

**BOARD OF LIBRARY TRUSTEES**

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

**RICHARD FRISBIE BOARD ROOM**

**- AGENDA -**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 19, 2019 (Action Item 1)
- V. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MARCH 4, 2019 (Action Item 2)
- VI. APPROVAL OF TRUSTEE EXPENDITURES (Action Item 3)  
The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Reimbursement to President Smart for expenses incurred during Staff Day.
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2019 (Item 4)
- VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 28, 2019 (Action Item 5)
- IX. EXECUTIVE DIRECTOR'S REPORT

X. OLD BUSINESS

- FINE FORGIVENESS WEEK (Action Item 6)

Discussion of proposed Fine Forgiveness Week, June 1-8

- ACQUISITION OF PROPERTY AT 112 N. BELMONT AVENUE (Action Item 7)

Presentation of resolution and contract for consideration and approval for the acquisition of the property at 112 N. Belmont Avenue

XI. NEW BUSINESS

- ANNUAL REPORT (Item 8)

Presentation of the library's 2018 annual report summary and 2018 financial review

XII. LIAISON REPORTS

- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION

XIII. OTHER

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

XV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XVI. ADJOURNMENT

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

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 19, 2019.**

- 02.19.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Tuesday, February 19, 2019, at 7:30 p.m. by President Debbie Smart.
- 02.19.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart.
- Absent: Trustee Brody Garkisch.
- 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; Christopher Placek, Daily Herald; JoAnne Gunderson, Resident; Melissa Cayer, Resident; Andi Ruhl, Resident.
- 02.19.03 There was no **PUBLIC COMMENT**.
- 02.19.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 15, 2019 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as corrected.
- 02.19.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE BOARD OF LIBRARY TRUSTEES MEETING OF JANUARY 19, 2019 (Action Item 2)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.
- 02.19.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 4, 2019 (Action Item 3)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.
- 02.19.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2019 (Item 4)** – Mr. Driskell reported the library did not receive tax revenue in January. The Tax Year 2018 First Installment to Cook County is due March 1. The library can expect approximately half of its budgeted tax revenue by March/April. 8.3% of the fiscal year has lapsed; 10% of the annual operating budget to date has been expensed. \$378,859 in prepaid services have been expensed in period one of 2019 that were paid in 2018. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 02.19.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2019 (Action Item 5)** – 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 JANUARY 31, 2019, IN THE AMOUNT OF \$803,739.84.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. Abstain: Trustee Smart. The motion carried.

- 02.19.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted Path to Career Readiness, a self-directed job skills training program; Excel training for staff at Northwest Special Recreation Association; participation in the Arlington Heights Fitness Expo; library tour for John Hersey High School Entrepreneurship Class; Finals Study Lounge for students from St. Viator; two-time Grammy nominated blues artist John Primer plays Sunday Musicale; Memory Café for persons with mild cognitive impairment and their care partners or family members; new library delivery site at Waverly Inn; 1,881 young readers participated in the Winter Reading Program; 800 4<sup>th</sup>-8<sup>th</sup> graders signed up for a new reading initiative, 100 Books Before High School; and the new eNewsletter dedicated to featuring upcoming exhibits, artist-in-residence and displays.

- 02.19.10 **OLD BUSINESS**

- **CHANGE TO POLICY 7.002 UNSUPERVISED CHILDREN (Action Item 6)** – The intention of the suggested changes are the expectation for safety and behavior of children who visit the library.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISED POLICY 7.002 UNSUPERVISED CHILDREN.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

- **VULNERABLE ADULTS POLICY (Action Item 7)** – The intention of the new proposed policy is to provide guidelines concerning the wellbeing and behavior of vulnerable adults who visit the library.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.0015 VULNERABLE ADULTS.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart. Nay: none. The motion carried.

- 02.19.11 **NEW BUSINESS**

**- APPROVAL OF THE 2019 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2018 (Action Item 8)** – Mr. Driskell presented the library’s 2019 Illinois Public Library Annual Report for 2018 to be filed with the Secretary of State’s office.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE 2019 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

**- REVIEW BELMONT CONTRACT (Item 9)** – The board reviewed the contract and discussed the timeline for acquisition of 112 N. Belmont Building. Staff will present more information on the proposed space including a preliminary budget, updates on parking and initial plans for hours of operation and services offered at the library’s next Committee of the Whole meeting on Monday, March 4. The next public meeting will be held at the library on Saturday, March 16 for the public to learn more about the project and offer feedback.

#### 02.19.12 **LIAISON REPORTS**

**- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends of the Library made just over \$20,000 at their Fab Feb Used Book Sale.

**- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Hastings reported the Foundation is working on creating website content; writing investment policies; and will see a presentation from English as a Second Language staff.

#### 02.19.13 **OTHER**

- President Smart reported on the United for Libraries session at the American Library Association Midwinter Conference.

- Mr. Driskell reported Staff Day will be held Friday, March 1.

There being no further business to discuss, Trustee Zyck moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 8:14 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder

**BOARD OF LIBRARY TRUSTEES**

**COMMITTEE OF THE WHOLE**

03.19.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:30 p.m. on Monday, March 4, 2019, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

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

Absent: None

Also present: Mike Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Janet Moravec, Business Office Administrator; Betsy Kmiecik, Arlington Heights Memorial Library Foundation; Lauree Harp, Arlington Heights Memorial Library Foundation; John Walsh, Arlington Heights Memorial Library Foundation; Gary McClung, Arlington Heights Memorial Library Foundation; Christopher Platek, Daily Herald.

03.19.03 There was no **PUBLIC COMMENT**.

03.19.04 **FINES FORGIVENESS WEEK (Item 1)** – Staff is proposing to have a Fine Forgiveness Week as an incentive to increase literacy and participation in Summer Reading 2019. After receiving additional information from staff, the committee was in favor of offering Fine Forgiveness Week, June 1-8.

03.19.05 **DISCUSSION AND REVIEW OF PROPOSED CONTRACT FOR REAL ESTATE ACQUISITION (Item 2)** – Staff provided a summary of information and answered questions regarding the potential acquisition of the property located at 112 N. Belmont Avenue. Information discussed included details about a proposed concept for the property, including intended use, staffing, hours, parking and associated costs. There will be two public meetings on Saturday, March 16 for the public to learn more about the project and offer feedback.

03.19.06 **OTHER**

- Mr. Driskell reported on the library's first full-day Staff Day held on Friday, March 1. The newly revised Culture Statement was presented to staff at the event.

03.19.07 Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (5) FOR THE PURPOSE OF DISCUSSING THE PURCHASE OR LEASE OF REAL**

**PROPERTY FOR THE USE OF THE PUBLIC BODY AND MR. DRISKELL AND MS. EKL BE INVITED TO ATTEND.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 8:02 p.m.

The board returned to open session at 8:41 p.m.

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

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT.** Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:43 p.m.

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Janet Moravec, Recorder



**To:** Board of Library Trustees  
**From:** Janet Moravec  
**Date:** March 12, 2019  
**Re:** Authorization of Trustee Expenditures

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The Local Government Expense Control Act, which became effective January 1, 2017, requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board.

Staff is requesting reimbursement to President Smart for airport transportation and baggage fees for ALA Midwinter in the amount of \$110 and for expenses incurred during Staff Day 2019 in the amount of \$400.

Suggested motion: **The Board of Library Trustees approves the reimbursement to President Smart for expenses in the amount of \$510.**

Village of Arlington Heights  
 REVENUE REPORT  
 17% OF YEAR LAPSED

ACCOUNTING PERIOD 02/2019

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,673	110,810.81	166	133,346	110,810.81	83	800,076	689,265.19
04 00	Real Estate Tax FICA	41,296	68,634.18	166	82,592	68,634.18	83	495,552	426,917.82
05 00	Real Estate Tax	1,079,460	1,794,067.74	166	2,158,920	1,794,067.74	83	12,953,529	11,159,461.26
401 **	Real Estate Taxes	1,187,429	1,973,512.73	166	2,374,858	1,973,512.73	83	14,249,157	12,275,644.27
400 ***	Taxes	1,187,429	1,973,512.73	166	2,374,858	1,973,512.73	83	14,249,157	12,275,644.27
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		10,000	.00		60,000	60,000.00
70 00	Other Grants	41	.00		82	.00		500	500.00
75 00	Other Restricted	46	.00		92	.00		563	563.00
411 **	Intergovernmental	5,087	.00		10,174	.00		61,063	61,063.00
410 ***	Intergovernmental Revenue	5,087	.00		10,174	.00		61,063	61,063.00
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		416	441.00	106	2,500	2,059.00
74 00	Copier/Reader Printer Fee	3,750	3,467.71	93	7,500	6,569.43	88	45,000	38,430.57
75 00	Meeting Room Fees	211	415.00	197	422	795.00	188	2,534	1,739.00
436 **	Library Fees	4,169	3,882.71	93	8,338	7,805.43	94	50,034	42,228.57
430 ***	Fees	4,169	3,882.71	93	8,338	7,805.43	94	50,034	42,228.57
440	Fines								
442	Library								
20 00	Late Charges	11,496	8,224.12	72	22,992	17,097.10	74	137,959	120,861.90
25 00	Lost/Damaged Item Charges	1,416	1,096.69	77	2,832	2,701.50	95	17,000	14,298.50
442 **	Library	12,912	9,320.81	72	25,824	19,798.60	77	154,959	135,160.40
440 ***	Fines	12,912	9,320.81	72	25,824	19,798.60	77	154,959	135,160.40
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	3,093	3,664.87	119	6,186	14,661.62	237	37,120	22,458.38
461 **	Simple Interest	3,093	3,664.87	119	6,186	14,661.62	237	37,120	22,458.38
462	Investment Income								
10 00	Market Value Adjustments	0	5,063.61		0	11,025.50		0	11,025.50-
462 **	Investment Income	0	5,063.61		0	11,025.50		0	11,025.50-

(ITEM 7)

Village of Arlington Heights  
 REVENUE REPORT  
 17% OF YEAR LAPSED

ACCOUNTING PERIOD 02/2019

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	3,093	8,728.48	282	6,186	25,687.12	415	37,120	11,432.88
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
481	Special Events								
481	** Special Events	0	.00		0	.00		0	.00
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	416	268.55	65	832	437.31	53	5,000	4,562.69
483	** Donations	416	268.55	65	832	437.31	53	5,000	4,562.69
489	Other								
90 00	Other Income	713	936.20	131	1,426	1,905.71	134	8,565	6,659.29
94 00	FOL Reimbursements	5,416	8,024.75	148	10,832	11,451.29	106	65,000	53,548.71
489	** Other	6,129	8,960.95	146	12,258	13,357.00	109	73,565	60,208.00
480	*** Other	6,545	9,229.50	141	13,090	13,794.31	105	78,565	64,770.69
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,219,235	2,004,674.23	164	2,438,470	2,040,598.19	84	14,630,898	12,590,299.81

Village of Arlington Heights  
 REVENUE REPORT  
 17% OF YEAR LAPSED

ACCOUNTING PERIOD 02/2019

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	7,707.88	617	2,500	9,964.99	399	15,000	5,035.01
461	** Simple Interest	1,250	7,707.88	617	2,500	9,964.99	399	15,000	5,035.01
462	Investment Income								
10 00	Market Value Adjustments	0	3,668.65		0	7,647.70		0	7,647.70-
462	** Investment Income	0	3,668.65		0	7,647.70		0	7,647.70-
460	*** Interest Income	1,250	11,376.53	910	2,500	17,612.69	705	15,000	2,612.69-
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL	Capital Projects-Library	1,250	11,376.53	910	2,500	17,612.69	705	15,000	2,612.69-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	41825	26413.82	63	83650	54373.85	65	.00	501907	447533.15	11
16	92	Achievement Awards	333	.00	0	666	.00	0	.00	4000	4000.00	0
16	**	Library Personal Services	42158	26413.82	63	84316	54373.85	65	.00	505907	451533.15	11
18		Other Personal Services										
18	05	Overtime Civilian	66	52.95	80	132	149.80	114	.00	800	650.20	19
18	**	Other Personal Services	66	52.95	80	132	149.80	114	.00	800	650.20	19
19		Employee Benefits										
19	05	Medical Insurance	5073	4753.58	94	10146	9507.16	94	.00	60885	51377.84	16
19	10	IMRF	4186	2649.31	63	8372	5457.79	65	.00	50241	44783.21	11
19	11	Social Security	2593	1590.58	61	5186	3279.73	63	.00	31118	27838.27	11
19	12	Medicare	606	371.98	61	1212	767.03	63	.00	7278	6510.97	11
19	53	Flexible Spending	188	171.00	91	376	503.50	134	.00	2259	1755.50	22
19	55	Unemployment Compensation	752	.00	0	1504	.00	0	.00	9024	9024.00	0
19	**	Employee Benefits	13398	9536.45	71	26796	19515.21	73	.00	160805	141289.79	12
20		Prof Technical Services										
20	05	Professional Services	583	.00	0	1166	.00	0	.00	7000	7000.00	0
20	08	Consulting Services	166	.00	0	332	.00	0	.00	2000	2000.00	0
20	20	Legal Services	1333	5985.00-	449-	2666	.00	0	.00	16000	16000.00	0
20	40	General Insurance	10541	.00	0	21082	67307.00	319	.00	126500	59193.00	53
20	81	OCLC Services	5110	.00	0	10220	15091.45	148	.00	61324	46232.55	25
20	**	Prof Technical Services	17733	5985.00-	34-	35466	82398.45	232	.00	212824	130425.55	39
21		Property Services										
21	65	Other Services	836	513.04	61	1672	1899.75	114	.00	10036	8136.25	19
21	**	Property Services	836	513.04	61	1672	1899.75	114	.00	10036	8136.25	19
22		Other Contractual Service										
22	01	Advertising	50	.00	0	100	.00	0	.00	600	600.00	0
22	02	Dues	515	.00	0	1030	715.00	69	.00	6185	5470.00	12
22	03	Training	11187	9757.82	87	22374	19099.20	85	.00	134244	115144.80	14
22	05	Postage	3858	5643.83	146	7716	8486.62	110	.00	46300	37813.38	18
22	42	Internet Services	2319	2076.06	90	4638	4289.27	93	.00	27831	23541.73	15
22	70	Telephone Services	6089	7154.52	118	12178	14292.25	117	.00	73069	58776.75	20
22	**	Other Contractual Service	24018	24632.23	103	48036	46882.34	98	.00	288229	241346.66	16
30		General Supplies										
30	05	Office Supplies & Equip	738	961.43	130	1476	1107.17	75	.00	8858	7750.83	13
30	**	General Supplies	738	961.43	130	1476	1107.17	75	.00	8858	7750.83	13
31		Public Works Supplies										
31	85	Small Tools and Equipment	208	.00	0	416	.00	0	.00	2500	2500.00	0
31	**	Public Works Supplies	208	.00	0	416	.00	0	.00	2500	2500.00	0

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32	72 Special Events	70	59.88	86	140	80.12-	57-	.00	850	930.12	9-
	32	99 Items Reimb by Employees	0	2.60-	0	0	9.24	0	.00	0	9.24-	0
	32	** Library Supplies	70	57.28	82	140	70.88-	51-	.00	850	920.88	8-
	40	Other Charges										
	40	96 Operating Contingency	416	.00	0	832	.00	0	.00	5000	5000.00	0
	40	** Other Charges	416	.00	0	832	.00	0	.00	5000	5000.00	0
	50	Property										
	50	15 Other Equipment	2083	717.94-	35-	4166	.00	0	.00	25000	25000.00	0
	50	** Property	2083	717.94-	35-	4166	.00	0	.00	25000	25000.00	0
601	**	** Library	101724	55464.26	55	203448	206255.69	101	.00	1220809	1014553.31	17
60	**	** Culture/Recreation	101724	55464.26	55	203448	206255.69	101	.00	1220809	1014553.31	17
DIV	6001	TOTAL ***** Administration	101724	55464.26	55	203448	206255.69	101	.00	1220809	1014553.31	17

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	33510	29119.73	87	67020	54088.35	81	.00	402121	348032.65	14
	16 **	Library Personal Services	33510	29119.73	87	67020	54088.35	81	.00	402121	348032.65	14
	18	Other Personal Services										
	18 05	Overtime Civilian	29	22.43	77	58	22.43	39	.00	350	327.57	6
	18 **	Other Personal Services	29	22.43	77	58	22.43	39	.00	350	327.57	6
	19	Employee Benefits										
	19 05	Medical Insurance	4775	6598.70	138	9550	13197.40	138	.00	57300	44102.60	23
	19 10	IMRF	3354	2917.15	87	6708	5416.49	81	.00	40252	34835.51	14
	19 11	Social Security	2077	1763.47	85	4154	3275.76	79	.00	24932	21656.24	13
	19 12	Medicare	485	412.43	85	970	766.11	79	.00	5831	5064.89	13
	19 **	Employee Benefits	10691	11691.75	109	21382	22655.76	106	.00	128315	105659.24	18
	20	Prof Technical Services										
	20 05	Professional Services	1541	520.00	34	3082	1720.00	56	.00	18500	16780.00	9
	20 **	Prof Technical Services	1541	520.00	34	3082	1720.00	56	.00	18500	16780.00	9
	21	Property Services										
	21 02	Equipment Maintenance	142	440.00	310	284	440.00	155	.00	1710	1270.00	26
	21 65	Other Services	1434	220.00-	15-	2868	2093.35	73	.00	17217	15123.65	12
	21 **	Property Services	1576	220.00	14	3152	2533.35	80	.00	18927	16393.65	13
	22	Other Contractual Service										
	22 02	Dues	77	.00	0	154	.00	0	.00	930	930.00	0
	22 03	Training	4	.00	0	8	.00	0	.00	50	50.00	0
	22 10	Printing	16742	29078.99	174	33484	44171.52	132	.00	200905	156733.48	22
	22 **	Other Contractual Service	16823	29078.99	173	33646	44171.52	131	.00	201885	157713.48	22
	30	General Supplies										
	30 05	Office Supplies & Equip	1298	848.94	65	2596	1285.53	50	.00	15579	14293.47	8
	30 **	General Supplies	1298	848.94	65	2596	1285.53	50	.00	15579	14293.47	8
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	500	1940.16	388	1000	2096.40	210	.00	6000	3903.60	35
	31 **	Public Works Supplies	500	1940.16	388	1000	2096.40	210	.00	6000	3903.60	35
	32	Library Supplies										
	32 72	Special Events	823	.00	0	1646	.00	0	.00	9883	9883.00	0
	32 **	Library Supplies	823	.00	0	1646	.00	0	.00	9883	9883.00	0
601 ** **		Library	66791	73442.00	110	133582	128573.34	96	.00	801560	672986.66	16
60 ** **		Culture/Recreation	66791	73442.00	110	133582	128573.34	96	.00	801560	672986.66	16
DIV 6002		TOTAL ***** Communications & Mrkting	66791	73442.00	110	133582	128573.34	96	.00	801560	672986.66	16

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	13724	13080.20	95	27448	25974.35	95	.00	164692	138717.65	16
	16 **	Library Personal Services	13724	13080.20	95	27448	25974.35	95	.00	164692	138717.65	16
	18	Other Personal Services										
	18 05	Overtime Civilian	25	83.50	334	50	89.81	180	.00	300	210.19	30
	18 **	Other Personal Services	25	83.50	334	50	89.81	180	.00	300	210.19	30
	19	Employee Benefits										
	19 05	Medical Insurance	3412	3957.08	116	6824	7914.16	116	.00	40955	33040.84	19
	19 10	IMRF	1373	1317.69	96	2746	2609.04	95	.00	16486	13876.96	16
	19 11	Social Security	850	752.92	89	1700	1489.51	88	.00	10211	8721.49	15
	19 12	Medicare	199	176.08	89	398	348.35	88	.00	2388	2039.65	15
	19 50	Employee Asst. Program	929	.00	0	1858	1887.83	102	.00	11155	9267.17	17
	19 **	Employee Benefits	6763	6203.77	92	13526	14248.89	105	.00	81195	66946.11	18
	21	Property Services										
	21 65	Other Services	875	432.00	49	1750	1193.50	68	.00	10500	9306.50	11
	21 **	Property Services	875	432.00	49	1750	1193.50	68	.00	10500	9306.50	11
	22	Other Contractual Service										
	22 01	Advertising	108	.00	0	216	.00	0	.00	1300	1300.00	0
	22 02	Dues	276	189.00	69	552	189.00	34	.00	3315	3126.00	6
	22 03	Training	75	.00	0	150	.00	0	.00	910	910.00	0
	22 55	In Service Training	625	4412.85	706	1250	4412.85	353	.00	7500	3087.15	59
	22 **	Other Contractual Service	1084	4601.85	425	2168	4601.85	212	.00	13025	8423.15	35
	32	Library Supplies										
	32 01	Program Supplies	116	.00	0	232	.00	0	.00	1400	1400.00	0
	32 **	Library Supplies	116	.00	0	232	.00	0	.00	1400	1400.00	0
	40	Other Charges										
	40 62	Tuition Reimbursement	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
	40 70	Employee Recognition Prog	1612	.00	0	3224	.00	0	.00	19350	19350.00	0
	40 **	Other Charges	3695	.00	0	7390	.00	0	.00	44350	44350.00	0
601 ** **		Library	26282	24401.32	93	52564	46108.40	88	.00	315462	269353.60	15
60 ** **		Culture/Recreation	26282	24401.32	93	52564	46108.40	88	.00	315462	269353.60	15
DIV 6003		TOTAL ***** Human Resources	26282	24401.32	93	52564	46108.40	88	.00	315462	269353.60	15



FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
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										
	20	Prof Technical Services										
	20 05	Professional Services	0	798.00	0	0	798.00	0	.00	0	798.00-	0
	20 **	Prof Technical Services	0	798.00	0	0	798.00	0	.00	0	798.00-	0
	21	Property Services										
	21 65	Other Services	416	462.62	111	832	6949.59	835	.00	5000	1949.59-	139
	21 **	Property Services	416	462.62	111	832	6949.59	835	.00	5000	1949.59-	139
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	3125.00	188	3332	15641.50	469	.00	20000	4358.50	78
	22 **	Other Contractual Service	1666	3125.00	188	3332	15641.50	469	.00	20000	4358.50	78
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	832	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	832	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	832	.00	0	.00	5000	5000.00	0
	32 02	Program Supplies	568	483.67	85	1136	984.64	87	.00	6820	5835.36	14
	32 32	Software	125	.00	0	250	.00	0	.00	1500	1500.00	0
	32 72	Special Events	833	684.18	82	1666	2955.43	177	.00	10000	7044.57	30
	32 75	Audio Visual	166	.00	0	332	.00	0	.00	2000	2000.00	0
	32 78	Electronic Resources	125	.00	0	250	.00	0	.00	1500	1500.00	0
	32 80	Books	416	42.90	10	832	468.54	56	.00	5000	4531.46	9
	32 **	Library Supplies	2649	1210.75	46	5298	4408.61	83	.00	31820	27411.39	14
	50	Property										
	50 15	Other Equipment	208	1351.98	650	416	1351.98	325	.00	2500	1148.02	54
	50 55	Other Capital Outlay	208	.00	0	416	.00	0	.00	2500	2500.00	0
	50 **	Property	416	1351.98	325	832	1351.98	163	.00	5000	3648.02	27
601	** **	Library	5563	6948.35	125	11126	29149.68	262	.00	66820	37670.32	44
60	** **	Culture/Recreation	5563	6948.35	125	11126	29149.68	262	.00	66820	37670.32	44
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	5563	6948.35	125	11126	29149.68	262	.00	66820	37670.32	44

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
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	19718	18287.01	93	39436	36277.20	92	.00	236619	200341.80	15
	16 **	Library Personal Services	19718	18287.01	93	39436	36277.20	92	.00	236619	200341.80	15
	18	Other Personal Services										
	18 05	Overtime Civilian	83	.00	0	166	.00	0	.00	1000	1000.00	0
	18 **	Other Personal Services	83	.00	0	166	.00	0	.00	1000	1000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	4018	6490.38	162	8036	12980.76	162	.00	48218	35237.24	27
	19 10	IMRF	1973	1830.54	93	3946	3631.36	92	.00	23686	20054.64	15
	19 11	Social Security	1222	1058.74	87	2444	2099.09	86	.00	14670	12570.91	14
	19 12	Medicare	285	247.63	87	570	490.94	86	.00	3431	2940.06	14
	19 **	Employee Benefits	7498	9627.29	128	14996	19202.15	128	.00	90005	70802.85	21
	20	Prof Technical Services										
	20 05	Professional Services	475	.00	0	950	.00	0	.00	5700	5700.00	0
	20 **	Prof Technical Services	475	.00	0	950	.00	0	.00	5700	5700.00	0
	21	Property Services										
	21 36	Equipment Rental	106	306.00	289	212	306.00	144	.00	1280	974.00	24
	21 65	Other Services	25	480.55-1922-		50	.00	0	.00	310	310.00	0
	21 **	Property Services	131	174.55- 133-		262	306.00	117	.00	1590	1284.00	19
	22	Other Contractual Service										
	22 02	Dues	62	.00	0	124	.00	0	.00	750	750.00	0
	22 03	Training	100	.00	0	200	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	2091	2091.67	100	4182	4183.34	100	.00	25100	20916.66	17
	22 **	Other Contractual Service	2253	2091.67	93	4506	4183.34	93	.00	27050	22866.66	16
601	** **	Library	30158	29831.42	99	60316	59968.69	99	.00	361964	301995.31	17
60	** **	Culture/Recreation	30158	29831.42	99	60316	59968.69	99	.00	361964	301995.31	17
DIV	6008	TOTAL ***** Finance	30158	29831.42	99	60316	59968.69	99	.00	361964	301995.31	17

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	56174	52076.97	93	112348	104113.66	93	.00	674093	569979.34	15
	16 **	Library Personal Services	56174	52076.97	93	112348	104113.66	93	.00	674093	569979.34	15
	18	Other Personal Services										
	18 05	Overtime Civilian	20	39.73	199	40	40.61	102	.00	250	209.39	16
	18 **	Other Personal Services	20	39.73	199	40	40.61	102	.00	250	209.39	16
	19	Employee Benefits										
	19 05	Medical Insurance	12550	11625.09	93	25100	23250.18	93	.00	150601	127350.82	15
	19 10	IMRF	5623	4958.17	88	11246	9931.00	88	.00	67477	57546.00	15
	19 11	Social Security	3482	3126.46	90	6964	6247.99	90	.00	41794	35546.01	15
	19 12	Medicare	814	731.16	90	1628	1461.20	90	.00	9774	8312.80	15
	19 **	Employee Benefits	22469	20440.88	91	44938	40890.37	91	.00	269646	228755.63	15
	20	Prof Technical Services										
	20 05	Professional Services	524	760.47-	145-	1048	229.67	22	.00	6290	6060.33	4
	20 08	Consulting Services	378	.00	0	756	.00	0	.00	4545	4545.00	0
	20 **	Prof Technical Services	902	760.47-	84-	1804	229.67	13	.00	10835	10605.33	2
	21	Property Services										
	21 02	Equipment Maintenance	12324	2910.44	24	24648	125350.42	509	.00	147898	22547.58	85
	21 **	Property Services	12324	2910.44	24	24648	125350.42	509	.00	147898	22547.58	85
	22	Other Contractual Service										
	22 03	Training	37	.00	0	74	.00	0	.00	450	450.00	0
	22 **	Other Contractual Service	37	.00	0	74	.00	0	.00	450	450.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	31	6.05	20	62	89.64	145	.00	375	285.36	24
	30 30	Data System Supplies	3183	2939.31	92	6366	4062.81	64	.00	38204	34141.19	11
	30 32	Software Library	14152	3742.17	26	28304	61576.91	218	.00	169829	108252.09	36
	30 33	Documentation Library	14	.00	0	28	.00	0	.00	175	175.00	0
	30 **	General Supplies	17380	6687.53	39	34760	65729.36	189	.00	208583	142853.64	32
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1106	1790.91	162	2212	2795.18	126	.00	13276	10480.82	21
	31 **	Public Works Supplies	1106	1790.91	162	2212	2795.18	126	.00	13276	10480.82	21
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	50	.00	0	.00	300	300.00	0
	32 32	Software	907	.00	0	1814	2164.50	119	.00	10887	8722.50	20
	32 **	Library Supplies	932	.00	0	1864	2164.50	116	.00	11187	9022.50	19
	50	Property										
	50 12	Computer Equipment	3137	.00	0	6274	1743.10	28	.00	37649	35905.90	5
	50 15	Other Equipment	0	9565.00-	0	0	.00	0	.00	0	.00	0
	50 **	Property	3137	9565.00-	305-	6274	1743.10	28	.00	37649	35905.90	5

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
601	** **	Library	114481	73620.99	64	228962	343056.87	150	.00	1373867	1030810.13 25	
60	** **	Culture/Recreation	114481	73620.99	64	228962	343056.87	150	.00	1373867	1030810.13 25	
DIV	6010	TOTAL ***** Information Technology	114481	73620.99	64	228962	343056.87	150	.00	1373867	1030810.13 25	

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	23283	20770.15	89	46566	40961.08	88	.00	279406	238444.92	15
	16 **	Library Personal Services	23283	20770.15	89	46566	40961.08	88	.00	279406	238444.92	15
	18	Other Personal Services										
	18 05	Overtime Civilian	166	106.66	64	332	185.98	56	.00	2000	1814.02	9
	18 **	Other Personal Services	166	106.66	64	332	185.98	56	.00	2000	1814.02	9
	19	Employee Benefits										
	19 05	Medical Insurance	5337	5036.10	94	10674	10072.20	94	.00	64053	53980.80	16
	19 10	IMRF	2330	1879.22	81	4660	3707.19	80	.00	27969	24261.81	13
	19 11	Social Security	1443	1231.78	85	2886	2425.96	84	.00	17323	14897.04	14
	19 12	Medicare	337	288.07	86	674	567.35	84	.00	4051	3483.65	14
	19 **	Employee Benefits	9447	8435.17	89	18894	16772.70	89	.00	113396	96623.30	15
	22	Other Contractual Service										
	22 03	Training	291	.00	0	582	.00	0	.00	3500	3500.00	0
	22 **	Other Contractual Service	291	.00	0	582	.00	0	.00	3500	3500.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	302	.00	0	604	.00	0	.00	3635	3635.00	0
	30 **	General Supplies	302	.00	0	604	.00	0	.00	3635	3635.00	0
601	**'	Library	33489	29311.98	88	66978	57919.76	87	.00	401937	344017.24	14
60	** **	Culture/Recreation	33489	29311.98	88	66978	57919.76	87	.00	401937	344017.24	14
DIV	6015	TOTAL ***** Security	33489	29311.98	88	66978	57919.76	87	.00	401937	344017.24	14



PREPARED 03/14/2019, 10:18:51  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 17% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						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										
		Executive Office	461975	359159.71	78	923950	1024255.21	111	.00	5544355	4520099.79	19

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	81779	66114.00	81	163558	90441.68	55	.00	981349	890907.32 9
	16 **	Library Personal Services	81779	66114.00	81	163558	90441.68	55	.00	981349	890907.32 9
	18	Other Personal Services									
	18 05	Overtime Civilian	166	.00	0	332	.00	0	.00	2000	2000.00 0
	18 **	Other Personal Services	166	.00	0	332	.00	0	.00	2000	2000.00 0
	19	Employee Benefits									
	19 05	Medical Insurance	10464	9905.07	95	20928	19810.14	95	.00	125568	105757.86 16
	19 10	IMRF	8186	6129.43	75	16372	9315.70	57	.00	98233	88917.30 10
	19 11	Social Security	5070	3992.95	79	10140	6025.83	59	.00	60844	54818.17 10
	19 12	Medicare	1185	933.85	79	2370	1409.28	60	.00	14230	12820.72 10
	19 **	Employee Benefits	24905	20961.30	84	49810	36560.95	73	.00	298875	262314.05 12
	21	Property Services									
	21 02	Equipment Maintenance	37	.00	0	74	7.90	11	.00	455	447.10 2
	21 **	Property Services	37	.00	0	74	7.90	11	.00	455	447.10 2
	22	Other Contractual Service									
	22 02	Dues	373	282.00	76	746	727.00	98	.00	4478	3751.00 16
	22 03	Training	211	273.83	130	422	287.81	68	.00	2541	2253.19 11
	22 **	Other Contractual Service	584	555.83	95	1168	1014.81	87	.00	7019	6004.19 15
	30	General Supplies									
	30 05	Office Supplies & Equip	201	147.08	73	402	199.05	50	.00	2414	2214.95 8
	30 **	General Supplies	201	147.08	73	402	199.05	50	.00	2414	2214.95 8
	32	Library Supplies									
	32 01	Program Supplies	912	127.35	14	1824	609.89	33	.00	10948	10338.11 6
	32 02	Program Supplies	2028	10.28	1	4056	77.24	2	.00	24339	24261.76 0
	32 90	Circulation Supplies	369	297.65	81	738	447.80	61	.00	4433	3985.20 10
	32 **	Library Supplies	3309	435.28	13	6618	1134.93	17	.00	39720	38585.07 3
601	** **	Library	110981	88213.49	80	221962	129359.32	58	.00	1331832	1202472.68 10
60	** **	Culture/Recreation	110981	88213.49	80	221962	129359.32	58	.00	1331832	1202472.68 10
DIV	6401	TOTAL ***** Youth Services	110981	88213.49	80	221962	129359.32	58	.00	1331832	1202472.68 10



FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	45335	38849.30	86	90670	94372.29	104	.00	544031	449658.71	17
	16 **	Library Personal Services	45335	38849.30	86	90670	94372.29	104	.00	544031	449658.71	17
	18	Other Personal Services										
	18 05	Overtime Civilian	41	.00	0	82	.00	0	.00	500	500.00	0
	18 **	Other Personal Services	41	.00	0	82	.00	0	.00	500	500.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	11398	8294.66	73	22796	16589.32	73	.00	136782	120192.68	12
	19 10	IMRF	4538	3866.41	85	9076	9065.19	100	.00	54458	45392.81	17
	19 11	Social Security	2810	2290.66	82	5620	5360.68	95	.00	33730	28369.32	16
	19 12	Medicare	657	535.71	82	1314	1253.70	95	.00	7888	6634.30	16
	19 **	Employee Benefits	19403	14987.44	77	38806	32268.89	83	.00	232858	200589.11	14
	22	Other Contractual Service										
	22 02	Dues	254	100.00	39	508	175.00	34	.00	3049	2874.00	6
	22 03	Training	315	115.08	37	630	383.21	61	.00	3788	3404.79	10
	22 18	Contr Programs & Exhibits	416	600.00	144	832	1050.00	126	.00	5000	3950.00	21
	22 **	Other Contractual Service	985	815.08	83	1970	1608.21	82	.00	11837	10228.79	14
	30	General Supplies										
	30 05	Office Supplies & Equip	77	.00	0	154	.00	0	.00	930	930.00	0
	30 **	General Supplies	77	.00	0	154	.00	0	.00	930	930.00	0
	32	Library Supplies										
	32 01	Program Supplies	0	28.37-	0	0	24.50	0	.00	0	24.50-	0
	32 02	Program Supplies	401	20.59	5	802	108.34	14	.00	4820	4711.66	2
	32 90	Circulation Supplies	137	.00	0	274	28.83	11	.00	1649	1620.17	2
	32 **	Library Supplies	538	7.78-	1-	1076	161.67	15	.00	6469	6307.33	3
601 ** **		Library	66379	54644.04	82	132758	128411.06	97	.00	796625	668213.94	16
60 ** **		Culture/Recreation	66379	54644.04	82	132758	128411.06	97	.00	796625	668213.94	16
DIV 6405		TOTAL *****										
		Business & Specialty Serv	66379	54644.04	82	132758	128411.06	97	.00	796625	668213.94	16

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	96028	60933.32	64	192056	82615.16	43	.00	1152347	1069731.84	7
	16 **	Library Personal Services	96028	60933.32	64	192056	82615.16	43	.00	1152347	1069731.84	7
	18	Other Personal Services										
	18 05	Overtime Civilian	83	30.66	37	166	47.25	29	.00	1000	952.75	5
	18 **	Other Personal Services	83	30.66	37	166	47.25	29	.00	1000	952.75	5
	19	Employee Benefits										
	19 05	Medical Insurance	8176	7452.58	91	16352	14905.16	91	.00	98122	83216.84	15
	19 10	IMRF	9612	4848.98	50	19224	7170.86	37	.00	115350	108179.14	6
	19 11	Social Security	5953	3657.65	61	11906	5384.65	45	.00	71445	66060.35	8
	19 12	Medicare	1392	855.41	62	2784	1259.30	45	.00	16709	15449.70	8
	19 **	Employee Benefits	25133	16814.62	67	50266	28719.97	57	.00	301626	272906.03	10
	22	Other Contractual Service										
	22 02	Dues	55	.00	0	110	.00	0	.00	668	668.00	0
	22 03	Training	162	43.00	27	324	58.00	18	.00	1951	1893.00	3
	22 **	Other Contractual Service	217	43.00	20	434	58.00	13	.00	2619	2561.00	2
	30	General Supplies										
	30 05	Office Supplies & Equip	130	182.69	141	260	210.80	81	.00	1567	1356.20	14
	30 **	General Supplies	130	182.69	141	260	210.80	81	.00	1567	1356.20	14
	32	Library Supplies										
	32 01	Program Supplies	67	28.17	42	134	28.17	21	.00	804	775.83	4
	32 **	Library Supplies	67	28.17	42	134	28.17	21	.00	804	775.83	4
601	** **	Library	121658	78032.46	64	243316	111679.35	46	.00	1459963	1348283.65	8
60	** **	Culture/Recreation	121658	78032.46	64	243316	111679.35	46	.00	1459963	1348283.65	8
DIV	6410	TOTAL ***** Info Services	121658	78032.46	64	243316	111679.35	46	.00	1459963	1348283.65	8

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	72343	94315.27	130	144686	249826.45	173	.00	868118	618291.55	29
	16 **	Library Personal Services	72343	94315.27	130	144686	249826.45	173	.00	868118	618291.55	29
	18	Other Personal Services										
	18 05	Overtime Civilian	83	5.86	7	166	7.35	4	.00	1000	992.65	1
	18 **	Other Personal Services	83	5.86	7	166	7.35	4	.00	1000	992.65	1
	19	Employee Benefits										
	19 05	Medical Insurance	8827	7460.36	85	17654	14920.72	85	.00	105931	91010.28	14
	19 10	IMRF	7004	7245.92	104	14008	18687.43	133	.00	84055	65367.57	22
	19 11	Social Security	4338	5772.09	133	8676	14439.78	166	.00	52062	37622.22	28
	19 12	Medicare	1014	1349.95	133	2028	3377.07	167	.00	12176	8798.93	28
	19 **	Employee Benefits	21183	21828.32	103	42366	51425.00	121	.00	254224	202799.00	20
	21	Property Services										
	21 64	Access Services	0	166.00	0	0	166.00	0	.00	0	166.00-	0
	21 65	Other Services	1050	225.40	22	2100	722.30	34	.00	12602	11879.70	6
	21 **	Property Services	1050	391.40	37	2100	888.30	42	.00	12602	11713.70	7
	22	Other Contractual Service										
	22 02	Dues	46	86.00	187	92	86.00	94	.00	562	476.00	15
	22 03	Training	147	30.00-	20-	294	163.05	56	.00	1773	1609.95	9
	22 **	Other Contractual Service	193	56.00	29	386	249.05	65	.00	2335	2085.95	11
	30	General Supplies										
	30 05	Office Supplies & Equip	156	15.17-	10-	312	246.26	79	.00	1883	1636.74	13
	30 07	Supplies Reimb by Patrons	170	.00	0	340	.00	0	.00	2040	2040.00	0
	30 **	General Supplies	326	15.17-	5-	652	246.26	38	.00	3923	3676.74	6
	32	Library Supplies										
	32 90	Circulation Supplies	751	99.55	13	1502	415.09	28	.00	9017	8601.91	5
	32 **	Library Supplies	751	99.55	13	1502	415.09	28	.00	9017	8601.91	5
601	** **	Library	95929	116681.23	122	191858	303057.50	158	.00	1151219	848161.50	26
60	** **	Culture/Recreation	95929	116681.23	122	191858	303057.50	158	.00	1151219	848161.50	26
DIV	6420	TOTAL ***** Customer Services	95929	116681.23	122	191858	303057.50	158	.00	1151219	848161.50	26

FUND 291 Memorial Library Fund		DEPT/DIV 6430 User Services/Accessible Services							ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	%
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	14452	13925.95	96	28904	18958.66	66	.00	173435	154476.34	11
	16 **	Library Personal Services	14452	13925.95	96	28904	18958.66	66	.00	173435	154476.34	11
	18	Other Personal Services										
	18 05	Overtime Civilian	0	.00	0	0	1.04	0	.00	0	1.04-	0
	18 **	Other Personal Services	0	.00	0	0	1.04	0	.00	0	1.04-	0
	19	Employee Benefits										
	19 05	Medical Insurance	1661	1256.82	76	3322	2513.64	76	.00	19933	17419.36	13
	19 10	IMRF	1446	1393.99	96	2892	2030.06	70	.00	17361	15330.94	12
	19 11	Social Security	896	824.57	92	1792	1199.10	67	.00	10753	9553.90	11
	19 12	Medicare	209	192.83	92	418	280.43	67	.00	2515	2234.57	11
	19 **	Employee Benefits	4212	3668.21	87	8424	6023.23	72	.00	50562	44538.77	12
	22	Other Contractual Service										
	22 02	Dues	24	.00	0	48	.00	0	.00	293	293.00	0
	22 03	Training	35	49.99	143	70	109.99	157	.00	422	312.01	26
	22 **	Other Contractual Service	59	49.99	85	118	109.99	93	.00	715	605.01	15
	32	Library Supplies										
	32 90	Circulation Supplies	129	.00	0	258	.00	0	.00	1551	1551.00	0
	32 **	Library Supplies	129	.00	0	258	.00	0	.00	1551	1551.00	0
601	** **	Library	18852	17644.15	94	37704	25092.92	67	.00	226263	201170.08	11
60	** **	Culture/Recreation	18852	17644.15	94	37704	25092.92	67	.00	226263	201170.08	11
DIV	6430	TOTAL ***** Accessible Services	18852	17644.15	94	37704	25092.92	67	.00	226263	201170.08	11

FUND 291 Memorial Library Fund		DEPT/DIV 6440 User Services/Programs and Exhibits										
BA ELE OBJ ACCOUNT		*****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	21802	13929.63	64	43604	35512.01	81	.00	261631	226118.99	14
	16 **	Library Personal Services	21802	13929.63	64	43604	35512.01	81	.00	261631	226118.99	14
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	32	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	16	.00	0	32	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	5188	4827.65	93	10376	9655.30	93	.00	62256	52600.70	16
	19 10	IMRF	2182	1394.36	64	4364	3412.95	78	.00	26189	22776.05	13
	19 11	Social Security	1351	817.31	61	2702	2001.77	74	.00	16221	14219.23	12
	19 12	Medicare	316	191.13	61	632	468.14	74	.00	3794	3325.86	12
	19 **	Employee Benefits	9037	7230.45	80	18074	15538.16	86	.00	108460	92921.84	14
	22	Other Contractual Service										
	22 02	Dues	116	.00	0	232	165.00	71	.00	1401	1236.00	12
	22 03	Training	87	.00	0	174	49.05	28	.00	1053	1003.95	5
	22 18	Contr Programs & Exhibits	15150	8880.00	59	30300	30013.42	99	.00	181800	151786.58	17
	22 **	Other Contractual Service	15353	8880.00	58	30706	30227.47	98	.00	184254	154026.53	16
	32	Library Supplies										
	32 01	Program Supplies	25	.00	0	50	.00	0	.00	300	300.00	0
	32 02	Program Supplies	3214	1231.41	38	6428	4928.69	77	.00	38572	33643.31	13
	32 **	Library Supplies	3239	1231.41	38	6478	4928.69	76	.00	38872	33943.31	13
601	** **	Library	49447	31271.49	63	98894	86206.33	87	.00	593417	507210.67	15
60	** **	Culture/Recreation	49447	31271.49	63	98894	86206.33	87	.00	593417	507210.67	15
DIV	6440	TOTAL ***** Programs and Exhibits	49447	31271.49	63	98894	86206.33	87	.00	593417	507210.67	15

