

BOARD OF LIBRARY TRUSTEES

**TUESDAY, FEBRUARY 19, 2019
7:30 P.M.**

RICHARD FRISBIE BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 15, 2019 (Action Item 1)
- V. APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE BOARD OF LIBRARY TRUSTEES MEETING OF JANUARY 19, 2019 (Action Item 2)
- VI. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 4, 2019 (Action Item 3)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2019 (Item 4)
- VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2019 (Action Item 5)
- IX. EXECUTIVE DIRECTOR'S REPORT

X. OLD BUSINESS

- CHANGES TO POLICY 7.002 UNSUPERVISED CHILDREN
(Action Item 6)

The intention of the suggested changes are the expectation for safety and behavior of children who visit the library

- VULNERABLE ADULTS POLICY (Action Item 7)

The intention of the new proposed policy is to provide guidelines concerning the wellbeing and behavior of vulnerable adults who visit the library

XI. NEW BUSINESS

- APPROVAL OF THE 2019 ILLINOIS PUBLIC LIBRARY
ANNUAL REPORT OF 2018 (Action Item 8)

Approval and discussion of the 2019 Illinois Public Library Annual Report to be filed with the Secretary of State's office

- REVIEW BELMONT CONTRACT (Item 9)

Discussion of contract and timeline for acquisition of 112 N. Belmont Building

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, JANUARY 15, 2019.

01.19.01 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, January 15, 2019, at 7:30 p.m. by President Debbie Smart.

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

Absent: None.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Lisa Haack, Human Resources Manager; Janet Moravec, Business Office Administrator; JoAnne Gunderson, Resident; Melissa Cayer, Resident; Andi Ruhl, Resident.

01.19.03 There was no **PUBLIC COMMENT**.

01.19.04 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 18, 2018 (Action Item 1)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

01.19.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2018 (Item 2)** – Mr. Driskell reported the library has received 98.7% of its annual budgeted revenue in 2018. The library received \$8,660 through the Village of Arlington Heights' land use ordinance. A \$7,500 rebate was received from Nicor's Energy Smart gas program because of the installation of an energy efficient boiler in 2018. The 2018 interest income total is \$161,308 for combined funds, 340% of the annual budgeted interest income. 100% of the fiscal year has lapsed. 93.8% of the annual operating budget has been expensed and 84.8% of the annual capital budget has been expensed. Combined fund expenditures are at 93.2% for 2018. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

01.19.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2018 (Action Item 3)** – 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 DECEMBER 31, 2018, IN THE AMOUNT OF \$1,070,888.49**. 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.

- 01.19.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 15, 2019 (Action Item 4)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER (ITEM 4) DATED DECEMBER 31, 2018, IN THE AMOUNT OF \$368,923.69.** 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.

- 01.19.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted a bookmobile visit to the Newcomer Center; collection services statistics for 2018; 91 customers attended a mindfulness and meditation for beginners program; Party Like It's 181 - an Illinois Bicentennial Celebration; and Finals Study Lounge with nearly 1,500 students from District 214.

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

- 01.19.10 **NEW BUSINESS**

- **REPRESENTATIVE DAVID HARRIS PROCLAMATION (Action Item 5)** – The board recognized the contributions Representative David Harris made on behalf of the residents of the Village of Arlington Heights.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PROCLAMATION HONORING ILLINOIS STATE REPRESENTATIVE DAVID HARRIS.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- **HUMAN RESOURCES 2019 STRATEGIC PRIORITIES (Item 6)** – Lisa Haack, Human Resources Manager, presented human resources strategic priorities for 2019.

- 01.19.11 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends next sale will be their Fab Feb Sale, February 2-3.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Hastings reported the Foundation will be reviewing the library's strategic plan and participating in a library orientation program with staff presentations from various departments as well as a tour to learn more about the library. They continue to await their 501(c)(3) status.

- 01.19.12 **OTHER**

- President Smart and Trustee Zyck will be scheduling a time to review and possibly release selected sealed closed session minutes.

- President Smart shared her president's gift of a collection of framed Arlington Heights photographs to be hung in the Richard Frisbie Board Room.

- Mr. Driskell shared an invitation to the Arlington Heights Hearts of Gold Award Dinner on Saturday, February 16.

01.19.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO 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; AND (21) REVIEWING CLOSED SESSION MINUTES.** Trustee Brody Garkisch seconded. All were in favor and the motion carried. The board went into closed session at 8:33 p.m.

The board returned to open session at 9:07 p.m.

Trustee Supplitt moved **TO DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM MAY 16, 2017; MAY 30, 2017; AND JULY 12, 2017.** Trustee Tangney seconded. All were in favor and the motion carried.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 15, 2019.** Trustee Zyck seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT.** Trustee Brody Garkisch seconded. All were in favor and the meeting was adjourned at 9:09 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE ARLINGTON HEIGHTS MEMORIAL LIBRARY BOARD OF LIBRARY TRUSTEES HELD ON SATURDAY, JANUARY 19, 2019.

- 01.19.1 A joint meeting of the Arlington Heights Village Board and the Arlington Heights Memorial Library Board of Library Trustees was called to order in the Community Room of the Arlington Heights Police Station on Saturday, January 19, 2019, at 8:30 a.m. by Village President Tom Hayes.

Village President Hayes led the Pledge of Allegiance.

Introductory remarks by Village President Hayes and Board of Library Trustees President Smart.

PRESENT: Village Trustees Baldino, Blackwood, LaBedz, Sidor and Rosenberg; Village President Hayes; Library Trustees Brody Garkisch, Supplitt, Thanopoulos, Zyck, and Smart.

ABSENT: Village Trustees Glasgow, Scaletta and Tinaglia and Library Trustees Medal and Tangney.

ALSO PRESENT: Randy Recklaus, Village Manager; Michael Driskell, Library Executive Director; Shannon Distel, Library Deputy Director; Donna Ekl, Library Finance Director; Mary Hastings, Library Communications and Marketing Director; Greg Padovani, Resident; Renee Schwingbeck, Resident; Tom Schwingbeck, Resident; and Melissa Cayer, Resident.

- 01.19.2 **PUBLIC COMMENT** – Ms. Cayer commented on the posting of the meeting agenda on the Village of Arlington Heights’ website.

01.19.3 **LIBRARY BOARD’S TOPICS OF INTEREST**

Mr. Driskell presented information on the library and its interest to acquire the building at 112 North Belmont Avenue, the original library location. The building could house a makerspace that would offer opportunities to all ages for hands-on experiential STEAM (science, technology, engineering, art and mathematics) learning.

The library has discussed the concept with entities within the community to gauge interest, and have received overwhelming support. Arlington Heights School Districts 25 and 214 have both expressed interest in utilizing the space. The Arlington Heights Park District has been supportive as a potential neighbor. The Arlington Heights Chamber of Commerce has great ideas on expanding services to connect even further with the

business community. Overall, the facility could provide something for everyone and give the community tools to do amazing things.

An informational community meeting with officials from the library and village has been scheduled for Wednesday, February 6, 6:30 p.m. at Village Hall (Buechner Room).

Library Board President Smart gave an update on the Arlington Heights Memorial Library Foundation. The foundation has been recognized as a Illinois not for profit corporation and has filed an application for 501(c)(3) status; has seated its board; is writing policies and procedures; and is developing its infrastructure. Ms. Hastings is the library staff liaison to the foundation.

01.19.4 **VILLAGE BOARD'S TOPICS OF INTEREST** - Mr. Recklaus presented information on the following:

Village of Arlington Heights Police Station - was finished this winter and under budget. The facility is almost twice the size as the previous police station. A public open house will be schedule in the spring. The 2018 crime statistics show that Arlington Heights had the lowest crime rate ever recorded in Arlington Heights.

Downtown Construction

- Resurfacing Northwest Highway
- Union Pacific Northwest railroad crossing work at Dunton Avenue
- Storm water system work along Campbell and Sigwalt Streets
- Update brick paver system
- Three new crossing locations
- Gas main work by Nicor

Building Construction Projects for 2019

- Arlington Downs project located near the Arlington International Racecourse off Euclid Avenue and Route 53, with hotel, 417 housing units, and retail stores
- Proposed Arlington 425 project located between Chestnut Avenue and Campbell Street, with three buildings consisting of 358 housing units and retail

Parking Study - was completed last fall and recommendations were made to improve signage and availability of downtown parking and in garages.

Village Nurse Services

- Quarterly blood pressure screening with Village Nurses at the library
- Flu shots have been added
- New program titled "Ask Me Anything" about health issues

There are many joint opportunities for the Village and the library to offer services to the community. The Village's Social Services Coordinator held a Resources Hour at the library.

The Village would like to be able to sell landwaste stickers at the library.

Library Board President Smart added the library has begun the process to become a passport processing acceptance facility.

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

There being no further business to discuss, Village Trustee Sidor moved **ADJOURNMENT**. Village Trustee LaBedz seconded. All were in favor and the meeting was adjourned at 9:49 a.m.

Joan Brody Garkisch, Library Board Vice President/Secretary

Debbie Halpin, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

02.19.01 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, February 4, 2019, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

02.19.02 The meeting began with a short tour of the Chagall for Children Exhibit in Kids' World.

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

Absent: Trustee Supplitt.

Also present: Mike Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Debbie Halpin, Business Office Assistant.

02.19.04 There was no **PUBLIC COMMENT**.

02.19.05 **FINES FORGIVENESS WEEK (Item 1)** – Staff is proposing to have a fine forgiveness week in the summer of 2019. There was discussion about other ways to implement forgiveness of fines. The committee requested more information from staff before proceeding.

02.19.06 **CHANGES TO POLICY 7.002 UNSUPERVISED CHILDREN (Item 2)** – Staff suggested revisions to Policy 7.002 Unsupervised Children policy. After discussion, the committee requested staff obtain additional information.

02.19.07 **VULNERABLE ADULTS POLICY (Item 3)** – Staff suggested a new, proposed policy concerning the wellbeing and behavior of vulnerable adults visiting the library. After discussion, the committee requested staff obtain additional information.

02.19.08 **OTHER**

President Smart reported on her attendance at the American Library Association Midwinter Conference in Seattle, WA.

02.19.09 Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO 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 AND MR. DRISKELL BE**

INVITED TO ATTEND. Trustee Brody Garkisch seconded. All were in favor and the motion carried. The board went into closed session at 8:47 p.m.

The board returned to open session at 9:02 p.m.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF FEBRUARY 4, 2019.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Brody Garkisch moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:03 p.m.

Debbie Halpin, Recorder

Village of Arlington Heights
 REVENUE REPORT
 8% OF YEAR LAPSED

(Item 4)

ACCOUNTING PERIOD 01/2019

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,673		.00	66,673		.00	800,076	800,076.00
04 00	Real Estate Tax FICA	41,296		.00	41,296		.00	495,552	495,552.00
05 00	Real Estate Tax	1,079,460		.00	1,079,460		.00	12,953,529	12,953,529.00
401 **	Real Estate Taxes	1,187,429		.00	1,187,429		.00	14,249,157	14,249,157.00
400 ***	Taxes	1,187,429		.00	1,187,429		.00	14,249,157	14,249,157.00
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000		.00	5,000		.00	60,000	60,000.00
70 00	Other Grants	41		.00	41		.00	500	500.00
75 00	Other Restricted	46		.00	46		.00	563	563.00
411 **	Intergovernmental	5,087		.00	5,087		.00	61,063	61,063.00
410 ***	Intergovernmental Revenue	5,087		.00	5,087		.00	61,063	61,063.00
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	441.00	212	208	441.00	212	2,500	2,059.00
74 00	Copier/Reader Printer Fee	3,750	3,101.72	83	3,750	3,101.72	83	45,000	41,898.28
75 00	Meeting Room Fees	211	380.00	180	211	380.00	180	2,534	2,154.00
436 **	Library Fees	4,169	3,922.72	94	4,169	3,922.72	94	50,034	46,111.28
430 ***	Fees	4,169	3,922.72	94	4,169	3,922.72	94	50,034	46,111.28
440	Fines								
442	Library								
20 00	Late Charges	11,496	8,872.98	77	11,496	8,872.98	77	137,959	129,086.02
25 00	Lost/Damaged Item Charges	1,416	1,604.81	113	1,416	1,604.81	113	17,000	15,395.19
442 **	Library	12,912	10,477.79	81	12,912	10,477.79	81	154,959	144,481.21
440 ***	Fines	12,912	10,477.79	81	12,912	10,477.79	81	154,959	144,481.21
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	3,093	80.14	3	3,093	80.14	3	37,120	37,039.86
461 **	Simple Interest	3,093	80.14	3	3,093	80.14	3	37,120	37,039.86
462	Investment Income								
462 **	Investment Income	0	.00		0	.00		0	.00

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	3,093	80.14	3	3,093	80.14	3	37,120	37,039.86
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
481	Special Events								
481	** Special Events	0	.00		0	.00		0	.00
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	416	168.76	41	416	168.76	41	5,000	4,831.24
483	** Donations	416	168.76	41	416	168.76	41	5,000	4,831.24
489	Other								
90 00	Other Income	713	969.51	136	713	969.51	136	8,565	7,595.49
94 00	FOL Reimbursements	5,416	3,426.54	63	5,416	3,426.54	63	65,000	61,573.46
489	** Other	6,129	4,396.05	72	6,129	4,396.05	72	73,565	69,168.95
480	*** Other	6,545	4,564.81	70	6,545	4,564.81	70	78,565	74,000.19
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		1,219,235	19,045.46	2	1,219,235	19,045.46	2	14,630,898	14,611,852.54

Village of Arlington Heights
 REVENUE REPORT
 8% OF YEAR LAPSED

ACCOUNTING PERIOD 01/2019

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	.00		1,250	.00		15,000	15,000.00
461	** Simple Interest	1,250	.00		1,250	.00		15,000	15,000.00
462	Investment Income								
462	** Investment Income	0	.00		0	.00		0	.00
460	*** Interest Income	1,250	.00		1,250	.00		15,000	15,000.00
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	Capital Projects-Library	1,250	.00		1,250	.00		15,000	15,000.00

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	41825	27960.03	67	41825	27960.03	67	.00	501907	473946.97	6
	16 92	Achievement Awards	333	.00	0	333	.00	0	.00	4000	4000.00	0
	16 **	Library Personal Services	42158	27960.03	66	42158	27960.03	66	.00	505907	477946.97	6
	18	Other Personal Services										
	18 05	Overtime Civilian	66	96.85	147	66	96.85	147	.00	800	703.15	12
	18 **	Other Personal Services	66	96.85	147	66	96.85	147	.00	800	703.15	12
	19	Employee Benefits										
	19 05	Medical Insurance	5073	4753.58	94	5073	4753.58	94	.00	60885	56131.42	8
	19 10	IMRF	4186	2808.48	67	4186	2808.48	67	.00	50241	47432.52	6
	19 11	Social Security	2593	1689.15	65	2593	1689.15	65	.00	31118	29428.85	5
	19 12	Medicare	606	395.05	65	606	395.05	65	.00	7278	6882.95	5
	19 53	Flexible Spending	188	332.50	177	188	332.50	177	.00	2259	1926.50	15
	19 55	Unemployment Compensation	752	.00	0	752	.00	0	.00	9024	9024.00	0
	19 **	Employee Benefits	13398	9978.76	75	13398	9978.76	75	.00	160805	150826.24	6
	20	Prof Technical Services										
	20 05	Professional Services	583	.00	0	583	.00	0	.00	7000	7000.00	0
	20 08	Consulting Services	166	.00	0	166	.00	0	.00	2000	2000.00	0
	20 20	Legal Services	1333	5985.00	449	1333	5985.00	449	.00	16000	10015.00	37
	20 40	General Insurance	10541	67307.00	639	10541	67307.00	639	.00	126500	59193.00	53
	20 81	OCLC Services	5110	15091.45	295	5110	15091.45	295	.00	61324	46232.55	25
	20 **	Prof Technical Services	17733	88383.45	498	17733	88383.45	498	.00	212824	124440.55	42
	21	Property Services										
	21 65	Other Services	836	1386.71	166	836	1386.71	166	.00	10036	8649.29	14
	21 **	Property Services	836	1386.71	166	836	1386.71	166	.00	10036	8649.29	14
	22	Other Contractual Service										
	22 01	Advertising	50	.00	0	50	.00	0	.00	600	600.00	0
	22 02	Dues	515	715.00	139	515	715.00	139	.00	6185	5470.00	12
	22 03	Training	11187	9341.38	84	11187	9341.38	84	.00	134244	124902.62	7
	22 05	Postage	3858	2842.79	74	3858	2842.79	74	.00	46300	43457.21	6
	22 42	Internet Services	2319	2213.21	95	2319	2213.21	95	.00	27831	25617.79	8
	22 70	Telephone Services	6089	7137.73	117	6089	7137.73	117	.00	73069	65931.27	10
	22 **	Other Contractual Service	24018	22250.11	93	24018	22250.11	93	.00	288229	265978.89	8
	30	General Supplies										
	30 05	Office Supplies & Equip	738	145.74	20	738	145.74	20	.00	8858	8712.26	2
	30 **	General Supplies	738	145.74	20	738	145.74	20	.00	8858	8712.26	2
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	208	.00	0	208	.00	0	.00	2500	2500.00	0
	31 **	Public Works Supplies	208	.00	0	208	.00	0	.00	2500	2500.00	0

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32	72 Special Events	70	140.00-	200-	70	140.00-	200-	.00	850	990.00	17-
	32	99 Items Reimb by Employees	0	11.84	0	0	11.84	0	.00	0	11.84-	0
	32	** Library Supplies	70	128.16-	183-	70	128.16-	183-	.00	850	978.16	15-
	40	Other Charges										
	40	96 Operating Contingency	416	.00	0	416	.00	0	.00	5000	5000.00	0
	40	** Other Charges	416	.00	0	416	.00	0	.00	5000	5000.00	0
	50	Property										
	50	15 Other Equipment	2083	717.94	35	2083	717.94	35	.00	25000	24282.06	3
	50	** Property	2083	717.94	35	2083	717.94	35	.00	25000	24282.06	3
601	**	** Library	101724	150791.43	148	101724	150791.43	148	.00	1220809	1070017.57	12
60	**	** Culture/Recreation	101724	150791.43	148	101724	150791.43	148	.00	1220809	1070017.57	12
DIV	6001	TOTAL ***** Administration	101724	150791.43	148	101724	150791.43	148	.00	1220809	1070017.57	12

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	33510	24968.62	75	33510	24968.62	75	.00	402121	377152.38 6
	16 **	Library Personal Services	33510	24968.62	75	33510	24968.62	75	.00	402121	377152.38 6
	18	Other Personal Services									
	18 05	Overtime Civilian	29	.00	0	29	.00	0	.00	350	350.00 0
	18 **	Other Personal Services	29	.00	0	29	.00	0	.00	350	350.00 0
	19	Employee Benefits									
	19 05	Medical Insurance	4775	6598.70	138	4775	6598.70	138	.00	57300	50701.30 12
	19 10	IMRF	3354	2499.34	75	3354	2499.34	75	.00	40252	37752.66 6
	19 11	Social Security	2077	1512.29	73	2077	1512.29	73	.00	24932	23419.71 6
	19 12	Medicare	485	353.68	73	485	353.68	73	.00	5831	5477.32 6
	19 **	Employee Benefits	10691	10964.01	103	10691	10964.01	103	.00	128315	117350.99 9
	20	Prof Technical Services									
	20 05	Professional Services	1541	1200.00	78	1541	1200.00	78	.00	18500	17300.00 7
	20 **	Prof Technical Services	1541	1200.00	78	1541	1200.00	78	.00	18500	17300.00 7
	21	Property Services									
	21 02	Equipment Maintenance	142	.00	0	142	.00	0	.00	1710	1710.00 0
	21 65	Other Services	1434	2313.35	161	1434	2313.35	161	.00	17217	14903.65 13
	21 **	Property Services	1576	2313.35	147	1576	2313.35	147	.00	18927	16613.65 12
	22	Other Contractual Service									
	22 02	Dues	77	.00	0	77	.00	0	.00	930	930.00 0
	22 03	Training	4	.00	0	4	.00	0	.00	50	50.00 0
	22 10	Printing	16742	15092.53	90	16742	15092.53	90	.00	200905	185812.47 8
	22 **	Other Contractual Service	16823	15092.53	90	16823	15092.53	90	.00	201885	186792.47 8
	30	General Supplies									
	30 05	Office Supplies & Equip	1298	436.59	34	1298	436.59	34	.00	15579	15142.41 3
	30 **	General Supplies	1298	436.59	34	1298	436.59	34	.00	15579	15142.41 3
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	500	156.24	31	500	156.24	31	.00	6000	5843.76 3
	31 **	Public Works Supplies	500	156.24	31	500	156.24	31	.00	6000	5843.76 3
	32	Library Supplies									
	32 72	Special Events	823	.00	0	823	.00	0	.00	9883	9883.00 0
	32 **	Library Supplies	823	.00	0	823	.00	0	.00	9883	9883.00 0
601	** **	Library	66791	55131.34	83	66791	55131.34	83	.00	801560	746428.66 7
60	** **	Culture/Recreation	66791	55131.34	83	66791	55131.34	83	.00	801560	746428.66 7
DIV	6002	TOTAL ***** Communications & Mrkting	66791	55131.34	83	66791	55131.34	83	.00	801560	746428.66 7

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	13724	12894.15	94	13724	12894.15	94	.00	164692	151797.85	8
16	**	Library Personal Services	13724	12894.15	94	13724	12894.15	94	.00	164692	151797.85	8
18		Other Personal Services										
18	05	Overtime Civilian	25	6.31	25	25	6.31	25	.00	300	293.69	2
18	**	Other Personal Services	25	6.31	25	25	6.31	25	.00	300	293.69	2
19		Employee Benefits										
19	05	Medical Insurance	3412	3957.08	116	3412	3957.08	116	.00	40955	36997.92	10
19	10	IMRF	1373	1291.35	94	1373	1291.35	94	.00	16486	15194.65	8
19	11	Social Security	850	736.59	87	850	736.59	87	.00	10211	9474.41	7
19	12	Medicare	199	172.27	87	199	172.27	87	.00	2388	2215.73	7
19	50	Employee Asst. Program	929	1887.83	203	929	1887.83	203	.00	11155	9267.17	17
19	**	Employee Benefits	6763	8045.12	119	6763	8045.12	119	.00	81195	73149.88	10
21		Property Services										
21	65	Other Services	875	761.50	87	875	761.50	87	.00	10500	9738.50	7
21	**	Property Services	875	761.50	87	875	761.50	87	.00	10500	9738.50	7
22		Other Contractual Service										
22	01	Advertising	108	.00	0	108	.00	0	.00	1300	1300.00	0
22	02	Dues	276	.00	0	276	.00	0	.00	3315	3315.00	0
22	03	Training	75	.00	0	75	.00	0	.00	910	910.00	0
22	55	In Service Training	625	.00	0	625	.00	0	.00	7500	7500.00	0
22	**	Other Contractual Service	1084	.00	0	1084	.00	0	.00	13025	13025.00	0
32		Library Supplies										
32	01	Program Supplies	116	.00	0	116	.00	0	.00	1400	1400.00	0
32	**	Library Supplies	116	.00	0	116	.00	0	.00	1400	1400.00	0
40		Other Charges										
40	62	Tuition Reimbursement	2083	.00	0	2083	.00	0	.00	25000	25000.00	0
40	70	Employee Recognition Prog	1612	.00	0	1612	.00	0	.00	19350	19350.00	0
40	**	Other Charges	3695	.00	0	3695	.00	0	.00	44350	44350.00	0
601	**	** Library	26282	21707.08	83	26282	21707.08	83	.00	315462	293754.92	7
60	**	** Culture/Recreation	26282	21707.08	83	26282	21707.08	83	.00	315462	293754.92	7
DIV	6003	TOTAL ***** Human Resources	26282	21707.08	83	26282	21707.08	83	.00	315462	293754.92	7

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants							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										
	21	Property Services										
	21 65	Other Services	416	6486.97	1559	416	6486.97	1559	.00	5000	1486.97-	130
	21 **	Property Services	416	6486.97	1559	416	6486.97	1559	.00	5000	1486.97-	130
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	12516.50	751	1666	12516.50	751	.00	20000	7483.50	63
	22 **	Other Contractual Service	1666	12516.50	751	1666	12516.50	751	.00	20000	7483.50	63
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	416	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	416	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	416	.00	0	.00	5000	5000.00	0
	32 02	Program Supplies	568	500.97	88	568	500.97	88	.00	6820	6319.03	7
	32 32	Software	125	.00	0	125	.00	0	.00	1500	1500.00	0
	32 72	Special Events	833	2271.25	273	833	2271.25	273	.00	10000	7728.75	23
	32 75	Audio Visual	166	.00	0	166	.00	0	.00	2000	2000.00	0
	32 78	Electronic Resources	125	.00	0	125	.00	0	.00	1500	1500.00	0
	32 80	Books	416	425.64	102	416	425.64	102	.00	5000	4574.36	9
	32 **	Library Supplies	2649	3197.86	121	2649	3197.86	121	.00	31820	28622.14	10
	50	Property										
	50 15	Other Equipment	208	.00	0	208	.00	0	.00	2500	2500.00	0
	50 55	Other Capital Outlay	208	.00	0	208	.00	0	.00	2500	2500.00	0
	50 **	Property	416	.00	0	416	.00	0	.00	5000	5000.00	0
601	** **	Library	5563	22201.33	399	5563	22201.33	399	.00	66820	44618.67	33
60	** **	Culture/Recreation	5563	22201.33	399	5563	22201.33	399	.00	66820	44618.67	33
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5563	22201.33	399	5563	22201.33	399	.00	66820	44618.67	33

