055.61
77275	PROQUEST LLC	291-6450-601.32-78	SUBSCRIPTION	2,146.67	2,146.67
77294	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	ELECTRONIC RESOURCES	910.98	910.98
77304	WAREHOUSE DIRECT	291-6450-601.32-90	CIRCULATION SUPPLIES	52.08	52.08

***** DIVISION TOTAL ****

13,148.72

Collection Services

77153	ABC SOAPS IN DEPTH	291-6470-601.32-95	PERIODICALS	39.75	39.75
77154	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	54.00	54.00
77161	ALA/RDA TOOLKIT	291-6470-601.30-33	ANNUAL INSTITUTIONAL	191.00	191.00
77163	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	22.33	
		291-6470-601.32-75	AV MTLs	149.94	
		291-6470-601.32-75	AV MTLs	149.00	
		291-6470-601.32-75	AV MTLs	155.99	
		291-6470-601.32-75	AV MTLs	79.99	
		291-6470-601.32-75	AV MTLs	221.04	
		291-6470-601.32-75	AV MTLs	13.20	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	49.09	
		291-6470-601.32-75	AV MTLs	33.98	
		291-6470-601.32-75	AV MTLs	56.93	
		291-6470-601.32-75	AV MTLs	36.24	
		291-6470-601.32-75	AV MTLs	13.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL	33.09	
		291-6470-601.32-75	AV MTL	41.96	
		291-6470-601.32-75	AV MTL	35.00	
		291-6470-601.32-75	AV MTL	39.98	
		291-6470-601.32-75	AV MTL	40.00	
		291-6470-601.32-75	AV MTL	159.98	
		291-6470-601.32-75	AV MTL	46.38	
		291-6470-601.32-75	AV MTL	149.00-	
		291-6470-601.32-75	AV MTL	2.00-	
		291-6470-601.32-75	AV MTL	95.98	
		291-6470-601.32-75	AV MTL	79.99-	
		291-6470-601.32-75	AV MTL	1.56-	
		291-6470-601.32-75	AV MTL	99.39	
		291-6470-601.32-75	AV MTL	22.99	
		291-6470-601.32-75	AV MTL	12.96	
		291-6470-601.32-75	AV MTL	43.49	
		291-6470-601.32-80	BOOKS	24.20	
		291-6470-601.32-80	BOOKS	15.33	
		291-6470-601.32-80	BOOKS	39.08	
		291-6470-601.32-80	BOOKS	60.99	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	10.95	
		291-6470-601.32-80	BOOKS	45.19	
		291-6470-601.32-80	BOOKS	69.89	
		291-6470-601.32-75	AV MTL	39.98	
		291-6470-601.32-75	AV MTL	28.96	
		291-6470-601.32-75	AV MTL	19.94	
		291-6470-601.32-75	AV MTL	20.68	
		291-6470-601.32-75	AV MTL	54.49	
		291-6470-601.32-75	AV MTL	79.98	
		291-6470-601.32-75	AV MTL	19.83	
		291-6470-601.32-75	AV MTL	41.52	
		291-6470-601.32-75	AV MTL	18.63	
		291-6470-601.32-75	AV MTL	120.24	
		291-6470-601.32-75	AV MTL	22.99	
		291-6470-601.32-75	AV MTL	14.11-	
		291-6470-601.32-80	BOOKS	22.57	
		291-6470-601.32-80	BOOKS	16.13-	
		291-6470-601.32-80	BOOKS	249.93	
		291-6470-601.32-80	BOOKS	73.05	
		291-6470-601.32-80	BOOKS	19.64	
		291-6470-601.32-80	BOOKS	17.43	
		291-6470-601.32-80	BOOKS	5.02	
		291-6470-601.32-80	BOOKS	67.48	
		291-6470-601.32-80	BOOKS	46.65	
		291-6470-601.32-80	BOOKS	16.12	
		291-6470-601.32-80	BOOKS	17.89	
		291-6470-601.32-80	BOOKS	177.95	
		291-6470-601.32-80	BOOKS	112.61	
		291-6470-601.32-80	BOOKS	103.55	
		291-6470-601.32-80	BOOKS	42.07	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	8.33	
		291-6470-601.32-95	PERIODICALS	15.19	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.32-95	PERIODICALS	14.78	
		291-6470-601.32-95	PERIODICALS	7.11	
		291-6470-601.32-95	PERIODICALS	18.00	
		291-6470-601.32-75	AV MTLs	25.50	
		291-6470-601.32-75	AV MTLs	33.17	
		291-6470-601.32-75	AV MTLs	26.72	
		291-6470-601.32-75	AV MTLs	5.96	
		291-6470-601.32-75	AV MTLs	43.48	
		291-6470-601.32-75	AV MTLs	34.31	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	29.10-	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	17.50	
		291-6470-601.32-75	AV MTLs	27.96	
		291-6470-601.32-75	AV MTLs	36.58	
		291-6470-601.32-75	AV MTLs	34.28	
		291-6470-601.32-75	AV MTLs	24.44	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	12.98	
		291-6470-601.32-75	AV MTLs	24.49	
		291-6470-601.32-75	AV MTLs	22.44	
		291-6470-601.32-75	AV MTLs	180.61	
		291-6470-601.32-75	AV MTLs	28.96-	
		291-6470-601.32-75	AV MTLs	41.75	
		291-6470-601.32-75	AV MTLs	54.58	
		291-6470-601.32-75	AV MTLs	50.86-	
		291-6470-601.32-75	AV MTLs	50.00	
		291-6470-601.32-75	AV MTLs	159.60	
		291-6470-601.32-75	AV MTLs	85.14	
		291-6470-601.32-75	AV MTLs	89.85	
		291-6470-601.32-75	AV MTLs	143.94	
		291-6470-601.32-75	AV MTLs	71.97	
		291-6470-601.32-75	AV MTLs	46.15	
		291-6470-601.32-75	AV MTLs	18.04	
		291-6470-601.32-75	AV MTLs	9.55	
		291-6470-601.32-80	BOOKS	17.19	
		291-6470-601.32-80	BOOKS	74.53	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	18.18	
		291-6470-601.32-80	BOOKS	53.63	
		291-6470-601.32-80	BOOKS	19.98	
		291-6470-601.32-80	BOOKS	28.49	
		291-6470-601.32-80	BOOKS	15.81	
		291-6470-601.32-80	BOOKS	15.43	
		291-6470-601.32-80	BOOKS	11.55	
		291-6470-601.32-80	BOOKS	27.42	
		291-6470-601.32-80	BOOKS	65.08	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	296.22	
		291-6470-601.32-80	BOOKS	18.91	
		291-6470-601.32-80	BOOKS	291.84	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	44.40	
		291-6470-601.32-80	BOOKS	40.49	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	35.90	
		291-6470-601.32-80	BOOKS	59.52	
		291-6470-601.32-95	PERIODICALS	9.37	
		291-6470-601.32-95	PERIODICALS	11.94	
		291-6470-601.32-95	PERIODICALS	5.98	
		291-6470-601.32-95	PERIODICALS	7.11	
		291-6470-601.32-95	PERIODICALS	10.65	
		291-6470-601.32-95	PERIODICALS	11.54	
		291-6470-601.32-95	PERIODICALS	34.99	
		291-6470-601.32-95	PERIODICALS	22.57	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	11.73	
		291-6470-601.32-80	BOOKS	24.34	
		291-6470-601.32-80	BOOKS	17.98	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	15.07	
		291-6470-601.32-75	AV MTLs	9.34	
		291-6470-601.32-80	BOOKS	14.55	
		291-6470-601.32-80	BOOKS	14.70	
		291-6470-601.32-80	BOOKS	64.88	
		291-6470-601.32-75	AV MTLs	16.59	
		291-6470-601.32-75	AV MTLs	32.98	
		291-6470-601.32-75	AV MTLs	12.88	
		291-6470-601.32-75	AV MTLs	26.89	
		291-6470-601.32-75	AV MTLs	39.88	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	10.62-	
		291-6470-601.30-05	ALCOHOL 1GAL	28.75	
		291-6470-601.32-75	AV MTLs	61.98	
		291-6470-601.32-75	ROKU	39.99	
		291-6470-601.32-80	BOOKS	14.94	
		291-6470-601.32-80	BOOKS	83.98	
		291-6470-601.32-80	BOOKS	52.69	
		291-6470-601.32-80	BOOKS	14.84	
		291-6470-601.32-80	BOOKS	62.51	
		291-6470-601.32-80	BOOKS	70.34	
		291-6470-601.32-80	BOOKS	14.24	
		291-6470-601.32-80	BOOKS	247.28	
		291-6470-601.32-80	BOOKS	69.99	
		291-6470-601.32-80	BOOKS	20.74	
		291-6470-601.32-80	BOOKS	5.68-	
		291-6470-601.32-80	BOOKS	10.79	
		291-6470-601.32-80	BOOKS	10.56	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	.08-	
		291-6470-601.32-80	BOOKS	21.03	
		291-6470-601.32-80	BOOKS	15.29	
		291-6470-601.32-80	BOOKS	43.30	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	12.52	
		291-6470-601.32-75	AV MTLs	17.09	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	224.68	
		291-6470-601.32-75	AV MTLs	8.69	
		291-6470-601.32-75	AV MTLs	20.29	
		291-6470-601.32-75	AV MTLs	34.66	
		291-6470-601.32-75	AV MTLs	9.97	
		291-6470-601.32-75	AV MTLs	187.62	
		291-6470-601.32-75	AV MTLs	30.39	
		291-6470-601.32-75	AV MTLs	10.94	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	1.06-	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	57.80	
		291-6470-601.32-75	AV MTLs	35.03	
		291-6470-601.32-75	AV MTLs	47.07	
		291-6470-601.32-75	AV MTLs	77.95	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	44.99	
		291-6470-601.32-80	BOOKS	5.87	
		291-6470-601.32-80	BOOKS	11.24	
		291-6470-601.32-80	BOOKS	22.99	
		291-6470-601.32-80	BOOKS	27.94	
		291-6470-601.32-80	BOOKS	5.87-	
		291-6470-601.32-80	BOOKS	10.55	
		291-6470-601.32-80	BOOKS	42.56	
		291-6470-601.32-80	BOOKS	12.34	
		291-6470-601.32-80	BOOKS	24.68	
		291-6470-601.32-80	BOOKS	36.89	
		291-6470-601.32-80	BOOKS	9.03	
		291-6470-601.32-80	BOOKS	49.78	
		291-6470-601.32-75	AV MTLs	29.92	
		291-6470-601.32-75	AV MTLs	13.98	
		291-6470-601.32-75	AV MTLs	22.70	
		291-6470-601.32-75	AV MTLs	58.90	
		291-6470-601.32-75	AV MTLs	29.76	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-75	AV MTLs	224.95	
		291-6470-601.32-75	AV MTLs	16.37-	
		291-6470-601.32-75	AV MTLs	124.95	
		291-6470-601.32-75	AV MTLs	16.37-	
		291-6470-601.32-75	AV MTLs	49.98	
		291-6470-601.32-75	AV MTLs	26.87	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	119.64	
		291-6470-601.32-75	AV MTLs	14.79	
		291-6470-601.32-75	AV MTLs	54.98	
		291-6470-601.32-75	AV MTLs	81.00	
		291-6470-601.32-95	PERIODICALS	6.77	
		291-6470-601.32-95	PERIODICALS	9.68	
		291-6470-601.32-95	PERIODICALS	17.48	
		291-6470-601.32-95	PERIODICALS	27.98	
		291-6470-601.32-75	AV MTLs	97.75	
		291-6470-601.32-75	AV MTLs	39.29	
		291-6470-601.32-75	AV MTLs	256.33	
		291-6470-601.32-80	BOOKS	48.42	
		291-6470-601.32-80	BOOKS	69.94	
		291-6470-601.32-80	BOOKS	33.27	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-80	BOOKS	33.72	
		291-6470-601.32-80	BOOKS	13.04	
		291-6470-601.32-80	BOOKS	16.66	
		291-6470-601.32-75	AV MTLs	20.29	9,800.27
77168	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	TRAVEL/TRAINING - L BOBIS	30.65	30.65
77169	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	CASES	35.02	
		291-6470-601.32-05	ADHESIVE REMOVER	166.05	
		291-6470-601.32-95	PERIODICALS	440.36-	
		291-6470-601.32-75	AV MTLs	36.00	203.29-
77170	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	16.49	
		291-6470-601.32-75	AV MTLs	42.02	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	46.98	
		291-6470-601.32-75	AV MTLs	43.00	
		291-6470-601.32-75	AV MTLs	52.73	
		291-6470-601.32-95	PERIODICALS	23.48	
		291-6470-601.32-75	AV MTLs	37.35	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-95	PERIODICALS	14.31	
		291-6470-601.32-75	AV MTLs	50.98	
		291-6470-601.32-95	PERIODICALS	19.99	
		291-6470-601.32-75	AV MTLs	2.50-	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	35.98	
		291-6470-601.32-75	AV MTLs	114.68	
		291-6470-601.32-75	AV MTLs	58.00	
		291-6470-601.32-75	AV MTLs	42.49	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	13.31	
		291-6470-601.32-95	PERIODICALS	13.49	
		291-6470-601.32-75	AV MTLs	223.08	
		291-6470-601.32-95	PERIODICALS	14.49	
		291-6470-601.32-80	BOOKS	23.48	
		291-6470-601.32-80	BOOKS	68.45	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	21.22	
		291-6470-601.32-95	PERIODICALS	30.77	
		291-6470-601.32-75	AV MTLs	11.25-	
		291-6470-601.32-75	AV MTLs	26.98	
		291-6470-601.32-75	AV MTLs	179.51	
		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	
		291-6470-601.32-75	AV MTLs	47.79	
		291-6470-601.32-75	AV MTLs	248.75	
		291-6470-601.32-75	AV MTLs	191.22	
		291-6470-601.32-95	PERIODICALS	40.46	
		291-6470-601.32-95	PERIODICALS	14.45	
		291-6470-601.32-05	LABELS	35.90	
		291-6470-601.32-05	CARPET PROTECTOR	204.98	2,084.91
77177	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	286.92	
		291-6470-601.32-80	BOOKS	82.85	
		291-6470-601.32-80	BOOKS	62.25-	
		291-6470-601.32-80	BOOKS	336.70	
		291-6470-601.32-80	BOOKS	742.73	
		291-6470-601.32-80	BOOKS	131.14	
		291-6470-601.32-80	BOOKS	303.28	
		291-6470-601.32-80	BOOKS	166.06	
		291-6470-601.32-80	BOOKS	1,283.40	
		291-6470-601.32-80	BOOKS	657.99	
		291-6470-601.32-80	BOOKS	193.69	
		291-6470-601.32-80	BOOKS	191.21	
		291-6470-601.32-80	BOOKS	71.19	
		291-6470-601.32-80	BOOKS	1,048.22	
		291-6470-601.32-80	BOOKS	373.30	
		291-6470-601.32-75	AV MTLs	61.32	
		291-6470-601.32-75	AV MTLs	17.02	
		291-6470-601.32-75	AV MTLs	13.26	
		291-6470-601.22-85	PROC SERVS	19.00	
		291-6470-601.22-85	PROC SERVS	262.20	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	486.40	
		291-6470-601.22-85	PROC SERVS	198.75	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	5.60-	
		291-6470-601.32-80	BOOKS	329.87	
		291-6470-601.32-80	BOOKS	128.13	
		291-6470-601.32-80	BOOKS	289.96	
		291-6470-601.32-80	BOOKS	47.54	
		291-6470-601.32-80	BOOKS	109.56	
		291-6470-601.32-80	BOOKS	550.40	
		291-6470-601.32-80	BOOKS	407.55	
		291-6470-601.32-80	BOOKS	288.97	
		291-6470-601.32-80	BOOKS	94.38	
		291-6470-601.32-80	BOOKS	134.48	
		291-6470-601.32-80	BOOKS	24.87	
		291-6470-601.32-80	BOOKS	232.11	
		291-6470-601.32-80	BOOKS	389.77	
		291-6470-601.32-80	BOOKS	259.16	
		291-6470-601.32-80	BOOKS	355.72	
		291-6470-601.32-80	BOOKS	380.79	
		291-6470-601.32-80	BOOKS	202.73	
		291-6470-601.32-80	BOOKS	993.02	
		291-6470-601.32-80	BOOKS	210.91	
		291-6470-601.32-80	BOOKS	210.26	
		291-6470-601.32-80	BOOKS	71.77	
		291-6470-601.32-80	BOOKS	1,669.78	
		291-6470-601.32-80	BOOKS	90.75	
		291-6470-601.32-80	BOOKS	365.28	
		291-6470-601.32-80	BOOKS	911.36	
		291-6470-601.32-75	AV MTLs	54.16	
		291-6470-601.32-75	AV MTLs	341.99	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	27.75	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	414.20	
		291-6470-601.22-85	PROC SERVS	100.80	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	250.80	
		291-6470-601.32-80	BOOKS	1,347.71	
		291-6470-601.32-80	BOOKS	93.78	
		291-6470-601.32-80	BOOKS	274.73	
		291-6470-601.32-80	BOOKS	356.85	
		291-6470-601.32-80	BOOKS	88.25	
		291-6470-601.32-80	BOOKS	393.78	
		291-6470-601.32-80	BOOKS	266.47	
		291-6470-601.32-80	BOOKS	647.96	
		291-6470-601.32-80	BOOKS	139.61	
		291-6470-601.32-80	BOOKS	393.98	
		291-6470-601.32-80	BOOKS	100.09	
		291-6470-601.32-80	BOOKS	308.77	
		291-6470-601.32-80	BOOKS	108.39	
		291-6470-601.32-80	BOOKS	136.69	
		291-6470-601.32-80	BOOKS	135.46	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	42.00	
		291-6470-601.32-80	BOOKS	451.93	
		291-6470-601.32-80	BOOKS	242.89	
		291-6470-601.32-80	BOOKS	249.99	
		291-6470-601.32-80	BOOKS	56.21	
		291-6470-601.22-85	PROC SERVS	459.80	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	96.60	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	137.60	
		291-6470-601.32-75	AV MTLs	53.03	
		291-6470-601.32-75	AV MTLs	56.10	
		291-6470-601.32-75	AV MTLs	255.67	
		291-6470-601.32-80	BOOKS	1,069.54	
		291-6470-601.32-80	BOOKS	397.72	
		291-6470-601.32-80	BOOKS	117.61	
		291-6470-601.32-80	BOOKS	524.79	
		291-6470-601.32-80	BOOKS	374.73	
		291-6470-601.32-80	BOOKS	283.92	
		291-6470-601.32-80	BOOKS	167.77	
		291-6470-601.32-80	BOOKS	388.81	
		291-6470-601.32-80	BOOKS	159.68	
		291-6470-601.32-80	BOOKS	572.94	
		291-6470-601.32-80	BOOKS	220.43	
		291-6470-601.32-80	BOOKS	772.78	
		291-6470-601.32-80	BOOKS	142.43	
		291-6470-601.22-85	PROC SERVS	114.80	
		291-6470-601.32-80	BOOKS	294.75	
		291-6470-601.22-85	PROC SERVS	272.10	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	182.40	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	50.55	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.32-80	BOOKS	230.21	
		291-6470-601.32-80	BOOKS	68.48	
		291-6470-601.32-75	AV MTLs	448.14	
		291-6470-601.32-75	AV MTLs	29.39	
		291-6470-601.22-85	PROC SERVS	123.20	32,215.31
77178	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	342.90	
		291-6470-601.32-75	AV MTLs	380.28	
		291-6470-601.32-75	AV MTLs	3,873.49	
		291-6470-601.32-75	AV MTLs	43.16	
		291-6470-601.32-75	AV MTLs	3,906.81	
		291-6470-601.32-75	AV MTLs	13.91	
		291-6470-601.32-75	AV MTLs	93.23	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	47.72	
		291-6470-601.32-75	AV MTLs	170.27	
		291-6470-601.32-75	AV MTLs	318.90	
		291-6470-601.32-75	AV MTLs	38.19	
		291-6470-601.32-75	AV MTLs	20.57	
		291-6470-601.32-75	AV MTLs	92.70	
		291-6470-601.32-75	AV MTLs	2,675.58	
		291-6470-601.32-75	AV MTLs	208.73	
		291-6470-601.32-75	AV MTLs	25.36	
		291-6470-601.32-75	AV MTLs	22.90	
		291-6470-601.32-75	AV MTLs	137.89	
		291-6470-601.32-75	AV MTLs	2,272.33	14,684.92
77180	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	722.05	
		291-6470-601.32-75	AV MTLs	1,018.84	1,740.89
77182	BIBLIOTHECA LLC	291-6470-601.32-80	BOOKS	85.50	
		291-6470-601.32-75	AV MTLs	174.97	
		291-6470-601.32-75	AV MTLs	51.99	
		291-6470-601.32-80	BOOKS	93.99	
		291-6470-601.32-75	AV MTLs	3,233.69	
		291-6470-601.32-80	BOOKS	5,422.68	9,062.82
77184	CASTLE CONNOLLY MEDICAL	291-6470-601.32-80	BOOKS	250.00	250.00
77185	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	50.64	
		291-6470-601.32-80	BOOKS	28.04	78.68
77190	COMIX REVOLUTION	291-6470-601.32-95	PERIODICALS	21.95	
		291-6470-601.32-80	BOOKS	49.88	71.83
77191	COMPLETE INVESTOR	291-6470-601.32-95	PERIODICALS	87.00	87.00
77193	COMPUTYPE INC	291-6470-601.32-05	SPINE LABELS	687.22	687.22
77194	COPPOCK, CHET	291-6470-601.32-80	BOOKS	250.00	250.00
77195	COX SUBSCRIPTIONS, W T	291-6470-601.32-95	PERIODICALS	4,011.66	4,011.66
77197	DEMCO INC	291-6470-601.32-05	PAPER TAPE	162.27	
		291-6470-601.32-05	LABEL PROTECTORS	527.51	
		291-6470-601.32-05	PROCESSING SUPPLIES	128.48	
		291-6470-601.32-05	LABELS	86.65	904.91
77203	FINANCIAL TIMES	291-6470-601.32-95	PERIODICALS	612.00	612.00
77204	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	379.97	379.97
77207	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	37.38	
		291-6470-601.32-80	BOOKS	59.47	96.85
77211	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	25.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	756.72	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	80.97	
		291-6470-601.32-80	BOOKS	178.34	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	99.71	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	85.96	1,526.76
77216	GOOD L CORP	291-6470-601.32-90	CIRC SUPPS - GRAY BASKETS	1,999.97	1,999.97
77218	GREY HOUSE PUBLISHING	291-6470-601.32-80	BOOKS	367.95	367.95
77226	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	71.25	
		291-6470-601.32-80	BOOKS	112.50	
		291-6470-601.32-80	BOOKS	127.50	
		291-6470-601.32-80	BOOKS	131.25	442.50
77231	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	301.53	301.53
77232	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	19.76	
		291-6470-601.32-80	BOOKS	6.77	
		291-6470-601.32-80	BOOKS	30.53	
		291-6470-601.32-80	BOOKS	43.98	
		291-6470-601.32-80	BOOKS	158.91	
		291-6470-601.32-80	BOOKS	26.99	
		291-6470-601.32-80	BOOKS	184.42	
		291-6470-601.32-80	BOOKS	75.32	
		291-6470-601.32-80	BOOKS	7.32	
		291-6470-601.32-80	BOOKS	177.49	
		291-6470-601.32-80	BOOKS	36.15	
		291-6470-601.32-80	BOOKS	117.30	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	18.06	
		291-6470-601.32-80	BOOKS	7.77	
		291-6470-601.32-80	BOOKS	99.34	
		291-6470-601.32-80	BOOKS	17.09	
		291-6470-601.32-80	BOOKS	15.25	
		291-6470-601.32-80	BOOKS	139.66	
		291-6470-601.32-80	BOOKS	88.14	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	10.19	
		291-6470-601.32-80	BOOKS	83.30	
		291-6470-601.32-80	BOOKS	16.77	
		291-6470-601.32-80	BOOKS	129.39	
		291-6470-601.32-80	BOOKS	29.97	
		291-6470-601.32-80	BOOKS	44.57	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	75.25	
		291-6470-601.32-80	BOOKS	15.26	
		291-6470-601.32-80	BOOKS	237.72	
		291-6470-601.32-80	BOOKS	143.53	
		291-6470-601.32-80	BOOKS	67.12	
		291-6470-601.32-80	BOOKS	15.26	
		291-6470-601.32-80	BOOKS	89.67	
		291-6470-601.32-80	BOOKS	83.16	
		291-6470-601.32-80	BOOKS	83.55	
		291-6470-601.32-80	BOOKS	117.85	
		291-6470-601.32-80	BOOKS	36.61	
		291-6470-601.32-80	BOOKS	127.53	
		291-6470-601.32-75	AV MTLs	21.99	
		291-6470-601.32-80	BOOKS	89.85	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	97.09	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	39.07	
		291-6470-601.32-80	BOOKS	178.52	
		291-6470-601.32-80	BOOKS	79.64	
		291-6470-601.32-80	BOOKS	14.69	
		291-6470-601.32-80	BOOKS	58.27	3,309.39
77234	INVESTORS BUSINESS DAILY	291-6470-601.32-95	PERIODICALS	279.00	279.00
77236	KANOPY LLC	291-6470-601.32-75	AV MTLs	448.00	
		291-6470-601.32-75	AV MTLs	426.00	874.00
77244	LOST TREASURE MAGAZINE	291-6470-601.32-95	PERIODICALS	33.95	33.95
77248	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	152.00	152.00
77252	MERGENT INC	291-6470-601.32-95	PERIODICALS	2,079.00	2,079.00
77253	MESSAGE MOVERS	291-6470-601.32-05	PROC SUPPS	335.72	335.72
77255	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	22.48	
		291-6470-601.32-75	AV MTLs	80.94	
		291-6470-601.32-75	AV MTLs	138.96	
		291-6470-601.32-75	AV MTLs	228.11	
		291-6470-601.32-75	AV MTLs	9,501.65	9,972.14
77259	NATIONAL GEOGRAPHIC HISTORY	291-6470-601.32-95	PERIODICALS	29.00	29.00
77263	NO-LOAD FUND INVESTOR	291-6470-601.32-95	PERIODICALS	169.00	169.00
77266	OFFICE DEPOT BUSINESS ACCOUNT	291-6470-601.32-05	MARKERS	18.92	18.92
77281	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	82.20	
		291-6470-601.32-95	PERIODICALS	27.00-	
		291-6470-601.32-75	AV MTLs	110.63	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					165.83
77283	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	148.01	
		291-6470-601.32-80	BOOKS	86.44	234.45
77285	SCHOLASTIC INC	291-6470-601.32-95	PERIODICALS	178.05	178.05
77286	SCHOLASTIC LIBRARY	291-6470-601.32-80	BOOKS	273.00	
		291-6470-601.32-80	BOOKS	39.00	312.00
77296	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	25.11	
		291-6470-601.32-80	BOOKS	89.75	114.86
77304	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	17.43	17.43
77305	WASHINGTON SPECTATOR	291-6470-601.32-95	PERIODICALS	10.00	10.00
77306	WHITE PAPERS	291-6470-601.32-80	BOOKS	4.04	
***** DIVISION TOTAL ****					100,058.84
***** DEPARTMENT TOTAL **					130,076.55
***** GRAND TOTAL *****					378,606.27