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	43253	41114.26	95	86506	81126.18	94	.00	519038	437911.82	16
	16 **	Library Personal Services	43253	41114.26	95	86506	81126.18	94	.00	519038	437911.82	16
	18	Other Personal Services										
	18 05	Overtime Civilian	8	.00	0	16	.00	0	.00	100	100.00	0
	18 **	Other Personal Services	8	.00	0	16	.00	0	.00	100	100.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	4430	10570.63-	239-	8860	8907.16	101	.00	53168	44260.84	17
	19 10	IMRF	4329	3760.78	87	8658	7390.02	85	.00	51956	44565.98	14
	19 11	Social Security	2681	2468.54	92	5362	4868.77	91	.00	32180	27311.23	15
	19 12	Medicare	627	577.32	92	1254	1138.66	91	.00	7526	6387.34	15
	19 **	Employee Benefits	12067	3763.99-	31-	24134	22304.61	92	.00	144830	122525.39	15
	22	Other Contractual Service										
	22 02	Dues	168	287.00	171	336	437.00	130	.00	2020	1583.00	22
	22 03	Training	33	93.49	283	66	93.49	142	.00	400	306.51	23
	22 66	Outside Reference Service	230	.00	0	460	2773.62	603	.00	2765	8.62-	100
	22 **	Other Contractual Service	431	380.49	88	862	3304.11	383	.00	5185	1880.89	64
	30	General Supplies										
	30 05	Office Supplies & Equip	58	39.41	68	116	128.15	111	.00	707	578.85	18
	30 07	Supplies Reimb by Patrons	66	.00	0	132	.00	0	.00	800	800.00	0
	30 **	General Supplies	124	39.41	32	248	128.15	52	.00	1507	1378.85	9
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	514.29	124	832	874.53	105	.00	5000	4125.47	18
	31 **	Public Works Supplies	416	514.29	124	832	874.53	105	.00	5000	4125.47	18
	32	Library Supplies										
	32 01	Program Supplies	62	109.96	177	124	109.96	89	.00	750	640.04	15
	32 78	Electronic Resources	28589	19931.60	70	57178	198248.84	347	.00	343072	144823.16	58
	32 90	Circulation Supplies	139	69.01-	50-	278	8.99	3	.00	1675	1666.01	1
	32 **	Library Supplies	28790	19972.55	69	57580	198367.79	345	.00	345497	147129.21	57
	50	Property										
	50 15	Other Equipment	300	40.00	13	600	985.22	164	.00	3606	2620.78	27
	50 **	Property	300	40.00	13	600	985.22	164	.00	3606	2620.78	27
601	** **	Library	85389	58297.01	68	170778	307090.59	180	.00	1024763	717672.41	30
60	** **	Culture/Recreation	85389	58297.01	68	170778	307090.59	180	.00	1024763	717672.41	30
DIV	6450	TOTAL *****										
		Digital Services	85389	58297.01	68	170778	307090.59	180	.00	1024763	717672.41	30



DETAIL BUDGET REPORT  
 17% OF YEAR LAPSED

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	4750	.00	0	9500	.00	0	.00	57000	57000.00	0
	50 **	Property	4750	.00	0	9500	.00	0	.00	57000	57000.00	0
601 ** **		Library	4750	.00	0	9500	.00	0	.00	57000	57000.00	0
60 ** **		Culture/Recreation	4750	.00	0	9500	.00	0	.00	57000	57000.00	0
DIV 6001		TOTAL *****										
		Administration	4750	.00	0	9500	.00	0	.00	57000	57000.00	0



FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	15 Other Equipment	1066	.00	0	2132	.00	0	.00	12800	12800.00	0
	50	** Property	1066	.00	0	2132	.00	0	.00	12800	12800.00	0
601	**	** Library	1066	.00	0	2132	.00	0	.00	12800	12800.00	0
60	**	** Culture/Recreation	1066	.00	0	2132	.00	0	.00	12800	12800.00	0
DIV	6010	TOTAL ***** Information Technology	1066	.00	0	2132	.00	0	.00	12800	12800.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	2583	.00	0	5166	.00	0	.00	31000	31000.00	0
	50 55	Other Capital Outlay	4690	400.00	9	9380	.00	0	.00	56290	56290.00	0
	50 **	Property	7273	400.00	6	14546	.00	0	.00	87290	87290.00	0
601	** **	Library	7273	400.00	6	14546	.00	0	.00	87290	87290.00	0
60	** **	Culture/Recreation	7273	400.00	6	14546	.00	0	.00	87290	87290.00	0
DIV	6020	TOTAL ***** Facilities	7273	400.00	6	14546	.00	0	.00	87290	87290.00	0
DEPT	60	TOTAL ***** Executive Office	13089	400.00	3	26178	.00	0	.00	157090	157090.00	0
FUND	491	TOTAL ***** Capital Projects-Library	13089	400.00	3	26178	.00	0	.00	157090	157090.00	0
GRAND		TOTAL *****	13089	400.00	3	26178	.00	0	.00	157090	157090.00	0

March 19, 2019

(Action Item 5)

**ACCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
February 28, 2019**

**FUND TOTALS**

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library	<b>\$274,907.23</b>
491	Capital Projects Fund - Library	<b>\$0.00</b>
<b>Total Disbursements</b>		<b><u>\$274,907.23</u></b>
<b>Payrolls Paid</b>		
2/1/2019		<b>\$294,463.54</b>
2/15/2019		<b>\$293,140.53</b>
		<b><u>\$587,604.07</u></b>
 <b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
2/28/2019	Group Insurance	<b>\$105,550.00</b>
2/28/2019	IMRF	<b>\$53,723.58</b>
2/28/2019	Social Security	<b>\$35,152.14</b>
2/28/2019	Medicare	<b>\$8,221.08</b>
		<b><u>\$202,646.80</u></b>
<b>Total Disbursed</b>		<b><u>\$1,065,158.10</u></b>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					710.00
78259	FIRST CLASS TRAVEL	291-6001-601.22-03	SXSW INTERACTIVE CONF, TX	380.60	
		291-6001-601.22-03	ALA CONF AIRFARE-G BERGER	413.60	794.20
78270	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES MARCH	171.00	171.00
78274	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVS - FEBR	49.95	49.95
78279	ILA CONFERENCE	291-6001-601.22-03	REACHING FORWARD CONF/28P	3,750.00	3,750.00
78291	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SRVS, TRANSLATION	57.79	57.79
78315	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE MARCH	63.00	63.00
78332	SMART,DEBBIE	291-6001-601.22-03	ALA MIDWINTER, SEATTLE WA	110.00	110.00
78346	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 1/26-2/25	372.38	372.38
78349	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	251.43	251.43
78352	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 2/12-3/12	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS 2/19-3/18	154.00	1,728.99

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

Communications and Marketing

26,044.12

DEPARTMENT: 60 Executive Office

DIVISION: 02

78212	AMAZON.COM CREDIT	291-6002-601.30-05	COMMAND REFILL STRIPS	101.40	
		291-6002-601.30-05	OFFICE SUPPLIES	23.53	124.93
78219	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	MONTHLY SUBSCRIPTION	300.00	
		291-6002-601.31-85	PHOTOGRAPHY EQUIPMENT	1,940.16	
		291-6002-601.22-10	BUSINESS CARDS	42.99	2,283.15
78238	CARDINAL COLORGROUP	291-6002-601.22-10	PRINTING	14,710.00	
		291-6002-601.22-10	PRINTING	14,326.00	29,036.00
78294	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	147.00	
		291-6002-601.30-05	CARDSTOCK PAPER	222.10	369.10
78325	SCHLESINGER MACHINERY INC	291-6002-601.21-02	CUTTER SHARPENING	440.00	440.00
78344	ULINE	291-6002-601.30-05	CORK BOARD W/OAK FRAME	354.91	354.91

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

Human Resources

32,608.09

DEPARTMENT: 60 Executive Office

DIVISION: 03

78212	AMAZON.COM CREDIT	291-6003-601.22-55	NOTEBOOK JOURNALS REFUND	587.16-	
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6003-601.22-55	NOTEBOOK JOURNALS, CARD	706.00	
		291-6003-601.22-55	NOTEBOOK JOURNALS	587.16	706.00
78217	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-55	IN-SERVICE TRAINING	38.75	
		291-6003-601.22-55	IN-SERVICE TRAINING	37.00	
		291-6003-601.22-55	IN-SERVICE TRAINING	26.50	102.25
78219	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-55	STICKERS F/ STAFF DAY	175.00	
		291-6003-601.22-55	WOODCRAFTERS DIY STUDIO	600.00	775.00
78239	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT SCREENING	432.00	432.00
78252	FACE TO FACE COMMUNICATIONS	291-6003-601.22-55	ALL STAFF DAY TEAMBUILD.,	2,000.00	2,000.00
78271	HAACK, LISA	291-6003-601.22-55	STAFF DAY, 3/1	131.57	131.57
78307	MORAVEC, JANET	291-6003-601.22-55	SUPPLIES F/STAFF DAY, 3/1	61.80	
		291-6003-601.22-55	CASH TIP F/STAFF DAY, 3/1	60.00	121.80
78316	PEDDICORD, KATHLEEN A	291-6003-601.22-55	SNACKS F/STAFF DAY, 3/1	176.23	176.23
78323	ROJEK, GABRIELA	291-6003-601.22-02	SHRM DUES 5/1/19-4/30/20	189.00	189.00
78332	SMART, DEBBIE	291-6003-601.22-55	STAFF DAY ENTERTAINMENT	400.00	400.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

*Gifts and Grants*

5,033.85

DEPARTMENT: 60 Executive Office

DIVISION: 04

78211	ALBERTSONS/SAFEWAY	291-6004-601.32-02	PROGRAM EVENTS	27.90	27.90
78213	AMBIUS (19)	291-6004-601.21-65	MAINTENANCE SRVS-MARCH	236.97	236.97
78217	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	PROGRAM EVENTS	50.33	
		291-6004-601.32-02	PROGRAM EVENTS	31.04	81.37
78218	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-72	VOLUN.LUNCHEON AWARDS	30.24	30.24
78219	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-72	CHILI COOK-OFF, SENSE OF	500.00	
		291-6004-601.32-72	2019VOL LUNCHEON GIFT	53.94	
		291-6004-601.32-02	POWER BANKS F/100 BOOKS	224.00	
		291-6004-601.32-72	AH HISTORICAL MUSEUM TEAM	100.00	877.94
78224	ATLANTIC RELOCATION SYSTEMS	291-6004-601.20-05	PIANO PROJECT, 1 VAN, 3MAN	798.00	798.00
78227	BAKER & TAYLOR	291-6004-601.32-80	BOOKS-MEMORIAL DONATION	27.67	
		291-6004-601.32-80	BOOKS-MEMORIAL DONATION	15.23	42.90
78231	BENSON, RAYMOND	291-6004-601.22-18	DANN & RAYMOND MOVIE CLUB,	350.00	350.00
78251	ETHAN SELLERS MUSIC LLC	291-6004-601.22-18	SUNDAY MUSICALE: BOURBON	975.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					975.00
78266	GIRARDI, ROBERT I.	291-6004-601.22-18	CHICAGO & MEMORY OF THE	150.00	150.00
78267	GIRE, DANN	291-6004-601.22-18	DANN&RAYMOND'S MOVIE CLUB	350.00	350.00
78275	HOLIDAY CREATIONS	291-6004-601.50-15	HOLIDAY DECORATION	1,351.98	1,351.98
78276	HOUCHEN BINDERY LTD	291-6004-601.21-65	BINDING	225.65	225.65
78324	SALSANA LLC	291-6004-601.22-18	FAMILY MUSIC CONCERT, 4/13	350.00	350.00
78326	SCHOLASTIC INC	291-6004-601.32-02	COMMUNITY OUTREACH	150.40	150.40
78342	TOTALLY PROMOTIONAL	291-6004-601.22-18	LANYARDS F/FANCON	950.00	950.00
***** DIVISION TOTAL **** Finance					6,948.35
DEPARTMENT: 60	Executive Office	DIVISION: 08			
78311	NEOPOST USA INC	291-6008-601.21-36	PREMIER MAINT & METER	306.00	306.00
***** DIVISION TOTAL **** Information Technology					306.00
DEPARTMENT: 60	Executive Office	DIVISION: 10			
78212	AMAZON.COM CREDIT	291-6010-601.31-85	HEADPHONES AND WIRELESS	312.87	
		291-6010-601.30-30	ORACAL 651 BLACK MATTE	22.99	
		291-6010-601.31-85	USB HUBS & AUDIO CABLES	154.88	
		291-6010-601.30-05	NOTEBOOKS	6.05	
		291-6010-601.31-85	USB HUBS	74.95	
		291-6010-601.30-30	VINYL AND TRANSFER TAPE	22.98	
		291-6010-601.31-85	3M PRIVACY FILTER	57.94	
		291-6010-601.30-30	SAMSUNG TONER	834.90	
		291-6010-601.31-85	SANDISK ULTRA	285.95	
		291-6010-601.31-85	USB HUBS REFUND	50.97-	1,722.54
78219	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	MONTHLY SUBSCRIPTION	11.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	35.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	4.99	
		291-6010-601.20-05	MONTHLY SUBSCRIPTION	54.10	
		291-6010-601.20-05	AHML.NET DOMAIN RENEWAL	39.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	14.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	49.00	235.06
78226	B & H PHOTO VIDEO	291-6010-601.30-30	EPSON INK F/GRAPHICS	486.00	
		291-6010-601.31-85	HEADPHONES F/PUBLIC AREAS	143.50	
		291-6010-601.30-30	BUILD TAPE F/3D PRINTER	29.97	659.47
78232	BEST BUY BUSINESS ADVANTAGE	291-6010-601.31-85	WIRELESS KEYBOARDS	89.25	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					89.25
78254	FARONICS TECHNOLOGIES USA INC	291-6010-601.30-32	DEEP FREEZE RENEWAL	1,369.20	1,369.20
78282	IMPACT NETWORKING LLC	291-6010-601.30-30	COPIER SUPPLIES	19.50	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	804.00	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	529.02	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	182.73	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	310.69	1,845.94
78304	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.31-85	MONITOR F/TECH BAR & SMALL	464.58	
		291-6010-601.21-02	BARRACUDA INSTANT REPLACE	1,084.00	
		291-6010-601.30-32	BARRACUDA ENERGIZE UPDATE	1,333.00	
		291-6010-601.30-32	BARRACUDA ENERGIZE UPDATE	899.00	3,780.58
78306	MONOPRICE INC	291-6010-601.31-85	AV EQUIPMENT	43.79	
		291-6010-601.31-85	AV EQUIPMENT-TAX ADJ	13.81-	
		291-6010-601.31-85	BOARD ROOM SOUND EQUIPM	227.98	257.96
78336	STAPLES ADVANTAGE	291-6010-601.30-30	COMPUTER SUPPLIES	595.96	
		291-6010-601.30-30	COMPUTER SUPPLIES	316.02	
		291-6010-601.30-30	COMPUTER SUPPLIES	610.99	1,522.97
***** DIVISION TOTAL ****					11,482.97

Facilities

78207	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVS FEBRUARY	2,571.84	2,571.84
78212	AMAZON.COM CREDIT	291-6020-601.21-11	CHAIR MAT REFUND	25.49-	
		291-6020-601.21-11	CHAIR MATS	494.91	469.42
78214	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SRVS - FEBRUARY	89.00	89.00
78216	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAIN - FEBRUARY	200.00	200.00
78219	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	430.75	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	259.14	689.89
78242	COMED	291-6020-601.30-51	HEATING 1/9-2/8/2019	177.91	
		291-6020-601.30-51	HEATING 1/9-2/8/2019	1.64	179.55
78244	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	PREVENTATIVE MAINTENANCE	1,650.00	
		291-6020-601.21-11	LEAKING BASEBOARD	1,023.00	
		291-6020-601.21-11	SRVS CALL 1994 BOILER	282.00	2,955.00
78245	CONSERV FS INC	291-6020-601.21-11	SALT/CALCIUM CHLORIDE	3,490.65	3,490.65
78255	FE MORAN SECURITY SOLUTIONS	291-6020-601.21-02	BURGLAR ALARM MONITORING	105.00	
		291-6020-601.21-02	ELEVATOR EMERGENCY MONIT.	60.00	
		291-6020-601.21-02	ELEVATOR EMERGENCY MONIT.	60.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					225.00
78262	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	AUTO EQUIPMENT MAINTEN	967.80	967.80
78268	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	402.40	
		291-6020-601.21-11	BOOKMOBILE CONES &MARKERS	85.54	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	306.86	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	28.22	
		291-6020-601.21-11	LIGHT BULBS	67.74	890.76
78277	IGS	291-6020-601.30-51	NATURAL GAS - JANUARY	3,585.98	3,585.98
78281	ILLINOIS OFFICE-STATE FIRE MARSHAL	291-6020-601.21-11	CERTIFICATE FEES- BOILERS	210.00	210.00
78284	INTERIOR INVESTMENTS LLC	291-6020-601.21-11	MAINTENANCE SUPPLIES	108.08	108.08
78286	JOHNSON CONTROLS FIRE PROTECTION LP	291-6020-601.21-02	ANN.INSPECTION OF FM200	500.00	500.00
78298	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SRVS F/MARCH	4,599.00	4,599.00
78302	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTEN	304.39	
		291-6020-601.21-11	BLDG MAINTEN	25.00	
		291-6020-601.21-11	BLDG MAINTEN	129.72	459.11
78306	MONOPRICE INC	291-6020-601.21-11	MAINTENANCE SUPPLIES	110.57	
		291-6020-601.21-11	MAINTEN SUPPLIES-TAX ADJ	6.91-	103.66
78309	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT & TRAY	107.62	
		291-6020-601.21-11	PAINT	305.94	413.56
78313	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIBUTION	698.74	
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	405.46	1,104.20
78314	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE	76.00	76.00
78318	PROGRAM ONE PROFESSIONAL BLDG SERVS	291-6020-601.21-11	WINDOW CLEANING	551.00	551.00
78321	R.I.C.ELECTRIC	291-6020-601.21-11	ELECTRICAL WORK	568.69	568.69
78330	SCRUBBER CITY INC	291-6020-601.21-11	MAINT SUPPLIES F/VIPER	98.61	98.61
78331	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINT	11.95	
		291-6020-601.21-11	BLDG MAINT	117.91	
		291-6020-601.21-11	BLDG MAINT	40.56	
		291-6020-601.21-11	BLDG MAINT	17.77	188.19
78335	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SRVS MARCH 2019	959.18	959.18
78336	STAPLES ADVANTAGE	291-6020-601.31-45	JANITORIAL PRODUCTS	135.12	
		291-6020-601.31-45	JANITORIAL SUPPLIES	848.58	983.70
78338	TELCOM INNOVATIONS GROUP LLC	291-6020-601.21-11	MITEL CORDLESS HEADSET	301.40	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					301.40
78347	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - JANUARY 2019	454.31	
		291-6020-601.30-50	PETROL - FEBRUARY 2019	370.92	825.23
78349	WAREHOUSE DIRECT	291-6020-601.31-45	JANITORIAL PRODUCTS	238.44	
		291-6020-601.21-11	BUILDING MAINTENANCE	2.70	241.14
***** DIVISION TOTAL ****					28,605.64
***** DEPARTMENT TOTAL **					111,029.02

*youth services*

DEPARTMENT: 64 User Services

DIVISION: 01

78210	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES - E MATHER	282.00	282.00
78211	ALBERTSONS/SAFEWAY	291-6401-601.30-05	OFFICE SUPPLIES	11.16	11.16
78212	AMAZON.COM CREDIT	291-6401-601.30-05	POST-IT NOTE	4.69	
		291-6401-601.30-05	LAMINATOR REFILLS	58.58	
		291-6401-601.32-90	100 BBHS SURVIVAL KIT	35.96	
		291-6401-601.32-90	100 BBHS SURVIVAL KIT	261.69	360.92
78217	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	TRAVEL/TRAINING	11.54	
		291-6401-601.32-01	PROGRAM SUPPLIES	5.15	
		291-6401-601.22-03	TRAVEL/TRAINING	10.50	
		291-6401-601.22-03	TRAVEL/TRAINING	24.24	
		291-6401-601.22-03	TRAVEL/TRAINING	31.68	
		291-6401-601.22-03	TRAVEL/TRAINING	17.11	
		291-6401-601.22-03	TRAVEL/TRAINING	47.56	
		291-6401-601.22-03	TRAVEL/TRAINING	40.95	
		291-6401-601.22-03	TRAVEL/TRAINING	1.91	
		291-6401-601.22-03	PROGRAM EVENTS	1.91	
		291-6401-601.32-02	PROGRAM EVENTS	10.28	
		291-6401-601.22-03	TRAVEL/TRAINING	1.39	
		291-6401-601.22-03	TRAVEL/TRAINING	11.54	
		291-6401-601.22-03	TRAVEL/TRAINING	43.50	259.26
78290	LACONI-EPL	291-6401-601.22-03	UNCONF ATTEND-R KING, 2/22	30.00	30.00
78333	SON, ALICE	291-6401-601.32-01	TEEN FEBRUARY GIY KIT	122.20	122.20
78349	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	72.65	72.65
***** DIVISION TOTAL ****					1,138.19

*Specialty Info Services*

DEPARTMENT: 64 User Services

DIVISION: 05

78217	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAVEL/TRAINING	31.44	
		291-6405-601.22-03	TRAVEL/TRAINING	31.44	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6405-601.22-03	TRAVEL/TRAINING	20.76	
		291-6405-601.22-03	TRAVEL/TRAINING	31.44	115.08
78218	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-02	MEMBERSHIP REFORMA	100.00	
		291-6405-601.32-02	BIG MEETING, 2/14	108.34	208.34
78272	HENQUINET, RICHARD	291-6405-601.22-18	RESUME REVIEWS - FEBRUARY	270.00	270.00
78295	MADAY, JULIE I	291-6405-601.22-18	RESUME REVIEWS FEBRUARY	330.00	330.00
***** DIVISION TOTAL ****					923.42

*Info Services*

DEPARTMENT: 64	User Services	DIVISION: 10			
78212	AMAZON.COM CREDIT	291-6410-601.32-01	BOOK DISCUSSION SUPPLIES	28.17	
		291-6410-601.30-05	OFFICE SUPPLIES	28.50	56.67
78217	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	TRAVEL/TRAINING	13.00	13.00
78341	TMU LOGISTICS LLC	291-6410-601.30-05	GERM-X WIPES	81.91	81.91
***** DIVISION TOTAL ****					151.58