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19718	17990.19	91	19718	17990.19	91	.00	236619	218628.81	8
	16 **	Library Personal Services	19718	17990.19	91	19718	17990.19	91	.00	236619	218628.81	8
	18	Other Personal Services										
	18 05	Overtime Civilian	83	.00	0	83	.00	0	.00	1000	1000.00	0
	18 **	Other Personal Services	83	.00	0	83	.00	0	.00	1000	1000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	4018	6490.38	162	4018	6490.38	162	.00	48218	41727.62	14
	19 10	IMRF	1973	1800.82	91	1973	1800.82	91	.00	23686	21885.18	8
	19 11	Social Security	1222	1040.35	85	1222	1040.35	85	.00	14670	13629.65	7
	19 12	Medicare	285	243.31	85	285	243.31	85	.00	3431	3187.69	7
	19 **	Employee Benefits	7498	9574.86	128	7498	9574.86	128	.00	90005	80430.14	11
	20	Prof Technical Services										
	20 05	Professional Services	475	.00	0	475	.00	0	.00	5700	5700.00	0
	20 **	Prof Technical Services	475	.00	0	475	.00	0	.00	5700	5700.00	0
	21	Property Services										
	21 36	Equipment Rental	106	.00	0	106	.00	0	.00	1280	1280.00	0
	21 65	Other Services	25	480.55	1922	25	480.55	1922	.00	310	170.55	155
	21 **	Property Services	131	480.55	367	131	480.55	367	.00	1590	1109.45	30
	22	Other Contractual Service										
	22 02	Dues	62	.00	0	62	.00	0	.00	750	750.00	0
	22 03	Training	100	.00	0	100	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	2091	2091.67	100	2091	2091.67	100	.00	25100	23008.33	8
	22 **	Other Contractual Service	2253	2091.67	93	2253	2091.67	93	.00	27050	24958.33	8
601	** **	Library	30158	30137.27	100	30158	30137.27	100	.00	361964	331826.73	8
60	** **	Culture/Recreation	30158	30137.27	100	30158	30137.27	100	.00	361964	331826.73	8
DIV	6008	TOTAL ***** Finance	30158	30137.27	100	30158	30137.27	100	.00	361964	331826.73	8

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	56174	52036.69	93	56174	52036.69	93	.00	674093	622056.31 8
	16 **	Library Personal Services	56174	52036.69	93	56174	52036.69	93	.00	674093	622056.31 8
	18	Other Personal Services									
	18 05	Overtime Civilian	20	.88	4	20	.88	4	.00	250	249.12 0
	18 **	Other Personal Services	20	.88	4	20	.88	4	.00	250	249.12 0
	19	Employee Benefits									
	19 05	Medical Insurance	12550	11625.09	93	12550	11625.09	93	.00	150601	138975.91 8
	19 10	IMRF	5623	4972.83	88	5623	4972.83	88	.00	67477	62504.17 7
	19 11	Social Security	3482	3121.53	90	3482	3121.53	90	.00	41794	38672.47 8
	19 12	Medicare	814	730.04	90	814	730.04	90	.00	9774	9043.96 8
	19 **	Employee Benefits	22469	20449.49	91	22469	20449.49	91	.00	269646	249196.51 8
	20	Prof Technical Services									
	20 05	Professional Services	524	990.14	189	524	990.14	189	.00	6290	5299.86 16
	20 08	Consulting Services	378	.00	0	378	.00	0	.00	4545	4545.00 0
	20 **	Prof Technical Services	902	990.14	110	902	990.14	110	.00	10835	9844.86 9
	21	Property Services									
	21 02	Equipment Maintenance	12324	122439.98	994	12324	122439.98	994	.00	147898	25458.02 83
	21 **	Property Services	12324	122439.98	994	12324	122439.98	994	.00	147898	25458.02 83
	22	Other Contractual Service									
	22 03	Training	37	.00	0	37	.00	0	.00	450	450.00 0
	22 **	Other Contractual Service	37	.00	0	37	.00	0	.00	450	450.00 0
	30	General Supplies									
	30 05	Office Supplies & Equip	31	83.59	270	31	83.59	270	.00	375	291.41 22
	30 30	Data System Supplies	3183	1123.50	35	3183	1123.50	35	.00	38204	37080.50 3
	30 32	Software Library	14152	57834.74	409	14152	57834.74	409	.00	169829	111994.26 34
	30 33	Documentation Library	14	.00	0	14	.00	0	.00	175	175.00 0
	30 **	General Supplies	17380	59041.83	340	17380	59041.83	340	.00	208583	149541.17 28
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	1106	1004.27	91	1106	1004.27	91	.00	13276	12271.73 8
	31 **	Public Works Supplies	1106	1004.27	91	1106	1004.27	91	.00	13276	12271.73 8
	32	Library Supplies									
	32 05	Processing Supplies	25	.00	0	25	.00	0	.00	300	300.00 0
	32 32	Software	907	2164.50	239	907	2164.50	239	.00	10887	8722.50 20
	32 **	Library Supplies	932	2164.50	232	932	2164.50	232	.00	11187	9022.50 19
	50	Property									
	50 12	Computer Equipment	3137	1743.10	56	3137	1743.10	56	.00	37649	35905.90 5
	50 15	Other Equipment	0	9565.00	0	0	9565.00	0	.00	0	9565.00- 0
	50 **	Property	3137	11308.10	361	3137	11308.10	361	.00	37649	26340.90 30

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
601	**	** Library	114481	269435.88	235	114481	269435.88	235	.00	1373867	1104431.12	20
60	**	** Culture/Recreation	114481	269435.88	235	114481	269435.88	235	.00	1373867	1104431.12	20
DIV	6010	TOTAL *****										
		Information Technology	114481	269435.88	235	114481	269435.88	235	.00	1373867	1104431.12	20

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	23283	20190.93	87	23283	20190.93	87	.00	279406	259215.07	7
16	**	Library Personal Services	23283	20190.93	87	23283	20190.93	87	.00	279406	259215.07	7
18		Other Personal Services										
18	05	Overtime Civilian	166	79.32	48	166	79.32	48	.00	2000	1920.68	4
18	**	Other Personal Services	166	79.32	48	166	79.32	48	.00	2000	1920.68	4
19		Employee Benefits										
19	05	Medical Insurance	5337	5036.10	94	5337	5036.10	94	.00	64053	59016.90	8
19	10	IMRF	2330	1827.97	79	2330	1827.97	79	.00	27969	26141.03	7
19	11	Social Security	1443	1194.18	83	1443	1194.18	83	.00	17323	16128.82	7
19	12	Medicare	337	279.28	83	337	279.28	83	.00	4051	3771.72	7
19	**	Employee Benefits	9447	8337.53	88	9447	8337.53	88	.00	113396	105058.47	7
22		Other Contractual Service										
22	03	Training	291	.00	0	291	.00	0	.00	3500	3500.00	0
22	**	Other Contractual Service	291	.00	0	291	.00	0	.00	3500	3500.00	0
30		General Supplies										
30	05	Office Supplies & Equip	302	.00	0	302	.00	0	.00	3635	3635.00	0
30	**	General Supplies	302	.00	0	302	.00	0	.00	3635	3635.00	0
601	**	Library	33489	28607.78	85	33489	28607.78	85	.00	401937	373329.22	7
60	**	Culture/Recreation	33489	28607.78	85	33489	28607.78	85	.00	401937	373329.22	7
DIV	6015	TOTAL ***** Security	33489	28607.78	85	33489	28607.78	85	.00	401937	373329.22	7

PREPARED 02/13/2019, 17:35:23
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 8% OF YEAR LAPSED

PAGE 12
 ACCOUNTING PERIOD 01/2019

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	461975	665095.50	144	461975	665095.50	144	.00	5544355	4879259.50	12

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth 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	81779	24327.68	30	81779	24327.68	30	.00	981349	957021.32 3
	16 **	Library Personal Services	81779	24327.68	30	81779	24327.68	30	.00	981349	957021.32 3
	18	Other Personal Services									
	18 05	Overtime Civilian	166	.00	0	166	.00	0	.00	2000	2000.00 0
	18 **	Other Personal Services	166	.00	0	166	.00	0	.00	2000	2000.00 0
	19	Employee Benefits									
	19 05	Medical Insurance	10464	9905.07	95	10464	9905.07	95	.00	125568	115662.93 8
	19 10	IMRF	8186	3186.27	39	8186	3186.27	39	.00	98233	95046.73 3
	19 11	Social Security	5070	2032.88	40	5070	2032.88	40	.00	60844	58811.12 3
	19 12	Medicare	1185	475.43	40	1185	475.43	40	.00	14230	13754.57 3
	19 **	Employee Benefits	24905	15599.65	63	24905	15599.65	63	.00	298875	283275.35 5
	21	Property Services									
	21 02	Equipment Maintenance	37	7.90	21	37	7.90	21	.00	455	447.10 2
	21 **	Property Services	37	7.90	21	37	7.90	21	.00	455	447.10 2
	22	Other Contractual Service									
	22 02	Dues	373	445.00	119	373	445.00	119	.00	4478	4033.00 10
	22 03	Training	211	13.98	7	211	13.98	7	.00	2541	2527.02 1
	22 **	Other Contractual Service	584	458.98	79	584	458.98	79	.00	7019	6560.02 7
	30	General Supplies									
	30 05	Office Supplies & Equip	201	51.97	26	201	51.97	26	.00	2414	2362.03 2
	30 **	General Supplies	201	51.97	26	201	51.97	26	.00	2414	2362.03 2
	32	Library Supplies									
	32 01	Program Supplies	912	482.54	53	912	482.54	53	.00	10948	10465.46 4
	32 02	Program Supplies	2028	66.96	3	2028	66.96	3	.00	24339	24272.04 0
	32 90	Circulation Supplies	369	150.15	41	369	150.15	41	.00	4433	4282.85 3
	32 **	Library Supplies	3309	699.65	21	3309	699.65	21	.00	39720	39020.35 2
601	** **	Library	110981	41145.83	37	110981	41145.83	37	.00	1331832	1290686.17 3
60	** **	Culture/Recreation	110981	41145.83	37	110981	41145.83	37	.00	1331832	1290686.17 3
DIV	6401	TOTAL ***** Youth Services	110981	41145.83	37	110981	41145.83	37	.00	1331832	1290686.17 3

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE OBJ	ACCOUNT	*****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	45335	55522.99	123	45335	55522.99	123	.00	544031	488508.01 10
	16 **	Library Personal Services	45335	55522.99	123	45335	55522.99	123	.00	544031	488508.01 10
	18	Other Personal Services									
	18 05	Overtime Civilian	41	.00	0	41	.00	0	.00	500	500.00 0
	18 **	Other Personal Services	41	.00	0	41	.00	0	.00	500	500.00 0
	19	Employee Benefits									
	19 05	Medical Insurance	11398	8294.66	73	11398	8294.66	73	.00	136782	128487.34 6
	19 10	IMRF	4538	5198.78	115	4538	5198.78	115	.00	54458	49259.22 10
	19 11	Social Security	2810	3070.02	109	2810	3070.02	109	.00	33730	30659.98 9
	19 12	Medicare	657	717.99	109	657	717.99	109	.00	7888	7170.01 9
	19 **	Employee Benefits	19403	17281.45	89	19403	17281.45	89	.00	232858	215576.55 7
	22	Other Contractual Service									
	22 02	Dues	254	75.00	30	254	75.00	30	.00	3049	2974.00 3
	22 03	Training	315	268.13	85	315	268.13	85	.00	3788	3519.87 7
	22 18	Contr Programs & Exhibits	416	450.00	108	416	450.00	108	.00	5000	4550.00 9
	22 **	Other Contractual Service	985	793.13	81	985	793.13	81	.00	11837	11043.87 7
	30	General Supplies									
	30 05	Office Supplies & Equip	77	.00	0	77	.00	0	.00	930	930.00 0
	30 **	General Supplies	77	.00	0	77	.00	0	.00	930	930.00 0
	32	Library Supplies									
	32 01	Program Supplies	0	52.87	0	0	52.87	0	.00	0	52.87- 0
	32 02	Program Supplies	401	87.75	22	401	87.75	22	.00	4820	4732.25 2
	32 90	Circulation Supplies	137	28.83	21	137	28.83	21	.00	1649	1620.17 2
	32 **	Library Supplies	538	169.45	32	538	169.45	32	.00	6469	6299.55 3
601	** **	Library	66379	73767.02	111	66379	73767.02	111	.00	796625	722857.98 9
60	** **	Culture/Recreation	66379	73767.02	111	66379	73767.02	111	.00	796625	722857.98 9
DIV	6405	TOTAL *****									
		Business & Specialty Serv	66379	73767.02	111	66379	73767.02	111	.00	796625	722857.98 9

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	96028	21681.84	23	96028	21681.84	23	.00	1152347	1130665.16	2
	16 **	Library Personal Services	96028	21681.84	23	96028	21681.84	23	.00	1152347	1130665.16	2
	18	Other Personal Services										
	18 05	Overtime Civilian	83	16.59	20	83	16.59	20	.00	1000	983.41	2
	18 **	Other Personal Services	83	16.59	20	83	16.59	20	.00	1000	983.41	2
	19	Employee Benefits										
	19 05	Medical Insurance	8176	7452.58	91	8176	7452.58	91	.00	98122	90669.42	8
	19 10	IMRF	9612	2321.88	24	9612	2321.88	24	.00	115350	113028.12	2
	19 11	Social Security	5953	1727.00	29	5953	1727.00	29	.00	71445	69718.00	2
	19 12	Medicare	1392	403.89	29	1392	403.89	29	.00	16709	16305.11	2
	19 **	Employee Benefits	25133	11905.35	47	25133	11905.35	47	.00	301626	289720.65	4
	22	Other Contractual Service										
	22 02	Dues	55	.00	0	55	.00	0	.00	668	668.00	0
	22 03	Training	162	15.00	9	162	15.00	9	.00	1951	1936.00	1
	22 **	Other Contractual Service	217	15.00	7	217	15.00	7	.00	2619	2604.00	1
	30	General Supplies										
	30 05	Office Supplies & Equip	130	28.11	22	130	28.11	22	.00	1567	1538.89	2
	30 **	General Supplies	130	28.11	22	130	28.11	22	.00	1567	1538.89	2
	32	Library Supplies										
	32 01	Program Supplies	67	.00	0	67	.00	0	.00	804	804.00	0
	32 **	Library Supplies	67	.00	0	67	.00	0	.00	804	804.00	0
601	** **	Library	121658	33646.89	28	121658	33646.89	28	.00	1459963	1426316.11	2
60	** **	Culture/Recreation	121658	33646.89	28	121658	33646.89	28	.00	1459963	1426316.11	2
DIV	6410	TOTAL ***** Info Services	121658	33646.89	28	121658	33646.89	28	.00	1459963	1426316.11	2

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	72343	155511.18	215	72343	155511.18	215	.00	868118	712606.82	18
16	**	Library Personal Services	72343	155511.18	215	72343	155511.18	215	.00	868118	712606.82	18
18		Other Personal Services										
18	05	Overtime Civilian	83	1.49	2	83	1.49	2	.00	1000	998.51	0
18	**	Other Personal Services	83	1.49	2	83	1.49	2	.00	1000	998.51	0
19		Employee Benefits										
19	05	Medical Insurance	8827	7460.36	85	8827	7460.36	85	.00	105931	98470.64	7
19	10	IMRF	7004	11441.51	163	7004	11441.51	163	.00	84055	72613.49	14
19	11	Social Security	4338	8667.69	200	4338	8667.69	200	.00	52062	43394.31	17
19	12	Medicare	1014	2027.12	200	1014	2027.12	200	.00	12176	10148.88	17
19	**	Employee Benefits	21183	29596.68	140	21183	29596.68	140	.00	254224	224627.32	12
21		Property Services										
21	65	Other Services	1050	496.90	47	1050	496.90	47	.00	12602	12105.10	4
21	**	Property Services	1050	496.90	47	1050	496.90	47	.00	12602	12105.10	4
22		Other Contractual Service										
22	02	Dues	46	.00	0	46	.00	0	.00	562	562.00	0
22	03	Training	147	193.05	131	147	193.05	131	.00	1773	1579.95	11
22	**	Other Contractual Service	193	193.05	100	193	193.05	100	.00	2335	2141.95	8
30		General Supplies										
30	05	Office Supplies & Equip	156	261.43	168	156	261.43	168	.00	1883	1621.57	14
30	07	Supplies Reimb by Patrons	170	.00	0	170	.00	0	.00	2040	2040.00	0
30	**	General Supplies	326	261.43	80	326	261.43	80	.00	3923	3661.57	7
32		Library Supplies										
32	90	Circulation Supplies	751	315.54	42	751	315.54	42	.00	9017	8701.46	4
32	**	Library Supplies	751	315.54	42	751	315.54	42	.00	9017	8701.46	4
601	**	** Library	95929	186376.27	194	95929	186376.27	194	.00	1151219	964842.73	16
60	**	** Culture/Recreation	95929	186376.27	194	95929	186376.27	194	.00	1151219	964842.73	16
DIV	6420	TOTAL ***** Customer Services	95929	186376.27	194	95929	186376.27	194	.00	1151219	964842.73	16

FUND 291 Memorial Library Fund		DEPT/DIV 6430 User Services/Accessible Services							ANNUAL	UNENCUMB.	%
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16 85		Salaries	14452	5032.71	35	14452	5032.71	35	.00	173435	168402.29 3
16 **		Library Personal Services	14452	5032.71	35	14452	5032.71	35	.00	173435	168402.29 3
18		Other Personal Services									
18 05		Overtime Civilian	0	1.04	0	0	1.04	0	.00	0	1.04- 0
18 **		Other Personal Services	0	1.04	0	0	1.04	0	.00	0	1.04- 0
19		Employee Benefits									
19 05		Medical Insurance	1661	1256.82	76	1661	1256.82	76	.00	19933	18676.18 6
19 10		IMRF	1446	636.07	44	1446	636.07	44	.00	17361	16724.93 4
19 11		Social Security	896	374.53	42	896	374.53	42	.00	10753	10378.47 4
19 12		Medicare	209	87.60	42	209	87.60	42	.00	2515	2427.40 4
19 **		Employee Benefits	4212	2355.02	56	4212	2355.02	56	.00	50562	48206.98 5
22		Other Contractual Service									
22 02		Dues	24	.00	0	24	.00	0	.00	293	293.00 0
22 03		Training	35	60.00	171	35	60.00	171	.00	422	362.00 14
22 **		Other Contractual Service	59	60.00	102	59	60.00	102	.00	715	655.00 8
32		Library Supplies									
32 90		Circulation Supplies	129	.00	0	129	.00	0	.00	1551	1551.00 0
32 **		Library Supplies	129	.00	0	129	.00	0	.00	1551	1551.00 0
601 ** **		Library	18852	7448.77	40	18852	7448.77	40	.00	226263	218814.23 3
60 ** **		Culture/Recreation	18852	7448.77	40	18852	7448.77	40	.00	226263	218814.23 3
DIV 6430		TOTAL *****									
		Accessible Services	18852	7448.77	40	18852	7448.77	40	.00	226263	218814.23 3

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	21802	21582.38	99	21802	21582.38	99	.00	261631	240048.62	8
16	**	Library Personal Services	21802	21582.38	99	21802	21582.38	99	.00	261631	240048.62	8
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	16	.00	0	.00	200	200.00	0
18	**	Other Personal Services	16	.00	0	16	.00	0	.00	200	200.00	0
19		Employee Benefits										
19	05	Medical Insurance	5188	4827.65	93	5188	4827.65	93	.00	62256	57428.35	8
19	10	IMRF	2182	2018.59	93	2182	2018.59	93	.00	26189	24170.41	8
19	11	Social Security	1351	1184.46	88	1351	1184.46	88	.00	16221	15036.54	7
19	12	Medicare	316	277.01	88	316	277.01	88	.00	3794	3516.99	7
19	**	Employee Benefits	9037	8307.71	92	9037	8307.71	92	.00	108460	100152.29	8
22		Other Contractual Service										
22	02	Dues	116	165.00	142	116	165.00	142	.00	1401	1236.00	12
22	03	Training	87	49.05	56	87	49.05	56	.00	1053	1003.95	5
22	18	Contr Programs & Exhibits	15150	21133.42	140	15150	21133.42	140	.00	181800	160666.58	12
22	**	Other Contractual Service	15353	21347.47	139	15353	21347.47	139	.00	184254	162906.53	12
32		Library Supplies										
32	01	Program Supplies	25	.00	0	25	.00	0	.00	300	300.00	0
32	02	Program Supplies	3214	3697.28	115	3214	3697.28	115	.00	38572	34874.72	10
32	**	Library Supplies	3239	3697.28	114	3239	3697.28	114	.00	38872	35174.72	10
601	** **	Library	49447	54934.84	111	49447	54934.84	111	.00	593417	538482.16	9
60	** **	Culture/Recreation	49447	54934.84	111	49447	54934.84	111	.00	593417	538482.16	9
DIV	6440	TOTAL *****										
		Programs and Exhibits	49447	54934.84	111	49447	54934.84	111	.00	593417	538482.16	9

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	43253	40011.92	93	43253	40011.92	93	.00	519038	479026.08 8
16	**	Library Personal Services	43253	40011.92	93	43253	40011.92	93	.00	519038	479026.08 8
18		Other Personal Services									
18	05	Overtime Civilian	8	.00	0	8	.00	0	.00	100	100.00 0
18	**	Other Personal Services	8	.00	0	8	.00	0	.00	100	100.00 0
19		Employee Benefits									
19	05	Medical Insurance	4430	19477.79	440	4430	19477.79	440	.00	53168	33690.21 37
19	10	IMRF	4329	3629.24	84	4329	3629.24	84	.00	51956	48326.76 7
19	11	Social Security	2681	2400.23	90	2681	2400.23	90	.00	32180	29779.77 8
19	12	Medicare	627	561.34	90	627	561.34	90	.00	7526	6964.66 8
19	**	Employee Benefits	12067	26068.60	216	12067	26068.60	216	.00	144830	118761.40 18
22		Other Contractual Service									
22	02	Dues	168	150.00	89	168	150.00	89	.00	2020	1870.00 7
22	03	Training	33	.00	0	33	.00	0	.00	400	400.00 0
22	66	Outside Reference Service	230	2773.62	1206	230	2773.62	1206	.00	2765	8.62- 100
22	**	Other Contractual Service	431	2923.62	678	431	2923.62	678	.00	5185	2261.38 56
30		General Supplies									
30	05	Office Supplies & Equip	58	88.74	153	58	88.74	153	.00	707	618.26 13
30	07	Supplies Reimb by Patrons	66	.00	0	66	.00	0	.00	800	800.00 0
30	**	General Supplies	124	88.74	72	124	88.74	72	.00	1507	1418.26 6
31		Public Works Supplies									
31	85	Small Tools and Equipment	416	360.24	87	416	360.24	87	.00	5000	4639.76 7
31	**	Public Works Supplies	416	360.24	87	416	360.24	87	.00	5000	4639.76 7
32		Library Supplies									
32	01	Program Supplies	62	.00	0	62	.00	0	.00	750	750.00 0
32	78	Electronic Resources	28589	178317.24	624	28589	178317.24	624	.00	343072	164754.76 52
32	90	Circulation Supplies	139	78.00	56	139	78.00	56	.00	1675	1597.00 5
32	**	Library Supplies	28790	178395.24	620	28790	178395.24	620	.00	345497	167101.76 52
50		Property									
50	15	Other Equipment	300	945.22	315	300	945.22	315	.00	3606	2660.78 26
50	**	Property	300	945.22	315	300	945.22	315	.00	3606	2660.78 26
601	**	** Library	85389	248793.58	291	85389	248793.58	291	.00	1024763	775969.42 24
60	**	** Culture/Recreation	85389	248793.58	291	85389	248793.58	291	.00	1024763	775969.42 24
DIV	6450	TOTAL ***** Digital Services	85389	248793.58	291	85389	248793.58	291	.00	1024763	775969.42 24

