

BOARD OF LIBRARY TRUSTEES

**TUESDAY, JANUARY 15, 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 DECEMBER 18, 2018 (Action Item 1)
 - V. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2018 (Item 2)
 - VI. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2018 (Action Item 3)
 - VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 15, 2019 (Action Item 4)
 - VIII. EXECUTIVE DIRECTOR'S REPORT
 - IX. OLD BUSINESS
 - X. NEW BUSINESS
- REPRESENTATIVE DAVID HARRIS PROCLAMATION (Action Item 5)

The board recognizes the contributions that Representative David Harris made on behalf of the residents of the Village of Arlington Heights

- HUMAN RESOURCES 2019 STRATEGIC PRIORITIES
(Item 6)
Staff will present human resources strategic priorities for 2019

XI. LIAISON REPORTS

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

XII. OTHER

XIII. 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

XIV. REVIEW OF CLOSED SESSION MINUTES AND OTHER ITEM(S) FROM CLOSED SESSION FOR ACTION

XV. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, DECEMBER 18, 2018.

12.18.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Tuesday, December 18, 2018, at 7:00 p.m. by President Debbie Smart.

12.18.02 **BOARD OF LIBRARY TRUSTEES AND FRIENDS OF THE LIBRARY BOARD OF DIRECTORS MEET AND GREET**

12.18.03 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; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Library; Allison Anderson, Friends of the Library; Baiba McMinn, Friends of the Library; Carol Rech, Friends of the Library; Lisa Bender, Friends of the Library; Mike Connors, Friends of the Library; Melissa Cayer, Resident.

12.18.04 There was no **PUBLIC COMMENT**.

12.18.05 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 20, 2018 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

12.18.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 3, 2018 (Action Item 2)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

12.18.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2018 (Item 3)** – Mr. Driskell reported the library has received 98.6% of its annual budgeted revenue to date. 100% of the Per Capita Grant was received at \$93,876. Interest income is at \$122,009 year-to-date for combined funds; 260% of the annual budgeted interest income has been received. The library received \$309 in donations. LIRA (Libraries of Illinois Risk Agency) announced its first surplus return of \$83,340 in November to the founding members. The library's portion of the return was \$3,261. This is a result of outperforming the market and will be distributed to each founding member at the percentage of their contribution into the pooled insurance program. An outreach grant from District 214 in the amount of \$750 was received. A check from Cook County in the amount of \$150 was received as compensation for using

the library as a polling place. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 12.18.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2018 (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 DATED NOVEMBER 30, 2018, IN THE AMOUNT OF \$1,306,912.97.** 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.

- 12.18.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted an estimated 1,010 people voted at the two precincts held at the library on election day as the library was a polling place for the first time; the development of a new Library of Things collection; two ESL (English as a Second Language) students gave a concert at the Senior Center for a standing-room-only crowd that attracted multiple generations; a partnership with area schools brought award-winning author Jason Reynolds to 2,220 attendees; a partnership with IDES (Illinois Department Employment Security) office brought 127 attendees to an Adult Job Fair; and 350 attendees of all ages engaged with the Tech Fair which included Nintendo Labo and STEM Kit Extravaganza. Mr. Driskell also announced that Shannon Distel, previously Director of Customer Services, has been named Deputy Director.

- 12.18.10 **OLD BUSINESS**

- **TUITION REIMBURSEMENT POLICY REVISIONS (Action Item 5)** – At the board’s direction, staff provided suggested revisions to the Tuition Reimbursement Policy to make it available to a greater number of staff members, and to increase the individual reimbursement amount. After discussion and an additional revision, the revised policy was adopted.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS, WITH THE AMENDED CHANGE, THE REVISED TUITION REIMBURSEMENT POLICY.** Trustee Tangney seconded. All were in favor and the motion carried.

- **REVISIONS TO POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE (Action Item 6)** – The board reviewed suggested changes to the Issuance of Library Cards and Conditions of Use Policy for special use cards.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISED POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE.** Trustee Tangney seconded. All were in favor and the motion carried.

- **APPROVAL OF FY2019 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Action Item 7)** – The board reviewed a draft of the Illinois State Library FY2019 Public Library Per Capita Grant application.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION AS PRESENTED.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

12.18.11 NEW BUSINESS

- **STAFF DAY 2019 (Action Item 8)** – Staff requested the board’s approval to close the library on Friday, March 1, in order to provide the library’s once-a-year training opportunity for the entire staff.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE CLOSING OF THE LIBRARY ON FRIDAY, MARCH 1 IN ORDER FOR THE LIBRARY STAFF TO ATTEND THE ANNUAL STAFF DAY.** Trustee Tangney seconded. All were in favor and the motion carried.

12.18.12 LIAISON REPORTS

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends of the Arlington Heights Memorial Library made \$3,500 at their recent lobby sale. Their next sale will be their Fab Feb Sale, February 2-3. The Friends also generously approved a large wish list.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Distel reported she attended the Foundation’s December meeting and presented on library databases that can be used for reaching out to residents and businesses. Ms. Hastings reported the Foundation will have a photo and short story in the library’s February newsletter; they continue to await their 501(c)(3) status; they are developing their levels of giving; planning their annual appeals; and looking forward to staff presentations at their monthly meetings to learn more about the library and funding opportunities.

12.18.13 OTHER

- Mr. Driskell shared the annual joint breakfast meeting with the Board of Library Trustees and Village Board has been scheduled for Saturday, January 19.
- President Smart shared a holiday card from Representative Jan Schakowsky’s office.
- President Smart shared that her presentation with Ms. Ekl, *Fiscal Planning: The Financial Forest through the Trees* has been accepted by the American Library Association to be presented at their annual conference in Washington DC in June.

12.18.14 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.** Trustee Thanopoulos seconded. All were in favor and the motion carried. The board went into closed session at 8:10 p.m.

The board returned to open session at 8:47 p.m.

Trustee Tangney moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF DECEMBER 18, 2018.** Trustee Supplitt 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 Tangney seconded. All were in favor and the meeting was adjourned at 8:48 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

Village of Arlington Heights
REVENUE REPORT
100% OF YEAR LAPSED

ACCOUNTING PERIOD 12/2018

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	75,691	82.06		908,281	896,221.26	99	908,281	12,059.74
04 00	Real Estate Tax FICA	49,170	53.30		590,029	582,194.46	99	590,029	7,834.54
05 00	Real Estate Tax	1,039,179	1,126.56		12,470,082	12,304,507.56	99	12,470,082	165,574.44
401	** Real Estate Taxes	1,164,040	1,261.92		13,968,392	13,782,923.28	99	13,968,392	185,468.72
400	*** Taxes	1,164,040	1,261.92		13,968,392	13,782,923.28	99	13,968,392	185,468.72
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	58,311.00-	1166	60,000	93,876.67	157	60,000	33,876.67-
70 00	Other Grants	125	.00		1,500	10,000.00	667	1,500	8,500.00-
90 00	Contribution Ord. Library	87	8,660.47	9955	1,000	17,221.56	1722	1,000	16,221.56-
411	** Intergovernmental	5,212	49,650.53-	953	62,500	121,098.23	194	62,500	58,598.23-
410	*** Intergovernmental Revenue	5,212	49,650.53-	953	62,500	121,098.23	194	62,500	58,598.23-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	212	.00		2,500	880.00	35	2,500	1,620.00
74 00	Copier/Reader Printer Fee	3,337	3,458.20	104	40,000	43,827.63	110	40,000	3,827.63-
75 00	Meeting Room Fees	337	510.00	151	4,000	4,950.00	124	4,000	950.00-
436	** Library Fees	3,886	3,968.20	102	46,500	49,657.63	107	46,500	3,157.63-
430	*** Fees	3,886	3,968.20	102	46,500	49,657.63	107	46,500	3,157.63-
440	Fines								
442	Library								
20 00	Late Charges	11,674	8,683.24	74	140,000	114,779.40	82	140,000	25,220.60
25 00	Lost/Damaged Item Charges	1,424	1,033.33	73	17,000	16,945.70	100	17,000	54.30
442	** Library	13,098	9,716.57	74	157,000	131,725.10	84	157,000	25,274.90
440	*** Fines	13,098	9,716.57	74	157,000	131,725.10	84	157,000	25,274.90
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,674	79.74	3	32,000	79,065.74	247	32,000	47,065.74-
461	** Simple Interest	2,674	79.74	3	32,000	79,065.74	247	32,000	47,065.74-
462	Investment Income								
10 00	Market Value Adjustments	0	.00		0	35,535.00		0	35,535.00-
462	** Investment Income	0	.00		0	35,535.00		0	35,535.00-

Village of Arlington Heights
 REVENUE REPORT
 100% OF YEAR LAPSED

ACCOUNTING PERIOD 12/2018

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,674	79.74	3	32,000	114,600.74	358	32,000	82,600.74-
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
481	Special Events								
55 00	Premium Sponsor	0	.00		0	10,000.00		0	10,000.00-
481	** Special Events	0	.00		0	10,000.00		0	10,000.00-
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	87	.00		1,000	5,287.94	529	1,000	4,287.94-
483	** Donations	87	.00		1,000	5,287.94	529	1,000	4,287.94-
489	Other								
90 00	Other Income	837	7,825.80	935	10,000	23,874.60	239	10,000	13,874.60-
93 00	Donations Genealogy	49	.00		500	.00		500	500.00
94 00	FOL Reimbursements	5,424	.00		65,000	62,488.51	96	65,000	2,511.49
489	** Other	6,310	7,825.80	124	75,500	86,363.11	114	75,500	10,863.11-
480	*** Other	6,397	7,825.80	122	76,500	101,651.05	133	76,500	25,151.05-
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,195,307	26,798.30-	2	14,342,892	14,301,656.03	100	14,342,892	41,235.97

Village of Arlington Heights
 REVENUE REPORT
 100% OF YEAR LAPSED

ACCOUNTING PERIOD 12/2018

Village of Arlington Heights

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

PROGRAM: GM267L
Village of Arlington Heights

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	46338	25499.99	55	556045	318428.01	57	.00	556045	237616.99	57
	16 92	Achievement Awards	337	.00	0	4000	3000.00	75	.00	4000	1000.00	75
	16 **	Library Personal Services	46675	25499.99	55	560045	321428.01	57	.00	560045	238616.99	57
	18	Other Personal Services										
	18 05	Overtime Civilian	24	.00	0	200	1078.53	539	.00	200	878.53-	539
	18 **	Other Personal Services	24	.00	0	200	1078.53	539	.00	200	878.53-	539
	19	Employee Benefits										
	19 05	Medical Insurance	5414	5496.93	102	64913	65963.16	102	.00	64913	1050.16-	102
	19 10	IMRF	6059	3243.59	54	72675	40641.39	56	.00	72675	32033.61	56
	19 11	Social Security	2883	1534.20	53	34475	19185.53	56	.00	34475	15289.47	56
	19 12	Medicare	682	358.79	53	8063	4486.79	56	.00	8063	3576.21	56
	19 53	Flexible Spending	212	.00	0	2500	2024.50	81	.00	2500	475.50	81
	19 55	Unemployment Compensation	837	.00	0	10000	17542.16	175	.00	10000	7542.16-	175
	19 **	Employee Benefits	16087	10633.51	66	192626	149843.53	78	.00	192626	42782.47	78
	20	Prof Technical Services										
	20 05	Professional Services	337	.00	0	4000	26799.38	670	.00	4000	22799.38-	670
	20 08	Consulting Services	2056	250.00	12	24650	25554.16	104	.00	24650	904.16-	104
	20 20	Legal Services	1337	268.75-	20-	16000	23210.00	145	.00	16000	7210.00-	145
	20 40	General Insurance	11049	38148.00	345	132500	140497.46	106	.00	132500	7997.46-	106
	20 81	OCLC Services	5225	.00	0	62601	60121.38	96	.00	62601	2479.62	96
	20 **	Prof Technical Services	20004	38129.25	191	239751	276182.38	115	.00	239751	36431.38-	115
	21	Property Services										
	21 65	Other Services	752	289.36	39	8947	11721.96	131	.00	8947	2774.96-	131
	21 **	Property Services	752	289.36	39	8947	11721.96	131	.00	8947	2774.96-	131
	22	Other Contractual Service										
	22 01	Advertising	87	.00	0	1000	255.15	26	.00	1000	744.85	26
	22 02	Dues	1632	.00	0	19485	16520.00	85	.00	19485	2965.00	85
	22 03	Training	10612	10565.80	100	127300	135397.84	106	.00	127300	8097.84-	106
	22 05	Postage	3597	17.02	1	43087	43837.54	102	.00	43087	750.54-	102
	22 42	Internet Services	2362	2212.53	94	28311	28503.48	101	.00	28311	192.48-	101
	22 70	Telephone Services	4177	6962.88	167	50014	75375.29	151	.00	50014	25361.29-	151
	22 **	Other Contractual Service	22467	19758.23	88	269197	299889.30	111	.00	269197	30692.30-	111
	30	General Supplies										
	30 05	Office Supplies & Equip	740	437.22	59	8858	6467.00	73	.00	8858	2391.00	73
	30 **	General Supplies	740	437.22	59	8858	6467.00	73	.00	8858	2391.00	73
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	401	.00	0	4790	892.83	19	.00	4790	3897.17	19
	31 **	Public Works Supplies	401	.00	0	4790	892.83	19	.00	4790	3897.17	19

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	80	183.84	230	850	863.88	102	.00	850	13.88-	102
	32	99 Items Reimb by Employees	0	41.67	0	0	704.99	0	.00	0	704.99-	0
	32	** Library Supplies	80	225.51	282	850	1568.87	185	.00	850	718.87-	185
	40	Other Charges										
	40	96 Operating Contingency	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	40	** Other Charges	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	50	Property										
	50	15 Other Equipment	4295	11421.74	266	51540	35759.70	69	.00	51540	15780.30	69
	50	** Property	4295	11421.74	266	51540	35759.70	69	.00	51540	15780.30	69
601	**	** Library	111949	106394.81	95	1341804	1104832.11	82	.00	1341804	236971.89	82
60	**	** Culture/Recreation	111949	106394.81	95	1341804	1104832.11	82	.00	1341804	236971.89	82
DIV	6001	TOTAL ***** Administration	111949	106394.81	95	1341804	1104832.11	82	.00	1341804	236971.89	82

PREPARED 01/11/2019, 12:39:40
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	55696	40003.00	72	667274	624700.46	94	.00	667274	42573.54	94

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	13381	13350.26	100	160495	186123.55	116	.00	160495	25628.55-	116
	16 **	Library Personal Services	13381	13350.26	100	160495	186123.55	116	.00	160495	25628.55-	116
	18	Other Personal Services										
	18 05	Overtime Civilian	25	.00	0	300	3099.36	1033	.00	300	2799.36-	1033
	18 **	Other Personal Services	25	.00	0	300	3099.36	1033	.00	300	2799.36-	1033
	19	Employee Benefits										
	19 05	Medical Insurance	2824	3037.72	108	33800	36452.64	108	.00	33800	2652.64-	108
	19 10	IMRF	1748	7207.95	412	20976	29579.00	141	.00	20976	8603.00-	141
	19 11	Social Security	832	798.63	96	9951	11318.48	114	.00	9951	1367.48-	114
	19 12	Medicare	204	186.78	92	2327	2647.05	114	.00	2327	320.05-	114
	19 50	Employee Asst. Program	530	.00	0	6250	5577.34	89	.00	6250	672.66	89
	19 **	Employee Benefits	6138	11231.08	183	73304	85574.51	117	.00	73304	12270.51-	117
	21	Property Services										
	21 65	Other Services	693	402.50	58	8250	10589.05	128	.00	8250	2339.05-	128
	21 **	Property Services	693	402.50	58	8250	10589.05	128	.00	8250	2339.05-	128
	22	Other Contractual Service										
	22 01	Advertising	212	90.00	43	2500	2910.30	116	.00	2500	410.30-	116
	22 02	Dues	267	.00	0	3105	2509.00	81	.00	3105	596.00	81
	22 03	Training	73	239.59	328	810	1362.35	168	.00	810	552.35-	168
	22 55	In Service Training	625	.00	0	7500	6677.61	89	.00	7500	822.39	89
	22 **	Other Contractual Service	1177	329.59	28	13915	13459.26	97	.00	13915	455.74	97
	40	Other Charges										
	40 62	Tuition Reimbursement	1250	2881.80	231	15000	15516.00	103	.00	15000	516.00-	103
	40 70	Employee Recognition Prog	1380	1954.06	142	16450	2966.58	18	.00	16450	13483.42	18
	40 **	Other Charges	2630	4835.86	184	31450	18482.58	59	.00	31450	12967.42	59
601	** **	Library	24044	30149.29	125	287714	317328.31	110	.00	287714	29614.31-	110
60	** **	Culture/Recreation	24044	30149.29	125	287714	317328.31	110	.00	287714	29614.31-	110
DIV	6003	TOTAL ***** Human Resources	24044	30149.29	125	287714	317328.31	110	.00	287714	29614.31-	110

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	20	Prof Technical Services	0	.00	0	0	6276.00	0	.00	0	6276.00- 0
	20 05	Professional Services									
	20 **	Prof Technical Services	0	.00	0	0	6276.00	0	.00	0	6276.00- 0
	21	Property Services									
	21 65	Other Services	424	3996.97	943	5000	6862.25	137	.00	5000	1862.25- 137
	21 **	Property Services	424	3996.97	943	5000	6862.25	137	.00	5000	1862.25- 137
	22	Other Contractual Service									
	22 18	Contr Programs & Exhibits	1674	1000.00-	60-	20000	53501.77	268	.00	20000	33501.77- 268
	22 **	Other Contractual Service	1674	1000.00-	60-	20000	53501.77	268	.00	20000	33501.77- 268
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	424	.00	0	5000	.00	0	.00	5000	5000.00 0
	31 **	Public Works Supplies	424	.00	0	5000	.00	0	.00	5000	5000.00 0
	32	Library Supplies									
	32 01	Program Supplies	424	.00	0	5000	1264.14	25	.00	5000	3735.86 25
	32 02	Program Supplies	424	.00	0	5000	2013.38	40	.00	5000	2986.62 40
	32 32	Software	125	.00	0	1500	.00	0	.00	1500	1500.00 0
	32 72	Special Events	837	.00	0	10000	17162.31	172	.00	10000	7162.31- 172
	32 75	Audio Visual	174	.00	0	2000	.00	0	.00	2000	2000.00 0
	32 78	Electronic Resources	125	.00	0	1500	.00	0	.00	1500	1500.00 0
	32 80	Books	424	516.73	122	5000	1546.61	31	.00	5000	3453.39 31
	32 **	Library Supplies	2533	516.73	20	30000	21986.44	73	.00	30000	8013.56 73
	50	Property									
	50 15	Other Equipment	424	.00	0	5000	1479.38	30	.00	5000	3520.62 30
	50 55	Other Capital Outlay	0	.00	0	0	2281.18	0	.00	0	2281.18- 0
	50 **	Property	424	.00	0	5000	3760.56	75	.00	5000	1239.44 75
601	**	** Library	5479	3513.70	64	65000	92387.02	142	.00	65000	27387.02- 142
60	**	** Culture/Recreation	5479	3513.70	64	65000	92387.02	142	.00	65000	27387.02- 142
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5479	3513.70	64	65000	92387.02	142	.00	65000	27387.02- 142

