

BOARD OF LIBRARY TRUSTEES

**TUESDAY, DECEMBER 18, 2018
7:00 P.M.**

RICHARD FRISBIE BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. BOARD OF LIBRARY TRUSTEES AND FRIENDS OF THE LIBRARY BOARD OF DIRECTORS MEET AND GREET
- III. ROLL CALL
- IV. PUBLIC COMMENT
- V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 20, 2018 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 3, 2018 (Action Item 2)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2018 (Item 3)
- VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2018 (Action Item 4)
- IX. EXECUTIVE DIRECTOR'S REPORT

X. OLD BUSINESS

- TUITION REIMBURSEMENT POLICY REVISIONS (Action Item 5)

The board will review suggestions to revise the Tuition Reimbursement policy to make it available to a greater number of staff members and to increase the individual reimbursement amount

- REVISIONS TO POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE (Action Item 6)

The board will review suggested changes to the Issuance of Library Cards and Conditions of Use policy for special use cards

- APPROVAL OF FY2019 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Action Item 7)

The board will review a draft of the Illinois State Library FY2019 Public Library Per Capita Grant application

XI. NEW BUSINESS

- STAFF DAY 2019 (Action Item 8)

We will request the board's approval to close the library on Friday, March 1, in order to provide the library's once-a-year training opportunity for the entire staff.

XII. LIAISON REPORTS

- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION

XIII. OTHER

- XIV. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (5) FOR THE PURPOSE OF DISCUSSING THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY
- XV. ITEM(S) FROM CLOSED SESSION FOR ACTION
- XVI. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, NOVEMBER 20, 2018.

11.18.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Tuesday, November 20, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: None.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Jack Bower, Digital Services Manager; Jennifer Czajka, Programs and Exhibits Manager; Trixie Dantis, Youth Services Manager; Rich Dworiansyn, Information Technology Manager; Lisa Haack, Human Resources Manager; Mary Jo Lepo, Senior and Accessible Services Manager; Shannon Meyer, Circulation Services Manager; Bill Pardue, Digital Services Librarian; Ingrid Lebolt, Information Technology Trainer; Sonya Hill, Teen Advisor; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Library; Christopher Placek, Daily Herald; Therese Caruso Weiss, Resident; Jeffrey Westhoff, Attendee.

11.18.03 There was no **PUBLIC COMMENT**.

11.18.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 16, 2018 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

11.18.05 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF OCTOBER 27, 2018 (Action Item 2)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

11.18.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF NOVEMBER 8, 2018 (Action Item 3)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.

11.18.07 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF NOVEMBER 9, 2018 (Action Item 4)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

11.18.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2018 (Item 5)** – Mr. Driskell reported the library has received 98.3% of its annual budgeted revenue to date. \$95,135.52 in interest income was received in October; 297% of the annual budgeted interest income has been received. The library received a sponsorship of \$2,000 from The Moorings for the Piano Project. The library received \$302.41 in donations. 83% of the fiscal year has lapsed. 80.4% of the annual operating budget to date has been expensed; 69.4% of the annual Capital budget has been expensed. Combined fund expenditures are at 79.6%. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

11.18.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2018 (Action Item 6)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED OCTOBER 31, 2018, IN THE AMOUNT OF \$1,661,701.13.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

11.18.10 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the civics and voting website page and programming, including League of Woman Voters candidate forum; Inclusion Awareness Month programs, displays and outreach; One Book, One Village programs and statistics; nonprofit business programming; Halloween Fun welcomed 436 youth to Kids' World including a visit by Gerald and Piggie; and the Illinois Library Association Conference, Libraries: All Inclusive held in Peoria, IL, October 9-11.

11.18.11 There was no **OLD BUSINESS** to be discussed.

11.18.12 **NEW BUSINESS**

- **APPROVE APPOINTMENT OF EXECUTIVE DIRECTOR (Action Item 7)** – The board approved the appointment of an executive director.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES HIRES MIKE DRISKELL AS OUR EXECUTIVE DIRECTOR EFFECTIVE NOVEMBER 21, 2018 AT AN ANNUAL SALARY OF \$132,500 AND AUTHORIZE OUR BOARD PRESIDENT TO SIGN A LETTER CONFIRMING THESE TERMS.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 8)** – President Smart recused herself from participating in the discussion and voting on the matter. Vice President Brody Garkisch led the discussion of the item. The Local Government

Expense Control Act requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Reimbursement to President Smart for expenses incurred during the executive director search were presented.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REIMBURSEMENT TO PRESIDENT SMART FOR EXPENSES INCURRED DURING THE EXECUTIVE DIRECTOR SEARCH IN THE AMOUNT OF \$90.26.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, and Zyck. Nay: none. The motion carried.

- **INTERIOR LANDSCAPING (Action Item 9)** – Staff recommended the acceptance of a proposal for the purchase of interior landscaping.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE PROPOSAL FROM AMBIUS FOR THE PURCHASE OF INTERIOR LANDSCAPING IN THE AMOUNT OF \$14,183.30.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- **FY2019 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION UPDATE (Item 10)** – Staff provided an update on the Illinois State Library FY2019 Public Library Per Capita Grant application. The application will be completed in early December and included in the December board packet for review and approval by the board.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION LOAN ASSIGNMENT (Action Item 11)** – Staff recommended funds be unassigned from the Arlington Heights Memorial Library Foundation Loan Fund and their loan payment be made in December.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES UN-ASSIGNS \$10,000 OF THE GENERAL FUND FROM THE ARLINGTON HEIGHTS MEMORIAL FOUNDATION LOAN FUND.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES A \$10,000 LOAN PAYMENT TO THE ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION BE INCLUDED IN THE NOVEMBER CHECK REGISTER, AWAITING BOARD APPROVAL AT THE DECEMBER 18, 2018 BOARD MEETING.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

11.18.13 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends of the Arlington Heights Memorial Library had a successful Fantastic Fall Used Book and Media Sale; held their first annual volunteer appreciation event with over 100 attending; and upcoming sales include a Holiday Sale in the lobby the first weekend in December and the Fab Feb Sale the first weekend in February.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the foundation met on November 15 and is working on their budget and strategy going forward.

11.18.14 **OTHER**

- **HOLIDAY BOOK DRIVE** – The board donated books to the Wheeling Township’s Adopt-a-Family program.

- Mr. Driskell gave an update on Fine Forgiveness Week, October 24-31.

- President Smart acknowledged a correspondence from the Richard Frisbie family.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:25 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 12.18.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:30 p.m. on Monday, December 3, 2018, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

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

Absent: None.

Also present: Mike Driskell, Executive Director; Shannon Distel, Director of Customer Services; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Jennifer Czajka, Programs and Exhibits Manager; Jolie Duncan, Customer Services Manager; Sherri Tader, Info Services Advisor; Janet Moravec, Business Office Administrator; Christopher Placek, Daily Herald; Melissa Cayer, Resident; Andi Ruhl, Resident.

- 12.18.02 **PUBLIC COMMENT** – Ms. Cayer questioned why the library has drinking fountains side by side at different heights. President Smart responded it provides greater accessibility for those using the fountains.
- 12.18.03 **TUITION REIMBURSEMENT (Item 1)** – At the board’s request, staff brought suggestions to revise the Tuition Reimbursement policy to make it available to a greater number of staff members, and to increase the individual reimbursement amount. The committee was in agreement with the suggested changes and a revised policy will be brought to the board at the December board meeting for approval.
- 12.18.04 **POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE (Item 2)** – Staff suggested revisions to the Issuance of Library Cards and Conditions of Use policy for special use cards. The committee was in agreement with the suggested changes and a revised policy will be brought to the board at the December board meeting for approval.
- 12.18.05 **ONE BOOK, ONE VILLAGE WRAP UP (Item 3)** – Ms. Hastings, Ms. Czajka, Ms. Duncan, and Ms. Tader presented statistics and highlights from the library’s 2019 One Book, One Village program.
- 12.18.05 **FREQUENCY OF COMMITTEE OF THE WHOLE MEETINGS (Item 4)** – The committee discussed the appropriate frequency of Committee of the Whole meetings.
- 12.18.06 **OTHER**

- President Smart gave an update on the nomination of Vic Johnson for ILA Illinois Library Luminary.

There being no further business to be discussed, Trustee Medal moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:19 p.m.

Janet Moravec, Recorder

Village of Arlington Heights

FUND 291 Memorial Library Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
400	Taxes								
401	Real Estate Taxes				908,281	896,139.20	99	908,281	12,141.80
03 00	Real Estate Tax IMRF	75,691	.00		590,029	582,141.16	99	590,029	7,887.84
04 00	Real Estate Tax FICA	49,170	.00		12,470,082	12,303,381.00	99	12,470,082	166,701.00
05 00	Real Estate Tax	1,039,179	.00						
401 **	Real Estate Taxes	1,164,040	.00		13,968,392	13,781,661.36	99	13,968,392	186,730.64
400 ***	Taxes	1,164,040	.00		13,968,392	13,781,661.36	99	13,968,392	186,730.64
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		60,000	152,187.67	254	60,000	92,187.67-
70 00	Other Grants	125	.00		1,500	10,000.00	667	1,500	8,500.00-
90 00	Contribution Ord. Library	87	.00		1,000	8,561.09	856	1,000	7,561.09-
411 **	Intergovernmental	5,212	.00		62,500	170,748.76	273	62,500	108,248.76-
410 ***	Intergovernmental Revenue	5,212	.00		62,500	170,748.76	273	62,500	108,248.76-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	212	.00		2,500	880.00	35	2,500	1,620.00
74 00	Copier/Reader Printer Fee	3,337	.00		40,000	40,369.43	101	40,000	369.43-
75 00	Meeting Room Fees	337	175.00	52	4,000	4,615.00	115	4,000	615.00-
436 **	Library Fees	3,886	175.00	5	46,500	45,864.43	99	46,500	635.57
430 ***	Fees	3,886	175.00	5	46,500	45,864.43	99	46,500	635.57
440	Fines								
442	Library								
20 00	Late Charges	11,674	368.10	3	140,000	106,464.26	76	140,000	33,535.74
25 00	Lost/Damaged Item Charges	1,424	83.73	6	17,000	15,996.10	94	17,000	1,003.90
442 **	Library	13,098	451.83	3	157,000	122,460.36	78	157,000	34,539.64
440 ***	Fines	13,098	451.83	3	157,000	122,460.36	78	157,000	34,539.64
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,674	.00		32,000	78,986.00	247	32,000	46,986.00-
461 **	Simple Interest	2,674	.00		32,000	78,986.00	247	32,000	46,986.00-
462	Investment Income								
10 00	Market Value Adjustments	0	.00		0	35,535.00		0	35,535.00-
462 **	Investment Income	0	.00		0	35,535.00		0	35,535.00-

Village of Arlington Heights
 REVENUE REPORT
 100% OF YEAR LAPSED

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,674	.00		32,000	114,521.00	358	32,000	82,521.00-
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								
55 00	Premium Sponsor	0	.00		0	10,000.00		0	10,000.00-
481	** Special Events	0	.00		0	10,000.00		0	10,000.00-
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	87	.00		1,000	5,287.94	529	1,000	4,287.94-
483	** Donations	87	.00		1,000	5,287.94	529	1,000	4,287.94-
489	Other								
90 00	Other Income	837	11.75	1	10,000	16,060.55	161	10,000	6,060.55-
93 00	Donations Genealogy	49	.00		500	.00		500	500.00
94 00	FOL Reimbursements	5,424	.00		65,000	62,488.51	96	65,000	2,511.49
489	** Other	6,310	11.75		75,500	78,549.06	104	75,500	3,049.06-
480	*** Other	6,397	11.75		76,500	93,837.00	123	76,500	17,337.00-
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		1,195,307	638.58		14,342,892	14,329,092.91	100	14,342,892	13,799.09

Village of Arlington Heights
 REVENUE REPORT
 100% OF YEAR LAPSED

ACCOUNTING PERIOD 12/2018

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	.00		15,000	54,013.21	360	15,000	39,013.21-
461	** Simple Interest	1,250	.00		15,000	54,013.21	360	15,000	39,013.21-
462	Investment Income								
10 00	Market Value Adjustments	0	.00		0	28,229.39		0	28,229.39-
462	** Investment Income	0	.00		0	28,229.39		0	28,229.39-
460	*** Interest Income	1,250	.00		15,000	82,242.60	548	15,000	67,242.60-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,837	.00		1,750,000	1,750,000.00	100	1,750,000	.00
491	** Other Financing Sources	145,837	.00		1,750,000	1,750,000.00	100	1,750,000	.00
490	*** Other Financing Sources	145,837	.00		1,750,000	1,750,000.00	100	1,750,000	.00
FUND TOTAL Capital Projects-Library		147,087	.00		1,765,000	1,832,242.60	104	1,765,000	67,242.60-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						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	46337	24517.01	53	509707	292928.02	58	.00	556045	263116.98 53	
16	92	Achievement Awards	333	500.00	150	3663	3000.00	82	.00	4000	1000.00 75	
16	**	Library Personal Services	46670	25017.01	54	513370	295928.02	58	.00	560045	264116.98 53	
18		Other Personal Services										
18	05	Overtime Civilian	16	188.77	1180	176	1078.53	613	.00	200	878.53- 539	
18	**	Other Personal Services	16	188.77	1180	176	1078.53	613	.00	200	878.53- 539	
19		Employee Benefits										
19	05	Medical Insurance	5409	5496.93	102	59499	60466.23	102	.00	64913	4446.77 93	
19	10	IMRF	6056	3142.59	52	66616	37397.80	56	.00	72675	35277.20 52	
19	11	Social Security	2872	1484.94	52	31592	17651.33	56	.00	34475	16823.67 51	
19	12	Medicare	671	347.28	52	7381	4128.00	56	.00	8063	3935.00 51	
19	53	Flexible Spending	208	171.50	83	2288	2024.50	89	.00	2500	475.50 81	
19	55	Unemployment Compensation	833	2290.00-	275-	9163	17542.16	191	.00	10000	7542.16- 175	
19	**	Employee Benefits	16049	8353.24	52	176539	139210.02	79	.00	192626	53415.98 72	
20		Prof Technical Services										
20	05	Professional Services	333	8500.00	2553	3663	26799.38	732	.00	4000	22799.38- 670	
20	08	Consulting Services	2054	.00	0	22594	25304.16	112	.00	24650	654.16- 103	
20	20	Legal Services	1333	2251.25-	169-	14663	23478.75	160	.00	16000	7478.75- 147	
20	40	General Insurance	11041	.00	0	121451	102349.46	84	.00	132500	30150.54 77	
20	81	OCLC Services	5216	.00	0	57376	60121.38	105	.00	62601	2479.62 96	
20	**	Prof Technical Services	19977	6248.75	31	219747	238053.13	108	.00	239751	1697.87 99	
21		Property Services										
21	65	Other Services	745	1018.03	137	8195	11432.60	140	.00	8947	2485.60- 128	
21	**	Property Services	745	1018.03	137	8195	11432.60	140	.00	8947	2485.60- 128	
22		Other Contractual Service										
22	01	Advertising	83	.00	0	913	255.15	28	.00	1000	744.85 26	
22	02	Dues	1623	500.00	31	17853	16520.00	93	.00	19485	2965.00 85	
22	03	Training	10608	2769.09	26	116688	124832.04	107	.00	127300	2467.96 98	
22	05	Postage	3590	5850.54	163	39490	43820.52	111	.00	43087	733.52- 102	
22	42	Internet Services	2359	2212.76	94	25949	26290.95	101	.00	28311	2020.05 93	
22	70	Telephone Services	4167	7124.37	171	45837	68412.41	149	.00	50014	18398.41- 137	
22	**	Other Contractual Service	22430	18456.76	82	246730	280131.07	114	.00	269197	10934.07- 104	
30		General Supplies										
30	05	Office Supplies & Equip	738	216.95	29	8118	6029.78	74	.00	8858	2828.22 68	
30	**	General Supplies	738	216.95	29	8118	6029.78	74	.00	8858	2828.22 68	
31		Public Works Supplies										
31	85	Small Tools and Equipment	399	.00	0	4389	892.83	20	.00	4790	3897.17 19	
31	**	Public Works Supplies	399	.00	0	4389	892.83	20	.00	4790	3897.17 19	

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	70	.00	0	770	680.04	88	.00	850	169.96 80
32	72	Special Events	0	660.13	0	0	663.32	0	.00	0	663.32- 0
32	99	Items Reimb by Employees	0	660.13	0	0	663.32	0	.00	0	663.32- 0
32	**	Library Supplies	70	660.13	943	770	1343.36	175	.00	850	493.36- 158
40		Other Charges									
40	96	Operating Contingency	416	.00	0	4576	.00	0	.00	5000	5000.00 0
40	**	Other Charges	416	.00	0	4576	.00	0	.00	5000	5000.00 0
50		Property									
50	15	Other Equipment	4295	1865.83	43	47245	24337.96	52	.00	51540	27202.04 47
50	**	Property	4295	1865.83	43	47245	24337.96	52	.00	51540	27202.04 47
601	**	** Library	111805	62025.47	56	1229855	998437.30	81	.00	1341804	343366.70 74
60	**	** Culture/Recreation	111805	62025.47	56	1229855	998437.30	81	.00	1341804	343366.70 74
DIV	6001	TOTAL ***** Administration	111805	62025.47	56	1229855	998437.30	81	.00	1341804	343366.70 74

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL	UNENCUMB.	%
ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
BA ELE OBJ	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	25919	24833.31	96	285109	289290.05	102	.00	311034	21743.95 93
16	**	Library Personal Services	25919	24833.31	96	285109	289290.05	102	.00	311034	21743.95 93
18		Other Personal Services									
18	05	Overtime Civilian	29	8.50	29	319	2186.20	685	.00	350	1836.20- 625
18	**	Other Personal Services	29	8.50	29	319	2186.20	685	.00	350	1836.20- 625
19		Employee Benefits									
19	05	Medical Insurance	4323	3370.11	78	47553	37071.21	78	.00	51885	14813.79 71
19	10	IMRF	3387	3159.88	93	37257	37075.75	100	.00	40653	3577.25 91
19	11	Social Security	1607	1506.36	94	17677	17695.59	100	.00	19284	1588.41 92
19	12	Medicare	375	352.29	94	4125	4138.48	100	.00	4510	371.52 92
19	**	Employee Benefits	9692	8388.64	87	106612	95981.03	90	.00	116332	20350.97 83
20		Prof Technical Services									
20	05	Professional Services	2518	.00	0	27698	7887.50	29	.00	30220	22332.50 26
20	**	Prof Technical Services	2518	.00	0	27698	7887.50	29	.00	30220	22332.50 26
21		Property Services									
21	02	Equipment Maintenance	154	340.00	221	1694	1020.00	60	.00	1850	830.00 55
21	65	Other Services	904	56.80	6	9944	8318.71	84	.00	10854	2535.29 77
21	**	Property Services	1058	396.80	38	11638	9338.71	80	.00	12704	3365.29 74
22		Other Contractual Service									
22	02	Dues	77	.00	0	847	858.00	101	.00	930	72.00 92
22	03	Training	7	.00	0	77	.00	0	.00	90	90.00 0
22	10	Printing	13562	11877.13	88	149182	154516.86	104	.00	162755	8238.14 95
22	**	Other Contractual Service	13646	11877.13	87	150106	155374.86	104	.00	163775	8400.14 95
30		General Supplies									
30	05	Office Supplies & Equip	1285	1959.49	153	14135	12485.89	88	.00	15425	2939.11 81
30	**	General Supplies	1285	1959.49	153	14135	12485.89	88	.00	15425	2939.11 81
31		Public Works Supplies									
31	85	Small Tools and Equipment	677	489.98	72	7447	5171.63	69	.00	8134	2962.37 64
31	**	Public Works Supplies	677	489.98	72	7447	5171.63	69	.00	8134	2962.37 64
32		Library Supplies									
32	01	Program Supplies	83	600.00	723	913	985.60	108	.00	1000	14.40 99
32	72	Special Events	691	.00	0	7601	5995.99	79	.00	8300	2304.01 72
32	**	Library Supplies	774	600.00	78	8514	6981.59	82	.00	9300	2318.41 75
601	** **	Library	55598	48553.85	87	611578	584697.46	96	.00	667274	82576.54 88
60	** **	Culture/Recreation	55598	48553.85	87	611578	584697.46	96	.00	667274	82576.54 88

DIV 6002 TOTAL *****

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	13374	7685.02	58	147114	172773.29	117	.00	160495	12278.29- 108
	16 **	Library Personal Services	13374	7685.02	58	147114	172773.29	117	.00	160495	12278.29- 108
	18	Other Personal Services									
	18 05	Overtime Civilian	25	439.45	1758	275	3099.36	1127	.00	300	2799.36-1033
	18 **	Other Personal Services	25	439.45	1758	275	3099.36	1127	.00	300	2799.36-1033
	19	Employee Benefits									
	19 05	Medical Insurance	2816	3037.72	108	30976	33414.92	108	.00	33800	385.08 99
	19 10	IMRF	1748	1033.43	59	19228	22371.05	116	.00	20976	1395.05- 107
	19 11	Social Security	829	480.66	58	9119	10519.85	115	.00	9951	568.85- 106
	19 12	Medicare	193	112.42	58	2123	2460.27	116	.00	2327	133.27- 106
	19 50	Employee Asst. Program	520	.00	0	5720	5577.34	98	.00	6250	672.66 89
	19 **	Employee Benefits	6106	4664.23	76	67166	74343.43	111	.00	73304	1039.43- 101
	21	Property Services									
	21 65	Other Services	687	1355.65	197	7557	10186.55	135	.00	8250	1936.55- 124
	21 **	Property Services	687	1355.65	197	7557	10186.55	135	.00	8250	1936.55- 124
	22	Other Contractual Service									
	22 01	Advertising	208	100.00	48	2288	2820.30	123	.00	2500	320.30- 113
	22 02	Dues	258	.00	0	2838	2509.00	88	.00	3105	596.00 81
	22 03	Training	67	.00	0	737	1122.76	152	.00	810	312.76- 139
	22 55	In Service Training	625	.00	0	6875	6677.61	97	.00	7500	822.39 89
	22 **	Other Contractual Service	1158	100.00	9	12738	13129.67	103	.00	13915	785.33 94
	40	Other Charges									
	40 62	Tuition Reimbursement	1250	1176.00	94	13750	12634.20	92	.00	15000	2365.80 84
	40 70	Employee Recognition Prog	1370	476.00	35	15070	1012.52	7	.00	16450	15437.48 6
	40 **	Other Charges	2620	1652.00	63	28820	13646.72	47	.00	31450	17803.28 43
601	** **	Library	23970	15896.35	66	263670	287179.02	109	.00	287714	534.98 100
60	** **	Culture/Recreation	23970	15896.35	66	263670	287179.02	109	.00	287714	534.98 100
DIV	6003	TOTAL ***** Human Resources	23970	15896.35	66	263670	287179.02	109	.00	287714	534.98 100