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	72679	69128.29	95	72679	69128.29	95	.00	872150	803021.71	8
	16 **	Library Personal Services	72679	69128.29	95	72679	69128.29	95	.00	872150	803021.71	8
	18	Other Personal Services										
	18 05	Overtime Civilian	12	3.14	26	12	3.14	26	.00	150	146.86	2
	18 **	Other Personal Services	12	3.14	26	12	3.14	26	.00	150	146.86	2
	19	Employee Benefits										
	19 05	Medical Insurance	17677	.00	0	17677	.00	0	.00	212130	212130.00	0
	19 10	IMRF	7275	6920.07	95	7275	6920.07	95	.00	87302	80381.93	8
	19 11	Social Security	4506	4113.23	91	4506	4113.23	91	.00	54073	49959.77	8
	19 12	Medicare	1053	961.96	91	1053	961.96	91	.00	12646	11684.04	8
	19 **	Employee Benefits	30511	11995.26	39	30511	11995.26	39	.00	366151	354155.74	3
	21	Property Services										
	21 64	Access Services	291	14.05-	5-	291	14.05-	5-	.00	3500	3514.05	0
	21 **	Property Services	291	14.05-	5-	291	14.05-	5-	.00	3500	3514.05	0
	22	Other Contractual Service										
	22 02	Dues	206	370.00	180	206	370.00	180	.00	2478	2108.00	15
	22 03	Training	83	75.00	90	83	75.00	90	.00	1000	925.00	8
	22 85	Processing Services	8963	7544.50	84	8963	7544.50	84	.00	107565	100020.50	7
	22 **	Other Contractual Service	9252	7989.50	86	9252	7989.50	86	.00	111043	103053.50	7
	30	General Supplies										
	30 05	Office Supplies & Equip	125	102.90	82	125	102.90	82	.00	1500	1397.10	7
	30 33	Documentation Library	59	525.00	890	59	525.00	890	.00	717	192.00	73
	30 **	General Supplies	184	627.90	341	184	627.90	341	.00	2217	1589.10	28
	32	Library Supplies										
	32 03	Binding	16	.00	0	16	.00	0	.00	200	200.00	0
	32 05	Processing Supplies	2500	1018.19	41	2500	1018.19	41	.00	30000	28981.81	3
	32 75	Audio Visual	44581	42723.71	96	44581	42723.71	96	.00	534980	492256.29	8
	32 80	Books	60223	54110.45	90	60223	54110.45	90	.00	722676	668565.55	8
	32 90	Circulation Supplies	500	77.63	16	500	77.63	16	.00	6000	5922.37	1
	32 95	Periodicals	11061	43712.23	395	11061	43712.23	395	.00	132735	89022.77	33
	32 **	Library Supplies	118881	141642.21	119	118881	141642.21	119	.00	1426591	1284948.79	10
601	** **	Library	231810	231372.25	100	231810	231372.25	100	.00	2781802	2550429.75	8
60	** **	Culture/Recreation	231810	231372.25	100	231810	231372.25	100	.00	2781802	2550429.75	8
DIV	6470	TOTAL ***** Collection Services	231810	231372.25	100	231810	231372.25	100	.00	2781802	2550429.75	8
DEPT	64	TOTAL ***** User Services	780445	877485.45	112	780445	877485.45	112	.00	9365884	8488398.55	9
FUND	291	TOTAL ***** Memorial Library Fund	1242420	1542580.95	124	1242420	1542580.95	124	.00	14910239	13367658.05	10

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	1066	.00	0	1066	.00	0	.00	12800	12800.00	0
	50 **	Property	1066	.00	0	1066	.00	0	.00	12800	12800.00	0
601 ** **		Library	1066	.00	0	1066	.00	0	.00	12800	12800.00	0
60 ** **		Culture/Recreation	1066	.00	0	1066	.00	0	.00	12800	12800.00	0
DIV 6010		TOTAL *****										
		Information Technology	1066	.00	0	1066	.00	0	.00	12800	12800.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	2583	.00	0	2583	.00	0	.00	31000	31000.00	0
	50 55	Other Capital Outlay	4690	400.00-	9-	4690	400.00-	9-	.00	56290	56690.00	1-
	50 **	Property	7273	400.00-	6-	7273	400.00-	6-	.00	87290	87690.00	1-
601 ** **		Library	7273	400.00-	6-	7273	400.00-	6-	.00	87290	87690.00	1-
60 ** **		Culture/Recreation	7273	400.00-	6-	7273	400.00-	6-	.00	87290	87690.00	1-
DIV 6020		TOTAL ***** Facilities	7273	400.00-	6-	7273	400.00-	6-	.00	87290	87690.00	1-
DEPT 60		TOTAL ***** Executive Office	13089	400.00-	3-	13089	400.00-	3-	.00	157090	157490.00	0
FUND 491		TOTAL ***** Capital Projects-Library	13089	400.00-	3-	13089	400.00-	3-	.00	157090	157490.00	0
GRAND		TOTAL *****	13089	400.00-	3-	13089	400.00-	3-	.00	157090	157490.00	0

February 19, 2019

(Action Item 5)

ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
January 31, 2019

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$293,280.24
491	Capital Projects Fund - Library	<i>J/E reversal 2018 expenses</i> (\$400.00)
Total Disbursements		<u>\$292,880.24</u>
Payrolls Paid 1/18/2019		<u>\$308,276.14</u> <u>\$308,276.14</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
1/31/2019	Group Insurance	105,550.00
1/31/2019	IMRF	53,868.94
1/31/2019	Social Security	34,983.01
1/31/2019	Medicare	8,181.51
		<u>\$202,583.46</u>
Total Disbursed		<u><u>\$803,739.84</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
78056	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUSTION - JANUARY	99.84	99.84
78068	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	200.26-	200.26-
78120	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED FEBRUARY 2019	3,692.15	
		291-0000-210.99-00	FSA DEP FEBRUARY 2019	769.23	4,461.38
78170	PROQUEST LLC	291-0000-140.05-00	PRESS READER JAN/2020	879.17	879.17
78185	TIMECLOCK PLUS	291-0000-140.05-00	PREPAID TIME CLOCK PLUS	720.00	720.00
***** DIVISION TOTAL ****					5,960.13
***** DEPARTMENT TOTAL **					5,960.13

DEPARTMENT: 60

Executive Office

DIVISION: 01

78057	ALA CONFERENCE REGISTRATION DEPT	291-6001-601.22-03	ALA CONF - M HASTING	320.00	
		291-6001-601.22-03	ALA CONF - S DISTEL	330.00	
		291-6001-601.22-03	ALA CONF - T DANTIS	270.00	
		291-6001-601.22-03	ALA CONF - J DUNCAN	320.00	
		291-6001-601.22-03	ALA CONF - G BERGER	320.00	1,560.00
78060	AMAZON.COM CREDIT	291-6001-601.30-05	LABEL HOLDERS	11.76	
		291-6001-601.30-05	LABEL HOLDERS RETURN	15.05-	
		291-6001-601.30-05	CANCELED ORDER	7.27-	
		291-6001-601.30-05	LABEL HOLDERS	15.05	
		291-6001-601.22-03	PALACES 4 THE PEOPLE BKS	228.48	232.97
78064	ARLINGTON HTS CHAMBER OF COMMERCE	291-6001-601.22-02	BUSINESS BUILDERS - BLAST	75.00	
		291-6001-601.22-02	2019 CONNECTION DUES	640.00	715.00
78066	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-05	POSTAGE	16.95	
		291-6001-601.22-03	TRAVEL/TRAINING	36.99	
		291-6001-601.22-03	TRAVEL/TRAINING	13.98	67.92
78067	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	ALA ECOURSE	59.00	59.00
78068	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	SXSW CONF - D OLIHWIER	1,125.00	
		291-6001-601.22-03	ALA HOTEL T DANTIS	661.44	
		291-6001-601.22-03	MAYOR'S PRAYER BREAKFAST	400.00	
		291-6001-601.30-05	COFFEE MAKER	39.99	
		291-6001-601.22-03	RECOGNITION GALA 1/25/19	1,500.00	
		291-6001-601.22-42	PUBLIC INTERNER SERVICE	344.85	
		291-6001-601.21-65	REBILLING FROM ACCOUNT	175.00	4,246.28
78069	ARTHUR J GALLAGHER RISK MANAGMENT	291-6001-601.20-40	TRESURER BOND	7,200.00	7,200.00
78070	AT & T	291-6001-601.22-70	TELE	6,589.39	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					6,589.39
78071	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 11/28-12/	139.37	139.37
78076	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	27.29	
		291-6001-601.32-99	EMPL REIMB PURCHASE	63.51	
		291-6001-601.32-99	EMPL REIMB PURCHASE	13.14	
		291-6001-601.32-99	EMPL REIMB PURCHASE	26.73	
		291-6001-601.32-99	EMPL REIMB PURCHASE	16.43	147.10
78084	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE	2,825.84	2,825.84
78088	COMCAST	291-6001-601.21-65	BUSINESS CABLE FEBRUARY	21.00	21.00
78095	DANTIS, PATRICIA	291-6001-601.22-03	ALA MIDWEST, SEATTLE WA	392.23	392.23
78107	FINER LINE	291-6001-601.30-05	NEW HIRE, REPLACEMENT &	14.33	14.33
78108	FIRST CLASS TRAVEL	291-6001-601.22-03	BOOK EXPO AIRFARE -	356.60	
		291-6001-601.22-03	LIBRARY COLLECTIVE -	397.60	754.20
78115	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	BUSINESS CARD HOLDERS	19.84	19.84
78120	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES FEBRUARY 2019	166.25	166.25
78121	HALPIN, DEBRA	291-6001-601.22-03	TABLECLOTH ROLLS, CUPS,	96.44	96.44
78126	ILA CONFERENCE	291-6001-601.22-03	IYSI CONF - K BAILEY	175.00	
		291-6001-601.22-03	IYSI CONF-C GIOVANNELLI-	175.00	
		291-6001-601.22-03	LEGISLATIVE MEET-UPS REG-	150.00	
		291-6001-601.22-03	ILA CONF - R KING	175.00	
		291-6001-601.22-03	ILA CONF - S SWANSON	150.00	825.00
78128	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6001-601.20-81	FY20193RD QUARTER OCLC	15,091.45	15,091.45
78135	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	OFFICE FURNITURE	717.94	717.94
78145	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS, TRANSLATION	29.75	29.75
78166	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE	63.00	63.00
78167	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERVS 10/1-12/31/18	5,985.00	5,985.00
78173	ROUNDY'S INC	291-6001-601.22-03	MISTAKE	25.40	
		291-6001-601.22-03	MISTAKE	25.40-	
		291-6001-601.22-03	TRAVEL/TRAINING	24.84	24.84
78179	SMART, DEBBIE	291-6001-601.22-03	ALA CONF- MIDWEST MEETING	353.78	353.78
78191	UNIV OF WISCONSIN - MADISON	291-6001-601.22-03	REGIST FEE M PAPANASTA-	300.00	
		291-6001-601.22-03	REGIST FEE - A SON	300.00	600.00
78195	VERIZON WIRELESS	291-6001-601.22-70	NOVEMBER PROGRAM EXPENSES	372.39	

PREPARED 02/19/19, 12:16 AM
 PROGRAM GM348U5
 DEPARTMENT: 60 Executive Office

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					372.39
78199	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	67.09	67.09
78202	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 1/13-2/12	1,574.99	1,728.99
		291-6001-601.22-42	INTERNET ACCESS 1/19-2/18	154.00	
***** DIVISION TOTAL ****					51,106.39

communications + marketing

DEPARTMENT: 60 Executive Office	DIVISION: 02				
78060	AMAZON.COM CREDIT	291-6002-601.30-05	OFFICE SUPPLIES	27.96	
		291-6002-601.30-05	OFFICE SUPPLIES	8.97	
		291-6002-601.30-05	OFFICE SUPPLIES	17.94	
		291-6002-601.30-05	PUSH PINS	6.99	
		291-6002-601.30-05	FILE FOLDERS	19.74	81.60
78068	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-10	BUSINESS CARDS	35.77	
		291-6002-601.30-05	PENS	27.74	
		291-6002-601.22-10	100 BOOKS BOOKPLATE	271.00	
		291-6002-601.20-05	MONTHLY SUBSCRIPTION	300.00	
		291-6002-601.22-10	BUSINESS CARDS	19.38	
		291-6002-601.21-65	MONTHLY SUBSCRIPTION	190.00	
		291-6002-601.22-10	CHAGALL STICKERS	296.00	
		291-6002-601.22-10	BUSINESS CARDS	19.38	
		291-6002-601.21-65	ADVERTISING	8.35	
		291-6002-601.30-05	CELLING TWIST LOOPS	46.44	
		291-6002-601.21-65	ISTOCK CREDITS	520.00	1,734.06
78082	BLICK ART MATERIALS	291-6002-601.30-05	OFFICE SUPPLIES	131.16	
		291-6002-601.30-05	PACON RAILROAD BOARD	56.55	187.71
78084	CARDINAL COLORGROUP	291-6002-601.22-10	PRINTING	14,451.00	14,451.00
78109	FITZGERALD, JASON	291-6002-601.20-05	WEBSITE PAGE DESIGN	900.00	900.00
78147	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	93.10	93.10
78181	SUBURBAN TRIM & GLASS CORP	291-6002-601.31-85	ACRYLLIC F/DISPLAY CASE	156.24	156.24
78187	TOWN SQUARE PUBLICATIONS	291-6002-601.21-65	FULL PAGE AD, NEW MOVERS	1,595.00	1,595.00
***** DIVISION TOTAL ****					19,198.71

Human Resources

DEPARTMENT: 60 Executive Office	DIVISION: 03				
78085	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT SCREENING	661.50	661.50
78163	NORTHWEST COMMUNITY HOSPITAL	291-6003-601.21-65	CONSORTIUM MEMBERSHIP	100.00	100.00
***** DIVISION TOTAL ****					761.50

PREPARED 02/19/19, 12:16 AM
 PROGRAM GM348U5
 DEPARTMENT: 60 Executive Office

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Gifts and Grants</i>					
78060	AMAZON.COM CREDIT	291-6004-601.32-02	PROGRAM SUPPLIES	142.12	
		291-6004-601.32-02	READERS PARTY BOOKS	37.40	
		291-6004-601.32-02	VOLUNTEER RECOG LUNCHEON	14.95	194.47
78061	AMBIUS (19)	291-6004-601.21-65	MAINTENANCE SRVS-FEBRUARY	236.97	236.97
78068	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	BAGS - 100 BOOKS	306.50	
		291-6004-601.32-72	2019 VOLUNTEER LUNCHEON	2,211.96	
		291-6004-601.32-72	2019 VOLUNTEER LUNCHEON	59.29	2,577.75
78072	ATLANTIC RELOCATION SYSTEMS	291-6004-601.22-18	1VAN, 2 MAN DELIVERY &	824.00	824.00
78076	BAKER & TAYLOR	291-6004-601.32-80	BOOKS - MEMORIAL DONATION	28.50	
		291-6004-601.32-80	BOOKS - MEMORIAL DONATION	55.44	
		291-6004-601.32-80	BOOK-MEMORIAL DONATION	14.13	
		291-6004-601.32-80	BOOKS	256.88	354.95
78079	BENSON, RAYMOND	291-6004-601.22-18	DANN & RAYMOND'S MOVIE	350.00	350.00
78114	GALE/CENGAGE LEARNING	291-6004-601.32-80	BOOKS-MEMORIAL GIFT -	50.37	50.37
78117	GIRE, DANN	291-6004-601.22-18	DANN & RAYMOND'S MOVIE	350.00	350.00
78134	INGRAM LIBRARY SERVICES	291-6004-601.32-80	BOOK-MEMORIAL DONATION	20.32	20.32
78148	LLOYD, CARLYN	291-6004-601.22-18	SUNDAY MUSICALE, 3/24	1,065.00	1,065.00
78154	MELE, ANTHONY	291-6004-601.22-18	TRIVIA FOR HARRY POTTER	100.00	100.00
78175	SALSANA LLC	291-6004-601.22-18	DEPOSIT F/FAMILY MUSIC	350.00	350.00
***** DIVISION TOTAL ****					6,473.83

Finance

DEPARTMENT: 60 Executive Office	DIVISION: 08				
78054 ACCURATE DOCUMENT DESTRUCTION INC	291-6008-601.21-65	DOCUMENT DESTRUCTION	480.55	480.55	
***** DIVISION TOTAL ****					480.55

Information Technology

DEPARTMENT: 60 Executive Office	DIVISION: 10				
78060 AMAZON.COM CREDIT	291-6010-601.31-85	TAX REFUND	6.96-		
	291-6010-601.30-05	OFFICE SUPPLIES FOR IT	12.89		
	291-6010-601.31-85	SANDISK ULTRA 3D	105.80		
	291-6010-601.30-05	CHISEL TIP HIGHLIGHTER	4.49		
	291-6010-601.31-85	TV WALL MOUNT	82.47		
	291-6010-601.30-05	OFFICE SUPPLIES	66.21		
	291-6010-601.31-85	SANDISK ULTRA 3D	277.58		
	291-6010-601.31-85	APPLE THUNDERBOLT ADAPTER	49.00		

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.31-85	USB CABLES & WALL ADAPTER	39.96	
		291-6010-601.31-85	APPLE LIGHTNING CABLE	71.94	
		291-6010-601.31-85	USB CABLES & CHARGER	7.99	
		291-6010-601.31-85	USB CABLES & CHARGER	24.99	
		291-6010-601.31-85	SURFACE PRO 4 CHARGER	74.97	811.33
78068	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	YOUTUBE PREMIUM KW	11.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	4.67	
		291-6010-601.20-05	SSSL CERTIFICATE - VILLAG	81.48	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.30-32	VIRTUAL REALITY GAME FOR	16.42	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	4.99	
		291-6010-601.30-32	ANNUAL SUBSCRIPTION	408.00	
		291-6010-601.20-05	PAYPAL PRO MONTHLY SUBSCR	54.10	
		291-6010-601.30-32	VOLUNTEER SOFTWARE RENEW	516.00	
		291-6010-601.30-32	PEOPLE COUNTER WEB PORTAL	540.00	
		291-6010-601.31-85	VIEW HD HDMI AUDIO EXTRAC	45.90	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	14.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	49.00	1,797.54
78073	B & H PHOTO VIDEO	291-6010-601.31-85	SHURE BATTERY COVERS	9.65	9.65
78114	GALE/CENGAGE LEARNING	291-6010-601.30-32	SOFTWARE LIBRARY	8,149.68	8,149.68
78130	IMAGE SYSTEMS & BUSINESS SOLUTIONS	291-6010-601.50-15	NEW C&M PRINTER	9,565.00	9,565.00
78131	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINT	1,609.98	
		291-6010-601.21-02	EQUIPMENT MAINT	269.51	
		291-6010-601.21-02	EQUIPMENT MAINT	325.63	
		291-6010-601.30-30	PAPER THROUGH OUT BUILD	1,104.00	
		291-6010-601.30-30	COPIER SUPPLIES	19.50	
		291-6010-601.21-02	EQUIPMENT MAINTEN	242.75	
		291-6010-601.21-02	EQUIPMENT MAINTEN	270.50	3,841.87
78157	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	IMAC F/NEW GRAPHICS	1,743.10	1,743.10
78158	MONOPRICE INC	291-6010-601.31-85	AV EQUIPMENT	220.98	220.98
78185	TIMECLOCK PLUS	291-6010-601.30-32	LICENSES RENEWAL FEB-DEC	7,920.00	7,920.00
78186	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	COST PER FAX PROGRAM 4TH	854.56	854.56
***** DIVISION TOTAL ****					34,913.71
<i>Facilities</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 20			
77626	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	ZONES MID SUMMER CHECK UP	58.50-	
		291-6020-601.21-11	WINTER SHUT DOWN - LABOR	300.00-	358.50-
78055	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVS JANUARY	2,589.68	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					2,589.68
78060	AMAZON.COM CREDIT	291-6020-601.21-11	MAINTENANCE SUPPLIES	63.00	
		291-6020-601.21-11	LIGHT BULBS	76.07	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	84.67	
		291-6020-601.21-11	CHAIR MAT	49.99	
		291-6020-601.21-11	FLOOR MAT	89.00	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	42.50	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	45.97	451.20
78062	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SRVS- JANUARY	89.00	89.00
78063	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT JANUARY'19	200.00	200.00
78065	ARLINGTON HTS FORD	291-6020-601.21-07	TRUCK OIL CHANGE & INCPEC	62.35	
		291-6020-601.21-07	VAN OIL CHANGE & NEW	198.89	261.24
78068	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	179.18	
		491-6020-601.50-55	REFUND TAX	117.00-	
		491-6020-601.50-55	REFUND TAX	36.00-	
		491-6020-601.50-55	REFUND TAX	247.00-	220.82-
78075	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	1,668.66	1,668.66
78089	COMED	291-6020-601.30-51	HEATING 12/6/18-1/9/19	1.64	
		291-6020-601.30-51	HEATING 12/6/18-1/9/19	117.98	119.62
78091	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	NEW HUMIDIFIER CANNISTER	625.00	
		291-6020-601.21-11	SERVICE CALL FOR BOILER#2	584.00	
		291-6020-601.21-11	BOILER #2 SERVICE	1,395.00	
		291-6020-601.21-11	HVAC SERVICE	180.00	2,784.00
78094	DAHME MECHANICAL INDUSTRIES	291-6020-601.21-11	HVAC REPAIR	2,100.00	2,100.00
78103	ESPOSITO PIANO SERVICE	291-6020-601.21-11	TUNING 1 PIANO	110.00	110.00
78112	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	OIL & FILTER CHANGES	542.78	542.78
78118	GRAINGER INC,W W	291-6020-601.21-11	LIGHT BULBS	241.20	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	275.34	516.54
78124	IGS	291-6020-601.30-51	NATURAL GAS - DECEMBER	3,061.03	3,061.03
78152	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS FEBRUARY	4,599.00	4,599.00
78155	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTEN	227.93	227.93
78159	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT	101.98	101.98
78161	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIBUTION	639.10	
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	370.39	1,009.49
78162	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE	76.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					76.00
78178	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINT SUPPLIES	14.57	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	24.17	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	8.58	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	57.52	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	61.45	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	39.74	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	179.98	386.01
78180	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVS FEBRUARY 2019	959.18	959.18
78182	SULLIVAN ROOFING INC	291-6020-601.21-11	ROOF MAINTENANCE 1993BUIL	2,676.00	2,676.00
78196	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - DECEMBER 2018	231.52	
		291-6020-601.21-60	WATER/SEWER 11/1/18-1/8/	82.77	
		291-6020-601.21-60	WATER/SEWER 10/31/18-	1,449.96	1,764.25
78204	ZORO TOOLS INC	291-6020-601.21-11	MAINTENANCE SUPPLIES	159.26	159.26
78205	1000BULBS.COM	291-6020-601.21-11	LIGHT BULBS	2,205.25	2,205.25
***** DIVISION TOTAL ****					28,078.78
***** DEPARTMENT TOTAL **					141,013.47

Youth Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 01			
78058	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES - A SON	282.00	
		291-6401-601.22-02	ALA DUES - M YOUNG	98.00	380.00
78059	ALBERTSONS/SAFEWAY	291-6401-601.22-03	1/24/2019 MEETING	13.98	13.98
78060	AMAZON.COM CREDIT	291-6401-601.32-01	FLEECE FABRIC DIY CRAFT	15.88	
		291-6401-601.32-01	TWEEN DIY KIT	40.96	
		291-6401-601.21-02	BATTERIES	7.90	
		291-6401-601.32-02	NEWCOMER VISIT SUPPLIES	44.50	
		291-6401-601.32-01	LARGE FARM ANIMALS	17.98	
		291-6401-601.32-01	COWBOY HATS	12.29	
		291-6401-601.32-01	FOAM VISORS	9.25	
		291-6401-601.32-01	JAN. TEEN VOLUNTEER KIT	14.28	
		291-6401-601.32-01	DOLLS & DOLL HOUSE	67.96	
		291-6401-601.32-01	CHAGALL EXHIBIT - DRESS	139.95	
		291-6401-601.32-01	TWEEN DYI - ELASTIC CORD	11.59	
		291-6401-601.32-01	TWEEN DIY KIT	10.29	
		291-6401-601.32-01	TWEEN DIY KIT	18.86	411.69
78066	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	TRAVEL/TRAINING	29.70	
		291-6401-601.32-01	PROGRAM SUPPLIES	36.94	
		291-6401-601.32-02	PROGRAM EVENTS	22.46	89.10
78098	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-01	PICTURE STORY NEWSPRINT	86.31	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					86.31
78101	ELLISON EDUCATIONAL EQUIPMENT	291-6401-601.30-05	OFFICE SUPPLIES-DIE CUTS	51.97	51.97
78115	GARVEYS OFFICE PRODUCTS	291-6401-601.32-90	ZIP-TIES & POCKET HOLDERS	150.15	150.15
78127	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - S HILL	25.00	
		291-6401-601.22-02	ILA DUES - C GIOVANNELLI-	40.00	65.00
***** DIVISION TOTAL ****					1,248.20