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19102	17758.27	93	229114	225037.68	98	.00	229114	4076.32	98
	16 **	Library Personal Services	19102	17758.27	93	229114	225037.68	98	.00	229114	4076.32	98
	18	Other Personal Services										
	18 05	Overtime Civilian	49	.43	1	500	140.12	28	.00	500	359.88	28
	18 **	Other Personal Services	49	.43	1	500	140.12	28	.00	500	359.88	28
	19	Employee Benefits										
	19 05	Medical Insurance	3227	2977.77	92	38669	35733.24	92	.00	38669	2935.76	92
	19 10	IMRF	2501	2258.90	90	29946	28642.62	96	.00	29946	1303.38	96
	19 11	Social Security	1192	1048.60	88	14205	13369.63	94	.00	14205	835.37	94
	19 12	Medicare	286	245.22	86	3322	3126.70	94	.00	3322	195.30	94
	19 **	Employee Benefits	7206	6530.49	91	86142	80872.19	94	.00	86142	5269.81	94
	20	Prof Technical Services										
	20 05	Professional Services	450	.00	0	5400	5400.00	100	.00	5400	.00	100
	20 **	Prof Technical Services	450	.00	0	5400	5400.00	100	.00	5400	.00	100
	21	Property Services										
	21 36	Equipment Rental	594	.00	0	7040	1148.00	16	.00	7040	5892.00	16
	21 65	Other Services	448	.00	0	5310	200.00	4	.00	5310	5110.00	4
	21 **	Property Services	1042	.00	0	12350	1348.00	11	.00	12350	11002.00	11
	22	Other Contractual Service										
	22 02	Dues	65	.00	0	725	680.00	94	.00	725	45.00	94
	22 03	Training	100	.00	0	1200	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	2037	2033.33	100	24400	24399.96	100	.00	24400	.04	100
	22 **	Other Contractual Service	2202	2033.33	92	26325	25079.96	95	.00	26325	1245.04	95
601	** **	Library	30051	26322.52	88	359831	337877.95	94	.00	359831	21953.05	94
60	** **	Culture/Recreation	30051	26322.52	88	359831	337877.95	94	.00	359831	21953.05	94
DIV	6008	TOTAL ***** Finance	30051	26322.52	88	359831	337877.95	94	.00	359831	21953.05	94

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										
	16	Library Personal Services										
	16	85 Salaries	52334	49998.07	96	627997	633124.95	101	.00	627997	5127.95-	101
	16	** Library Personal Services	52334	49998.07	96	627997	633124.95	101	.00	627997	5127.95-	101
	18	Other Personal Services										
	18	05 Overtime Civilian	30	7.79	26	250	755.45	302	.00	250	505.45-	302
	18	** Other Personal Services	30	7.79	26	250	755.45	302	.00	250	505.45-	302
	19	Employee Benefits										
	19	05 Medical Insurance	12193	11578.69	95	146228	138944.28	95	.00	146228	7283.72	95
	19	10 IMRF	6654	6112.04	92	79738	77621.38	97	.00	79738	2116.62	97
	19	11 Social Security	3252	3004.74	92	38936	38064.09	98	.00	38936	871.91	98
	19	12 Medicare	768	702.72	92	9106	8902.07	98	.00	9106	203.93	98
	19	** Employee Benefits	22867	21398.19	94	274008	263531.82	96	.00	274008	10476.18	96
	20	Prof Technical Services										
	20	05 Professional Services	695	54.10	8	8252	9506.93	115	.00	8252	1254.93-	115
	20	08 Consulting Services	2175	.00	0	26045	14992.25	58	.00	26045	11052.75	58
	20	** Prof Technical Services	2870	54.10	2	34297	24499.18	71	.00	34297	9797.82	71
	21	Property Services										
	21	02 Equipment Maintenance	14997	1967.90	13	179898	163180.32	91	.00	179898	16717.68	91
	21	** Property Services	14997	1967.90	13	179898	163180.32	91	.00	179898	16717.68	91
	22	Other Contractual Service										
	22	02 Dues	22	.00	0	209	.00	0	.00	209	209.00	0
	22	03 Training	43	.00	0	450	1099.56	244	.00	450	649.56-	244
	22	** Other Contractual Service	65	.00	0	659	1099.56	167	.00	659	440.56-	167
	30	General Supplies										
	30	05 Office Supplies & Equip	34	32.69	96	375	103.31	28	.00	375	271.69	28
	30	30 Data System Supplies	3191	1348.45	42	38204	34169.80	89	.00	38204	4034.20	89
	30	32 Software Library	14627	111.36	1	175480	124891.03	71	.00	175480	50588.97	71
	30	33 Documentation Library	53	.00	0	625	.00	0	.00	625	625.00	0
	30	** General Supplies	17905	1492.50	8	214684	159164.14	74	.00	214684	55519.86	74
	31	Public Works Supplies										
	31	85 Small Tools and Equipment	1386	132.21	10	16610	17651.92	106	.00	16610	1041.92-	106
	31	** Public Works Supplies	1386	132.21	10	16610	17651.92	106	.00	16610	1041.92-	106
	32	Library Supplies										
	32	05 Processing Supplies	25	.00	0	300	764.01	255	.00	300	464.01-	255
	32	32 Software	860	.00	0	10287	6501.65	63	.00	10287	3785.35	63
	32	** Library Supplies	885	.00	0	10587	7265.66	69	.00	10587	3321.34	69

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										
	50	Property										
	50 12	Computer Equipment	5908	3033.80	51	70830	65604.95	93	.00	70830	5225.05	93
	50 15	Other Equipment	1074	.00	0	12800	1217.02	10	.00	12800	11582.98	10
	50 **	Property	6982	3033.80	44	83630	66821.97	80	.00	83630	16808.03	80
601	** **	Library	120321	78084.56	65	1442620	1337094.97	93	.00	1442620	105525.03	93
60	** **	Culture/Recreation	120321	78084.56	65	1442620	1337094.97	93	.00	1442620	105525.03	93
DIV	6010	TOTAL ***** Information Technology	120321	78084.56	65	1442620	1337094.97	93	.00	1442620	105525.03	93

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDTG
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	19339	20181.89	104	232068	251743.87	109	.00	232068	19675.87- 109
16	**	Library Personal Services	19339	20181.89	104	232068	251743.87	109	.00	232068	19675.87- 109
18		Other Personal Services									
18	05	Overtime Civilian	174	133.89	77	2000	3321.54	166	.00	2000	1321.54- 166
18	**	Other Personal Services	174	133.89	77	2000	3321.54	166	.00	2000	1321.54- 166
19		Employee Benefits									
19	05	Medical Insurance	4788	4753.28	99	57379	57039.36	99	.00	57379	339.64 99
19	10	IMRF	2194	2281.80	104	26240	28465.76	109	.00	26240	2225.76- 109
19	11	Social Security	1199	1213.37	101	14388	15290.81	106	.00	14388	902.81- 106
19	12	Medicare	285	283.77	100	3365	3576.08	106	.00	3365	211.08- 106
19	**	Employee Benefits	8466	8532.22	101	101372	104372.01	103	.00	101372	3000.01- 103
22		Other Contractual Service									
22	03	Training	159	.00	0	1875	138.18	7	.00	1875	1736.82 7
22	**	Other Contractual Service	159	.00	0	1875	138.18	7	.00	1875	1736.82 7
30		General Supplies									
30	05	Office Supplies & Equip	27	.00	0	225	75.84	34	.00	225	149.16 34
30	**	General Supplies	27	.00	0	225	75.84	34	.00	225	149.16 34
601	**	** Library	28165	28848.00	102	337540	359651.44	107	.00	337540	22111.44- 107
60	**	** Culture/Recreation	28165	28848.00	102	337540	359651.44	107	.00	337540	22111.44- 107
DIV	6015	TOTAL ***** Security	28165	28848.00	102	337540	359651.44	107	.00	337540	22111.44- 107

PREPARED 01/11/2019, 12:39:40
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	456572	381073.98	84	5471527	5111612.33	93	.00	5471527	359914.67	93

PROGRAM: GM267L

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
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	74340	71109.64	96	892014	919892.02	103	.00	892014	27878.02-	103
16	**	Library Personal Services	74340	71109.64	96	892014	919892.02	103	.00	892014	27878.02-	103
18		Other Personal Services										
18	05	Overtime Civilian	30	.00	0	250	.00	0	.00	250	250.00	0
18	**	Other Personal Services	30	.00	0	250	.00	0	.00	250	250.00	0
19		Employee Benefits										
19	05	Medical Insurance	10510	10435.34	99	126098	125224.08	99	.00	126098	873.92	99
19	10	IMRF	9528	9045.19	95	114303	116155.68	102	.00	114303	1852.68-	102
19	11	Social Security	4617	4253.40	92	55305	55270.83	100	.00	55305	34.17	100
19	12	Medicare	1087	994.73	92	12934	12926.32	100	.00	12934	7.68	100
19	**	Employee Benefits	25742	24728.66	96	308640	309576.91	100	.00	308640	936.91-	100
21		Property Services										
21	65	Other Services	0	.00	0	0	1852.50	0	.00	0	1852.50-	0
21	**	Property Services	0	.00	0	0	1852.50	0	.00	0	1852.50-	0
22		Other Contractual Service										
22	02	Dues	403	387.00	96	4803	4018.00	84	.00	4803	785.00	84
22	03	Training	381	98.33	26	4451	2719.24	61	.00	4451	1731.76	61
22	18	Contr Programs & Exhibits	850	120.00	14	10200	4410.00	43	.00	10200	5790.00	43
22	**	Other Contractual Service	1634	605.33	37	19454	11147.24	57	.00	19454	8306.76	57
30		General Supplies										
30	05	Office Supplies & Equip	35	11.74	34	310	231.99	75	.00	310	78.01	75
30	**	General Supplies	35	11.74	34	310	231.99	75	.00	310	78.01	75
32		Library Supplies										
32	01	Program Supplies	166	571.17	344	1970	2473.31	126	.00	1970	503.31-	126
32	02	Program Supplies	0	30.00	0	0	191.24	0	.00	0	191.24-	0
32	90	Circulation Supplies	190	160.76	85	2203	919.03	42	.00	2203	1283.97	42
32	**	Library Supplies	356	761.93	214	4173	3583.58	86	.00	4173	589.42	86
601	**	** Library	102137	97217.30	95	1224841	1246284.24	102	.00	1224841	21443.24-	102
60	**	** Culture/Recreation	102137	97217.30	95	1224841	1246284.24	102	.00	1224841	21443.24-	102
DIV	6405	TOTAL ***** Business & Specialty Serv	102137	97217.30	95	1224841	1246284.24	102	.00	1224841	21443.24-	102

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	218741	187423.98	86	2624771	2440830.45	93	.00	2624771	183940.55	93
	16 **	Library Personal Services	218741	187423.98	86	2624771	2440830.45	93	.00	2624771	183940.55	93
	18	Other Personal Services										
	18 05	Overtime Civilian	174	47.85	28	2000	1164.29	58	.00	2000	835.71	58
	18 **	Other Personal Services	174	47.85	28	2000	1164.29	58	.00	2000	835.71	58
	19	Employee Benefits										
	19 05	Medical Insurance	21350	21048.44	99	256090	252581.28	99	.00	256090	3508.72	99
	19 10	IMRF	21860	19178.64	88	262298	246032.82	94	.00	262298	16265.18	94
	19 11	Social Security	13567	11347.60	84	162793	148040.27	91	.00	162793	14752.73	91
	19 12	Medicare	3181	2653.88	83	38073	34622.23	91	.00	38073	3450.77	91
	19 **	Employee Benefits	59958	54228.56	90	719254	681276.60	95	.00	719254	37977.40	95
	21	Property Services										
	21 02	Equipment Maintenance	49	50.00	102	555	157.92	29	.00	555	397.08	29
	21 64	Access Services	250	245.00	98	3000	10955.30	365	.00	3000	7955.30-	365
	21 65	Other Services	953	704.80	74	11348	11941.90	105	.00	11348	593.90-	105
	21 **	Property Services	1252	999.80	80	14903	23055.12	155	.00	14903	8152.12-	155
	22	Other Contractual Service										
	22 02	Dues	186	100.00	54	2210	1713.00	78	.00	2210	497.00	78
	22 03	Training	367	580.72	158	4294	2482.60	58	.00	4294	1811.40	58
	22 **	Other Contractual Service	553	680.72	123	6504	4195.60	65	.00	6504	2308.40	65
	30	General Supplies										
	30 05	Office Supplies & Equip	444	685.62	154	5207	4645.59	89	.00	5207	561.41	89
	30 07	Supplies Reimb by Patrons	172	.00	0	2020	2012.07	100	.00	2020	7.93	100
	30 **	General Supplies	616	685.62	111	7227	6657.66	92	.00	7227	569.34	92
	32	Library Supplies										
	32 01	Program Supplies	198	40.29	20	2332	2020.26	87	.00	2332	311.74	87
	32 90	Circulation Supplies	952	2791.01	293	11369	9252.56	81	.00	11369	2116.44	81
	32 **	Library Supplies	1150	2831.30	246	13701	11272.82	82	.00	13701	2428.18	82
601	** **	Library	282444	246897.83	87	3388360	3168452.54	94	.00	3388360	219907.46	94
60	** **	Culture/Recreation	282444	246897.83	87	3388360	3168452.54	94	.00	3388360	219907.46	94
DIV	6420	TOTAL ***** Customer Services	282444	246897.83	87	3388360	3168452.54	94	.00	3388360	219907.46	94

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	33209	24372.17	73	398420	391217.18	98	.00	398420	7202.82	98
16	**	Library Personal Services	33209	24372.17	73	398420	391217.18	98	.00	398420	7202.82	98
18		Other Personal Services										
18	05	Overtime Civilian	24	.00	0	200	192.28	96	.00	200	7.72	96
18	**	Other Personal Services	24	.00	0	200	192.28	96	.00	200	7.72	96
19		Employee Benefits										
19	05	Medical Insurance	7848	5862.98	75	94121	70355.76	75	.00	94121	23765.24	75
19	10	IMRF	4208	3100.13	74	50397	46539.67	92	.00	50397	3857.33	92
19	11	Social Security	2064	1439.31	70	24702	23486.90	95	.00	24702	1215.10	95
19	12	Medicare	486	336.61	69	5777	5492.68	95	.00	5777	284.32	95
19	**	Employee Benefits	14606	10739.03	74	174997	145875.01	83	.00	174997	29121.99	83
22		Other Contractual Service										
22	02	Dues	172	231.00	134	2053	1391.00	68	.00	2053	662.00	68
22	03	Training	119	31.94	27	1340	1212.46	91	.00	1340	127.54	91
22	18	Contr Programs & Exhibits	14231	650.00	5	170695	137848.60	81	.00	170695	32846.40	81
22	**	Other Contractual Service	14522	912.94	6	174088	140452.06	81	.00	174088	33635.94	81
32		Library Supplies										
32	02	Program Supplies	5139	2426.42	47	61657	52169.81	85	.00	61657	9487.19	85
32	**	Library Supplies	5139	2426.42	47	61657	52169.81	85	.00	61657	9487.19	85
601	** **	Library	67500	38450.56	57	809362	729906.34	90	.00	809362	79455.66	90
60	** **	Culture/Recreation	67500	38450.56	57	809362	729906.34	90	.00	809362	79455.66	90
DIV	6440	TOTAL ***** Programs and Exhibits	67500	38450.56	57	809362	729906.34	90	.00	809362	79455.66	90

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA ELE OBJ	ACCOUNT	DESCRIPTION	*****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	42803	39623.45	93	513526	491213.70	96	.00	513526	22312.30 96	
	16 **	Library Personal Services	42803	39623.45	93	513526	491213.70	96	.00	513526	22312.30 96	
	18	Other Personal Services										
	18 05	Overtime Civilian	12	.00	0	100	41.47	42	.00	100	58.53 42	
	18 **	Other Personal Services	12	.00	0	100	41.47	42	.00	100	58.53 42	
	19	Employee Benefits										
	19 05	Medical Insurance	4637	3541.55	76	55556	42498.60	77	.00	55556	13057.40 77	
	19 10	IMRF	5270	4579.90	87	63185	56366.29	89	.00	63185	6818.71 89	
	19 11	Social Security	2656	2419.20	91	31839	30038.85	94	.00	31839	1800.15 94	
	19 12	Medicare	626	565.77	90	7446	7025.15	94	.00	7446	420.85 94	
	19 **	Employee Benefits	13189	11106.42	84	158026	135928.89	86	.00	158026	22097.11 86	
	21	Property Services										
	21 02	Equipment Maintenance	0	169.00	0	0	169.00	0	.00	0	169.00- 0	
	21 **	Property Services	0	169.00	0	0	169.00	0	.00	0	169.00- 0	
	22	Other Contractual Service										
	22 02	Dues	193	.00	0	2305	1670.75	73	.00	2305	634.25 73	
	22 03	Training	49	136.78	279	500	509.50	102	.00	500	9.50- 102	
	22 66	Outside Reference Service	225	.00	0	2700	2662.68	99	.00	2700	37.32 99	
	22 **	Other Contractual Service	467	136.78	29	5505	4842.93	88	.00	5505	662.07 88	
	30	General Supplies										
	30 05	Office Supplies & Equip	62	2.70	4	700	629.10	90	.00	700	70.90 90	
	30 07	Supplies Reimb by Patrons	75	622.75	830	900	880.53	98	.00	900	19.47 98	
	30 **	General Supplies	137	625.45	457	1600	1509.63	94	.00	1600	90.37 94	
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	530	842.67	159	6250	5712.23	91	.00	6250	537.77 91	
	31 **	Public Works Supplies	530	842.67	159	6250	5712.23	91	.00	6250	537.77 91	
	32	Library Supplies										
	32 01	Program Supplies	87	.00	0	1000	83.37	8	.00	1000	916.63 8	
	32 78	Electronic Resources	28092	1105.25	4	337027	330124.18	98	.00	337027	6902.82 98	
	32 90	Circulation Supplies	158	149.17	94	1775	1567.84	88	.00	1775	207.16 88	
	32 **	Library Supplies	28337	1254.42	4	339802	331775.39	98	.00	339802	8026.61 98	
	50	Property										
	50 15	Other Equipment	386	1322.18	343	4588	3611.56	79	.00	4588	976.44 79	
	50 **	Property	386	1322.18	343	4588	3611.56	79	.00	4588	976.44 79	
601	** **	Library	85861	55080.37	64	1029397	974804.80	95	.00	1029397	54592.20 95	
60	** **	Culture/Recreation	85861	55080.37	64	1029397	974804.80	95	.00	1029397	54592.20 95	