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	20	Prof Technical Services	0	872.00	0	0	6276.00	0	.00	0	6276.00- 0
	20 05	Professional Services								0	6276.00- 0
	20 **	Prof Technical Services	0	872.00	0	0	6276.00	0	.00		
	21	Property Services									
	21 65	Other Services	416	430.02	103	4576	2865.28	63	.00	5000	2134.72 57
	21 **	Property Services	416	430.02	103	4576	2865.28	63	.00	5000	2134.72 57
	22	Other Contractual Service									
	22 18	Contr Programs & Exhibits	1666	.00	0	18326	54501.77	297	.00	20000	34501.77- 273
	22 **	Other Contractual Service	1666	.00	0	18326	54501.77	297	.00	20000	34501.77- 273
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	416	.00	0	4576	.00	0	.00	5000	5000.00 0
	31 **	Public Works Supplies	416	.00	0	4576	.00	0	.00	5000	5000.00 0
	32	Library Supplies									
	32 01	Program Supplies	416	.00	0	4576	1264.14	28	.00	5000	3735.86 25
	32 02	Program Supplies	416	.00	0	4576	2013.38	44	.00	5000	2986.62 40
	32 32	Software	125	.00	0	1375	.00	0	.00	1500	1500.00 0
	32 72	Special Events	833	.00	0	9163	17162.31	187	.00	10000	7162.31- 172
	32 75	Audio Visual	166	.00	0	1826	.00	0	.00	2000	2000.00 0
	32 78	Electronic Resources	125	.00	0	1375	.00	0	.00	1500	1500.00 0
	32 80	Books	416	810.00-	195-	4576	1029.88	23	.00	5000	3970.12 21
	32 **	Library Supplies	2497	810.00-	32-	27467	21469.71	78	.00	30000	8530.29 72
	50	Property									
	50 15	Other Equipment	416	.00	0	4576	1479.38	32	.00	5000	3520.62 30
	50 55	Other Capital Outlay	0	.00	0	0	2281.18	0	.00	0	2281.18- 0
	50 **	Property	416	.00	0	4576	3760.56	82	.00	5000	1239.44 75
601	** **	Library	5411	492.02	9	59521	88873.32	149	.00	65000	23873.32- 137
60	** **	Culture/Recreation	5411	492.02	9	59521	88873.32	149	.00	65000	23873.32- 137
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5411	492.02	9	59521	88873.32	149	.00	65000	23873.32- 137

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance						ANNUAL	UNENCUMB.	%
ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
BA	ELE	OBJ	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
SUB	SUB	DESCRIPTION									
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	19092	17761.91	93	210012	207279.41	99	.00	229114	21834.59 91
	16 **	Library Personal Services	19092	17761.91	93	210012	207279.41	99	.00	229114	21834.59 91
	18	Other Personal Services									
	18 05	Overtime Civilian	41	.00	0	451	139.69	31	.00	500	360.31 28
	18 **	Other Personal Services	41	.00	0	451	139.69	31	.00	500	360.31 28
	19	Employee Benefits									
	19 05	Medical Insurance	3222	2977.77	92	35442	32755.47	92	.00	38669	5913.53 85
	19 10	IMRF	2495	2259.31	91	27445	26383.72	96	.00	29946	3562.28 88
	19 11	Social Security	1183	1048.80	89	13013	12321.03	95	.00	14205	1883.97 87
	19 12	Medicare	276	245.27	89	3036	2881.48	95	.00	3322	440.52 87
	19 **	Employee Benefits	7176	6531.15	91	78936	74341.70	94	.00	86142	11800.30 86
	20	Prof Technical Services									
	20 05	Professional Services	450	.00	0	4950	5400.00	109	.00	5400	.00 100
	20 **	Prof Technical Services	450	.00	0	4950	5400.00	109	.00	5400	.00 100
	21	Property Services									
	21 36	Equipment Rental	586	306.00	52	6446	1148.00	18	.00	7040	5892.00 16
	21 65	Other Services	442	200.00	45	4862	200.00	4	.00	5310	5110.00 4
	21 **	Property Services	1028	506.00	49	11308	1348.00	12	.00	12350	11002.00 11
	22	Other Contractual Service									
	22 02	Dues	60	.00	0	660	680.00	103	.00	725	45.00 94
	22 03	Training	100	.00	0	1100	.00	0	.00	1200	1200.00 0
	22 25	IT/GIS Service Charge	2033	2033.33	100	22363	22366.63	100	.00	24400	2033.37 92
	22 **	Other Contractual Service	2193	2033.33	93	24123	23046.63	96	.00	26325	3278.37 88
601	** **	Library	29980	26832.39	90	329780	311555.43	95	.00	359831	48275.57 87
60	** **	Culture/Recreation	29980	26832.39	90	329780	311555.43	95	.00	359831	48275.57 87
DIV	6008	TOTAL ***** Finance	29980	26832.39	90	329780	311555.43	95	.00	359831	48275.57 87

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	52333	50572.65	97	575663	583126.88	101	.00	627997	44870.12 93
	16 **	Library Personal Services	52333	50572.65	97	575663	583126.88	101	.00	627997	44870.12 93
	18	Other Personal Services									
	18 05	Overtime Civilian	20	17.22	86	220	747.66	340	.00	250	497.66- 299
	18 **	Other Personal Services	20	17.22	86	220	747.66	340	.00	250	497.66- 299
	19	Employee Benefits									
	19 05	Medical Insurance	12185	11578.69	95	134035	127365.59	95	.00	146228	18862.41 87
	19 10	IMRF	6644	6122.35	92	73084	71509.34	98	.00	79738	8228.66 90
	19 11	Social Security	3244	3071.93	95	35684	35059.35	98	.00	38936	3876.65 90
	19 12	Medicare	758	718.44	95	8338	8199.35	98	.00	9106	906.65 90
	19 **	Employee Benefits	22831	21491.41	94	251141	242133.63	96	.00	274008	31874.37 88
	20	Prof Technical Services									
	20 05	Professional Services	687	54.10	8	7557	9452.83	125	.00	8252	1200.83- 115
	20 08	Consulting Services	2170	3650.00	168	23870	14992.25	63	.00	26045	11052.75 58
	20 **	Prof Technical Services	2857	3704.10	130	31427	24445.08	78	.00	34297	9851.92 71
	21	Property Services									
	21 02	Equipment Maintenance	14991	1674.71	11	164901	161212.42	98	.00	179898	18685.58 90
	21 **	Property Services	14991	1674.71	11	164901	161212.42	98	.00	179898	18685.58 90
	22	Other Contractual Service									
	22 02	Dues	17	.00	0	187	.00	0	.00	209	209.00 0
	22 03	Training	37	.00	0	407	1099.56	270	.00	450	649.56- 244
	22 **	Other Contractual Service	54	.00	0	594	1099.56	185	.00	659	440.56- 167
	30	General Supplies									
	30 05	Office Supplies & Equip	31	39.00	126	341	70.62	21	.00	375	304.38 19
	30 30	Data System Supplies	3183	1621.23	51	35013	32821.35	94	.00	38204	5382.65 86
	30 32	Software Library	14623	2913.21	20	160853	124779.67	78	.00	175480	50700.33 71
	30 33	Documentation Library	52	.00	0	572	.00	0	.00	625	625.00 0
	30 **	General Supplies	17889	4573.44	26	196779	157671.64	80	.00	214684	57012.36 73
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	1384	.00	0	15224	17519.71	115	.00	16610	909.71- 106
	31 **	Public Works Supplies	1384	.00	0	15224	17519.71	115	.00	16610	909.71- 106
	32	Library Supplies									
	32 05	Processing Supplies	25	748.75	2995	275	764.01	278	.00	300	464.01- 255
	32 32	Software	857	1254.00	146	9427	6501.65	69	.00	10287	3785.35 63
	32 **	Library Supplies	882	2002.75	227	9702	7265.66	75	.00	10587	3321.34 69

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 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 92% OF YEAR LAPSED

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	.00	0	64922	62571.15	96	.00	70830	8258.85 88
	50 15	Other Equipment	1066	.00	0	11726	1217.02	10	.00	12800	11582.98 10
	50 **	Property	6968	.00	0	76648	63788.17	83	.00	83630	19841.83 76
601 ** **		Library	120209	84036.28	70	1322299	1259010.41	95	.00	1442620	183609.59 87
60 ** **		Culture/Recreation	120209	84036.28	70	1322299	1259010.41	95	.00	1442620	183609.59 87
DIV 6010		TOTAL *****									
		Information Technology	120209	84036.28	70	1322299	1259010.41	95	.00	1442620	183609.59 87

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						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	19339	19372.60	100	212729	231561.98	109	.00	232068	506.02 100	
	16 **	Library Personal Services	19339	19372.60	100	212729	231561.98	109	.00	232068	506.02 100	
	18	Other Personal Services										
	18 05	Overtime Civilian	166	75.79	46	1826	3187.65	175	.00	2000	1187.65- 159	
	18 **	Other Personal Services	166	75.79	46	1826	3187.65	175	.00	2000	1187.65- 159	
	19	Employee Benefits										
	19 05	Medical Insurance	4781	4753.28	99	52591	52286.08	99	.00	57379	5092.92 91	
	19 10	IMRF	2186	2191.63	100	24046	26183.96	109	.00	26240	56.04 100	
	19 11	Social Security	1199	1159.61	97	13189	14077.44	107	.00	14388	310.56 98	
	19 12	Medicare	280	271.20	97	3080	3292.31	107	.00	3365	72.69 98	
	19 **	Employee Benefits	8446	8375.72	99	92906	95839.79	103	.00	101372	5532.21 95	
	22	Other Contractual Service										
	22 03	Training	156	.00	0	1716	138.18	8	.00	1875	1736.82 7	
	22 **	Other Contractual Service	156	.00	0	1716	138.18	8	.00	1875	1736.82 7	
	30	General Supplies										
	30 05	Office Supplies & Equip	18	.00	0	198	75.84	38	.00	225	149.16 34	
	30 **	General Supplies	18	.00	0	198	75.84	38	.00	225	149.16 34	
601	** **	Library	28125	27824.11	99	309375	330803.44	107	.00	337540	6736.56 98	
60	** **	Culture/Recreation	28125	27824.11	99	309375	330803.44	107	.00	337540	6736.56 98	
DIV	6015	TOTAL ***** Security	28125	27824.11	99	309375	330803.44	107	.00	337540	6736.56 98	

PREPARED 12/12/2018, 11:55:37
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 92% 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.		
60		Culture/Recreation									
601		Library									
		Executive Office	455905	348635.25	77	5014955	4730538.35	94	.00	5471527	740988.65 87

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	74334	71901.14	97	817674	848782.38	104	.00	892014	43231.62 95
16	**	Library Personal Services	74334	71901.14	97	817674	848782.38	104	.00	892014	43231.62 95
18		Other Personal Services									
18	05	Overtime Civilian	20	.00	0	220	.00	0	.00	250	250.00 0
18	**	Other Personal Services	20	.00	0	220	.00	0	.00	250	250.00 0
19		Employee Benefits									
19	05	Medical Insurance	10508	10435.34	99	115588	114788.74	99	.00	126098	11309.26 91
19	10	IMRF	9525	9145.87	96	104775	107110.49	102	.00	114303	7192.51 94
19	11	Social Security	4608	4298.56	93	50688	51017.43	101	.00	55305	4287.57 92
19	12	Medicare	1077	1005.27	93	11847	11931.59	101	.00	12934	1002.41 92
19	**	Employee Benefits	25718	24885.04	97	282898	284848.25	101	.00	308640	23791.75 92
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	270.00	68	4400	3631.00	83	.00	4803	1172.00 76
22	03	Training	370	224.21	61	4070	2620.91	64	.00	4451	1830.09 59
22	18	Contr Programs & Exhibits	850	810.00	95	9350	4290.00	46	.00	10200	5910.00 42
22	**	Other Contractual Service	1620	1304.21	81	17820	10541.91	59	.00	19454	8912.09 54
30		General Supplies									
30	05	Office Supplies & Equip	25	36.44	146	275	220.25	80	.00	310	89.75 71
30	**	General Supplies	25	36.44	146	275	220.25	80	.00	310	89.75 71
32		Library Supplies									
32	01	Program Supplies	164	275.67	168	1804	1902.14	105	.00	1970	67.86 97
32	02	Program Supplies	0	15.28	0	0	161.24	0	.00	0	161.24- 0
32	90	Circulation Supplies	183	89.30	49	2013	758.27	38	.00	2203	1444.73 34
32	**	Library Supplies	347	380.25	110	3817	2821.65	74	.00	4173	1351.35 68
601	** **	Library	102064	98507.08	97	1122704	1149066.94	102	.00	1224841	75774.06 94
60	** **	Culture/Recreation	102064	98507.08	97	1122704	1149066.94	102	.00	1224841	75774.06 94
DIV	6405	TOTAL ***** Business & Specialty Serv	102064	98507.08	97	1122704	1149066.94	102	.00	1224841	75774.06 94

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	184664.65	84	2406030	2253406.47	94	.00	2624771	371364.53	86
16	**	Library Personal Services	218730	184664.65	84	2406030	2253406.47	94	.00	2624771	371364.53	86
18		Other Personal Services										
18	05	Overtime Civilian	166	85.64	52	1826	1116.44	61	.00	2000	883.56	56
18	**	Other Personal Services	166	85.64	52	1826	1116.44	61	.00	2000	883.56	56
19		Employee Benefits										
19	05	Medical Insurance	21340	21048.44	99	234740	231532.84	99	.00	256090	24557.16	90
19	10	IMRF	21858	18822.97	86	240438	226854.18	94	.00	262298	35443.82	87
19	11	Social Security	13566	11190.80	83	149226	136692.67	92	.00	162793	26100.33	84
19	12	Medicare	3172	2617.16	83	34892	31968.35	92	.00	38073	6104.65	84
19	**	Employee Benefits	59936	53679.37	90	659296	627048.04	95	.00	719254	92205.96	87
21		Property Services										
21	02	Equipment Maintenance	46	.00	0	506	107.92	21	.00	555	447.08	19
21	64	Access Services	250	6566.45	2627	2750	10710.30	390	.00	3000	7710.30-	357
21	65	Other Services	945	1086.40	115	10395	11237.10	108	.00	11348	110.90	99
21	**	Property Services	1241	7652.85	617	13651	22055.32	162	.00	14903	7152.32-	148
22		Other Contractual Service										
22	02	Dues	184	.00	0	2024	1613.00	80	.00	2210	597.00	73
22	03	Training	357	266.69	75	3927	1901.88	48	.00	4294	2392.12	44
22	**	Other Contractual Service	541	266.69	49	5951	3514.88	59	.00	6504	2989.12	54
30		General Supplies										
30	05	Office Supplies & Equip	433	543.09	125	4763	3959.97	83	.00	5207	1247.03	76
30	07	Supplies Reimb by Patrons	168	2012.07	1198	1848	2012.07	109	.00	2020	7.93	100
30	**	General Supplies	601	2555.16	425	6611	5972.04	90	.00	7227	1254.96	83
32		Library Supplies										
32	01	Program Supplies	194	71.24	37	2134	1979.97	93	.00	2332	352.03	85
32	90	Circulation Supplies	947	1478.98	156	10417	6461.55	62	.00	11369	4907.45	57
32	**	Library Supplies	1141	1550.22	136	12551	8441.52	67	.00	13701	5259.48	62
601	**	Library	282356	250454.58	89	3105916	2921554.71	94	.00	3388360	466805.29	86
60	**	Culture/Recreation	282356	250454.58	89	3105916	2921554.71	94	.00	3388360	466805.29	86
DIV	6420	TOTAL ***** Customer Services	282356	250454.58	89	3105916	2921554.71	94	.00	3388360	466805.29	86

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits						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	33201	26132.28	79	365211	366845.01	100	.00	398420	31574.99 92
16	**	Library Personal Services	33201	26132.28	79	365211	366845.01	100	.00	398420	31574.99 92
18		Other Personal Services									
18	05	Overtime Civilian	16	.00	0	176	192.28	109	.00	200	7.72 96
18	**	Other Personal Services	16	.00	0	176	192.28	109	.00	200	7.72 96
19		Employee Benefits									
19	05	Medical Insurance	7843	5862.98	75	86273	64492.78	75	.00	94121	29628.22 69
19	10	IMRF	4199	3324.00	79	46189	43439.54	94	.00	50397	6957.46 86
19	11	Social Security	2058	1548.45	75	22638	22047.59	97	.00	24702	2654.41 89
19	12	Medicare	481	362.12	75	5291	5156.07	97	.00	5777	620.93 89
19	**	Employee Benefits	14581	11097.55	76	160391	135135.98	84	.00	174997	39861.02 77
22		Other Contractual Service									
22	02	Dues	171	.00	0	1881	1160.00	62	.00	2053	893.00 57
22	03	Training	111	48.50	44	1221	1180.52	97	.00	1340	159.48 88
22	18	Contr Programs & Exhibits	14224	4144.94	29	156464	137198.60	88	.00	170695	33496.40 80
22	**	Other Contractual Service	14506	4193.44	29	159566	139539.12	87	.00	174088	34548.88 80
32		Library Supplies									
32	02	Program Supplies	5138	1982.57	39	56518	49743.39	88	.00	61657	11913.61 81
32	**	Library Supplies	5138	1982.57	39	56518	49743.39	88	.00	61657	11913.61 81
601	**	Library	67442	43405.84	64	741862	691455.78	93	.00	809362	117906.22 85
60	**	Culture/Recreation	67442	43405.84	64	741862	691455.78	93	.00	809362	117906.22 85
DIV	6440	TOTAL ***** Programs and Exhibits	67442	43405.84	64	741862	691455.78	93	.00	809362	117906.22 85

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	42793	40833.90	95	470723	451590.25	96	.00	513526	61935.75	88
	16 **	Library Personal Services	42793	40833.90	95	470723	451590.25	96	.00	513526	61935.75	88
	18	Other Personal Services										
	18 05	Overtime Civilian	8	.00	0	88	41.47	47	.00	100	58.53	42
	18 **	Other Personal Services	8	.00	0	88	41.47	47	.00	100	58.53	42
	19	Employee Benefits										
	19 05	Medical Insurance	4629	3541.55	77	50919	38957.05	77	.00	55556	16598.95	70
	19 10	IMRF	5265	4660.19	89	57915	51786.39	89	.00	63185	11398.61	82
	19 11	Social Security	2653	2494.26	94	29183	27619.65	95	.00	31839	4219.35	87
	19 12	Medicare	620	583.32	94	6820	6459.38	95	.00	7446	986.62	87
	19 **	Employee Benefits	13167	11279.32	86	144837	124822.47	86	.00	158026	33203.53	79
	22	Other Contractual Service										
	22 02	Dues	192	.00	0	2112	1670.75	79	.00	2305	634.25	73
	22 03	Training	41	15.53	38	451	372.72	83	.00	500	127.28	75
	22 66	Outside Reference Service	225	.00	0	2475	2662.68	108	.00	2700	37.32	99
	22 **	Other Contractual Service	458	15.53	3	5038	4706.15	93	.00	5505	798.85	86
	30	General Supplies										
	30 05	Office Supplies & Equip	58	32.76	57	638	626.40	98	.00	700	73.60	90
	30 07	Supplies Reimb by Patrons	75	59.75	80	825	257.78	31	.00	900	642.22	29
	30 **	General Supplies	133	92.51	70	1463	884.18	60	.00	1600	715.82	55
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	520	709.06	136	5720	4869.56	85	.00	6250	1380.44	78
	31 **	Public Works Supplies	520	709.06	136	5720	4869.56	85	.00	6250	1380.44	78
	32	Library Supplies										
	32 01	Program Supplies	83	.00	0	913	83.37	9	.00	1000	916.63	8
	32 78	Electronic Resources	28085	4699.50	17	308935	329018.93	107	.00	337027	8008.07	98
	32 90	Circulation Supplies	147	123.24	84	1617	1418.67	88	.00	1775	356.33	80
	32 **	Library Supplies	28315	4822.74	17	311465	330520.97	106	.00	339802	9281.03	97
	50	Property										
	50 15	Other Equipment	382	43.68	11	4202	2289.38	55	.00	4588	2298.62	50
	50 **	Property	382	43.68	11	4202	2289.38	55	.00	4588	2298.62	50
601	** **	Library	85776	57796.74	67	943536	919724.43	98	.00	1029397	109672.57	89
60	** **	Culture/Recreation	85776	57796.74	67	943536	919724.43	98	.00	1029397	109672.57	89
DIV	6450	TOTAL ***** Digital Services	85776	57796.74	67	943536	919724.43	98	.00	1029397	109672.57	89