Specialty Info Services

DEPARTMENT:	64	User Services	DIVISION:	05		
78060	AMAZON.COM CREDIT		291-6405-601.32-90	BUILDING BLOCKS	28.83	28.83
78064	ARLINGTON HTS CHAMBER OF COMMERCE		291-6405-601.22-02	BUSINESS BUILDERS-SYNERGY	75.00	75.00
78066	ARLINGTON HTS MEMORIAL LIBRARY		291-6405-601.22-03	TRAVEL/TRAINING	3.13	
			291-6405-601.32-01	PROGRAM SUPPLIES	24.50	27.63
78067	ARLINGTON HTS MEMORIAL LIBRARY		291-6405-601.22-03	TABLE AT DUPAGE GENEALOGI	15.00	15.00
78122	HENQUINET, RICHARD		291-6405-601.22-18	RESUME REVIEWS, JANUARY	330.00	330.00
78129	ILLINOIS TESOL/BE		291-6405-601.22-03	ITBE FEBRUARY CONVENTION	150.00	
			291-6405-601.22-03	ITBE FEBR CONVENTION	100.00	250.00
78150	MADAY, JULIE I		291-6405-601.22-18	RESUME REVIEWS, JANUARY	120.00	120.00
78173	ROUNDY'S INC		291-6405-601.32-01	ESL TEA & TALK, 11/14/18	28.37	
			291-6405-601.32-02	PROGRAM EVENT	87.75	116.12
***** DIVISION TOTAL ****						962.58

Info Services

DEPARTMENT:	64	User Services	DIVISION:	10		
78060	AMAZON.COM CREDIT		291-6410-601.30-05	CLEANING SUPPLIES	11.99	
			291-6410-601.30-05	BATTERIES	10.27	
			291-6410-601.30-05	BATTERIES	5.85	28.11
78143	LACONI-IPPL		291-6410-601.22-03	REGIST F/TRAINING, 3/6	15.00	15.00
***** DIVISION TOTAL ****						43.11

Customer Services - Circulation

DEPARTMENT:	64	User Services	DIVISION:	20		
78060	AMAZON.COM CREDIT		291-6420-601.30-05	DISINFECTING WIPES	47.00	
			291-6420-601.30-05	SHIPPING TAPE	12.99	
			291-6420-601.30-05	TAG PROTECTORS	30.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.30-05	WALL MOUNT FILE HOLDER	11.99	
		291-6420-601.30-05	PACKING TAPE	29.12	131.10
78066	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAVEL/TRAINING	12.12	
		291-6420-601.22-03	TRAVEL/TRAINING	38.51	
		291-6420-601.30-05	OFFICE SUPPLIES	7.99	
		291-6420-601.22-03	TRAVEL/TRAINING	37.42	96.04
78097	DEMCO INC	291-6420-601.32-90	LINKIN TAPE	315.54	315.54
78101	ELLISON EDUCATIONAL EQUIPMENT	291-6420-601.30-05	ELLISON DIE CUTS F/OFFICE	28.00	28.00
78115	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	OFFICE SUPPLIES	36.00	
		291-6420-601.30-05	FLEXIBLE ROUND RING	20.36	56.36
78133	INDIAN TRAILS PUBLIC LIBRARY DIST	291-6420-601.22-03	REG FEE, 3/15,4CIRC SUPER	60.00	
		291-6420-601.22-03	REG FEE, 3/15,J DUNCAN&	30.00	90.00
78142	LACONI-IPPL	291-6420-601.22-03	REGIST F/TRAINING,3/6	15.00	15.00
78171	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SERVS	83.20	
		291-6420-601.21-65	DELIVERY SERVS	103.00	
		291-6420-601.21-65	DELIVERY SERVS	103.00	
		291-6420-601.21-65	DELIVERY SERVS	82.40	371.60
78190	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS JANUARY	125.30	125.30
78199	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	37.98	37.98
***** DIVISION TOTAL *****					1,266.92
					<i>Senior + Accessible Services</i>
DEPARTMENT: 64	User Services	DIVISION: 30			
78132	INDIAN TRAILS PUBLIC LIBRARY DIST	291-6430-601.22-03	REG FEE, 3/15,M JO LEPO+3	60.00	60.00
***** DIVISION TOTAL *****					60.00
					<i>programs and Exhibits</i>
DEPARTMENT: 64	User Services	DIVISION: 40			
78059	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM EVENTS	337.40	
		291-6440-601.22-03	REFRESHMENTS FOR RAILS	49.05	
		291-6440-601.32-02	TEEN READ A THON	32.60	
		291-6440-601.32-02	PROGRAM EVENTS	252.26	671.31
78060	AMAZON.COM CREDIT	291-6440-601.32-02	TAX REFUND	7.84-	
		291-6440-601.32-02	SUPPLIES FOR WONDER TIME	12.70	
		291-6440-601.32-02	TAX REFUND	2.52-	
		291-6440-601.32-02	JANOD STORY BOX CIRCUS	42.92	
		291-6440-601.32-02	POKEMANIA PROG SUPPLIES	15.57	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	POKEMANIA PROG SUPPLIES	14.20	
		291-6440-601.32-02	TAX REFUND	.75-	
		291-6440-601.32-02	BOOKMOBILE DISPLAY	33.54	
		291-6440-601.32-02	ESCAPE ROOM PROG SUPPLIES	12.95	
		291-6440-601.32-02	CHAGALL EXHIBIT SUPPLIES	14.99	
		291-6440-601.32-02	CHAGALL EXHIBIT SUPPLIES	19.29	
		291-6440-601.32-02	READERS PARTY BOOK	15.11	
		291-6440-601.32-02	READERS PARTY BOOKS	27.74	
		291-6440-601.32-02	FIELD NOTEBOOK FOR	31.80	
		291-6440-601.32-02	BOOK EXPLORERS SUPPLIES	38.11	
		291-6440-601.32-02	BABY DATE NIGHT SUPPLIES	37.50	
		291-6440-601.32-02	CHAGALL EXHIBIT SUPPLIES	15.94	
		291-6440-601.32-02	READERS PARTY BOOK	17.90	
		291-6440-601.32-02	READERS PARTY BOOK REFUND	15.11-	
		291-6440-601.32-02	HP BOOK NIGHT SUPPLIES	17.99	
		291-6440-601.32-02	HP BOOK NIGHT SUPPLIES	250.66	
		291-6440-601.32-02	HP BOOK NIGHT SUPPLIES	89.07	
		291-6440-601.32-02	CHAGALL SUPPLIES	88.74	
		291-6440-601.32-02	HP BOOK NIGHT CRAFT	63.75	
		291-6440-601.32-02	HP BOOK NIGHT CRAFT	33.97	
		291-6440-601.32-02	HP BOOK NIGHT CRAFT	26.70	
		291-6440-601.32-02	HP BOOK NIGHT CRAFT	35.96	
		291-6440-601.32-02	HP BOOK NIGHT CRAFT	8.99	
		291-6440-601.32-02	HP BOOK NIGHT CRAFT	342.79	
		291-6440-601.32-02	HP BOOK NIGHT CRAFT SUPPL	19.27	
		291-6440-601.32-02	HP BOOK NIGHT CRAFT SUPPL	14.30	
		291-6440-601.32-02	HP BOOK NIGHT CRAFT SUPPL	8.99	
		291-6440-601.32-02	CHAGALL EXHIBIT SUPPLIES	12.99	1,338.21
78066	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	14.33	
		291-6440-601.32-02	PROGRAM EVENTS	31.92	
		291-6440-601.32-02	PROGRAM EVENTS	17.97	
		291-6440-601.32-02	PROGRAM EVENTS	23.00	
		291-6440-601.32-02	PROGRAM EVENTS	45.95	
		291-6440-601.32-02	PROGRAM EVENTS	27.63	
		291-6440-601.32-02	PROGRAM EVENTS	20.25	
		291-6440-601.32-02	PROGRAM EVENTS	22.00	
		291-6440-601.32-02	PROGRAM EVENTS	28.98	
		291-6440-601.32-02	PROGRAM EVENTS	24.45	256.48
78067	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	TAG MEETING, 2/1	32.45	
		291-6440-601.32-02	TA MEETING	34.12	66.57
78068	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	HP BOOK NIGHT CRAFTS	3.50	
		291-6440-601.32-02	PENCILS	2.39	
		291-6440-601.32-02	PENCILS	40.63	
		291-6440-601.32-02	CHAGALL PUZZLES	53.16	
		291-6440-601.32-02	STICKERS	21.99	
		291-6440-601.32-02	ART DISPLAY ADVERTISING	155.31	
		291-6440-601.32-02	READER'S PARTY REFRESH-	36.17	
		291-6440-601.32-02	READER'S PARTY PRIZES	25.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	TEEN FINALS SNACKS	143.28	
		291-6440-601.32-02	CRAFT SUPPLIES POKE MANIA	32.93	
		291-6440-601.32-02	ART SUPPLIES F/TEEN PAIN-	165.04	679.40
78073	B & H PHOTO VIDEO	291-6440-601.22-18	ARTIST IN RESIDENCE FILM	661.06	
		291-6440-601.22-18	ARTIST IN RESIDENCE FILM	42.00	703.06
78082	BLICK ART MATERIALS	291-6440-601.32-02	SUPPLIES FOR CHAGALL	20.69	20.69
78096	DAVIS,CAROLYN ARMENTA	291-6440-601.22-18	ART OF ARCHITECTURE,2/19	275.00	275.00
78097	DEMCO INC	291-6440-601.32-02	STICKERS FOR I CAN READ	15.54	15.54
78098	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	CHAGALL EXHIBIT PLAY ENGA	131.33	
		291-6440-601.32-02	KW PLAY ENGAGEMENT ACTIVI	139.55	
		291-6440-601.32-02	SUPPLIES FOR POLAR BEAR	20.18	
		291-6440-601.32-02	CHAGALL PLAY ACTIVITIES	133.71	
		291-6440-601.32-02	HP BOOK NIGHT CRAFT	85.07	509.84
78100	EIFFEL FLOWER	291-6440-601.22-18	FLOWER ARRANGING WORKSHOP	425.00	425.00
78104	FAMBRO MANAGEMENT	291-6440-601.22-18	CHESS CLUB, 3/17	100.00	100.00
78110	FOR THE LOVE OF TIDY	291-6440-601.22-18	KONMARI 101 WORKSHOP,2/28	250.00	250.00
78113	FUN EXPRESS LLC	291-6440-601.32-02	HP BOOK NIGHT SUPPLIES-	33.24	33.24
78116	GEORGE,KALLIE	291-6440-601.22-18	SKYPE AUTHOR VISIT, 1/29	50.00	50.00
78137	JAWORSKI,THOMAS	291-6440-601.22-18	TEEN PROGRAMS- COLLEGE	175.00	175.00
78139	KO,BOKEUM	291-6440-601.22-18	VALENTINE CALLIGRAPHY,2/9	450.00	450.00
78140	KRUEGER,CHRISTOPHER	291-6440-601.22-18	3DRD PRESENTATION,THOMAS	150.00	150.00
78141	KRUEGER,MAX	291-6440-601.22-18	3DRD PRESENTATION,THOMAS	150.00	150.00
78146	LEGAL ASSISTANCE FOUNDATION	291-6440-601.22-18	RIGHTS AND RESOURCES,1/16	150.00	150.00
78149	LUCERO,JUAN	291-6440-601.22-18	DEPOSIT FOR DIA DE LAS	350.00	350.00
78153	MCMILLIN,TERESA	291-6440-601.22-18	GENEALOGY SEARCH, 3/18	175.00	175.00
78169	PRACHT,ANDREA	291-6440-601.22-18	INSTANT POT PROGRAM, 3/2	250.00	250.00
78173	ROUNDY'S INC	291-6440-601.32-02	PROGRAM EVENT	108.69	
		291-6440-601.32-02	PROGRAM EVENT	28.98	
		291-6440-601.32-02	PRESCHOOL INFO	10.17	147.84
78176	SCHOBER,LINDA	291-6440-601.22-18	CHAGALL ART PROGRAM, 2/21	200.00	200.00
78183	SWANK MOTION PICTURES INC	291-6440-601.22-18	MOVIE/WIDER LENS, 2/21	118.00	

PREPARED 02/19/19, 12:16 AM
 PROGRAM GM348U5
 DEPARTMENT: 64 User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
 Village of Arlington Heights
 DIVISION: 40

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.22-18	PUBLIC PERFORMANCE SITE	1,871.00	1,989.00
78194	VELA, MAUREEN	291-6440-601.32-02	NOVEMBER PROGRAM EXPENSES	26.66	26.66
78197	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT, 2 PROGRAMS, 3/2	400.00	400.00
***** DIVISION TOTAL *****					10,007.84

Digital Services

DEPARTMENT: 64 User Services
 78060 AMAZON.COM CREDIT

		DIVISION: 50	AMOUNT	TOTAL	
		291-6450-601.31-85	POP FILTERS	17.98	
		291-6450-601.32-90	CIRCULATION SUPPLIES	78.00	
		291-6450-601.31-85	WEBCAM COVERS	29.58	
		291-6450-601.31-85	EXTERNAL CD/DVD RW DRIVE	38.71	
		291-6450-601.31-85	FLASH DRIVES	75.78	
		291-6450-601.30-05	GENERAL OFFICE SUPPLIES	49.14	
		291-6450-601.30-05	GENERAL OFFICE SUPPLIES	8.51	
		291-6450-601.30-05	GENERAL OFFICE SUPPLIES	10.21	
		291-6450-601.50-15	ROKU STREAMING STICK	45.27	
		291-6450-601.30-05	GENERAL OFFICE SUPPLIES	20.88	
		291-6450-601.31-85	CD/DVD RW DRIVE	29.99	
		291-6450-601.31-85	SILHOUETTE CAMEO SUPPLIES	29.00	
		291-6450-601.31-85	SILHOUETTE CAMEO SUPPLIES	105.54	
		291-6450-601.31-85	HEADPHONES REPLACEMENT	33.66	
				572.25	
78068	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	WIRELESS HOTSPOTS	126.00	126.00
78111	FOUNDATION CENTER, THE	291-6450-601.32-78	INFO NETWORK PARTNERSHIP	2,995.00	2,995.00
78114	GALE/CENGAGE LEARNING	291-6450-601.32-78	GENERAL ONE FILECENGAGE	6,476.91	6,476.91
78127	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES - B PARDUE	150.00	150.00
78160	NEW READERS PRESS	291-6450-601.32-78	NEWS FOR YOU ONLINE NET-	499.00	499.00
78164	OCLC INC	291-6450-601.22-66	OUTSIDE REFERENCE SERVICE	2,773.62	2,773.62
78170	PROQUEST LLC	291-6450-601.32-78	PRESS READER	9,670.83	9,670.83
78184	TERRAPIN	291-6450-601.50-15	STEM PROGTAMMING EQUIPM.	773.95	773.95
***** DIVISION TOTAL *****					24,037.56

Collection Services

DEPARTMENT: 64 User Services
 78058 ALA MEMBERSHIP
 78060 AMAZON.COM CREDIT

		DIVISION: 70	AMOUNT	TOTAL
		291-6470-601.22-02	ALA DUES - V JAFFE	220.00
		291-6470-601.32-75	AV MTLs	96.96
		291-6470-601.32-75	AV MTLs	94.48

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	54.99	
		291-6470-601.32-75	AV MTLs	29.88	
		291-6470-601.32-75	AV MTLs	34.58	
		291-6470-601.32-75	AV MTLs	89.43	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	20.99	
		291-6470-601.32-75	AV MTLs	28.00	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	31.09	
		291-6470-601.32-75	AV MTLs	58.78	
		291-6470-601.32-75	AV MTLs	28.95	
		291-6470-601.32-75	AV MTLs	.50-	
		291-6470-601.32-75	AV MTLs	62.85	
		291-6470-601.32-75	AV MTLs	62.77	
		291-6470-601.32-75	AV MTLs	269.61	
		291-6470-601.32-75	AV MTLs	28.98	
		291-6470-601.32-75	AV MTLs	26.49	
		291-6470-601.32-75	AV MTLs	35.93	
		291-6470-601.32-75	AV MTLs	18.18	
		291-6470-601.32-75	AV MTLs	37.18	
		291-6470-601.32-75	AV MTLs	58.24	
		291-6470-601.32-75	AV MTLs	1.16-	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	91.66	
		291-6470-601.32-75	AV MTLs	43.85	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	11.13	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	19.95	
		291-6470-601.32-75	AV MTLs	57.77	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	61.70	
		291-6470-601.32-75	AV MTLs	29.98	
		291-6470-601.32-75	AV MTLs	17.10	
		291-6470-601.32-75	AV MTLs	18.28	
		291-6470-601.32-75	AV MTLs	26.00	
		291-6470-601.32-75	AV MTLs	49.76	
		291-6470-601.32-75	AV MTLs	69.95	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-75	AV MTLs	3.10-	
		291-6470-601.32-80	BOOKS	10.33	
		291-6470-601.32-80	BOOKS	41.93	
		291-6470-601.32-80	BOOKS	77.23	
		291-6470-601.32-75	AV MTLs	16.47	
		291-6470-601.32-80	BOOKS	35.00	
		291-6470-601.32-80	BOOKS	10.19	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	26.98	
		291-6470-601.32-80	BOOKS	26.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	28.99	
		291-6470-601.32-80	BOOKS	18.79	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	44.98	
		291-6470-601.32-80	BOOKS	20.80	
		291-6470-601.32-80	BOOKS	27.48	
		291-6470-601.32-80	BOOKS	29.36	
		291-6470-601.32-80	BOOKS	14.27	
		291-6470-601.32-80	BOOKS	59.96	
		291-6470-601.32-80	BOOKS	23.21	
		291-6470-601.32-80	BOOKS	18.79	
		291-6470-601.32-80	BOOKS	20.16	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	36.25	
		291-6470-601.32-80	BOOKS	19.90	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	36.48	
		291-6470-601.32-95	PERIODICALS	14.98	
		291-6470-601.32-95	PERIODICALS	18.49	
		291-6470-601.32-95	PERIODICALS	11.98	
		291-6470-601.32-95	PERIODICALS	40.69	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	19.34	
		291-6470-601.32-95	PERIODICALS	15.94	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	27.58	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	42.91	
		291-6470-601.32-75	AV MTLs	8.87	
		291-6470-601.32-75	AV MTLs	140.73	
		291-6470-601.32-75	AV MTLs	76.81	
		291-6470-601.32-75	AV MTLs	42.30	
		291-6470-601.32-75	AV MTLs	15.98	
		291-6470-601.32-75	AV MTLs	8.15	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	12.98	
		291-6470-601.32-75	AV MTLs	14.96	
		291-6470-601.32-75	AV MTLs	19.10	
		291-6470-601.32-75	AV MTLs	9.98	
		291-6470-601.32-75	AV MTLs	31.58	
		291-6470-601.32-75	AV MTLs	62.47	
		291-6470-601.32-75	AV MTLs	32.88	
		291-6470-601.32-75	AV MTLs	20.34	
		291-6470-601.32-75	AV MTLs	132.40	
		291-6470-601.32-75	AV MTLs	690.35	
		291-6470-601.32-75	AV MTLs	36.98	
		291-6470-601.32-75	AV MTLs	29.97	
		291-6470-601.32-75	AV MTLs	119.74	
		291-6470-601.32-75	AV MTLs	5.97	
		291-6470-601.32-75	AV MTLs	119.96	
		291-6470-601.32-75	AV MTLs	13.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL5	221.91	
		291-6470-601.32-75	AV MTL5	19.89	
		291-6470-601.32-75	AV MTL5	127.96	
		291-6470-601.32-75	AV MTL5	59.99	
		291-6470-601.32-75	AV MTL5	154.89	
		291-6470-601.32-75	AV MTL5	50.32	
		291-6470-601.32-75	AV MTL5	19.78	
		291-6470-601.32-75	AV MTL5	36.99	
		291-6470-601.32-75	AV MTL5	25.98	
		291-6470-601.32-75	AV MTL5	59.99	
		291-6470-601.32-75	AV MTL5	7.99-	
		291-6470-601.32-75	AV MTL5	149.95	
		291-6470-601.32-75	AV MTL5	7.99-	
		291-6470-601.32-75	AV MTL5	37.93	
		291-6470-601.32-75	AV MTL5	17.02	
		291-6470-601.32-75	AV MTL5	9.85	
		291-6470-601.32-75	AV MTL5	13.00	
		291-6470-601.32-75	AV MTL5	16.59	
		291-6470-601.32-75	AV MTL5	37.78	
		291-6470-601.32-75	AV MTL5	29.98	
		291-6470-601.32-75	AV MTL5	127.96	
		291-6470-601.32-75	AV MTL5	35.72	
		291-6470-601.32-75	AV MTL5	49.40	
		291-6470-601.32-75	AV MTL5	78.70	
		291-6470-601.32-75	AV MTL5	7.68	
		291-6470-601.32-75	AV MTL5	16.39	
		291-6470-601.32-75	AV MTL5	20.25	
		291-6470-601.32-75	AV MTL5	20.78	
		291-6470-601.32-75	AV MTL5	25.29	
		291-6470-601.32-75	AV MTL5	10.88	
		291-6470-601.32-75	AV MTL5	10.79	
		291-6470-601.32-75	AV MTL5	32.56	
		291-6470-601.32-75	AV MTL5	11.77	
		291-6470-601.32-75	AV MTL5	37.98	
		291-6470-601.32-80	BOOKS	18.70	
		291-6470-601.32-80	BOOKS	12.52	
		291-6470-601.32-80	BOOKS	37.60	
		291-6470-601.32-80	BOOKS	31.75	
		291-6470-601.32-80	BOOKS	35.97	
		291-6470-601.32-80	BOOKS	42.06	
		291-6470-601.32-80	BOOKS	8.68	
		291-6470-601.32-80	BOOKS	86.97	
		291-6470-601.32-80	BOOKS	10.19	
		291-6470-601.32-80	BOOKS	.32-	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	.62-	
		291-6470-601.32-80	BOOKS	5.14	
		291-6470-601.32-80	BOOKS	25.25	
		291-6470-601.32-80	BOOKS	.65-	
		291-6470-601.32-80	BOOKS	101.72	
		291-6470-601.32-80	BOOKS	11.54	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	61.08	
		291-6470-601.32-80	BOOKS	38.54	
		291-6470-601.32-80	BOOKS	10.37	
		291-6470-601.32-80	BOOKS	21.59	
		291-6470-601.32-80	BOOKS	18.56	
		291-6470-601.32-80	BOOKS	12.89	
		291-6470-601.32-80	BOOKS	10.19	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	36.70	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	27.98	
		291-6470-601.32-80	BOOKS	220.58	
		291-6470-601.32-80	BOOKS	21.99	
		291-6470-601.32-80	BOOKS	9.66	
		291-6470-601.32-80	BOOKS	17.90	
		291-6470-601.32-80	BOOKS	73.75	
		291-6470-601.32-95	PERIODICALS	23.79	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	28.76	
		291-6470-601.30-05	SHEARS (PACK OF 2)	29.95	
		291-6470-601.32-75	AV MTLs	18.39	
		291-6470-601.32-75	AV MTLs	13.97	
		291-6470-601.32-75	AV MTLs	35.00	
		291-6470-601.32-75	AV MTLs	19.92	
		291-6470-601.32-75	AV MTLs	2.00-	
		291-6470-601.32-75	AV MTLs	59.96	
		291-6470-601.32-75	AV MTLs	95.79	
		291-6470-601.32-75	AV MTLs	25.36	
		291-6470-601.32-75	AV MTLs	42.35	
		291-6470-601.32-75	AV MTLs	70.93	
		291-6470-601.32-75	AV MTLs	31.82	
		291-6470-601.32-75	AV MTLs	33.92	
		291-6470-601.32-75	AV MTLs	5.99	
		291-6470-601.32-75	AV MTLs	14.52	
		291-6470-601.32-75	AV MTLs	149.00	
		291-6470-601.32-75	AV MTLs	33.00	
		291-6470-601.32-75	AV MTLs	59.97	
		291-6470-601.32-75	AV MTLs	33.19	
		291-6470-601.32-75	AV MTLs	38.72	
		291-6470-601.32-75	AV MTLs	20.50	
		291-6470-601.32-75	AV MTLs	136.77	
		291-6470-601.32-75	AV MTLs	48.06	
		291-6470-601.32-75	AV MTLs	27.39	
		291-6470-601.32-75	AV MTLs	59.88	
		291-6470-601.32-75	AV MTLs	115.94	
		291-6470-601.32-80	BOOKS	.03-	
		291-6470-601.32-80	BOOKS	139.93	
		291-6470-601.32-80	BOOKS	17.38	
		291-6470-601.32-80	BOOKS	78.15	
		291-6470-601.32-80	BOOKS	11.55	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	12.80	
		291-6470-601.32-80	BOOKS	23.87	
		291-6470-601.32-80	BOOKS	16.80	
		291-6470-601.32-80	BOOKS	62.73	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	14.24	
		291-6470-601.32-95	PERIODICALS	16.35	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	16.46	
		291-6470-601.32-95	PERIODICALS	11.98	
		291-6470-601.32-95	PERIODICALS	14.55	
		291-6470-601.32-95	PERIODICALS	32.66	
		291-6470-601.30-05	OFFICE SUPPLIES	25.90	
		291-6470-601.30-05	OFFICE SUPPLIES	29.95	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	46.45	
		291-6470-601.32-75	AV MTLs	107.48	
		291-6470-601.32-75	AV MTLs	65.47	
		291-6470-601.32-75	AV MTLs	14.39	
		291-6470-601.32-75	AV MTLs	16.59	
		291-6470-601.32-75	AV MTLs	17.39	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	18.41	
		291-6470-601.32-75	AV MTLs	96.34	
		291-6470-601.32-75	AV MTLs	48.01	
		291-6470-601.32-75	AV MTLs	108.99	
		291-6470-601.32-75	AV MTLs	81.98	
		291-6470-601.32-75	AV MTLs	30.99	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	91.90	
		291-6470-601.32-75	AV MTLs	19.45	
		291-6470-601.32-75	AV MTLs	58.87	
		291-6470-601.32-75	AV MTLs	56.96	
		291-6470-601.32-75	AV MTLs	22.46	
		291-6470-601.32-75	AV MTLs	10.11-	
		291-6470-601.32-75	AV MTLs	40.99	
		291-6470-601.32-75	AV MTLs	20.78	
		291-6470-601.32-75	AV MTLs	8.86	
		291-6470-601.32-80	BOOKS	16.80	
		291-6470-601.32-80	BOOKS	11.56	
		291-6470-601.32-80	BOOKS	13.24	
		291-6470-601.32-80	BOOKS	32.22	
		291-6470-601.32-95	PERIODICALS	9.93	
		291-6470-601.32-95	PERIODICALS	9.93	
		291-6470-601.32-05	LAMINATED CARD GUIDES	10.74	10,089.79
78067	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	195.00	
		291-6470-601.32-75	AV MTLs	119.00	314.00
78068	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	30.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-03	BOOK EXPO REGISTRATION-	75.00	
		291-6470-601.32-75	AV MTLs	73.64	
		291-6470-601.32-75	AV MTLs	38.46	
		291-6470-601.32-75	AV MTLs	11.16	
		291-6470-601.32-75	AV MTLs	45.58	
		291-6470-601.32-80	BOOKS	41.42	
		291-6470-601.32-75	AV MTLs	19.50	
		291-6470-601.32-75	AV MTLs	127.42	
		291-6470-601.32-75	AV MTLs	19.86	
		291-6470-601.32-75	AV MTLs	649.95	
		291-6470-601.32-75	AV MTLs	111.47	
		291-6470-601.32-75	AV MTLs	191.88	
		291-6470-601.32-75	AV MTLs	63.72	
		291-6470-601.32-75	AV MTLs	203.66	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-80	BOOKS	68.45	
		291-6470-601.32-80	BOOKS	42.47	
		291-6470-601.32-95	PERIODICALS	290.00	
		291-6470-601.32-75	AV MTLs	119.98	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-80	BOOKS	350.98	
		291-6470-601.32-80	BOOKS	30.52	
		291-6470-601.32-75	AV MTLs	13.51	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-80	BOOKS	158.00	
		291-6470-601.32-95	PERIODICALS	23.59	
		291-6470-601.30-33	WEB SUBSCRIPTION TO CATA-	525.00	
		291-6470-601.32-95	PERIODICALS	9.99	
		291-6470-601.32-95	PERIODICALS	25.00	
		291-6470-601.32-95	PERIODICALS	340.00	
		291-6470-601.32-95	PERIODICALS	88.68	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-95	PERIODICALS	5.00	
		291-6470-601.32-75	AV MTLs	806.90-	
		291-6470-601.32-75	AV MTLs	38.11	
		291-6470-601.32-75	AV MTLs	3.00-	
		291-6470-601.32-75	AV MTLs	8.00-	3,096.05
78073	B & H PHOTO VIDEO	291-6470-601.32-75	ARTIST IN RESIDENCE FILM	499.84	499.84
78074	BACKWOODS HOME MAGAZINE	291-6470-601.32-95	PERIODICALS	26.00	26.00
78076	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	149.20	
		291-6470-601.32-80	BOOKS	224.65	
		291-6470-601.32-80	BOOKS	289.09	
		291-6470-601.32-80	BOOKS	131.75	
		291-6470-601.32-80	BOOKS	166.17	
		291-6470-601.32-80	BOOKS	370.14	
		291-6470-601.32-80	BOOKS	130.15	
		291-6470-601.32-80	BOOKS	404.70	
		291-6470-601.32-80	BOOKS	284.92	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	533.97	
		291-6470-601.32-80	BOOKS	381.66	
		291-6470-601.32-80	BOOKS	333.10	
		291-6470-601.32-80	BOOKS	1,404.40	
		291-6470-601.32-80	BOOKS	392.01	
		291-6470-601.32-80	BOOKS	940.37	
		291-6470-601.32-80	BOOKS	51.77	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	312.71	
		291-6470-601.32-80	BOOKS	189.81	
		291-6470-601.32-80	BOOKS	23.65	
		291-6470-601.32-80	BOOKS	448.64	
		291-6470-601.32-80	BOOKS	402.74	
		291-6470-601.32-80	BOOKS	364.87	
		291-6470-601.32-80	BOOKS	45.31	
		291-6470-601.32-80	BOOKS	17.72	
		291-6470-601.32-80	BOOKS	364.41	
		291-6470-601.32-80	BOOKS	43.89	
		291-6470-601.32-80	BOOKS	463.18	
		291-6470-601.32-80	BOOKS	875.78	
		291-6470-601.32-80	BOOKS	163.00	
		291-6470-601.32-80	BOOKS	174.26	
		291-6470-601.32-80	BOOKS	142.80	
		291-6470-601.32-80	BOOKS	1,163.03	
		291-6470-601.32-80	BOOKS	493.31	
		291-6470-601.32-80	BOOKS	881.37	
		291-6470-601.32-80	BOOKS	350.63	
		291-6470-601.32-80	BOOKS	628.65	
		291-6470-601.32-80	BOOKS	206.95	
		291-6470-601.32-80	BOOKS	214.78	
		291-6470-601.32-80	BOOKS	100.20	
		291-6470-601.32-80	BOOKS	742.29	
		291-6470-601.32-80	BOOKS	389.76	
		291-6470-601.32-80	BOOKS	79.75	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	112.00	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	357.20	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	130.35	
		291-6470-601.22-85	PROC SERVS	56.00	
		291-6470-601.22-85	PROC SERVS	216.60	
		291-6470-601.22-85	PROC SERVS	395.20	
		291-6470-601.22-85	PROC SERVS	201.40	
		291-6470-601.22-85	PROC SERVS	307.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	148.20	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.32-75	AV MTLs	406.98	
		291-6470-601.32-75	AV MTLs	124.37	
		291-6470-601.32-75	AV MTLs	200.72	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	178.60	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	83.25	
		291-6470-601.22-85	PROC SERVS	174.45	
		291-6470-601.22-85	PROC SERVS	130.35	
		291-6470-601.22-85	PROC SERVS	72.80	
		291-6470-601.32-80	BOOKS	355.79	
		291-6470-601.32-80	BOOKS	34.76	
		291-6470-601.32-80	BOOKS	189.56	
		291-6470-601.32-80	BOOKS	385.80	
		291-6470-601.32-80	BOOKS	235.51	
		291-6470-601.32-80	BOOKS	458.12	
		291-6470-601.32-80	BOOKS	728.08	
		291-6470-601.32-80	BOOKS	372.80	
		291-6470-601.32-80	BOOKS	249.47	
		291-6470-601.32-80	BOOKS	353.83	
		291-6470-601.32-80	BOOKS	326.69	
		291-6470-601.32-80	BOOKS	255.83	
		291-6470-601.32-80	BOOKS	279.61	
		291-6470-601.32-80	BOOKS	149.78	
		291-6470-601.32-80	BOOKS	202.56	
		291-6470-601.32-80	BOOKS	649.81	
		291-6470-601.32-80	BOOKS	417.94	
		291-6470-601.32-75	AV MTLs	61.85	
		291-6470-601.32-75	AV MTLs	24.86	
		291-6470-601.32-75	AV MTLs	276.04	
		291-6470-601.32-80	BOOKS	1,410.22	
		291-6470-601.32-80	BOOKS	424.44	
		291-6470-601.32-80	BOOKS	247.65	
		291-6470-601.32-80	BOOKS	272.53	
		291-6470-601.32-80	BOOKS	784.14	
		291-6470-601.32-80	BOOKS	747.10	
		291-6470-601.32-80	BOOKS	107.76	
		291-6470-601.32-80	BOOKS	455.92	
		291-6470-601.32-80	BOOKS	27.17	
		291-6470-601.32-80	BOOKS	201.34	
		291-6470-601.32-80	BOOKS	448.37	
		291-6470-601.32-80	BOOKS	207.27	
		291-6470-601.32-80	BOOKS	887.25	
		291-6470-601.32-80	BOOKS	358.00	