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA E	OBJ	ACCOUNT DESCRIPTION	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB		BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	65856	60959.99	93	790261	777169.52	98	.00	790261	13091.48	98
	16 **	Library Personal Services	65856	60959.99	93	790261	777169.52	98	.00	790261	13091.48	98
	18	Other Personal Services										
	18 05	Overtime Civilian	18	8.81	49	150	148.27	99	.00	150	1.73	99
	18 **	Other Personal Services	18	8.81	49	150	148.27	99	.00	150	1.73	99
	19	Employee Benefits										
	19 05	Medical Insurance	15478	16154.21	104	185626	193850.52	104	.00	185626	8224.52-	104
	19 10	IMRF	8604	7755.21	90	103182	98874.56	96	.00	103182	4307.44	96
	19 11	Social Security	4083	3617.54	89	48996	46211.65	94	.00	48996	2784.35	94
	19 12	Medicare	965	846.03	88	11459	10807.21	94	.00	11459	651.79	94
	19 **	Employee Benefits	29130	28372.99	97	349263	349743.94	100	.00	349263	480.94-	100
	22	Other Contractual Service										
	22 02	Dues	212	.00	0	2478	1391.00	56	.00	2478	1087.00	56
	22 03	Training	87	19.02	22	1000	420.81	42	.00	1000	579.19	42
	22 85	Processing Services	8875	1960.26	22	106500	74527.56	70	.00	106500	31972.44	70
	22 **	Other Contractual Service	9174	1979.28	22	109978	76339.37	69	.00	109978	33638.63	69
	30	General Supplies										
	30 05	Office Supplies & Equip	125	37.84	30	1500	1485.46	99	.00	1500	14.54	99
	30 33	Documentation Library	68	.00	0	717	716.00	100	.00	717	1.00	100
	30 **	General Supplies	193	37.84	20	2217	2201.46	99	.00	2217	15.54	99
	32	Library Supplies										
	32 03	Binding	24	.00	0	200	200.00	100	.00	200	.00	100
	32 05	Processing Supplies	2587	849.11	33	31000	18352.37	59	.00	31000	12647.63	59
	32 75	Audio Visual	43851	39303.28	90	526135	480855.50	91	.00	526135	45279.50	91
	32 80	Books	61110	36176.05	59	733276	653230.56	89	.00	733276	80045.44	89
	32 90	Circulation Supplies	250	66.50	27	3000	3105.67	104	.00	3000	105.67-	104
	32 95	Periodicals	10912	1127.01	10	130889	116336.78	89	.00	130889	14552.22	89
	32 **	Library Supplies	118734	77521.95	65	1424500	1272080.88	89	.00	1424500	152419.12	89
601	** **	Library	223105	168880.86	76	2676369	2477683.44	93	.00	2676369	198685.56	93
60	** **	Culture/Recreation	223105	168880.86	76	2676369	2477683.44	93	.00	2676369	198685.56	93
DIV	6470	TOTAL ***** Collection Services	223105	168880.86	76	2676369	2477683.44	93	.00	2676369	198685.56	93
DEPT	64	TOTAL ***** User Services	761047	606526.92	80	9128329	8597131.36	94	.00	9128329	531197.64	94

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	90	Other Financing Uses										
	90 05	Operating Transfer Out	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
	90 **	Other Financing Uses	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
601	** **	Library	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
60	** **	Culture/Recreation	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
DIV	6901	TOTAL ***** Non Operating	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
DEPT	69	TOTAL ***** Non Operating	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
FUND	291	TOTAL ***** Memorial Library Fund	1363456	987600.90	72	16349856	15458743.69	95	.00	16349856	891112.31	95
GRAND		TOTAL *****	1363456	987600.90	72	16349856	15458743.69	95	.00	16349856	891112.31	95

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	7674	547.99	7	92000	87377.85	95	.00	92000	4622.15	95
	50 **	Property	7674	547.99	7	92000	87377.85	95	.00	92000	4622.15	95
601	** **	Library	7674	547.99	7	92000	87377.85	95	.00	92000	4622.15	95
60	** **	Culture/Recreation	7674	547.99	7	92000	87377.85	95	.00	92000	4622.15	95
DIV	6010	TOTAL *****										
		Information Technology	7674	547.99	7	92000	87377.85	95	.00	92000	4622.15	95

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	13362	1199.00	9	160300	146558.14	91	.00	160300	13741.86	91
	50 55	Other Capital Outlay	65424	53743.48	82	785000	632039.90	81	.00	785000	152960.10	81
	50 **	Property	78786	54942.48	70	945300	778598.04	82	.00	945300	166701.96	82
601 ** **		Library	78786	54942.48	70	945300	778598.04	82	.00	945300	166701.96	82
60 ** **		Culture/Recreation	78786	54942.48	70	945300	778598.04	82	.00	945300	166701.96	82
DIV 6020		TOTAL ***** Facilities	78786	54942.48	70	945300	778598.04	82	.00	945300	166701.96	82
DEPT 60		TOTAL ***** Executive Office	86460	69673.77	81	1037300	880159.19	85	.00	1037300	157140.81	85
FUND 491		TOTAL ***** Capital Projects-Library	86460	69673.77	81	1037300	880159.19	85	.00	1037300	157140.81	85
GRAND		TOTAL *****	86460	69673.77	81	1037300	880159.19	85	.00	1037300	157140.81	85

January 15, 2019

(Action Item 3)

ACCOUNTS PAYABLE - CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
December 31, 2018

Fund Number	Fund Name	Fund Total
291	General Fund - Library (December Invoices)	\$225,898.42
491	Capital Projects Fund - Library (December Invoices)	\$69,673.77
Total Disbursements		<u>\$295,572.19</u>
Payrolls Paid		
12/7/2018		\$277,210.74
12/21/2018		\$287,021.64
		<u>\$564,232.38</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
12/31/2018	Group Insurance	\$96,575.00
12/31/2018	IMRF	\$71,524.53
12/31/2018	Social Security	\$34,837.07
12/31/2018	Medicare	\$8,147.32
		<u>\$211,083.92</u>
Total Disbursed		<u><u>\$1,070,888.49</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
77911	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION- DEC'18	99.84	99.84
77921	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	157.30-	157.30-
77953	FRIENDS OF THE LIBRARY	291-0000-489.90-00	2018 FOL BAG SALES	555.00	555.00
77974	KOHL CHILDRENS MUSEUM	291-0000-140.05-00	CHAGALL FOR CHILDREN	6,000.00	6,000.00
77993	PATRON POINT	291-0000-140.05-00	SOFTWARE PLATFORM SUBSCR.	6,250.00	6,250.00

***** DIVISION TOTAL ****

12,747.54

***** DEPARTMENT TOTAL **

12,747.54

Administration

DEPARTMENT: 60 Executive Office
 77915 AMAZON.COM CREDIT

DIVISION: 01
 291-6001-601.30-05 STAPLER
 291-6001-601.50-15 MOBILE CART & CRATE

77915	AMAZON.COM CREDIT	291-6001-601.30-05	STAPLER	40.87	
		291-6001-601.50-15	MOBILE CART & CRATE	290.00	330.87
77916	AMBIUS (19)	491-6001-601.50-15	INTERIOR LANDSCAPE	14,183.30	14,183.30
77919	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAVEL/TRAINING	37.20	
		291-6001-601.32-72	SPECIAL EVENTS	47.87	
		291-6001-601.22-03	TRAVEL/TRAINING	30.41	
		291-6001-601.22-03	TRAVEL/TRAINING	37.96	153.44
77921	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	LUNCH W/PROSPECT HEIGHTS	34.57	
		291-6001-601.22-42	PUBLIC INTERNET SERVICE	344.85	
		291-6001-601.50-15	STANDING DESKS	1,162.58	
		291-6001-601.21-65	CREDIT PENDING INVESTIGA-	175.00-	1,367.00
77922	ARTHUR J GALLAGHER RISK MANAGMENT	291-6001-601.20-40	RENEWAL PREMIUM & STATE	38,148.00	38,148.00
77924	AT & T	291-6001-601.22-70	TELE	6,589.39	6,589.39
77925	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 10/28-	138.69	138.69
77927	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	24.96	
		291-6001-601.32-99	EMPL REIMB PURCHASE	24.67	
		291-6001-601.32-99	EMPL REIMB PURCHASE	9.14-	
		291-6001-601.32-99	EMPL REIMB PURCHASE	16.85	57.34
77929	BALZER, EDMUND	291-6001-601.32-72	GINGERBREAD HOUSES-DSSC	135.97	135.97
77942	COMCAST	291-6001-601.21-65	BUSINESS CABLE JANUARY'19	21.00	21.00
77949	FACE TO FACE COMMUNICATIONS	291-6001-601.20-08	EXECUTIVE COACHING	250.00	
		291-6001-601.22-03	LEADERSHIP SERIES FOR	10,000.00	10,250.00
77950	FINER LINE	291-6001-601.30-05	NAME BADGES: NEW HIRE,	13.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					13.94
77957	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	BATTERIES	12.42	
		291-6001-601.30-05	FILE WALLETS FOR FINANCE	37.50	
		291-6001-601.30-05	JUMP DRIVES/FILE FOLDERS	25.55	75.47
77959	HASTINGS, MARY	291-6001-601.22-03	LMCC'18, ST. LOUIS MO	208.97	208.97
77969	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	OFFICE FURNITURE	9,969.16	9,969.16
77971	JANWAY COMPANY USA INC	291-6001-601.30-05	RETRACTABLE BADGE HOLDER	245.00	245.00
77975	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS, TRANSLATION	29.75	29.75
77986	MORAVEC, JANET	291-6001-601.22-03	BOARD OF LIBRARY TRUSTEES	93.77	93.77
77999	RUNCO OFFICE SUPPLY	291-6001-601.30-05	NAME PLATE	12.50	12.50
78004	SON, ALICE	291-6001-601.22-03	YALSA SYMPOSIUM, 2-5/11, UT	122.92	122.92
78010	UPS	291-6001-601.22-05	POSTAGE	6.95	
		291-6001-601.22-05	POSTAGE	10.07	17.02
78012	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 11/26-12/25/18	373.49	373.49
78015	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	49.44	49.44
78017	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 12/19/18-	154.00	
		291-6001-601.22-42	INTERNET ACCESS 12/13/18-	1,574.99	1,728.99
***** DIVISION TOTAL ****					84,315.42

Communications + Marketing

77915	AMAZON.COM CREDIT	291-6002-601.30-05	LABEL MAKER & TAPE	37.68	
		291-6002-601.30-05	LABEL MAKER POWER ADAPTER	19.99	57.67
77921	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	DIGITAL PUBLISHING	420.00	
		291-6002-601.20-05	MONTHLY SUBSCRIPTION	104.00	
		291-6002-601.22-10	FOUNDATION BUSINESS CARDS	65.59	
		291-6002-601.31-85	LAMINATOR	1,099.99	
		291-6002-601.21-65	FACEBOOK ADVERTISING	40.10	
		291-6002-601.22-10	BUSINESS CARDS	36.39	1,766.07
77926	B & H PHOTO VIDEO	291-6002-601.31-85	GREEN SCREEN	245.49	245.49
77932	BENSON, BRIAN	291-6002-601.31-85	MARKER PURCHASE	717.88	717.88
77936	CARDINAL COLORGROUP	291-6002-601.22-10	KIDS WINTER READING LOGS	1,325.00	1,325.00
77951	FITZGERALD, JASON	291-6002-601.20-05	PROF SERVS	900.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					900.00
77977	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	73.16	73.16
77985	MOBILE PRINT	291-6002-601.22-10	LETTERHEAD & ENVELOPES	361.96	361.96
78003	SIGNS BY TOMORROW	291-6002-601.22-10	WALKER STENCIL	70.00	70.00
78019	4ALL PROMOTIONS	291-6002-601.32-72	MICROFIBER CLEANING CLOTH	1,951.50	1,951.50
***** DIVISION TOTAL ****					7,468.73

Human Resources

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 03			
77909	ACTION WITHOUT BORDERS	291-6003-601.22-01	ADVERTISING	90.00	90.00
77919	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-03	TRAVEL/TRAINING	18.76	44.59
		291-6003-601.22-03	TRAVEL/TRAINING	25.83	
77920	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	EMPLOYEE RECOGNITION	1,414.70	1,733.50
		291-6003-601.40-70	EMPLOYEE RECOGNITION	318.80	
77921	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-03	HR TRAINING FOR L HAACK	195.00	195.00
77937	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT SCREENING	402.50	402.50
77961	HILL, SONYA	291-6003-601.40-62	TUITION REIMBURSEMENT	995.40	995.40
77980	MC COY, KELLEY	291-6003-601.40-70	HOLIDAY DINNER DECOR,	53.66	53.66
77982	MEYER, SHANNON	291-6003-601.40-62	TUITION REIMBURSEMENT	1,059.00	1,059.00
77986	MORAVEC, JANET	291-6003-601.40-70	STAFF HOLIDAY MEAL, 12/20	166.90	166.90
78018	YOUNG, MEGAN	291-6003-601.40-62	TUITION REUMBURSEMENT	827.40	827.40
***** DIVISION TOTAL ****					5,567.95

Gifts + Grants

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 04			
77916	AMBIUS (19)	291-6004-601.21-65	MAINTEN.SERVS, 1/2019	236.97	236.97
77919	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.21-65	OTHER SERVICES	10.00	10.00
77927	BAKER & TAYLOR	291-6004-601.32-80	TEEN 100 BOOKS	453.83	453.83
77968	INGRAM LIBRARY SERVICES	291-6004-601.32-80	TEEN 100 BOOKS	38.95	62.90
		291-6004-601.32-80	TEEN 100 BOOKS	23.95	
77993	PATRON POINT	291-6004-601.21-65	SOFTWARE PLATFORM SUBSCR.	3,750.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					3,750.00
***** DIVISION TOTAL ****					4,513.70

Information Technology

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
DEPARTMENT: 60	Executive Office	DIVISION: 10			
77915	AMAZON.COM CREDIT	291-6010-601.30-30	SAMSUNG TONER	854.45	
		491-6010-601.50-12	SAMSUNG FLATSCREEN TV	547.99	1,402.44
77919	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-05	OFFICE SUPPLIES	2.49	2.49
77921	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.50-12	WALKIE TALKIE RADIO'S	1,835.82	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	11.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.21-02	PC PERIPHERAL PROTECTION	7.36	
		291-6010-601.50-12	CURVED MONITOR	549.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.30-32	REFUND	9.63-	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	9.99	
		291-6010-601.50-12	WI-FI TABLET	647.99	
		291-6010-601.31-85	HDMI CABLE	15.97	
		291-6010-601.20-05	MONTHLY SUBSCRIPTION	54.10	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	14.99	
		291-6010-601.30-32	REFUND	9.99-	
		291-6010-601.30-32	REFUND	4.99-	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	49.00	3,222.59
77926	B & H PHOTO VIDEO	291-6010-601.30-30	INK FOR GRAPHICS EPSON	494.00	494.00
77967	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINT	185.31	
		291-6010-601.21-02	EQUIPMENT MAINT	523.31	
		291-6010-601.21-02	EQUIPMENT MAINT	1,000.87	
		291-6010-601.21-02	EQUIPMENT MAINT	251.05	1,960.54
78001	SENSOURCE	291-6010-601.31-85	POE INJECTORS FOR PEOPLE	116.24	116.24
78015	WAREHOUSE DIRECT	291-6010-601.30-05	OFFICE SUPPLIES	30.20	30.20
***** DIVISION TOTAL ****					7,228.50

Facilities

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
DEPARTMENT: 60	Executive Office	DIVISION: 20			
77910	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVS DECEMBER	2,425.86	2,425.86
77914	ALTORFER INDUSTRIES INC	291-6020-601.21-02	INSPECT TRANSFER SWITCH	189.00	
		291-6020-601.21-02	INSPECT&MAINT.ADVANTAGE	501.00	690.00
77915	AMAZON.COM CREDIT	491-6020-601.50-55	MAINTENANCE SUPPLIES	977.70	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	39.60	
		291-6020-601.21-11	SMART CHOICE 6'RANGE CORD	32.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		491-6020-601.50-55	SINKS FOR STAFF LOUNGE	229.70	
		491-6020-601.50-55	SINKS FOR STAFF LOUNGE	229.70	
		491-6020-601.50-55	SINKS FOR STAFF LOUNGE	229.70	1,739.34
77917	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVS-DECEMBER	89.00	89.00
77918	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT - DEC'2018	200.00	200.00
77921	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	384.06	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	192.93-	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	210.99	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	384.06	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	154.74	
		491-6020-601.50-55	APPLIANCES FOR STAFF	4,399.95	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	99.57-	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	192.93	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	1,444.42	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	346.74	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	6.45-	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	70.88	7,289.82
77935	BUILDING CONSULTANTS LTD	491-6020-601.50-55	ROOF REPLACEMENT-1978BUIL	4,039.10	
		491-6020-601.50-55	SEALANT REPLACEMENT-1994	5,499.94	9,539.04
77943	COMED	291-6020-601.30-51	HEATING 11/5-12/6 /2018	1.64	
		291-6020-601.30-51	HEATING 11/5-12/6/2018	148.11	149.75
77944	COMFLOORX	491-6020-601.50-55	CARPET KITCHEN&MAIL AREA	1,731.00	1,731.00
77947	CROWTHER ROOFING & SHEET METAL INC	491-6020-601.50-55	ROOF REPLACEMENT, FINAL	30,975.00	30,975.00
77954	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	AUTO EQUIPMENT MAINT	1,623.20	1,623.20
77958	GRAINGER INC,W W	291-6020-601.21-11	MAINT.SUPPLIES	42.64	42.64
77963	IGS	291-6020-601.30-51	NATURAL GAS-NOVEMBER'18	2,595.39	2,595.39
77970	JACKSON MANUFACTURERS COMPANY INC	491-6020-601.50-15	BLACK MATERIAL PICK-UP	1,199.00	1,199.00
77976	LAPORT INC	291-6020-601.31-45	JANITORIAL SUPPLIES	198.52	198.52
77981	MENARDS-MOUNT PROSPECT	491-6020-601.50-55	ITEMS F/STAFF KITCHEN	113.20	
		491-6020-601.50-55	ITEMS F/STAFF KITCHEN	421.29	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	318.93	853.42
77983	MIDCO INC	291-6020-601.21-11	CARD READER WORK	507.00	
		291-6020-601.50-15	CAMERA ADDITIONS	2,968.50	3,475.50
77987	MORAVEC, RON	291-6020-601.21-11	BOOKMOBILE TOOL BOX	88.43	88.43
77991	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIBUTION	615.63	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	318.90	934.53
77992	OFFICESUPPLY.COM	291-6020-601.31-45	JANITORIAL SUPPLIES	84.98	84.98
77996	R.I.C.ELECTRIC	291-6020-601.50-15	ELECTRIC WORK FOR AUTOMAT	3,528.00	3,528.00
78002	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINT SUPPLIES	22.90	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	99.99	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	20.97	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	59.45	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	17.76	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	21.57	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	18.98	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	23.16	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	98.49	383.27
78006	STANDARD ELEVATOR CO	291-6020-601.21-02	STUCKED ELEVATOR, LABOR	579.88	579.88
78013	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - NOVEMBER 2018	348.80	
		291-6020-601.21-60	WATER/SEWER 8/29-10/31/18	3,644.68	
		291-6020-601.21-60	WATER/SEWER 9/5-11/1/18	82.77	4,076.25
78016	WILCOR SOLID SURFACE INCORPORATED	491-6020-601.50-55	COUNTER TOPS	4,897.20	4,897.20
***** DIVISION TOTAL ****					79,389.02
***** DEPARTMENT TOTAL **					188,483.32