*Circulation Services*

DEPARTMENT: 64	User Services	DIVISION: 20			
78210	ALA MEMBERSHIP	291-6420-601.22-02	ALA DUES - S MEYER	86.00	86.00
78265	GARVEYS OFFICE PRODUCTS	291-6420-601.32-90	IS-HAND WIPES	59.88	
		291-6420-601.30-05	WHITE/CORK BOARD SCHEDULE	38.52	
		291-6420-601.32-90	MEETING NOTEBOOK	34.96	133.36
78280	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SRVS - DECEMBER	166.00	166.00
78320	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SERVS	82.40	
		291-6420-601.21-65	DELIVERY SERVS	103.00	
		291-6420-601.21-65	DELIVERY SERVS	103.00	
		291-6420-601.21-65	DELIVERY SERVS	103.00	391.40
78349	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	46.59	
		291-6420-601.32-90	CIRCULATION SUPPLIES	4.71	51.30

*Senior + Accessible Services*

DEPARTMENT: 64	User Services	DIVISION: 30			
78217	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-03	TRAVEL/TRAINING	24.07	
		291-6430-601.22-03	TRAVEL/TRAINING	9.72	
		291-6430-601.22-03	TRAVEL/TRAINING	16.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					49.99
***** DIVISION TOTAL ****					49.99
DEPARTMENT: 64 User Services		DIVISION: 40			
78211	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM EVENTS	102.80	102.80
78212	AMAZON.COM CREDIT	291-6440-601.32-02	PIE FACE SHOWDOWN GAME	17.95	17.95
78217	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	32.04	
		291-6440-601.32-02	PROGRAM EVENTS	40.93	
		291-6440-601.32-02	PROGRAM EVENTS	17.56	
		291-6440-601.32-02	PROGRAM EVENTS	15.12	
		291-6440-601.32-02	PROGRAM EVENTS	33.82	
		291-6440-601.32-02	PROGRAM EVENTS	9.88	
		291-6440-601.32-02	PROGRAM EVENTS	48.50	
		291-6440-601.32-02	TRAVEL/TRAINING	26.72	
		291-6440-601.32-02	PROGRAM EVENTS	30.00	
		291-6440-601.32-02	PROGRAM EVENTS	6.47	
		291-6440-601.32-02	PROGRAM EVENTS	33.84	294.88
78218	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	TAG MEETING, 2/1	68.70	
		291-6440-601.32-02	SPEED FRIENDING, 2/6	112.06	
		291-6440-601.32-02	BOOKS & BREWS, 2/13	40.00	220.76
78219	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	REPLACEMENT BROOMS FOR	59.99	
		291-6440-601.32-02	PLAY ENGAGEMENT ACTIVITY	30.25	
		291-6440-601.32-02	2-PIZZAS	56.25	
		291-6440-601.32-02	CHAGALL POP-UP, 2/16	125.91	
		291-6440-601.32-02	REFRESHMENT DEATH CAFE,	25.71	
		291-6440-601.32-02	CHINESE NEW YEAR ACTIVITY	92.22	390.33
78220	ART EXCURSIONS INC	291-6440-601.22-18	ART OF MARC CHAGALL, 3/21	350.00	350.00
78221	ARTTRIP, MICHAEL S	291-6440-601.22-18	TRY-IT HIP HOP, 3/29	100.00	100.00
78225	AUTHORS UNBOUND AGENCY	291-6440-601.22-18	AUTHOR ENGAGEMENT, DEPOSIT	2,500.00	2,500.00
78234	BILLINGTON, CHARLES	291-6440-601.22-18	CHICAGO BEARS & FALL OF	175.00	175.00
78235	BLICK ART MATERIALS	291-6440-601.32-02	SUPPLIES F/CHAGALL MOSAIC	20.69	
		291-6440-601.32-02	SUPPLIES F/CHAGALL MOSAIC	14.84	
		291-6440-601.32-02	WINTER WONDERLAND WATER-	64.42	99.95
78249	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	CHAGALL-PLAY ENGAGEMENT	76.12	76.12
78253	FAMBRO MANAGEMENT	291-6440-601.22-18	CHESS CLUB, 4/14	100.00	100.00
78260	FLYNN, EUGENE	291-6440-601.22-18	TRAVEL EUROPE, 3/18	75.00	
		291-6440-601.22-18	TRAVELOG, SENIOR C., 3/22	75.00	

*programs + Exhibits*

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					150.00
78263	FULCHER, SUSAN	291-6440-601.22-18	SHADOW PUPPET, REMIND, 3/27	250.00	250.00
78273	HILL, SONYA	291-6440-601.32-02	TEEN PAINTING NIGHT SUPPL	97.54	97.54
78288	KING, ADAM	291-6440-601.22-18	TRY-IT ZOMBIE TAKEOVER	400.00	400.00
78289	KOHL CHILDRENS MUSEUM	291-6440-601.22-18	CHAGALL F/CHILDREN, SECU-	1,000.00	1,000.00
78292	LAUTERBACH, MATTHEW R	291-6440-601.22-18	FILMMAKER-IN-RESIDENCE	1,500.00	1,500.00
78296	MAGIC OF GARY KANTOR	291-6440-601.22-18	TRY-IT MAGIC WORKSHOP,	350.00	350.00
78300	MCNULTY, ALAYNE	291-6440-601.22-18	CREATIVE AGING:2.5HRSx2	490.00	490.00
78301	MCNULTY, ALAYNE	291-6440-601.22-18	CREATIVE AGING:2.5HRSx2	490.00	490.00
78308	MORGAN, ANDREW JOHN	291-6440-601.22-18	ASK A FILMMAKER, 4/9	150.00	150.00
78328	SCHROEDER, JOHN	291-6440-601.22-18	INTRODUCTION TO HTML, 3/28	200.00	200.00
78329	SCHROEDER, JOHN	291-6440-601.22-18	INTRODUCTION TO CSS, 4/11	200.00	200.00
78345	VELA, MAUREEN	291-6440-601.32-02	CORK BOARD W/OAK FRAME	71.54	71.54
78348	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT, 2PROGRAMS, 4/6	400.00	400.00
78353	WYLLY, DAVID	291-6440-601.22-18	MEDICARE 101	75.00	75.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

*Digital Services*

10,251.87

78210	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES - B PARDUE	287.00	287.00
78212	AMAZON.COM CREDIT	291-6450-601.32-90	FLASH DRIVE	8.99	
		291-6450-601.31-85	EXTERNAL HARD DRIVE CASES	19.96	
		291-6450-601.30-05	3 HOLE PUNCH	20.18	
		291-6450-601.31-85	EXTERNAL CD/DVD RW DRIVE	76.92	
		291-6450-601.30-05	SUPPLIES FOR THE STUDIO	19.23	145.28
78217	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-03	TRAVEL/TRAINING	36.08	
		291-6450-601.22-03	TRAVEL/TRAINING	57.41	93.49
78219	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	GRAVITY SKETCH	29.99	
		291-6450-601.50-15	CUTTING THE CABLE CORD	40.00	
		291-6450-601.32-01	OCULUS RIFT EXPERIENCES	19.99	
		291-6450-601.32-01	OCULUS RIFT EXPERIENCES	29.99	
		291-6450-601.32-01	OCULUS RIFT EXPERIENCES	29.99	
		291-6450-601.32-01	OCULUS RIFT EXPERIENCES	29.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					179.95
78226	B & H PHOTO VIDEO	.291-6450-601.31-85	STUDIO LIGHTS	269.94	
		291-6450-601.31-85	MIC ADAPTERS	90.00	359.94
78264	GALE/CENGAGE LEARNING	291-6450-601.32-78	BOOKS & AUTHORSCEGAGE	1,371.24	1,371.24
78285	JO-ANN STORES, LLC	291-6450-601.32-78	CREATIVEBUG ENTERPRISE	2,366.00	2,366.00
78305	MOCAVO	291-6450-601.32-78	FINDMYPAST WORLD SUBSCR	995.00	995.00
78306	MONOPRICE INC	291-6450-601.31-85	IN-HOUSE HEADPHONES	27.48	27.48
78319	PRONUNCIATOR LLC	291-6450-601.32-78	PRONUNCIATOR LIBRARY SUB	2,100.00	2,100.00
78339	THERAPEUTIC RESEARCH CENTER LLC	291-6450-601.32-78	NATURAL MEDICINES SUB	1,300.00	1,300.00
78340	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFORM CHARGES	910.98	
		291-6450-601.32-78	WEST PROFLEX 1/1-12/31	11,799.36	12,710.34

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

Collection Services

21,935.72

DEPARTMENT: 64 User Services

DIVISION: 70

78206	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	54.00	54.00
78209	AGAINST THE GRAIN, LLC	291-6470-601.32-95	PERIODICALS	55.00	55.00
78212	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	44.94	
		291-6470-601.32-75	AV MTLs	38.84	
		291-6470-601.32-75	AV MTLs	32.88	
		291-6470-601.32-75	AV MTLs	89.91	
		291-6470-601.32-75	AV MTLs	20.30	
		291-6470-601.32-75	AV MTLs	41.95	
		291-6470-601.32-75	AV MTLs	23.98	
		291-6470-601.32-75	AV MTLs	7.68	
		291-6470-601.32-75	AV MTLs	9.97	
		291-6470-601.32-75	AV MTLs	18.42	
		291-6470-601.32-75	AV MTLs	119.94	
		291-6470-601.32-75	AV MTLs	52.98	
		291-6470-601.32-75	AV MTLs	10.39	
		291-6470-601.32-75	AV MTLs	52.10	
		291-6470-601.32-75	AV MTLs	78.70	
		291-6470-601.32-75	AV MTLs	71.98	
		291-6470-601.32-75	AV MTLs	59.90	
		291-6470-601.32-75	AV MTLs	41.93	
		291-6470-601.32-75	AV MTLs	9.66	
		291-6470-601.32-75	AV MTLs	119.90	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	96.17	
		291-6470-601.32-75	AV MTLs	18.42	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	125.46	
		291-6470-601.32-75	AV MTLs	54.83	
		291-6470-601.32-75	AV MTLs	7.70	
		291-6470-601.32-75	AV MTLs	78.00	
		291-6470-601.32-75	AV MTLs	13.69	
		291-6470-601.32-75	AV MTLs	30.56	
		291-6470-601.32-75	AV MTLs	9.49	
		291-6470-601.32-75	AV MTLs	13.23	
		291-6470-601.32-75	AV MTLs	32.66	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	80.50	
		291-6470-601.32-75	AV MTLs	27.87	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	18.55	
		291-6470-601.32-75	AV MTLs	49.95	
		291-6470-601.32-75	AV MTLs	10.98	
		291-6470-601.32-75	AV MTLs	32.90	
		291-6470-601.32-75	AV MTLs	42.99	
		291-6470-601.32-75	AV MTLs	35.17	
		291-6470-601.32-75	AV MTLs	29.97	
		291-6470-601.32-75	AV MTLs	73.13	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	24.96	
		291-6470-601.32-75	AV MTLs	41.79	
		291-6470-601.32-75	AV MTLs	11.98	
		291-6470-601.32-75	AV MTLs	74.88	
		291-6470-601.32-75	AV MTLs	23.76	
		291-6470-601.32-75	AV MTLs	12.19	
		291-6470-601.32-75	AV MTLs	5.99	
		291-6470-601.32-75	AV MTLs	49.92	
		291-6470-601.32-75	AV MTLs	199.99	
		291-6470-601.32-75	AV MTLs	71.96	
		291-6470-601.32-75	AV MTLs	28.98	
		291-6470-601.32-75	AV MTLs	119.98	
		291-6470-601.32-75	AV MTLs	149.99	
		291-6470-601.32-75	AV MTLs	43.43	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	59.98	
		291-6470-601.32-75	AV MTLs	149.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	49.00	
		291-6470-601.32-75	AV MTLs	36.73	
		291-6470-601.32-75	AV MTLs	65.20	
		291-6470-601.32-75	AV MTLs	163.98	
		291-6470-601.32-80	BOOKS	29.86	
		291-6470-601.32-80	BOOKS	12.15	
		291-6470-601.32-80	BOOKS	14.93	
		291-6470-601.32-80	BOOKS	10.18	
		291-6470-601.32-80	BOOKS	69.20	
		291-6470-601.32-80	BOOKS	15.63	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	15.34	
		291-6470-601.32-80	BOOKS	22.64	
		291-6470-601.32-80	BOOKS	89.90	
		291-6470-601.32-80	BOOKS	19.36	
		291-6470-601.32-80	BOOKS	14.28	
		291-6470-601.32-80	BOOKS	22.81	
		291-6470-601.32-80	BOOKS	13.25	
		291-6470-601.32-80	BOOKS	17.63	
		291-6470-601.32-80	BOOKS	40.05	
		291-6470-601.32-80	BOOKS	23.49	
		291-6470-601.32-80	BOOKS	27.37	
		291-6470-601.32-80	BOOKS	17.66	
		291-6470-601.32-80	BOOKS	12.65	
		291-6470-601.32-80	BOOKS	15.92	
		291-6470-601.32-80	BOOKS	53.64	
		291-6470-601.32-80	BOOKS	15.30	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	.89-	
		291-6470-601.32-80	BOOKS	34.17	
		291-6470-601.32-80	BOOKS	62.86	
		291-6470-601.32-80	BOOKS	30.99	
		291-6470-601.32-95	PERIODICALS	14.33	
		291-6470-601.32-95	PERIODICALS	31.74	
		291-6470-601.32-95	PERIODICALS	22.80	
		291-6470-601.32-95	PERIODICALS	14.94	
		291-6470-601.32-95	PERIODICALS	15.40	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	16.48	
		291-6470-601.32-95	PERIODICALS	16.88	
		291-6470-601.32-75	AV MTLs	101.72	
		291-6470-601.32-75	AV MTLs	20.29	
		291-6470-601.32-80	BOOKS	50.68	
		291-6470-601.32-80	BOOKS	14.88	
		291-6470-601.32-80	BOOKS	35.77	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-80	BOOKS	33.34	
		291-6470-601.32-80	BOOKS	13.18	
		291-6470-601.32-80	BOOKS	11.65	
		291-6470-601.32-80	BOOKS	24.21	
		291-6470-601.32-80	BOOKS	8.63	
		291-6470-601.32-80	BOOKS	36.05	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	9.95-	
		291-6470-601.32-80	BOOKS	16.37	
		291-6470-601.32-80	BOOKS	32.96	
		291-6470-601.32-80	BOOKS	72.95	
		291-6470-601.32-80	BOOKS	39.98	
		291-6470-601.32-80	BOOKS	1.00-	
		291-6470-601.32-80	BOOKS	3.00	
		291-6470-601.32-80	BOOKS	22.70	
		291-6470-601.32-80	BOOKS	15.89	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	314.82	
		291-6470-601.32-80	BOOKS	16.96	
		291-6470-601.32-80	BOOKS	18.63	
		291-6470-601.32-80	BOOKS	80.48	
		291-6470-601.32-80	BOOKS	17.67	
		291-6470-601.32-80	BOOKS	34.40	
		291-6470-601.32-80	BOOKS	146.16	
		291-6470-601.32-80	BOOKS	48.60	
		291-6470-601.32-80	BOOKS	35.94	
		291-6470-601.32-80	BOOKS	58.94	
		291-6470-601.32-80	BOOKS	37.95	
		291-6470-601.32-80	BOOKS	36.61	
		291-6470-601.32-95	PERIODICALS	14.07	
		291-6470-601.32-95	PERIODICALS	17.69	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.32-05	PROCESSING SUPPLIES	61.15	
		291-6470-601.30-05	OFFICE SUPPLIES	80.00	
		291-6470-601.30-05	OFFICE SUPPLIES	30.49	
		291-6470-601.30-05	OFFICE SUPPLIES	11.92	
		291-6470-601.32-75	AV MTLs	103.78	
		291-6470-601.32-75	AV MTLs	29.96	
		291-6470-601.32-75	AV MTLs	33.98	
		291-6470-601.32-75	AV MTLs	19.96	
		291-6470-601.32-75	AV MTLs	49.33	
		291-6470-601.32-75	AV MTLs	61.57	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	28.81	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	311.36	
		291-6470-601.32-75	AV MTLs	50.98	
		291-6470-601.32-75	AV MTLs	19.75	
		291-6470-601.32-75	AV MTLs	54.89	
		291-6470-601.32-75	AV MTLs	359.58	
		291-6470-601.32-75	AV MTLs	73.34	
		291-6470-601.32-75	AV MTLs	74.98	
		291-6470-601.32-75	AV MTLs	179.97	
		291-6470-601.32-75	AV MTLs	27.30	
		291-6470-601.32-75	AV MTLs	30.17	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	20.29	
		291-6470-601.32-75	AV MTLs	105.20	
		291-6470-601.32-75	AV MTLs	108.99	
		291-6470-601.32-75	AV MTLs	59.23	
		291-6470-601.32-75	AV MTLs	37.94	
		291-6470-601.32-75	AV MTLs	39.96	
		291-6470-601.32-75	AV MTLs	64.24	
		291-6470-601.32-75	AV MTLs	144.98	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	18.98	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	46.43	
		291-6470-601.32-75	AV MTLs	224.94	
		291-6470-601.32-75	AV MTLs	205.21	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	44.21	
		291-6470-601.32-75	AV MTLs	10.72	
		291-6470-601.32-75	AV MTLs	11.37	
		291-6470-601.32-75	AV MTLs	33.98	
		291-6470-601.32-75	AV MTLs	81.91	
		291-6470-601.32-75	AV MTLs	79.99	
		291-6470-601.32-75	AV MTLs	29.97	
		291-6470-601.32-75	AV MTLs	57.44	
		291-6470-601.32-75	AV MTLs	9.25	
		291-6470-601.32-75	AV MTLs	16.95	
		291-6470-601.32-75	AV MTLs	52.19	
		291-6470-601.32-80	BOOKS	36.56	
		291-6470-601.32-80	BOOKS	14.93	
		291-6470-601.32-80	BOOKS	47.97	
		291-6470-601.32-80	BOOKS	66.72	
		291-6470-601.32-80	BOOKS	19.98	
		291-6470-601.32-80	BOOKS	28.35	
		291-6470-601.32-80	BOOKS	41.48	
		291-6470-601.32-80	BOOKS	14.32	
		291-6470-601.32-80	BOOKS	23.48	
		291-6470-601.32-80	BOOKS	50.78	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	31.92	
		291-6470-601.32-80	BOOKS	8.94	
		291-6470-601.32-80	BOOKS	140.01	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	17.54	
		291-6470-601.32-80	BOOKS	16.07	
		291-6470-601.32-80	BOOKS	24.50	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	11.50	
		291-6470-601.32-80	BOOKS	14.47	
		291-6470-601.32-80	BOOKS	32.38	
		291-6470-601.32-80	BOOKS	19.49	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	9.49	
		291-6470-601.32-80	BOOKS	8.64	
		291-6470-601.32-80	BOOKS	19.58	
		291-6470-601.32-80	BOOKS	25.88	
		291-6470-601.32-80	BOOKS	31.99	
		291-6470-601.32-80	BOOKS	21.21	
		291-6470-601.32-80	BOOKS	39.99	
		291-6470-601.32-95	PERIODICALS	27.98	
		291-6470-601.32-95	PERIODICALS	14.98	
		291-6470-601.32-95	PERIODICALS	31.39	
		291-6470-601.32-95	PERIODICALS	24.63	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	15.38	
		291-6470-601.32-95	PERIODICALS	11.54	
		291-6470-601.32-95	PERIODICALS	12.53	10,152.22
78215	ANDERSON PUBLIC LIBRARY	291-6470-601.21-64	LENDING FEES #193343750	15.00	15.00
78217	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	TRAVEL/TRAINING	15.54	15.54
78219	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	144.00	
		291-6470-601.32-90	REMOVABLE LABELS	107.10	
		291-6470-601.22-85	PROCESSING SUPPLIES	30.00	
		291-6470-601.32-75	AV MTLs	15.62-	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	265.60	
		291-6470-601.32-75	AV MTLs	13.00	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-95	PERIODICALS	17.49	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-95	PERIODICALS	11.52	
		291-6470-601.32-80	BOOKS	40.95	
		291-6470-601.32-75	AV MTLs	63.70	
		291-6470-601.32-95	PERIODICALS	13.75	
		291-6470-601.32-75	AV MTLs	16.00	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-95	PERIODICALS	42.00	
		291-6470-601.32-75	AV MTLs	25.97	
		291-6470-601.32-75	AV MTLs	47.49	
		291-6470-601.32-75	AV MTLs	172.09	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	19.49	
		291-6470-601.32-95	PERIODICALS	28.00	
		291-6470-601.32-75	AV MTLs	8.12-	
		291-6470-601.32-75	AV MTLs	56.99	
		291-6470-601.32-75	AV MTLs	15.00	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-95	PERIODICALS	5.00	1,333.33
78227	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	205.86	
		291-6470-601.32-80	BOOKS	254.79	
		291-6470-601.32-80	BOOKS	395.18	
		291-6470-601.32-80	BOOKS	211.19	
		291-6470-601.32-80	BOOKS	409.27	
		291-6470-601.32-80	BOOKS	442.52	
		291-6470-601.32-80	BOOKS	405.16	
		291-6470-601.32-80	BOOKS	61.48	
		291-6470-601.32-80	BOOKS	50.21	
		291-6470-601.32-80	BOOKS	522.67	
		291-6470-601.32-80	BOOKS	67.85	
		291-6470-601.32-80	BOOKS	182.23	
		291-6470-601.32-80	BOOKS	218.61	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	222.85	
		291-6470-601.32-80	BOOKS	205.74	
		291-6470-601.32-80	BOOKS	89.42	
		291-6470-601.32-80	BOOKS	740.88	
		291-6470-601.32-80	BOOKS	946.17	
		291-6470-601.32-80	BOOKS	1,441.63	
		291-6470-601.32-80	BOOKS	271.83	
		291-6470-601.32-80	BOOKS	632.22	
		291-6470-601.32-80	BOOKS	601.83	
		291-6470-601.32-80	BOOKS	97.45	
		291-6470-601.32-80	BOOKS	292.00	
		291-6470-601.32-80	BOOKS	193.13	
		291-6470-601.32-80	BOOKS	147.30	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	182.40	
		291-6470-601.22-85	PROC SERVS	186.20	
		291-6470-601.22-85	PROC SERVS	254.60	
		291-6470-601.22-85	PROC SERVS	524.40	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	50.40	
		291-6470-601.32-75	AV MTLs	24.86	
		291-6470-601.32-75	AV MTLs	178.72	
		291-6470-601.32-80	BOOKS	261.79	
		291-6470-601.32-80	BOOKS	688.93	
		291-6470-601.32-80	BOOKS	332.03	
		291-6470-601.32-80	BOOKS	371.16	
		291-6470-601.32-80	BOOKS	419.83	
		291-6470-601.32-80	BOOKS	909.30	
		291-6470-601.32-80	BOOKS	391.95	
		291-6470-601.32-80	BOOKS	497.64	
		291-6470-601.32-80	BOOKS	751.62	
		291-6470-601.32-80	BOOKS	96.78	
		291-6470-601.32-80	BOOKS	474.34	
		291-6470-601.32-80	BOOKS	221.78	
		291-6470-601.32-80	BOOKS	204.08	
		291-6470-601.32-80	BOOKS	332.57	
		291-6470-601.32-80	BOOKS	400.58	
		291-6470-601.32-80	BOOKS	951.76	
		291-6470-601.32-80	BOOKS	265.64	
		291-6470-601.32-80	BOOKS	278.90	
		291-6470-601.32-80	BOOKS	268.17	
		291-6470-601.32-80	BOOKS	104.98	
		291-6470-601.32-80	BOOKS	1,259.80	
		291-6470-601.32-75	AV MTLs	44.08-	
		291-6470-601.32-75	AV MTLs	44.80	
		291-6470-601.32-75	AV MTLs	91.75	
		291-6470-601.32-75	AV MTLs	89.42	
		291-6470-601.22-85	PROC SERVS	180.90	
		291-6470-601.22-85	PROC SERVS	106.05	
		291-6470-601.22-85	PROC SERVS	110.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	250.80	
		291-6470-601.22-85	PROC SERVS	266.00	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	16.80	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	326.80	
		291-6470-601.22-85	PROC SERVS	312.75	
		291-6470-601.32-80	BOOKS	430.61	
		291-6470-601.32-80	BOOKS	318.59	
		291-6470-601.32-80	BOOKS	795.01	
		291-6470-601.32-80	BOOKS	78.60	
		291-6470-601.32-80	BOOKS	178.11	
		291-6470-601.32-80	BOOKS	30.60	
		291-6470-601.32-80	BOOKS	361.65	
		291-6470-601.32-80	BOOKS	188.74	
		291-6470-601.32-80	BOOKS	293.38	
		291-6470-601.32-80	BOOKS	348.77	
		291-6470-601.32-80	BOOKS	75.35	
		291-6470-601.32-80	BOOKS	693.83	
		291-6470-601.32-80	BOOKS	302.70	
		291-6470-601.32-80	BOOKS	171.85	
		291-6470-601.32-80	BOOKS	118.67	
		291-6470-601.32-80	BOOKS	905.78	
		291-6470-601.32-80	BOOKS	195.03	
		291-6470-601.32-80	BOOKS	1,055.70	
		291-6470-601.32-80	BOOKS	172.62	
		291-6470-601.32-80	BOOKS	143.10	
		291-6470-601.32-80	BOOKS	284.71	
		291-6470-601.32-80	BOOKS	1,109.90	
		291-6470-601.32-80	BOOKS	207.97	
		291-6470-601.32-80	BOOKS	845.70	
		291-6470-601.32-80	BOOKS	200.78	
		291-6470-601.32-80	BOOKS	363.60	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	242.85	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	99.95	
		291-6470-601.22-85	PROC SERVS	172.15	
		291-6470-601.22-85	PROC SERVS	285.00	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.32-80	BOOKS	365.39	
		291-6470-601.32-80	BOOKS	392.12	
		291-6470-601.32-80	BOOKS	1,155.08	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	259.55	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	288.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	128.80	
		291-6470-601.22-85	PROC SERVS	334.40	
		291-6470-601.32-75	AV MTLs	19.35	
		291-6470-601.32-75	AV MTLs	49.74	
		291-6470-601.32-75	AV MTLs	497.06	37,533.46
78228	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	782.41	
		291-6470-601.32-75	AV MTLs	2,616.66	
		291-6470-601.32-75	AV MTLs	753.74	
		291-6470-601.32-75	AV MTLs	47.52	
		291-6470-601.32-75	AV MTLs	1,169.61	
		291-6470-601.32-75	AV MTLs	2,563.98	
		291-6470-601.32-75	AV MTLs	300.35	
		291-6470-601.32-75	AV MTLs	452.84	
		291-6470-601.32-75	AV MTLs	359.21	
		291-6470-601.32-75	AV MTLs	1,610.71	
		291-6470-601.32-75	AV MTLs	178.70	
		291-6470-601.32-75	AV MTLs	113.44	
		291-6470-601.32-75	AV MTLs	455.34	
		291-6470-601.32-75	AV MTLs	83.95	
		291-6470-601.32-75	AV MTLs	122.43	
		291-6470-601.32-75	AV MTLs	3,418.94	
		291-6470-601.32-75	AV MTLs	263.58	
		291-6470-601.32-75	AV MTLs	28.87	
		291-6470-601.32-75	AV MTLs	405.01	
		291-6470-601.32-75	AV MTLs	92.54	
		291-6470-601.32-75	AV MTLs	2,947.05	
		291-6470-601.32-75	AV MTLs	14.23	18,781.11
78230	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	1,623.27	1,623.27
78233	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	47.50	
		291-6470-601.32-80	BOOKS	194.98	
		291-6470-601.32-80	BOOKS	5,603.00	
		291-6470-601.32-75	AV MTLs	4,872.67	10,718.15
78237	CABOT HERITAGE CORP	291-6470-601.32-95	PERIODICALS	197.00	197.00
78240	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	101.28	
		291-6470-601.32-80	BOOKS	25.32	126.60
78243	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	36.91	36.91
78246	COUNCIL FOR COMMUNITY & ECONOMIC	291-6470-601.32-95	PERIODICALS	175.00	175.00
78247	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	20.19	
		291-6470-601.32-95	PERIODICALS	91.08	
		291-6470-601.32-95	PERIODICALS	13.15	
		291-6470-601.32-95	PERIODICALS	144.97	
		291-6470-601.32-95	PERIODICALS	2,151.02	
		291-6470-601.32-95	PERIODICALS	1,898.79	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	8,334.78	
		291-6470-601.32-95	PERIODICALS	3,808.72	
		291-6470-601.32-95	PERIODICALS	30.31	
		291-6470-601.32-95	PERIODICALS	32.38	
		291-6470-601.32-95	PERIODICALS	419.98	
		291-6470-601.32-95	PERIODICALS	908.52	
		291-6470-601.32-95	PERIODICALS	279.11	18,133.00
78248	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	162.28	
		291-6470-601.32-05	PROCESSING SUPPLIES	203.49	365.77
78250	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	847.98	847.98
78256	FILMTOOLS	291-6470-601.32-05	PROCESSING SUPPLIES	557.20	557.20
78257	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	159.99	159.99
78261	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	62.87	62.87
78264	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	922.86	
		291-6470-601.32-80	BOOKS	59.18	
		291-6470-601.32-80	BOOKS	615.81	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	58.38	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	25.60	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	53.58	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	36.78	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	180.75	
		291-6470-601.32-80	BOOKS	59.98	
		291-6470-601.32-80	BOOKS	1,372.75	3,705.53
78269	GREAT COURSES	291-6470-601.32-75	AV MTLs	114.95	114.95
78278	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	123.75	247.50
78280	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SRVS - JANUARY	597.25	597.25
78283	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	22.14	
		291-6470-601.32-80	BOOKS	165.76	
		291-6470-601.32-80	BOOKS	200.26	
		291-6470-601.32-80	BOOKS	134.88	
		291-6470-601.32-80	BOOKS	19.18	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	53.09	
		291-6470-601.32-80	BOOKS	16.38	
		291-6470-601.32-80	BOOKS	52.80	
		291-6470-601.32-80	BOOKS	54.00	
		291-6470-601.32-80	BOOKS	59.27	
		291-6470-601.32-80	BOOKS	88.51	
		291-6470-601.32-80	BOOKS	48.62	
		291-6470-601.32-80	BOOKS	109.95	
		291-6470-601.32-80	BOOKS	28.25	
		291-6470-601.32-80	BOOKS	207.62	
		291-6470-601.32-80	BOOKS	12.00	
		291-6470-601.32-80	BOOKS	23.74	
		291-6470-601.32-80	BOOKS	240.56	
		291-6470-601.32-80	BOOKS	36.08	
		291-6470-601.32-80	BOOKS	46.48	
		291-6470-601.32-80	BOOKS	21.58	
		291-6470-601.32-80	BOOKS	118.40	
		291-6470-601.32-80	BOOKS	23.97	
		291-6470-601.32-80	BOOKS	46.77	
		291-6470-601.32-80	BOOKS	22.58	
		291-6470-601.32-80	BOOKS	73.38	
		291-6470-601.32-80	BOOKS	57.45	
		291-6470-601.32-80	BOOKS	15.82	
		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	44.03	
		291-6470-601.32-80	BOOKS	143.36	
		291-6470-601.32-80	BOOKS	13.17	
		291-6470-601.32-80	BOOKS	97.38	
		291-6470-601.32-80	BOOKS	153.01	
		291-6470-601.32-80	BOOKS	93.40	
		291-6470-601.32-80	BOOKS	59.47	
		291-6470-601.32-80	BOOKS	146.04	
		291-6470-601.32-80	BOOKS	41.10	
		291-6470-601.32-80	BOOKS	209.08	
		291-6470-601.32-80	BOOKS	18.12	
		291-6470-601.32-80	BOOKS	9.00	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	63.82	
		291-6470-601.32-75	AV MTLs	81.36	
		291-6470-601.32-80	BOOKS	69.85	
		291-6470-601.32-80	BOOKS	47.47	
		291-6470-601.32-80	BOOKS	58.36	
		291-6470-601.32-75	AV MTLs	36.10	
		291-6470-601.32-80	BOOKS	135.96	
		291-6470-601.32-80	BOOKS	216.84	
		291-6470-601.32-80	BOOKS	13.18	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	10.79	
		291-6470-601.32-80	BOOKS	95.28	
		291-6470-601.32-80	BOOKS	34.96	4,107.55
78287	KANOPY INC	291-6470-601.32-75	AV MTLs	414.00	414.00
78293	LIBRARY JOURNAL	291-6470-601.32-95	PERIODICALS	157.99	157.99
78297	MARCIVE INC	291-6470-601.22-85	AUTHORITY NOTIFICATION,	151.05	151.05
78299	MAXIMUM PC	291-6470-601.32-95	PERIODICALS	19.95	19.95
78303	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	470.95	
		291-6470-601.32-75	AV MTLs	232.62	
		291-6470-601.32-75	AV MTLs	178.62	
		291-6470-601.32-75	AV MTLs	57.47	
		291-6470-601.32-75	AV MTLs	6,714.00	
		291-6470-601.32-80	BOOKS	2,298.74	9,952.40
78310	NATIONAL AUDUBON SOCIETY	291-6470-601.32-95	PERIODICALS	20.00	20.00
78312	NEW READERS PRESS	291-6470-601.32-75	AV MTLs	51.12	51.12
78317	PEOPLE MAGAZINE	291-6470-601.32-95	PERIODICALS	118.26	118.26
78322	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	370.76	
		291-6470-601.32-95	PERIODICALS	59.96-	
		291-6470-601.32-95	PERIODICALS	89.96-	418.84
78327	SCHOLASTIC LIBRARY	291-6470-601.32-80	BOOKS	253.50	253.50
78334	ST LOUIS PUBLIC LIBRARY	291-6470-601.21-64	DAMAGED ITEM #3375559900	4.00	4.00
78337	TASTE OF HOME BOOKS	291-6470-601.32-80	BOOKS	33.98	33.98
78343	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	113.45	113.45
78349	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	125.03	
		291-6470-601.32-05	PROCESSING SUPPLIES	47.40	172.43
78350	WORLD CHAMBER OF COMMERCE DIRECTORY	291-6470-601.32-80	BOOKS	65.00	65.00
78351	WORTH	291-6470-601.32-95	PERIODICALS	75.00	75.00
78354	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	35.00	
***** DIVISION TOTAL ****					121,772.15
***** DEPARTMENT TOTAL **					157,050.98
***** GRAND TOTAL *****					274,907.23



FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	274,907.23
**** TOTAL ALL FUNDS ****		274,907.23

**Arlington Heights Memorial Library  
Special Funds Summary  
3/6/2019**

	Count	44			
	<b>Account</b>	<b>Amount</b>	<b>Description</b>	<b>Staff</b>	
<b>Check #1536 - Village of Arlington Hts.</b>	6001-2203	\$ 300.00	Hearts of Gold	J Moravec	
<b>Check #1537 -AHML - Petty Cash</b>					
2/4/2019	6401-2203	\$ 11.54	Travel/Training	A Son	
	6440-3202	\$ 32.04	Program Events	A Belford	
	6440-3202	\$ 40.93	Program Events	J Czajka	
	6450-2203	\$ 36.08	Travel/Training	B Bednarek	
	6440-3202	\$ 17.56	Program Events	R King	
	6401-3201	\$ 5.15	Program Supplies	R King	
2/11/2019	6401-2203	\$ 10.50	Travel/Training	E Loeffler	
	6401-2203	\$ 24.24	Travel/Training	L Dakas	
	6440-3202	\$ 15.12	Program Events	E Mather	
2/18/2019	6401-2203	\$ 31.68	Travel/Training	E Mather	
	6470-2203	\$ 15.54	Travel/Training	V Jaffe	
	6440-3202	\$ 33.82	Program Events	A Son	
	6440-3202	\$ 9.88	Program Events	S Hollars	
2/25/2019	6410-2203	\$ 13.00	Travel/Training	J Duncan	
	6401-2203	\$ 17.11	Travel/Training	T Dantis	
	6001-2203	\$ 4.98	Travel/Training	D Halpin	
	6440-3202	\$ 48.50	Program Events	E Mather	
	6401-2203	\$ 47.56	Travel/Training	K Bailey	
	6004-3202	\$ 50.33	Program Events	K Bailey	
3/4/2019	6405-2203	\$ 31.44	Travel/Training	A Gourley	
	6405-2203	\$ 31.44	Travel/Training	A Gourley	
	6405-2203	\$ 20.76	Travel/Training	D Malik	
	6401-2203	\$ 40.95	Travel/Training	R King	
	6001-2203	\$ 32.00	Travel/Training	J Moravec	
	6004-3202	\$ 31.04	Program Events	K Bailey	
	6401-2203	\$ 1.91	Travel/Training	K Bailey	
	6440-3202	\$ 26.72	Travel/Training	K Bailey	
	6401-2203	\$ 1.91	Program Events	K Bailey	
	6440-3202	\$ 30.00	Program Events	A Hamilton	
	6401-3202	\$ 10.28	Program Events	E Mather	
	6401-2203	\$ 1.39	Travel/Training	E Mather	
	6405-2203	\$ 31.44	Travel/Training	T Karim	
3/5/2019	6440-3202	\$ 6.47	Program Events	L Draftz	
	6450-2203	\$ 57.41	Travel/Training	B Bednarek	
	6003-2255	\$ 38.75	In-Service Training	D Halpin	
	6003-2255	\$ 37.00	In-Service Training	D Halpin	
	6003-2255	\$ 26.50	In-Service Training	L Wiertel	
	6430-2203	\$ 24.07	Travel/Training	K Myers	
	6430-2203	\$ 9.72	Travel/Training	E Akdeniz	
	6430-2203	\$ 16.20	Travel/Training	B Weiner	
	6440-3202	\$ 33.84	Program Events	J Czajka	
	6401-2203	\$ 11.54	Travel/Training	A Son	
	6401-2203	\$ 43.50	Travel/Training	K Bailey	
		<u>\$ 1,361.84</u>			

March 19, 2019

**Arlington Heights Memorial Library  
American Express Card Summary  
2/28/2019**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
	Count	72		
M. Driskell	489-90-00	-138.61	AMEX Cash back rebate	Other Income/Rebate
	6002-2165	\$ 300.00	CONSTANTCONTACT	Monthly Subscription
	6470-3205	\$ 144.00	CUMBERLANDL	Processing Supplies
	6001-2203	\$ 445.00	MGMT ASSC OF IL	HR Conference L Haack 3/14/19
	6020-2111	\$ 430.75	JMAC SUPPLY	Maintenance Supplies
	6440-3202	\$ 59.99	ALIVANS.COM	Replacement Brooms for Lumos
	6450-3185	\$ 29.99	OCULUS	Gravity Sketch
	6004-3272	\$ 500.00	LIONS CLUB	Chili Cook-off - FOL Sense of Community
	6001-2203	\$ 339.75	GRADUATE MADISON	Power Up Conference Hotel A Son
	6001-2203	\$ 975.93	RENAISSANCE WASHINGTON DC	ALA Midwinter Hotel G Berger
	6020-2111	\$ 259.14	BATTERYSHARKS.COM	Maintenance Supplies
	6470-3290	\$ 107.10	ONLINE LABELS	Removable Labels
	6004-3272	\$ 53.94	GIFTCARDS.COM	2019Vol Luncheon Gift Cards
	6004-3202	\$ 224.00	DHGATE.COM	Power Banks for 100 Books
	6450-5015	\$ 40.00	GOOGLE *YOUTUBE TV	Cutting the Cable Cord Tech Bar
	6004-3272	\$ 100.00	ARLINGTONPARKDIST	AH Historical Museum Team Trivia
	6470-2285	\$ 30.00	CUMBERLAND CONCEPTS	Processing Supplies
	6001-2203	\$ 140.00	AMER LIB ASSOC-CAREE	ALA Conference Registration for D Smart
	6450-3201	\$ 19.99	OCULUS	Oculus Rift Experiences
	6450-3201	\$ 29.99	OCULUS	Oculus Rift Experiences
	6450-3201	\$ 29.99	OCULUS	Oculus Rift Experiences
	6450-3201	\$ 29.99	OCULUS	Oculus Rift Experiences
	6001-2203	\$ 320.00	AMER LIB ASSOC	ALA Conference Registration for M Driskell
	6001-2203	\$ 153.01	ALASKA AIRLINES	Flight Change Charges for D Smart ALA Midwinter
	6001-2203	\$ 125.00	ALASKA AIRLINES	Flight Change Charges for D Smart ALA Midwinter
	6440-3202	\$ 30.25	PARTY CITY	Play Engagement Activities - Chagall
R. Dworiany	6010-3032	\$ 11.99	GOOGLE *YOUTUBEPREMI	Monthly Subscription
	6010-3032	\$ 25.00	GITHUB	Monthly Subscription
	6001-2242	\$ 346.85	COMCAST	Public Internet Service
	6010-3032	\$ 35.00	TRELLO.COM	Monthly Subscription
	6010-3032	\$ 4.99	AMZNFREETIME	Monthly Subscription
	6010-2005	\$ 54.10	PAYFLOW	Monthly Subscription
	6010-2005	\$ 39.99	NETWORKSOLUTIONS	ahml.net Domain Renewal
	6010-3032	\$ 14.99	SPOTIFY	Monthly Subscription
	6010-3032	\$ 49.00	RIDDLE.COM	Monthly Subscription
J. Czajka	6440-3202	\$ 56.25	TORTORICES PIZZA	2 - Pizzas
	6440-3202	\$ 125.91	BLICK ART	Chagall pop-up 2/16/19
	6440-3202	\$ 25.71	PANERA BREAD	Refreshments Death Cafe 2/10/19
	6440-3202	\$ 92.22	PARTY CITY	Chinese New Year Activity 2/2/19
D. Ekl	6002-3185	\$ 1,940.16	PAUL C BUFF	Photography Equipment
	6003-2255	\$ 175.00	STICKER MULE	Stickers for Staff Day
	6002-2210	\$ 42.99	VISTAPRINT	Business Cards
	6003-2255	\$ 600.00	PAYPAL WOODCRAFTER	Woodcrafters DIY Studio
	6001-2203	\$ 320.00	AMER LIB ASSOC	ALA Conference Registration for G Bylinska
	6001-2203	\$ 320.00	AMER LIB ASSOC	ALA Conference Registration for D Ekl
	6001-2203	\$ 1,204.98	PARAMOUNT HOTEL SEATTLE WA	Hotel for ALA Midwinter D Smart
M. Szymanek	6470-3275	\$ (15.62)	MICROSOFT	AV Mts
	6470-3275	\$ 59.99	TARGET.COM	AV Mts
	6470-3275	\$ 59.99	TARGET.COM	AV Mts
	6470-3275	\$ 265.60	MICROSOFT	AV Mts
	6470-3275	\$ 13.00	CARBONLEAF.COM	AV Mts
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mts
	6470-3295	\$ 17.49	MY MAG STORE	Periodicals
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mts
	6470-3295	\$ 11.52	DOWN EAST ROCKPORT	ME Periodicals
	6470-3280	\$ 40.95	BARNES&NOBLE.COM	Books
	6470-3275	\$ 63.70	BBC AMERICA SHOP	AV Mts
	6470-3295	\$ 13.75	MY MAG STORE	Periodicals
	6470-3275	\$ 16.00	ARCHIEPOWELL.COM	AV Mts
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mts
	6470-3295	\$ 42.00	PAYPAL *ORIGINMAGAZ	Periodicals
	6470-3275	\$ 25.97	TARGET.COM	AV Mts
	6470-3275	\$ 47.49	GAMESTOP.COM	AV Mts
	6470-3275	\$ 172.09	USA*ACORNUSA	AV Mts
	6470-3295	\$ 20.00	MY MAG STORE	Periodicals
	6470-3295	\$ 19.49	MY MAG STORE	Periodicals
	6470-3295	\$ 28.00	DOWN EAST ROCKPORT	ME Periodicals
	6470-3275	\$ (8.12)	GAMESTOP.COM	AV Mts
	6470-3275	\$ 56.99	3 SECONDS BEHIND	AV Mts
	6470-3275	\$ 15.00	BULLETPROOF	AV Mts
	6470-3275	\$ 39.98	SLING.COM	AV Mts
	6470-3295	\$ 5.00	BT*ALTPRESS MEDIA	Periodicals

Total \$ 11,316.56

March 19, 2019

Arlington Heights Memorial Library  
Master Card Summary  
2/28/2019

Count 6

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
Shannon Distel	6440-3202	\$ 68.70	Domino's	TAG Meeting 2/1/19
	6440-3201	\$ 112.06	Mama Rosa Pizza	Speed Friending 2/6/19
	6004-3272	\$ 30.24	President Vol.	Vol. Luncheon Awards
	6405-2202	\$ 100.00	Reforma	Membership
	6440-3202	\$ 40.00	Eddies Restaurant	Books and Brews 2/13/19
	6405-3202	\$ 108.34	Panera	BIG Meeting
	Total	<u>\$ 459.34</u>		

**TO:** BOARD OF LIBRARY TRUSTEES  
**FROM:** SHANNON MEYER  
**SUBJECT:** ONE-WEEK FINE FORGIVENESS  
**DATE:** MARCH 12, 2019  
**CC:** MIKE DRISKELL AND SHANNON DISTEL

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*With the exception of minor wording changes, this memo is identical to the one considered by the Committee of the Whole at their March 4 meeting.*

For many families, library fines can be a barrier to using the library. The intention of fine forgiveness is to reach cardholders who are not currently using our services. By engaging them through fine forgiveness, we are inviting our customers to revisit their library, without asking anything in return.