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection 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	65855	61023.90	93	724405	716209.53	99	.00	790261	74051.47	91
16	**	Library Personal Services	65855	61023.90	93	724405	716209.53	99	.00	790261	74051.47	91
18		Other Personal Services										
18	05	Overtime Civilian	12	16.67	139	132	139.46	106	.00	150	10.54	93
18	**	Other Personal Services	12	16.67	139	132	139.46	106	.00	150	10.54	93
19		Employee Benefits										
19	05	Medical Insurance	15468	16154.21	104	170148	177696.31	104	.00	185626	7929.69	96
19	10	IMRF	8598	7764.34	90	94578	91119.35	96	.00	103182	12062.65	88
19	11	Social Security	4083	3622.00	89	44913	42594.11	95	.00	48996	6401.89	87
19	12	Medicare	954	847.08	89	10494	9961.18	95	.00	11459	1497.82	87
19	**	Employee Benefits	29103	28387.63	98	320133	321370.95	100	.00	349263	27892.05	92
22		Other Contractual Service										
22	02	Dues	206	.00	0	2266	1391.00	61	.00	2478	1087.00	56
22	03	Training	83	124.30	150	913	401.79	44	.00	1000	598.21	40
22	85	Processing Services	8875	5491.70	62	97625	72567.30	74	.00	106500	33932.70	68
22	**	Other Contractual Service	9164	5616.00	61	100804	74360.09	74	.00	109978	35617.91	68
30		General Supplies										
30	05	Office Supplies & Equip	125	32.71	26	1375	1447.62	105	.00	1500	52.38	97
30	33	Documentation Library	59	.00	0	649	716.00	110	.00	717	1.00	100
30	**	General Supplies	184	32.71	18	2024	2163.62	107	.00	2217	53.38	98
32		Library Supplies										
32	03	Binding	16	.00	0	176	200.00	114	.00	200	.00	100
32	05	Processing Supplies	2583	251.98	10	28413	17503.26	62	.00	31000	13496.74	57
32	75	Audio Visual	43844	44668.69	102	482284	441552.22	92	.00	526135	84582.78	84
32	80	Books	61106	51350.10	84	672166	617054.51	92	.00	733276	116221.49	84
32	90	Circulation Supplies	250	.00	0	2750	3039.17	111	.00	3000	39.17	101
32	95	Periodicals	10907	6799.40	62	119977	115209.77	96	.00	130889	15679.23	88
32	**	Library Supplies	118706	103070.17	87	1305766	1194558.93	92	.00	1424500	229941.07	84
601	**	Library	223024	198147.08	89	2453264	2308802.58	94	.00	2676369	367566.42	86
60	**	Culture/Recreation	223024	198147.08	89	2453264	2308802.58	94	.00	2676369	367566.42	86
DIV	6470	TOTAL ***** Collection Services	223024	198147.08	89	2453264	2308802.58	94	.00	2676369	367566.42	86
DEPT	64	TOTAL ***** User Services	760662	648311.32	85	8367282	7990604.44	96	.00	9128329	1137724.56	88

PREPARED 12/12/2018, 11:55:37
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 92% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating						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										
	90	Other Financing Uses										
	90 05	Operating Transfer Out	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00	100
	90 **	Other Financing Uses	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00	100
601 ** **		Library	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00	100
60 ** **		Culture/Recreation	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00	100
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00	100
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00	100
FUND 291		TOTAL ***** Memorial Library Fund	1362400	996946.57	73	14986400	14471142.79	97	.00	16349856	1878713.21	89
GRAND		TOTAL *****	1362400	996946.57	73	14986400	14471142.79	97	.00	16349856	1878713.21	89

PREPARED 12/12/2018, 11:55:49
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 92% OF YEAR LAPSED

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.		
60		Culture/Recreation									
601		Library									
	50	Property	7666	.00	0	84326	86829.86	103	.00	92000	5170.14 94
	50 12	Computer Equipment	7666	.00	0	84326	86829.86	103	.00	92000	5170.14 94
	50 **	Property									
601	** **	Library	7666	.00	0	84326	86829.86	103	.00	92000	5170.14 94
60	** **	Culture/Recreation	7666	.00	0	84326	86829.86	103	.00	92000	5170.14 94
DIV	6010	TOTAL ***** Information Technology	7666	.00	0	84326	86829.86	103	.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	16171.20	121	146938	145359.14	99	.00	160300	14940.86 91
	50 55	Other Capital Outlay	65416	73708.83	113	719576	578296.42	80	.00	785000	206703.58 74
	50 **	Property	78774	89880.03	114	866514	723655.56	84	.00	945300	221644.44 77
601 ** **		Library	78774	89880.03	114	866514	723655.56	84	.00	945300	221644.44 77
60 ** **		Culture/Recreation	78774	89880.03	114	866514	723655.56	84	.00	945300	221644.44 77
DIV 6020		TOTAL ***** Facilities	78774	89880.03	114	866514	723655.56	84	.00	945300	221644.44 77
DEPT 60		TOTAL ***** Executive Office	86440	89880.03	104	950840	810485.42	85	.00	1037300	226814.58 78
FUND 491		TOTAL ***** Capital Projects-Library	86440	89880.03	104	950840	810485.42	85	.00	1037300	226814.58 78
GRAND		TOTAL *****	86440	89880.03	104	950840	810485.42	85	.00	1037300	226814.58 78

December 18, 2018

(Action Item 4)

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

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$453,836.73
491	Capital Projects Fund - Library	\$89,880.03
Total Disbursements		<u>\$543,716.76</u>
Payrolls Paid		
11/9/2018		\$278,722.32
11/21/2018		\$281,411.85
		<u>\$560,134.17</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
11/30/2018	Group Insurance	\$96,575.00
11/30/2018	IMRF	\$65,007.98
11/30/2018	Social Security	\$33,617.11
11/30/2018	Medicare	\$7,861.95
		<u>\$203,062.04</u>
Total Disbursed		<u><u>\$1,306,912.97</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
77766	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-NOVEMBER	99.84	99.84
77767	AHML FOUNDTION	291-0000-120.56-00	FOUNDATION LOAN, MATURITY	10,000.00	10,000.00
77778	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-100.80-00 291-0000-100.80-00	TRANSFER TO DISBURSEMENT CREDIT-TRANSFER TO DISBUR	45,000.00 45,000.00-	
77780	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	134.09-	134.09-
77789	BENSON, RAYMOND	291-0000-140.05-00	DANN&RAYMOND MOVIE CLUB,	350.00	350.00
77791	BLUES HOUSE PRODUCTION LLC	291-0000-140.05-00	SUNDAY MUSICALE: J PRIMER	600.00	600.00
77799	CFRA	291-0000-140.05-00	PREPAID ELECTRONIC RESOUR	6,416.67	6,416.67
77808	DISCOVERY CENTER MUSEUM	291-0000-140.05-00	ENGINEERING CHALLENGE	355.00	355.00
77815	FAMBRO MANAGEMENT	291-0000-140.05-00	PREPAID:CHESS CLUB, 1/13	100.00	100.00
77821	FULCHER, SUSAN	291-0000-140.05-00	REQUIRED DEPOSIT FOR	100.00	100.00
77824	GERSHBEIN, MICHAEL	291-0000-140.05-00	SOCIAL MEDIA F/BUSINESS	200.00	200.00
77825	GIRE, DANN	291-0000-140.05-00	DANN&RAYMOND'S MOVIE CLUB	350.00	350.00
77827	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED DECEMBER 2018 FSA DEP DECEMBER 2018	3,313.81 769.23	4,083.04
77838	INNOVATIVE INTERFACES INC	291-0000-140.05-00	SIERRA & INN-REACH ANNUAL	143,944.42	143,944.42
77858	MNJ TECHNOLOGIES DIRECT INC	291-0000-140.05-00	ANTI-VIRUS RENEWAL	7,524.00	7,524.00
77866	NEWSBANK	291-0000-140.05-00	PREPAID NEWSBANK	28,537.00	28,537.00
77867	NICHE ACADEMY	291-0000-140.05-00	PREPAID ANNUAL SUBSCRIP	1,530.00	1,530.00
77868	NICHOLS, MARK	291-0000-140.05-00	PREPAID:MAGIC PUPPET SHOW	300.00	300.00
77870	NOFFS SELF STORAGE INC	291-0000-140.05-00	PREPAID NOFFS JANUARY	76.00	76.00
77872	OVERDRIVE INC	291-0000-140.05-00	PREPAID BOOKS	5,000.00	5,000.00
77876	PRACHT, ANDREA	291-0000-140.05-00	PREPAID, INSTANT POT, 1/8	200.00	200.00
77879	PROQUEST LLC	291-0000-140.05-00 291-0000-140.05-00	PREPAID SOFTWARE LIBRARY PREPAID ELECTR RESOURCES	3,288.33 5,600.83	8,889.16

***** DIVISION TOTAL **** 218,521.04

***** DEPARTMENT TOTAL ** 218,521.04

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Administration</i>		
77673	IL DEPT OF EMPLOYMENT SECURITY	291-6001-601.19-55	UNEMPLOYMENT COMPENSATION	2,290.00-	2,290.00-
77768	AICHELE, PATRICIA	291-6001-601.22-03	LIBRARY COMM & MARKETING	173.04	173.04
77769	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES - AHML	500.00	500.00
77773	ALIBRIS	291-6001-601.32-99	EMPL REIMB PURCHASE	39.85	
		291-6001-601.32-99	EMPL REIMB PURCHASE	147.65	
		291-6001-601.32-99	EMPL REIMB PURCHASE	16.95	204.45
77774	AMAZON.COM CREDIT	291-6001-601.30-05	FIRST AID KITS	35.96	
		291-6001-601.30-05	K-CUPS COFFEE	40.74	
		291-6001-601.30-05	BATTERIES	18.98	
		291-6001-601.30-05	BATTERIES	7.27	102.95
77778	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-05	POSTAGE	24.70	
		291-6001-601.22-03	TRAVEL/TRAINING	7.92	
		291-6001-601.22-03	TRAVEL/TRAINING	36.47	69.09
77780	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.21-65	BANK FEES	90.00	
		291-6001-601.21-65	BANK FEES	90.00	
		291-6001-601.22-42	PUBLIC INTERNET SERVS	344.85	
		291-6001-601.21-65	BANK FEES	90.00	
		291-6001-601.21-65	BANK FEE	90.00	
		291-6001-601.21-65	BANK FEE	90.00	
		291-6001-601.21-65	OTHER SERVICES	119.00	
		291-6001-601.22-03	LMCC-HOTEL P AICHELE	527.16	
		291-6001-601.22-03	LMCC-HOTEL M HASTING	527.16	
		291-6001-601.22-03	LMCC-HOTEL A HARDER	527.16	
		291-6001-601.22-03	HANDS ON VIDEO VISUAL	150.00	
		291-6001-601.50-15	STANDING DESKS	1,147.89	
		291-6001-601.22-03	NSLA- HOTEL J JURGENS	720.99	4,514.21
77781	AT & T	291-6001-601.22-70	TELE	6,589.39	6,589.39
77782	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 9/28-	138.92	138.92
77795	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE	2,825.84	2,825.84
77802	COMCAST	291-6001-601.21-65	BUSINESS CABLE DECEMBER	21.04	21.04
77817	FINER LINE	291-6001-601.30-05	NAME BADGES	13.97	
		291-6001-601.30-05	NAME BADGES	13.97	27.94
77823	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	RUBBER BANDS	4.39	4.39
77827	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES DECEMBER 2018	171.50	171.50
77828	HARDER, APRIL	291-6001-601.22-03	LIBRARY MARKETING&COMM	118.09	118.09
77830	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TESTNET TTY SERVS NOVEMB	49.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-70	TEXTNET TTY SRVS DECEMBER	49.95	99.90
77836	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMPL REIMB PURCHASE	22.57	
		291-6001-601.32-99	EMPL REIMB PURCHASE	713.63	
		291-6001-601.32-99	EMPL REIMB PURCHASE	80.13	816.33
77839	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	OFFICE FURNITURE	717.94	717.94
77842	JOHN KEISTER & ASSOCIATES LLC	291-6001-601.20-05	3RD FINAL PAYMENT LIBRARY	6,500.00	6,500.00
77843	JURGENS, JULIE	291-6001-601.22-03	NSLA KANSAS CITY, MO	102.05	102.05
77847	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS, TRANSLATION	29.75	29.75
77854	MEYER, SHANNON	291-6001-601.22-03	WILIUG RACINE, WI	70.42	70.42
77860	MORAVEC, JANET	291-6001-601.22-03	EXECUT.DIRECTOR CANDIDATE	80.85	
		291-6001-601.22-03	STAFF MEETING WITH EXEC.	52.50	133.35
77873	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE	63.00	63.00
77878	PRODUCT ARCHITECTURE + DESIGN	291-6001-601.20-05	LAYOUTS OF VARIOUS SPACES	2,000.00	2,000.00
77885	ROBBINS SCHWARTZ	291-6001-601.20-20	LEGAL SERVS OCTOBER 2018	215.00	215.00
77886	ROUNDY'S INC	291-6001-601.22-03	DONUTS W/DIRECTOR	5.28	5.28
77901	US POSTAL SERVICE-NEOPOST POSTAGE	291-6001-601.22-05	ACC7900044080283512	3,000.00	3,000.00
77902	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 10/26-11/25	372.08	372.08
77904	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	81.67	81.67
77907	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 11/19-	154.00	
		291-6001-601.22-42	INTERNET ACCESS 11/13-	1,574.99	1,728.99

***** DIVISION TOTAL **** 29,106.61

Communications + Marketing

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
DIVISION: 02			
291-6002-601.30-05	OFFICE SUPPLIES	16.49	
291-6002-601.30-05	OFFICE SUPPLIES	58.10	74.59
77780	ARLINGTON HTS MEMORIAL LIBRARY		
291-6002-601.22-10	BUSINESS CARDS	24.98	
291-6002-601.31-85	LAMINATION FILM	489.98	
291-6002-601.22-10	BUSINESS CARDS	36.77	
291-6002-601.22-10	BUSINESS CARDS	153.99	
291-6002-601.30-05	BLACK FOAM BOARD	1,884.90	
291-6002-601.22-10	BUSINESS CARDS	56.46	
291-6002-601.21-65	FACEBOOK ADVERT	56.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6002-601.22-10	BUSINESS CARDS	24.19	2,728.07
77795	CARDINAL COLORGROUP	291-6002-601.22-10	PRINTING	10,026.00	10,026.00
77801	COLORWAVE GRAPHICS LLC	291-6002-601.22-10	WINTER READING TRYPTICH	972.50	972.50
77859	MOBILE PRINT	291-6002-601.22-10	MEMORY FLYERS	320.22	
		291-6002-601.22-10	VOLUNTEER HOLIDAY CARDS	262.02	582.24
77890	SCHLESINGER MACHINERY INC	291-6002-601.21-02	BLADE SHARPENING	340.00	340.00
77908	4ALL PROMOTIONS	291-6002-601.32-01	MOOD PENCIL WITH BLACK	600.00	600.00
***** DIVISION TOTAL ****					15,323.40
					<i>Human Resources</i>
DEPARTMENT: 60	Executive Office	DIVISION: 03			
77771	ALBERTSONS COMPANIES	291-6003-601.21-65	2018 FLUSHOTS/VOUCHERS	300.00	300.00
77779	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-01	ILA JOB POST	100.00	100.00
77780	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.21-65	HOTEL FOR EXEC.DIRECTOR	360.64	360.64
77796	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT SCREENING	604.75	604.75
77810	DRISKELL,MIKE	291-6003-601.40-62	TUITION REIMBURSEMENT	1,176.00	1,176.00
77852	MC COY,KELLEY	291-6003-601.40-70	EMPLOYEE RECOGNITION PRO-	476.00	476.00
77893	SMART,DEBBIE	291-6003-601.21-65	LUNCH EXPENSES DURING	90.26	90.26
***** DIVISION TOTAL ****					3,107.65
					<i>Gifts and Grants</i>
DEPARTMENT: 60	Executive Office	DIVISION: 04			
77783	ATLANTIC RELOCATION SYSTEMS	291-6004-601.20-05	1 VAN,3 MAN, PIANO MOVE	872.00	872.00
77831	HOUCHEN BINDERY LTD	291-6004-601.21-65	BINDING	309.10	309.10
77860	MORAVEC,JANET	291-6004-601.21-65	POINSETIAS FOR PUBLIC	120.92	120.92
***** DIVISION TOTAL ****					1,302.02
					<i>Finance</i>
DEPARTMENT: 60	Executive Office	DIVISION: 08			
77845	KELLY,MICHAEL L	291-6008-601.21-65	CONSULTING SRVS	200.00	200.00
77864	NEOPOST USA INC	291-6008-601.21-36	PREMIER MAINT & METER	306.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					306.00

***** DIVISION TOTAL ****

Information Technology

506.00

DEPARTMENT: 60 Executive Office
77774 AMAZON.COM CREDIT

DIVISION: 10

291-6010-601.30-30	TONER AND INK	320.44			
291-6010-601.30-05	APPLE CABLE	39.00			
291-6010-601.30-30	INK FOR PRINTERS	141.74	501.18		
77778	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.21-02	EQUIPMENT MAINTENANCE	19.99	19.99
77780	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	YOUTUBE PREMIUM -KW	11.99	
		291-6010-601.30-32	CATALOG SPELLCHECK SERVS	5.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	4.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	9.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	49.99	
		291-6010-601.30-32	CARBON COPY CLONER	100.00	
		291-6010-601.30-32	RENEWAL - C KRUEGER	55.11	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.30-32	KNOWLEDGE IS POWER	6.49	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	9.99	
		291-6010-601.20-05	MONTHLY SUBSCRIPTION	54.10	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	14.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	49.00	421.64
77813	ELM USA INC	291-6010-601.32-05	DISC REPAIR MACHINE SUPPL	748.75	748.75
77834	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	237.90	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	634.91	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	448.91	1,321.72
77849	LINDENMEYR MUNROE	291-6010-601.30-30	PAPER THOUGH OUT BUILDING	1,159.05	1,159.05
77858	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.32-32	OFFICE 2019 F/YOUTH SERVS	1,254.00	
		291-6010-601.21-02	BARRACUDA FIREWALL MAINT	333.00	
		291-6010-601.30-32	BARRACUDA FIREWALL MAINT	415.00	2,002.00
77863	NAS SOFTWARE INC	291-6010-601.30-32	ESL & LITERACY PROGRAMS	1,473.00	1,473.00
77879	PROQUEST LLC	291-6010-601.30-32	SOFTWARE LIBRARY	657.67	657.67
77896	TELCOM INNOVATIONS GROUP LLC	291-6010-601.20-08	PHONE SYSTEM UPGRADE	3,650.00	3,650.00

***** DIVISION TOTAL ****

Facilities

11,955.00

DEPARTMENT: 60 Executive Office
77765 ADVANCED DISPOSAL SERVICES

DIVISION: 20

291-6020-601.21-11	STANDARD SERVS NOVEMBER	2,426.93	
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					2,426.93
77774	AMAZON.COM CREDIT	291-6020-601.31-45	JANITORIAL SUPPLIES	220.36	220.36
77775	ANDERSON LOCK CO LTD	291-6020-601.21-11	FILE CABINET LOCK KIT	20.98	20.98
77776	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVS-NOVEMBER	89.00	89.00
77777	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT-NOVEMBER 2018	200.00	200.00
77780	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-36	EQUIPMENT RENTAL	1,908.58	
		291-6020-601.21-36	EQUIPMENT RENTAL	1,908.58	
		291-6020-601.21-36	EQUIPMENT RENTAL	52.80	
		291-6020-601.22-03	STAFF TRAINING	75.00	
		291-6020-601.21-36	EQUIPMENT RENTAL	247.50	
		291-6020-601.21-07	WHEELCHAIR SEAT-BELT FOR	70.60	
		291-6020-601.21-07	WHEELCHAIR SEAT-BELT BKM	318.00	
		291-6020-601.21-36	EQUIPMENT RENTAL	391.90	
		291-6020-601.22-03	STAFF TRAINING	225.00	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	911.88	2,292.68
77785	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	2,054.94	2,054.94
77793	BULBS.COM INC	291-6020-601.21-11	LIGHT BULBS	178.50	
		291-6020-601.21-11	LIGHT BULBS RETURN	52.36-	126.14
77794	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	ZONE MID SUMMER CHECK UP	135.00	135.00
77803	COMED	291-6020-601.30-51	HEATING 10/5-11/5	1.64	
		291-6020-601.30-51	HEATING 10/5-11/5	129.05	130.69
77805	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	PREVENTATIVE MAINTENANCE	2,137.00	
		291-6020-601.21-11	INSPECTION OF HVAC	1,650.00	
		291-6020-601.21-11	HVAC REPAIR	288.65	
		291-6020-601.21-11	HVAC REPAIR	195.00	
		291-6020-601.21-11	REPLACE LEAKING VALVES-	938.00	
		291-6020-601.21-11	REPLACE LEAKING VALVES-	2,360.00	7,568.65
77814	EUGENE MATTHEWS INC	491-6020-601.50-55	BUILDING SEALANT REPLACE-	9,062.00	9,062.00
77816	FE MORAN SECURITY SOLUTIONS	291-6020-601.21-02	MONITORING SERVS, BULGLAR	60.00	
		291-6020-601.21-02	MONITORING SERVS, BULGLAR	60.00	
		291-6020-601.21-02	MONITORING SERVS, BULGLAR	105.00	225.00
77818	FIRE PROTECTION COMPANY	291-6020-601.21-11	FIRE SPRINKLER TESTING	1,050.00	1,050.00
77832	IGS	291-6020-601.30-51	NATURAL GAS NOVEMBER	1,874.25	1,874.25
77848	LIBRARY FURNITURE INTERNATIONAL INC	291-6020-601.21-11	SHELVES FOR COLLECTION	337.00	337.00
77851	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS DECEMBER	4,599.00	4,599.00
77853	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINT SUPPLIES	65.07	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	BLDG MAINT SUPPLIES	74.08	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	11.98	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	151.74	
		491-6020-601.50-55	STAFF KITCHEN CABINETS	1,891.83	
		491-6020-601.50-55	STAFF KITCHEN CABINETS	69.00	2,263.70
77855	MIDCO INC	291-6020-601.21-02	CAMERA SERVICE AGREEMENT	10,396.00	10,396.00
77862	NABCO ENTRANCES INC	491-6020-601.50-15	DOOR INSTALLATION	16,171.20	16,171.20
77869	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIBUTION	584.53	
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	198.11	782.64
77881	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	1,302.46	
		291-6020-601.31-45	JANITORIAL SUPPLIES	39.70	1,342.16
77891	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINT SUPPLIES	10.86	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	9.48	20.34
77894	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVS NOVEMBER 2018	959.18	
		291-6020-601.21-11	REG SERVS DECEMBER 2018	959.18	1,918.36
77895	STAPLES ADVANTAGE	291-6020-601.31-45	JANITORIAL SUPPLIES	1,168.18	1,168.18
77903	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - OCTOBER 2018	312.65	312.65
77904	WAREHOUSE DIRECT	291-6020-601.21-11	BUILDING MAINTENANCE	66.96	66.96
77905	WHITED BROTHERS INC	491-6020-601.50-55	SKY LIGHT REPLACEMENT	62,686.00	62,686.00
***** DIVISION TOTAL ****					129,540.81
***** DEPARTMENT TOTAL **					190,841.49