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	292,934.82
491	Capital Projects-Library	85,671.45
**** TOTAL ALL FUNDS ****		378,606.27

August 20, 2018

**Arlington Heights Memorial Library
Special Funds Summary
7/31/2018**

	Count	40	Account	Amount	Description	Staff
Check # 1507- Meridian Banquet & Conference Center			6004-3272	\$ 500.00	Deposit for 2019 Volunteer Luncheon	K McCoy
Check # 1508- Void					Void	
Check # 1509- Annoyance Productions			6440-2218	\$ 500.00	Improv Performance 7/20 - Final Payment	S Jarol
Check # 1510-AHML - Petty Cash						
	7/9/2018		6020-2111	\$ 45.00	Building Maintenance	G Leclair
			6440-3202	\$ 20.37	Program Events	T Spicer
			6440-3202	\$ 52.76	Program Events	K Bailey
			6440-3202	\$ 36.95	Program Events	J Czajka
			6440-2203	\$ 11.99	Travel/Training	J Czajka
			6420-2203	\$ 25.94	Travel/Training	S Meyer
			6001-2203	\$ 24.70	Travel/Training	K Myers
			6001-2203	\$ 38.28	Travel/Training	J Moravec
			6420-2203	\$ 6.54	Travel/Training	M Maier
			6450-2203	\$ 7.09	Travel/Training	J Frohn
	7/16/2018		6440-3202	\$ 13.18	Program Events	E Mather
			6440-3202	\$ 25.00	Program Events	L Draftz
			6440-3202	\$ 35.30	Program Events	S Jarol
			6450-2203	\$ 23.99	Travel/Training	G Berger
			6470-2203	\$ 30.65	Travel/Training	L Bobis
			6405-2203	\$ 21.90	Travel/Training	L Dakas
	7/23/2018		6440-3202	\$ 46.69	Program Events	K Bailey
			6440-3202	\$ 44.95	Program Events	S Hill
			6004-3202	\$ 31.50	Program Events	S Hill
			6440-3202	\$ 49.40	Program Events	M Lepo
			6001-2203	\$ 49.51	Travel/Training	J Moravec
			6001-2205	\$ 12.90	Postage	J Moravec
			6001-2203	\$ 37.49	Travel/Training	J Moravec
			6420-2203	\$ 5.88	Travel/Training	S Beckman
	7/30/2018		6020-2111	\$ 38.94	Building Maintenance	G Leclair
			6440-3202	\$ 30.17	Program Events	S Hill
			6440-3202	\$ 50.00	Program Events	M Matkowski
			6440-3202	\$ 18.97	Program Events	L Draftz
			6440-3202	\$ 22.38	Program Events	S Hollars
			6440-3202	\$ 29.78	Program Events	M Vela
			6420-2203	\$ 6.54	Travel/Training	M Maier
			6420-2203	\$ 5.88	Travel/Training	S Beckman
			6440-2203	\$ 26.82	Travel/Training	C Ng-He
Check # 1511- Teresa Meyanci			6002-2005	\$ 500.00	The Piano Project	A Harder
Check # 1512- Tara Riley			6002-2005	\$ 500.00	The Piano Project	A Harder
Check # 1513- Preeti Iqbal			6002-2005	\$ 500.00	The Piano Project	A Harder
Check # 1514- Thomas J. Rybarczyk			6002-2005	\$ 500.00	The Piano Project	A Harder
Check #1515- Violet Artemisia Jaffe			6002-2005	\$ 500.00	The Piano Project	A Harder
				<u>\$ 4,427.44</u>		