PREPARED 02/19/19, 12:16 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 #					
		291-6470-601.32-80	BOOKS	369.97	
		291-6470-601.32-80	BOOKS	352.89	
		291-6470-601.32-80	BOOKS	500.00-	
		291-6470-601.32-75	AV MTLs	500.00-	
		291-6470-601.32-80	BOOKS	229.42	
		291-6470-601.32-80	BOOKS	368.42	
		291-6470-601.32-80	BOOKS	453.34	
		291-6470-601.32-80	BOOKS	803.60	
		291-6470-601.32-80	BOOKS	223.92	
		291-6470-601.32-80	BOOKS	1,091.57	
		291-6470-601.32-80	BOOKS	128.29	
		291-6470-601.32-80	BOOKS	53.33	
		291-6470-601.32-80	BOOKS	698.78	
		291-6470-601.32-80	BOOKS	768.67	
		291-6470-601.32-80	BOOKS	787.80	
		291-6470-601.32-80	BOOKS	415.90	
		291-6470-601.32-80	BOOKS	23.03	
		291-6470-601.32-80	BOOKS	351.14	
		291-6470-601.32-80	BOOKS	128.58	
		291-6470-601.32-80	BOOKS	382.22	
		291-6470-601.22-85	PROC SERVS	516.80	
		291-6470-601.22-85	PROC SERVS	84.75	
		291-6470-601.22-85	PROC SERVS	277.40	
		291-6470-601.22-85	PROC SERVS	187.35	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	319.20	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	11.20-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	205.20	
		291-6470-601.22-85	PROC SERVS	117.60	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	285.00	
		291-6470-601.22-85	PROC SERVS	193.80	
		291-6470-601.22-85	PROC SERVS	201.40	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.32-75	AV MTLs	44.20	
		291-6470-601.32-75	AV MTLs	470.15	
		291-6470-601.32-75	AV MTLs	22.11	43,557.67
78077	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	31.49	
		291-6470-601.32-75	AV MTLs	875.79	
		291-6470-601.32-75	AV MTLs	856.99	
		291-6470-601.32-75	AV MTLs	462.70	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	2,463.20	
		291-6470-601.32-75	AV MTLs	300.74	
		291-6470-601.32-75	AV MTLs	829.68	
		291-6470-601.32-75	AV MTLs	52.01	
		291-6470-601.32-75	AV MTLs	175.53	
		291-6470-601.32-75	AV MTLs	2,775.09	
		291-6470-601.32-75	AV MTLs	115.41	
		291-6470-601.32-75	AV MTLs	11.98	
		291-6470-601.32-75	AV MTLs	130.01	
		291-6470-601.32-75	AV MTLs	33.20	
		291-6470-601.32-75	AV MTLs	141.37	
		291-6470-601.32-75	AV MTLs	2,364.62	
		291-6470-601.32-75	AV MTLs	56.25	
		291-6470-601.32-75	AV MTLs	212.16	
		291-6470-601.32-75	AV MTLs	14.69	
		291-6470-601.32-75	AV MTLs	98.74	
		291-6470-601.32-75	AV MTLs	3,493.15	
		291-6470-601.32-75	AV MTLs	133.52	
		291-6470-601.32-75	AV MTLs	205.62	
		291-6470-601.32-75	AV MTLs	72.18	15,906.12
78078	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	683.82	683.82
78080	BI RESEARCH	291-6470-601.32-95	PERIODICALS	100.00	100.00
78081	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	.04	.04
78083	CABOT HERITAGE CORP	291-6470-601.32-95	PERIODICALS	147.00	147.00
78086	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	28.57	28.57
78087	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	910.00	
		291-6470-601.32-95	PERIODICALS	700.00	
		291-6470-601.32-95	PERIODICALS	700.00	2,310.00
78090	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	60.85	60.85
78092	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	30.31-	
		291-6470-601.32-95	PERIODICALS	80.92	
		291-6470-601.32-95	PERIODICALS	258.20	
		291-6470-601.32-95	PERIODICALS	23.26	
		291-6470-601.32-95	PERIODICALS	76.81	
		291-6470-601.32-95	PERIODICALS	1,312.91	
		291-6470-601.32-95	PERIODICALS	1,165.50	
		291-6470-601.32-95	PERIODICALS	24.29	
		291-6470-601.32-95	PERIODICALS	29.33	
		291-6470-601.32-95	PERIODICALS	40.43	2,981.34
78093	CSAGSI	291-6470-601.32-95	PERIODICALS	30.00	30.00
78097	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	113.25	

PREPARED 02/19/19, 12:16 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 #					113.25
78099	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	3,007.49	3,007.49
78102	ESPN THE MAGAZINE	291-6470-601.32-95	PERIODICALS	26.00	26.00
78105	FILMTOOLS	291-6470-601.32-05	PROCESSING SUPPLIES	545.90	545.90
78106	FINANCIAL TIMES	291-6470-601.32-95	PERIODICALS	450.00	450.00
78114	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	141.56	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	71.97	
		291-6470-601.32-80	BOOKS	124.77	
		291-6470-601.32-80	BOOKS	425.48	
		291-6470-601.32-80	BOOKS	112.76	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	44.98	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	102.71	
		291-6470-601.32-80	BOOKS	59.98	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	78.37	1,480.70
78119	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	242.05	242.05
78123	HIGHLAND PARK PUBLIC LIBRARY	291-6470-601.21-64	INTERLIBRARY LOAN	15.95	15.95
78125	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	82.50	
		291-6470-601.32-80	BOOKS	56.25	
		291-6470-601.32-80	BOOKS	131.25	270.00
78127	ILA MEMBERSHIP	291-6470-601.22-02	ILA DUES - J KADUS	150.00	150.00
78134	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	125.54	
		291-6470-601.32-80	BOOKS	24.53	
		291-6470-601.32-80	BOOKS	32.80	
		291-6470-601.32-80	BOOKS	192.03	
		291-6470-601.32-80	BOOKS	23.73	
		291-6470-601.32-80	BOOKS	238.13	
		291-6470-601.32-80	BOOKS	113.22	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	20.70	
		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	50.34	
		291-6470-601.32-80	BOOKS	62.15	
		291-6470-601.32-80	BOOKS	175.64	
		291-6470-601.32-80	BOOKS	79.88	
		291-6470-601.32-80	BOOKS	78.82	
		291-6470-601.32-80	BOOKS	64.96	
		291-6470-601.32-80	BOOKS	95.97	
		291-6470-601.32-80	BOOKS	15.82	
		291-6470-601.32-80	BOOKS	29.35	
		291-6470-601.32-80	BOOKS	19.20	
		291-6470-601.32-80	BOOKS	22.56	
		291-6470-601.32-80	BOOKS	263.06	
		291-6470-601.32-80	BOOKS	99.63	
		291-6470-601.32-80	BOOKS	96.62	
		291-6470-601.32-80	BOOKS	44.36	
		291-6470-601.32-80	BOOKS	94.93	
		291-6470-601.32-80	BOOKS	49.65	
		291-6470-601.32-80	BOOKS	47.37	
		291-6470-601.32-80	BOOKS	67.60	
		291-6470-601.32-80	BOOKS	30.59	
		291-6470-601.32-80	BOOKS	65.70	
		291-6470-601.32-80	BOOKS	67.63	
		291-6470-601.32-80	BOOKS	50.62	
		291-6470-601.32-80	BOOKS	28.76	
		291-6470-601.32-80	BOOKS	191.06	
		291-6470-601.32-80	BOOKS	110.10	
		291-6470-601.32-80	BOOKS	84.50	
		291-6470-601.32-80	BOOKS	20.40	
		291-6470-601.32-80	BOOKS	140.26	
		291-6470-601.32-80	BOOKS	30.50	
		291-6470-601.32-80	BOOKS	49.70	
		291-6470-601.32-80	BOOKS	17.37	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	72.46	
		291-6470-601.32-80	BOOKS	268.54	
		291-6470-601.32-80	BOOKS	166.69	
		291-6470-601.32-80	BOOKS	315.40	
		291-6470-601.32-80	BOOKS	114.96	
		291-6470-601.32-80	BOOKS	27.50	
		291-6470-601.32-80	BOOKS	89.13	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	34.38	
		291-6470-601.32-80	BOOKS	68.27	
		291-6470-601.32-80	BOOKS	77.35	4,529.13
78136	JANWAY COMPANY USA INC	291-6470-601.32-05	PROCESSING SUPPLIES	272.88	272.88
78138	KANOPY INC	291-6470-601.32-75	AV MTLs	662.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					662.00
78144	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MTLs	26.98	
		291-6470-601.32-80	BOOKS	114.98	141.96
78151	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	217.00	
		291-6470-601.32-80	BOOKS	222.00	439.00
78156	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	481.96	
		291-6470-601.32-75	AV MTLs	193.14	
		291-6470-601.32-75	AV MTLs	332.79	
		291-6470-601.32-75	AV MTLs	22.48	
		291-6470-601.32-75	AV MTLs	220.63	
		291-6470-601.32-75	AV MTLs	33.72	
		291-6470-601.32-75	AV MTLs	181.91	
		291-6470-601.32-75	AV MTLs	7,879.99	
		291-6470-601.32-80	BOOKS	2,519.12	11,865.74
78165	OK MAGAZINE	291-6470-601.32-95	PERIODICALS	46.28	46.28
78168	PETERSON'S	291-6470-601.32-80	BOOKS	245.83	245.83
78172	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	35.99	
		291-6470-601.32-75	AV MTLs	254.15	389.14
78174	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	202.42	202.42
78177	SCHOLASTIC LIBRARY	291-6470-601.32-80	BOOKS	764.40	
		291-6470-601.32-80	BOOKS	39.00	
		291-6470-601.32-80	BOOKS	195.00	
		291-6470-601.32-80	BOOKS	50.70	1,049.10
78188	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	265.30	265.30
78189	ULINE	291-6470-601.32-90	QUIET TAPE	77.63	77.63
78192	UNIVERSITY OF ILLINOIS PRESS	291-6470-601.32-95	PERIODICALS	75.00	75.00
78193	VALUE LINE PUBLISHING LLC	291-6470-601.32-95	PERIODICALS	407.00	407.00
78198	WALL STREET JOURNAL	291-6470-601.32-95	PERIODICALS	525.00	
		291-6470-601.32-95	PERIODICALS	539.88	1,064.88
78199	WAREHOUSE DIRECT	291-6470-601.32-05	PROCESSING SUPPLIES	45.42	
		291-6470-601.30-05	OFFICE SUPPLIES	17.10	62.52
78200	WHEELING HISTORICAL SOCIETY	291-6470-601.32-80	BOOKS	30.00	30.00
78201	WHITE PAPERS	291-6470-601.32-80	BOOKS	28.94	28.94
78203	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	73.25	

PREPARED 02/19/19, 12:16 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 #					
***** DIVISION TOTAL ****					108,280.43
***** DEPARTMENT TOTAL **					145,906.64
***** GRAND TOTAL *****					292,880.24

PREPARED 2/12/19, 12:16 AM
PROGRAM GM348U5

ACCOUNTS PAYACHECK/EFT REGISTER BY FUND
Village of Arlington Heights

PAGE 27
ACCOUNTING PERIOD 2/2019

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	293,280.24
491	Capital Projects-Library	400.00-
**** TOTAL ALL FUNDS ****		292,880.24

2/19/2019

**Arlington Heights Memorial Library
Special Funds Summary
1/31/2019**

Count 22

	Account	Amount	Description	Staff
Check # 1535-AHML - Petty Cash				
1/14/2019	6001-2205	\$ 16.95	Postage	G Rojek
	6440-3202	\$ 14.33	Program Events	A Hamilton
	6440-3202	\$ 31.92	Program Events	M Young
1/21/2019	6440-3202	\$ 17.97	Program Events	A Hamilton
	6440-3202	\$ 23.00	Program Events	M Vela
	6001-2203	\$ 36.99	Travel/Training	H Trieu
	6401-2203	\$ 29.70	Travel/Training	L Dakas
	6420-2203	\$ 12.12	Travel/Training	S Meyer
	6420-2203	\$ 38.51	Travel/Training	T Scallon
	6001-2203	\$ 13.98	Travel/Training	D Halpin
1/28/2019	6440-3202	\$ 45.95	Program Events	A Hamilton
	6240-3005	\$ 7.99	Office Supplies	T Scallon
	6420-2203	\$ 37.42	Travel/Training	S Meyer
	6440-3202	\$ 27.63	Program Events	A Son
	6440-3202	\$ 20.25	Program Events	A Belford
	6401-3201	\$ 36.94	Program Supplies	A Son
	6405-2203	\$ 3.13	Travel/Training	T Karim
	6405-3201	\$ 24.50	Program Supplies	T Karim
1/31/2019	6440-3202	\$ 22.00	Program Events	L Draftz
	6440-3202	\$ 28.98	Program Events	J Lasky
	6440-3202	\$ 24.45	Program Events	N Murray
	6401-3202	\$ 22.46	Program Events	E Loeffler
		<u>\$ 537.17</u>		