Specialty Info Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 05			
77769	ALA MEMBERSHIP	291-6405-601.22-02	ALA DUES - K BAILEY	270.00	270.00
77772	ALBERTSONS/SAFEWAY	291-6405-601.32-01	PROGRAM SUPPLIES	9.98	9.98
77774	AMAZON.COM CREDIT	291-6405-601.32-01	NOVEMBER TWEEN DIY KIT	10.97	
		291-6405-601.30-05	FOLDING CART W/LID	36.44	
		291-6405-601.32-01	NOV TWEEN DIY KIT	70.92	
		291-6405-601.32-90	SUPPLIES FOR HUB & TEEN	3.78	
		291-6405-601.32-90	SUPPLIES FOR HUB & TEEN	85.52	
		291-6405-601.32-01	TWEEN DECEMBER DIY KIT	55.96	
		291-6405-601.32-01	TWEEN DECEMBER DIY KIT	23.85	287.44
77778	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAVEL/TRAINING	11.00	
		291-6405-601.32-01	PROGRAM SUPPLIES	40.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6405-601.22-03	TRAVEL/TRAINING	12.69	
		291-6405-601.32-02	PROGRAM EVENTS	15.28	
		291-6405-601.22-03	TRAVEL/TRAINING	2.40	
		291-6405-601.22-03	TRAVEL/TRAINING	18.76	
		291-6405-601.32-01	PROGRAM SUPPLIES	9.99	
		291-6405-601.22-03	TRAVEL/TRAINING	4.36	114.48
77780	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	4WEEKS ECOURSE-E LUDEMANN	175.00	175.00
77829	HENQUINET,RICHARD	291-6405-601.22-18	RESUME REVIEWS, NOVEMBER	210.00	210.00
77837	INGRAM,TRACY	291-6405-601.32-01	ESL PROGRAM SUPPLIES	54.00	54.00
77841	JEWISH CHILD & FAMILY SERVICES	291-6405-601.22-18	4 CITIZENSHIP INTERVIEW	450.00	450.00
77850	MADAY,JULIE I	291-6405-601.22-18	RESUME REVIEWS,NOVEMBER	150.00	150.00
***** DIVISION TOTAL *****					1,720.90

Customer Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
77772	ALBERTSONS/SAFEWAY	291-6420-601.30-05	WCC.DISTRICT 214	21.43	21.43
77774	AMAZON.COM CREDIT	291-6420-601.30-05	POST-IT NOTES	6.89	
		291-6420-601.30-05	POST-IT NOTES	13.94	
		291-6420-601.32-01	BOOK DISCUSSIONS TEA	20.94	
		291-6420-601.32-01	BOOK DISCUSSIONS TEA	50.30	92.07
77778	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAVEL/TRAINING	13.52	
		291-6420-601.22-03	TRAVEL/TRAINING	26.27	39.79
77780	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	RECEIPT PAPER	1,478.04	
		291-6420-601.22-03	CLASS REGISTR.- BILINGUAL	175.00	
		291-6420-601.22-03	BOOK-EFFECTIVE DIFFICULT	51.90	1,704.94
77812	ELLISON EDUCATIONAL EQUIPMENT	291-6420-601.30-05	ELLISON DIE CUTS FOR	214.95	214.95
77823	GARVEYS OFFICE PRODUCTS	291-6420-601.32-90	CREDIT TO PINV1614438	56.88-	
		291-6420-601.30-05	OFFICE SUPPLIES	3.96	52.92-
77833	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS/OCTOBER 2018	6,596.45	6,596.45
77880	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SERVICES	152.60	
		291-6420-601.21-65	DELIVERY SERVICES	182.60	
		291-6420-601.21-65	DELIVERY SERVICES	160.80	
		291-6420-601.21-65	DELIVERY SERVICES	54.50	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	
		291-6420-601.21-65	DELIVERY SERVICES	149.80	907.40
77889	SCALLON,TERESA	291-6420-601.30-05	ORGANIZATIONAL BINS	97.90	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					97.90
77892	SIEG MARKETING	291-6420-601.30-07	JUTE TOTES BEIGE/RED	2,012.07	2,012.07
77897	TMU LOGISTICS LLC	291-6420-601.30-05	IS - WIPES	77.76	
		291-6420-601.30-05	WIPES	77.75	155.51
77899	ULINE	291-6420-601.32-90	CIRCULATING SUPPLIES	52.49	52.49
77900	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS NOVEMBER	179.00	179.00
77904	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	28.51	
		291-6420-601.32-90	IL - CIRCULATION SUPPLIES	5.33	33.84
***** DIVISION TOTAL ****					12,054.92

Programs and Exhibits

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
77744	SWIDERSKI, ANN	291-6440-601.22-18	ESL WRITING CLASS NOV'18	125.00-	125.00-
77772	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM EVENTS	165.24	165.24
77774	AMAZON.COM CREDIT	291-6440-601.32-02	DECEMBER VOLUNTEER KIT	57.19	
		291-6440-601.32-02	DINOSAUR BOOKMARKS	79.90	
		291-6440-601.32-02	STICKERS	15.96	
		291-6440-601.32-02	TWEEN SEWING	5.29	
		291-6440-601.32-02	INSTANT SNOW POWDER	27.94	
		291-6440-601.32-02	WINTER READING SUPPLIES	92.96	
		291-6440-601.32-02	WINTER READING SUPPLIES	28.26	
		291-6440-601.32-02	DICE FOR INKLINGS MEETING	27.10	
		291-6440-601.32-02	CERAMIC MUG	54.96	
		291-6440-601.32-02	JURASSIC ESCAPE CHALLENGE	17.95	
		291-6440-601.32-02	KIDS' WORLD DISPLAY DECOR	32.78	
		291-6440-601.32-02	BOOKS N BITES SUPPLIES	29.98	
		291-6440-601.32-02	PROGRAMS CRAFT SUPPLIES	9.79	
		291-6440-601.32-02	TAX REFUND	2.01-	
		291-6440-601.32-02	BAKE SHOP PROGRAM ITEMS	29.73	507.78
77778	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	OBOV LISA GENOVA TRAVEL	1,449.43	
		291-6440-601.22-18	CONTRACTED PERFORMERS &	3.95	
		291-6440-601.32-02	PROGRAM EVENTS	42.94	
		291-6440-601.22-03	TRAVEL/TRAINING	48.50	
		291-6440-601.32-02	PROGRAM EVENTS	47.70	
		291-6440-601.32-02	PROGRAM EVENTS	47.39	
		291-6440-601.32-02	PROGRAM EVENTS	37.81	
		291-6440-601.32-02	PROGRAM EVENTS	37.10	
		291-6440-601.32-02	PROGRAM EVENTS	12.47	
		291-6440-601.32-02	PROGRAM EVENTS	36.92	
		291-6440-601.32-02	PROGRAM EVENTS	45.13	
		291-6440-601.32-02	PROGRAM EVENTS	37.98	
		291-6440-601.32-02	PROGRAM EVENTS	18.73	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROGRAM EVENTS	22.19	
		291-6440-601.32-02	PROGRAM SUPPLIES	18.47	
		291-6440-601.32-02	PROGRAM EVENTS	35.98	1,942.69
77780	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	REFRESHMENTS FOR VETERAN'	110.94	
		291-6440-601.22-18	AUTHOR ACCOMMODATIONS-	863.58	
		291-6440-601.32-02	PIZZA FOR TECH FAIR,11/10	113.96	
		291-6440-601.32-02	PIZZA FOR TECH FAIR,11/10	113.96	
		291-6440-601.32-02	J RAYNOLDS AUTHOR LUNCH	127.35	
		291-6440-601.32-02	FRANKENFEST COOKIES,10/27	110.00	
		291-6440-601.32-02	FOOD FOR OBOV PROGRAM,	89.27	
		291-6440-601.32-02	PRIZES FOR INKLINGS	61.83	1,590.89
77809	DISTRICT 214 COMMUNITY EDUCATION	291-6440-601.22-18	EVENT SUPERVISION, 11/8	650.00	650.00
77856	MIDWEST MEDIA	291-6440-601.22-18	MEDIA ESCORT - J RAYNOLDS	250.92	250.92
77861	MOTION PICTURE LICENSING CORP	291-6440-601.22-18	MPLC UMBRELLA LICENSE	324.73	
		291-6440-601.22-18	MPLC UMBRELLA LICENSE	247.50	572.23
77877	PRIEST,LYNNE	291-6440-601.22-18	DINNER FOR STAFF AND	108.67	108.67
77884	REYNOLDS,JASON	291-6440-601.22-18	SCHOOL VISIT TRAVEL EXP	343.55	343.55
77886	ROUNDY'S INC	291-6440-601.32-02	PROGRAM EVENTS	84.33	
		291-6440-601.22-18	JASON RAYNOLDS	27.61	111.94
77904	WAREHOUSE DIRECT	291-6440-601.32-02	PROGRAM EVENTS	57.10	57.10
***** DIVISION TOTAL ****					6,176.01

Digital Services

77774	AMAZON.COM CREDIT	291-6450-601.30-05	OFFICE SUPPLIES	17.99	
		291-6450-601.30-05	OFFICE SUPPLIES	14.77	
		291-6450-601.30-07	JEWEL CASES	23.95	
		291-6450-601.30-07	FLASH DRIVES	35.80	
		291-6450-601.31-85	EPSON PHOTO SCANNER	529.99	
		291-6450-601.50-15	CABLE FOR VOCAL BOOTH	8.24	
		291-6450-601.50-15	HEADPHONE JACKS	35.44	
		291-6450-601.31-85	LIGHTNING TO HDMI ADAPTER	24.98	691.16
77778	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-03	TRAVEL/TRAINING	15.53	15.53
77780	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	STUDIO LIGHT BULBS	35.49	35.49
77784	B & H PHOTO VIDEO	291-6450-601.31-85	REPLACEMENT LIGHT STANDS	118.60	118.60
77799	CFRA	291-6450-601.32-78	MARKETSCOPE ADVISOR	583.33	583.33
77823	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES RECURRING REQUISIT.	123.24	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					123.24
77879	PROQUEST LLC	291-6450-601.32-78	ALT-PRESSWATCH	3,607.00	
		291-6450-601.32-78	NEWSPAPERS.COM-WORLD	509.17	4,116.17
***** DIVISION TOTAL ****					5,683.52