Specialty Info Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 05			
77915	AMAZON.COM CREDIT	291-6405-601.32-90	MARKERS FOR DIY KIT	33.98	
		291-6405-601.30-05	CORK BOARD HOOKS	11.74	
		291-6405-601.32-90	PURELL HAND SANITIZERS	90.93	136.65
77919	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-02	PROGRAM EVENTS	30.00	
		291-6405-601.22-03	TRAVEL/TRAINING	10.79	
		291-6405-601.22-03	TRAVEL/TRAINING	37.38	
		291-6405-601.22-03	TRAVEL/TRAINING	7.47	
		291-6405-601.32-01	PROGRAM SUPPLIES	50.00	
		291-6405-601.22-03	TRAVEL/TRAINING	13.19	
		291-6405-601.32-01	PROGRAM SUPPLIES	20.00	
		291-6405-601.32-01	PROGRAM SUPPLIES	10.00	178.83
77921	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-01	LEGO FOR HP BOOK NIGHT	25.00-	
		291-6405-601.32-01	LEGO FOR HP BOOK NIGHT	424.99	
		291-6405-601.22-03	TRAINING REGISTRATION	29.50	
		291-6405-601.22-02	ALA DUES J MIDDENDORF	287.00	716.49
77960	HENQUINET,RICHARD	291-6405-601.22-18	RESUME REVIEWS, DEC'18	60.00	60.00
77965	ILA MEMBERSHIP	291-6405-601.22-02	ILA DUES- J MIDDENDORF	100.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					100.00
77978	MADAY, JULIE I	291-6405-601.22-18	RESUME REVIEWS, DEC'18	60.00	60.00
78004	SON, ALICE	291-6405-601.32-01	TEEN DIY KITS, SEPT'18	91.18	91.18
78015	WAREHOUSE DIRECT	291-6405-601.32-90	CIRCULATION SUPPLIES	35.85	35.85

***** DIVISION TOTAL *****

Customer Services

1,379.00

DEPARTMENT: 64 User Services
 77913 ALBERTSONS/SAFEWAY

DIVISION: 20
 291-6420-601.30-05 OFFICE SUPPLIES

10.95

10.95

77915 AMAZON.COM CREDIT

291-6420-601.32-90 RECEIPT PAPER
 291-6420-601.32-90 RECEIPT PAPER
 291-6420-601.32-90 RECEIPT PAPER
 291-6420-601.32-90 DRY ERASE MARKERS
 291-6420-601.32-90 DRY ERASE MARKERS
 291-6420-601.32-90 DRY ERASE MARKERS
 291-6420-601.32-90 DRY ERASE MARKERS
 291-6420-601.32-90 DRY ERASE MARKERS
 291-6420-601.32-90 DRY ERASE MARKERS
 291-6420-601.30-05 LABEL MAGNETS, MAIL BOXES
 291-6420-601.30-05 OFFICE SUPPLIES
 291-6420-601.30-05 OFFICE SUPPLIES
 291-6420-601.32-90 EXPO ERASER - IS
 291-6420-601.32-90 RECEIPT PAPER
 291-6420-601.32-90 REFILL ROLL FOR LAMINATOR
 291-6420-601.30-05 OFFICE SUPPLIES
 291-6420-601.30-05 OFFICE SUPPLIES
 291-6420-601.30-05 OFFICE SUPPLIES
 291-6420-601.32-90 CIRCULATION SUPPLIES
 291-6420-601.30-05 P-TOUCH LABEL MAKER

79.96
 869.85
 929.85
 49.80
 9.61
 33.82
 19.20
 9.60
 23.83
 8.95
 22.50
 46.15
 219.89
 52.91
 3.02
 2.52
 11.90
 26.41
 14.33

2,434.10

77919 ARLINGTON HTS MEMORIAL LIBRARY

291-6420-601.22-03 TRAVEL/TRAINING
 291-6420-601.22-03 TRAVEL/TRAINING
 291-6420-601.22-03 TRAVEL/TRAINING
 291-6420-601.21-02 EQUIPMENT MAINTENANCE

4.80
 13.63
 39.60
 50.00

108.03

77920 ARLINGTON HTS MEMORIAL LIBRARY

291-6420-601.21-65 BOOKS&BREWS BOOK DISCUSS
 291-6420-601.22-03 SCREEN READERS ALA WEBI-

40.00
 196.00

236.00

77921 ARLINGTON HTS MEMORIAL LIBRARY

291-6420-601.32-90 WALL MOUNT HOLDER
 291-6420-601.30-05 OFFICE SUPPLIES
 291-6420-601.30-05 REFRIGERATOR
 291-6420-601.30-05 OFFICE SUPPLIES
 291-6420-601.22-03 BOOKS F/READERS ADVISORY

16.93
 74.89
 214.99
 29.73
 216.00

552.54

77955 FUN EXPRESS LLC

291-6420-601.32-01 KW IMAGINATION STATION

40.29

40.29

77957 GARVEYS OFFICE PRODUCTS

291-6420-601.32-90 INFO SERVS- CIRC SUPPLIES

27.84

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.30-05	OFFICE SUPPLIES	13.92	
		291-6420-601.30-05	DESK FAN FOR OFFICE	16.14	
		291-6420-601.30-05	DESK CALCULATOR CUST.SRVS	8.99	66.89
77965	ILA MEMBERSHIP	291-6420-601.22-02	ILA DUES- P SCHWARTING	100.00	100.00
77966	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SRVS-NOVEMBER'18	245.00	245.00
77973	KING, REBECCA	291-6420-601.22-03	LIBRARY MEETING & COMMUN.	110.69	110.69
77995	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SRVS	138.50	
		291-6420-601.21-65	DELIVERY SRVS	126.20	
		291-6420-601.21-65	DELIVERY SRVS	62.40	
		291-6420-601.21-65	DELIVERY SRVS	105.00	432.10
78005	SPECIAL T UNLIMITED	291-6420-601.32-90	JACKETS FOR BKM STAFF	89.00	89.00
78009	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS DECEMBER 2018	232.70	232.70
78015	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	228.96	
		291-6420-601.32-90	CIRCULATION SUPPLIES	310.19	539.15

***** DIVISION TOTAL ****

Programs + Exhibits

5,197.44

77912	ALA MEMBERSHIP	291-6440-601.22-02	ALA DUES - J KRIETER	91.00	91.00
77913	ALBERTSONS/SAFEBWAY	291-6440-601.32-02	PROGRAM EVENTS	213.92	213.92
77915	AMAZON.COM CREDIT	291-6440-601.32-02	DIY GIFTS SUPPLIES	7.69	
		291-6440-601.32-02	DIY GIFTS SUPPLIES	11.15	
		291-6440-601.32-02	TAKE OUT FOOD CONTAINERS	21.95	
		291-6440-601.32-02	DIY BATH BOMBS	30.52	
		291-6440-601.32-02	TWEEN WINTER READING	15.72	
		291-6440-601.32-02	DIY GIFTS SUPPLIES	.66-	
		291-6440-601.32-02	3DOODLER EIFFEL TOWER	39.99	
		291-6440-601.32-02	DOT STICKERS	11.68	
		291-6440-601.32-02	ESCAPE ROOM SUPPLIES	2.98	
		291-6440-601.32-02	ESCAPE ROOM SUPPLIES	51.45	
		291-6440-601.32-02	ESCAPE ROOM SUPPLIES	.77-	
		291-6440-601.32-02	PROGRAM SUPPLIES	349.44	
		291-6440-601.32-02	PROGRAM SUPPLIES	16.59	
		291-6440-601.32-02	RECORDABLE ANSWER BUZZERS	26.49	
		291-6440-601.32-02	HARD PLASTIC COFFEE CUPS	8.67	
		291-6440-601.32-02	COFFEE CADDY	24.99	
		291-6440-601.32-02	TAX REFUND	.69-	
		291-6440-601.32-02	MOSAIC TILES	24.99	642.18
77919	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	46.88	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROGRAM EVENTS	42.42	
		291-6440-601.32-02	PROGRAM EVENTS	40.95	
		291-6440-601.32-02	PROGRAM EVENTS	41.82	
		291-6440-601.32-02	PROGRAM EVENTS	48.21	
		291-6440-601.32-02	PROGRAM EVENTS	47.91	
		291-6440-601.32-02	PROGRAM EVENTS	37.69	
		291-6440-601.32-02	PROGRAM EVENTS	35.77	
		291-6440-601.32-02	PROGRAM EVENTS	49.95	
		291-6440-601.32-02	PROGRAM EVENTS	37.40	
		291-6440-601.32-02	PROGRAM EVENTS	30.44	
		291-6440-601.32-02	PROGRAM EVENTS	48.06	
		291-6440-601.32-02	PROGRAM EVENTS	16.88	
		291-6440-601.32-02	PROGRAM EVENTS	26.40	
		291-6440-601.32-02	PROGRAM EVENTS	49.30	
		291-6440-601.32-02	PROGRAM EVENTS	7.99	
		291-6440-601.32-02	PROGRAM EVENTS	14.58	
		291-6440-601.32-02	PROGRAM EVENTS	26.55	
		291-6440-601.32-02	PROGRAM EVENTS	19.89	
		291-6440-601.22-03	TRAVEL/TRAINING	31.94	701.03
77921	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	POCKET FOLDERS	46.92	
		291-6440-601.32-02	BUTTON MAKER SUPPLIES	180.82	
		291-6440-601.32-02	BALLOONS FOR ALMOST NEW	23.82	
		291-6440-601.32-02	SUPPLIES FOR DIY GIFTS	26.48	
		291-6440-601.32-02	SUPPLIES FOR DIY GIFTS	26.48	
		291-6440-601.32-02	TEENS FINALS STUDY	266.52	
		291-6440-601.32-02	ENCORE CHORALE HOLIDAY	94.28	665.32
77923	ASSOCIATION OF CHILDRENS MUSEUMS	291-6440-601.22-02	ACM DUES - C NG-HE	100.00	100.00
77931	BELFORD,AMY	291-6440-601.32-02	TABLECLOTHS PROGRAM SUPPL	14.00	14.00
77941	CO-POWER LLC	291-6440-601.22-18	INDIAN CULTURE & COOKING,	400.00	400.00
77965	ILA MEMBERSHIP	291-6440-601.22-02	ILA DUES- J KRIETER	40.00	40.00
77979	MANE IN HEAVEN	291-6440-601.22-18	MINI HORSES, TEEN FINALS	250.00	250.00
78004	SON,ALICE	291-6440-601.32-02	TEEN PROGRAM SUPPLIES &	102.54	102.54
78011	VELA,MAUREEN	291-6440-601.32-02	PROGRAM EVENTS	119.37	119.37
***** DIVISION TOTAL ****					3,339.36

Digital Services

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6450-601.31-85	SELFIE STICK	7.02	
		291-6450-601.30-07	FLASH DRIVES & DVDS	122.13	
		291-6450-601.30-07	DVD-R	18.45	
		291-6450-601.32-90	CIRCULATION SUPPLIES	34.70	
		291-6450-601.32-90	CIRCULATION SUPPLIES	89.54	
		291-6450-601.32-90	CIRCULATION SUPPLIES	26.25	
		291-6450-601.30-07	FLASH DRIVE & DVD-R	397.80	
		291-6450-601.31-85	MICRO USB CABLES	15.98	
		291-6450-601.50-15	STEM PROGRAMMING EQUIPMT	21.89	
		291-6450-601.31-85	HEADPHONES REPLACEMENT	99.95	
		291-6450-601.50-15	STEM PROG EQUIPMENT	248.98	
		291-6450-601.50-15	STEM PROG EQUIPMENT	63.36	
		291-6450-601.50-15	STEM PROG EQUIPMENT	195.99	
		291-6450-601.50-15	STEM PROG EQUIPMENT	138.00	
		291-6450-601.50-15	LOT - ORGANIZING BASKETS	99.96	
		291-6450-601.32-90	TAX REFUND	1.32-	2,319.66
77919	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-03	TRAVEL/TRAINING	47.85	
		291-6450-601.22-03	TRAVEL/TRAINING	27.47	
		291-6450-601.22-03	TRAVEL/TRAINING	19.40	
		291-6450-601.22-03	TRAVEL/TRAINING	42.06	136.78
77921	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	OCULUS GO & CASE	301.75	301.75
77946	COUGHLAN COMPANIES LLC	291-6450-601.32-78	PEBBLEGO RENEWAL	905.25	905.25
77988	MUSICIAN'S FRIEND	291-6450-601.31-85	PIANO 88-KEY WEIGHTED	399.99	399.99
77990	NEW ENGLAND HISTORIC GENEALOGY SOCIETY	291-6450-601.32-78	INSTITUTIONAL MEMBERSHIP	200.00	200.00
78015	WAREHOUSE DIRECT	291-6450-601.30-07	REIMBURSED SUPPLIES	84.37	
		291-6450-601.30-05	OFFICE SUPPLIES	2.70	87.07
***** DIVISION TOTAL ****					4,350.50

Collection Services

ACCOUNT	DESCRIPTION	AMOUNT
DIVISION: 70		
291-6470-601.32-75	AV MTLs	179.28
291-6470-601.32-75	AV MTLs	11.98
291-6470-601.32-75	AV MTLs	81.54
291-6470-601.32-75	AV MTLs	19.69
291-6470-601.32-75	AV MTLs	91.28
291-6470-601.32-75	AV MTLs	1.87-
291-6470-601.32-75	AV MTLs	19.67
291-6470-601.32-75	AV MTLs	396.25
291-6470-601.32-75	AV MTLs	1.84-
291-6470-601.32-75	AV MTLs	222.47
291-6470-601.32-75	AV MTLs	49.95
291-6470-601.32-75	AV MTLs	29.73
291-6470-601.32-75	AV MTLs	458.91

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	53.08	
		291-6470-601.32-75	AV MTLs	143.97	
		291-6470-601.32-75	AV MTLs	143.97	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	11.88	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-75	AV MTLs	18.99	
		291-6470-601.32-75	AV MTLs	21.49	
		291-6470-601.32-75	AV MTLs	12.67	
		291-6470-601.32-75	AV MTLs	388.76	
		291-6470-601.32-75	AV MTLs	12.38	
		291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	628.00	
		291-6470-601.32-75	AV MTLs	51.22	
		291-6470-601.32-75	AV MTLs	30.40	
		291-6470-601.32-75	AV MTLs	93.99	
		291-6470-601.32-75	AV MTLs	149.97	
		291-6470-601.32-75	AV MTLs	10.76	
		291-6470-601.32-75	AV MTLs	16.47	
		291-6470-601.32-75	AV MTLs	779.56	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	30.98	
		291-6470-601.32-75	AV MTLs	17.49	
		291-6470-601.32-75	AV MTLs	13.98	
		291-6470-601.32-75	AV MTLs	89.98	
		291-6470-601.32-75	AV MTLs	41.62	
		291-6470-601.32-75	AV MTLs	111.88	
		291-6470-601.32-75	AV MTLs	1.25-	
		291-6470-601.32-75	AV MTLs	23.41	
		291-6470-601.32-75	AV MTLs	41.94	
		291-6470-601.32-75	AV MTLs	296.85	
		291-6470-601.32-75	AV MTLs	47.80	
		291-6470-601.32-75	AV MTLs	28.80-	
		291-6470-601.32-75	AV MTLs	74.43	
		291-6470-601.32-75	AV MTLs	1.59-	
		291-6470-601.32-75	AV MTLs	52.68-	
		291-6470-601.32-75	AV MTLs	53.31	
		291-6470-601.32-75	AV MTLs	39.97	
		291-6470-601.32-75	AV MTLs	32.08	
		291-6470-601.32-80	BOOKS	69.93	
		291-6470-601.32-80	BOOKS	39.71	
		291-6470-601.32-80	BOOKS	25.95	
		291-6470-601.32-80	BOOKS	61.52	
		291-6470-601.32-80	BOOKS	36.45	
		291-6470-601.32-80	BOOKS	45.40	
		291-6470-601.32-80	BOOKS	19.50	
		291-6470-601.32-80	BOOKS	19.89	
		291-6470-601.32-80	BOOKS	19.97	
		291-6470-601.32-80	BOOKS	39.41	
		291-6470-601.32-80	BOOKS	19.66	
		291-6470-601.32-80	BOOKS	32.64	