February 19, 2019

**Arlington Heights Memorial Library
American Express Card Summary
1/31/2019**

CARDHOLDER	Count	90	AMOUNT	VENDOR	DESCRIPTION	
M. Driskell		489-90-00	\$ (200.26)	AMEX Cash back rebate	Other Income/Rebate	
		6002-2210	\$ 35.77	VISTAPRINT	Business Cards	
		6002-3005	\$ 27.74	JETPENS.COM	Pens	
		6004-3202	\$ 306.50	TOTALLY PROMOTIONAL	Bags - 100 Books	
		6004-3272	\$ 2,211.96	GIFTCARDS.COM	2019 Volunteer Luncheon	
		6004-3272	\$ 59.29	BROWN INDUSTRIES INC	2019 Volunteer Luncheon	
		6002-2210	\$ 271.00	STICKER MULE	100Books Bookplate	
		6002-2005	\$ 300.00	CONSTANTCONTACT	Monthly Subscription	
		6002-2210	\$ 19.38	VISTAPRINT	Business Cards	
		6001-2203	\$ 1,125.00	SXSW, LLC	2019 Conference D Olichwier	
		6450-5015	\$ 126.00	TECHSOUP	Wireless Hotspots	
		6002-2165	\$ 190.00	LATER.COM	Monthly Subscription	
		6002-2210	\$ 296.00	STICKER MULE	Chagall Stickers	
		6440-3202	\$ 3.50	ETSY.COM	HP Book Night Crafts	
		6440-3202	\$ 2.39	TARGET.COM	Pencils	
		6020-2111	\$ 179.18	BRADY	Maintenance Supplies	
		6440-3202	\$ 40.63	TARGET.COM	Pencils	
		6440-3202	\$ 53.16	CAFEPRESS.COM	Chagall Puzzles	
		6440-3202	\$ 21.99	WALMART.COM	Stickers	
		6001-2203	\$ 661.44	SHERATON SEATTLE	ALA Hotel T Dantis	
		6002-2210	\$ 19.38	VISTAPRINT	Business Cards	
		6001-2203	\$ 400.00	ARLINGTON HEIGHTS CH	Mayor's Prayer Breakfast 2/7/19	
		6440-3202	\$ 155.31	PEEPS RETAIL STORE	Art Display Advertising	
		6002-2165	\$ 8.35	FACEBK	Advertising	
		6001-3005	\$ 39.99	TARGET.COM	Coffee Maker	
		6470-3205	\$ 30.00	CUMBERLAND CONCEPTS	Processing Supplies	
		6001-2203	\$ 1,500.00	ARLINGTON HEIGHTS CH	Recognition Gala 1/25/19	
		6002-3005	\$ 46.44	THE BARR DISPLAY	Ceiling Twist Loops	
		6020-5055	\$ (117.00)	BESTBUYCOM	Refund Tax	
		6020-5055	\$ (36.00)	BESTBUYCOM	Refund Tax	
		6020-5055	\$ (247.00)	BESTBUYCOM	Refund Tax	
	R. Dworianyyn		6010-3032	\$ 11.99	GOOGLE *YOUTUBEPREMI	YouTube Premium KW
			6010-3032	\$ 4.67	TRELLO.COM	Monthly Subscription
			6010-2005	\$ 81.48	COMODO	SSL Certificate - Village Communication
			6010-3032	\$ 25.00	GITHUB	Monthly Subscription
			6010-3032	\$ 16.42	STEAMPOWERED.COM	Virtual Reality Game for the HUB PC
			6001-2242	\$ 344.85	COMCAST	Public Internet Service
			6010-3032	\$ 25.00	TRELLO.COM	Monthly Subscription
			6010-3032	\$ 4.99	AMZNFREETIME	Monthly Subscription
			6010-3032	\$ 408.00	SMK*SURVEYMONKEY	Annual Subscription
			6010-2005	\$ 54.10	PAYFLOW	Monthly Subscription
			6010-3032	\$ 516.00	VOLGISTICS INC	Volunteer Software Renewal
			6010-3032	\$ 540.00	IN *SENSOURCE, INC.	People Counter Web Portal Subscription
		6010-3185	\$ 45.90	AMZN	View HD HDMI Audio Extractor	
		6010-3032	\$ 14.99	SPOTIFY	Monthly Subscription	
		6010-3032	\$ 49.00	RIDDLE.COM	Monthly Subscription	
J. Czajka			6440-3202	\$ 36.17	TRADER JOE'S	Reader's Party Refreshments 1/24/19
			6440-3202	\$ 25.00	STARBUCKS STORE	Reader's Party Prizes
			6440-3202	\$ 143.28	SAM'S CLUB	Teen Finals Snacks
			6440-3202	\$ 32.93	JOANN STORES	Craft Supplies Poke Mania
D. Ekl			6470-2203	\$ 75.00	BOOKEXPOREGISTERED	Book Expo Registration - V Jaffe
		6440-3202	\$ 165.04	DECOART INC	Art Supplies for Teen Painting Night	
M. Szymanek		6002-2165	\$ 520.00	ISTOCKPHOTO	Istock Credits	
		6470-3275	\$ 73.64	DEAD.NET	AV Mts	
		6470-3275	\$ 38.46	DEAD.NET	AV Mts	
		6470-3275	\$ 11.16	CLASSICAL CONVERSATI	AV Mts	
		6470-3275	\$ 45.58	STAMPINGTON & COMPAN	AV Mts	
		6470-3280	\$ 41.42	DESERET BOOK CO	Books	
		6470-3275	\$ 19.50	PAYPAL *WANTED MAN	AV Mts	
		6470-3275	\$ 127.42	BBC AMERICA SHOP	AV Mts	
		6470-3275	\$ 19.86	TARGET.COM	AV Mts	
		6470-3275	\$ 649.95	BARNES&NOBLE.COM-	AV Mts	
		6470-3275	\$ 111.47	BBC AMERICA SHOP	AV Mts	
		6470-3275	\$ 191.88	WALMART.COM	AV Mts	
		6470-3275	\$ 63.72	GAMESTOP.COM	AV Mts	
		6470-3275	\$ 203.66	NEUNABER	AV Mts	
		6470-3275	\$ 13.99	NETFLIX.COM	AV Mts	
		6470-3280	\$ 68.45	CONSUMER REPORT BOOK	Books	
		6470-3280	\$ 42.47	CONSUMER REPORT BOOK	Books	
		6470-3295	\$ 290.00	THE CHARTIST INC	Periodicals	
		6470-3275	\$ 119.98	TARGET.COM	AV Mts	
		6470-3275	\$ 13.99	NETFLIX.COM	AV Mts	
		6470-3280	\$ 350.98	BARNES&NOBLE.COM	Books	
		6470-3280	\$ 30.52	BARNES&NOBLE.COM	Books	

6470-3275	\$	13.51	SPOTLIGHT PRODUCTION	AV Mts
6470-3275	\$	13.99	NETFLIX.COM	AV Mts
6470-3280	\$	158.00	NATIONAL CARE PLAN	Books
			STAMPINGTON & COMPAN LAGUNA	
6470-3295	\$	23.59	HILLS	Periodicals
6470-3295	\$	525.00	LIB OF CONGRESS	Periodicals
6470-3295	\$	9.99	SIP NORTHWEST MAGAZI	Periodicals
6470-3295	\$	25.00	PAYPAL	Periodicals
6470-3295	\$	340.00	THE TURNAROUND LETTE	Periodicals
			REBILLING OF OUR PREV. ISSUED	
6001-2165	\$	175.00	CREDIT	Rebilling from account
6470-3295	\$	88.68	RASPBERRY PI	Periodicals
6470-3275	\$	39.98	SLING.COM	AV Mts
6470-3295	\$	5.00	ALTPRESS MEDIA	Periodicals
6470-3275	\$	(806.90)	RAKUTEN KOBO	AV Mts
6470-3275	\$	38.11	1286499148	AV Mts
6470-3275	\$	(3.00)	BESTBUYCOM	AV Mts
6470-3275	\$	(8.00)	BESTBUYCOM	AV Mts
Total	\$	<u>13,836.00</u>		

February 19, 2019

Arlington Heights Memorial Library
Master Card Summary
1/31/2019

Count 6

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
Shannon Distel	6001-2203	\$59.00	ALA	eCourse
	6440-3202	\$32.45	Dominos	TAG Meeting 2/1/19
	6405-2203	\$15.00	Papal	Table at DuPage Genealogical Conference
	6440-3202	\$34.12	Rosati's Pizza	TA Meeting
M Szymanek	6470-3295	\$195.00	Forbes	Periodicals
	6470-3275	\$119.00	Amazon Prime	AV Mts
	Total	<u>\$454.57</u>		

To: Board of Library Trustees
From: Shannon Distel
Cc: Mike Driskell
Date: February 15, 2019
Re: Changes to Policy 7.002 Unsupervised Children

After discussion at the Committee of the Whole meeting on February 4, attached are suggested changes to Policy 7.002 Unsupervised Children. The intention of these changes are the expectations for safety and behavior of children who visit the library.

7.002 UNATTENDED AND/OR UNSUPERVISED CHILDREN

The Board of Library Trustees and staff of the Arlington Heights Memorial Library are committed to providing a welcoming and safe environment for all children who visit the library. As a public facility, the library takes reasonable precautions to ensure the safety of children while they are using the library. **Library facilities are not designed or licensed to provide child care needs including emergency care, nutrition, adult supervision or physical exercise.**

Children are considered mature enough to use the library unattended if (1) the parent or caregiver determines that they are mature enough; (2) they are at least ~~nine~~ **nine** years old; and (3) they are able to tell staff their full name, parent or caregiver's name, and parent or caregiver's phone number upon request. Children who do not meet all three criteria must be **directly** supervised when in the library by someone who is at least fourteen years old and does meet all the criteria.

Parents and caregivers are responsible for their children's **behavior** ~~while their children are in the library,~~ regardless **if the parent or caregiver is with their children** ~~of whether the parent is in the library.~~ **All library users are expected to conform to the Code of Conduct and exhibit behavior that does not interfere with normal operations of the library or disturb library users or staff.** Parents are also responsible for instructing their children about what to do should an emergency situation occur during their visit.

If it is determined a child is unattended and/or unsupervised attempts to locate the parent or caregiver will be made. If the parent or caregiver is located in the library they will be directed to stay with and supervise the child. If it is determined a child is in the library without a parent or caregiver over the age of 14, staff will attempt to contact the parent or caregiver by telephone. If a parent, legal guardian or caregiver cannot be reached within 30 minutes, the police will be contacted and asked to assist, including assistance at the library's closing time.

Library users who are not in compliance with the Unattended and/or Unsupervised Children Policy will be advised by library staff of the requirements of this policy. Remedies for violations of this policy include removal from library premises and suspension of library privileges.

To: Board of Library Trustees
From: Shannon Distel
Cc: Mike Driskell
Date: February 15, 2019
Re: Vulnerable Adults Policy

This is a new, proposed policy for vulnerable adults. The intention of this policy is to provide guidelines concerning the wellbeing and behavior of vulnerable adults who visit the library. Below is the proposed policy after input from the Committee of the Whole at their February 4 meeting.

Proposed Policy:

All adults who can understand and follow the Library's Code of Conduct and who can care for themselves are welcome in the library.

Vulnerable adults must be attended and have adequate supervision by an adult over the age of 18 during their visit. A vulnerable adult is functionally, mentally or physically unable to care for themselves and should not be left unattended or unsupervised when in the library. Library facilities are neither designed nor licensed to provide adult care needs.

If it is determined a vulnerable adult is in the library without a parent, legal guardian or caregiver, staff will attempt to contact the parent, legal guardian or caregiver. If the parent, legal guardian or caregiver is located in the library, they will be directed to stay with and supervise the vulnerable adult. If a parent, legal guardian or caregiver cannot be reached within 30 minutes, the police will be contacted and asked to assist, including assistance at the library's closing time.

Library users who are not in compliance with this Vulnerable Adults Policy will be advised by library staff of the requirements of this policy. Remedies for violations of this policy include removal from library premises and suspension of library privileges.

To: Board of Library Trustees
From: Shannon Distel
Cc: Mike Driskell
Date: February 15, 2019
Re: Approval of the 2019 Illinois Public Library Annual Report for 2018

Each year, the Board of Library Trustees reviews and approves the Illinois Public Library Annual Report, which is submitted electronically to the Illinois State Library.

For comparison purposes, the responses from the previous year's report are shown in bold type to the right of this year's answers. Below are items of note and areas that have increased or decreased significantly.

12.4 Other Capital Revenue. 2017-\$48,358. 2018-\$100,250.

- Interest was significantly better in 2018.

12.7 Total Capital Expenditures. 2017-\$1,285,283. 2018-\$868,460.

- The 2017 Capital Expenditures included parking lots funds.

16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year? 2017-\$4,829. 2018-\$880.

- Customers can be issued a temporary card.
- Some surrounding libraries offer lower rates for their library cards.
- Some libraries offer monthly payments for library cards or pro-rate the cost based on the amount the customer pays in rent.

16.3 Total number of registered users? 2017-46,367. 2018-42,240.

- The IPLAR definition defines as non-expired. The 42,240 are Arlington Heights cardholders with an expiration date of September 1, 2019.
- Cards that are expired for over 1 year and have not had any circulation activity for over 3 years are purged every year.

18.16 Interlibrary loans provided to other libraries. 2017-8,175. 2018-6,463.

- Due to ILL staffing changes, the priority in 2018 was in filling our customers borrowing requests. In addition, there are requests for items in the library's Marketplace, those items are not loaned through interlibrary loan.

19.1 Total Annual Reference Transactions. 2017-193,472. 2018-198,277.

- Library delivery transactions were counted as reference in 2018.
- Increase in questions for fine forgiveness.

23.1 How much money did you library spend on staff development and training this fiscal year? 2017-\$26,220. 2018-\$56,163.

- Harper College presented to the library's administration team on change management. The Public Library Association Annual Conference was in 2018 and Face to Face Communications and Training leadership consultants trained the management team during a 6-week training session.

Suggested motion: **The Board of Library Trustees accepts the 2019 Illinois Public Library Annual Report.**

ARLINGTON HEIGHTS MEMORIAL LIBRARY

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30019
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0018
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Arlington Heights Memorial Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	500 North Dunton Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Arlington Heights
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60004
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	500 North Dunton Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Arlington Heights
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60004
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	847-392-0100
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	847-506-2650
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.ahml.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Michael Driskell
1.15 Title	Executive Director
1.16 Library Director's E-mail	mdriskell@ahml.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
------------------------------	---------

1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	75,101
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

ARLINGTON HEIGHTS MEMORIAL LIBRARY**SERVICE OUTLETS (2.1 - 2.14)**

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	1	1
2.1b Total number of branch libraries [PLSC 210]	1	1
2.2a Are any of the branch libraries a combined public and school library?	No	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	ARLINGTON HEIGHTS SENIOR CENTER BRANCH		
ARLINGTON HEIGHTS MEM. LIB.	ARLINGTON HEIGHTS MEMORIAL LIBRARY		
ARLINGTON HEIGHTS BOOKMOBILE	ARLINGTON HEIGHTS MEMORIAL LIBRARY BOO		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	30019	3001902
ARLINGTON HEIGHTS MEM. LIB.	30019	3001900
ARLINGTON HEIGHTS BOOKMOBILE	30019	3001901

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	1801 W CENTRAL RD.		
ARLINGTON HEIGHTS MEM. LIB.	500 NORTH DUNTON AVENUE		
ARLINGTON HEIGHTS BOOKMOBILE	500 NORTH DUNTON AVENUE		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	ARLINGTON HEIGHTS		60005	
ARLINGTON HEIGHTS MEM. LIB.	ARLINGTON HEIGHTS		60004	
ARLINGTON HEIGHTS BOOKMOBILE	ARLINGTON HEIGHTS		60004	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	Cook		847-870-3710	
ARLINGTON HEIGHTS MEM. LIB.	Cook		847-392-0100	
ARLINGTON HEIGHTS BOOKMOBILE	Cook		847-392-0100	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	1,405		
ARLINGTON HEIGHTS MEM. LIB.	132,000		
ARLINGTON HEIGHTS BOOKMOBILE	-3		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]		2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]		2.14 Total annual attendance/visits in the outlet	
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	2,202	2,248	52	52	21,993	25,412
ARLINGTON HEIGHTS MEM. LIB.	4,319	4,330	52	52	990,148	988,939
ARLINGTON HEIGHTS BOOKMOBILE	1,033	1,056	52	52	24,924	24,431

ARLINGTON HEIGHTS MEMORIAL LIBRARY**ANNUAL REPORT DATA (3.1 - 3.7)**

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2018	01/01/2017
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2018	12/31/2017
3.3 Number of months in this fiscal year	12	12
3.4 Name of person preparing this annual report	Janet Moravec	Janet Moravec
3.5 Telephone Number of Person Preparing Report	847-506-2649	847-506-2649
3.6 FAX Number	847-506-2650	847-506-2650
3.7 E-Mail Address	jmoravec@ahml.info	jmoravec@ahml.info

ARLINGTON HEIGHTS MEMORIAL LIBRARY**REFERENDA (4.1 - 4.11)**

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period? No No

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	0
4.9 Territory Annexation - Effective Date (mm/dd/year)	0
4.10a Other Action by Backdoor Referendum (please specify)	0
4.10b Other - Effective Date (mm/dd/year)	0
4.11a Other Action by Backdoor Referendum (please specify)	0
4.11b Other - Effective Date (mm/dd/year)	0

ARLINGTON HEIGHTS MEMORIAL LIBRARY**CURRENT LIBRARY BOARD (5.1 - 5.13)**

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7	7
5.2 Total number of vacant board seats	0	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes	Yes

First Member

5.5 Name	John Supplitt
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-506-2685
5.9 E-mail Address	JSupplitt@ahml.info
5.10 Home Address	714 South Ridge Avenue
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60005

Second member

5.5 Name	Marianthi Thanopoulos
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	224-762-8304
5.9 E-mail Address	MThanopoulos@ahml.info
5.10 Home Address	512 South Forrest Avenue
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Third member

5.5 Name	Joan Brody Garkisch
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	847-338-8445
5.9 E-mail Address	JBrodyGarkisch@ahml.info
5.10 Home Address	108 South Donald Avenue
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Fourth member

5.5 Name	Carole Medal
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	847-506-2683
5.9 E-mail Address	CMedal@ahml.info
5.10 Home Address	44 North Vail Avenue, #409
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60005

Fifth member

5.5 Name	Greg Zyck
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	847-507-2336
5.9 E-mail Address	GZyck@ahml.info
5.10 Home Address	17 West Waverly Road
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Sixth member

5.5 Name	Christine Tangney
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	847-506-2686
5.9 E-mail Address	CTangney@ahml.info
5.10 Home Address	603 East Thorntree Terrace
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Seventh member

5.5 Name	Debbie Smart
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-494-3707
5.9 E-mail Address	DSmart@ahml.info
5.10 Home Address	200 West Campbell Street, Unit 601
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60005

ARLINGTON HEIGHTS MEMORIAL LIBRARY

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	132,000	
6.1b If the main library's square footage has changed, then enter the updated answer here.		
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No	No
6.3a Total Number of Meeting Rooms	2	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	226	203
6.4a Total Number of Study Rooms	14	14
6.4b Total number of times study room(s) used by the public during the fiscal year	18,115	18,332

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities				1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$31,000	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$56,290	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	0	0	\$0
Structural repairs (walls, foundations, etc.)	1		0	\$0
Roof repair/replacement	1		0	\$0
Heating/ventilation/air conditioning	1		0	\$0
Electrical systems other than alarms	1		0	\$0
Plumbing systems	1		0	\$0
Egress systems (doors, stairs, etc.)	1		0	\$0
Fire protection (detectors, alarms, etc.)	1		0	\$0
Asbestos abatement	1		0	\$0
Security measures	1		0	\$0
Energy conservation	1		0	\$0
Repair of sidewalks, curbing, parking areas	1		0	\$0
Accessibility measures	1		0	\$0
Technology upgrading	1		0	\$0
New building construction (construction of a new facility)	1		0	\$0
Building additions (adding square feet to existing facility)	1		0	\$0

ARLINGTON HEIGHTS MEMORIAL LIBRARY

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? \$39,201,715 \$39,143,000

7.2 During the last fiscal year, did the library acquire any real and/or personal property? Yes Yes

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	\$990,608	\$1,508,444
7.4 Legacy	\$0	\$0
7.5 Gift	\$3,761	\$10,000
7.6 Other	\$0	\$0
7.7 Provide a general description of the property acquired.	Furniture, Network and Computer Equipment, Server Replacement, Capital Projects. All property acquired through purchase. \$122,148 General Fund, \$868,460 Capital Projects Fund.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	12 Month Period Ended December 31, 2018 REVENUE Property Taxes - General \$12,304,556 Property Taxes - IMRF \$ 896,225 Property Taxes - Other \$

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to the amount of any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$587,094 \$602,629
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	Arlington Heights Memorial Library Outstanding Liabilities as of December 31, 2018: Accounts Payable \$294,226 Accrued Payroll at \$292,868 Total of \$587,094.

IPLAR Item 7.9

12 Month Period
Ended
December 31, 2018

REVENUE	
Property Taxes - General	\$12,304,556
Property Taxes – IMRF	\$ 896,225
Property Taxes - FICA	\$ 582,197
Intergovernmental	
State Grants [Per Capita + DCEO]	\$ 93,877
Other Grants	\$ 10,000
Other Restricted	-
Contribution Ordinance Library	\$ 17,222
Copier and Film Printer Fees	\$ 43,828
Late Charges and Lost/Damaged Item Charges	\$ 131,725
Investment Income	\$ 248,917
Contributions	\$ 101,651
Miscellaneous	\$ 5,830
	<hr/>
Total Revenue	\$14,436,026

EXPENDITURES	
Culture, Recreation and Education	
Salaries	\$ 7,366,251
Fringe Benefits	\$ 2,612,437
Contractual Services	\$ 1,626,049
Commodities	\$ 2,003,623
Property and Capital Outlay	\$ 994,369
Other Charges	\$ 18,483
	<hr/>
Total Expenditures	\$14,621,212

OTHER FINANCIAL SOURCES (USES)

Transfer In	
Transfer Out	
NET CHANGE IN FUND BALANCE	\$ (185,184)
COMBINED FUND BALANCE, JANUARY 1, 2018	<u>\$13,306,985</u>
COMBINED FUND BALANCE, DECEMBER 31, 2018	<u>\$13,121,801</u>

Fund balance can provide available cash to cover unexpected operating or capital expenses. Fund balances are used to facilitate saving money over time for anticipated capital projects.

ARLINGTON HEIGHTS MEMORIAL LIBRARY

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$13,782,977	\$13,744,488
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No	
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$0	-1

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	\$93,877	\$0
8.3 Equalization aid grant	\$0	\$0
8.4 Personal property replacement tax	\$0	\$0
8.5 Other State Government funds received	\$0	\$61,875
8.6 If Other, please specify	10,000 (John Cotton Dana Award)	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$93,877	\$61,875

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$0	\$0
8.9 E-Rate funds received	\$0	\$0
8.10 Other federal funds received	\$0	\$0
8.11 If Other, please specify	0	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$101,651	\$73,643
8.14 Other receipts intended to be used for operating expenditures	\$347,271	\$312,743
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$448,922	\$386,386
8.16 Other non-capital receipts placed in reserve funds	\$0	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$14,325,776	\$14,192,749
--	--------------	--------------

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 <input type="button" value="Choose File"/> No file chosen	Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$7,200,000	\$7,100,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes Yes	
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority	Municipal Corporate Authority

ARLINGTON HEIGHTS MEMORIAL LIBRARY

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$7,366,251	\$7,244,912
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$2,612,437	\$2,480,604
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$9,978,688	\$9,725,516

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$655,731	\$709,223
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$609,023	\$534,106
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$327,540	\$331,796
10.3b Please provide an explanation of the other types of material expenditures.	CDs, DVDs, Blu-rays, Video Games, Spoken Audio Toys, Libran	CDs, DVDs, Video Games, Spoken Audio, Toys
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$1,592,294	\$1,575,125

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$2,181,768	\$2,205,551
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$13,752,750	\$13,506,192

ARLINGTON HEIGHTS MEMORIAL LIBRARY

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0	\$0
12.1b Local Government: Other	\$0	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0	\$0
12.2 State Government [PLSC 401]	\$0	\$0
12.3 Federal Government [PLSC 402]	\$0	\$0
12.4 Other Capital Revenue [PLSC 403]	\$100,250	\$48,358
12.5 If Other, please specify	Interest Income	Interest Income
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$100,250	\$48,358

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$868,460	\$1,285,283
---	-----------	-------------

ARLINGTON HEIGHTS MEMORIAL LIBRARY

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

26	26	\$843.14	877.50	
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Deputy Director	Assistant Library Director	\$53.85	37.50	X
Collection Services Manager	Collection Development Acquisitions	\$45.03	37.50	X
Info Services Manager	Adult Services	\$43.08	37.50	X
Assistant Manager Access S	Adult Services	\$39.69	37.50	X
Electronic Resources Librari	Automation/Technology/Systems	\$38.42	37.50	X
Services Manager	Young Adult Services	\$37.44	37.50	X
Cataloging Supervisor	Cataloging	\$36.17	37.50	X
Collection Librarian	Collection Development Acquisitions	\$36.17	37.50	X
Collection Supervisor	Collection Development Acquisitions	\$36.17	37.50	X
Assistant Manager Children's	Children's Services	\$35.50	37.50	X
Youth Programs & Exhibits C	Children's Services	\$33.70	37.50	X
Cataloging Librarian	Cataloging	\$32.22	37.50	X
Services Supervisor	Children's Services	\$30.15	37.50	X
Services Supervisor	Adult Services	\$28.93	37.50	X
Collection Librarian	Collection Development Acquisitions	\$26.73	37.50	X
Information Librarian	Adult Services	\$26.59	37.50	X
Information Librarian	Children's Services	\$26.59	37.50	X
Services Supervisor	Young Adult Services	\$26.20	37.50	X
Information Librarian	Young Adult Services	\$25.64	37.50	X
Information Librarian	Adult Services	\$25.64	37.50	X
Information Librarian	Adult Services	\$25.64	37.50	X
Info Specialist	Children's Services	\$24.57	37.50	X
Information Librarian	Children's Services	\$25.09	25.00	X
Information Librarian	Adult Services	\$25.43	22.00	X
Information Librarian	Adult Services	\$24.57	4.50	X
Information Librarian	Children's Services	\$33.93	1.00	X

Group A Total**13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]**

21.94

19.33

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

0	0	0	\$0.00	0.00	
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week	
			\$0.00	0.00	✘
					✘

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	21.94	19.33

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	3,637.50	3,990.20
13.14 Minimum hourly rate actually paid	\$12.92	\$12.76
13.15 Maximum hourly rate actually paid	\$68.00	\$62.74
13.16 Total FTE Group C employees (13.13 / 40)	90.94	99.76

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	795.00	863.00
13.18 Minimum hourly rate actually paid	\$10.13	\$10.00
13.19 Maximum hourly rate actually paid	\$18.40	\$19.95
13.20 Total FTE Group D employees (13.17 / 40)	19.88	21.58

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	503.50	532.00
13.22 Minimum hourly rate actually paid	\$12.32	\$12.17
13.23 Maximum hourly rate actually paid	\$51.14	\$50.35
13.24 Total FTE Group E employees (13.21 / 40)	12.59	13.30
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	123.40	134.63
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	145.34	153.96

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

1			0.00	0	\$0.00	\$0.00	
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum	
0			0.00	0	\$0.00	\$0.00	✘
							✘

ARLINGTON HEIGHTS MEMORIAL LIBRARY**SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)**

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	4,319	4,330
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	3,235	3,304
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	7,554	7,634
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52	52
14.3 Total annual visits/attendance in the library [PLSC 501]	1,037,065	1,038,782

WRLINGTON HEIGHTS MEMORIAL LIBRARY

PROGRAMS & ATTENDANCE (15.1 - 15.17)

Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs		15.2 Attendance		15.3 Passive Programs		15.4 Passive Program Attendance	
Children's	1,497	1,414	63,743	72,807	13	-1	1,458	-1
Young Adult	222	177	11,843	11,399	13	58	1,325	891
Other	1,345	1,415	29,744	29,509	10	-1	54,770	-1
Total	3,064	3,006	105,330	113,715	36	58	57,553	891
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes Yes							
15.17b Please describe the programming provided.	Monthly Sensory Storytime, Monthly Early Intervention Playgroup, Sensory-Friendly Movie Night, Sensory-Friendly XOXO: An Exhibit About Love & Forgiveness Exhibit Hours, Our Time: Family & Friends of Children in Therapy							

ARLINGTON HEIGHTS MEMORIAL LIBRARY

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	42,238	46,351
16.2a Total Number of Unexpired Non-resident Users Cards	2	16
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$880.00	\$4,829.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	42,240	46,367
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes	Yes

ARLINGTON HEIGHTS MEMORIAL LIBRARY

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	225,092	232,358
17.2 Current Print Serial Subscriptions [PLSC 460]	805	792
17.3 Total Print Materials (17.1+17.2)	225,897	233,150
17.4 E-books Held at end of the fiscal year [PLSC 451]	36,064	28,219
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	30,098	31,716
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	36,366	29,096
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	42,852	44,509
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	10,658	7,272

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	83	75
17.8 State (state government or state library) [PLSC 457]	13	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	96	88

ARLINGTON HEIGHTS MEMORIAL LIBRARY**USE OF RESOURCES (18.1 - 18.17)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	1,165,574	1,249,170
18.2 Number of young adult materials loaned	31,598	29,184
18.3 Number of children's materials loaned [PLSC 551]	801,158	838,218
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	1,998,330	2,116,572

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	995,145	1,012,605
18.6 Videos/DVDs- Physical	534,545	603,014
18.7 Audios (include music)- Physical	121,841	145,560
18.8 Magazines/Periodicals- Physical	49,266	52,455
18.9 Other Items- Physical	94,025	102,230
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	1,794,822	1,915,864
18.11 Use of Electronic Materials [PLSC 552]	198,998	196,089
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,993,820	2,111,953
18.13 Successful Retrieval of Electronic Information [PLSC 554]	-1	-1 Unknown
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	198,998	196,089
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,993,820	2,111,953
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	6,463	8,175
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	4,510	4,619

ARLINGTON HEIGHTS MEMORIAL LIBRARY

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]

198,277

193,472

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials

3,768

ARLINGTON HEIGHTS MEMORIAL LIBRARY**AUTOMATION (20.1 - 20.5)**

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	402	402
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	150	150
20.3 Is your library's catalog automated?	Yes	Yes
20.4 Is your library's catalog accessible via the web?	Yes	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes	Yes

ARLINGTON HEIGHTS MEMORIAL LIBRARY

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)	Other (specify)
21.2b If Other, please specify	1,000 Mbps	1,000 Mbps
21.3 What is the monthly cost of the library's internet access?	\$345	\$345
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	118	118
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	122,697	127,537
21.6 Wireless Sessions Per Year [PLSC 652]	-1	-1 Unknown
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	1,166,116	

ARLINGTON HEIGHTS MEMORIAL LIBRARY**E-RATE (22.1 - 22.3)**

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year? No No

22.3 If NO, why did your library NOT participate in the E-rate program? Searchable content is not filtered.

ARLINGTON HEIGHTS MEMORIAL LIBRARY**STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)**

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$56,163	\$26,220
23.2 Does the above amount include travel expenses?	No	Yes
23.3 How many hours of training did employees receive this year?	2,635.50	2,445.25
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes	Yes
23.5 Would you like to receive autism training at your library?	Yes	Yes

ARLINGTON HEIGHTS MEMORIAL LIBRARY

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Librar

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?

Personnel (13.1 - 13.45) our total FTE is based on 37.5 hours, but the IPLAR data calculator calculates at 40 hours.

24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?

From January through March 2018, AHML welcomed XOXO: An Exhibit About Love and Forgiveness traveling from Children's Museum of Pittsburgh. This interactive play exhibit is estimated to have engaged 45,525 community mem

24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).

-1
No Comments

IPLAR 24.2 Are there are unique programs or services your library provided during the report period of which you would like to make us aware? Examples are: new maker space added to the library, partnered with community for a larger event.

From January through March 2018, AHML welcomed *XOXO: An Exhibit About Love and Forgiveness* traveling from Children’s Museum of Pittsburgh. This interactive play exhibit is estimated to have engaged 45,525 community members and library visitors. Throughout its 10 week stay, we offered sensory-friendly visits, customized school field trips, and offered 21 unique programs developed to enhance the exhibit themes. These events attracted 1,586 attendees of every age.

June 2018 marked the launch of a new **Artist-in-Residence program**, featuring two-time Caldecott winning picture book illustrator and author Chris Raschka. During his week-long visit to AHML, Raschka offered writing workshops, interactive storytimes, lectures on his work geared to an adult audience, and live painting demos, staged in front of an exhibit of his work titled Bravo! Chris Raschka. The exhibit continued through August.

September 2018 marked the start of the library’s **5th Annual One Book, One Village** community reading program making Lisa Genova’s *Every Note Played* the center of conversation. Each year OBOV strives to foster a sense of community by bringing people together around the same book, and creating opportunities to gather for discussion and shared experiences. 2018 succeeded beyond compare with thoughtful, inclusive programming, meaningful book discussions, a celebrated event with author Lisa Genova and a new element of engagement – **The Piano Project**. This interactive marketing campaign saw the library partner with Village of Arlington Heights to connect the community around street pianos, which brought the joy of music and an invitation to discuss the book to six unique locations in the community. The Piano project engaged piano donors, local artists, local businesses, performers and everybody who happened upon a piano during their exciting month in the community. The incredible reach of The Piano Project contributed to AHML’s highest One Book, One Village title circulation to date.

In November 2018, *New York Times* best-selling author, NAACP Image Award winner, and National Book Award finalist **Jason Reynolds visited Arlington Heights** for two days. In partnership with our middle schools, including two public school districts and one local private school, Jason connected with 1,870 incredibly enthusiastic students, as well as met 350 community at a general audience event open to fans of any age. Teachers reported his appearances had an incredibly positive, motivating impact on their students.

ARLINGTON HEIGHTS MEMORIAL LIBRARY**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)**

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable	
25.2 If NO, please list and explain any errors or discrepancies.	-1	
	Not Applicable	
25.3 First board member completing the audit	-1	Not Applicable
25.4 Second board member completing the audit	-1	Not Applicable
25.5 Date the Secretary's Audit was completed	-1	Not Applicable

ARLINGTON HEIGHTS MEMORIAL LIBRARY**IPLAR CERTIFICATION**

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Michael Driskell	02/19/2019
President	Debbie Smart	02/19/2019
Secretary	Joan Brody Garkisch	02/19/2019

To: Board of Library Trustees
From: Mike Driskell
Date: February 15, 2019
Re: Review Belmont Contract

Staff will bring the proposed real estate contract for acquisition of 112 N. Belmont Avenue and next steps for execution of the transfer of property.

Executive Director's Report

February 2019

What's New @ AHML

Path to Career Readiness

In January, the library introduced the Path to Career Readiness (PTCR), a self-directed job skills training program. Targeted to cardholders who are new to the workforce or who are returning after a significant absence, the PTCR leads participants through a series of online and in-library resources that will help them target personal job interests, develop a personal support network, create an effective resume, develop valuable software and business skills, and learn how to be their best in the interview process. Participants track their progress by earning online badges in Beanstack, a system already used by the library for Summer Reading Programs. The PTCR was developed over the course of 2018 by Bill Pardue, Digital Services Librarian, Shannon Distel, Deputy Director and Elizabeth Ludemann, Specialty Services Librarian, with significant input from Mary Rath (Village of Arlington Heights Director of Human Resources), and Lisa Maentz and Laura Crivlare-Maglio (of the North Suburban Cook County American Job Center). As of February 8, 18 customers have signed up for the program. Our next steps will include contacting these first participants to encourage their progress and getting their impressions of this new program.

Batch Photo Scanner

Digital Services acquired an Epson FastFoto scanner, something that has long been on the wish list. The FastFoto scanner is a batch photo scanner that can scan as fast as one photo per second at standard definition. With it, customers can digitize entire dusty shoeboxes full of old photos in less than a half hour. Customers can more easily free up space by storing old photos digitally while also preserving them for years to come in a shareable format. Digital Media Specialist Bryan Bednarek set up the scanner, created documentation and trained advisors on use. The scanner is housed in Studio B and customers have already utilized it.

Diversity and Inclusion

Northwest Special Recreation Association Excel Training

Technology Instruction Coordinator David Olichwier delivered two Tech à la Carte Excel classes for staff from the Northwest Special Recreation Association. Senior and Accessible Services Manager Mary Jo Lepo referred NWSRA to the library for this training in hopes to bring the two organizations closer together.

Department Highlights

Circulation Services

Arlington Heights Fitness Expo

On Saturday, January 5, we participated in the Arlington Heights Fitness Expo at Camelot Community Center. Over 100 people learned about the large number of fitness books and DVDs the library circulates, as well as discovering that Camelot Park is a bookmobile stop and material drop-off location.



Library Closures/Bookmobile Cancellations

When extreme weather resulted in bookmobile cancellations and even library closures, our Circulation staff didn't let it prevent them from providing excellent customer service in record numbers. Upon returning to the library after being closed for a day and a half, Material Handling staff searched for over 600 holds for our customers on January 31, compared to an average of 308 item searches on every other day this month.

Collection Services

Library of Things

The Library of Things display and kiosk has moved to its permanent home on a Marketplace shelving unit. Many more exciting things have been added to the LOT—you can now check out a fabric shaver, an air quality monitor, a portable PA system, a Nintendo Switch console and a microwave leakage meter.

Step 3 of the Library of Things has begun, which is to identify Kids' World things so that they can be included on the LOT webpage and iPad kiosk. While the items are not part of

the Library of Things, by including them on the website, they will be more visible to customers and therefore more discoverable. The Kids category will be added to the website and kiosk very soon.

Digital Services

John Hersey High School Entrepreneurship Class Tours

Digital Media Specialist Bryan Bednarek hosted the annual field trip from the JHHS Entrepreneurship class and lead workshops on product photography and audio recording. Students enjoyed touring the Studio and learning about the offerings.



Info Services

Finals Study Lounge

The conference rooms saw an increase in users during the teen finals week. It is estimated that 380 teens used the conference rooms during the 6-day period.

Tax Season

Federal tax forms arrived mid-January and the State of Illinois forms at the end of the month. We have gone through several boxes already. Like last year, we launched the self-printing station to allow customers to print additional forms they may need. We also began taking AARP tax appointments, which begin in February.

Programs & Exhibits

John Primer plays Sunday Musicale

Two-time Grammy nominated blues artist John Primer has played and recorded with a who's who of great bands and artists from The Rolling Stones to Koko Taylor, Chuck Berry, John Lee Hooker, Ray Charles, James Brown and B.B. King. On January 13, 204 music lovers lined up to see him play in the Hendrickson Room to great acclaim. Attendees shared incredibly positive feedback for the caliber of the performance, and one survey respondent candidly shared "Damn right I got the blues!"

Speed Friending at Arlington Ale House

After being rescheduled due to the Polar Vortex, fifteen enthusiastic young adults came out February 6 for a new kind of mixer offered to connect people who are not necessarily looking for a romantic connection as much as they are looking for someone to grab a drink with or hang out. Matt Binder, Adult Program Coordinator, and Nicole Vassel, Adult Program Specialist, designed the event in the style of speed dating, allowing everybody time to meet each other and have one-on-one time, enhanced by a variety of fun prompts. Attendees included singles and couples in their 20s and 30s. Everyone indicated they made great connections with one another and with library staff, and would like more similar events filling a void in what's offered in the community.

For IPLAR we are tracking Passive Programming programs and sessions for children, young adults and others. Passive programming includes any planned events for which customers can participate on their own and registration is not required. An example of a passive program in January was Chagall for Children with a Kids' World door count of 6,790 between January 24 and January 31.

Senior & Accessible Services

Memory Café

January marked the inaugural session of the Arlington Heights Memory Café, a collaborate effort of AHML, AH Park District, Catholic Charities, VAH Senior Center and Age Options. Each month, persons with mild cognitive impairment and their care partners or family members meet to socialize, enjoy fun activities and share common interests. Everyone (staff and participants alike) had fun with the TimeSlips storytelling session. TimeSlips replaces pressure to remember a story with using imagination to create a group story based on a photo. Through funding from Age Options, each participant received a hot meal to take home or enjoy at the end of the café meeting. All but one participant gave the café a rating of 5 on a scale of 1 to 5. The remaining person shared that the café was so much fun it deserved a 9 instead. Everyone is returning for the February café along with several new participants who were referred by first attendees.

New Library Delivery Site – Waverly Inn

Library Delivery and Accessible Services Supervisor Katie Myers and Senior and Accessible Services Manager Mary Jo Lepo made the first visit to Waverly Inn Memory Care where they met with Waverly staff and several residents. Delivery of books and movies will begin in February. For now, library service will be once per month, and staff will meet periodically to review their needs as they add more residents.

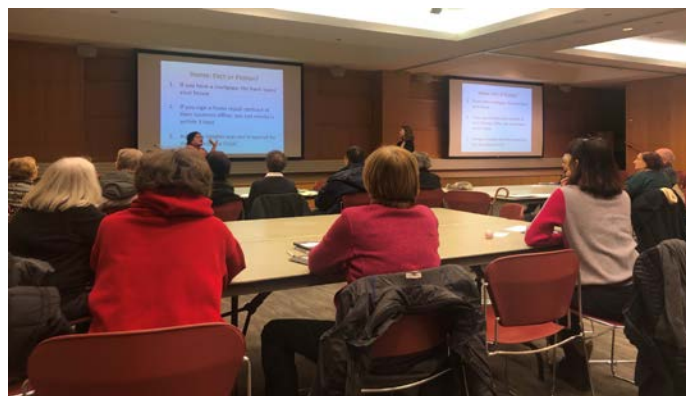
Specialty Info Services

Genealogy Program Success

We had a great turn out (104 people) and customers had lots of positive feedback for us at the How to Organize All This Genealogy Stuff with Louise Cook. Lisa Louise Cooke, owner of Genealogy Gems and an internationally known speaker, shared the organizational systems that she uses to efficiently manage four types of items: paper, genealogical data, digital files, and web information.

Legal Informational Class

Wednesday, January 16, was the third in the series of Rights and Resources on Consumer Rights. We partnered with the Legal Assistance Foundation who has worked with us to provide two attorneys to present on a number of consumer rights-based topics. Fifteen people signed up and 15 people attended. The presenters implemented a more dialogue-based and interactive approach to the event, which allowed attendees to share their experiences and concerns with legal protections around consumer issues. Additionally, there were over 30 questions asked from the attendees to the lawyers throughout the program. The topics that received the most questions and dialogue were credit cards and reporting, reverse mortgages, and foreclosure.



Youth Services

Winter Reading Program

The library's popular Winter Reading Program ran through January 30, ending a successful year with 1,881 young readers participating in the program. Each participant received an age-specific reading log with challenges and activities designed to encourage a love of reading and creativity. Pre-readers engaged in early literacy activities, like narrating everyday activities and engaging in creative play. School-age readers set their own reading goal and completed two craft projects. Tween readers completed four challenges assigned using the Tween Reading Challenge Contraption. After completing the program, readers picked out their prize: a free book.

100 Books Before High School

A new reading initiative, 100 Books Before High School has been incredibly successful. Since the program's launch in November, 800 4th-8th graders have signed up. There have been 68 finishers and 217 books awarded for program milestones. The success and popularity has been bolstered by promotion at outreach visits and buy-in at community schools, especially Thomas and South Middle Schools. A parent commented that her son, a reluctant reader, is very motivated to participate in 100 Books! We look forward to using the 100 Books Before High School program to promote literacy and a love of reading to our tweens and teens for years to come.

Teen Chef Challenge

On Friday, January 11, ten teens completed our three-round Chef Challenge! Teen Advisor Lauren Draftz planned three themed rounds of competition: hot chocolate, storybook-themed sandwiches, and candy sushi. Each round's theme and time constraint was kept a surprise until the start! After a brief introduction to each challenge, the teens created a dish for the four judges to sample. The winner from each round received five bonus points, and the top three chefs at the end each received a colorful kitchen utensil set!



Across Departments

Fifth Annual Readers Party

Now an established annual tradition, January offered readers a chance to connect over books and get to know the library's Advisory staff. This collaboration between Programs & Exhibits and Info Services engaged 46 readers in book recommendations, giveaways of library Advisor's favorite 2018 books, literary trivia and new this year, hands-on fun - each attendee decorated a Readers Journal to take home. One customer complimented: "Each of the Readers' Advisors was prepared and personable; the mix of styles and choices made for a lovely overall experience."

New Exhibit E-News

Carol Ng-He, Exhibits Coordinator, collaborated with Communications & Marketing staff to create new e-newsletters dedicated to featuring upcoming major exhibits, artist-in-residence and displays. The goal is to heighten customers' awareness of the various learning opportunities through large-scale and traveling exhibits, and other notable participatory displays. These announcements will be sent on a quarterly basis to serve as more of a "sneak peek" than our other program communications. The first Exhibit E-News highlights Chagall for Children, our spring Filmmaker-in-Residence, and three special displays scheduled February through April:

Check out this sneak
peak of our 2019 exhibit
schedule!



FEATURED EXHIBITS & RESIDENCY

Chagall for Children

January 26 - April 7, 2019

Kids' World

Get hands-on with the works of artist Marc Chagall in Kids' World. In this exhibit, you can create mosaics, weave tapestries, conduct symphonies and even insert yourself into one of his paintings. The multi-sensory exhibit components feature 14 reproductions of Chagall's work including the famous *America Windows*.

January 2019

Service Point Traffic

Total visits
84,195 ↓ -7%
 90,923 last year

Main Library visits
81,655 ↓ -7%
 87,725 last year

Sr Center Visits
1,490 ↓ -14.71%
 1,747 last year

Bookmobile Visits
1,050 ↓ -27.64%
 1,451 last year

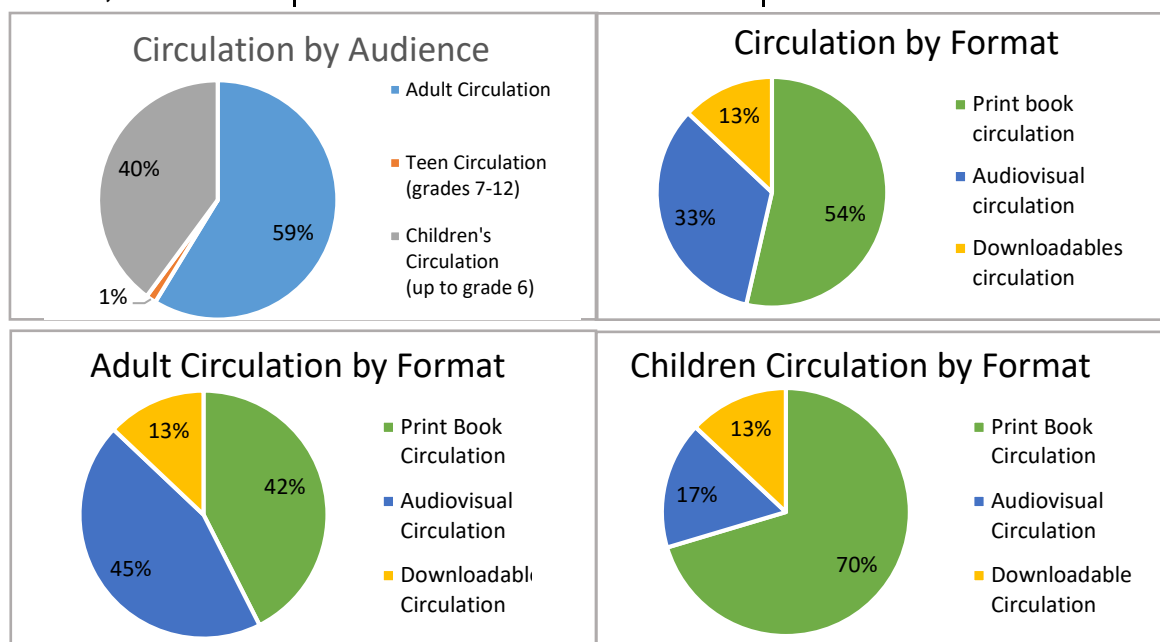
Circulation

Total Circulation
166,091 ↓ -4%
 172,857 last year

Card Holders □
61,017

Library Cards Issued
 Resident **318** ↓ -20.50%
 (issued) 400 last year
 Non-Resident **140** ↓ -22.65%
 (Registered) 181 last year

Interlibrary Loan
 Borrowed **412** ↑ 13.19%
 364 last year
 Lent **656** ↑ 10.81%
 592 last year



Programs

Program Attendance
6,624 ↓ -32%
 9,707 last year

Number of Programs
257 ↓ -6%
 274 last year

Cost of Programs
\$4,775
 \$1,300 funded by FOL

General Satisfaction
4.65/5

Questions

Reference Questions
17,819 ↑ 8%
 16,457 last year

Reference Questions
 (via call center)
5,928 ↑ 20%
 4,920 last year

Chat sessions
448 ↓ -4.07%
 467 last year

Technology Usage

Public Computer Use
8,618 ↓ -21.65%
 11,000 last year

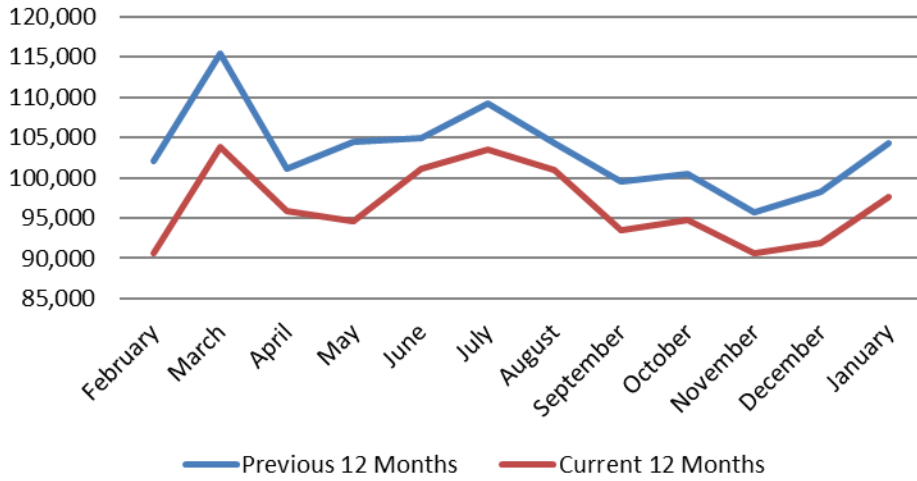
Website Visits
102,304 ↓ -4.00%
 106,564 last year

Self Checkout
 (% of total checkouts)
66% □ 0.46%
 66% last year

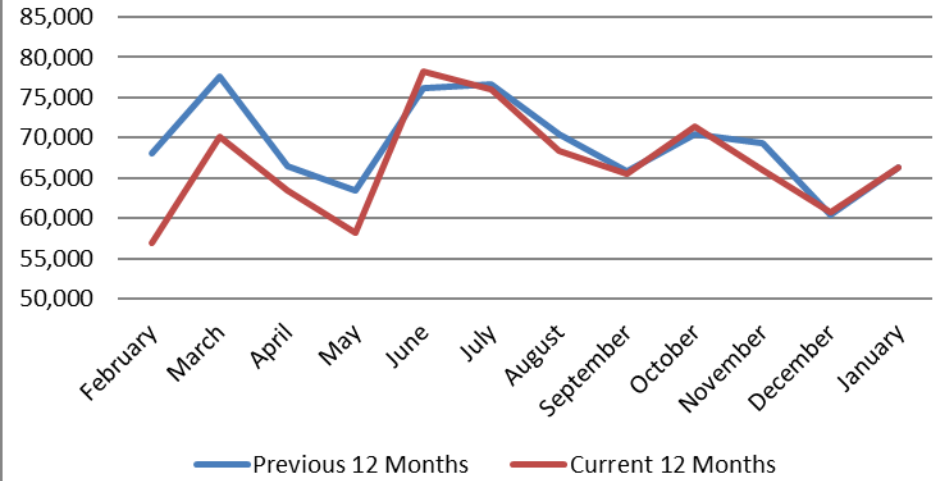
AHML - DASHBOARD - January 2019

	January 2019	January 2018	% change from last January	Jan 2019 - Feb 2019	Jan 2018 - Feb 2018	% change from last YTD
Total circulation	166,091	172,857	-4%	166,091	172,857	-4%
Adult circulation	97,554	104,316	-6%	97,554	104,316	-6%
Teen circulation	2,293	2,294	0%	2,293	2,294	0%
Children circulation	66,244	66,247	0%	66,244	66,247	0%
Print book circulation	84,236	87,140	-3%	84,236	87,140	-3%
Audiovisual circulation	52,587	59,975	-12%	52,587	59,975	-12%
Downloadables circulation	20,373	17,087	19%	20,373	17,087	19%
Self-check as % of main floor circ	66%	65%	0%	66%	65%	0%
Circulation to reciprocal borrowers	10,363	9,815	6%	10,363	9,815	6%
ILLs borrowed for our customers	412	364	13%	412	364	13%
ILLs lent to other libraries	656	592	11%	656	592	11%
Resident cards issued	318	400	-21%	318	400	-21%
Reciprocal cards registered	140	181	-23%	140	181	-23%
Reference questions	17,819	16,457	8%	17,819	16,457	8%
Number of programs	257	274	-6%	257	274	-6%
Program attendance	6,624	9,707	-32%	6,624	9,707	-32%
Public computer use	8,618	11,000	-22%	8,618	11,000	-22%
Website visits	102,304	106,564	-4%	102,304	106,564	-4%
In-person visitors	84,195	90,923	-7%	84,195	90,923	-7%
Marketplace - % of adult coll	8.3%	8.5%	-3%	8.3%	8.5%	-3%
Marketplace - % of circ	33.7%	34.6%	-3%	33.7%	34.6%	-3%
Kids' Mktplace - % of KW coll	4.5%	4.9%	-9%	4.5%	4.9%	-9%
Kids' Mktplace - % of circ	14.9%	15.3%	-3%	14.9%	15.3%	-3%
Individual Staff Sessions	310	196	37%	310	196	37%
Volunteer hours	2,113	1,968	7%	2,113	1,968	7%