Collection Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 70			
77770	ALA/BOOKLIST ONLINE	291-6470-601.32-95	PERIODICALS	295.00	295.00
77774	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	61.68	
		291-6470-601.32-75	AV MTLs	17.74	
		291-6470-601.32-75	AV MTLs	159.60	
		291-6470-601.32-75	AV MTLs	129.80	
		291-6470-601.32-75	AV MTLs	66.00	
		291-6470-601.32-75	AV MTLs	20.99	
		291-6470-601.32-75	AV MTLs	119.96	
		291-6470-601.32-75	AV MTLs	99.99	
		291-6470-601.32-75	AV MTLs	75.57	
		291-6470-601.32-75	AV MTLs	13.94	
		291-6470-601.32-75	AV MTLs	42.86	
		291-6470-601.32-75	AV MTLs	24.48	
		291-6470-601.32-75	AV MTLs	50.43	
		291-6470-601.32-75	AV MTLs	139.96	
		291-6470-601.32-75	AV MTLs	59.88	
		291-6470-601.32-75	AV MTLs	29.91	
		291-6470-601.32-75	AV MTLs	108.90	
		291-6470-601.32-75	AV MTLs	369.84	
		291-6470-601.32-75	AV MTLs	55.95	
		291-6470-601.32-75	AV MTLs	29.90	
		291-6470-601.32-75	AV MTLs	191.94	
		291-6470-601.32-75	AV MTLs	48.86	
		291-6470-601.32-75	AV MTLs	46.22	
		291-6470-601.32-75	AV MTLs	256.08	
		291-6470-601.32-75	AV MTLs	29.48	
		291-6470-601.32-75	AV MTLs	119.56	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	99.99	
		291-6470-601.32-75	AV MTLs	11.98	
		291-6470-601.32-75	AV MTLs	9.97	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	35.77	
		291-6470-601.32-75	AV MTLs	31.27	
		291-6470-601.32-75	AV MTLs	44.25	
		291-6470-601.32-75	AV MTLs	139.96	
		291-6470-601.32-80	BOOKS	31.99	
		291-6470-601.32-80	BOOKS	6.01	
		291-6470-601.32-80	BOOKS	16.34	
		291-6470-601.32-80	BOOKS	10.25	
		291-6470-601.32-80	BOOKS	14.05	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	21.22	
		291-6470-601.32-80	BOOKS	35.85	
		291-6470-601.32-80	BOOKS	44.58	
		291-6470-601.32-80	BOOKS	22.34	
		291-6470-601.32-80	BOOKS	12.94	
		291-6470-601.32-80	BOOKS	23.19	
		291-6470-601.32-80	BOOKS	92.03	
		291-6470-601.32-80	BOOKS	63.80	
		291-6470-601.32-80	BOOKS	60.58	
		291-6470-601.32-80	BOOKS	23.64	
		291-6470-601.32-80	BOOKS	71.94	
		291-6470-601.32-80	BOOKS	41.12	
		291-6470-601.32-95	PERIODICALS	18.38	
		291-6470-601.32-95	PERIODICALS	13.74	
		291-6470-601.32-95	PERIODICALS	16.24	
		291-6470-601.32-95	PERIODICALS	11.98	
		291-6470-601.32-95	PERIODICALS	19.00	
		291-6470-601.32-95	PERIODICALS	15.79	
		291-6470-601.32-95	PERIODICALS	15.99	
		291-6470-601.32-75	AV MTL	41.68	
		291-6470-601.32-75	AV MTL	142.84	
		291-6470-601.32-75	AV MTL	32.98	
		291-6470-601.32-75	AV MTL	129.95	
		291-6470-601.32-75	AV MTL	16.78	
		291-6470-601.32-75	AV MTL	241.19	
		291-6470-601.32-75	AV MTL	39.94	
		291-6470-601.32-75	AV MTL	1.32-	
		291-6470-601.32-75	AV MTL	47.99	
		291-6470-601.32-75	AV MTL	210.05	
		291-6470-601.32-75	AV MTL	.82-	
		291-6470-601.32-75	AV MTL	162.15	
		291-6470-601.32-75	AV MTL	9.59	
		291-6470-601.32-80	BOOKS	79.97	
		291-6470-601.32-75	AV MTL	39.95	
		291-6470-601.32-80	BOOKS	24.82	
		291-6470-601.32-75	AV MTL	57.80	
		291-6470-601.32-75	AV MTL	179.70	
		291-6470-601.32-75	AV MTL	131.26	
		291-6470-601.32-75	AV MTL	17.49	
		291-6470-601.32-75	AV MTL	149.90	
		291-6470-601.32-75	AV MTL	30.73	
		291-6470-601.32-75	AV MTL	191.77	
		291-6470-601.32-75	AV MTL	19.71	
		291-6470-601.32-75	AV MTL	101.97	
		291-6470-601.32-75	AV MTL	74.04	
		291-6470-601.32-75	AV MTL	143.97	
		291-6470-601.32-75	AV MTL	84.53	
		291-6470-601.32-75	AV MTL	143.97	
		291-6470-601.32-75	AV MTL	249.98	
		291-6470-601.32-80	BOOKS	29.97	
		291-6470-601.32-80	BOOKS	88.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	13.94	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.32-95	PERIODICALS	10.42	
		291-6470-601.32-80	BOOKS	14.44	
		291-6470-601.32-80	BOOKS	12.28	
		291-6470-601.32-80	BOOKS	22.96	
		291-6470-601.32-80	BOOKS	37.48	
		291-6470-601.32-80	BOOKS	6.64	
		291-6470-601.32-80	BOOKS	21.07	
		291-6470-601.32-80	BOOKS	26.15	
		291-6470-601.32-80	BOOKS	17.10	
		291-6470-601.32-80	BOOKS	113.69	
		291-6470-601.32-80	BOOKS	159.96	
		291-6470-601.32-80	BOOKS	13.39	
		291-6470-601.32-80	BOOKS	16.90	
		291-6470-601.32-80	BOOKS	43.61	
		291-6470-601.32-80	BOOKS	40.65	
		291-6470-601.32-80	BOOKS	18.30	
		291-6470-601.32-80	BOOKS	13.63	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-80	BOOKS	.44	
		291-6470-601.32-80	BOOKS	54.80	
		291-6470-601.32-80	BOOKS	27.27	
		291-6470-601.32-80	BOOKS	26.99	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	13.83	
		291-6470-601.32-75	AV MTLs	11.98	
		291-6470-601.32-75	AV MTLs	91.99	
		291-6470-601.32-75	AV MTLs	59.88	
		291-6470-601.32-75	AV MTLs	89.95	
		291-6470-601.32-75	AV MTLs	11.29	
		291-6470-601.32-75	AV MTLs	14.89	
		291-6470-601.32-75	AV MTLs	44.36	
		291-6470-601.32-75	AV MTLs	78.00	
		291-6470-601.32-75	AV MTLs	18.01	
		291-6470-601.32-75	AV MTLs	151.37	
		291-6470-601.32-75	AV MTLs	89.95-	
		291-6470-601.32-75	AV MTLs	26.95	
		291-6470-601.32-75	AV MTLs	208.35	
		291-6470-601.32-75	AV MTLs	81.96	
		291-6470-601.32-75	AV MTLs	30.66	
		291-6470-601.32-75	AV MTLs	13.98	
		291-6470-601.32-75	AV MTLs	39.88	
		291-6470-601.32-75	AV MTLs	19.48	
		291-6470-601.32-75	AV MTLs	50.12	
		291-6470-601.32-75	AV MTLs	269.67	
		291-6470-601.32-75	AV MTLs	30.86	
		291-6470-601.32-75	AV MTLs	21.98	
		291-6470-601.32-75	AV MTLs	13.99-	
		291-6470-601.32-75	AV MTLs	32.99	
		291-6470-601.32-75	AV MTLs	55.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	32.15	
		291-6470-601.32-75	AV MTLs	20.38	
		291-6470-601.32-75	AV MTLs	50.73-	
		291-6470-601.32-80	BOOKS	11.95	
		291-6470-601.32-80	BOOKS	54.89	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-95	PERIODICALS	10.49	
		291-6470-601.32-95	PERIODICALS	12.98	
		291-6470-601.32-95	PERIODICALS	13.97	
		291-6470-601.32-75	AV MTLs	67.48	
		291-6470-601.32-75	AV MTLs	59.72	
		291-6470-601.32-75	AV MTLs	47.91	
		291-6470-601.32-75	AV MTLs	3.32-	
		291-6470-601.32-80	BOOKS	49.95	
		291-6470-601.32-80	BOOKS	10.95	
		291-6470-601.32-80	BOOKS	84.98	
		291-6470-601.32-80	BOOKS	29.98	
		291-6470-601.32-80	BOOKS	12.64	
		291-6470-601.32-80	BOOKS	114.63	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	14.58	
		291-6470-601.32-80	BOOKS	13.42	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	27.98	
		291-6470-601.32-80	BOOKS	68.81	
		291-6470-601.32-80	BOOKS	88.09	
		291-6470-601.32-80	BOOKS	18.76	
		291-6470-601.32-80	BOOKS	7.87	
		291-6470-601.32-80	BOOKS	30.37	
		291-6470-601.32-80	BOOKS	19.44	
		291-6470-601.32-95	PERIODICALS	19.98	
		291-6470-601.32-95	PERIODICALS	17.71	
		291-6470-601.32-95	PERIODICALS	18.87	
		291-6470-601.32-80	BOOKS	32.98	
		291-6470-601.32-80	BOOKS	19.49	
		291-6470-601.32-80	BOOKS	12.60	
		291-6470-601.32-80	BOOKS	17.96	
		291-6470-601.32-80	BOOKS	5.12	
		291-6470-601.32-80	BOOKS	35.87	
		291-6470-601.32-80	BOOKS	132.30	
		291-6470-601.32-80	BOOKS	33.74	
		291-6470-601.32-80	BOOKS	81.27	
		291-6470-601.32-80	BOOKS	102.67	
		291-6470-601.32-80	BOOKS	24.26	
		291-6470-601.32-80	BOOKS	17.28	
		291-6470-601.32-75	AV MTLs	68.78	
		291-6470-601.32-75	AV MTLs	9.89	
		291-6470-601.32-75	AV MTLs	60.35	
		291-6470-601.32-75	AV MTLs	74.92	
		291-6470-601.32-75	AV MTLs	44.77	
		291-6470-601.32-75	AV MTLs	74.13	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	207.95	
		291-6470-601.32-75	AV MTLs	61.17	
		291-6470-601.32-75	AV MTLs	32.49	
		291-6470-601.32-75	AV MTLs	61.86	
		291-6470-601.32-75	AV MTLs	87.99	
		291-6470-601.32-75	AV MTLs	27.48	
		291-6470-601.32-75	AV MTLs	111.76	
		291-6470-601.32-75	AV MTLs	13.79	
		291-6470-601.32-75	AV MTLs	43.65	
		291-6470-601.32-75	AV MTLs	9.89	
		291-6470-601.32-75	AV MTLs	15.95	
		291-6470-601.32-75	AV MTLs	47.50	
		291-6470-601.32-95	PERIODICALS	16.95	11,116.28
77778	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	TRAVEL/TRAINING	25.79	
		291-6470-601.22-03	TRAVEL/TRAINING	26.89	52.68
77779	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	22.49	22.49
77780	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	TAX REMOVAL	6.51-	
		291-6470-601.32-05	PROCESSING SUPPLIES	93.26	
		291-6470-601.32-75	AV MTLs	39.49	
		291-6470-601.32-75	AV MTLs	65.85	
		291-6470-601.32-75	AV MTLs	41.22	
		291-6470-601.32-95	PERIODICALS	14.49	
		291-6470-601.32-75	AV MTLs	307.42	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	38.98	
		291-6470-601.32-75	AV MTLs	199.90	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	204.21	
		291-6470-601.32-80	BOOKS	8.85-	
		291-6470-601.32-75	AV MTLs	40.80	
		291-6470-601.32-75	AV MTLs	28.13	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-80	BOOKS	145.80	
		291-6470-601.32-95	PERIODICALS	92.07	
		291-6470-601.32-75	AV MTLs	33.50	
		291-6470-601.32-95	PERIODICALS	99.00	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-95	PERIODICALS	19.49	
		291-6470-601.32-75	AV MTLs	3.75-	
		291-6470-601.32-95	PERIODICALS	27.52	
		291-6470-601.32-80	BOOKS	76.37	
		291-6470-601.32-95	PERIODICALS	406.00	
		291-6470-601.32-95	PERIODICALS	16.94	
		291-6470-601.32-75	AV MTLs	23.49	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-95	PERIODICALS	5.00	
		291-6470-601.32-75	AV MTLs	70.73	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	63.23	
		291-6470-601.32-75	AV MTLs	63.74	2,356.45
77786	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	347.02	
		291-6470-601.32-80	BOOKS	2.00	
		291-6470-601.32-80	BOOKS	126.58	
		291-6470-601.32-80	BOOKS	369.88	
		291-6470-601.32-80	BOOKS	791.22	
		291-6470-601.32-80	BOOKS	46.10	
		291-6470-601.32-80	BOOKS	115.48	
		291-6470-601.32-80	BOOKS	1,000.26	
		291-6470-601.32-80	BOOKS	771.75	
		291-6470-601.32-80	BOOKS	602.27	
		291-6470-601.32-80	BOOKS	115.68	
		291-6470-601.32-80	BOOKS	152.36	
		291-6470-601.32-80	BOOKS	276.61	
		291-6470-601.32-80	BOOKS	417.05	
		291-6470-601.32-80	BOOKS	78.09	
		291-6470-601.32-80	BOOKS	593.89	
		291-6470-601.32-80	BOOKS	966.51	
		291-6470-601.32-80	BOOKS	725.76	
		291-6470-601.32-80	BOOKS	109.17	
		291-6470-601.32-80	BOOKS	369.30	
		291-6470-601.32-80	BOOKS	244.07	
		291-6470-601.32-80	BOOKS	198.76	
		291-6470-601.32-80	BOOKS	978.00	
		291-6470-601.32-80	BOOKS	927.33	
		291-6470-601.32-80	BOOKS	340.34	
		291-6470-601.32-80	BOOKS	977.07	
		291-6470-601.32-80	BOOKS	349.87	
		291-6470-601.32-80	BOOKS	550.24	
		291-6470-601.32-80	BOOKS	576.83	
		291-6470-601.32-80	BOOKS	566.81	
		291-6470-601.32-80	BOOKS	121.75	
		291-6470-601.32-80	BOOKS	790.38	
		291-6470-601.32-80	BOOKS	438.19	
		291-6470-601.32-80	BOOKS	924.27	
		291-6470-601.32-80	BOOKS	378.65	
		291-6470-601.32-80	BOOKS	454.25	
		291-6470-601.32-80	BOOKS	152.62	
		291-6470-601.32-80	BOOKS	214.51	
		291-6470-601.32-80	BOOKS	221.62	
		291-6470-601.32-80	BOOKS	196.56	
		291-6470-601.32-80	BOOKS	212.85	
		291-6470-601.32-80	BOOKS	151.51	
		291-6470-601.32-80	BOOKS	546.86	
		291-6470-601.32-80	BOOKS	704.29	
		291-6470-601.32-80	BOOKS	390.72	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	304.00	
		291-6470-601.22-85	PROC SERVS	19.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	247.00	
		291-6470-601.22-85	PROC SERVS	277.40	
		291-6470-601.22-85	PROC SERVS	201.40	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	22.80	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	193.80	
		291-6470-601.22-85	PROC SERVS	193.80	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	201.40	
		291-6470-601.22-85	PROC SERVS	247.00	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	319.20	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	205.20	
		291-6470-601.22-85	PROC SERVS	178.60	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.32-80	BOOKS	31.34	
		291-6470-601.32-80	BOOKS	156.03	
		291-6470-601.32-80	BOOKS	404.39	
		291-6470-601.32-80	BOOKS	40.64	
		291-6470-601.32-80	BOOKS	401.78	
		291-6470-601.32-80	BOOKS	71.08	
		291-6470-601.32-80	BOOKS	173.42	
		291-6470-601.32-80	BOOKS	431.88	
		291-6470-601.32-80	BOOKS	354.83	
		291-6470-601.32-80	BOOKS	187.62	
		291-6470-601.32-80	BOOKS	229.02	
		291-6470-601.32-80	BOOKS	448.54	
		291-6470-601.32-80	BOOKS	93.61	
		291-6470-601.32-80	BOOKS	542.27	
		291-6470-601.32-80	BOOKS	233.62	
		291-6470-601.32-80	BOOKS	257.82	
		291-6470-601.32-80	BOOKS	204.33	
		291-6470-601.32-80	BOOKS	252.27	
		291-6470-601.32-80	BOOKS	89.15	
		291-6470-601.32-80	BOOKS	31.77	
		291-6470-601.32-80	BOOKS	43.65	
		291-6470-601.32-80	BOOKS	641.63	
		291-6470-601.32-80	BOOKS	37.24	
		291-6470-601.32-80	BOOKS	90.31	
		291-6470-601.32-75	AV MTLs	360.22	
		291-6470-601.32-75	AV MTLs	22.00-	
		291-6470-601.32-75	AV MTLs	128.48	
		291-6470-601.32-75	AV MTLs	165.80	
		291-6470-601.32-75	AV MTLs	83.81	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	654.37	
		291-6470-601.32-75	AV MTLs	107.77	
		291-6470-601.32-75	AV MTLs	423.45	
		291-6470-601.32-75	AV MTLs	58.55	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	46.75	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	162.40	
		291-6470-601.22-85	PROC SERVS	19.00-	
		291-6470-601.22-85	PROC SERVS	126.20	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	112.00	
		291-6470-601.22-85	PROC SERVS	16.35	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	22.80	
		291-6470-601.32-80	BOOKS	220.50	
		291-6470-601.32-80	BOOKS	564.63	
		291-6470-601.32-80	BOOKS	257.57	
		291-6470-601.32-80	BOOKS	414.26	
		291-6470-601.32-80	BOOKS	711.07	
		291-6470-601.32-80	BOOKS	651.29	
		291-6470-601.32-80	BOOKS	276.94	
		291-6470-601.32-80	BOOKS	32.26	
		291-6470-601.32-80	BOOKS	427.46	
		291-6470-601.32-80	BOOKS	237.00	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	148.20	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	72.80	
		291-6470-601.32-75	AV MTLs	46.98	36,325.68
77787	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	828.16	
		291-6470-601.32-75	AV MTLs	286.50	
		291-6470-601.32-75	AV MTLs	2,767.77	
		291-6470-601.32-75	AV MTLs	464.12	
		291-6470-601.32-75	AV MTLs	489.87	
		291-6470-601.32-75	AV MTLs	1,514.83	
		291-6470-601.32-75	AV MTLs	51.47	
		291-6470-601.32-75	AV MTLs	184.31	
		291-6470-601.32-75	AV MTLs	664.17	
		291-6470-601.32-75	AV MTLs	190.11	
		291-6470-601.32-75	AV MTLs	175.15	
		291-6470-601.32-75	AV MTLs	752.46	
		291-6470-601.32-75	AV MTLs	447.61	
		291-6470-601.32-75	AV MTLs	1,303.82	
		291-6470-601.32-75	AV MTLs	133.79	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	3,455.66	
		291-6470-601.32-75	AV MTLs	473.78	
		291-6470-601.32-75	AV MTLs	892.26	
		291-6470-601.32-75	AV MTLs	116.94	
		291-6470-601.32-75	AV MTLs	22.72	
		291-6470-601.32-75	AV MTLs	196.83	15,412.33
77788	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	591.83	
		291-6470-601.32-75	AV MTLs	915.87	
		291-6470-601.32-75	AV MTLs	1,557.50	3,065.20
77790	BIBLIOTHECA LLC	291-6470-601.32-80	BOOKS	7.23-	
		291-6470-601.32-80	BOOKS	6,756.41	
		291-6470-601.32-75	AV MTLs	3,351.07	
		291-6470-601.32-75	AV MTLs	124.99	
		291-6470-601.32-80	BOOKS	120.97	
		291-6470-601.32-80	BOOKS	38.97	
		291-6470-601.32-75	AV MTLs	60.00	10,445.18
77792	BOBIS, LISA	291-6470-601.22-03	WILIUG FALL CONF, RACINE	71.62	71.62
77797	CCH INCORPORATED	291-6470-601.32-80	BOOKS	152.41	152.41
77798	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	28.04	
		291-6470-601.32-80	BOOKS	25.32	
		291-6470-601.32-80	BOOKS	75.96	129.32
77800	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	111.92	
		291-6470-601.32-95	PERIODICALS	140.00	
		291-6470-601.32-95	PERIODICALS	111.92	363.84
77804	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	34.91	34.91
77806	COX SUBSCRIPTIONS, W T	291-6470-601.32-95	PERIODICALS	13.15	
		291-6470-601.32-95	PERIODICALS	57.81	70.96
77807	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	152.43	152.43
77811	EBS CO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	3,554.29	3,554.29
77819	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	221.75	221.75
77820	FRA NOI	291-6470-601.32-95	PERIODICALS	19.00	19.00
77822	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	182.35	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	57.58	
		291-6470-601.32-80	BOOKS	1,025.30	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	19.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	179.15	
		291-6470-601.32-80	BOOKS	118.36	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	21.59	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	28.79	2,035.34
77826	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	230.60	230.60
77835	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	442.53	
		291-6470-601.32-80	BOOKS	371.03	
		291-6470-601.32-80	BOOKS	353.03	1,166.59
77836	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	86.37	
		291-6470-601.32-80	BOOKS	168.14	
		291-6470-601.32-80	BOOKS	14.12	
		291-6470-601.32-80	BOOKS	8.39	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	104.35	
		291-6470-601.32-80	BOOKS	43.18	
		291-6470-601.32-80	BOOKS	88.02	
		291-6470-601.32-80	BOOKS	33.12	
		291-6470-601.32-80	BOOKS	122.62	
		291-6470-601.32-80	BOOKS	292.45	
		291-6470-601.32-80	BOOKS	28.74	
		291-6470-601.32-80	BOOKS	25.98	
		291-6470-601.32-80	BOOKS	29.94	
		291-6470-601.32-80	BOOKS	592.65	
		291-6470-601.32-80	BOOKS	36.26	
		291-6470-601.32-80	BOOKS	47.93	
		291-6470-601.32-80	BOOKS	232.51	
		291-6470-601.32-80	BOOKS	16.19	
		291-6470-601.32-80	BOOKS	153.51	
		291-6470-601.32-80	BOOKS	112.97	
		291-6470-601.32-80	BOOKS	56.48	
		291-6470-601.32-80	BOOKS	18.06	
		291-6470-601.32-80	BOOKS	89.87	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	98.35	
		291-6470-601.32-80	BOOKS	45.14	
		291-6470-601.32-80	BOOKS	88.23	
		291-6470-601.32-80	BOOKS	32.97	
		291-6470-601.32-80	BOOKS	25.77	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	25.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	15.81	
		291-6470-601.32-80	BOOKS	104.74	
		291-6470-601.32-80	BOOKS	7.50	
		291-6470-601.32-80	BOOKS	205.00	
		291-6470-601.32-80	BOOKS	14.69	
		291-6470-601.32-80	BOOKS	56.52	
		291-6470-601.32-80	BOOKS	52.07	
		291-6470-601.32-80	BOOKS	338.46	
		291-6470-601.32-80	BOOKS	157.84	
		291-6470-601.32-80	BOOKS	43.18	
		291-6470-601.32-80	BOOKS	28.75	
		291-6470-601.32-80	BOOKS	25.42	
		291-6470-601.32-80	BOOKS	277.20	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	57.49	
		291-6470-601.32-80	BOOKS	239.54	
		291-6470-601.32-80	BOOKS	10.80	
		291-6470-601.32-80	BOOKS	356.55	
		291-6470-601.32-80	BOOKS	23.37	
		291-6470-601.32-80	BOOKS	138.15	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	7.50	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	16.19	
		291-6470-601.32-80	BOOKS	18.95	5,079.58
77840	J.D. POWER	291-6470-601.32-95	PERIODICALS	137.00	137.00
77844	KANOPY LLC	291-6470-601.32-75	AV MTLs	520.00	520.00
77846	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MTLs	24.99	24.99
77857	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	558.11	
		291-6470-601.32-75	AV MTLs	351.52	
		291-6470-601.32-75	AV MTLs	264.12	
		291-6470-601.32-75	AV MTLs	403.39	
		291-6470-601.32-75	AV MTLs	8,725.84	10,302.98
77865	NEW YORK TIMES CO,THE	291-6470-601.32-95	PERIODICALS	1,053.00	1,053.00
77871	NORTH SUBURBAN GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
77874	PC GAMER MAGAZINE	291-6470-601.32-95	PERIODICALS	19.95	19.95
77875	PETERSON'S	291-6470-601.32-80	BOOKS	60.58	
		291-6470-601.32-80	BOOKS	55.18	115.76
77882	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	349.83	349.83
77883	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	99.44	

PREPARED 12/18/18, 11:43 AM
 PROGRAM GM348U5
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					99.44
77887	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	127.06	
		291-6470-601.32-80	BOOKS	132.04	259.10
77888	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	144.79	144.79
77898	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	224.98	
		291-6470-601.32-80	BOOKS	983.10	1,208.08
77904	WAREHOUSE DIRECT	291-6470-601.32-95	CIRCULATION SUPPLIES	41.52	
		291-6470-601.32-05	PROCESSING SUPPLIES	12.80	
		291-6470-601.30-05	OFFICE SUPPLIES	32.71	87.03
77906	WORLD BOOK SCHOOL AND LIBRARY	291-6470-601.32-80	BOOKS	1,998.00	
***** DIVISION TOTAL ****					108,718.88
***** DEPARTMENT TOTAL **					134,354.23
***** GRAND TOTAL *****					543,716.76

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	453,836.73
491	Capital Projects-Library	89,880.03
**** TOTAL ALL FUNDS ****		543,716.76

December 18, 2018

**Arlington Heights Memorial Library
Special Funds Summary
11/30/2018**

Count 33

	Account	Amount	Description	Staff
Check # 1532-AHML	100-80-00	\$ 45,000.00	Transfer to Disbursement Account	H Trieu
Check # 1531-Simon & Schuster Speakers Bureau	6440-2218	\$ 1,449.43	OBOV Lisa Genova Travel Reimbursement	J Czajka
Check # 1533-AHML - Petty Cash				
11/5/2018	6440-2218	\$ 3.95	Contracted Performers & Exhibits	L Priest
	6405-2203	\$ 11.00	Travel/Training	E Ludemann
	6405-3201	\$ 40.00	Program Supplies	K Bailey
	6440-3202	\$ 42.94	Program Events	R King
11/12/2018	6405-2203	\$ 12.69	Travel/Training	T Karim
	6001-2205	\$ 24.70	Postage	G Rojek
	6001-2203	\$ 7.92	Travel/Training	J Moravec
	6001-2203	\$ 36.47	Travel/Training	M Driskell
	6440-2203	\$ 48.50	Travel/Training	C Ng-He
	6470-2203	\$ 25.79	Travel/Training	L Bobis
	6440-3202	\$ 47.70	Program Events	M Papanastassiou
	6440-3202	\$ 47.39	Program Events	J Czajka
11/19/2018	6440-3202	\$ 37.81	Program Events	K Bailey
	6440-3202	\$ 37.10	Program Events	K Bailey
	6440-3202	\$ 12.47	Program Events	M Vela
	6440-3202	\$ 36.92	Program Events	M Vela
	6440-3202	\$ 45.13	Program Events	M Lepo
	6440-3202	\$ 37.98	Program Events	M Lepo
	6405-3202	\$ 15.28	Program Events	E Ludemann
	6405-2203	\$ 2.40	Travel/Training	E Ludemann
	6405-2203	\$ 18.76	Travel/Training	D Malik
	6420-2203	\$ 13.52	Travel/Training	J Duncan
	6405-3201	\$ 9.99	Program Supplies	A Gourley
11/26/2018	6440-3202	\$ 18.73	Program Events	E Mather
	6440-3202	\$ 22.19	Program Events	S Hollars
	6470-2203	\$ 26.89	Travel/Training	V Jaffe
	6405-2203	\$ 4.36	Travel/Training	M Young
	6440-3201	\$ 18.47	Program Supplies	M Young
	6420-2203	\$ 26.27	Travel/Training	S Meyer
11/30/2018	6450-2203	\$15.53	Travel/Training	V Pecoraro
	6440-3202	\$ 35.98	Program Events	K Bailey
	6010-2102	\$ 19.99	Equipment Maintenance	S Rita
		<u>\$ 2,254.25</u>		

December 18, 2018

**Arlington Heights Memorial Library
American Express Card Summary
11/30/2018**

<u>CARDHOLDER</u>	Count	94	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M. Driskell		489-90-00	\$ (134.09)	AMEX Cash back rebate CASHBACK PROGRAM FEE	Other Income/Rebate
		6001-2165	\$ 90.00	ANNUAL	Bank Fees
		6470-3205	\$ (6.51)	REALLY USEFUL BOXES	Tax removal
		6470-3205	\$ 93.26	REALLY USEFUL BOXES	Processing Supplies
		6002-2210	\$ 24.98	VISTAPRINT	Business Cards
		6002-3185	\$ 489.98	MY BINDING	Lamination Film
		6002-2210	\$ 36.77	VISTAPRINT CASHBACK PROGRAM FEE	Business Cards
R. Dworiany		6001-2165	\$ 90.00	ANNUAL	Bank Fees
		6010-3032	\$ 11.99	GOOGLE *YOUTUBEPREMI	YouTube Premium - KW
		6010-3032	\$ 5.00	GIGABLAST INC	Catalog Spellcheck Service
		6010-3032	\$ 4.99	AMZNFREETIME	Monthly Subscription
		6010-3032	\$ 25.00	GITHUB	Monthly Subscription
		6001-2242	\$ 344.85	COMCAST	Public Internet Service
		6010-3032	\$ 9.99	AMAZON MUSIC	Monthly Subscription
		6010-3032	\$ 49.99	CBI*PARALLELS	Monthly Subscription
		6010-3032	\$ 100.00	FS *CARBONCOPYCLONE	Carbon Copy Cloner
		6010-3032	\$ 55.11	CBI*PARALLELS	Renewal - C Krueger
		6010-3032	\$ 25.00	TRELLO.COM	Monthly Subscription
		6010-3032	\$ 6.49	PLAYSTATION NETWORK	Knowledge is Power
		6010-3032	\$ 9.99	AMZNFREETIME	Monthly Subscription
		6010-2005	\$ 54.10	PAYFLOW	Monthly Subscription
		6010-3032	\$ 14.99	SPOTIFY	Monthly Subscription
		6010-3032	\$ 49.00	RIDDLE.COM CASHBACK PROGRAM FEE	Monthly Subscription
J. Czajka		6001-2165	\$ 90.00	ANNUAL	Bank Fees
		6440-3202	\$ 110.94	PANERA BREAD #	Refreshments for Veteran's Day Program
		6440-2218	\$ 863.58	LOEWS CHICAGO OHARE	Author Accommodations- Jason Reynolds
		6440-3202	\$ 113.96	ROSATI'S PIZZA	Pizza for Tech Fair-11/10/18
		6440-3202	\$ 113.96	ROSATI'S PIZZA	pizza for Tech Fair-11/10/18
		6440-3202	\$ 127.35	TTOWA RESTAURANT	Jason Reynolds Author Lunch 11/8/18
		6440-3202	\$ 110.00	SWEET T'S BAKERY	Frankenfest Cookies 10/27/18
		6440-3202	\$ 89.27	MARIANOS CASHBACK PROGRAM FEE	Food for OBOV Program 10/25/18
D. Ekl		6001-2165	\$ 90.00	NEW CASHBACK PROGRAM FEE	Bank Fees
M. Szymanek		6001-2165	\$ 90.00	ANNUAL	Bank Fees
		6470-3275	\$ 39.49	TARGET.COM	AV Mtls
		6470-3275	\$ 65.85	JOANN STORES	AV Mtls
		6470-3275	\$ 41.22	BLICK ART MATERIAL	AV Mtls
		6470-3295	\$ 14.49	MY MAG STORE	Periodicals
		6001-2165	\$ 119.00	AMAZON PRIME	Other Services
		6470-3295	\$ 307.42	ALTENEW	Periodicals
		6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
		6470-3275	\$ 59.99	TARGET.COM	AV Mtls
		6405-2203	\$ 175.00	PAYPAL	4 week eCourse - E Ludemann
		6470-3275	\$ 38.98	CHRISTIANBOOK	AV Mtls
		6470-3275	\$ 199.90	TIME LIFE	AV Mtls
		6020-2136	\$ (1,908.58)	THE HOME DEPOT	Equipment Rental
		6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
		6020-2136	\$ 1,908.58	THE HOME DEPOT	Equipment Rental
		6470-3275	\$ 204.21	GAMESTOP.COM	AV Mtls
		6470-3280	\$ (8.85)	PAYPAL *EVERYTHING	Book
		6470-3275	\$ 40.80	PEARSON EDUCATION	AV Mtls
		6470-3275	\$ 28.13	BBC AMERICA SHOP	AV Mtls
		6470--3275	\$ 16.99	KRUGER BROTHERS	AV Mtls
		6470-3280	\$ 145.80	LAW BULLETIN PUBL	Book
		6470-3295	\$ 92.07	TWT CIRCULATION	Periodicals
		6470-3275	\$ 33.50	PAYPAL *EVERYTHINGG	AV Mtls
		6470-3295	\$ 99.00	BRINKER ADVISORY	Periodicals
		6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
		6470-3295	\$ 19.49	MY MAG STORE	Periodicals
		6470-3275	\$ (3.75)	GAMESTOP.COM	AV Mtls
		6470-3295	\$ 27.52	BAKER'S CATALOG	Periodicals
		6470-3280	\$ 76.37	BARNES&NOBLE.COM	Book
		6470-3295	\$ 406.00	Financial Times Ltd	Periodicals
		6470-3295	\$ 16.94	WOMEN HEALTH	Periodicals
		6470-3275	\$ 23.49	PAYPAL *JULIEWYLIEM	AV Mtls