During Fine Forgiveness Week in 2018, staff assisted 4,317 customers with account updates throughout the week, compared to only 329 the same week the previous year, and waived \$26,150.85 in fines. Of the 4,317 customers we assisted, 395 had not used their library cards for over 18 months prior to this week. We hope to increase these numbers by offering Fine Forgiveness Week as we kick off Summer Reading in 2019.

**WHY:**

- Currently, there are 10,016 AHML cardholders with fines over \$10 and 2,701 reciprocal borrowers with fines over \$10, for a total of 12,717 customers. These library cards are restricted from checkouts, blocking all circulation usage.
- Adult cards
  - Total number of registered adult cards = 43,881  
7,768 adult cards currently have fines over \$10  
1,627 adult cards currently have fines over \$50
  - Children's cards
    - Total number of registered kid cards = 12,170
    - 2248 kid cards currently have fines over \$10
    - 330 kid cards currently have fines over \$50

- Of the 6,203 inactive customers we sent emails to prior to Fine Forgiveness Week, 2,649 have become reengaged in their library, and have circulation activity since October.
- The average amount waived during Fine Forgiveness Week in 2018 was \$8.32
- 1,309 customers who had fines waived in 2018 have accrued additional fines.

## **WHEN:**

In order to provide notice to our customers, our target date for Fine Forgiveness Week 2019 is June 1-8. Communications & Marketing will promote it along with Summer Reading as an incentive to increase literacy and participate in summer programming. With students out of school for an extended period over the summer, it is especially important to encourage their engagement with the library as an informal learning space. Research shows that summer learning loss has a significant and long-term impact on academic achievement and healthy development. By offering fine forgiveness at this time, we hope to reduce barriers to library use for youth, who often do not have funds to pay their fines. We also hope to attract families and adult users to the library's summer reading initiative and other services.

## **WHAT:**

The Fine Forgiveness Week plan would include:

- Customers must visit the library and/or speak to Circulation / Info staff to have overdue fines waived
  - Includes Bookmobile and Senior Center locations
  - Call Center may waive fines, or transfer to Circulation, as needed
- Overdue fines waived up to \$50 per account
- Fine forgiveness does not include charges for collection agencies or replacement of materials
- All materials returned during this week will have overdue fines waived within the stated limits of the program

## **HOW:**

- Communications & Marketing will advertise in our (summer) newsletter
- News item and/or featured image on our website and social media channels during this week
- Email to customers with fines currently on account, sent May 24-31.
- Press release sent to local newspapers in mid-May.

(Action Item 6)

- Message to schools in advance for publication in their newsletters by April 17. In-school promotion to students in conjunction with summer reading signup in April and May.
- Circulation staff will be prepared to waive all overdue fines up to \$50 during this week.
- Call Center staff will receive refresher training in order to be prepared to waive straightforward overdue fines up to \$50 during this week or transfer calls to Circulation, as needed.

**Suggested motion: The Board of Library Trustees approves Fine Forgiveness Week for June 1-8, 2019.**



To: Board of Library Trustees

From: Mike Driskell

Date: March 19, 2019

Re: Acquisition of property at 112 N. Belmont Ave.

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Staff will present a resolution and contract for consideration and approval for the acquisition of the property at 112 N. Belmont Ave, as discussed at the Committee of the Whole meeting on March 4, 2019. This contract is the preliminary step in bringing the proposal before the Village board for consideration.

**RESOLUTION NO. 19-01**

**RESOLUTION APPROVING REAL ESTATE CONTRACT**

**Arlington Heights Memorial Library**

**(Resolution approving a Real Estate Contract for the purchase of 112 N. Belmont Avenue, Arlington Heights, Illinois)**

WHEREAS, the Village of Arlington Heights owns property at 112 N. Belmont Avenue, Arlington Heights (the Property); and

WHEREAS, the Arlington Heights Memorial Library (the Library) hereby determines that the purchase of the Property is in the Library’s best interest; and

WHEREAS, the terms of the purchase of the Property by the Library are incorporated in a Real Estate Contract (the Contract) (copy attached); and

WHEREAS, the Library deems it reasonable to purchase the Property in accordance with the terms of the Contract.

NOW, THEREFORE, BE IT RESOLVED as follows:

- A. The purchase of the Property on the terms of the Contract is approved;
- B. The Board President and the Board Secretary are authorized to execute the Contract and all documents reasonably necessary consistent with the Contract;
- C. This Resolution is effective immediately.

PASSED March 19, 2019 by roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

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Debbie Smart, President  
Board of Library Trustees  
Arlington Heights Memorial Library

ATTEST:

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Joan Brody Garkisch, Secretary  
Board of Library Trustees  
Arlington Heights Memorial Library

REAL ESTATE CONTRACT

112 N. Belmont Avenue, Arlington Heights, Illinois 60004  
(P.I.N. 03-29-337-006-0000)

Arlington Heights Memorial Library acquisition from  
The Village of Arlington Heights

1. Contract - This Real Estate Contract (the Contract) contains the agreement of the Arlington Heights Memorial Library (the Library) and the Village of Arlington Heights (the Village) to convey to the Library certain real property owned by the Village commonly known as 112 N. Belmont, Arlington Heights, Illinois 60004 (P.I.N. 03-29-337-006-0000) (the Property) (legal description attached as Exhibit A).
2. Grantee – The Library agrees to acquire title to the Property from the Village.
3. Grantor – The Village agrees to convey title to the Property to the Library strictly “AS IS” and subject to all public easements, utility easements, covenants and restrictions of record and covenants and conditions stated in this Contract.
4. Intergovernmental Agreement – This Contract is made pursuant to Article 7, Section 10 of the Constitution of the State of Illinois of 1970 and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.).
5. Contingencies/Conditions/Due Diligence Period – The Library has until May 31, 2019 to take such actions and make such determinations as it deems necessary and appropriate to confirm that it wishes to acquire the Property, which determinations may include confirmation as to whether the conveyance of title to the Library triggers any requirement to reimburse Community Development Block Grant (CDBG) funds pursuant to regulations of the U.S. Department of Housing and Urban Development (HUD) and, if so, the amount of any such reimbursement. Until May 31, 2019, the Library shall have reasonable access to the Property for inspections, assessments, appraisals, and evaluations by the Library's experts and consultants at the Library's expense. The Library shall indemnify and hold harmless the Village from all costs, claims, injuries, expenses, damages, and liabilities which the Village incurs, if any, as a result of entry upon the Property by the Library, its

employees, and/or the Library's experts and consultants. To assist the Library, the Village shall provide to the Library on or before April 15, 2019 copies of all reports, test results, inspection reports, assessments, evaluations and surveys within the Village's possession or control pertaining to the Property.

In the event that the Library, in the Library's sole discretion, determines that it does not wish to acquire the Property, the Library shall so inform the Village in writing on or before May 31, 2019 and this Contract shall terminate and be null and void.

6. If the Library wishes to sell the Property, the Property will first be offered to the Village to purchase the Property. The Village will also be given the opportunity to match any written offer received by the Library. This provision shall survive closing.

7. If the Library sells the Property to an entity other than the Village on or before December 31, 2028, the proceeds from the sale will be shared as follows:

<u>Year</u>	<u>Village's share of proceeds</u>	<u>Library's share of proceeds</u>
2019	100%	0%
2020	60%	40%
2021	55%	45%
2022	50%	50%
2023	45%	55%
2024	40%	60%
2025	35%	65%
2026	30%	70%
2027	20%	80%
2028	10%	90%

This provision shall survive closing.

8. In the event HUD requires reimbursement of the CDBG funds received and used by the Village for improvements to the Property, upon the Village's request the Library will be required to reimburse the Village those amounts.<sup>1</sup> This provision shall survive closing.

<sup>1</sup> The Library and the Village believe that the total reimbursement amount, if reimbursement is required, is \$42,800 based on the following calculation:

Village acquisition and rehab amount:	\$789,012.05	
CDBG rehab amount:	<u>\$ 94,805.00</u>	
Total:	\$883,817.05	
Total HUD investment of \$94,805 divided by the total investment of		\$883,817.05 = 10.7%
Fair market value (from appraisal):	\$400,000.00	
Percentage of investment that was from CDBG	x 10.7%	
Amount to be reimbursed to the Village's CDBG account		\$ 42,800.00

9. Closing – The closing shall take place at the Village Hall, 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005 on Thursday, June 20, 2019. Closing may be postponed if the Library and the Village have not confirmed a plan for parking on or near the Property. The parties may mutually agree to an earlier closing date.
10. Possession – The Village shall deliver possession to the Library at closing.
11. Broker Commission – The Village and the Library each warrant and represent to the other that no brokers or agents assisted with this transaction and no brokers or agents are entitled to a commission in connection with this transaction.
12. Title – The Library may procure, at the Library’s cost, a Title Commitment.
13. Survey – A Plat of Survey may be obtained by the Library at the Library’s cost.
14. Real Estate Tax – The Library is responsible for all real estate taxes, if any. The Property has been exempt.
15. Notices - All notices shall be in writing and shall be served on the parties at the following addresses:

Notices to Village:

Village Manager  
Village of Arlington Heights  
33 S. Arlington Heights Road  
Arlington Heights, IL 60005

Notices to the Library:

Board of Library Trustees  
Arlington Heights Memorial Library  
500 North Dunton Avenue  
Arlington Heights, IL 60004-5966  
Attention: Board President

The mailing of a notice by registered or certified mail, return receipt requested, shall be sufficient service.

16. Village’s Representations – The Village makes no representations as to the condition of the Property, i.e., the Property is conveyed to the Library strictly “AS IS”.
17. Risk of Loss – The Village shall bear all risk of loss with respect to the Property until closing.

18. Closing Mechanics –

- (A) At Closing, the Village shall deliver to the Library any and all documents reasonably required to consummate the transaction;
- (B) The Library shall pay the amount of any State or County or Municipal transfer taxes (transfer should be exempt) and all recording charges relating to the Property.

19. Miscellaneous –

- (A) This Contract embodies the entire agreement between the Village and the Library. There are no other agreements or understandings, oral or written, between the Library and the Village;
- (B) No amendment of this Contract shall be valid unless in writing and signed by the parties;
- (C) Each party agrees to promptly and duly execute, acknowledge and deliver all instruments, documents and assurances, and take all further action, before or after the Closing Date as is reasonably necessary to convey title to the Library;
- (D) If any provision of this Contract is invalid, illegal, or unenforceable, that provision will be severable from the rest of this Contract and the validity, legality, or enforceability of the remaining provisions will not in any way be affected or impaired;
- (E) It is mutually understood and agreed that all agreements and covenants in this Contract are severable and that in the event any of them shall be held to be invalid by any court of competent jurisdiction, this Contract shall be interpreted as if such invalid provision were not contained in this Contract;
- (F) Neither party may assign, transfer or otherwise convey its rights or obligations under this Contract without the prior written consent of the other party. This Agreement shall be binding upon and inure to the benefit of any successor entity that may assume and perform the duties of either party;

(G) This Contract will be governed by the laws of the State of Illinois.

GRANTEE:

ARLINGTON HEIGHTS MEMORIAL LIBRARY

GRANTOR:

VILLAGE OF ARLINGTON HEIGHTS

By: \_\_\_\_\_

Debbie Smart  
President  
Board of Library Trustees  
Arlington Heights Memorial Library

By: \_\_\_\_\_

Thomas W. Hayes  
Village President  
Village of Arlington Heights

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

ATTEST:

ATTEST:

\_\_\_\_\_  
Joan Brody Garkisch  
Secretary  
Board of Library Trustees  
Arlington Heights Memorial Library

\_\_\_\_\_  
Village Clerk

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

To: Board of Library Trustees

From: Mike Driskell

Date: March 12, 2019

Re: Annual Report

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At your meeting, I will be discussing the [2018 Annual Report for the Arlington Heights Memorial Library](#) including the 2018 Annual Report Summary and 2018 Financial Review. You can preview the 2018 Annual Report on the digital publishing platform Issuu through the link above.



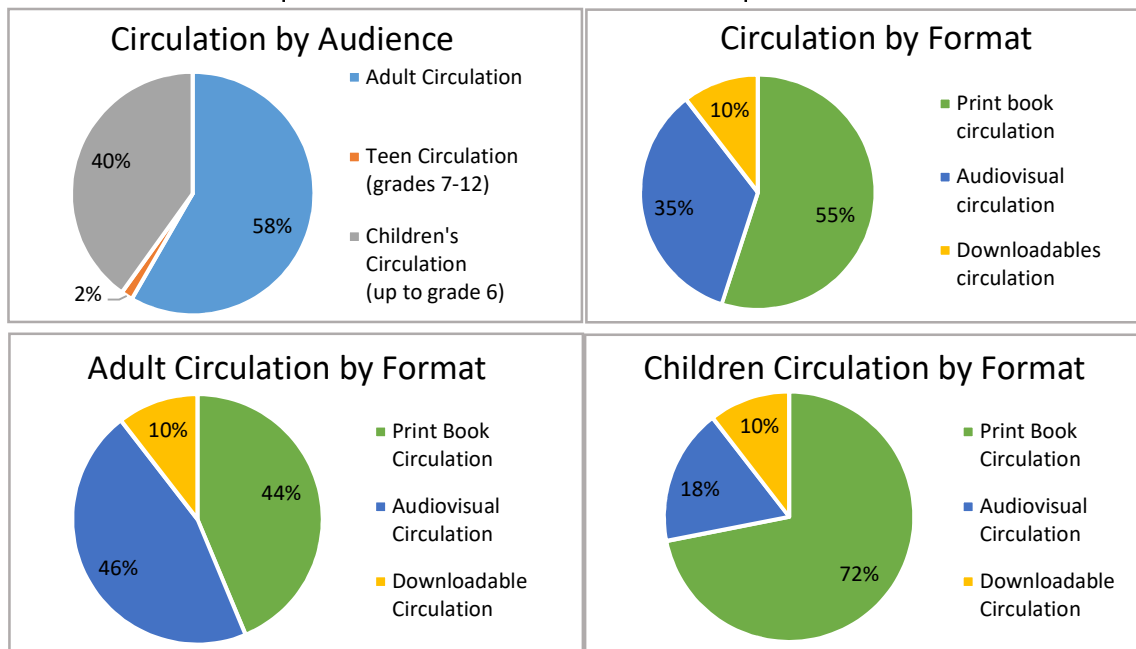
# 2018 Statistics Summary

## Service Point Traffic

<b>Total visits</b> <b>1,037,065</b> <span style="color: #c00000;">▬</span> 0% <small>1,038,782 last year</small>	<b>Main Library visits</b> <b>990,148</b> <span style="color: #c00000;">▬</span> 0% <small>988,939 last year</small>	<b>Sr Center Visits</b> <b>21,993</b> <span style="color: #c00000;">▾</span> -13.45% <small>25,412 last year</small>	<b>Bookmobile Visits</b> <b>24,924</b> <span style="color: #008000;">▴</span> 2.02% <small>24,431 last year</small>
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## Circulation

<b>Total Circulation</b> <b>1,998,330</b> <span style="color: #c00000;">▾</span> -6% <small>2,116,572 last year</small>	<b>Library Cards Issued</b> <b>Resident 4,614</b> <span style="color: #c00000;">▾</span> -5.89% <small>(issued) 4,903 last year</small> <b>Non-Resident 2,066</b> <span style="color: #c00000;">▬</span> 0.39% <small>(Registered) 2,058 last year</small>	<b>Interlibrary Loan</b> <b>Borrowed 4,510</b> <span style="color: #c00000;">▾</span> -2.36% <small>4,619 last year</small> <b>Lent 6,463</b> <span style="color: #c00000;">▾</span> -20.94% <small>8,175 last year</small>
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## Programs

<b>Program Attendance</b> <b>105,330</b> <span style="color: #c00000;">▾</span> -7% <small>113,735 last year</small>	<b>Number of Programs</b> <b>3,064</b> <span style="color: #008000;">▴</span> 2% <small>3,005 last year</small>	<b>Cost of Programs</b> <b>\$195,225</b> <small>\$34,412 funded by FOL</small>	<b>General Satisfaction</b> <b>4.7/5</b>
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## Questions

<b>Reference Questions</b> <b>198,277</b> <span style="color: #008000;">▴</span> 2% <small>193,472 last year</small>	<b>Reference Questions</b> <small>(via call center)</small> <b>56,027</b> <span style="color: #008000;">▴</span> 4% <small>53,861 last year</small>	<b>Chat sessions</b> <b>5,194</b> <span style="color: #008000;">▴</span> 9.95% <small>4,724 last year</small>
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## Technology Usage

<b>Public Computer Use</b> <b>122,697</b> <span style="color: #c00000;">▾</span> -3.79% <small>127,537 last year</small>	<b>Website Visits</b> <b>1,166,116</b> <span style="color: #c00000;">▾</span> -7.24% <small>1,257,172 last year</small>	<b>Self Checkout</b> <small>(% of total checkouts)</small> <b>67%</b> <span style="color: #c00000;">▬</span> 0.87% <small>66% last year</small>
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**Arlington Heights Memorial Library**  
**2018 Preliminary Review (through Period 13 as of 3/15/19)**  
*(unaudited)*

	2018 Amended Budget	2018 Actual	2018 Actual Variance to Budget - Fav/(Unfav)	% Variance to Budget	Comments
<b>GENERAL FUND</b>					
<b>Beginning Fund Balance</b>	<b>\$ 8,947,430</b>	<b>\$ 8,633,442</b>			
Revenues					
Taxes	\$ 13,968,392	\$ 13,782,977	\$ (185,415)	-1.3%	
Intergovernmental	62,500	121,098	58,598	93.8%	Received 100% of per capita grant
Fees	46,500	49,658	3,158	6.8%	Copier/printer fees were higher than budgeted.
Fines	157,000	131,725	(25,275)	-16.1%	Late fees/lost item charges were lower than budgeted partially due fines free week.
Interest Income	32,000	148,667	116,667	364.6%	Library budgets conservatively for interest income.
Other	76,500	101,651	25,151	32.9%	
<b>Total Revenue</b>	<b>\$ 14,342,892</b>	<b>\$ 14,335,776</b>	<b>\$ (7,116)</b>	<b>0.0%</b>	
Expenditures					
Salaries & Fringe Benefits	\$ 10,467,806	\$ 10,079,277	\$ 388,529	3.7%	Open positions in 2018 included Director of Finance 4 months, Director of HR, 5 months, Director of Admin, 12 months, etc.
Total Personal Services	<b>\$ 10,467,806</b>	<b>\$ 10,079,277</b>	<b>\$ 388,529</b>	<b>3.7%</b>	
Contractual Services	1,664,018	1,636,375	27,643	1.7%	
Commodities	2,275,824	2,007,920	267,904	11.8%	
Other Charges	36,450	18,483	17,967	49.3%	Employee recognition expensed in other budget categories.
Property	155,758	135,192	20,566	13.2%	
<b>Total Operating Expenditures</b>	<b>\$ 14,599,856</b>	<b>\$ 13,877,247</b>	<b>\$ 722,609</b>	<b>4.9%</b>	
Transfer to Health Insurance Fund	-	-	-	-	
Transfer to Capital Projects Fund	1,750,000	1,750,000	-	0.0%	
<b>Total Expenditures/Transfers</b>	<b>\$ 16,349,856</b>	<b>\$ 15,627,247</b>	<b>\$ 722,609</b>	<b>4.4%</b>	
<b>Ending Fund Balance</b>	<b>\$ 6,940,466</b>	<b>\$ 7,341,971</b>	<b>\$ 401,505</b>	<b>5.8%</b>	
<b>CAPITAL PROJECTS FUND</b>					
<b>Beginning Fund Balance</b>	<b>\$ 4,683,174</b>	<b>\$ 4,673,543</b>			
Transfer from General Fund	\$ 1,750,000	\$ 1,750,000	\$ -	0.0%	
Interest Income	\$ 15,000	\$ 82,243	\$ 67,243	448.3%	Library budgets conservatively for interest income.
<b>Total Revenue</b>	<b>\$ 1,765,000</b>	<b>\$ 1,832,243</b>	<b>\$ 67,243</b>	<b>3.8%</b>	
Capital Expenditures	\$ 1,037,300	\$ 869,060	\$ 168,240	16.2%	The following capital projects were under budget by the following amounts: Roof replacement \$99K, Skylight \$93K, Carpeting \$37K, Roof fan, \$36K, Staff Lounge \$16K
<b>Ending Fund Balance</b>	<b>\$ 5,410,874</b>	<b>\$ 5,636,725</b>	<b>\$ 225,851</b>		
<b>COMBINED FUNDS</b>					
Beginning Fund Balance	\$ 13,630,604	\$ 13,306,985			
Total Revenue	\$ 14,357,892	\$ 14,418,018	\$ 60,126	0.4%	
Total Expenditures [excluding inter-fund transfer]	\$ 15,637,156	\$ 14,746,307	\$ 890,849	5.7%	
Revenues Over/(Under) Expenditures	\$ (1,279,264)	\$ (328,289)	\$ 950,975		
<b>Ending Fund Balance</b>	<b>\$ 12,351,340</b>	<b>\$ 12,978,696</b>	<b>\$ 627,356</b>	<b>5.1%</b>	

## **Executive Director's Report**

### **March 2019**

#### **What's New @ AHML**

##### **Edge Assessment**

Digital Services Manager Jack Bower completed the Edge Assessment, a management tool that helps libraries align their technology resources to community priorities. The library was randomly selected to participate as part of the new Edge 2.0 sample by the Urban Library Council which administers the platform. The library last took the Edge Assessment in 2017. As part of the sample, we were given free access. The library scored an 805 out of 1000 points possible, 208 points higher than a representative sample average of peer libraries! This information helps us identify our deficits and highlights our strength for allocation of technology resources.