August 20, 2018

**Arlington Heights Memorial Library
American Express Card Summary
7/31/2018**

<u>CARDHOLDER</u>	Count <u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	
M. Driskell	489-90-00	\$ (142.77)	AMEX Cash back rebate	Other Income/Rebate	
	6001-2202	\$ 100.00	INNOVATIVE USERS	Renewal of Annual Site Membership	
	6001-2203	\$ 84.69	PEGGY KINNANE`S	Lunch with Board President for Belmont Building	
	6002-2165	\$ 1.76	FACEBK	Facebook Advertising	
	6002-2165	\$ 68.09	FACEBK	Facebook Advertising	
M. Szymanek	6001-2203	\$ 1,063.00	HILTON HOTELS NEW ORLEANS	ALA Conference Hotel - M Driskell	
	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	\$ 16.49	PAYPAL *SAILORBOYRE	AV Mtls	
	6470-3275	\$ 42.02	GAMESTOP.COM	AV Mtls	
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls	
	6470-3275	\$ 46.98	USA*ACORNUSA	AV Mtls	
	6470-3275	\$ 43.00	PAYPAL *TRESSAMAILI	AV Mtls	
	6470-3275	\$ 52.73	THE RIGHT STUF, INC.	AV Mtls	
	6470-3295	\$ 23.48	MY MAG STORE	Periodicals	
	6470-3275	\$ 37.35	GAMESTOP.COM	AV Mtls	
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls	
	6470-3295	\$ 14.31	SP * ALTERNATIVE	Periodicals	
	6470-3275	\$ 50.98	USA*ACORNUSA	AV Mtls	
	6470-3295	\$ 19.99	FOCUS ON THE FAMILY	Periodicals	
	6470-3275	\$ (2.50)	GAMESTOP.COM	AV Mtls	
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls	
	6470-3275	\$ 35.98	TARGET.COM	AV Mtls	
	6470-3275	\$ 114.68	BBC AMERICA SHOP	AV Mtls	
	6470-3275	\$ 58.00	PAYPAL *TRESSAMAILI	AV Mtls	
	6470-3275	\$ 42.49	GAMESTOP.COM	AV Mtls	
	6470-3295	\$ 13.31	SP * ALTERNATIVE PRE	Periodicals	
	6470-3295	\$ 13.49	MY MAG STORE	Periodicals	
	6470-3275	\$ 223.08	GAMESTOP.COM	AV Mtls	
	6470-3295	\$ 14.49	MY MAG STORE	Periodicals	
	6470-3280	\$ 23.48	CONSUMER REPORT BOOK	Books	
	6470-3280	\$ 68.45	CONSUMER REPORT BOOK	Books	
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls	
	6470-3275	\$ 21.22	MUSICTODAY INC Music	AV Mtls	
	6470-3295	\$ 30.77	THE MEREDITH STORE	Periodicals	
	6470-3275	\$ (11.25)	GAMESTOP.COM	AV Mtls	
	6470-3275	\$ 26.98	SIMON SAYS STAMP	AV Mtls	
	6470-3275	\$ 179.51	GAMESTOP.COM	AV Mtls	
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls	
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls	
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls	
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls	
6470-3275	\$ 4.99	ACORN.TV	AV Mtls		
6470-3275	\$ 4.99	ACORN.TV	AV Mtls		
6470-3275	\$ 47.79	JOANN STORES	AV Mtls		
6470-3275	\$ 248.75	PAYPAL *BUTTON BOY	AV Mtls		
6470-3275	\$ 191.22	GAMESTOP.COM	AV Mtls		
6470-3295	\$ 40.46	MY MAG STORE	Periodicals		
6470-3295	\$ 14.45	MY MAG STORE	Periodicals		
R. Dworiany	6010-3032	\$ 25.00	GITHUB	Subscription	
	6010-2102	\$ 3.80	AMAZON MKTPLACE PMTS	Battery Warranty	
	6010-3185	\$ 125.00	AMAZON MKTPLACE	Dell Raid Backup Battery	
	6010-3032	\$ 989.77	SS SOFTWARE TECHNOLO	People Trak Support Renewal	
	6001-2242	\$ 344.85	COMCAST	Internet Service	
	6010-3032	\$ 25.00	TRELLO.COM	Subscription	
	6010-3032	\$ 9.99	AMAZON FREETIME	Subscription	
	6010-2005	\$ 54.10	PAYFLOW/PAYPAL	Subscription	
	6010-3032	\$ 14.99	SPOTIFY USA	Subscription	
	6010-3032	\$ 24.99	SLING.COM	Subscription	
	6010-3185	\$ 999.95	AMAZON.COM	LED Monitor - Conference Rooms	
	6010-3032	\$ 49.00	RIDDLE.COM	Subscription	
	J. Czajka	6440-3202	\$ 250.00	House Of Music and Entertainment	Buffet- Bad Art Night
		6440-3202	\$ 101.21	TRADER JOE`S	Refreshment-Storytelling for Adults
		6440-3202	\$ 31.95	PARTY CITY	Program Supplies
6440-3202		\$ 179.80	SAM`S CLUB	Movie Passes - Teen Summer Reading	
6004-2218		\$ 94.54	TTOWA RESTAURANT	Dinner-Artist In Residence	
J. Moravec	6440-3202	\$ 71.71	JOANN STORES	Program Supplies	
	6001-3005	\$ 45.66	BED BATH & BEYOND	Wall Clock-Coat Hooks	
	6440-3202	\$ 16.20	PAYPAL	Program Supplies	
	6405-2203	\$ (105.00)	PAYPAL *CROSSROADSA	Canceled Program - CROAR- M Monahan	

6002-2210	\$	239.84	HOO*HOOTSUITE	ProPlan Payment
6440-3202	\$	189.19	ETSY.COM	Program Supplies
6440-3202	\$	(7.00)	ETSY.COM	Refund
6450-2203	\$	59.00	AMER LIB ASSOC	LLAMA Webinar - Gaming Your Training
6440-3202	\$	105.85	SP * THE OFFICIAL	Unrest DVD License Screening
6440-3202	\$	105.00	RO CO FILMS EDUCATIO	Poverty DVD License Screening
6470-3205	\$	35.90	ONLINE LABELS	Labels
6001-3005	\$	29.87	WALMART.COM	Mirror
6020-2111	\$	21.73	BAY STATE ALARM	Lock
6405-2203	\$	105.00	PAYPAL *CROSSROADSA	Systemic Racism Training - M Monahan
6001-2203	\$	375.00	AMIGOS LIBRARY SERVI	LMCC Conference - P Aichele
6002-3005	\$	86.90	PAPER SOURCE	Envelopes
6450-2202	\$	202.00	AMER LIB ASSOC	ALA Dues - J Bower
6020-2111	\$	98.19	REALLY USEFUL BOXES	Plastic Boxes
6470-3205	\$	204.98	SUN-BELT USA	Carpet Protector
6020-2111	\$	375.00	AMIGOS LIBRARY SERVI	LMCC Conference - M Hastings
6001-2203	\$	275.00	PAYPAL *ABOS	ABOS Conference - T Scallon
6420-2203	\$	49.00	PAYPAL *ABOS	ABOS Dues - T Scallon
6020-2107	\$	33.95	ARLINGTON HEIGHTS FORD	Oil Change
6001-2165	\$	(331.27)	CHARGE	Erroneous Charge
6020-2111	\$	108.90	AMERICAN FLOOR MATS	Mats
6440-3202	\$	390.00	PAYPAL *CHEAPPINSL	Pins
6001-2203	\$	1,012.72	NEW ORLEANS MARRIOTT	ALA Conference Hotel - B Benson
6001-2203	\$	1,161.70	ORLEANS	ALA Conference Hotel -J Duncan
6001-2203	\$	762.54	ORLEANS	ALA Conference Hotel - T Dantis
6001-2203	\$	762.54	ORLEANS	ALA Conference Hotel - D Smart
6020-2111	\$	248.41	GRANT SUPPLIES	Carpet Flange
6440-3202	\$	135.53	BUTTONMAKERS.NET	Button Pins
Total		<u>\$ 13,206.78</u>		

August 20, 2018

Arlington Heights Memorial Library
Master Card Summary
7/31/2018

Count 11

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
Shannon Distel	6010-3030	\$733.26	Rakuten	Toner
	6003-2201	\$207.20	LinkedIn	Genealogy Librarian Job Ad
	6010-3030	(\$10.00)	Rakuten	Easy Savings
	6470-3205	\$35.02	StoreNintendo.com	Cases
	6010-3030	\$282.89	Rakuten	Toner
	6440-3202	\$176.16	Garibaldi's Italian Eatery	Pizza for FanCon
	6010-3030	(\$5.65)	Rakuten	Easy Savings
	6470-3205	\$166.05	Undo	Adhesive Remover
	6001-2203	\$131.04	Courtyard Marriott	Hotel - S Distel 7/18/18
M Szymanek	6470-3295	(\$440.36)	WWD	Periodicals
	6470-3275	\$36.00	R and S Concert	AV Mtls
	Total	<u>\$1,311.61</u>		

To: Board of Library Trustees

From: Mike Driskell and Gary Leclair

Date: August 20, 2018

Re: Riding Carpet Cleaner

As discussed at the August 6 Committee of the Whole meeting, in 2018, \$15,900 was budgeted for periodic carpet cleaning to be done throughout the year. Between cleanings, staff have been manually spot cleaning the carpet, which is time intensive and not always effective. After doing some research, it was found that many large organizations purchase riding carpet cleaners that are capable of doing large areas quickly. In lieu of paying a contractor, staff would like to purchase a riding machine. So far this year, \$5,550 has been spent of the carpet-cleaning budget.

The following quotes have been received for the preferred machine, the Advance ES4000. The low quote is an online company that would not be able to provide support for the machine after the sale. Pike Systems is an authorized Advance dealer who can provide training and support locally for the machine.

1	Supply Chimp	\$13,325
2	Pike Systems	\$13,663.44
3	Bade Paper	\$14,612
4	Ramrod Distributors	\$14,800

With the purchase of this machine, staff would be able to reduce the carpet-cleaning budget by \$10,350 in the coming years. Having the machine would also increase the frequency of cleaning, resulting in better looking carpet.

Suggested motion: **The Board of Library Trustees authorizes the purchase of a riding carpet cleaner from Pike Systems in the amount of \$13,663.44.**

To: Board of Library Trustees

From: Mike Driskell and Gary Leclair

Date: August 13, 2018

Re: Natural Gas Rates

As discussed at the August 6 Committee of the Whole meeting, the library's natural gas supplier indicated that it is a good time to convert to fixed-rate pricing. Natural gas rates are favorable and are near all-time lows. If staff were to lock in a rate, the library would not need to worry about adverse changes in the market. Current rates are as follows:

Term in Months	Start	End	CG DTH Volume	Fixed Price Offer	Unit of Measure
12	Sep-18	Aug-19	13,962	\$2.99	CG DTH
24	Sep-18	Aug-20	27,924	\$2.97	CG DTH
36	Sep-18	Aug-21	41,885	\$2.87	CG DTH

The library is currently on a variable rate, which fluctuates with the market each month. To help put that in context, the variable rate has been between \$2.77 and \$4.47 over the past 12 months.

It's worth noting that it's very unusual to see the natural gas rates *decrease* as the term length increases. It's usually the opposite and you have to pay a premium to lock in long term. Staff see this as an indication that now could be a great time to lock in, especially before we get into fall/winter, when demand increases and there is often a market increase as a result.

Suggested motion: **The Board of Library Trustees authorizes staff to convert to fixed-rate pricing for natural gas rates for 36 months.**

To: Board of Library Trustees

From: Mike Driskell and Gary Leclair

Date: August 20, 2018

Re: Carpet Replacement

As was discussed at the March Committee of the Whole meeting, the carpet in many offices on the second floor is the original carpet, installed 25 years ago. This carpet is showing extreme wear and needs replacement. The 2018 budget includes \$95,000 for this project.

The bid called for the replacement of the office carpeting, along with alternates for the replacement of the carpet in the Hendrickson Room, Staff Lounge, and tile in the Executive Director's Office.

The results of the bidding are as follows:

Company	Base Bid	Alt 1 –Staff Room	Alt 2 – Hendrickson Room	Alt 3 - Tile	Total Base + Alternates
Abel Carpets Ltd/Comfloorx (emailed)	\$29,996	\$5,873	\$16,773	\$3,173	\$55,815
Continental Flooring Company	\$48,235	\$8,143	\$24,868	\$3,800	\$85,046
Mr David's Flooring International	\$42,160	\$8,394	\$26,226	\$3,878	\$80,658
Vortex Commercial Flooring	\$47,548	\$8,619	\$14,447	\$3,832	\$74,446
Douglas Floor Covering Inc	\$52,400	\$9,100	\$28,200	\$4,900	\$94,600
Forward Space	\$39,238.50	\$7,432.59	\$18,005.67	Emailed \$4,457.07	\$69,133.83
Johnson Floor Company Inc	\$42,210	\$7,080	\$20,618	\$3,028	\$72,936

The low bidder, Abel Carpets Ltd./Comfloorx has good references for similar projects, including a number of jobs with the Village of Arlington Heights.

Because some floor preparation is expected with carpet installation, we have added a 10% contingency to cover this cost.

Suggested Motion: The Board of Library Trustees awards the Carpet Replacement Project to Abel Carpets, Ltd./Comfloorx, for an amount not to exceed \$61,397, which includes a 10% contingency, pending attorney review of the contract.

To: Board of Library Trustees

From: Mike Driskell and Gary Leclair

Date: August 20, 2018

Re: Building Sealant Replacement

As discussed at the May Committee of the Whole meeting, the exterior caulking of the 1993 building is a more complex project than originally thought. Because of the complexity, Building Consultants Ltd. was hired to prepare drawings and specifications to take this project to bid.

The bid results are as follows:

JLJ Contracting Inc	\$109,950
Reliable Building Systems Inc	\$145,000
Design Installation Systems Inc	\$153,255
Western Specialty Contractors	\$199,301
Eugene Matthews Inc	\$103,500

The 2018 budget includes \$25,000 for this project. Since the cost of this project far exceeds the amount budgeted, staff is asking the board if it would still want to proceed at this time. If so, a suggested motion has been provided.

Suggested Motion: The Board of Library Trustees awards the Building Sealant Replacement Project to Eugene Matthews, Inc. for an amount not to exceed \$113,850, which includes a 10% contingency, pending attorney review of the contract.