J. Moravec

6470-3275	\$	39.98	SLING.COM	AV Mtls
6470-3295	\$	5.00	ALTPRESS MEDIA	Periodicals
6470-3275	\$	70.73	GAMESTOP.COM	AV Mtls
6470-3275	\$	63.23	GAMESTOP.COM	AV Mtls
6470-3275	\$	63.74	GAMESTOP.COM	AV Mtls
6001-2203	\$	527.16	HYATT REGENCY ST LOUIS	LMCC- Hotel - P Aichele
6001-2203	\$	527.16	HYATT REGENCY ST LOUIS	LMCC- Hotel - M Hasting
6001-2203	\$	527.16	HYATT REGENCY ST LOUIS	LMCC- Hotel - A Harder
6020-2136	\$	52.80	RENT RITE TOOLS	Equipment Rental
6002-2210	\$	153.99	VISTAPRINT	Business Cards
6020-2203	\$	75.00	CERTIFYME.NET OSHA	Staff Training
6020-2136	\$	247.50	RENT RITE TOOLS	Equipment Rental
6020-2107	\$	70.60	SEATBELTPLANETCOM	Wheelchair Seat-belt for Bkm
6420-3290	\$	1,478.04	POSPAPER.COM	Receipt Paper
6450-3185	\$	35.49	LAMPLINE	Studio Light Bulbs
6020-2107	\$	318.00	SEATBELTPLANETCOM	Wheelchair Seat-belt for Bkm
6002-3005	\$	1,884.90	ARTGRAFIX	Black Foam Board
6020-2136	\$	391.90	RENT RITE TOOLS DOUBLETREE HILTON	Equipment Rental
6003-2165	\$	360.64	ARLINGTON HTS	Hotel for Executive Director Candidate
6020-2203	\$	225.00	CERTIFYME.NET OSHA	Staff Training
6001-2203	\$	150.00	RAGAN COMMUNICATIONS	Hands on Video Visual Story Telling Workshop
6001-5015	\$	1,147.89	AUTONOMOUS	Standing Desks
6440-3202	\$	61.83	NANOWRIMO STORE	Prizes for Inklings Program
6020-2111	\$	911.88	LOCK DEPOT INC	Maintenance Supplies
6001-2203	\$	720.99	MARRIOTT KANSAS CITY	NSLA - Hotel - J Jurgens
6420-2203	\$	175.00	LIBRARY JUICE ACADEM	Class Registration - Bilingual Storytime - R King
6420-2203	\$	51.90	AMERICAN LIBRARY	Book - Effective Difficult Conversation
6002-2210	\$	56.46	VISTAPRINT	Business Cards
6002-2165	\$	56.80	FACEBK *KPRURGJ822	Facebook Advertising
6002-2210	\$	24.19	VISTAPRINT	Business Cards
Total	\$	<u>16,045.92</u>		

December 18, 2018

Arlington Heights Memorial Library
Master Card Summary
11/30/2018

Count 2

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
Shannon Distel	6003-2201	\$100.00	Illinois Library Association	Job Post
M Szymanek	6470-3295	\$22.49	My Mag Store	Periodicals
	Total	<u>\$122.49</u>		

To: Board of Library Trustees
From: Shannon Distel
Date: December 4, 2018
Re: Change to Tuition Reimbursement Policy

The Committee of the Whole reviewed this item at its meeting on Monday, December 3. After the Committee of the Whole meeting, two revisions were made to the suggested policy.

Below are suggested changes to the Tuition Reimbursement policy for discussion. The focus of these changes is to make the benefit available to a greater number of staff members, and to increase the individual reimbursement amount.

Current policy:

The library offers partial tuition reimbursement when acquiring a MLS or MLIS degree from an ALA accredited library school. To be eligible to participate in the tuition reimbursement program, the employee must have been continuously employed by the library for one (1) year before becoming eligible to apply for tuition reimbursement. All regular employees, except substitute and seasonal employees, are eligible for tuition reimbursement. Part-time employees are eligible on a prorated basis.

To receive tuition reimbursement, an employee:

- Must apply and be approved before the course begins
- Contact Human Resources regarding reimbursement procedures
- Earn a grade of “A”, “B” or “pass” (for pass/fail classes)
- Submit grade(s) and paid tuition receipt within 45 days of receiving grade(s)

Tuition is reimbursed at 50% per course with a maximum of \$2,500 per fiscal year and subject to available budget funds.

Employees who voluntarily leave the library prior to completion of a course will not be eligible for reimbursement.

Suggested policy revision:

The library supports and encourages continuing education for library employees to enhance job satisfaction and library services. The library offers tuition reimbursement for employees enrolled in an accredited MLIS, MILS, MLS or LTA program of study. The Executive Director will also consider tuition reimbursement for staff who are enrolled in an accredited program of study toward certification or a degree that is related to library operations. To be eligible for participation in the tuition reimbursement program, the employee must have been continuously employed by the library for one (1) year and request approval from their Manager and the Executive Director.

To receive tuition reimbursement, an employee:

- Contact Human Resources regarding reimbursement procedures
- **Notify Human Resources of intention to participate in the tuition reimbursement program to allow for budget preparation**
- Complete the Tuition Reimbursement Application and be approved before the class begins
- Earn a grade of “A”, “B” or “pass” (for pass/fail classes)
- Submit grade(s) and paid tuition receipt within 45 days of receiving grade(s)

All employees, except substitute and seasonal employees are eligible for tuition reimbursement. Employees budgeted for 15 hours or greater are eligible at the following rates:

- 15 to 29 hours at 35% per course
- 30 to 37.5 hours at 50% per course

The maximum amount approved for tuition reimbursement is \$5,000 per fiscal year subject to available budget funds. The maximum lifetime benefit for tuition reimbursement is **\$10,000**.

Employees who voluntarily leave the library prior to completion of a class will not be eligible for reimbursement. Employees who leave the library within one (1) year of receipt of a tuition benefit will be expected to repay the tuition reimbursement unless the library's Executive Director waives this requirement **in whole or in part**.

Class attendance and preparation must be completed on the staff member's own time. Classes approved for tuition reimbursement do not imply approval of additional classes, job promotion, or an increase in salary.

Suggested motion: **The Board of Library Trustees adopts the revised Tuition Reimbursement Policy.**

▶ Tuition Reimbursement

The library supports and encourages continuing education for library employees to enhance job satisfaction and library services. The library offers partial tuition reimbursement for employees when acquiring a MLS or MLIS degree from an ALA accredited library school enrolled in an accredited MLIS, MILS, MLS or LTA program of study. The Executive Director will also consider tuition reimbursement for staff who are enrolled in an accredited program of study toward certification or a degree that is related to library operations. To be eligible to participate for participation in the tuition reimbursement program, the employee must have been continuously employed by the library for one (1) year before becoming eligible to apply for tuition reimbursement. All regular employees, except substitute and seasonal employees, are eligible for tuition reimbursement. Part-time employees are eligible on a prorated basis and request approval from their Manager and the Executive Director.

To receive tuition reimbursement, an employee:

- ~~• must apply and be approved before the course begins~~
- **Contact Human Resources regarding reimbursement procedures**
- **Notify Human Resources of intention to participate in the tuition reimbursement program to allow for budget preparation**
- **Complete the Tuition Reimbursement Application and be approved before the class begins**
- Earn a grade of “A”, “B” or “pass” (for pass/fail classes)
- Submit grade(s) and paid tuition receipt within 45 days of receiving grade(s)

~~Tuition is reimbursed at 50% per course with a maximum of \$2,500 per fiscal year and subject to available budget funds.~~

All employees, except substitute and seasonal employees are eligible for tuition reimbursement. Employees budgeted for 15 hours or greater are eligible at the following rates:

- **15 to 29 hours at 35% per course**
- **30 to 37.5 hours at 50% per course**

The maximum amount approved for tuition reimbursement is \$5,000 per fiscal year subject to available budget funds. The maximum lifetime benefit for tuition reimbursement is \$10,000.

Employees who voluntarily leave the library prior to completion of a ~~course~~ class will not be eligible for reimbursement. **Employees who leave the library within one (1) year of receipt of a tuition benefit will be expected to repay the tuition reimbursement unless the library's Executive Director waives this requirement in whole or in part.**

Class attendance and preparation must be completed on the staff member's own time. Classes approved for tuition reimbursement do not imply approval of additional classes, job promotion, or an increase in salary.

To: Board of Library Trustees
From: Shannon Distel
Date: December 4, 2018
Re: Change to Policy 5.002 Issuance of Library Cards and Conditions of Use

The Committee of the Whole reviewed this item at its meeting on Monday, December 3.

Below is a suggested revision to the current Policy 5.002 Issuance of Library Cards and Conditions of Use as a result of a change to library cards issued to Journey's clients by the Palatine Public Library. Our current policy includes a section for temporary, restricted use library cards for clients of Journey's. Palatine Public Library now issues full service cards to Journeys clients, which would negate the need for the temporary cards at our library. These clients now can take advantage of our less restrictive reciprocal borrower privileges, which includes an increase from two checked out items to ten.

Current policy:

Policy 5.002 Issuance of Library Cards and Conditions of Use, I. Use of Materials, A. Type of Library Cards, 5. Special Use Cards, f. Temporary, Restricted Use Library Cards

A temporary, restricted use library card is issued to an individual who has no current resident but is currently registered at the Journey from PADS to Hope Center, which serves Arlington Heights. To verify registration, an individual must show a current Journey from PADS to Hope photo identification card. A maximum of two items may be checked out, one of which may be a non-print item. The library card is valid for six months. It can be renewed by confirmation of a current Journey from PADS to Hope identification card.

Suggested policy revision:

Removal of policy f.

Journey clients are now issued full resident library cards from the Palatine Public Library. Customers with Palatine cards fall under Policy B. Renewal of Library cards, F. Reciprocal Borrowing Cards.

Suggested motion: **The Board of Library Trustees adopts revised Policy 5.002 Issuance of Library Cards and Conditions of Use.**

5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE

I. USE OF MATERIALS

A. Types of Library Cards

1. Resident Cards

Full service, three-year resident library cards are issued without charge to persons who are age 18 or older and reside within the incorporated boundaries of the Village of Arlington Heights.

To verify residence, current government-issued photo identification with the resident's home address must be shown.

If the address on the identification is not current, one of the following items must also be shown to verify residence: a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the resident's home address.

The cardholder listed on the account is responsible for any overdue or library item charges that accrue on the account.

Resident library cards may be used only by the cardholder and family members residing at the same address.

A minor (under the age of 18) who resides within the incorporated boundaries of the Village of Arlington Heights may have a card at any age; however, the signature of a parent/guardian on the children's library card application form is required.

By signing the form, the parent/guardian becomes responsible for any overdue or library item charges that accrue on the account. The parent/guardian agrees to also assume responsibility for informing the child about the library items and services that he or she wishes the child to use or any limitations on use.

A one-time interim loan of four items, one of which can be non-print, will be made prior to the library's receiving a completed children's library card application and verification of home address.

In the case that custody provisions make a child's residency unclear, the parent/guardian should use his or her personal card to borrow items for the child.

A minor (under the age of 18) with a library card may borrow all items in the library, unless the parent/guardian selects one of the following options:

- a. A parent/guardian, using a form provided by the library, may limit a child who is under 12 years of age to borrowing library items from the Kids' World Department and to accessing filtered Internet workstations. When a child reaches the age of 12, the limitation expires. A library card with this option is valid for three years or until the child reaches the age of 12, whichever is earlier. A parent/guardian may change this option on his or her child's card at any time using a form provided by the library.
- b. A parent/guardian, using a form provided by the library, may restrict a child who is under 17 years of age from borrowing M-rated video games and DVDs that are either: R-rated, NC-17 rated or designated unrated. A parent/guardian may change this option on his or her child's card at any time using a form provided by the library.

If a minor has a library card with each parent (available in divorce situations only), any limits would apply to both cards.

2. Non-resident Arlington Heights Taxpayer Cards

A library card valid for one year is issued to an Arlington Heights property owner who does not reside within the Village boundaries or to a senior administrative officer of a business owning taxable property within Arlington Heights. Proof of ownership in the form of a current property tax bill must be presented at the time of application and at subsequent renewals. One non-resident taxpayer card may be issued per parcel of taxable land owned. The non-resident taxpayer card may be used by the cardholder and family members residing at the same address or partners who jointly own the parcel of land.

The card offers the same service as a resident card, including reciprocal borrowing.

The cardholder listed on the account is responsible for any overdue or library item charges that accrue on the account.

3. Non-resident Cards – Unserved Areas

A library card valid for one year is issued for a fee to qualified non-residents and their family members residing at the same address. The card offers the same service as a resident card, including reciprocal borrowing.

The cardholder listed on the account, or the parent/guardian if the cardholder is a minor (under the age of 18), is responsible for any overdue or library item charges that accrue on the account.

To qualify, the individual's principal residence must lie in an unserved area within the boundaries of Township High School District 214, and the Arlington Heights Memorial Library must be the closest public library that issues non-resident cards.

The availability of this non-resident card and the method for calculating the fee are reviewed annually in June by the Board of Library Trustees and are subject to change.

4. Non-resident Cards – Dual Service

A library card valid for one year, for use only at the Arlington Heights Memorial Library, is issued for a fee to non-residents and their family members residing at the same address. This card offers the same services as a resident card, but does not include reciprocal borrowing.

The cardholder listed on the account, or the parent/guardian if the cardholder is a minor (under the age of 18), is responsible for any overdue or library item charges that accrue on the account.

To qualify, a non-resident must reside in another library taxing district and present a current public library card or property tax bill.

The availability of this non-resident card and the method for calculating the fee are reviewed annually in June by the Board of Library Trustees and are subject to change.

5. Special Use Cards

a. Staff Local Use Cards

A staff library card for use only at the Arlington Heights Memorial Library is issued as an employee benefit to staff members of the Arlington Heights Memorial Library who reside outside the incorporated boundaries of the Village of Arlington Heights. The card is valid for the duration of Arlington Heights Memorial Library employment.

The benefit is also extended to the active status, non-resident Arlington Heights Memorial Library volunteers who are formally enrolled in the library's volunteer program and to the Friends of the Library Board. The volunteer card is valid for one year.

This card may not be used by any other individual, and benefits do not apply to other family members.

b. Employee Lifetime Resident Cards

Employees who retire under the IMRF retirement provisions and have worked at the library for no fewer than five years are eligible to receive as a benefit a lifetime Arlington Heights Memorial Library resident card, in lieu of a one-time \$500 gift. An employee lifetime resident card offers the same services as a resident card, but does not include reciprocal borrowing.

The cardholder listed on the account is responsible for any overdue or library item charges that accrue on the account.

c. Business Library Card Accounts

A business library card account valid for one year for use at all Arlington Heights Memorial Library locations is available to businesses that operate within the incorporated boundaries of the Village of Arlington Heights. The account is established in the name of the business. As many as three employees may be authorized by the business's management to use the account.

The names of authorized card users must be submitted by the business's management when registering for the card, at each renewal or when changes in authorized users occur. The account may be used only by employees of the business who are designated on the account.

To support those non-profit organizations that serve the community, administrative offices of schools, churches, social service agencies, and government bodies located within the incorporated boundaries of the Village of Arlington Heights are eligible for business card accounts. These organizations must follow the same procedures as businesses qualifying for an account.

The business or non-profit organization is responsible for any overdue or library item charges that accrue on the account.

Individual teachers are not eligible for this account but may use the School Services program for library items if their school qualifies for service.

d. School Services Accounts

Schools within the incorporated boundaries of the Village of Arlington Heights or schools that have a minimum of 45% enrollment of Arlington Heights residents are eligible for item loans through the library's school services program. The account is established in the name of the school. Items must be requested through the school media specialist.

A participating school is responsible for any library item charges that accrue on the account.

e. Temporary Library Cards

A temporary library card for use only at the Arlington Heights Memorial Library is issued to an individual who verifies temporary residence within the incorporated boundaries of the Village of Arlington Heights. Temporary residence must be for a period of at least 30 days and be verified by presenting one of the following items:

- i. A rental receipt
- ii. A letter on hotel letterhead verifying length of stay signed by the hotel manager
- iii. Mail postmarked within the past two weeks

The library card is issued for the length of the stay.

~~f. Temporary, Restricted Use Library Cards~~

~~A temporary, restricted use library card is issued to an individual who has no current residence but is currently registered at the Journey from PADS to Hope Center, which serves Arlington Heights. To verify registration, an individual must show a current Journey from PADS to Hope photo identification card. A maximum of two items may be checked out, one of which may be a non-print item. The library card is valid for six months. It can be renewed by confirmation of a current Journey from PADS to Hope photo identification card.~~

B. Renewal of Library cards

1. Before a library card is renewed, the following two conditions must be met:
 - a. All outstanding overdue or library item charges must be paid and all overdue items returned.
 - b. A current government-issued photo identification with the resident's home address must be shown. If the address on the identification is not current, one of the following items must also be shown: a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the resident's home address.
2. If a customer whose card has expired cannot verify residence, a one-time interim loan may be offered pending card renewal. Further account privileges will be suspended until renewal of the card is completed.

C. Liability for Unauthorized Use of Library Card

1. A cardholder (including the parent/guardian of a minor cardholder) is liable for all items checked out on the card.
2. If a cardholder reports to the library a lost, missing or stolen card within 48 hours of discovery, the cardholder is liable for no more than \$50.00 in overdue or library item charges that accrue on the account due to the unauthorized use of the library card.
3. A cardholder is not liable for items checked out after reporting to the library the lost, missing or stolen card.

D. Suspension of Library Card Borrowing Privileges

1. Library borrowing privileges are suspended when \$10.00 in overdue or library item charges accrue on the account. Privileges are reinstated when the account is paid below the \$10.00 threshold.
2. In special circumstances, staff members may allow a one-time interim loan to customers whose borrowing privileges have been suspended.

E. Replacement of Library Card

1. A customer's lost library card is replaced once per calendar year without charge. Additional replacements of the card during the same calendar year will cost \$1.00 per occurrence.
2. There is no charge for replacement of a worn/damaged library card.

F. Reciprocal Borrowing Cards

1. The Arlington Heights Memorial Library honors all current Illinois public library cards. Before standard reciprocal borrowing privileges are extended, a first-time reciprocal borrower must be registered in the library's customer database by showing his or her local public library card and

verifying his or her current address by showing a government-issued photo identification with the reciprocal borrower's home address.

If the address on the identification is not current, one of the following items must also be shown: a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the individual's home address.

Reciprocal borrower registration is valid for three years.

2. In special circumstances, staff members may allow a first-time reciprocal borrower with a public library card who is unable to verify his or her current address a one-time interim loan of three items. Further borrowing privileges are suspended until the reciprocal borrower's home address is verified.
3. Reciprocal borrowers are subject to all of the policies and procedures pertaining to Arlington Heights Memorial Library cardholders, with the exception of the following limitations specified in the Arlington Heights Memorial Library Policy 5.003:
 - a. A registered reciprocal borrower may possess as many as ten items from the library's collection at a time.
 - b. A registered reciprocal borrower may not check out library items from developing collections.
 - c. A registered reciprocal borrower may not submit hold, interlibrary loan or LINKin requests.

To: Board of Library Trustees
From: Shannon Distel
Date: December 18, 2018
Re: Illinois State Library FY2019 Public Library Per Grant Application

Please find attached a draft of the AHML's Illinois State Library FY2019 Public Library Per Capita Grant application.