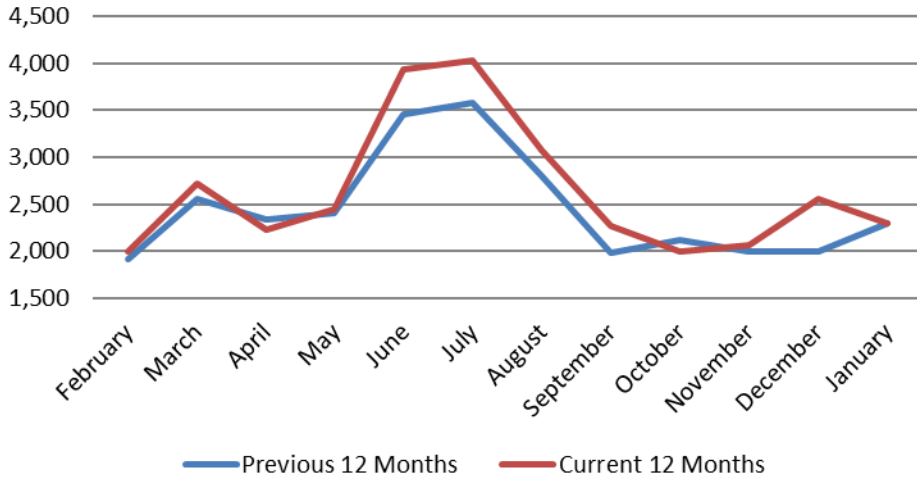
Adult Circulation



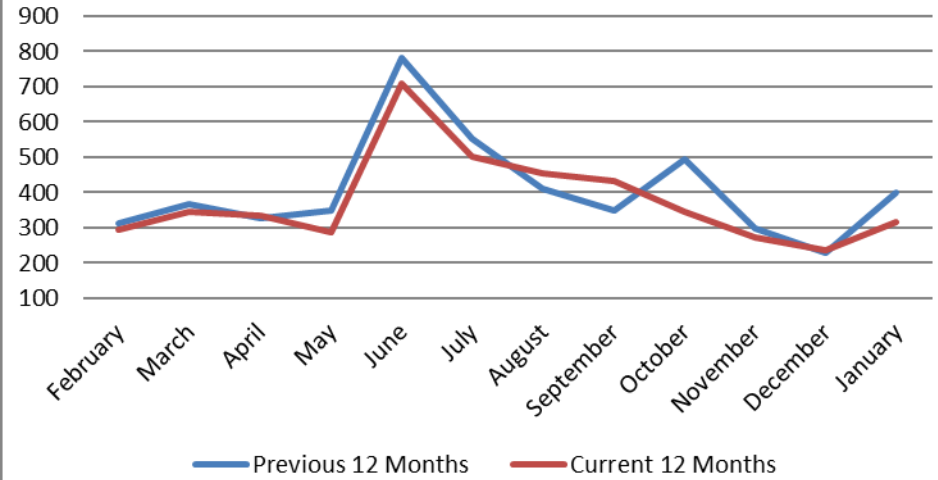
Children's Circulation

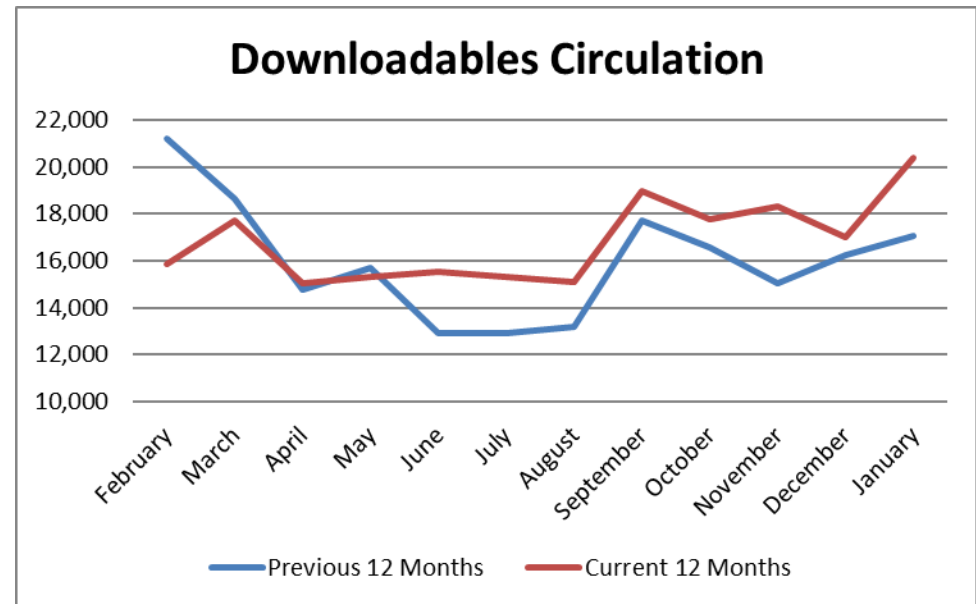
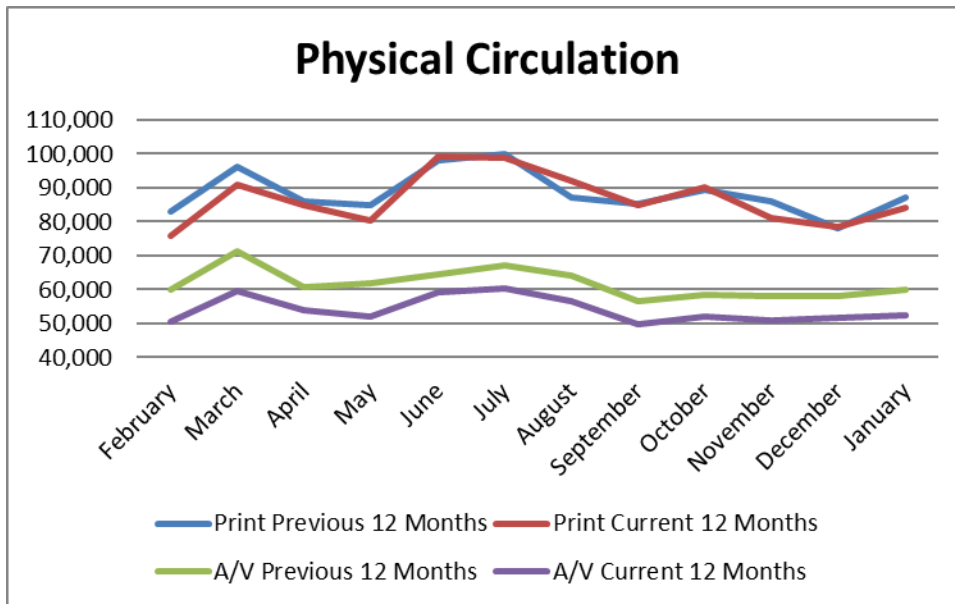


Teen Circulation



Resident Library Cards Issued

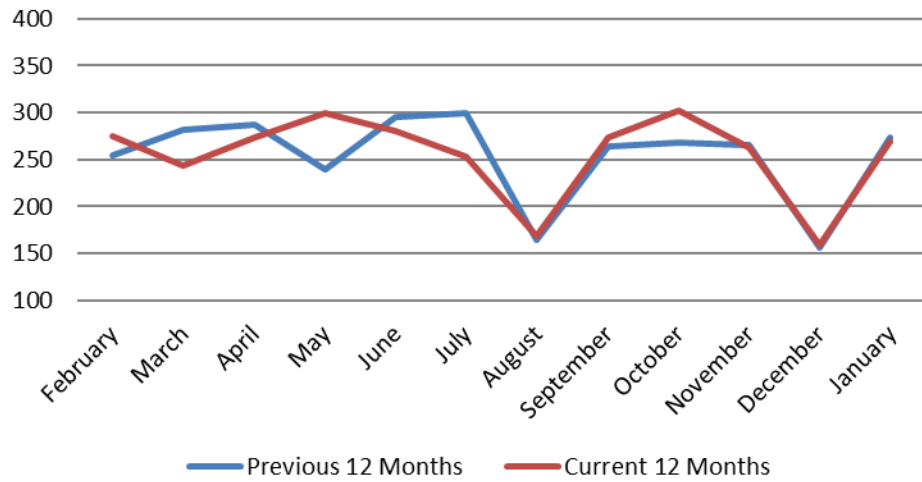




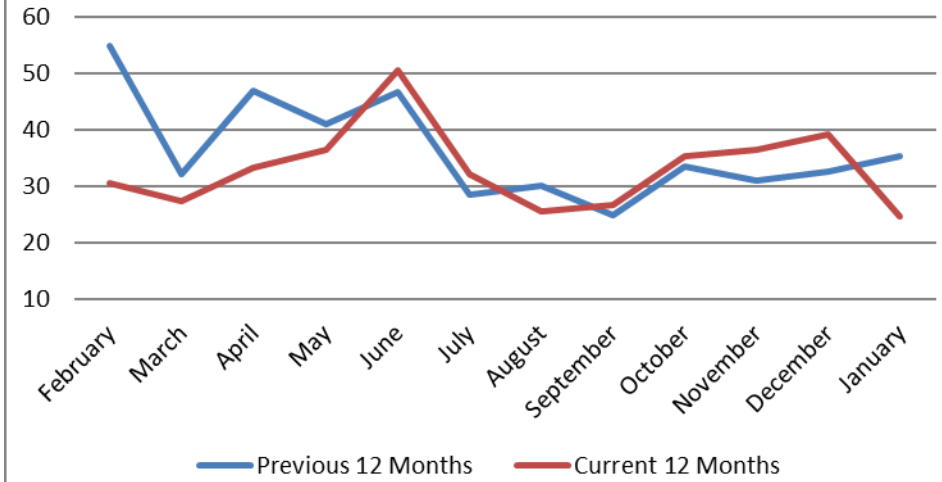
Notes Relating to Circulation

- Although total circulation is down 3.9% over last year, multiple formats have seen increases.
 - ESL materials are still popular, up 25.5% over last January.
 - Business card checkouts increased 7.05% over last year, with business material checkouts increasing by 16.52%. Of the 145 business card accounts registered, 47 accounts have active checkouts within the last 18 months. This activity may not accurately reflect business account holders using our library services in other ways.
 - Our major re-cataloging of our graphic novels is still positively impacting checkouts. Adult graphic novel checkouts are up 30.12%, Teen graphic novels are up 18.23%, and Kids' graphic novels are up 4.57% over this month last year.
 - The addition of three Nintendo Switch Video game consoles, as well as several different types of controllers (3 Switch, 4 PlayStation, 4 Xbox) for checkout this month may have led to the 4.61% increase in video game checkouts over last January. Adult video game checkouts are up 8.2%, and Kids' video game checkouts are up 1.4%.
- Cold weather impacted many of our services this month, but may have led to positive spikes in our drive-up and ematerial use. Drive-up visits were up 2.2% over last January, and ematerial checkouts increased 19.2%.
- Our Library of Things collection continues to be more popular each month. A location shift to permanent Marketplace shelving gave our customers an easily browsable space to experiment with these exciting new materials. Since debuting in November, our Library of Things collection has had 924 checkouts. With 414 checkouts in January, this month is already up 26.2% over December.

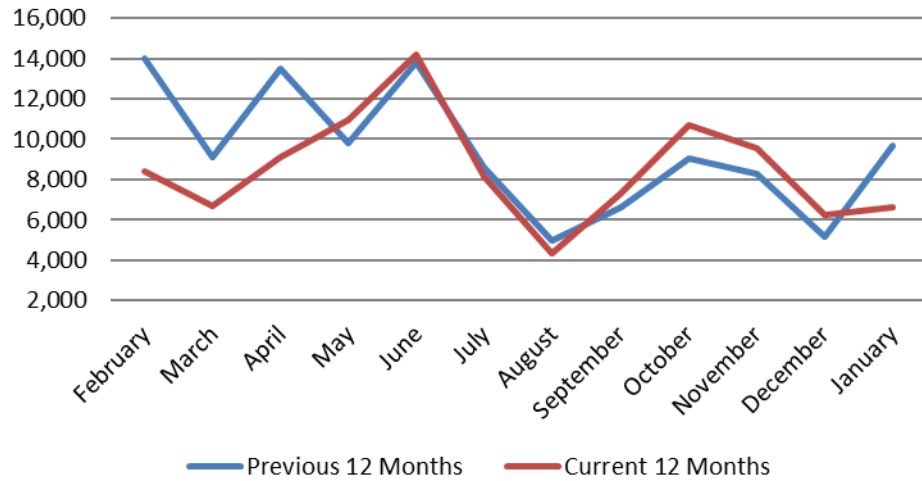
Program Sessions



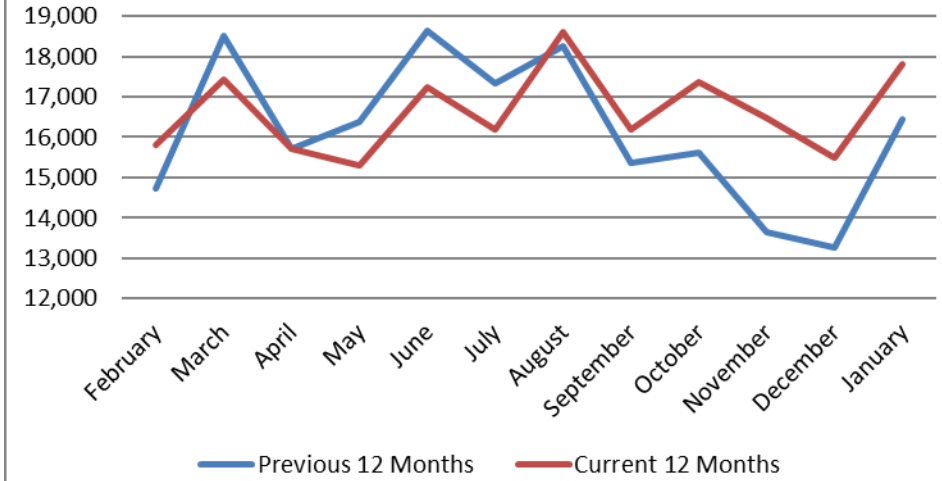
Attendance Per Program



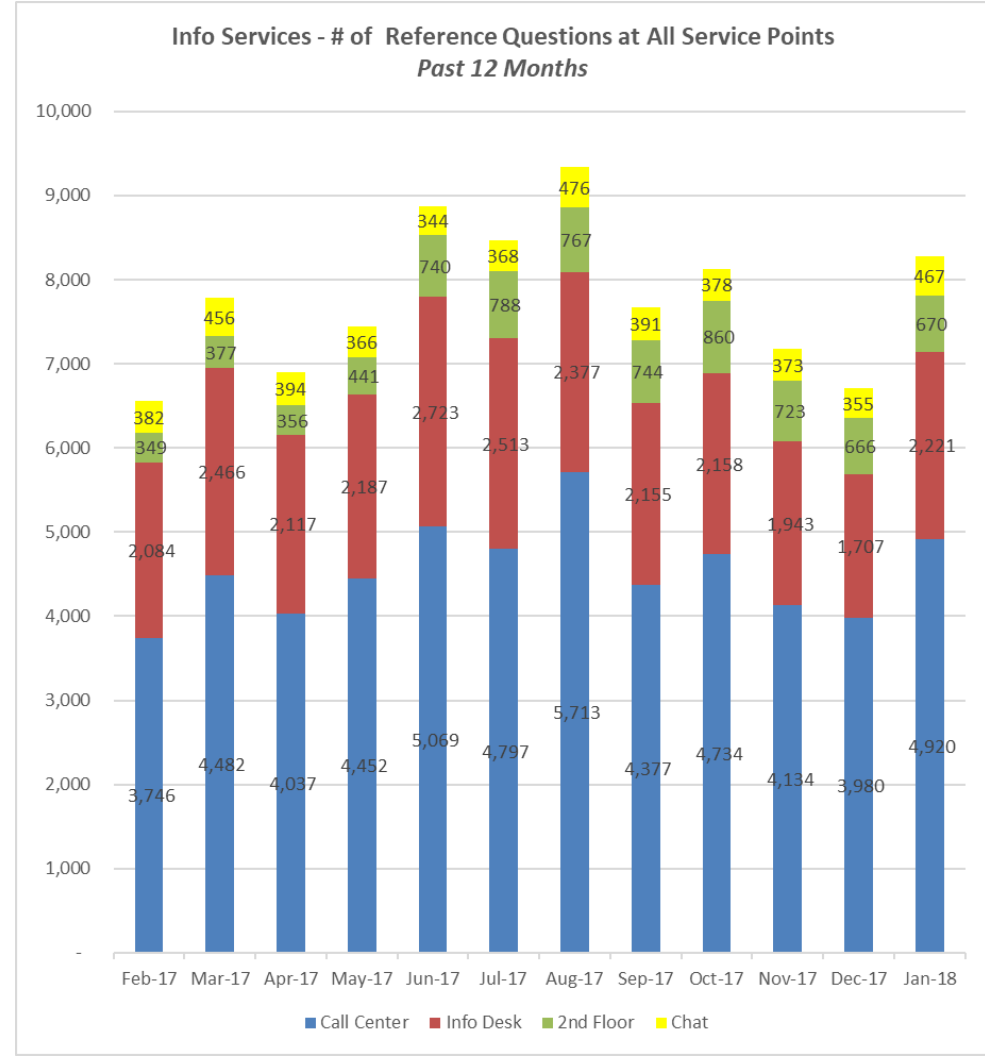
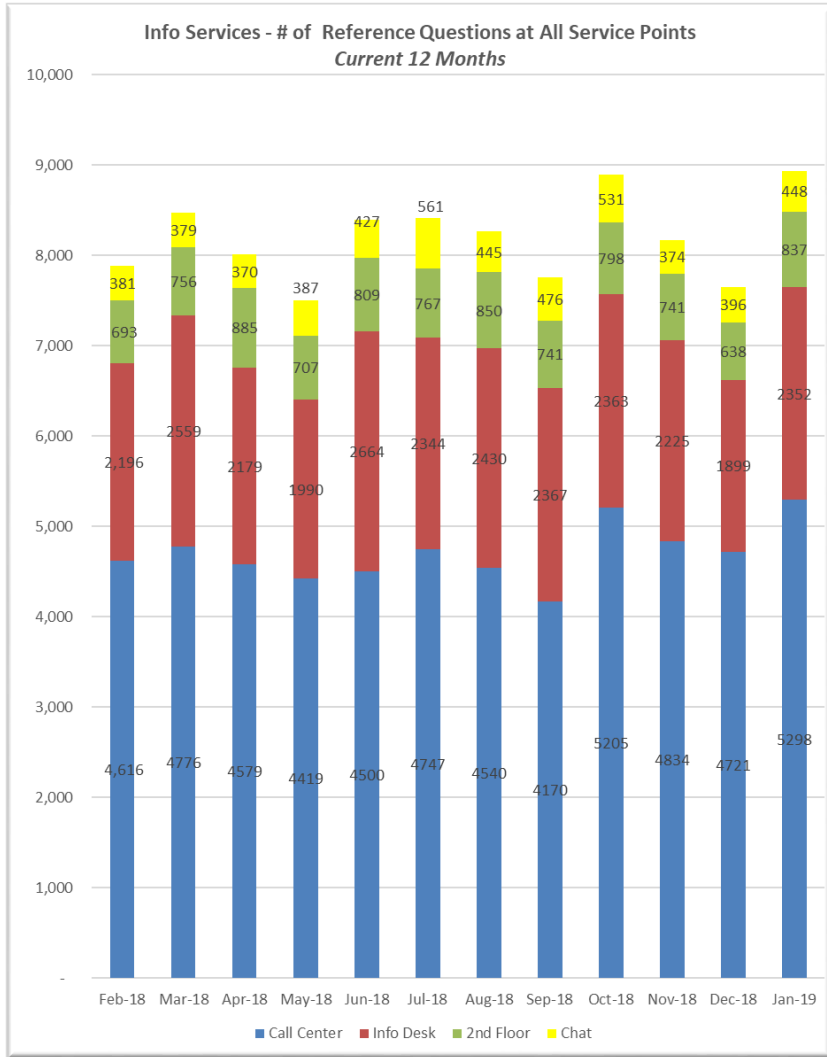
Program Attendance



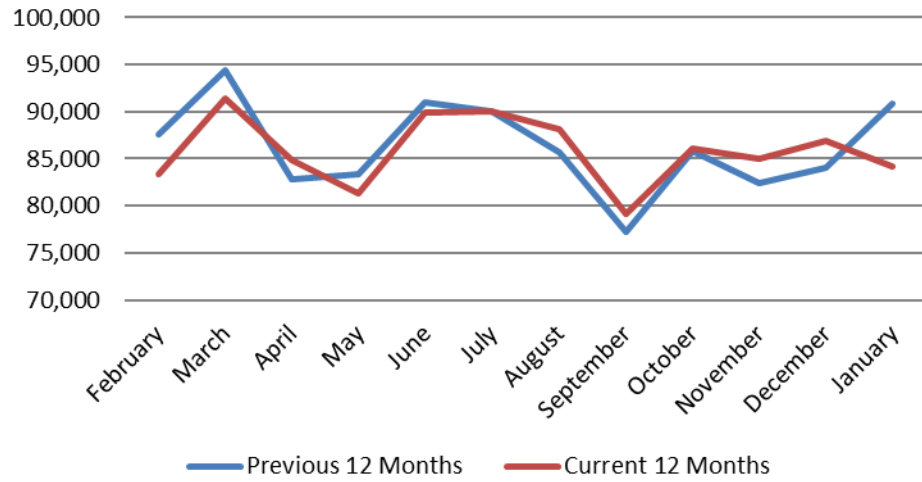
Reference Questions (Library Wide)



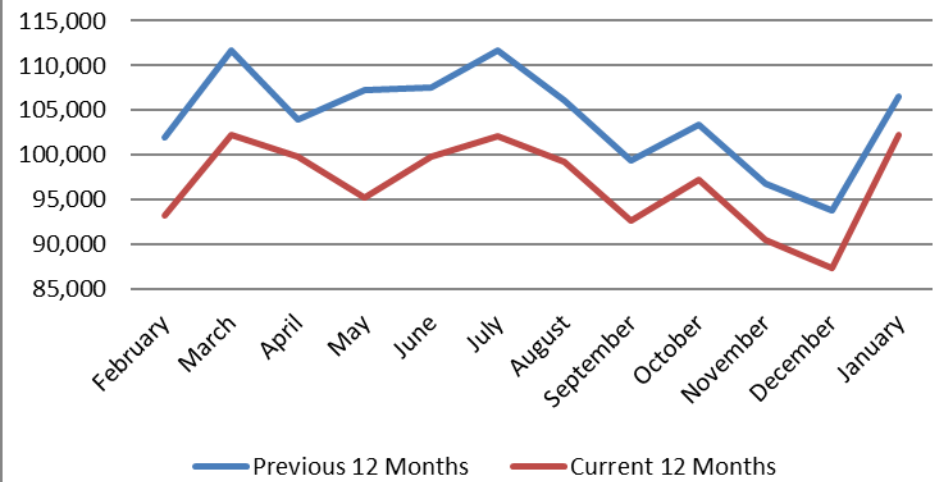
The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



In-person Attendance



Website Visits



Public Computer Use