To: Board of Library Trustees

From: Mike Driskell and Jennifer Czajka

Date: August 20, 2018

Re: Bravo! Chris Raschka Exhibit Recap

Staff will provide a recap of the Bravo! Chris Raschka art exhibit, including highlights of our artist-in-residence programs.

TO: Board of Trustees
FROM: Jennifer Czajka and Mike Driskell
DATE: August 20, 2018
RE: Upcoming Exhibit Contract, *Chagall for Children*

We are seeking authorization to enter into contract with the Kohl Children's Museum for their traveling exhibit *Chagall for Children*. The first of three exhibits and exhibit experiences planned for 2019, this multi-sensory, interactive art exhibit is designed and scaled for children ages 2-12. As such, we will incorporate all of its 14 interactive components throughout Kids' World, inviting children and their families to engage in a library space most comfortable to them and conducive to exploration and play. We look forward to welcoming the exhibit January 26 through April 7, again offering local families a museum-quality experience in their own backyard during the coldest weather months.

In addition to the rich developmental learning facilitated through exhibit interaction, this exhibit exposes children to art through the life and work of a master artist. Exhibit activities introduce art principles such as color, composition, light, and texture, explore weaving and sewing, and even allow children to become part of one of the paintings – Chagall's bold and colorful *At the Circus*.

Of note, this will be our first exhibit project planned with a neighboring museum. The staff at Kohl Children's Museum have been wonderful to work with and will be very accessible throughout the exhibit planning and delivery periods, including through load-in, installing and de-installation. Please find full details of the reduced exhibit cost in the attached Exhibit Summary. This also includes more about justification and scope, anticipated developmental benefits, feedback from previous hosts, and our anticipated evaluation plan. Programming is still in development, and will extend the exhibit themes and art experiences to our adult audience, who greatly value hands-on art making and art history.

We are happy to answer questions and discuss considerations about all 2019 Exhibit planning at the August 20 board meeting.

Suggested Motion: The Board of Library Trustees authorizes staff to enter into contract with Kohl Children's Museum for the exhibit *Chagall for Children* for an amount not to exceed \$21,000 for rental, transportation, installation, and disassembly.

CHAGALL for children

January 26 – April 7, 2019

Exhibit Summary

Prepared by Jennifer Czajka and Carol Ng-He, Programs & Exhibits



Why Chagall for Children?

Chagall for Children, an interactive art exhibit created by Kohl Children's Museum, introduces children to art through the life and work of a master artist. Adults and children alike can develop a greater understanding and appreciation of artistic expression through the exhibit.

The exhibit responds to our customers' interest in more art focused and interactive exhibits. Based on survey results from our current *Bravo! Chris Raschka* exhibit (as of mid-July), we know respondents are interested in seeing more exhibits on "art," "art history," and/or "artist's life." From the same survey, 76% of visitors identified as Arlington Heights residents. This data affirms the importance of and the need for art learning in our community.

Chagall's art provides a valuable opportunity for our young visitors to build key cognitive and physical skills. It also offers great psychological benefits to our visitors. Chagall's artwork often includes images that symbolize peace, love, tolerance, resilience, and faith. His work was often based on emotional association rather than traditional pictorial logics. Through his personal narrative, dreamlike imagery, and whimsical expressions, visitors may find inspiration, encouragement, or even healing.

Developmental Benefits of Art Education and Engagement in Early Childhood

Creative activities are some of the building blocks in child development. Early Literacy Supervisor Rebecca King shares more – “The fine motor skills and neural development that occur while creating or processing art are critical to further growth in key areas such as reading, writing, and math. The interactive components of the ***Chagall for Children*** exhibit will offer children and families the opportunity to experience art with many of their senses, which can lead to increased development in language and motor skills, greater creativity and confidence, and an awareness of others in the world around them.

As staff share storytime books with children and caregivers here at AHML, we also discuss the illustrations. Children naturally look for things they are familiar with, and curiosity piques when something new is introduced. Many of our bilingual, or ESL families, have expressed their gratitude in learning songs and stories. They are learning to speak and understand English along with their children. The Chagall for Children exhibit will enhance that opportunity and expose all of our families to great works of art they may not otherwise experience. In addition, the interactive aspect will help everyone to connect with the masterpieces in ways that are not possible from simply viewing at an art gallery.”

Additionally, a study by the National Endowment for the Arts – [“The Arts in Early Childhood: Social and Emotional Benefits of Arts Participation,”](#) authored by Melissa Menzer, PhD (December 2015), stated that participation in visual arts activities is associated with positive emotional development. Studies found that children who engaged in drawing improved their mood. Art has the power to help children regulate and express their emotions. It also helps children develop critical social skills, which promote pro-social behavior, including “helping, sharing, caring, and empathizing with others.”

Target Audience

The exhibit targets children ages 2-12, and will be located throughout Kids’ World, where our young visitors and their families can interact in the space most comfortable to them. Programming will extend the themes to additional audiences through adult.

Previous Host Feedback

Chagall for Children was created by the Kohl Children’s Museum in 1996 and has been on the road engaging visitors in children’s museums, art museums and heritage museums since. Previous hosts include EdVenture Children’s Museum (Columbia, SC), The Magic House (St. Louis, MO), Kansas City Children’s Museum, Manhattan Children’s Museum, Minnesota Children’s Museum, Pittsburgh Children’s Museum, Seattle Children’s Museum, William Breman Jewish Heritage Museum (Atlanta, GA), and Springfield Museum of Art

To gauge the impact of ***Chagall for Children***, we reached out to three recent hosts who shared their impressions and experiences engaging visitors with this exhibit. Their feedback follows:

“***Chagall for Children*** has only been on display for a few weeks and our visitors have really enjoyed it. The exhibition has increased our visitation tremendously... We are enjoying the

exhibition since it combines art and interactive elements to help illustrate different concepts within Chagall's work." – *Diana L. Blanchard Gross, Curator, Peninsula Fine Arts Center, Newport News, VA*

"Our visitors thoroughly enjoyed the **Chagall for Children** exhibition! They could really engage with each station of the exhibition and especially liked the selfie component ("At the Circus"). We heard nothing but wonderful comments from our visitors." – *Diane Waterhouse Barbarisi, Registrar, Springfield Museums, Springfield, MA*

"We had an amazing experience with David (Hanke, Director of Exhibitions at Kohl Children's Museum) and his team with the discussion, set up and implementation of this opportunity. In addition, it was so well received by the community in our first year, we have already locked in the dates for a follow-up show and display as a partnership with Kohl in 2019. I hope that you enjoy the same success with your version in Arlington Heights." – *David Motley, Director of Public Relations, City of Waukegan, IL*

When the exhibit last returned to its home at Kohl Children's Museum in Glenview, IL, the exhibit garnered positive press:

"'Creativity can't be taught by flash cards,' (Sheridan) Turner (who is the President and CEO of Kohl Children's Museum) says... She recounts the story of one young woman who grew up in Glenview and is now working in Johannesburg, South Africa creating a children's museum there – a task that she said was directly influenced by visiting the Chagall exhibit at the Kohl Museum as a child." - *Hands on great art, The Chicago Jewish News, June 11, 2015*

"The **Chagall for Children** exhibit is a perfect way for children to experience art in an age appropriate setting. While some children may appreciate traditional art museums, the Kohl Children's Museum exhibit makes the paintings more understandable for the younger audience. The interactive nature can make the paintings and artwork approachable. Children, and even parents, can learn how and why artistic works relate to culture, world events and the life of the artist. Each piece tells a story that is woven into the world history." - *Everyone is an artist, Chagall for Children at Kohl Children's Museum, examiner.com, June 15, 2015*

"What a fun way to get younger kids excited about art! Not only will the kids appreciate the interactive parts of the exhibit, but parents and adults will leave with a little bit more art education." [Review: New Chagall exhibit at Kohl Children's Museum – Interactive art for kids](#) - *O the Places We Go by Cheryl Eugenio, June 21, 2015*

Who is Chagall?

Marc Chagall (1887-1985) was a Russian-French artist of Belarusian Jewish origin. Among the celebrated painters of the 20th century, he is associated with the modern movements after Impressionism.

For many Chicagoans, Chagall is known for his stained-glass art, *America Windows* (1977). The art is one of the most beloved treasures in the Art Institute of Chicago's collection. In response to Chicago's enthusiasm for Chagall's work and the Art Institute's great support when he came to the city for a different mosaic project, he offered to create a set of stained-glass windows for the museum. According

to [the Art Institute's website description](#), "Chagall determined that the windows would commemorate America's bicentennial. The resulting work celebrates the country as a place of cultural and religious freedom, detailing the arts of music, painting, literature, theater, and dance."

About the Exhibit

The *Chagall for Children* exhibit is designed to engage visitors in exploring both art and the artist through 14 multi-sensory components. Each component features one of Chagall's works with an accompanying hands-on activity utilizing a variety of media. The components are:

1. **American Windows:** Visitors explore the effect of light upon stained glass
2. **At the Circus:** Incorporating role-play, which is key in the creative development of young children, visitors see themselves as part of a Chagall painting via a video camera and monitor.
3. **The Birthday:** Comparing art forms, visitors examine the reproduction of this oil painting and compare it to the tactile experience of touching the bas relief.
4. **The Blue House:** Studying form and structure, visitors create their own three-dimensional house against the backdrop of this painting.
5. **The Concert:** Visitors select musical instruments represented in this painting and blend sounds the way Chagall artistically blended colors.
6. **Flowers:** Visitors create their own flower arrangement inspired by the colorful work and experiment with floral scents.
7. **The Flying Sleigh:** Visitors explore the art of narrative form in a computerized activity.
8. **Green Violinist:** Visitors recreate the painting using magnetized puzzle pieces.
9. **I and the Village:** Visitors learn about the concept of symmetry and explore the different ways people view the world by rotating this painting.
10. **Job Tapestry:** Visitors cooperatively create a tapestry by weaving and sewing.
11. **The Juggler:** Visitors explore the role of detail in this work by using a touch screen to animate elements of the painting.
12. **Paris Through the Window:** By experimenting with composition using magnetized pieces, visitors create their own picture of Paris.
13. **The Poultry Yard:** Visitors experiment with brightly-colored, three dimensional, soft-sculpture animals to create fantasy creatures and scenes.
14. **The Rooster:** Visitors touch and rearrange the feathers in the tail of a soft sculpture copy of Chagall's rooster.

Many stations offer accompanying audio, highlighting information about the art upon which the interactive component is based.

A preview:



(above) *The Blue House*



(above) *American Windows*



(above) *Flowers*



(above) *The Juggler*

Beyond the Exhibit

To fully engage visitors in experiencing art and the subjects in Chagall's work, we will offer a wide range of art and art history programming for all ages. Most notable will be DIY Pop-Up art activities in Marketplace which invite families to make together. Pop-Up projects will include mosaic-style "peace windows" in the style of Chagall's American Windows. We previously offered this at our 2017 Celebrate Our Community event, where it was greatly enjoyed. Additionally, an art display showcasing youth artwork inspired by Chagall will be featured in the Kids' World display cases for the month of February.

While program details are still in development, highlights will be shared in the exhibit final report.

Projected Attendance

During the same time period in 2018, we hosted *XOXO: An Exhibit About Love & Forgiveness* from the Children's Museum of Pittsburgh. We estimated over 45,000 visitors who came to the exhibit. We anticipate *Chagall for Children* draws similar traffic into Kids' World, which we will be able to measure accurately with a new "people counter" sensor.

Evaluation Plan

To measure the visitor engagement with the exhibit, we will collect data as follows:

- 1) People Counter – A new counter will be installed at the entrance to Kids’ World (close to the stairs) to give us greater accuracy of exhibit attendance.
- 2) Custom Survey – Similar to **Bravo! Chris Raschka**, visitors can participate in our digital survey.
- 3) Volunteers – Following the success of our **XOXO: An Exhibit About Love and Forgiveness** volunteer-led evaluation, we will recruit volunteers in two key roles: Play Facilitators will provide hands-on assistance and guidance to visitors throughout the exhibit, plus share anecdotal feedback, and Surveyors will conduct direct observation and count interactions.

Cost Breakdown

The exhibit rental fee for Arlington Heights is discounted from \$30,000 due to the shortened exhibit period and our proximity to Kohl Children’s Museum. Included with rental, the museum will provide technical assistance in unloading, loading, installation and de-installation, which significantly reduces our cost in hiring movers.

As we finalize the 2019 budget, we will also request support from Friends of the Library, up to \$30,000, to offer a full year of exhibits, installations and exhibit experiences - **Chagall for Children** being the first of three. Upon presentation and approval, this will significantly decrease library costs detailed below.

The hard costs breakdown is as follows:

Item	Description	Vendor	Amount
Exhibit Rental Fee	10-week rental. Includes unloading, loading, installation, and de-installation	Kohl Children’s Museum	\$17,000.00
Outbound Shipping	Kohl Children’s Museum will cover inbound shipping	Lynden International (selected by the museum)	\$1,000.00
Movers and Crate Storage	Unload crates at warehouse - \$84/hour for approximately 1 hour	Atlantic Relocations System	\$84.00
	Crate storage for 12 weeks at \$70/week		\$840.00
	Reload carrier from warehouse - \$84/hour for approximately 1 hour		\$84.00
Contingency	10% of the total exhibit cost		\$1,900.80
		ESTIMATED TOTAL	\$20,908.80

Additional associated expenses include an opening event, budgeted in Programs & Exhibits 2019 requested budget, and marketing, detailed in Communications & Marketing 2019 requested budget.

To: Board of Library Trustees

From: Mike Driskell

Date: August 20, 2018

Re: Foundation Funding

Lauree Harp, a representative from the foundation exploratory committee, will attend to update the board on progress and present the foundation's request for a loan from the Arlington Heights Memorial Library in the amount of \$10,000 to fund the foundation's startup costs.

Suggested Motion: The Board of Library Trustees approves a loan of \$10,000 to the Arlington Heights Memorial Library Foundation on the terms stated in a Memorandum of Agreement and to authorize the Board President to sign the Memorandum of Agreement.

Memorandum of Agreement

Library Loan to Arlington Heights Memorial Library Foundation

Recitals

1. The Arlington Heights Memorial Library Foundation (the Foundation) is in the process of being formed as an Illinois not-for-profit corporation.
2. Following formation of an Illinois not-for-profit corporation, the Foundation intends to apply to the IRS for status as a 501 (c) (3) organization.
3. The Foundation expects to incur various costs and fees in connection with the Foundation's startup costs.
4. Lauree Harp, one of the founders/organizers of the Foundation, submitted to the Arlington Heights Memorial Library (the Library) a request for a loan of \$10,000 to provide funds to pay the Foundation's startup costs (request attached).
5. As stated in the Foundation's proposed Articles of Incorporation, the Foundation's purpose and mission is to benefit the Library, i.e., to provide funds for equipment, marketing, programming, materials, furniture, capital projects and other items and secure in-kind donations for Library purposes.

Agreement

- A. The Library agrees to loan to the proposed Foundation the sum of \$10,000 (the Loan) to cover the Foundation's startup costs.
- B. The Loan is made without interest.
- C. The Loan proceeds (\$10,000) will be paid to the Foundation within 30 days after the Foundation's status as an Illinois not-for-profit corporation has been confirmed by the Illinois Secretary of State.
- D. The founders/organizers of the Foundation will proceed with all reasonable due diligence to establish the Foundation as an Illinois not-for-profit corporation and apply to the IRS for 501 (c) (3) status.