Suggested motion: **The Board of Library trustees approves the Illinois State Library Per Capita and Equalization Aid Grant application as presented.**



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

The applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) as required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: _____

2. Library's control number: _____ Branch number: _____

3. Contact information of person completing this grant application:

Preparer's name: _____
(First name) (Last name)

Preparer's title: _____

Preparer's telephone number: _____

Preparer's email: _____

4. **Population Served:** _____

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. **Standards Chapter Review, Public Service:** The Library Director and the Board of Trustees shall review and report on progress in meeting Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

6. **Trustees Fact File:** Review chapters 6-10 of the "Trustee Facts File Third or Fourth Edition," <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf> placing particular emphasis on Chapter 8, "Human Resources."

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

7. **Continuing Education:** Library staff and at least one trustee completed an educational program in calendar year 2018 that focused on meeting the needs the patrons with challenges or disabilities. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System, the Illinois Library Association or local agency specializing in services for patrons with intellectual, behavioral, physical and non-physical challenges or differences.

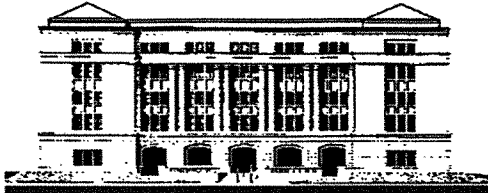
List continuing education programs attended and report on the libraries commitment to serving patrons with challenges, disabilities or differences.

8. **Outreach:** Does the library have a program similar to the Illinois Veterans' History Project? Yes No
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

Please describe how the library connects with, serves and supports veterans and military families in your community.

Would your library be interested in partnering with the Illinois State Library Veterans' History Project and like to receive a follow-up call after the Jan. 15, 2019 deadline? Yes please Not at this time

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Arlington Heights Memorial Library City: Arlington Heights

Control Number: 30019 Branch Number: 00

Fiscal Year: 2017 Exact amount of Per Capita Grant received: \$58,311.42

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)
\$58,311.42

Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

Personnel

Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

Continuing Education (staff and/or board)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

To: Board of Library Trustees
From: Mike Driskell
Date: December 7, 2018
Re: Approval of Library Closure for Staff Day 2019

I am requesting the board's permission to close the library on Friday, March 1, 2019 in order to provide our once-a-year training opportunity for the entire staff.

We will also honor staff who have earned awards for 10, 15, 20, 25 and 35 years of service to AHML.

Suggested motion: **The Board of Library Trustees authorizes the closing of the library on Friday, March 1, 2019 in order for the library staff to attend the annual Staff Day.**

Executive Director's Report December 2018

What's New @ AHML

Election Day Polling Place

On Election Day, November 6, the library was a voting location for the first time. Serving Wheeling Township Precincts 31 and 69, we anticipated a high number of additional customers coming to the library, and staff coordinated efforts to assist them. Librarians staffed the greeter desk from 6 a.m. to 7 p.m. to help answer questions. Many voters were new to the library, and it was nice to have someone quickly available to help in answering their questions. In addition, librarians were able to catch those who had questions about their own polling places. According to Cook County's election results, an estimated 1,010 people voted in these precincts at the library.

Library of Things

The Library of Things made its debut on November 10. Customers were enthusiastic about the collection and many of the items were checked out that day. We also received many suggestions for other items to add to the collection, some of which have already been purchased, like a metal detector, a serger, a guitar and a label maker. Almost all of the items in the collection have been checked out, and on average 51% of the collection is checked out at any given time. There is an iPad on the display for customers to browse the entire collection, which helps them see items that are not available for checkout but on which holds can be placed.



Teacher Advisory Committee and New Teacher eNewsletter

A new Teacher Advisory Committee, launched this school year by Carol Ng-He, Exhibits Coordinator, and Julie Jurgens, former School Outreach Coordinator, has given a cross-section of local educators' insight into upcoming library projects and initiatives, including exhibits, and solicited feedback about how the library can better meet their needs. The group has already produced two positive outcomes/improvements:

First, Youth Services, Programs & Exhibits, and Communication & Marketing worked together to build a contact list and launch an eNewsletter targeted to PreK-12 teachers. Over 50 teachers have already opted in to receive monthly updates on exhibits, initiatives, and educator resources, maximizing the outreach scope and impact of many initiatives and services to students.

Second, our just launched *Chagall for Children* webpage includes a new section on the national learning standard alignment based on the Teacher Advisory Committee's recommendation.

The Teacher Advisory Committee will meet with our new Youth Outreach Librarian again in January, March, and May, each month focusing on different areas of the library's services and programs, which impact educators and students.

Newspapers.com

Arlington Heights cardholders now have access to the Newspapers.com database. With our database Access Newspaper Archive, we have provided access to 6,063 historical small newspapers. Newspapers.com now expands our selection to local and regional papers by over 6,000 additional publications! Our Shackley Room users have often requested Newspapers.com for their genealogical exploration. One customer is "over the moon" that he now has access to so many newspapers from Kansas.

Diversity and Inclusion

Partners in Adult Learning (PAL) Visit

PAL provides opportunities for continued learning for young adults over 18 years of age with developmental disabilities and physical challenges who have graduated out of the school system. PAL participants and Northwest Special Recreation Association staff made their first visit to our library in November.

Our visitors were behind-the-scenes in circulation; toured Kids' World; hung out by the fireplace and listened to a story about bookmobiles around the world in the Cardinal Room. Inclusion team members Maria Papanastassiou and Mary Jo Lepo wrapped up the tour with some fun giveaway bags for the visitors.



ESL Student Concert at the Senior Center

After meeting in the Library's ESL classes and performing for their fellow students, musicians Jeanne Hyejin Bae and Yu Konno took their show on the road with a moving performance at the Senior Center for a standing-room-only crowd that attracted multiple generations. Many audience members stayed to express their thanks and ask that the pair return for another concert.



The Forgotten Heroes of the Battle of the Bulge



We had a great turnout and reception of Robert Mueller's presentation of *The Forgotten Heroes of the Battle of the Bulge*, attracting many veterans along with their spouses and other relatives. Many of the participants shared that they lost a close family member or parent in the battle. They appreciated having the military history combined with the personal stories of those who fought.

Our oldest veteran attending was a 93-year-old woman from Arlington Heights. She, and over 40 veterans and family members attended the Veteran's Social Hour that followed the Battle of the Bulge program. Our speaker Robert Mueller, an Arlington Heights resident and local author, stayed to chat and listen to the stories others shared.

Department Highlights

Youth Services News

Jason Reynolds

A combined effort between Youth Services, Programs & Exhibits and School District 25 brought award-winning author Jason Reynolds to our community on November 8-9. Jason presented for students at Our Lady of the Wayside, South Middle School, Thomas Middle School and for the general public at Forest View Educational Center, totaling 2,220 attendees. His books are portrayals of his life growing up in the projects yet they speak to everyone regardless of class or age. His presentation was a very honest story of his life and how he got to where he is today. In opening up to Q & A, he made sure to let the kids know they were free to ask anything while he assured the teachers and adults present that he could handle it. The questions asked by the students revealed not only that they had absorbed every word Jason Reynolds had written but also what life is like for a middle-school student in today's world and some of the things that worry them. Jason was inspiring in his answers. He reassured them to always be who they are but at the same time continue to strive towards their future selves. The positive reaction from the community spread quickly via social media.



mary luckritz @MLuckritz · Nov 8

“Inspirational!” “Super real!” “Motivational!” “Unique experience!” “Straight forward!” “The guy really knows how to make people laugh!”

.@RMHSMUSTANGS students raved about @JasonReynolds83 presentation sponsored by .@ahml





OLW School AH @olwschoolAH · Nov 8

Big thank you to @ahml & author @JasonReynolds83 for talking to our 6-8th students this am. He was inspirational, they were engaged. His message: who you are is good enough. And then they all shared thoughts on rap artists and NBA players. A fun morning for our middle schoolers



🗨️ ↻️ 3 ❤️ 24 ✉️

DINOvember

Dinosaurs invaded Kids' World for DINOvember. Young library visitors were encouraged to guess how many dinosaurs were contained in a jar - over 600 children participated. Visitors also participated in a dinosaur seek and find activity throughout Kids' World. About 1,500 children completed the challenge throughout the month. Dinosaur Encounter on Saturday, November 24 provided an opportunity for customers to learn about some of the latest dinosaur research as well as view fossils of all types. Staff wove dinosaur stories and songs into their storytimes and about 30 third graders participated in Jurassic Escape Challenge, solving puzzles to 'escape' a dino-filled deserted island. Even the display cabinets were part of the fun with an I Spy game and replicas of fossils borrowed from the Harris Educational Center at the Field Museum.

Specialty Info Services News

Adult Job Fair

On November 14, Elizabeth Ludemann, Specialty Info Services Librarian who supports job seekers with her programming and services, hosted a Job Fair in partnership with the local Illinois Department Employment Security (IDES) office. This was the first of this kind of event for adults and was planned as a pilot. The IDES staff did all of the

coordination of employers. The program allowed us to provide this valuable service to our own customers while also welcoming new visitors to the library. IDES provided a full summary of the event and following are highlights:

- Attendance estimate was 127 attendees
- 30 employers represented their businesses
- 37 onsite interviews
- 6 provisional job offers extended
- 2 firm job offers extended
- 82 is the estimated number of hires from this fair within the next year



ESL Game Night

In an effort to provide an opportunity for our ESL students to practice their English while also having fun, we held our first-ever ESL Game Night on Tuesday, November 13. For 90 minutes that night, 18 of our students plus two volunteers and two staff had a lot of fun doing crossword puzzle races, Chicago trivia, and a lively question-and-answer game where players have a word that they can't see stuck on their head. Attendees have given positive feedback and would definitely like to participate again in 2019.

Programs and Exhibits News

Understanding Homelessness

This panel discussion gave the community a chance to hear the stories of providers and people affected by homelessness in Suburban Cook County. Librarian and Adult Program Coordinator Matt Binder partnered with JOURNEYS: The Road Home and Northwest Compass to curate a panel of their volunteers and two clients. What resulted was a lively

discussion about challenges faced by people experiencing homelessness from a provider standpoint as well as first-hand experience. Attendees asked thoughtful questions and a few shared their own experiences of living homeless. Both attendees and partners shared very positive feedback about the program content and format and expressed they would like to see more discussion-based programs elevating underrepresented voices. The program was scheduled during national Hunger & Homelessness Awareness Week (Nov. 10-18) and 45 attended (more than registered!)



Cozy Cocoa Concert

Since Sunday Musicale consistently draws music lovers to the library, we added an additional Sunday afternoon music performance in mid-November. Dubbed “Cozy Cocoa Concert,” this set and its mood was curated with multi-instrumentalist Ronnie Kuller, joined by her husband Patrick Murray. Dimmed lights, flameless candles, fresh boughs, warm cocoa and an invitation to bring your own blanket gave Hendrickson Room a cozy, hygge atmosphere enjoyed by 103 attendees from toddler up. Attendees raved, telling us what they enjoyed most:



“Great music. Adorable couple. Great for this particular venue.”

“Totally enjoyed the music just lovely & relaxing.”

“music, comfort, hot cocoa!!!”

“The relaxed atmosphere”

“Pleasing environment for a library”



Digital Services News

Tech Fair

Digital Services, with Programs and Exhibits, Youth Services, Specialty Info Services and a dozen teen and adult volunteers delivered Tech Fair midday on Saturday, November 10. Tech Fair saw 350 attendees of all ages come to the library to experience eleven different stations featuring unique technology. The most popular stations included:

Robot Invasion – Attendees built and programmed robots and piloted them in a stanchioned off section of the Marketplace.

Nintendo Labo - Attendees used cardboard creations including a piano, steering wheel, fishing rod, and more to play games on Nintendo Switch.

STEM Kit Extravaganza – Youth Services staff set out STEM items that they circulate such as coding toys and 3D pens for attendees to explore.

Customers also gave ideas for the Library of Things. We received many suggestions, such as metal detectors, Bluetooth speakers and "rentable pets", some of which will be acquired for the collection. The excitement was palpable, especially for the kids involved. Attendees commented on how impressed they were that the library offers such opportunities, they were excited to learn about the technology, and eager for more of these types of programs.



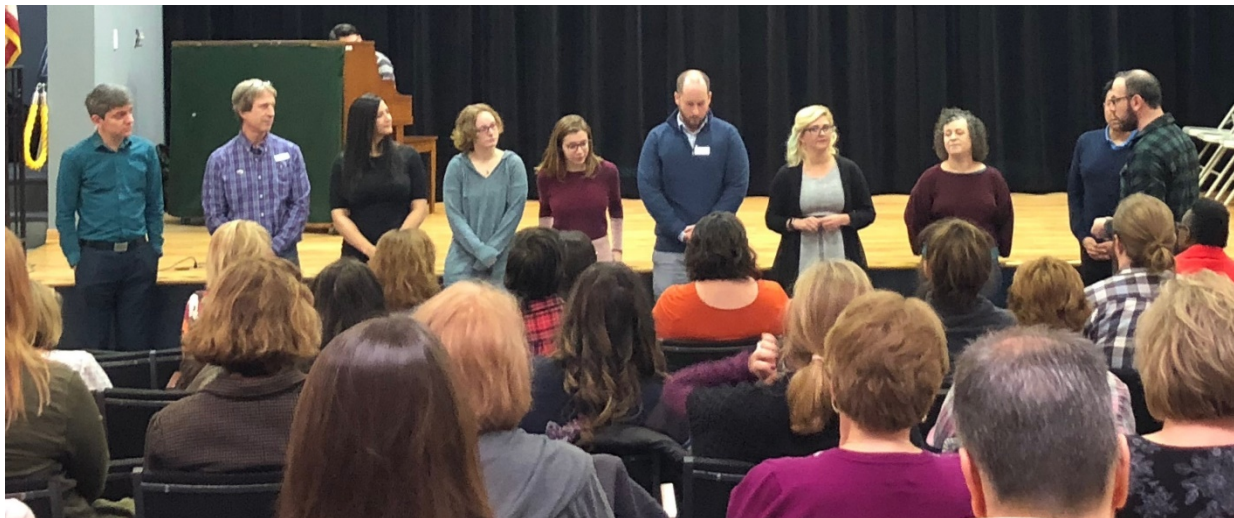
Staff Development

Bookmobile Staff

The bookmobile staff increased this month, training a new driver. Alex Esau will drive the bookmobile and has already taken on our Camelot and Frontier park material pickups. Along with our current bookmobile staff, he will also help us launch our Arlington Heights Park District resource bag delivery pilot, beginning in January 2019.

LACONI Customer Service Training

Circulation supervisors and staff participated in LACONI (Library Administrators Conference of Northern Illinois) customer service training – Improvising Your Way to Success. This unique training had six performers of the famed iO Theater come and teach valuable customer service skills such as communication and listening, thinking on your feet, conflict resolution, collaboration and team building, and creative thinking through the use of long form improvisation. Our group participated with the performers in exercises tailored to help us in our everyday library work environment.



November 2018

Service Point Traffic

Total visits
85,007 ↑ 3%
 82,340 last year

Main Library visits
81,708 ↑ 4%
 78,556 last year

Sr Center Visits
1,817 ↓ -7.39%
 1,962 last year

Bookmobile Visits
1,482 ↓ -18.66%
 1,822 last year

Circulation

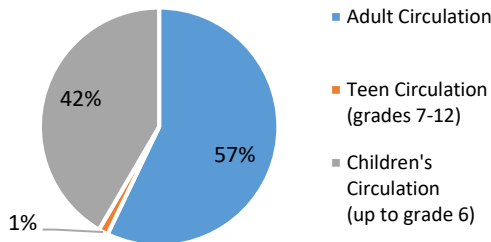
Total Circulation
158,586 ↓ -5%
 167,042 last year

Card Holders □
52,662

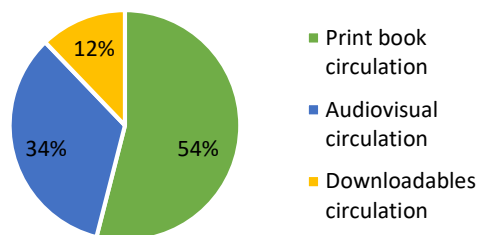
Library Cards Issued
 Resident **274** ↓ -8.05%
 (issued) 298 last year
 Non-Resident **145** ↑ 5.07%
 (Registered) 138 last year

Interlibrary Loan
 Borrowed **345** ↑ 12.75%
 306 last year
 Lent **474** ↓ -30.29%
 680 last year

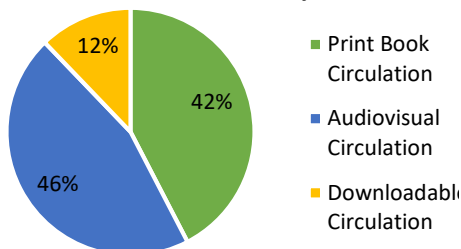
Circulation by Audience



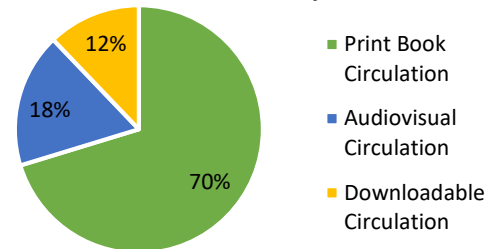
Circulation by Format



Adult Circulation by Format



Children Circulation by Format



Programs

Program Attendance
9,580 ↑ 16%
 8,261 last year

Number of Programs
263 ↓ -1%
 266 last year

Cost of Programs
\$14,344
 \$13,000 funded by FOL

General Satisfaction
4.65/5

Questions

Reference Questions
16,481 ↑ 21%
 13,645 last year

Reference Questions
 (via call center)
4,834 ↑ 17%
 4,134 last year

Chat sessions
374 ↓ 0.27%
 373 last year

Technology Usage

Public Computer Use
9,066 ↓ -6.18%
 9,663 last year

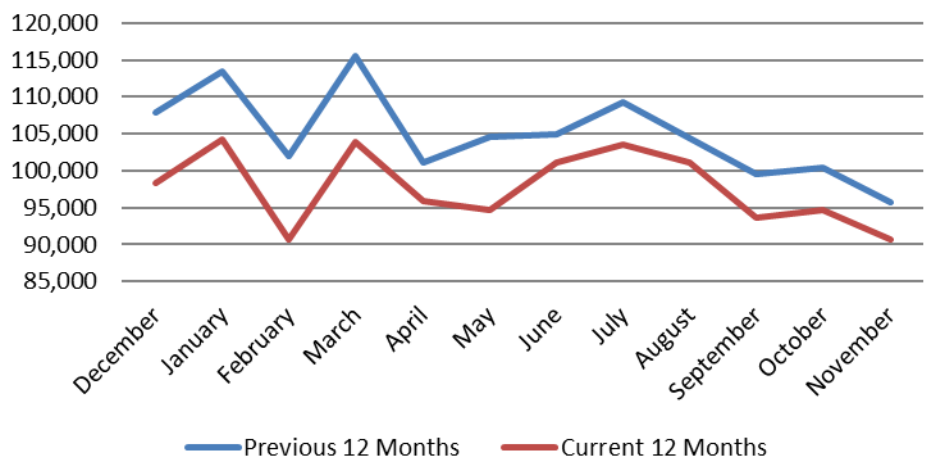
Website Visits
90,487 ↓ -6.52%
 96,796 last year

Self Checkout
 (% of total checkouts)
67% ↑ 1.35%
 66% last year

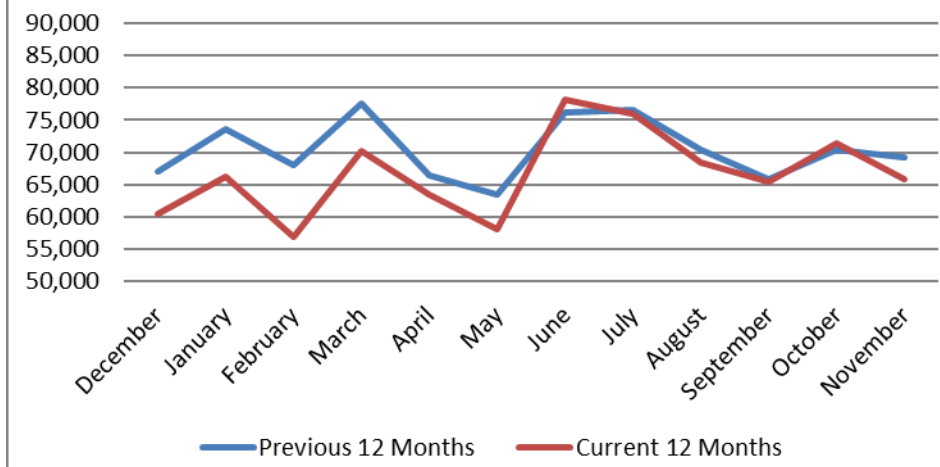
AHML - DASHBOARD - December 2018

	November 2018	November 2017	% change from last November	Jan 2018 - November 2018	Jan 2017 - November 2017	% change from last YTD
Total circulation	158,586	167,042	-5%	1,843,211	1,955,825	-6%
Adult circulation	90,586	95,767	-5%	1,073,735	1,150,915	-7%
Teen circulation	2,066	2,004	3%	29,042	27,184	7%
Children circulation	65,934	69,271	-5%	740,434	777,726	-5%
Print book circulation	81,279	86,046	-6%	965,857	987,057	-2%
Audiovisual circulation	50,983	57,946	-12%	604,880	690,296	-12%
Downloadables circulation	18,314	15,020	22%	181,986	179,864	1%
Self-check as % of main floor circ	66.92%	65.57%	1.35%	66.76%	65.90%	0.86%
Circulation to reciprocal borrowers	9,354	9,226	1%	109,163	114,991	-5%
ILLs borrowed for our customers	345	306	13%	4,204	4,321	-3%
ILLs lent to other libraries	474	680	-30%	6,066	7,660	-21%
Resident cards issued	274	298	-8%	4,378	4,673	-6%
Reciprocal cards registered	145	138	5%	1,933	1,932	0%
Reference questions	16,481	13,645	21%	182,776	180,195	1%
Number of Programs	263	266	-1%	2,905	2,848	2%
Program attendance	9,580	8,261	16%	99,096	108,595	-9%
Public computer use	9,066	9,663	-6%	114,076	118,181	-3%
Website visits	90,487	96,796	-7%	1,078,802	1,163,354	-7%
In-person visitors	85,007	82,340	3%	950,110	954,746	0%
Marketplace - % of adult coll	8.68%	8.72%	0%	8.6%	8.7%	-1.4%
Marketplace - % of circ	35.1%	35.7%	-2%	34.6%	35.1%	-1.7%
Kids' Mktplace - % of KW coll	4.4%	5.0%	-12%	4.6%	5.1%	-9%
Kids' Mktplace - % of circ	14.7%	15.1%	-2%	15.0%	16.2%	-8%
Individual Staff Sessions	275	251	9%	3467	3657	-5%
Volunteer hours	2,368	1,900	25%	26,052	26,749	-3%