PREPARED 01/15/19, 10:23 AM
PROGRAM GM348U5
DEPARTMENT: 64

User Services

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

PAGE 12
ACCOUNTING PERIOD 1/2019

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-80	BOOKS	15.13	
		291-6470-601.32-80	BOOKS	74.66	
		291-6470-601.32-80	BOOKS	70.68	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	44.99	
		291-6470-601.32-80	BOOKS	49.38	
		291-6470-601.32-80	BOOKS	31.98	
		291-6470-601.32-80	BOOKS	17.67	
		291-6470-601.32-80	BOOKS	14.88	
		291-6470-601.32-80	BOOKS	95.40	
		291-6470-601.32-80	BOOKS	38.99	
		291-6470-601.32-80	BOOKS	37.84	
		291-6470-601.32-80	BOOKS	14.92	
		291-6470-601.32-80	BOOKS	17.98	
		291-6470-601.32-80	BOOKS	19.90	
		291-6470-601.32-95	PERIODICALS	9.08	
		291-6470-601.32-95	PERIODICALS	17.42	
		291-6470-601.32-95	PERIODICALS	15.34	
		291-6470-601.32-95	PERIODICALS	12.25	
		291-6470-601.32-95	PERIODICALS	12.22	
		291-6470-601.32-95	PERIODICALS	84.75	
		291-6470-601.32-95	PERIODICALS	8.03	
		291-6470-601.32-95	PERIODICALS	32.60	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	11.18	
		291-6470-601.32-95	PERIODICALS	12.04	
		291-6470-601.32-95	PERIODICALS	16.25	
		291-6470-601.32-95	PERIODICALS	4.98	
		291-6470-601.32-05	WASTEBASKET	10.61	
		291-6470-601.32-75	AV MTLs	49.90	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	28.49	
		291-6470-601.32-75	AV MTLs	23.65	
		291-6470-601.32-75	AV MTLs	76.25	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	21.98	
		291-6470-601.32-75	AV MTLs	89.95	
		291-6470-601.32-75	AV MTLs	14.97	
		291-6470-601.32-75	AV MTLs	10.62	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	199.99	
		291-6470-601.32-75	AV MTLs	87.30	
		291-6470-601.32-75	AV MTLs	21.02	
		291-6470-601.32-75	AV MTLs	127.95	
		291-6470-601.32-75	AV MTLs	196.16	
		291-6470-601.32-75	AV MTLs	17.65	
		291-6470-601.32-75	AV MTLs	15.95	
		291-6470-601.32-75	AV MTLs	48.00	
		291-6470-601.32-75	AV MTLs	62.96	
		291-6470-601.32-75	AV MTLs	179.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	309.99	
		291-6470-601.32-75	AV MTLs	74.36	
		291-6470-601.32-75	AV MTLs	239.76	
		291-6470-601.32-75	AV MTLs	179.61	
		291-6470-601.32-75	AV MTLs	59.87	
		291-6470-601.32-75	AV MTLs	24.87	
		291-6470-601.32-80	BOOKS	18.35	
		291-6470-601.32-80	BOOKS	151.63	
		291-6470-601.32-80	BOOKS	37.94	
		291-6470-601.32-80	BOOKS	41.42	
		291-6470-601.32-80	BOOKS	20.26	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	37.95	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-75	AV MTLs	43.98	
		291-6470-601.32-75	AV MTLs	89.95	
		291-6470-601.32-75	AV MTLs	71.49	
		291-6470-601.32-75	AV MTLs	10.86	
		291-6470-601.32-75	AV MTLs	59.72	
		291-6470-601.32-75	AV MTLs	21.91	
		291-6470-601.32-75	AV MTLs	97.98	
		291-6470-601.32-75	AV MTLs	68.12	
		291-6470-601.32-75	AV MTLs	22.69	
		291-6470-601.32-75	AV MTLs	10.81	
		291-6470-601.32-75	AV MTLs	13.98	
		291-6470-601.32-75	AV MTLs	13.21	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	94.00	
		291-6470-601.32-75	AV MTLs	21.94	
		291-6470-601.32-75	AV MTLs	55.24	
		291-6470-601.32-75	AV MTLs	13.79	
		291-6470-601.32-75	AV MTLs	20.00	
		291-6470-601.32-75	AV MTLs	31.97	
		291-6470-601.32-75	AV MTLs	22.68	
		291-6470-601.32-75	AV MTLs	27.57	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-75	AV MTLs	89.64	
		291-6470-601.32-75	AV MTLs	109.56	
		291-6470-601.32-75	AV MTLs	15.64	
		291-6470-601.32-75	AV MTLs	26.10	
		291-6470-601.32-75	AV MTLs	259.87	
		291-6470-601.32-75	AV MTLs	18.98	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	120.68	
		291-6470-601.32-75	AV MTLs	9.97	
		291-6470-601.32-75	AV MTLs	17.00	
		291-6470-601.32-75	AV MTLs	7.99	
		291-6470-601.32-75	AV MTLs	16.40	
		291-6470-601.32-75	AV MTLs	37.15	
		291-6470-601.32-75	AV MTLs	18.98	
		291-6470-601.32-75	AV MTLs	14.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	88.71	
		291-6470-601.32-75	AV MTLs	5.00	
		291-6470-601.32-75	AV MTLs	19.66	
		291-6470-601.32-75	AV MTLs	28.26	
		291-6470-601.32-75	AV MTLs	27.98	
		291-6470-601.32-75	AV MTLs	6.61	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	146.25	
		291-6470-601.32-75	AV MTLs	79.63	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	179.91	
		291-6470-601.32-75	AV MTLs	27.94	
		291-6470-601.32-75	AV MTLs	35.94	
		291-6470-601.32-75	AV MTLs	53.05	
		291-6470-601.32-75	AV MTLs	163.13	
		291-6470-601.32-80	BOOKS	16.00	
		291-6470-601.32-80	BOOKS	12.43	
		291-6470-601.32-80	BOOKS	10.55	
		291-6470-601.32-80	BOOKS	46.16	
		291-6470-601.32-80	BOOKS	25.28	
		291-6470-601.32-80	BOOKS	13.98	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	115.04	
		291-6470-601.32-80	BOOKS	47.94	
		291-6470-601.32-80	BOOKS	19.08	
		291-6470-601.32-80	BOOKS	12.67	
		291-6470-601.32-80	BOOKS	14.54	
		291-6470-601.32-80	BOOKS	43.10	
		291-6470-601.32-80	BOOKS	10.13	
		291-6470-601.32-80	BOOKS	13.56	
		291-6470-601.32-80	BOOKS	18.50	
		291-6470-601.32-80	BOOKS	31.44	
		291-6470-601.32-80	BOOKS	4.96	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	6.58	
		291-6470-601.32-80	BOOKS	29.16	
		291-6470-601.32-80	BOOKS	25.62	
		291-6470-601.32-80	BOOKS	18.00	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	13.29	
		291-6470-601.32-80	BOOKS	35.96	
		291-6470-601.32-80	BOOKS	65.83	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	10.13	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	18.72	
		291-6470-601.32-80	BOOKS	15.63	
		291-6470-601.32-80	BOOKS	42.02	
		291-6470-601.32-80	BOOKS	39.88	
		291-6470-601.32-80	BOOKS	16.44	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	18.79	
		291-6470-601.32-80	BOOKS	20.50	
		291-6470-601.32-80	BOOKS	52.28	
		291-6470-601.32-80	BOOKS	28.98	
		291-6470-601.32-80	BOOKS	62.94	
		291-6470-601.32-80	BOOKS	69.95	
		291-6470-601.32-80	BOOKS	20.27	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	12.97	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	45.77	
		291-6470-601.32-80	BOOKS	13.56	
		291-6470-601.32-80	BOOKS	22.06	
		291-6470-601.32-80	BOOKS	13.56	
		291-6470-601.32-80	BOOKS	11.29	
		291-6470-601.32-80	BOOKS	10.48	
		291-6470-601.32-80	BOOKS	37.80	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	45.44	
		291-6470-601.32-80	BOOKS	53.82	
		291-6470-601.32-80	BOOKS	30.62	
		291-6470-601.32-80	BOOKS	23.94	
		291-6470-601.32-80	BOOKS	47.68	
		291-6470-601.32-80	BOOKS	7.38	
		291-6470-601.32-80	BOOKS	10.33	
		291-6470-601.32-80	BOOKS	21.50	
		291-6470-601.32-95	PERIODICALS	19.49	
		291-6470-601.32-95	PERIODICALS	6.78	
		291-6470-601.32-95	PERIODICALS	13.81	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.32-95	PERIODICALS	27.64	
		291-6470-601.32-95	PERIODICALS	15.97	
		291-6470-601.32-95	PERIODICALS	14.54	
		291-6470-601.32-95	PERIODICALS	12.19	
		291-6470-601.32-95	PERIODICALS	14.47	
		291-6470-601.30-05	OFFICE SUPPLIES	27.02	
		291-6470-601.32-75	AV MTLs	39.99	13,139.90
77919	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.22-03	TRAVEL/TRAINING	19.02	
		291-6470-601.32-80	BOOKS	11.95	
		291-6470-601.32-95	PERIODICALS	24.98	69.94
77920	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	109.00	109.00
77921	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-90	ILL LABELS	66.50	
		291-6470-601.32-95	PERIODICALS	28.49	
		291-6470-601.32-75	AV MTLs	30.00	
		291-6470-601.32-80	BOOKS	69.28	
		291-6470-601.32-75	AV MTLs	87.99	
		291-6470-601.32-75	AV MTLs	13.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	27.99	
		291-6470-601.32-75	AV MTLs	27.99	
		291-6470-601.32-75	AV MTLs	100.90	
		291-6470-601.32-75	AV MTLs	32.99	
		291-6470-601.32-75	AV MTLs	18.66	
		291-6470-601.32-75	AV MTLs	16.89	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	23.69-	
		291-6470-601.32-75	AV MTLs	179.99	
		291-6470-601.32-75	AV MTLs	100.00	
		291-6470-601.32-75	AV MTLs	239.94	
		291-6470-601.32-95	PERIODICALS	19.98	
		291-6470-601.32-75	AV MTLs	138.08	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	21.24	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	5.94-	
		291-6470-601.32-75	AV MTLs	28.14	
		291-6470-601.32-75	AV MTLs	399.94	
		291-6470-601.32-75	AV MTLs	133.99	
		291-6470-601.32-95	PERIODICALS	5.00	
		291-6470-601.32-75	AV MTLs	79.69	
		291-6470-601.32-75	AV MTLs	2.06	
		291-6470-601.32-75	AV MTLs	260.63	
		291-6470-601.32-75	AV MTLs	100.89	
		291-6470-601.32-80	BOOKS	45.99	
		291-6470-601.32-75	AV MTLs	5.38-	
		291-6470-601.32-75	AV MTLs	24.49	
		291-6470-601.32-75	AV MTLs	138.58	
		291-6470-601.32-75	AV MTLs	199.90	
		291-6470-601.32-75	AV MTLs	46.98	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-80	BOOKS	160.00	
		291-6470-601.32-75	AV MTLs	35.84-	
		291-6470-601.32-75	AV MTLs	26.34	
		291-6470-601.32-75	AV MTLs	60.11	
		291-6470-601.32-75	AV MTLs	806.90	3,774.58
77927	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	40.78	
		291-6470-601.32-80	BOOKS	138.98	
		291-6470-601.32-80	BOOKS	200.97	
		291-6470-601.32-80	BOOKS	234.84	
		291-6470-601.32-80	BOOKS	1,020.17	
		291-6470-601.32-80	BOOKS	253.61	
		291-6470-601.32-80	BOOKS	280.53	
		291-6470-601.32-80	BOOKS	1,533.12	
		291-6470-601.32-80	BOOKS	33.21	
		291-6470-601.32-80	BOOKS	323.79	
		291-6470-601.32-80	BOOKS	338.06	
		291-6470-601.32-80	BOOKS	256.34	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	687.37	
		291-6470-601.32-80	BOOKS	535.52	
		291-6470-601.32-80	BOOKS	312.48	
		291-6470-601.32-80	BOOKS	334.47	
		291-6470-601.32-80	BOOKS	259.86	
		291-6470-601.32-80	BOOKS	350.72	
		291-6470-601.32-80	BOOKS	247.45	
		291-6470-601.32-80	BOOKS	148.92	
		291-6470-601.32-80	BOOKS	355.81	
		291-6470-601.32-80	BOOKS	72.96	
		291-6470-601.32-80	BOOKS	772.49	
		291-6470-601.32-75	AV MTLs	294.19	
		291-6470-601.32-75	AV MTLs	164.94	
		291-6470-601.32-75	AV MTLs	17.83	
		291-6470-601.32-75	AV MTLs	9.33	
		291-6470-601.32-75	AV MTLs	17.83-	
		291-6470-601.32-80	BOOKS	500.00-	
		291-6470-601.32-75	AV MTLs	500.00-	
		291-6470-601.32-75	AV MTLs	102.22	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	44.80	
		291-6470-601.22-85	PROC SERVS	182.40	
		291-6470-601.22-85	PROC SERVS	94.65	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.32-80	BOOKS	207.86	
		291-6470-601.32-80	BOOKS	320.46	
		291-6470-601.32-80	BOOKS	261.59	
		291-6470-601.32-80	BOOKS	375.18	
		291-6470-601.32-80	BOOKS	36.00	
		291-6470-601.32-80	BOOKS	604.84	
		291-6470-601.32-80	BOOKS	392.63	
		291-6470-601.32-80	BOOKS	83.13	
		291-6470-601.32-80	BOOKS	511.02	
		291-6470-601.32-80	BOOKS	314.02	
		291-6470-601.32-80	BOOKS	63.23	
		291-6470-601.32-80	BOOKS	168.98	
		291-6470-601.32-80	BOOKS	520.03	
		291-6470-601.32-80	BOOKS	35.21	
		291-6470-601.32-80	BOOKS	86.01	
		291-6470-601.32-80	BOOKS	340.13	
		291-6470-601.32-80	BOOKS	202.38	
		291-6470-601.32-80	BOOKS	70.23	
		291-6470-601.32-80	BOOKS	549.88	
		291-6470-601.32-80	BOOKS	333.64	
		291-6470-601.32-80	BOOKS	556.50	
		291-6470-601.32-80	BOOKS	162.14	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	1,052.24	
		291-6470-601.32-80	BOOKS	245.76	
		291-6470-601.32-80	BOOKS	72.11	
		291-6470-601.32-80	BOOKS	309.81	
		291-6470-601.32-80	BOOKS	183.50	
		291-6470-601.32-80	BOOKS	209.08	
		291-6470-601.32-80	BOOKS	395.39	
		291-6470-601.32-75	AV MTLs	69.06	
		291-6470-601.22-85	PROC SERVS	153.15	
		291-6470-601.22-85	PROC SERVS	121.60	
		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	186.20	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS CREDIT	3.80-	
		291-6470-601.22-85	PROC SERVS	87.40	18,866.77
77928	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	3,419.81	
		291-6470-601.32-75	AV MTLs	24.49	
		291-6470-601.32-75	AV MTLs	2,289.06	
		291-6470-601.32-75	AV MTLs	749.23	
		291-6470-601.32-75	AV MTLs	201.24	
		291-6470-601.32-75	AV MTLs	140.19	
		291-6470-601.32-75	AV MTLs	29.97	
		291-6470-601.32-75	AV MTLs	421.63	
		291-6470-601.32-75	AV MTLs	40.16	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	132.96	
		291-6470-601.32-75	AV MTLs	600.20	
		291-6470-601.32-75	AV MTLs	231.63	
		291-6470-601.32-75	AV MTLs	91.70	
		291-6470-601.32-75	AV MTLs	91.15	
		291-6470-601.32-75	AV MTLs	2,150.65	
		291-6470-601.32-75	AV MTLs	993.55	
		291-6470-601.32-75	AV MTLs	11.88	
		291-6470-601.32-75	AV MTLs	71.25	11,725.74
77930	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	497.82	
		291-6470-601.32-75	AV MTLs	321.86	819.68
77933	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	75.00	
		291-6470-601.32-80	BOOKS	2,781.70	
		291-6470-601.32-80	BOOKS	1,868.74	
		291-6470-601.32-80	BOOKS	2,419.37	
		291-6470-601.32-75	AV MTLs	1,845.36	
		291-6470-601.32-75	AV MTLs	676.79	
		291-6470-601.32-80	BOOKS	838.31	
		291-6470-601.32-75	AV MTLs	180.50	10,685.77
77934	BOTTOM LINE PERSONAL	291-6470-601.32-95	PERIODICALS	39.00	39.00
77938	CAVENDISH SQUARE PUBLISHING	291-6470-601.32-80	BOOKS	189.84	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					189.84
77939	CCH INCORPORATED	291-6470-601.32-80	BOOKS	152.41	152.41
77940	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	50.64	
		291-6470-601.32-80	BOOKS	27.89	78.53
77945	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	31.92	31.92
77948	DEMCO INC	291-6470-601.22-85	PROCESSING SUPPLIES	128.66	128.66
77952	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	293.14	293.14
77956	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	57.58	
		291-6470-601.32-80	BOOKS	593.25	
		291-6470-601.32-80	BOOKS	75.17	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	759.77	
		291-6470-601.32-80	BOOKS	52.78	
		291-6470-601.32-80	BOOKS	110.36	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	44.23	
		291-6470-601.32-80	BOOKS	27.96	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	80.96	1,938.45
77957	GARVEYS OFFICE PRODUCTS	291-6470-601.30-05	OFFICE SUPPLIES	10.82	10.82
77962	ID LABEL INC	291-6470-601.32-05	PROCESSING SUPPLIES	838.50	838.50
77964	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	75.00	
		291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	127.50	
		291-6470-601.32-80	BOOKS	131.25	465.00
77968	INGRAM LIBRARY SERVICES	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	33.28	
		291-6470-601.32-80	BOOKS	33.31	
		291-6470-601.32-80	BOOKS	30.64	
		291-6470-601.32-80	BOOKS	19.80	
		291-6470-601.32-80	BOOKS	33.90	
		291-6470-601.32-80	BOOKS	36.43	
		291-6470-601.32-80	BOOKS	24.85	
		291-6470-601.32-80	BOOKS	359.03	
		291-6470-601.32-80	BOOKS	87.83	
		291-6470-601.32-80	BOOKS	39.40	
		291-6470-601.32-80	BOOKS	185.79	
		291-6470-601.32-80	BOOKS	124.28	
		291-6470-601.32-80	BOOKS	79.42	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	274.88	
		291-6470-601.32-80	BOOKS	22.60	
		291-6470-601.32-80	BOOKS	169.04	
		291-6470-601.32-80	BOOKS	34.27	
		291-6470-601.32-80	BOOKS	98.03	
		291-6470-601.32-80	BOOKS	334.28	
		291-6470-601.32-80	BOOKS	239.65	
		291-6470-601.32-80	BOOKS	111.15	
		291-6470-601.32-80	BOOKS	74.33	
		291-6470-601.32-80	BOOKS	129.48	
		291-6470-601.32-80	BOOKS	57.25	
		291-6470-601.32-80	BOOKS	119.81	
		291-6470-601.32-80	BOOKS	507.33	
		291-6470-601.32-80	BOOKS	80.41	
		291-6470-601.32-80	BOOKS	11.99	
		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	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	272.17	
		291-6470-601.32-80	BOOKS	47.05	
		291-6470-601.32-80	BOOKS	134.08	
		291-6470-601.32-80	BOOKS	132.46	
		291-6470-601.32-80	BOOKS	79.90	
		291-6470-601.32-80	BOOKS	28.20	
		291-6470-601.32-80	BOOKS	286.18	4,513.28
77972	KANOPY INC	291-6470-601.32-75	AV MTLs	580.00	580.00
77984	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	190.40	
		291-6470-601.32-75	AV MTLs	203.13	
		291-6470-601.32-75	AV MTLs	232.08	
		291-6470-601.32-75	AV MTLs	233.84	
		291-6470-601.32-75	AV MTLs	8,954.94	9,814.39
77989	NATIONAL AUDUBON SOCIETY	291-6470-601.32-95	PERIODICALS	20.00	20.00
77994	PEARSON EDUCATION	291-6470-601.32-75	AV MTLs	149.34	149.34
77997	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	346.84	346.84
77998	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	200.60	200.60
78000	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	412.08	412.08
78007	SZYMANEK, MARIE	291-6470-601.32-95	NEWSSTAND ONLY SPECIAL	119.68	119.68
78008	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	26.34	
		291-6470-601.32-80	BOOKS	66.95	93.29
78014	WALL STREET JOURNAL	291-6470-601.32-95	PERIODICALS	467.88	