E. The Foundation will repay the Loan in three (3) installments as follows:

1. August 1, 2019: \$3,333.33;
2. August 1, 2020: \$3,333.33;
3. August 1, 2021: \$3,333.34.

Arlington Heights Memorial Library

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
FOUNDATION**

By: _____
Debbie Smart, President
Board of Library Trustees

Signature _____
Lauree Harp
As founder/organizer of the Foundation

Date signed: _____

Date signed: _____

Executive Director’s Report August 2018

What’s New @ AHML

RBdigital Great Courses

RBdigital debuted its Great Courses product for libraries, and we are among the first institutions to offer it. The Great Courses is a series of college-level audio and video courses, “uniquely crafted for lifelong learners, with engaging, immersive learning experiences.” Through Hoopla, we already offered a selection of Great Courses, but RBdigital offers its whole catalog for unlimited binge viewing in a weeklong checkout period. This is more user and budget friendly. There are no monthly borrowing limits (as Hoopla has) and users can easily view a full course (or two). Hoopla charges about the same price per video as RBdigital does for an unlimited week of content.

Diversity and Inclusion

VOYA Magazine

The library’s partnership with Newcomer Center is featured in the August issue of VOYA (Voice of Youth Advocates) magazine. Co-authored by Youth Services Manager Trixie Dantis and Newcomer Center Coordinator Mario Perez, “Build a Better Future for All: Connecting Immigrant Teens to the Library” celebrates the successes of this collaboration.



Bilingual Outreach

Outreach at the fair at Mission San Juan Diego went very well and approximately 250 people stopped by the library booth. While most families live in the Palatine, Wheeling, and Des Plaines areas, it was an opportunity to be present in the community and talk about our library and some of our services. Mari Carmen Cifuentes coordinated along with Angela Jones, and they will follow up with eight people who signed up for a tour of our library.

Department Highlights

Programs News

Personal Best: An Evening of Storytelling for Adults

Our second evening of Storytelling for Adults proved that people in the community are interested in connecting through personal stories. After a successful two-part workshop offered with Diane Kastiel in June, two Arlington Heights residents performed stories they'd crafted in class, joined by six practiced storytellers. The consistently positive atmosphere assures us this format is resonating locally. Of 162 attendees, dozens took time to share positive feedback about this "Marvelous, free event in [their] backyard:"

- *Wonderful evening -- Great warmth from participants and audience*
- *Genuine people with heart warming stories*
- *Talent and delivery were first class for all levels of storytelling experience*
- *Break from the negative, hostile environment in our country today*

Superhero Movie Night featuring *Black Panther*

After breaking box office records and impacting endless viewers by bringing new representation to the superhero film fandom, we screened *Black Panther* as a lead up to FanCon. A variety of people (old, young, single, couples, families) joined us for the screening, expressing how happy they were to see us showing the film. The fact that we had 50 in attendance is great evidence that our community is interested in gathering around mainstream films - especially those that appeal to a wide audience.

3rd Annual FanCon our biggest yet!

FanCon: Comics & Pop Culture returned July 14 and was a great success. 905 delighted individuals of all ages participating in a wide variety of workshops, activities and interactive experiences throughout the building. This year we welcomed special guest Jeffrey Brown, a beloved children's author and popular artist. Jeffrey engaged people in an artist talk, as well as a special drawing workshop for kids, and spent much of his time signing and drawing for people in Artist Alley. It is wonderful that we are able to offer this celebration of fandom and pop culture to our community in a barrier-free library setting, where all can enjoy it.

World Cup live streaming success

For this first time, we offered live streaming via Sling TV. In addition to viewing World Cup matches on the big screen, attendees enjoyed snacks representing the countries competing - plantain chips for Brazil, Belgium chocolates, French croissants, British tea and biscuits. We saw many returning customers throughout the four matches, including couples, teens, young adults and even families! People expressed great appreciation for being able to experience the World Cup together in an all-ages environment. We were happy to provide the experience, experimenting with a new format and drawing new to the library attendees.

***Parks and Recreation* Trivia Night a Millennial hit**

Arlington Heights Park District was a natural partner in offering a trivia night dedicated to fan favorite comedy, *Parks and Recreation*. Of the 64 who attended, almost all were in their 20s and 30s. Several teams displayed their superfandom for the show by way of t-shirts featuring characters and favorite phrases. Emcees and trivia masters Sydney Jarol and Matt Matkowski kept the crowd at Arlington Lakes lively before crowning the winners.

Communications and Marketing News

Dreams come through under the red, white and blue was the theme of this year's annual Fourth of July Parade and we helped celebrate this year with a variety of your favorite characters including Batman, Wonder Woman and those from Star Wars.



Our parade entry also included the library's bookmobile and a replica 1960s Batmobile. Special thanks to all of the library staff, library board members, Kids' World interns, our Summer Volunteer Squad and our special superhero and Star Wars guests who helped represent the library during the parade and passed out nearly 5000 superhero masks to parade goers in celebration of the library's upcoming FanCon.

Digital Services News

Computer Lab Session

Since the computer lab is rarely at full capacity, the default session length has been changed from one hour with ten-minute extensions to three hours with one-hour extension. This will be less disruptive to customers using the computers for a prolonged period of time and should not detract from current computer availability.

Specialty Info News

Arlington Heights Park District Partnership

The library partnered with the Arlington Heights Park District on July 12 to host Soccer Fun. Angela Jones and Mari Carmen Cifuentes worked with Dawn Napravnik to welcome 47 kids and parents to Patriot Park where they enjoyed soccer drills with instructions from Arlington Aces, crafts, refreshments, and face painting. After playing in the sun, they were able to cool down on the bookmobile. One family, who had never been to the library, was very excited to visit soon and check out storytimes.



ESL Update

The ESL office has seen the continuing trend of multiple new students joining us every week (18 for July) and this has been constant for the last three months. Our Culture & Conversation classes have all had attendance increases and the waitlist for tutors continues to grow. We have four new tutors beginning in August and seven of our current tutors have agreed to take on additional students. Read to Learn partnership with District 214 is back up and running after a brief hiatus for our parking lot construction project. There were 69 ESL learners at our two sessions this month.

Youth News

Summer Volunteer Squads Out in the Community

Sprout Squad created recipes using ingredients harvested from the garden they maintained this summer at Thomas Middle School. On July 18, the squad visited the Arlington Heights Farmers' Market. Sixty-three people visited the booth to try out their locally grown food, to learn about the garden and to interact with our teen volunteers.

On July 13, Codebreakers traveled to Arlington Park Backstretch and brought with them their coding prowess coupled with fun coding and learning technology games. Thirty kids and teens at Backstretch interacted with our teen volunteers and enthusiastically inquired about how to check out STEM kits like the Osmo.

On July 12, Culinary Crusaders made a crusade to the Senior Center where teens sat with seniors to learn about their favorite recipes. These oral histories were recorded and transcribed by the teens in the hopes of starting a community cookbook.



Volunteer Project in the Hub

Teens were encouraged to give back through a volunteer activity as a component of the summer reading program. Teens designed, colored, and even stitched beautiful bandanas for shelter dogs to help them get adopted. Fifty-four bandanas were perfected and will be sent to the Anti-Cruelty Society in Chicago.



Happy Birthday Harry Potter!

To celebrate Harry Potter's birthday, Youth Services staff welcomed 26 eager tweens for Friday night trivia. Many wore costumes and showed off their knowledge of the boy wizard. They worked in teams to answer questions about characters, spells, houses, and unscramble anagrams. Attendees enjoyed butter beer and "Happee Birthdae Harry" cake. Our winners went home with Funko Harry Potter Pop! Bobbleheads and the other wizards went home with a goodie bag.

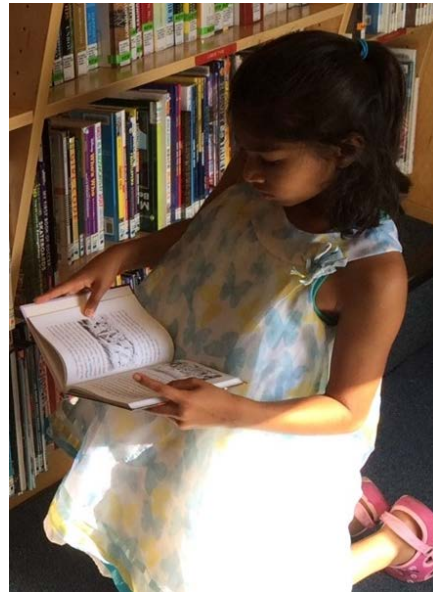
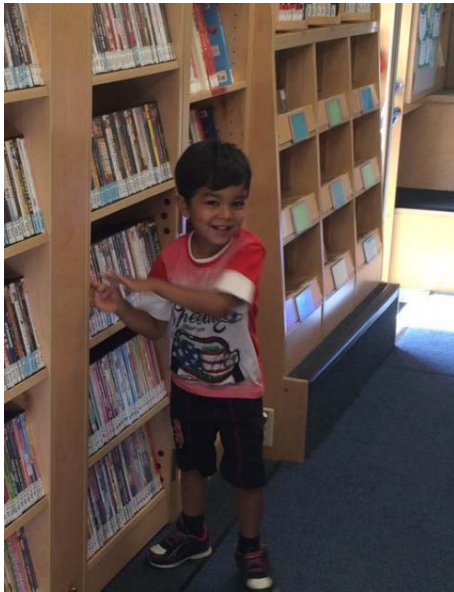




Circulation News

Bookmobile Coloring Contest

Amazing bookmobile designs colored by our creative customers resulted in three winners, each receiving a personal 30-minute visit. We visited with the last two winners of the Bookmobile Coloring Contest in July. Arth and Asmi Jani met with us at Frontier Park.



Collection Services News

Cloudlink Group

Cook Memorial Public Library District joined our cloudLink group on July 5, so our cloudLibrary collection saw a sizeable increase. During July, we loaned approximately the same number of items to Cook Memorial that we borrowed from them. The cloudLink group has been a great service to our customers, as it gives them greater access to materials. For 2018, 46% of our cloudLibrary checkouts are being borrowed from other libraries in the cloudLink consortium. We also saw a dramatic increase in the cloudLibrary ebook pay-per-use for July, up from an average of 125 per month to 625 checkouts in July. On a related note, we also hit a monthly spending record in July for Hoopla, with over \$9,500 being spent.

Staff Development

Certified Dementia Practitioners

After completing the Alzheimer's Disease & Dementia Care training course and certification application process, Katie Myers and Mary Jo Lepo received CDP (Certified Dementia Practitioner) certification from the National Council of Certified Dementia Practitioners. This will enable them to better serve our customers.

July 2018

Service Point Traffic

Total visits
89,973 ▬ 0%
 90,024 last year

Main Library visits
84,859 ▬ -1%
 85,381 last year

Sr Center Visits
2,001 ▬ -0.94%
 2,020 last year

Bookmobile Visits
3,113 ▲ 18.68%
 2,623 last year

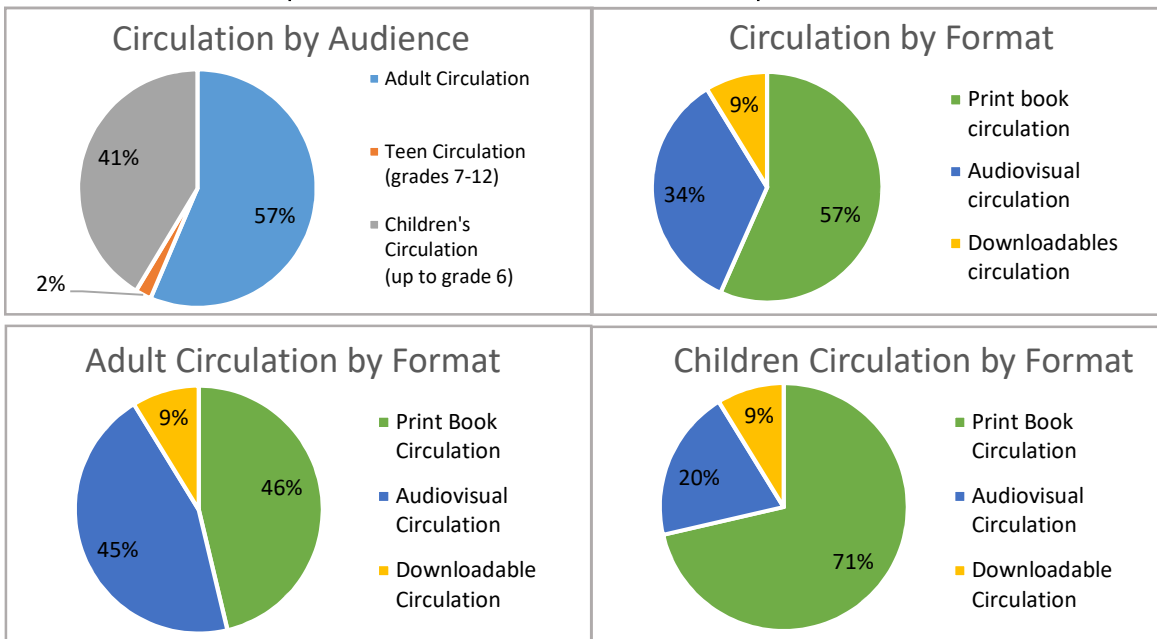
Circulation

Total Circulation
183,475 ▼ -3%
 189,434 last year

Card Holders
50,447

Library Cards Issued
 Resident **502** ▼ -9.39%
 (issued) 554 last year
 Non-Resident **200** ▲ 11.73%
 (Registered) 179 last year

Interlibrary Loan
 Borrowed **417** ▼ -4.14%
 435 last year
 Lent **558** ▼ -17.82%
 679 last year



Programs

Program Attendance
8,138 ▼ -5%
 8,576 last year

Number of Programs
253 ▼ -16%
 300 last year

Cost of Programs
\$12,691

General Satisfaction
4.67/5

Questions

Reference Questions
16,192 ▼ -7%
 17,342 last year

Reference Questions
 (via call center)
4,747 ▼ -1%
 4,797 last year

Chat sessions
561 ▲ 52.45%
 368 last year

Technology Usage

Public Computer Use
10,929 ▼ -4.12%
 11,399 last year

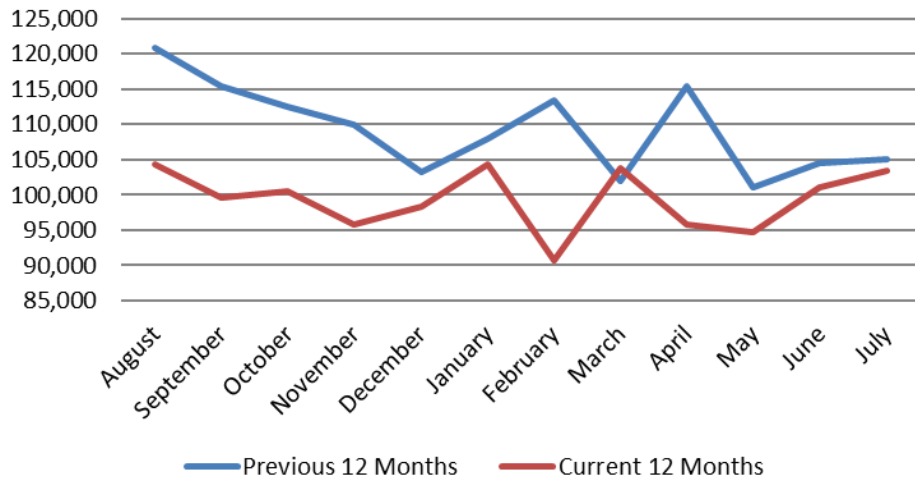
Website Visits
102,171 ▼ -8.51%
 111,678 last year