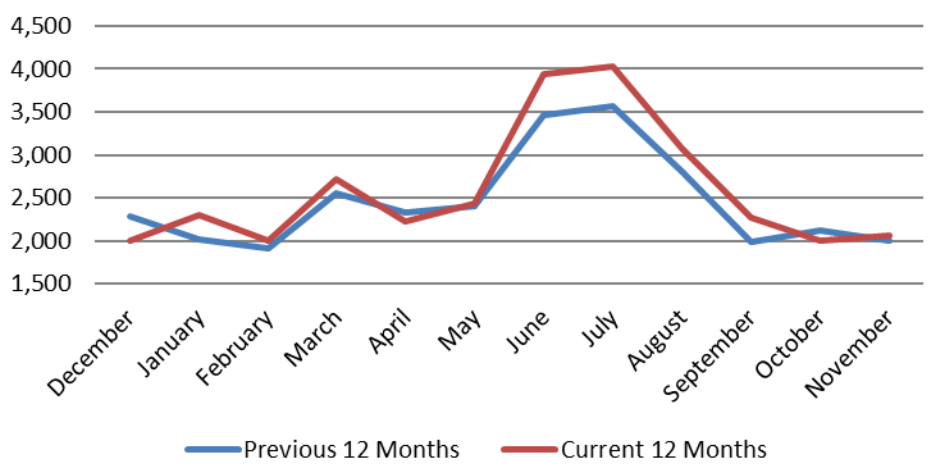
Adult Circulation



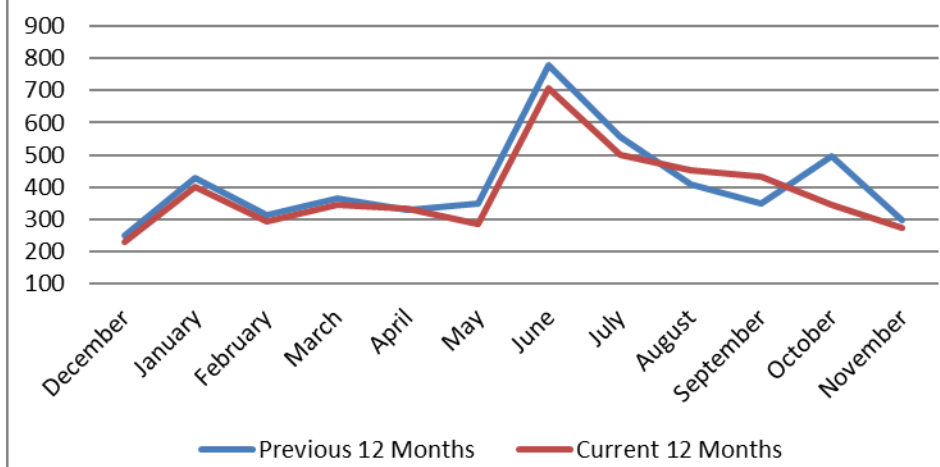
Children's Circulation

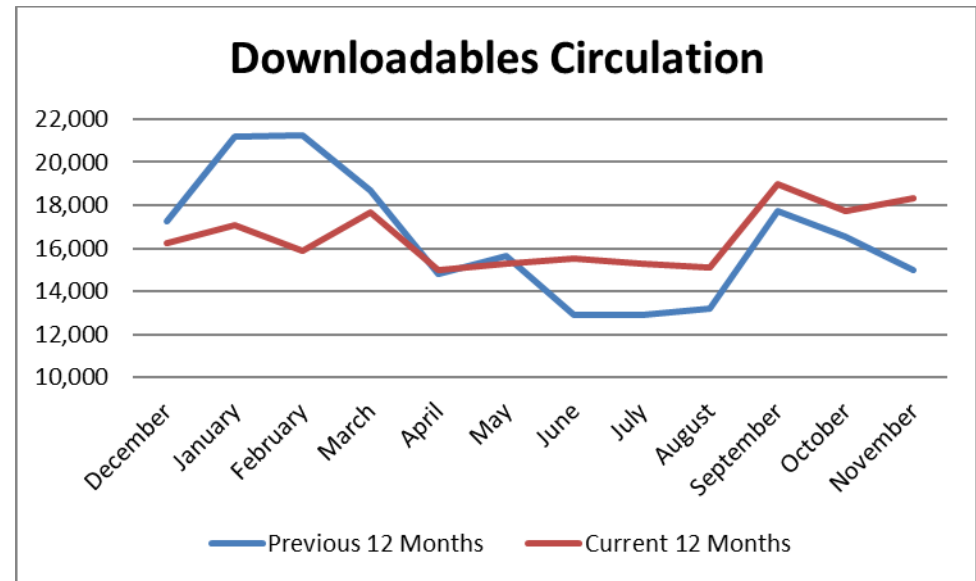
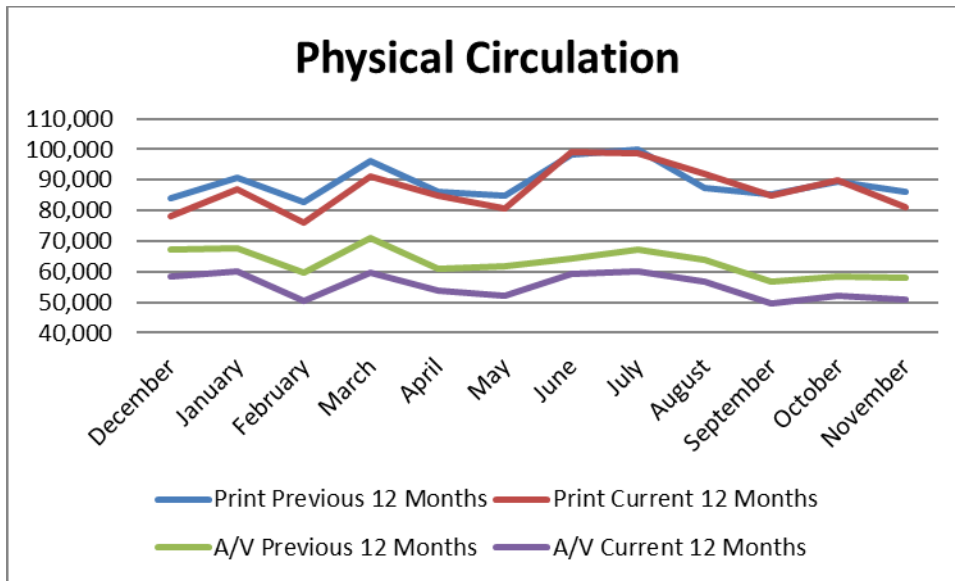


Teen Circulation



Resident Library Cards Issued

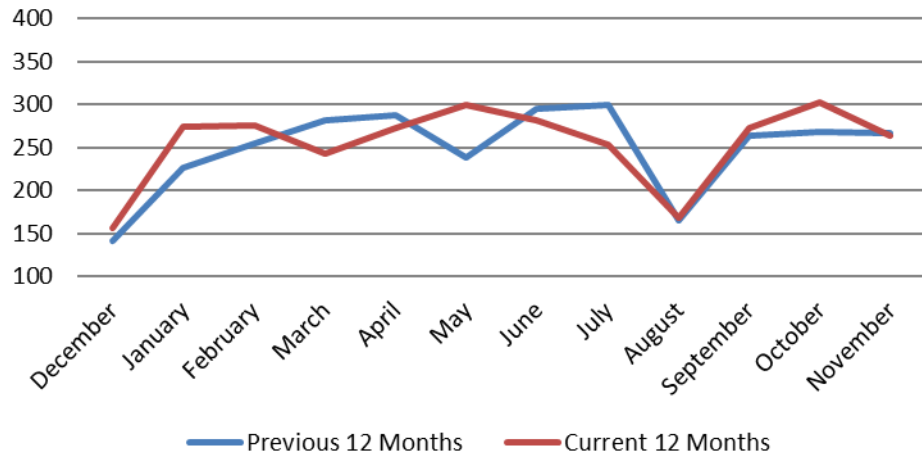




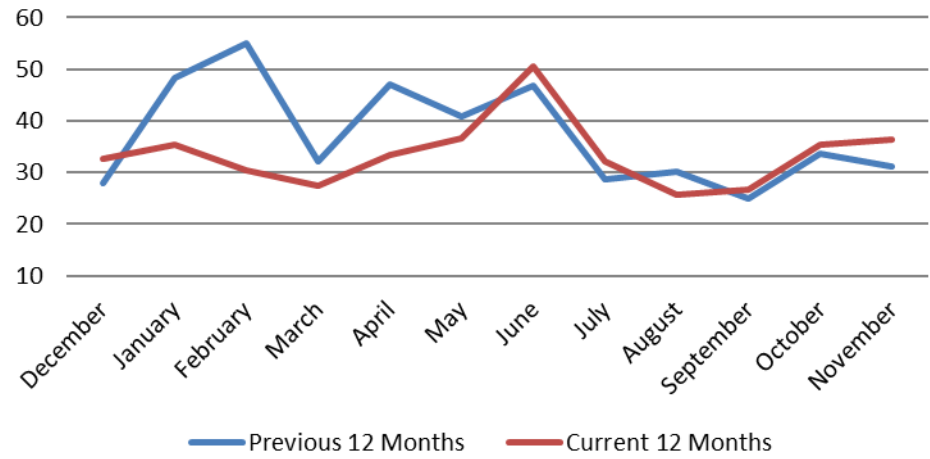
Notes Relating to Circulation

- Although total circulation is down 5.06% compared to last year, multiple items saw increases in checkouts over last November.
 - Graphic Novel checkouts increased across all departments. Adult GN checkouts were up 10%, Teen GN checkouts were up 66.11%, and Kids' GN checkouts were up 4.73% over last November.
 - The increased exposure of bilingual services at AHML have resulted in multiple language materials continuing to be incredibly popular this year compared to 2017. ESL material checkouts are up 97% over last November. Adult Korean materials are up 64.71%, and Kids' language materials had an average increase of 83.94% across all eight languages.
 - Genealogy materials are more popular this month, up 44.44% over last November.
 - Equipment checkouts are up 33.26% over last November, with Library of Things contributing 182 total checkouts this month.
 - LINKin checkouts are up 13.7% over last year, up 8.2% for the year.
 - Although ILL checkouts are down 2.7% for the year, they were up 12.7% over last November.
 - eMaterial checkouts are continuing to increase in popularity, up 21.9% for the month and 1.2% for the year.
- Customers are still enjoying our Drive-up services. We assisted 6.5% more drive-up customers for the year than last year at this time, checking out 2.9% more total items at drive-up for the year.
- Currently, 64% of Arlington Heights residents are active AHML cardholders. Of Arlington Heights' 75,634 total population, 60,589 (80%) are registered AHML cardholders. Of those registered, 48,655 (80%) have checked out materials within the last 18 months.

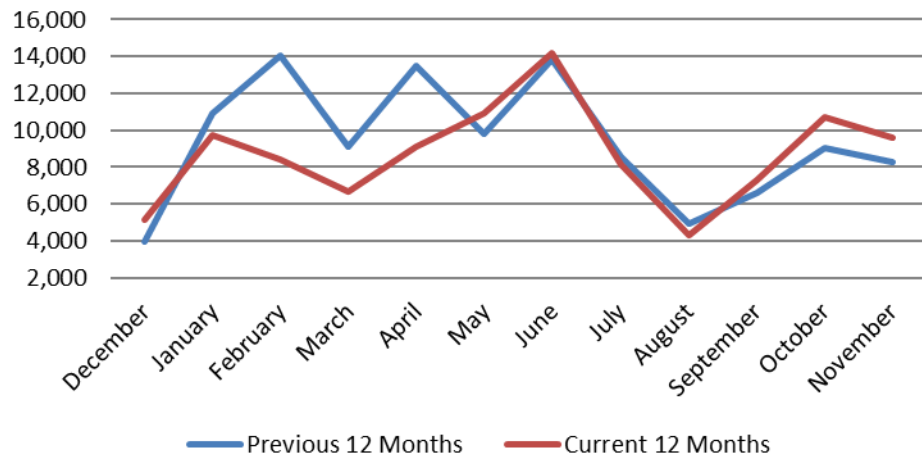
Program Sessions



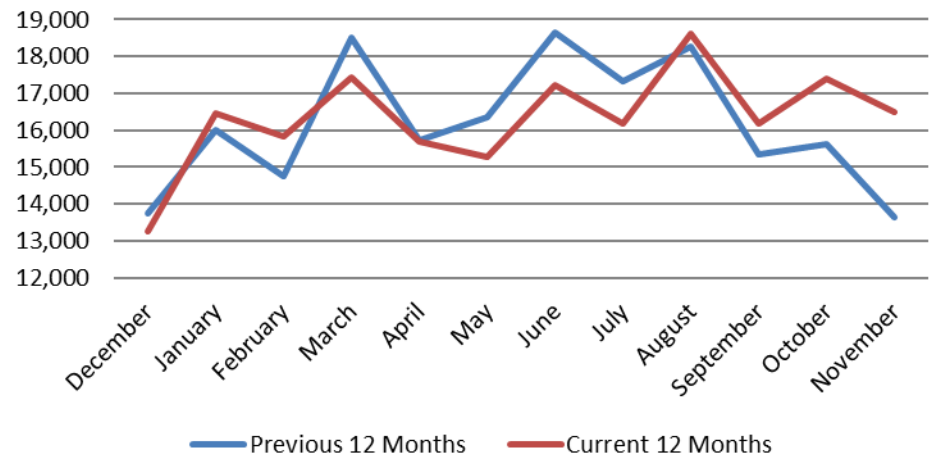
Attendance Per Program



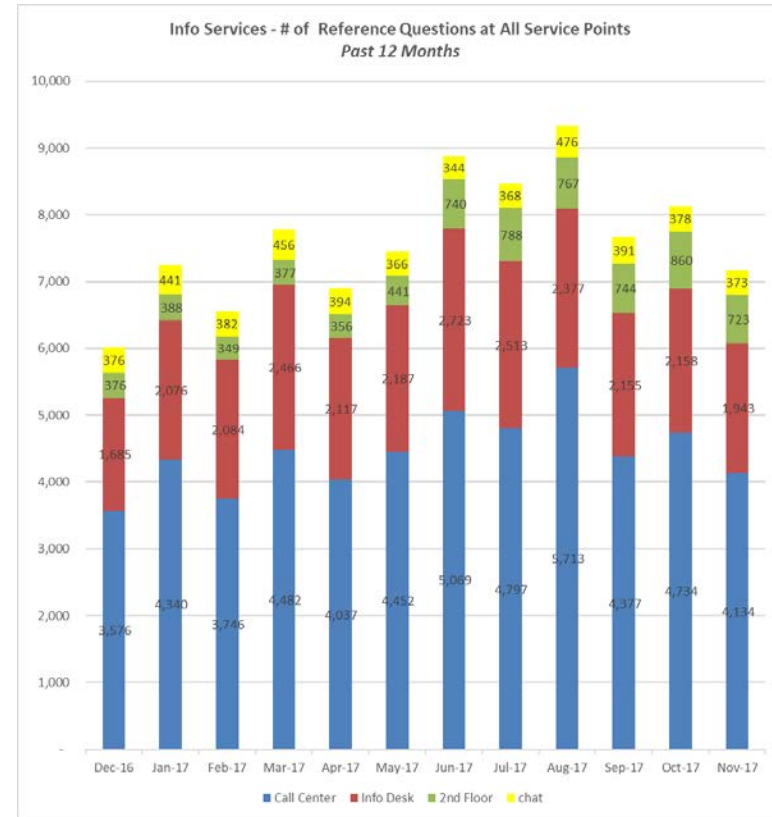
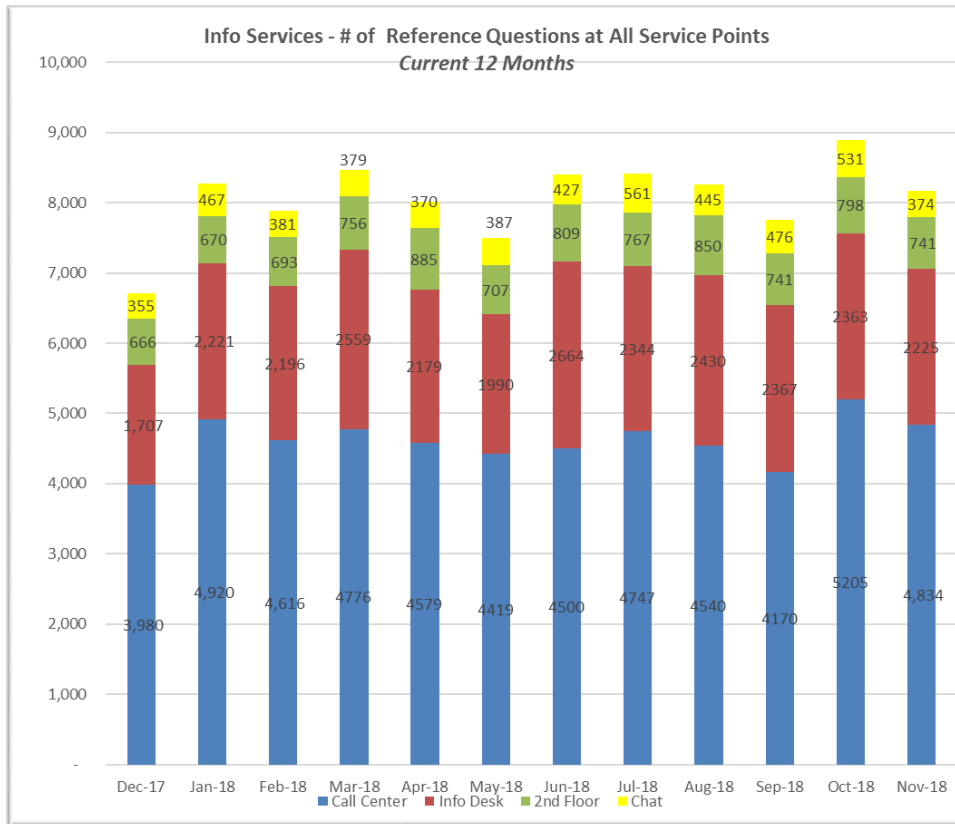
Program Attendance



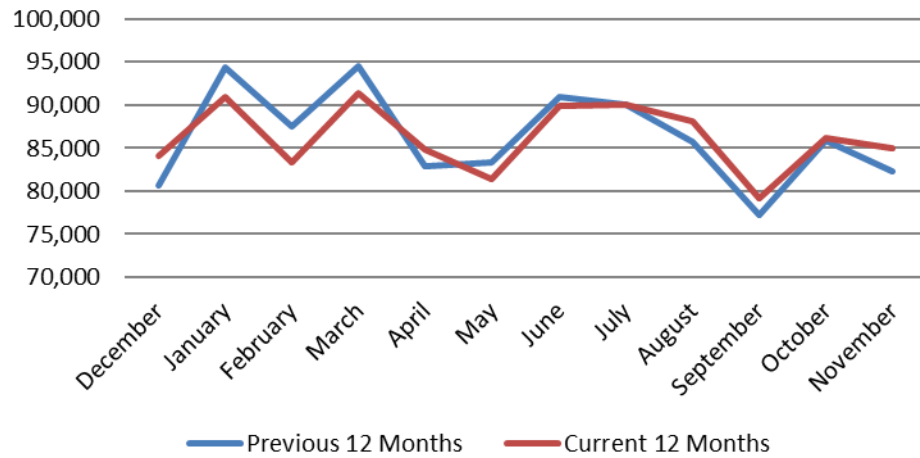
Reference Questions (Library Wide)



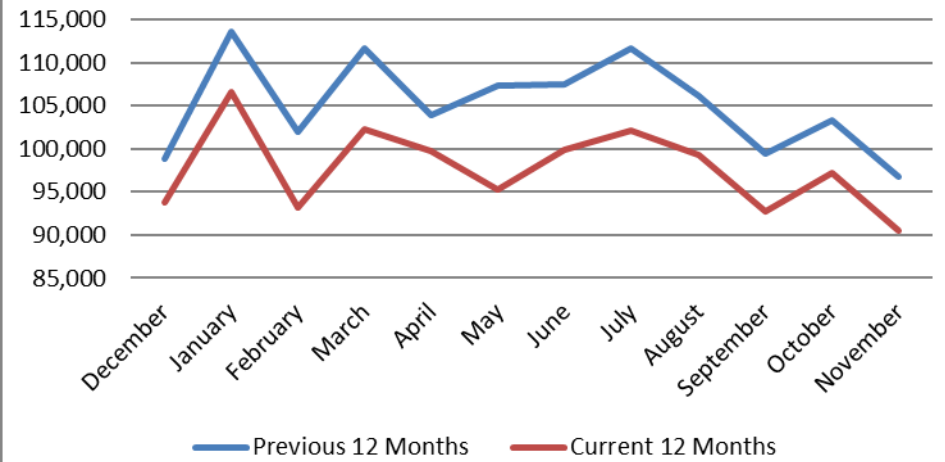
The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



In-person Attendance



Website Visits



Public Computer Use