PREPARED 01/15/19, 10:23 AM
PROGRAM GM348U5
DEPARTMENT: 64

User Services

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

PAGE 21
ACCOUNTING PERIOD 1/2019

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
***** DIVISION TOTAL ****					80,075.03
***** DEPARTMENT TOTAL **					94,341.33
***** GRAND TOTAL *****					295,572.19

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	225,898.42
491	Capital Projects-Library	69,673.77
**** TOTAL ALL FUNDS ****		295,572.19

January 15, 2019

**Arlington Heights Memorial Library
Special Funds Summary
12/31/2018**

Count 48

	Account	Amount	Description	Staff
Check # 1534-AHML - Petty Cash				
12/3/2018	6440-3202	\$ 46.88	Program Events	R King
	6440-3202	\$ 42.42	Program Events	M Vela
	6405-3201	\$30.00	Program Supplies	T Karim
	6405-2203	\$ 10.79	Travel/Training	T Karim
12/10/2018	6001-2203	\$37.20	Travel/Training	J Moravec
	6405-2203	\$ 37.38	Travel/Training	L Dakas
	6405-2203	\$ 7.47	Travel/Training	T Dantis
	6001-3272	\$47.87	Special Events	S Distel
	6440-3202	\$ 40.95	Program Events	R King
	6440-3202	\$ 41.82	Program Events	M Vela
	6470-3295	\$ 13.99	Periodicals	M Szymanek
	6004-2164	\$ 10.00	Other Services	D Halpin
	6010-3005	\$ 2.49	Office Supplies	C Krueger
12/17/2018	6405-3201	\$ 50.00	Program Supplies	D Mijalski
	6440-3202	\$ 48.21	Program Events	K Bailey
	6440-3202	\$ 47.91	Program Events	R King
	6450-2203	\$ 47.85	Travel/Training	D Olichwier
	6470-2203	\$ 19.02	Travel/Training	L Bobis
	6003-2203	\$ 18.76	Travel/Training	G Rojek
	6420-2203	\$ 4.80	Travel/Training	A Asau
	6440-3202	\$ 37.69	Program Events	A Belford
	6405-2203	\$ 13.19	Travel/Training	A Belford
	6450-2203	\$ 27.47	Travel/Training	D Olichwier
12/26/2018	6405-3201	\$ 20.00	Program Supplies	E Mather
	6405-3201	\$ 10.00	Program Supplies	M Young
	6440-3202	\$ 35.77	Program Events	M Young
	6440-3202	\$ 49.95	Program Events	M Papanastassiou
	6440-3202	\$ 37.40	Program Events	R King
	6001-2203	\$ 30.41	Travel/Training	D Halpin
	6003-2203	\$ 25.83	Travel/Training	L Haack
	6001-2203	\$ 37.96	Travel/Training	J Moravec
	6420-2203	\$ 13.63	Travel/Training	S Meyer
	6440-3202	\$ 30.44	Program Events	J Lasky
	6450-2203	\$ 19.40	Travel/Training	D Olichwier
	6440-3202	\$ 48.06	Program Events	M Papanastassiou
	6420-2203	\$ 39.60	Travel/Training	R Kunkel
	6440-3202	\$ 16.88	Program Events	E Mather
	6440-3202	\$ 26.40	Program Events	E Mather
	6440-3202	\$ 49.30	Program Events	R King
	6420-2102	\$ 50.00	Equipment Maintenance	T Scallon
	6440-3202	\$ 7.99	Program Events	S Hollars
	6450-2203	\$ 42.06	Travel/Training	D Olichwier
12/31/2018	6470-3280	\$ 11.95	Books	R King
	6440-3202	\$ 14.58	Program Events	L Draftz
	6440-3202	\$ 26.55	Program Events	L Draftz
	6440-3202	\$ 19.89	Program Events	A Son
	6440-2203	\$ 31.94	Travel/Training	A Son
	6470-3295	\$ 24.98	Periodicals	M Szymanek
		<u>\$ 1,405.13</u>		

January 15, 2019

**Arlington Heights Memorial Library
American Express Card Summary
12/31/2018**

<u>CARDHOLDER</u>	<u>Count</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	
M. Driskell	100	489-90-00	\$ (157.30)	AMEX Cash back rebate	Other Income/Rebate	
		6002-2165	\$ 420.00	ISSUU	Digital Publishing Platform	
		6020-2111	\$ 384.06	SPOT LIGHTING	Maintenance Supplies	
		6001-2203	\$ 34.57	SEÑOR POLLO	Lunch with Prospect Heights Director/Passports website partnership	
		6002-2005	\$ 104.00	CONSTANTCONTACT	Monthly Subscription	
		6440-3202	\$ 46.92	STAPLES	Pocket Folders	
		6440-3202	\$ 180.82	AMERICAN BUTTON	Button Maker Supplies	
		6420-3290	\$ 16.93	STAPLES	Wall Mount Holder	
		6420-3005	\$ 74.89	CLEANITSUPPLY.COM	Office Supplies	
		6420-3005	\$ 214.99	PAYPAL *TARGET	Refrigerator	
		6020-2111	\$ (192.93)	BLAIN'S FARM & FLEET	Maintenance Supplies	
		6020-2111	\$ 210.99	WATER FILTER ORDER	Maintenance Supplies	
		6405-3201	\$ (25.00)	LEGO SHOP@HOME	Lego for HP Book Night	
		6440-3202	\$ 23.82	AMOLS PARTY & FIESTA	Balloons for Almost New Years	
		6020-2111	\$ 384.06	SPOT LIGHTING	Maintenance Supplies	
		6020-2111	\$ 154.74	YOUNGS	Maintenance Supplies	
		6020-5055	\$ 4,399.95	BESTBUYCOM	Appliances for Staff Kitchen	
		6470-3290	\$ 66.50	ONLINE LABELS	ILL Labels	
		6440-3202	\$ 26.48	Dollar Tree, Inc.	Supplies for DIY Gifts Program	
		6405-3201	\$ 26.48	Dollar Tree, Inc.	Supplies for DIY Gifts Program	
		6450-3185	\$ 424.99	LEGO SHOP@HOME	Lego for HP Book Night	
		6450-3185	\$ 301.75	OCULUSPHYSICALUS*5KR	Oculus Go & Case	
		6020-2111	\$ (99.57)	AFFILIATED PARTS LLC	Maintenance Supplies	
		6002-2210	\$ 65.59	VISTAPRINT	Foundation Business Cards	
		6405-2203	\$ 29.50	PRODUCTS SERVICES	Training Registration	
		6020-2111	\$ 192.93	BLAIN'S FARM & FLEET	Maintenance Supplies	
		6010-5012	\$ 1,835.82	HQ98	Walkie Talkie Radio's For Info Services	
		6420-3005	\$ 29.73	AMERICAN CRAFTS	Office Supplies	
		6020-2111	\$ 1,444.42	AFFILIATED PARTS LLC	Maintenance Supplies	
		6002-3185	\$ 1,099.99	LAMINATOR.COM	Laminator	
		6002-2165	\$ 40.10	FACEBK *	Facebook Advertising	
		6020-2111	\$ 346.74	JET.COM	Maintenance Supplies	
	R. Dworianyn		6010-3032	\$ 11.99	GOOGLE *YOUTUBEPREMI	Monthly Subscription
		6010-3032	\$ 25.00	GITHUB	Monthly Subscription	
		6001-2242	\$ 344.85	COMCAST	Public Internet Service	
		6010-5012	\$ 7.36	AMZN MKTP	PC Peripheral Protection Plan	
		6010-5012	\$ 549.99	AMAZON.COM	Curved Monitor	
		6010-3032	\$ 25.00	TRELLO.COM	Monthly Subscription	
		6010-3032	\$ (9.63)	AMZNFREETIME	Refund	
		6010-3032	\$ 9.99	AMZNFREETIME	Monthly Subscription	
		6010-5012	\$ 647.99	AMZN MKTP	Wi-Fi Tablet	
		6010-3185	\$ 15.97	AMZN MKTP	HDMI Cable	
		6010-2005	\$ 54.10	PAYFLOW	Monthly Subscription	
		6010-3032	\$ 14.99	SPOTIFY	Monthly Subscription	
		6010-3032	\$ (9.99)	AMAZON MUSIC	Refund	
		6010-3032	\$ (4.99)	AMZNFREETIME	Refund	
		6010-3032	\$ 49.00	RIDDLE.COM	Monthly Subscription	
J. Czajka			6440-3202	\$ 266.52	SAM'S CLUB	Teens Finals Study Refreshments
		6440-3202	\$ 94.28	STARBUCKS STORE	Encore Chorale Holiday Concert 12/5/18	
D. Ekl		6002-2210	\$ 36.39	VISTAPRINT	Business Cards	
		6001-5015	\$ 1,162.58	.AUTONOMOUS	Standing Desks	
		6405-2202	\$ 287.00	AMERLIBASSOC ECOMMER	ALA Dues for J Middendorf	
	6420-2203	\$ 216.00	AMERICAN LIBRARY	Books for Readers Advisory		
	6003-2203	\$ 195.00	MGMT ASSC	HR Training for L Haack		
	6020-2111	\$ (6.45)	HOMEDEPOT.COM	Maintenance Supplies		
	6020-2111	\$ 70.88	HOMEDEPOT.COM	Maintenance Supplies		
M. Szymanek		6470-3295	\$ 28.49	MY MAG STORE	Periodicals	
		6470-3275	\$ 30.00	BYRONJANIS.COM	AV Mtls	
		6470-3280	\$ 69.28	CONTENT DISTRIBUTOR	Book	
		6001-2165	\$ (175.00)	INVESTIGATION OF DISPUTE	CREDIT PENDING INVESTIGATION OF DISPUTE	
		6470-3275	\$ 87.99	BESTBUYCOM	AV Mtls	
		6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls	
		6470-3275	\$ 27.99	TARGET.COM	AV Mtls	
		6470-3275	\$ 27.99	TARGET.COM	AV Mtls	
		6470-3275	\$ 100.90	CRAFTSY	AV Mtls	
		6470-3275	\$ 32.99	BESTBUYCOM	AV Mtls	
		6470-3275	\$ 18.66	PAYPAL *MULERY	AV Mtls	
		6470-3275	\$ 16.89	TARGET.COM	AV Mtls	

6470-3275	\$	13.99	NETFLIX.COM	AV Mtls
6470-3275	\$	(23.69)	BESTBUYCOM	AV Mtls
6470-3275	\$	179.99	B&H PHOTO	AV Mtls
6470-3275	\$	100.00	WTTW CHANNEL 11	AV Mtls
6470-3275	\$	239.94	TARGET.COM	AV Mtls
6470-3295	\$	19.98	AMZ*MAGAZINE.STORE	Periodicals
6470-3275	\$	138.08	GAMESTOP.COM	AV Mtls
6470-3275	\$	16.99	PBS CONSUMER SALES	AV Mtls
6470-3275	\$	21.24	PBS CONSUMER SALES	AV Mtls
6470-3280	\$	19.95	BARON BARCLAY BRIDGE	Book
6470-3275	\$	13.99	NETFLIX.COM	AV Mtls
6470-3275	\$	(5.94)	GAMESTOP.COM	AV Mtls
6470-3275	\$	28.14	BBC AMERICA SHOP	AV Mtls
6470-3275	\$	399.94	GAMESTOP.COM	AV Mtls
6470-3275	\$	133.99	TARGET.COM	AV Mtls
6470-3295	\$	5.00	BT*ALTPRESS MEDIA	Periodicals
6470-3275	\$	79.69	TARGET.COM	AV Mtls
6470-3275	\$	2.06	TARGET.COM	AV Mtls
6470-3275	\$	260.63	BESTBUYCOM	AV Mtls
6470-3275	\$	100.89	GAMESTOP.COM	AV Mtls
6470-3280	\$	45.99	ECKHARTZ PRESS BOOKS	Book
6470-3275	\$	(5.38)	BLICK ART MATERIAL	AV Mtls
6470-3275	\$	24.49	TARGET.COM	AV Mtls
6470-3275	\$	138.58	TARGET.COM	AV Mtls
6470-3275	\$	199.90	DHA*TIME LIFE	AV Mtls
6470-3275	\$	46.98	CHOPRA.COM	AV Mtls
6470-3275	\$	39.98	SLING.COM	AV Mtls
6470-3280	\$	160.00	GENEALOGICAL.COM	Book
6470-3275	\$	(35.84)	BLICK ART MATERIAL	AV Mtls
6470-3275	\$	26.34	AMERICAN GO BEREA	AV Mtls
6470-3275	\$	60.11	BLICK ART MATERIAL	AV Mtls
6470-3275	\$	806.90	RAKUTEN	AV Mtls
Total	\$	<u>19,693.86</u>		

January 15, 2019

Arlington Heights Memorial Library
Master Card Summary
12/31/2018

Count 5

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
Shannon Distel	6420-3202	\$40.00	Eddies Restaurant	Books & Brews Book Discussion 12/12/18
	6420-2203	\$196.00	ALA Conference	Screen Readers ALA Webinar
	6003-4070	\$1,414.70	Tasty Catering	Employee Recognition Program
	6003-4070	\$318.80	Tasty Catering	Employee Recognition Program
M Szymanek	6470-3275	\$109.00	Bullfrog Films	AV Mtls
	Total	<u>\$2,078.50</u>		

January 15, 2019

(Action Item 4)

ACCOUNTS PAYABLE - CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
December 31, 2018

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library (January Invoices)	\$92,168.61
491	Capital Projects Fund - Library (January Invoices)	\$0.00
Total Disbursements		<u>\$92,168.61</u>
Payrolls Paid 1/4/2019		\$276,755.08
		<u>\$276,755.08</u>
Total Disbursed		<u><u>\$368,923.69</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
78022	BIBLIOTHECA LLC	291-0000-140.05-00	PREPAID AV MTLs JAN-FEB20	916.67	916.67
78029	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED JANUARY 2019 FSA DEP JANUARY 2019	3,769.08 769.23	4,538.31
***** DIVISION TOTAL ****					5,454.98
***** DEPARTMENT TOTAL **					5,454.98

Administration

DEPARTMENT:		DIVISION:			
60	Executive Office	01			
78026	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENTAL, 1ST QUART.	750.00	750.00
78029	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES JANUARY 2019	166.25	166.25
78030	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVS JANUARY	49.95	49.95
78031	INNOVATIVE USERS GROUP	291-6001-601.22-03 291-6001-601.22-03	IUG CONF - S MEYER IUG CONF - L BOBIS	325.00 325.00	650.00
78035	LIBRARIES OF ILLINOIS RISK AGENCY	291-6001-601.20-40	GENERAL INSURANCE 2019	60,107.00	60,107.00
78040	NG-HE, CAROL	291-6001-601.22-03	DPLAFEST REG 17-18/4/2019	135.00	135.00
78042	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE	63.00	63.00
***** DIVISION TOTAL ****					61,921.20

Gifts + Grants

DEPARTMENT:		DIVISION:			
60	Executive Office	04			
78021	BENSON, RAYMOND	291-6004-601.22-18	DANN & RAYMOND MOVIE CLUB	350.00	350.00
78028	GIRE, DANN	291-6004-601.22-18	DANN & RAYMOND MOVIE CLUB	350.00	350.00
78033	KROHN, DEB	291-6004-601.22-18	HARRY POTTER BOOK NIGHT	350.00	350.00
78045	RANA, SOPHIA	291-6004-601.22-18	HARRY POTTER BOOK NIGHT	227.50	227.50
78050	STAR STRUCK PRODUCTIONS	291-6004-601.22-18	SUNDAY MUSICAL, 2/17	900.00	900.00
***** DIVISION TOTAL ****					2,177.50

Facilities

DEPARTMENT:		DIVISION:			
60	Executive Office	20			
78032	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	FIRE ALARM MONITORING	261.23	261.23
78036	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIA SERVS JAN'19	4,599.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					4,599.00
78041	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE	76.00	76.00
78044	R.I.C.ELECTRIC	291-6020-601.21-11	ELECTRICAL WORK	1,333.23	1,333.23
78047	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINT SUPPLIES	37.16	40.74
		291-6020-601.21-11	BLDG MAINT SUPPLIES	3.58	
78048	SHERWIN-WILLIAMS	291-6020-601.21-11	PAINT	36.38	36.38
78049	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVS JANUARY 2019	959.18	959.18
***** DIVISION TOTAL ****					7,305.76
***** DEPARTMENT TOTAL **					71,404.46

Programs + Exhibits

DEPARTMENT:		DIVISION:			
64	User Services	40			
78020	AMERICAN ALLIANCE OF MUSEUMS	291-6440-601.22-02	AAM DUES - C NG-HE	115.00	115.00
78024	CURTIN, DENIS	291-6440-601.22-18	RESUME FOR APPL.ONLINE,	200.00	200.00
78025	FAMBRO MANAGEMENT	291-6440-601.22-18	CHESS CLUB, 2/10/2019	100.00	100.00
78027	FORTE, JANIS MINOR	291-6440-601.22-18	SLAVE OWNERSHIP, 2/11/19	191.36	191.36
78037	MCNULTY, ALAYNE	291-6440-601.22-18	CREATIVE AGING, 2/12&2/19	490.00	490.00
78038	MCNULTY, ALAYNE	291-6440-601.22-18	CREATIVE AGING, 1/22&1/29	490.00	490.00
78039	MUSEUM EDUCATION ROUNDTABLE	291-6440-601.22-02	MER DUES - C NG-HE	50.00	50.00
78043	PRO BUSINESS PRACTICES	291-6440-601.22-18	INTERVIEWING SKILLS, 2/18	100.00	100.00
78046	SCHATTNER, JACQUELINE	291-6440-601.22-18	AGUIDE TO OVERSEAS GENE-	125.00	125.00
78051	SWANK MOTION PICTURES INC	291-6440-601.22-18	WS DVD SPOTLIGHT, 1/8	140.00	140.00
78052	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT, 2 PROGR, 1/5	400.00	400.00
78053	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT, 2 PROGR, 2/2	400.00	400.00
***** DIVISION TOTAL ****					2,801.36

Digital Services

DEPARTMENT:		DIVISION:			
64	User Services	50			
78034	LIBRARIES FIRST	291-6450-601.32-78	LEXISNEXIS SUBSCR 2019	7,197.00	7,197.00
***** DIVISION TOTAL ****					7,197.00

Collection Services

DEPARTMENT:		DIVISION:	
64	User Services	70	

PREPARED 01/15/19, 12:05 AM
PROGRAM GM348U5
DEPARTMENT: 64

User Services

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

PAGE 3
ACCOUNTING PERIOD 1/2019

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
78022	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	4,583.33	4,583.33
78023	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	727.48	
***** DIVISION TOTAL ****					5,310.81
***** DEPARTMENT TOTAL **					15,309.17
***** GRAND TOTAL *****					92,168.61

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	92,168.61
**** TOTAL ALL FUNDS ****		92,168.61

PROCLAMATION HONORING ILLINOIS STATE REPRESENTATIVE
DAVID HARRIS

Whereas, retiring State Representative David Harris has served in the Illinois House of Representatives for 18 years, and

Whereas, Representative Harris has served our country with a long and distinguished career in military service spanning 33 years, retiring with the rank of Major General, and

Whereas, Representative Harris has been a resident of Arlington Heights for over 35 years, and

Whereas, Representative Harris graduated from high school in Arlington Heights and raised his own family in this community, and

Whereas, Representative Harris has been a true supporter of the Arlington Heights Memorial Library throughout his career, and

Whereas, Representative Harris has recognized the Arlington Heights Memorial Library for being an outstanding community resource, and

Whereas, Representative Harris has dedicated his life's work to service to our community, the State of Illinois and the United States of America.