Self Checkout
 (% of total checkouts)
68% ▬ 0.93%
 67% last year

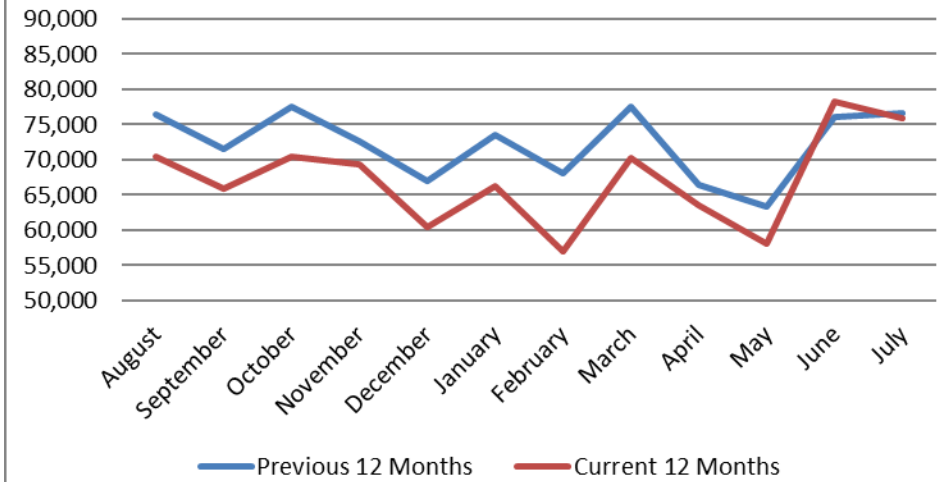
AHML - DASHBOARD - August 2018

	July 2018	July 2017	% change from last July	Jan 2018 - July 2018	Jan 2017 - July 2017	% change from last YTD
Total circulation	183,475	189,434	-3%	1,182,682	1,270,848	-7%
Adult circulation	103,505	109,195	-5%	693,818	750,716	-8%
Teen circulation	4,026	3,573	13%	19,636	18,258	8%
Children circulation	75,944	76,666	-1%	469,228	501,874	-7%
Print book circulation	98,748	99,792	-1%	617,521	638,917	-3%
Audiovisual circulation	60,307	67,334	-10%	395,307	452,958	-13%
Downloadables circulation	15,315	12,893	19%	111,835	117,358	-5%
Self-check as % of main floor circ	67.77%	66.84%	0.93%	66.93%	65.96%	0.98%
Circulation to reciprocal borrowers	11,248	10,585	6%	69,978	76,586	-9%
ILLs borrowed for our customers	417	435	-4%	2,645	2,881	-8%
ILLS lent to other libraries	558	679	-18%	3,749	4,871	-23%
Resident cards issued	502	554	-9%	2,872	3,120	-8%
Reciprocal cards registered	200	179	12%	1,224	1,326	-8%
Reference questions	16,192	17,342	-7%	114,116	117,327	-3%
Number of Programs	253	300	-16%	1,898	1,885	1%
Program attendance	8,138	8,576	-5%	67,179	79,753	-16%
Public computer use	10,929	11,399	-4%	73,967	76,663	-4%
Website visits	102,171	111,678	-9%	699,133	757,600	-8%
In-person visitors	89,973	90,024	0%	611,689	623,606	-2%
Marketplace - % of adult coll	8.80%	9.01%	-2%	8.6%	8.7%	-1.3%
Marketplace - % of circ	34.1%	35.2%	-3%	34.5%	35.0%	-1.4%
Kids' Mktplace - % of KW coll	4.4%	4.9%	-13%	4.7%	5.1%	-9%
Kids' Mktplace - % of circ	14.1%	15.2%	-8%	15.1%	16.0%	-6%
Individual Staff Sessions	273	290	-6%	2248	2601	-16%
Volunteer hours	3,007	2,944	2%	16,329	17,664	-8%

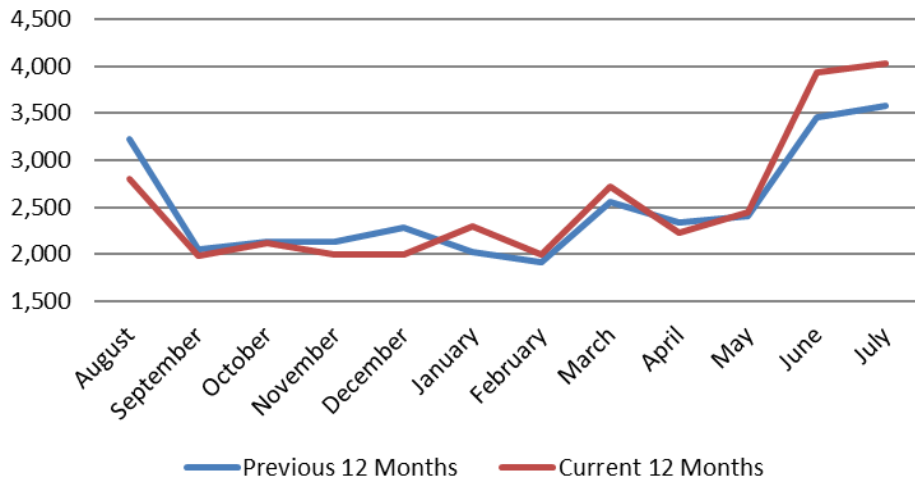
Adult Circulation



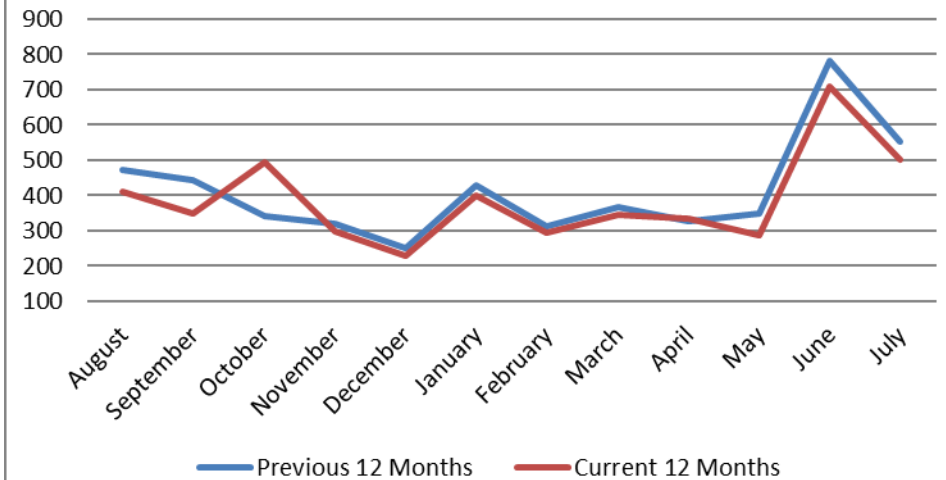
Children's Circulation

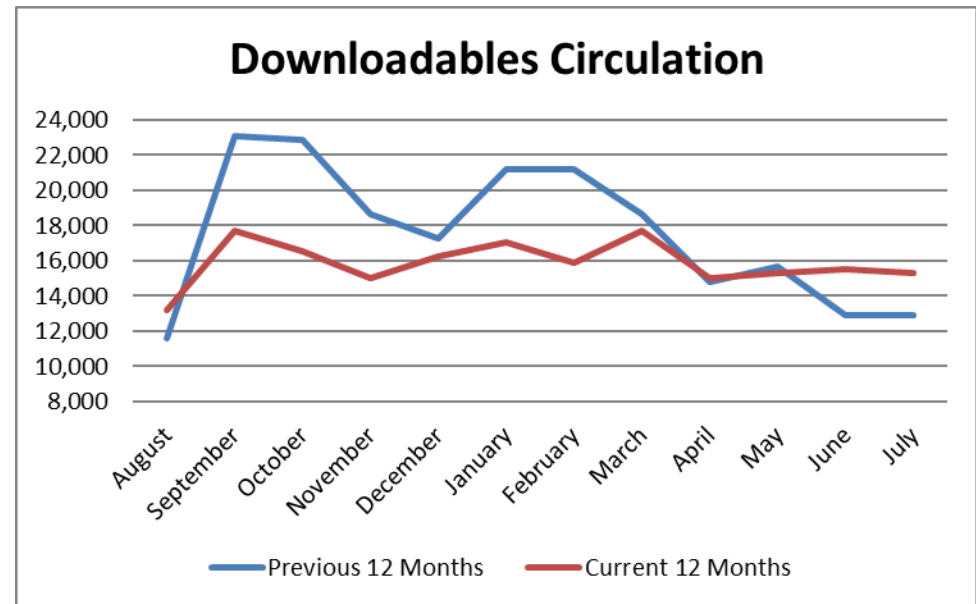
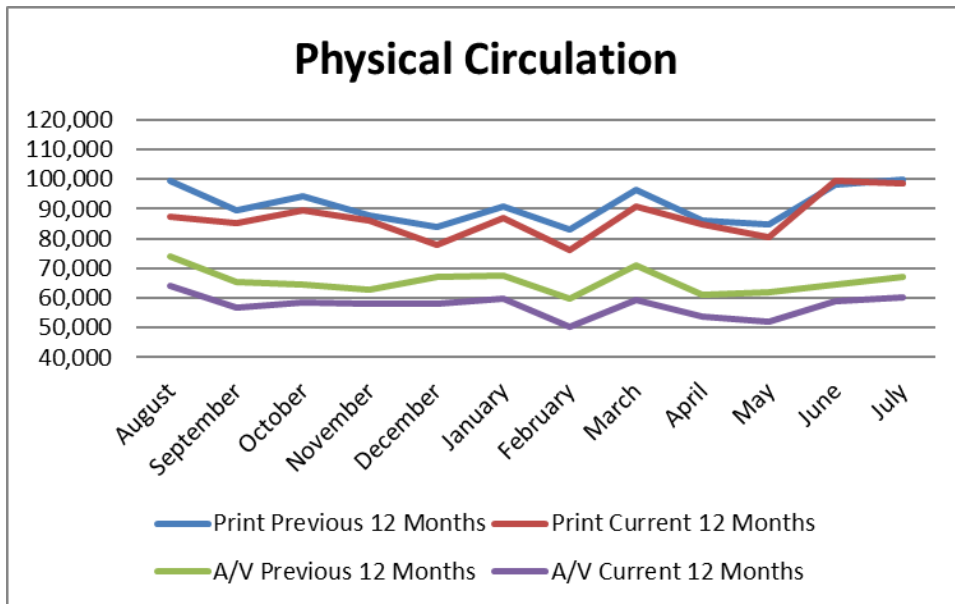


Teen Circulation



Resident Library Cards Issued

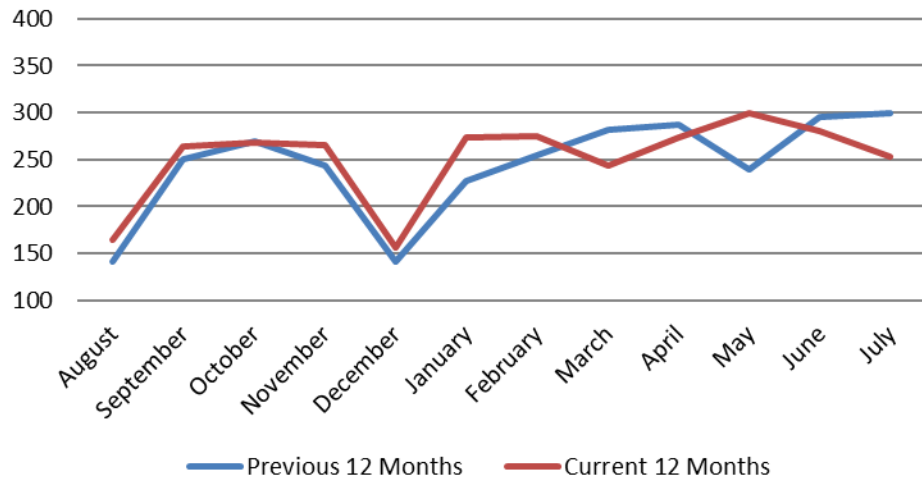




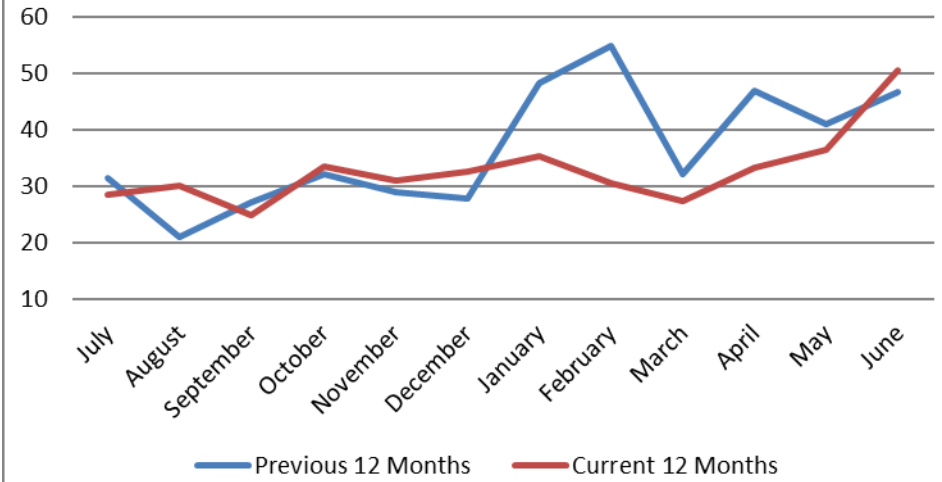
Notes relating to circulation:

- Through our District 25 partnership, we created 93 new cards, or 18.5% of new cards in July. We created 16, or 3.2%, of all new cards through our partnership with Backstretch staff and families, resulting in 502 library cards created in July.
- We registered 200 reciprocal borrower accounts in July. This is up 11.7% compared to last year. RBs checked out 11,248 items in July, which is an increase of 6.3% compared to their checkouts in July 2017. Our exposure at events throughout the north and south sides of Arlington Heights, as well as our increased engagement partnerships serving customers across library districts, may have contributed to this increase.
- Quite a few collections have seen an increase in use:
 - Summer reading incentives and school partnerships led to positive increases. Teen circulation is up 12.7% for the month and 7.55% for the year, including an increase of 27.4% for teen nonfiction, 19.7% for teen graphic novels, and 10.6% for teen fiction.
 - Shopping baskets are always in high demand and allow for even more checkouts. With Collection’s assistance, we purchased more for our collection, and circulation of AHML baskets is up 22.6% compared to last July.
 - Due to the busy summer bookmobile schedule of storytime visits and camp visits in addition to extra village events, adult bookmobile checkouts are up 6.1% and youth bookmobile checkouts are up 20.9% compared to last July. In particular, Kids’ World nonfiction items are up 40.1%.
- Even though electronic checkouts are down 4.7% for the year, they are up 18.8% compared to last July, reflecting positively about our customer’s increased knowledge of our digital services.