##### **Two New iMacs**

On February 6, IT rolled out two iMacs for the Tech Learning Center's public computer lab. Wider availability of Mac computers outside our Studios and Training Center for adults has been a regular request from our customers over the years. The two computers have the same three-hour session length and much of the same software as the other public PCs, but will allow access to Mac specific software, such as Pages, Numbers, iTunes and Quicktime, without the need to reserve time in the Studio. The computers are already getting a considerable amount of use, between the two of them in February; these stations had 137 bookings and almost 225 hours of total utilization.

## Library Tours

Candy Rossin, Selector, gave a tour of Collection Services to visitors from District 214's Women's and Children's Center.

Youth Outreach Specialist Laura Dakas collaborated with Graphics staff to update the frequent preschool tours of Kids' World. The revamped tour begins with a reading of *A Dog's Colorful Day*. Preschool students receive a dog to decorate with spots as they learn about the areas throughout Kids' World. Each of the seven stops has a color poster and everyone adds that color dot to his or her dog. At the end of their visit children receive an "I visited the Library" sticker and an "I am Pawsome" rubber bracelet. The tour has been well received by teachers and preschoolers, anxious to show off their spotted dog created while learning about the library.



## Cut the Cord Tech Bar

Near the end of the month, Digital Services debuted the “Cut the Cord” Tech Bar theme that runs through May. Digital Services Supervisor Gregory Berger conceived and coordinated the display with help from Graphic Designer Colleen Kelly and IT. “Cut the Cord” allows customers to experience devices that are connected with the necessary technology and subscriptions that they may use if they elect to save money by canceling their cable television subscription. It features a television that is connected via a Roku to Sling TV and YouTube TV, an iPad that is signed into various other streaming services and info about Over-the-Air channels that are available free through a digital antenna. For further information, Gregory arranged for additional Cord Cutting classes throughout the themes duration and added an Apple TV and a Google Chromecast to the Library of Things (in addition to the already circulating Rokus and Cord Cutting Kits) for customers to test the various technology at home.



## Diversity and Inclusion

**Our Time: Children in Therapy and You** programming with C.I.T.Y. of Support Youth Services expanded our programming collaboration with C.I.T.Y. of Support, an Arlington Heights non-profit that provides support and resources to families with children who receive therapy services, to include two recurring monthly programs in the Our Time series. Early Intervention Playgroup was rebranded to Our Time: Developmental Playgroup in an effort to be more inclusive of all young children. In response to customer requests, we launched a Sunday program called Our Time: Coffee, Caregivers, and Play that offers an opportunity for caregivers and therapists to connect in a relaxed atmosphere while any children in attendance participate in developmentally appropriate activities. Both programs are facilitated by Beth Dieter, speech-language pathologist from C.I.T.Y. of Support.



## Chinese New Year at Jewel-Osco

Adult Programs Specialist Nicole Vassell, Bookmobile Assistant Renu Khurpa and Youth Outreach Librarian Emily Loeffler represented the library at Jewel-Osco's annual Chinese New Year Festival. Over the course of the event, library staff interacted with nearly 300 attendees. The library showcased items from our collection, promoted services and offered an origami pig bookmark craft for visitors to create.



## **Department Highlights**

### **Circulation Services**

#### **Bookmobile**

While extreme weather forced the bookmobile back early once our staff welcomed customers back throughout the month by battling the Chicago weather with their endless positive attitudes and exceptional creativity. A quiet bookmobile means an increase in personal services, including a special storytime for one young customer.



### **Programs & Exhibits**

#### **Valentine's Calligraphy**

By popular demand, our returning presenter, artist Audrey Ko, led a fun, hands-on calligraphy instruction with great success! The class was completely filled, with 30 participants, and all feedback was very positive. Attendees shared great suggestions for future programs that involve more hands-on/DIY crafts which we believe will be just as high-demand as calligraphy and exciting to offer as we gauge what types of making and arts appeal most to our community in visioning the potential makerspace.



## KonMari 101

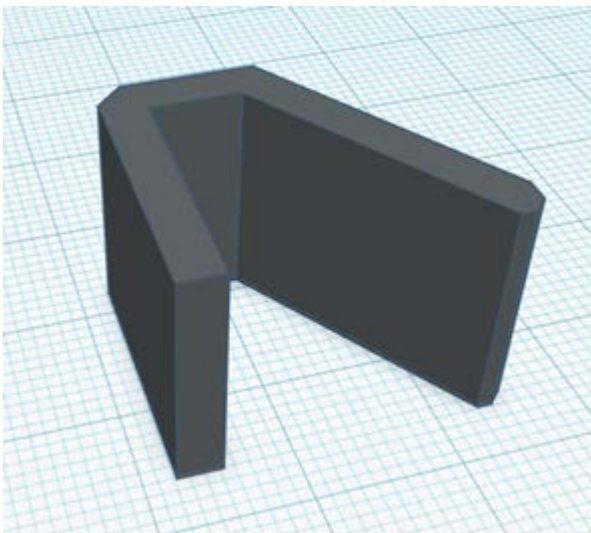
We were lucky to host Kristyn Ivey, KonMari Certified Consultant and Professional Organizer, at the height of the popular Netflix series, *Tidying Up*. KonMari Method is an organizing technique made popular by Marie Kondo's bestselling book *The Life-Changing Magic of Tidying Up* that encourages you to keep items that spark joy rather than focus on how much you discard, donate, or sell. Kristyn walked 176 eager attendees through the steps of the process, sharing tips for success based on her work supporting clients through the tidying process. Customer feedback was uniformly positive, noting both the great timing and application in their own lives.



## Digital Services

### **3D Printing – Practical Applications**

Having a 3D printer onsite is not only a great educational opportunity and service to our customers, but it also enables staff to create custom hardware tailored exactly to our specific needs. After acquiring two new iMacs for the Tech Learning Center’s computer lab, we found that the mounting hardware for our privacy screens was not compatible with the iMacs non-recessed monitor. Customer privacy is paramount, so we needed a solution. Digital Services Manager Jack Bower, in CAD software, designed and then printed hooks that connect to the top of the privacy screen and hang off the iMac monitors. The solution works perfectly.



## Specialty Info Services

### **ITBE Conference**

Tracy Karim, ESL Coordinator, and Allie Gourley, ESL Advisor, presented at the *Illinois Teachers of English to Speakers on Another Language-Bilingual Education conference (ITBE)* on Friday, February 22. The convention’s theme was “Bridging the Gap” and they presented on how public libraries bridge the gaps that currently exist in ESL services. The majority of participants were teachers in K-12, higher education, or community centers. Our staff’s session was unique as they introduced public libraries as an ESL option, detailing our program, and sharing what Chicagoland area public libraries offer, in terms of ESL services, to bridge those knowledge and access gaps.

## Senior and Accessible Services

### **Scooters and Walker Project Rolls Out**

A project started last year by the Inclusion team to make our scooters more accessible is now in pilot. The team recommended purchasing walkers and new, upgraded scooters and making them available to customers at library entrances. This eliminated the staff intervention and barrier to these much-needed tools. Special thanks to our inclusion team members and staff from graphics, digital services, finance, security, info services and facilities for contributing to taking this across the finish line.



### **Memory Café**

Attendees had fun with art and craft projects and almost all the care partners expressed how important the café is to them. Several spouses mentioned appreciating the time to relax and have fun. The hot meals for participants to take home at the end of the session have also been very popular. Some partners stay and eat together and others take meals home. One of two grants from Age Options funds the hot meals; the other grant supports program cost and some staff from Catholic Charities. The word has spread: our March signups are double our February registrations at 24. We are also anticipating some drop in attendees.



## **Library Day at Cedar Village**

Residents at Cedar Village learned about library services, enjoyed a book talk of senior staff picks, renewed library cards and took a virtual tour of Brazil when SAS Manager Mary Jo Lepo and SAS Advisor Barb Weiner visited. Cedar Village provides government-subsidized senior living in downtown Arlington Heights. Cedar Village Services Coordinator, Fran sent a nice email follow up: *Wanted to thank you ladies for a great, informative and fun afternoon for the residents. The programs that you offer to our Seniors certainly enhance the quality of their lives. Thanks for this afternoon and for all you do everyday.*

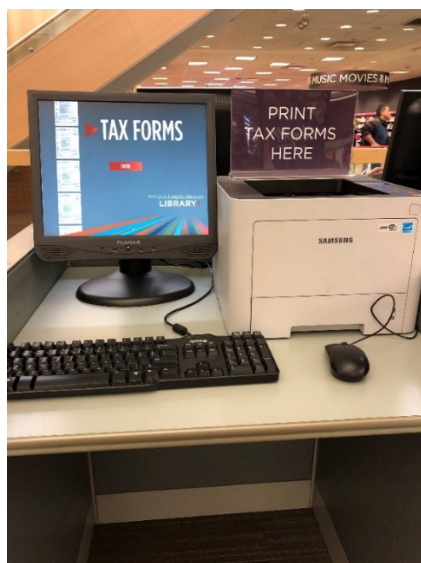
## **Info Services**

### **AARP Tax Appointments**

As in previous years, Info Services helped schedule and coordinate AARP Tax Appointments, which provide free tax service to low- to moderate-income taxpayers – especially those 50 and older. Info Services assists by providing space within the library, equipment, scheduling the appointments, and placing reminder phone calls. So for this year, we have assisted 115 customers, a 6% increase from February 2018 (108 customers). 71 of the 115 were Arlington Heights residents.

### **Tax Season**

As in previous years, we have distributed thousands of tax forms and booklets supplied by the IRS and State of Illinois. We have also instituted the self-serve Tax Printing station and have received positive compliments on this service.



## Youth Services

### **Baby Date Night**

At our unique Baby Date Night program, parents and babies enjoyed a special storytime, fun games, and a handprint keepsake craft. Early Literacy Supervisor Rebecca King and Kids' World Advisor Susan Hollars planned the program activities to demonstrate the importance of family bonding with infants and the need for parents to continue to devote time to each other during this new phase of their relationship. Activities ranged from social activities like a parenting tip board to quiet parent-and-baby reading time. The night finished with mocktails, Valentine treats and a parent-baby slow dance.

- *“It was fun dating before we were married, but this is better.”*



### **Teen Volunteers Donate Hats to Journeys | The Road Home**

February's Craft for a Cause volunteer kit in the Hub encouraged teens to sew fleece hats for young clients of Journeys | The Road Home. Teens learned how to use a sewing machine from the Library of Things collection, as well as how to read a sewing pattern and sewing directions.



## **Thomas Middle School Collaboration 3DRD Class**

A captive audience of nearly 50 students in Thomas Middle School's two 3DRD classes interacted with two presenters who use 3D printing for professional and personal learning



as a prosthetist and hobbyist respectively. Teen Advisor Sonya Hill coordinated the presentation where students asked the presenters questions during a hands-on demonstration of 3D printings various uses. Over the course of the quarter-long class, the Hub becomes an extension of the classroom where students complete assignments for the class. The library's partnership with Thomas Middle School's 3DRD class began in 2014.

## **Tween Chagall Painting Night**

Fourteen tweens drew inspiration from photographs of birch trees and snowflakes as well as from the art of Marc Chagall to create watercolors on canvas. Youth Services Assistant and former art teacher, Olivia Miller, introduced the group to the artist featured in our exhibit and asked the participants to make observations about some of his work. One tween observed that Chagall "wasn't just drawing what he saw, he was drawing what he imagined plus what he saw." Many of the tweens were inspired to create dream-like paintings in the style of Chagall while others used different resist techniques to make wintery scenes.



## Across Departments

### **Harry Potter Book Night**

Our popular library-wide event, Harry Potter Book Night, returned this February. Nearly 600 attendees engaged in crafts and trivia, played Quidditch, and even got to hold real snakes! Costumed staff members led activities throughout the library including a Sorting Hat station, trivia, scavenger hunt, crafts, and more. Throughout the night, attendees participated in Quidditch drills with Loyola's Lumos Team. The event was very well received, and participants of all ages gave remarkably positive feedback. Many participants expressed that they hope we can offer this program again next year. Tween librarian Kerry Bailey served as the primary organizer of the event, with assistance from Teen Supervisor Alice Son, Graphic Designer Colleen Kelly, Adult Program Coordinator Matt Binder, Youth Outreach Librarian Emily Loeffler, and Teen Advisor Lauren Draftz.



# Metrics for February 2019

## Service Point Traffic

**Total visits**  
**83,935** ▬ 1%  
 83,356 last year

**Main Library visits**  
**81,187** ▬ 1%  
 80,410 last year

**Sr Center Visits**  
**1,364** ▾ -17.18%  
 1,647 last year

**Bookmobile Visits**  
**1,384** ▴ 6.54%  
 1,299 last year

## Circulation

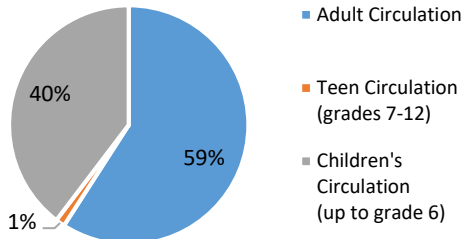
**Total Circulation**  
**152,638** ▴ 2%  
 149,569 last year

**Card Holders** ▢  
**56,945**

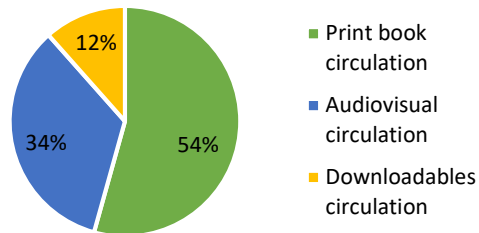
**Library Cards Issued**  
 Resident **342** ▴ 16.33%  
 (issued) 294 last year  
 Non-Resident **150** ▾ -1.32%  
 (Registered) 152 last year

**Interlibrary Loan**  
 Borrowed **489** ▴ 75.27%  
 279 last year  
 Lent **165** ▾ -59.16%  
 404 last year

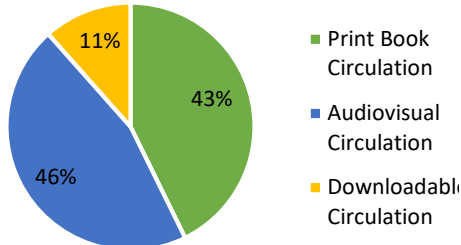
Circulation by Audience



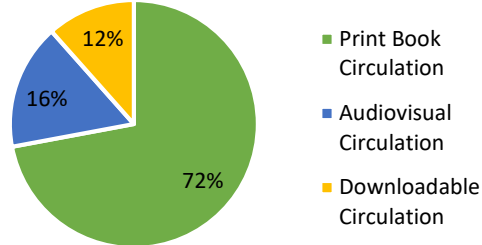
Circulation by Format



Adult Circulation by Format



Children Circulation by Format



## Programs

**Program Attendance**  
**7,096** ▾ -16%  
 8,401 last year

**Number of Programs**  
**285** ▴ 4%  
 275 last year

**Cost of Programs**  
**\$6,510**  
 \$2,278 funded by FOL

**General Satisfaction**  
**4.73/5**

## Questions

**Reference Questions**  
**16,247** ▴ 3%  
 15,816 last year

**Reference Questions**  
 (via call center)  
**5,138** ▴ 11%  
 4,616 last year

**Chat sessions**  
**416** ▴ 9.19%  
 381 last year

## Technology Usage

**Public Computer Use**  
**8,534** ▾ -9.65%  
 9,445 last year

**Website Visits**  
**91,878** ▾ -1.45%  
 93,234 last year

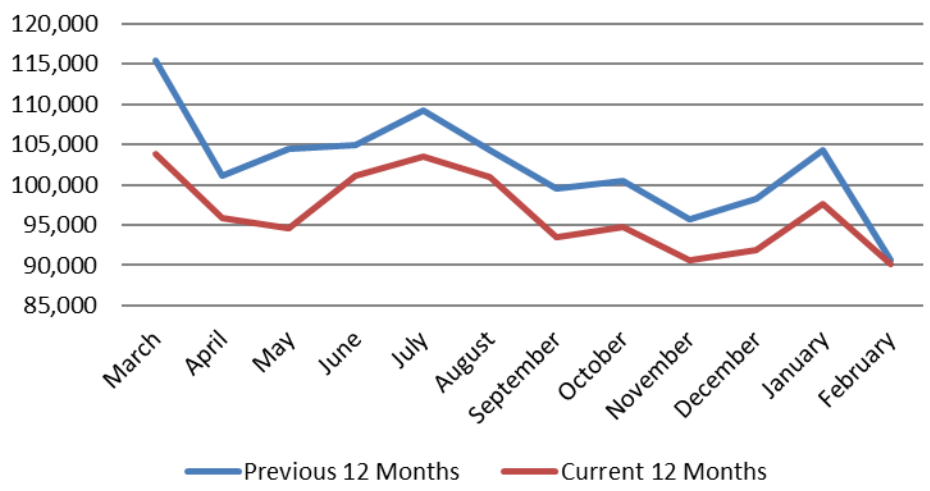
**Self Checkout**  
 (% of total checkouts)  
**66%** ▬ -0.60%  
 66% last year



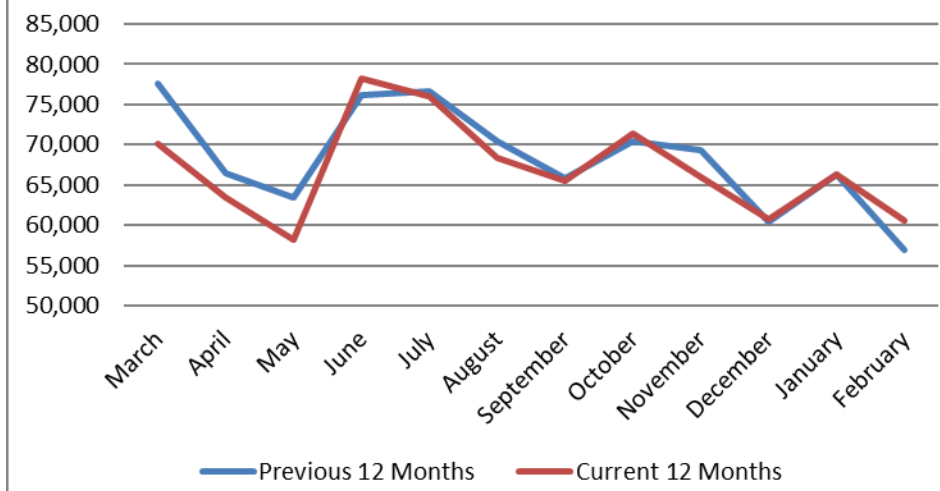
**AHML - DASHBOARD - February 2019**

	February 2019	February 2018	% change from last February	Jan 2019-Feb 2019	Jan 2018-Feb 2018	% change from last YTD
Total circulation	152,638	149,569	2%	318,729	322,426	-1%
Adult circulation	90,211	90,613	0%	187,765	194,929	-4%
Teen circulation	1,896	1,996	-5%	4,189	4,290	-2%
Children circulation	60,531	56,960	6%	126,775	123,207	3%
Print book circulation	78,459	75,999	3%	162,695	163,139	0%
Audiovisual circulation	49,277	50,414	-2%	101,864	110,389	-8%
Downloadables circulation	16,683	15,875	5%	37,056	32,962	12%
Self-check as % of main floor circ	66%	66%	0%	66%	65.83%	0%
Circulation to reciprocal borrowers	9,617	8,956	7%	19,980	18,771	6%
ILLs borrowed for our customers	489	279	75%	901	643	40%
ILLS lent to other libraries	165	404	-59%	821	996	-18%
Resident cards issued	342	294	16%	660	694	-5%
Reciprocal cards registered	150	152	-1%	290	333	-13%
Reference questions	16,247	15,816	3%	34,066	32,273	6%
Number of Programs	285	275	4%	542	549	-1%
Program attendance	7,096	8,401	-16%	13,720	18,108	-24%
Public computer use	8,534	9,445	-10%	17,152	20,445	-16%
Website visits	91,878	93,234	-1%	194,182	199,798	-3%
In-person visitors	83,935	83,356	1%	168,132	174,279	-4%
Marketplace - % of adult coll	8.3%	8.4%	0%	8.3%	8.4%	-2%
Marketplace - % of circ	33.7%	34.3%	-2%	33.5%	34.4%	-3%
Kids' Mktplace - % of KW coll	4.5%	4.7%	-6%	4.5%	4.8%	-7%
Kids' Mktplace - % of circ	14.9%	15.5%	-5%	15.1%	15.4%	-2%
Individual Staff Sessions	444	339	24%	754	535	29%
Volunteer hours	2,080	2,087	0%	4,193	4,055	3%