Now, therefore be it proclaimed that the Arlington Heights Memorial Library Board of Trustees do hereby recognize the contributions that Representative David Harris has made on behalf of the citizens of the Village of Arlington Heights, the State of Illinois and the United States of America during his long and dedicated career of elected, military and community service. We extend our best wishes on his retirement as our State Representative, and for continued success in his next role as Director of the Illinois Department of Revenue.

To: Board of Library Trustees

From: Lisa Haack

Cc: Mike Driskell

Date: January 11, 2019

Re: Human Resources 2019 Strategic Priorities

Lisa Haack, Human Resources Manager, will present human resources strategic priorities for 2019, relating to performance evaluation process, compensation, and on-boarding.

Executive Director's Report

January 2019

Diversity and Inclusion

Bookmobile Visit to Newcomer Center

Teen Librarian Evan Mather collaborated with SIS Bilingual Advisor Mari del Carmen Cifuentes and Bookmobile Supervisor Teri Scallon to bring the bookmobile to the Newcomer Center located at District 214's Forest View Educational Center. Staff curated a small collection of items that were available in the 48 Newcomer students' native languages that included Spanish, Polish, Russian, Bulgarian, Korean and more. As Forest View does not have a school library, students were given the rare chance to select from a wide collection of items. With 105 checkouts to over 60 customers at this first visit, it appears to have been an incredibly welcome visit!



Department Highlights

Collection Services

2018 Collection Services Stats

- Items added 60,259 items
- Items withdrawn 66,651
- Customer suggestions for purchase 5,429
- Items recataloged 4,943
- In-house processing/repair 36,385
- Original cataloging 507
- ILL requested for AHML customers 6,466
- ILL sent to other libraries 6,497

Collection Statistics

- Items in main library collection 302,373
(62,253 AV; 240,120 print)
- Items in bookmobile collection 10,567
(3,944 AV; 6,623 print)
- Items in Senior Center collection 2,585
(1,180 AV; 1,405 print)
- Marketplace (all areas) 21,919
Marketplace items make up just 7.41% of the collection, yet they get 27% of the circulation

Programs & Exhibits News

Mindfulness & Meditation for Beginners

150 customers expressed interest in exploring mindfulness during the bustling holiday season with 91 attending to unwind on December 19. Mindfulness coach Chris George explained his personal journey and the philosophies behind Mindfulness and lead practical exercises demonstrating meditation. Hendrickson Room has never been so quiet with that many people in it. It was a relaxing and informative program. One attendee noted: *“Perfect timing. I have been talking to some people who recommend this practice for many reasons and now that I have recently retired I feel I have the time to learn more.”*

Party Like It's 1818: A Bicentennial Celebration

During the final month of the Illinois Bicentennial, Program Specialist Nancy Murray worked with performer Ellie Carlson to transform Hendrickson Room into 1818 Illinois! 46 customers enjoyed a party celebrating the past. Partygoers used pewter cups and plates to help themselves to homemade cornbread, apple butter and apple cider. Then onto political speeches of the time, music and dancing, and silhouettes. A grand time was had by all with customers raving: *Eating with "pewter" plates and cups, wearing shawls, dancing, listening to speakers and learning about life in 1818 was really interesting. She put together a unique program. One of the best shows/performances that I have attended.*



Youth Services News

Ivy Hill Lunch Book Club

Kids' World Advisors Emily Loeffler and Jan Pinotti book talked selections for the lunchtime book club at Ivy Hill Elementary School. After captivating 300 third, fourth, and fifth graders with titles targeting reading level and interest, the school reported that 141 students signed up to participate in the book club, the school's highest number of registrants since they began the program.

Finals Study Lounge

Finals Study Lounge continues to be a popular and essential service for local high school students. During District 214's finals week, nearly 1,500 students used the library to prepare for their upcoming exams. Staff throughout the library assisted students during this busy rush before the holidays, with a notable 422 teens using second floor conference rooms. A special addition to Finals Study Lounge, teens took a much-needed break from studying to meet, pet and hug Winnie and Hope, miniature horses from Mane in Heaven. This is the second time the two horses have visited the library, and both visits have elicited a remarkably positive response. Teen Services Supervisor Alice Son and Youth Programs Coordinator Lynne Priest organized the visit to offer teens an opportunity for stress-relief in the middle of their busy finals week.



Info Services News

Year End Statistics Overview:

Total Reference Questions at three Service Points: 110,733 a 9% increase from 2017. Possible reasons: increase in chat sessions due to account issues and fine forgiveness week; tracking library delivery questions, which we did not do previously.

Increase at all service points:

- Info Desk 5% increase
- Call Center 4% increase
- Chat: 10% increase
- Conference Rooms: 1% decrease in completed reservations

Reader's Services:

- Displays: .1% decrease
- Book Discussion Attendance: 9% decrease (Fewer standalone discussions such as OBOV. This does not include Senior Center or Senior Living Sites.)
- Book Me (Form Based Advisory Services): 54 custom curated lists for 2018 with an average of 4.5 lists per month.

We received no requests for curated book recommendations during the month of December. This confirms that customers respond to promotion through social media. It seems as though customers are not finding the Book Me form on the current Book, Movies and Music page. This will be changed with the launch of the new readers' services webpage.

- Instagram Interactions: 586 likes (since March 2018)
Readers advisors worked with Communications and Marketing to continue Social Media campaign. Two Instagrams were posted during the month of December:





Books & Brews

Our December Books and Brews discussion led by Jon Frier featured the book *Educated* by Tara Westover. *Educated* is the story of Tara, who was raised in a small town in rural Idaho by survivalist parents and how she left and ended up at BYU, Cambridge with multiple degrees. The discussion at Eddie’s drew a diverse group of 25 people. This was one our best discussions, a very engaged group sharing intelligent, passionate and insightful opinions.

Circulation News

Van pickups

The Bookmobile staff expanded their services this month, starting AHML van pickups from the Camelot and Frontier Park book drops. This new service allows for more flexibility and control to ensure customer materials receive timely check-in, while also decreasing our budget by providing this service in-house.

Across Departments

Find your Read like a Librarian

An Info Advisor worked with a SIS Librarian to plan and deliver the program *Find Your Read Like a Librarian*. The purpose was to create an event where an Advisor and a Librarian could work together to meet our customers, establish a relationship, and share some practical and fun information. The program highlighted library resources and library account tricks for getting books from the library, the info advisor and librarian each presented their personal favorite ways to find out about books, and time for some book talking and then engagement from

attendees on where they go and what they like to read. Twelve people attended and shared that they loved the format and found it very helpful and fun. One customer said that she was looking for book recommendations as her favorite book of 2018 was one she had heard about from an Advisor at the Readers Party in early 2018!

Staff Development

Community Involvement

As part of their end of year celebration, Info Services staff gathered donations to Journeys: The Road Home during the month of December. Items donated were specified on the wish list, which included food, toiletries and warm mittens and socks. The donations were delivered to the site after their December staff meeting.



December 2018

Service Point Traffic

Total visits
86,955 ↑ 3%
 84,036 last year

Main Library visits
84,155 ↑ 4%
 81,084 last year

Sr Center Visits
1,497 ↓ -16.93%
 1,802 last year

Bookmobile Visits
1,303 ↑ 13.30%
 1,150 last year

Circulation

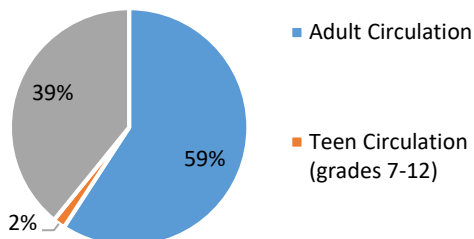
Total Circulation
155,119 ↓ -4%
 160,747 last year

Card Holders □
53,031

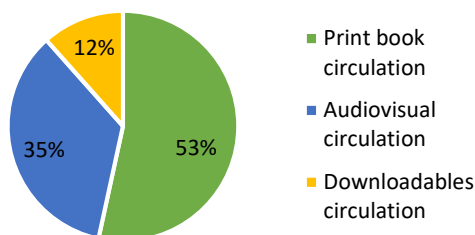
Library Cards Issued
 Resident **236** ↑ 2.61%
 (issued) 230 last year
 Non-Resident **133** ↑ 5.56%
 (Registered) 126 last year

Interlibrary Loan
 Borrowed **306** ↑ 2.68%
 298 last year
 Lent **397** ↓ -22.91%
 515 last year

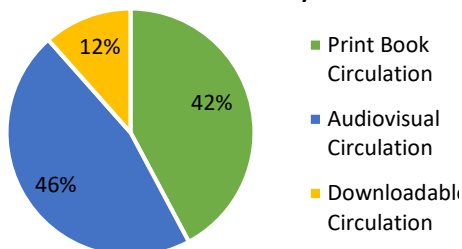
Circulation by Audience



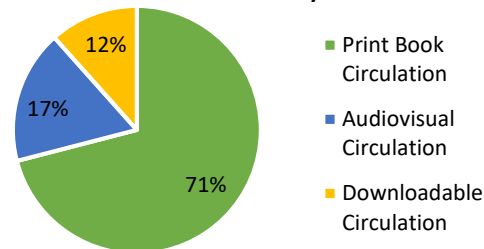
Circulation by Format



Adult Circulation by Format



Children Circulation by Format



Programs

Program Attendance
6,234 ↑ 21%
 5,140 last year

Number of Programs
159 ↑ 1%
 157 last year

Cost of Programs
\$5,284
 \$1,700 funded by FOL

General Satisfaction
4.56/5

Questions

Reference Questions
15,501 ↑ 17%
 13,277 last year

Reference Questions
 (via call center)
4,721 ↑ 19%
 3,980 last year

Chat sessions
396 ↑ 11.55%
 355 last year

Technology Usage

Public Computer Use
8,621 ↓ -7.86%
 9,356 last year

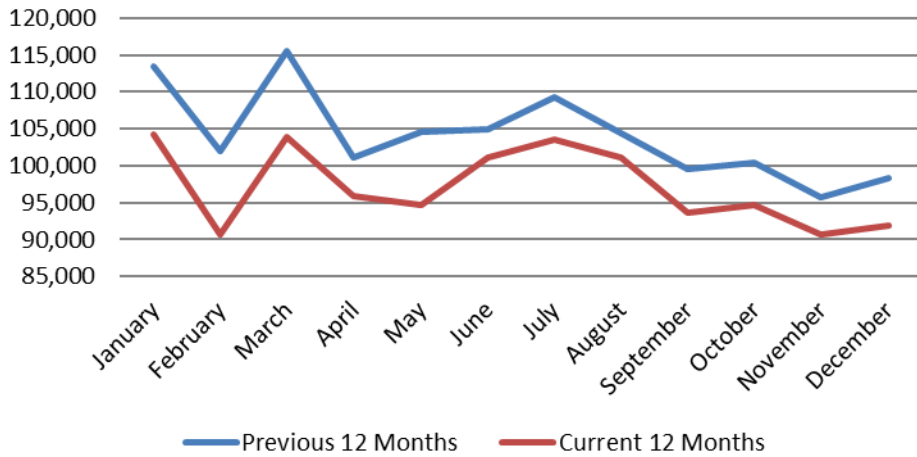
Website Visits
87,314 ↓ -6.93%
 93,818 last year

Self Checkout
 (% of total checkouts)
66% -0.02%
 66% last year

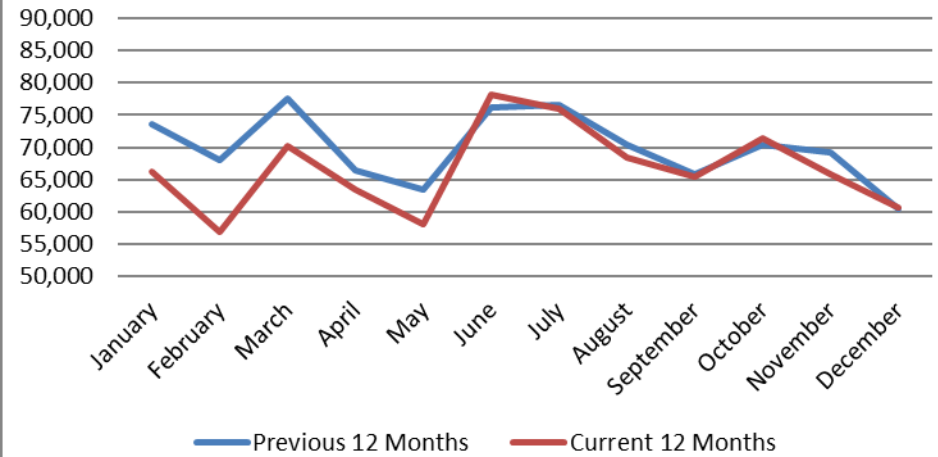
AHML - DASHBOARD - January 2019

	December 2018	December 2017	% change from last December	Jan 2018 - December 2018	Jan 2017 - December 2017	% change from last YTD
Total circulation	155,119	160,747	-4%	1,998,330	2,116,572	-6%
Adult circulation	91,839	98,255	-7%	1,165,574	1,249,170	-7%
Teen circulation	2,556	2,000	28%	31,598	29,184	8%
Children circulation	60,724	60,492	0%	801,158	838,218	-4%
Print book circulation	78,554	78,003	1%	1,044,411	1,065,060	-2%
Audiovisual circulation	51,506	58,278	-12%	656,386	748,574	-12%
Downloadables circulation	17,012	16,225	5%	198,998	196,089	1%
Self-check as % of main floor circ	65.74%	65.77%	-0.02%	66.76%	65.89%	0.87%
Circulation to reciprocal borrowers	9,791	9,226	6%	118,954	123,782	-4%
ILLs borrowed for our customers	306	298	3%	4,510	4,619	-2%
ILLs lent to other libraries	397	515	-23%	6,463	8,175	-21%
Resident cards issued	236	230	3%	4,614	4,903	-6%
Reciprocal cards registered	133	126	6%	2,066	2,058	0%
Reference questions	15,501	13,277	17%	198,277	193,472	2%
Number of Programs	159	157	1%	3,064	3,005	2%
Program attendance	6,234	5,140	21%	105,330	113,735	-7%
Public computer use	8,621	9,356	-8%	122,697	127,537	-4%
Website visits	87,314	93,818	-7%	1,166,116	1,257,172	-7%
In-person visitors	86,955	84,036	3%	1,037,065	1,038,782	0%
Marketplace - % of adult coll	8.39%	8.46%	-1%	8.6%	8.7%	-1.1%
Marketplace - % of circ	34.1%	34.6%	-1%	34.6%	35.1%	-1.6%
Kids' Mktplace - % of KW coll	4.2%	4.5%	-5%	4.6%	5.0%	-8%
Kids' Mktplace - % of circ	14.5%	15.0%	-3%	15.0%	16.1%	-7%
Individual Staff Sessions	245	203	17%	3711	3860	-4%
Volunteer hours	2,003	1,664	20%	28,186	28,413	-1%