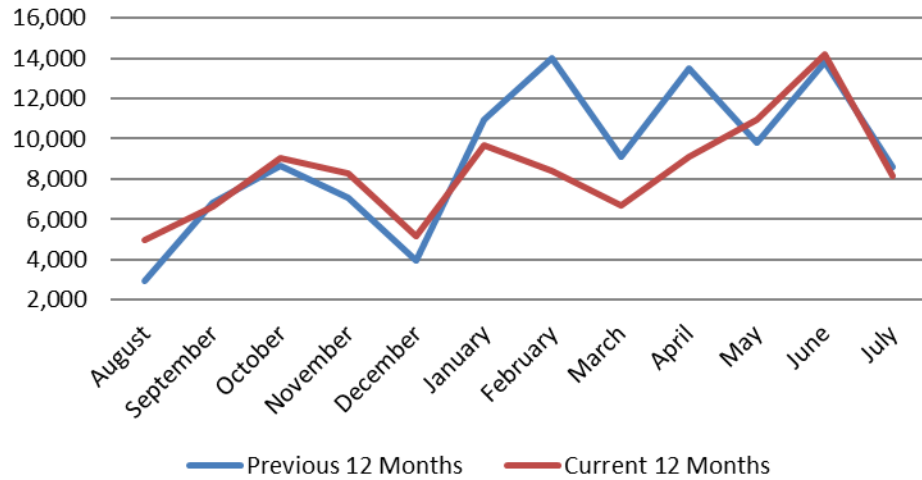
Program Sessions



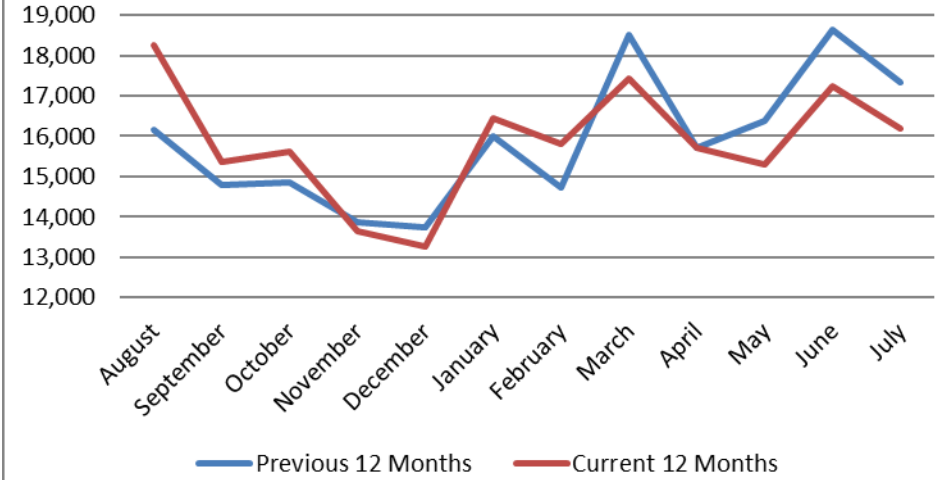
Attendance Per Program



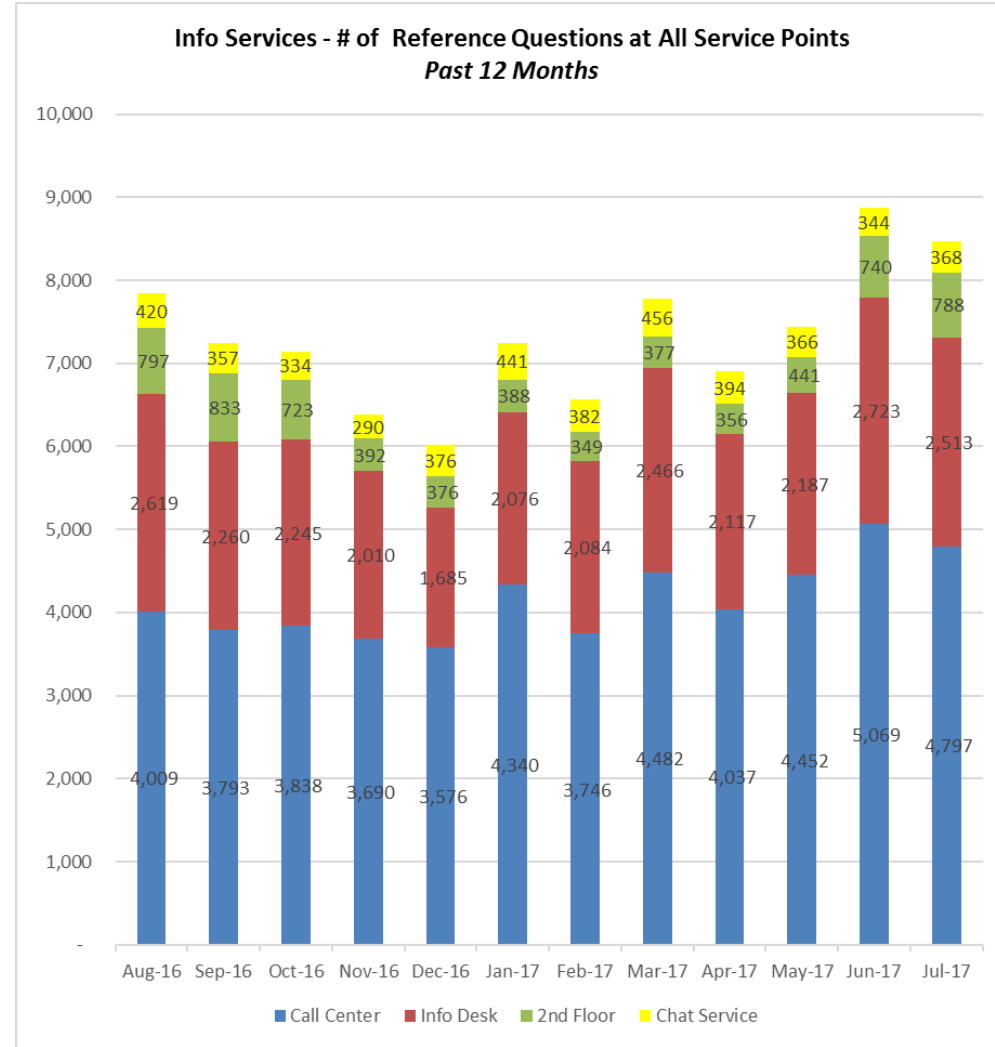
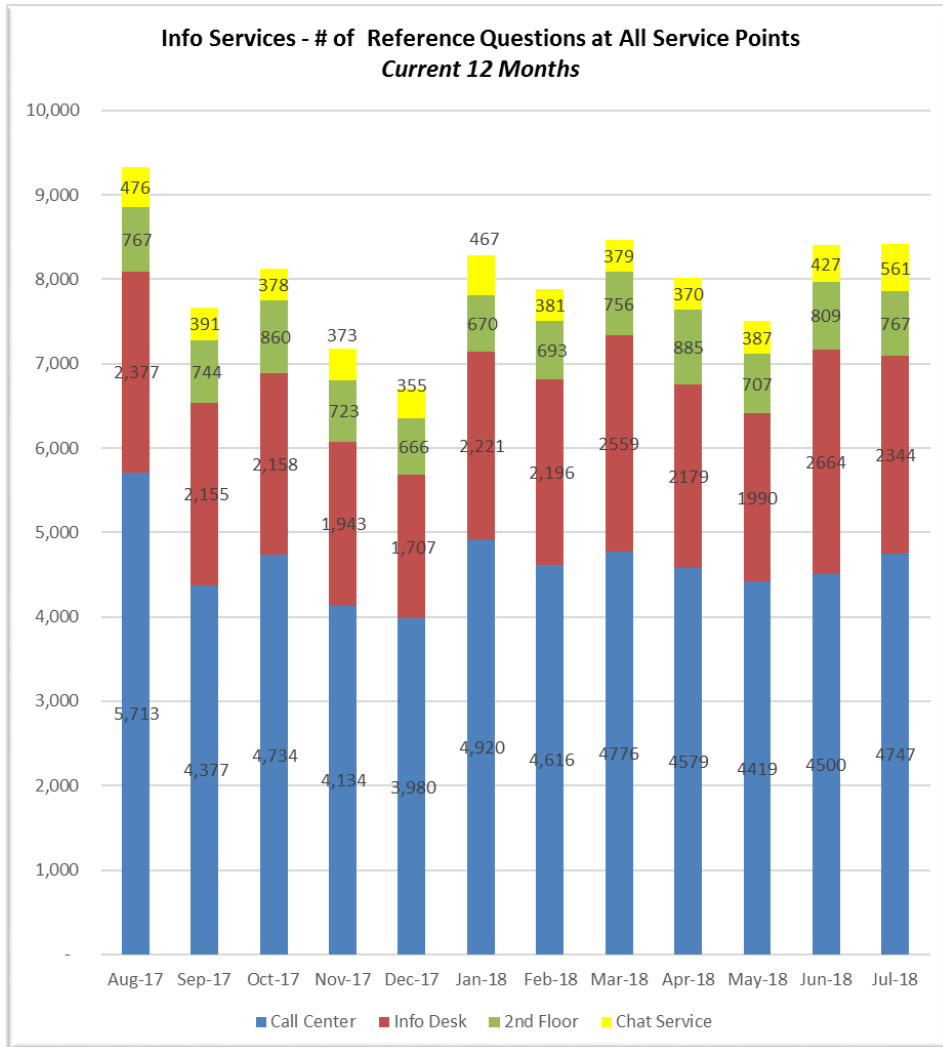
Program Attendance



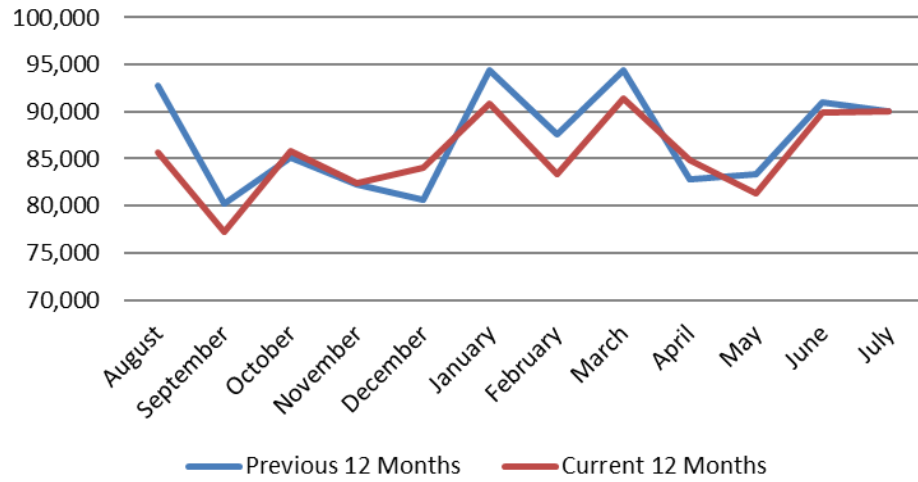
Reference Questions (Library Wide)



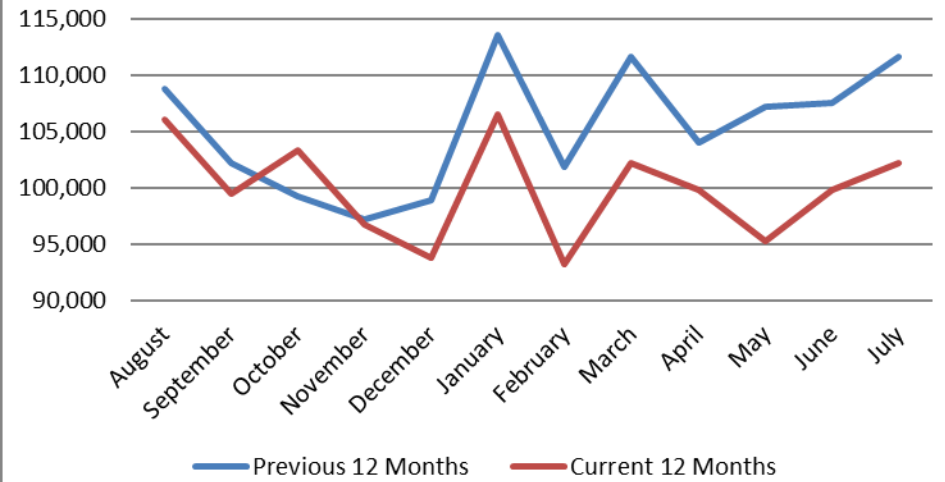
The charts below illustrate the total reference questions handled at the various Info Service points for the current 12 months and the prior 12 months.



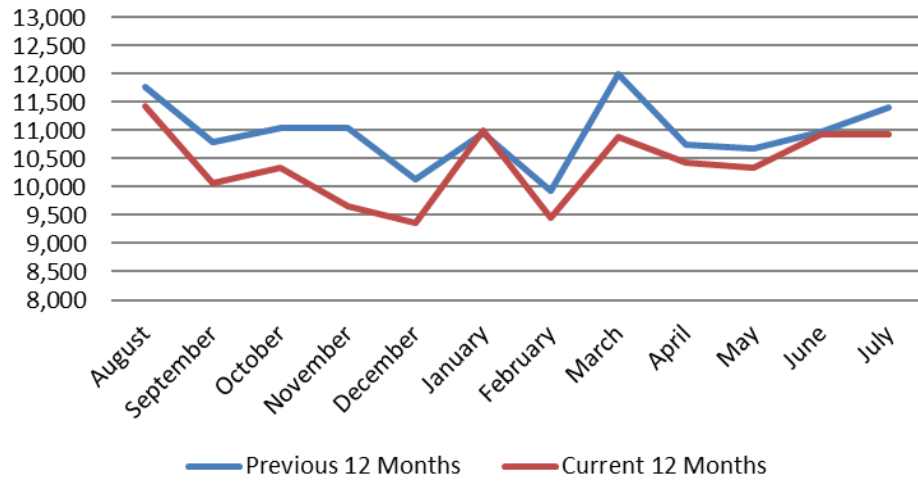
In-person Attendance



Website Visits



Public Computer Use



August 14, 2018

Debbie Smart
President, Board of Trustees
Arlington Heights Memorial Library
500 North Dunton Avenue
Arlington Heights, Il 60004

Dear Debbie and Library Trustees,

Following up on the reporting-out of the Foundation exploratory group (whom worked for six weeks vetting the possibility of the creation of an AHML Foundation) on July 18, 2018, I have accepted the position of Founder of the Arlington Heights Memorial Library Foundation.