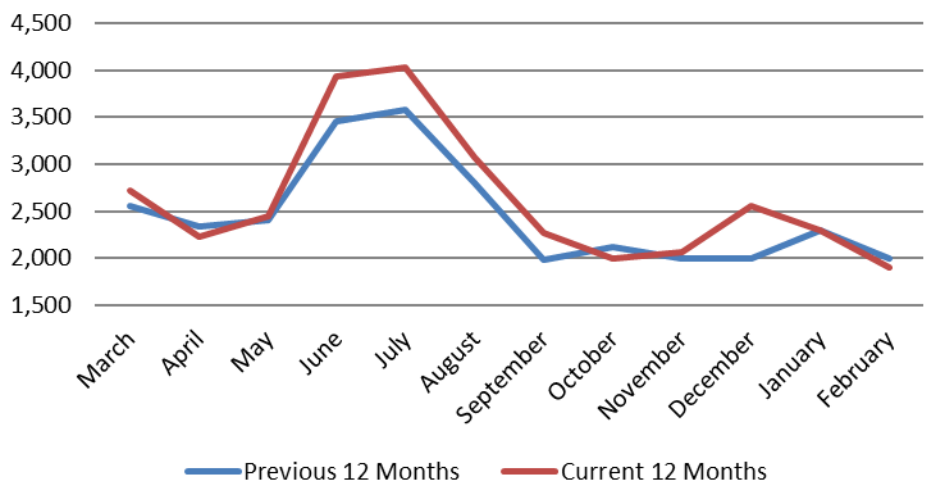
### Adult Circulation



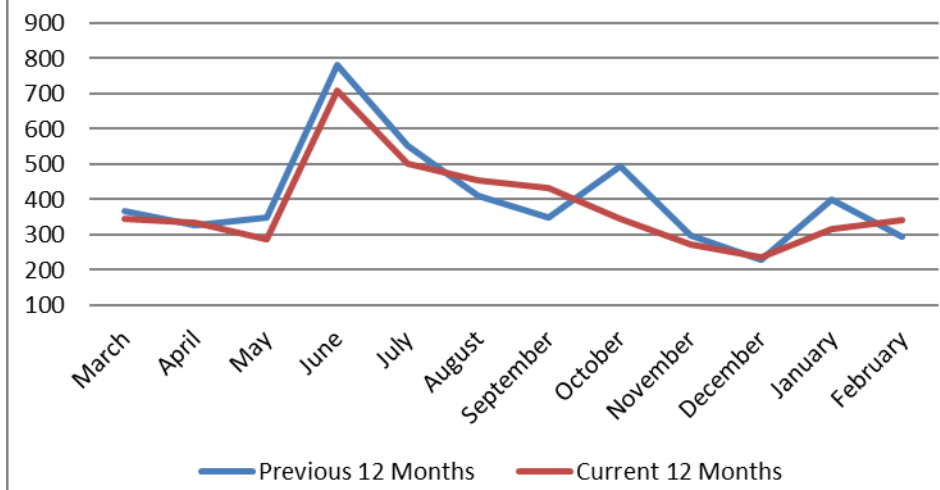
### Children's Circulation

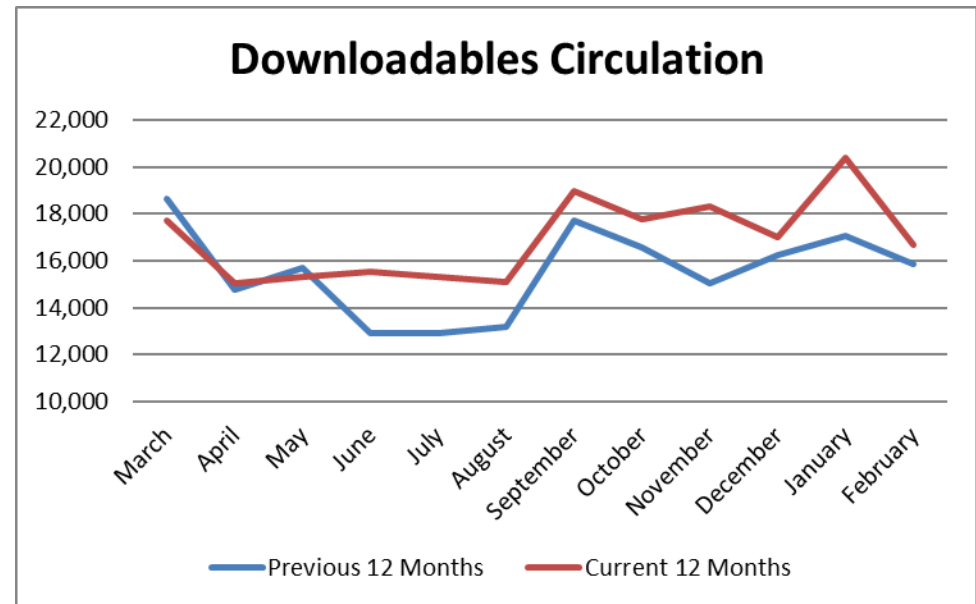
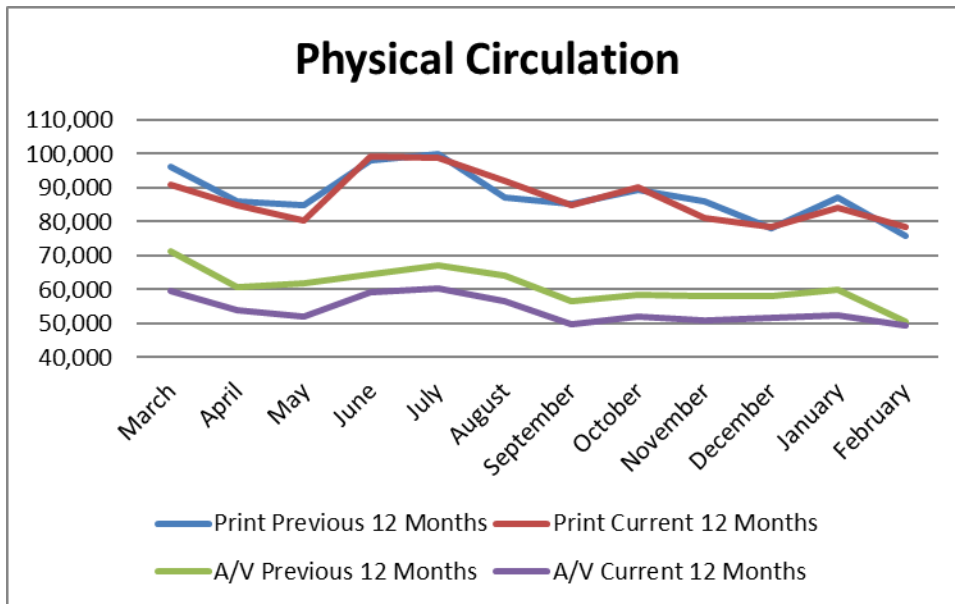


### Teen Circulation



### Resident Library Cards Issued

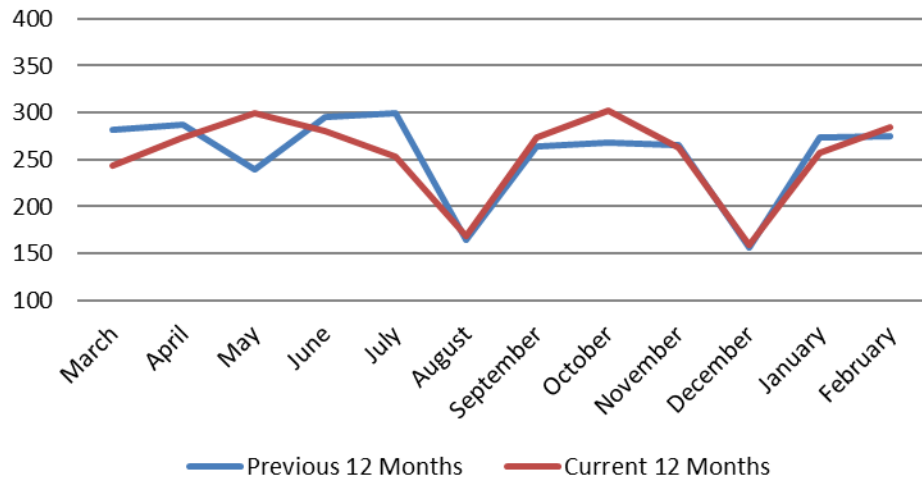




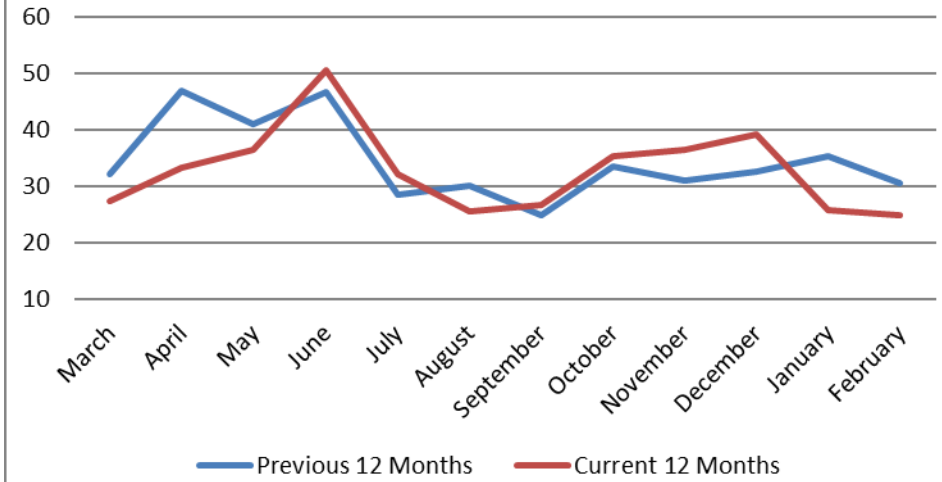
## Notes Relating to Circulation

- Total circulation is up 2.1% this month over last February. The increase is especially prevalent in youth material checkouts, which are up 1.4% for the year. February 2018 included late opens for snow and Staff Day.
- Equipment checkouts increased 61.38% over last February, with our Library of Things maintaining its popularity in our community. Customers checked out over 400 ‘Things’ from this collection this month.
- Our partnership with ILL and LINKin libraries continue to meet our customers’ individual needs. LINKin checkouts increased 5.6% this month and is up 4.1% for the year. ILL material checkouts increased 75.3% this month - up 40.1% for the year.
- With 16,683 ematerial checkouts this month, this was a 5.1% increase over last February - up 12.4% for the year.

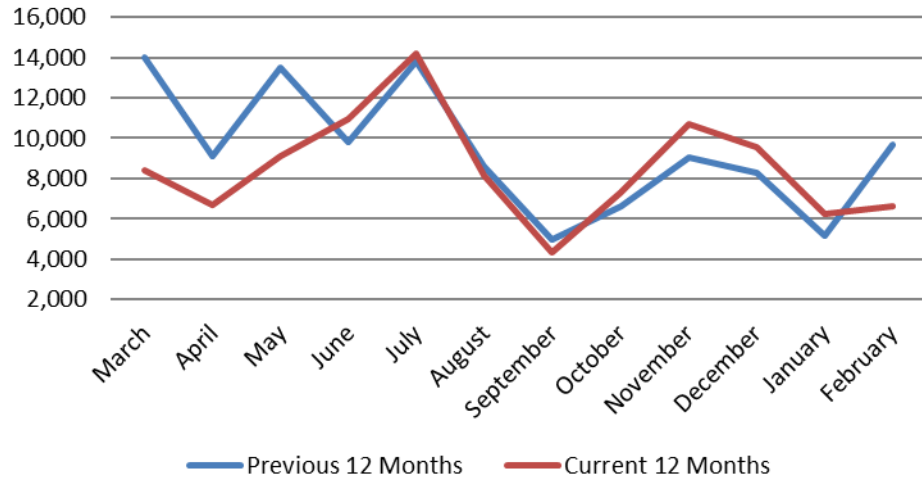
### Program Sessions



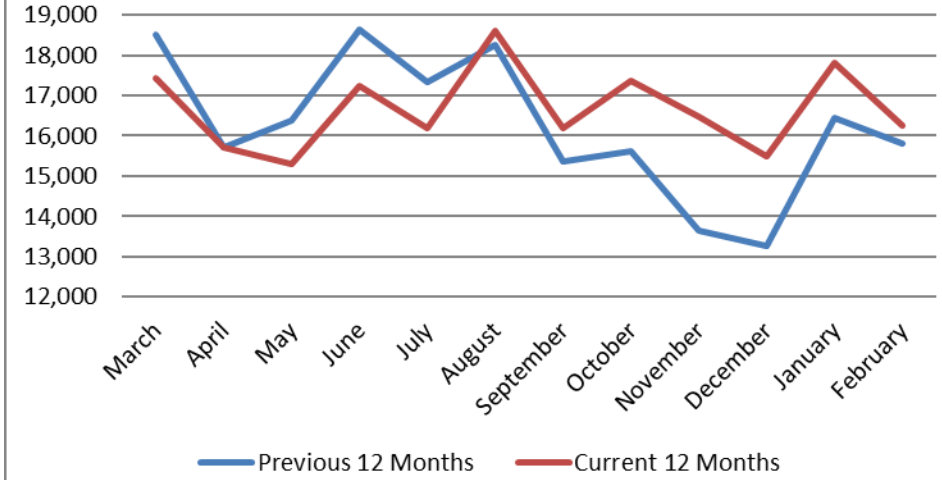
### Attendance Per Program



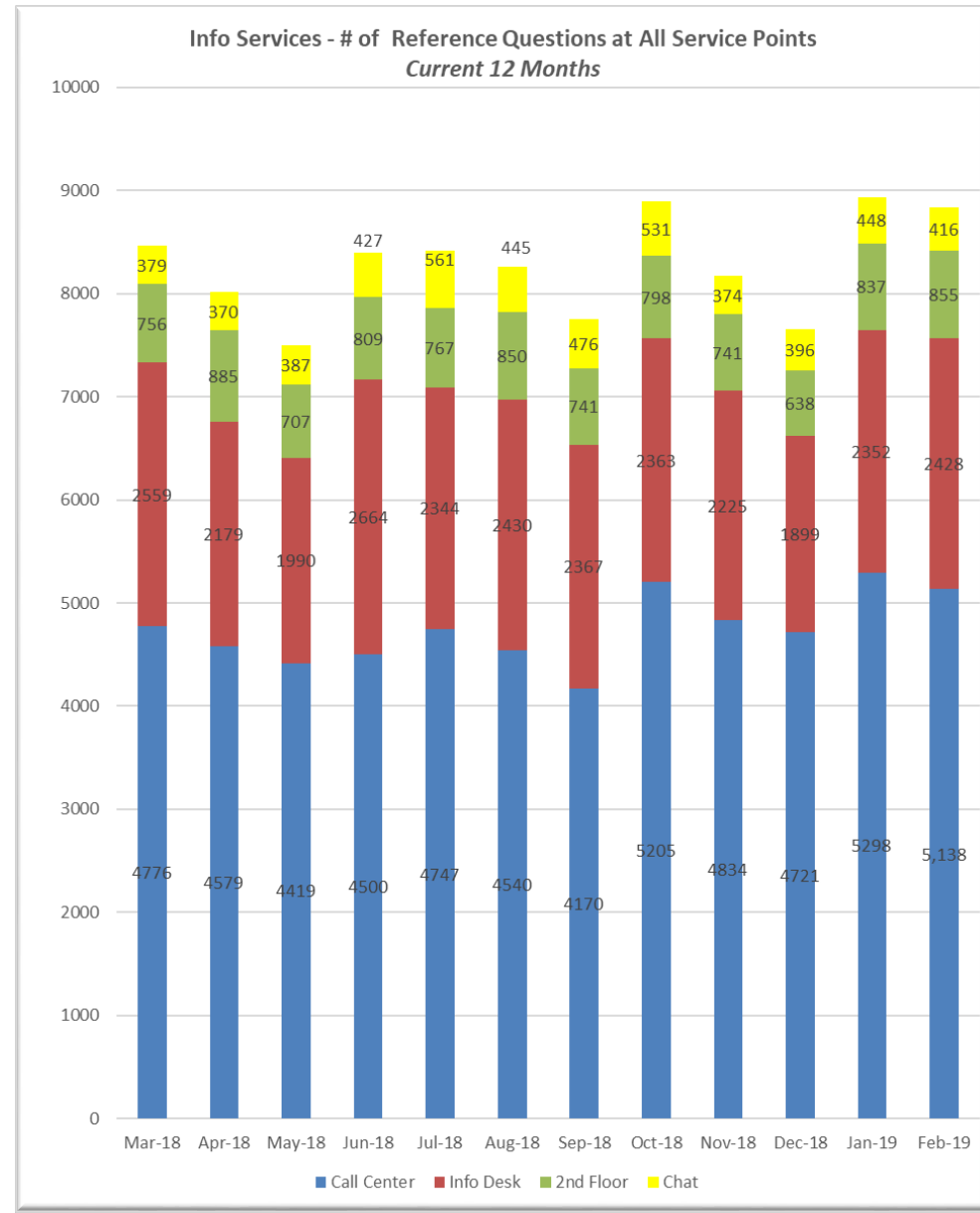
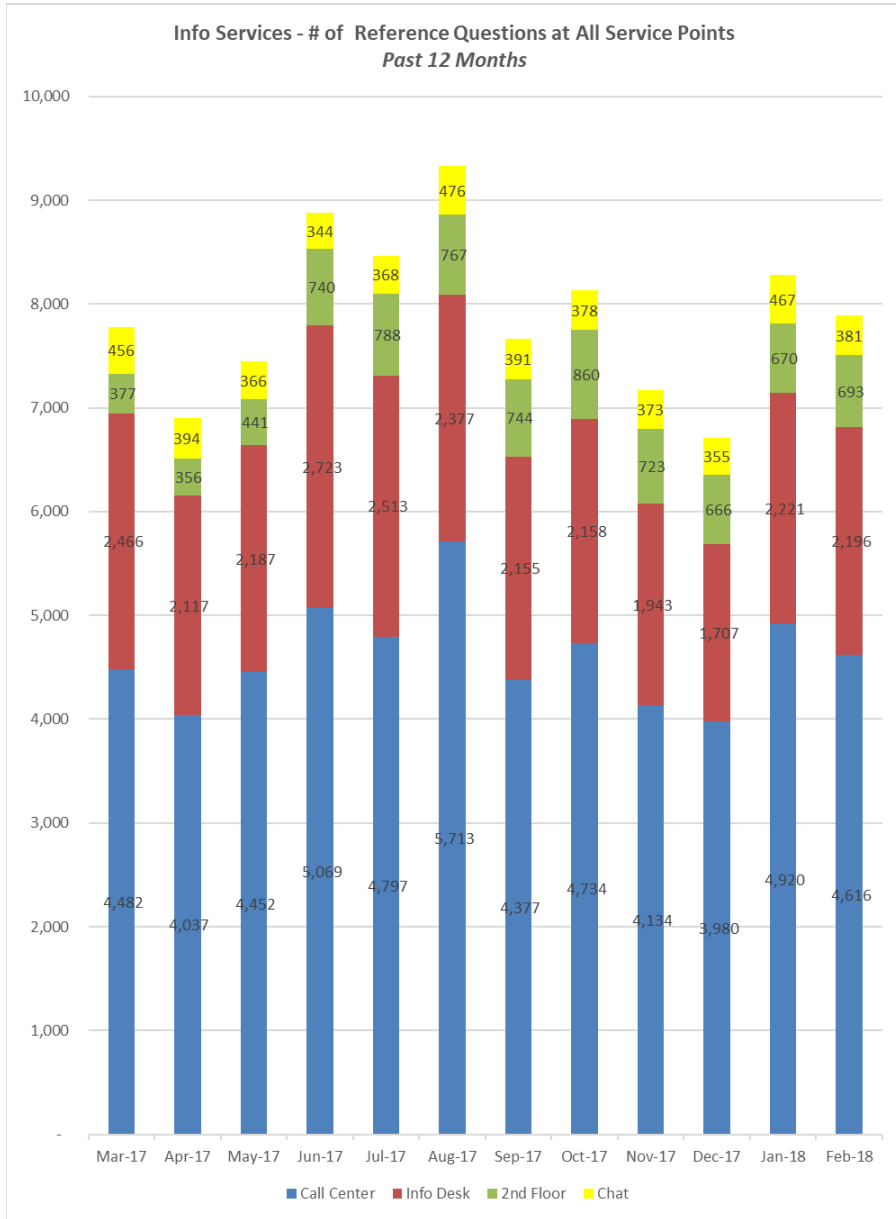
### Program Attendance



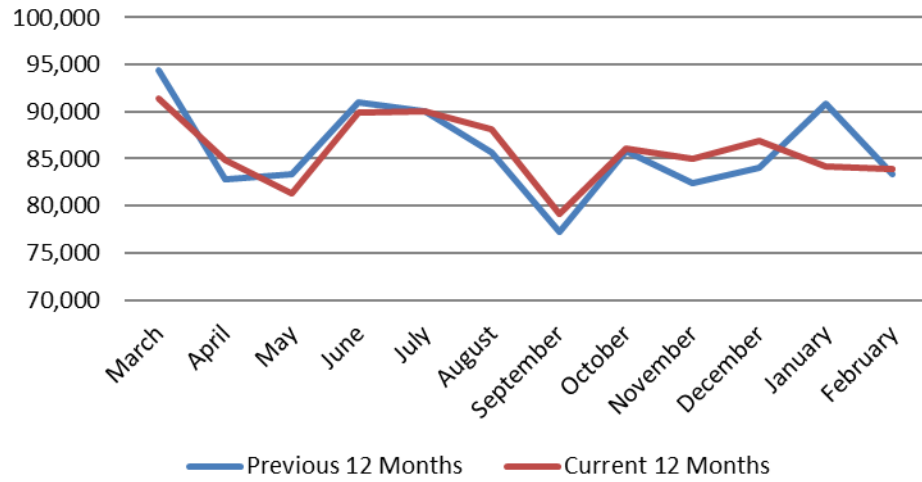
### Reference Questions (Library Wide)



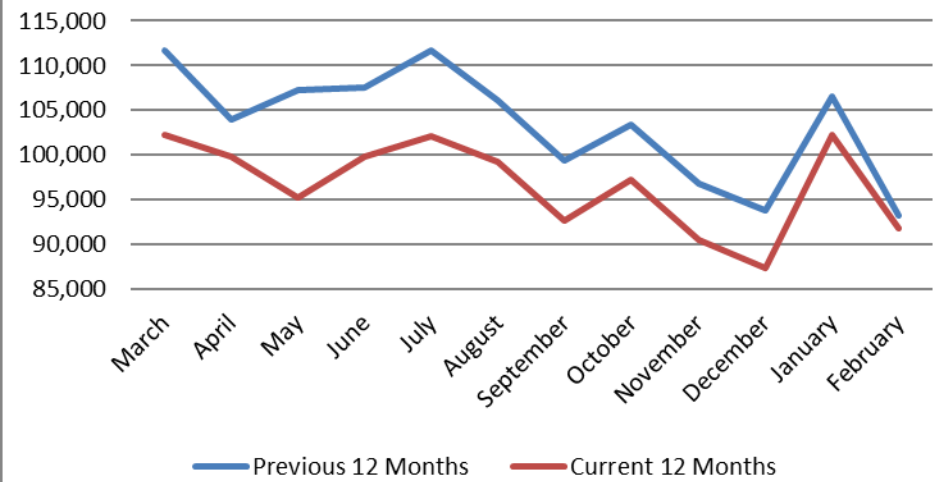
The charts below illustrates the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



### In-person Attendance



### Website Visits



### Public Computer Use