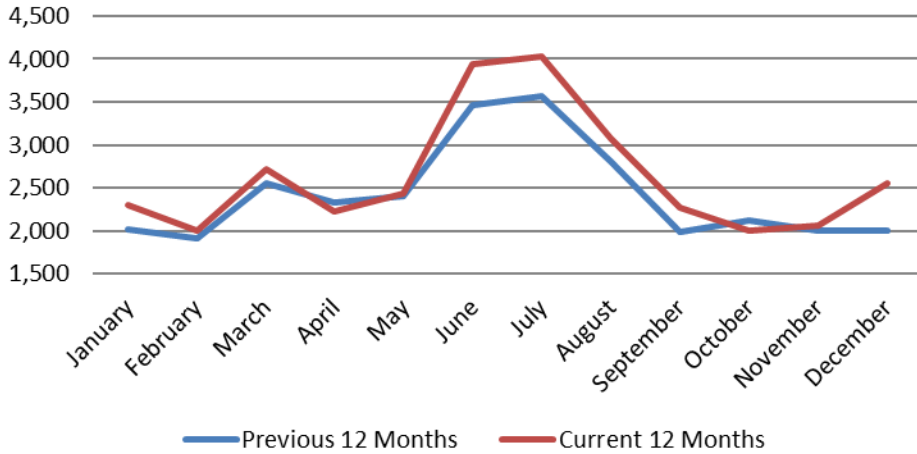
Adult Circulation



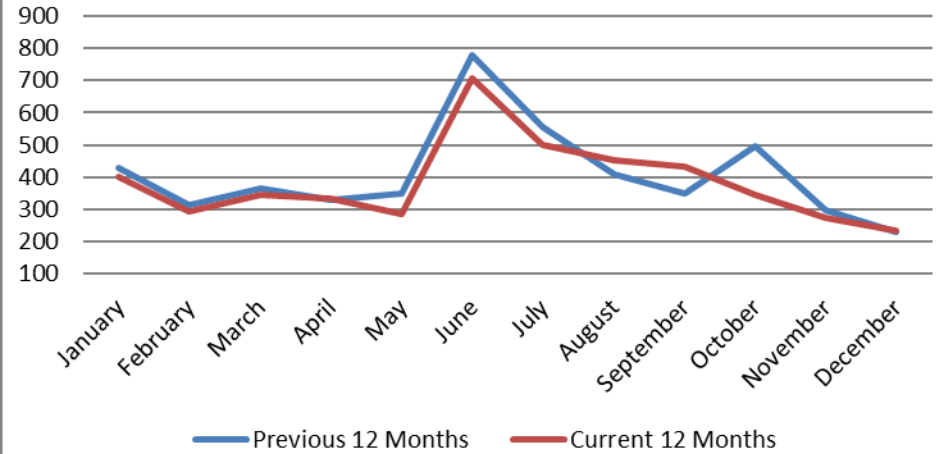
Children's Circulation

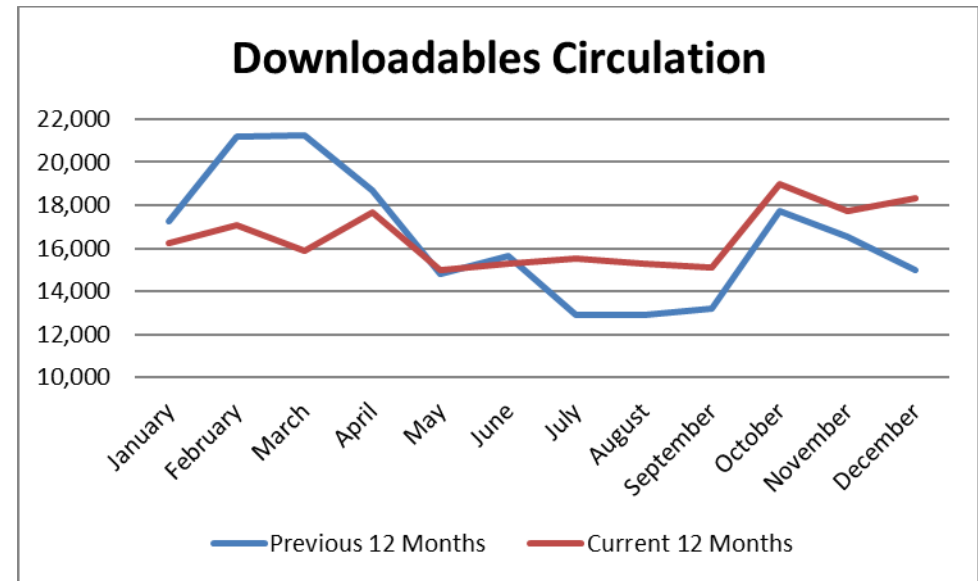
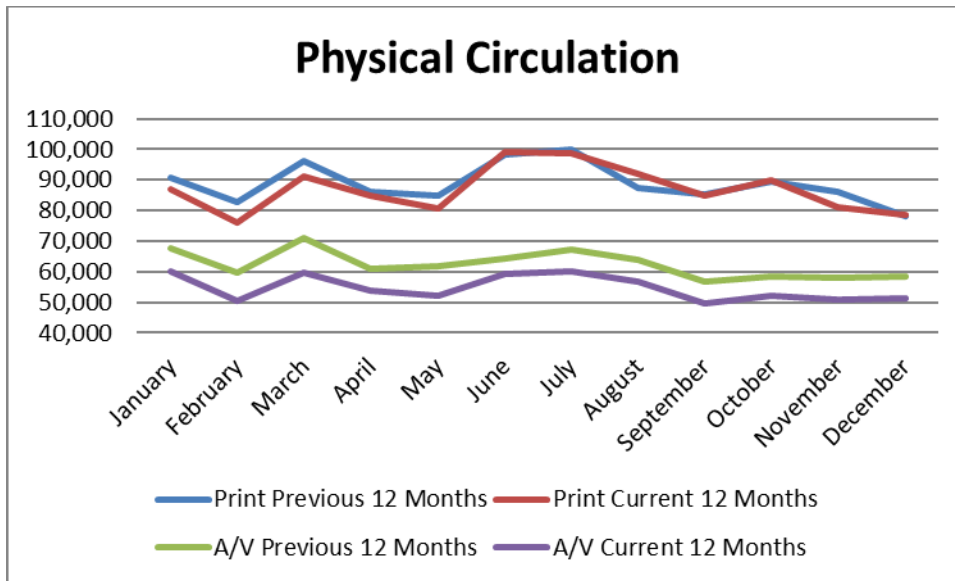


Teen Circulation



Resident Library Cards Issued

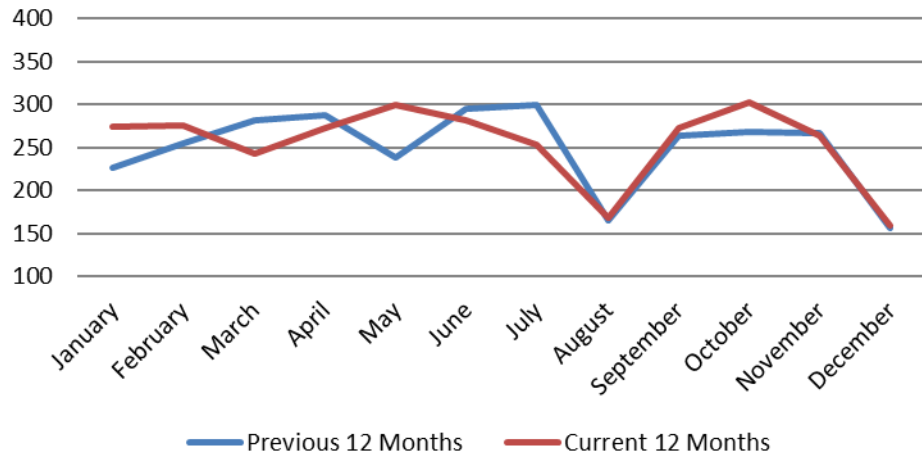




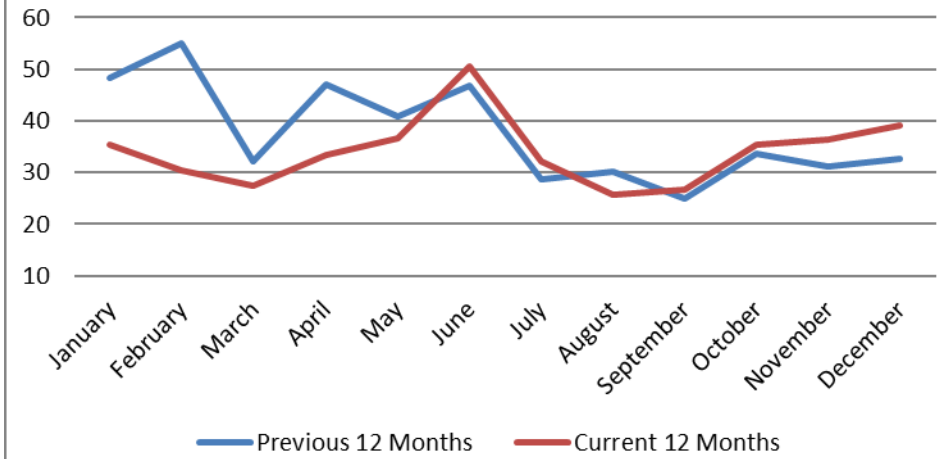
Notes Relating to Circulation

- Although total circulation is down 3.5% compared to last year, multiple items saw increases in checkouts over last December.
 - Teen Graphic Novels checkouts were up 143.18%, jumping from 220 checkouts in December 2017 to 535 checkouts this month. Kids’ Graphic Novels checkouts were up 20% over last December, increasing from 1,835 checkouts last December to 2,202 checkouts this month.
 - The increased exposure of bilingual services at AHML have resulted in multiple language materials continuing to be incredibly popular this year compared to 2017. ESL material checkouts are still up, increasing 65.22% over last December. Adult Spanish materials are up 108.16%, and Kids’ language materials had an average increase of 68.8% across all eight languages.
 - Equipment checkouts are up 30.17% over last December, with Library of Things contributing 328 total checkouts this month, up 55% over last month.
 - eMaterial checkouts are continuing to increase in popularity, up 4.9% for the month and 1.5% for the year.
- Customers are still enjoying our Drive-up services. We assisted 6.1% more drive-up customers for the year than last year at this time, checking out 3.1% more total items at drive-up for the year.

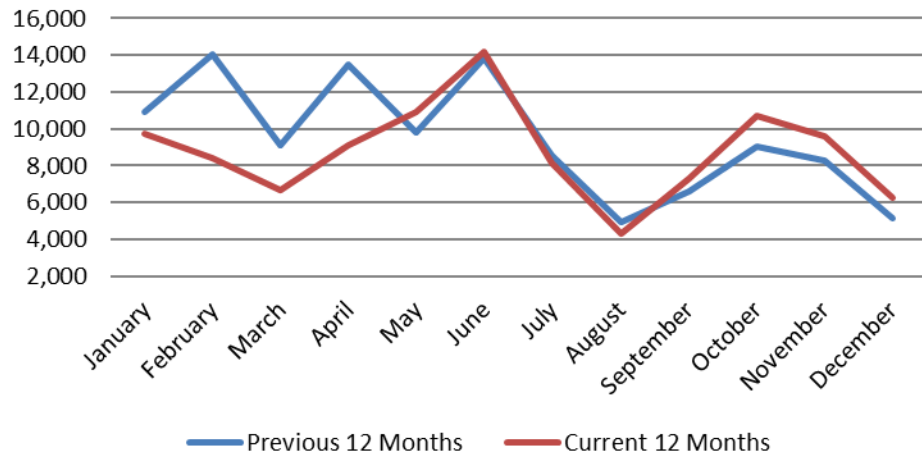
Program Sessions



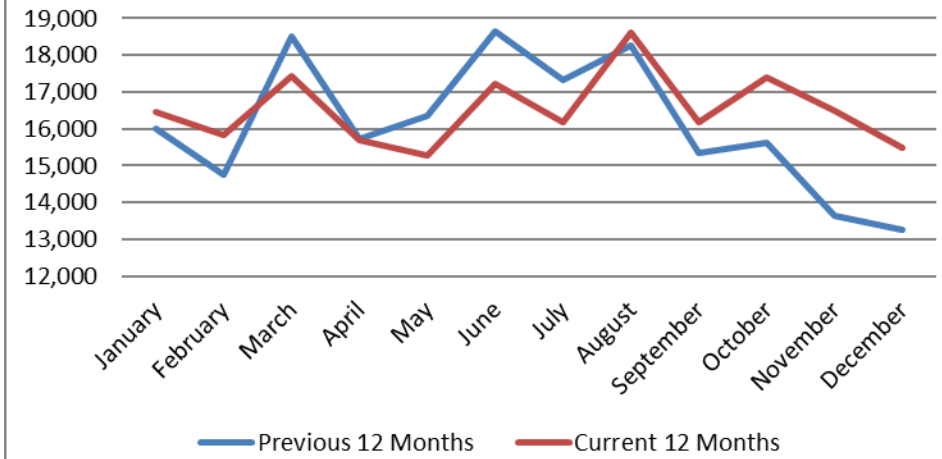
Attendance Per Program



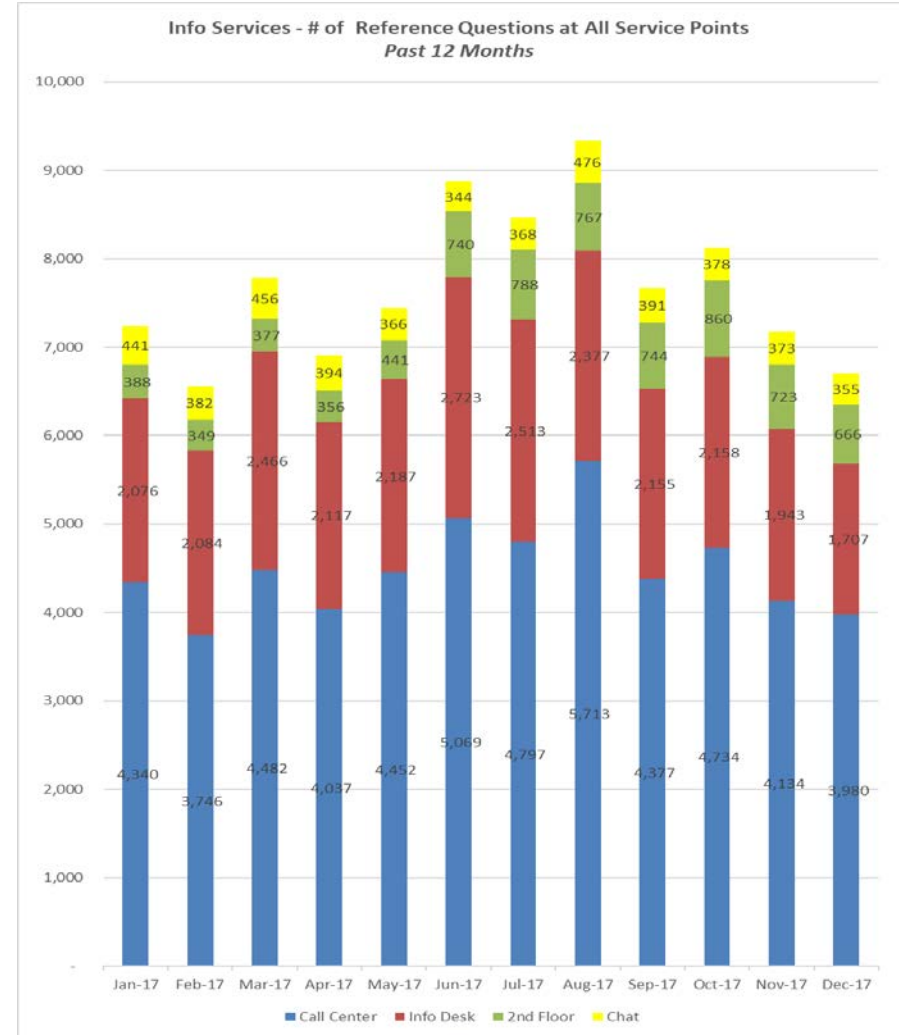
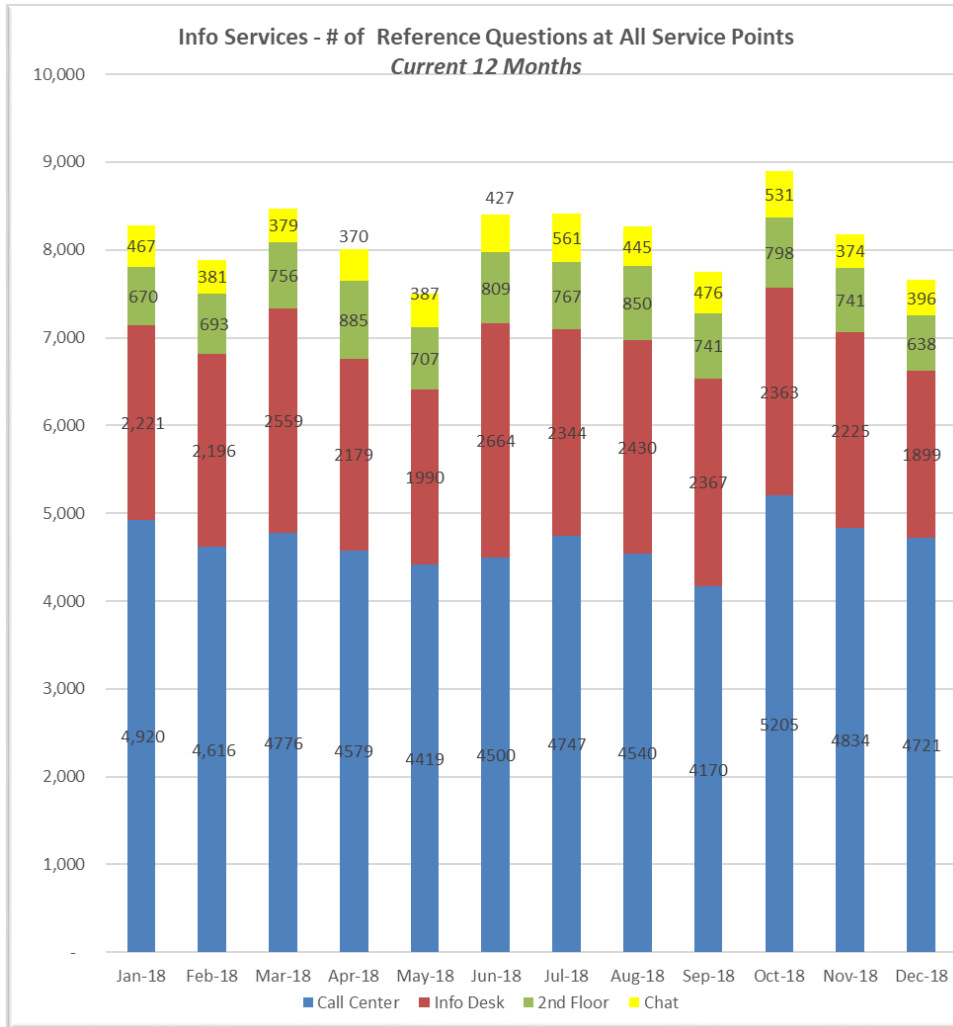
Program Attendance



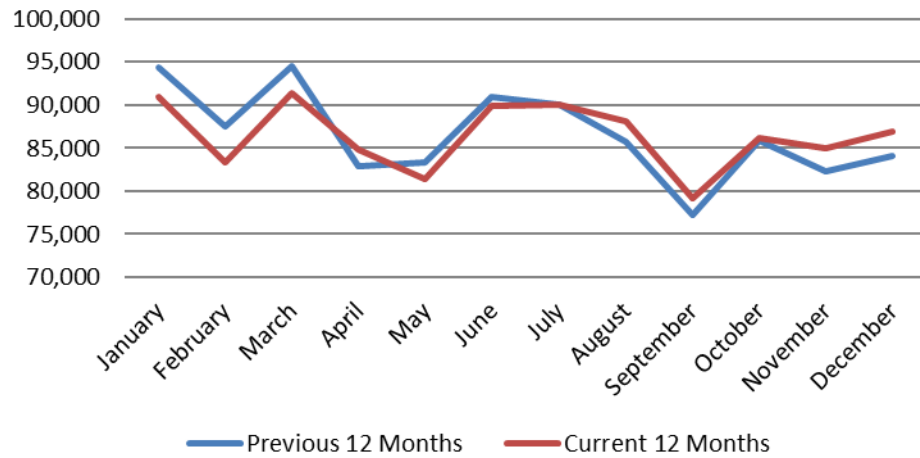
Reference Questions (Library Wide)



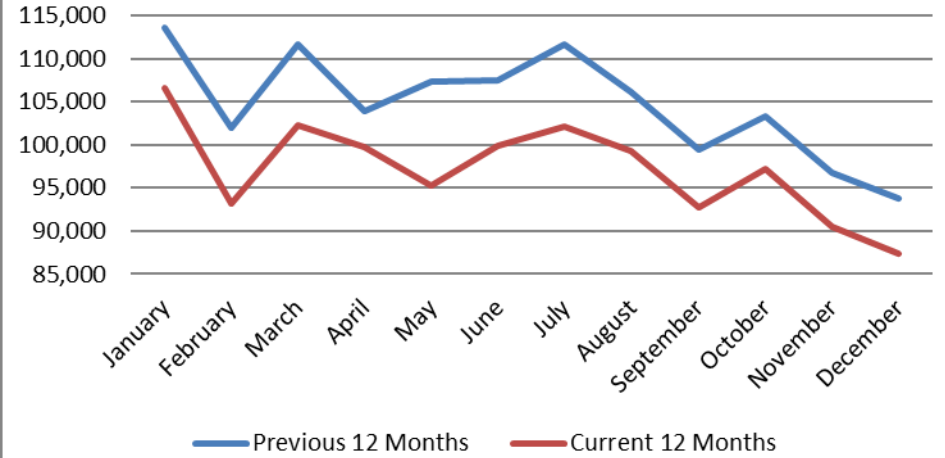
The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



In-person Attendance



Website Visits



Public Computer Use