To that end I propose the following:

- Continuing the previous work by finalizing the Bylaws and Articles of Incorporation.
- Beginning the selection of a Board of Directors and Officers.
- Developing initial Board documents (Board Member Expectations, Board Member Agreement, Conflict of Interest Statement).
- Applying for tax-exempt status with the IRS.
- Working toward obtaining income and sales tax exemptions.
- Developing policies to meet IRS code.
- Developing initial Budget and budget template.

As the Foundation is unable to open a bank account or collect any funds until the Illinois Attorney General approves, I am reaching out to you, and the Board of Trustees, for an initial loan of \$10,000 to the Arlington Heights Memorial Library Foundation to cover our initial expenses, to be paid back over a three-year period. I understand, through attorney Roger Ritzman, this approval process could, optimistically, take from 3 to 6 months. I make this funding request as I would like to immediately begin developing Foundation branding, a web presence, and policies so that we can efficiently begin reaching out through funding through donations and Grants as soon as the Foundation is a legal entity.

Thanks you for you consideration of this request.

Lauree Spencer Harp
Founder
Arlington Heights Memorial Library Foundation

Attachment: Initial Budget request

Arlington Heights Memorial Library
Initial Budget

<u>Summary</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Totals</u>
Revenue					
Fund Raising Events					
Grants					
General Sponsors					
Planned Giving					
Other Revenue					
Total Revenue	\$0				
Direct Costs					
Fund Raising Events					
Grants					
General Sponsors					
Planned Giving					
Other Revenue					
Total Direct Costs	\$0				
Total Gross Margin	\$0				
<u>Mgmnt & Gen Expenses</u>					
Initial Development		\$0	\$0	\$0	
Articles of Incorporation	\$50				\$50
501 (c) 3 Form 1023	\$850				\$850
501 (c) 3 Form 1024	\$850				\$850
Form 8976	\$50				\$50
Attorney General Reg	\$15				\$15
Web Reg	\$2,585				\$2,585
Legal	\$1,500				\$1,500
Office Expenses	\$500				\$500
Misc	\$382				\$382
Administrative Expense					\$0
Personnel					\$0
Professional Fees	\$1,100				
Office Expense					
Shared Services					
Professional Membership Fees	118				
Other Expense	\$2,000				
Capital Expenditures					
Total Mgmnt & Gen Expenses	\$10,000				
<u>TOTAL NET</u>	-\$10,000				-\$10,000



BRAVO! CHRIS RASCHKA EXHIBIT REPORT

AUGUST 20, 2018



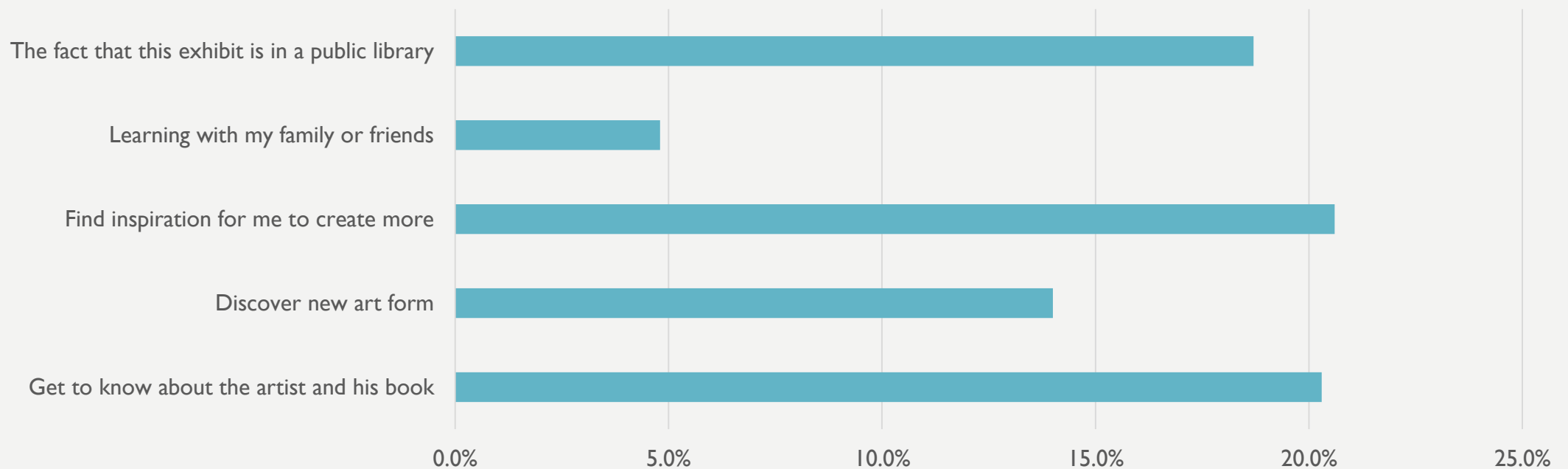
ESTIMATED CUSTOMER ENGAGEMENT

Goal	Objective	Evaluation Method	Evaluation Outputs
GOAL 1: Foster the appreciation of and understanding about art in literature for the public.	Over 80% of the visitors feel connected to the art and/or the subjects expressed in the art after viewing the exhibit.	iPad Survey	170 submissions collected
		Direct observation by volunteer surveyor	583 visitors surveyed 9.8 minutes on average spent at the exhibit
GOAL 2: Guide exhibit visitors to develop positive attitudes toward diversity.	Over 30% of the visitors show signs of empathy and changes in perspective after viewing the exhibit.	Response Wall	632 post-its collected. Approximately 42% of the post-it samples collected contain words that show empathy and feelings. The related words that were commonly found are: “new perspective” “inspiring” “feelings” “expression” “love” “interpretation”

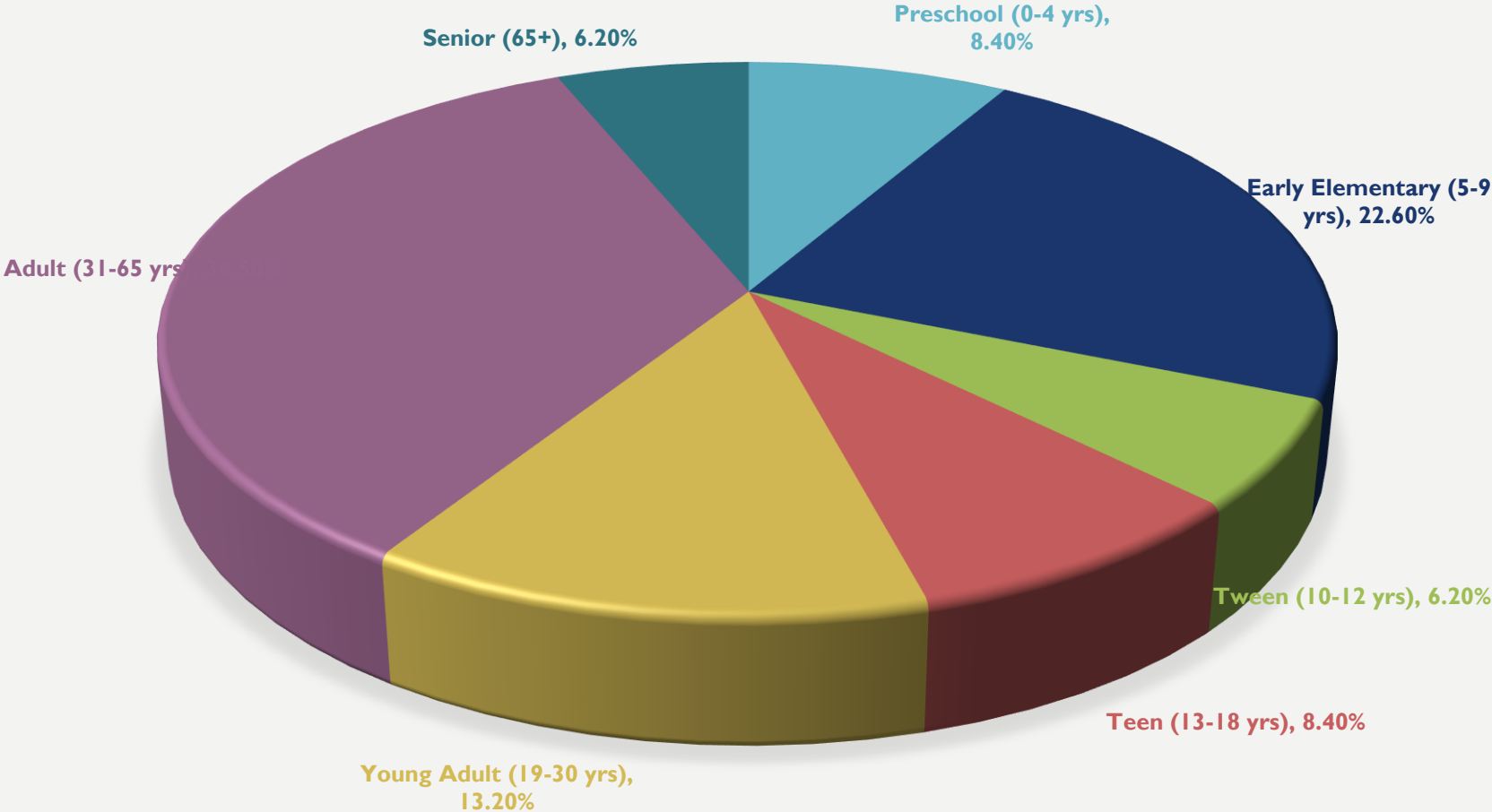
OVERALL RATING & CUSTOMERS' SATISFACTION

- Overall Satisfaction Rate: 4.3 out of 5
- Of the 170 unique entries, 108 visitors responded to the iPad survey (63.5% response rate)

Things visitors enjoyed the most about the exhibit



WHO VISITED THE EXHIBIT?



VOLUNTEER ENGAGEMENT

Volunteer Group	Number of Volunteers	The Month of June	The Month of July	The Month August
Adults	8	41.62 hours	43.65 hours	12.20 hours
Teens	13	14 hours	9.75 hours	Not applicable
Sub-Total		55.62 hours	53.4 hours	12.20 hours
Grand Total	21	121.22 hours		

PROGRAM HIGHLIGHTS – ARTIST-IN-RESIDENCE (BOOKMAKING FOR KIDS)



8/21/2018



Bravo! Chris Raschka - Exhibit Report

PROGRAM HIGHLIGHTS – ARTIST-IN-RESIDENCE (LIVE ART DEMO)



8/21/2018

Bravo! Chris Raschka - Exhibit Report

PROGRAM HIGHLIGHTS – POP-UP ART STUDIO



8/21/2018

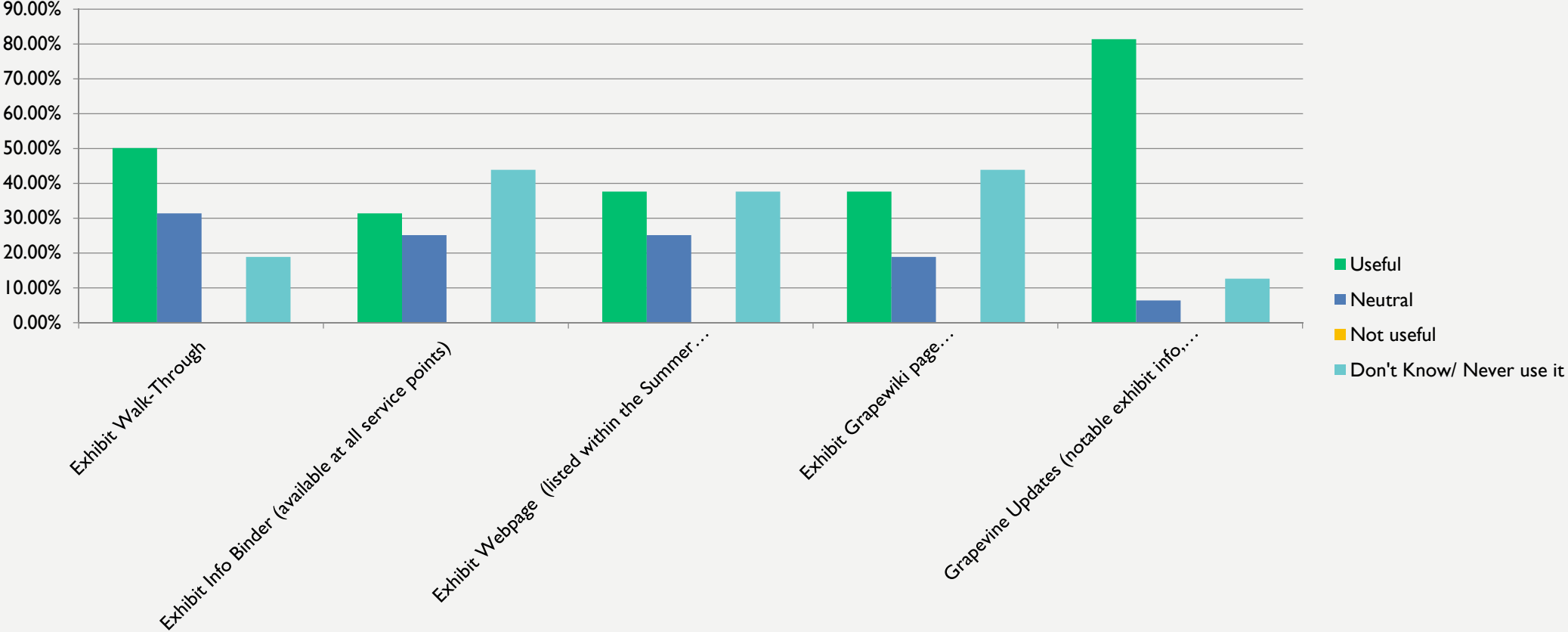
Bravo! Chris Raschka - Exhibit Report

PROGRAM HIGHLIGHTS – KIDS CREATE



STAFF COMMUNICATIONS

Rate the usefulness in the following resources/learning opportunities for you:



Note: 15 responses collected as of August 17, 2018

TOTAL COST

Item	Description	Vendor	Estimate	Actual
Bravo! Chris Raschka exhibit rental	Including shipping	National Center for Children's Illustrated Literature	\$6,000.00	\$6,000.00
Exhibit wall construction	Wooden panels and supplies for 4 freestanding walls at Menards	Labor – In-house Materials – Menard's	\$1,142.50	\$1,142.50
Vinyl printing and application	4 vinyl adhesives for Chris Raschka's quotes for the walls	Signs By Tomorrow, Arlington Heights	\$1,322.00	\$1,322.00
Contingency			\$1,000.00	\$0.00
		TOTAL	\$9,464.50	\$8,464.50

NOTABLE VISITORS' COMMENTS

“Excellent exhibit. Beautiful illustrations. Wonderful curation.”

“It was very unique and beautiful. It really told a story through the art. I’m so glad the library has exhibits like this for all to enjoy.”

“It’s very cute and very interesting to look at in the library! I hope that others feel the same way and that this could be up even longer!”

“I’m so thankful to see Chris Raschka’s work and to read what he says about his life and work. The postings and questions with the exhibit are excellent, drawing in (pun intended) visitors to interact with what they see. I especially love the fact that Chris has highlighted Native and Black Americans and others who are so critical to our country’s history and current life. Thank you, Chris, for honoring others and for helping when the viewpoints of both children and adults!”

8/21/2018

Bravo! Chris Raschka - Exhibit Report



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